

## ANNEX 4.4 THE HIS/HES DATABASE: SEARCH METHODS

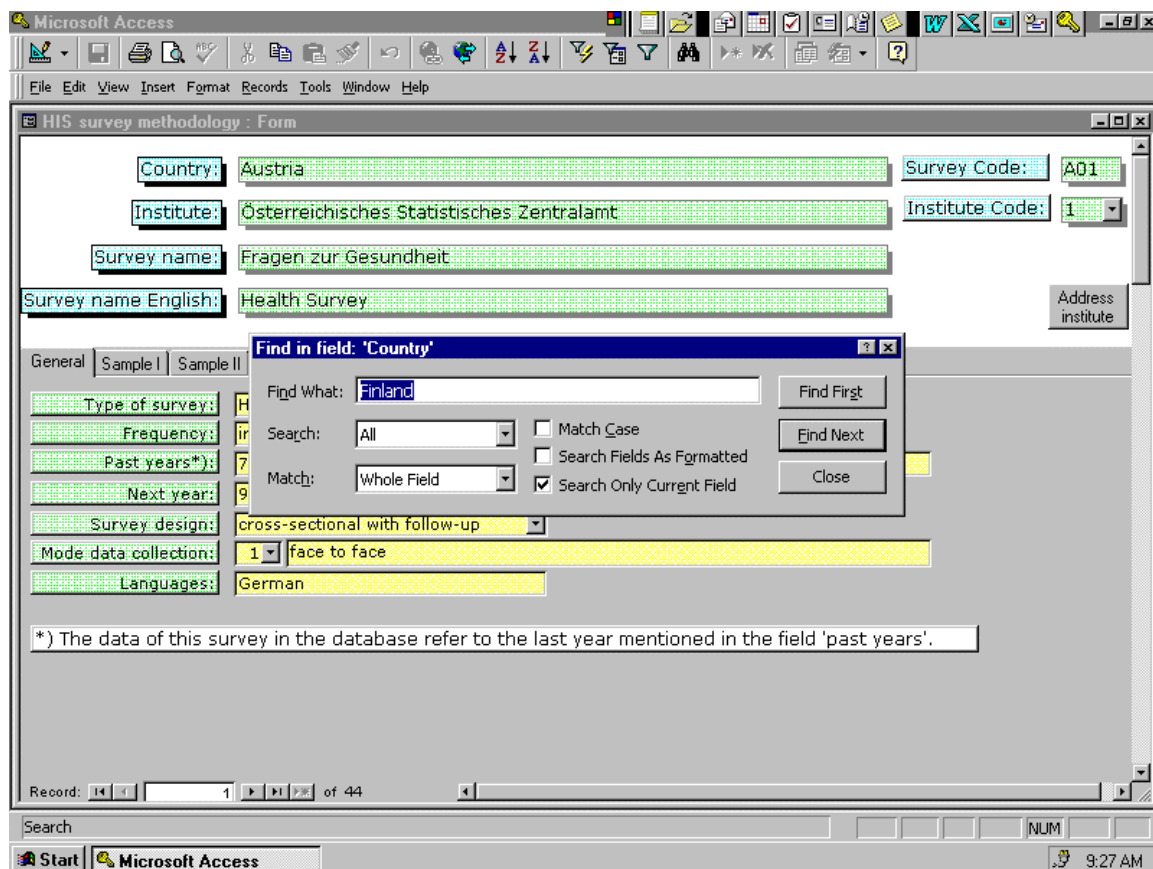
In this section a brief introduction into a few MS Access searching tools is presented. This introduction is aggravated on the HIS/HES database. The search tools presented in this introduction can be divided into general searching methods, for example searching for a particular survey (code) or country, and more specific search methods, like searching for one or more particular sets of questions, such as all questions with topic code 401 or all records with topic codes 102 or 352.

### Searching for corresponding records

If one is searching for those records in a file that correspond with a certain value, the Find function can be used. For example, if one is looking for "Finland" in the methodological file, the following procedure can be applied:

- Push the button "HIS survey methodology" in the opening menu.
- Select the field to be searched. The field "Country" is selected by clicking on the field name "Country" or by placing the pointer in the corresponding field. Select the icon "Find" (displayed by binoculars) in the working bar, or select the option "Find" in the "Edit" menu. One can also press Ctrl+F. The dialog screen "Find" will appear.
- Type the name of the country (Finland) in the text field "Find what". If something is entered in the text field the buttons "find first" and "find next" will appear (see figure 4.4).

Figure 4.4



- Select "whole field" in the selection field "match". (In this particular case the options "any part of field" and "start of field" are also possible).

- Press the button "find first". The pointer will move to the first Finnish record.
- All Finnish records of the file can be selected by using the icon "Filter by selection" (displayed by a funnel plus thunderbolt) in the working bar.
- The selection can be cancelled by using the icon "apply filter" (displayed by a funnel only) in the working bar.

