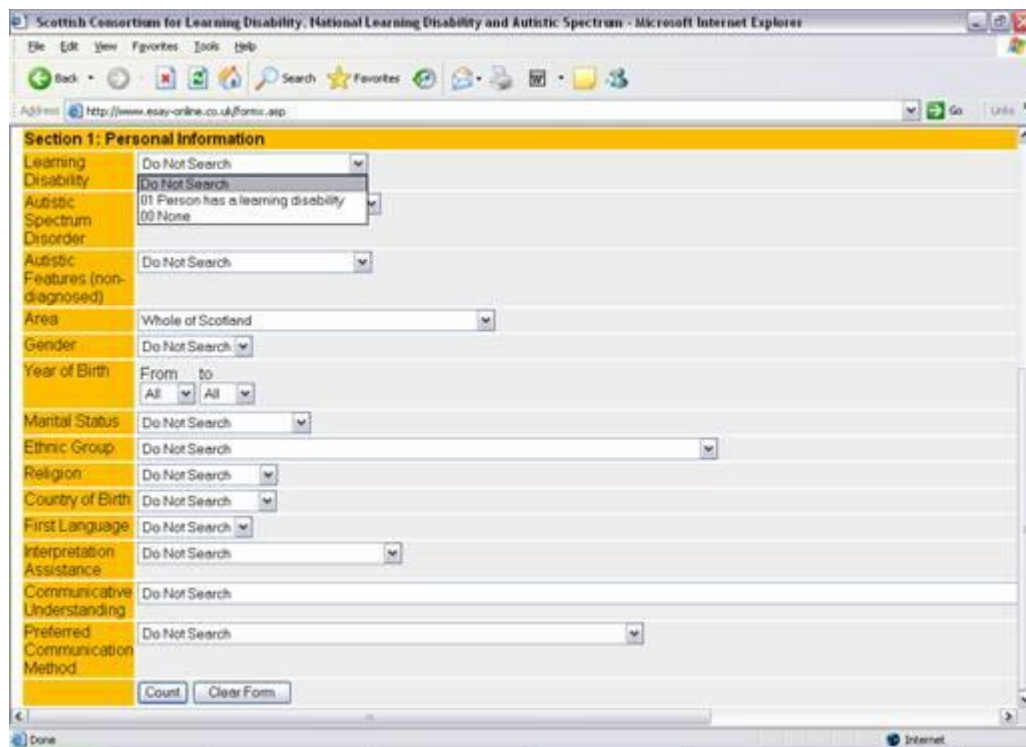


How to do an advanced search on the database

This guide will help you to use the eSAY database advanced search pages.

- The advanced search is structured around the six sections of the dataset – Person Information, Housing, Current Services and Opportunities, Health, Needs Record and Finance. You will start with a screen that has most of the information in the Person Information section.



The screenshot shows a web browser window displaying the advanced search interface for the eSAY database. The page is titled "Section 1: Personal Information" and contains a form with various search criteria. The criteria are listed on the left, and the corresponding search options are on the right. The search options are mostly "Do Not Search", but "Autistic Spectrum Disorder" is set to "01 Person has a learning disability". The "Area" is set to "Whole of Scotland". The "Year of Birth" is set to "All" for both "From" and "to". The "Mental Status" is set to "Do Not Search". The "Ethnic Group", "Religion", "Country of Birth", "First Language", "Interpretation Assistance", "Communicative Understanding", and "Preferred Communication Method" are all set to "Do Not Search". At the bottom of the form, there are "Count" and "Clear Form" buttons.

Search Criteria	Search Option
Learning Disability	Do Not Search
Autistic Spectrum Disorder	01 Person has a learning disability
Autistic Features (non-diagnosed)	Do Not Search
Area	Whole of Scotland
Gender	Do Not Search
Year of Birth	From: All, to: All
Mental Status	Do Not Search
Ethnic Group	Do Not Search
Religion	Do Not Search
Country of Birth	Do Not Search
First Language	Do Not Search
Interpretation Assistance	Do Not Search
Communicative Understanding	Do Not Search
Preferred Communication Method	Do Not Search

