ScotEID Library

How to combine search criteria

Combining search criteria for searching more than one than data element or multiple data elements for a range of values

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Step 1 — The search box

- On all table views there is a small magnifying glass icon in the bottom left.

- Click on the icon for the search box.

- A search box appears.

Step 2 — Adding and selecting search options

- This '+' adds another criteria to the search

- These double arrows indicate drop down boxes are available to select the data element and the qualifier.

- Clicking here removes the line from the search.

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Step 3 — An example - born on holding a year either side of DoB

- Select the table to select from - in this example - Births

Step 4 — Building the search criteria

- Add a line for each of the search criteria required using the '+' and selecting from the drop down boxes

- Click the 'Find' button to search

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Step 5 — Search results

- The search results are returned in a table

- There is an option to download your search results into a csv.

If you require further assistance, please contact ScotEID on 01466 794323.

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