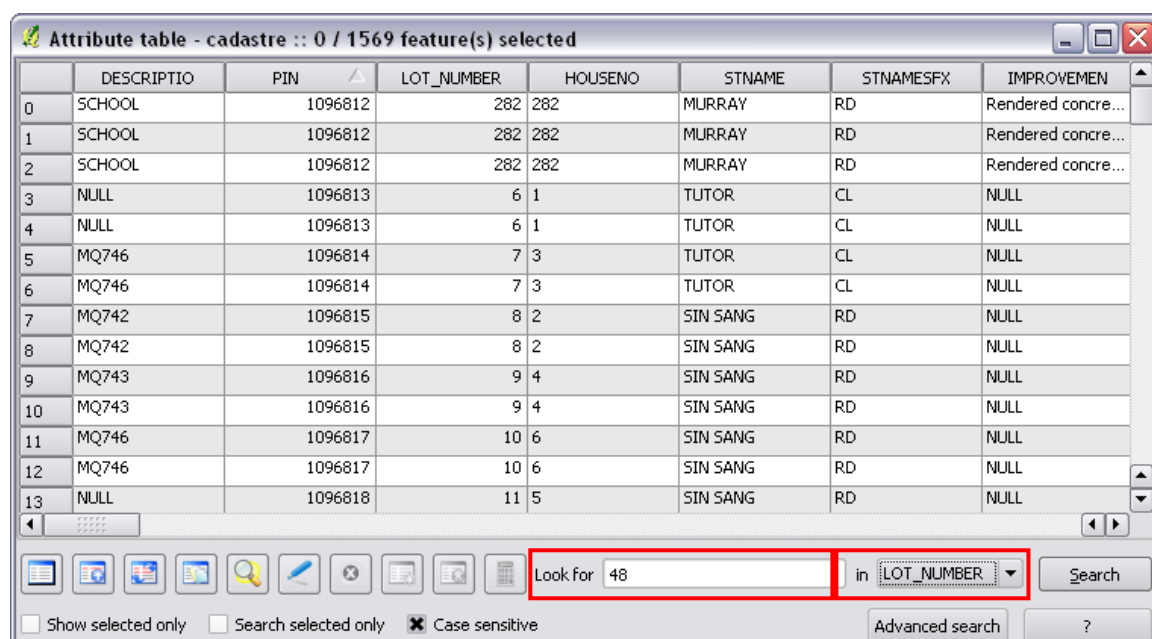


Searching For Data in QGIS

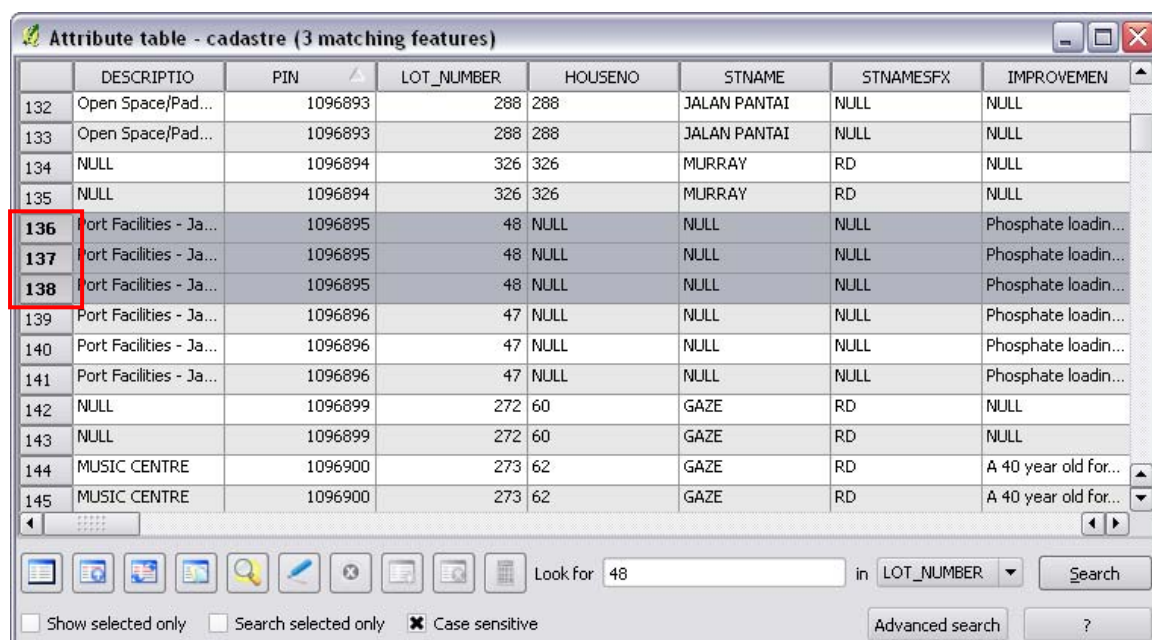
Data layers can be searched in a number of ways. The simple search allows you to search for individual text or numbers that appear in the attributes table of the layer. Search Query Builder and Query Builder both enable increasingly sophisticated searches with the ability to use equations and operators, but vary in the way the search results are displayed.

