
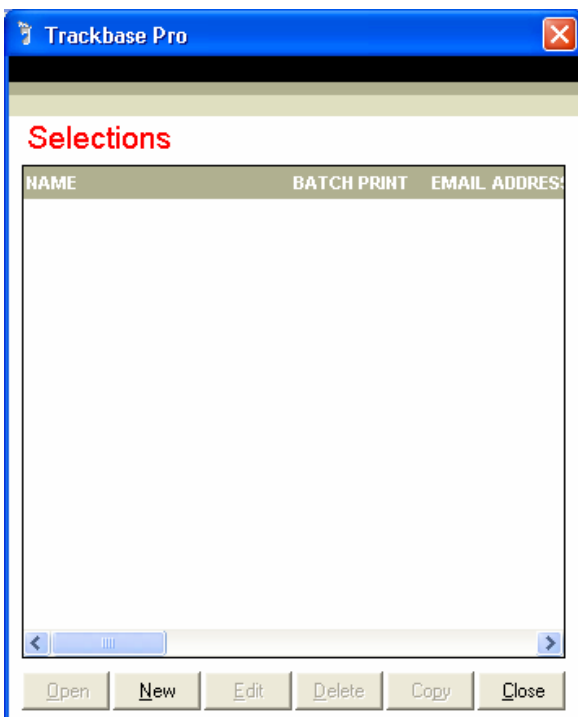


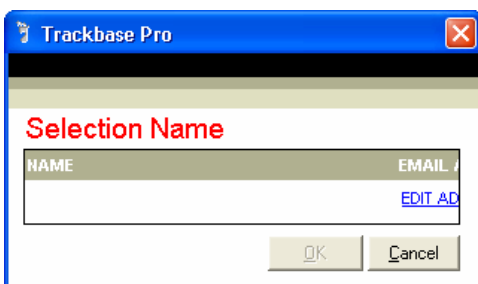
Making a Selection

Selections allow you to save a group of search criteria, meaning you don't have to re-enter the same details on a weekly basis. They are ideal for narrowing down the number of projects you see in your database to just those that match certain facts.

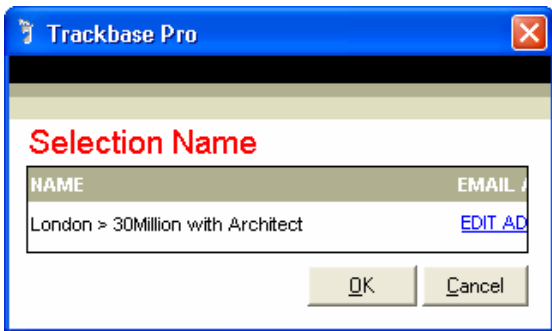
To set up a selection, open the project screen and click on the 'Selection' icon  on the top toolbar. This will open the screen below:



