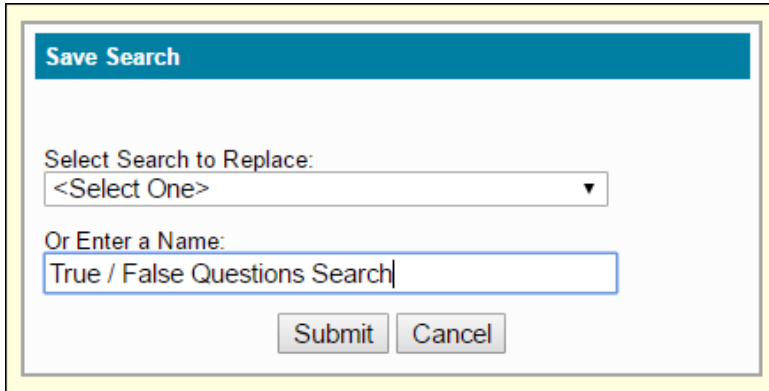


5.4.1.2.2 Save Search Criteria

Saving search criteria allows you to construct your search criteria and save it for future use from within the Project Manager's **Project Bank** page. You can load the Saved Search criteria and retrieve the latest set of items matching those criteria. Each time you retrieve items, a fresh search is conducted and the most current set of items matching the criteria are retrieved.

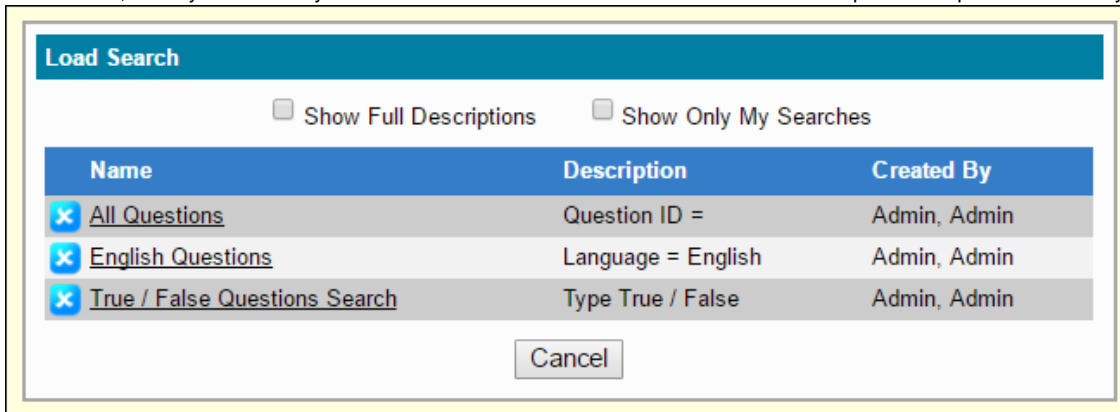
Save Search criteria

1. Construct your Search criteria as you would for a regular search on the Project Manager's **Project Bank** page.
2. Click **Save Search**.
3. A prompt opens asking for a description to recall the Saved Search. You can enter a relevant title in the **Or Enter a Name** text box or select one of the previously saved searches from the **Select Search to Replace** drop-down.
4. Click **Submit** to save the search.



Load a previously saved search from the search interface

1. Click the **Load Search** button. This opens the **Load Search** pop-up with a list of previously saved searches.
2. From the list, identify the Search you would like to load. The criteria are listed with a description to help locate the one you need.




Name	Description	Created By
All Questions	Question ID =	Admin, Admin
English Questions	Language = English	Admin, Admin
True / False Questions Search	Type True / False	Admin, Admin

3. Click on the name of the Search to be loaded.
4. The **Search Question** page is displayed with the selected search criteria in the search control fields.

The **Search Questions** page has the following features:

Column	Description
Name	Name of the saved search criteria
Description	Description for saved search criteria.
Created By	Lists the user who created the saved search.

Show Full Description	Displays the description for the search criteria.
Show Only My searches	Displays only the saved searches created by the current user. <div data-bbox="824 233 1485 321" style="border: 1px solid #ccc; padding: 5px;"> Default displays the save search criteria created by all users for the project.</div>