manual

PUB LOG FLIS SEARCH

version 9

INTRODUCTION

Welcome to the **PUB LOG FLIS Search** Users Manual.

This software is the integration of multiple database sources. These databases are mastered together into a single cohesive interface available through the web.

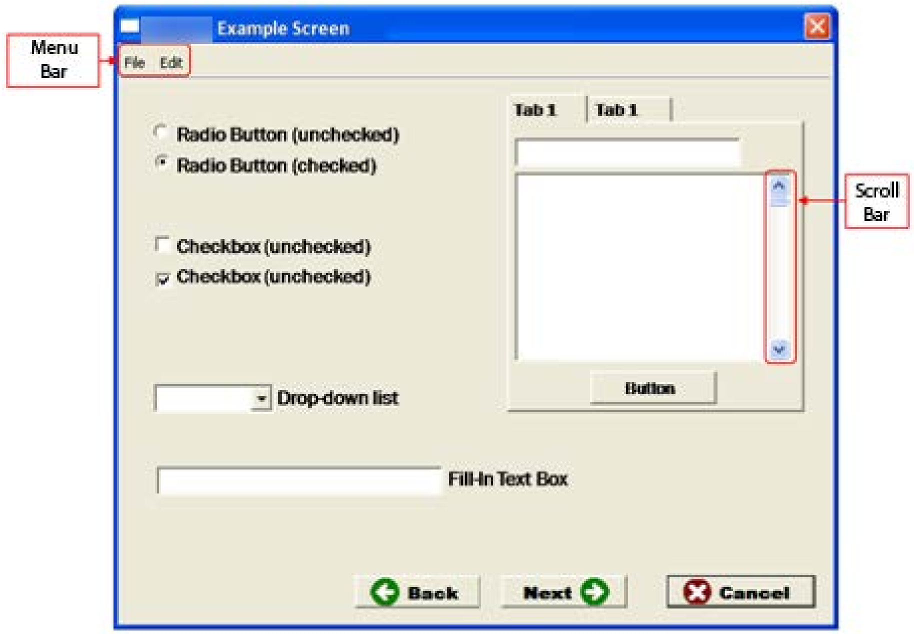
This manual is organized into the following sections to help you understand the structure of the software:

- Introduction
- Query
- Picklist
- View

Using this Manual

This manual is organized to give you a basic understanding of how the software functions are performed. Within this manual, please note the following:

[**Button**]	Button (i.e., "OK", "Next", "Back", "Cancel", "Close", etc...)
<Field>	Field (i.e., titles/text for radio button options, checkbox options, "fill-in" text boxes, drop-down list boxes, etc...)
<Default Field>	Default option italicized
Hyperlink	Hyperlink (to Internet or within manual)



Menu Bar

Within the software, a menu bar is provided during this application for quick access to commonly used commands. If you do not have a mouse available, any of these menu items can be accessed by pressing the Alt key and by either typing the first letter of the menu item or by using the arrow keys to select the desired command. The global menu items are listed below. The available menu items specific to section (Query, Picklist, and View) are listed at the beginning of each sections.

File Menu

The "File" Menu pertains to commonly used commands...

- Page Setup
  This option opens the Page Setup Dialog Box.
- Print
  This option opens the Print dialog box.

- Exit
  This option exits the application.

- Load Query (*Available Only While in **QUERY** Screen)
  If you choose "Load Query", this window will open where you can navigate to a pre-existing Query file (.qry). Select and click [**Open**].

- Save Query (*Available Only While in **QUERY** Screen)
  If you choose "Save Query", this dialog box will appear where you can select your desired filepath and filename to save your Query for later access.

- Save as
  If you choose "Save as" while you are viewing the Picklist screen, you will have the option to save this Picklist as a comma-delimited file (*.csv) to a filepath and filename of your choice. If you choose "Save as" while you are in the View screen, you can save this View as a HTML file (*.htm) to a filepath and filename of your choice.

Sort By Menu (*Available Only While in **PICKLIST** Screen)

The "Sort By" Menu contains all Table headers. You can also click on the Table header itself to Sort Ascending.

Views Menu (*Available Only While in **VIEW** Screen)

The "Views" Menu provides quick access to the available view options. Please note there are also subView options available.

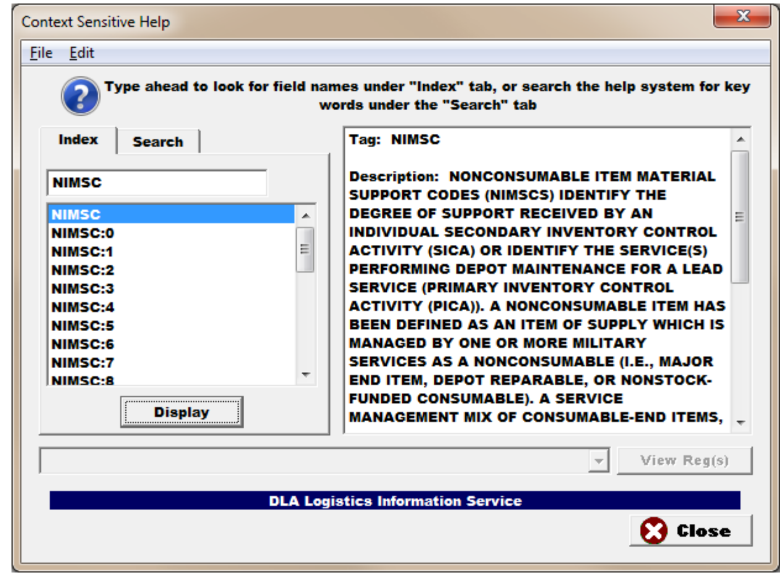
Help Menu

The "Help" Menu contains options in the event that you need more information on how to utilize this software.

