

# Searching for an Auction Member

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Searching for a member allows you to easily locate any member quickly.

**Quick Steps:** Go to **Auction > Members > Search**

## Search for a Member:

1. Within the Management Console, select **Auction** from the top menu, then **Members** from the left menu.
2. Use the Search field at the right hand side of the page to search on either Last Name or Company Name.

This can be using the whole of the name or part of it.

3. Click **Search**.

You can also use the filter at the top of the page on the first letter of the member's last name. If having trouble locating a member, make sure that All Records is selected.

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