Chapter 7: Searching, sorting, bookmarking and grouping.

Searching

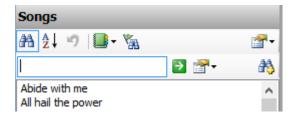
CMO has two types of facilities to aid with searching for records. The first type of search is called a basic search

Basic searching

In each section list there is a 🛱 icon in the toolbar. Clicking on this button will reveal the search bar.



Tip: Pressing Ctrl+F will also display the search bar.



You can enter a search phrase and press enter or click on the $\stackrel{\frown}{=}$ button to perform the search.

The ^{III} button allows you to select on which fields to perform the search. Each section has its own list of options:

Songs	Meetings	Contacts	Resources
All	All	All	All
Title	Description	First name	Description
Author Words	Theme	Surname	Serial Number
Author Music	Bible Reference	Address line 1	Notes
Arranger	Other information	Address line 2	
Source		Suburb	
Copyright		State	
Lyrics		Phone	
Themes		Mobile	
Bible Reference		Email	
CCLI Number		Notes	
Notes			

The "All" item should be initially selected. This means the search will be performed on all the fields available in that section.

By selecting one of the items in the list will restrict the search to only that field. For instance, to just search for songs based on Bible Reference, select "Bible Reference" in the list, then enter a Bible reference in the search field, like "Acts 2", and press enter.

Songs		
🏦 🤃 🄊 📳 - 🍇		
Acts 2	🔁 😤 -	# \$
Breathe on me, breath of (God	
Low in the grave he lay		

Advanced searching

Occasionally it might be necessary to perform a more complex search. To open the

advanced search window, click on the 🍄 button, or press Ctrl+Shift+F.

A Song Search ×		
Criteria		
Word search		
Title		
Music		
Words		
Arranger		
Copyright		
Source		
Song #	Overhead #	
Bible Ref		
Key	Tempo Beat	
CCLI #		
Notes		
Usage	Last used months ago	
	Used in last months	
Themes	Assurance Call to worship Celebration Children/Family Worship Christmas Church - Nature Church - Unity	
● <u>A</u> ND Search ○ <u>O</u> R Search	Clgar Search Cancel	

For songs, this is the advanced search dialog. This allows you to fine tune your search. You can add multiple different search terms. For instance, you might like to do search lyrics for the word "love" and also search for a Bible reference in John:

舑	A Song Search ×	
Criteria		
Word search	love	
Title		
Music Words		
Arranger		
Copyright		
Source		
Song #	Overhead #	
Bible Ref	John	
Кеу	Tempo Beat	
CCLI #		
Notes		
Usage	Last used months ago Used in last months	
Themes	Assurance Call to worship Celebration Children/Family Worship Christmas Church - Nature Church - Unity	
AND Search OR Search	Clear Search Cancel	

This search returns 1 record in our sample database.

Songs		
A 21 🤊 📑 🕷		
	€ 🚰	# \$
O sacred head now wounded		

This was an "AND" search. That is, the search was looking for any instances of lyrics with "love", as well as a Bible reference from John.

We could also do an "OR" search. To do this click on the "OR search" radio button on the advanced search page. This will look for any songs with "love" in the lyrics, or any songs with "John" in the Bible reference.

In this case, 43 records were found.

Songs	-	
#1 2↓ ♥ 📑 • 🐁		
	20	
All hail the power All that thrills my soul is Jesus All to Jesus I surrender Amazing grace And can it be Away in a manger Blessed assurance Break Thou the bread of life Breathe on me, breath of God Crown Him with many crowns Father of peace	~	
E Conge		
Songs		
Meetings		
Sel Contacts		
🗏 Resources		
43 records		

The advanced search dialog also provides the ability to search for blank or non-blank values.

For example, say you wanted to find all the songs that contain a Bible reference. To achieve this you would open the advanced search dialog, put the cursor in the Bible reference field and press Ctrl+N (N for Non-Blank).

