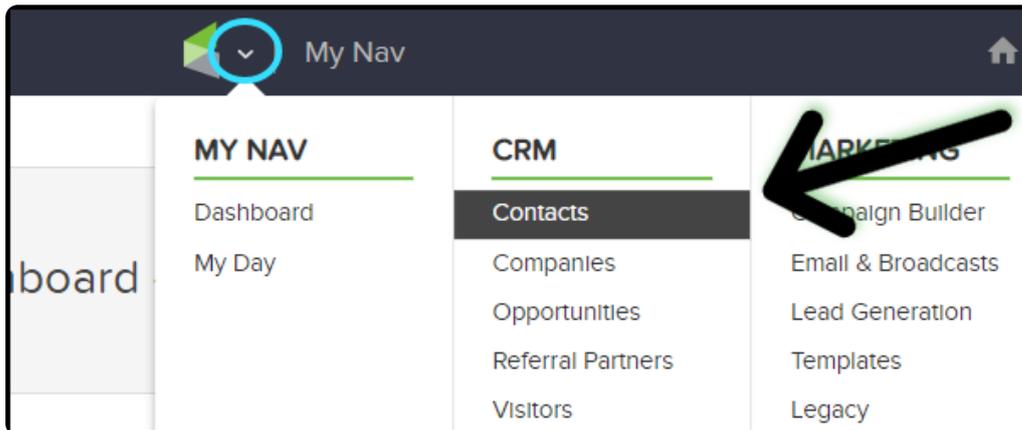
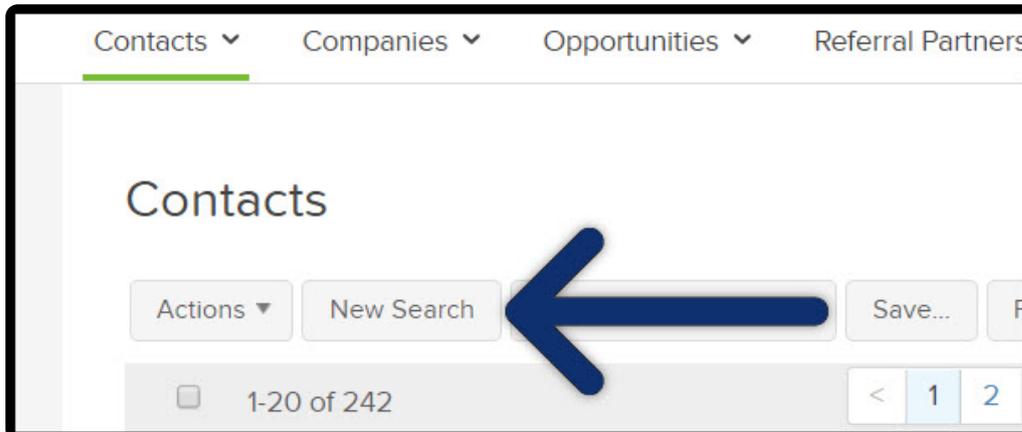


