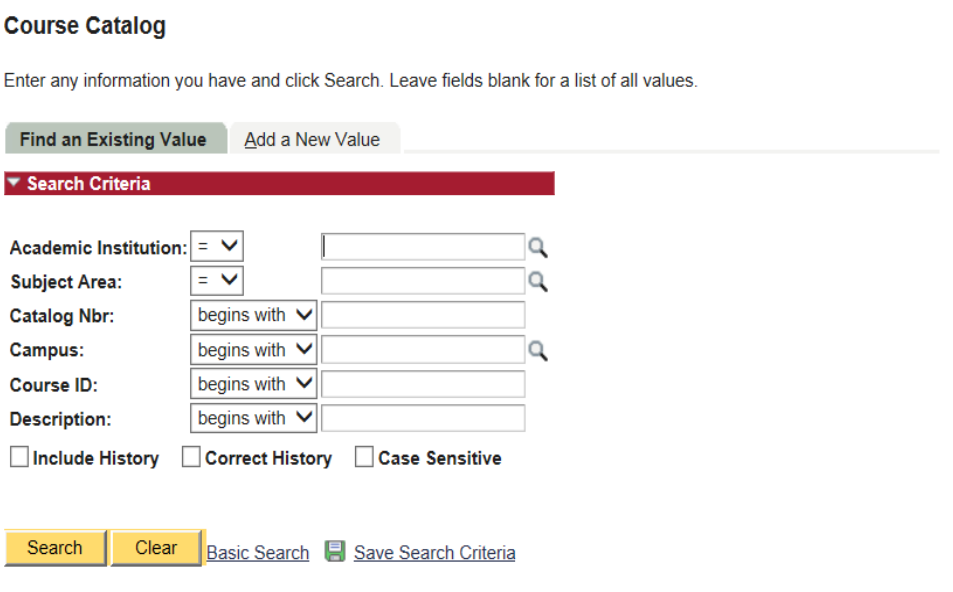
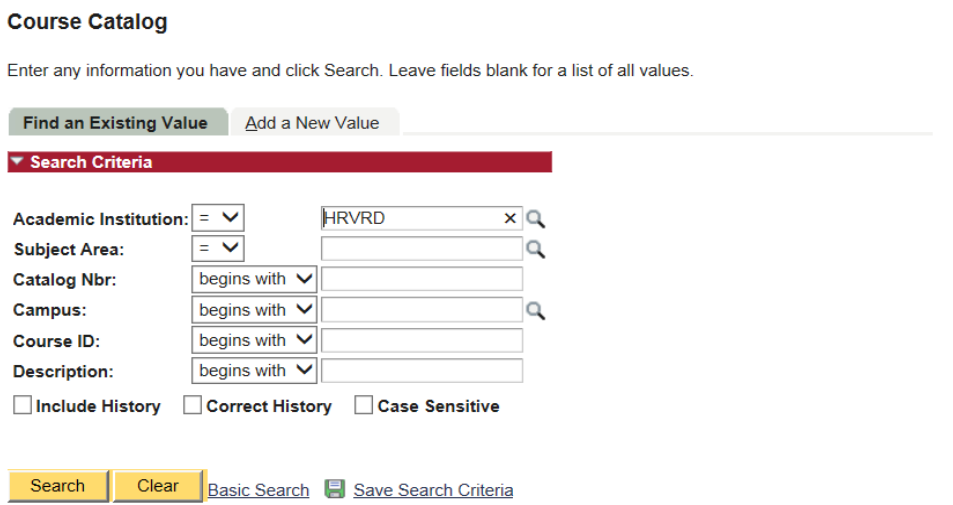


