

# Search Filter

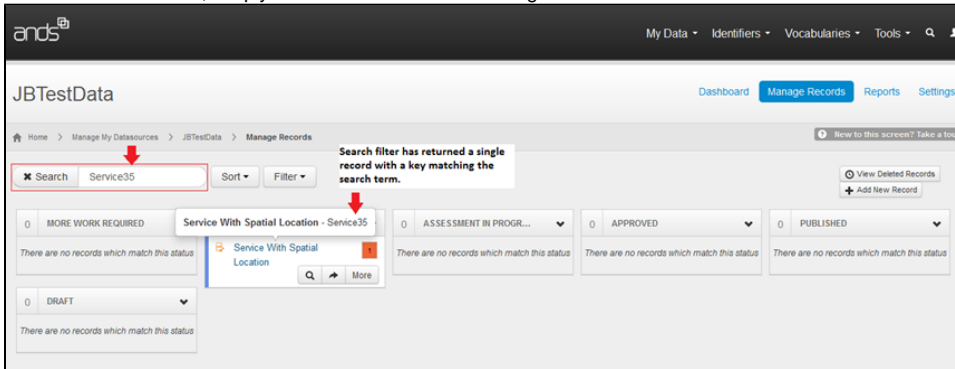
To assist you in locating records in record tables with large numbers, a search filter has been incorporated into the Manage Records page.



Unknown macro: 'iconmacro'

To conduct a search:

1. Enter your search term into the search box.
2. Press enter on the keyboard or click the 'Search' button.
3. Any records with a name or key containing your term will be returned.
4. To clear a search filter, simply click the 'Search' button again which will be shown with a black 'X' next to it.



[« Displaying More Records](#) [Record Attribute Filters](#) »