🐴 Song Search 🗙		
Criteria		
Word search		
Title		
Music Words		
Arranger		
Copyright		
Source		
Song #	Overhead #	
Bible Ref	<nb></nb>	
Key	Tempo Beat	
CCLI #		
Notes		
Usage	Last used months ago Used in last months	
Themes	Assurance Call to worship Celebration Children/Family Worship Christmas Church - Nature Church - Unity	
AND Search OR Search	Clear Search Cancel	

Notice that the field has been changed to "<NB>" (Not Blank).

This search results in 44 records.

To search for all songs that don't have a Bible reference, you would press Ctrl+B (B for Blank).

お Song Search ×	
Criteria	
Word search	
Title	
Music Words Arranger	
Copyright	
Source Song #	Overhead #
Bible Ref	<8>
Кеу	Tempo Beat
CCLI #	
Notes	
Usage	Last used months ago Used in last months
Themes	Assurance Call to worship Celebration Children/Family Worship Christmas Church - Nature Church - Unity
AND Search OR Search	Clear Search Cancel

This results in 35 records.

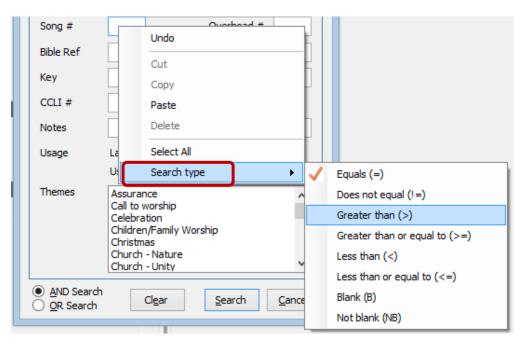
To reset the field so you can enter a Bible reference, either click on the "Clear" button, or press Ctrl+R (R for Reset) in the Bible reference field.

The advanced search dialog allows you to combine different search criteria. So, you can search for all records that have a source, but don't have a Bible reference, and have been used in the last 3 months:

A Song Search ×		
Criteria		
Word search		
Title		
Music Words Arranger		
Copyright		
Source Song #	<nb> Overhead #</nb>	
Bible Ref	< <u>8></u>	
Key	Tempo Beat	
CCLI #		
Notes		
Usage	Last used months ago Used in last 3 months	
Themes	Assurance Call to worship Celebration Children/Family Worship Christmas Church - Nature Church - Unity	
AND Search OR Search	Clear Search Cancel	

There is also the ability to change the type of search performed. For instance, you might want to search for all records where the song number is greater than 100. For this example we would need to have entered a song number into the records.

To do this type of search, right click on the "Song #" field to bring up the context menu, and select the "Search type" option.



There can be a variety of options here, depending on the type of field. The "Song #" field is numeric, so we have "Greater than" and "Less than" options. For this search we want "Greater than", so we select that item, and enter 100 into the field.

Source	
Song #	100
Bible Ref	

When the default search type has been changed for a field, the background colour of the field will change to light blue.

The ability to change the search type is available for most of the fields where a text box is used for data entry, across all the advanced search dialogs.

Resetting the list

After performing a search, to clear the results and return to the full list, click on the button, or press F2.

Sorting

You can sort lists in a number of ways. To displays the sort options, click on the button in the toolbar above the list (or press F2 on the keyboard). Regardless of which section is active, a dialog similar to the following will be displayed.

Å↓	Sort Criteria	×
Sort by	Song title	⊻ Al
then by		¥ AZ↓
then by		∨ A Z↓
	Make default	
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Here you can specify up to 3 sort criteria for the list.

For the song list, the default sort criteria is by Song title. For the contact list, the default sort criteria is by Surname. For the resource list, the default sort criteria is by Description.

You can override the default sort by selecting your preferred sort criteria from the drop downs, and then checking the "Make default" checkbox, and clicking OK. Then,

whenever the program is loaded, or the "Reset search/sort criteria" button 🀬 is pressed, your sort criteria will be used.

