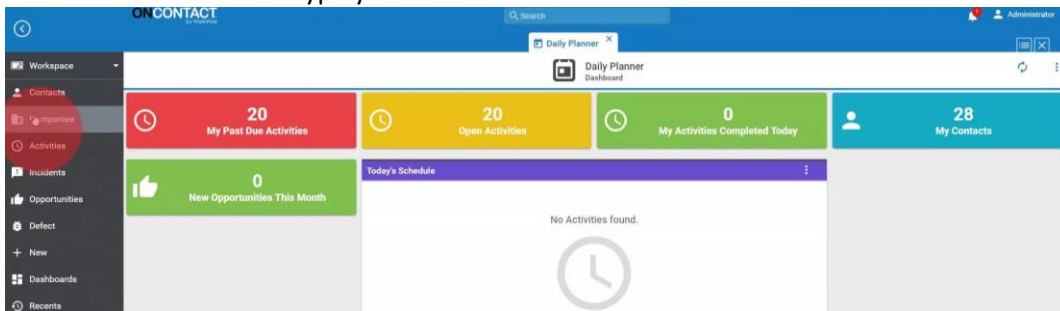
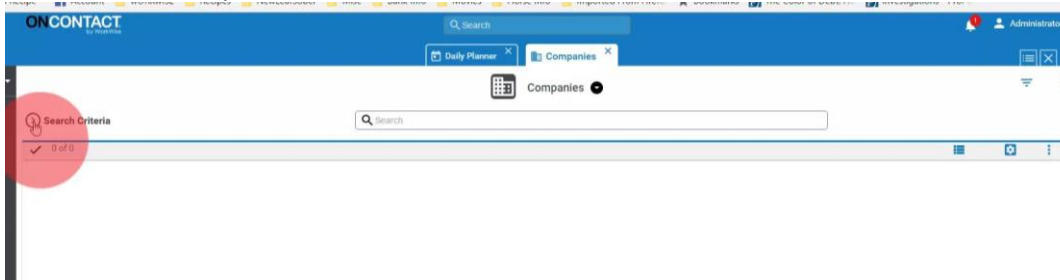


CREATE A SAVED SEARCH

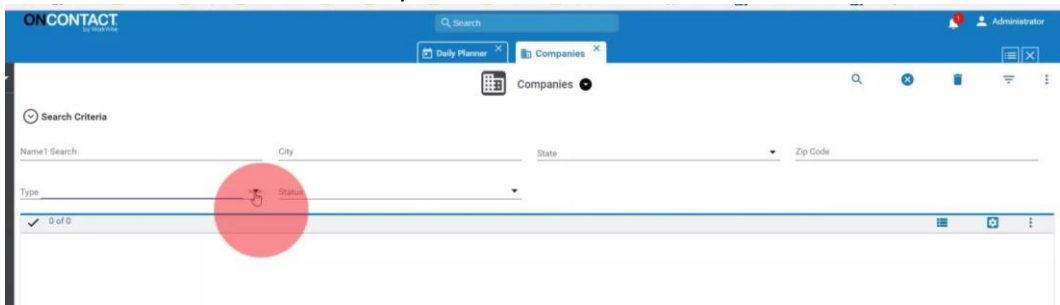
1. Click the record type you would like to search.



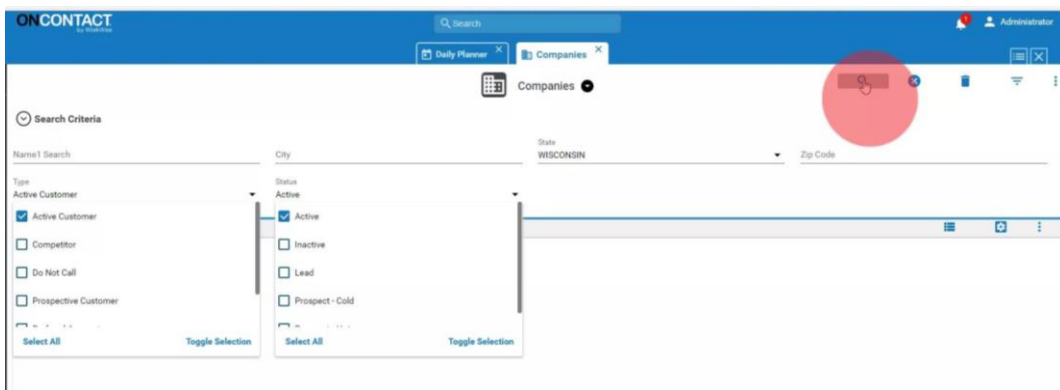
2. Click to expand Search criteria.



