

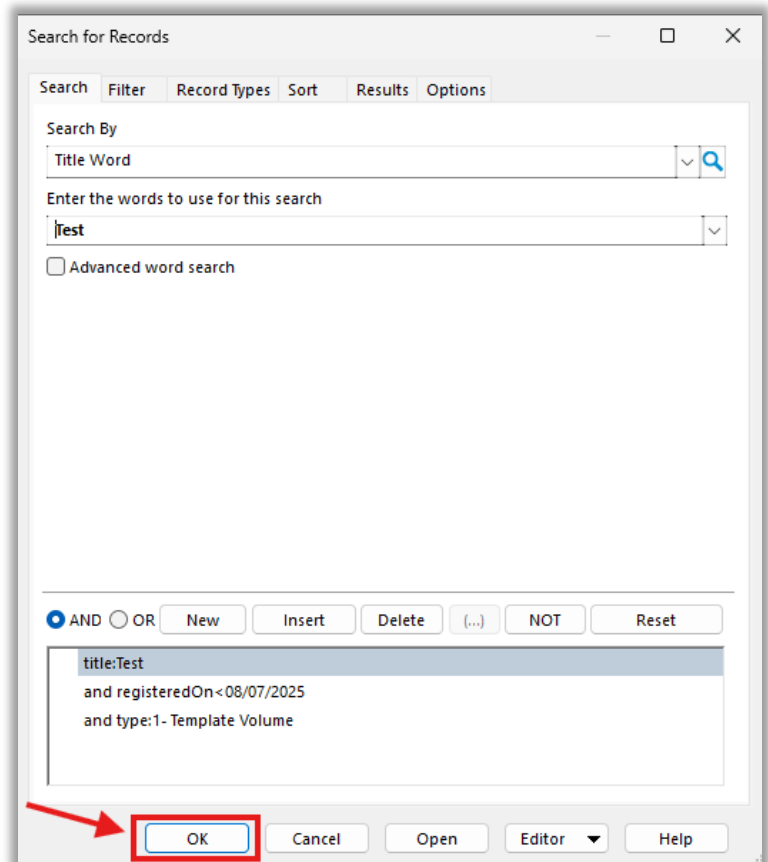
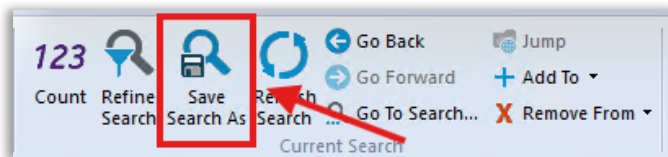
Saved Searches in Content Manager

Searches performed in Content Manager can be saved as **SAVED SEARCHES** and added to your **FAVORITES**. This allows you to run a **SAVED SEARCH** quickly and easily whenever you need to, **without having to re-enter the search parameters**.

Step 1. Search for a record by using the **Search Bar** or the **Blue Magnifying Glass** icon under the **Search Tab**.



Step 2. After your search is executed, click on the **SAVE SEARCH AS** button on the top of the screen.

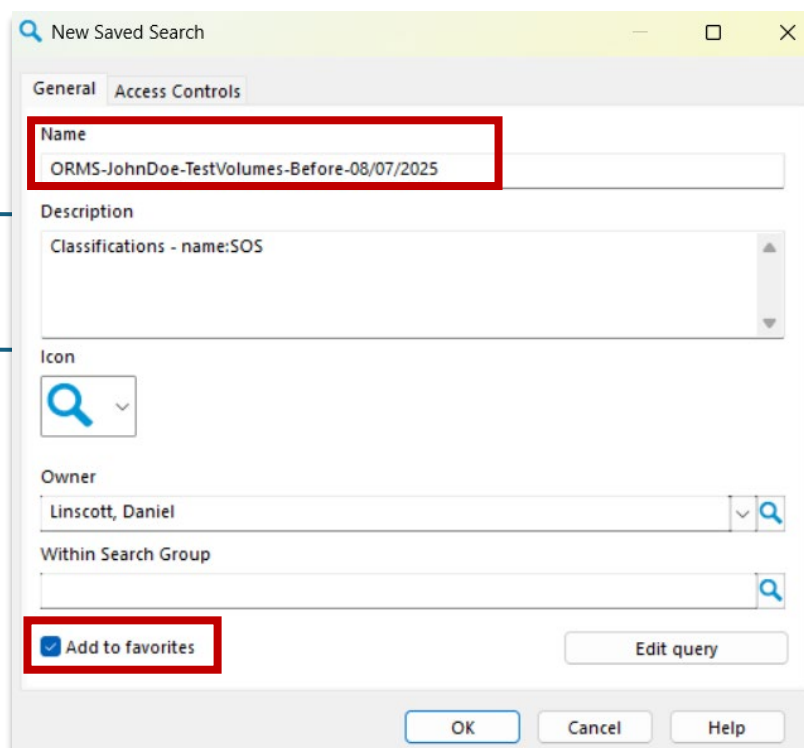


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Step 3. Name your search by entering into the **NAME** field.

NOTE: A recommended way to name your search:
“AgencyName-UserName-SearchName”

Step 4. Click on the **ADD TO FAVORITES** bubble to create a checkmark ☒ then click the **OK** button.



After saving your search, you will be able to find it by clicking the **SAVED SEARCHES** button under the **FAVORITES** tab on the left side of the screen. **DOUBLE-CLICK** the search to run it.