How to search by the date a contact record is created

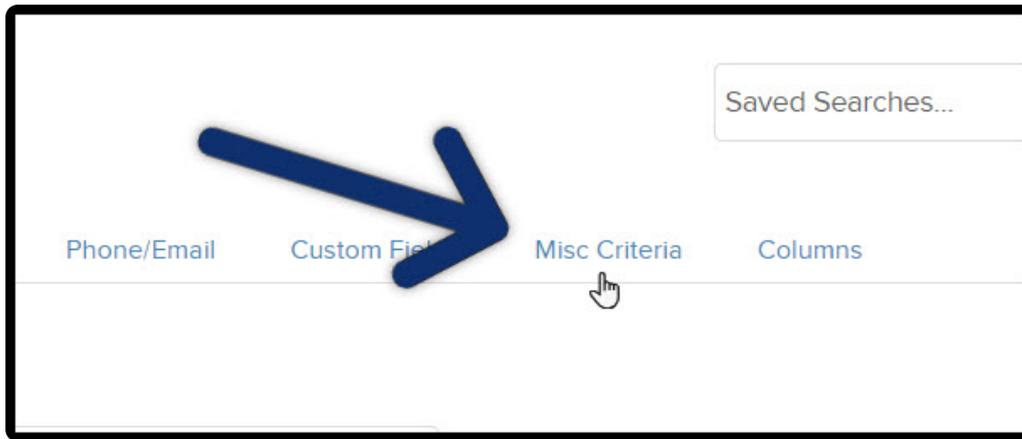
1. Go to CRM > Contacts



2. Click "New Search"



3. Click the "Misc Criteria" tab

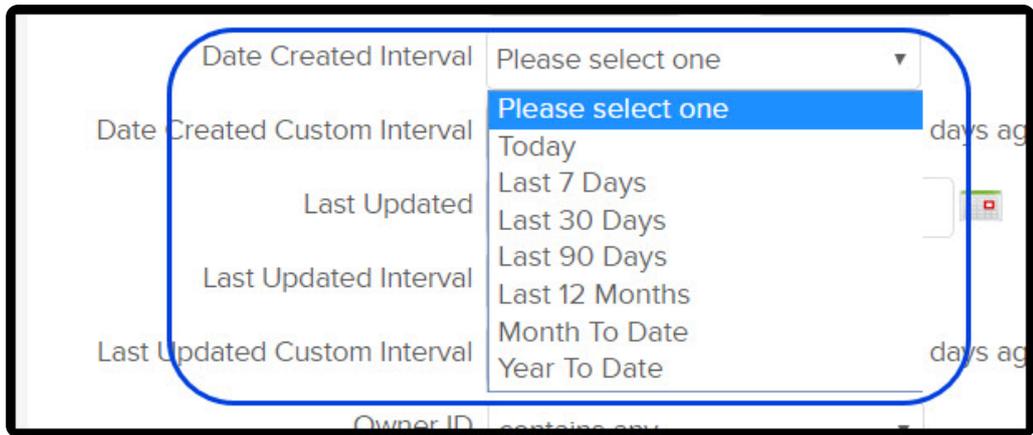


Pro-Tip: Date created is available through multiple reports. It's always listed under the Misc Criteria tab

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

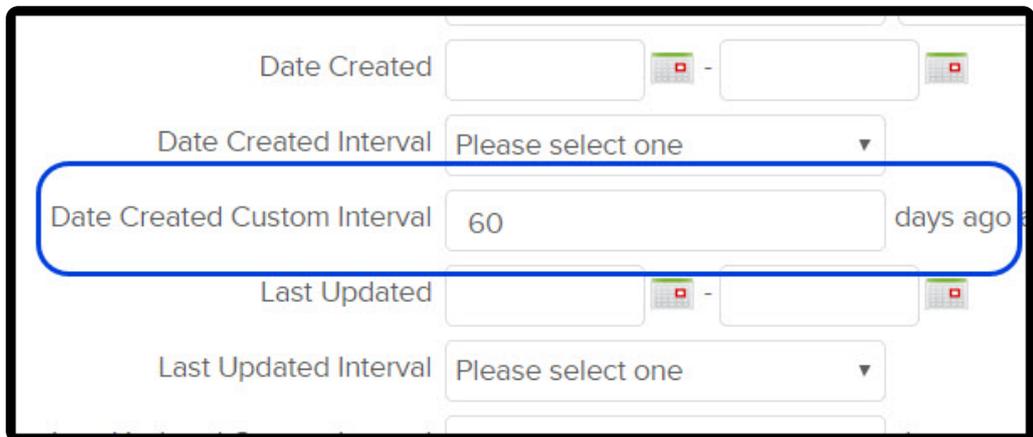
A screenshot of a search criteria form. The form has several rows of input fields. The first row is "Referral Code" with a dropdown menu set to "starts with" and an empty text box. The second row is "Data Exists" with a dropdown menu set to "Select a field" and a "Select one" button. The third row is "Date Created" with a date range from "01-01-2019" to "03-29-2019", each date having a calendar icon. This row is highlighted with a blue rounded rectangle. The fourth row is "Date Created Interval" with a dropdown menu set to "Please select one". The fifth row is "Created Custom Interval" with an empty text box, followed by "days ago and/or" and a "-30" button. There are also some partially visible fields at the bottom.