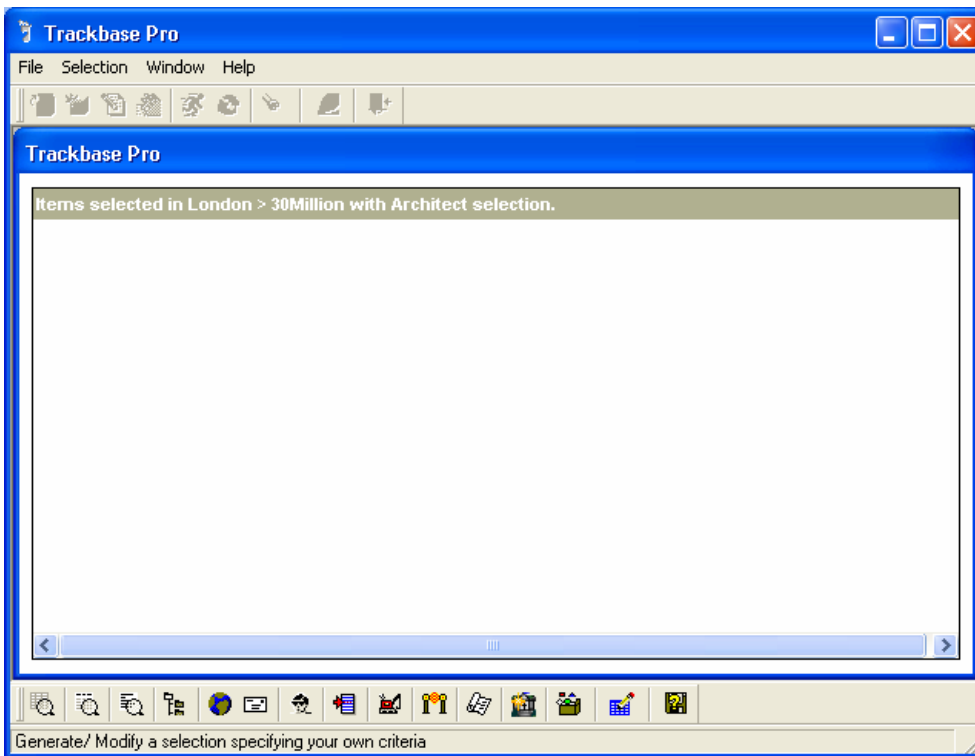
To set up a new selection, click on the 'New' button at the bottom of this window. The 'Selection Name' box opens allowing you to give your selection a meaningful name.



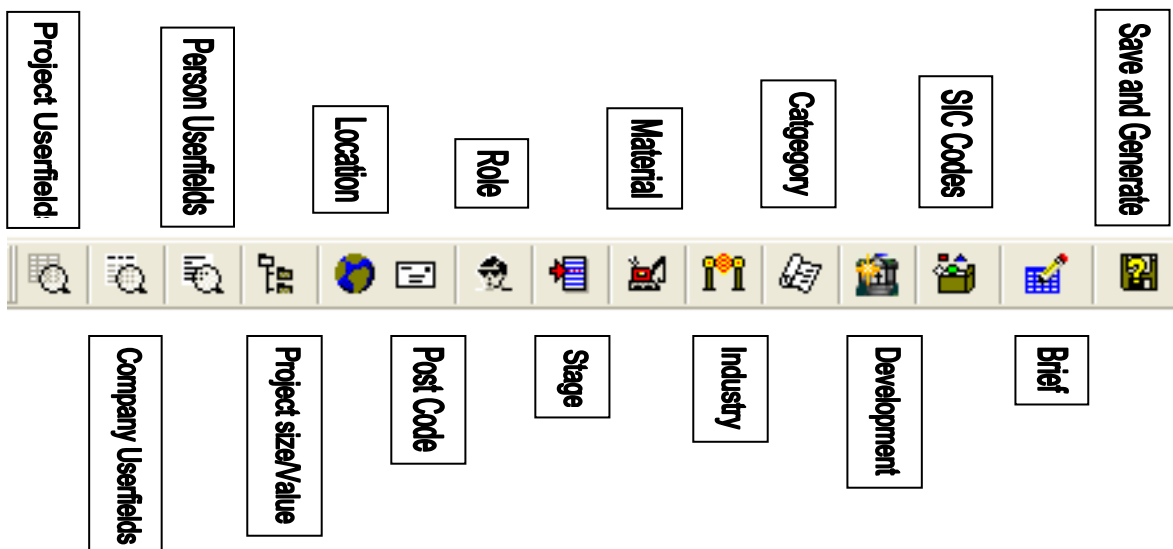
In this example, I am going to set up a selection to find all projects in London, over £30 Million, with an Architect. I have named my selection appropriately.





