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# Political Prisoner Database User's Manual

Congressional – Executive Commission on China  
China Political Prisoner Database



FEDSIM Project Number: 22518GAM

Version 1.0

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**RECORD OF CHANGES**  
Political Prisoner Database User's Manual

\*A = Added; M = Modified; D = Deleted

<b>Version Number</b>	<b>Date</b>	<b>Section</b>	<b>A* M D</b>	<b>Title or Brief Description</b>	<b>Change Request Number</b>
1.0	12/4/2004	All		Initial version	



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# Preface

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This resource, the *Political Prisoner Database (PPD) User's Manual*, is designed to be the user's primary source of information when using the Political Prisoner Database application software. The *Political Prisoner Database User's Manual* is a reference document, not a training document, and is designed for the user who has a basic knowledge of Windows and windows-based Web applications.

Please note that this manual reflects the Political Prisoner Database version 1.0.



# ***Chapter 1: Accessing the PPD***

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The Congressional-Executive Commission on China identified a need to develop a system for accurately monitoring the status of political and religious prisoners in China for Congressional and public research and advocacy. The Political Prisoner Database (PPD) stores information on the status of China's political and religious prisoners and makes data available to a global audience via the Internet. This chapter describes how to access the PPD and how to create a user account.

# Accessing the PPD With, or Without, an Account

The PPD can be accessed in two ways. It can be accessed without an account, which requires no ID or password. You can also establish a PPD user account, which requires you to create an ID and password and (optionally) to enter user information. A PPD account offers the advantage of letting you save your search queries within a specific session and from session to session.

Many of the windows in the PPD are the same whether you access the PPD with an account or without. However, the command bars at the top of the windows are slightly different. The two command bars are shown here, with an explanation of the commands.

When the PPD is accessed without an account, the following command bar is located at the top of most of the windows.



When the PPD is accessed via an account, the following command bar is located at the top of most of the windows.



The following table describes the commands shown on the preceding PPD command bars.

Command	Description
Create a New Query	Returns you to the Step 1 – Choose Search Type/Select Fields window. If you are in the middle of defining a query when you click Create a New Query, your definitions and selections will be lost. (Create a New Query refreshes all of the selection windows.)
View Saved Queries	Returns you to the Saved Queries window. This window lists the queries that you have defined and saved. Queries can be saved only if you have a PPD account. When you click View Saved Queries the windows refresh; therefore, if you click this command when you are part way through defining a new query, your work will be lost.
View/Edit User Profile	Returns you to your user profile information. You may view and edit this information. You will have a user profile only if you have a PPD account.
Help	Sends you to the online help system.
Sign Out	Returns you to the PPD Welcome window.

# Accessing the PPD Welcome Window

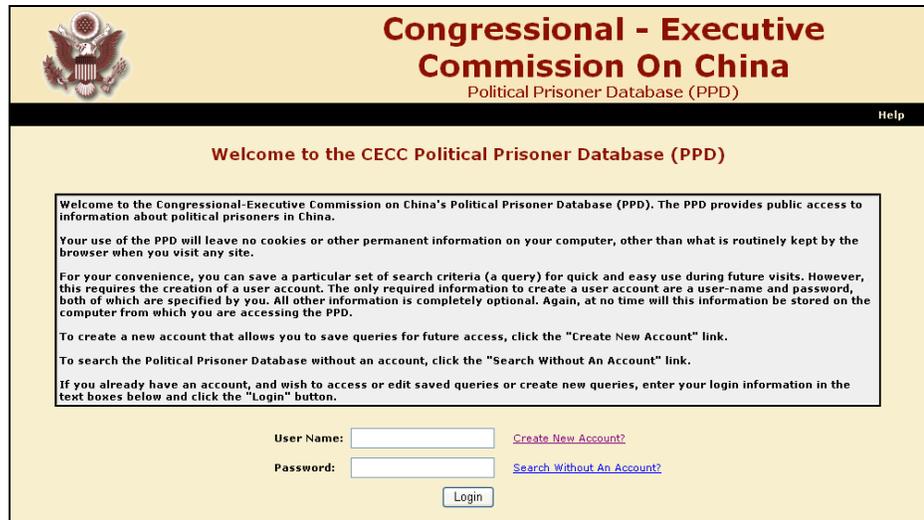
All PPD users (those with accounts and those without) must access the PPD through the Welcome (Login) window.

## To access the PPD Welcome (Login) window:

1. Do one of the following:

- If you have an icon for a PPD shortcut on your desktop, or a bookmark saved in your Web browser's favorite places, click the icon or bookmark.
- If you have not saved a PPD shortcut or bookmark, enter the PPD Internet address (<http://ppd.cecc.gov>) in your Web browser and click Go.

The PPD Welcome window displays.



The screenshot shows the PPD Welcome Window. At the top left is the seal of the Congressional-Executive Commission on China. To its right, the text reads "Congressional - Executive Commission On China" in a large, bold, dark red font, with "Political Prisoner Database (PPD)" in a smaller, dark red font below it. A "Help" link is visible in the top right corner. Below this header, the main content area has a yellow background and contains the following text:

**Welcome to the CECC Political Prisoner Database (PPD)**

Welcome to the Congressional-Executive Commission on China's Political Prisoner Database (PPD). The PPD provides public access to information about political prisoners in China.

