

### The Contact Record

1. From the **main navigation menu**, click **Contacts**
2. You can search for a contact in several ways:
  - a. Select a contact from the **list of contacts** - Click on the **contact row** to open the **Contact Record**. The Contact Record will open on the right of your screen.
  - b. Type into the **Search Box** – search on name, phone number or address. Your match criteria will be highlighted in yellow in your search results. Click on the **contact row** to open the **Contact Record**. The Contact Record will open on the right of your screen.
  - c. Or, use the **alpha keys** – click on a letter. Your match criteria will be highlighted in yellow in your search results. Click on the **contact row** to open the **Contact Record**. The Contact Record will open on the right of your screen.
  - d. Or, **sort and filter** by categories. Click on the **contact row** to open the **Contact Record**. The Contact Record will open on the right of your screen.