- b. **Date Created Interval** - date Intervals

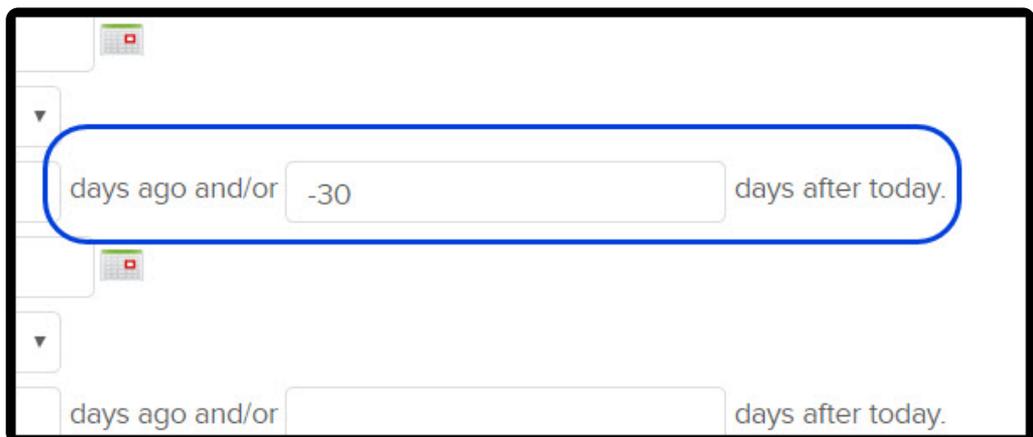


c. Date Created Custom Interval - custom intervals

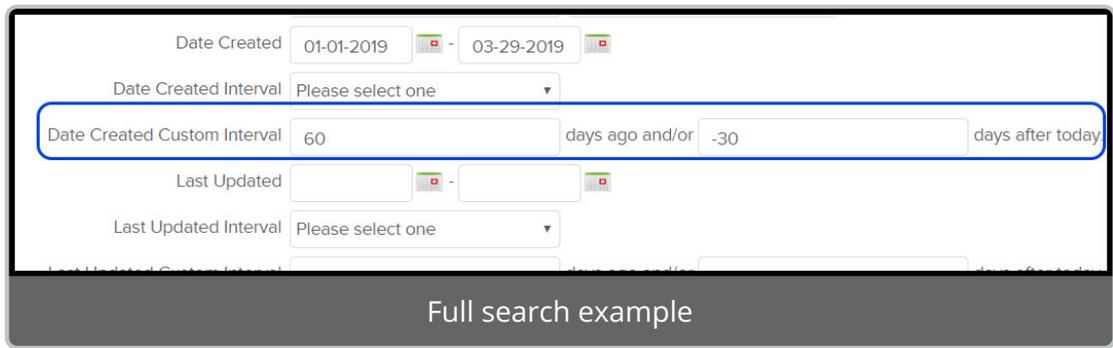
Example if you are looking for 60 days ago



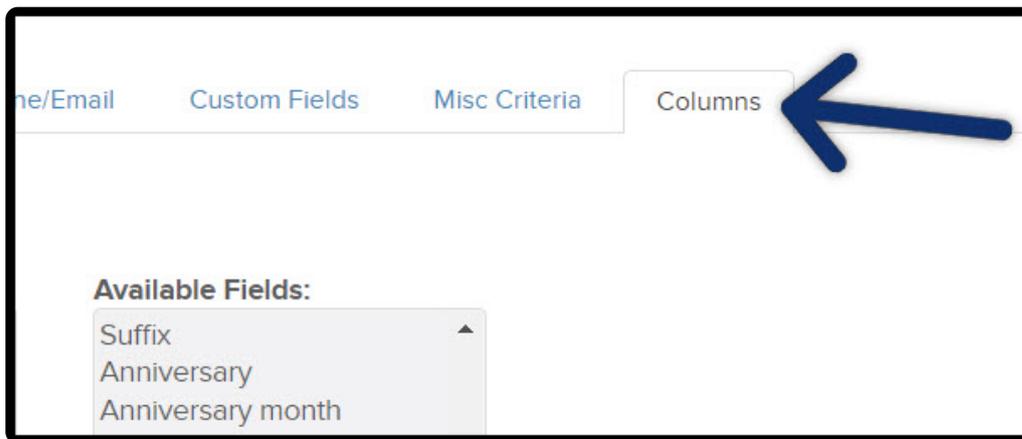
and/or -30 days after today



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"

