



## My Saved Searches

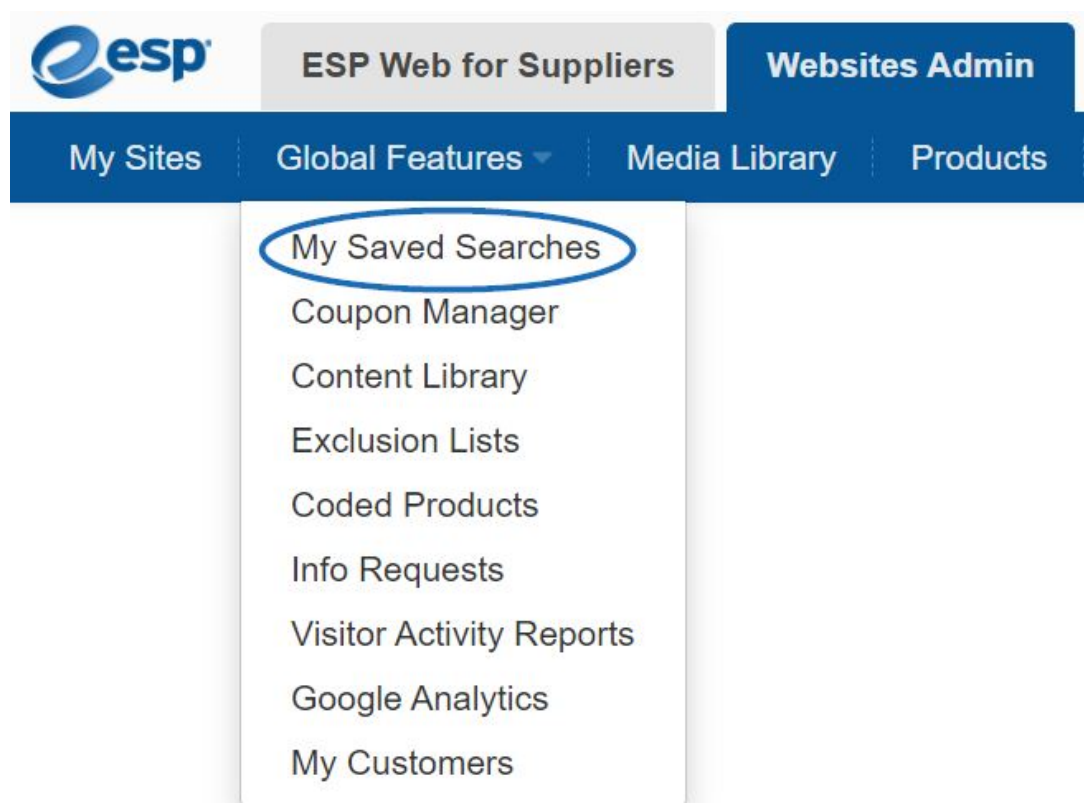
Jennifer M - 2021-01-15 - Global Features

Saved Searches (also known as Select-A-Searches) are product searches which have already been configured by the websites administrator and act as site navigation shortcuts to predetermined product search results.

When creating a Saved Search, there are two ways to begin:

### Global Features - My Saved Searches

Click on Global Features and then select My Saved Searches from the menu.



In the My Saved Searches section, click on the "Create New Select-A-Search" button.

### Select-A-Searches ⓘ

Search:  Show  entries

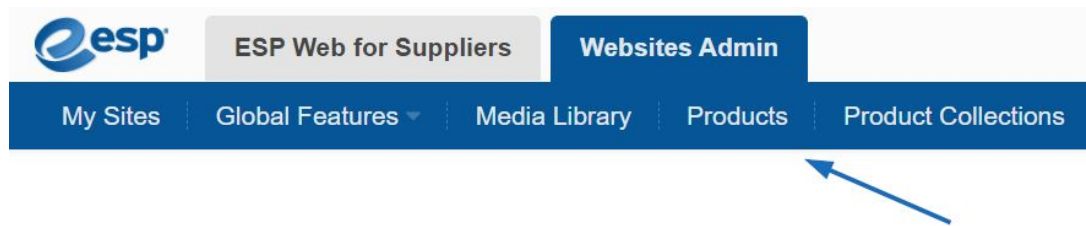
No data found

[Create New Select-A-Search](#)

The Quick Search page will open and you can begin defining the search criteria.

## Products

Click on the Products option from the main Websites Admin toolbar to open the Quick Search page.



On the Quick Search page, you can enter keywords into the search field and click Go or use the options on the left to narrow the results.

## Quick Search

Price From \$ Price To \$ USA Products ☐ Search within


After you've completed your search, you will need to save it by clicking on the Save Search button. A pop-up window will open. In this window, enter a name for this Select-A-Search and then click on the Save button.


3 item(s) from 1 supplier(s) are found


**Your Search Terms**  
[Clear All](#)  
[Save Search](#)

**Narrow Results**  
**Category**  
MUGS & STEINS (2)  
GOLF/POLO SHIRTS (1)  
SHIRTS (1)  
**Price**  
\$3.00 - \$5.00 (2)  
\$20.00 - \$50.00 (1)  
**Color**  
Yellow Shades (2)

**Clipboard (2)** **Marked Items**  
[Summary View](#) [Tile View](#)  
10 20 30 1 **Items per Page**  

☐ **CM1216 Ceramic...**  
  
Price  
36 @ \$4.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

☐ **CM1216 T-Shirt**  
  
Price  
1 @ \$20.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

☐ **CM1216 Ceramic...**  
  
Price  
36 @ \$4.00  
**asi/88465**  
ASI Tech Training  
[Add to Clipboard](#)

After you see the green success message, close the pop-up window.

You can continue searching and saving the searches. After you have finished saving searches, you can [create navigation links using the saved searches](#).