


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](#)  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

Unsaved Student Search [Save](#)

SAVE SEARCH


Name

ort Reading Students Fall 2025 - RDS

cancel [Save Search](#)

[Rename](#) [Delete Saved 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

Saved Searches



Saved Searches are dynamic lists of students. The results change as student data changes to move within our outside of the search criteria. Use Saved Searches to run a pre-configured Advanced Search without having to create the search again.

Actions [New Saved Search](#)

<input type="checkbox"/>	NAME	USED IN AUTOMATION
<input type="checkbox"/>	Learning Support Reading Students Fall 2025 - RDS	No

Search

Learning Support Reading Students Fall 2025 - RDS [Rename](#) [Delete Saved Search](#)

Enrollment Terms: Fall 2025  Assigned To LS Advisor: Any 

[Search](#) [Modify Search](#)