


Locate a Record

You can search for a record based on information like a name, address, and phone number. Or you can scroll through each record until you see the one you want.

1. At the top, click **Search**.
2. Select which field to search by.
3. In the text box, enter the information you're looking for.
4. Click the search icon  to open the record.





Alternatively, you can click the drop-down arrow and select the record you want.

1. At the top, click the **Order by** drop-down list and select how you want to view the records.

Useful Information



For example, if you order by name, you can scroll through the records alphabetically based on last names. These options differ depending on the window you're on.

2. Click  and  to move to the previous or next record.
3. Click  and  to move to the first or last record.

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