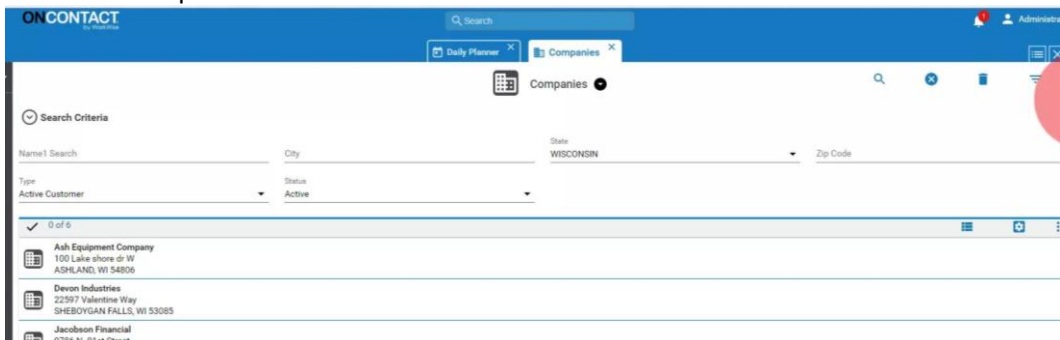
3. Enter the Search criteria you would like to use.