- Context Help
  "Context Help" opens the Context Sensitive Index Help described in this section.

- Manual
  "Manual" links to a PDF document of this help manual.

Context Sensitive Help



Selecting the Help menu and the Context Help option will bring up the Index Help dialog box where you can search for further information on the desired field. You can choose from the following tabs:

- Index
  If you would like to use the Index feature, type in the box provided to jump to the record(s) starting with the characters you type. You can also select multiple Index fields by selecting the first and holding your Control key while selecting others; all descriptions will appear in the screen on the right-hand side.

- Search
  Use search if you would like to manually type related keywords that you would like to search on. After highlighting your selection, press [**Display**] to display your results. After you have found the information you are looking for, press [**Close**] to return to your previous screen.

From the list of topics found on the left side of the screen, use the scroll bar to choose the records that you would like to search for. A selected record is highlighted in blue. To select multiple *consecutive* numbers, click the first record and while pressing down your Shift key, click the last record in the series. To select multiple *non-consecutive* numbers, click the first record and press the Control key while selecting the remainder.

Note that by choosing multiple values, you will be searching using a Boolean "OR" search, meaning that *all* values will be shown that match your criteria.

- [**View Reg**]

  The [View Reg] option is only available if there are one or more URLs within the text. If the option is available, you can use this feature to jump to it directly.

Screen Size

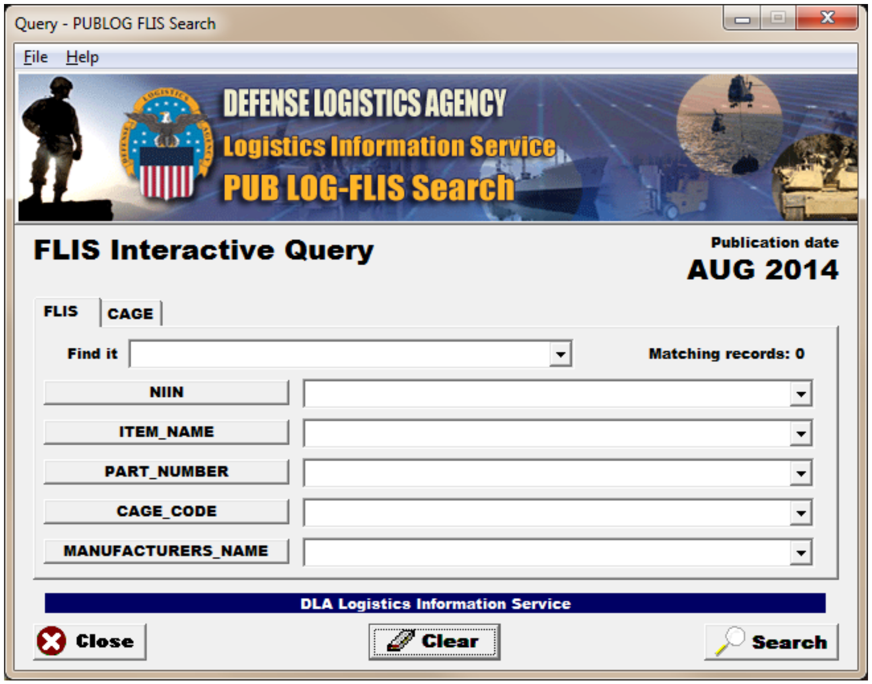
You can change the size of the "Picklist" and "View" screens at your discretion by mousing over the edges of the screen and clicking and dragging the arrow that appears.

