

How to Create Collections

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In this tutorial, we will focus on creating a database collection.

Collections are specific to individual users and will help you narrow down your search results by selecting profiles to compare and save for the future.

With collections, you can compare any 2 or 3 database profiles side-by-side from an individual collection.

1. To get started, login with your username and password on the home screen.
 - You may conduct a new search or use one of the saved searches you did earlier.
 - In this tutorial we will use the saved search from the “How to Conduct a Search” tutorial.

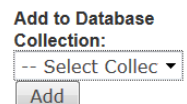
2. Hover over the SEARCH option in the title bar and click **[My Saved Searches]**



3. Select your **[Diabetes]** search done earlier.

- At the bottom of each profile you have the option to create a new collection or add it to an existing one.

4. Add a profile to an **existing** collection by selecting a collection from the drop-down list and clicking **[Add]**.



- A confirmation on the top of the page tells you it has been added.

5. Create a **new** collection by selecting “New Collection” from the drop-down and clicking **[Add]**.



- A confirmation displays a temporary collection name which may be changed in “My Collections”.
- You may keep adding profiles to various collections in the same way
- Any collection a profile is already added to will NOT be listed as an option in the “Add to Collections” drop-down menu, thereby preventing duplicate profiles within a collection.

Now that we have added a few profiles to our collection let’s see what else we can do.

6. Clicking **MY COLLECTIONS** on the menu bar will let you see the list of all your collections.

- This feature is unique to each user.

7. Use the **[X]** on the right to remove a profile from a collections or click **[Delete Collection]** to remove the entire collection.

Remove

[X]

8. Edit the names of a collection by clicking the **[Edit]** button

User Collection 572

Edit | Delete Collection

Now let us select some profiles to compare.

- You may select up to three profiles from an individual collection to compare side-by-side.

9. Check up to 3 boxes of the profiles you want and click

- The profiles will be shown side-by-side, similar to the Search Results page.

10. Click the **[VIEW]** button under the database name to see a wider format of a single profile.

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11. Add any profile to another collection using the drop-down at the bottom of the page

Add to Database
Collection:

We hope this tutorial has helped you understand the basics of database collections. If you have any questions, you may email us at info at info@bridgetodata.org, or call 1-571-490-8400.