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 crieria 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.

Back to Online Users Guide
Back to Searching

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