

# How do I use the search filters within DCI?

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- Search filters are located within pages throughout DCI and allow users to search for and locate specific records within the system
- Filters can be completed by quick complete or drop-down menus
  - Quick Complete - As users begin typing in a field, the system generates and displays a subset of records that meet the entered criteria. Results are narrowed as additional text is entered.
  - Drop-down - Narrow the search by selecting a specific item from the drop-down menu
- Search filters narrow the records viewable in the results table below the search window providing a more efficient user experience
- If search filters are not used all records below the search window will be displayed

## Related articles

- [How do I use the search filters within DCI?](#)
- [Employee - View & Search for Accounts](#)