Ok. Let's get started…

QUERY

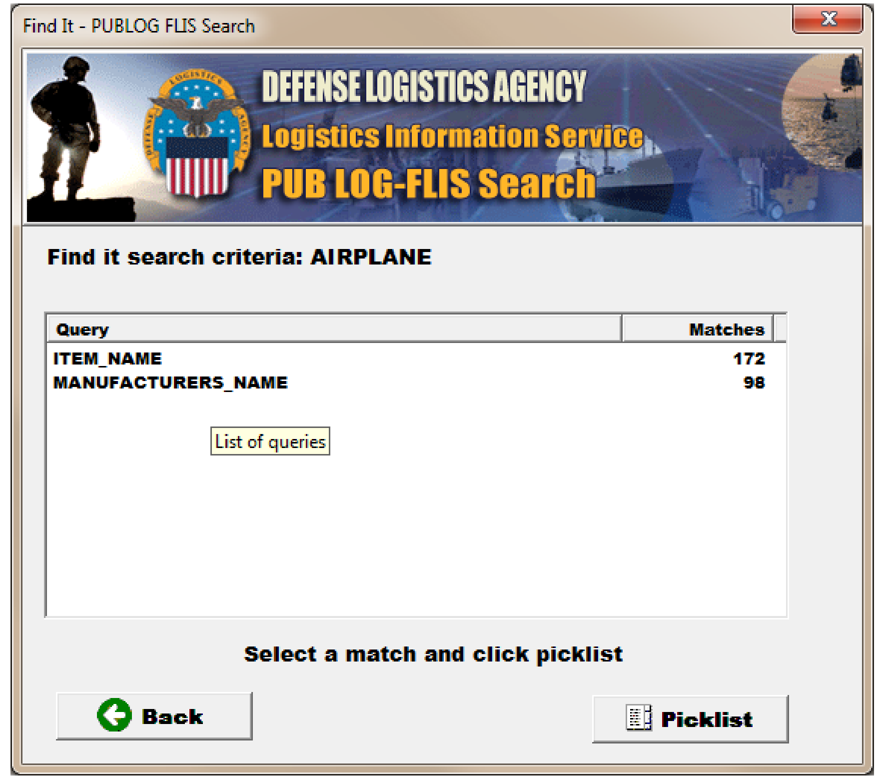
The Query portion of the search process allows you to search on specified data set(s). You can press [**Clear**] at any time to start from a blank screen.

This screen contains different Views (as shown below) to choose from and each tab has a specific set of searchable fields.



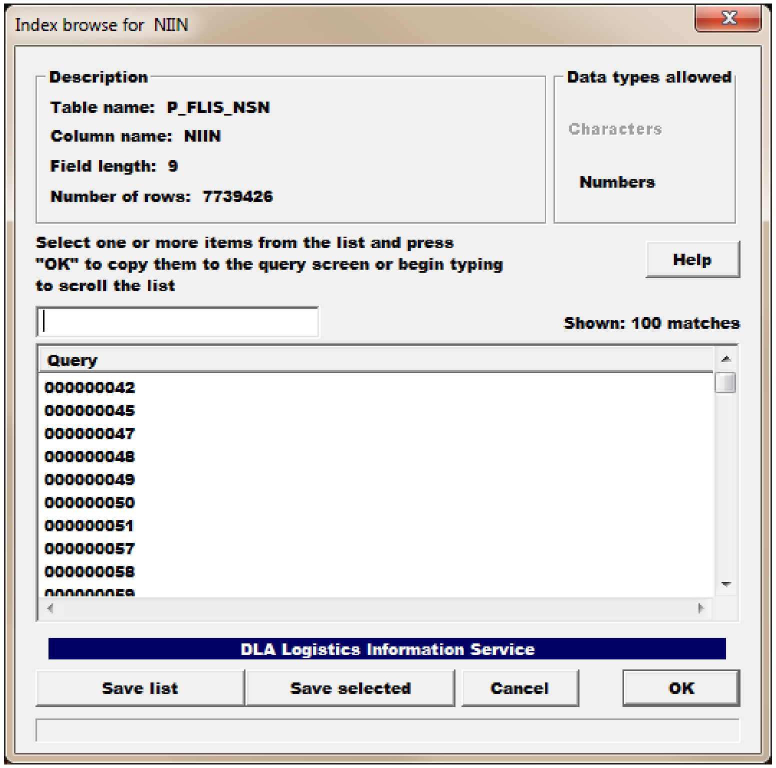
Choose the tab and field you would like to search on. Type your criteria in the space allotted next to the field and click [**Search**]. Drop-down lists contain previously used query values and can be displayed and selected by clicking on the down arrow to the right of the field. The application retains up to your last 20 searches.

If you are searching for multiple values, enter the criteria in the fields (separate each value with one space) and press [**Search**]. Please note that all queries use a Boolean "AND" search (opposed to "OR"). For example, if you were to choose Field#1=B; Field#4=12, it would pull all records that match *both* criteria.



You may also search using the <Find It> feature. When you search within the Find It field, you are searching for the criteria in all fields. Use this option when you are unsure what type of data you have. When the software has found your results, you will see Find It dialog box as shown above. Select which field you would like to filter the criteria by and click [**Picklist**] to continue.

