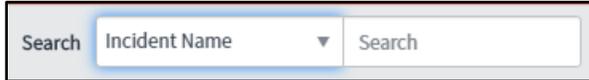


## Performing Searches in the Data Management Tool

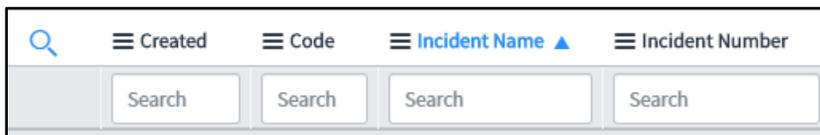
There are several options for searching for information within lists.

**1 List search filter** – This tool is found at the top of the main content area.



- a Choose a data element (column) from the filter drop-down (e.g., “Incident Name”).
- b Type your search term in the search field.
- c Press Enter. The main content area will show all records that match your search criteria.

**2 Column header search** – Click the **Search** icon (🔍) to show/hide the search fields at the top of each column.



**Tip:** Click the **Search** icon again to hide the column header search fields.

- a Type text in one or more fields.

**Tip:** You can use the Tab key on your keyboard to move from one search field to the next.

- b When done, press Enter.

**Tip:** To remove a search term, delete it from the Search field and press Enter again.

## Wildcard Searches

All search fields support wildcard searches. Use the symbols as shown in the left column to perform the search described in the right column.

Wildcard Entry	Description
*search-term %search-term%	Values that contain search term
%search-term	Values that end with search term
search term%	Values that start with search term
=search term	Values that equal search term
!*search term	Values that do not contain search term
!=search term	Values that do not equal search term