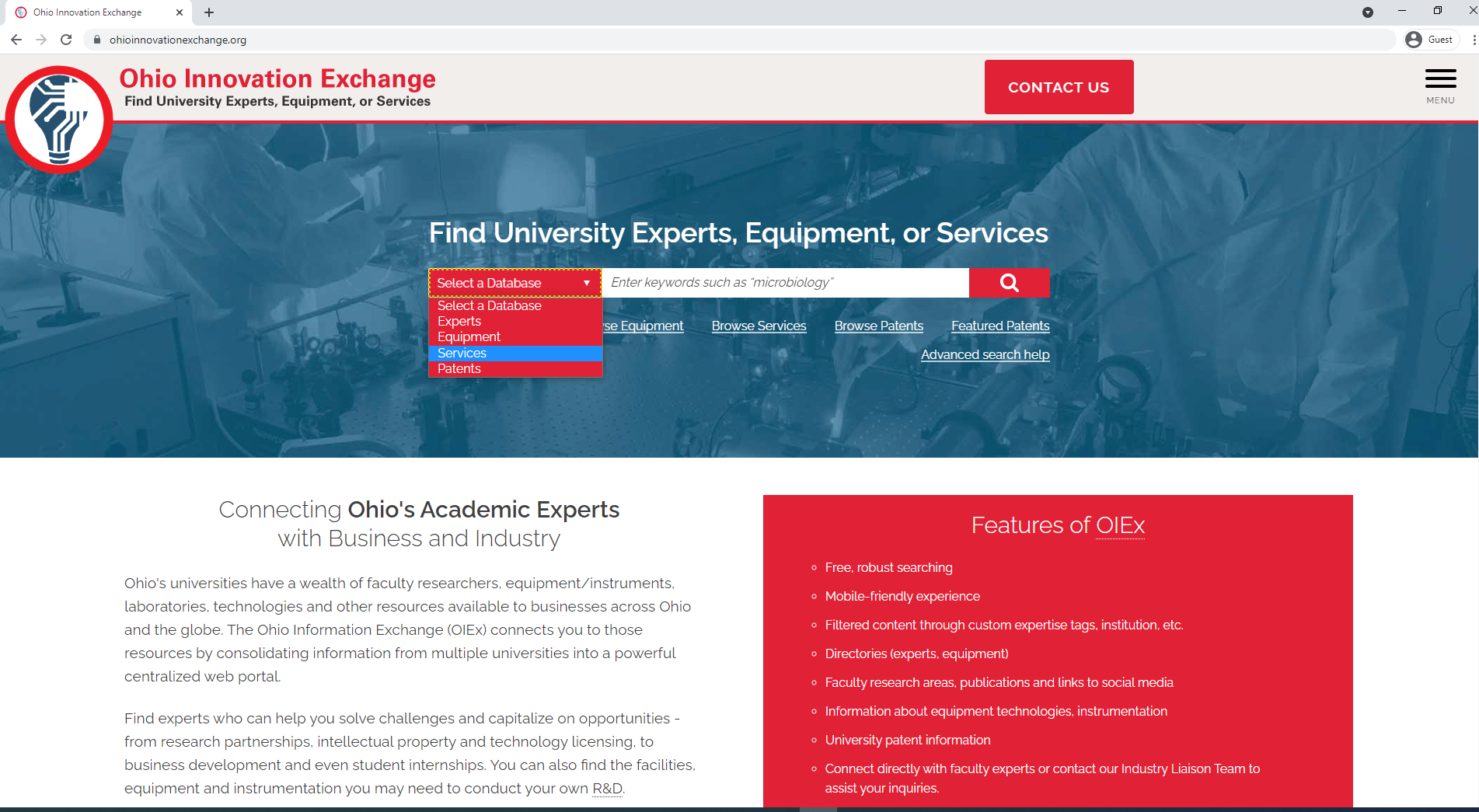
**OIEx Use Case Documentation on Searching for Services**