Simple Search

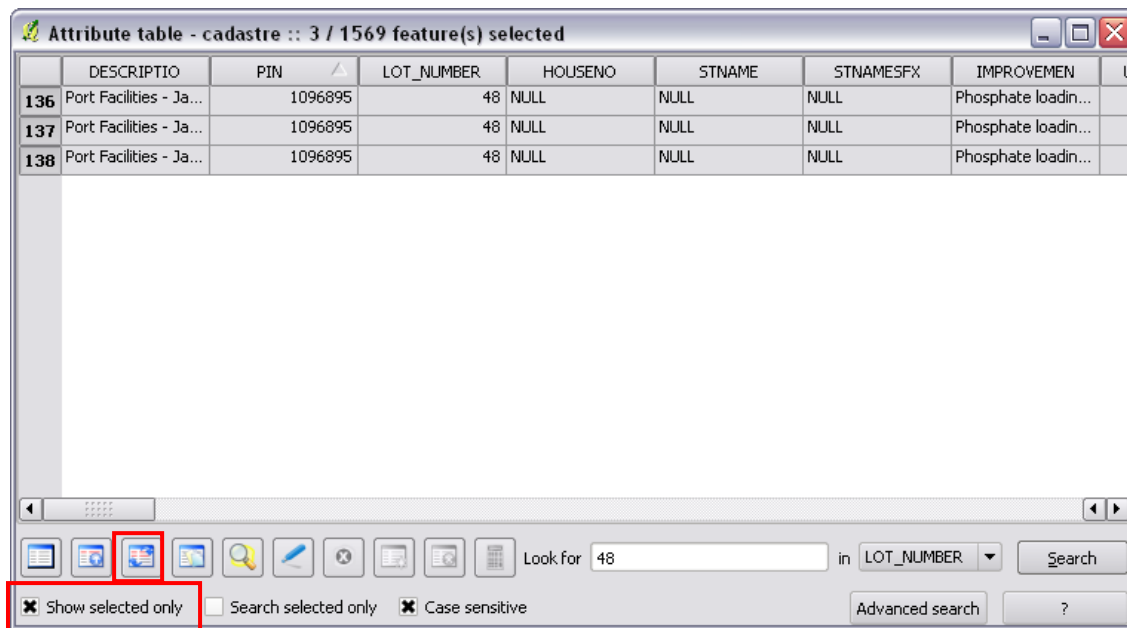
1. Open the attribute table for the required layer by right clicking the layer name and selecting *Open Attribute Table*.
2. In the *Look for* text box at the bottom of the screen type the text you are looking for (for example for Lot number 48, type '48'). The function is case and space sensitive unless the *Case sensitive* tick box is turned off.
3. Select the attribute to search from the *in* drop-down list. Click *Search*.



