

Sesame One-Sheets

Step-By-Step Quick Reference Guides

Retrieving Records From A Database

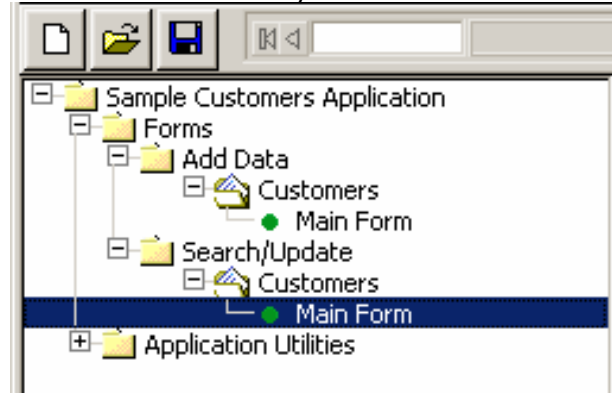
Sesame is form-based. To retrieve and view records from your database, you use a Form like the one you used to enter the records in the first place.

When you open your application, Sesame shows you the Application Menu, which lists your Forms.

To retrieve records from a database, open a Form for that database in Search/Update Mode.

1. **Find your database** on the Application Menu. The first item on the Application Menu is the name of your application. Just below it is the Forms branch, which should be open. The second branch under Forms is the Search/Update branch, which should be open. Under the Search/Update branch is a branch for each database in your application. Find the branch for the database from which you want to retrieve records.

2. **Find your form** on the Application Menu. Under your database is a list of the Forms for your database, each marked with a green circle. Find the Form you want to work with.



3. **Open your form** by left-clicking its name on the Application Menu. (You may need to click twice.) Sesame will open a new tab showing your form in Search Mode, ready for you to specify which records you want.

4. **Specify which records you want** by typing retrieve criteria into the form, which in this mode is called a *Retrieve Spec*. To get all your records, leave the form blank. If you enter criteria, you will get only the records that match the criteria. The example below shows a Retrieve Spec that will get only those records where the Last Name is "Anderson".

CUSTOMER RECORDS

KEY	<input type="text"/>				
First	<input type="text"/>	MI	<input type="text"/>	Last	<input type="text" value="Anderson"/>
Company	<input type="text"/>				
Add1	<input type="text"/>				
Add2	<input type="text"/>				
City	<input type="text"/>				
State	<input type="text"/>	Zip	<input type="text"/>		
Phone	<input type="text"/>				

5. When the Retrieve Spec is filled out the way you want it, **retrieve your records** by pressing the F10 key. Sesame will find all the matching records in your database and show them to you. You can step forwards and backwards through them by pressing F10 and F9.

6. When you are finished, either press the Escape key to **leave Update Mode** and return to the Application Menu, or press F7 to **start a new search**.

More Information:

General Searching

Sesame User Guide – Page 189

Detailed Search Syntax

Sesame User Guide – Page 197

Advanced Search Options

Sesame User Guide – Page 209