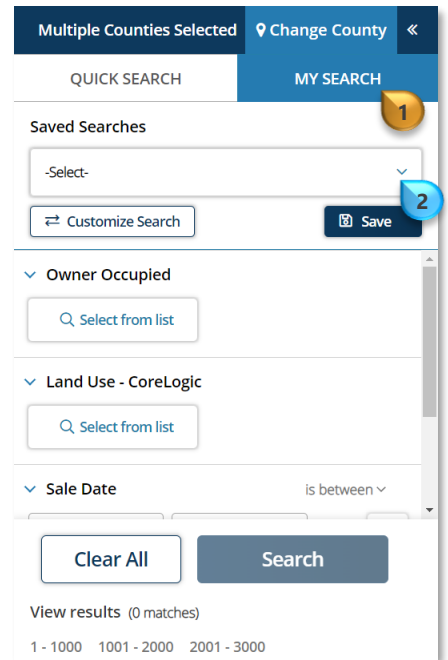



Click "My Search" 

Click the *expand collapse arrow*  next to *Saved Search*

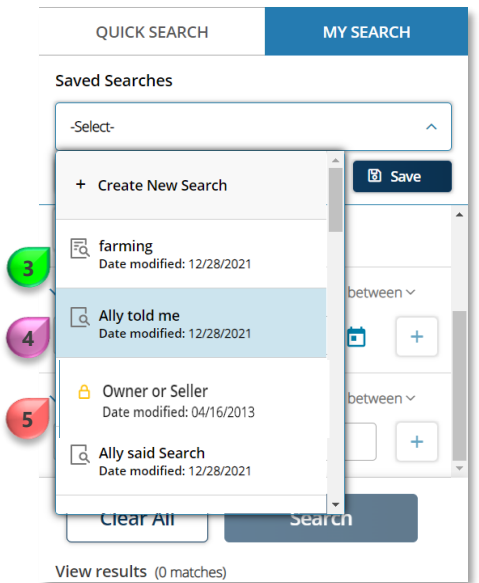


Select the desired *Saved Search*  
(*Search Template with values*) 

Or

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

**Do Not** select an *Administrative Search* 



Leverage the available fields and/or map **6**

	Property City	Owner Occupied	Year Built	Owner Name	Subdivision
1	Aurora	Yes	1971	Malava Arlene Iloa	Aurora Knolls Sou
2	Aurora	Yes	1971	Carter Elizabeth A	Aurora Knolls Sou
3	Aurora	Yes	1971	Lay Thai N/mya Maung	Aurora Knolls Sou
4	Aurora	Yes	1971	Mishra Chandra L/nirouk	Aurora Knolls Sou
5	Aurora	Yes	1971	Kaur Anupreet	Aurora Knolls Sou

Click "Search" **7**

Click "Save" **8**

A Save Search screen will present **9**

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

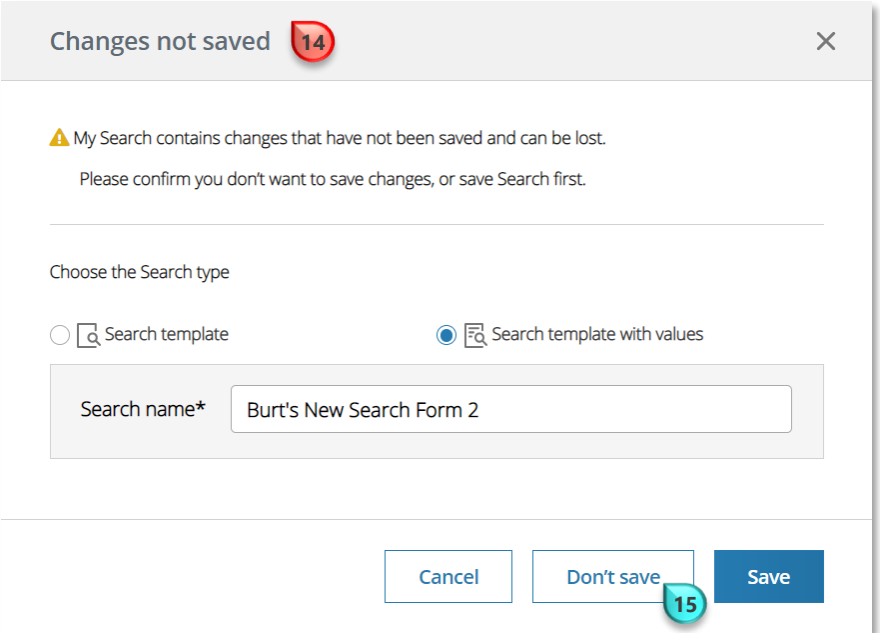
**Note:** Click the *radio button* next to **Search template with values** to save a search **11**


Type the desired name of the *Saved Search* in the "Search Name" field **12**


Click "Save" **13**

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\*