4. Click to search.

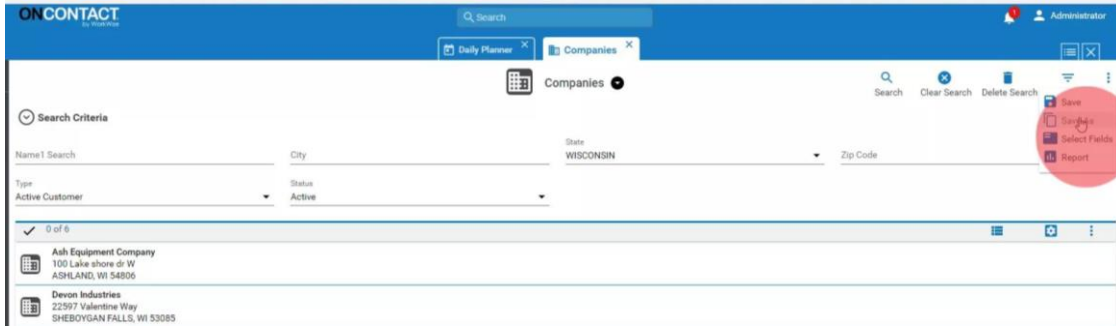


5. Click options.

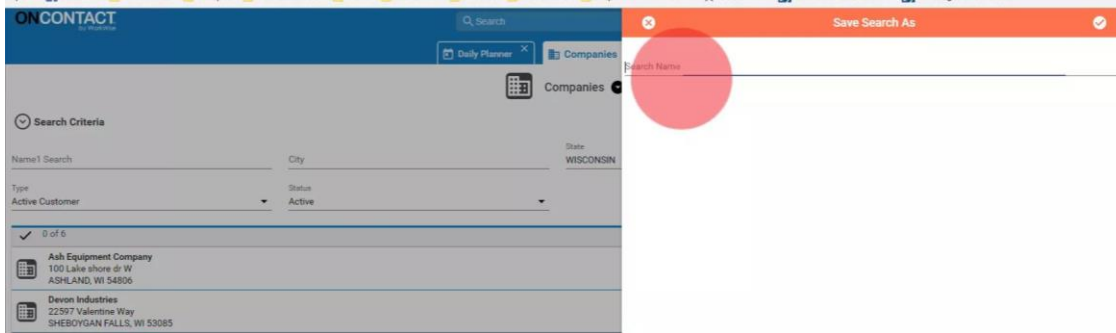


CREATE A SAVED SEARCH

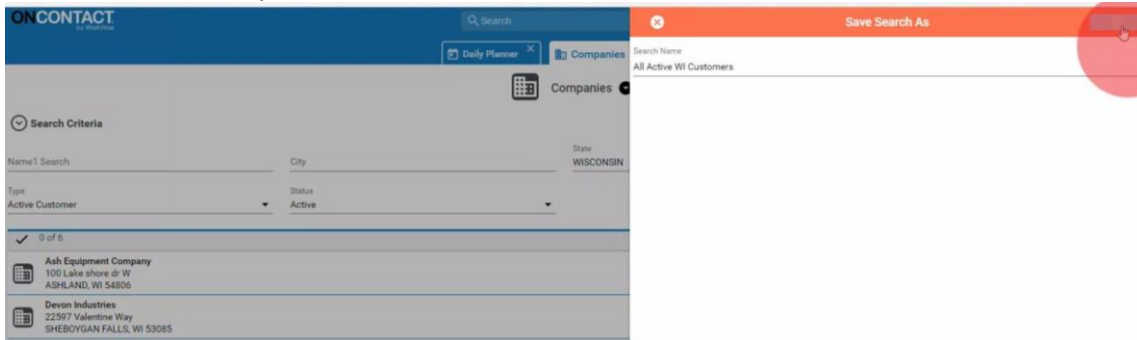
6. Choose Save As.



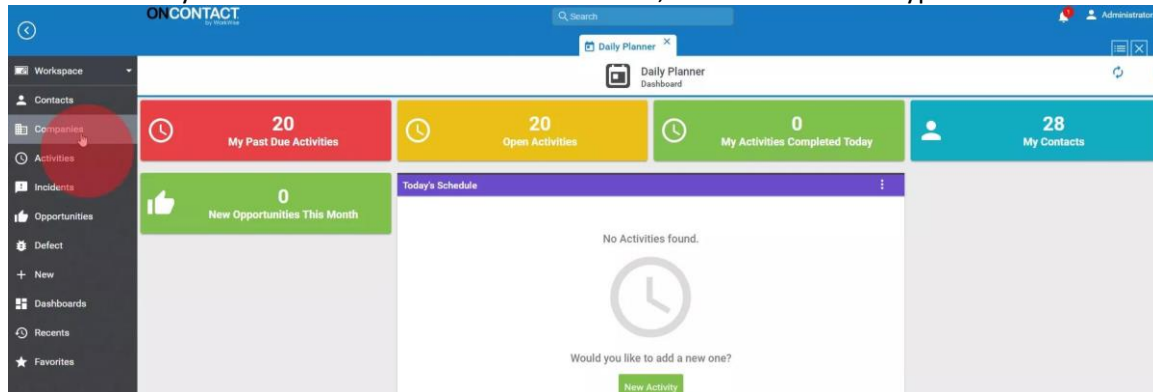
7. Name your new saved search.



8. Click to Save your new search.

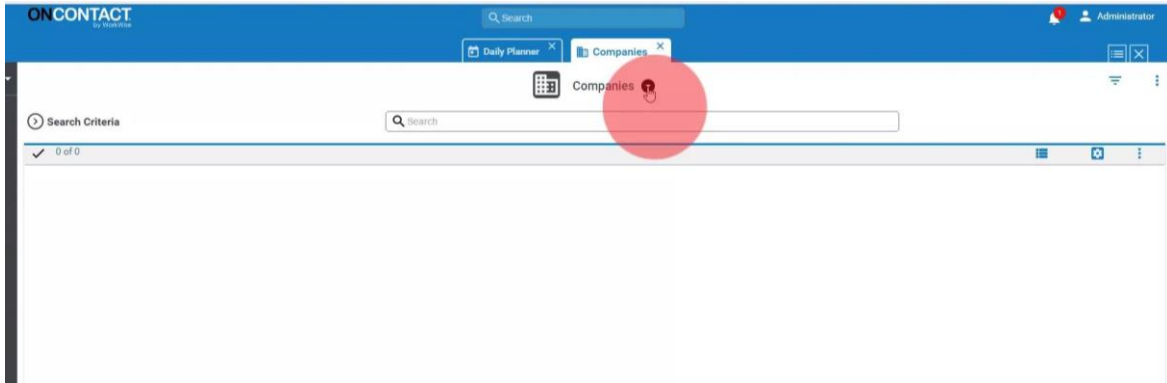


9. When you want to run the search in the future, choose the record type.



CREATE A SAVED SEARCH

10. Click the down arrow at the top.



11. Find your saved search in the list, and click to run it.

