




INSTRUCTIONS ON FINDING DATA IN THIS DATABASE


Finding records

Use Find mode to locate records based on search criteria. You type criteria (the value or values to find or to omit) into fields in one or more find requests. Find requests are created, edited, deleted, and navigated like actual records.

When you perform the find, the server searches through all the records, comparing your search criteria with the data in the file. Records with data matching the criteria become the found set, which is the subset of records displayed in Browse mode when the search is complete.

To find a record or group of records:

1. Click **Find** . (You can also click the triangle next to **Find** , then choose **Create New Find**.)
2. From the **Layout** pop-up menu, select a layout that contains the fields you want to search on.
3. Click in the field you want to search on and enter the search criteria. For example, to find records where the city is New York, click in the City field and type New York.
4. You can use the **Insert Operators** list in the status area to help you enter criteria.
5. Click **Perform Find**  to search the database and view a subset of the records. The [status area](#)

indicates how many records were found. The light green area of the pie chart  in the status area indicates the portion of the total records displayed. When all records are displayed, the pie chart is a solid color.


Using operators and search criteria

You can use the following operators and search criteria to find records.






To find values that are	Use	Example
Less than what you type next	<	<40 finds all the records less than 40
Less than or equal to what you type next	<=	<=05:00:00 finds all the records less than or equal to 5:00
Greater than what you type next	>	>05:00:00 finds all the records after 5:00
Greater than or equal to what you type next	>=	>=Smith finds all the records whose name is "Smith" and all records alphabetically after "Smith"
An exact match, although the field may contain other values	= (before criteria)	=Smith finds all the records where the name is "Smith," including "John Smith," but not Smithson
An exact match, in the order you specify, and the field contains no other values	== (before criteria)	==Smith finds all the records where the name is "Smith," but not "John Smith" or "Smithson"

Within the range you specify	.. or ... (two or three periods)	12:30 pm...7:30 pm finds all the records between 12:30 and 7:30 pm, ..Tue finds all the records where the date occurs on a Sunday, Monday, or Tuesday
Within the range you specify (date, time, or timestamp fields)	only the components that are necessary to identify the range	5/2006 finds all the records where the date is in May of 2006
Within the sub-range you specify	{..} or {...} (two or three periods)	11/{9..16}/2006 {3..5} PM finds all the records where the timestamp is from the 9th through the 16th of November from 3:00 PM to less than 6:00 PM
Within a range satisfying several criteria	a combination of operators	*/{10..15}/2006 finds all the records where the date is in 2006, but only for days from the 10th through the 15th
Duplicate values	! (exclamation point)	! finds all the records that have duplicate values in a field
Today's date	//	// finds all the records that have today's date
Dates on a particular day of the week (date or timestamp field)	The full or short day name	Tuesday finds all the records where the date occurs on a Tuesday, =Thu 2006 finds all the records where the timestamp is a Thursday in 2006
All valid values for a particular date or time component (date, time, or timestamp field)	* (representing an entire component, not an individual character) or leave the particular component unspecified	5/12/* or 5/12 finds the 12th day of May in any year, *:15 finds all times that are 15 minutes after any hour
Invalid dates or times	?	? finds all the records that have invalid dates or times
One unknown or variable text character	@	@on finds all the records that have 3 characters and end in "on," like "Don"
Zero or more unknown or variable text characters	*	*smith* finds all the records that have "smith" in the name, like "Smithson," "Blacksmith"
Literal text in a field (useful for searching on characters like ",")	" "	", Ltd." finds all the records that have ", Ltd."
Empty fields (for example, records of unfilled orders)	= (just type an equal sign)	= finds all the records that have no values

Additional tips

- To revert the find request while you are in Find mode, click **Requests**  , then choose **Revert**



Request.


- If no records are found, click **OK** in the message dialog box that appears. You can then search again by changing the criteria in the find request and clicking **Perform Find** .
- To cancel a find request and switch to Browse mode while you are in Find mode, click **Cancel Find** .
- To reset the found set to include all records while you are in Browse mode, click **Show All** .
- To view, repeat, or change a find request, click the triangle next to **Find** , then choose **Modify Last Find**.
- You can click the pie chart  in the status area to toggle between your found set and the omitted records in the database.
- You can further refine a search by [omitting a specific record](#) that you are browsing, [omitting multiple consecutive records](#), or by [constraining](#) or [extending](#) the found set with additional find requests.


