

CDOL Tip of the Week. November 14, 2011

CDOL Searching Smart: Using Associations to find connected organizations

Many times an unknown organization or leader can be found by using the “Associated Organizations” section of an associated organization. For example:

If a ward or branch is believed to be in a certain city or a nearby city, and neither the name of the unit, nor the name of the leader is known, but the unit name or leader name is believed to be recognized if seen:

1. The advanced search technique discussed in the tip called “Search Smart Default & Advanced Search” could be used:
 - a. Search for the unit by typing the name of the city in the “Property Address” field
 - b. Click “Search.” This search type may return at least the parent stake or district of the unit sought.
 - i. If a single result is returned, go to step 2bi
 - ii. If multiple results are returned, go to step 2bii
 - iii. If no results are returned, continue to step 2, or further try to refine the search
2. The standard search field could also be used by doing the following:
 - a. type the name of the city (if spelling is known) and then the organization type (“stake” or “district”), as most stakes and districts follow the naming convention of “city, state/country, additional designation if any (e.g., west, hillside, 3rd, etc.), organization type”
 - b. Click “Search” or press <Enter> to run the search
 - i. If the search returns a single result
 1. The user should go to the unit by clicking on the name, then expand the “Associated Organizations” section and look at the child units to see if a unit name is recognized. If so, the unit name is a link which takes the user to the associated child organization’s summary page
 2. If nothing looks familiar by looking at the unit names, the user may have to click on each unit name, navigate to each respective summary page, and look at the leader name to see if the unit can be recognized that way (the browser back button will return the user to the previous summary page)
 - ii. If the search returns multiple results, the user could look at the additional designation words to see if any unit names looked familiar, as sometimes units under a stake or district will be named after the parent organization, such as “Orchard,” “Hillside,” etc.
 1. If the parent unit is recognized, go back to step 2bi
 2. If nothing appears familiar, see step 2bi2, or step 3
3. If the stake or district cannot be found by the process in steps 1 or 2, perhaps the parent stake or district might be recognized in a broader list of units, such as from a temple district (if known).
 - a. Navigate to the temple summary page and expand the associated organizations to then search for stakes, districts, and missions in that temple district.
 - b. Then proceed by using the steps above to drill down and view associated organizations