Your use of the PPD will leave no cookies or other permanent information on your computer, other than what is routinely kept by the browser when you visit any site.

For your convenience, you can save a particular set of search criteria (a query) for quick and easy use during future visits. However, this requires the creation of a user account. The only required information to create a user account are a user-name and password, both of which are specified by you. All other information is completely optional. Again, at no time will this information be stored on the computer from which you are accessing the PPD.

To create a new account that allows you to save queries for future access, click the "Create New Account" link.

To search the Political Prisoner Database without an account, click the "Search Without An Account" link.

If you already have an account, and wish to access or edit saved queries or create new queries, enter your login information in the text boxes below and click the "Login" button.

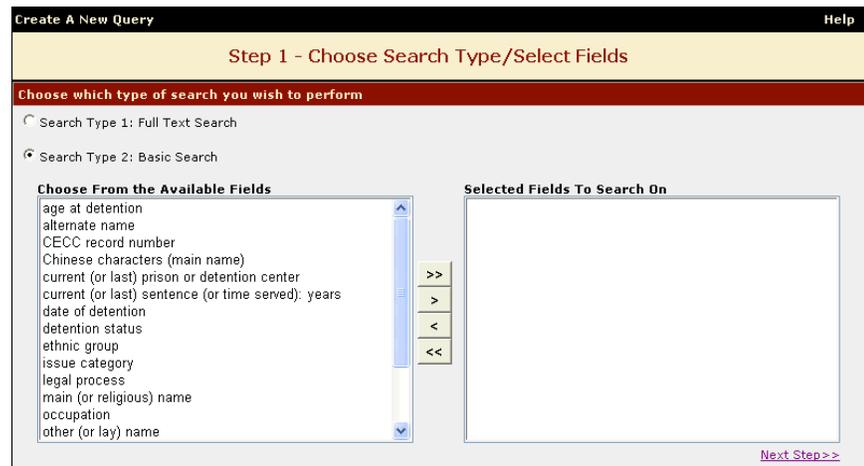
At the bottom of the window, there are two text input fields: "User Name:" and "Password:". To the right of the "User Name:" field is a link labeled "Create New Account?". To the right of the "Password:" field is a link labeled "Search Without An Account?". Below these fields is a "Login" button.

# Logging on to the PPD Without an Account

You may log on to the PPD without establishing an account. You will be able to perform the very same searches that someone with a PPD account can perform. The only difference is that your search queries will not be saved.

## To log on to the PPD without an account:

1. Access the PPD Welcome window.
2. Click Search Without an Account.  
The Step 1 – Choose Search Type/Select Fields window displays.



Chapter 2 describes how to use this window.

# Logging on to the PPD With an Account

You may log on to the PPD with a User Name and Password if you have established an account with the PPD. You will be able to perform the same types of searches that a user without an account can perform, and you will be able to save your search queries.

- The PPD does not store a resident Internet cookie on your computer, and it does not store saved queries on your computer. However, users should be aware that computer operating systems and Internet browsers store information about user activity.

## To log on to the PPD using an account:

1. Access the PPD Welcome window.
2. Enter your User Name and Password.
3. Click Login.  
The Saved Queries window displays.
  - If you have not previously saved any queries, a message displays to that affect.



- If you have previously saved queries, the saved queries are listed on the window.

Actions	Query Name	Query Description	Date Created	Date Last Updated
[Run] [Edit] [Delete]	Query 1	Female Only, <41	10/12/2004 5:26:52 AM	10/12/2004 5:26:52 AM
[Run] [Edit] [Delete]	Query 2	<51 and DET STATUS = REL/dec	10/12/2004 5:38:54 AM	10/12/2004 5:38:54 AM
[Run] [Edit] [Delete]	Query 3	<51 and DET in 2003 or 2004	10/12/2004 5:45:28 AM	10/12/2004 5:45:28 AM

The Actions column on the Saved Queries window lets you Run, Edit, or Delete the selected query. The following table describes the commands found in the Actions column.

Command	Description
Run	Runs the query and displays the results. See Chapter 3.
Edit	Displays the Query Summary window for the query. See Chapter 3.
Delete	Deletes the query. You are asked to confirm the deletion.



Command	Description
	Click OK to delete the query. The query is removed from the Saved Queries list.

# Creating a PPD Account

You can establish a PPD account by creating a user name and password.

## To create a PPD account:

1. Access the PPD Welcome window.
2. Click Create New Account.  
The Create User Profile window displays.

**Create A New Query** Help

**Create User Profile**

\* - Indicates the fields that are required to create a user account.

**User Account Information**

\* User Name:

\* Password:   
(minimum of 8 characters)

\* Re-Type Password:

Password Hint Question:

Password Hint Answer:

**Personal Details**

First Name:  Middle Name:  Last Name:

Initials:

Title:  Organization:

**Email Address**

Email Address:

**Contact Information**

Address 1:

Address 2:

City:  State/Province:  Postal Code:

Country:

3. Complete, at a minimum, the required fields:
  - User Name
  - Password (minimum of 8 characters – no rules regarding construction of password).
  - Re-Type Password
4. (Optional Step) Enter any other (non-required) information of your choosing.
5. Click one of the following:
  - Cancel – to return to the PPD Welcome window.
  - Create – to continue the process of creating an account.
    - A message displays if a required field was not completed or if the two passwords do not match. Correct your information and click Create.
    - The Confirm New Account Information window displays if you correctly entered your information.

