



Saving search criteria

To store the Search Criteria for future use:

- 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**.

[9.1 Search tab.](#)

[9.3 Saving People Search results.](#)

[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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Last update: **2017/11/16 21:59**

