Create a Query

AiM

2016

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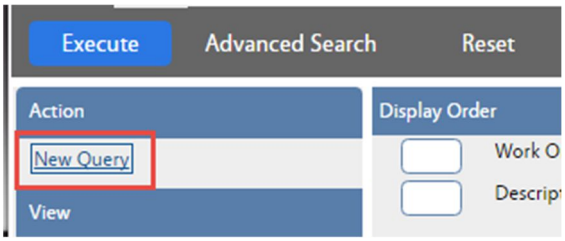
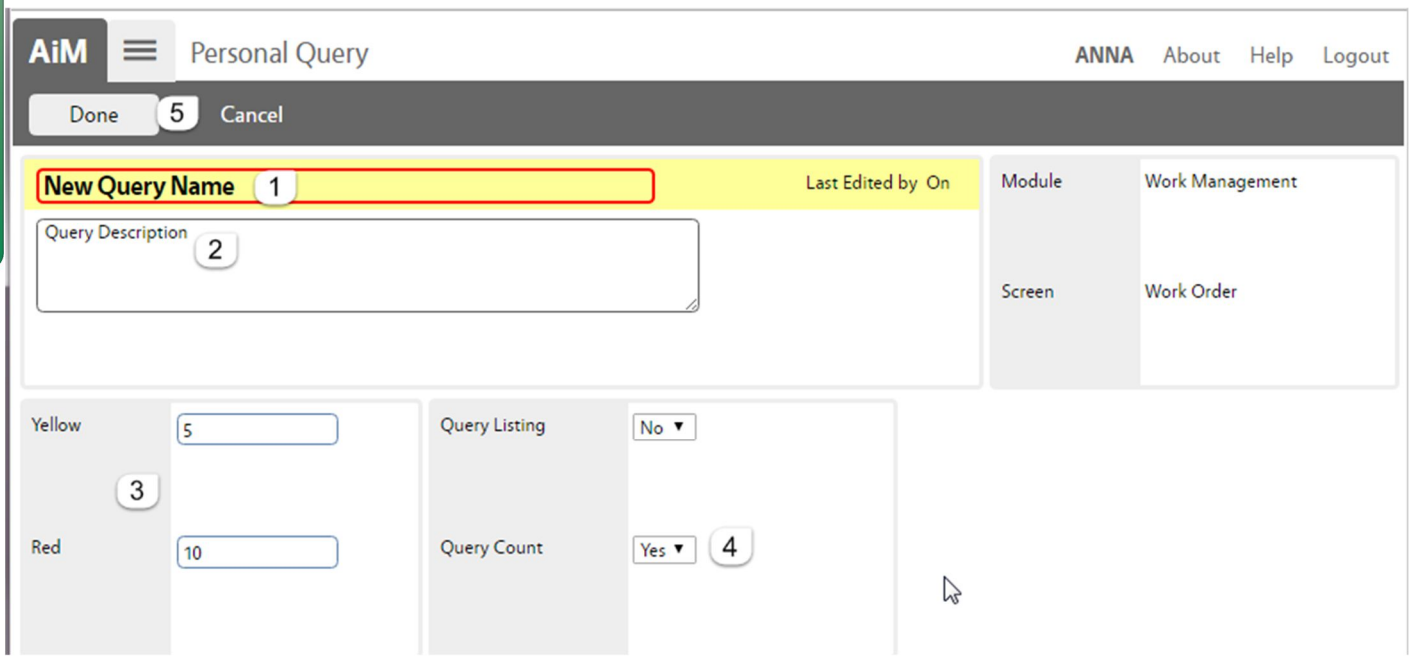
How to Create a Query

A Query is a saved search.

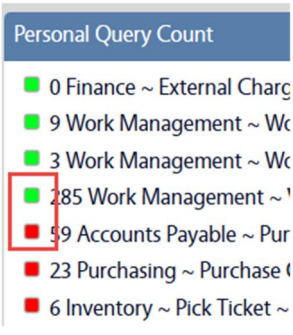


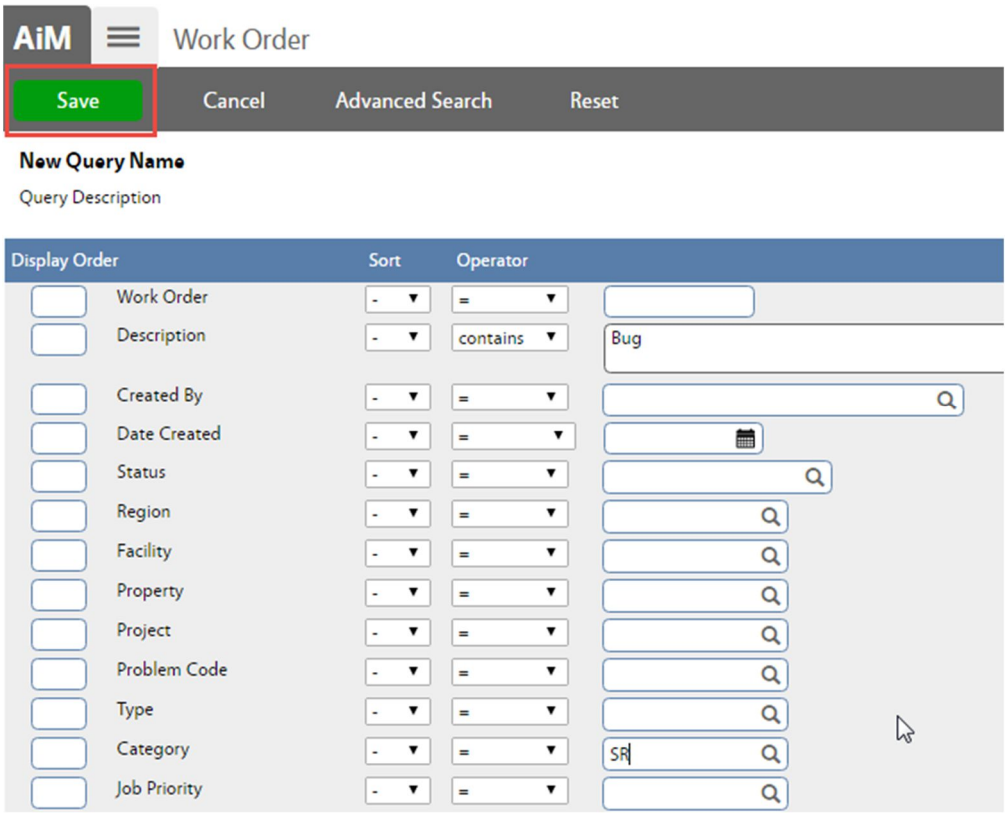
- Click *New Query*



The Personal Query screen will open.

1. Name the query. (This is the only required field.)
2. Describe what the query is searching for.
3. If a number is put in these fields, the green box in the query channel on the WorkDesk will change colors once the number is met.
4. Query Count = Yes – This allows the query to appear on the WorkDesk
5. Click *Done* to return to the Search screen





- Enter the criteria for the query
- Click Save to save the criteria

Other command options –

- Cancel Cancel the query and return to the Search screen
- Advanced Search View additional search fields
- Reset Clear all search criteria