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**.

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

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