# UGAJobs Quick Guide: Searching and Saving Searches

The **Search** function is available for all major items in the UGAJobs system, roughly corresponding to the items represented as tabs – postings, hiring proposals, applicants, etc.

Searching allows you to assemble information in a report-like format.   After you define and run a search, you can export the search results as a spreadsheet.
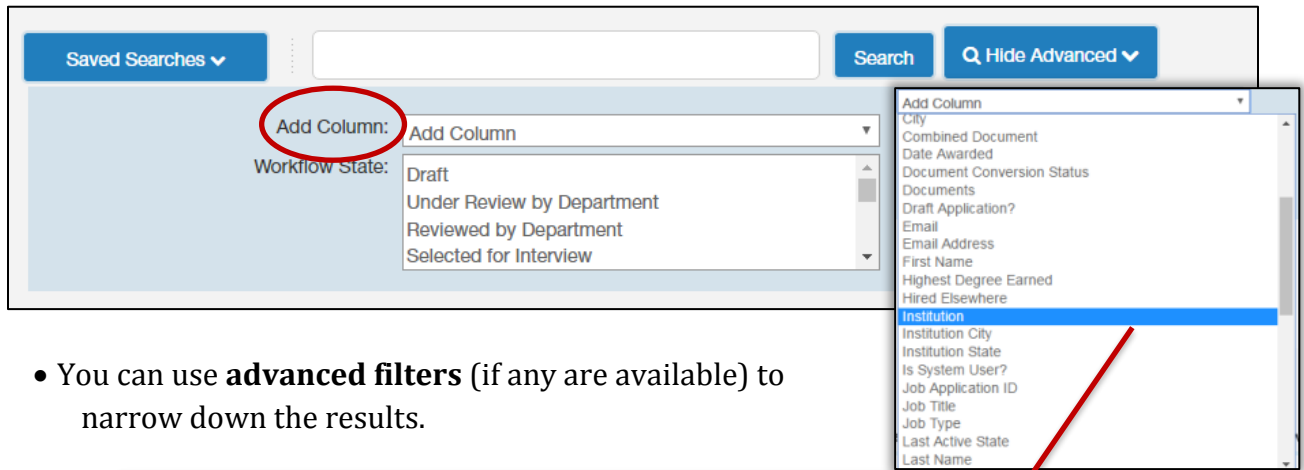
If you expect to need the same set of information repeatedly, you can save a search after you set it up. This allows you to use it whenever you need to, without reconstructing it.
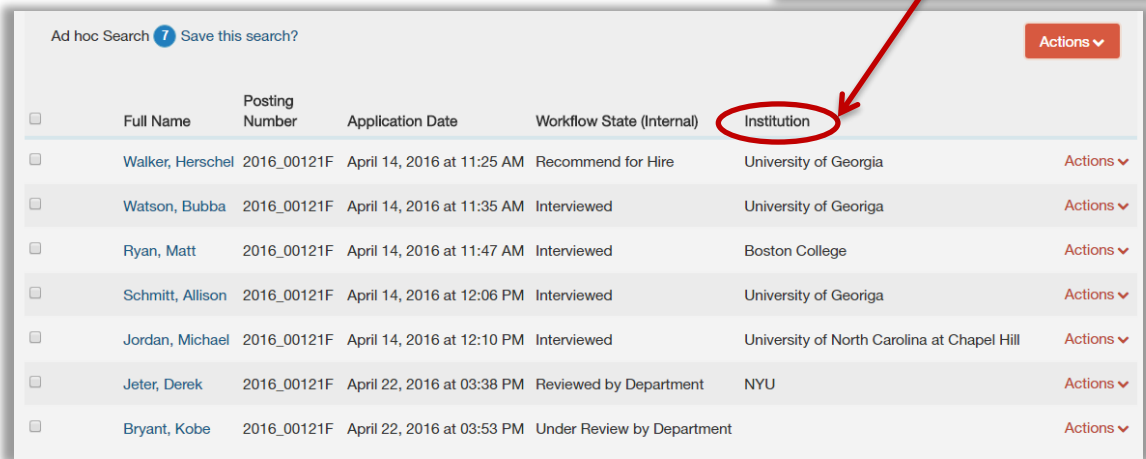
How to search for items on a page:

