

In SAM, you can enter multiple search terms in the search bar. If you export your search results to the PDF, only the first term is displayed. There are several possible workarounds. For each, you begin by entering your search term on the Search Records page and click Search.

**Workaround 1:**

1. Click the Search Records tab at the top of the SAM Homepage.
2. Enter your search term and click Search.
3. On the Search Results page, click the Print button. This prints the first page of your search results. You will be able to see your search terms and results.

NOTE: If you have more than 1 page of search results, the additional pages will not be included in the print out.

**Workaround 2 (Search to see if a person is excluded):**

1. Click the Search Records tab at the top of the SAM Homepage.
2. Enter your search term and click Search.
3. If you are searching to see if a person is excluded, on the Search Results page, click Performance Information filter.
4. Click OK to the pop-up message.
5. Select Entity Information filter
6. Select Individual Name filter
7. Select First Name, Middle Name (if applicable), and Last Name filter
8. Enter person's name.
9. Click Apply Filters
10. Once the search is complete, click Save PDF.
11. You will see the person's full name displayed.

**Workaround 3 (Search to see if a company is excluded):**

1. Click the Search Records tab at the top of the SAM Homepage.
2. Enter your search term and click Search.
3. If you are searching to see if a company is excluded, on the Search Results page, click the Performance Information filter.
4. Click OK to the pop-up message
5. Select Entity Information filter
6. Select Entity Name filter
7. Enter the company's name
8. Click Apply Filters
9. Once the search is complete, click Save PDF.
10. You will see the company's full name displayed

**Workaround 4 (Search for an entity's SAM registration by name):**

1. Click the Search Records tab at the top of the SAM Homepage.
2. Enter your search term and click Search.
3. If you are searching to see if a company has a SAM registration, on the Search Results page, click the Entity Management filter.
4. Select Entity filter
5. Select Name Search filter
6. Enter the company's name
7. Click Apply Filters
8. Once the search is complete, click Save PDF.
9. You will see the company's full name displayed