Bookmarking

Sometimes it's handy to mark items you want to example in more detail later. For instance, when performing searches, you might want to make a note of one or two of the search results, then perform another search, note a few more of the results, and then look at all the items you noted at the end. In CMO, this is called "bookmarking".

Adding bookmarks

To bookmark an item, select the item in the list and click on the $\overset{\text{tr}}{}$ button in the toolbar, or press Ctrl+M on the keyboard.

Song	
🎦 🖬 🕻	🗡 🚇 • 🝸 🖺 🛍 🜉 🖶 • 🌮 🖻 🏪 • 🍆 © • 🐣 🛛 • 🔣 🗷
Details	Lyrics
Title	All hail the power OHD Ordering

Once marked, the item will be highlighted in the list.

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<u>File View Overheads CCLI Admin</u>	Help		
Songs	Song	•	Meeting Items
🗚 壯 🔊 📑 - 🐁 📑 -	- 🎦 🛃 🗡 📑 v 🛛 📭 🛍 🐘 💭 💞 💷 🐘	- 🖕 ©- 🐣 🏽 - 🔣 📓	^
Abide with me	Details	Lyrics	Туре
All hail the power All that thrills my soul is Jesus	Title Amazing grace	OHD Ordering	Description
All olings bright and beautiful All to Jesus I surrender	Author/Copyright	Timing 00:00:00	
Amazing grace	Music Traditional	Lyrics Edit View	×
And can it be Angels from the realms of glory	Words John Newton (1725-1807)	Amazing grace, how sweet the sound	I ■ 1
Away in a manger	Arranger	That saved a wretch like me I once was lost, but now am found,	-
Be thou my vision Blessed assurance	Copyright Public Domain	Was blind, but now I see.	
Break Thou the bread of life	Source/Reference/Notes	Twas grace that taught	
Breathe on me, breath of God Christ the Lord is risen today	Source	My heart to fear, And grace my fears relieved.	No.
Crown Him with many crowns	Song # Overhead #	How precious did that grace appear The hour I first believed.	() ()
Father of peace God rest you merry gentlemen	Bible Ref John 9:25		
Guide me, O Thou great Jehovah	Key G Tempo Beat 3/4	Through many dangers, toils and snares I have already come.	
Hark! the herald-angels sing He leadeth me		'Tis grace that brought me safe thus far And grace will lead me home.	
Here, O my Lord Holy, Holy, Holy	URL	-	Meeting Team
Holy, Holy How good is the God we adore	Notes	When we've been there Ten thousand years	
How great thou art		Bright shining as the sun, We've no less days to sing God's praise	
I know whom I have believed		Than when we've first begun.	X
I sing the almighty power of God I stand amazed			
I'm not ashamed to own my Lord V	CCLI Vaqe/Themes		4
Songs	Dates used Themes Edit		
	God - Grace		
Meetings	God - Protection/Guidance Salvation/Redemption		Ye I
Sel Contacts	Salvation/Redemption		
Resources	· · · · · · · · · · · · · · · · · · ·		
79 records		My Church (CCLI# 999999)) c:\temp\cmo.db NIV - 30 November 2014

You can quickly display all your bookmarked items by click on the $\frac{1}{2}$ button in the section list toolbar.

