

## Micro Learning Video: Search Methods

In this video, you will learn how to utilize different search methods like Global Search, Quick Find View, and Custom Search.

Use the Global Search bar from any page for broad searches and partials.

1. Enter the search term in the Global Search bar.

The search results will display in the dropdown list.

Use the Quick find bar within List views to find that list view's record type.

1. Enter the search term in the Quick find bar.
2. Click the search icon or press Enter on your keyboard.

The search results will display.

Use the Custom Search page for more targeted searches.

1. Click the Search option in the navigation pane to go to the Custom Search page.
2. Enter the search term in the relevant field.  
Tip: Enter an asterisk (\*) before searching for a partial accession number.
3. Click Search.

The search results will display.