
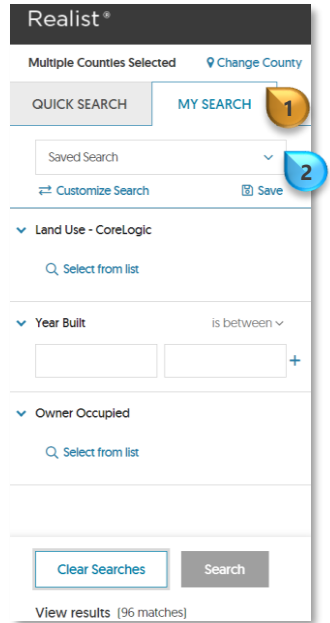



Click "My Search" 

Click the *expand drop-down arrow*  next to *Saved Search*

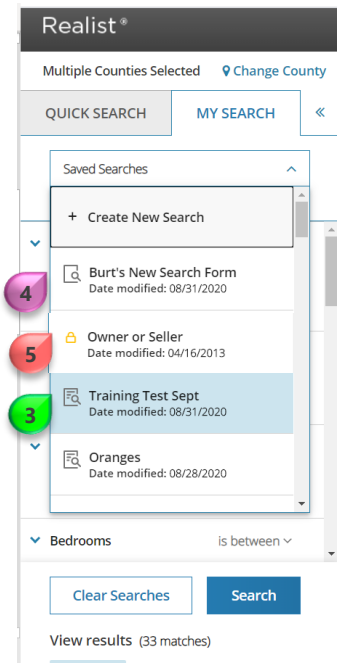



Select the desired *Saved Search* (*Search Template with values*) 

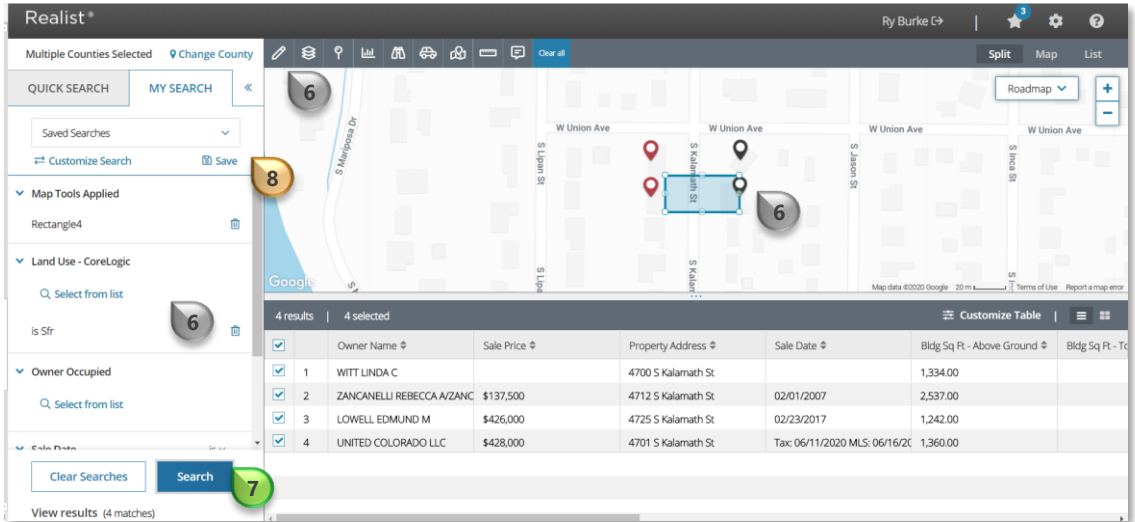
Or

Select the desired *Saved Search Form* (*Search Template*) 

Do Not select an *Administrative Search* 




Leverage the available fields and/or map 



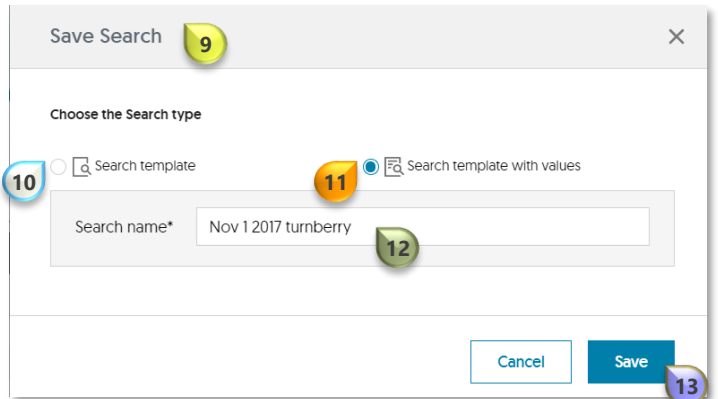
Click "Search" 


Click "Save" 

A Save Search screen will present 

Note: Click the *radio button* next to **Search Template** to save a search form

Note: Click the *radio button* next to **Search template with values** to save a search

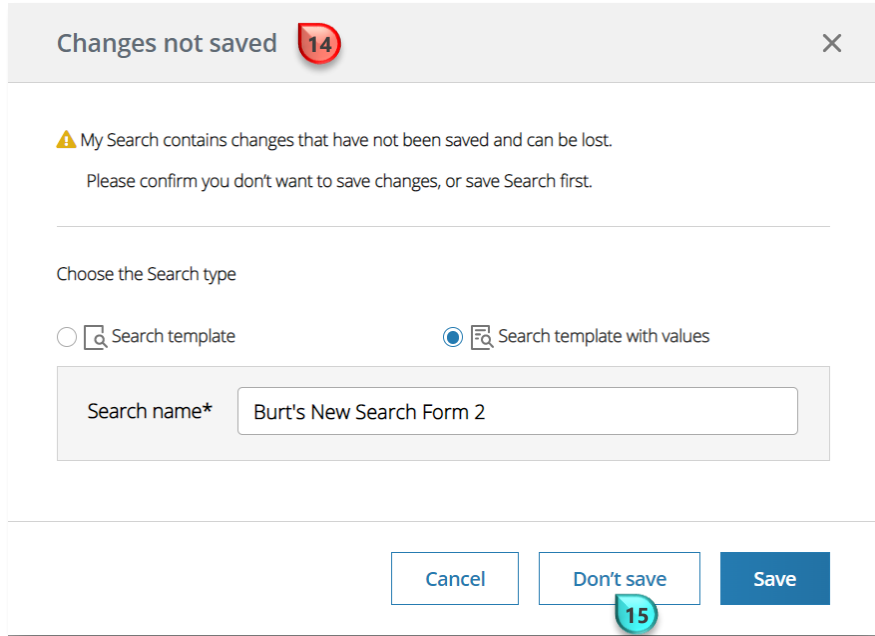



Type the desired name of the *Saved Search* in the "Search Name" field 


Click "Save" 

When presented with a **Changes not saved** message 



Always click **“Don’t Save”** 



Changes not saved 

 My Search contains changes that have not been saved and can be lost.
Please confirm you don't want to save changes, or save Search first.

Choose the Search type

 Search template  Search template with values

Search name*

