

# Lesson 3

## Finding and sorting records

Your database is a collection of records. Sometimes you'll work with all of the records in the database (to mail out an annual catalog for each customer record in the database, for example). Often, however, you'll work with a subset of your database—people who come from a particular city, for example, or records that fall within a particular range of dates.

In FileMaker Pro, this process of searching for records that match particular criteria is called *finding* records. Once you've found the records you want to work with, you can change their order by *sorting* them. Records can be sorted in ascending or descending order.

In this lesson, you will:

- find records matching criteria in a single field and multiple fields
- find records matching a range of data
- narrow your searches by omitting records
- sort records in ascending and descending order

### Find records based on criteria in a single field

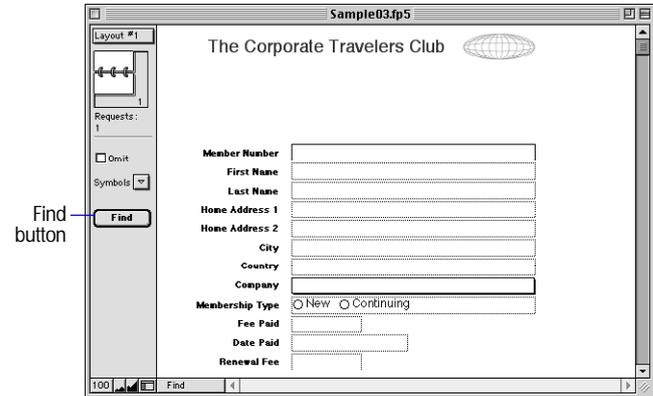
In the membership database, find all of the members that are from New York City.

1. Open the Tutorial folder in the FileMaker Pro 5 Trial folder.
2. Open the Sample Files folder.
3. Open Sample03.fp5.
4. Choose View menu > Find Mode.

In Find mode, you create a find request using the fields in the layout you see. Type the criteria you want to search for directly into the fields on the request.

5. Type `New York` in the City field.

6. Click the Find button in the status area.



Your find request returns records for four members who live in New York. This is the *found set*.



7. Click the book icon to view each of the four records in the found set.

## Find records based on criteria in separate fields

You can find records that match multiple criteria, for example members who are both from the United States and are new members.

This type of search is commonly referred to as an *AND search*. To perform an AND search in FileMaker Pro, type each search criterion directly into the appropriate field in Find mode.

To find all members who live in the United States and are new members:

1. Choose View menu > Find Mode.
2. Type USA in the Country field.
3. Locate the Membership Type field, and select the New radio button.



4. Click Find in the status area.

Your find request returns a found set of two records for the two new members who live in the United States.

5. To find all of the records in your database, choose Records menu > Show All Records.

**Note** It is not necessary to choose Show All Records before performing a Find, as FileMaker Pro always finds records from the entire database.

## Find records that match multiple criteria in the same field

Sometimes you need to find records that match more than one criterion in a single field. For example, you may need to find all members located in either New York or London. This type of search is commonly referred to as an *OR search*, because your found set will consist of records that match any one of the find criteria.

To perform an OR search in FileMaker Pro, you will need to use multiple find requests.

- Type the first search criterion into the appropriate field of the first find request.
- Create a second find request and enter the second search criterion in the same field.

When you click the Find button, FileMaker Pro will retrieve all of the records that match any of the criteria you've entered.

To find all members living in New York or London:

1. Choose View menu > Find Mode.
2. Type New York in the City field.
3. Choose Requests menu > Add New Request.

Notice that the status area shows that there are two requests.



4. Type London in the City field of this second request.
5. Click Find in the status area.

Your find request returns a found set of six records for six members who live in either New York or London.

