

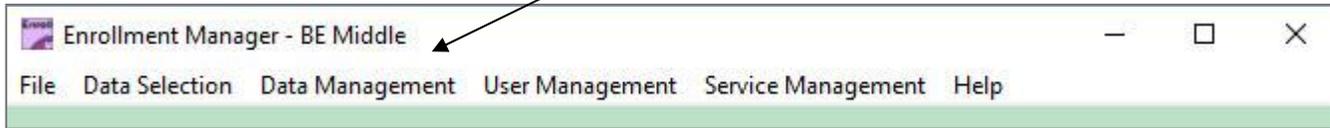
# How to Find Records in the Database



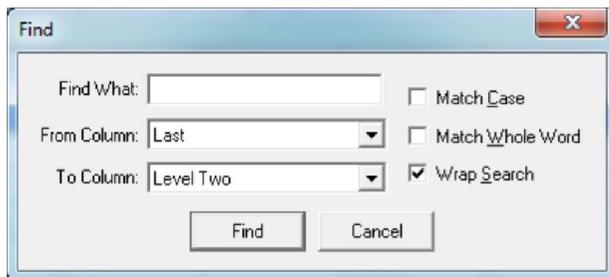
identiMetrics™

Cheat Sheet

To access the Find function, open the identiMetrics Enrollment Manager™ and click on the Data Selection section of the Main Menu and select Find.



The Find function searches the grid using the criteria specified starting from the first record in the grid and not



from the currently selected record.

- Find What – the text to search for.
- From Column – the left-most column included in the search.
- To Column – the right-most column included in the search.
- Match Case – determines whether search is case-sensitive or not.
- Match Whole Word – when set will only match the word exactly. For example, if Match Whole Word is NOT checked and searching for “ab,” you would match “able” and “cabot.” If checked, then it would only match “ab” as in “the ab” or “ab, more.”
- Wrap Search – if checked, the search will start back at the top once you have reached the last matching record.

With the default settings as shown above, entering text in the Find What field and clicking on Find would search all columns, would be case-insensitive, would match any part of the data and would continue to the first matching record after finding the last matching record.

If the text is found, the selected row will be moved to the appropriate row and the corresponding column will have focus. If the text is not found, a message will be displayed.

Clicking on Cancel closes the dialog with no action.

**Need assistance? It's easy to get in touch with one of our Biometric Experts!**



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