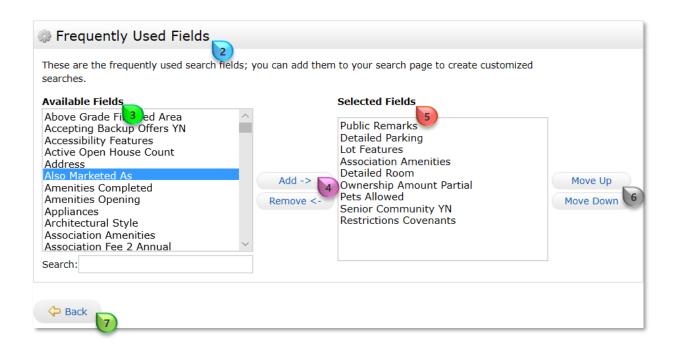
Add Additional Search Criteria Fields

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

Note: First time users will see "Add"



Frequently Used Fields present 2



Scroll through the **Available Fields** 3

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" 4 and the selections will appear under Selected Fields 5

Use the "Move Up" or "Move Down" buttons to change the display order of the Selected Fields

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

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

