


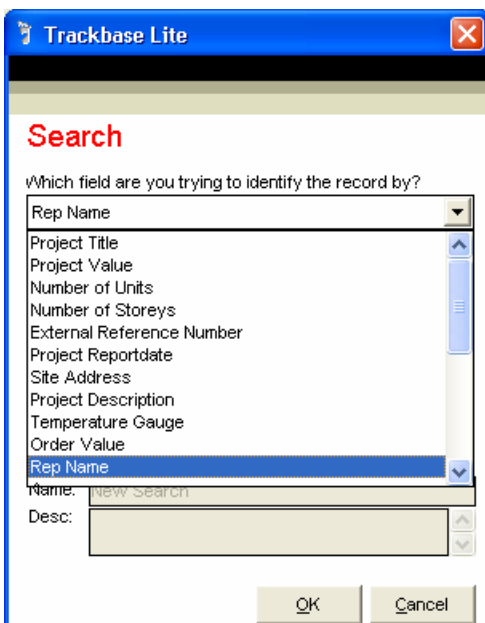
# The Quick Search Function

To access the search feature in Trackbase Lite, click on the search icon  on the top toolbar. This will open the search window shown below:



There are three steps to performing a search in Trackbase Lite.

First you must decide the field that you wish to search on. By clicking on the arrow at the right of the window you can access the list of searchable fields.



Decide what you wish to search on by selecting it from the list. (For this example I will be searching on the Project Title). This will then move the cursor to the second box in the window.

This is the second step of the search, the match type box:

Trackbase Lite

### Search

Which field are you trying to identify the record by?  
Project Title

What type of match are you looking for?  
Like  
>=  
Between  
Is Not Null  
Is Null  
Like

Save this search

Name: New Search  
Desc:

OK Cancel

As I wish to locate all projects with a certain title, I will select 'Like' from this list. If you are searching on a numeric value you must select a symbol from this list, if you are searching for a word then you should select a text option from this list. Once you have selected your type of match from the list, the cursor will automatically jump to the last box.

The third step in the search is the value box; this is the information you are actually searching for. In this example I am trying to find all housing projects in my database. As projects could be entered into the database as either 'House' or 'Housing' I will enter the text 'Hous' into the value box to ensure that I view all housing projects.

Trackbase Lite

### Search

Which field are you trying to identify the record by?  
Project Title

What type of match are you looking for?  
Like

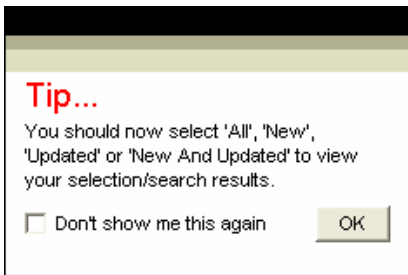
What are the values you are trying to match?  
hous

Save this search

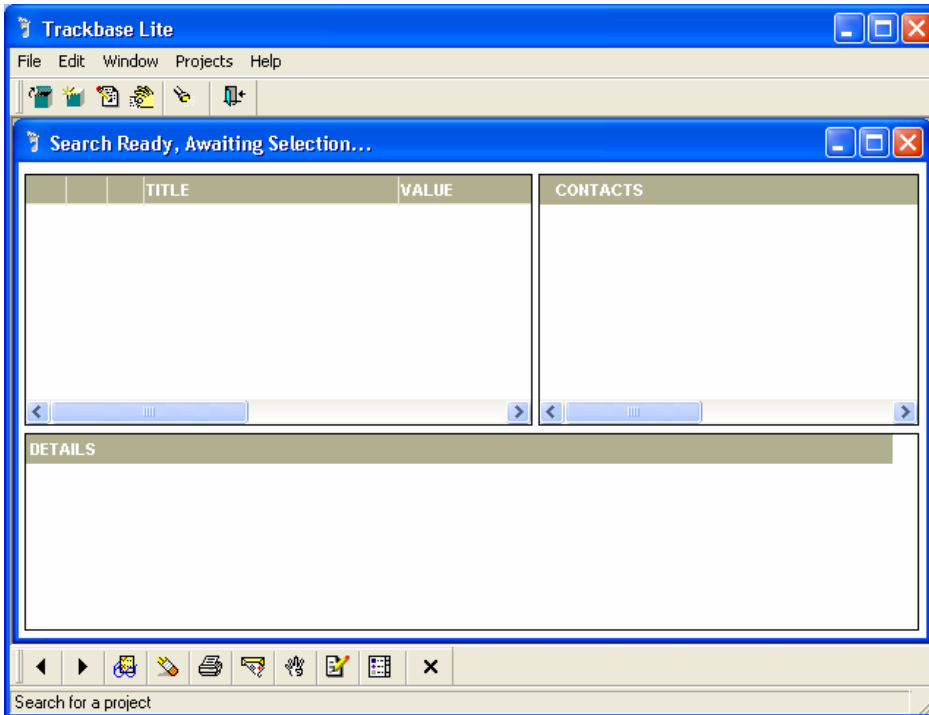
Name: New Search  
Desc:

