

## 2.USING FIND

### TO FIND

If the “Exit Preview” button is showing, press it before starting the Find.

Click on the Find box and **wait until all fields go blank**

Fields that enter x in a criterion box - click on the field. When the x shows, press **enter on PRO or perform find on WEB.**

### Fields with written information

- Type a name to find a person (often the 1<sup>st</sup> few letters of First and Last Names will suffice)
- OR Specify the criterion e.g. from the drop-down in Status click on [F] to find the Facilitators.
- OR Specify a date e.g. members entered on 4/8/2015 in the Date field
  
- To find content in a field enter \* for that criterion e.g. for all those registered in the Reg. No. field
- To Find Missing information (i.e. empty fields) enter = e.g. all those without emails enter = in email field
  
- For 2 criteria where both are needed e.g. Continuing members who don't have e-mail, click checkbox for Cont and also = in the e-mail field.
  
- For 2 criteria that are different, click on New Request and then either include or omit the 2<sup>nd</sup> criterion e.g. = in e-mail for members without email but to eliminate the Media list enter New Request click on the Media field and then Omit
- For both Cont and New Members, click on Cont. box and then New Request and Include (i.e. a member cannot be both Cont. and New)
  
- For a range of information 3 dots are used between e.g. for those registered in the month of April, enter 4/1/2015...4/30/2015

### **To Sort A Find**

Click on Sort, from the list in the left box (alphabetical) choose your criterion e.g. Last Name, highlight it and **Move** it to the right box and Sort.

### **To View a Found List**

PRO - Click on Preview and choose a layout to view it e.g. Names Only

WEB – Choose a layout e.g. Name and email. Click on the View List icon.

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