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## **MAX Database of practices functions**

<https://max-db.idea-aisbl.org>

### **Search documents**

All documents are divided into the following categories:

1. Best practices
2. Bad practices
3. Press Clippings
4. Media monitoring
5. Bibliographical references
6. Reports - Annexes
7. Links
8. Deliverables

Each of these categories is divided into further sub-categories.

### **Explore the categories**

After logging in with a specific password (please refer to the Project Lead applicant to receive it):

1. In the left pane, click on “Categories”
  2. Select one of the folders, for example “5. Bibliography references”
  3. Then click on a subfolder for example “Belgium”
  4. The list of documents relating to the choice made will appear in the right pane
  5. It is possible to preview the document by clicking on it, it will appear at the bottom right.
  6. It is possible to view the document in full screen by clicking on the relative icon with the four diverging arrows
- The same procedure is valid for each category / folder in the left pane.

The 8-Deliverables category will be accessible with specific procedures.

### **Full text search**

To perform a full text search, you can click on the Search tab in the upper right corner



and enter the text to be searched in the box in the center that just appeared.

After typing the text click on the Search button. The box below will appear with the list of files in which the searched text was found in the context of the text from which it was extracted.

By clicking on the icon next to the title it will be possible to download the file.

**Exit the application**

Click File → Exit.