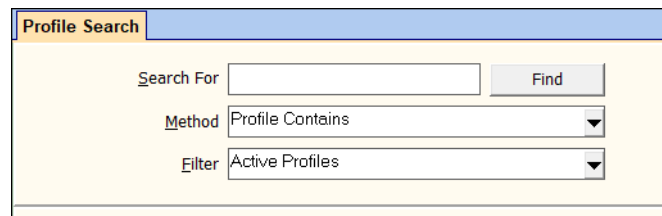
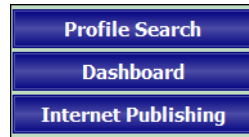


## Overview

This function searches through the owner, property, unit, tenant, vendor and manager profiles to find every match for the entry in the Search For field. The default is to search all profiles that are active. All matches are displayed, along with the source and match value. Double click on the match line to open that profile record.

The Profile Search is found in the upper left of the PROMAS screen.



A screenshot of the "Profile Search" form. It features a "Search For" text input field followed by a "Find" button. Below this are two dropdown menus: "Method" set to "Profile Contains" and "Filter" set to "Active Profiles".

## Fields

**Search for** - enter any string of characters up to 40 as the search criteria. Click the <Find> button to initiate the search.

**Method** - the default is "Profile Contains". Other options are:

- ID or Name Contain
- ID or Name Starts With
- Address Contains
- Phone Contains
- Email Contains
- Contact Contains

**Filter** - the default is Active Profiles. Other options are:

- All Profiles
- Inactive Profiles

Enter some characters in the Search For field and click <Find>. Results will be displayed.

Profile Search				
Search For		<input type="text" value="and"/>	<input type="button" value="Find"/>	
Method		Profile Contains		
Filter		Active Profiles		
ID	Name	Status	Match Source	Match Value
GOLDEN	Harrison S. Golden	Active	Owner Formal Salutation	Mr. And Mrs. Golden
ROD	Jerry and Karyl Rodriguez	Current	Tenant Name	Jerry and Karyl Rodriguez
RR	Randy's Roofing	Active	Vendor Name	Randy's Roofing

The **ID** and **Long Description** of the profile where the match was found will display. Also displayed will be the **Status** of that profile, the **Field** where the match was found and the **Match Value**.