

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 will be able to compare any 2 or 3 databases in a collection side-by-side.

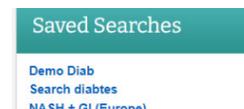
1. To get started, login with your username and password on the home screen.



- You may conduct a new search or use one of the saved searches you did earlier.



2. In this tutorial we will use the saved search from earlier for Diabetes.



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

3. To add the profile to an **existing** collection, select it from the drop-down list and click **[Save]**.

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

Add to database collection:

-- Select Collector v

Save

4. To create a **new** collection, select **[Create New]** from the drop down, give it a name, and click **[Save]**.

- A confirmation will appear at the top of the page.
- You may keep adding profiles to various collections in the same way.
- All collections a profile is currently added to will not be listed as an option in the [Add to database collection] drop-down menu preventing duplicate profiles within a collection.

Add to database collection:

Create New v

Diabetes Tutorial

Save

Now let's see what else we can do.

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

- Note that this feature is unique to each user.
- Using the **✕** on the right you may remove profiles from your collections or
- Click **Delete Collection** to remove the entire collection.
- Edit the names of your collections by clicking the **Edit** button.

Now let us select some profiles to compare.

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

6. Check the boxes of the profiles you want and click .
 - The profiles will be shown side-by-side similar to the Search Results page.
7. Click the button under the database name to view the profile alone.
 - You may add any profile to another collection using the drop down at the bottom of the page.

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 1-571-402-1576.