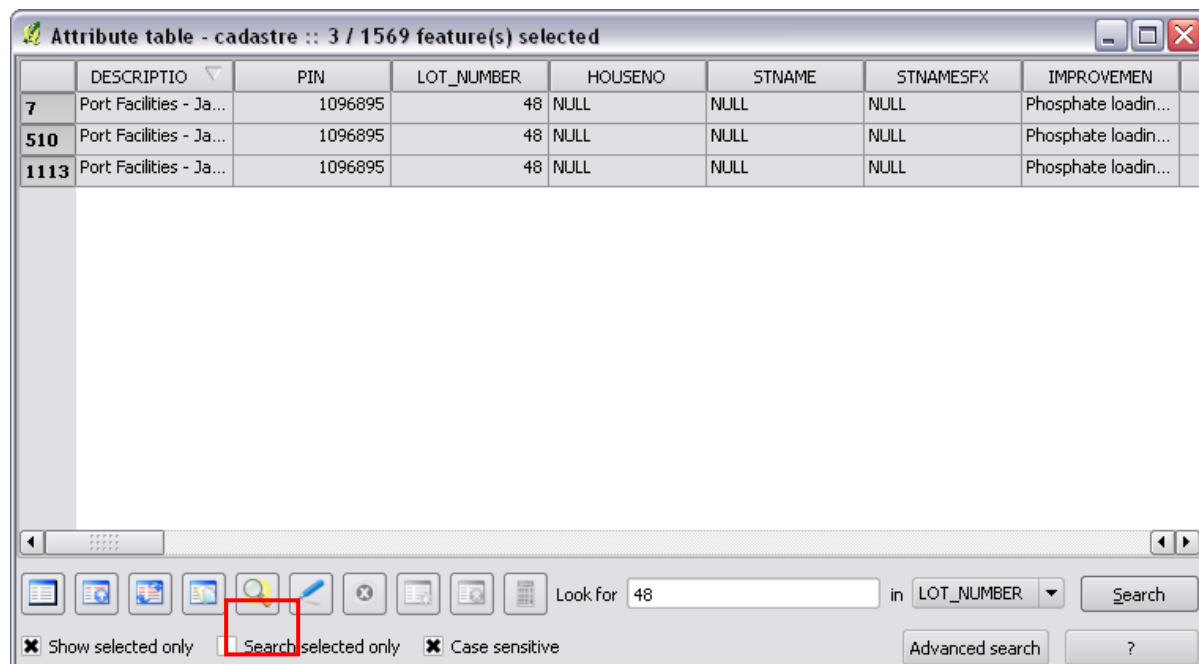
4. The matching entries will be highlighted in the number reference column on the left.




5. If the entries (entry) are not automatically visible, click the box **Show selected only** at the bottom of the screen. Only the records matching the search will be displayed. Alternatively, click the **Move selection to top** icon.



