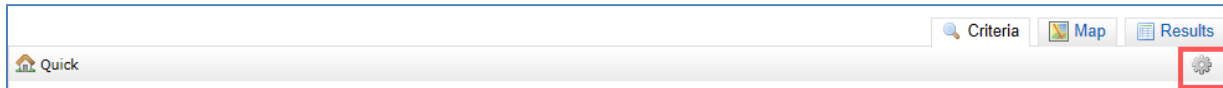


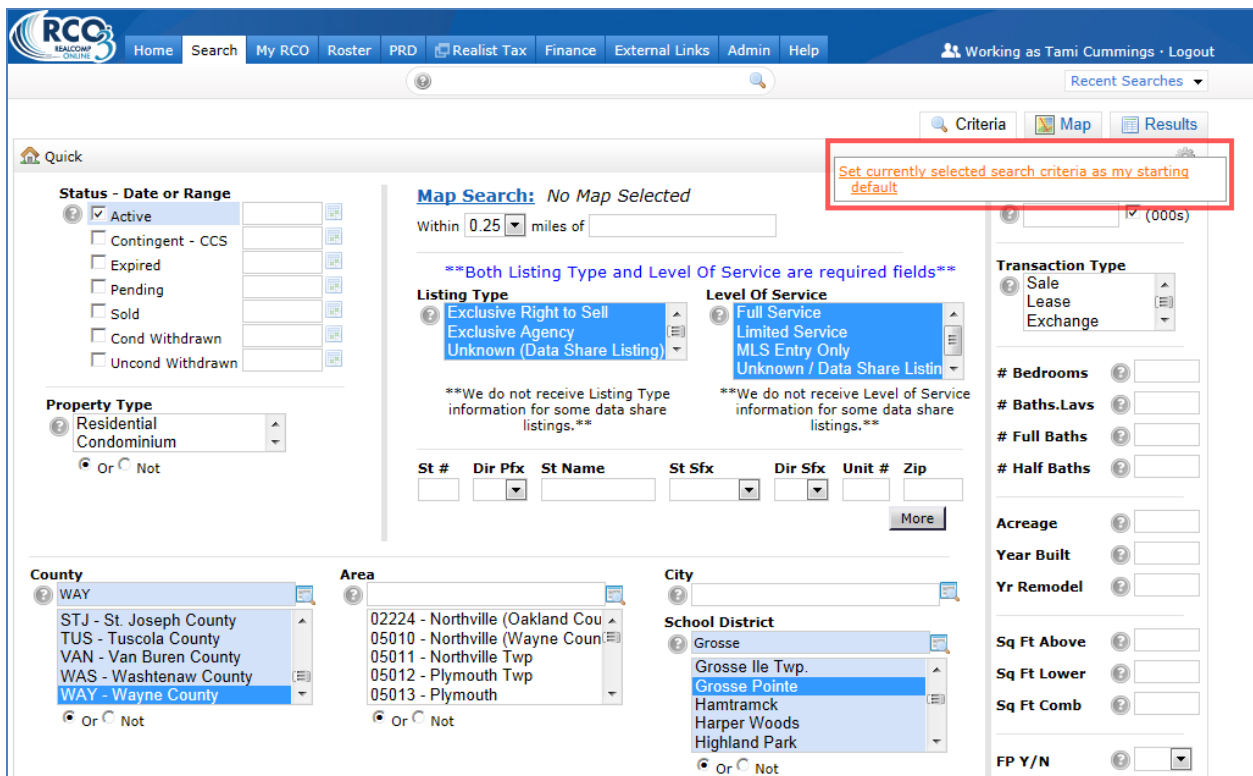
Saving Frequently Used Criteria

If you want specific criteria to always prefill when you start a search, you can save that criteria in the default search screen.

1. Enter the desired criteria such as status, area, map polygon, etc.
2. Click the gear icon to the upper right of the search page.



3. Select the only option of “Set currently selected search criteria as my starting default”.



Now, every time you open the Quick Search page this saved criteria will automatically be filled in. You can remove/change any criterion that is automatically completed. To change the saved default, make any desired changed and click the gear again to resave.