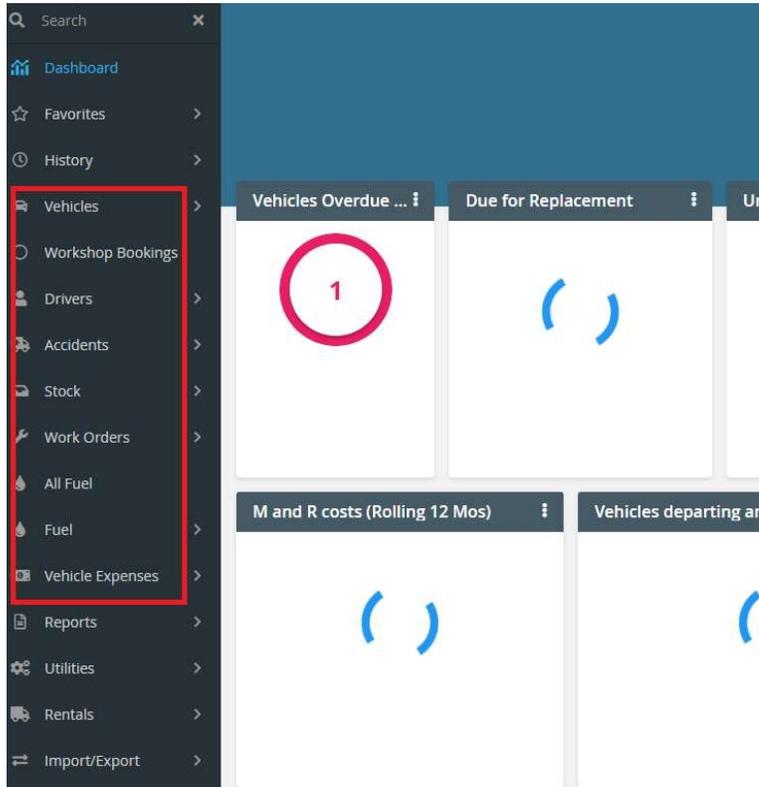


## Search Existing Records

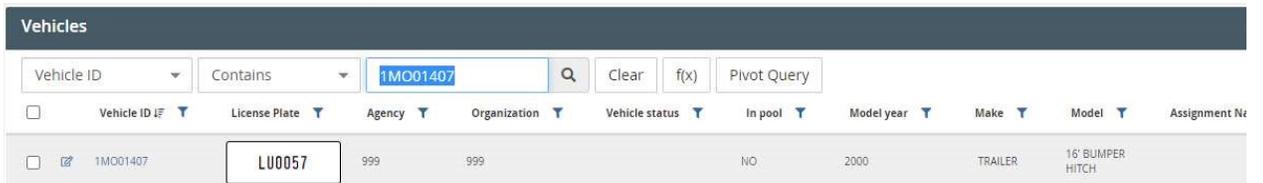
1. Navigate to the module you want to search records in via the left menu bar.



2. Below example is from Vehicles module. Click on 'Filter Columns' drop down and select any options. Options will be same as all column headers.



3. If Vehicle ID is chosen, then populate Vehicle ID in search bar and click search button. A record with that vehicle ID will show up on browse view.



4. User can also choose a filter logo next to the field name and populate the search field.

Vehicles												
Filter Columns	Contains		Clear	f(x)	Pivot Query							
<input type="checkbox"/>	Vehicle ID #	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name	Driver Name	Category
<input type="checkbox"/>	5GM20314	133253	999	999	NO		2008	CLARK	CLARK BOBCAT			MISCELLANEOUS LICENSED EQUIPMENT
<input type="checkbox"/>	5B236947	LU0143	999	999	NO		2004	Dodge	CARAVAN			VAN
<input type="checkbox"/>	BKA43139	PAZ-A0G	999	999	NO		2008	Ford	ESCAPE			
<input type="checkbox"/>	BR325715	PE004Y	999	999	NO		2011	Chevrolet	SUBURBAN 1500			
<input type="checkbox"/>	LU0103	LU0103	999	999	NO		2008	Chevrolet	UPLANDER			VAN

5. When new window opens up, user can either select an option or write option in the search bar.

Filter: Model ×

Basic Filter Custom Filter

Append Selection to Filter

Select all

- 200
- CARAVAN
- CROWN VICTORIA
- E350 ECONOLINE VAN 1 TON
- EQUINOX
- ESCAPE
- EXPLORER POLICE UTILITY
- EXPRESS VAN 3500
- F150 P/U 1/2 TON

⚠️ \*\* Above list shows top results only. If you cannot find the value you require use the search box to narrow the results \*\*

6. Browse view will show only those records with criteria chosen.

Vehicles										
Filter Columns	Contains		Clear	f(x)	Pivot Query					
<input type="checkbox"/>	Vehicle ID #	License Plate	Agency	Organization	Vehicle status	In pool	Model year	Make	Model	Assignment Name
<input type="checkbox"/>	WX187225	130724M	931	9313956	ACTIVE	NO	1998	Ford	CROWN VICTORIA	ESQUAD
<input type="checkbox"/>	VX113406	220304M	650	6505D00	SOLD	NO	1997	Ford	CROWN VICTORIA	S. COUNTY HABIL
<input type="checkbox"/>	XX160311	130424M	931	9314765	SOLD	NO	1999	Ford	CROWN VICTORIA	INMATE TRANSPOR
<input type="checkbox"/>	2X129645	130906M	931	9313195	SOLD	NO	2002	Ford	CROWN VICTORIA	INMATE TRANSPOR
<input type="checkbox"/>	2X121010	130918M	931	9313952	SOLD	NO	2002	Ford	CROWN VICTORIA	PERIMETER PATRO
<input type="checkbox"/>	6X120864	130284M	931	9313965	SURPLUSSED	NO	2006	Ford	CROWN VICTORIA	PERIMETER PATRO
<input type="checkbox"/>	6X154827	130796M	931	9313965	ACTIVE	NO	2006	Ford	CROWN VICTORIA	PERIMETER PATRO
<input type="checkbox"/>	6X154826	130929M	931	9313970	SURPLUSSED	NO	2006	Ford	CROWN VICTORIA	PERIMETER PATRO
<input type="checkbox"/>	6X154830	130056M	931	9313963	SURPLUSSED	NO	2006	Ford	CROWN VICTORIA	INMATE TRANSPOR
<input type="checkbox"/>	6X154832	130163M	931	9313990	ACTIVE	NO	2006	Ford	CROWN VICTORIA	INMATE TRANSPOR