

Save Search Criteria in SIS

Overview

One of the tools available to you in SIS is the ability to save search criteria for future use.

Steps

Saving Search Criteria

1. Navigate to any page for which you would like to save the search criteria. For example, **Records and Enrollment > Enroll Students > Enrollment**.
2. Enter the values in the Search Criteria boxes.
3. Click Save Search Criteria at the bottom of the page.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment

New Window ? Help

Enrollment

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

ID:	=	
Academic Career:	=	Undergraduate
Academic Institution:	=	begins with IUINA
Term:	=	
Campus ID:	=	
National ID:	=	
Last four of NID:	=	
Last Name:	=	begins with
First Name:	=	begins with
Term Alternate Key:	=	

[Return to Advanced Search](#)

4. Enter a name for the search criteria in the **Name of Search** box.
5. Click **Save**.
6. Click Return to Advanced Search.

Using Saved Searches

The saved search will now display on the search page. As an example, we'll look at the Enrollment page.

1. Navigate to: **Records and Enrollment > Enroll Students > Enrollment**.

Save Search Criteria in SIS

The screenshot shows the SIS Enrollment search interface. At the top, there is a breadcrumb trail: Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment. Below this, there is a 'New Window' button and a 'Help' icon. The main heading is 'Enrollment', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a 'Search Criteria' section with a dropdown menu labeled 'Use Saved Search: IUINA_UGRD'. The search criteria fields include: ID: = [text box]; Academic Career: = [dropdown menu with 'Undergraduate' selected]; Academic Institution: begins with [dropdown menu with 'IUINA' selected] [search icon]; Term: = [dropdown menu] [search icon]; Campus ID: = [text box]; National ID: = [text box]; Last four of NID: = [text box]; Last Name: begins with [text box]; First Name: begins with [text box]; Term Alternate Key: = [dropdown menu] [search icon]. At the bottom, there is a 'Limit the number of results to (up to 300): 300' field. The search buttons are 'Search', 'Clear', 'Basic Search', 'Save Search Criteria', and 'Delete Saved Search'.

2. Notice that the **Use Saved Search** drop down list displays at the top of the page. When you select one of the saved searches from the list, it will populate all the fields based on your saved search criteria.
3. Enter any other necessary search criteria and click **Search**.