

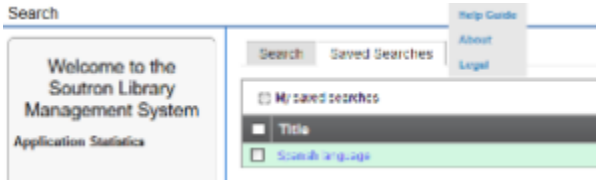
# Using Saved Searches

The System Administrator and Administrative Staff can set up saved searches which are available for all users. These are available on the Saved Searches tab on the search screen, as described below.

End Users can save searches if this has been allowed in their Access Permissions.

---

The Saved Searches tab is selected from the [search screen](#). The saved searches are displayed:



Either Shared Searches or System Reports (if you are an Administrator) are displayed by default. *This default is determined in System Configuration Maintenance ([Common settings](#))*. Alternatively, select "My saved searches" if the search is to be available only to you.

Click on the search and the search is performed immediately, displaying the results in the [search results](#) screen.

## See also

Catalogue Search - [Setting up saved searches](#)