


PPHIS Reference Materials Search Tips

This search tool is unfortunately NOT as smart as Google. Here's some tips for using it.

Search in the right place. **Use the PPHIS search bar**, which is centred in the main part of the page, below the introductory text, and looks like this:



Search for in and

Don't use the phsa.ca search bar, which is on the top right. It searches phsa.ca and looks like this:



- 1. To search**, enter a **keyword** and/or **choose a module/system** and/or **choose a document type**, then **click Find**. You only have to enter a keyword or choose one of the dropdown options to initiate a search. To clear your entries/selections and start over, click **Clear**.
- 2.** If you enter a keyword, the search tool will look for it in the **file title** and **document contents**, but prioritizes the file title.
- 3.** The keyword search is **not case sensitive**. "Imms", "IMMS" and "imms" will all work.
- 4.** But, you do have to **spell correctly**. Sorry.
- 5.** It will search for the **exact term** you enter.
 - If you enter "Administer Imms", it **will NOT** find "Administered Imms"
 - If you enter "Immunoglobulin" it **will NOT** find "Immuno Globulin".
- 6.** To get around this, if you aren't sure what the keyword should be, or if you don't know how to spell something, **use the * wild card**. (The % wildcard used in Panorama will NOT work.)
 - If you enter "admin* Imm*" it **WILL** find "Administer Imms", "Administered Imms", "Administer Immunizations" and "Administered Immunizations", etc.
- 7.** If you know the exact keyword you are looking for, put quotation marks before and after the keyword to get more focused results.

Happy searching (and finding)!