


Locate a Record

You can search for a record based on a person's name, an address, phone number, and so on. Or you can scroll through each record until you see the one you want.

1. At the top, click **Search by**, and select the type of record you're searching for.
2. Click in the field next to the **Search by** button and begin entering the name, ID number, or email address of the record you want to locate.

Useful Information





If searching for a name, possible matches display. If you enter a comma, your cursor moves to the end of the last name selected.

3. Once you enter the correct value, click the magnifying glass icon  to display the record. Alternatively, click the drop-down arrow on the right side of the field and select a record.

1. At the top, click the **Order by** drop-down list and select a method of organizing the records.

Useful Information

For example, if you select to order by name, you can scroll through the records alphabetically based on last names. The Order by selections options differ depending on the window being used.

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

Related Topics

[Get Started](#)