## Quick Reference: Saving Searches

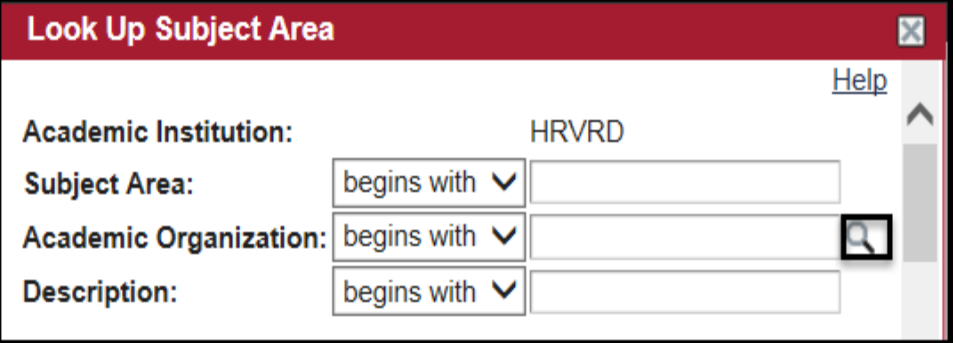
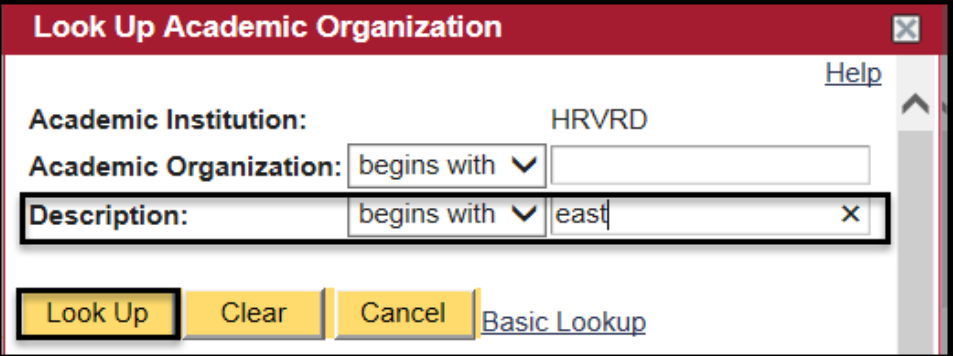

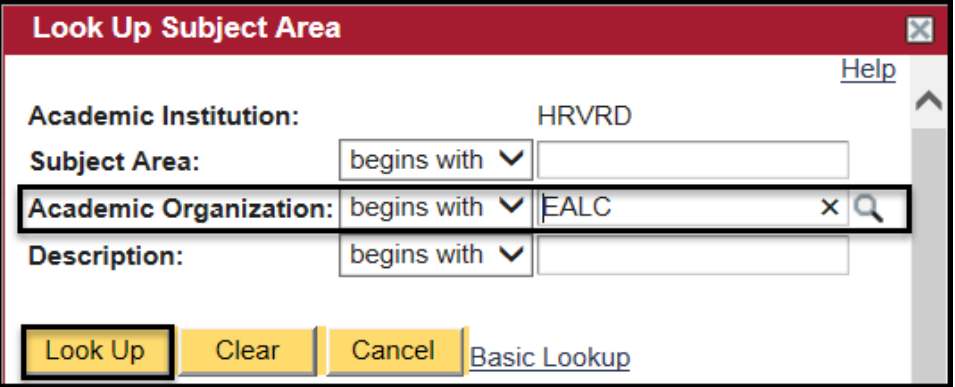
### Saving Searches-Course Catalog

If your department uses a number of subjects in its course catalog, use the Save Search Criteria option in order to more easily search for courses associated with those subjects in the Course Catalog record.

### Process

Step	Image
<p>1. Navigate to the Course Catalog page from the Main Menu: <b>Curriculum Management&gt;&gt;Course Catalog&gt;&gt;Course Catalog</b></p>	
<p>2. Click on the <b>magnifying glass</b> next to <b>Academic Institution</b> and select <b>HRVRD</b></p>	

