Use Search Fields to Locate Information in Reports

Last Modified on 11/03/2020 12:33 am EST

Many reports have Search fields. Type a word into the Search field to quickly locate information.

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Enter a name in the Students Search field to narrow down results, eg. Carter

Loc	Family	Balance	Address	City	Zip	Phone	Students		
Sear	Search	Search	Search	Search	Search	Search	Search		
JRHC	Andrews	0.00	11660 Hamstead Drive	Rabbitfoote	28078	(704) 349-1699	Olivia, Shannon	Post Fees	Pay
JRHC	Brown	539.25	3866 McFarlane	Rabbitfoote	28078	(704) 555-1313	Samantha, Leslie	Post Fees	Pay
JRHC	Carson	575.00	458 River Road	Rabbitfoote	28078	(704) 555-9011	Daniel	Post Fees	Pay
JRHC	Chambers	250.00	823 Montgomery Lane	Rabbitfoote	28078	(704) 555-1985	Corinne	Post Fees	Pay
JRHC	Dierksen	545.75	504 Jordan Avenue	Rabbitfoote	28078	(704) 555-4446	Amanda, Sarah, David	Post Fees	Pay
JRHC	Erickson	100.00	14368 116th Avenue	Rabbitfoote	28078	(704) 555-2320	Johanna	Post Fees	Pay
JRHC	Fontaine	374.00	3744 Kingston Ave.	Rabbitfoote	28078		Gina, Emilio	Post Fees	Pay
JRHC	Harris	150.00	188 WhiteRock Lane	Rabbitfoote	28078	(704) 555-8844	Susan	Post Fees	Pay
JRHC	Jones	0.00	4672 Discovery Place	Rabbitfoote	28078	(704) 555-3751	Pam, Desmond	Post Fees	Pay
JRHC	Linden	0.00	722 Tiffany Crescent	Rabbitfoote	28078	(704) 555-3785	Jack	Post Fees	Pay
JRHC	Norman	390.00	5312 Stadler Court	Rabbitfoote	28078	(704) 555-3844	Carter, Alex, Sarah	Post Fees	Pay
JRHC	Smith	25.00	123 Main Street	Rabbitfoote	28078	(704) 555-9762	Ashley	Post Fees	Pay
JRHC	Tucker	0.00	901 McMurray Ave	Rabbitfoote	28078	(704) 555-6672	Jenny	Post Fees	Pay

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Loc	Family	Balance	Address	City	Zip	Phone	Students		
Sear	Search	Search	Search	Search	Search	Search	Carter		
JRHC	Norman	390.00	5312 Stadler Court	Rabbitfoote	28078	(704) 555-3844	Carter, Alex, Sarah	Post Fees	Pay