



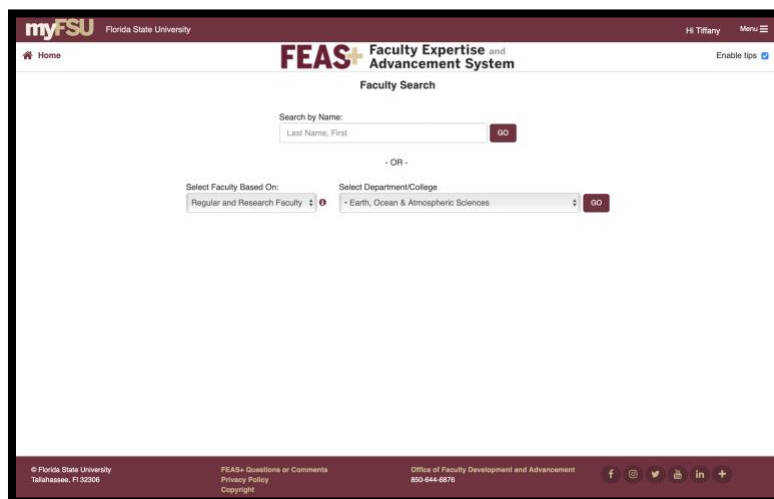
## How to Search FEAS+

There are a few different ways to search for information within FEAS+. The first is the Faculty Search, either by name or department. The second is the Expertise Search, which restricts the search to entries only within that specific category. The third is the Keyword Search, which searches the entire database for designated words.

### Faculty Search

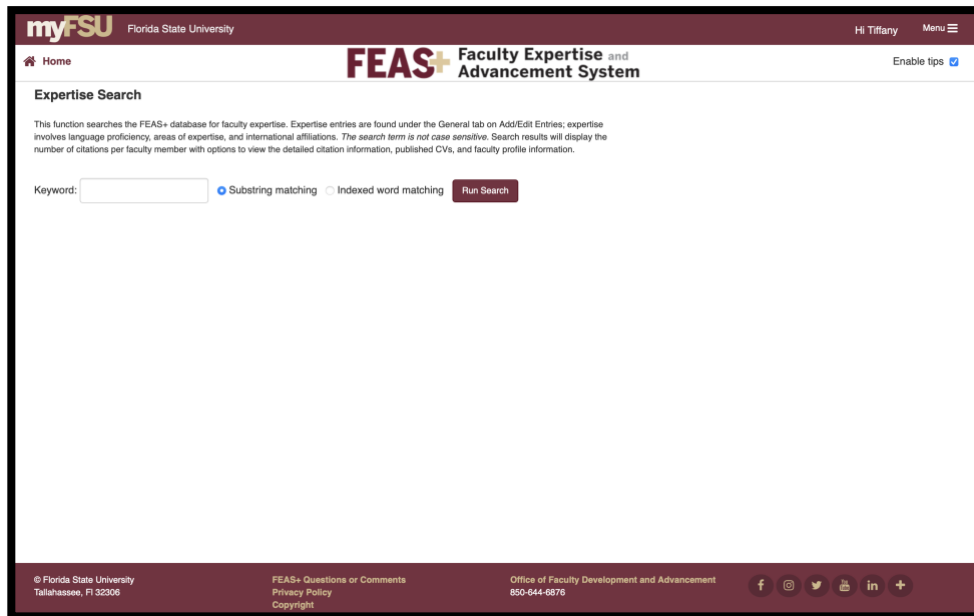
1. Log in to <https://feas.fsu.edu> using your FSUID and password
2. Click on the Menu
3. Click on the link "Faculty Search"  
Note: If you do not see this link, please contact [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).
4. Enter the faculty member's last name, click on the full name that pops up, then click "Go". This will present their directory information. You will then be able to click on "Profile" to view their published CV under "Vita Status and Available Reports". You may also view their self-described "Research Interest and Expertise".

Alternately, you may select a department from the drop-down list to view a listing of all faculty members in the specified department. The departmental listing includes filter options on the left side of the page.



## Expertise Search

1. Log in to <https://feas.fsu.edu> using your FSUID and password
2. Click on the Menu
3. Click on the link "Expertise Search"  
Note: If you do not see this link, please contact [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).
4. Enter a single keyword and click "Run Search" to view the citations that contain the keyword, the faculty member's CV, or the faculty member's profile



The screenshot shows the 'Expertise Search' page of the FEAS+ system. The page header includes 'myFSU Florida State University' and 'Hi Tiffany Menu'. The main title is 'FEAS+ Faculty Expertise and Advancement System'. Below the title, there is a 'Home' link and an 'Enable tips' checkbox. The 'Expertise Search' section contains a descriptive paragraph: 'This function searches the FEAS+ database for faculty expertise. Expertise entries are found under the General tab on Add/Edit Entries; expertise involves language proficiency, areas of expertise, and international affiliations. The search term is not case sensitive. Search results will display the number of citations per faculty member with options to view the detailed citation information, published CVs, and faculty profile information.' Below this text is a search form with a 'Keyword:' label, an input field, and two radio buttons: 'Substring matching' (selected) and 'Indexed word matching'. A 'Run Search' button is located to the right of the input field. The footer contains copyright information for Florida State University, contact information for the Office of Faculty Development and Advancement, and social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a plus sign for more options.

## Keyword Search

1. Log in to <https://feas.fsu.edu> using your FSUID and password
2. Click on the Menu
3. Click on the link "Keyword Search"  
Note: If you do not see this link, please contact [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).
4. Enter a single keyword into the Basic Search, or click on the Advanced Search for more options
5. Click "Search" to view the citations that contain the keyword, the faculty member's CV, or the faculty member's profile

The screenshot shows the 'myFSU' website interface for the 'FEAS+ Faculty Expertise and Advancement System'. The page is titled 'Keyword Search' and features a navigation bar with 'Basic Search', 'Advanced Search', 'Summary Results', and 'Selected Citations'. A search input field contains the text 'e.g., portfolio'. Below the input field, there is a dropdown menu for 'Display search results as:' with the selected option being 'Hit counts by faculty member'. A red 'Search' button is positioned below the dropdown. A paragraph of text explains the search function: 'Use this function to search for a word or word fragment in the CV Database. The keyword is not case sensitive. Only text based fields will be evaluated. This function will search the FEAS+ database for keyword matches, which may include incomplete CVs, faculty that have left the university, it may include adjuncts, etc. The search will span all faculty citations in the FEAS+ database. This function will report where hits were found. For a more discriminate search, try the Advanced Search tab.' The footer contains copyright information for Florida State University, contact details for the Office of Faculty Development and Advancement, and social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a plus sign for more options.

Other questions about FEAS+? Contact Tiffany Phillips at [tphillips@fsu.edu](mailto:tphillips@fsu.edu).