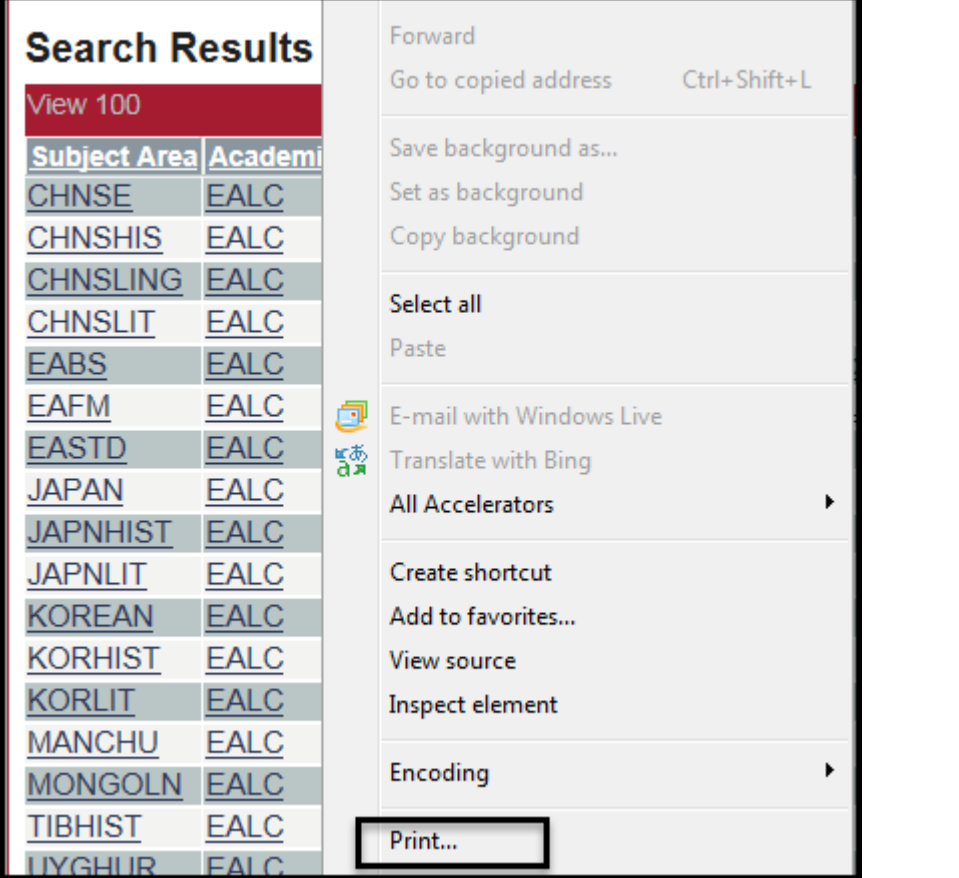
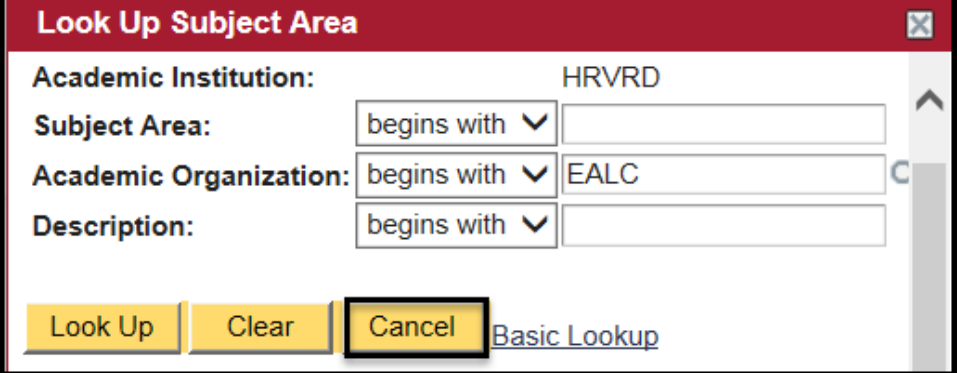


Step	Image
<p>3. Click the <b>magnifying glass</b> next to <b>Subject Area</b></p> <p>4. On the Lookup window, select the <b>magnifying glass</b> next to <b>Academic Organization</b>.</p>	
<p>5. In the <b>Academic Organization</b> lookup box, click in the <b>Description</b> field and type the first few letters of your Department.</p> <p>6. Click <b>Lookup</b></p>	
<p>7. Click on the <b>link</b> for your subject</p>	
<p>8. You will return to the <b>Lookup Subject</b> window, with the <b>Academic Organization</b> field filled in</p> <p>9. Click <b>Lookup</b></p>	