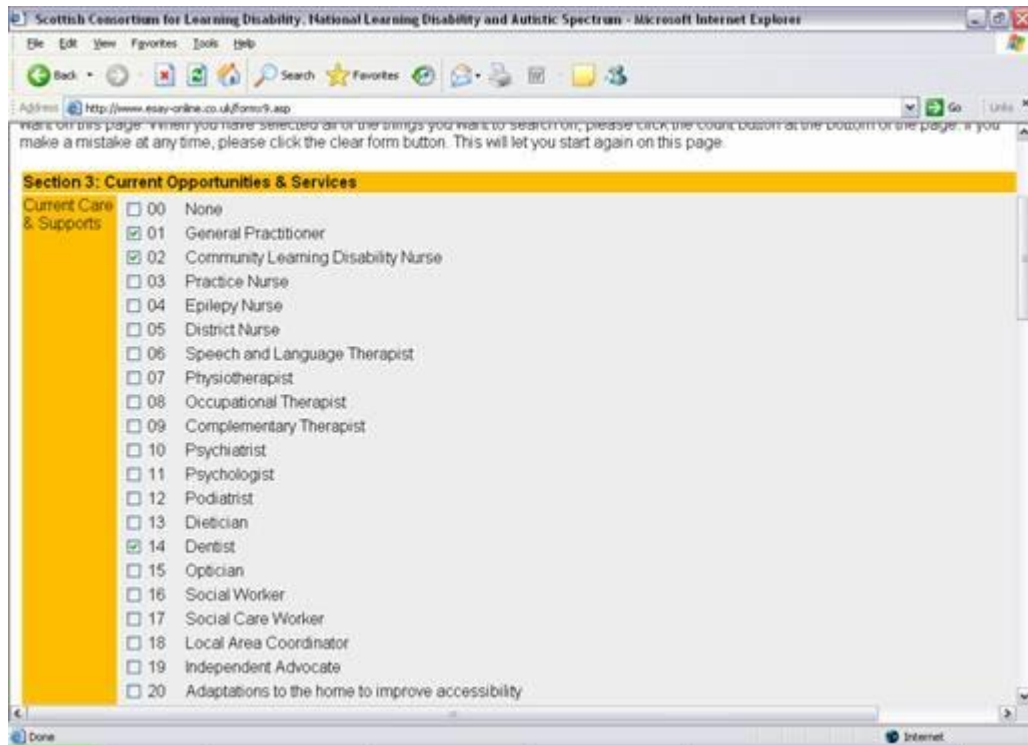
- On the first screen, you should select the parts that you want to search on and then press count.

The screenshot shows a web browser window with the address bar displaying <http://www.esay-online.co.uk/forms.asp>. The page content is a search form titled "Section 1: Personal Information". The form contains the following fields:

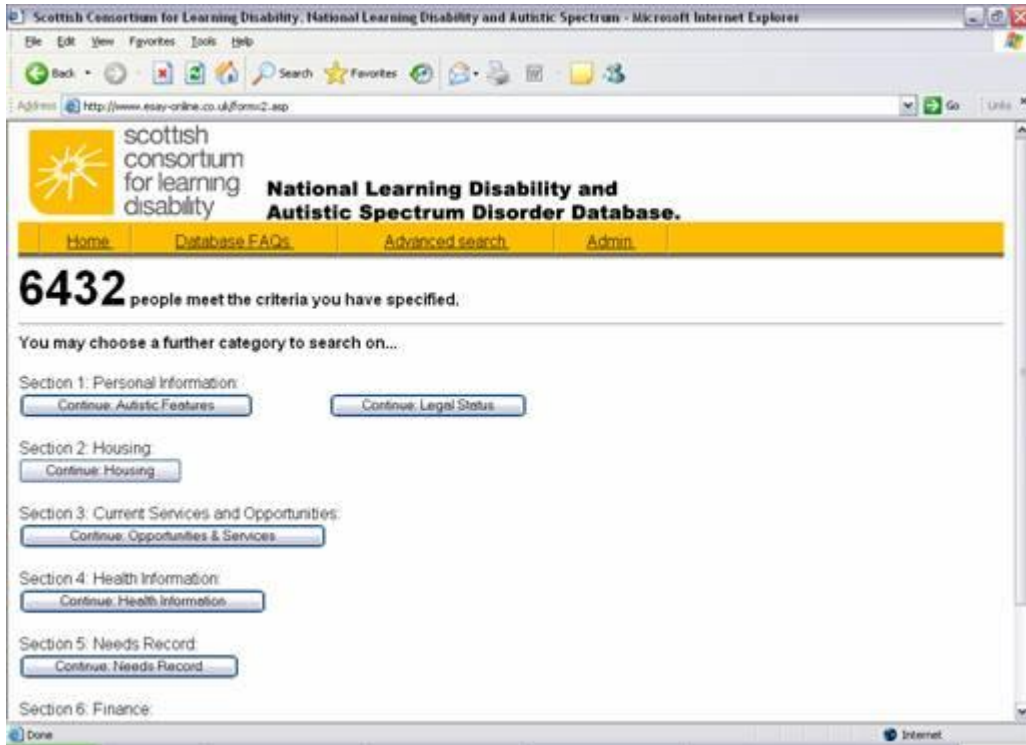
- Learning Disability: 01 Person has a learning disability
- Autistic Spectrum Disorder: Do Not Search
- Autistic Features (non-diagnosed): Do Not Search
- Area: Whole of Scotland
- Gender: Female
- Year of Birth: From All to All
- Marital Status: Do Not Search
- Ethnic Group: Do Not Search
- Religion: Do Not Search
- Country of Birth: Do Not Search
- First Language: Do Not Search
- Interpretation Assistance: Do Not Search
- Communicative Understanding: Do Not Search
- Preferred Communication Method: Do Not Search

