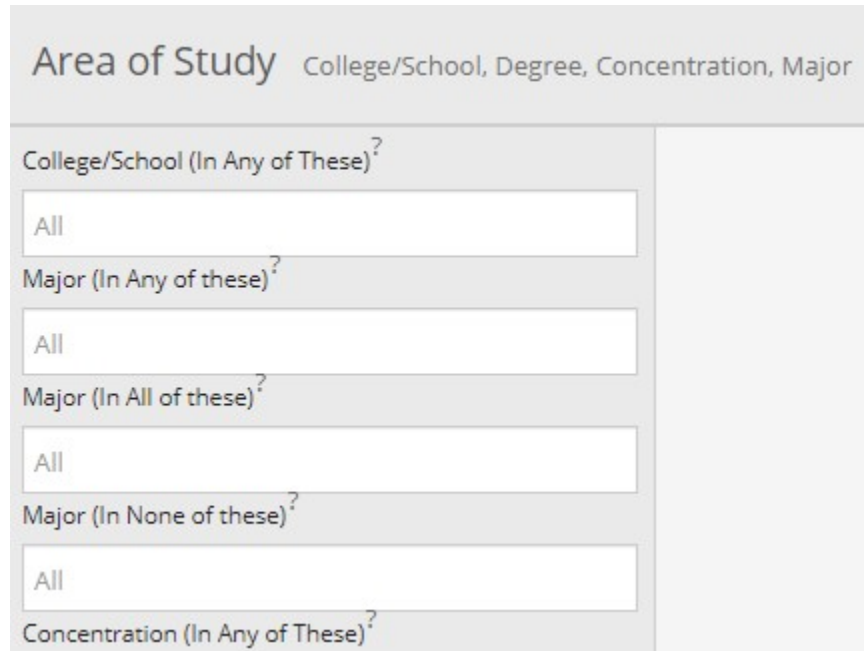


## Creating Advanced Searches & Saving Them

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The Advanced Search function allows you to search for all current students while applying different filters to create cohorts of students based on your search parameters.

- A. Login to the platform, and from the advisor homepage, click on the “Advanced Search” icon in the purple menu to the left.

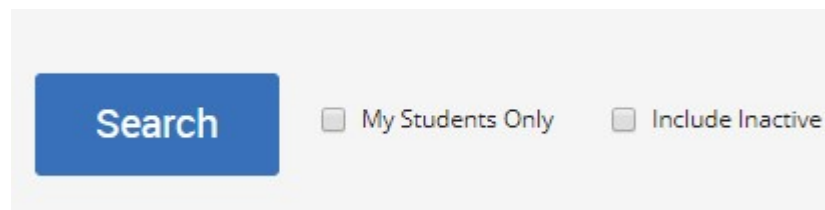


The screenshot shows a search filter interface titled "Area of Study" with the subtitle "College/School, Degree, Concentration, Major". Below the title, there are four filter sections, each with a header and a text input field containing the word "All":

- College/School (In Any of These)?
- Major (In Any of these)?
- Major (In All of these)?
- Major (In None of these)?

At the bottom of the filter section, there is a fifth header: Concentration (In Any of These)?

- B. Next, choose the filters you would like to use. Clicking each header will dropdown specific filter options.
  - a. At the bottom of the page, you can choose to include only your assigned students by choosing “My Students Only” or you can choose to view inactive students by choosing “Include Inactive.”



The screenshot shows a search interface with a blue "Search" button on the left. To the right of the button are two checkboxes: "My Students Only" and "Include Inactive", both of which are currently unchecked.

- C. After selecting all the desired parameters, click the blue Search button to see the results. You can save this search by following the steps on the next page.

Note that you will want to be mindful of the term you are using in your search for data. You may change term data through either Enrollment History or Term Data.

## Saving the Search

If this is a search you perform frequently, you can save the search filters. Every time you click on a saved search, you will receive updated data based on current records. To save a search, click Save at the top of this window and type in a name for the search in the pop-up box.

# Search

Unsaved Student Search Save

Saved Searches ▾

Standard User Type: Students    Majoring In: Psychology BA x

Search    Modify Search

You can view saved searches on the List & Search page by clicking on the icon that looks like a plus sign with a bookmark on the purple menu bar on the left.



# Saved Searches

Actions ▾	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	<a href="#">Psychology Majors</a>