



## Viewing Record Totals

The Total Records section in a list screen allows users to view 50 records at a time or loads an entire list of records at once.

### To view a listing of all available Individual Contact Records:

- Click the **Quick Add/Search** drop-down and select **Individual Contact**.
- Leave the **Enter Name** field blank.
- Click the **Go** button.
- If there are more than 50 records listed, click the **Total Records 51+** link to view a list of all Individual Contact Records.
- A confirmation window will display. Click **Yes**.



Figure 1: Total Records section

*Note: If you have a considerable amount of records (more than 1500) it could cause a drain on system resources. SmartOffice limits the amount of records loaded to 1500. If the number exceeds the limit of 1500, only a partial list will display.*

### To view a list of more than 1500 records:

- Run a Dynamic Report that meets your search criteria.
- Check the **Tag All** box.
- Click the **Spreadsheet Export** button.

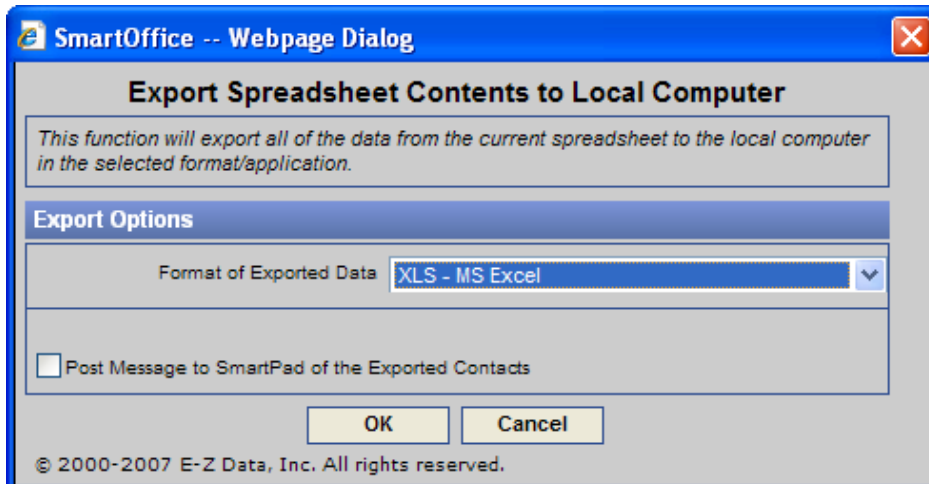


Figure 2: Export Spreadsheet window

- In the Export Spreadsheet window, click on the **Format of Exported Data** drop-down, and select **XLS – MS Excel**.
- Click **OK**.
- SmartOffice opens the data in an Excel Template.