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Songs	Song		Meeting Items
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All hail the power	Details	Lyrics	Туре
Breathe on me, breath of God I sing the almighty power of God	Title O Jesus, I have promised	OHD Ordering	Description
Man of sorrows O Jesus, I have promised	Author/Copyright	Timing 00:00:00	
o Jesus, i nave promiseu	Music J. W. Elliott (1833-1915)	Lyrics Edit View	X
	Words J. E. Bode (1816-74)	O Jesus, I have promised A	
	Arranger	O be forever near me, my Master and my friend.	+
	Copyright Public Domain	I shall not fear the battle	+
	Source/Reference/Notes	if you are by my side Nor wander from the pathway	Y _M
	Source	if you will be my guide.	
	Song # Overhead #	O let me feel you near me the world is ever near.	
	Bible Ref	I see the sights that dazzle	
	Key F Tempo Beat 4/4	and tempting sounds I hear. My foes are ever near me	
	URL 🛞	around me and within; O Jesus, draw me nearer	Meeting Team
	Notes	and shield my soul from sin.	
		O Jesus, you have promised, to all who follow you	
		That where you are in heaven, there shall your servant be.	×
	×	And Jesus, I have promised	
	Usage/Themes	to serve you to the end; O give me grace to follow	+
🖉 Songs	Dates used Themes Edit	my Master and my friend.	+
Meetings	Closing Commitment/Consecration	O let me see your footprints and in them plant my own.	Yes
Contacts	Desire for God	My hope to follow duly, is in your strength alone;	1973
	Faith and Hope God - Protection/Guidance	O guide me, call me, draw me,	
Resources	Perseverence V	uphold me to the end;	
5 records		My Church (CCLI# 999999) c:\temp\cmo.db NIV - 30 November 2014

Adding bookmarked items to a meeting

Once you have bookmarked items, you can quickly add them to the current meeting by clicking on the 🐚 button in the song toolbar.

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Songs	Song	\frown	Meeting Items	
船 👌 🤊 📑 🖏 📑	👌 🛃 🗡 📑 👻 📭 👘 👘 👘 👘	er 🍆 💿 - 🐣 🛛 - 🛄 🖪	07/12/2014 Sunday Morning 🔺	
All hail the power	Details	S S S S S S S S S S S S S S S S S S S	Туре 🗸	
Breathe on me, breath of God I sing the almighty power of God	Title O Jesus, I have promised	OHD Ordering	Description	
Man of sorrows O Jesus, I have promised	Author/Copyright	Timing 00:00:00	Welcome:	
O Jesus, I have promised	Music J. W. Elliott (1833-1915)	Lyrics Edit View	Reading: X	
	Words J. E. Bode (1816-74)	O Jesus, I have promised	Communion:	
	Arranger	O be forever near me,	Offering:	
	Copyright Public Domain	my Master and my friend. I shall not fear the battle	Song: All hail the power	
	Source/Reference/Notes	if you are by my side Nor wander from the pathway	Song: Breathe on me, breath of God Song: I sing the almighty power of God	
	Source	if you will be my guide.	Song: Man of sorrows Song: O Jesus, I have promised	
	Song # Overhead #	O let me feel you near me	Song. O Jesus, I have promised	
	Bible Ref	the world is ever near. I see the sights that dazzle		
	Key F Tempo Beat 4/4	and tempting sounds I hear. My foes are ever near me		
	URL 🕘	around me and within; O Jesus, draw me nearer	Meeting Team	
	Notes	and shield my soul from sin.	07/12/2014 Sunday Morning	
		O Jesus, you have promised,	Piano Collins, Adam	
		to all who follow you That where you are in heaven,	Song leader Pringle, Andrew Drums Seaforth, Brad	
	v	there shall your servant be. And Jesus, I have promised	Sound desk Greg, Scott Acoustic Guitar Jones, Cameron	
	ccīī ▲	to serve you to the end; O give me grace to follow	Bass Guitar Collins, Graeme	
5 0	JUsage/Themes A Dates used Themes Edit	my Master and my friend.	Backup vocals Thomas, Harley Backup vocals Phillips, Tom	
Songs	Closing	O let me see your footprints		
Meetings	Commitment/Consecration Desire for God	and in them plant my own. My hope to follow duly,	Ye .	
Secontacts	Faith and Hope	is in your strength alone;		
Resources	God - Protection/Guidance Perseverence	O guide me, call me, draw me, uphold me to the end;		
5 records		My Church (CCLI# 999999) c:\temp\cmo.db NIV - 30 November 2014	

Bookmarking songs or contacts from a meeting

You might want to bookmark all the songs from a previous meeting. To do this, select the meeting from the meeting list, then click on the Sutton in the meeting items toolbar.

