
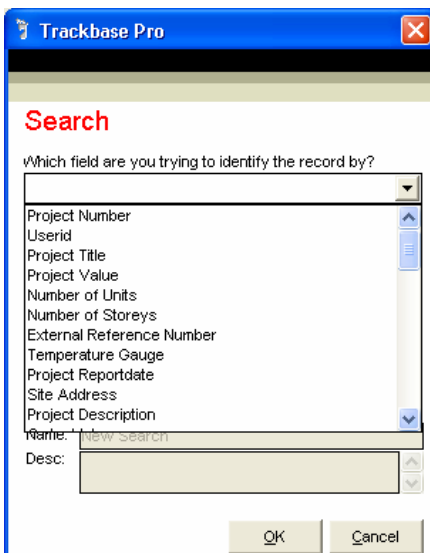


The Quick Search Function

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

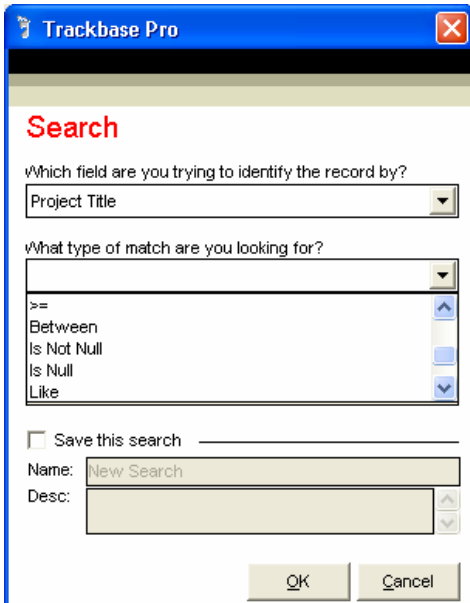


There are three steps to performing a search in Trackbase Pro. First you must decide which field you wish to search on. By clicking on the arrow at the right of the window you can access the list of searchable fields.



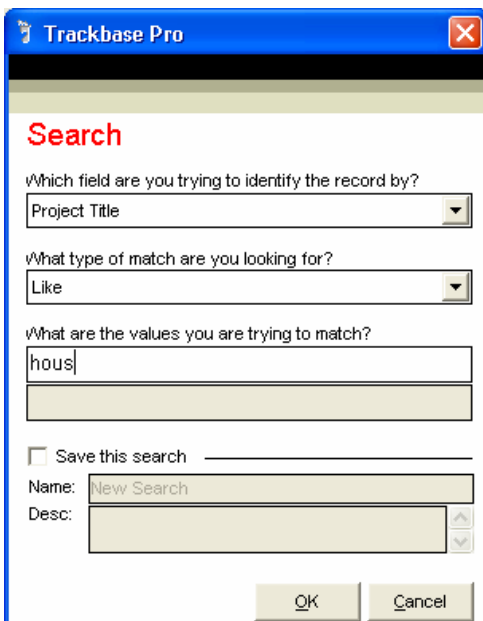
Choose the field you would like to search on by selecting it from the list. (For this example I will be searching on the Project Title). This will then move the cursor to the second box in the window.

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

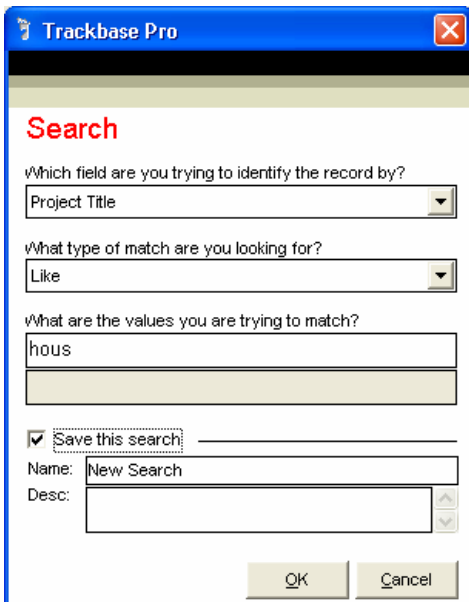


As I wish to locate all projects with a certain title I will select 'Like' from this list. If you are searching on a numeric value you must select a symbol from this list. If you are searching for a word, then you should select a text option from this list. Once you have selected your type of match from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

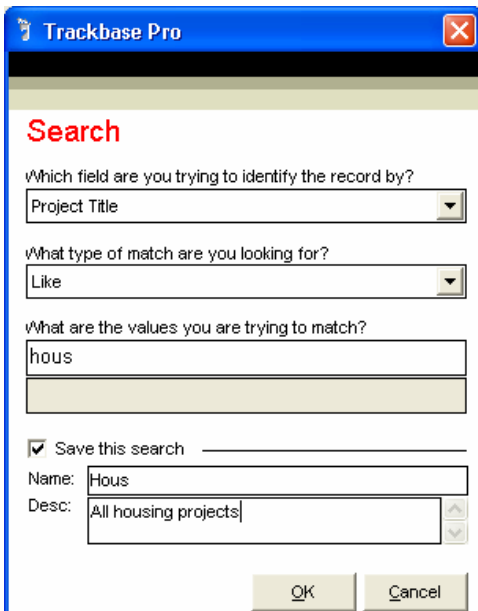
The third step in the search is the value box; this is the information you are actually searching for. In this example, I am trying to find all housing projects in my database. As projects could be entered into the database as either 'House' or 'Housing' I will enter the text 'Hous' into the value box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



