Public-Private Dialogue

6 - Finding and sorting records

Your database is a collection of records. Sometimes you will work with all of the records in the database. Often, however, you will work with a subset of your database—issues from a particular working group or issues that fall within a particular range of dates.

In FileMaker Pro, this process of searching for records that match particular criteria is called *finding* records. Once you've found the records you want to work with, you can change their order by *sorting* them. Records can be sorted in ascending or descending order.

In particular you will:

- find records matching criteria in a single field and multiple fields

- find records matching a range of data

- narrow your searches by omitting records

- sort records in ascending and descending order
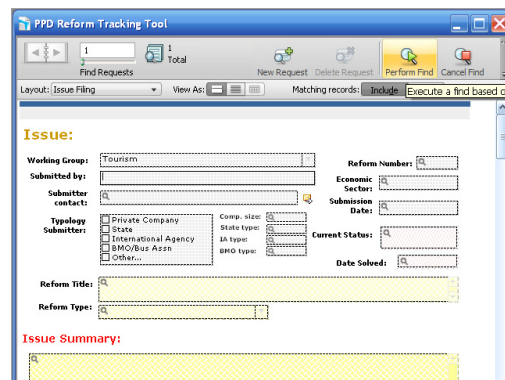
Find records based on criteria in a single field

In the database, find all of the issues that are from the Working Group Tourism.

Go to find mode:

1. Click on the Working Group field. Find the tourism working group

2. From the status toolbar, click on perform find.

3. Click the book icon or slider to view each of the records in the found set in browse mode.

Find records based on criteria in separate fields

You can find records that match multiple criteria, for example issues which are from the Working Group Tourism and candidates for the current Agenda..

This type of search is commonly referred to as an AND search. To perform an AND search in FileMaker Pro, type each search criterion directly into the appropriate field in Find mode.

To find all issues which belong to the Working Group Tourism and are candidate to the current agenda:

1. Choose View menu > Find Mode.

Use Find mode to perform more advanced searches. In Find mode, you create a find request using the fields in the layout you see. Type the criteria you want to search for directly into the fields on the request.

2. Choose Tourism in the Working Group field.

3. Choose Current Agenda in the Type of Current Status

4. Click the Perform Find button in the status area.

5. Results are given in Browse Mode

Find records that match multiple criteria in the same field

Sometimes you need to find records that match more than one criterion in a single field. For example, you may need to find all members located in either the Working Group Tourism or the Working Group Law and Tax. This type of search is commonly referred to as an OR search, because your found set will consist of records that match any one of the find criteria.

To perform an OR search in FileMaker Pro, you will need to use multiple find requests.

- Type the first search criterion into the appropriate field of the first find request.
- Create a second find request and enter the second search criterion in the same field.

When you click the Find button, FileMaker Pro will retrieve all of the records that match any of the criteria you've entered.

To find all the issues belonging to the Tourism or Tax Working Groups:

1. Choose View menu > Find Mode.

2. Type Tourism in the Working Group field.

3. Choose Requests menu > Add New Request or click on the "New Request" icon of the status tool bar

4. Type Law and Tax in the Working Group field of this second request.

5. Click Perform Find in the status bar.

**6**. Results are given in Browse Mode

Find records that match a range of criteria in the same field

Sometimes, you might want to find records that match a range of criteria within a single field. For example, you might want to find all of the records that fall within a one-month period, or locate all of the issues with a potential economic cost between $500 and $1000.

To perform this type of search in FileMaker Pro, you use a special range symbol in your find request to specify the lower and upper limits of your find criteria.

To find the issues who were raised between January 1, 2007 and June 30, 2007:

1. Choose View menu > Find Mode.

2. Type 1/1/2007 in the Submission Date field.

3. Right Click and Choose the operators pop-up menu. Select "range" from the list, or type an ellipsis (...).

4. After the ellipsis, type 6/30/2007.

5. Click Perform Find
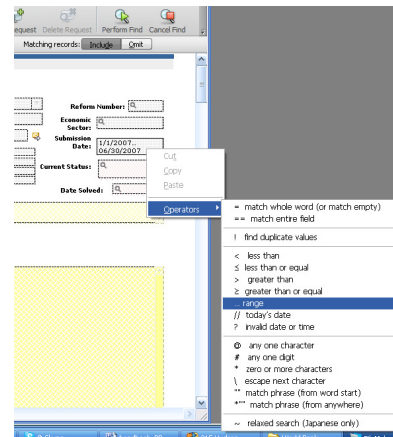
The operators menu allows to conduct advanced search with refined criteria on any field.

Narrow your search

Sometimes, you might need to find records that match certain criteria while at the same time excluding others (for example, finding all of the issues that were added in a given year except for those added in February).You can perform these types of finds by using a combination of multiple find requests and omitting certain record

Because FileMaker Pro processes multiple find requests in the order they are created, it is possible to create very specific, layered searches in this manner. Omitting records in a search does not delete them from the database.

To find the records of issues who were raised in the first six months of 2007, except for those which were raised in February:

1. Choose View menu > Find Mode.

2. Type 1/1/2007 in the Submission Date field.

3. In the status area, click the Operators pop-up menu. Select range from the list, or type an ellipsis.

4. After the ellipsis, type 6/30/2007.

5. Choose Requests menu > Add New Request.

6. Type 2/1/2007 in the Submission Date field.
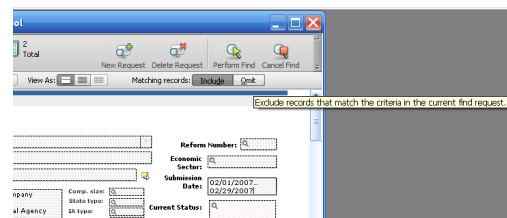
7. In the status area, click the Operators pop-up menu and select range from the list, or type an ellipsis.

7. After the ellipsis, type 2/29/2007 in the Submission Date field.

9. Click Omit in the status area.

10. Click Perform Find

Sort your found set

Once you have a found set of records to work with, you might want to sort those records. For example, you might want to display the records in alphabetical order, or sort them from newest to oldest.

To sort records in alphabetical order by the working groups' names:

1. Go to the Layout pop-up menu and choose the "Issue filing" layout.

2. Choose on the sorting icon of the status toolbar.

3. If any fields appear in the Sort Order column on the right side of the dialog box, click Clear All.

4. In the list of available fields, select Working Group and click Move.

Notice the sort direction symbol to the right of the Working Group field increases in size from left to right. This indicates that when the database is sorted by this field, the data will be in ascending order (from a to z).

5. Click Sort.

The Working Group are now in alphabetical order by working group name.