

How to Conduct a Search

Welcome to [B.R.I.D.G.E. TO DATA®](http://www.bridgetodata.org).

In this tutorial, we will talk about the basics of how to conduct a database search.

1. From the [homepage](#), login with your username and password on the top right.

Login

2. To start a new search, choose **SEARCH** from the navigation bar.

- Enter a keyword and or select criteria of interest.
- Please note: All criteria and keyword-based searches are Boolean “OR” searches, and therefore, any profile matching one or more of the search criteria or keywords will appear in your search results.

• Use the **Search As Exact Phrase:** checkbox to search the keywords as an exact phrase.

• Keyword matches will be highlighted in yellow throughout the profile results.

3. Click **Filter Results** or to start over, click the **Reset** button.

4. As an example, let’s look for Electronic Medical Record databases in North America containing Diagnosis Data and information on Diabetes.

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 *Continent* and select “North America”.

- Searching by continent will automatically select all countries within that continent.
- Limit the search to fewer countries by holding down the [control] or [command] key and deselecting countries.

7. Enter “diabet” as a wildcard keyword.

- This will return results with *diabetes* as well as *diabetic*

8. Click the drop-down arrow next to *Diagnosis Data* and select “Yes”

Diagnosis Data: Yes

9. Clicking **Filter Results** will take you to the “Search Results” page showing the total number of matches.

10. Save this search by entering “diabetes” in the **Save this search:** box and click **Save**.



