**Search bar** on the top right allows us to search any student, either by giving their First Name, Last Name or Z#ID

Once we give the input in search field and click on enter, following dashboard appears which displays the student summary.

**ADVANCED SEARCH**

Click on **Advanced Search** from the left menu to search any user by different available options
The following screen on click of Advanced Search, by default Keywords and Type are the two fields provided to search.

In addition, there is other option of Show Advanced Filters which gives us other fields to search.
Following options will be displayed once we click on *Show Advanced Filter* and relevant search can be done based on the options (Eg: Area of Study – Major: Accountancy)

Following search results will be displayed, where one can either choose selected candidates or click on *ALL* option to select all the students as required.
When the search results are more than 100, selecting ALL will choose only 1st 100 students from the displayed results. Click on **Select all 700 items** to choose all the students displayed out of the search.

**Clear Selection** allows us to deselect all 700 students.
Following are the list of Actions available to be performed on selected search. E.g. Schedule an Appointment for all Accountancy students can be done in one click as shown below.