

Navigate360: Advanced Search vs. V3 Reporting Best Practice

Best practices and quick decision guide for choosing the right search tool in Navigate360

Both the [Advanced Search](#) and [V3 Reporting](#) can help find student information, but they are designed for different types of searches. Choosing the right tool from the beginning can make your search easier, reducing unnecessary filtering and exporting results more efficiently.

When deciding between Navigate360's search tools, the Advanced Search and V3 Reporting, what am I trying to find and what do I need to do with the results?

Advanced Search

The [Advanced Search](#) is generally the best starting point for finding:

- A list of students that are not bound to an [Enrollment Term](#)
- A list of students based on general student information
- A list of students by specific attributes in [Categories](#)
 - **NOTE:** The Advanced Search is best when search for [Grad Conferral](#) codes
- A list of students to take an [Action](#) in mass

V3 Reporting

[V3 Reporting](#) is generally best when searching for:

- [Enrollment Term](#) bound information
- Academic information not found in the Advanced Search, including a student's aggregated [Concentration](#) or [Minor](#), and [Notifications or Referrals](#)
- Student engagement or Staff documentation data such as [Appointment](#) details, [Campaigns](#), [Event attendance](#), [Journey completion](#), [Notes](#), and [Survey responses](#)

Quick Decision Guide

Search Criteria	Examples	Search Tool
General Student Information (Non Term-Bound)	Assigned Staff, Cumulative GPA, Major, Earned Credits	Advanced Search
Student Categories	Grad Conferral codes, student affiliated attributes (Athletic, MAVS, TRIO, etc.)	Advanced Search
Term-Bound Information	Term GPA, Term Grades, Term Enrollment	V3 Reporting
Academic Information	Aggregated Concentration or Minor	V3 Reporting
Engagement & Activity	Appointment details, Campaigns, Event attendance, Journey completion, Notes, Survey responses	V3 Reporting