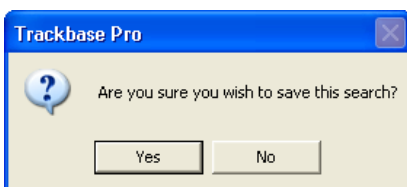
If you want to save this search, place a tick in the check box next to 'Save this search'. You will now be able to give the search a name:



Type the name into the box, along with a description if you wish.



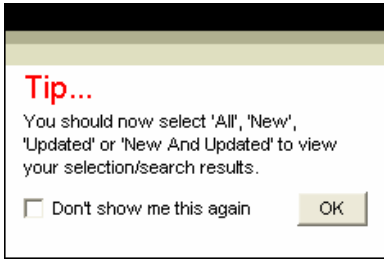
Click on the 'OK' button to save the search, you will be asked to confirm this action with a message box, as shown below:



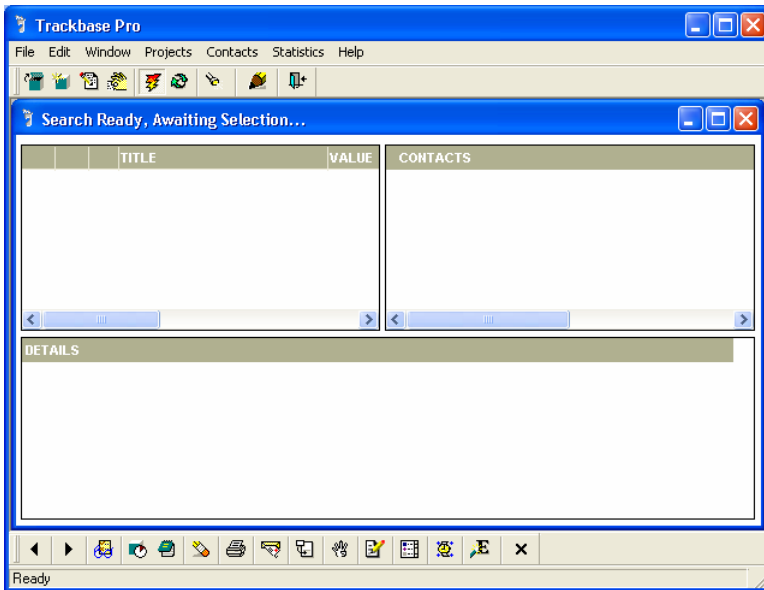
Click on 'Yes' to save this search for future use.


If you do not wish to save the search, do not place a tick in the check box next to 'Save this search'. Instead, click on the 'OK' button to run the search.

The Reminder window will appear, click on 'OK' to continue



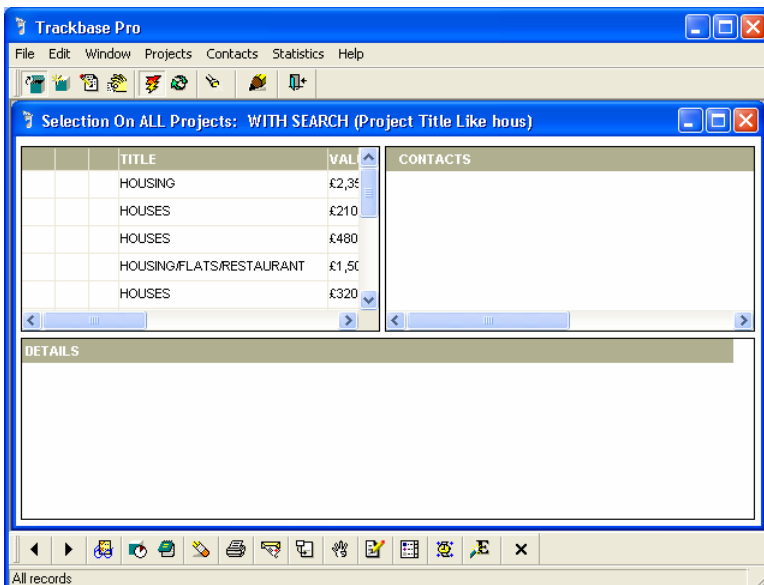
The screen shown below will appear:



Trackbase Pro has run the search (the icon  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 Pro. These are: -

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

- Construction Date:** Date the project is due to start.
- Last Event Date:** The date you last entered information in your diary about a company or project.
- Recall date:** The next date you are due to contact a company from your diary.
- Construction Completion Date:** The date construction work is due to finish.

Symbols and Definitions for searching in Trackbase Pro

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.