### F. Special Features

#### **Search Feature**

Where there are a large number of transactions in the All Transactions window, the Search feature in FECFile can be used to limit the number of transactions you need to look through. To use this feature:

FEC	file - [A	Il Transactions]						_ 7
File	Edit	View Window Help						- 6
-		Individuals/Organizations		h 💽	û 🐧	k/ 🍘	1 A	
_	37	Election Cycles						
		Reports		Date	Amount Id			
	Abrams	All Transactions		25/2002	150.00 71			
	Ackerm	Summary Page		- 80/2002	250.00 02			
	Ackmai Agarwa			25/2002	500.00 61 50.00 80			
	Ajamy,	Receipts		17/2001	250.00 98			
	Ajamy,	Disbursements		25/2002	250.00 60			
	Akel, Gr.	Loans and other Obligations		07/2002	100.00 93			
	Albert,	De se vela bite		25/2002	100.00 69			
	Alberta	Recycle bin	-	24/2002	250.00 34			
	Alcee, [	Sort	Ctrl+r	17/2001	100.00 96			
	Alcee, L	Search	Ctrl+F	15/2002	100.00 84			
		Ronald R.	1	2)20/2001	1000.00 04			
	Alese, D			1/15/2002	100.00 83			
	Alpern, H			0/17/2001	50.00 30			
	Alpern, H			5/28/2002	50.00 16	4		
(a)	Andrew,	Ralph	10	0/17/2001	750.00 35	6		
(a)	Andrew,	Ralph	10	0/07/2002	1000.00 39	16		
(a)	Anglim,	Carmela	10	0/30/2002	50.00 94	9		
		ichard W.		2/05/2001	25.00 72			
(a)	Archer, I	Kimi J.	10	0/17/2001	20.00 40	1		
	Arkins, C			0/05/2001	100.00 19			
	Arndt, J			0/05/2001	25.00 17			
	Arnold, 1			3/02/2002	100.00 22			
		ie, Joseph		9/19/2002	100.00 32			
	Ayer, Lo			0/25/2002	25.00 49			
	Balley, A			0/17/2001	25.00 26			
		one, Lori		0/25/2002	75.00 63			
	Ballantin			3/02/2002	50.00 22			
	Barbash			1/29/2001	100.00 59			
	Barden,	Charles F.		2/05/2001	150.00 76			
	Barton,			1/29/2001	25.00 65			
	Baum, J			1/15/2001	50.00 54			
	Beal. Ker			2/07/2001	50.00 92			
	Beal, Pa			1/15/2002	50.00 80			
	Beaulieu			9/19/2002	75.00 26			
		ender, Patricia		0/25/2002	50,00 50			
	Beeman			0/05/2001	25.00 22			
	Beling, C			0/19/2001	25.00 49			
		, H. Michael		0/25/2002	150.00 71			
	Belonga,			0/05/2001	50.00 18	14		
		er, Douglas	10	0/25/2002	50.00 48	19		
		Robert B.		2/07/2001	50.00 92	20		
	Benjami			0/25/2002	30.00 62	9		
(a)	Bennett,	Austin	10	0/30/2002	50.00 92	8		
(a)	Benthan	n, Kendrick	03	2/27/2002	50.00 08	0		
		ft, Jan-Eric		1/29/2001	250.00 59			
	Berinstei			0/30/2002	50.00 98			
(a)	Bernsteir	n. Richard	13	2/27/2001	1000.00 06	i0		

 From the all transactions window click on the View Menu and select Search...or simply press the Control and F keys at the same time. This will open the Search interface.

