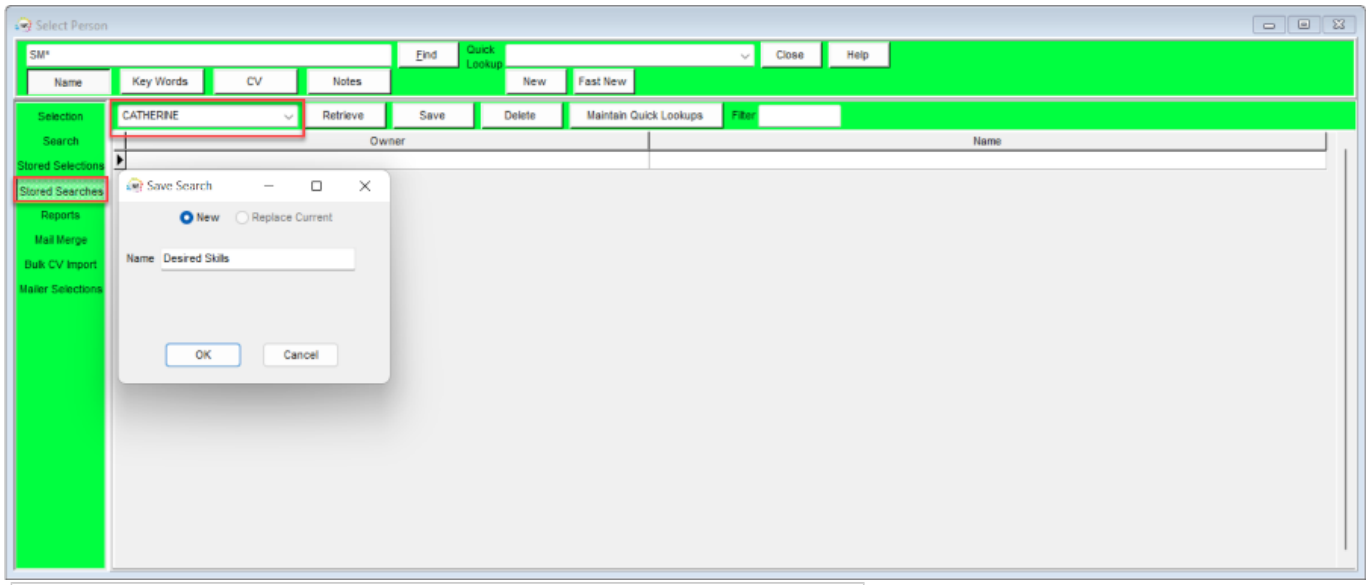
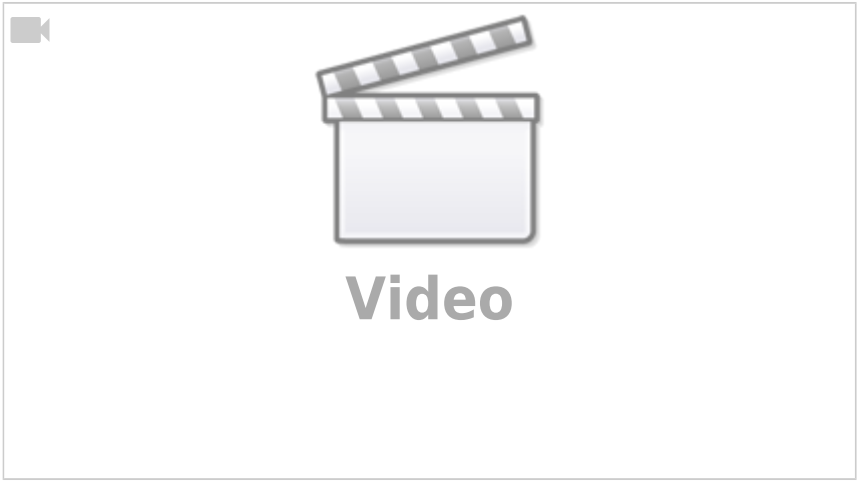
Saving search criteria

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**





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

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug9-5&rev=1654078791

Last update: **2022/06/01 10:19**