

CAPS Library reference guide, January 2020

Tips to get new users started & tricks for effective search



Create an account

capsresearch.org/register

Register with your *business email* – the system will recognize your domain as belonging to CAPS member company and assign you VIP user privileges.

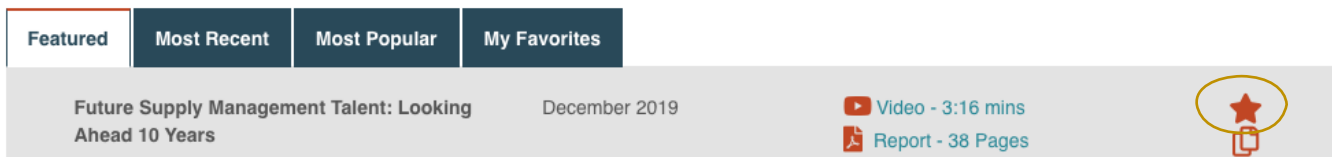
Once you've completed registration, we'll send you a validation email. You must click this email to get full access to the library. If you don't see it, check spam and clutter.

capsresearch.org/membership/safe-list/

Please whitelist the capsresearch.org domain on a personal inbox level or with your IT department on an organizational level if there are deliverability issues – we'd be happy to work with them.

Browse the library with Tabs

capsresearch.org/login



Once you successfully login, Tabs are a great way to access interesting content by Featured (new, interesting, high-demand, or highlighted reports), Most Recent, Most Popular, and My Favorites.

To add any report in the library to My Favorites, simply toggle the ★ to the right of any report (as above). To remove it, toggle it off.

Quickly search on the Basic Search screen

capsresearch.org/search-tips

Basic Search looks for all words in the term you enter. To search multiple terms, you can use AND or OR (e.g. cost savings AND avoidance; cost avoidance OR cost reduction).

Use the tag cloud (as pictured at right) to browse by top report tags, sized by frequency.

Finance **Organizational Design** Petroleum Categories **Supplier Programs** Aerospace and Defense Cost Savings **Strategic Sourcing**
Materials Management Corporate Social Responsibility **Supplier Risk Management** Manufacturing Analytics **Performance Metrics**
Utilities Tools and Systems **Talent Management** Services **Supplier Quality**

Target your results with Advanced Search

The advanced search tab allows you to search terms, report types (research, benchmarking, events), tags, and by date ranges. You may use one or many of these filters to fine-tune results.

Use AND/OR to search multiple terms.

To contact CAPS IT staff: capsresearch.org/contact-it

For a quick membership refresher: capsresearch.org/onboarding