Create A New Query View Saved Queries View/Edit User Profile Help Sign Out		
<b>Confirm Update for 'John Doe'</b>		
<b>User Account Information</b>		
User Name:	John Doe	
Password Hint Question:	What is your pet's name?	
Password Hint Answer:	Misty	
<b>Personal Details</b>		
First Name:	Middle Name:	Last Name:
Initials:		
Title:	Organization:	
<b>Email Address</b>		
Email Address:		
<b>Contact Information</b>		
Address 1:		
Address 2:		
City:	State/Province:	Postal Code:
Country:		
<input type="button" value="Confirm"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>		

6. Click one of the following to continue:

- Edit – to return to the Create New Account window where you can edit your information.
- Cancel – to return to the PPD Welcome window.
- Confirm – to accept the information. If you click Confirm, the Saved Queries window displays. Since this is a new account, you will not have any saved queries.

Create A New Query View Saved Queries View/Edit User Profile Help Sign Out		
<b>Saved Queries</b>		
<b>You do not have any saved queries. Click on the "Create New Query" link to create a new query.</b>		

7. Click Create a New Query.

The Step 1 – Choose Search Type/Select Fields window displays.

Step 1 – Choose Search Type/Select Fields	
<b>Choose which type of search you wish to perform</b>	
<input type="radio"/> Search Type 1: Full Text Search <input checked="" type="radio"/> Search Type 2: Basic Search	
<b>Choose From the Available Fields</b>	<b>Selected Fields To Search On</b>
age at detention alternate name CECC record number Chinese characters (main name) current (or last) prison or detention center current (or last) sentence (or time served): years date of detention detention status ethnic group issue category legal process main (or religious) name occupation other (or lay) name	<div style="text-align: center;"> <input type="button" value=""/>&gt;&gt;  <input 2"="" button"="" style="text-align: right;" type="button" value="&lt;&lt;           &lt;/div&gt; &lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="/><a href="#">Next Step &gt;&gt;</a></div>

Chapter 2 describes how to use this window.

# Updating a PPD Account

You may view or update your account information. You can access the update window from the command bar located on various windows in the PPD application.



To view or update account information:

1. From the command bar, click View/Edit User Profile.  
The Manager User Profile window displays.

Create A New Query View Saved Queries View/Edit User Profile Help Sign Out

**Manage User Profile**

\* - Indicates the fields that are required to create a user account.

**User Account Information**

\* User Name: John Doe

\* Password: (minimum of 8 characters) ●●●●●●●●

\* Re-Type Password: ●●●●●●●●

Password Hint Question: What is your pet's name?

Password Hint Answer: Misty

**Personal Details**

First Name: Middle Name: Last Name:

Initials:

Title: Organization:

**Email Address**

Email Address:

**Contact Information**

Address 1:

Address 2:

City: State/Province: Postal Code:

Country:

Update Cancel

2. Add or edit profile information as needed.
3. Click one of the following:
  - Cancel – to return to the Saved Queries window without saving changes.
  - Update – to display the Confirm Update window and continue with the update process.

Create A New Query   View Saved Queries   View/Edit User Profile			Help	Sign Out
<b>Confirm Update for 'John Doe'</b>				
<b>User Account Information</b>				
User Name:	John Doe			
Password Hint Question:	What is your pet's name?			
Password Hint Answer:	Misty			
<b>Personal Details</b>				
First Name:	Middle Name:	Last Name:		
Initials:				
Title:	Organization:			
<b>Email Address</b>				
Email Address:				
<b>Contact Information</b>				
Address 1:				
Address 2:				
City:	State/Province:	Postal Code:		
Country:				
<input type="button" value="Confirm"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>				

4. Click one of the following:

- Confirm – to save any changes and return to the Saved Queries window.
- Edit – to return to the Manage User Profile window and make additional changes.
- Cancel – to return to the Saved Queries window without saving changes.

# Chapter 2: Choosing a Search Type and Defining Search Criteria

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The PPD offers two ways to define search criteria. A full text search lets you search for records based on words or phrases. For example, you may perform a search for any record that includes “John Doe.”

A basic search lets you search for records based on values (a “value” is a specific word, phrase, number, date, etc.) that you assign to specific fields (a “field” in a database stores a specific type of information). For example, you may perform a search for records that show an Age at Detention between 25 years and 40 years. In this example, “Age of Detention” is the field, and “between 25 and 40” is the value.

This chapter describes how to define search criteria for a basic search and a full text search.

## Performing a Basic Search and Defining Search Criteria

A basic search begins with two distinct tasks:

- Selecting the field(s) that you want to search; and
- Assigning search values for the field(s) you select.

### Fields Available for Selection

You will select fields to search from a pre-defined list of 19 fields.

- Twelve of the 19 searchable fields are displayed in a fixed-format query results table.
- All 19 of the searchable fields are displayed on an individual prisoner’s summary page.

