



USING MIDATABANK: SEARCHING

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General Search

Searching

The General Search function (access by pressing the 'General Search' button at the top of the Enquiry Manager) is the usual way of searching for past enquiries.

There are several options:

- Search by keyword – this is what you will usually use.
- Search by text – usually just searches the title of enquiries, unless you have fulltext search enabled within the Admin module.
- Search by enquiry number – this is the short number that starts from 1 (when you install MiDatabank) and counts up as you do enquiries.
- Search by date range – useful if you know when you did an enquiry.
- Search by Global ID – this is the long alphanumeric sequence at the top of every enquiry printout; it is unique to that particular enquiry across all centres using MiDatabank.

General Settings

For all search functions, you will need to decide which parts of the database to include. Do this with the tick-boxes on the top-right of the screen. In general, this defaults to

- Enquiries including Work in Progress
- MI enquiries (but not entries that are only an ADR report)
- Not FAQs
- Not Projects.

If you want to change any of this, then just tick/untick the relevant boxes.

Keyword Search

This works in the usual way: you can enter up to four keywords – one in each box provided – and select either AND or OR as an operator (radio button on the extreme left).

If you don't know what keywords are available, you can press the button with three dots at the side of each search box and a box will pop up for you to select a keyword from the database.

The keyword search box defaults to searching for keywords beginning with the letters you enter (e.g. if you enter ABD you get ABDOMEN, ABDOMINAL NEOPLASMS and so on). However, if you select the 'Contain' radio button at the top of the box, it will show all keywords containing that sequence (so you also get RHABDOMYOLYSIS and RHABDOMYOSARCOMA).

When you have selected all your search terms and decided whether you want AND or OR, click 'SEARCH' on the right-hand side of the screen (or CLEAR if you want to start again).

You will get a list of all the enquiries fulfilling those search terms, ordered by date with the most recent at the top. Completed enquiries will have a grey 'A' symbol; enquiries in progress will have a coloured face (the same as they do in the workload trays).

Text Search

You have one search box in this section, and you can search the title for a single word or phrase. This is useful for searching for important words that may appear in the title, but aren't keywords, e.g. brand names.

You can search for:

- Single words, e.g. *pregnancy*
- Truncated words, e.g. *preg* – which will return results including *pregnant*, *pregnancy*, and *pregabalin*.
- Phrases, e.g. *ciclosporin in pregnancy*

Note: The search function simply searches for the sequence of letters/spaces you enter in the search box. Therefore you do not need to add any punctuation marks, e.g. quotation/speech marks to make a phrase, or wildcards (e.g. *) to search truncated words. Just type in the word/part word/phrase you want to search, with nothing extra.

You can make this more useful by making sure you put useful words in the title of the enquiry when you do it!

Enquiry Number Search

This is only useful if you already know the enquiry number: just put it in the box and press search.

Date Range

Select the date range you require, and press search. Useful for when you know an enquiry has been done, and roughly when, but not any of the keywords.

Global ID

Works the same way as the Enquiry Number search, but with the Global ID instead.

Global ID is an alphanumeric sequence which identifies one particular enquiry out of all the enquiries on anybody's installation of Mi-Databank. This is different from the Enquiry Number, which starts at 1 for everyone and numbers enquiries sequentially on everybody's Mi-Databank (so everybody will have – eventually – an enquiry numbered 123456, but the Global ID is unique).

Search Results

The initial list of search results gives various bits of information:

- On the extreme left is an icon which indicates whether or not an enquiry is finished. If it is finished, there is a grey A in a circle; if not, there is a face – smiley if the deadline is not yet, frowny if the deadline is soon, and unhappy if the deadline has passed.
- The title of the enquiry.
- The enquirer's name.
- Date the enquiry was received.
- Whether or not there are any attachments (will be marked 'Attch' if there is one or more).
- Notes: notes can be added to the enquiry after completion (e.g. new information found, error noted, feedback from enquirer). If there are notes, the Notes column will state 'Notes'.
- Enquiry number.

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- Completed by Med Info: if the person completing the enquiry was a member of medicines information staff, there will be an asterisk in this column. If they were not (e.g. a clinical pharmacist) there will be no asterisk.

Advanced Search

Searching

The Advanced Enquiries Search is accessed by clicking the 'Adv. Enquiries Search' button at the top of the screen. It is extremely useful for searching for enquiries in a variety of ways, for example: you know who did it, but not the keywords or when it was done, or you know who the enquirer was, but not anything else.

1. Select a date range for enquiries; alternatively, you can leave it and it will default to the last two years.
2. Select whether you want enquiries that were Taken within that period, or Completed. If you have long-running complex enquiries, this does make a difference.
3. Select whether you want to search ADR reports or MI enquiries or both, using the tick-boxes on the top-right.

Once you have set up these basic parameters, there is a wide variety of possible filters you can add to your search.

In order to use a filter, you need to tick the box; you will then be presented with the appropriate choices. For instance, if you want to use a keyword (or two), tick the boxes and you will get keyword choice boxes.

If you select 'Compl. By', you will be presented with a drop-down box to choose one of the active users of MiDatabank.

And so on.

If you choose 'Origin(s)', you can select where the enquiry came from, right down to the most detailed level you have set up. For example:

- To search ALL of the enquiries from your base organisation (but not anywhere else), click 'Origin', then the radio button for ALL in the 'Base Organisation' row.
- To search only some origins within your base organisation, choose 'Selected'; this will activate the button with three dots on the right of the row, allowing you to choose exactly which sub-origins you want.
- You can do this with each row independently.

Also note that the filter selection column has two tabs: Main (at the front by default) and Categories. If you click on 'Categories', you can choose any enquiry category to search (e.g., if you only want to search administration/dosage enquiries).

NOTE: if you don't select 'MI' for searching, the 'categories' tab will be blank. Also, if you don't select either MI or ADR, you'll get a pop-up message telling you to choose an Enquiry Type.

Search Results

Similar to General Search, but:

- The date is 'taken' rather than 'received', but this is simply a change in terminology.
- There is no column for whether it was completed by Medicines Information staff; this is because MI enquiries searched for on Advanced Search are limited to those completed by MI staff (or that's the way it appears, given the choices are 'ADR' and 'MI').

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