Searching Video 2: Searching in Lists – using Search Operators

Speech	*Cursor Actions*
This video explains search operators. Before watching this video, watch: • Searching 1 – Basic Concept Overview	Show list of training video titles
	Title: Searching in a Field using Search Operators
A record is made of many little pieces of data, usually called fields. So a contact's last name is in a field. His residence postal code and phone number are in two other fields.	Show image of contact record, point to/highlight fields mentioned
Perhaps you need to find everyone in your database who lives in a particular city. That information is stored in the Residence City field in contact records.	Show Contact record on Residence tab. Highlight City field
To perform this search, open the contacts list, choose the Search Type: Field, then choose the field to search, in this case Residence City.	Show Contact list (with Residence City showing as a column) Choose Search Type: Field Choose Field: Residence City
Then choose the appropriate Search Operator. Search Operators tell Sumac the relationship between the field you're searching in, and the value you're looking for within that field.	Open Search Operator drop-down menu Point to blank field next to Search Operator
If we want to find everyone who lives in Toronto, we choose the Search Operator: is equal to, then type "Toronto" into the search value field.	Choose Search Operator: is equal to Type "Toronto" into blank field
That tells Sumac to find contacts whose Residence City field is equal to Toronto.	Point to each part of the search
Click Search	Click Search
and Sumac displays the results.	Point to list
Each Search Operator has a particular function.	Open Search Operator list
"Is equal to" searches for records in the database that match the search value that you enter – note that searches are *not* case sensitive.	highlight "is equal to"
"Not equal to" does the exact opposite! It finds all records in the database that do *not* match the specified search value.	highlight "not equal to"
So to find all the contacts who do *not* live in Toronto, change the search operator, and click Search again.	change operator, click Search
You can find records with value bigger or smaller than the value you enter. For text fields, this works alphabetically: A is considered to be less than Z	highlight "Is greater than, Is greater than or equal to, Is less than, Is less than or equal to"

"Is null" finds records in the database where the field you are searching is empty.	Point to "is null"
Now that you've learned how to search in specific fields and use search operators, move on to the rest of our training videos to learn more about searching in Sumac!	