
CAMEOfm

Searches & Reports

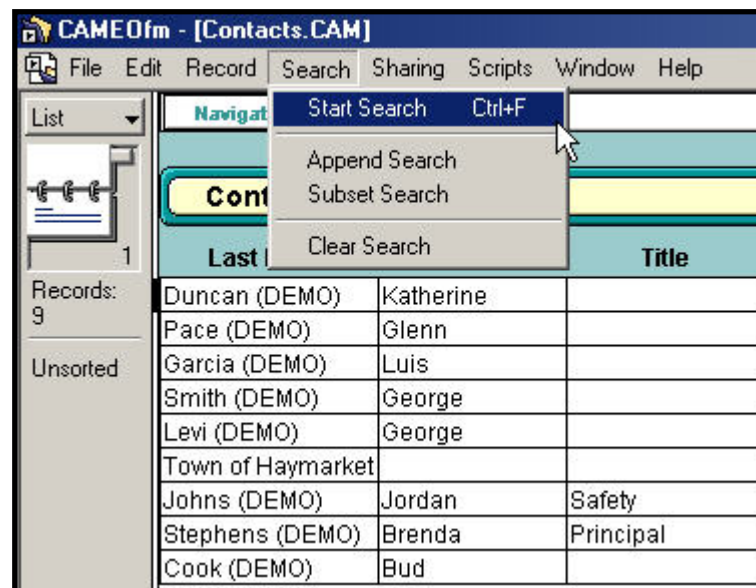
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CAMEOSupport.com

April 1-2, 2003

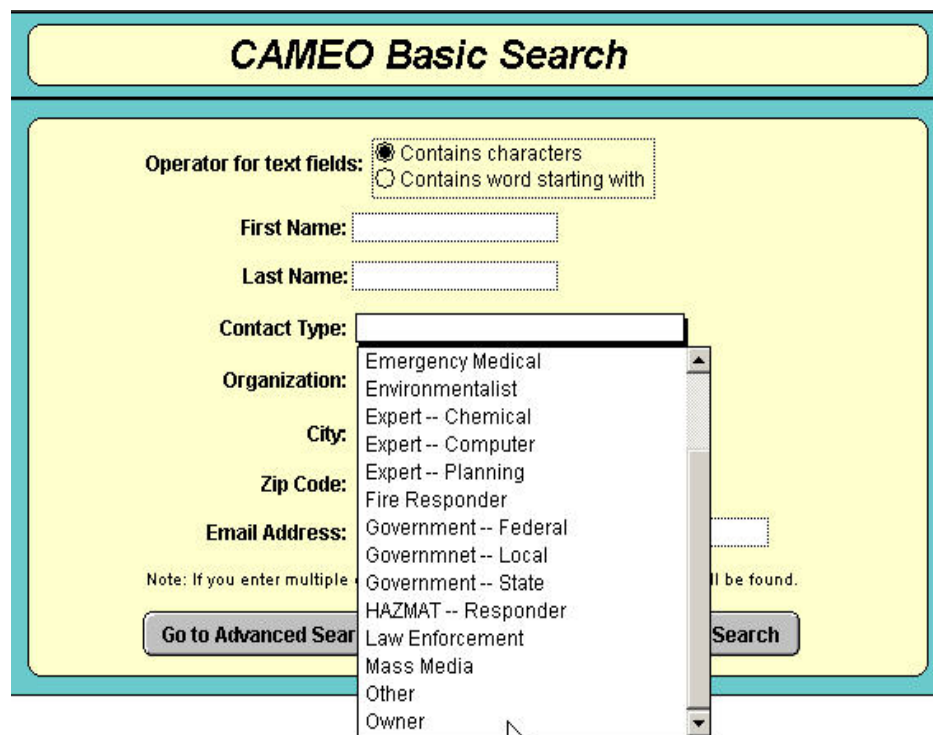
Searches & Reports

- CAMEOfm's *Search* option allows you to select a subset of your data.



Searches & Reports

- *Basic Search* is an easy way to select records on the most common fields.



