

Search Tips – Specific age groups (aged and youth)

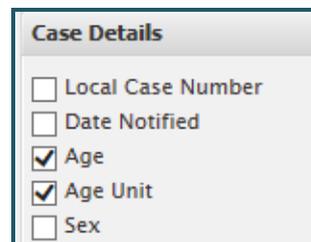
How to search for a name:

1. Select the Query Design screen from the NCIS Search menu.
2. On the first tab **1 - Case Details**, use the 'Date Search Options' tickbox, located in the top right corner just under the tab heading. This will open up the 'Optional Date Search Criteria' section which contains the search parameters relating to age at death and various dates of relevance.
3. Enter your required age range using the Age Start and End options (e.g. persons aged 10 – 17 years at time of death).
 - *Note: It is not necessary to enter ages in both data fields. You can use just the Age Start or Age End field to leave one option open-ended – this is useful if you are looking for cases over or under a specific age (e.g. persons 65 years and older).*



4. Add other search parameters as required or appropriate, such as the jurisdiction or timeframe being searched. Complete the rest of your selections in tabs 2 to 5, then move to the sixth tab **6 - Result Details** to select the fields you would like to see returned in the results. Make your selections then press the 'Search' button.

Ensure you tick both 'Age' and 'Age Unit'. The Age Unit field tells you whether the age is in days, weeks, months or years (e.g. 7 days).



Helpful hints:

If you are looking for cases where people have died in a particular location (e.g. nursing homes for aged persons), use the third tab **3 - Time Location**. On this page, choose a Time Location type for your search; you may want to search for Incidents that happened in a hospital, or alternatively Deaths that happened in a hospital. The Incident and the Death location may be different depending on the circumstances of the case, and whether the person has moved between the two events.



Select your Location preferences. Note that Level One Locations will cover more categories than the more specific Level Two.

You can also save the search for later user by using the 'Save' button at the bottom of the Result Details page. You will need to name your search – remember use a description which is meaningful and concise for the search.