Showing your Listed Searches

In the <mark>Advanced Search</mark>, the drop-down menu of saved searches is regrettably empty of the system-wide searches.

A few system searches have been saved and are available for use, but are not defaultingly placed within that dropdown.

Procedure for changing that:

1) Click on the dropdown's arrow
2) Choose CUSTOMIZE...
   a) Sends you to a page with a Saved Searches Table, might look like this...

   b) Can be used this way, but why not add to list...
3) Choose ACTIONS▼ on the search you want to add to the list
4) Click on SHOW
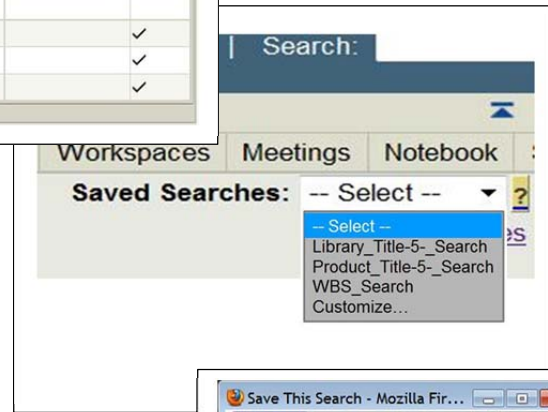5) Your table will now look like this...

a) You can also do this en masse by choosing the ones you want, and clicking the SHOW icon out of the palette above the table

  i) Dunno if this is a bug, but this only works with *personal* searches

A table that looks like below, will result in a dropdown that looks like what follows it…
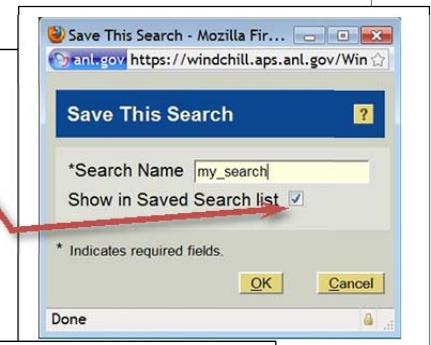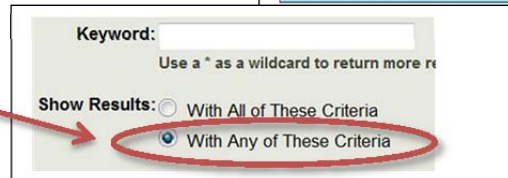

Notes:

If you never use a particular search, HIDE it.

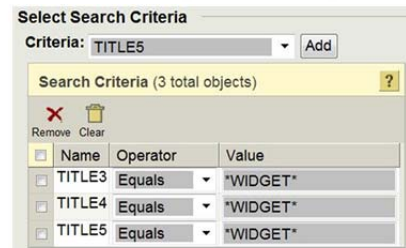Your own personal searches are shown by default because of

"Keyword:" does not search metadata. If your searches are for criteria other than file name, enter it into the proper box.

In a Title search, you *CAN* use to great effect.

List as Search Criteria: Title3, Title4, and Title5, and it comes back with your criteria in *ANY* of those titles. (Just copy and paste the same stuff in each VALUE box…)

If you think there's a common search that would be beneficial system-wide, see an Admin. (Bring cookies…)