

# Search

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You can use the system search to find a specific record (for example, a student record, a single test session, etc.) or a larger set of information (for example, test sessions within a test administration, students currently registered for a test, etc.).

## Step-by-Step



(Click  to view image)

To perform a quick search:

1. Enter details. 
2. Click **Search**.

You can use filters to narrow results:

- Type keywords into the available filter fields. 
- Click **Toggle secondary filters** (when available) and type keywords into additional filter fields. 

*Available filters vary based on where you are in the system and how your site is set up. For example, the filters available while viewing a list of students are different from the filters available while viewing a list of organizations.*

### Additional Information

**Wildcard** - A wildcard is a symbol that tells the system to search for a common word or phrase. A wildcard can help you find a list of similar records or narrow a search for a record when you cannot recall its exact name.

▼ How to use a wildcard...

Use % (percent sign) as a wildcard character for searching records. The result of a wildcard search is to return *all* responses that match. 

For example,

- To search for username John Smith, type: Smith%John
- To search for all users whose first name is John, type: John%

**Show All Results** - To look for a complete list of records (as compared to searching for a specific record), use the **Show all results** option.

▼ How to use Show All Results...

1. Click the down arrow next to **Search**. 
2. Select **Show all results**. 

**Manage Columns** - Most data entries in the system include additional information. For example, an organization listing includes its name, type, phone numbers, addresses, and more. You can choose the information to display.

▼ How to manage columns...

1. Click **Manage Columns**. 
2. Select the columns you want to display. 
3. Click **Apply**.

Select the number of records to change the number of results displayed on a page. 

*The system maintains the applied changes only during that log in. After you log out, the system reverts to default settings.*