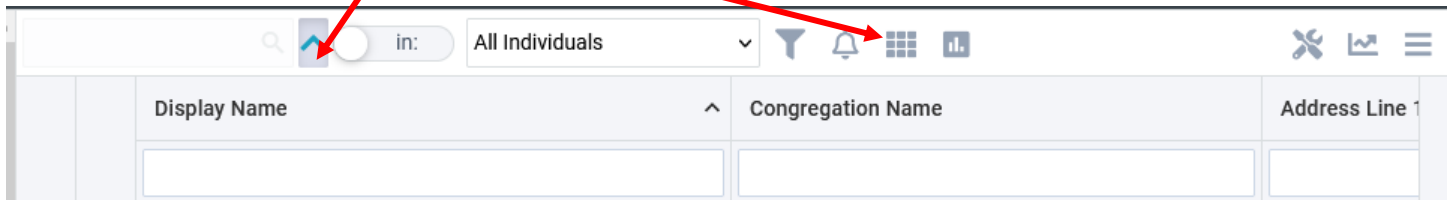




Finding People



1. Click **Contacts** on the left task pane.
2. Click the List/Grid button.
3. Click the light blue downward pointing arrow next to the search field which will expand search boxes beneath each field.



4. Key your search criteria in any of the boxes under the column names and press **Enter**.

Common Search examples

Field	Criteria	Who will appear when you press Enter
First Name	Pat	Pat or Patricia (Searching for Cindy would not show Cynthia.)
First Name	C	Everyone with the first initial C
First Name	Kathy or Sue	Everyone named Kathy or Sue (But not Kathryn or Susan.)
Display Name	P	Everyone with the first initial P
Display Name	Papalia	Everyone named Papalia
Display Name	Pap,K	People with a last name beginning with "Pap" and First Name of K.
Address 1	*State	Everyone living on State Street.
City	Warren	Everyone living in Warren
Phone number	*824	Everyone with 824 in their phone number
Date of Birth	11/5 or 11/27	Anyone born on Nov 5 th or 27 th
Date of Birth	9*	Anyone born in September
Date of Birth	*1958	Anyone born in 1958
Email	Null	Everyone without an email address
Email	Not Null	Everyone WITH an email address

- When searching by Date of Birth, use this format January – September M/D/YYYY and this format for October – December MM/DD/YYYY
- If you need a quick count of people matching your search criteria, use the number which appears at the bottom left of your results
- You can key search terms in multiple boxes to further narrow down your results.
- To clear your search and return to your full list, delete the text from the search box.
- Use "null" in any column search box to find records with blanks in that column. For example, type null in the email field to find individuals without email addresses. Alternatively, use not null to find everyone without blanks in that column.

Ministry Platform Search Tips

Special Characters

(Created by Sarah Blood The Epiphany of the Lord Parish)

* or %	=zero (no) or more characters. This searches for ANYTHING, any character including spaces. <i>Jef*</i> returns Jeff, Jeffers, Jefferson...
_	=1 character, any character including spaces <i>Jef_</i> returns Jeff, Jefe...
[]	=1 character, you define the possible character <i>Zac[hk]</i> returns Zach and Zack (this is like searching with the Boolean term "OR") <i>Zac[h-k]</i> returns Zach, Zaci, Zacj, and Zack; <i>123[1-5]</i> returns 1231, 1232, 1233, 1234, 1235 (this will return a range)
^	=NOT, excludes following character(s) from search results. It MUST be used with [] <i>123[^4]5</i> returns 12315, 12325, 12335, 12355, 12365, 12375, 12385, 12395 This can be used to exclude ranges as well <i>123[^1-4]5</i> returns 12305, 12355, 12365, 12375, 12385, 12395
OR	=Returns strings (range/criteria) matching both parameters <i>Brian or Bryan</i> will return Brian, Bryan, Bryant, Brianne...
""	=Returns exact match, not a string or range <i>"Brian or Bryan"</i> will return ONLY Brian and Bryan and not Bryant, Brianne...
Null	=all blank fields; this is NOT case sensitive Note: if you have someone named Null or nullson it would be best to search for nul or nul* to bring up their records

Important Things to Remember:

- All of these can be used with numbers or letters, in the column search fields, or the search all fields box, or the global search box (upper right by your profile pic).
- Column searches-What you are searching for is 'starts with.' For example if you type in the column field *bri* it will return Brian, Bride, Bridget, etc., it will not return abridge, obrigado, etc.
- If you want to search for any NON blank records, search just * in the appropriate column field.
- All of these can be used together. *_urge** will return burger, burges, burgest etc.
- You can further filter your results with the *Trim Selection Tool*. From the pop-up window, you can choose to exclude certain entries based on common criteria.