

# Search All Reports

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### Overview

Searching responses for each form can be tedious if you're trying to locate a certain piece of information and you're unsure of which form it may be in. Use the Search All Reports Reports to locate response data from all forms at once. Please note that results do not include fields that have been marked sensitive or manually deleted.

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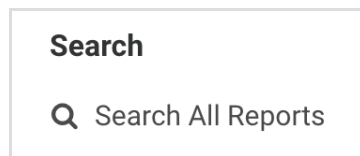
## Requirements

This feature is available to all customers.

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## How To

1. Click **Search All Reports** from the left side menu of your forms list.



2. Enter your search term within the search bar.

## Search All Reports

Search for a single piece of data across all reports in all forms. Search does not include results from fields that have been marked sensitive or manually deleted.

[Learn more about searching across all reports here.](#)

Additional Filter Options ▶

Search All Reports



FORM ID	FORM NAME	USER	MATCHES	ACTIONS
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Enter a search query to look for matching information from any of your reports.

3. Add **Additional Filter Options** to filter by date and response type.

Additional Filter Options ▼

FROM:   TO:  

Unstarred  Starred  Complete  Incomplete  Read  Unread

4. Click the **Search All Reports** to run the search.

Search All Reports

**Note:** Specific queries in the **Search All Reports** that yield fewer matches are more likely to be complete/concise.