

Realcomp Online®: Creating and Using Search Templates

Creating a Search Template

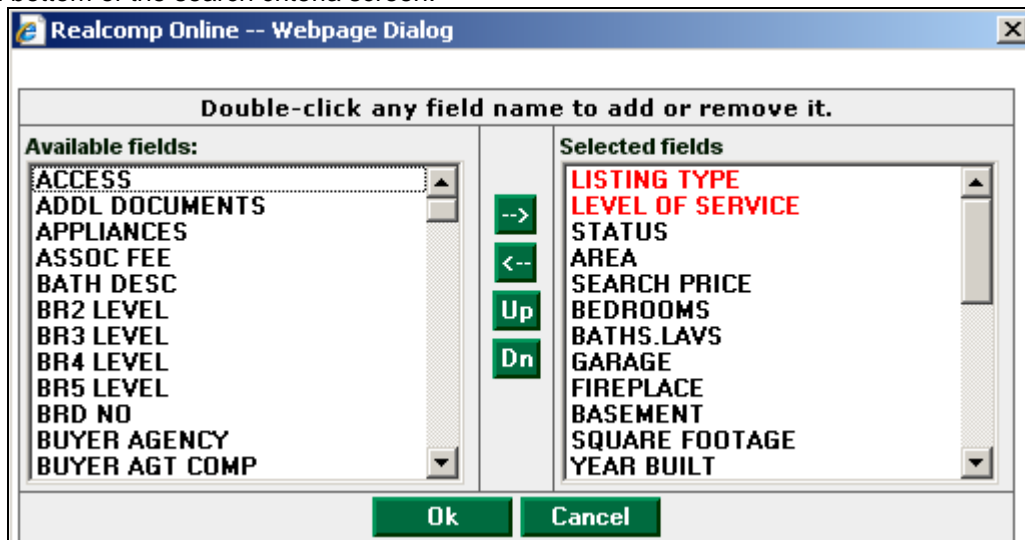
To save a blank template to use again for a search please follow these steps:

1. Perform a Quick Search by choosing **Quick Search** from the **Search** menu option.



2. Add and/or remove any fields from your search criteria.

To add additional fields to your search, click the **Additional Fields** button located at the top and bottom of the search criteria screen.



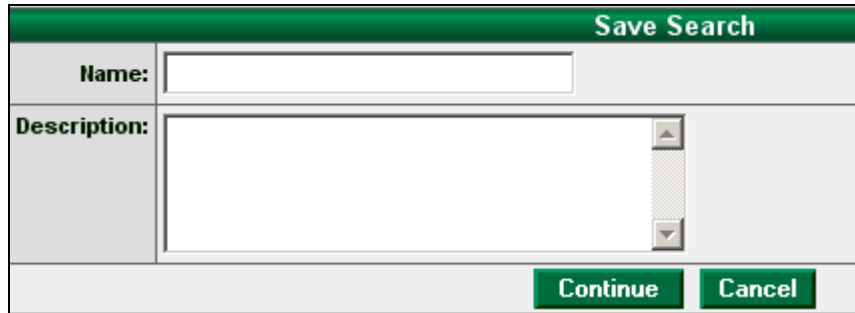
To **add** a field, find the desired criteria on the left side of the *Additional Fields* box and double-click (or click once, then click the **-->** button). The field will be placed on the right side (Selected Fields).

To **remove** criteria from the selected fields, double click that criteria (or click once, then click the **<--** button). The field will be removed from the list of selected fields.

When finished adding and/or deleting criteria click the **Ok** button.

3. Before entering any criteria for the search, click the **Save** button at the top and bottom of the search criteria screen. The Save Search window appears.

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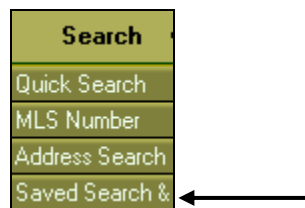
The image shows a 'Save Search' dialog box. It has a green header with the text 'Save Search'. Below the header, there are two main sections: 'Name:' followed by a text input field, and 'Description:' followed by a larger text area with a vertical scrollbar. At the bottom right of the dialog, there are two buttons: 'Continue' and 'Cancel', both with green backgrounds and white text.

In the **Save Search** window, enter the desired name into the **Name** field.
In the **Description** field, enter a description that will help you identify this search for future use.

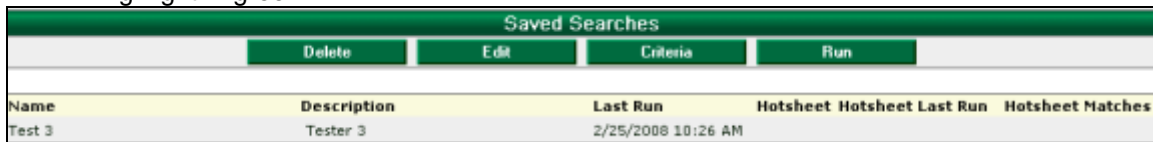
4. Click the **Continue** button.

Using a Saved Search Template

1. When you are ready to use your blank template, select **Saved Search** from the **Search** menu option.



2. Select your saved search by clicking on it with your mouse. When the search is selected, it will highlight in green.



The image shows a table titled 'Saved Searches'. The table has a green header with the title. Below the header, there are four buttons: 'Delete', 'Edit', 'Criteria', and 'Run'. The table has a table body with the following columns: 'Name', 'Description', 'Last Run', 'Hotsheet', 'Hotsheet Last Run', and 'Hotsheet Matches'. The first row of data is highlighted in green.

Saved Searches					
Name	Description	Last Run	Hotsheet	Hotsheet Last Run	Hotsheet Matches
Test 3	Tester 3	2/25/2008 10:26 AM			

3. Click the **Criteria** button to display your saved search template. You may now enter your criteria and run the search.

NOTE: It is important to run the template from the LIST OF SAVED SEARCHES and NOT from the home page. Clicking the template from the home page would result in an error since the search has no actual criteria.