

## ***Searching for firms***

When you have to look up a firm during the turn-in process, you can use its name or city to search for the firm in the RB database.

1. In the Lookup Firms window, enter one or more search filters:
  - **Firm Name** – Enter any part of the firm name.
  - **City/Town** – Enter part of the city or town name.
2. Click **Search**.
3. All potential matches to the information you entered appear. To change the order of the firms, click the heading of the column you want to sort the rows by. Click the column header again to reverse the sort order.
4. Select a firm by clicking its firm name (highlighted in blue).



### **NOTE**

If the firm you want is not on the list, click **New** to add the firm along with the contact. If **New** is not visible, please provide the new firm and contact information in the **Notes for this job** field. (See “Turning in jobs.”)