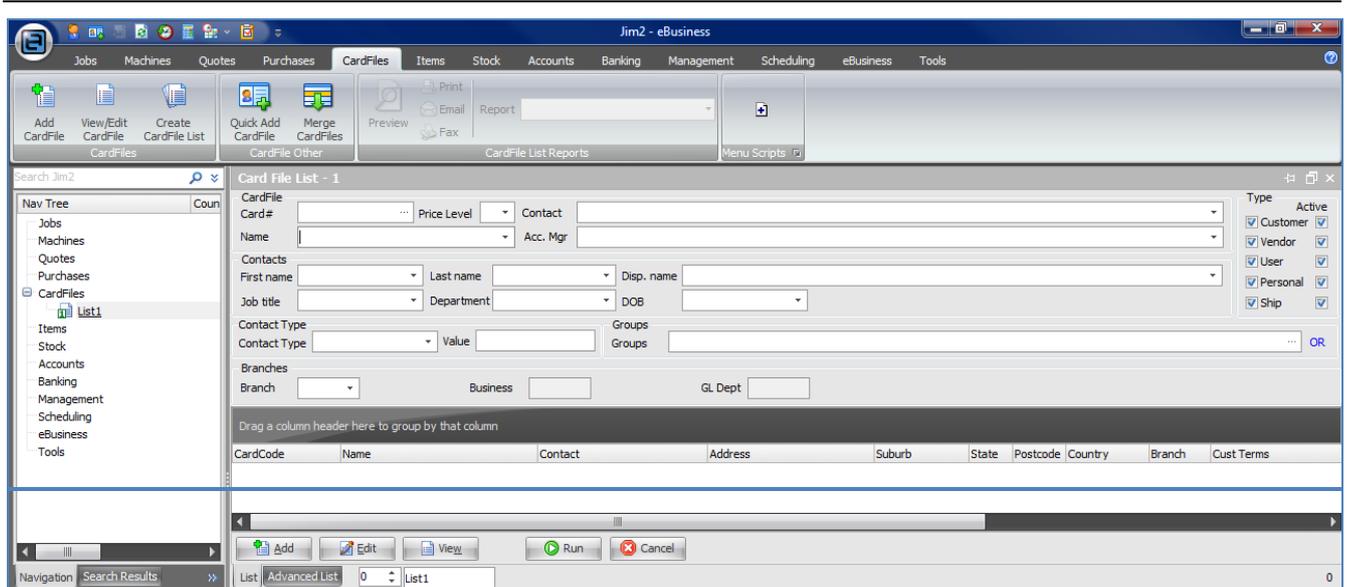


Search for a CardFile.

Who: **All users, all sites.**

Describe: Able to search through a list of CardFiles, using basic filtering.

Context: Used to confirm there are no duplicates, and that there is a cardfile to use for Jobs, Quotes and Purchases.



Skill Steps:

1. Select the CardFiles tab from the top of the Jim2 window.
2. Click Create CardFile List in the Ribbon.
3. Enter search information into any combination of fields. A simple example is to enter "Smith" into the Name field.
4. Press the <<Enter>> key on your keyboard.
5. A list of CardFiles will display on your screen.
6. Scroll through the resulting list to locate your preferred CardFile.
7. Double click your mouse on the required CardFile.

