Manage your saved searches and Hotsheets

To manage your saved searches

1. From the **Searches** menu, choose **Saved Searches**.

2. From the top of the Saved Searches window, click **Manage Saved Searches**.(You can also access your saved searches from the **Your Saved Searches** module on the home page.)

To manage your saved Hotsheets

1. From the **Searches** menu, choose **Saved Hotsheets**.

2. From the top of the Saved Hotsheets window, click **Manage Saved Hotsheet Searches**. (You can also access your saved Hotsheets from **Your Saved Hotsheets** module on the home page.)

In these forms you can

View your saved searches -- The form lists all of your saved searches, including the saved criteria.

Delete a search

1. Click the **Delete** check box to the right of any search you want to remove.

2. Click the **Save/Refresh** button in the toolbar.

Rename a search

1. Modify the text.

2. Click the **Save/Refresh** button in the toolbar.

Run a search -- Click**Run**next to the desired search.

Revise a search

1. Click the revise icon next to the desired search, and change the criteria as desired.

2. Locate the **Save Options** box on the right side of the page (expand the **Options** pane, if necessary).

3. Click the **Save** button, next to the Save as a Saved Search field.

4. When the confirmation message displays, click **OK** to save the new criteria.