Performing a Search

The search function withing the OGD application will serve to locate an e-mail address for any employee of the Canadian Government (assuming they have an e-mail system).

Method

To perform a search:
1. Restore CORPORATE APPS by double-clicking on the group icon.
2. Double-click on the OGD/AMF application icon.
3. Click the CLEAR button on the tool bar to remove any names or departments which have resulted from a previous search.
4. Click on the SEARCH button on the tool bar.
5. Once again it may be necessary to click on the CLEAR command button to clear the results of a previous search.
6. In the Search dialogue box, select the LIST OPTIONS:
   Choose REPLACE in order to overwrite the current list with the results of this search.

   OR

   Choose APPEND to add the results of this search to the list already displayed in the main window.
7. Select the NAME SEARCH OPTIONS:
   Choose LITERAL to search names which match the exact spelling of the name you type in the NAME text box.

   OR

   Choose PHONETIC to search names that sound like the name you specify in the Name text box.
   Choose SURNAME to search by last names.

   OR

   Choose FIRST NAME to search by first names.
8. Enter the search criteria in the NAME or DEPARTMENT text boxes.

   OR

   Click the button to the right of the text boxes to use the Personnel or Department windows.
9. Click the OK button to execute the search.