Saving people search results

To save the records you have just found:

- Open the **Stored Selections** tab.
- Click on the **Save** button.
- Enter a name to save the search results under.
- You can choose to **Add Only Highlighted** or **Add All Except Highlighted**. These options refer back to the Selection tab and the records that you highlighted using Ctrl or Shift.
- Click on **OK** to save the search results.

Note: You can use the **Retrieve** button to open any saved searches.

See also
9.1 Search tab.
9.5 Saving Search criteria.
9.6 Search results and bookings.
9.7 Searching for vacancies from a candidate record.
9.9 Looking for records / Keyname look-up.

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