Note: When you perform day of the week searches on systems set to a system format other than English, you can use English day names and abbreviations. Sunday is the first day of the week in English and Japanese, but Monday is the first day of the week in other system formats.


Performing and/or searches





To perform an AND search, specify one [find request](#) using multiple fields. For example, you can perform a search where City = New York AND Name = Smith.

1. Click **Find**  and click the field you want to search.
 2. Type the search criteria. For example, to find records where City = New York, click in the City field and type New York.
 3. Click into the next field to specify additional criteria (an AND search). For example, click in the Name field and type Smith.
 4. Repeat step 3 until you have entered all your search criteria.
 5. Click **Perform Find**  to search the database and view a subset of the records.
- To perform an OR search, where any search criteria is matched, you specify multiple find requests. For example, you can perform a search where City = New York OR Paris, or you can perform a search where City = New York OR Name = Smith.

1. Click **Find**  and click the field you want to search.
2. Type the search criteria. For example, to find records where City = New York, click in the City field and type New York.


3. Click **New Request**  .
4. In the new blank find request, click into the field you also want to search on and type the additional search criteria (for example, Name = Smith).
5. Repeat steps 3 and 4 until you have entered all your search criteria.


6. Click **Perform Find**  to search the database and view a subset of the records.
Keep these points in mind:


- Each find request can contain multiple fields that specify an AND request. For example, to find all records where City = New York AND Name = Smith.
- Multiple find requests are performed in the order they are created.
- To delete a request from multiple find requests, click the triangle next to **Find** , choose **Modify**
Last Find, then click **Delete Request**  . The last find request you entered is deleted. Then click
Perform Find  to search the database using the remaining find requests.
- To duplicate a request, including the criteria entered in it, click **Requests** , then choose **Duplicate Request** while you are in Find mode.
- For multiple find requests, AND operations are evaluated before OR operations. For example, a complex and/or search with multiple find requests are evaluated as: (City = New York AND Name = Smith) OR (City = Paris AND Name = Smith) OR (City = Paris AND Name = Dupont).
- For search criteria using Omit (when your criteria DOES NOT EQUAL data), it is generally best to specify search requests with Omit last. (First include all the records you want to select from, then exclude undesired records from the group).
- You can make modifications to the found set by [constraining](#) or [extending](#) the found set.


Finding record exceptions


To find records that do not equal a specified value, you omit records with that criteria while performing a find. For example, to find all sales records except those for the city of London:

1. Click **Find** , type the search criteria for the records you want to omit. For example, type London in the City field.
2. Click **Omit** in the status area.

3. Click **Perform Find**  .
You can also find some records while omitting others. For example, to find vendors in the state of California, except those in Los Angeles:

1. Click **Find** , type the search criteria for the records you want to find. For example, type CA in the State field.

2. Click **New Request**  .
3. Type criteria for the records to exclude (type Los Angeles in the City field).
4. Select **Omit** in the status area.






5. Click **Perform Find**  .
- Keep the following in mind:

- You can have Omit search criteria in more than one request.
- Multiple find requests are performed in the order they are created. For example, in a Contacts solution with clients in the US and France:
 - If the first request finds all clients in Paris and the second request omits all clients in the USA, the found set will not find records in Paris, Texas or anywhere else in the USA.
 - If the order of the requests is reversed (the first request omits all clients in the USA and the second request finds all clients in Paris), the found set includes all clients in Paris, France and in Paris, Texas, but no records for clients elsewhere in the USA.

You can also omit records from a found set after performing a find.

Omitting records from a found set and viewing omitted records


Omit a record or a series of records to remove them from the found set. Omitted records are still in the database; they just aren't included in the found set.

To	Show the status area and do this
Omit a specific record	Display or select the record to omit, click Records  , then choose Omit Record .
Omit a series of records	Display or select the first record in a series of records to omit, click Records  , then choose Omit Multiple Records . (If necessary, allow the scripted window in your web browser and try again.) In the dialog box that appears, type the number of records to omit, then click OK .
View the omitted set and hide the current found set	Do one of the following: <ul style="list-style-type: none"> • Click the pie chart  in the status area. • Click Records  , then choose Show Omitted.
Reset the found set to include all records	In Browse mode, click Show All  .