Indexed Browse

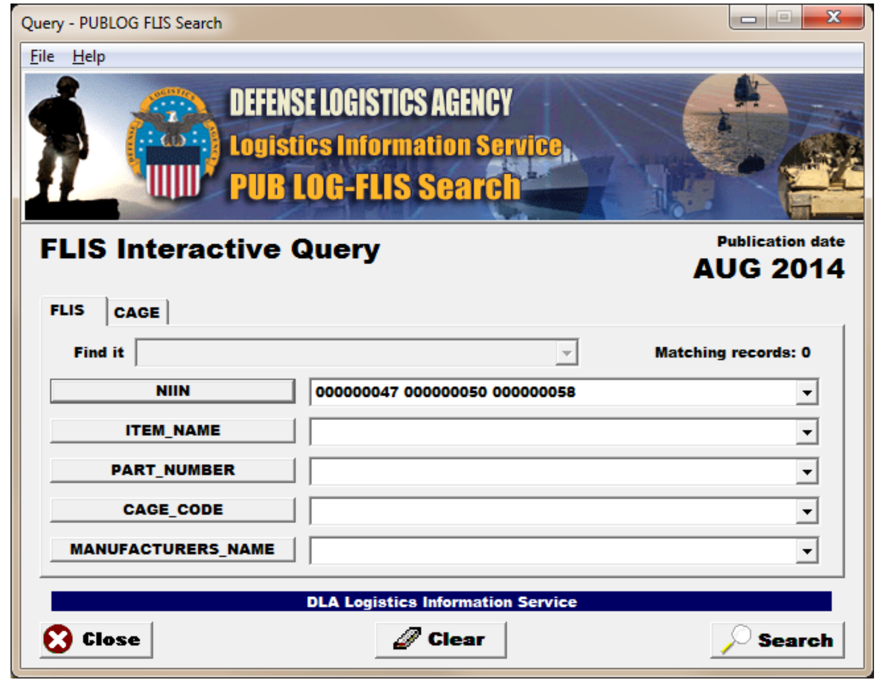


If you click on one of the field name buttons, you will enter the "Indexed Browse" screen for that field. The example shown above displays the Indexed Browse screen after clicking on a field button. This screen gives you detailed options for the field you are searching on.

Typing in the box above the scroll items will jump to the record(s) starting with the characters you type.

Pressing [**Help**] will bring up the Index Help dialog box where you can search for further information on the desired field.

- Clicking [**Save List**] will bring up a Save As dialog box. This selection will save a text file of *all* values shown on this screen. Choose the location where you would like to save this query, name it appropriately, and click [**Save**].
- Clicking [**Save Selected**] will also bring up a Save As dialog box (above). This selection will save a text file of only the *selected* values shown on this screen. Choose the location where you would like to save this query, name it appropriately, and click [**Save**].



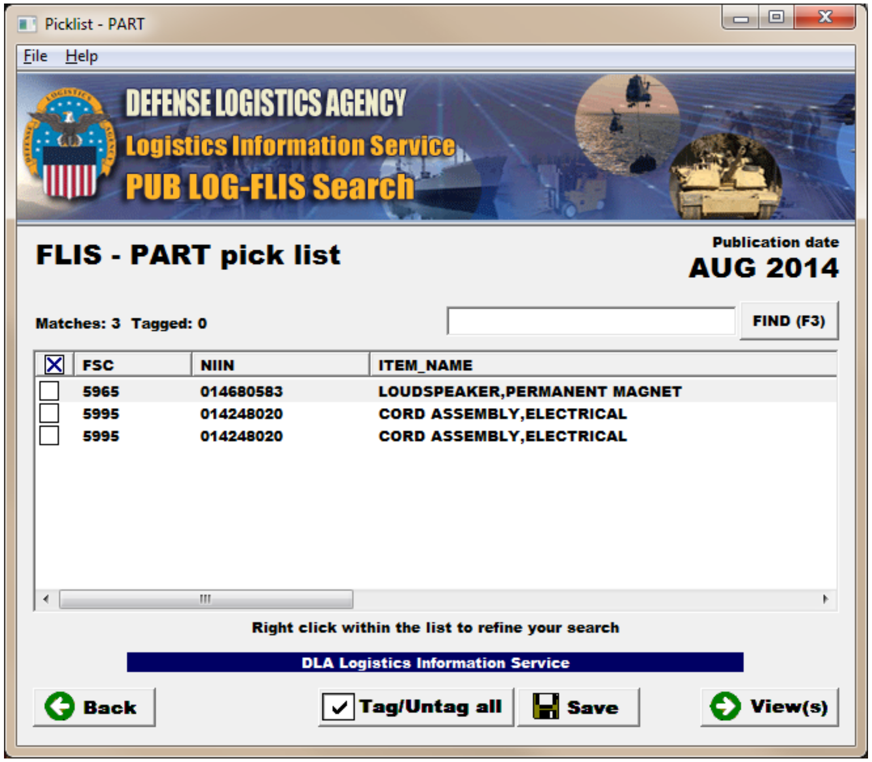
Press [**OK**] once you have selected all of your records. After clicking [**OK**], you will be back to the Interactive Query screen and your chosen values will be shown in the desired field, each separated by one space as shown above. You will also notice that depending on which field you are querying, some of the fields may now be unavailable. From here, you can choose to perform a combination search for other criteria on the "available fields". After your search criteria is complete, press [**Search**].

Please note that all queries use a Boolean "AND" search (opposed to "OR"). For example, if you were to choose Field#1=B; Field#4=12, it would pull all records the match both criteria.

