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## 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 Search in the getting started box on the right.
  - 25 different fields are available to customize your search
  - Keyword-based searches are Boolean "OR" searches and therefore any profile matching one or more of the search criteria will appear in the results.

Search As

- Use the Exact Phrase: checkbox to search the keywords as an exact phrase.
- Keywords matches will be highlighted in yellow throughout the profile results.
- 3. For this demonstration we will search for Electronic Medical record databases in North America containing diagnosis data and information on diabetes.
- 4. 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.
- 5. Click the drop-down for Region and select "North America".
  - Searching by region will automatically select all countries within that Region.
  - Limit the search to fewer countries by holding down the [control] or [command] key and deselecting countries.
- 6. Enter "diab" as a wildcard keyword.
  - This will return results with diabetes as well as diabetic
- 7. Click the drop-down arrow next to "Diagnosis Data" and select "Yes"
- **Filter Results** 8. When finished click

or to start over, click the

4000 Legato Road, Suite 1100 • Fairfax, VA 22033 USA • T: +1 571 402 1576 • info@bridgetodata.org DGI Center for Health Research and Education, LLC (DGI, LLC) is a non-profit organization

Reset

button

• On the Search Results page you will see your total results in the top left.

There are 334 results for your search.

- None -	
Medical Insurance	Claims
Electronic Health or	r Medical Record(s) (aka EHR/EMR)
Spontaneous Repor	
Medical Records	
Birth Certificates	
Death Certificates	
Case Report Forms	(in structured studies, e.g., case control studies, clinical trials)
Survey Data	
Other	
Region:	North America 🔹
Country:	Saint Barthélemy Saint Kitts and Nevis
	Saint Lucia
	Saint Martin
	To select multiple countries, hold CTRL key while selecting individual
	countries.
Diagno	osis Data: Yes
Diagin	



- 9. Save this search for retrieval by entering "diabetes" in the Save this Search: diabetes box and click [Save].
  - Retreive by hovering over in the title bar and selecting [My Saved Searches].
- 10. The Search Results page displays three database profiles at a time.
  - 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 name.
  - Below the percentage, you can see which criteria are matched for each respective profile.



- 11. To review or change your search parameters click Modify Search
  - a. Click [Filter results] If any changes are made, or
  - b. Click [Modify Search] again to go back to your results
- 12. Click Export Results to export your list of results as comma separated values to view in Excel or Numbers.
- 13. View one profile alone by clicking a database name or use the select boxes and clicking View Selected
  - Each database profile contains 135 fields divided into 12 categories.
- 14. Select a blue tab on the left and browse all the fields in each category.
- 15. Page numbers are available on the top and bottom of the page to navigate through the results.
  - 1 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> ... <u>Next Page ></u> <u>Last Page ></u>
- 16. While reviewing your results you may wish to discard some of the profiles.
  - a. Remove a profile from your results, click one or more **SELECT** buttons and click

Remove Selected

- b. The profile(s) will slide over and the next result(s) will be visible.
- c. Add back removed profiles by selecting one, or more profiles with the control key and click [add]

Anolin	x Active Patient Network (AAPN) (U 🔺	
AnalytiCare Long Term Care (LTC) Data (L		
AIHW	National Death Index (NDI) (Austra -	
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 at <u>info@bridgetodata.org</u>, or call 1-571-402-1576.

Physician & Practioner Info TUTORIAL

SEARCH

My Saved Searches