HOW TO USE THE SEARCH OR FIND OPTIONS ON

THE BORDER COLLIE & WORKING SHEEPDOG FITTING DATABASE UK

There are four ways of viewing our database:

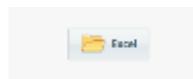**1/ Via the live Online database which shows in the database tab on our website.**

You can scroll up and down and side to side looking for the information you require.
This is not the best option if you are on a small screen like a phone.

2/ Via the Excel icon, which is located just above the live Online database on the left.


This option requires you to have Excel app or program on your device and will download the database for you to open there. You can then use the standard 'sort and filter' and 'find and select' options within Excel.

3/ Via the PDF icon, which is located just above the live Online database on the right.

When you view the PDF option you should get a search bar at the top of the page to search the whole PDF document of the database.   If this isn't visible you can search by clicking 'Ctrl & F', this brings up a search box on the page. You can enter text in the search bar, such as an affix, a pedigree name or registration number and then search. Once the search is complete, if the word(s) is in our database you should see the result of how many times the word(s) has been found in the search bar to the right of the word(s) you typed. This will show in number format, for example 1/6. The 1 relates to the first word found and will be highlighted and will be showing on your screen, the 6 relates to how many of that word has been found in the whole database. You should have up and down arrows beside those numbers to scroll through all the results. Each word will be highlighted, so they are easy to see.

4/ Via the icon in the right corner underneath the Online database window.
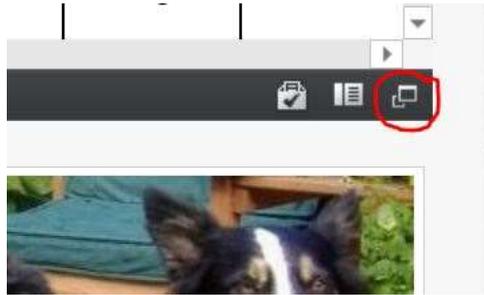
To find this icon, scroll to the bottom of the online database window (not the actual database). You will find 3 icons in the right corner as in the screenshot above. If you hover your mouse over the 3rd one along it should say 'view full sized workbook' or 'view as desktop version'. Select this and you should open the same document as you would see in option 2 but you do not need an Excel programme or app on your device.

You can then use the standard 'sort and filter' and 'find and select' icon options in the Excel ribbon along the top of the screen or click on the drop-down arrows at the top of every column and select what you would like to do.

When looking within the drop-down arrows you will see the names or numbers in alphabetical or numerical order. To start off with they will all be ticked, to deselect all the ticks click on 'Select all', then select and put the ticks back on the ones you wish to look at. When you click 'OK' or 'Apply' these will then show on your screen.

Remember to clear that filter to get the whole database back to view. This is done by clicking on the option above the names or numbers that says, 'Clear filter for ... (the name of that column)'. If you forget which column you have filtered, you will see a little funnel icon at the top of the relevant column next to the drop-down arrow.

The search, sort and filter options may vary depending on which platform and device you use. If you have trouble viewing on your phone, option 4 above normally works.

If you have opened our database page through a Facebook link, you may have to open in your normal browser for any of the search, sort and filter options to work correctly.

Search www.fittingcollies.com and then click on the database tab.

Please don't hesitate to contact us via the 'Contact Us' form here on our website if you have any questions regarding the above.

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