ß	Church Music Organiser	- 🗆 🗙
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Meetings	Meeting	Meeting Items
🗚 🤊 📳 - 🖌 🚰 -	*) 🛃 🗡 📑 🖷 🖺 🖳 🖳 🖨 🎲 👘 I 🔹	30/11/2014 Sunday Morning (God 🔺
07/12/2014 Sunday Morning	Type of meeting Sunday Morning V	Туре 🗸 🗸
07/12/2014 Sunday Evening	Meeting date 30/11/2014	Description
30/11/2014 Sunday Morning (God of Wonders)	Description God of Wonders	Welcome: Song: I sing the almighty power of God
	Theme God's Holiness and Majesty	Song: To God be the glory
	Bible reference Gen 1; Ps 96	Reading: Ps 96
	General Information	Sermon: Bill Hader Song: O the deep, deep love of Jesus
	We'll be thinking about how awesome God is in who is, and what he does.	Song: When I survey
		Communion: Offering:
		Song: Guide me, O Thou great Jehovan
		Arrouncements.
		w -
		Meeting Team 30/11/2014 Sunday Morning (God
		Song leader Wilson, Peter
		Acoustic Guitar Jones, Cameron
		Sound desk Doncourt, Andrew
		Piano Carrington, Michael Arris, Robyn
Songs		· · · · · · · · · · · · · · · · · · ·
Meetings		5
Se Contacts		
🗏 Resources	v	
3 records	My Church (CCLI# 999999) c:\te	mp\cmo.db NIV - 30 November 2014 🥏 🚲

You can also bookmark all the contacts from a meeting by clicking on the button in the meeting team toolbar (see above).

Using bookmarks in the system

Bookmarked are used in a number of other places in the system. For instance, if you want to remove all the bookmarked songs from the database, you would go to the "Admin \rightarrow Maintenance functions \rightarrow Clear songs..." menu, and select "Clear bookmarked items only."

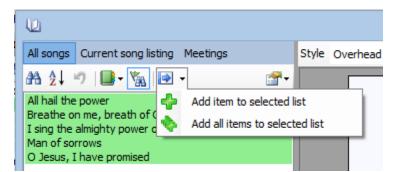
Clear songs ×
Options
 Clear all songs Clear current listing only Clear bookmarked items only Clear items in group
<u>O</u> K <u>C</u> ancel

Many parts of the system display a song list where items can be selected and added to a working list. For instance, when creating song documents (from the "File \rightarrow Create song document..." menu), the same toolbar options are available.

<u>U</u>	Create Song Document – 🗖	×
All songs Current song ting Meetings	Style Overhead document 🔹 🔚 🖶 🔯 🎞 🚽 🔍 😨 1 /1 🖛 🔿 Selected	
All hail the power		≍
Breathe on me, breath of God I sing the almighty power of God Man of sorrows O Jesus, I have promised	No songs selected	*
		21 *

Clicking on the button will show all the bookmarked items. You can then add all the

bookmarked items to the selected list by clicking on the dropdown part of the button in the toolbar and selecting "Add all items to selected list".



Grouping

Bookmarked can be useful, but they are limited. There is no distinction between bookmarked items, and no meaning given to bookmarked items. They are just marked. If two people were to use the system and one person was to book mark a few items, the second person wouldn't know why those items were bookmarked and what is important about them.

The alternative to bookmarking items is grouping. Grouping allows a description to be given to the items. We've covering grouping contacts in chapter 5, where we created different teams. We can do the same things with songs, resources and meetings.

Let's look at a specific scenario. Let say we have two lists of songs. One list is used by the youth ministry for youth events. Another list is used for a conference.

Creating groups

To create our groups, let go to the "Admin \rightarrow Song grouping titles..." menu.

🔆 S	ong Grouping Titles –	
	Title	A 🔶
▶*		×
		*
	<u>о</u> к	Cancel

Here we can add all the song groups we need. Click on the 🗗 button to create a new group.

