

Search Criteria

Learn how to save search criteria for future recall.

Once inside a resource, you will see a standard page structure with search displaying at the top. Saving the field values helps speed up queries by recalling commonly entered criteria.

1. Enter a resource page from the **Menu**, **Quick Launch**, or **Search**.
2. Enter a value for all relevant fields.
3. Select the **Save Field Values** button.

The screenshot shows the tecsys search interface. At the top, there is a breadcrumb trail: Home > Supply Management > Items > Search. Below this, the word "Items" is displayed in orange. The "Search Criteria" section contains several input fields: "Item", "Description 1" (with the value "*FEMORAL*"), "Lot and Expiry Option", "Serialized", and "Tissue Type" (with the value "1"). Each field has a dropdown arrow on the right. A blue button labeled "Save Field Values" is positioned to the right of the search criteria section. Red callout numbers 2 and 3 point to the "Save Field Values" button and the breadcrumb trail, respectively.

4. Enter a **Name** to describe the saved search.
5. Select **Save**.

The screenshot shows a dialog box titled "Save Field Values". It has a close button (X) in the top right corner. The "Name" field contains the text "Femoral Tissue". A blue "Save" button is located at the bottom right of the dialog. Red callout numbers 4 and 5 point to the "Name" field and the "Save" button, respectively.

6. Recall the saved search criteria by expanding the "**Auto-fill with...**" drop-down menu and select the saved search from the list.

The screenshot shows the tecsys search interface. The breadcrumb trail is Home > Supply Management > Items > Search. The "Search Criteria" section has a dropdown menu expanded, showing "Auto-fill with ..." selected. Below the dropdown, the text "Femoral Tissue" is visible, indicating it is the selected option. The "Description 1" field is also visible below the dropdown. A red callout number 6 points to the dropdown menu.