Global Search

Global Search is used to search upon records across the following modules: Leads, Contacts, Accounts, and Opportunities. The Global Search bar is accessible from any page in AMPED. The top 50 results for each module will be displayed in the list view.

Global Search [Video]

Searchable Fields

Users can search any and all of the following fields for the respective modules:

Global Search implements full Text Search, so you can search by the following types of fields:

- Text: "sample quote" (Please see below for guidelines on searching text fields)
- email: "ampedsupport@vantage.com"
- Date: 11/29/2020 (Preferable format: DD/MM/YYYY)
- Owner's First part of Username: **johnsmith**@email.com
- Phone Number: 4845556235 (avoid using parentheses and dashes)

Searching Text Fields

You can search with Text Field values with the following text fields:

- **Leads:** Last Name, First Name, Company, Street, State, City, Owner Full Name
- **Contacts:** Last Name, First Name, Company, Street, State, City, Owner Full Name
- **Accounts:** Company, City, State, Street, Owner Full Name
- **Opportunities:** Opportunity Name, Company, Owner Full Name