CAMEO Basic Search

Operator for text fields: Contains characters Contains word starting with

First Name:

Last Name:

Contact Type:

Organization:

City:

Zip Code:

Email Address:

Note: If you enter multiple

Emergency Medical
Environmentalist
Expert -- Chemical
Expert -- Computer
Expert -- Planning
Fire Responder
Government -- Federal
Government -- Local
Government -- State
HAZMAT -- Responder
Law Enforcement
Mass Media
Other
Owner

... will be found.

Searches & Reports

- *Basic Searches* can act on more than one field.
- This *Basic Search* will retrieve all Owners of facilities in the town of Haymarket.



The screenshot shows a web form titled "CAMEO Basic Search". At the top, there is a yellow header bar with the title. Below the header, the form contains several input fields and a search button. The "Operator for text fields" section has two radio buttons: "Contains characters" (unselected) and "Contains word starting with" (selected). The input fields are: "First Name:" (empty), "Last Name:" (empty), "Contact Type:" (filled with "Owner"), "Organization:" (empty), "City:" (filled with "Haymarket"), "Zip Code:" (empty), and "Email Address:" (empty). At the bottom, there is a note: "Note: If you enter multiple criteria, records satisfying all of your criteria will be found." Below the note are three buttons: "Go to Advanced Search", "Cancel", and "Search". A mouse cursor is pointing at the "Search" button.

Searches & Reports

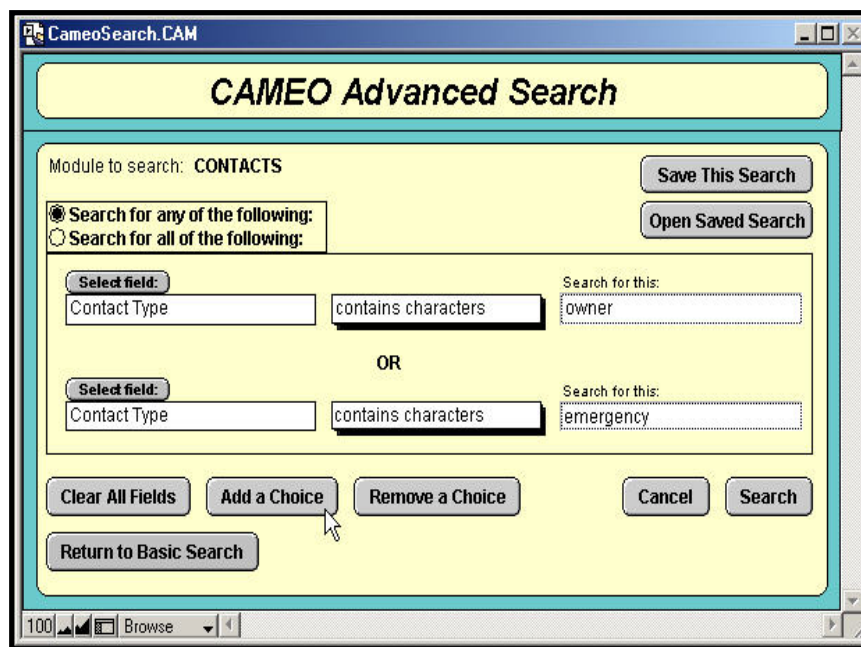
- CAMEOfm's *Advanced Search* gives you greater flexibility in creating search collections.



The screenshot shows a web-based search interface titled "CAMEO Basic Search". It features a yellow header bar with the title. Below the header, there are two radio buttons for the "Operator for text fields": "Contains characters" (unselected) and "Contains word starting with" (selected). The form includes several input fields: "First Name", "Last Name", "Contact Type" (a text box), "Organization", "City", "Zip Code", and "Email Address". A note at the bottom states: "Note: If you enter multiple criteria, records satisfying all of your criteria will be found." At the bottom of the form, there are three buttons: "Go to Advanced Search" (with a mouse cursor over it), "Cancel", and "Search".

