

# Transaction Search

## 1 SYNTAX RULES FOR PERFORMING ADVANCED TRANSACTION SEARCHES

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Use the following syntax to perform advanced transaction searches:

- To search for a term anywhere in a name, enter a single term (e.g., *Steve*).
- To search for the exact phrase surround a search phrase in double quotes (e.g., *"Bob Smith"*).
- To exclude search results containing a term, use a dash in front of the term (e.g., *Yolanda -Martinez*).
- To search for entries containing both terms, enter multiple terms without double quotes (e.g., *Sarah James*).
- To search for either of two terms, use "or" in a search phrase (e.g., *MacCulloch or McCulloch*).
- To search for results containing multiple terms, use "and" in search phrase (e.g., *Art and Lee*).
- To search for results containing multiple terms, separate terms with a punctuation mark such as a comma, period, semi-colon, etc. (e.g., *Andy,Rosito*).