6. To locate the selected entries on your map click the **Zoom map to selected rows** icon.

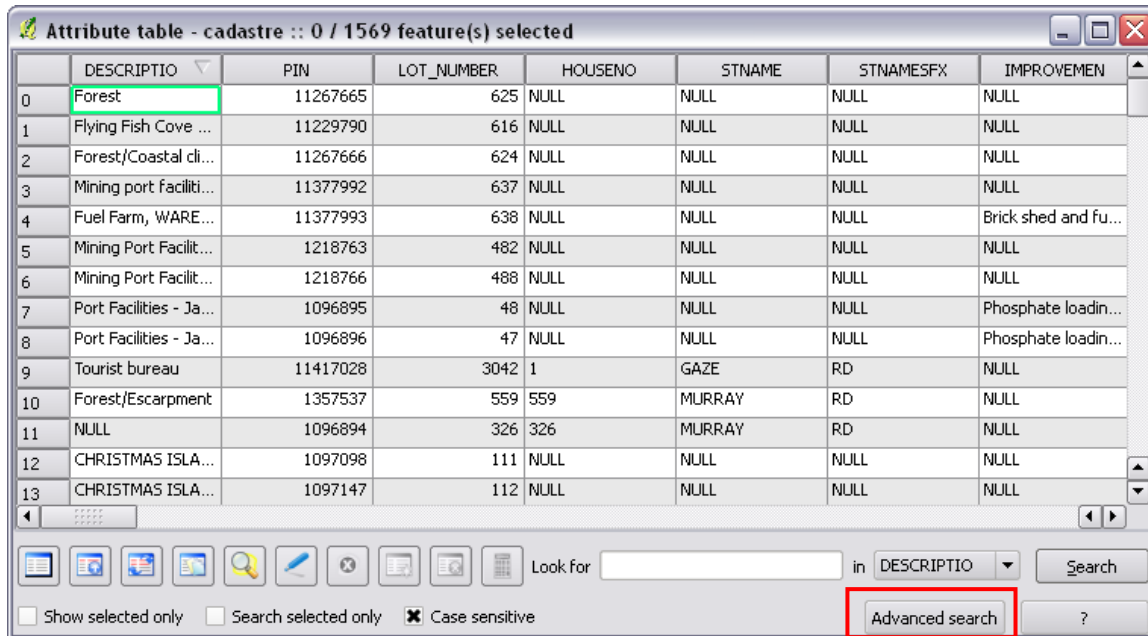


7. To narrow your search down further check the *Search selected records only* box and perform another search.
8. To clear the selected entries click the *Deselect features from all layers* icon  on the main window menu bar.

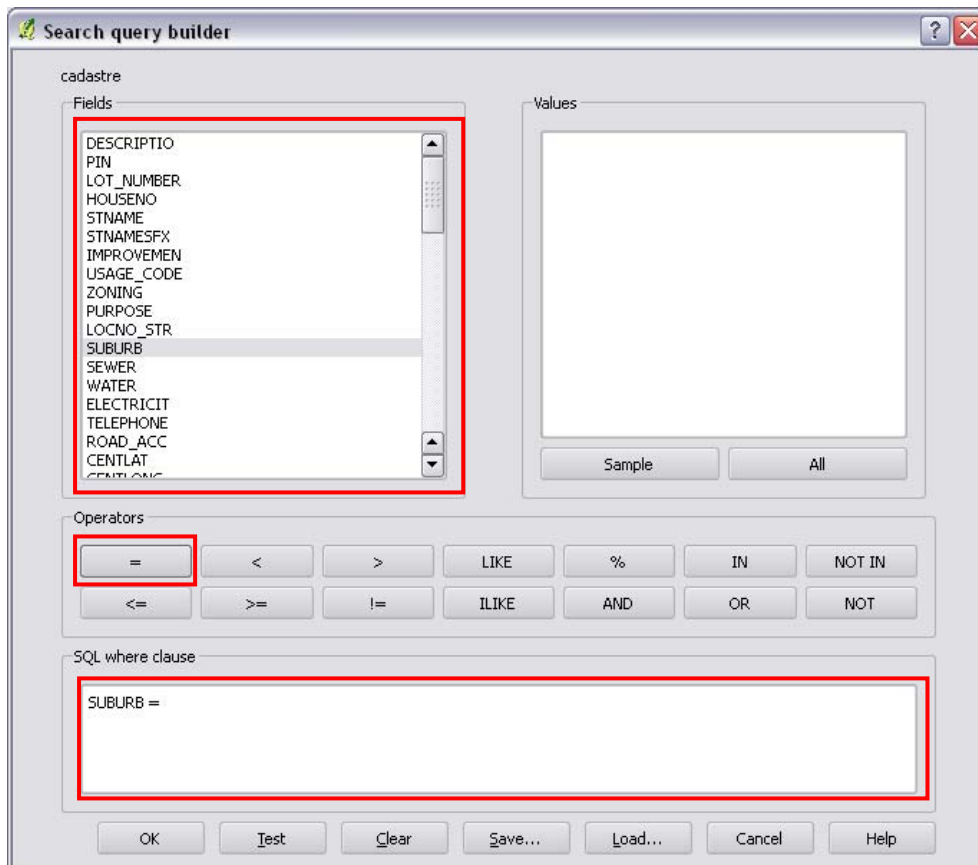
Advanced Search Query Builder

Search Query Builder can conduct complex searches. The results are displayed in the attribute table and show up as selected features on the map. This example shows a search to locate “any properties in the suburb of Settlement with a lot number of less than 10” from the Cadastre layer.

