

## Creating Found Sets - ArtBase 10

### THE BASICS:

In ArtBase, there are two options for finding.

#### Quick Find:

1. Click into the white Quick Find bar at the upper right of your open window.
2. Enter the criteria you are searching for.
3. As you type, ArtBase will search the main fields and create a found set.

When using the **Quick Find** you do not need to click the “Return” button, ArtBase will automatically begin to search the main fields. If you wish to search for more than one criteria, simply keep typing.

Example:

Typing “Picasso” will bring up all works by that artist.

Typing “Picasso available” will bring up all available works by that artist.

Keep in mind if you have a work with “Picasso” in the title, that record will be found as well.

#### Classic Find:

1. Click the “Find” button on the screen to enter **Find Mode**.
2. Enter the criteria you are searching for in a specific field.
3. Hit the “Return”/“Enter” key on your keyboard to process the find.

When in **Find Mode**, all fields will appear as empty and the border of the window will turn **red**. To return to **Browse Mode**, click the “Return” key (if you have not entered any criteria, a pop-up will appear to let you know that no records have been found; click “Cancel” to proceed to **Browse Mode**.)

Remember, only click “Find” once, at the beginning of your search, and only hit “Return” once, at the end of your search. Step 2, however, may be as simple or complex as needed, depending on what you are searching for.

Example:

Let’s say you are looking for all Contacts records on your Mailing List:

1. In Contacts, click the “Find” button—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn **red**.*
2. Select “Yes” in the Mailing List field.
3. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in **Table View**.*

## COMPOUND FINDS:

Often, you will want to search for multiple criteria using a **Compound Find**. There are three categories of Compound Finds: “And”, “Or”, or “But Not”.

### “And”

If you wish to look up records that conform to more than one criteria—*both* criteria A *and* criteria B—simply enter both criteria on the same criteria page. You may fill in as many fields as you need in order to narrow your search.

#### Example:

Let’s say you are looking for Inventory records that are both “Available” and “Owned”:

1. In Inventory, click the “Find” button—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn red.*
2. Select “Available” in the Status field.
3. Select “Owned” in the Acquired field.
4. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in **Table View**.*

### “Or”

If you wish to look up records that conform to any of a set of criteria—*either* criteria A *or* criteria B—in between each criteria, click the “New” button to create a new Criteria Page. Click “New” as many times as you need in order to widen your search.

Where as clicking the “New” button in **Browse Mode** creates a new record, clicking the “New” button in **Find Mode** creates a new criteria screen.

#### Example:

Let’s say you are looking for Contacts records that are *either* on the Mailing List *or* the Emailing List:

1. In Contacts, click the “Find” button—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn red.*
2. Select “Yes” in the Mailing List field.
3. Click the “New” button—*ArtBase will create a new Criteria Screen; the fields will once again appear as empty.*
4. Select “Yes” in the Emailing List field.
5. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in **Table View**.*

## “And/Or”

You may wish to use a combination of the above to create your Found Set.

Example:

Let’s say you are looking for Inventory records that are created in Oil *either* by Sargent *or* by Turner:

1. In Inventory, click the “Find” button—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn red.*
2. Select “Sargent” in the Artist Last Name field.
3. Select “Oil” in the Medium field.
4. Click the “New” button—*ArtBase will create a new Criteria Screen; the fields will once again appear as empty.*
5. Select “Turner” in the Artist Last Name field.
6. Select “Oil” in the Medium field—*if you do not select “Oil” on both criteria screens, you found set will include Oils by Sargent and all works by Turner.*
7. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in **Table View**.*

## “But Not”

Finally, if you wish to exclude a group of data from your search, after entering the Positive Criteria (what you want,) click “New” and enter your Negative Criteria (what you *don’t* want,) then click “Omit” before hitting “Return”.

Example:

Let’s say you are looking for Contacts records that are on the Mailing List in both New York and New Jersey *but not* marked as Artists:

1. In Contacts, click the “Find” button—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn red.*
2. Type “NY” in the State field.
3. Select “Yes” in the Mailing List field.
4. Click the “New” button—*ArtBase will create a new Criteria Screen; the fields will once again appear as empty.*
5. Type “NJ” in the State field.
6. Select “Yes” in the Mailing List field.
7. Click the “New” button—*again, ArtBase will create a new Criteria Screen.*
8. Select “Artist” from the Type checkboxes.