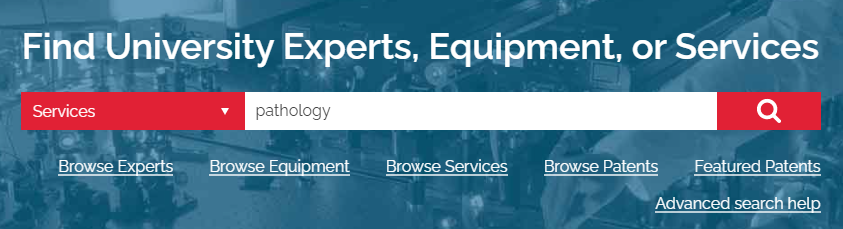
To begin searching for available services visit: <https://www.ohioinnovationexchange.org/>

To search for a service, use the search box at the top of the page.

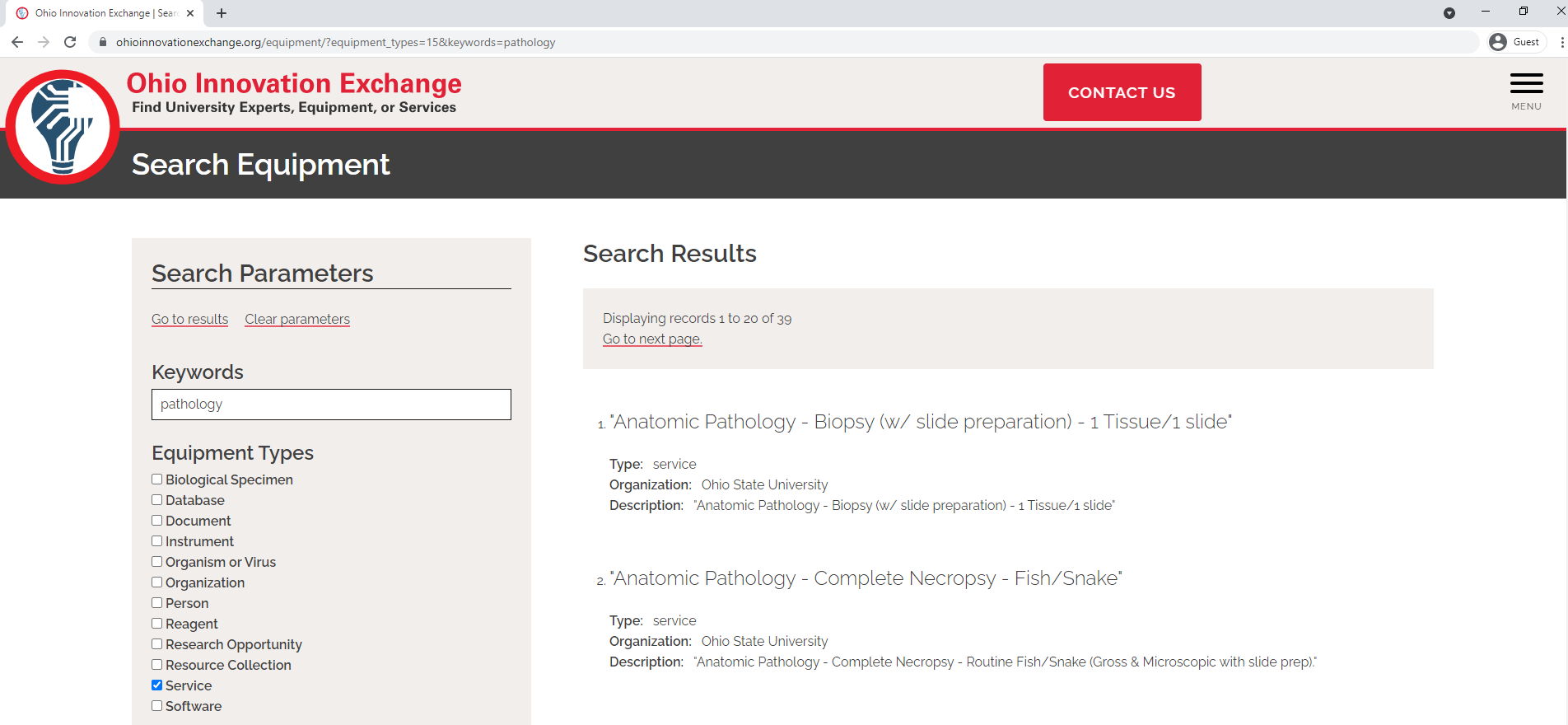
* Use the drop-down menu labeled “Select a Database” to choose Services.



