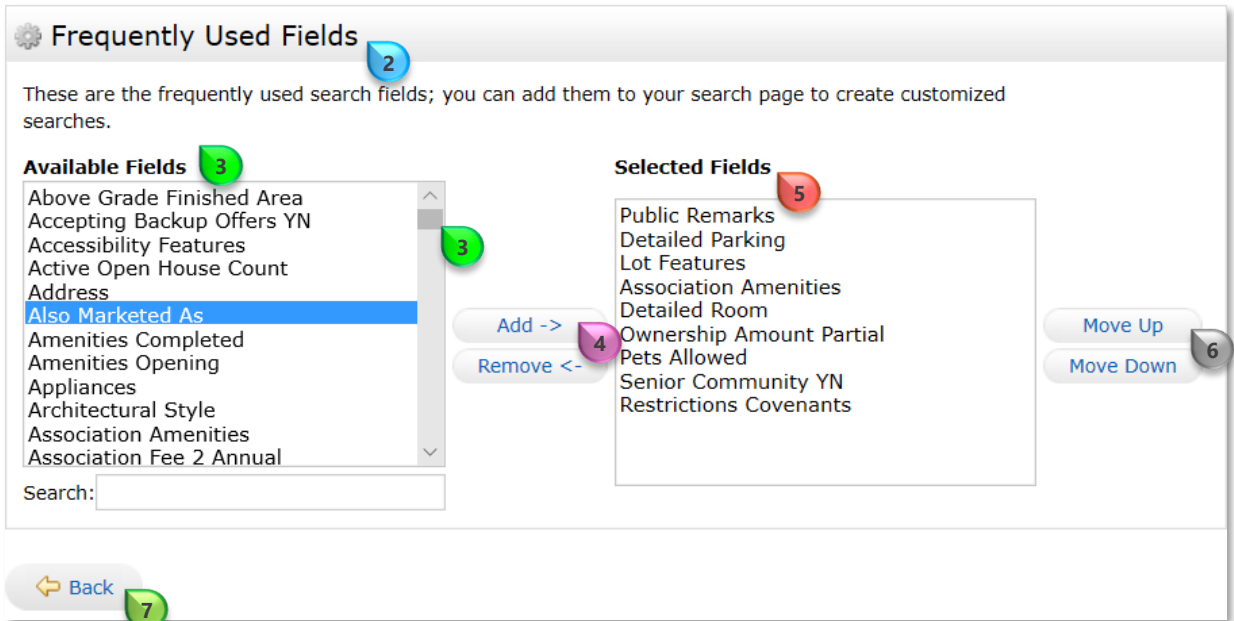
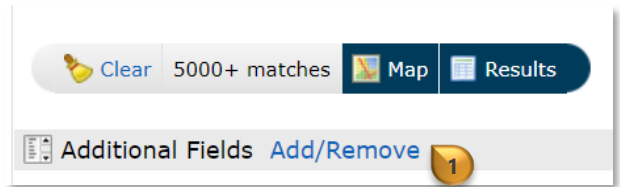


Add Additional Search Criteria Fields

To add **Additional Fields** to search criteria click "**Add/Remove**" 

Note: First time users will see "**Add**"

Frequently Used Fields present 




Scroll through the **Available Fields** 

Select the desired field(s) by clicking on it (them) to highlight

Note: Hold down the *Control* or *Command* key to select multiples

Click "**Add**"  and the selections will appear under **Selected Fields** 

Use the "**Move Up**" or "**Move Down**" buttons  to change the order **Selected Fields** fields will present on search form

Click "**Back**"  to transfer the **Selected Fields** to the *search criteria*

Note: Clicking "**Back**" functions as a save button, retaining all changes/selections