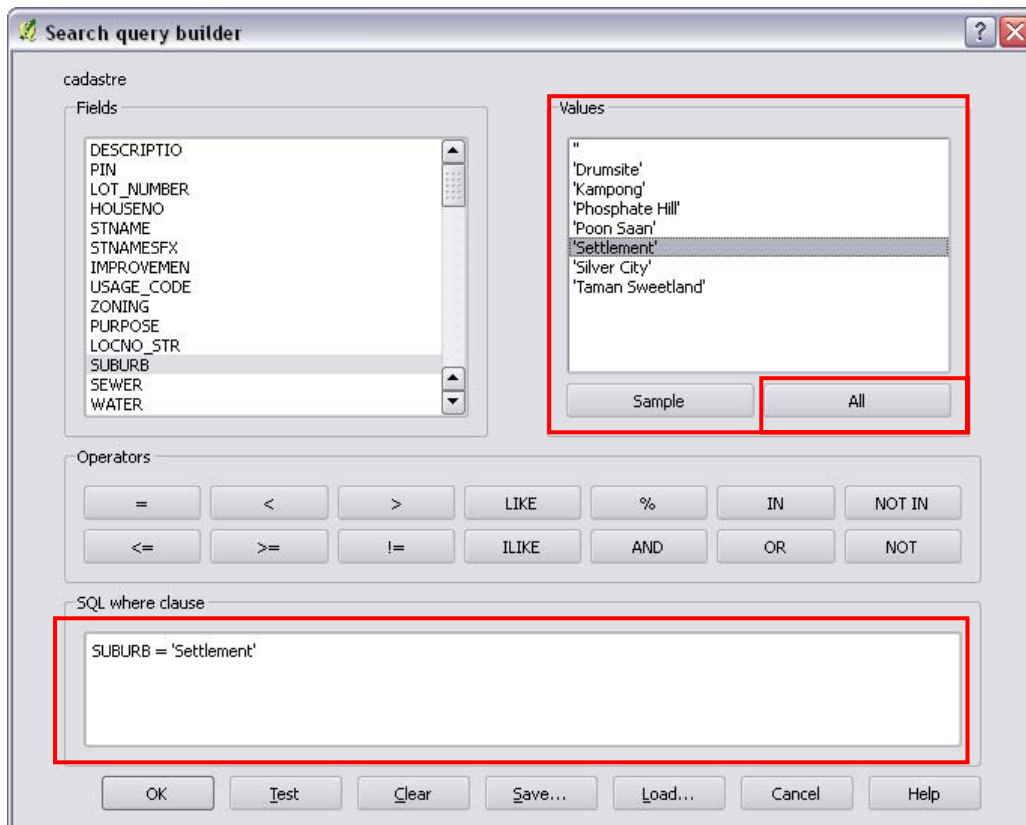
1. Open the attribute table of the layer you wish to search. Click the *Advanced search button* at the bottom of the window.



2. Double click the attribute field you wish to search, in this case SUBURB. The text will be added to the clause bar.
3. Click the equals (=) button.

