



My Saved Searches

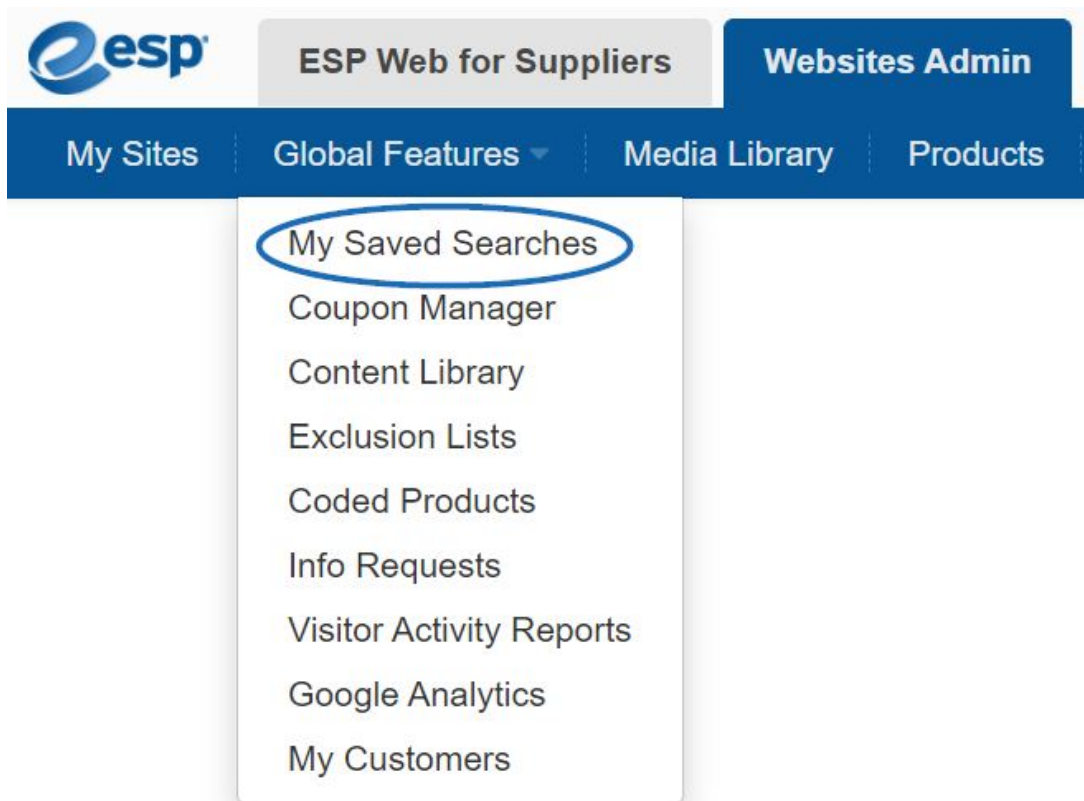
Jennifer M - 2021-01-15 - Global Features

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

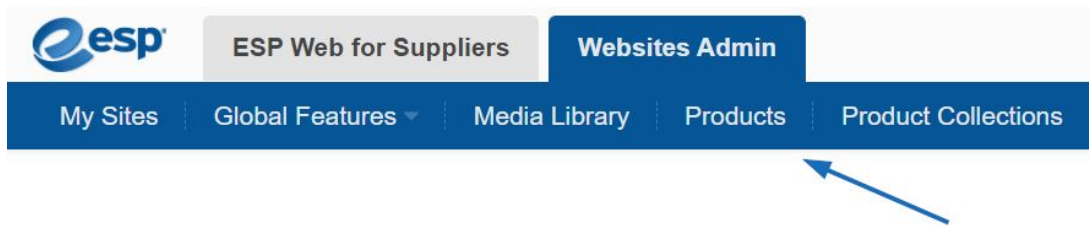
No data found



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](#)

Clipboard (2) | Marked Items

Summary View | Tile View

Narrow Results

Category

- MUGS & STEINS (2)
- GOLF/POLO SHIRTS (1)
- SHIRTS (1)


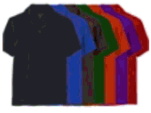

Price

- \$3.00 - \$5.00 (2)
- \$20.00 - \$50.00 (1)

Color

- Yellow Shades (2)

10 20 30 1 | Items per Page

<input type="checkbox"/> CM1216 Ceramic...  Price 36 @ \$4.00 asi/88465 ASI Tech Training Add to Clipboard	<input type="checkbox"/> CM1216 T-Shirt  Price 1 @ \$20.00 asi/88465 ASI Tech Training Add to Clipboard	<input type="checkbox"/> CM1216 Ceramic...  Price 36 @ \$4.00 asi/88465 ASI Tech Training Add to Clipboard
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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](#).