

# Using the Address Book Search Page

Updated: September 18, 2015

1. Hover over **Address Book**.
2. Click **Search**.



3. Click the type drop-down.
4. Select the type of address book item for which you would like to search, or select all to search for all companies, people, venues and artists that match the rest of your search criteria.



5. You can enter a term or string of words for which to search.



6. The *Any*, *All* and *Exact* radio buttons allow you to modify how your search term is applied:
  - *Any* will find results that contain any of the words you type in any order.
  - *All* will force it to only find address book objects that contain all of the words, but in any order. In this case, it could pull up a company called "River City Event" because it contains both Event and City.

- o *Exact* will force it to find all of the words in the exact order they are typed.

Search

Type: All    Event City    Tags: Local Companies    Search

Include archived?     Any    All    Exact

7. The tags drop-down allows you to narrow the search to only results with certain tags applied.

Search

Type: All    Event City    Tags: Local Companies    Search

Include archived?     Any    All    Exact

- Favorite People
- Hotel (referred to)
- International
- Key Promoters
- Local Companies
- Local Contacts
- University

8. Click **Search**.

Search

Type: All    Event City    Tags: Local Companies    **Search**

Include archived?     Any    All    Exact

9. Once your results have displayed, you can click the Excel icon to export the search results as an Excel document.

Search

Type: All    Event City    Tags: Local Companies    Search

Include archived?     Any    All    Exact

Company (7)

Name	Parent	Location
<a href="#">Event City Elementary</a>		
<a href="#">Event City Golf</a>		Event City, ST
<a href="#">Event City Herbalists</a>	<a href="#">Event City Government</a>	
<a href="#">Event City Orchestra</a>	<a href="#">United Orchestras</a>	Event City, ST
<a href="#">Event City Police Departme</a>		
<a href="#">Event City Schools</a>		
<a href="#">Event City StarDollars</a>		

Excel icon highlighted