





How to Conduct a Search

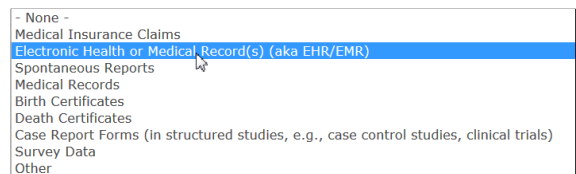
Welcome to BRIDGETODATA.org

In this tutorial, we will concentrate on the basics of how to conduct a database search

1. From the [homepage](#), login with your username and password on the top right. 
2. To start a new search, click 
 - 20 different fields are available to customize your search
 - In this tutorial we will search for Electronic Medical record databases in North America containing diagnosis data and information on diabetes.
3. The KEYWORD option will find keywords ANYWHERE in a database profile, including references.
 - a. Matches will be highlighted in yellow throughout the profile results.

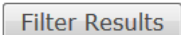

4. Enter “diab” as a wildcard keyword. This will return results with diabetes as well as diabetic

5. Click the drop-down arrow next to Database Type and select “Electronic Medical Records”




- Most of the fields have a drop-down list with multiple options.
6. Click the drop-down for Region and select “North America”.
 - Searching by region will automatically select all countries within that Region. A user may limit the search to fewer countries by holding down the control or command key and deselecting countries.

To select multiple countries, hold CTRL key while selecting individual countries.

7. Click the drop-down arrow next to Diagnosis Data and select “Yes”
8. When finished click  or to start over, click the  button


- On the Search Results page you will see your total results. | There are 237 results for your search.


9. Save this search for retrieval by entering “diabetes” in the “Save this Search” box and click 

- The search will be available for future retrieval by hovering over **SEARCH** in the title bar and selecting **[My Saved Searches]**.



- The Search Results page displays three database profiles at a time. All criteria and keyword-based searches are Boolean “OR” searches and therefore, any profile matching one or more of the search criteria will appear in the results.
- Results are listed by descending Relevancy Ranking based on the percentage of terms matching the search criteria. **Percentage Match** 100% 100% 100%
- Within each relevancy rank, the profiles are listed in ascending alphabetical order of the database title.
- To go back and change your search parameters click
- Click to export your list of results as comma separated values to view in Excel or Numbers.

10. See a single profile by clicking **[VIEW]** under any profile name. 


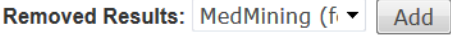
- Each database profile contains 75 fields divided into 10 categories.
- 11. Select a blue tab on the left and browse all the fields in each category. 
- 12. Click **[Search Results]** on the top of the page to go back to your results.

[Home](#) » [Search](#) » [Find Databases](#) » **[Search Results](#)** » [Cerner Health Facts® Database \(USA\)](#)

13. Navigate through the results using the page numbers at the bottom of the page

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) ... [Next Page >](#) [Last Page >](#)

14. While reviewing your results you may wish to discard some of the profiles.

- Remove a profile from your results by clicking **[REMOVE]** under a profile name. 
- The profile will slide over and the next result will be visible.
- Add a removed profile by selecting it from the “Removed Results” drop-down list and click **[Add]**. 
- It will be reinserted to its original position.

We hope you found this tutorial useful. If you have any questions, email us at info@bridgetodata.org, or call 1-571-402-1576.