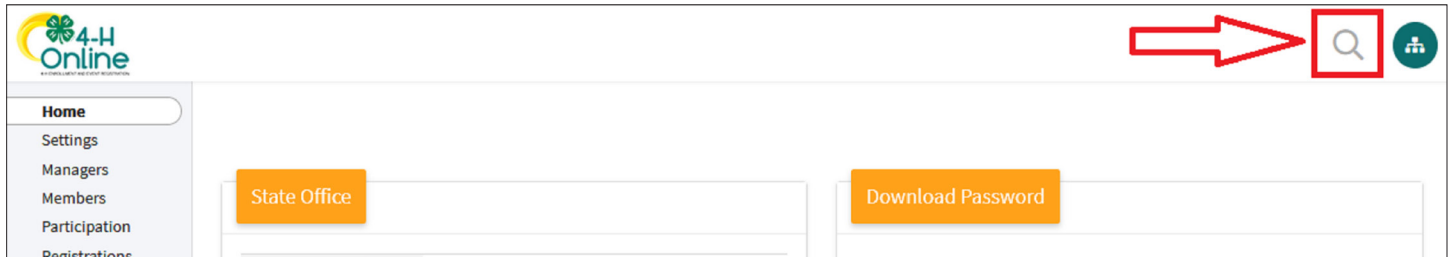


### GLOBAL MAGNIFYING GLASS SEARCH

The global search is available to search for member and family profiles from any manager screen.

- Click on the magnifying glass on any manager screen



- Type in the member name, family name or email address.
- Click on the record you would like to access on the left side of the pop up screen.
- Click the blue View button to enter the record.

