



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

[Search tab.](#)

[Saving Search criteria.](#)

[Search results and bookings.](#)

[Searching for vacancies from a candidate record.](#)

[Looking for records / Keyname look-up.](#)

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