

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

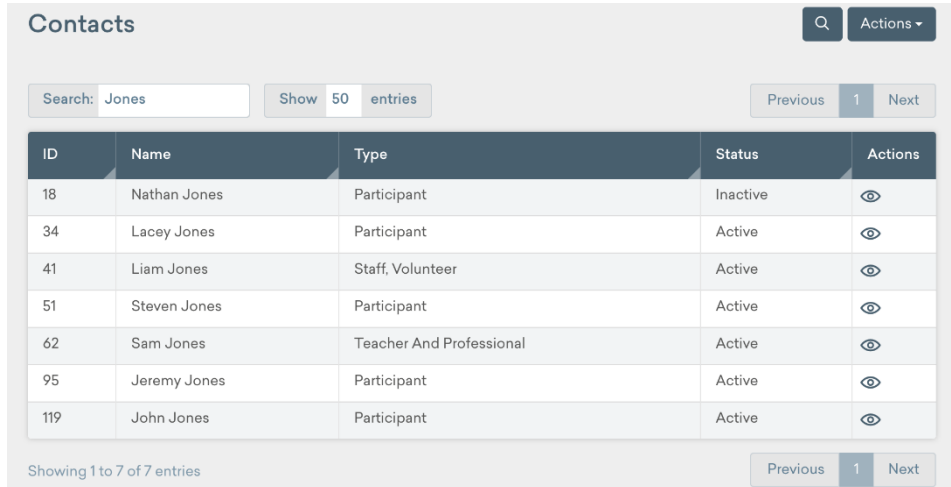


- Enter a Forename and/or Surname in the **Search** bar










- 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



The screenshot shows a web interface for a 'Contacts' table. At the top right, there is a search icon and an 'Actions' dropdown menu. Below this, there is a search bar containing 'Jones', a 'Show 50 entries' button, and pagination controls for 'Previous', '1', and 'Next'. The table itself has five columns: ID, Name, Type, Status, and Actions. It contains seven rows of data, each with an eye icon in the Actions column. At the bottom, there is a footer showing 'Showing 1 to 7 of 7 entries' and another set of pagination controls.

| 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 |  |