

CM Database Search Help

1. An entry in the *Approval Number Only* field will search for that exact approval number **only** and it does not require use any of the other fields.
 2. For the other fields, the search uses exact, contiguous character strings of simple text (i.e. non-Boolean). It is not case sensitive. For example, entering:
 - "Res" will retrieve **res**pirator, **stress**, and exposures.
 - "AIHA Sacramento" will not match "AIHA-Sacramento" (an extra dash)
 - "ASSE Chapter" will not retrieve ASSE Local Chapter (not contiguous)
 3. Enter information in several fields to more narrowly define the search.
 4. Use a unique word (e.g. Rocky) or abbreviation in the Title or Sponsor (e.g NEAIHA).
 5. Don't use a long string of words unless you're sure of the words.
 6. Look for the exact day of the Activity (or first day of multiple day events) instead of a date range to narrow a search.
 7. Check the *Include Multiple Offering Courses?* radio button to identify Activities with multiple offerings in a year. They are noted separately, and if you believe the course was given multiple times, select that checkbox and make sure the single date or year span covers the year when the course was offered.
 8. Use the *Sort My Results By:* radio button to more easily find your information.
 9. Use the *Subject of Interest* drop down list to find Activities with special designations, e.g Distance Learning. Remember that most DL and web courses are not given on one specific date. These will NOT NORMALLY show up in the normal date-span searches.
 10. The AIHCE and PCIH receives 0.5 IH CM point per 0.5 day. No CM Approval number required. Also, the PDCs at these conferences do not require a CM approval number.
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