Search		X
Te <u>x</u> t		ОК
richard		Cancel
Date <u>F</u> rom	Date <u>T</u> hru	

✓ Enter a text word or phrase and/or a date range. Then click on OK

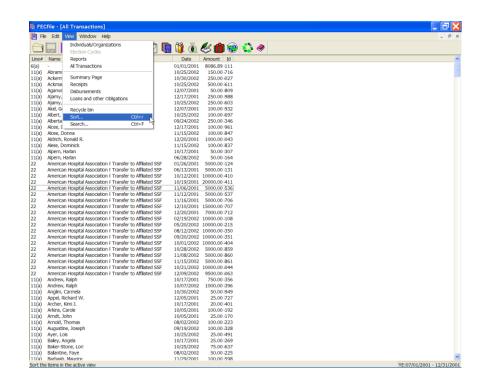
(a) (a) (a) (a)	Name Appel	fic	/	findow	Help	0																	
(a) (a) (a) (a)	Name Appel																						-
(a) (a) (a) (a)	Name Appel					£.	-	•	Ø		1 🕅	ŏ	E.	ŝ	1 🛞	0	2						
(a) (a) (a) (a)	Appel,	2	1	 Descrip	tion	-	Date			nt Id			~	_					 	 	 		
(a) (a) (a)						17	2/05/2			.00 72													
(a)		tein, R					2/27/2		1000.	.00 ;06	0												
	Braun	, Richa	Ind			10	0/30/20	002	500.	.00 02	4												
	Hoffm						0/25/2			.00 ;58													
	Hogg,						9/19/20			.00 ;27													
	Ketch						0/05/2			.00 16													
	Lagne						0/21/20			.00 ;41													
	Laure						0/05/20			.00 21													
	Lippe,						9/19/2			.00 ;30													
	Magni						1/15/2			.00 56													
	Mathe						2/07/20			.00 83													
	O'Kan						0/25/20			.00 ;49													
	Park,						0/19/2			.00 45													
	Petrilic Pierle,						0/25/2			.00 54													
	Richar						0/05/20 0/25/20			.00 20													
	Schul						0/25/20			.00 46								ß					
	Speisr						0/25/20			.00 78								- 0					
idv																					VE-07	/01/200	1 - 12/31.

✓ The results of the search are displayed in the Search Results window. Note, the search looks for the text you seek in the Name, description, address, and memo text. As an example: Greg Schultz, above…lives on Richards Road.

# NOTE: Use the resulting transactions as if they were in the all transactions window. Also, only one search results is displayed at a time.

#### **Sort Feature**

In a window, the user can sort the transactions in a useful order by using the Sort Function a Follows.



✓ From any transactions window click on the View Menu and select Sort. ...or simply press the Control and R keys at the same time. This will open the Sort interface.

NOTE: Each transaction window can have its sort preferences set independently. Set up your sour preferences for each window.

Sort priority	Sort priority
Amount (None> (None> (None> OK Cancel	Amount  (None> Line# Name Date Amount Aggregate Id Parent

- $\checkmark~$  .There are four levels of sorting available. The top box sorts first, then the second box and so forth
- $\checkmark$  The options for sorting are shown above, and are from low to high.

#### **Merge Feature**

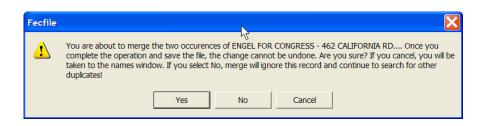
When there are multiple entries for a single unique contributor, you can use the Merge Function to merge multiple entries into one entry for a unique contributor. This helps improve tracking and reporting of aggregate totals for contributors.

