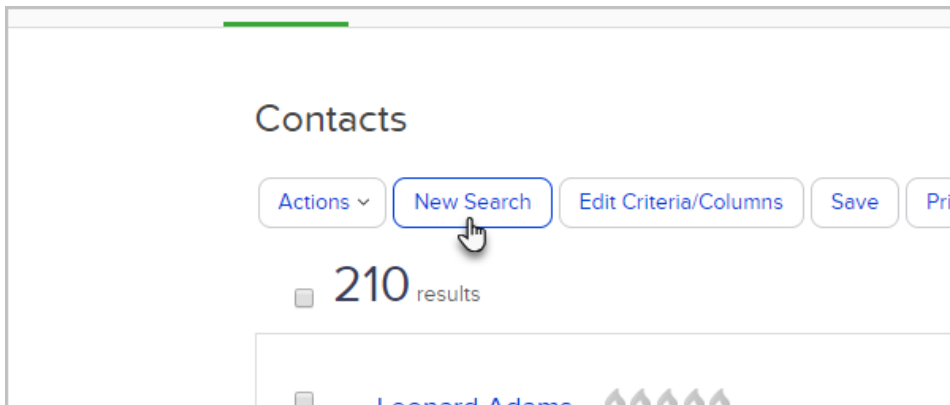


How to search by the date a contact record is created

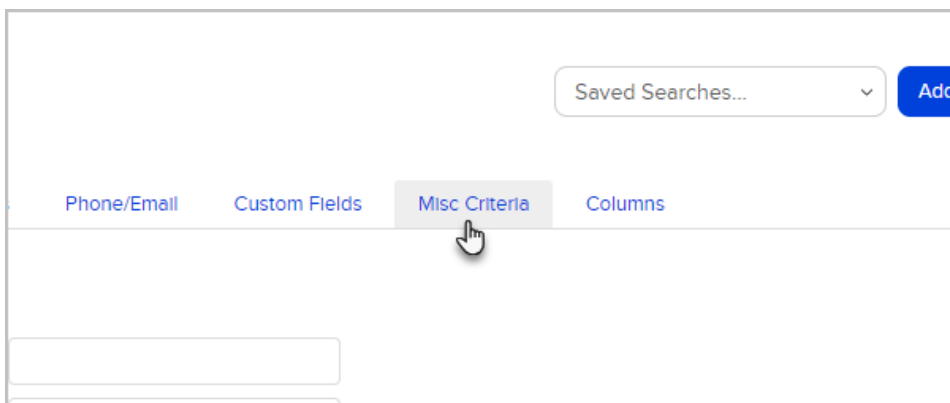


This article applies to:

1. Go to CRM > Contacts
2. Click New Search



3. Click the Misc Criteria tab



Pro-Tip: Date created is available through multiple reports. It's always listed under the Misc Criteria tab

4. Scroll down search by the contact's date created by selecting:
 - a. **Date Created** - a specific date range

Referral Code starts with []

Data Exists Select a field [] Select one

Date Created 01-01-2019 - 03-29-2019

Date Created Interval Please select one []

ated Custom Interval [] days ago and/or -30

b. Date Created Interval - date Intervals

Date Created Interval Please select one []

Date Created Custom Interval [] days ag

Last Updated []

Last Updated Interval []

Last Updated Custom Interval [] days ag

Owner ID contains any []

- Please select one
- Today
- Last 7 Days
- Last 30 Days
- Last 90 Days
- Last 12 Months
- Month To Date
- Year To Date

c. Date Created Custom Interval - custom intervals

Example if you are looking for 60 days ago

Date Created [] - []

Date Created Interval Please select one []

Date Created Custom Interval 60 days ago

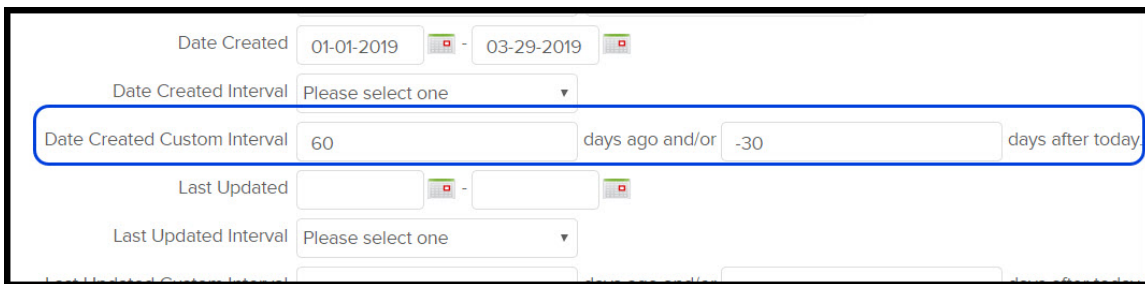
Last Updated [] - []

Last Updated Interval Please select one []

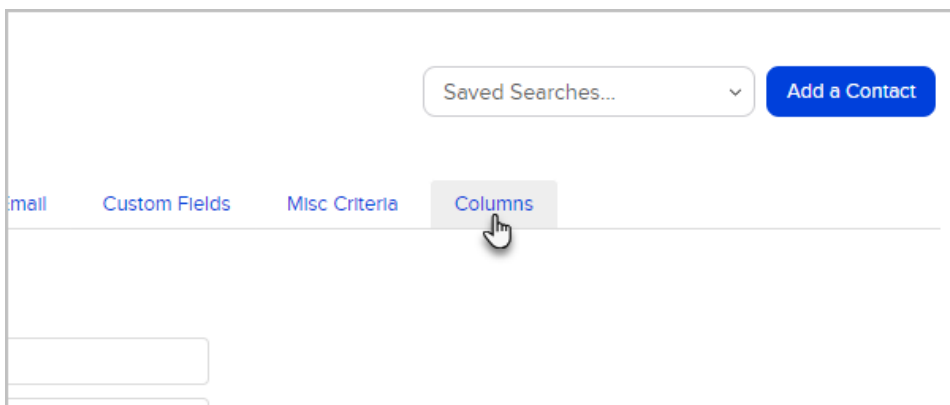
and/or -30 days after today



Which will show you Contacts Created between 60 and 30 days ago



5. Click on the Columns tab



6. Select Date Created from Available Fields and move to Custom Columns

