

How to Conduct a Search

Welcome to B.R.I.D.G.E. TO DATA®.

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.
 - Search As **Exact Phrase:** Use the checkbox to search the keywords as an exact phrase.
 - Keyword matches will be highlighted in yellow throughout the profile results.
- Filter Results 3. Click or to start over, click the 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"
- Clicking will take you to the "Search Results" page showing the total number of matches.
- box and click Save Save this search: diabetes 10. Save this search by entering "diabetes" in the

Retrieve this saved search anytime by hovering over

My Saved Searches

in the navigation bar and selecting.

- Note that your saved searches cannot be shared with other users.
- 11. The Search Results page displays three database profiles at a time.
 - Click on Hide menu bar to widen the columns.
 - Results are shown in Relevancy Ranking order depending on the percentage of terms matching your search criteria.

Percentage Match 100% 75% 75%

- Within each relevancy rank, the profiles are listed in alphabetical order of the database name.
- Below the percentage, you can see which criteria are matched for each respective profile.



- 12. 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 earlier results
- 13. Click Export Results to export your list of results as comma separated values to view in Excel.
- 14. View one profile alone by clicking a database name or use the select boxes and clicking | View Selected
 - Each database profile contains 135 fields within 12 categories.
- 15. Select a blue tab on the left to browse all fields in each category.

Physician & Practioner Info

- 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
 - b. The profile(s) will slide over, and the next result(s) will be visible.
 - c. If you change your mind, you can add back removed profiles by selecting one, or more profiles

Anolinx Active Patient Network (AAPN) (U. A AnalytiCare Long Term Care (LTC) Data (L AIHW National Death Index (NDI) (Austra *)

Add ; they will be reinserted back

with the control key and click [Add] into their original position.

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