SIGBI GUIDE

SEARCHING THE SIGBI PROGRAMME DATABASE
For the purpose of this document, references to Soroptimist International Great Britain and Ireland (SIGBI) Limited and Soroptimist International may be written as "SIGBI" and "SI" only.

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1 Introduction

Traditionally, SIGBI have produced two directories, one of Club Officers and one of Federation/Region Officers. This is limiting because the Club Directory can only be produced when all the officers have been received and input to the database, and the Club year is half way through before the directory is produced.

Now, members can search the database in real time, meaning that any updates to the database are immediately reflected in the Search Directory functionality, such as when a Club’s Officers or Membership is updated. In addition, all members can now be searched for and contacted directly via email, rather than through the Club Secretary.

Note: no personal details are shown in the Search Directory (eg addresses, phone numbers or email addresses). Contact must be made via a simple “Contact” Form which will be sent to the recipient’s email address. No attachments can be included, but it is a simple way to connect with people you may have lost contact with, or to check if someone is still a member and of which Club.

SIGBI no longer use the SI Programme Database, and have a SIGBI Programme Database which is incorporated within the Members’ Database and uses the same technology to enable Reports to be added and searched for.

Use the Manage Directory User Guide for information on managing your Club Membership and adding Programme Reports. This User Guide purely deals with Searching for Members and Programme activity.

2 Logging in and Accessing Directory Search Facility

Simply login to the members’ area of the SIGBI Website in the usual way, using your Surname and Membership Number. The Database will detect your credentials from this login.

Scroll to the bottom of the Members’ Home Page to see the Search Directories button:

NOTE: The Directory Search is set to time out after an hour of inactivity, and the Directory Search button will then disappear.

Simply click “Sign Out of Members Area” (in the black area at the very top of the screen), and then log back into the Members Area to display the Directory Search button again.
3 Searching the SIGBI Programme Database

At the top level Search screen, click Project Search:

6.1 Entering the Search Criteria

A number of options will be displayed, and you can search on one or a combination of these to find the Projects that you are looking for:
If you know the exact ID of the Project you require, put it in the Project ID box – this will only display one project so there is no need to enter any other search criteria.

You can enter the name of your Club or Region/NA/Country to display any of the reports input within that Club/Region/NA/Country, irrespective of who input the report.

Select a Start and End date to find reports INPUT within a certain time period – ie if you are writing a report for the Region and want to know what reports have been input within the last three months, then enter those dates. **Note:** this refers to the date the report was put on the system, not the start/end dates of the project.

If required, tick the Programme Focus area that you are interested in. You can select more than one,

**Note 1:** Reports that have been input since the beginning of 2012 have been imported into the SIGBI Database. However, because of the change in Programme Focus (there are now eight Programme Areas, not five), some of these Programme Areas will not produce results for the newly created areas. Therefore if searching for older reports it would be better to use a combination of areas.

For example: Food Security and Healthcare used to be one Programme Area, but has now been

**Note 2:** Advocacy is a new searchable criteria, and the post of APD Advocacy was only created in 2015. Therefore, reports input before February 2016 are not searchable using the Advocacy button. Again, in time, the advocacy criteria will prove useful to the APD Advocacy and others, so please do tick this box when inputting your reports if your Project involved Advocacy of any kind.
and you can also select only projects that involved advocacy.

You can also enter a word or phrase in the Keyword Search box to search the body of reports for instances of that word.

When you have entered the criteria you require, click the “Search” button. You may need to scroll down to see the Search Results.
6.2 Viewing the Search Results

Your search results will be displayed in a table as shown below:

Above the table, the number of reports found, the funds raised and the number of beneficiaries resulting from the search criteria used, is displayed.

The number of screens containing reports is shown underneath the table.

To view a single report, click “View” on the row of the table the report is listed on. You will need to scroll down to see a summary page, and then can click “More” at the bottom to display the full report on the next screen.
On the full version, any pictures that have been uploaded with the report are displayed in a slide show at the top. These can be downloaded by right-clicking on the picture and selecting “Save Picture As . . .” from the pop-up menu.

Full details of the report will be shown.
6.3 Producing a PDF or CSV File of all Search Results

PDF Downloads

You can save all the Programme Reports found in the Search Results, no matter how many there are, as a PDF. When the Search Results Table has been displayed, simply click the PDF icon underneath the table:

You will be asked if you want to open or save the PDF. Click “Open”, because once it is open you can view it and then save it to your computer hard drive.

The PDF includes, at the top, the same information about how many reports are listed, how much was raised and the number of beneficiaries:

![Soroptimist International Great Britain & Ireland (SIGBI) Ltd Programme Database](image)

1116 Report(s) found in your query

**Estimated Totals**
- Funds: £1237337
- Beneficiaries: 19318

- ID: 40317
- Project Title: Fun in the Park - community day
- Federation: Great Britain And Ireland (SIGBI)
- Region: Midland Arden
- Lead Club: Solihull & District

Use “File”/“Save As” to save the PDF to your computer.

CSV Downloads – Advanced Users Only

A PDF would be the preferred option for most Members. However, you can also create a .CSV file of reports if you want to do any analysis on them (possible forms of analysis are not covered in this document. This may be something that your Club/Region/NA/Country or UKPAC needs you to do and they will specify what they need).

When the Search Results table is displayed, simply click the CSV icon underneath the table:
The CSV file may be displayed in a tab at the bottom of the internet browser. Click to open. The file will open in Excel.

You may get two error messages, which unfortunately is to do with Excel and is out of our control. Click Yes to the first message and OK to the second in order to open the CSV file in Excel. The two messages are displayed below, but we assure you the files are save to open:

Error Message 1

![Error Message 1](image1)

Error Message 2

![Error Message 2](image2)

The CSV file, once open, looks as below. If you want details of how to use the data in the CSV files, then contact SIGBI HQ:
7 Leaving the Directory Search

Click “Close Directory” at the top right-hand side of the Search screen to return to the Welcome Page of the Members’ area of the SIGBI Website.