Searches & Reports

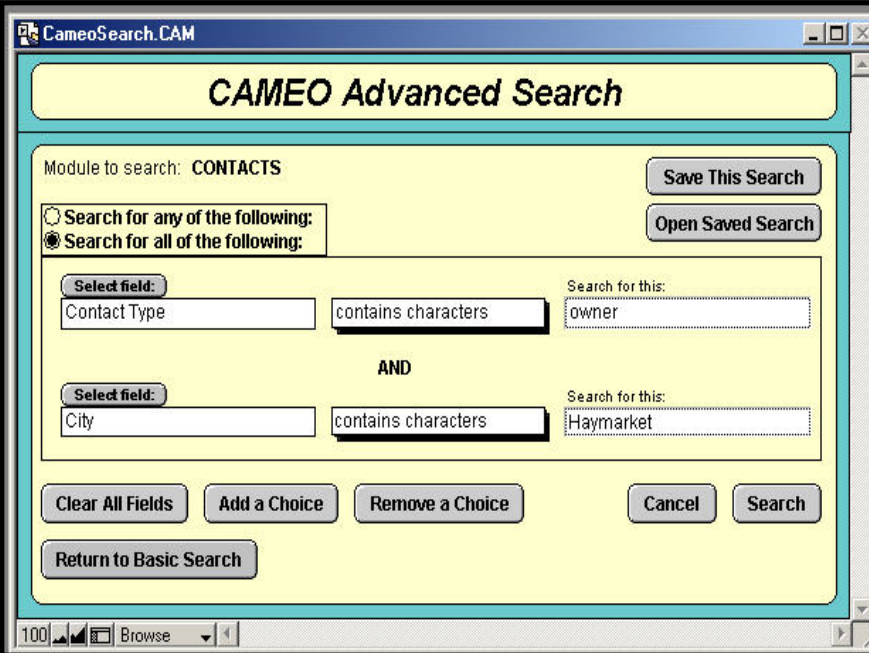
- *Advanced Search* lets you search for more than one value in the same field. (Up to four are allowed.)
- *Advanced Search* gives you access to more fields than *Basic Search*.



The screenshot shows the 'CAMEO Advanced Search' window. The title bar reads 'CameoSearch.CAM'. The main title is 'CAMEO Advanced Search'. Below the title, it says 'Module to search: CONTACTS'. There are two buttons: 'Save This Search' and 'Open Saved Search'. The search criteria are defined by two radio buttons: 'Search for any of the following:' (selected) and 'Search for all of the following:'. Below these are two identical search rows. Each row has a 'Select field:' dropdown menu set to 'Contact Type', a 'contains characters' dropdown menu, and a 'Search for this:' text input field. The first row's input field contains 'owner', and the second row's input field contains 'emergency'. An 'OR' label is centered between the two rows. At the bottom, there are buttons for 'Clear All Fields', 'Add a Choice', 'Remove a Choice', 'Cancel', 'Search', and 'Return to Basic Search'. The 'Add a Choice' button is highlighted with a mouse cursor. The bottom status bar shows '100' and 'Browse'.

Searches & Reports

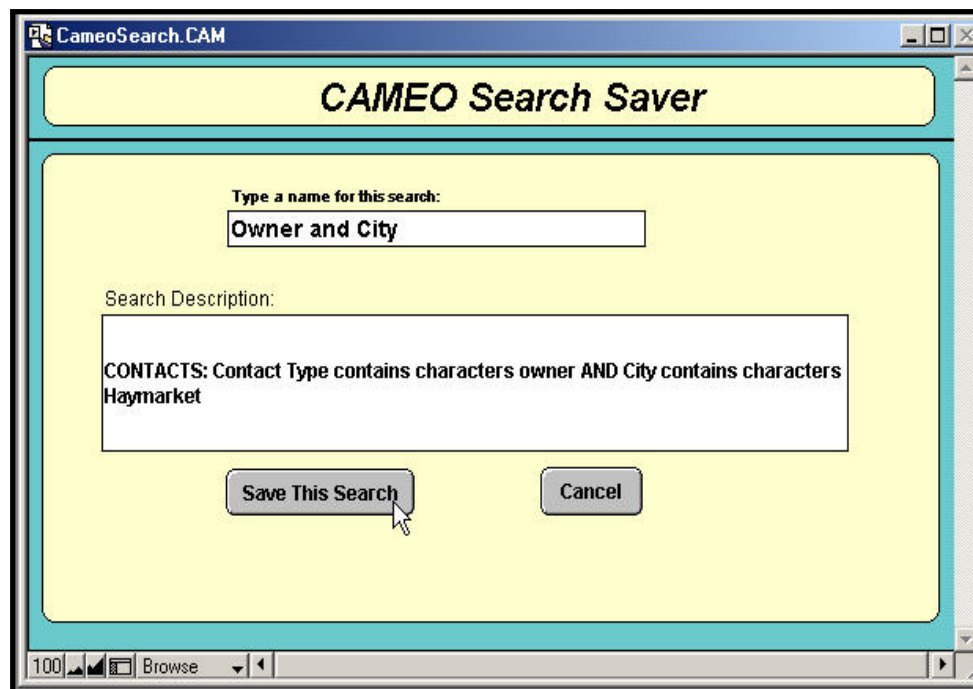
- *Advances Searches* of more than one field use *And & Or* connectors.
- *Advanced Searches* can be saved and recalled quickly whenever you run CAMEOfm.



