Data Searching Tools

In Chapter 1 you carried out some simple searches on a database. Now that you are more familiar with FileMaker Pro you can use its tools to carry out more detailed searches.

1   Load FileMaker Pro 10, click on OPEN DATABASE and select BROWSE FILES. Or close the current file and select OPEN from the FILE menu.

2   Access your FMP10 FILES folder and open:

Library Orders 7 Copy

Multiple Selection Tools

You can search a database on more than one field in two ways. AND searches and OR searches.
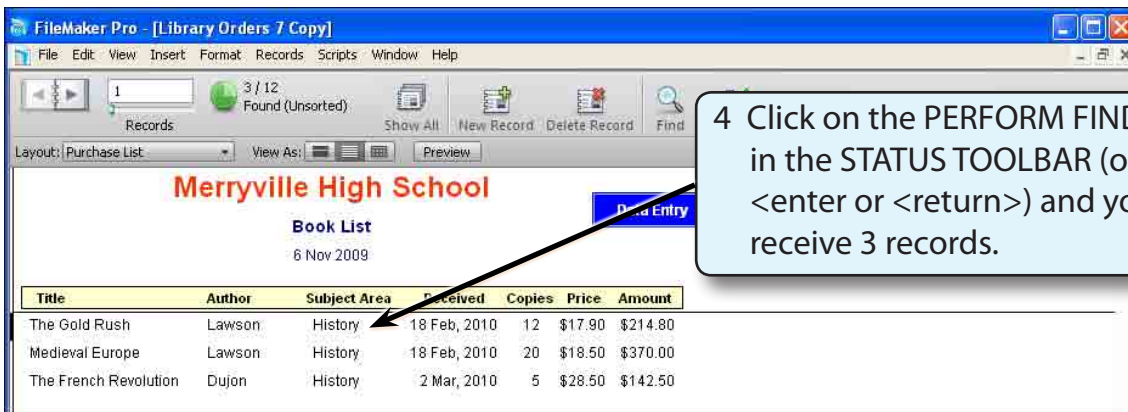
A   Searching on one Field and Another

To illustrate how to search on one field AND another, let's find all the HISTORY book orders that were $100 or more.

1   Open the PURCHASE LIST layout and click on the FIND button in the STATUS TOOLBAR (or press CTRL+F or COMMAND+F) to change the screen to FIND MODE.

2 Click in the SUBJECT AREA field box and enter:
       History

3 TAB to the AMOUNT field box and enter: >=100

NOTE: >= stands for greater than or equal to. It means that 100 and all numbers over 100 will be found in the search.
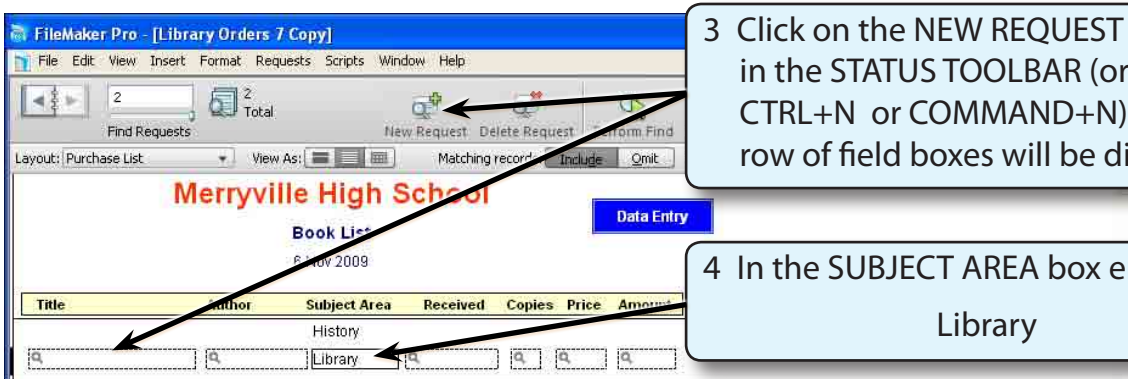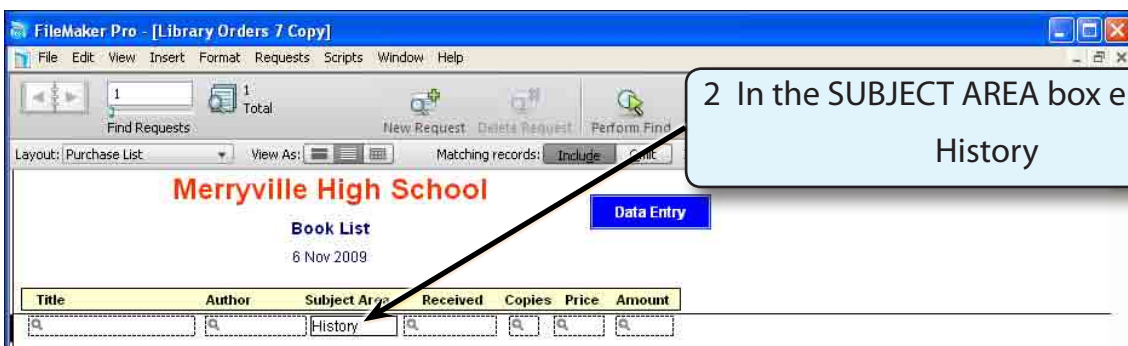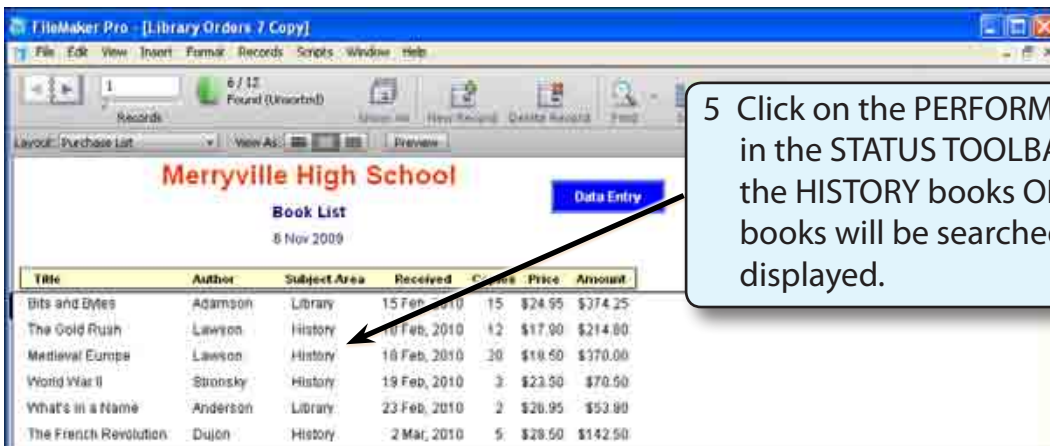
4 Click on the PERFORM FIND button in the STATUS TOOLBAR (or press <enter or <return>) and you should receive 3 records.