Search Results

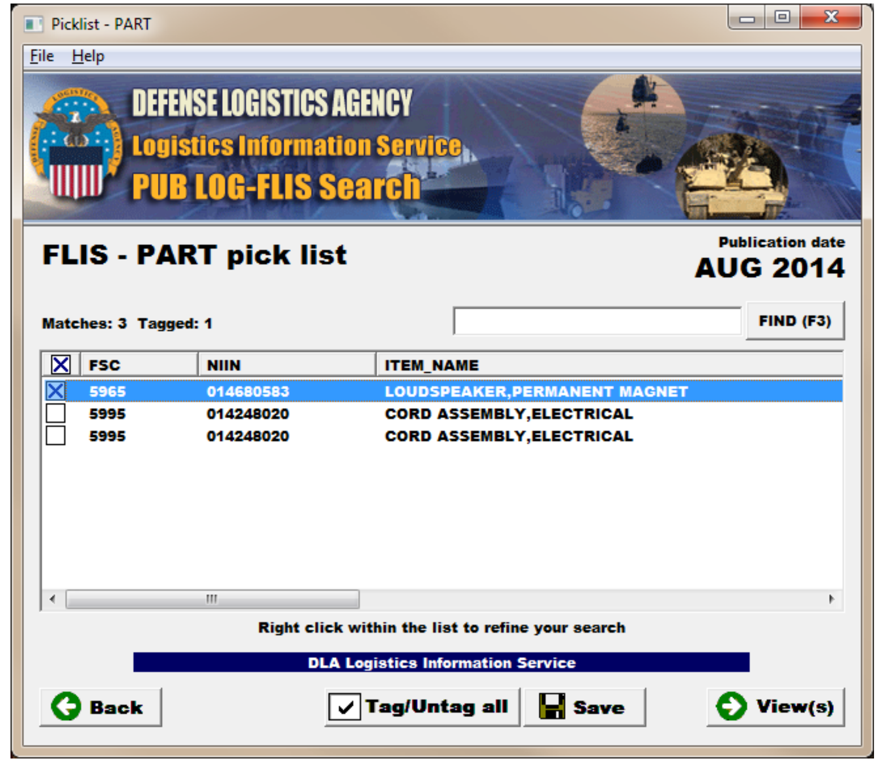
- If your search results in one individual item, the Picklist portion of the database will be skipped and you will go directly to the View screen. Please go to the View section of this manual for further instruction.
- If your search results in multiple items, you will go directly to the Picklist screen. Please go to the Picklist section of this manual for further instruction.
- If your search results in no matches, please modify your search.

PICKLIST



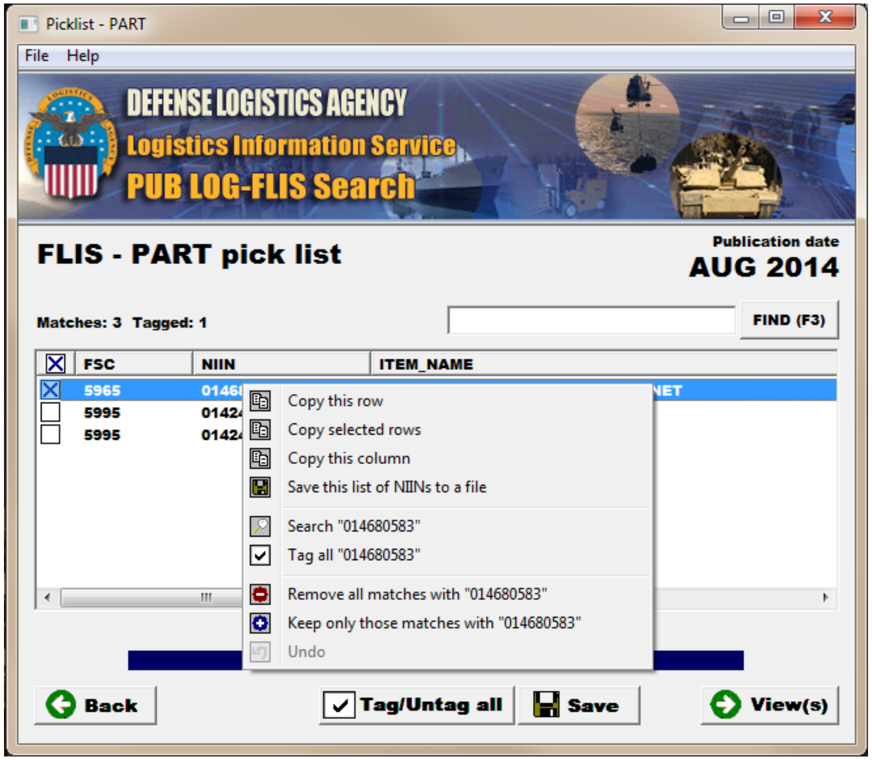
The Picklist presents you with the results from your query. The figure above shows an example of the Picklist screen. Above the scroll list, you can see how many matches are within your results and also keep track of how many you have "tagged". From this screen, you can narrow your results even further.

If you would like to use the "Find" feature, enter your search criteria and press the [FIND (F3)] button or just press "F3" on your keyboard to refine your search. If you press "F3", it will jump to the next record within your criteria.