1. The **text search box** allows you to search for specific words or names.
2. Select **More Search Options** to expand the search tools area.
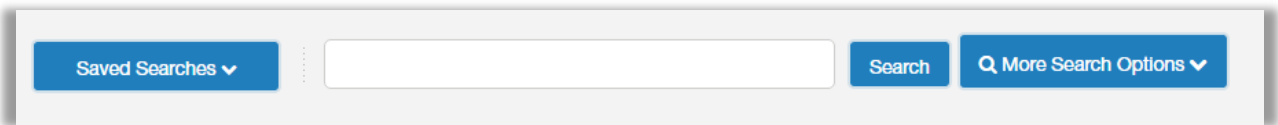
3. Use the searching and filtering tools to narrow down the results that the system presents:
   - You can **add columns** if the information you need is not included on the page.

   - You can use **advanced filters** (if any are available) to narrow down the results.

4. Use the column controls to organize and sort the search results:
   - **Move a column to the left or to the right** using the left and right controls.
   - **Delete a column** using the **delete** control if you do not want to display it. If you need to add it back later, use the **add columns** control to do so.
   - **Order the search results by sorting a column** in ascending or descending order using the up and down controls.
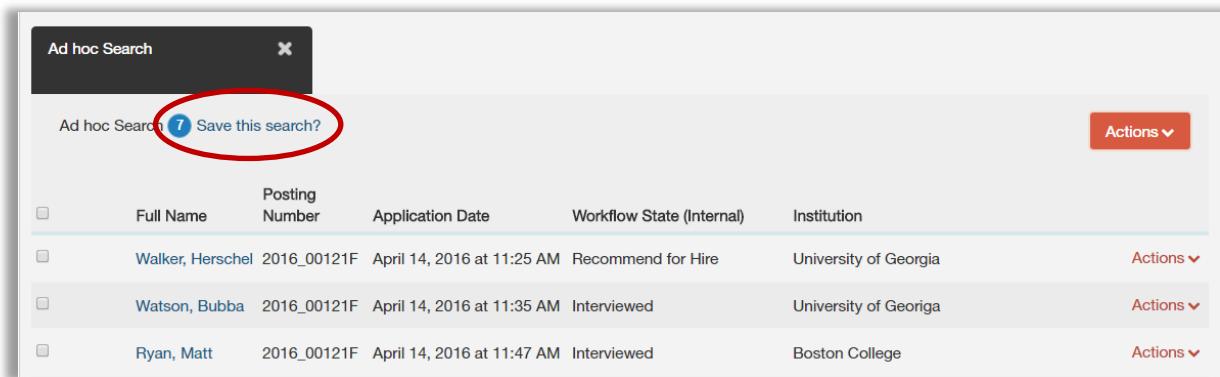
NOTE: You can use all these tools in any order.

How to save a search:

When you save a search, you have the option to set it as your default search.

**NOTE:** This is your only opportunity to set it as the default search.

1. After you have used the search and filtering controls to present the search results the way you want to see them, select **Save this search**.


2. Give the search a name that will help you remember its purpose (i.e. Institution).

4. If this search presents the information you will normally want to see when you navigate to this page, you may want to select **Make this the default search**.

