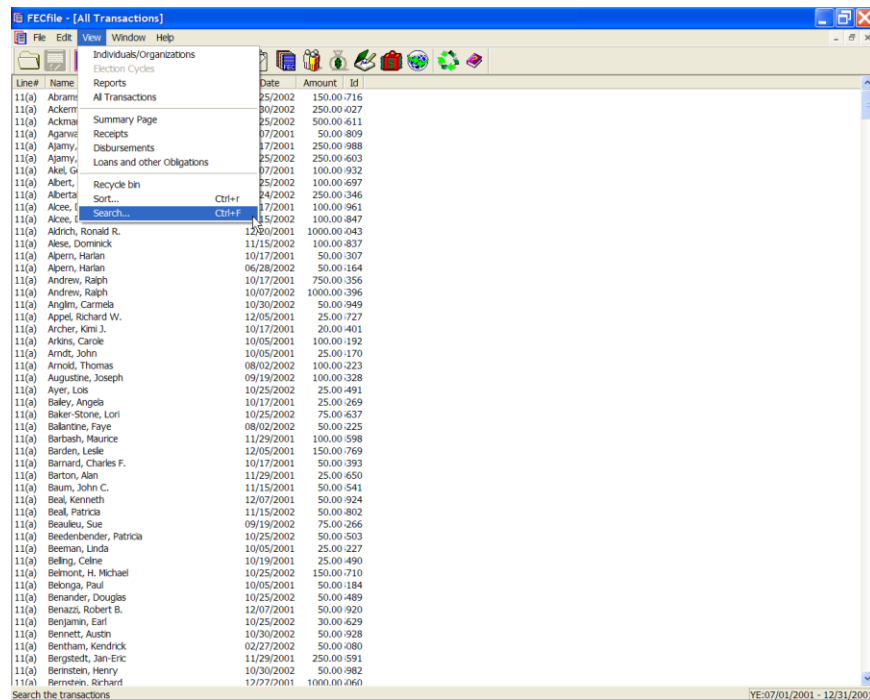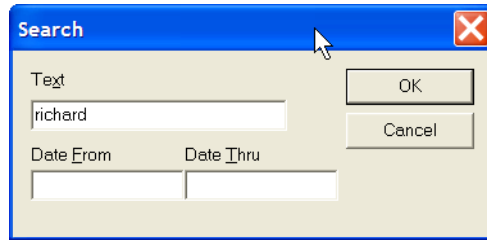# F. Special Features

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:

✓ 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.

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

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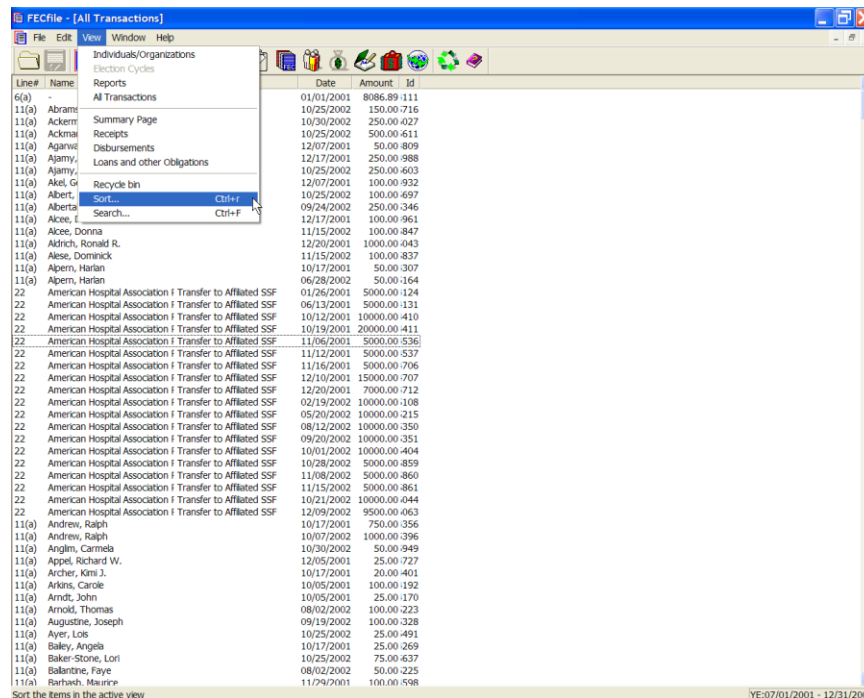
✓ From any transactions window click on the View Menu and select Sort. …or simply press the Control and R keys at the same time. This will open the Sort interface.