The 19 fields and their definitions are listed below. **The 12 fields that are displayed on the query results table are underlined.**

Field	Definition
<u>age at detention</u>	The age of the political prisoner at the time of detention.
alternate name(s)	Alternate names under which information about a prisoner has been reported. This includes nicknames and aliases.
<u>CECC record number</u>	A unique identifier for the political prisoner. Consists of the four-digit year and a unique system-generated five-digit number.
<u>Chinese characters (main name)</u>	The prisoner’s name romanized in the pinyin phonetic system, if different than the main name.

<b>Field</b>	<b>Definition</b>
<u>current (or last) prison or detention center</u>	The name of the prison, reeducation-through-labor center, police (PSB) detention center, or other site, where a prisoner is currently imprisoned, or was most recently imprisoned before release.
<u>current (or last) sentence (or time served) years</u>	The length of a prisoner's sentence, or the length of time a prisoner was imprisoned before release. A whole number of years is provided. If a prisoner is sentenced to life imprisonment, or to death with a two-year reprieve, the sentence is represented as "20."
<u>date of detention</u>	The date a person was taken into police (PSB) custody.
<u>detention status</u>	Whether a prisoner is known to be, or is believed to be, currently detained, released, etc.
ethnic group	China's government officially recognizes 56 ethnic groups in China (e.g. Han, Tibetan, Uighur, Mongol).
<u>issue category</u>	A broad, subjective assessment of the type of human rights infringement a prisoner's detention may represent.
legal process	An indication of the type of legal process a prisoner faced. The three broad categories are: police (PSB) detention; criminal charge and prosecution in a court (judicial process); and an administrative order to serve imprisonment in a reeducation-through-labor center (administrative process).
<u>main (or religious) name</u>	The primary romanized name of the political prisoner. For monks and nuns, the main name may be a religious (ordained) name.
<u>occupation</u>	A prisoner's occupation. The user will query on broad occupation categories, but the query summary table and individual summary page will show the occupation detail within the category.
other (or lay) name	Another name used by a prisoner, or the "lay" (secular) name of a cleric.
pinyin name	The prisoner's name romanized in the pinyin phonetic system, if different than the main name.
<u>province where imprisoned (or detained)</u>	The province where a prisoner is currently imprisoned, or was imprisoned until release.
religion	A prisoner's religion or organized belief. The user will query on a broad category, but the query summary table and the individual summary sheet will show a specific detail within the broad category.
<u>sex</u>	The prisoner's sex.
short summary	A short summary of important details about a prisoner's case, and an indication of the principle source of the information. CECC short summaries are a maximum of 1,000 characters in length.

## Operators Available for Fields

The operators that are available depend on the field being searched. The following table lists the operators that are available for each field.

Operators	Fields
Is One of These	<ul style="list-style-type: none"> <li>• alternate name</li> <li>• CECC record number</li> <li>• Chinese characters (main name)</li> <li>• main (or religious) name</li> <li>• other (or lay) name</li> <li>• pinyin</li> <li>• short summary</li> </ul>
Is None of These	
Contains This	
Does Not Contain This	
Contains Any of These	
Contains All of These	
Contains None of These	
Begins With This	
Does Not Begin With This	
Begins With Any of These	
Begins With All of These	
Begins With None of These	
Ends With This	
Does Not End With This	
Ends With Any of These	
Ends With All of These	
Ends With None of These	
Is Not Equal To This	
Is Equal To This	
<hr/>	
Is One of These	<ul style="list-style-type: none"> <li>• current (or last) prison or detention center</li> <li>• detention status</li> <li>• ethnic group</li> <li>• issue category</li> <li>• legal process</li> <li>• occupation</li> <li>• province where imprisoned (or detained)</li> <li>• religion</li> <li>• sex</li> </ul>
Is None of These	
<hr/>	
Is Less Than	<ul style="list-style-type: none"> <li>• age at detention</li> <li>• current (or last) sentence (or time served) years</li> <li>• date of detention</li> </ul>
Is Less Than or Equal To	
Is Between or Includes These Values <sup>1</sup>	
Is Not Equal To This	
Is Equal To This	
Is Greater Than	
Is Greater Than or Equal To	

<sup>1</sup>This operator is available only for the Date of Detention field.

## Selecting Search Fields and Assigning Values

A basic search requires you to select specific fields to search. After selecting the fields, you will assign operators and values to each of them.

### To select search fields and assign values:

1. Access the Step 1 – Choose Search Type/Select Fields window. The default status of the window is Search Type 2: Basic Search.

Step 1 - Choose Search Type/Select Fields

Choose which type of search you wish to perform

Search Type 1: Full Text Search

Search Type 2: Basic Search

**Choose From the Available Fields**

- age at detention
- alternate name
- CECC record number
- Chinese characters (main name)
- current (or last) prison or detention center
- current (or last) sentence (or time served): years
- date of detention
- detention status
- ethnic group
- issue category
- legal process
- main (or religious) name
- occupation
- other (or lay) name

**Selected Fields To Search On**

[Next Step >>](#)

2. Highlight the field(s) that you want to include in your search. The [Shift] and [Ctrl] keys provide shortcuts for selecting multiple fields.

You can select contiguous fields by highlighting the first field of choice, holding down the [Shift] key, and highlighting the last field of choice.

