

Search Guide

Age groups

STEP 1: CASE DETAILS

Select *Query Design* from the *NCIS search* menu.

Go to tab 1 - Case Details

Select 'Date Search Options' located in the top left under the tab headings.

This will open the 'Optional Date Search Criteria' section which contains the search parameters relating to age at death and other dates of relevance. Enter your required age range using the Age Start and End options (e.g. persons aged 10 – 17 years at time of death).

1 - Case Details | 2 - Occupation | 3 - Time Location | 4 - Mechanism/Object | 5 - Cause

Use Date Search Options

Optional Date Search Criteria

Age: Start: End:

Date of Birth (Month/Year):

Enter other parameters as required and then go to tab 3 - Results.

STEP 2: RESULTS

Go to tab 6 – Results. Select the fields you would like to see returned in the results 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).

Case Details

Local Case Number

Date Notified

Age

Age Unit

TIPS

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).

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SEARCH BY LOCATION

To search for cases where deaths occurred in a particular location (e.g. nursing homes for aged persons), use tab 3 – Time Location.

On this tab, 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.

Location Code – Level One:	Medical Service Area	▼
Location Code – Level Two:	Nursing Home	▼

Level One Locations will cover more categories than the more specific Level Two.

TIPS

Save your search

Save the search for later use by using the 'Save' button at the bottom of the Result Details page.

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