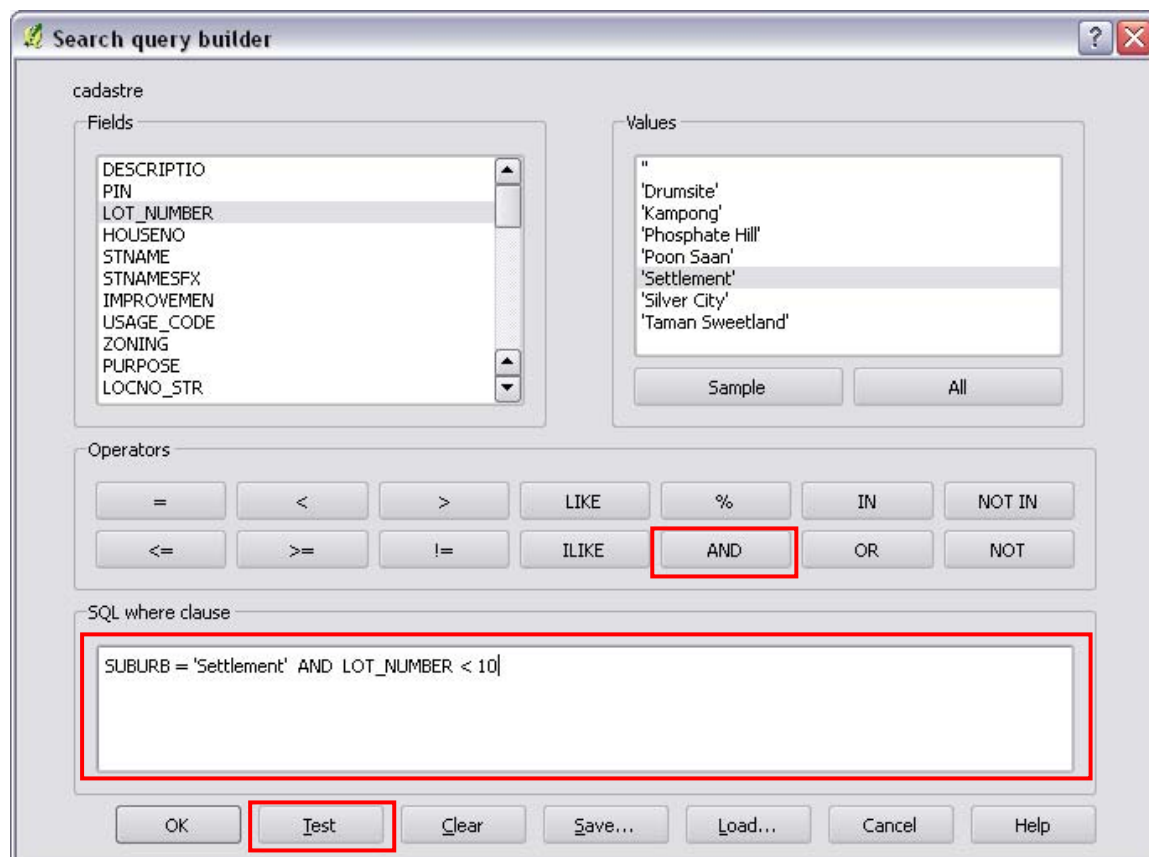


4. Either type in the search term, for example *Settlement* (case sensitive), or click the *All* button under *Values* and double-click the required value.



Clicking *Search* at this point would locate all cadastre properties in Settlement.

5. To add an extra condition to the search click *AND*.
6. Continue to add terms to the clause bar following the previous steps.



- Click *Test* to check that the search is valid and to view the number of matching search results.



- Click *OK* to run the search.
- Return to the attribute table to view the results.
- If the entry(s) are not automatically visible, click the box *Show selected records only* at the bottom of the screen. Only the records matching the search will be displayed.

NOTE: The search will not work if the required value is entered in the clause bar with "". For example:

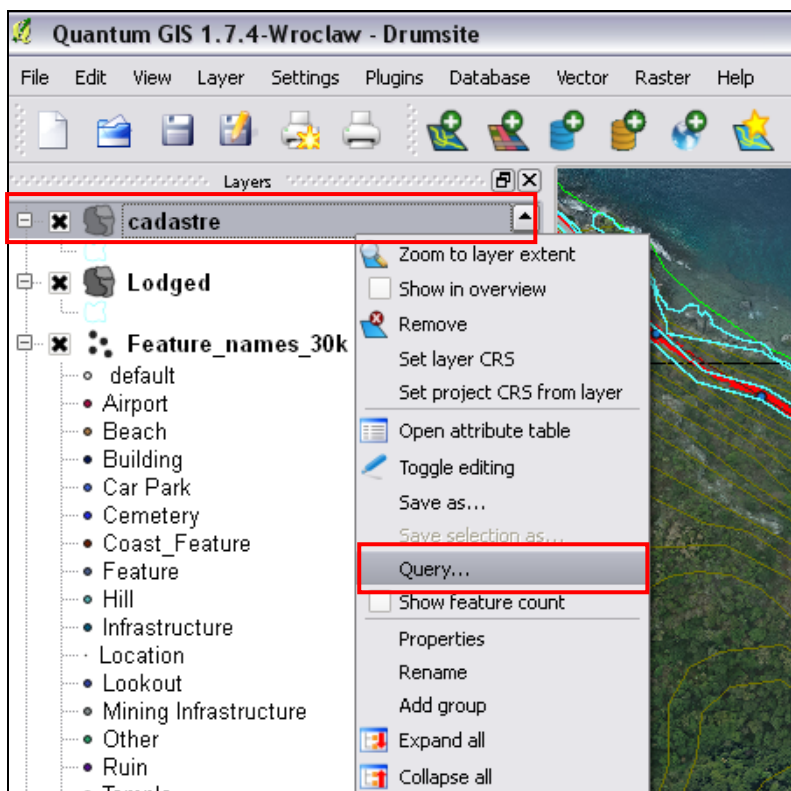
- Incorrect - Lot number = "1003"
- Correct - Lot number = '1003'

