

# Use Search Fields to Locate Information in Reports

Last Modified on 06/05/2019 8:47 pm EDT

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

### List Active Families

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

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

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Loc	Family	Balance	Address	City	Zip	Phone	Students		
Search	Search	Search	Search	Search	Search	Search	Carter		
JRHC	<a href="#">Norman</a>	390.00	5312 Stadler Court	Rabbitfoote	28078	(704) 555-3844	<a href="#">Carter</a> , Alex, Sarah	<a href="#">Post Fees</a>	<a href="#">Pay</a>