

# Adding Records to Search Results

Last Modified on 07/19/2018 8:01 pm EDT

You can add records to a current list using the Quick Search bar or the Advanced Search screen. This functionality is available in nearly all modules.

## Using Quick Search to Add Records

Add records to your list using criteria for any field in the Quick Search bar (e.g. if you have gathered the records for companies in New York, you can add the companies in the state of New Jersey to the list).

1. At the module list view screen (e.g. Companies), clear the other fields and enter NJ in the **State/Prov** field.
2. Click the Search drop down list and select **Search & Add to Current List**.

Type	Company Name	Abbr	Contact	City	State / Prov	Phone	Sales Rep	Ac	Search Options
> Internal	aACME Education Solutions,	AI	Ned Walker	New York	NY	(555) 418-9777...			Search & add to current list
> Vendor	aACEsoft	aACE		New York	NY	(212) 532-1378...			Search current list
> Vendor	Pewter Anderson Publishing	50004	Ben Moran	New York	NY	(555) 842-9461	DJ	NW	Omit from current list
> Vendor	McGullicuddy McGuire-Hall	50009	Simon Bradford	New York	NY	(555) 212-3652	JS	KH	Go to Advanced Search
> VENDOR	Office Place	50016	Ethan DeWitt	New York	NY	(212) 545-6954...	CN		ACTIVE
> INTERNAL	Educause Marketing	50018	Jamie Callaway	New York	NY	(212) 532-1234...	CN		ACTIVE

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

## Using Advanced Search to Add Records

You can add records to a current list using many criteria *not* found on the Quick Search bar. For example, you can broaden the set by adding companies from a specific zip code.

1. At the module list view (e.g. Companies), click the Search drop-down menu and select **Go to Advanced Search**.
2. At the control bars near the top of the screen, make sure **Include** is selected.
3. In the company fields, enter your criteria (e.g. Postal Code 44124 for a section of

Cleveland, OH).

4. In the FileMaker menu bar, select **Search > Extend Found Set**.

