How Do You Search within List Images?

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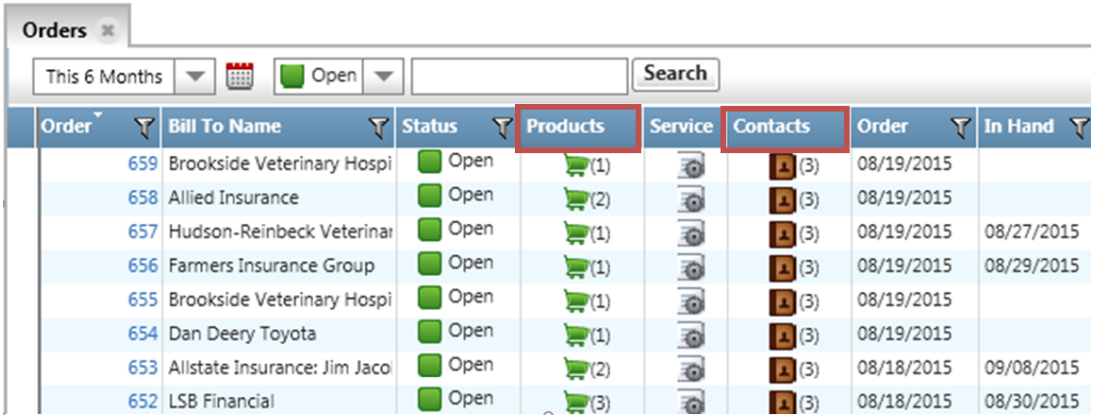
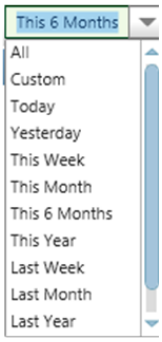
How Do You Search within List Images?

When viewing a list, some columns show images that hold multiple records. For example, in the Orders List, the columns for Products and Contacts show an Image and then a number. This represents the number of additional record (products or contacts associated with that order) that will appear if you click on the image.



The search box located in the top left corner of this list can be used to search for a particular record represented by this image. You can enter a Product or Contact name and search the list for any orders with that Product or Contact listed.

You can also perform a multiple criteria search. Choose the time period that you would like to view. The status of “open” can be changed to “closed” or “all”. Finally, you can use the search box to limit the search even further.



Even if you only change one of the search criteria, you must choose “Search” to execute the search.