

# Running a Saved Search

You can run searches that have previously been saved by simply opening up a list of saved searches and clicking the one that you want to run. Alternately, if you know the name of the saved search, in the search query, you can type **search.** followed by the search name.

## Method 1

### *To run a saved search:*

1. In the Search Query Panel, click the **Search Options** icon.  
A window with tabs for various search options opens.
2. Click the **Saved Searches** tab.  
The searches that you have saved in the past are listed.
3. In the **Saved Searches** list, click the search to run.  
The search is run and results are displayed.

## Method 2

### *To run a saved search:*

- In the Search Query Panel, type **search.search\_name**.  
The search is run and results are displayed.

**Note:** As you begin typing "search", a dropdown list with the names of all saved searches opens. Typing more characters of the saved search name narrows down the list. You can either complete typing the name, or at any point, select the desired saved search name.