9. Click the “Omit” button—*the current criteria will be omitted from your results.*
10. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in Table View.*

#### ADVANCED FINDS:

ArtBase 8 introduces new features to enhance your search abilities.

##### “Modify Last Find”

To return to your most recent set of Find Criteria, click the “Advanced” button and select “Modify” or select “Modify Last Find” from the ArtBase Menu at the top of the screen throughout the program. ArtBase will then return to Find Mode and reinstate your most recent set of Criteria.

##### Example:

You just searched for all oil paintings by Picasso that are “Owned” and “Available” and now you wish to search for oil paintings by Picasso that are “Consigned In” and “Available”:

1. From the ArtBase menu, select “Modify Last Find”—*ArtBase will return to **Find Mode** on your most recent Criteria Screen.*
2. Change “Owned” to “Consigned In” in the Acquired field.
3. Hit “Return” on your keyboard—*ArtBase will process the new find, and display your new results in **Table View**.*

##### “Constrain Found Set”

Constraining allows you to apply new Find Criteria *only* to your current Found Set, rather than to the entire file.

##### Example:

You have created a Found Set of Inventory records; within that Set you wish to search for works that came into the gallery in 2006.

1. After you have created your initial Found Set, select “Constrain Found Set” from the ArtBase menu or click the “Advanced” button and select “Constrain”—*ArtBase will enter **Find Mode**; the fields will appear as empty and the border will turn **red**.*
2. Type “2006” in the Date Purchased/Consigned field.
3. Hit “Return” on your keyboard—*ArtBase will process the find within the previous Found Set, and display your results in **Table View**.*

## FLAGGING RECORDS:

After using Find Criteria to create your Found Set, you may wish to further narrow the Set by hand. To do this, use the Flagging column in **Table View**. In ArtBase 10, flagging is independent of other users; so multiple users can flag different groups simultaneously with no overlap. Flags remain in the system until you click “Find Flagged” or close the program.

To Flag records, simply click the “Flag” field at the left or far right of the record row in **Table View**; the word “flag” will change to “**YES**”. Flag all the records you wish to keep in your Set, then click “Find Flagged” at the top left of the window. ArtBase will create a Found Set of Flagged records (and un-flag them.)

To select all but a few records in your Found Set, first click the “All” button at the top left of the window, then un-flag the records you don’t wish to include. When you are satisfied, click “Find Flagged” to narrow your Set.

### Example:

Let’s say you wish to create a show list with selected works by Degas, Monet and Seurat:

1. In Inventory, click the “Find” button.
2. Select “Degas” in the Artist Last Name field.
3. Hit “Return” on your keyboard—*ArtBase will process the find, and display your results in Table View.*
4. Flag the Degas works in the show.
5. Click the “Find” button.
6. Select “Monet” in the Artist Last Name field.
7. Hit “Return” on your keyboard.
8. Flag the Monet works in the show.
9. Click the “Find” button.
10. Select “Seurat” in the Artist Last Name field.
11. Hit “Return” on your keyboard.
12. Flag the Seurat works in the show.
13. Click the “Find Flagged” button at the top of the window—*ArtBase will create a Found Set of all the works you have flagged.*

## FIND TIPS:

Use the following tips and symbols to help with your finds.

Date Fields		
	4/22/06	Specific Date
	4/22/06...5/22/06	All dates between (and including) April 22 and May 22 of 2006
	4/22/06...	All dates after (and including) April 22, 2006
	...5/22/06	All dates before (and including) May 22,

		2006
	4/22	April 22 of the current year
	4/2006	All dates in April of 2006
	2007	All dates in the year 2007
	2005...	All dates in the year 2005 and after
	...2005	All dates in the year 2005 and before
<b>Number Fields</b>		
	1000	Exact Amount
	>1000	Greater Than 1000
	<1000	Less Than 1000
<b>Text Fields</b>		
	ann	Includes words starting with Ann, including Ann, Anne, Annabel—but not Shannon
	=ann	Includes the word Ann—but not Anne
	==ann	Exact match: The word Ann and no other words
	*ann	Includes the letter combination ann, including Ann, Anne—and Shannon.
	“@”	When searching for symbols like @ or # be sure to put them in quotes.
<b>All Fields</b>		
	*	Includes ANY data
	=	Is blank
	!	Duplicates within field