How to search by the date a contact record is created

This article applies to:

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

Contacts
Actions ~ New Search Edit Criteria/Columns Save Print

3. Click the Misc Criteria tab

			Saved Searches	~ Add
Phone/Email	Custom Fields	Misc Criteria	Columns	
		-		

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	9
Date Created Interval	Please select one	
ated Custom Interval		days ago and/or _30
Look Linclate al		

b. Date Created Interval - date Intervals

Date Created Interval	Please select one	/
Date Created Custom Interval	Please select one Today	days ag
Last Updated	Last 7 Days Last 30 Days	
Last Updated Interval	Last 90 Days Last 12 Months	
Last Updated Custom Interval	Month To Date Year To Date	days ag
Owner ID	containe anu	

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

• •	
days ago and/or _30	days after today.
days ago and/or	days after today.

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

Date Created	01-01-2019 - 03-29-2019	9	
Date Created Interval	Please select one		
Date Created Custom Interval	60	days ago and/or _30	days after today.
Last Updated	-		
Last Updated Interval	Please select one		
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5. Click on the **Columns** tab

			Saved Searches	~	Add a Contact
all	Custom Fields	Misc Criteria	Columns		
			0		

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

Nickname	~ ~ ×	l itle Suffix
Name	~ ~ ×	Anniversary Anniversary month
Email	~ ~ ×	Anniversary year Created by
Company name	~ ~ ×	Last updated
Phone 1	∧ ∨ × (Ownerid Notes
State	~ ~ × `	Language
Lead Source	~ ~ ×	Time zone Owner Lead source category