

# Questions database — new webpage

The questions database has a new webpage: [new.parliament.vic.gov.au/questions-database](https://new.parliament.vic.gov.au/questions-database)

Use this guide to help you get the most from the new page.

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## Search by number

You can search by question number.

Type the number into the search bar and click 'Number Search'



## Search for a word or phrase

You can search by a word or phrase.

Type the word or phrase into the search bar and click 'Text Search'



Note: Currently, this does not search the answer or footnote text.

## Filters

Click 'Filters' to see and use the available filters



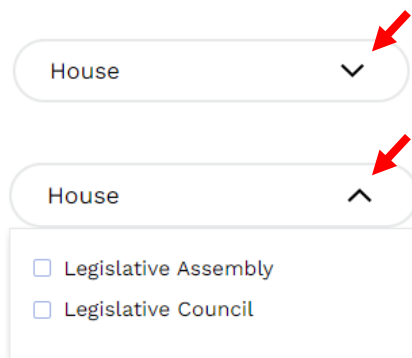
## Filters (cont)

You can filter by:

- Parliament
- House
- Question type
- Status — answered/unanswered
- Asked by — who asked the question
- Portfolio — which question (or member) the question is addressed to
- Date asked
- Date answered

### Showing options (and minimising)

Use the arrows to see the options for each filter and then minimise the filter so you can see the other filters/the results.

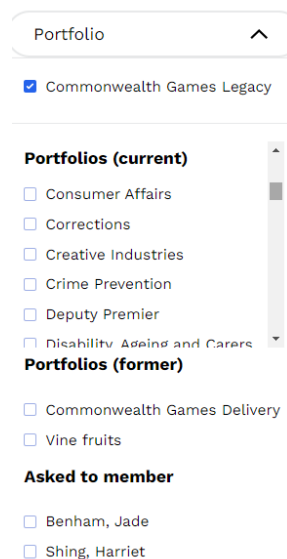


### Current and former portfolios

In the portfolios filter, current portfolios are listed at the top and former portfolios are listed underneath.

There is a scroll bar at the side of the list so you can scroll through to find the portfolio you need.

Members who have been asked questions are listed at the very bottom.



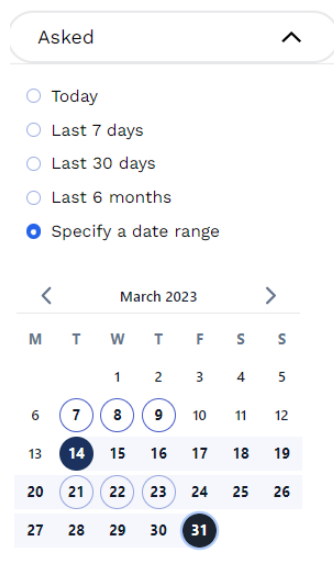
## Filters (cont)

### Asked and Answered filters

When you select the 'Specify a date range' option, you need to click the first date of the range and then the last date.

If you want to search just one day, click that date twice.

In this example, the date range 14 to 31 March has been selected. Other days (7, 8, 9, 21, 22, 23 March) are circled to show you there are questions for those dates.



### Parliament (Session) filter

The database filters by the current (60<sup>th</sup>) parliament's questions by default.

This filter is locked, so you can't accidentally [clear](#) it by mistake.

The database does include questions from the 59<sup>th</sup> Parliament. To see and search those, select the 59<sup>th</sup> Parliament in the Session filter.



TIP: Remember to untick the 59<sup>th</sup> Parliament when you have finished, so that you don't accidentally include old results in your next search.

For information about where to find older questions visit the questions and responses archive information on Parliament's website:

<https://new.parliament.vic.gov.au/parliamentary-activity/questions/?tab=panel-archive>

## House indicators

On the list of questions, coloured symbols show which House the question was asked in.

