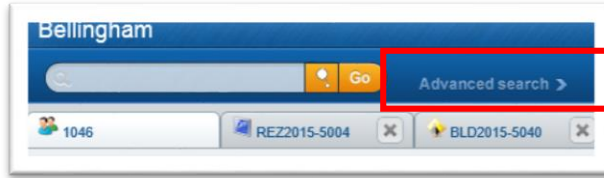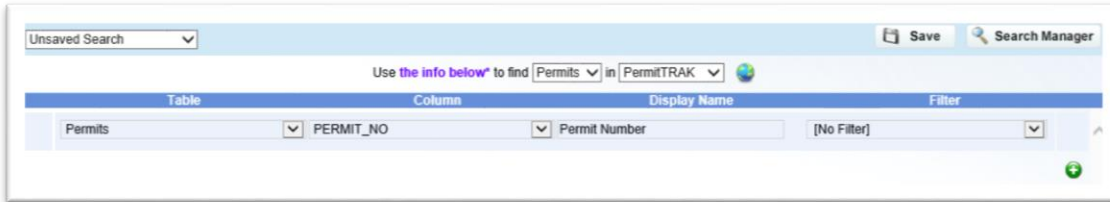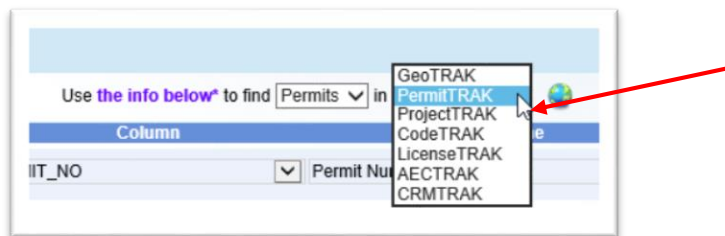# Creating an Advanced Search Query

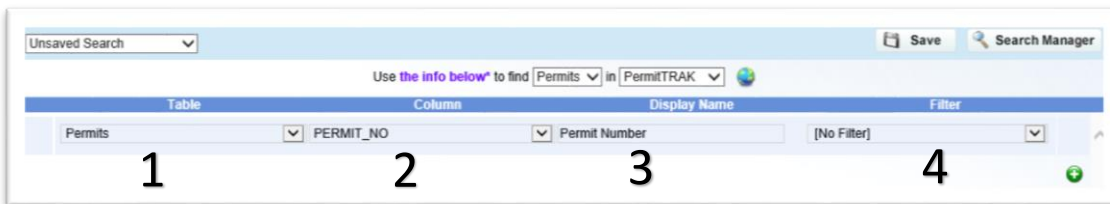1. Open TRAKiT And choose ADVANCED SEARCH from the top menu.

2. You will be taken to a screen that looks similar to this (Below):

3. By default the search will go to PermitTRAK, this can be changed by pulling down the menu and changing your module here.

4. To choose what data you want to search for you will need to understand these four areas

Area 1: This area represents the **blue** information panes in TRAKiT. Where is the data actually located in TRAKiT? (Ex: The highlighted area 'Permits' represents the main information pane in TRAKiT that contains information such as STATUS, ISSUED DATES, APPLIED DATES…etc). Data can be searched for in any of the other blue TRAKiT Information Panes (See options below).
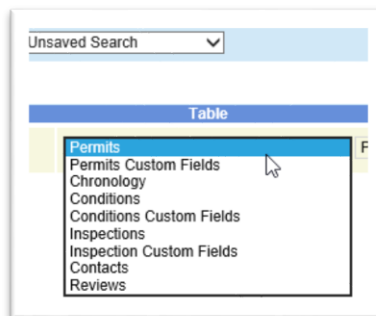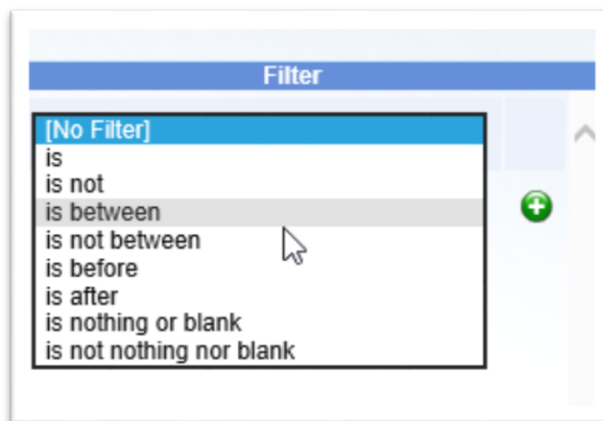
Creating an Advanced Search Query

Area 2: These are the actual data fields in TRAKiT. Some will make sense, some not. (Some database fields are used by developers and are not used by TRAKiT end users). Choose the field(s) you want to get information from using the dropdown menu.

