

Searching and Filtering Options

Find a contact you need quickly and easily with search and filters. You can use any of these features independently, or you can combine them.

1. Select Directory so that the Filter option will appear; select **Filter**.
2. **Select** filter(s) to narrow results by Alias, Credentials, Department, Location, Market, Specialty, Title, or Type.
3. Continue to add as many additional filters as needed.
4. Click **Save** once all filters have been selected.
5. **Name** the new filter so that it can be used easily in the future.
6. When finished, click **Save**.
7. The filter will appear under the search bar when in use.
8. When the filter is not needed, click the filter; toggle the saved filter off.

