

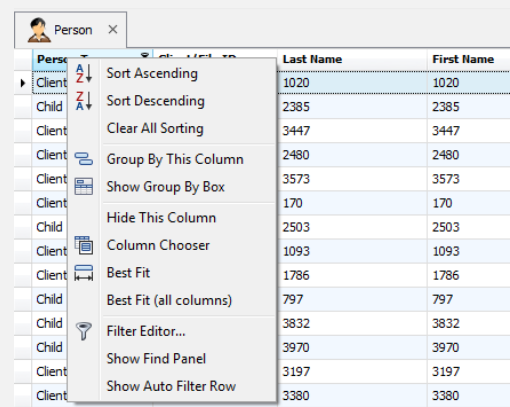
## Searching in List View

List views show complete lists of different objects in the software that can be sorted and filtered to display more specific information. The search panel can be used to find specific words in a list view.

This guide will explain how to perform searches in List View.

\*Please note that the terminology may vary between implementations. One agency may call Services Activity Session, while another may call them Client Services.

- 1) To perform a search in List View right click on the column header (Person Type, Client/File ID, Last Name, etc.)
- 2) Click on Show Find Panel to open a search bar above the list view.



- 3) Enter your search criteria in the search bar and click Find.

Person Type	Client/File ID	Last Name	First Name	Date Of Birth	Gender	Race	Date Of Birth...	Ethnicity
Client	5-13	1020	1020	1/1/1992		White	<input type="checkbox"/>	
Child	32-15-C2	2385	2385	5/13/2003	Male	White	<input type="checkbox"/>	Non-Hispa
Client		3447	3447	5/15/1978	Female	White	<input type="checkbox"/>	
Client		2480	2480	8/20/1965	Female	White	<input type="checkbox"/>	
Client		3573	3573	1/3/1957	Male	White	<input type="checkbox"/>	Non-Hispa
Client	5.14.CCA	170	170	7/3/1984	Female	White	<input type="checkbox"/>	