How to look up constituency codes in Advance

1. In Advance, click the **binoculars** icon.
2. In the left-hand navigation tree, click **Biographic**, and then click the kind of code you want to look up (e.g. Activity).
3. Under the second purple bar next to **Activity** (or the other kind of code you want to look up, like Mailing List, etc), start typing the description of your code into the box. If it doesn't show up immediately, scroll down to find it.
4. If you wish, you may select an attendance status to filter by. For example, if you want only those people who attended your event, you may select **Attended** from the dropdown box next to "Participation."
5. Click **Search**.
6. If you get a screen telling you there are too many records to display, choose another format from the dropdown box on that page.
   a. **Print page** brings up a separate browser window with the records displayed.
   b. **Export to file** produces an Excel spreadsheet.

Very Important Note

Please do not directly use the spreadsheet as a list for mailing or other contacts! There may be deceased people on it, or people who don't want to hear from your department (or anyone at the UW). **Instead, please honor our constituents' wishes** and obtain the contact information you need from the Reporting Group, or by using the Export + tool on Reportal.

Committee Lookups in Advance

1. Click the binoculars to open a lookup page.
2. At the very top of the page, under the purple bar that says "Lookups," go to the first dropdown box labeled "Choose a template (optional)."
3. From that dropdown box, choose "Bio – Committee Header."
   a. if you want to export the results to a spreadsheet, you can go to the "Select Output Type" option, and choose "Export to file" from the options listed.
4. On the resulting page, enter the committee code into the "Committee" box. If you don't know the code, you can start typing the name of your committee into the box and it should come up in a dropdown.
   a. If you want to limit your search to, for example, Active members only, you can enter other criteria in the other dropdowns. You will find "Active" next to the "Status" dropdown.
5. Click Search. The resulting page will show you a list of current committee members.
6. If you would like to see past members or roles for the committee, you can use any of the options in the left-hand navigation menu.