

## Basic Search Functions

1. Many pages in PeopleAdmin have Search Boxes. You can search on any piece of information contained in the item in question.
2. Results are displayed below. You can select multiple items and use the “Actions” button at the top to export or edit multiple items at once.
3. You can also use the small “Action” button to the right of the item in question to see Actions associated with only that item.

Search:

[Actions](#)

[Actions ▼](#)

## More Search Options

1. Click “More Search Options” to the right of the Search box to refine you search
2. “More Search Options” let’s you add columns to the resultant set, and filter by various criterion
3. Once you have configured a useful search, click “Search”
4. Click “Save this search?” at the top of the results to save the search to use again later.
  - a. Give the Search a name in the Name box.
  - b. Check the box next to “Make it the default search?” if you’d like this search to be run each time you navigate to the selected page.
5. To access saved searches, click “Open Saved Search” to the left of the Search box.

[More search options](#)

Make it the default search?

Name  [is search?](#)

[Open Saved Search ▼](#)