Removing Records from Search Results

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

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> Collins, Tim		Assistant Superintendent	Shea Township School District	50002	(555) 847-2678	tc@sheaschools.org	MACTIVE	• 🖟 🔵
> Cespedes, Yv	onne	Regional Sales Manager	LearnWright Inc.	50003	(555) 481-7302 x8125	ycespedes@learnwright.com	MACTIVE	• 🔻 🔵
> Moran, Ben		Sales Associate	Pewter Anderson Publishing	50004	(555) 842-9461 x458	benmoran@pewteranderson.com	MACTIVE	• 🔻 🔵
> Conforto,	Tony	Dean of Student	New Start Academy	50005	(555) 817-6943	conforto@newstartacademy.edu	Mactive 🖌	· 🖟 🔵
Pivora Tina	1	Principal	Full STEAM Charter School	50006	(555) 069-4174	tina rivera@fullcteam edu		• 3

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 (Q) 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**.

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> INTERNAL	aACME Education Solutions, Inc.	AI	New York	NY	10001	(555) 418-9777	JG	MH	Search current list
> Vendor	aACEsoft	aACE	New York	NY	10016	(212) 532-1378			Omit from current list
> Vendor	Pewter Anderson Publishing	50004	New York	NY	10001	(555) 842-9461	MH	NW	Go to Advanced Search
> Vendor	McGullicuddy McGuire-Hall	50009	New York	NY	10018	(555) 212-3652	JS	кн	Go to Advanced Search
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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**.

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