At the bottom of the form, there are two buttons: "Count" and "Clear Form".

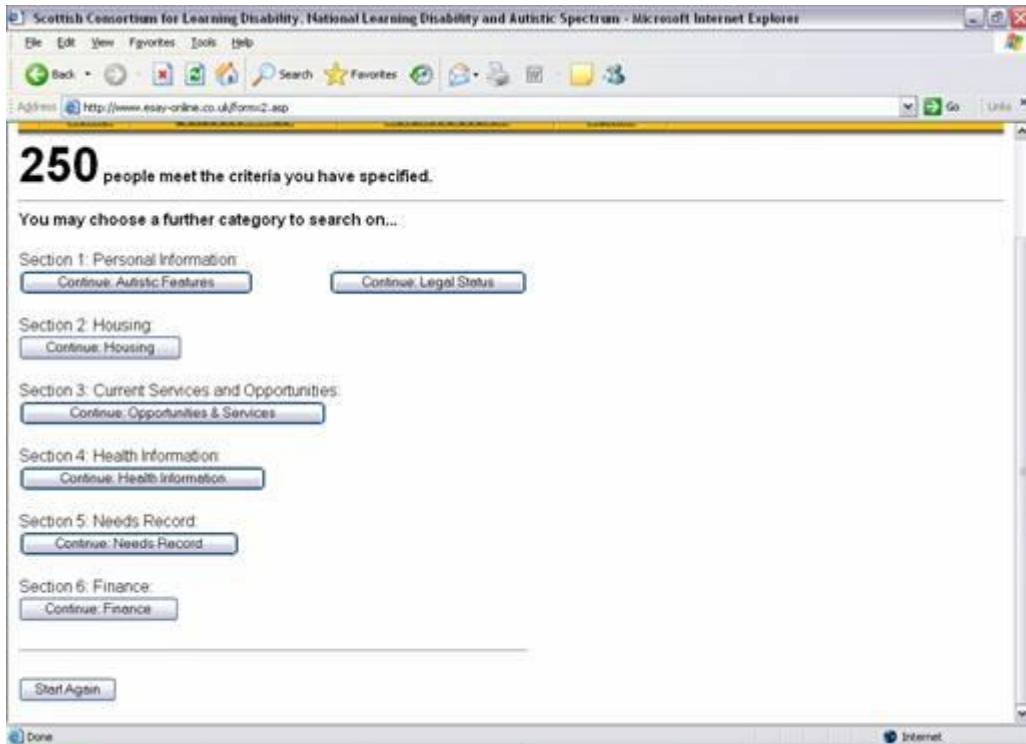
- You will notice that some items have drop down lists and some have tick boxes. Where there is a drop down list, you can only select one thing from the list. Where there are tick boxes, you can search on as many things as you want.



