This is guidance for how to construct an Advanced Search in Content Manager with multiple search parameters.

1. Click the SEARCH tab
2. Click the magnifying glass above records
3. Under Search by, enter the name of the field to search on
   Alternately you can use the down arrow to select recently used search fields or use the blue folder button to select from all available fields
4. In the next field below, type the search to perform for the designated field
5. Click New to add an additional search parameter
   - Go back to the top and repeat steps 3 and 4 for the next field(s)
   - Add additional fields, if needed, by clicking New and changing the search criteria for each
6. The complete search query will be displayed in the lower window
7. Click OK