**Choose From the Available Fields**

- CECC record number
- age at detention
- alternate name
- legal process
- date of detention
- detention status
- ethnic group
- issue category
- occupation
- religion

You can select non-contiguous fields by highlighting one field, holding down the [Ctrl] key, and randomly highlighting subsequent fields.

**Choose From the Available Fields**

- CECC record number
- age at detention
- alternate name
- legal process
- date of detention
- detention status
- ethnic group
- issue category
- occupation
- religion

- Use the arrow commands to add your highlighted field(s) to the column on the right. You may also remove fields that you have chosen by using the arrow commands to move highlighted fields back to the column on the left.

Command	Description
	Moves all fields listed in the Choose From list to the Selected Fields list.
	Moves only the selected field(s) in the Choose From list to the Selected Fields list.
	Moves only the selected field(s) in the Selected Fields list back to the Choose From list.
	Moves all fields listed in the Selected From list back to the Choose From list.

<p><b>Choose From the Available Fields</b></p> <ul style="list-style-type: none"> <li>age at detention</li> <li>alternate name(s)</li> <li>CECC record number</li> <li>chinese characters (main name)</li> <li>current (or last) prison or detention center</li> <li>current (or last) sentence (or time served): years</li> <li>issue category</li> <li>legal process</li> <li>main (or religious) name</li> <li>occupation</li> <li>other (or lay) name</li> <li>pinyin name</li> <li>province where imprisoned (or detained)</li> <li>religion</li> </ul>	   	<p><b>Selected Fields To Search On</b></p> <ul style="list-style-type: none"> <li>date of detention</li> <li>detention status</li> <li>ethnic group</li> </ul>
--	--	--

- When you have finished selecting your search fields, click Next Step. The Basic Search Step 2 – Define Search Criteria window displays. The field(s) that you selected for the search are listed at the bottom of the window.

**Basic Search Step 2 - Define Search Criteria**

**Enter the Value(s) For:**

**date of detention**  
 Choose an Operator\*  
 Is Less Than

Value(s)\* (Dates must be formatted 'yyyy/mm/dd')

Choose Relationship: and

< Previous Undefined Column || [Next Undefined Column >](#)  
 < Previous Column || [Next Column >](#)

---

**Currently Defined Criteria**

▶ **date of detention** < Undefined >  
 and  
**detention status** < Undefined >  
 and  
**ethnic group** < Undefined >

[< Previous Step](#) [Next Step >](#)

The field being defined is identified here.

The field being defined is also identified here with an arrow.

5. Choose an operator for the first field to be defined. Do this by selecting an operator from the drop-down list.  
The available operators depend on the specific field that is being defined. Different operators are available for different fields.

- Two value fields display for the Date of Detention field when “Is Between or Includes These Values” is selected as the operator. The other operators for Date of Detention will let you enter data in only one field.

---

**date of detention**

Choose an Operator\*

Is Between These Values ▼

Value(s)\* (Dates must be formatted 'yyyy/mm/dd')

1995/01/01      And      2004/01/01

---

6. Enter a Value for the field in Value(s).  
The value that you enter displays beside its respective field name at the bottom of the window.
7. Enter either and or or from the drop-down list. This indicates whether the current operator/value and the following operator/value must both be true (**and**) or if either of them may be true (or) for a prisoner record to be selected.
8. Click one of the following commands to continue defining (or editing) search criteria. Commands may or may not be available depending on your position in the search definition process.

Command	Description
Next Undefined Column >	Moves to the next field in the list that has not yet been defined.
Next Column >	Moves to the next field in the list whether it has been defined or not.
< Previous Undefined Column	Moves to the previous field in the list that has not yet been defined.
< Previous Column	Moves to the previous field in the list whether it has been defined or not.

---

➤ You may display the values for a field that you have already defined and change the field's operators and/or values.

---

➤ You may click Previous Step to return to the previous window where you can add fields to, or delete fields from, the Selected Fields column. When you display the Basic Search Step 2 – Define Search criteria window again, any operators and values that you previously defined will remain.

---

9. Finish defining the search criteria in the Step 2 window, then click Next Step. The Step 3 – Sort By window displays.

Chapter 3 describes how to use the Step 3 – Sort By window.

# Performing a Full Text Search and Defining Search Criteria

A full text search lets you define the actual text (words or phrases) that you want to search for. The text search is not limited to specific fields; when you specify text criteria, every field in a record will be analyzed for a match.

## To define search criteria for a full text search:

1. Access the Step 1 – Choose Search Type/Select Fields window. The default status of the window is Search Type 2: Basic Search.

Step 1 - Choose Search Type/Select Fields

Choose which type of search you wish to perform

Search Type 1: Full Text Search

Search Type 2: Basic Search

**Choose From the Available Fields**

- age at detention
- alternate name
- CECC record number
- Chinese characters (main name)
- current (or last) prison or detention center
- current (or last) sentence (or time served): years
- date of detention
- detention status
- ethnic group
- issue category
- legal process
- main (or religious) name
- occupation
- other (or lay) name

**Selected Fields To Search On**

Next Step >>

2. Click Search Type 1 – Full Text Search. All items on window become unavailable.

Step 1 - Choose Search Type/Select Fields

Choose which type of search you wish to perform

Search Type 1: Full Text Search

Search Type 2: Basic Search

**Choose From the Available Fields**

- age at detention
- alternate name
- CECC record number
- Chinese characters (main name)
- current (or last) prison or detention center
- current (or last) sentence (or time served): years
- date of detention
- detention status
- ethnic group
- issue category
- legal process
- main (or religious) name
- occupation
- other (or lay) name