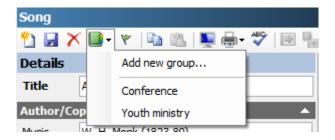
0	🕅 S	o <mark>ng</mark> G	roupin	ng Tit	les -	-		×
	./ *	Title Youth	ministry				•	₽ × ₹
					<u>о</u> к		<u>C</u> an	icel

Enter "Youth ministry" and press enter. Then click on the 🗣 button again to add the second group.

🛠 S	ong Grouping Titles –		×
./ *	Title Youth ministry Conference	<u> </u>	₽ × ₹
	<u>O</u> K	<u>C</u> ar	ncel

Enter "Conference" and press enter. Click OK to save these groups.

Now, on the song toolbar, we should have two groups available.

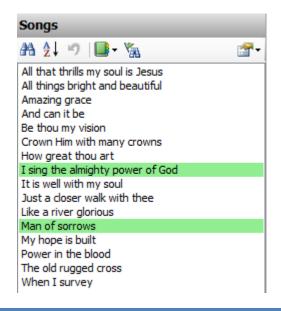


We can now add songs to these groups by clicking on the group title in the dropdown list. Some songs will be in both groups.

Here's the "Conference" list.

Songs		
#1 2↓ ∽ 📑 - 🐐 📑 -		
Abide with me		
All to Jesus I surrender		
Amazing grace		
And can it be		
Be thou my vision		
Blessed assurance		
Christ the Lord is risen today		
Guide me, O Thou great Jehovah		
Holy, Holy, Holy		
How great thou art		
Immortal, invisible		
Man of sorrows		
O the deep, deep love of Jesus		
O worship the King		
Search me, O God		
The old rugged cross		
To God be the glory		

And here's the "Youth ministry" list.

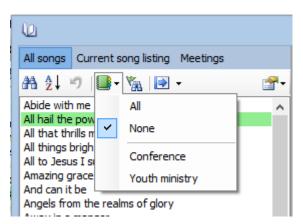


Notice that a few songs, like "Amazing grace", "Be Thou my vision" and "The old rugged cross" are in both lists. A single song can be in any or all groups. This means that you don't have to have multiple copied of songs in your database that are used for different purposes.

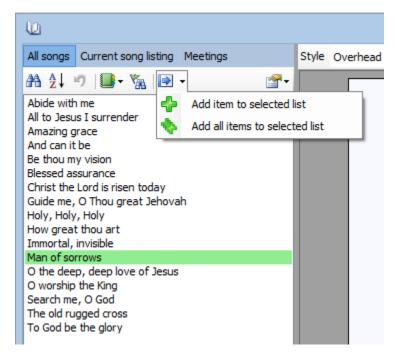
Note: There still might be reasons to have multiple copies of songs in your database. You can have several copies of "Amazing Grace" if you want to. But by using grouping, many of the normal reasons for having multiple copies are removed.

Using groups in the system

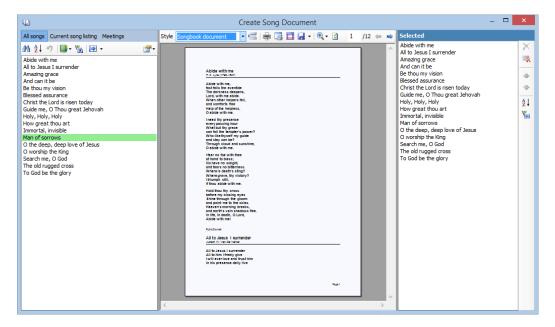
Once you have groups established, using them is similar to using bookmarks. For instance, on the "File \rightarrow Create Song Document.." dialog, we can select the Conference group, and create a song book document which will be handed out to attendees.



In the toolbar, click on the group dropdown, and select "Conference".



You can then add all the items from the group to the selected list by clicking on the dropdown part of the is button in the toolbar and selecting "Add all items to selected list".



Summary

In this chapter we've looked at basic and advanced searching, and how to sort lists. We've also looked at how to bookmark and group items, and what things can be done with these facilities.