## Using the Quick Search Bar

Last Modified on 11/26/2021 2:32 pm EST

The Quick Search bar is located at the top of every list view screen:

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Contacts								
Contacts								
$(\bigcirc)$								
Last Name First Name	Title	Company Name	Abbr 🔍	List Name	Phone	Email	Status	$\smile$
> Collins, Tim	Assistant Superintendent	Shea Township School	50002	K-12 Education	(555) 732-0201	tc@sheaschools.org	Mactive 🔀	- 15 🔵
> Cespedes, Yvonne	🖈 Regional Sales Manager	LearnWright Inc.	50003		(555) 481-7302	ycespedes@edupress.com	Mactive 🞽	- 🕅
> Moran, Ben	* Sales Associate	Pewter Anderson Publishing	50004		(555) 842-9461	benmoran@pewteranderson.c	co 🞽 ACTIVE	- 🕅
> Conforto Tony	*	New Start Academy Charter	50005	Charter Schools	(555) 417-9682	conforto@newstartacademv.e	active 🔽 a	
Show All Related Records 🔻								

- 1. Navigate to the desired module (e.g. Menu > CRM & Sales > Contacts).
- 2. Enter keywords or <u>operators (http://aace5.knowledgeowl.com/help/using-search-operators-for-better-results)</u> for your search.

Note: To display all records, leave the search fields blank.

3. Click the search Search icon ( <a>[</a> ).

To quickly remove all search terms, click the **Clear Search Criteria** button ( ) at the left of the search bar.

By default, FileMaker searching focuses on initial letters and numbers. To search for records using information from the middle or end of a data point, start your search term with an asterisk (\*). For example, to find all contacts with last names ending in "ssen" you would search for "\*ssen".

## **Additional Search Actions**

Next to the Search icon, a drop-down menu provides you with additional options:

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Record: 1 of 61					New 🕂 🛛 Edit 🥒 🛛 D	elete 💥 🛛 Print 🖶 🛛 Actions 🖈 🚽			
Contacts Unsorted									
0						Search Options			
Last Name First Name Title	Company Name	Abbr 🔍	List Name	Phone	Email	Search & add to current list *			
> Collins, Tim 🖈 Assistant Superinte	ndent Shea Township School	50002	K-12 Education	(555) 732-0201	tc@sheaschools.org	Search current list			
> Cespedes, Yvonne 🖈 Regional Sales Mar	ager LearnWright Inc.	50003		(555) 481-7302	ycespedes@edupress.com	Omit from current list			
> Moran, Ben 🖈 Sales Associate	Pewter Anderson Publishing	50004		(555) 842-9461	benmoran@pewteranders	Go to Advanced Search			
> Conforto Tony 🛷	New Start Academy Charter	50005	Charter Schools	(555) 417-9682	conforto@newstartacader				
Show All Related Records 🔻									

After completing an initial search, you can refine the results further:

- Search & add to current list Queries the database for new search criteria and includes any matching records with the current list.
- Search current list Refines the current records to show only the items that match the

new criteria.

• Omit from current list — Refines the current records to *remove* any items that match the new criteria.

Note: This option is useful for filtering to show all records that do *not* have a value. For example, typing an asterisk (\*) in the Phone column, then selecting the omit option will display all records that do not have a phone number.

 Go to Advanced Search – Displays the <u>Advanced Search screen</u> (http://aace5.knowledgeowl.com/help/advanced-search-functionality).