

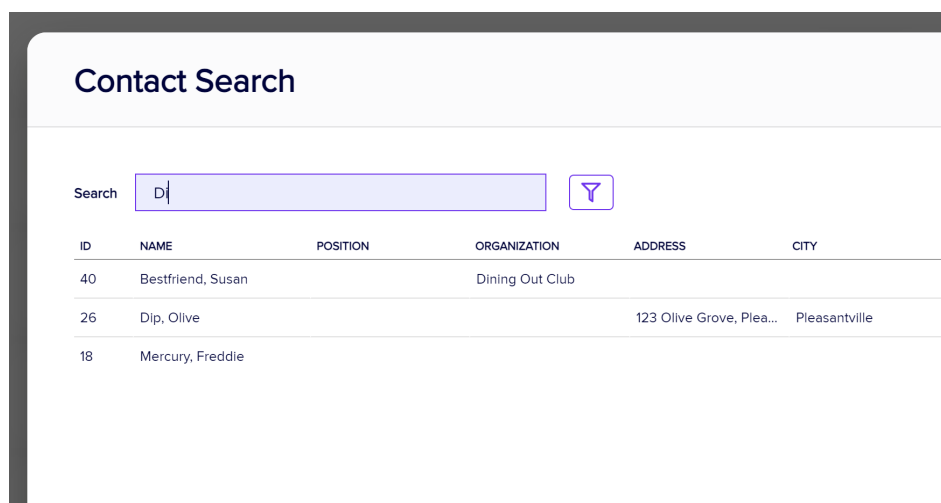
# Searching Attendee Records

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Selecting the **Search (magnifying glass)** in the Attendee Panel will bring up the Search panel. After using the search panel to find particular attendees, you may also want to use other attendee management features such as pinning records. [Read more about other Attendee Panel features.](#)

You can search for a specific attendee or a group of attendees, for example by using "Quick Search" (when you know some detail about the attendee, such as their first name or even part of their name).

Quick Search lets you enter a full or partial attendee name or business name as your search term. In the example below, the letters "Di" bring up attendees with "di" in their name OR in their organization name.




The screenshot shows a "Contact Search" interface. At the top, there is a search bar with the text "Di" entered and a magnifying glass icon to its right. Below the search bar is a table with the following columns: ID, NAME, POSITION, ORGANIZATION, ADDRESS, and CITY. The table contains three rows of results:

| ID | NAME              | POSITION | ORGANIZATION    | ADDRESS                  | CITY          |
|----|-------------------|----------|-----------------|--------------------------|---------------|
| 40 | Bestfriend, Susan |          | Dining Out Club |                          |               |
| 26 | Dip, Olive        |          |                 | 123 Olive Grove, Plea... | Pleasantville |
| 18 | Mercury, Freddie  |          |                 |                          |               |

You can also enter no values and just scroll through names, which are by default listed alphabetically by surname:

### Contact Search

Search  

| ID | NAME                | POSITION          | ORGANIZATION                        | ADDRESS                         | CITY            | STATE | COUNTRY        | PHONE |
|----|---------------------|-------------------|-------------------------------------|---------------------------------|-----------------|-------|----------------|-------|
| 15 | Absher, Mr. Joseph  | Superintendent    | Alawa School District               | 8 Jerry Dove Drive, Darwin, ... | Darwin          | NT    | Australia      |       |
| 6  | Addison, Ms. Annie  | President         | Southern California School District | 1934 Felosa Drive, San Ang...   | San Angelo      | TX    | United States  |       |
| 8  | Anderson, Mr. Brian | Head of School    | Great Plains School District        | 3832 Western Line Road, C...    | Copper Cre...   | TX    | United States  |       |
| 14 | Aquino, Mr. George  | Lead Educator     | Ludmilla School District            | 43 Webster Street, Darwin, ...  | Darwin          | NT    | Australia      |       |
| 53 | Blackwell, Mike     |                   | Henderson Education Systems         |                                 |                 |       |                |       |
| 1  | Bowman, Mrs. Vicki  | Education Manager | Resolute Country School District    | 273 White River Way, West ...   | West Valley ... | UT    | United States  |       |
| 5  | Collins, Mr. Johnny | Director          | North Dakota School District        | 4 Oakwood Circle, Irvine, C...  | Irvine          | CA    | United States  |       |
| 10 | Davis, Mr. Robert   | Director          | Antitum School District             | 70 York Avenue, Oxford, Un...   | Oxford          |       | United King... |       |

1 - 50 of 53 items

Another option is to select the top of a column (such as ID number) to put all the attendees in ID number order. Using the >| symbol under the search panel will take you to the last items on the list. (So, if you've put all your attendees in ID number order, the last ones on the list are those who were added most recently.)

## Filtered Search

You can also filter more specifically: for example, you may want to see everyone from Algeria, a list of attendees who are registered as speakers, or only people who meet **both** those criteria. With Filtered Search, you can enter full or partial search criteria in any module of the attendee record.

### Filter

- Contact
- Notes
- Marketing
- Registrations
- Agenda
- Functions
- Accommodation
- Travel
- Presentations
- Exhibition
- Sponsorship

### Contact

Details Access Control

ID

First Name

Last Name  to

Organization  to

Position

Street

City

State

Country

Zip/Post

There are many ways to use a Filtered Search. Some examples include:

- Search for all attendees who registered with Early Registration
- Search for all attendees who have a special dietary request
- Search for all speakers who have NOT submitted their final papers

- Search for all attendees who have reserved a King Room at a specific hotel on a specific date
- Search for attendees who HAVE or HAVE NOT checked in to your event
- Search for attendees who have a balance due on their account
- Search for members of a specific attendee group

## Saving Searches

In addition to creating powerful searches, you can save searches and re-use them at a later time. Creating a Saved Search is easy to do:

1. Created your filtered search
2. Select the Save Button
3. Give your Filter Rule Set a name
4. Select Save

**Tip:** Saving a search here saves the *search filter criteria*, not the *search results*. When you Load and re-run a Saved Search, it will re-run against your *current* data, and so will also show you any people (matching those criteria) that have since been added to the database.

For example, if you create a Saved Search to find Accompanying Person registrations, and then Load and re-run that same Saved Search next week, it will also show all matching registrations that have been entered in the meantime.

**Note:** this is different from the **Save as Data Snapshot** button (found in Reporting and Express Actions), which will save the *search result* (the list of Attendees) that matched the query criteria *at the time the query was first run*. You can review this result at any time, and it will not change, which is useful in this case for tracking exactly which Attendees matched your selection at a particular point in time.

## Loading Saved Search

Select Load and then the saved Filter Rule Set you wish to use.

## Searching for Contacts in a linked Contact Store

If your event is linked to a Contact Store, you can easily find people in the Contact Store, and add them to your local event.

Select which event you are searching (the Contact Store, or the local event) from the drop-down list in the bottom left of this screen. (Only visible if you have linked this event to a Contact Store in [Event Setup](#).)