I FE	Cfile - [Receipts]					
FI	e Edit View Windo	w Help				
6	New	Ctrl+n		1	68 🎘	h 🖉 🎒 🥹 🛟 🗶
-	Open	Ctrl+o		🖄 📲 🚾	u 🗤 🖉	
in	Close	Ctrl+w	e	Amount A	ggreg I	. P.
10	Save	Ctrl+s	2001	5.00	5.00 66	
1	Save As		2001	5.00	5.00 01	
1(—			2001	15.00	15.00 25	
1(	Import		2001	20.00	20.00 46	
1(	Import Names		2001	20.00	20.00 68	
1(	Export Names		2001	20.00	20.00 23	
1(	Merge Names		2001	20.00	20.00 45 20.00 01	
10	Backup	5	2001	20.00	20.00 01 20.00 19	
10	Check Limits		2001	20.00	20.00 19	
10-			2001	20.00	20.00 03	
2	Validate	Ctrl+v	2001	20.00	20.00 65	
id	Print Report	Ctrl+shift+p	2001	25.00	25.00 03	
1	Upload		2001	25.00	25.00 52	2
1	Update Committee List		2001	25.00	25.00 64	
1(—			-2001	25.00	25.00 70	
1(	Print	Ctrl+p	2001	25.00	25.00 72	
1(	Print Setup		2001	25.00	25.00 74	
1(	Print Preview		2001	25.00	25.00 76	
1(			2001	25.00	25.00 15	
1(	1 DCf11 Version5 .DCf		2001	25.00	25.00 17	
1( 1(	2 TESTCCM2.DCf		2001	25.00 25.00	25.00 19 25.00 21	
10	3 AUTH.DCf		2001	25.00	25.00 21 25.00 27	
10	4 AUTH1.DCf		2001	25.00	25.00 27	
1			2001	25.00	25.00 49	
1	Exit		2001	25.00	25.00 01	
	Roche, Mary Ann	10/1	7/2001	25.00	25.00 85	
	Dimon, Leonard		7/2001	25.00	25.00 97	
	Eberly, James		9/2001	25.00	25.00 45	5
1(a)u	Messineo, Hedy		9/2001	25.00	25.00 49	3
1(a)u	J Salo, Jack	10/1	9/2001	25.00	25.00 59	9
	J Schulz, Gregory M.	10/1	9/2001	25.00	25.00 61	
	<ul> <li>McLeod, Christine</li> </ul>		9/2001	25.00	25.00 77	
	u Murray, Kevin		9/2001	25.00	25.00 86	
	Beling, Ceine		9/2001	25.00	25.00 90	
	Santos, Lee		9/2001	25.00	25.00 99	
	J McNamara, Sharon A. J Tanney, Karen		5/2001	25.00 25.00	25.00 55 25.00 61	
	J Hendel, Sharyl		5/2001 5/2001	25.00	25.00 61	
	J Senn, Larry		5/2001	25.00	25.00 69	
	J Pollard, Amy		9/2001	25.00	25.00 32	
	Miler, Victoria		9/2001	25.00	25.00 32	
	Ward, Marguerite		9/2001	25.00	25.00 36	
	McCabe, Rita		9/2001	25.00	25.00 40	
	J Shafer, David		9/2001	25.00	25.00 42	
1(a)u	Stoddard, Ruth		9/2001	25.00	25.00 44	5
	Tryon, Clara		9/2001	25.00	25.00 46	
1(a)	Barton, Alan	11/2	9/2001	25.00	25.00.50	

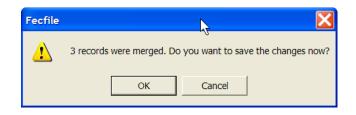
✓ From any transactions window click on the File Menu and select Merge Names. ...This will open the Merge interface.

Merging possible dup	licate name envies							
	-First occurence	Possible duplicate						
Last / Business Name	ENGEL FOR CONG	<<	EL FOR CONGRESS					
First Name		<<						
Name Prefix		<<						
Name Suffix		<<						
Address, line 1	462 CALIFORNIA RD	<<	462 CALIFORNIA RD					
Address, line 2		<<						
City	BRONXVILLE	<<	BRONXVILLE					
State	New York 🔻	<<	New York 💌					
Zip	10708	<<	10708					
Employer		<<						
Occupation		<<						
Save so far & Quit	Merge	<b>‹</b> ‹‹	Don't merge					
Cancel All Merge	Reset to As it Was							

- ✓ The system shows the first occurrence of a possible duplicate name in the left column. In the right column it shows the next occurrence of a possible duplicate.
- ✓ If the right column information is correct you can update the left column by clicking on the arrowed buttons. The << buttons will update individual data items. The <<< button replaces all left column data with all the right column field values.</p>
- ✓ When the left column data is correct, selecting the Merge Button uses the left column information for the Merge of both.
- ✓ If the records are not duplicate, select the Don't Merge button
- ✓ When you select the Merge button, the following message is shown.



- ✓ When you select the Merge Button the system provides a notice to confirm the action. Select Yes, and you are returned to Merge interface, and the next comparison is shown.
- ✓ If you become confused for a given merge transaction, press the reset button to return to the start of that transaction. If you desire to stop the whole merge process select the Cancel All Merge button.
- ✓ When all merges have been processed, the following is shown. It shows the number of merged names and provides the option to save the changes done.



## NOTE: If you select Cancel...All the merge selections are deselected, and you will have to start over again.

 If, in the middle of the work (you are not completed with the merge process) but want to save the work so far, press the Save so far and Quit button. You will keep the merged items. The function can be run again at a later time to address the additional duplicate names.