Query Builder

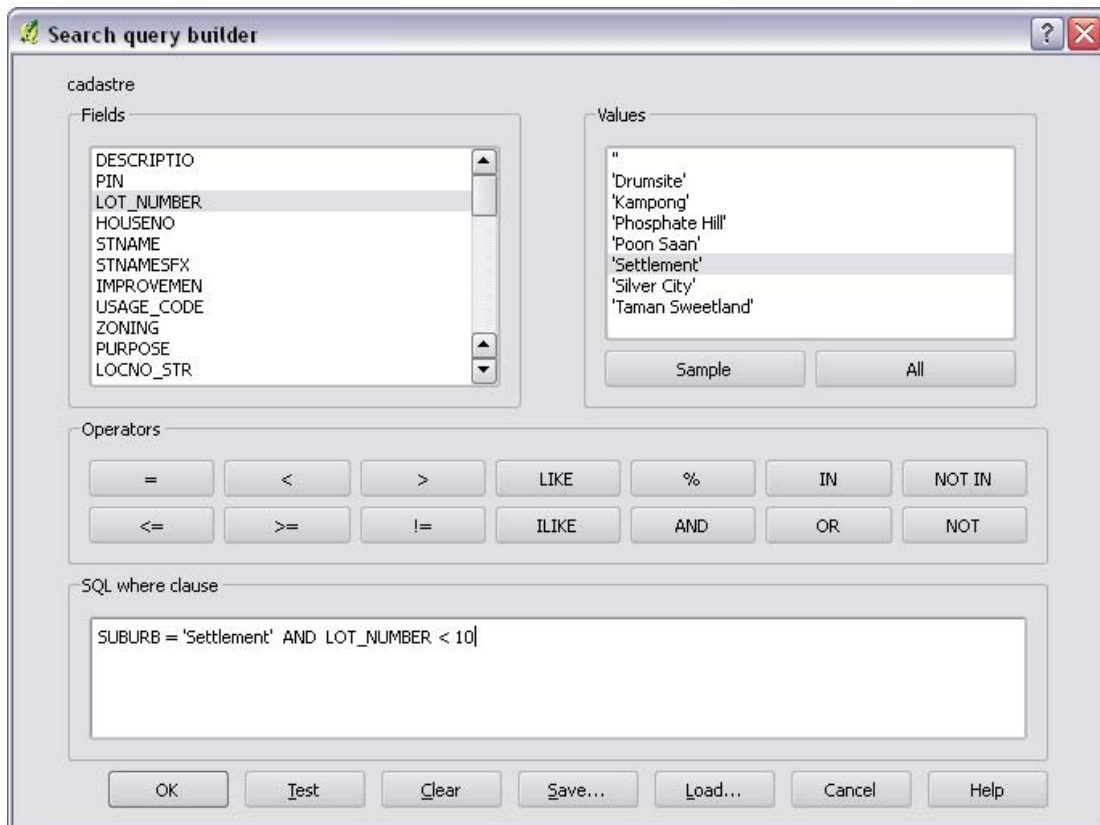
Query Builder works in the same way as the *Search Query Builder* function except only the matching search results remain on the map and in the attribute table after the search is performed.

To access Query Builder:

- Right click on the layer name you wish to search.
- Click *Query* from the list. The *Query Builder* will display.



- Follow the instructions in the *Search Query Builder* section of this guide to create a query.



- When you are happy with the query, click *OK*. The *Query Builder* window will automatically close and the map will display only those entries that match your search.
- To clear the search (and refresh the data), re-enter the *Query Builder* window and click *Clear*. All the original data from the layer will display.