


Searching within the ACS Reports Window

You can customize the data that displays in your reports by performing a search from within the ACS Reports window.

For example, suppose you have customized and previewed a report, then realize that you only needed to view that report for a specific group of individuals in your database, such as Regular Attendees. You can click **Searches** and process a search for individuals with that Member Status. When you close the search window and click **Customize**, select **Use Last Search Result** and click **Preview** to update your report to include only the records from your search.


In addition, you can also process a search prior to customizing and previewing a report without having to close the ACS Reports window, saving you valuable time.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select the appropriate module and click **Go** .



3. Click **Searches**.
4. On the **Search Information** and **Search Criteria** tabs, select the appropriate options.
5. Click **Process**. Your search results display on the **Results** tab.
6. Click **Close**.
7. In the upper sidebar, expand the report types and select the report you want to customize and preview.
8. Click **Customize**. On the **Report Options** tab, select the appropriate options for your report.
9. On the **Report Options** tab, under **Search Results**, select **Use Last Search Results**. The date and number of records from the search you just performed displays.
10. Click **Preview** to view your report.



1. When your report displays in the Preview pane, click **Searches**  to open the Searches window.
2. On the **Search Information** and **Search Criteria** tabs, select the appropriate options.
3. Click **Process**. Your search results display on the **Results** tab.
4. Click **Close**.
5. In the upper sidebar, expand the report types and select the report you want to customize and preview.
6. On the preview pane toolbar, click **Customize**.
7. On the **Report Options** tab, under **Search Results**, select **Use Last Search Results**. The date and number of records from the search you processed displays.
8. Click **Preview** to view your report. The report's data reflects the search results.

Additional Field Information

In the lower sidebar, you can also select to use your latest search results when customizing and generating reports.

Always Use Last Search Results

To use data from the last search you performed in each report you preview or print, select this option. This is helpful if all of the reports you work with are based off of data in your last search results.

Use Report Setting for Search Results

To use the report's setting under **Search Results** on the **Report Options** tab when previewing reports, select this option. If **Use Last Search Result** is selected on the Report Options tab, the report will reflect the data from the last search. Otherwise, data from all individuals is used when performing the search.

If you click **Reports** in the Searches window to access reports, the report uses the data from the last search performed, and the reports setting in the lower sidebar changes to **Always Use Last Search Results**.