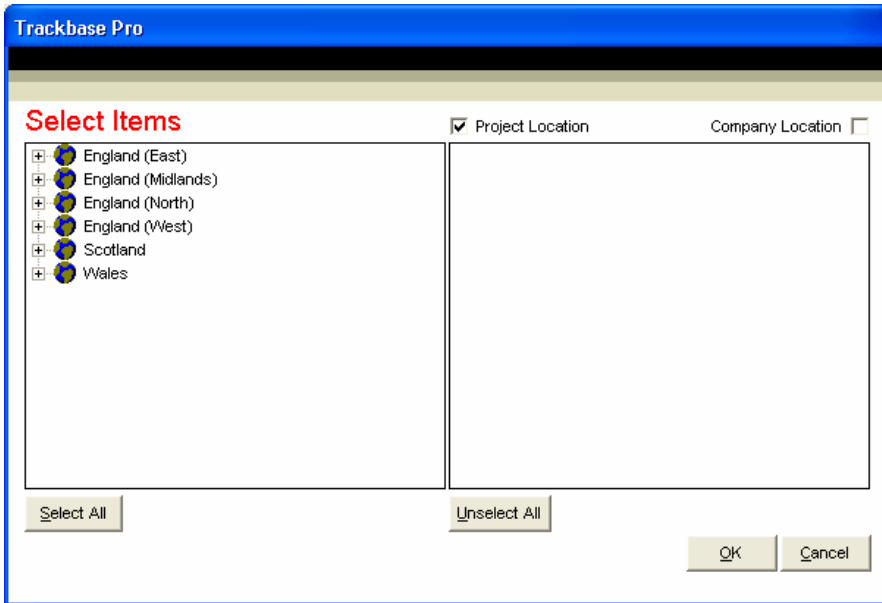
Click on the 'OK' button to continue, and the screen shown below will open. This is the window where you will set up the details of your selection.



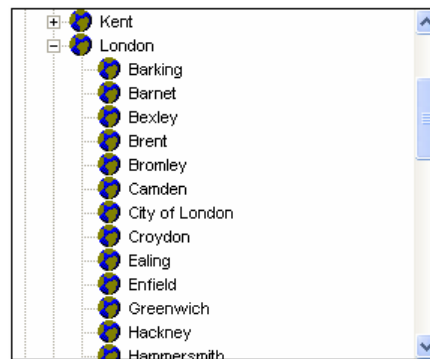
The bottom toolbar is where you will add your selection criteria. The icons are as follows.



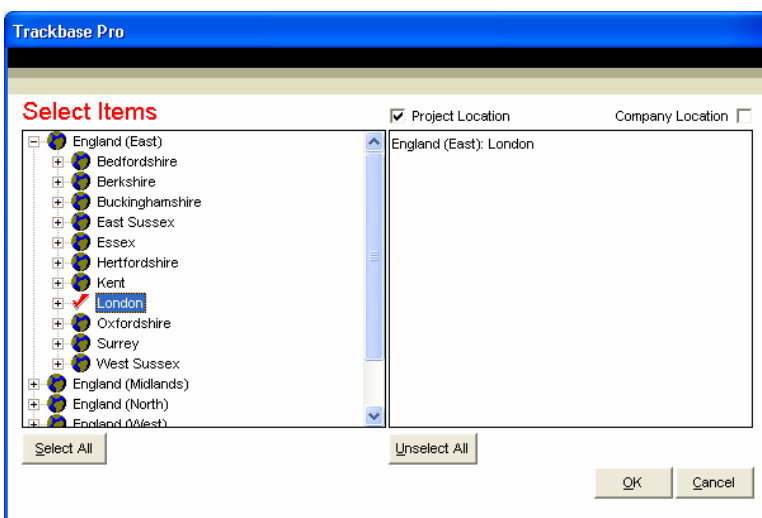
In my example I need to add London as a Location. To do this I click on the 'Location' icon  on the bottom toolbar. This will open the window below where I can narrow down the location by clicking on the  next to the areas.



Below I have opened out the menus for England (East) on the left and for London on the right to demonstrate the level of detail you can use in your selections.