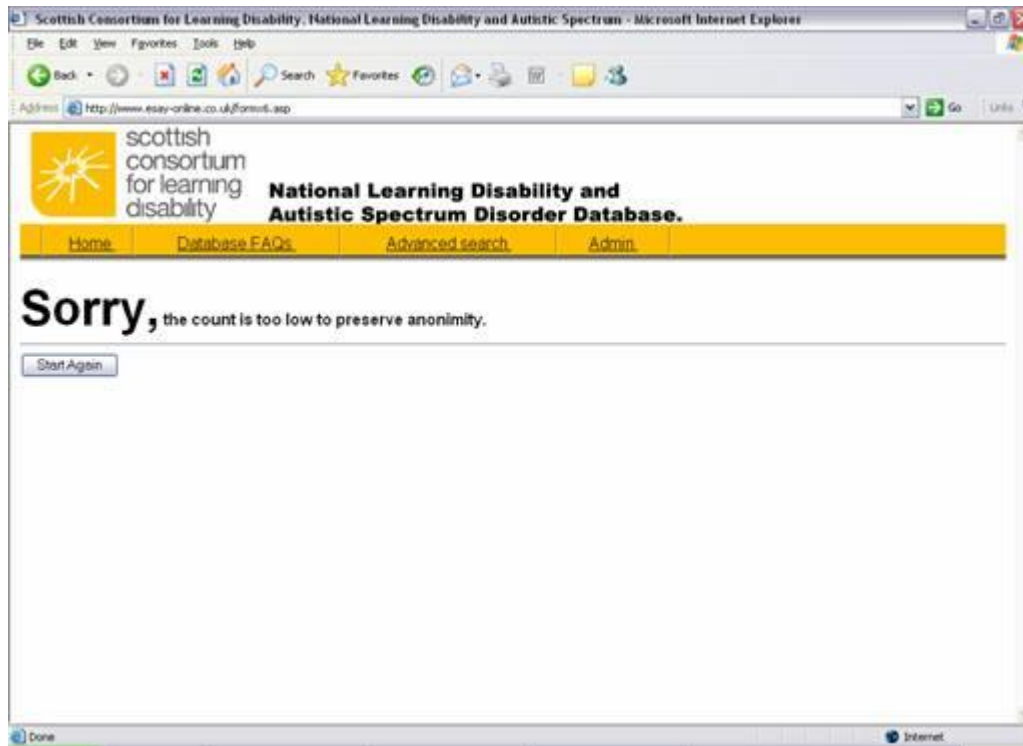
- On any page you can search on as many of the items as you want, or none at all.
- If you do not want to search on any of the things on the first page, just press count to go to the next stage.
- You will go to a page that gives you the number of people who match the criteria that you have searched on.



- This page will also give you the option of going in to another section of the dataset to search on more things or to start over again.

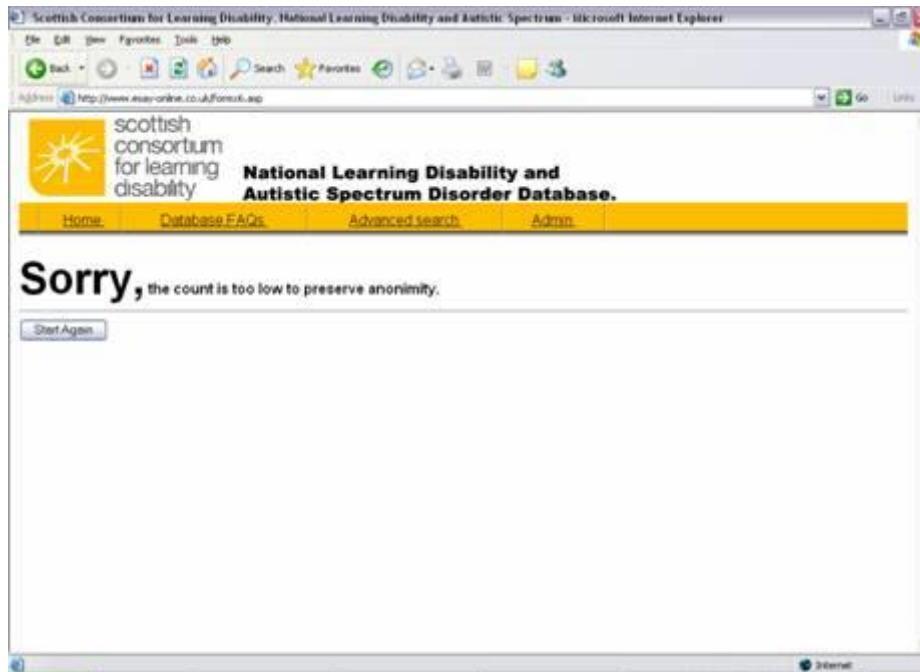


- If your search was too narrow (if the number of matches was too small) you will get a message saying that the database cannot answer your question.



Correcting mistakes or starting a new search

- If you make a mistake you can go back by pressing the back button internet explorer.



- If you want to start a completely new search then you can click the “Start Again” button at the bottom of the page.