Keep these points in mind:

- You can also reduce the number of found records by [constraining the found set](#).
- You can omit records while performing a [find request](#) (a "does not equal" search) by selecting **Omit** when specifying the search criteria.

Constraining (narrowing) a found set


Constraining a found set lets you narrow find results incrementally, looking for more specific detail as you search your database. To find records based on multiple criteria in separate fields (a logical AND search), perform a find, specify the next criteria, click **Requests** , then choose **Constrain Found Set**.

For example, after searching for all of the employees who work in Sales, you can narrow the search to find all of the employees within Sales named Alvarez.


1. Perform a find so that your database contains a found set. (For more information, see [Finding Records](#).)
2. Switch back to Find mode and type the criteria to narrow the search.
3. Click **Requests** , then choose **Constrain Found Set**. The constrained found set is displayed in Browse mode.

Extending (broadening) a found set

Broadening a found set lets you expand your search to include additional applicable records without starting over, if you have constrained a previous find request too much. To find records that match multiple criteria in the same or different fields (a logical OR search), perform a find, specify the next

criteria, click **Requests** , then choose **Extend Found Set**.


For example, after searching for customers in New York, you can broaden the search to also find customers in Hong Kong:

1. Perform a find so that your database contains a found set. (For more information, see [Finding Records](#).)
2. Switch back to Find mode and type the criteria to broaden the search.
3. Click **Requests** , then choose **Extend Found Set**. The broadened found set is displayed in Browse mode.

Sorting records

You can sort records in ascending order, descending order, or a custom order based on a list of predefined field values.

To sort records:

1. In Browse mode, navigate to the Layout that has the fields you want to sort on, then click **Sort** .
2. In the Sort Records dialog box, select the first field to sort. For example, select Last Name.
3. Choose the sort order. For example, choose **Ascending order**, for A to Z; **Descending order** for Z to A, or a custom order based on predefined field values.
4. Click **Move** to move the selected field to the **Sort Order** column.
5. Repeat steps 2, 3, and 4 for each sort field. For example, choose First Name to sort it after Last Name.
6. Click **Sort**.

In Table View, you can also click the column header (the field name) to sort the table in ascending or descending order on that field.

After you sort records, the current record does not change. In List View, the current record is displayed at the top of the page. In Table View, the current record is displayed on the top row of the table. To view the records in sorted order starting with the first record or set of records, click the current record number above the slider in the [status area](#). Then type the record number of the record you want, and press Enter (Windows) or Return (Mac OS). Or, you can drag the slider all the way to the left.

To restore the records to the creation order, click **Sort** . In the Sort dialog box, click the **Unsort** button.

Note: You can only sort by fields that are on the current layout.

Troubleshooting

Web page doesn't display properly

If a page doesn't display correctly, check for the following:

- Verify that JavaScript is enabled in the web browser. See the web browser documentation for more information.
- Verify that you are using a supported web browser. For browser requirements, visit www.filemaker.com or ask your database administrator.

Can't find a feature

If you can't find a feature, check for the following:

- Verify that the [status area](#) is showing by clicking the **Show Status Area** toggle ▼ located in the upper left corner of the web page.
- If the status area toggle is dimmed, the database administrator may have locked it. Look for the equivalent functionality in a button the database administrator has provided.
- Verify that you are in the correct mode. For example, you cannot create a new record when you are in Find mode.
- The account you are using might not allow access to all features. For more information, see your database administrator.
- If you did not enter your account and password when accessing the database, you might be logged in with the "guest" account, which typically does not have full access. For more access,

see the database administrator.

Can't find records after sorting

When you sort records, the current record does not change. In List View, the current record is displayed at the top of the page. In Table View, the current record is displayed on the first row of the table. To view the records in sorted order starting with the first record or set of records, click the current record number above the slider in the [status area](#). Then type the record number of the record you want, and press Enter (Windows) or Return (Mac OS). Or, you can drag the slider all the way to the left.

Can't go back or forward in a web viewer

Use your browser's shortcut menu to go back/forward in a web viewer. Right-click (Windows) or Control-click (Mac OS) within a web viewer and choose **Back** or **Forward**.