**Selected Fields To Search On**

Next Step >>

3. Click Next Step. The Full Text Search – Step 2 – Define Search Criteria window displays.

**Full Text Search Step 2 - Define Search Criteria**

Enter the values that you are searching for in the textboxes below (Use Commas to Separate Values)

<b>Contains All of These</b>	<input style="width: 95%; height: 20px;" type="text"/>	<b>Example</b> Contains All of These: John Doe, Doe. - This query would return all records where the complete phrase John Doe AND the word Doe are in one or more fields
<b>Contains Any of These</b>	<input style="width: 95%; height: 20px;" type="text" value="Christian, Buddhist, Muslim, church, temple, mosque"/>	<b>Example</b> Contains Any of These: John Doe, Doe. - This query would return all records where the complete phrase John Doe OR the word Doe are in one or more fields
<b>Contains None of These</b>	<input style="width: 95%; height: 20px;" type="text"/>	<b>Example</b> Contains None of These: John Doe, Doe. - This query would return all records where the complete phrase John Doe AND the word Doe are NOT in any fields

[< Previous Step](#) [Next Step >](#)

4. Enter text in the appropriate boxes. Separate multiple items with commas. Each text item can be one word or multiple words.

Box	Description
Contains All of These	Records must contain all of the items listed in this box to be selected.
Contains Any of These	Records that contain at least one, or any other combination, of the items listed in this box will be selected.
Contains None of These	Records that contain any of the items listed in this box will not be selected.

---

➤ You may click Previous Step to return to the prior window where you can edit the full text search criteria.

---

5. When you have finished defining the search criteria, click Next Step. The Step 3 – Sort By window displays.

Chapter 3 describes how to use the Step 3 – Sort By window.



# Chapter 3: Sorts, Query Summaries, and Query Results

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After you have defined your search criteria, you have the option to specify up to three sort fields. Depending on what type of field(s) you use to sort, the list of results will be presented in alphabetical, numerical, or chronological order. This chapter explains how to perform a sort, describes the query summary, and shows the search results.

## Sorting the Query

You can specify a primary, second, and third sort, and indicate whether you would like the fields to sort in ascending or descending order. By default, fields are sorted in ascending order.

### To sort a query:

1. Click Next Step from either of the following windows:
  - Basic Search Step 2 – Define Search Criteria
  - Full Text Search Step 2 – Define Search Criteria

The Step 3 – Sort By window displays.

Step 3 - Sort By

Choose the Field(s) to Sort the Query

Sort By   Ascending  Descending

Then By   Ascending  Descending

Then By   Ascending  Descending

[< Previous Step](#) [Next Step >](#)

- 
- Fields that you select for sorting do not have to be (although they can be) the same fields you selected for a basic search.
-

---

➤ Keep in mind that not all 19 fields are available in the drop-down lists for sorting. The 12 fields that display in the fixed-format query results table are available for sorting. The additional seven fields that display only on an individual prisoner's summary page are not available in the drop-down lists.

---

2. Select a primary sort field from the first drop-down list.
3. Click Descending if you want to change the sort order from Ascending (default) to Descending.
4. (Optional Step). Repeat Steps 2 and 3 for the second-level sort.
5. (Optional Step). Repeat Steps 2 and 3 for the third-level sort.

---

➤ You may click Previous Step if you would like to return to the prior window to make changes to the search criteria.

---

6. After you have designated sort criteria (or elected not to designate sort criteria), click Next Step.  
The Query Summary window displays.

# Understanding the Query Summary Window

The Query Summary window is different for basic searches and full text searches, and for users without an account and those with an account. This section describes all four circumstances. You may click Edit at any step shown in the Query Summary window to return to the step and revise your selections.

## Query Summary Window: User Without an Account

The Query Summary window for a Basic Search (user without an account) displays your selected fields, the values defined for the fields, and the sort order (if specified).

The screenshot shows a window titled "Create A New Query" with a "Help" button in the top right. Below the title bar is a yellow header with "Query Summary" in red. Underneath are "Run" and "Cancel" buttons. The main content area is divided into three steps:

- Step 1: Choose Search Type/Select Fields [EDIT]**  
Search Type: Basic
- Step 2: Define Filters [EDIT]**  
age at detention *Is Less Than Or Equal To* 50  
**and**  
date of detention *Is Between These Values*  
1995/01/01 And 2004/01/01  
**or**  
sex *Is One of These* F
- Step 3: Sort By [EDIT]**  
Sort By: age at detention (Ascending)  
Then By: date of detention (Descending)

At the bottom are "Run" and "Cancel" buttons.

The Query Summary window for a Full Text Search (user without an account) displays your words and phrases and the sort order (if specified).

The screenshot shows a window titled "Create A New Query" with a "Help" button in the top right. Below the title bar is a yellow header with "Query Summary" in red. Underneath are "Run" and "Cancel" buttons. The main content area is divided into three steps:

- Step 1: Choose Search Type/Select Fields [EDIT]**  
Search Type: Full Text
- Step 2: Define Filters [EDIT]**  
Contains Any of These: Christian,Buddhist,Muslim,  
church, temple,mosque
- Step 3: Sort By [EDIT]**  
Sort By: detention status (Descending)  
Then By: date of detention (Ascending)

At the bottom are "Run" and "Cancel" buttons.