OK Cancel





Click on the 'OK' button to run the search.  
The Reminder window will appear, click on 'OK' to continue

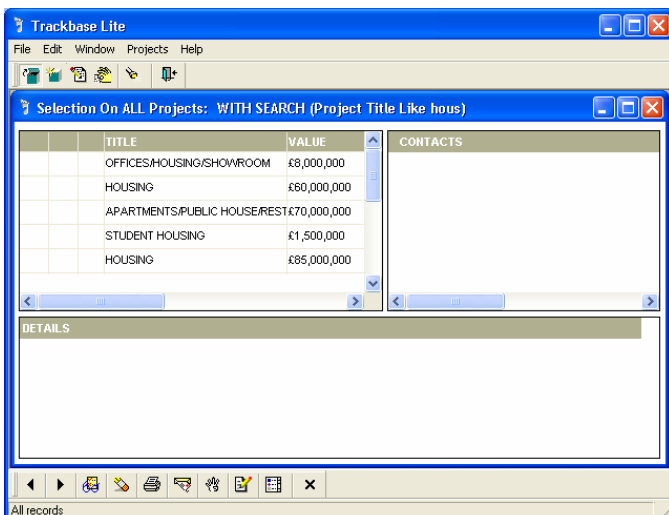


The screen shown below will appear:



Trackbase Lite has run the search (the text on the blue header bar "Search Ready, Awaiting Selection" indicates that the search is complete). To view all the projects that match the search, click on either:

View all , view new , view updated  or view new and updated . You will then be able to view all the projects that match your search criteria.



## Items that can be searched on from your Projects screen:

There are several items you can search on in Trackbase Lite. These are: -

<b>Project Number:</b>	This is the unique number that ABI assigns to a project.
<b>Userid:</b>	Userid is the number of the person, who entered the project, e.g. 1 or 0 ABI project, any other number over 10 and less than 99 is a project the user has entered onto the system.
<b>Project Title:</b>	The title of the project, e.g. House
<b>Project Value:</b>	The value of the projects.
<b>Number of Storeys:</b>	How many storeys there are at a site.
<b>Number of Units:</b>	How many buildings there are at a site.
<b>External Reference Number:</b>	This is the number used by the council offices.
<b>Temperate Gauge/Text Fields:</b>	There is a facility to search on your own entries.
<b>Project Report Date:</b>	The date the project was sent to you by ABI.
<b>Site Address:</b>	The address of the site.
<b>Notes:</b>	There is the facility of searching on the notes you have made against each project.
<b>Project Description:</b>	There is the facility of searching by the description of the project.
<b>Notes Update Date:</b>	The date you updated the notes for this project.
<b>User Fields Update Date:</b>	The date you updated the User Fields for this project.
<b>Close Date:</b>	The date the project is due to finish.
<b>Grid Reference:</b>	The Ordnance Survey map reference.
<b>Size of Property:</b>	How big the project is.
<b>Size of Ground Floor:</b>	Size of floor in square metres.
<b>No of Storeys Underground:</b>	The number of storeys underground.
<b>Capacity of Parking Spaces:</b>	How many parking spaces there are included in the project.
<b>All Text Fields:</b>	All User Fields which contain any text.

## Symbols and definitions for searching in Trackbase Lite

These symbols are used when searching for numeric fields: -

<	Less Than
<=	Less Than or Equal to
=	Equal to
>	Greater Than
>=	Greater Than or Equal to

**Between** This is used when you need to search between numbers or dates.

The following are for both numeric and alphabetical data searches: -

**Is Not Null** This means the field is not blank

**Is Null** This means the field is blank

The following words are used when searching for text: -

**Like** Matches information similar to the word you are looking for.

**Not Like** Matches information that is different to the word you are searching for.