

Adding Records to Search Results

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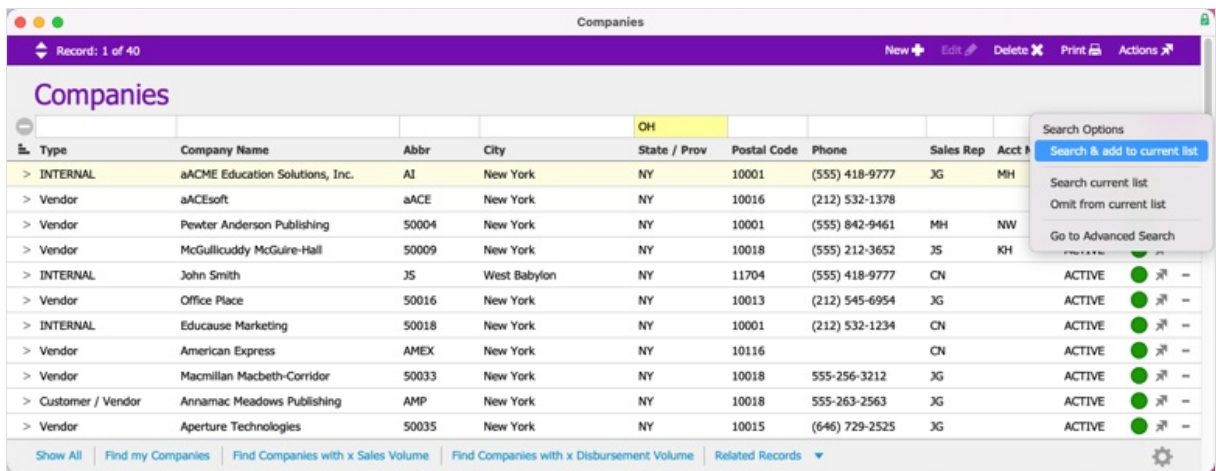
This guide explains how to add records to your current search results. It is intended for general users.

You can add records to a current list using the Quick Search bar or the Advanced Search screen. This functionality is available in nearly all modules.

Using Quick Search to Add Records

You can add records to your list using criteria for any field in the Quick Search bar. For example, if you have gathered the records for companies in New York, you can add the companies in the state of Ohio to the list:

1. At the module list view (e.g. Companies), clear the other fields and enter OH in the **State/Prov** field.
2. Click the Search drop down list and select **Search & Add to Current List**.



Note: You can also enter criteria in multiple quick search fields. For example, you could add the records that are from both New York (City) and Ohio (State/Prov).

Using Advanced Search to Add Records

You can add records to a current list using many criteria *not* found on the Quick Search bar. For example, you can broaden the set by adding companies from a specific zip code:

1. At the module list view (e.g. Companies), click the **Search** drop-down menu and select **Go to Advanced Search**.

2. At the control bars near the top of the screen, make sure **Include** is selected.
3. In the company fields, enter your criteria (e.g. Postal Code 43613 for a section of Shea, OH).
4. In the FileMaker menu bar, select **Search > Extend Found Set**.