The screenshot shows the 'CAMEO Advanced Search' window. The title bar reads 'CameoSearch.CAM'. The main title is 'CAMEO Advanced Search'. Below the title, it says 'Module to search: CONTACTS'. There are two radio buttons: 'Search for any of the following:' (unselected) and 'Search for all of the following:' (selected). The search criteria are defined by two rows. The first row has 'Contact Type' selected in the 'Select field:' dropdown, 'contains characters' in the operator dropdown, and 'owner' in the 'Search for this:' text box. The second row has 'City' selected in the 'Select field:' dropdown, 'contains characters' in the operator dropdown, and 'Haymarket' in the 'Search for this:' text box. The two rows are connected by the word 'AND'. At the bottom, there are buttons for 'Clear All Fields', 'Add a Choice', 'Remove a Choice', 'Cancel', 'Search', and 'Return to Basic Search'. On the right side, there are buttons for 'Save This Search' and 'Open Saved Search'. The status bar at the bottom shows '100%' zoom and a 'Browse' button.

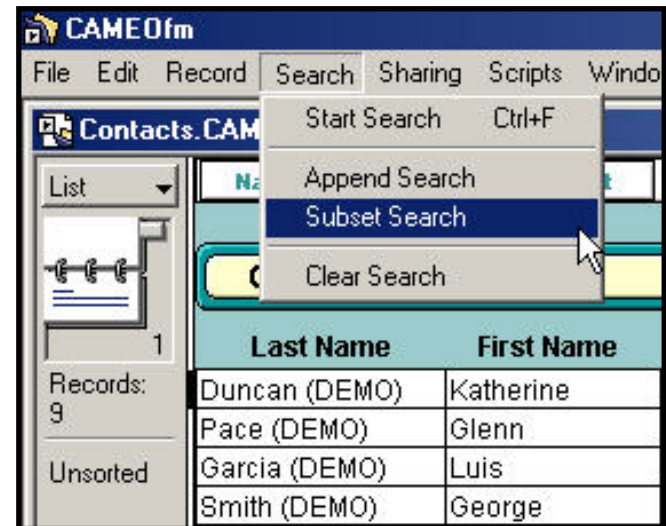
Searches & Reports

- Saved *Searches* are named for later retrieval and use.



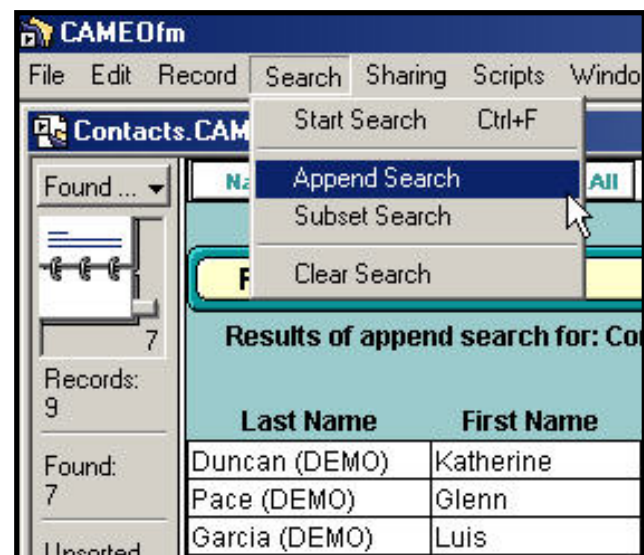
Searches & Reports

- The *Subset Search* option on the *Search* menu allows you to search within results of a previous search.