NOTE: The condition that was set here was that the books had to be a HISTORY book AND have an AMOUNT of $100 or more.

B   Searching on one Field or Another

There are times when you wish to list the contents of one field OR the contents of another. To illustrate this let's list just the HISTORY or LIBRARY books.

1   Click on the FIND button in the STATUS TOOLBAR to return to FIND MODE.

2 In the SUBJECT AREA box enter:

History

3 Click on the NEW REQUEST button in the STATUS TOOLBAR (or press CTRL+N or COMMAND+N). A new row of field boxes will be displayed.

4 In the SUBJECT AREA box enter:

Library

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5 Click on the PERFORM FIND button in the STATUS TOOLBAR and either the HISTORY books OR the LIBRARY books will be searched for and both displayed.
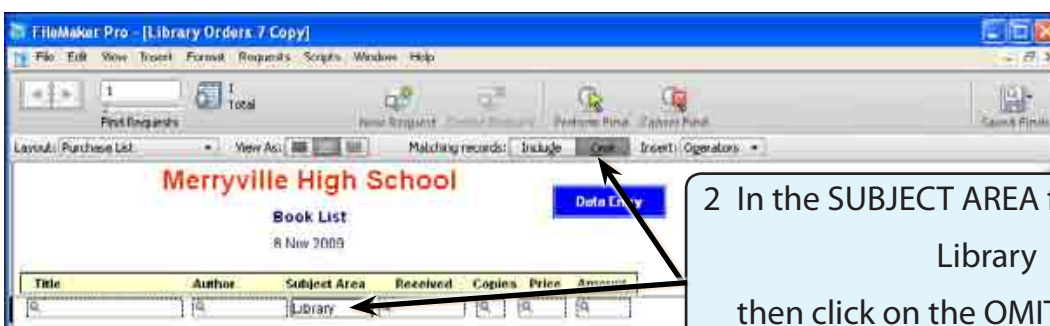
> **NOTE:** You have two choices when using multiple selection searches. If you enter the multiple selections in the one request line, all the entries must be part of the record for the record to be found. If you enter multiple selections in separate request lines, records satisfying any one request will be found.
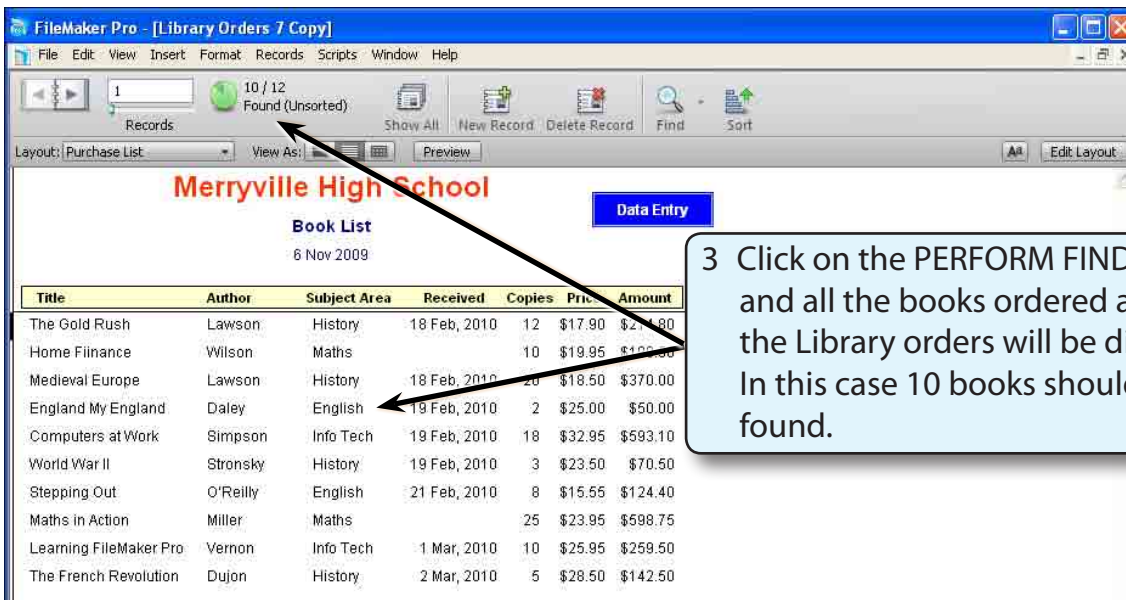
Omitting Records

