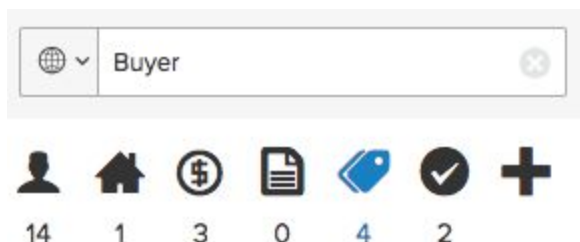


Searching the Database


Basics: All Users

The large box at the top left of the screen with grey text saying “Type anything & press ENTER” allows you to search for any text in the 6 sections of the system.



The example to the left shows the word “**Buyer**” and Realvolve found **14** Contacts, **1** Properties, **3**

Transaction, **0** Documents, **4** Tags and **2** Activities containing the word “Buyer”. When you click on any of the icons, it will show the list of items that was found in

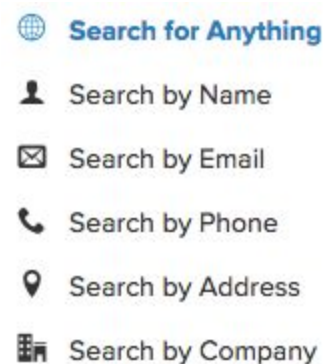
that section. Clicking on the  button on the right side of the search field will clear the search text and display all the data in each section. On the left side of the Search field is a dropdown selection for choosing where to search in the database.

Search for Anything: “Search for Anything” will search the entire database for the search term. This type of search is the slowest of the available options.

Search by Name: Searches the First/Last name field in Contacts as well as the People tab of a listing or transaction.

Search by Email: Searches the Email Address field in Contacts as well as the People tab of a listing or transaction.

Search by Phone, Address and Company all search their associated fields.



Special Search Characters:

- Use the Asterisk * character, (also known as **star**), as a wildcard to search in the middle of words.
- **Example:** ***son** would find records containing **son** like [Sonya](#), [Johnson](#), or [personal](#).
- Use the question mark ? character as a placeholder for an unknown character.
 - **Example:**
 - **S?n** would find any records where the field begins with **S**, has one unknown *second character* then the letter **n**. This would return records beginning with [San](#), [Sen](#), [Son](#) or any number of other results.

- It is also possible to use multiple question marks like **M??k** will find [Mark](#), [Mick](#) or any other word where there are 2 characters between an 'M' and a 'k'.
- Use the Asterisk * and Question Mark ? in combination if needed.
- **Example:** **Jo*s?n** would search for any name that starts with 'Jo', has any number of characters to up an 's', some unknown character then the letter 's'... returning contacts like [Johnson](#), [Johnsen](#), [Johansson](#) [Jonson](#).

How to Filter Contacts: [SEE VIDEO](#)

Additional Help Documents: ([Click HERE](#))

If you have any questions, please contact us at: support@realvolve.com

Questions?

Please direct questions and comments to support@realvolve.com.

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