Views

How to Search Across all Contact Records

To search across all Contact records in your database:

- Click on **Contacts** at the top of the page
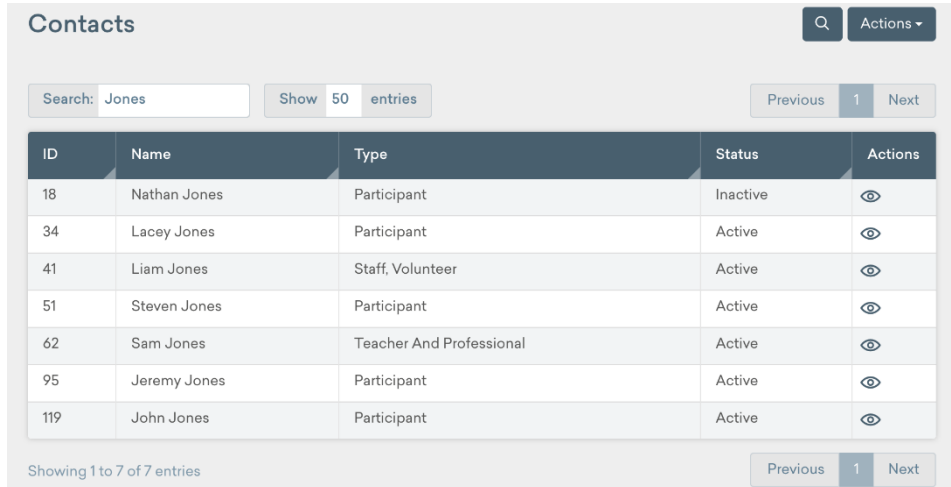
- Click on the **Magnifying Glass** icon

- Enter a Forename and/or Surname in the **Search** bar

  Search: Jones

- The system will display all Contact records that match the search term, along with the **Type** and **Status** of the record

- Click on the **Eye** icon to view a record

Contacts

Search: Jones   Show 50 entries   Previous 1 Next

ID	Name	Type	Status	Actions
18	Nathan Jones	Participant	Inactive	👁
34	Lacey Jones	Participant	Active	👁
41	Liam Jones	Staff, Volunteer	Active	👁
51	Steven Jones	Participant	Active	👁
62	Sam Jones	Teacher And Professional	Active	👁
95	Jeremy Jones	Participant	Active	👁
119	John Jones	Participant	Active	👁

Showing 1 to 7 of 7 entries   Previous 1 Next