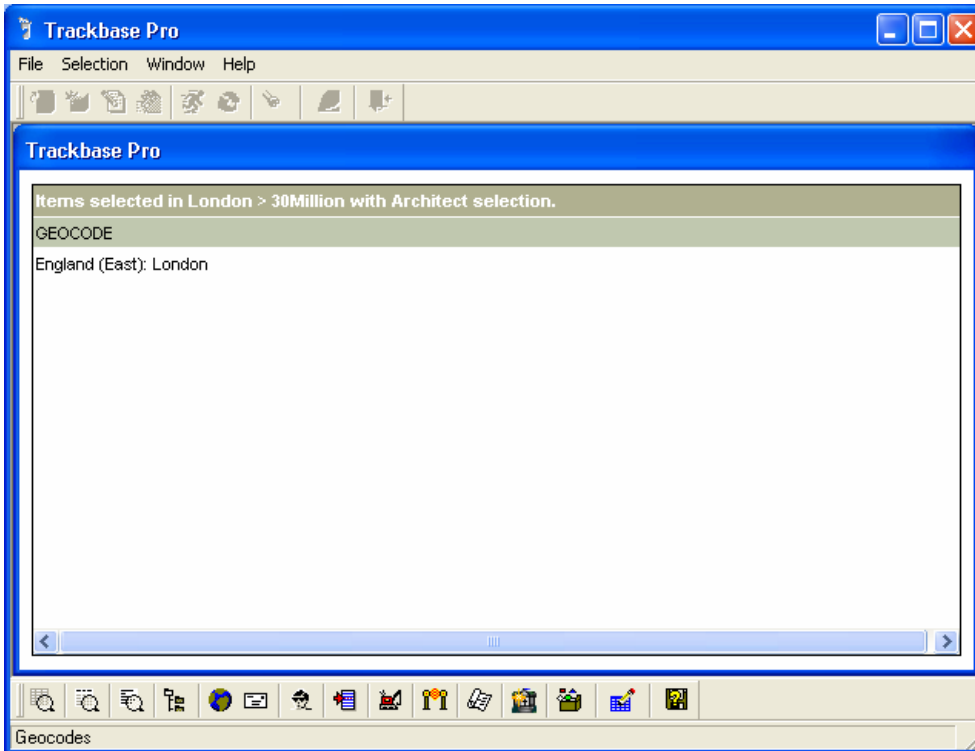



To select the area of London, click on the name London. This will place a red tick next to the area you have selected in the left-hand panel. You will also see that the place name of the area you have chosen will now appear in the right-hand panel. This is shown below:



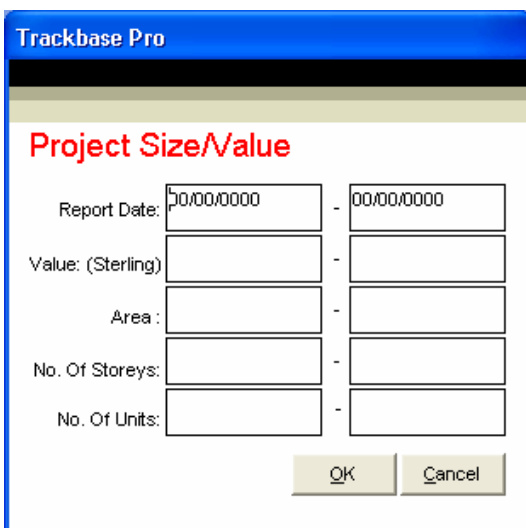
Once you have selected your area (you can select several if you wish), click on the 'OK' button to save this change.

On the main selection window you will now see the information you have selected. This is shown in the window below:



To add a value range, click on the 'Project Size/Value' icon  on the bottom toolbar. The window shown below will open, allowing you to add information about the date, value, area, storeys and units of the projects you wish your selection to find.

To search for projects over a certain value, add the value in the left-hand column. To search for projects under a certain value, add the value in the right-hand column. Finally, to search for projects between two values, enter the values in both columns.



I am searching for projects over £30 Million in value. I will therefore enter £30 Million in the left-hand column. The number should be entered as digits, with no spaces or punctuation at all. This is shown below:

Trackbase Pro

Project Size/Value

Report Date: 00/00/0000 - 00/00/0000

Value: (Sterling) 30000000 -

Area: -

No. Of Storeys: -

No. Of Units: -

OK Cancel

Click on the 'OK' button to continue. Again, you can see that this information has now been added to the main selection screen, as shown below.

Trackbase Pro

File Selection Window Help

Trackbase Pro

Items selected in London > 30Million with Architect selection.


