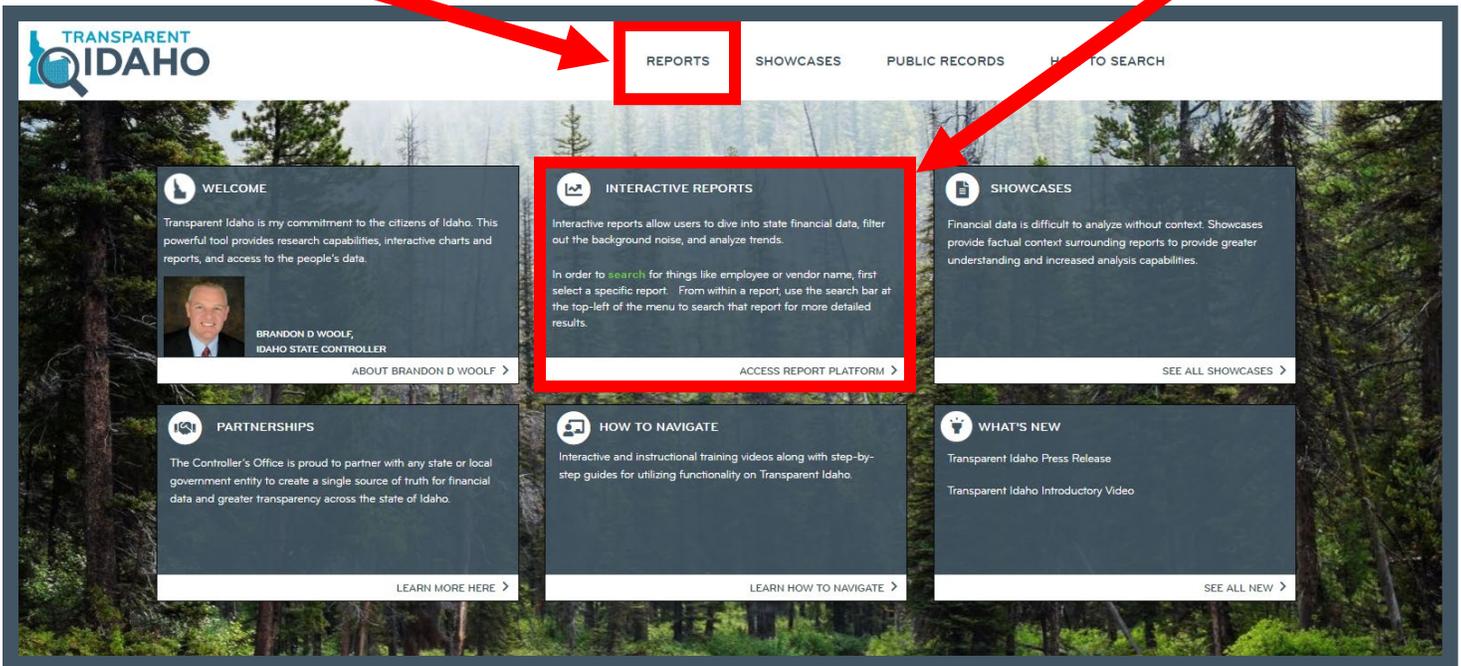# How to Search Step-by-Step Guide

Welcome to the Transparent Idaho website, we are excited you are here! In order to make navigating the new functionality easier we have created a user friendly step-by-step guide, please follow along.

In order to search for a specific type of data, you must select a specific report.

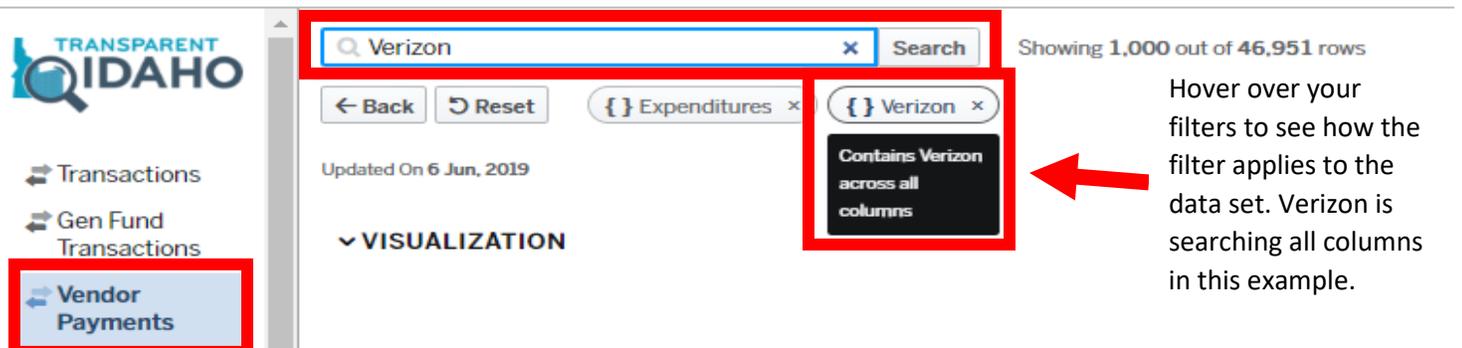**Select a report here:**   **Or go to the Report Platform here:**

From within a specific report, you can use the search bar at the top-left of the menu to search the defined data set of that report for more specific results.
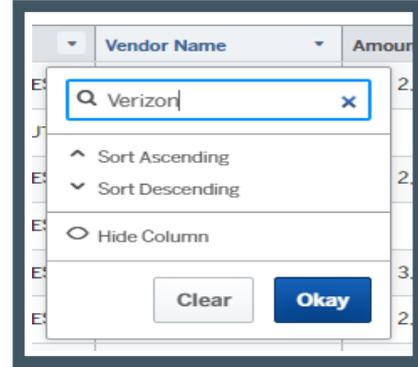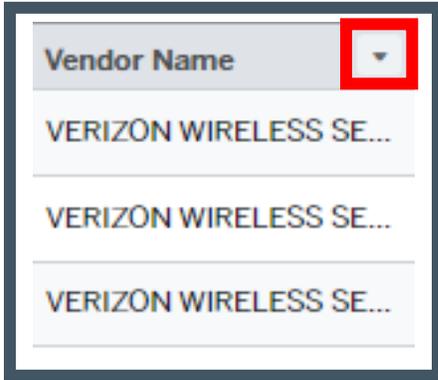

To search for a specific vendor you will utilize the vendor payments report and search for your vendor of interest. In this step-by-step guide we will use Verizon.
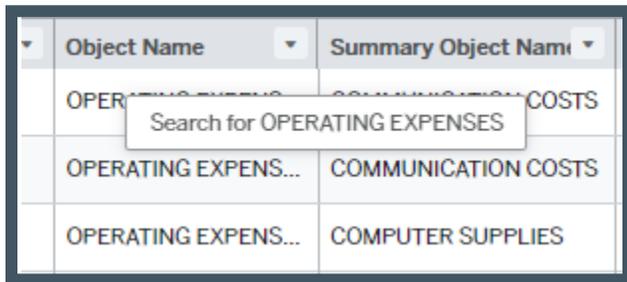

Hover over your filters to see how the filter applies to the data set. Verizon is searching all columns in this example.

If you do not want to search the entire data set you can search on a specific column by clicking on the upside down triangle next to the column header. Type in the item you want to search for and hit okay.

You can also click on any data item to search for only that item.

Thank you for following along! If you have any questions about how to search on Transparent Idaho feel free to email us at transparentidaho@sco.idaho.gov.