Columns

The columns in your Picklist are those where boolean options are available from the query screen. All columns can be easily sorted (alphabetically) by clicking on the column headings. Once the column is sorted, you can press any letter key and it will jump to the first record that starts with the letter within the sorted column. Use the scroll bar at the bottom of the screen to view all available columns. You can also change the column width by clicking between the column headings and dragging your mouse to the left or right to increase or decrease the column width.



If you right-click a field within the Picklist, a submenu will appear (above) that will give you the option to Copy this row, Copy selected rows, Copy this column, Save this list to a file, Search "(selected field)", Tag all "(selected fields)", Remove all matches with "(selected field)", or Keep only those matches with "(selected field)".

Narrowing your Selection

If you would like to see the results for all records listed, click the check box heading (first column) at the very left of the screen to select all records. Once all are selected, the checkbox heading will be unchecked. Recheck to deselect all records. You can also use the [**Tag/Untag all**] button to do this.

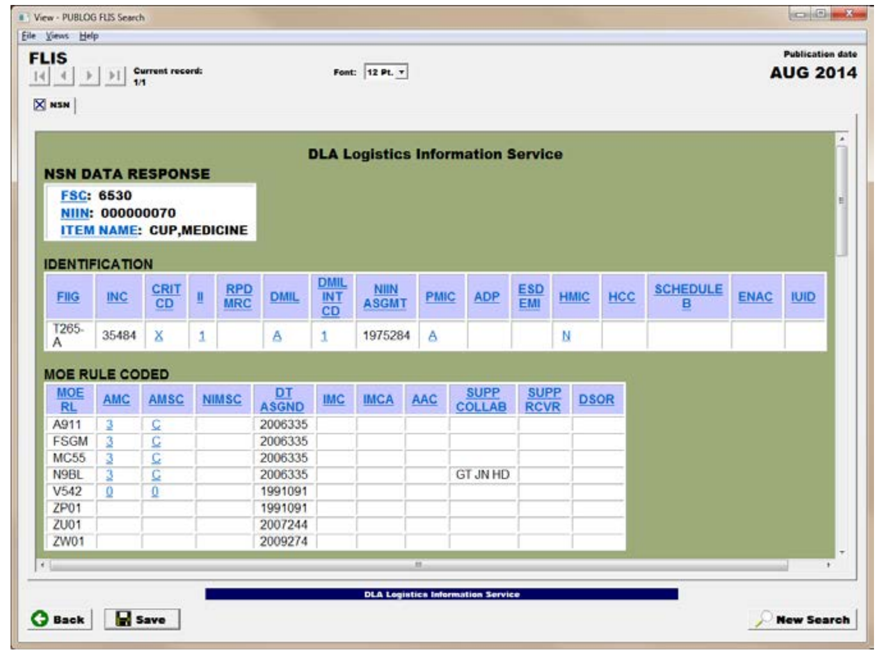
If you would like to choose your selection(s) manually, scroll down and check the box next to each record you would like to see.

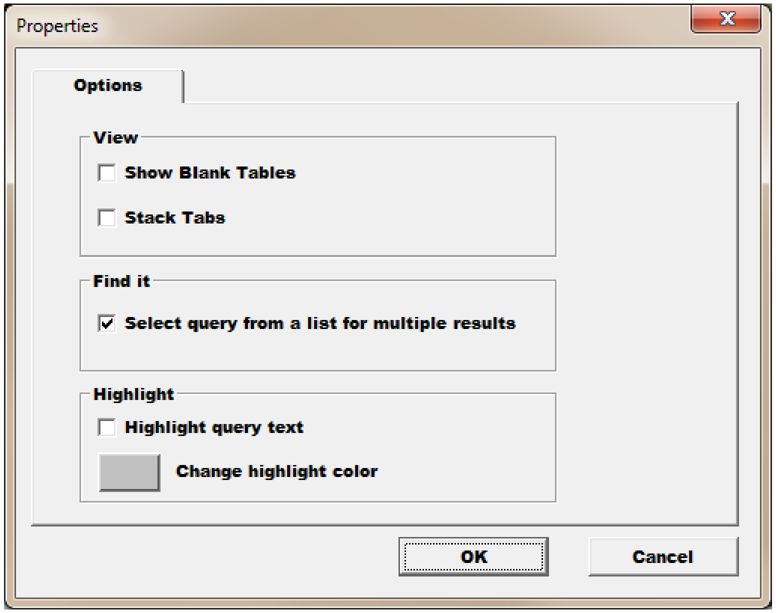
Save

If you click [**Save**], a dialog box will appear. Here, you have the option of saving the results as a .csv file (comma-delimited text file). Navigate to the folder you would like to save the file and click [**Save**].

