To apply more criteria to the search, use this option.

- Click the **Advanced Search** button in the **Advisee Roster** window.

The **Advanced Search** window will display (see illustration on next page).

To search by **Degree, Major, City, State, or Home Campus**:
- Click the appropriate list arrow.
- Select the desired option from the list.
- Click the **Search** button.

To search by **Last Name, First Name, or Middle Name**:
- Select one of the options in the list box next to the name you are searching by. These options are:
  - **Contains** – When this option is selected, the database will be searched for any name that contains the specified text.
  - **Exact Match** – This option means that the search will look for the name in the database that matches the text exactly.
  - **Begins With** – With this option, the program would list any names in the database that begin with the specified text.
- Input the name into the textbox.
- Click the **Search** button.

Use the **Name Search Options** to specify additional conditions for the search.
- **Use Phonetic Match** – When this option is selected, the database will be searched for any name that sounds the way the name is spelled.
- **Use Primary Name Source** – This option is used to search the database for the primary name that is listed in the database.
Use Alternate Name Source – Some students have an alternate name, one they have used previously. This option will search the database for that name if it is used in the search criteria.