

How do I search for a Record?

- 1) The “**Filter**” button is a single field filter function. Only records that meet the criteria appear when you page through records.
 - a) Select the condition.
 - b) Click OK - the record you are searching for will appear.

- 2) The “**Quick**” Search button is a single field search option
 - a) Click “Go” after specifying criteria.
 - b) Click “Stop” when finished, and your record will appear.

- 3) The “**Find**” search button (only available in IVIS Plus 2000) is used to create a compound search.

Example: Search for the last_Name Smith **and** a Card number less than 100

 - a) Click on “New”
 - b) Select the condition
 - c) Click “Save” and then run