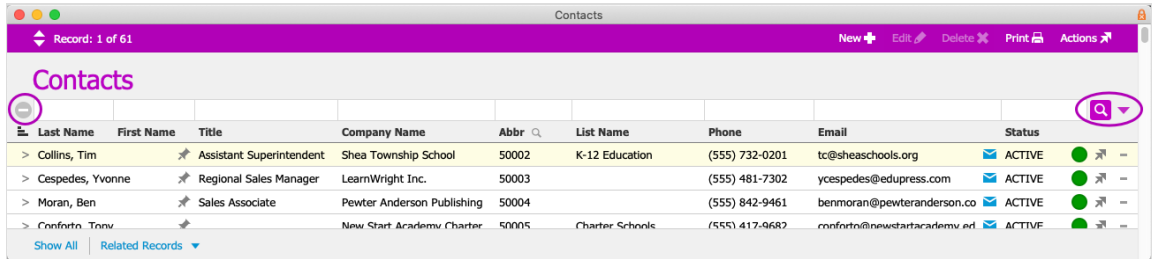


Using the Quick Search Bar

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

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



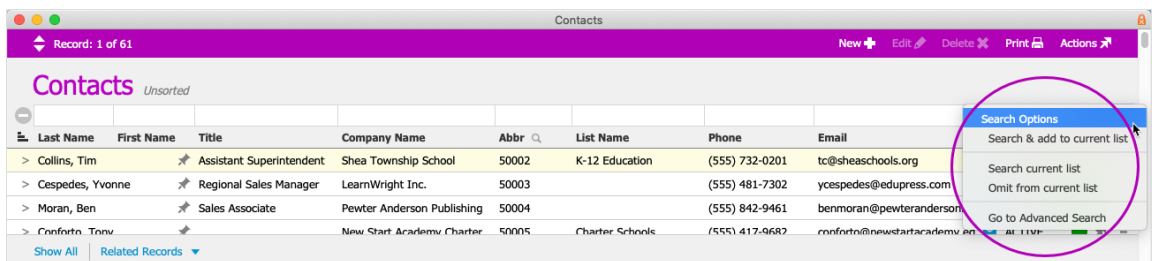
1. Navigate to the desired module (e.g. Menu > CRM & Sales > Contacts).
2. Enter keywords or [operators](http://aace5.knowledgeowl.com/help/using-search-operators-for-better-results) for your search.
 Note: To display *all* records, leave the search fields blank.
3. Click the search **Search** icon ().

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:



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 [Advanced Search screen](#)

<http://aace5.knowledgeowl.com/help/advanced-search-functionality>.
