

National Missing and Unidentified Persons System

# NamUs User Guide: Advanced Search and Export



#### **CSV Exports from NamUs**

All registered users can perform advanced searches of the NamUs system with export capabilities of the results to a CSV file. To register, head to <a href="https://namus.nij.ojp.gov/">https://namus.nij.ojp.gov/</a> and click "Register" in the upper right corner of the page.

#### Advanced Searching of NamUs

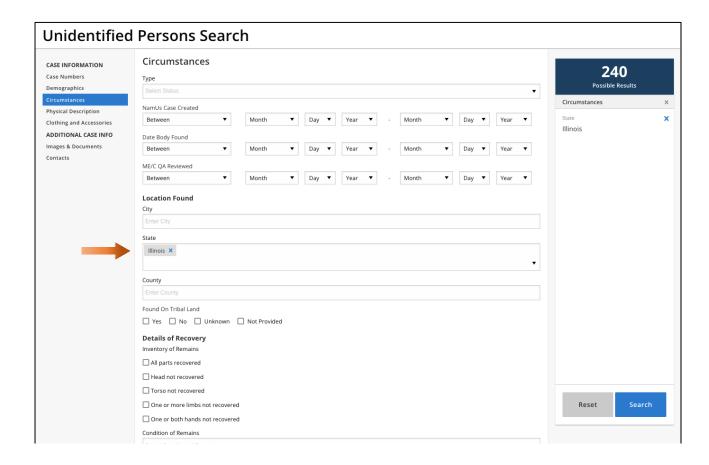
Once registered, advanced searches allow users to create queries to search missing, unidentified, or unclaimed person cases matching customized criteria. Every field in the NamUs database can be searched, according to the user's view permissions in the system, using checkboxes, pre-populated pick-lists, and keyword searches. Keyword searching can be further refined using Boolean operators such as "and", "or", and "not".

#### Performing an Advanced Search

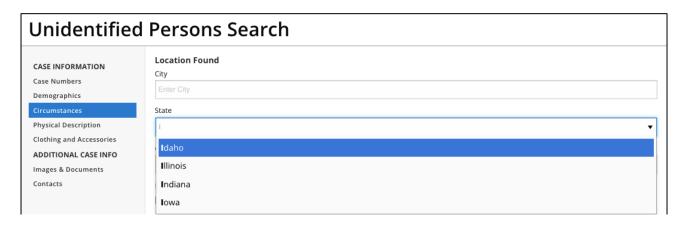
To begin an advanced search of the NamUs database, from your dashboard, click on the search icon next to the case type you wish to search:



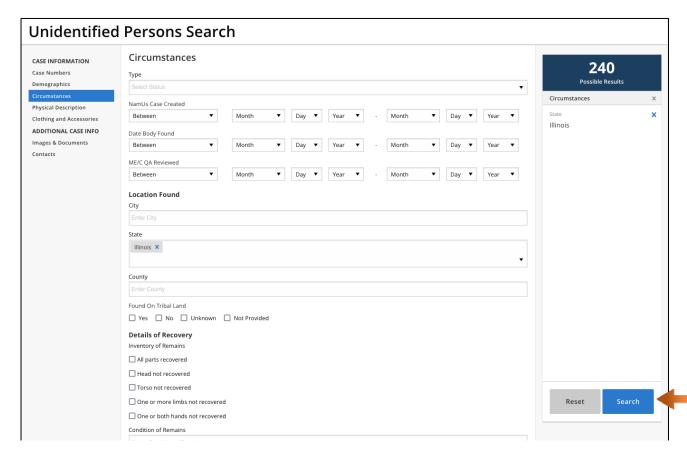
After clicking the search icon, an Advanced Search screen will open, allowing users to enter criteria in one or more search fields:



Certain "type ahead" fields allow the user to begin typing criteria which will prompt the creation of a pick-list that is populated with data that is currently available in published NamUs case files.



Note that with the addition of criteria to the search, the "Possible Results" box in the upper right will dynamically change to show the number of results that will be returned if the search is executed by clicking the "Search" button at the bottom of the screen.



### **Displaying Search Results**

Upon running a search, results will be displayed in list view, with the number of search results recapped at the top of the list.



By clicking "Export All" in the upper left of the screen, the search results can be download as a CSV file to the computer.

## **Revising Advanced Searches**

After running any search, users can click "Revise Search" to adjust their search criteria. This link takes users back to the advanced search page with all of their previous criteria still pre-populated so they can add, remove, or adjust any search parameters.