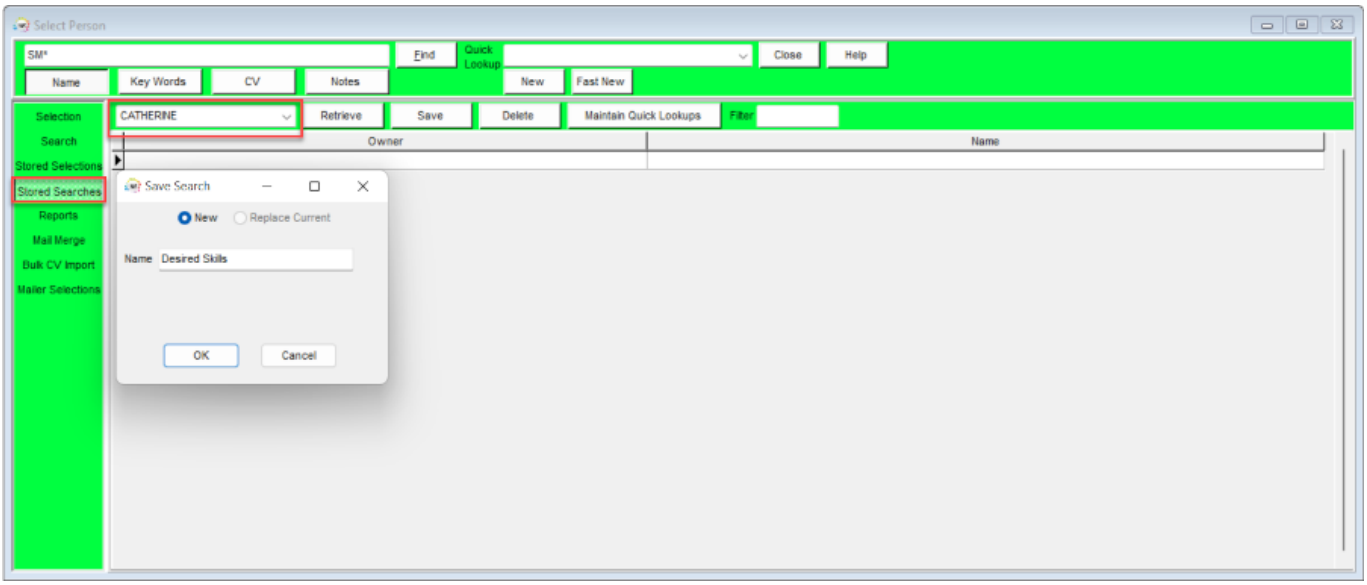
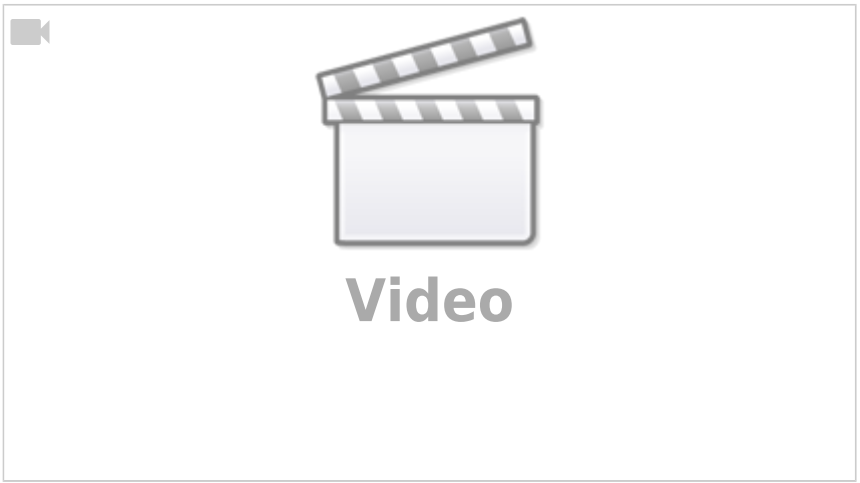
# Saving Stored Searches

To store the Search Criteria for future use:

- In your chosen selector go into the '**Search**' tab
- Select your chosen **Criteria**
- Open the **Stored Searches** tab.
- Click on the **Save** button.
- The user is prompted to supply a name to identify this search criteria for future retrieval.
- Enter a name to save the Search under.
- Click on **OK**.




**Users with Manager rights can save a Stored Search in another User's name by clicking on Save and creating or selecting a Stored Search, and select the User to receive the Stored Search, finally click OK**



Search tab.
Saving People Search results.
Search results and bookings.
Searching for vacancies from a candidate record.
Looking for records / Keyname look-up.

Back to Online Users Guide
Back to Searching

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