GEOCODE

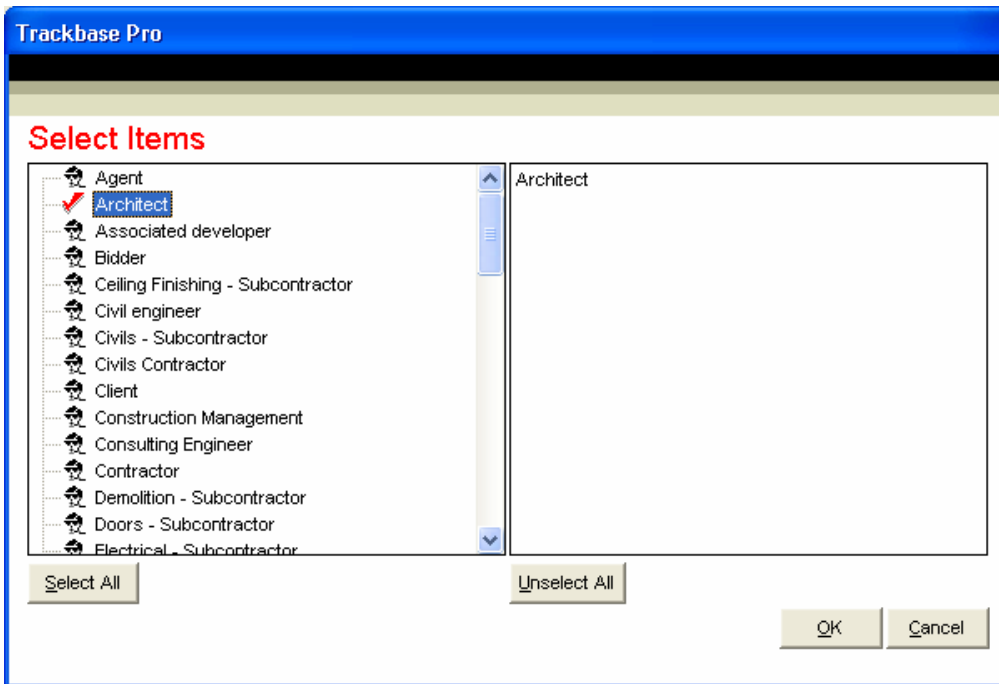
England (East): London

PT_VALUE

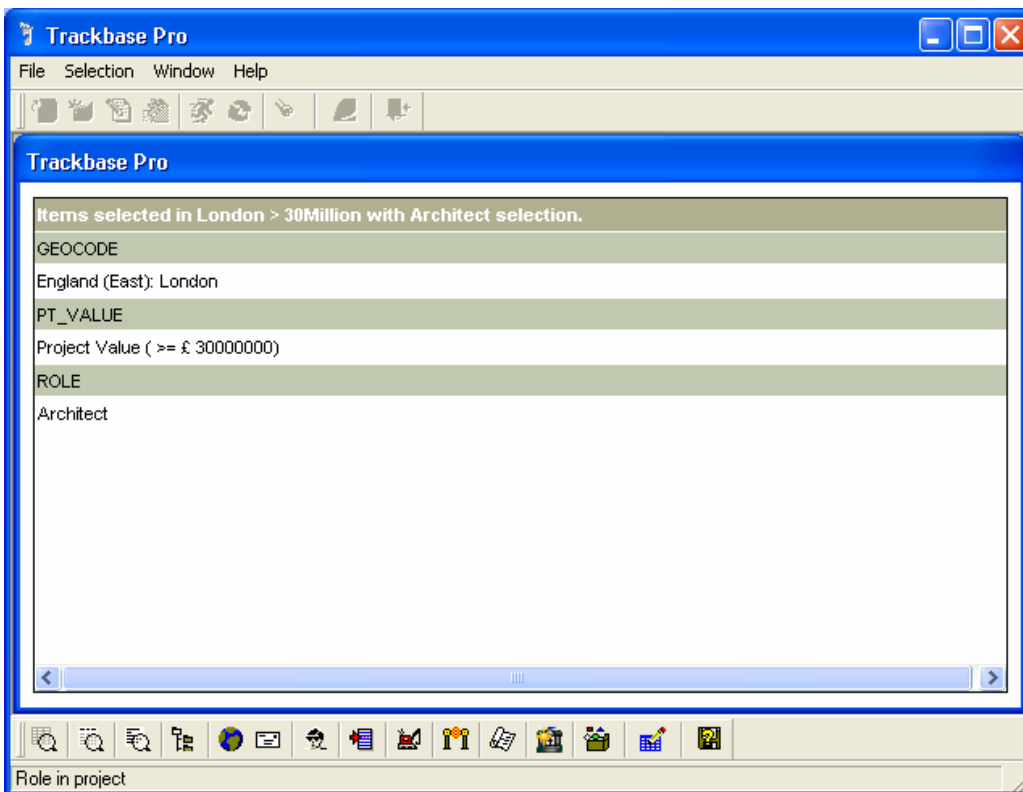
Project Value (>= £ 30000000)


