

# 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 'Items' section is visible. 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'). 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 'Save Field Values' dialog box. It has a title bar with the text 'Save Field Values' and a close button (X). Inside the dialog, there is a 'Name' label followed by an input field containing 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' input 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 again. The breadcrumb trail is Home > Supply Management > Items > Search. The 'Items' section is visible. The 'Search Criteria' section has a dropdown menu expanded, showing the text 'Auto-fill with ...' and a list of saved search criteria: 'Auto-fill with ...' and 'Femoral Tissue'. The 'Femoral Tissue' option is highlighted in blue. Below the dropdown, the 'Description 1' input field is visible. A red callout number 6 points to the dropdown menu.