5. Select **Save this Search**. The search tab refreshes to present the name you have given the search. This tab remains available for the rest of your session.
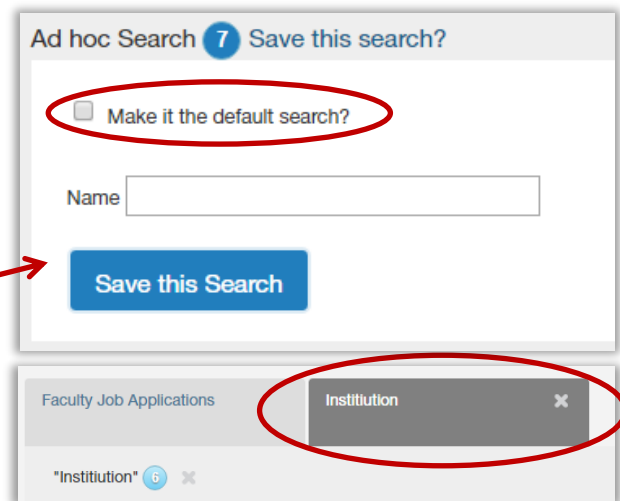
The next time you log in, the **search** is available from the list of saved searches in that area.
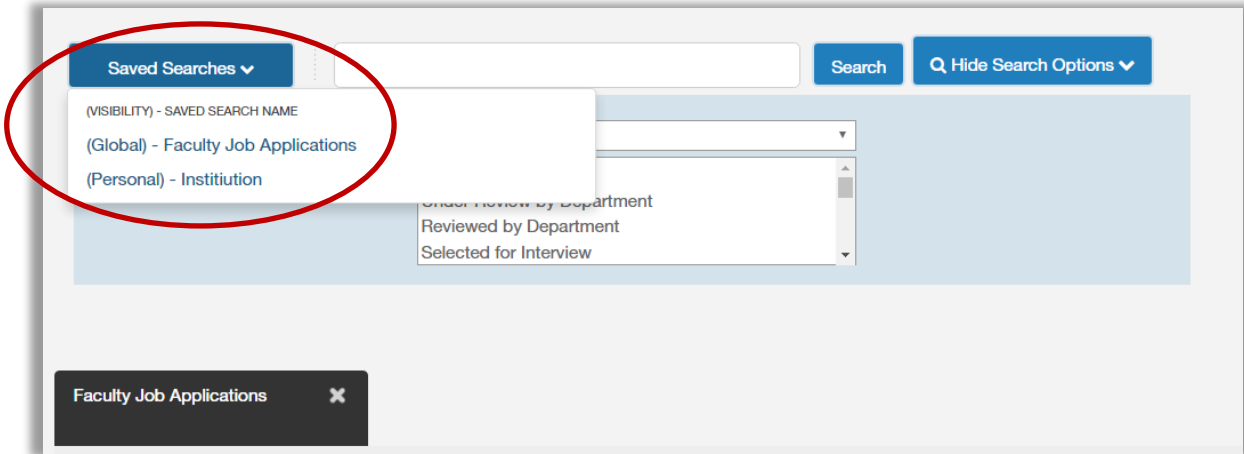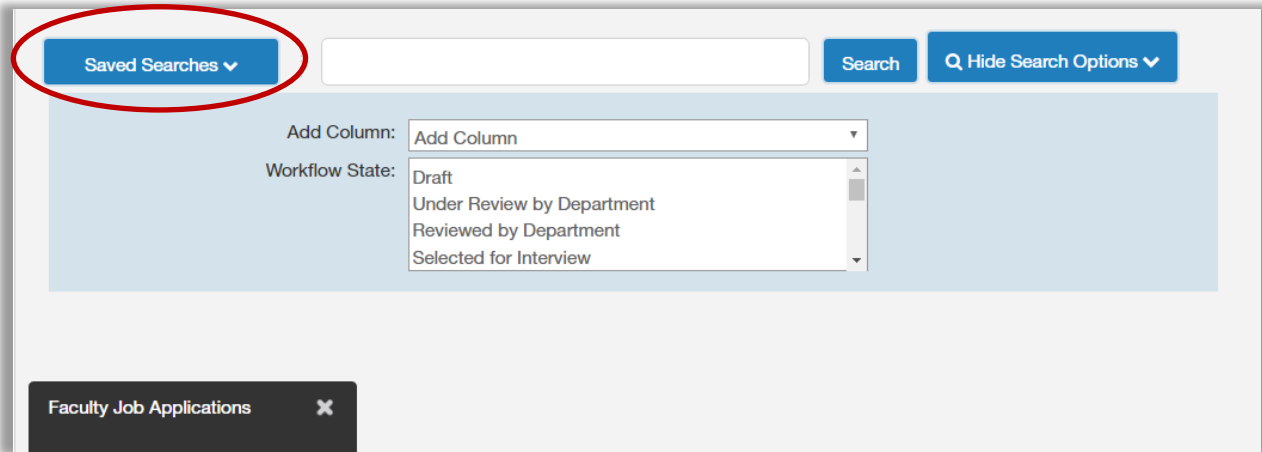
You can also *delete* your personal saved searches when they are no longer useful to you.