Step	Image																																																									
<p>10. A list of subjects associated with your Department will appear.</p>	<div data-bbox="553 233 1505 289"> <h3>Look Up Subject Area</h3> </div> <div data-bbox="553 296 1505 504"> <p><b>Academic Institution:</b> HRVRD</p> <p><b>Subject Area:</b> begins with <input type="text"/></p> <p><b>Academic Organization:</b> begins with <input type="text" value="EALC"/></p> <p><b>Description:</b> begins with <input type="text"/></p> </div> <div data-bbox="553 556 1505 619"> <p> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/> </p> </div> <div data-bbox="553 651 1505 703"> <h3>Search Results</h3> </div> <div data-bbox="553 709 1505 756"> <p>View 100 First 1-18 of 18 Last</p> </div> <table border="1" data-bbox="553 762 1505 1562"> <thead> <tr> <th>Subject Area</th> <th>Academic Organization</th> <th>Description</th> </tr> </thead> <tbody> <tr><td><a href="#">CHNSE</a></td><td><a href="#">EALC</a></td><td><a href="#">Chinese</a></td></tr> <tr><td><a href="#">CHNSHIS</a></td><td><a href="#">EALC</a></td><td><a href="#">Chinese History</a></td></tr> <tr><td><a href="#">CHNSLING</a></td><td><a href="#">EALC</a></td><td><a href="#">Chinese Linguistics</a></td></tr> <tr><td><a href="#">CHNSLIT</a></td><td><a href="#">EALC</a></td><td><a href="#">Chinese Literature</a></td></tr> <tr><td><a href="#">EABS</a></td><td><a href="#">EALC</a></td><td><a href="#">East Asian Buddhist Studies</a></td></tr> <tr><td><a href="#">EAFM</a></td><td><a href="#">EALC</a></td><td><a href="#">E Asian Film &amp; Media Studies</a></td></tr> <tr><td><a href="#">EASTD</a></td><td><a href="#">EALC</a></td><td><a href="#">East Asian Studies</a></td></tr> <tr><td><a href="#">JAPAN</a></td><td><a href="#">EALC</a></td><td><a href="#">Japanese</a></td></tr> <tr><td><a href="#">JAPNHIST</a></td><td><a href="#">EALC</a></td><td><a href="#">Japanese History</a></td></tr> <tr><td><a href="#">JAPNLIT</a></td><td><a href="#">EALC</a></td><td><a href="#">Japanese Literature</a></td></tr> <tr><td><a href="#">KOREAN</a></td><td><a href="#">EALC</a></td><td><a href="#">Korean</a></td></tr> <tr><td><a href="#">KORHIST</a></td><td><a href="#">EALC</a></td><td><a href="#">Korean History</a></td></tr> <tr><td><a href="#">KORLIT</a></td><td><a href="#">EALC</a></td><td><a href="#">Korean Literature</a></td></tr> <tr><td><a href="#">MANCHU</a></td><td><a href="#">EALC</a></td><td><a href="#">Manchu</a></td></tr> <tr><td><a href="#">MONGOLN</a></td><td><a href="#">EALC</a></td><td><a href="#">Mongolian</a></td></tr> <tr><td><a href="#">TIBHIST</a></td><td><a href="#">EALC</a></td><td><a href="#">Tibetan History</a></td></tr> <tr><td><a href="#">UYGHUR</a></td><td><a href="#">EALC</a></td><td><a href="#">Uyghur</a></td></tr> <tr><td><a href="#">VIETNAM</a></td><td><a href="#">EALC</a></td><td><a href="#">Vietnamese</a></td></tr> </tbody> </table>	Subject Area	Academic Organization	Description	<a href="#">CHNSE</a>	<a href="#">EALC</a>	<a href="#">Chinese</a>	<a href="#">CHNSHIS</a>	<a href="#">EALC</a>	<a href="#">Chinese History</a>	<a href="#">CHNSLING</a>	<a href="#">EALC</a>	<a href="#">Chinese Linguistics</a>	<a href="#">CHNSLIT</a>	<a href="#">EALC</a>	<a href="#">Chinese Literature</a>	<a href="#">EABS</a>	<a href="#">EALC</a>	<a href="#">East Asian Buddhist Studies</a>	<a href="#">EAFM</a>	<a href="#">EALC</a>	<a href="#">E Asian Film &amp; Media Studies</a>	<a href="#">EASTD</a>	<a href="#">EALC</a>	<a href="#">East Asian Studies</a>	<a href="#">JAPAN</a>	<a href="#">EALC</a>	<a href="#">Japanese</a>	<a href="#">JAPNHIST</a>	<a href="#">EALC</a>	<a href="#">Japanese History</a>	<a href="#">JAPNLIT</a>	<a href="#">EALC</a>	<a href="#">Japanese Literature</a>	<a href="#">KOREAN</a>	<a href="#">EALC</a>	<a href="#">Korean</a>	<a href="#">KORHIST</a>	<a href="#">EALC</a>	<a href="#">Korean History</a>	<a href="#">KORLIT</a>	<a href="#">EALC</a>	<a href="#">Korean Literature</a>	<a href="#">MANCHU</a>	<a href="#">EALC</a>	<a href="#">Manchu</a>	<a href="#">MONGOLN</a>	<a href="#">EALC</a>	<a href="#">Mongolian</a>	<a href="#">TIBHIST</a>	<a href="#">EALC</a>	<a href="#">Tibetan History</a>	<a href="#">UYGHUR</a>	<a href="#">EALC</a>	<a href="#">Uyghur</a>	<a href="#">VIETNAM</a>	<a href="#">EALC</a>	<a href="#">Vietnamese</a>
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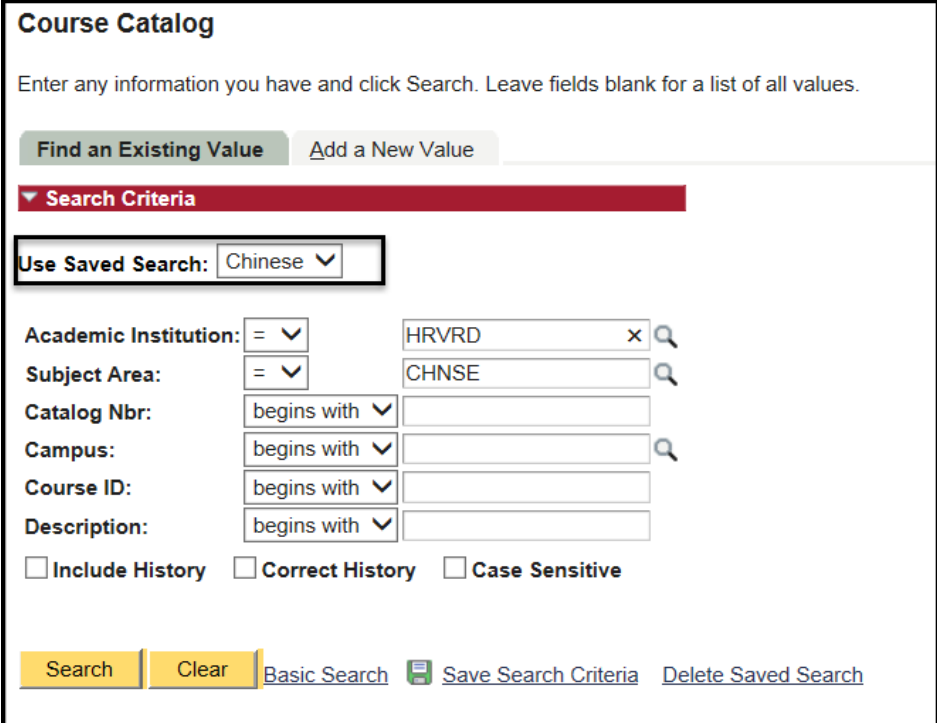