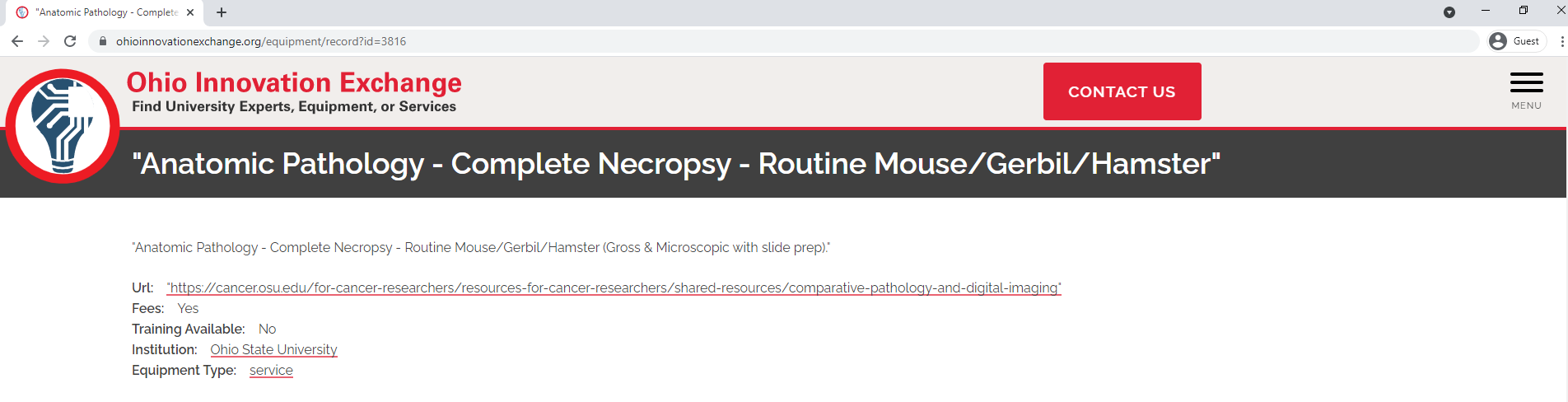
* In the text field, type the service you are looking for.
  + You can search for broad service categories or specific services.
* Click the magnifying glass icon to begin your search, or press Enter on your keyboard.



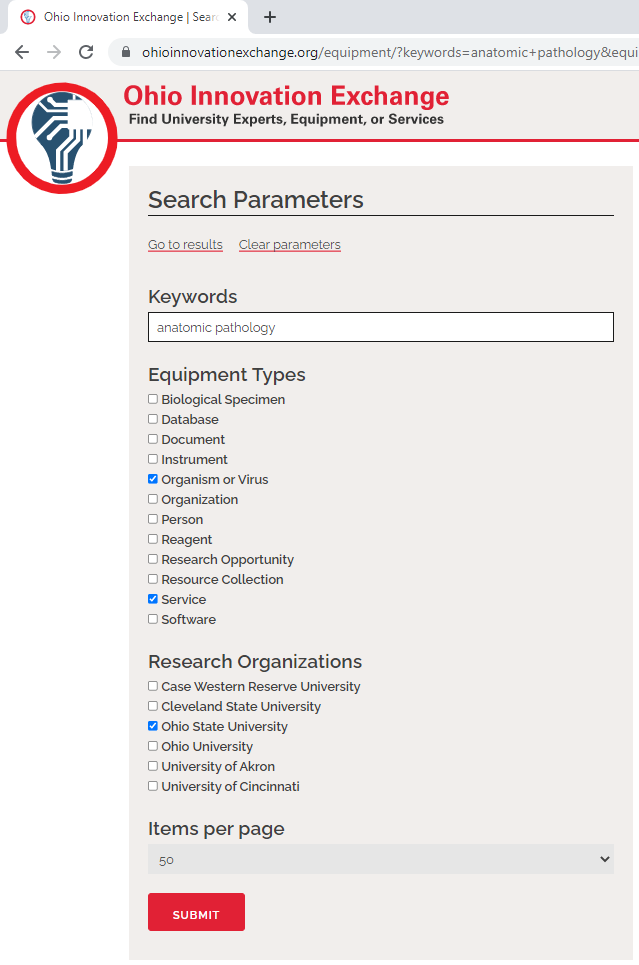
* Your results screen will have 2 major sections