View(s)

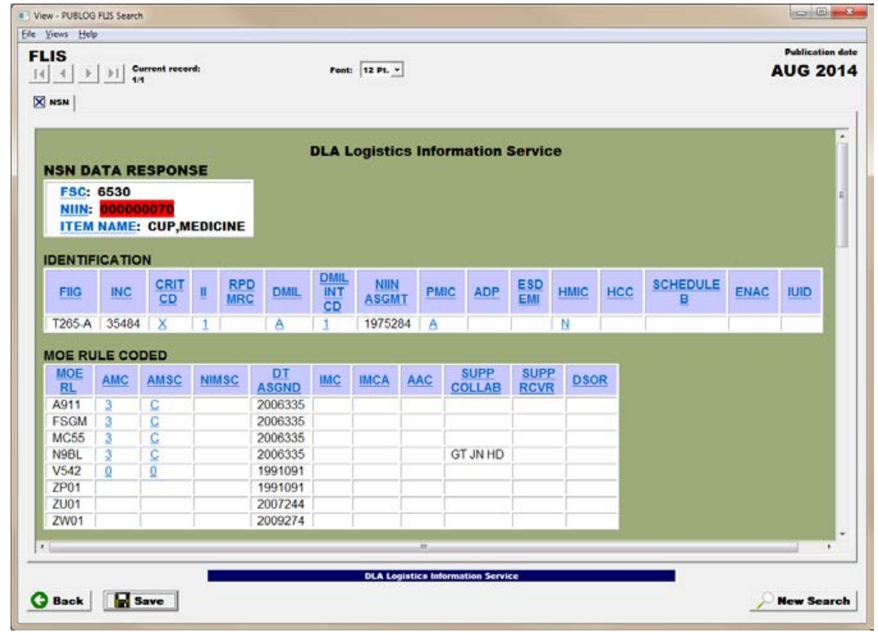
If you click [**View**], your results will appear in the View format within the software. Please continue to the next section for more guidelines.



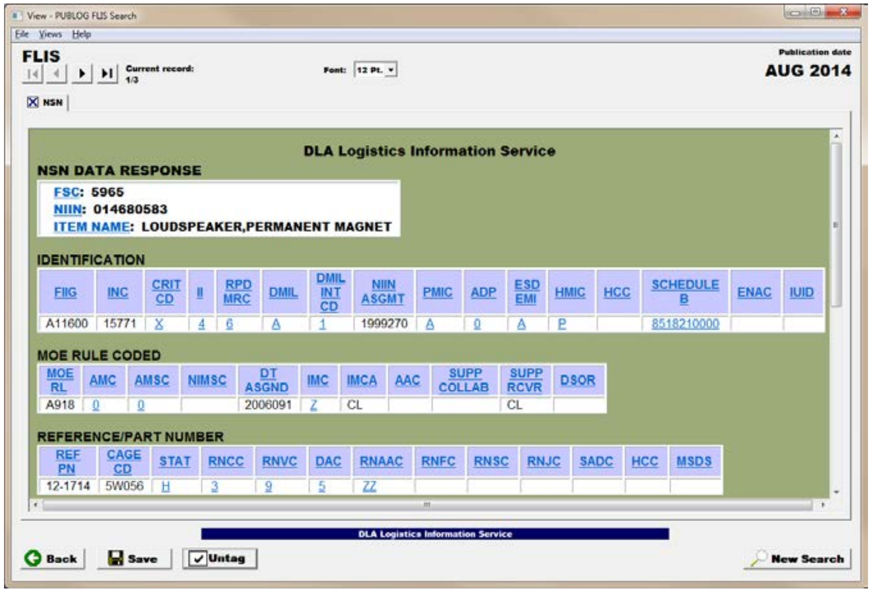


If any view has no data for any table, the message “There is no data available for this view” will appear. If you go to File\Properties and check the checkbox next to “Show Blank Tables”, this message will not appear.

If you check the box next to <Highlight query text>, all criteria that you initially search for will be highlighted in your results in your color of choice.



VIEW



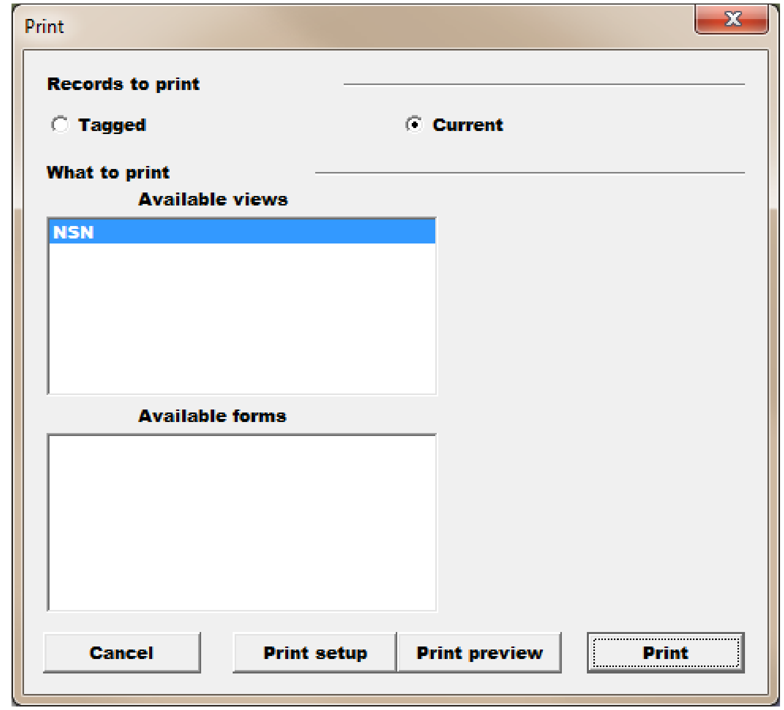
The "View" Screen (above) contains all information for one individual record. One or more tables can be associated with a View for each record. Above the tabs, you will see the record that you are currently viewing. Use the arrows to go to other records.