Step	Image																																				
<p>11. <b>Right-click</b> to print this list out</p>	 <p>The screenshot shows a 'Search Results' page with a table of subject areas and academic institutions. A right-click context menu is open over the 'Print...' option at the bottom of the menu. The table contains the following data:</p> <table border="1"> <thead> <tr> <th>Subject Area</th> <th>Academic Institution</th> </tr> </thead> <tbody> <tr><td><a href="#">CHNSE</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">CHNSHIS</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">CHNSLING</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">CHNSLIT</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">EABS</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">EAFM</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">EASTD</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">JAPAN</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">JAPNHIST</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">JAPNLIT</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">KOREAN</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">KORHIST</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">KORLIT</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">MANCHU</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">MONGOLN</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">TIBHIST</a></td><td><a href="#">EALC</a></td></tr> <tr><td><a href="#">UYGHUR</a></td><td><a href="#">EALC</a></td></tr> </tbody> </table>	Subject Area	Academic Institution	<a href="#">CHNSE</a>	<a href="#">EALC</a>	<a href="#">CHNSHIS</a>	<a href="#">EALC</a>	<a href="#">CHNSLING</a>	<a href="#">EALC</a>	<a href="#">CHNSLIT</a>	<a href="#">EALC</a>	<a href="#">EABS</a>	<a href="#">EALC</a>	<a href="#">EAFM</a>	<a href="#">EALC</a>	<a href="#">EASTD</a>	<a href="#">EALC</a>	<a href="#">JAPAN</a>	<a href="#">EALC</a>	<a href="#">JAPNHIST</a>	<a href="#">EALC</a>	<a href="#">JAPNLIT</a>	<a href="#">EALC</a>	<a href="#">KOREAN</a>	<a href="#">EALC</a>	<a href="#">KORHIST</a>	<a href="#">EALC</a>	<a href="#">KORLIT</a>	<a href="#">EALC</a>	<a href="#">MANCHU</a>	<a href="#">EALC</a>	<a href="#">MONGOLN</a>	<a href="#">EALC</a>	<a href="#">TIBHIST</a>	<a href="#">EALC</a>	<a href="#">UYGHUR</a>	<a href="#">EALC</a>
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<p>12. With the list in hand, click <b>Cancel</b> to close the Lookup area.</p>	 <p>The screenshot shows a 'Look Up Subject Area' dialog box. It contains the following fields and buttons:</p> <ul style="list-style-type: none"> <li>Academic Institution: HRVRD</li> <li>Subject Area: begins with [dropdown] [input field]</li> <li>Academic Organization: begins with [dropdown] EALC</li> <li>Description: begins with [dropdown] [input field]</li> <li>Buttons: Look Up, Clear, Cancel (highlighted), Basic Lookup</li> </ul>																																				



