Prostheses List Database Reference Manual

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Searching and Filtering Information

It is possible to search for specific information in your database, and only view records with that information, by using the **Filtering** methods of Access. Let's say you want to filter all the items on a form that have information in a particular field. To do this:

Filtering on a field

1. Open a form.

2. Position your mouse pointer in the field you wish to filter. For instance, the Category field.

3. From the **Records** menu, select **Filter** and then **Filter by Selection** OR Locate the Filter buttons on the toolbar.

    > Filter by Selection

    a. Click on the **Filter by Selection** button.

4. This will show only those records with the selected information on the form. A message is displayed in the Navigation bar to let you know that you are only viewing Filtered records.

    Record: ◄ ◄ 1 ► ►I ►✱ of 4 (Filtered)

5. To remove the filter and show all records again, select **Remove Filter/Sort** from the **Records** menu. OR

    Click on the **Remove Filter** button.   Remove Filter

6. All the records should now be displayed on the form. Check the Navigation bar to confirm you are viewing all records again.

Filtering on two or more Fields on the Form

It is possible to filter on more than one field at a time on a form. For instance, you may wish to display all those records that have a particular Category and ECRI Code. The **Filter by Form** method is used to display this kind of filter. To do this, let's say that you want to find all the records that are for a particular Category and ECRI Code.

1. Open the Appendix A – Surgically Implanted Prostheses Form.

2. From the **Records** menu, select **Filter** and then **Filter by Form**. OR

    Click on the **Filter by Form** button on the toolbar.

3. You are presented with a blank form ready for you to type in the search information into the appropriate field. It is also possible to select the information from drop-down boxes

4. Type in or select the Category from the drop-down box.

5. Type in or select the ECRI code from the drop-down box.

6. From the **Filter** menu, select **Apply Filter.** OR

   Click on the **Apply Filter** button.

7. The form should now display only those records that match the selected Category and ECRI Code.

Using Wildcard Characters in your Searches

It is possible to use wildcard characters within your searches to find all those records that either start with certain text OR contain certain text anywhere within the field. Inserting an asterisk "*" character somewhere in the information that you are searching does this.

For example, let's find all those items on the Appendix A – Surgically Implanted Prostheses form whose Sponsor field starts with the letters "Guid". To do this:

1. Open the Appendix A – Surgically Implanted Prostheses form.

2. From the **Records** menu, select **Filter** and then **Filter by Form**. OR

   Click on the **Filter by Form** button on the toolbar.

3. In the Sponsors field, type "Guid*" without quote signs.

4. From the **Filter** menu, select **Apply Filter.** OR

   Click on the **Apply Filter** button.

5. The form should now display only those records that start with the letters "Guid".

To find a word that may appear anywhere in the field, simply place an asterisk character at the start and end of the word. For example, type "*word*" without the quote signs.

Searching for Keywords on a form

Filtering methods can also be used to find keywords that may be displayed in certain fields on your forms. For example, we wish to find all references to some text that is located in the **Further Description** field on the Appendix A – Surgically Implanted Prostheses form.

1. Open the Appendix A – Surgically Implanted Prostheses form.

2. In the appropriate field, select all the text to be found.

3. Click on the **Filter by Selection** button on the toolbar. (OR select **Filter** from the **Records** menu. Then select **Filter by Selection**).

4. The navigation bar will display the total number of filtered records found.

5. Use the Navigation bar arrows to move forward and back a record.

Printing Filtered Records on a Form

To get a quick print of any filtered records you can choose **Print** from the **File** menu. This will print every record that it has found in a snapshot of the form.