

Removing Records from Search Results

Last Modified on 07/08/2022 10:17 am EDT

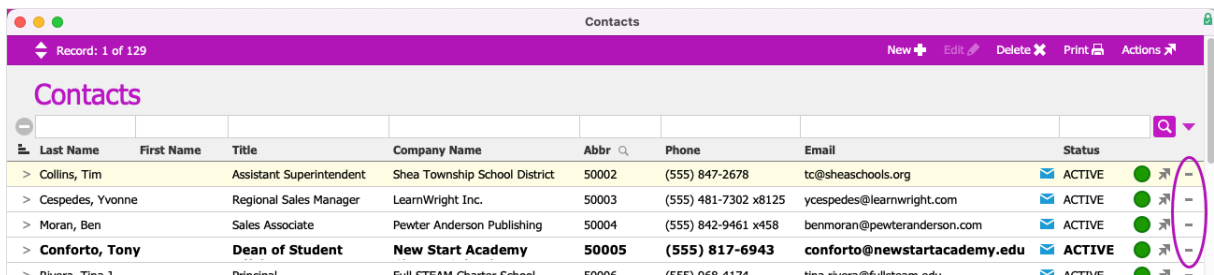
This guide explains how to remove specific records from your search results. It is intended for beginning users.

To further refine search results, you can manually remove records from the results or you can use additional search criteria to omit multiple records.

Manually Removing Individual Records

You can quickly remove items from your search results (or from any list view):

1. Gather the initial records using the [Quick Search](https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) bar or an [advanced search](https://aace6.knowledgeowl.com/help/understanding-advanced-search-functionality) (<https://aace6.knowledgeowl.com/help/understanding-advanced-search-functionality>).
2. At the right end of the record row, click the **Remove From List (–)** button.



| Last Name | First Name | Title | Company Name | Abbr | Phone | Email | Status |
|--------------------|------------|--------------------------|-------------------------------|-------|----------------------|------------------------------|--------|
| > Collins, Tim | | Assistant Superintendent | Shea Township School District | 50002 | (555) 847-2678 | tc@sheaschools.org | ACTIVE |
| > Cespedes, Yvonne | | Regional Sales Manager | LearnWright Inc. | 50003 | (555) 481-7302 x8125 | ycespedes@learnwright.com | ACTIVE |
| > Moran, Ben | | Sales Associate | Pewter Anderson Publishing | 50004 | (555) 842-9461 x458 | benmoran@pewteranderson.com | ACTIVE |
| > Conforto, Tony | | Dean of Student | New Start Academy | 50005 | (555) 817-6943 | conforto@newstartacademy.edu | ACTIVE |
| > Rivers, Tina | | Principal | Full STEAM Charter School | 50006 | (555) 868-4174 | tina.rivers@fullsteam.edu | ACTIVE |

Note: You can restore the full list in multiple ways:

- Click the Clear Search (–) button.
- Manually remove any criteria from the Quick Search bar, then click the Search (🔍) button or press Enter.
- Click the Show All link in the footer.

Manually Removing Multiple Records

To remove a *consecutive* series of records:

1. At the list view, hold down the Option key (Mac) or Ctrl key (PC) and click the **Remove From List** button.
2. In the dialog box, enter the number of records to remove (including the one you clicked).
3. Click **Omit**.

Using Quick Search to Remove Multiple Records

You can omit records from your list using criteria for any field in the Quick Search bar. For example, to remove all Company records in NY:

1. At the Company list view screen, enter NY in the **State/Prov** field.
2. Click the Search drop-down arrow (▼) and select **Omit from Current List**.

| Type | Company Name | Abbr | City | State / Prov | Postal Code | Phone | Sales Rep | Acct | ACTIVE |
|----------|--------------------------------|-------|--------------|--------------|-------------|----------------|-----------|------|--------|
| INTERNAL | aACE Education Solutions, Inc. | AI | New York | NY | 10001 | (555) 418-9777 | JG | MH | ACTIVE |
| Vendor | aACEsoft | aACE | New York | NY | 10016 | (212) 532-1378 | | | ACTIVE |
| Vendor | Pewter Anderson Publishing | 50004 | New York | NY | 10001 | (555) 842-9461 | MH | NW | ACTIVE |
| Vendor | McGilloudy McGuire-Hall | 50009 | New York | NY | 10018 | (555) 212-3652 | JS | PH | ACTIVE |
| INTERNAL | John Smith | JS | West Babylon | NY | 11704 | (555) 418-9777 | CN | | ACTIVE |
| Vendor | Office Place | 50016 | New York | NY | 10013 | (212) 545-6994 | JG | | ACTIVE |
| INTERNAL | Educause Marketing | 50018 | New York | NY | 10001 | (212) 532-1234 | CN | | ACTIVE |
| Vendor | American Express | AMEX | New York | NY | 10116 | | CN | | ACTIVE |
| Vendor | Macmillan Macbeth-Corridor | 50033 | New York | NY | 10018 | 555-256-3212 | JG | | ACTIVE |

You can also enter criteria in multiple Quick Search fields to remove from the list. For example, you could remove the records that are from both NY (State/Prov) and New York (City).

Using Advanced Search to Remove Multiple Records

You can remove records from a current list using many criteria *not* found on the Quick Search bar. For example, you can narrow the list of Company records to show only those who have been a customer for over a year.

1. At the Company module, click the Search drop-down arrow (▼) and select **Go to Advanced Search**.
2. At the control bars near the top of the screen, click the **Omit** button.
3. In the company fields, enter your criteria (e.g. Customer Since field = less than (<) today's date of last year).
4. In the FileMaker menu bar, select **Search > Constrain Found Set**.

The screenshot shows the FileMaker Pro interface for a 'Companies' form. A search menu is open, listing options: Add New Request, Duplicate Request, Delete Request, Go to Request, Find All Records, Saved Finds, Perform Find, **Constrain Found Set**, Extend Found Set, and Cancel Find. The form is divided into several sections: Company Info, Contact Info, Other Info, Sales Info, Important Dates, Customer Billing Address, Customer Billing Setup, Customer Tax Setup, Vendor Payee Address, Vendor Setup, Vendor Tax Setup, and Vendor Shipping Setup. Each section contains various input fields for text, dates, and numbers, along with checkboxes and dropdown menus. The 'Customer Billing Setup' and 'Vendor Setup' sections have a yellow 'Notes' button. The 'Sales Info' section includes a date field set to '<7/7/2021'. The top of the window shows the FileMaker Pro menu bar and a search bar.