

# Filter and Save Searches

## Filter

This page has a filter to help you isolate what you need. The multi-select filters have an autocomplete feature that displays an existing filter term as you begin to type a word into the field.

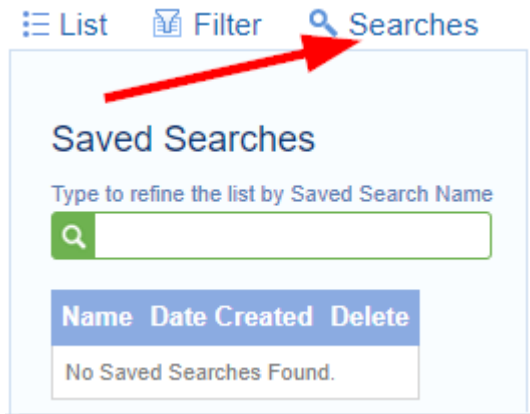
1. Select the **Filter** tab.
2. Select one or more filters from the **Add Filters** list.
3. Enter or select criteria for each added filter.
4. Select the **Search** button.
5. Refine the filters as desired.
  - Use the **x** next to an added filter to remove it.
  - Select **Reset** to clear all filters.
6. [Export](#) the list if desired.

This image shows an example of a filter page.

The screenshot displays a web interface for filtering and saving searches. At the top left, there is a 'Records: 3' indicator. To the right, under 'Export As:', there are three buttons: 'HTML' (with a globe icon), 'XLSX' (with a green 'X' icon), and 'CSV' (with a table icon). Below these are three tabs: 'List' (with a list icon), 'Filter' (with a filter icon and currently selected), and 'Searches' (with a magnifying glass icon). The main content area is divided into two sections. On the left, under the heading 'Campus', there is a multi-select dropdown menu with the placeholder text 'Select one or more options' and a red 'x' icon below it. A tip below the dropdown reads 'Tip: Use ctrl+click to select multiples'. Below this, under the heading 'Last Name', there is a text input field with a red 'x' icon to its right. At the bottom of this section are three buttons: 'Search' (teal), 'Reset' (orange), and 'Save Search' (blue). On the right, under the heading 'Add Filters', there is a list of filter options, each in a light green box with a plus icon on the left: 'First Name', 'Create Date', 'Email', 'Edit Date', 'Username', 'Creator', and 'Editor'.

# Save Filter

Some filter pages also let you save the filter for repeated use. You can access any filters that you saved from the **Searches** tab.



1. Select the **Save Search** button at the bottom of the filtered list.
2. Give the search a unique name and description.
3. Input the name you created in the Saved Search Name box to display the filters and criteria you saved.
4. Select the name of the search to run the filter.