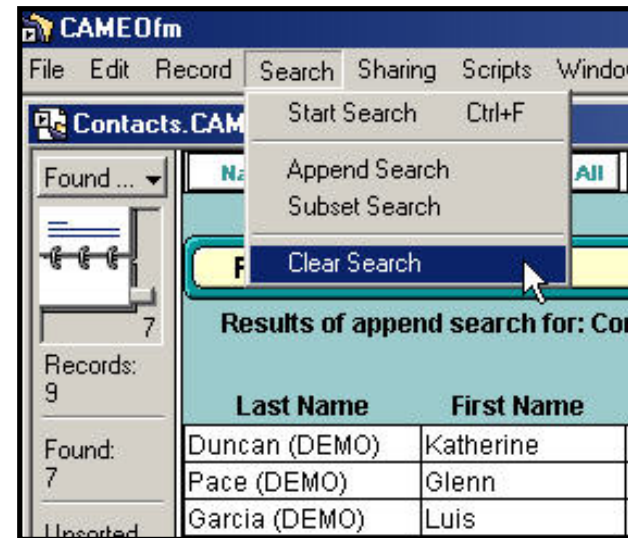
Searches & Reports

- Results of additional *Searches* can be added to earlier ones using *Append Search*.



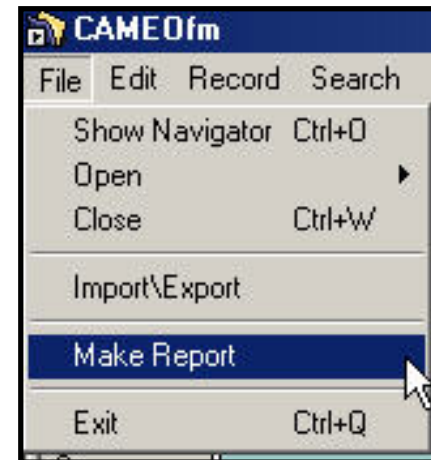
Searches & Reports

- Remember to *Clear Search*.



