

**How to save a document search**

**Summary:** The **Name this search** field allows you to save a particular search query by a name so you can run the same search at a later time

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| Steps | **What you need to do** | **How to do it** |
| 1 | Name a Search | 1. To name and save a search, set your search criteria in the various fields, then provide a name in the “Name this search (optional)” field, and then clickbuttonsmall_search. |
| 2 | Retrieve a named search | 3. To retrieve a named search, use the dropdown list at the top right of the Document Lookup screen. |
| 3 | Clear named and recent searches | 4. To clear all Named and Recent Searches, click on the clear saved searches button. |