

Public Information Request (PIR) Help

Introduction

Microsoft Access 97 is used to provide the Licensee database(s) on your CD-ROM; however, by using the PIR.EXE file that is also included on your CD-ROM file you will not need Microsoft Access to use the database.

Insert the CD-ROM into your computer. If your computer has autorun enabled the PIR application should automatically open. If the PIR application does not automatically open -- Double click "My Computer", then double-click the CD-ROM drive, then double click the PIR.EXE file.

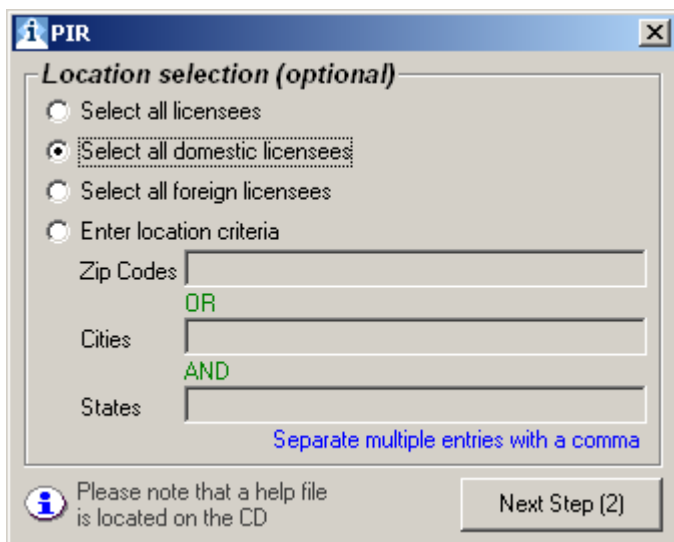
When the PIR application opens, a Windows explorer will open allowing you to select the database(s) you received from us. Double click the database that you wish to work with and a window will open that will help you filter the records you would like to see.

If you already have MS Access installed and prefer to use the database tables directly, copy the database to your desktop and make sure that readonly property is unchecked in the file properties. If you get an error trying to open the database, you may need to convert it to your version of Access. This can be achieved by opening MS Access and clicking on Tools -> Database Utilities -> Convert Database -> To current version of MS Access on the toolbar menu. Once the process is completed, open the newly converted database.

The PIR application is divided into 4 steps. Steps 1-3 are used to enter search criteria, while Step 4 will provide your results in various formats. Every time you open the application you will need to enter new search criteria.

Instructions

Step 1 – Location Selection



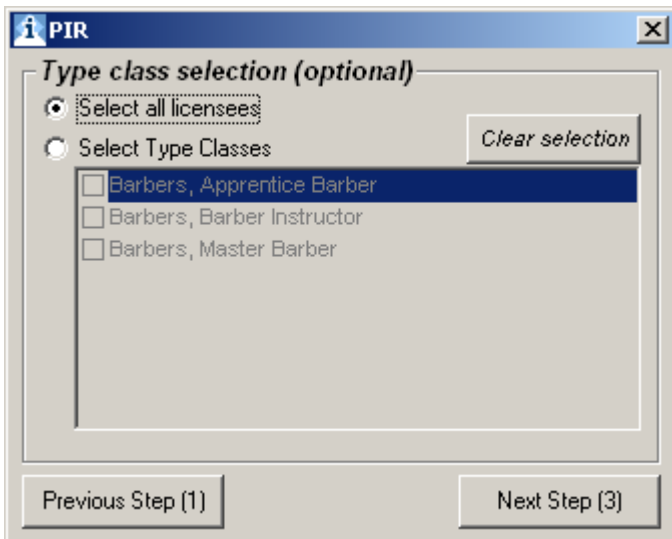
This step is used to search for records by geographic area. There are four ways to search.

- Select all licensees -- Can be used to select all licensees that are in the database regardless of what address has been provided to the Division.

- Select all domestic licenses -- Can be used to select all US, possessions and military licensees. A complete list can be found at http://www.usps.com/ncsc/lookups/usps_abbreviations.html
- Select all foreign licensees – Can be used to search for licensees that provided address that are outside of the US and it's possessions and military licensees.
- Enter location criteria – Can be used to select specific zip codes or cities and states. When using this option you can enter multiple zip codes, cities or state by separating them with a comma. Some examples are: 02114, 02139, 02115, 02309. You can also search by city the same way: Boston, Lawrence, Springfield, Hyannis. Zip codes and Cities can be done at the same time. For example, you could enter 02062 in the zip codes and Boston in the cities and your search will return licensees in Boston and Norwood.

Please note that if you choose States and Zip Codes or Cities, only exact matches will be returned. For example, if you choose 02114 and New Hampshire you will have no results because 02114 is in Massachusetts, not New Hampshire.

Step 2 – Type classes



This step is used to search for licensees by profession. There are two options.

- Select all licensees – Can be used to select all professions for that board
- Select Type Classes – Can be used for specific professions within the Board. For example, above is the Barbers list of professions. By clicking “Select Type Classes” and checking “Barbers, Master Barber” you will only choose the Master Barbers.

To uncheck all selected license types, click on the “Clear Selection” button.

Step 3 – Additional search criteria and options

Licensee search options (optional)

Business name Order 1

First name Order 2

Last name Order 3

License no. Direction

Expiration date From date To date Double-click to fill in today's date

Issue date

Licensee status

Current Non-current All licensees

Previous Step (2) Next Step (4)

This screen allows you to enter additional criteria to narrow your search. Note that none of the search fields are case-sensitive.

The 3 name fields allow partial text search, meaning that if you enter for example 'Mar' the application will match all records that include the letters 'Mar' including 'Mark', 'Martin', 'Rosemary' and so on.

Date search allows searching for a date range (enter from and to dates), minimum dates (enter from date) and maximum dates (enter to date). Double-click on a date to fill in today's date.

Select up to 3 sort fields and the corresponding sort order (ascending or descending) to apply to the selected data.

Only licensees that are currently licensed to practice are included in the database. Non-current licensees are no longer provided and will return zero licenses.

Step 4 – Generate reports and export data

Report options

Print preview (HTML)
Select a report or label

Export

Format: MS Excel Text File

Range: All fields Address fields 200 Characters

Export file path:

Print or Export

Previous Step (3)

This screen allows the user to preview and print one of 4 reports/labels or to export the selected data to either MS Excel or to a text file.

Print preview generates HTML reports of up to 20,000 licensees per report. If multiple reports are created, a menu will pop up allowing you to select a specific report. Note that each of the reports must be printed separately. As a result, it is recommended that specific reports are generated using the search criteria provided in the 1st 3 steps.

Export functionality also allows the user to either export all fields, name and address or a standard 200 character format. Note that MS Excel allows up to 64K records only, therefore, to export larger quantities, export to TEXT instead. Note that MS Excel must be installed on your PC in order to use the export to Excel feature.

Troubleshooting

Refer to Setup Instructions document for support information.