

## **SAVING, RECALLING AND DELETING SEARCH CRITERIA**

When you are done entering your search criteria for your client, you have the option to save the criteria by using the Save/Recall button in your Search window. This can save you time when you are doing repeated searches for clients. You can also recall and delete the information.

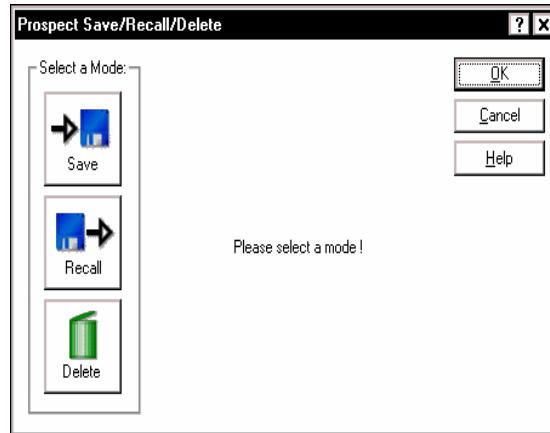
The screenshot shows the 'ACTRIS / ABoR CompleteSearch' window. At the top, there is a title bar with a question mark and a close button. Below the title bar, there is a section for 'Select a Search Type:' with a dropdown menu showing '1. Residential'. To the right of this section are three buttons: 'OK', 'Cancel', and 'Help'. Below this is the 'Select Search Criteria:' section. It contains a list of 'Criteria Categories' on the left, including '>(R) Area', '>(R) Status', '>(X) ML Number', '>Compass Point', '>Construction of Dwelling', '>DAYS BACK (ENTRY)', '>Foundation Desc', '>Full Baths', '>Half Baths', '>List Date', '>List Price', and '>Number of Bedrooms'. The 'List Price' category is selected, and its value '100000-115000' is entered in a text box. To the right of the text box are 'EXAMPLES:' for 'Greater than:', 'Less Than:', and 'Range:' with corresponding values. Below the list of categories is a 'Move Category to Bottom' button. To the right of the 'List Price' section are three buttons: 'Clear', 'Save/Recall', and 'Help'. An arrow points to the 'Save/Recall' button. At the bottom of the window is a 'Search Criteria Summary:' section with a text area containing the following information: 'Area 2 <OR> 3', 'Full Baths 2+', 'List Price 100000-115000', and 'Status Active'.

### **Saving your Search Criteria**

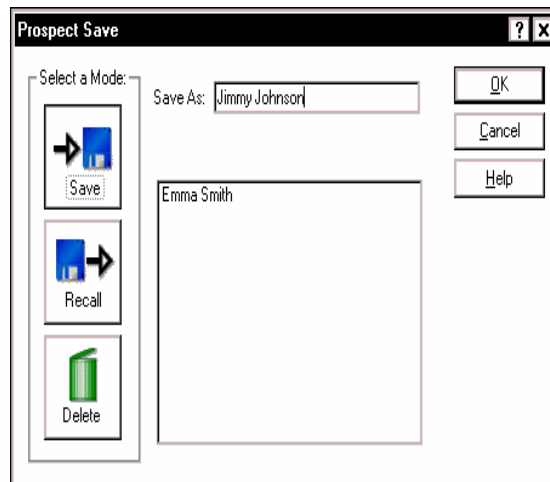
1. After entering the search criteria for a client in either the Quick or Complete Search window, click the Save/Recall button. This opens the Prospect Save/Recall/Delete window.



2. Click the Save button.



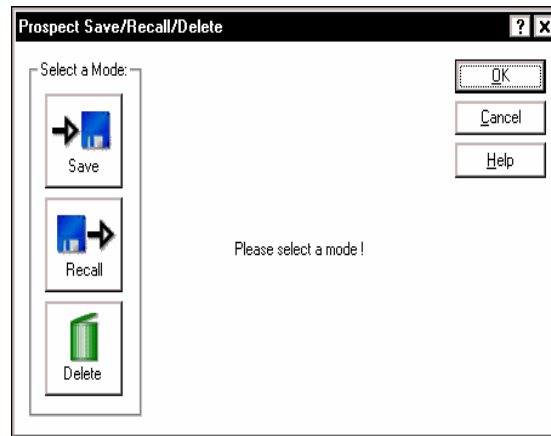
3. Type the file name in the Save As field. In our example, the search criteria are being saved under the name Jimmy Johnson. You can use any combination of letters or numbers (up to 29 characters).



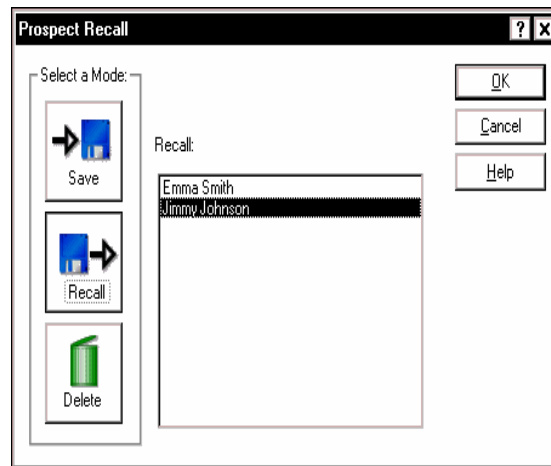
4. Click OK to close the window and save the search criteria.

### **Recalling your Search Criteria**

1. While in the Search window, click on the Save/Recall button.  
This opens the Prospect Save/Recall/Delete window.
2. Click the Recall button.



3. Select a name by highlighting it from the list.



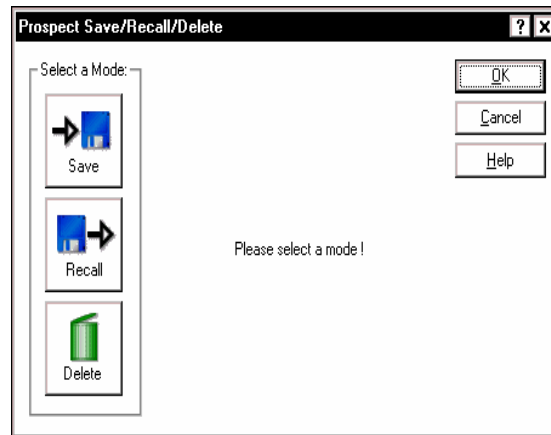
4. Click OK to open the client's search window, complete with their search criteria loaded in the Search Criteria Summary box.

### **Deleting Search Criteria**

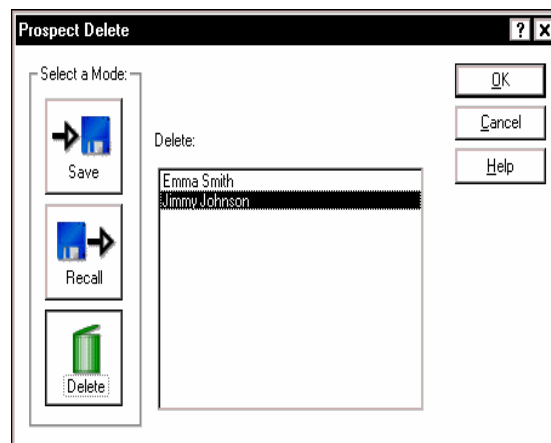
1. While in the Search window, click on the Save Recall button.  
This opens the Prospect Save/Recall/Delete window.



2. Click the Delete button.



3. Select a name by highlighting it from the list.



4. Click OK to delete the information.
5. A window will open asking you to confirm the file name to be deleted from the list. Click Yes to complete the deletion.

