

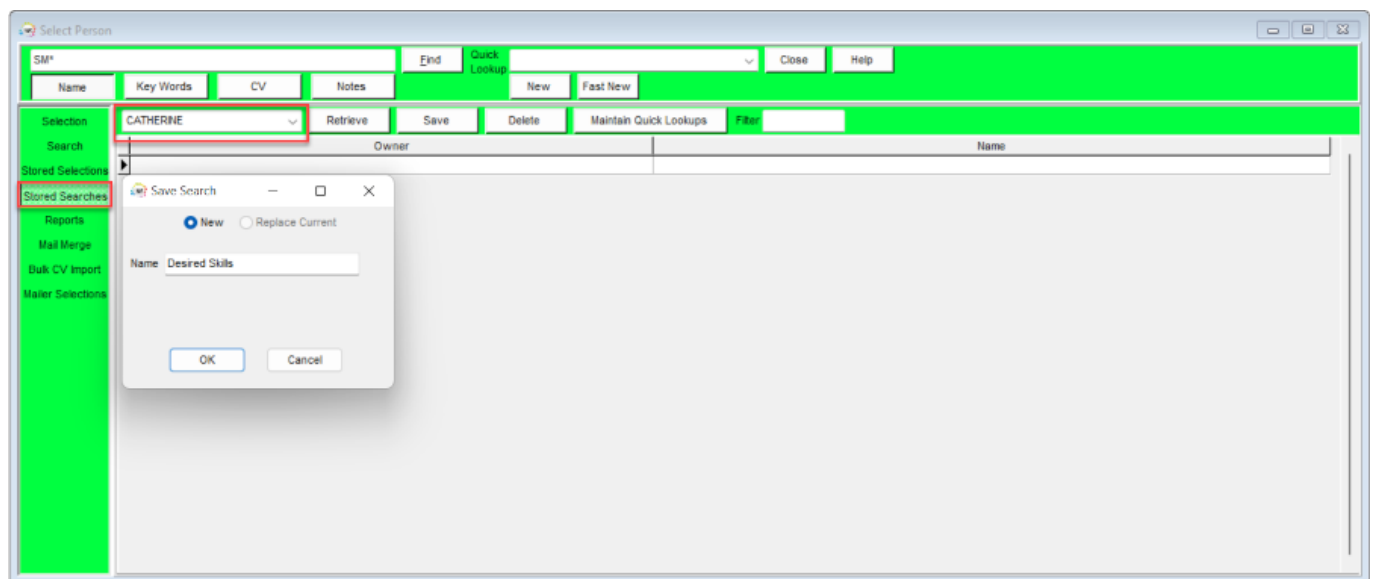


Saving search criteria

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



Video



[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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