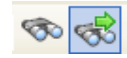




Searching E target

The point of any database is to hold data in a manner that allows easy access to that data for information and reporting. A key aspect of this is the ability to search for information.

Quick Reference Guide 4 (QRG4) shows how to find an organisation using the find screen. Etarget also offers two other methods of searching for data.



These searches are represented by the Binocular Icons, the advanced search is shown by the arrow.

Clicking on the binoculars will present the search screen. This screen allows you to search for an organisation or person.

- The search options are
- Organisation Number
- Organisation full name
- Organisation Label name
- Keyword
- Renewal date

The addition of the Key Word as a search option makes this a powerful option providing you have entered the key words.

The screenshot shows a 'Search' window with a title bar. Below the title bar is a header area with the text 'Here you can perform Search. Provide the criteria and click Find.' and a help icon. Below this is a 'Search In' dropdown menu set to 'Organisation', with radio buttons for 'Organisation' (selected) and 'Person'. Below that is a list of search fields: 'Organisation Customer No.', 'Organisation Full Name', 'Organisation Label Name', 'Keyword', and 'Next Renewal Date' (with a date picker). At the bottom, there is a 'Fuzzy Search' checkbox, and 'Find', 'Reset', and 'Advance' buttons. Below the search fields is a 'Search Results' section with an 'Actions' dropdown and a 'Go' button.

You can also use the wild card % to help in the search. For example searching for % Village Hall would find any Village hall (named as such) on the database. Note the export text button on the results area. This will export the search results to a CSV file



The screenshot shows an 'Advance Search' window. It has a similar header to the main search screen. Below the 'Search In' dropdown, there is a table for defining search criteria:


Field	Comparison Operator	Value	Logical Operator
<input checked="" type="checkbox"/> Organisation Customer No.	Equal		AND

Below the table, there is a 'Fuzzy Search' checkbox, and 'Find', 'Reset', and 'Search' buttons.

Advanced Search

The advanced search facility allows you to search on a wider set of search criteria, check the drop down list and to apply a range of comparators. There is also a Logical operator than can be applied for additional search lines. To start a search choose the field, e.g. Town or Postcode.

The operators available include, Equal, Like, Not Equal etc. Enter a Value and then you can Find the records that meet the criteria you have set.

 The white cross in the green circle will add another level to the search, and this is where the logical operator becomes active. For example if you are searching for all organisations in a specific post code a second line could be to find all Organisations with Youth as a keyword. If the Logical operator is set to AND the results would show all Youth organisations in the post code area. If the operator was set to OR, it would return all organisations in the postcode Or Youth organisations.

Illuminating Comments:

It is beyond a one page Quick reference Guide to explain logical operators and the full features of the advanced search facility