To use the Query Summary windows as a user without an account:

1. Click one of the following:
  - Create a New Query – to return to the Step 1 – Choose Search Type/Select Fields window. All of your prior selections and definitions are cleared.
  - Edit – to return to that specific step and edit your selections before running the query.
  - Run – to run the query as defined by the window, and display the query results.
  - Cancel – to return to the Step 1 – Choose Search Type/Select Fields window. All of your prior selections are still active; therefore you may edit your field selections, search criteria, and sort selections.

## Query Summary Window: User With an Account

The Query Summary window for a Basic Search (account user) displays your selected fields, the values defined for the fields, and the sort order (if specified).

Basic Search

The Query Summary window for a Full Text Search (account user) displays your words and phrases and the sort order (if specified).

Full Text Search

## To use the Query Summary windows as an account user:

1. If you want to save the query, provide a name for the query in the Save As field.

➤ Using Save As to modify and save an existing query provides a convenient way to build a flexible library of search tools.

2. (Optional Step). If you are saving the query, you can provide a description of the query in the Description field.



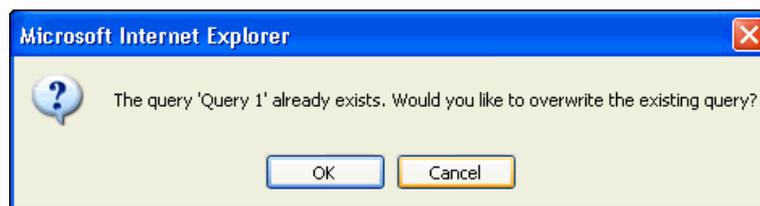
The screenshot shows a web browser window titled "Query Summary". The window has a menu bar with "Create A New Query", "View Saved Queries", "View/Edit User Profile", "Help", and "Sign Out". The main content area is divided into several sections:

- Save As...**: A text input field containing "Query rel-1" and buttons for "Save", "Save & Run", "Run", and "Cancel".
- Description:**: A text input field containing "religious terms" and a scroll arrow on the right.
- Step 1: Choose Search Type/Select Fields [EDIT]**: A section with a red header and a white background, containing "Search Type: Full Text".
- Step 2: Define Filters [EDIT]**: A section with a red header and a white background, containing "Contains Any of These: Christian,Buddhist,Muslim, church, temple,mosque".
- Step 3: Sort By [EDIT]**: A section with a red header and a white background, containing "Sort By: detention status (Descending)" and "Then By: date of detention (Ascending)".
- Bottom Section:** A duplicate of the "Save As..." and "Description:" fields.

3. Click one of the following to continue:

- Cancel – To return to the Step 1 – Choose Search Type/Select Fields window. All of your prior selections are still active; therefore you may edit your field selections, search criteria, and sort selections.
- Run – to run the query as defined by the window, and display the query results.
- Save – to save the query and return to the Saved Queries window. The query will appear on the list of Saved Queries.
- Save and Run – to save the query (add it to the Saved Query window), run the query, and display the query results.

4. If you click Save or Save and Run without providing a user-supplied query name, a message displays. Click OK to overwrite the existing query or click Cancel to provide a new query name in the Save As field.



If you click OK, the query results display.

# Displaying the Query Results

The query results window displays the same columns of information for users with or without an account. Both types of users can display details for any of the political prisoner records that are listed in the query results. The only difference in the display of query or results pages for users with or without an account is the command bar.

When the PPD is accessed without an account, the following command bar is located at the top of the query results and summary page windows.



When the PPD is accessed via an account, the following command bar is located at the top of the query results and summary page windows.



This command bar lets you save the query results table or an individual summary page as an Adobe PDF file, an Excel 2000 file, or an Excel XP file.

- 
- If you attempt to save a query results table or an individual summary page as an Excel file but your system's viewer displays it as unrecognizable characters, try saving it with an .xls extension anyway. It should open and display properly in applications that can open an Excel spreadsheet.
- 

## To display the query results:

1. Click Run (or Save and Run) from the Query Results window. You will see one of two possible results.

- A message displays if no records matched your criteria.

There were no prisoner records that matched the specified criteria.  
[Return to Query Summary](#)

- 
- If you expected results but none were found, check your query construction, especially the operators.
- 

- The query results display if records are found that match your criteria.

