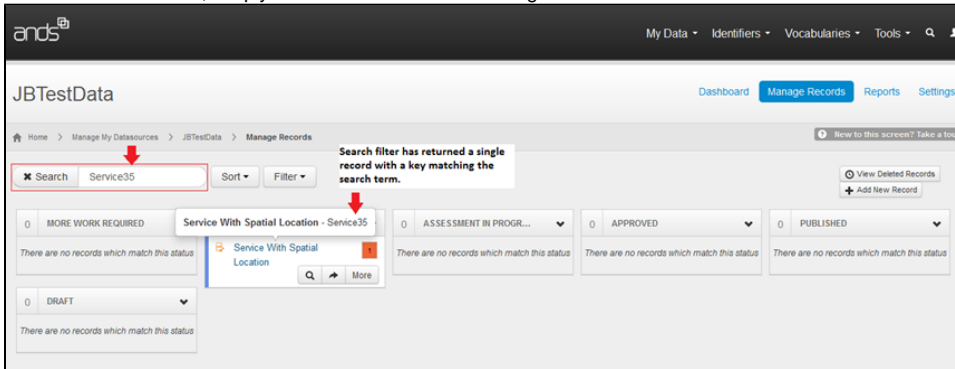# Search Filter

To assist you in locating records in record tables with large numbers, a search filter has been incorporated into the Manage Records page.

Unknown macro: 'iconmacro' To conduct a search:

1. Enter your search term into the search box.
2. Press enter on the keyboard or click the `'Search'` button.
3. Any records with a name or key containing your term will be returned.
4. To clear a search filter, simply click the `'Search'` button again which will be shown with a black `'X'` next to it.