


Searching for Text in Reports

Sometimes when you generate a report, you want to look at a specific area of data. For example, when you generate an attendance report, you may want to see how many absences a specific person had. Rather than scour the report for that person, you can simply search for his or her name.

You can search for matching whole words only, for matching capitalization, and starting from the first or last page of the report.

1. In the [Reports window](#), select the report.
2. If you're working with a [Contributions](#) or [Financial Suite](#) report, select the report's date range in the lower sidebar.
3. Click **Customize**.
4. Select the appropriate report options, then click **Preview**.
5. On the reports toolbar, click **Search**. 
6. Enter the text you are looking for. For example, *Jane Smith*
7. Press **Enter**.
8. The first occurrence of the text is highlighted and displays in the report preview. To see the next occurrence of the text, click **Next**. 