Create A New Query View Saved Queries View/Edit User Profile export to: Adobe PDF | Excel 2000 | Excel XP Help Sign Out

182 Matching Records  
Page 13 of 19 Results Per Page: 10 Go

[Return to Query Summary](#) [Return to Saved Queries](#)

	CECC record number	main (or religious) name	chinese characters (main name)	issue category	detention status	sex	age at detention	occupation	date of detention	province where imprisoned (or detained)	current (or last) prison or detention center	current (or last) sentence (or time served): years
<a href="#">View</a>	2004-05131	Qi Yanchen	蔡彦臣	spch/info	REL	M		bank, staff	1999/09/02	Hebei Province	Beijiao Prison (Shijiazhuang)	4
<a href="#">View</a>	2004-02415	Quan Huicheng	全会程	FG	REL				2000/10/08	Hainan Province	Hainan (general location)	3
<a href="#">View</a>	2004-02142	Rebiya Kadeer	热比亚·卡德尔	eth/spch	DET	F		CCP, cadre (gov't member)	1999/08/13	Xinjiang Uighur Auto. Region	Xinjiang Women's Prison	7
<a href="#">View</a>	2004-01432	Rizgin Wanggyal	仁增王杰 (晋), 仁增昂杰, 仁增昂杰	eth/spch/assoc	DET	M	48	trade, laborer	1995/08/dd	Tibet [Xizang] Auto. Region	Pome Prison, Damchu	20
<a href="#">View</a>	2004-01154	Samdrub		eth/info	REL	M	40	self-empl. business	1995/05/30	Tibet [Xizang] Auto. Region	Nyari PSB Det. Ctr.	2
<a href="#">View</a>	2004-05135	Sang Jiancheng	桑坚城	spch	DET	M		retired (unspec.)	2002/11/10	Shanghai Shi (prov.)	Shanghai (general location)	3
<a href="#">View</a>	2004-05376	Shao Qude	邵庆德	com	DET	M	35	business own., trading	1998/06/04	Shanghai Shi (prov.)	Shanghai Qingpu Prison	16
<a href="#">View</a>	2004-05378	Shi Enxiang		rel	DET	M	80	bishop				
<a href="#">View</a>	2004-05482	Shi Tao	师涛	spch	DET	M	36	journalism, newspaper	2004/11/24	Hunan Province	Hunan (general location)	
<a href="#">View</a>	2004-00504	Sonam Dorje	索南多杰 (晋), 索朗多杰, 四郎多杰	eth/spch/assoc	DET	M	23	lay person	1992/06/30	Tibet [Xizang] Auto. Region	TAR Prison (Drapchi)	13

[Return to Query Summary](#) [Return to Saved Queries](#)

- (Optional Step). You can specify the number of records you want to display per page. Do this by entering a number in the Results Per Page field and clicking Go.
- Click one of the following to continue:
  - Previous and/or Next – to navigate through the pages of a report that has multiple pages.
  - Return to Query Summary – to return to the Query Summary window. From there, you can click Cancel if you would like to edit your search selections.
  - Any of the commands on the command bar at the top of the report.
  - View – to view the summary page of the selected political prisoner record.

Create A New Query View Saved Queries View/Edit User Profile export to: Adobe PDF | Excel 2000 | Excel XP Help Sign Out

### Search Results Detail for 'Rebiya Kadeer'

[Back to Results Summary](#)

Personal Details				Detention Details			
No Image Available	CECC Record Number:	2004-02142	Ethnic Group:	Uighur	Issue Category:	eth/spch	
	Detention Status:	DET	Sex:	F	Province Where Imprisoned (or detained):	Xinjiang Uighur Auto. Region	
	Main Name:	Rebiya Kadeer	Age at Detention:		Date of Detention:	1999/08/13	
	Chinese Characters (Main Name):	热比亚·卡德尔	Religion:	Muslim	Current Prison:	Xinjiang Women's Prison	
	Other (or Lay) Name:		Occupation:	CCP, cadre (gov't member)	Legal Process:	chg/tri/sent	
	Alternate Name(s):				Sentence Length (Years):	7	
Pinyin Name:							

**Short Summary**

Chinese authorities detained Rebiya Kadeer, her secretary, and her son Ablikim Abdyrim on August 11, 1999, in Urumqi outside the Yindu Hotel. Ms. Kadeer was en route to meet an official US congressional staff delegation staying at the hotel. Ms. Kadeer was convicted at a secret trial and sentenced on March 10, 2000, to 8 years in prison for "illegally giving state information across the border." Ms. Kadeer was carrying newspapers with her at the time of her arrest, but these newspapers were all available to the public. Reports indicate Ms. Kadeer's health is deteriorating in prison and she is finding it difficult to perform her prison labor due to sickness. From 1993 to 1998, Ms. Kadeer, mother of ten, was elected as a member of the Provincial People's Political Consultative Conference in Xinjiang. In 1995, Ms. Kadeer was a delegate to the United Nations Fourth World Conference on Women in Beijing.

[Back to Results Summary](#)

4. Click Back to Results Summary to exit the Search Results Detail window.

## Displaying Query Results From the Saved Queries Window

You can display the results of saved queries from the Saved Queries window.

Create A New Query View Saved Queries View/Edit User Profile Help Sign Out				
Saved Queries				
Actions	Query Name	Query Description	Date Created	Date Last Updated
<a href="#">[Run]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>	Query 1	Female Only, <41	10/12/2004 5:26:52 AM	10/12/2004 5:26:52 AM
<a href="#">[Run]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>	Query 2	<51 and DET STATUS = REL/dec	10/12/2004 5:38:54 AM	10/12/2004 5:38:54 AM
<a href="#">[Run]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>	Query 3	<51 and DET in 2003 or 2004	10/12/2004 5:45:28 AM	10/12/2004 5:45:28 AM

If you click Run, the query will be run against current data in the records and the results will display. At both the top and bottom of the query results window are Return to Saved Queries and Return to Query Summary.