## Searching for topics

If all records with a particular topic code, for example topic code 201 (self assessed/perceived health) should be selected, the following procedure can be used:

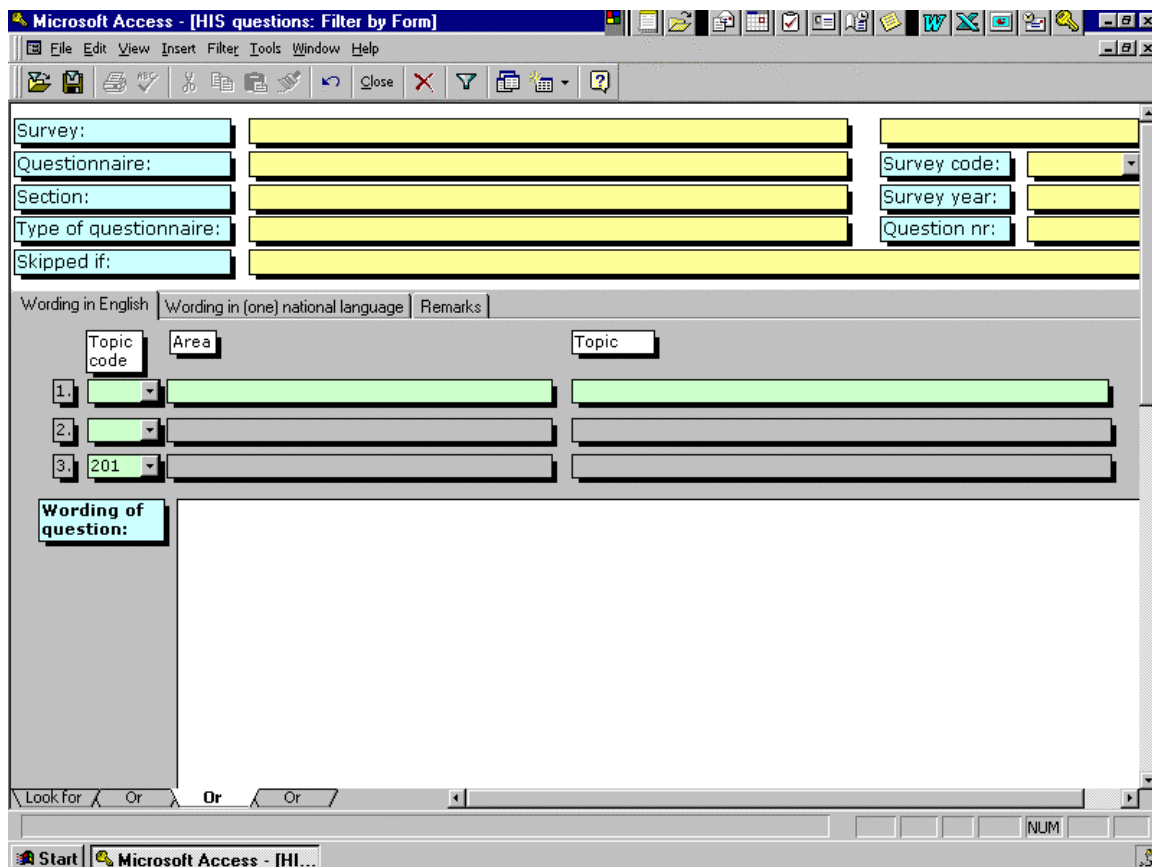
- Push the button "HIS questions" in the opening menu.
- Push the button "filter by form" (icon: funnel plus form) on the working bar or select the option "Filter" from the menu "Records" and after that "filter by form". Access will show the screen "Form filter" (see figure 4.5).

**Figure 4.5**

- All fields should be empty. Use the button "Clear grid" (icon with a red cross) on the working bar to remove the still existing criteria or choose the option "Clear grid" from the menu "Edit".
- Place the pointer in the field "topic code 1" and type "201" (self assessed/perceived health) or select the relevant topic code from the scroll menu; this scroll menu contains all topics.

- Push the first tab "OR" at the bottom of the form (see figure 4.5). All fields should be empty. Use the button "Clear grid" (icon with a red cross) on the working bar to remove the still existing criteria or choose the option "Clear grid" from the menu "Edit".
- Place the pointer in the field "topic code 2" and type "201" (self assessed/perceived health) or select the relevant topic code from the scroll menu by using the arrow or pushing F4.
- Push the second tab "OR" at the bottom of the form (see figure 4.6). All fields should be empty. Use the button "Clear grid" (icon with a red cross) on the working bar to remove the still existing criteria or choose the option "Clear grid" from the menu "Edit".
- Place the pointer in the field "topic code 3" and type "201" (self assessed/perceived health) or select the relevant topic code from the scroll menu by using the arrow or pushing F4.

**Figure 4.6**



- Push the button "Apply filter" (icon with funnel only) on the working bar (see figure 4.7) or choose the option "Apply filter/sort" of the menu "Filter". Access is combining the criteria entered on the different tabs to a logical OR-condition. The result is shown in figure 4.7. In this particular case MS Access has found 58 records with questions on self assessed/perceived health.
- The result can be saved by choosing the option "Save as/export..." of the menu "File".

**Figure 4.7**

Microsoft Access - [HIS questions : Form]

File Edit View Insert Format Records Tools Window Help

Survey: **Microcensus** Austria

Questionnaire: **B-Form** Survey code: **A01**

Section: **Questions on Health** Survey year: **1999**

Type of questionnaire: **face to face** Question nr: **26**

Skipped if:

Wording in English | Wording in (one) national language | Remarks

	Topic code	Area	Topic
1.	201	Health status	self assessed/perceived health
2.			
3.			

**Wording of question:**  
 To all persons aged 15 and above:  
 How do you assess your general state of health:  
 very good - good - moderate - poor - very poor?

Record: 1 of 58 (Filtered)

Form View

Start Microsoft Access - [HI...]

- The selection can be removed by pushing the highlighted button "Remove filter" (icon with funnel only) on the working bar or by choosing the option "Remove filter/sort" of the menu "Records".

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