In a search you may wish to omit certain records for one reason or another: loans may have been repaid, employees are on leave, a school may wish to list all those students who speak a language other than English, etc.

To illustrate this let's find all the Subject Area books apart from those purchased by the Library. The easiest way to do this is to omit any Library books.

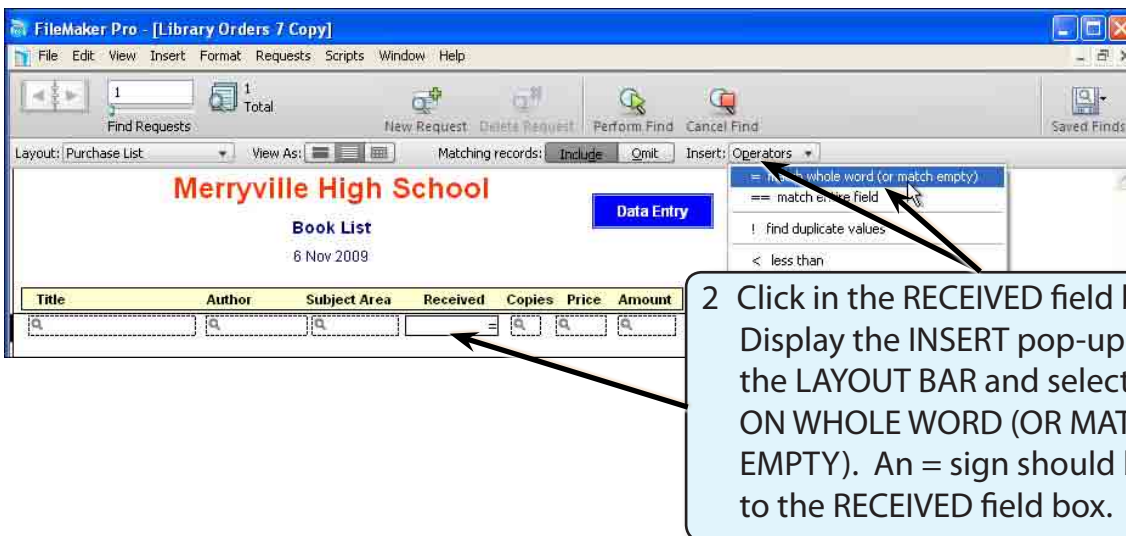1   Click on the FIND button (or press CTRL+F or COMMAND+F) to enter FIND MODE.

2 In the SUBJECT AREA field box enter:

Library

then click on the OMIT button in the LAYOUT BAR.

3 Click on the PERFORM FIND button and all the books ordered apart from the Library orders will be displayed. In this case 10 books should be found.

Finding Blank Entries

Fields that have no entries can be found. For example, there are two books in the list that have been ordered, but not yet received. Those orders can be listed.

1 Click on the FIND button in the STATUS TOOLBAR to enter FIND MODE.

2 Click in the RECEIVED field box. Display the INSERT pop-up menu in the LAYOUT BAR and select MATCH ON WHOLE WORD (OR MATCH EMPTY). An = sign should be added to the RECEIVED field box.

NOTE: **You can enter the = sign directly in the required field box.**