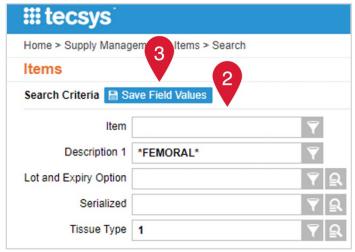
## Search Criteria



Learn how to save search criteria for future recall.

Once inside a resource, you will see a standard page structure with search displaying at the top. Saving the field values helps speed up queries by recalling commonly entered criteria.

- 1. Enter a resource page from the **Menu**, **Quick Launch**, or **Search**.
- 2. Enter a value for all relevant fields.
- 3. Select the Save Field Values button.



- 4. Enter a Name to describe the saved search.
- 5. Select Save.



6. Recall the saved search criteria by expanding the "**Auto-fill with...**" drop-down menu and select the saved search from the list.