Step	Image
<p>13. On the <b>Search</b> page, type your first subject code into the <b>Subject Area</b></p> <p>14. Click the <b>Save Search Criteria</b> link</p>	<p><b>Course Catalog</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b> <b>Add a New Value</b></p> <p><b>Search Criteria</b></p> <p>Academic Institution: = <input type="text" value="HRVRD"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <p><b>Subject Area:</b> = <input type="text" value="CHNSE"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <p>Catalog Nbr: <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p>Campus: <input type="text" value="begins with"/> <input type="button" value="Q"/></p> <p>Course ID: <input type="text" value="begins with"/></p> <p>Description: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p>
<p>15. On the <b>Save Search As</b> page, type in a <b>name</b> for your search.</p> <p>16. Click <b>Save</b>.</p>	<p><b>Save Search As</b></p> <p>Name the search and then click Save.</p> <p><b>Name of Search:</b> <input type="text" value="Chinese"/> <input type="button" value="x"/></p> <p>The saved search will contain these values:</p> <p><b>Academic Institution:</b> = HRVRD</p> <p><b>Subject Area:</b> = CHNSE</p> <p><b>Catalog Nbr:</b> begins with</p> <p><b>Campus:</b> begins with</p> <p><b>Course ID:</b> begins with</p> <p><b>Description:</b> begins with</p> <p><input type="button" value="Save"/> <a href="#">Return to Advanced Search</a></p>



Step	Image
<p>17. You will receive a dialog box telling you the search has been saved.</p> <p>18. Click the <b>Return to Advanced Search</b> link</p>	
<p>19. You will now see a <b>Use Saved Search</b> drop down menu available to you</p>	
<p>In the Subject Area field, type in your second subject, then continue to follow steps 13-19 until all of your subjects have been added</p>	



Step	Image
<p>20. When you wish to search for a specific subject area, simply select it from the drop down list</p>	

### Tips and Frequently Asked Questions

**Tip:** You only have to create your search list once. The system will remember your options each time you log in.

**Question:** Is it possible to search multiple subjects at once?  
No. You can only search for one subject at a time.