

Showing your Listed Searches

In the **Advanced Search**, the drop-down menu of saved searches is regrettably empty of the system-wide searches.



A few system searches have been saved and are available for use, but are not defaultingly placed within that dropdown.

Procedure for changing that:

- 1) Click on the dropdown's arrow
- 2) Choose CUSTOMIZE...
 - a) Sends you to a page with a Saved Searches Table, might look like this...

The screenshot shows a table titled 'Saved Searches (5 of 5 total objects)'. The table has columns for Name, Actions, Created By, Scope, Created On, Group Access, and Show. The rows are:

Name	Actions	Created By	Scope	Created On	Group Access	Show
Last Search	Actions	Michelle Givens		2012-02-21 09:25 CST		
Library Title-5- Search	Actions	Organization Administrator	APS Library	2012-02-24 14:41 CST		
Product Title-5- Search	Actions	Organization Administrator	APS Product	2012-02-24 14:50 CST		
WBS Search	Actions	Organization Administrator	APS Product	2012-03-05 14:23 CST		

b) Can be used this way, but why not add to list...

- 3) Choose **ACTIONS** on the search you want to add to the list
- 4) Click on **SHOW**
- 5) Your table will now look like this...



The screenshot shows the 'Saved Searches' table after the 'Show' action. The table now has 4 objects, and the 'Product Title-5- Search' row has a checkmark in the 'Show' column.

Name	Actions	Created By	Scope	Created On	Group Access	Show
Last Search	Actions	Michelle Givens		2012-02-21 09:25 CST		
Product Title-5- Search	Actions	Organization Administrator	APS Product	2012-02-24 14:50 CST		✓
WBS Search	Actions	Organization Administrator	APS Product	2012-03-05 14:23 CST		
Library Title-5- Search	Actions	Organization Administrator	APS Library	2012-02-24 14:41 CST		

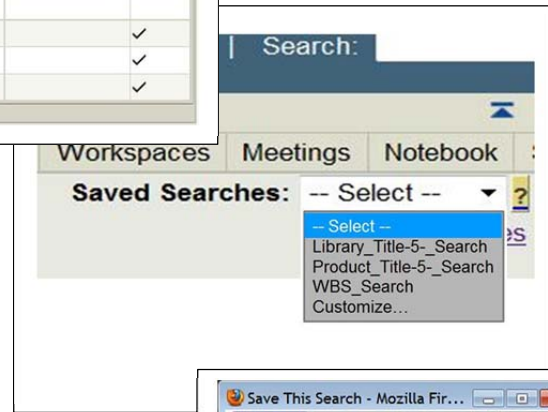
a) You can also do this en masse by choosing the ones you want, and clicking the SHOW icon out of the palette above the table



i) Dunno if this is a bug, but this only works with *personal* searches

A table that looks like below, will result in a dropdown that looks like what follows it...

Name	Actions	Created By	Scope	Created On	Group Access	Show
Last Search	Actions	Michelle Givens		2012-02-21 09:25 CST		
Product Title-5- Search	Actions	Organization Administrator	APS Product	2012-02-24 14:50 CST		✓
WBS Search	Actions	Organization Administrator	APS Product	2012-03-05 14:23 CST		✓
Library Title-5- Search	Actions	Organization Administrator	APS Library	2012-02-24 14:41 CST		✓

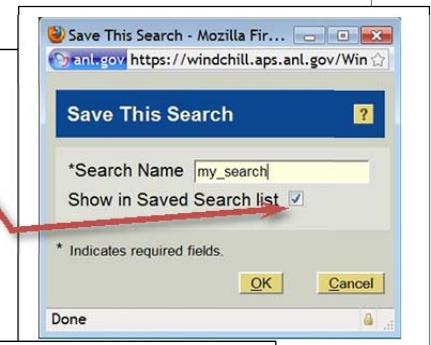


Notes:

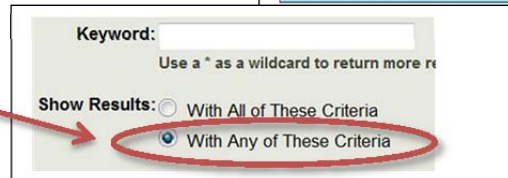
If you never use a particular search, HIDE it.

Your own personal searches are shown by default because of

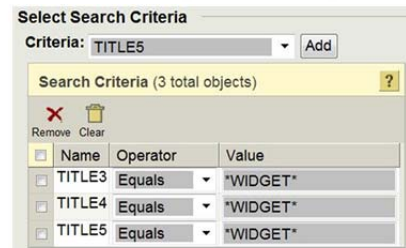
“Keyword:” does not search metadata. If your searches are for criteria other than file name, enter it into the proper box.



In a Title search, you *CAN* use to great effect.



List as Search Criteria: Title3, Title4, and Title5, and it comes back with your criteria in *ANY* of those titles. (Just copy and paste the same stuff in each VALUE box...)



If you think there’s a common search that would be beneficial system-wide, see an Admin. (Bring cookies...)