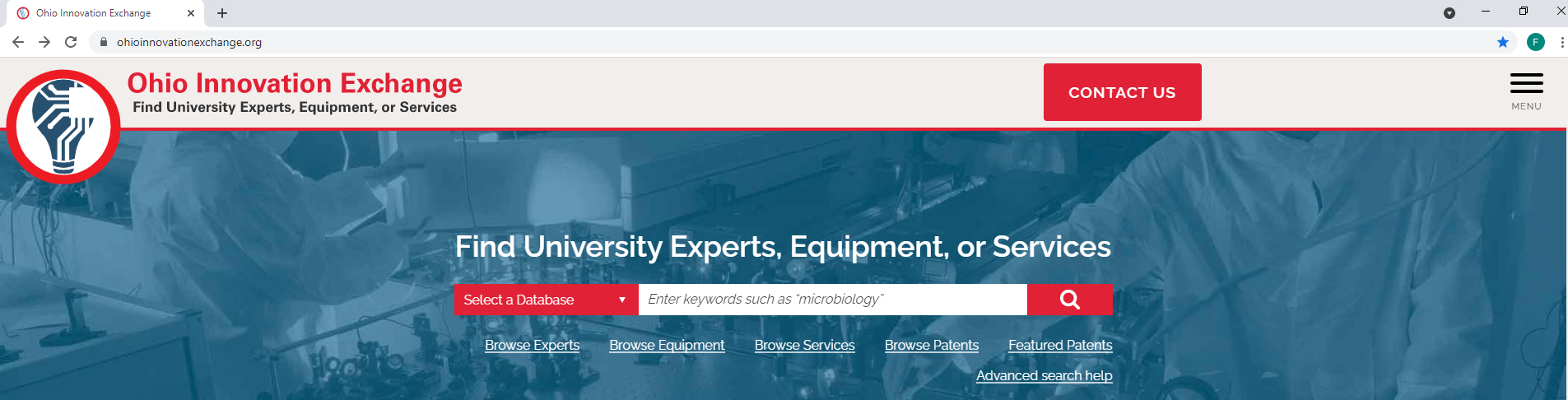
* + Search Results
    - See the number of results your search returned. Note that the default display is 20 results per page.
    - View the records for each result.
      * For additional details, click the title of the result you are interested in.
      * Use the URL field on the record’s page to link to the owning institution and find contact information.



* + Search Parameters
    - Narrow your search results by selecting specific fields that match your needs.
    - Fields include:
      * Keyword – the original search term you entered can be changed here to broaden on narrow the scope.
      * Equipment Types – select only instruments, or software for example.
      * Research Organizations – limit the results to institutions that are close to you for example.
      * Items per page – adjust the number of records you see on each page.
    - Click “Submit” to apply your filters to the search.



To browse available services, click the “Browse Services” link below the search bar.



* Your results screen will have 2 major sections



* + Search Results
    - See the number of results your search returned.
      * Note that the default display is 20 results per page.
      * You can jump to a particular range of records by using the drop-down menu beside “Go to records” and clicking “Go”.
    - View the records for each result.
      * For additional details, click the title of the result you are interested in.
      * Use the URL field on the record’s page to link to the owning institution and find contact information.
  + Search Parameters
    - Narrow your search results by selecting specific fields that match your needs.
    - Fields include:
      * Keyword – Enter a term here to narrow your results.
      * Equipment Types – select instruments, or software for example.
      * Research Organizations – limit the results to institutions that are close to you for example.
      * Items per page – adjust the number of records you see on each page.
    - Click “Submit” to apply your filters to the search.