Area 3: Based on what items you chose in Area 2 this name will match exactly in Area 3. While you cannot change the actual database field name from Area 2, the Display Name can be renamed in a friendlier format. This name will appear in the header of the search results. Think of this as the header column in an Excel spreadsheet. In the example below the display name 'PERMITTYPE' was changed to 'Permit Type'.
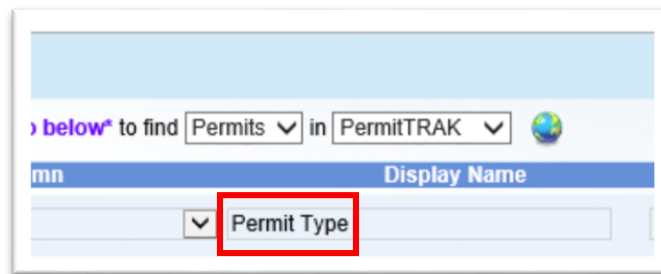

Area 4: Searches may need to have filters. An example of a filter would be a date range for permits (Ex: Search for all permits ISSUED between 11/01/15 and 11/30/15. In this example you would use the IS BETWEEN filter to narrow the scope of your search to permits issued between ranges of dates (A calendar menu will appear so the appropriate date ranges may be chosen.
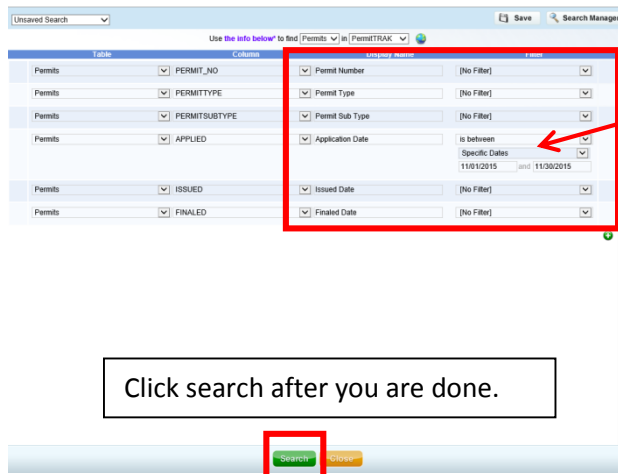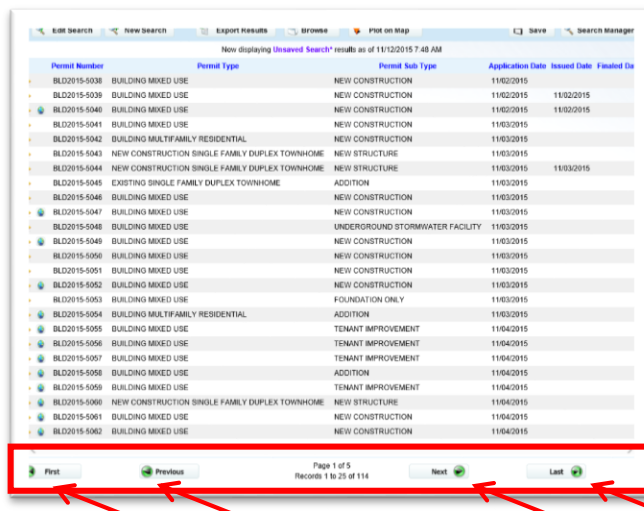
Creating an Advanced Search Query

You may want to build a custom search that will bring back many data points. At the end of the row and click on the green icon with the + sign on it to add more search fields. If you want to remove a search item use the red icon to remove an item.
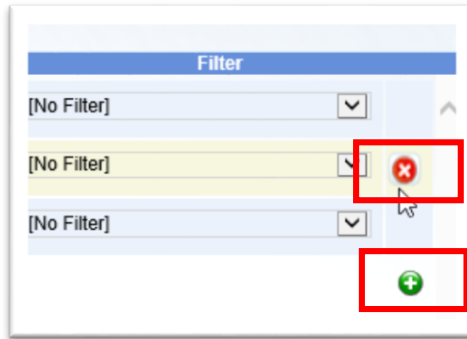
In this custom search for permit info you can see the permit info that is to be brought back along with any applicable filters. (Permit #, Type, Sub Type, Applied date, Issued date & Finaled date)


Click search after you are done.

Here are the results of the search (below)

Your search results may have returned several pages

Use these controls to scroll between pages (Above).

Creating an Advanced Search Query

After your search you have some options to refine your search or create a new search, export these results into Microsoft Excel, browse through the results record-by-record or plot these results on a map (For searches with many results as the map may become cluttered)
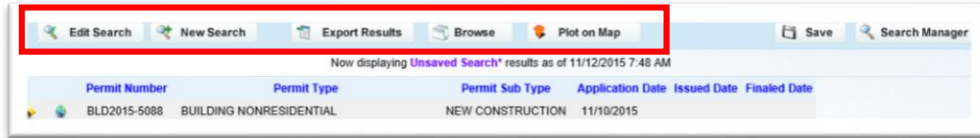
To save your search to use over again click on the save button in the top RH portion of the screen. This menu will appear asking you to NAME and give your search a DESCRIPTION. The description will be used as a hover-over tooltip when accessing this search later. (helpful)
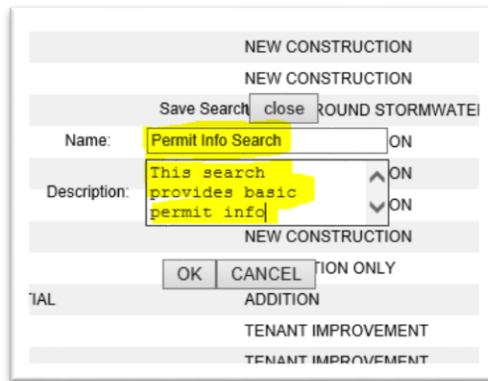
Here is an example of how the tooltip/description looks