If more than one match is tagged and you are sure one of the matches is not what you're searching for, click the "Untag" button when on the undesired record.

If data in tables is blue and underlined, this means the field is "linked" and will launch Context Help.

If you would like to create a New Search, click the [**New Search**] button or use the shortcut and press the letter "S" on your keyboard.

Print Results



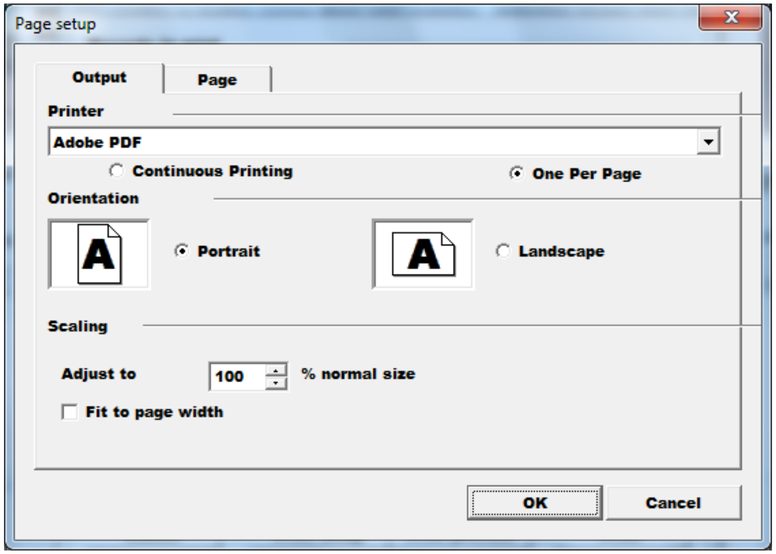
Go to File Menu – Print to print your results. (above).

1. <**Records to print**>
   Choose to print either all Tagged records or only the current record.

Print/Page Setup

Page Setup is where you determine the printed report parameters as defined below:

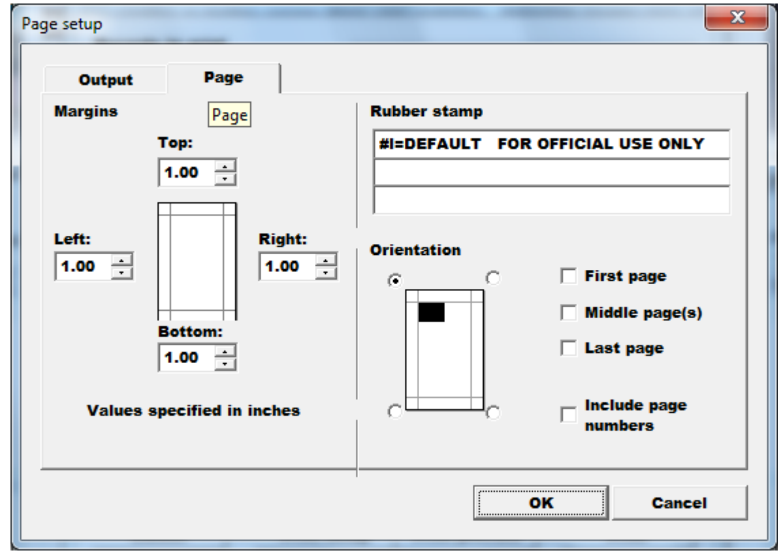
Output



The figure above displays the Print/Page Setup screen with the "Output" tab selected. You can do one of three things on this screen:

1. <Printer>
   Select desired available printer
2. <Orientation>
   The orientation can be "portrait" or "landscape," depending on which works best to view your data. If there are a lot of columns, landscape is probably your best choice.
3. <Adjust to _ % normal size>
   This feature scales the size of output. This option is commonly used in order to fit results with many columns/fields on a limited amount of pages.

Page



The figure above displays the Page Setup screen with the "Page" tab selected. You can do one of three things on this screen:

- <Margins>
  The size of the area between the edge of the paper and the printed data
- <Orientation>
  Orientation refers to the placement of the Rubber Stamp text on each page of your printed results.
- <Pages>
  You can choose to display the Rubber Stamp on any combination of the following: First Page, Middle Page(s), Last Page.
- <Rubber Stamp> (i.e., signature blocks)
  You can enter three lines of text, specify where they should go and which page(s) should contain them. If you would like to include a graphic image on your rubber stamp, enter "#I=(your file).jpg".

Once you have chosen your settings, press [**OK**] which will take you back to the main Print screen. Press [**Print**] to print your results.