Select on the value, area, reportdate etc.

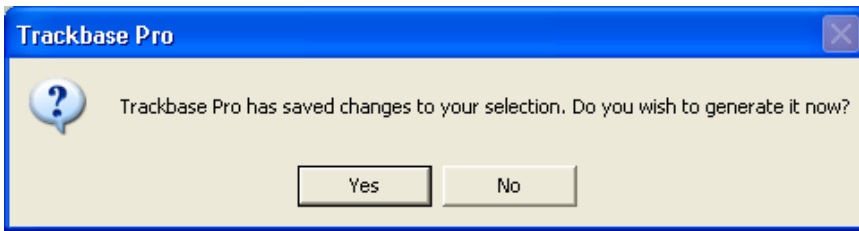
Finally, I am going to add the Architect to my selection. To do this I will click on the 'Role' icon  on the bottom toolbar. As you can see below, I have clicked on the word Architect in the left-hand panel of the Role window and this now has a red tick next to it. The word Architect has also appeared on the right-hand panel.



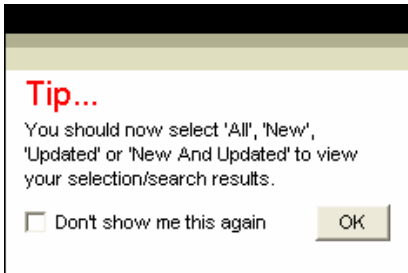
Click on the 'OK' button to continue. You will be returned to the main selection screen where the role details have now been added to your selection.





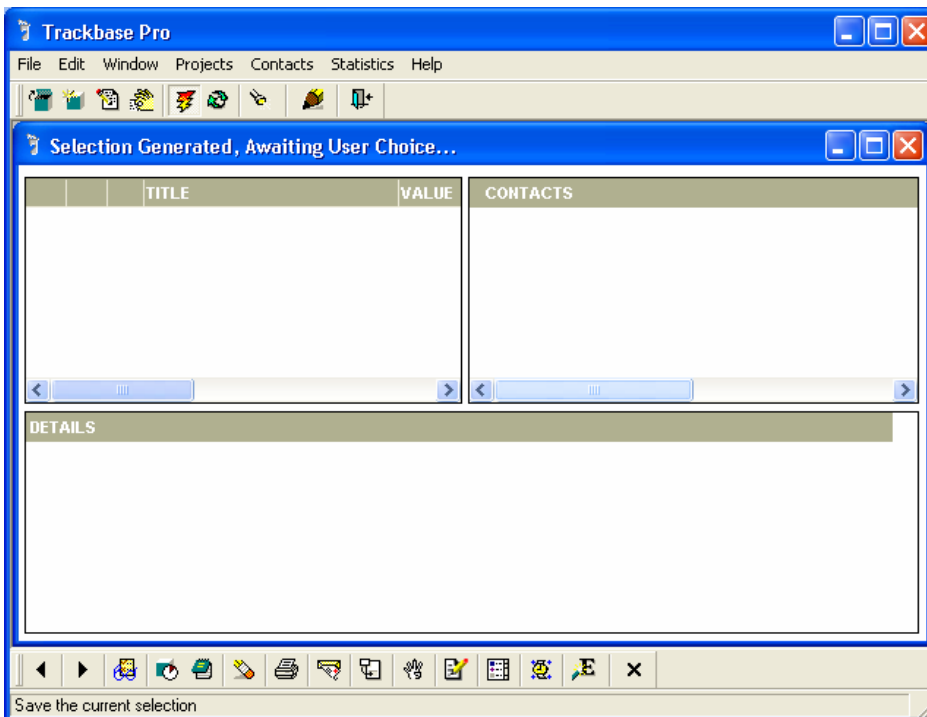
Once you have completed your selection criteria, click on the 'Save and generate' icon  on the bottom toolbar. The message box shown below will appear. If you want Trackbase Pro to run this selection straight away, click on the 'Yes' button. If you wish to set up more new selections first, click on the 'No' button.




