



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**.

[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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