# **Navigate360: Save Advanced Searches**

Searches from the advanced search can be saved and automatically re-run without re-entering filters.

## 1. Run the Desired Advanced Search

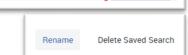
- Click the *Advanced Search* ④ icon from the left navigation
- Apply the desired filters for the search
- Click Search

# 2. Save the Search

- Once results have been generated, click Save next to Unsaved Student Search
- A Save Search box will appear. Type a specific Name for the search.
  - RECOMMENDATION: Include the subject of the search, the associated term, and user's initials (EX: Learning Support Reading Students Fall 2025 – RDS
  - NOTE: After naming a Search, click Rename or Delete Saved Search to update the saved search
- Click Save Search

# Search. AVE SEARCH Name ort Reading Students Fall 2025 - RD\$

Search

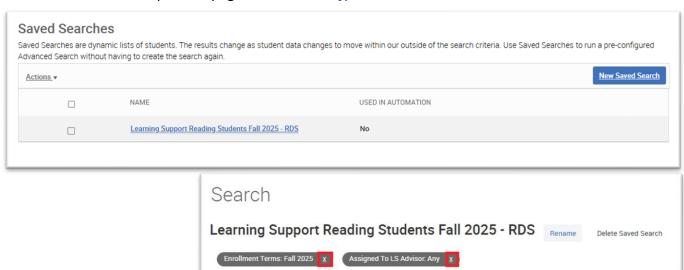


Save Search

## 3. Access and Re-run the Saved Search

- Click the *Lists & Saved Items* icon from the left navigation
- Scroll down the page to Saved Searches to re-run a saved Advanced Search
- Click the title of the search to re-run. The page will reroute to the selected Advanced Search screen and run the search based on the previously input filters. Any new results from the previous time the search was ran will appear
- Check the set filters at the top of the page and click Modify Search to add or delete filters

Search



Modify Search