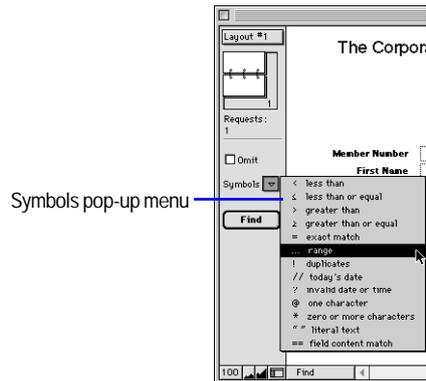
## Find records that match a range of criteria in the same field

Sometimes, you might want to find records that match a range of criteria within a single field. For example, you might want to find all of the records that fall within a one-month period, or locate all of the sales invoices numbered between 500 and 1000.

To perform this type of search in FileMaker Pro, you use a special range symbol in your find request to specify the lower and upper limits of your find criteria.

To find the members who paid their membership fees between January 1, 2000 and June 30, 2000:

1. Choose View menu > Find Mode.
2. Type 1/1/2000 in the Date Paid field.
3. In the status area, click the Symbols pop-up menu. Select range from the list.



4. Your find request should now have 1/1/2000 . . . in the Date Paid field. Immediately after the ellipsis (...), type 6/30/2000.

Fee Paid  
Date Paid 1/1/2000...6/30/2000  
Renewal Fee

5. Click Find.

Your search returns six records, for six members who paid their fees within the first six months of the year 2000.

## Narrow your search

Sometimes, you might need to find records that match certain criteria while at the same time excluding others (for example, finding all of the records that were added in a given year except for those added in February, or finding all customers who reside in New York state except for those in New York City). You can perform these types of finds by using a combination of multiple find requests and omitting certain records.

Because FileMaker Pro processes multiple find requests in the order they are created, it is possible to create very specific, layered searches in this manner. Omitting records in a search does not delete them from the database.

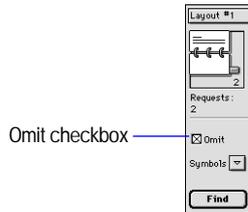
To find the records of members who paid their fees in the first six months of 2000, except for those who paid their fees in February:

1. Choose View menu > Find Mode.
2. Type 1/1/2000 in the Date Paid field.
3. In the status area, click the Symbols pop-up menu. Select range from the list.
4. After the ellipsis, type 6/30/2000.
5. Choose Requests menu > Add New Request. Notice that the status area shows that this is the second request.
6. Type 2/1/2000 in the Date Paid field.

7. In the status area, click the Symbols pop-up menu and select range from the list.

8. After the ellipsis, type 2/29/2000 in the Date Paid field.

9. Click Omit in the status area to select it.



10. Click Find.

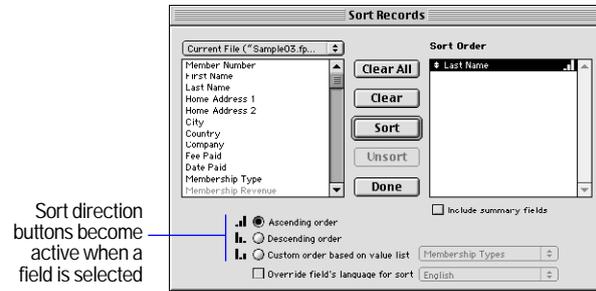
Your search returns five records for five members who paid their fees within the first six months of 2000, except the month of February.

## Sort your found set

Once you have a found set of records to work with, you might want to sort those records. For example, you might want to display the records in alphabetical order, or sort them from newest to oldest.

To sort records in alphabetical order by the members' last names:

1. Go to the layout pop-up menu and choose the List of Members layout. This layout will make it easier to see the results of the sorting.
2. Choose Records menu > Sort.
3. If any fields appear in the Sort Order column on the right side of the dialog box, click Clear All.
4. In the list of available fields, select Last Name and click Move.



Notice the sort direction symbol to the right of the Last Name field increases in size from left to right. This indicates that when the database is sorted by this field, the data will be in ascending order (from a to z).

5. Click Sort.

The names in the List of Members are now in alphabetical order by last name.

6. When you are finished with this lesson, close each open file by choosing File menu > Close.