

2022 CAPS Library & member tools reference guide

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 a CAPS member company and assign you VIP user privileges. Once you've completed registration, we'll send you a validation email to complete the registration process. If you don't see it, check spam and clutter.

capsresearch.org/membership/safe-list/

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

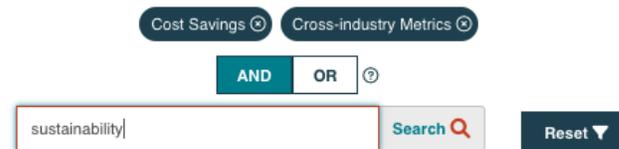
Member-only tools & navigation



After logging in, icons will appear across the top of the CAPS Library giving you exclusive member access to new tools. Hover over each icon for additional options.

Search the library with keywords or filters

Keyword search looks for all words in the term you enter. To search multiple terms, use 'and' between terms to display results that include all terms and 'or' to display reports that include at least one term.



Filter search looks for content featuring the following filters: tags, report types, and date range. You may use any of combination of these filters (and text search in the search box) to fine-tune results.



Add a filter to your search by checking the tick box (as right). You should now see the filter above your search box at the top of the page. When selecting multiple filters or search terms, you must choose AND or OR.

Add an interest to your CAPS profile

<https://www.capsresearch.org/interests>

Tag interests in your CAPS profile and get recommendations on the content that interests you most. Topics and tags can be found in the Filters menu or in the top menu under *Account* and *My Interests*. To add a topic of interest, simply toggle the ☆ icon to the right of any topic. To remove it from your interests, toggle it off.



Browse the library with tabs

Tabs are a great way to access content by Featured (new & interesting), Recommended (based on selected interests), Recent, Bookmarks, and Popular. To add any report in the library to your Bookmarks tab, simply toggle the 📖 to the right of any report (as above). To remove it, toggle it off.



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

For a quick membership refresher:
capsresearch.org/onboarding