

Removing Records from Search Results

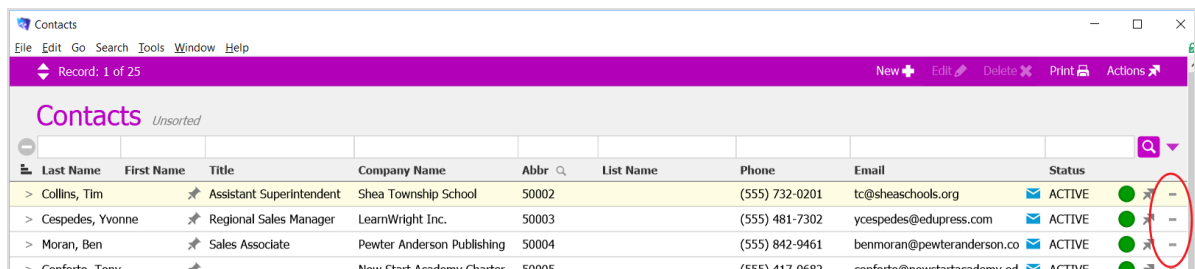
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To further refine search results, you can manually remove records from the results or you can use search criteria to omit multiple records.

Manually Removing Individual Records

You can quickly remove items from your search results:

1. Gather the initial records using the [quick search bar](#) or an [advanced search](#).
2. At the left end of the record row, click the **Remove From List** button.



Note: You can also temporarily remove records from the standard list view this way. To restore the full list, clear any criteria from the quick search bar and click the magnifying glass

Manually Removing Multiple Records

To remove a *consecutive* series of records:

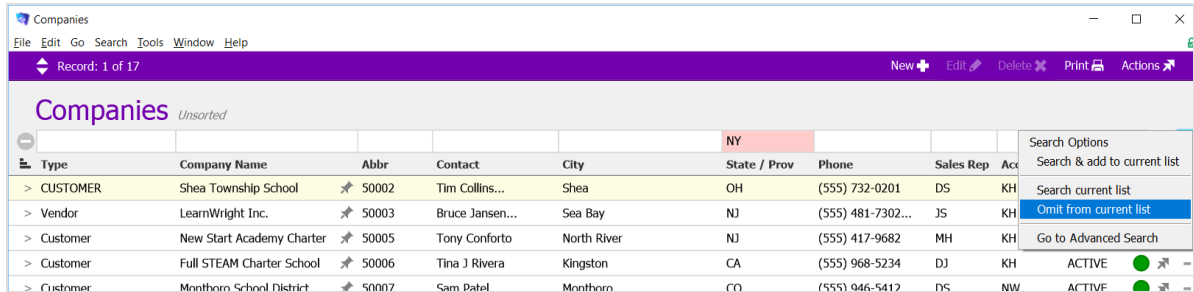
1. Hold down the Option key (Mac) or Ctrl key (PC) and click the **Remove From List** button.
2. In the dialog box, enter the number of records to remove (including the one you clicked).
3. Click **Omit**.

Using Quick Search to Remove Multiple Records

You can omit records from your list using criteria for any field in the quick search bar. For

example, to remove all Company records in NY:

1. At the Company list view screen, enter NY in the **State/Prov** field.
2. Click the quick search drop-down list and select **Omit from Current List**.



Note: You can also enter criteria in multiple quick search fields. For example, you could remove the records that are from both NY (State/Prov) and New York (City).

Using Advanced Search to Remove Multiple Records

You can remove records from a current list using many criteria *not* found on the quick search bar. For example, you can narrow the list of Company records to show only those who have been a customer for over a year.

1. At the Company module, click the Search drop-down menu and select **Go to Advanced Search**.
2. At the control bars near the top of the screen, click the **Omit** button.
3. In the company fields, enter your criteria (ex: Customer Since = less than (<) today's date of last year).
4. In the FileMaker menu bar, select **Search > Constrain Found Set**.

The screenshot shows the 'Companies' application window with a search menu open. The menu options are: Add New Request (Ctrl+N), Duplicate Request (Ctrl+D), Delete Request (Ctrl+Back), Go to Request, Find All Records (Ctrl+J), Saved Finds, Perform Find, Constrain Found Set (highlighted), Extend Found Set, and Cancel Find (Ctrl+B). The main window contains several sections: Contact Info (Phone, Alt, Fax, Phone/Fax, Email, Web), Other Info (Group, Subgroup, Parent Company, Referral Company, Referral Contact, Referral Team Member), Sales Info (Sales Rep, Account Manager, Territory, Customer Since: <1/15/2017), Customer Billing Address, Billing Setup (AP Contact, Initials, Deliver Invoice Via, Email, Last Order Date, Billing Terms, Rate Card, Abbr, Discount %, Credit Limit, Credit Available, Finance Charge), Tax Setup (Tax Profile, Abbr, Tax ID, Exempt Use Code, Exempt No., Exp Date), and Customer Shipping Setup (Courier Service, Account #). A 'Log Entry' field is at the bottom left.