NOTE: Each transaction window can have its sort preferences set independently. Set up your sour preferences for each window.
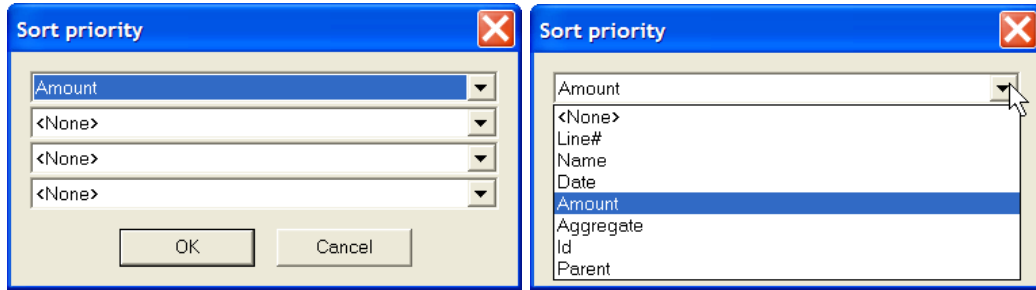
- ✓ .There are four levels of sorting available. The top box sorts first, then the second box and so forth

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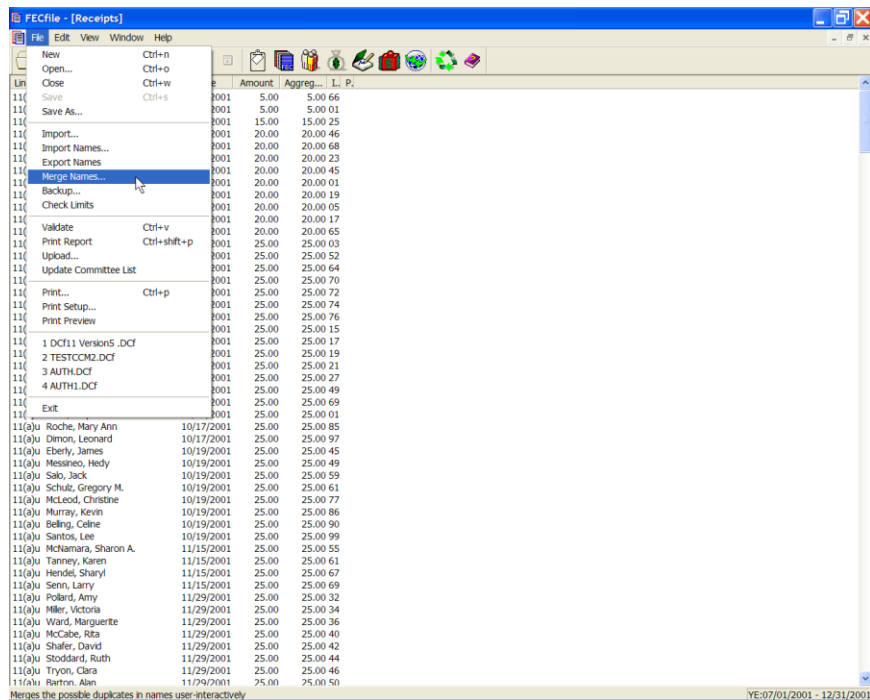
✓ From any transactions window click on the File Menu and select Merge Names. …This will open the Merge interface.

Merging possible duplicate name entries

|	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   <<<   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.

✓ 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.
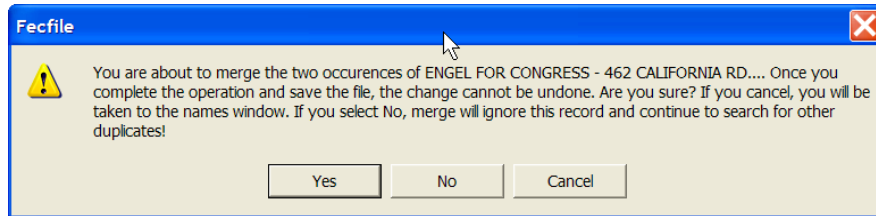
✓ When you select the Merge Button the system provides a notice to confirm the action. Select Yes, and you are returned to Merge interface, and the next comparison is shown.

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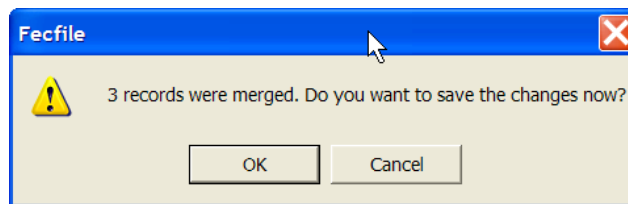
NOTE: If you select Cancel…All the merge selections are deselected, and you will have to start over again.

✓ 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.