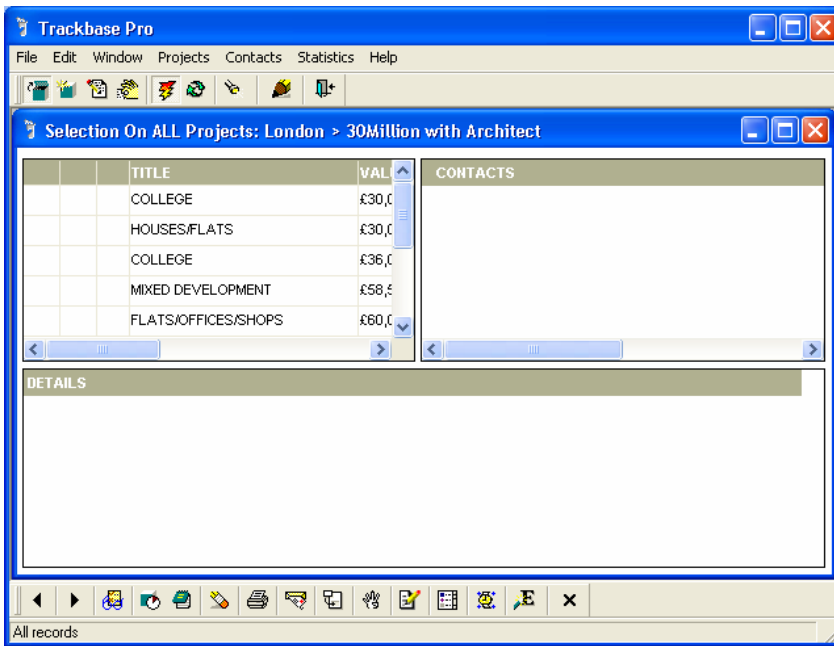
I have clicked on the 'Yes' button and Trackbase Pro will now display the reminder Tip to choose the age of projects I wish to apply this selection to. Click on the 'OK' button.




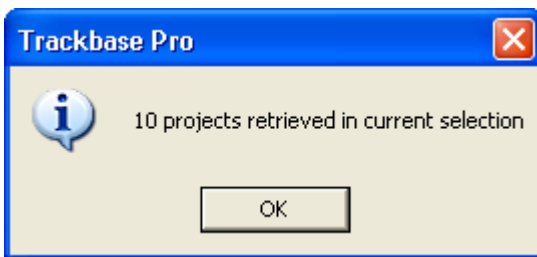
The project window will appear, notice that the selection icon  has now changed to . This means that a selection is running.





To view the results of this selection, click on the 'View All' icon  on the top toolbar. All the projects in your database matching your selection criteria will now be listed.



To find out how many projects there are in this selection click on the 'Number of Projects' icon  on the bottom toolbar. A message box will open showing the number of projects in the list.



To see your full database again, click on the 'Lightning Bolt' icon  on the top toolbar to cancel the selection.

If you wish to run this selection again at a later date, click on the 'Selection' icon  on the top toolbar and highlight the selection then click on the 'Open' button.