Council



Assembly



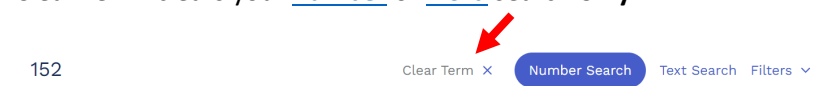
Num	Type	Asked
<a href="#">2</a>	 ADJ	2022-12-20
<a href="#">2</a>	 CQ	2023-02-08
<a href="#">2</a>	 CQ	2022-12-20
<a href="#">2</a>	 QoN	2022-12-20

## Clearing your search

There are several different ways to clear your searches.

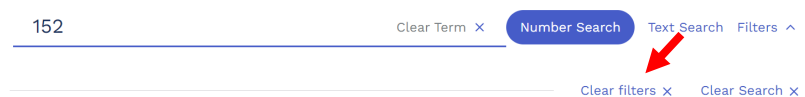
### Clear Term

'Clear Term' clears your [number](#) or [word](#) search **only**

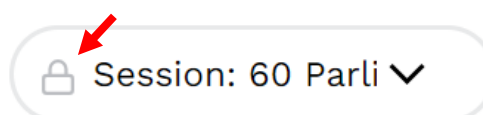


### Clear filters

'Clear filters' clears the filters **only**.



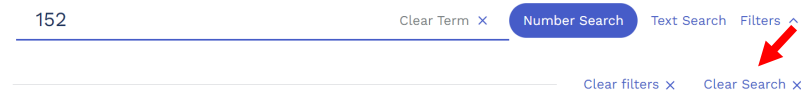
Note: 'Clear filters' does not clear the [session filter](#) if the lock on that filter is closed. (This stops you accidentally searching older questions.)



## Clearing your search (cont)

### Clear Search

'Clear Search' clears any search terms/numbers **AND** any filters.



### Deleting the refiner buttons

You can clear just part of your search, by deleting one of the refiners



NOTE: This isn't working 100% yet. If you clear multiple refiners this way, you may incorrectly get no search results. If that happens, refresh the page and start again. This will be fixed soon.

You can download questions and responses in Word and Excel spreadsheets of questions information.

### From the list view

Tick the question, or questions, you wish to download and then click the down arrow.

Num ^	Type	Asked	Member	Portfolio	Title	Answered	Due Date	<input type="checkbox"/>
<a href="#">1157</a>	<input type="radio"/> QoN	2023-08-16	Bach, Matthew	Early Childhood and Pre-Prep	Free Kinder policy initiative	Unanswered	2023-09-15	<input checked="" type="checkbox"/> ↓
<a href="#">1156</a>	<input type="radio"/> QoN	2023-08-16	Bach, Matthew	Education	Visiting teacher service	Unanswered	2023-09-15	<input type="checkbox"/> ↓
<a href="#">1155</a>	<input type="radio"/> QoN	2023-08-15	Davis, David	Ambulance Services	Treatment without transport performance measure	Unanswered	2023-09-14	<input type="checkbox"/> ↓
<a href="#">1154</a>	<input type="radio"/> QoN	2023-08-15	Davis, David	Ambulance Services	Treatment without transport performance measure	Unanswered	2023-09-14	<input type="checkbox"/> ↓
<a href="#">1153</a>	<input type="radio"/> QoN	2023-08-15	Davis, David	Ambulance Services	Treatment without transport performance measure	Unanswered	2023-09-14	<input type="checkbox"/> ↓
<a href="#">1152</a>	<input type="radio"/> QoN	2023-08-15	Davis, David	Ambulance Services	Statewide emergency road transports performance measure	Unanswered	2023-09-14	<input type="checkbox"/> ↓

You will get the option to download:

- Word — this downloads the question and answer text in Word
- XLSX with Question Text — this downloads a list of the question details in Excel. The question text is included.
- XLSX without Question Text — this downloads a list of the question details in Excel.

Download 3 records

In which format would you like to download these 3 records?



Close

## Downloading lists and questions

## Downloading lists and questions (cont)

### TIPS

- Use the down arrow at the top of the list if you have ticked multiple questions to download.
- Tick the box at the top of the list if you want to download all the questions in the list.