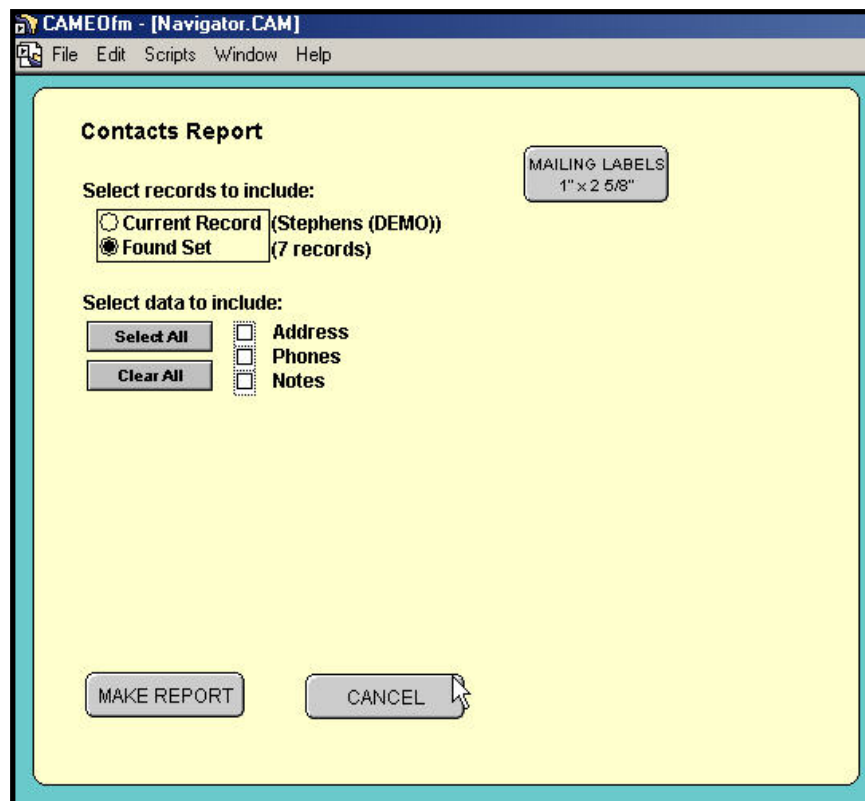
Searches & Reports

- Search results can be used to generate a report.



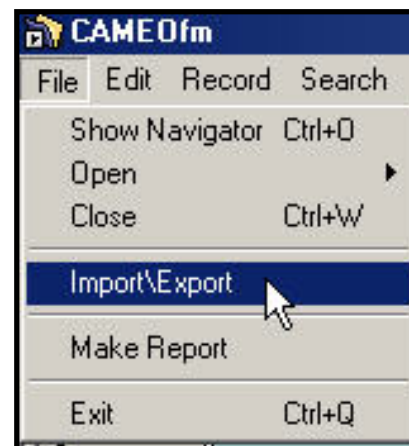
Searches & Reports

- *Reports* can consist of individual records, *Search* collections or entire databases.



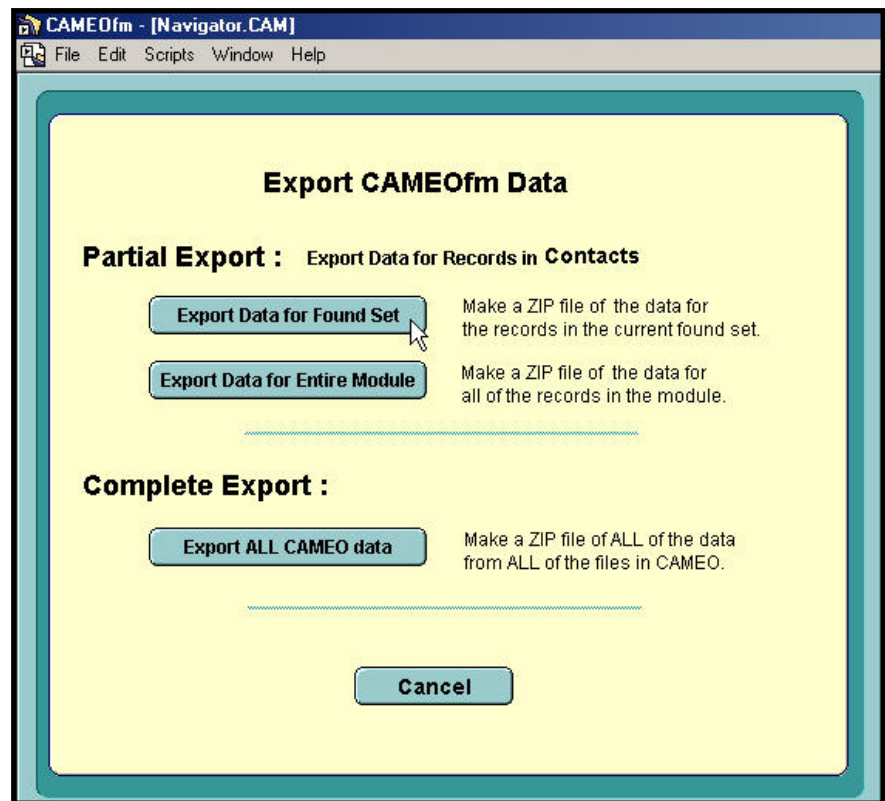
Searches & Reports

- CAMEOfm data can be exported to comma-delimited ASCII files.



Searches & Reports

- *Export* files can be limited to *Search* collections only.
- Remember, *Export* files are always placed in the *Export* subfolder under CAMEOfm.



Questions/Comments?

- Gary Hilbert, Regulations/Resources
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 - Cameo@cameosupport.com
 - Web site: <http://www.cameosupport.com>

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