

NSO Saved Search Directions and Examples

Creating Saved Searches for Each NSO Session

1. Open Advanced Search
2. Open Student Information section of advanced search
3. Expand Tags field
4. Select the appropriate tags for the first search (see examples below)
5. Select the Include Inactive check box at bottom of search screen
6. Click Search
7. Click the Save button at the top of the search screen
8. Give your search a name and click the Save Search button

To Save Additional Searches

1. Run your original saved search
2. Click Modify Search
3. Add/Remove/Adjust tags
4. Click the search button
5. Click the Save As button at the top of the search
6. Give your search a new name
7. Click the Save As New Search button

NSO Saved Search Directions and Examples

May 27 NSO Gray Group- Registered

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List

First Name [?]	Last Name [?]	From Last Name [?]	To Last Name [?]	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Student List (In Any of These)		Trans
All	All	All		Any
E-mail(s)	<input type="text"/>			
Category (In Any of these) [?]	<input type="text"/>			
All				
Tag (In Any of these) [?]	Tag (In All of these) [?]	Tag (In None of these) [?]		
All	<input type="text"/>	<input type="text"/>		
	<input type="text"/> x NSO: May 27-28 2021 <input type="text"/> x NSO Advising EN			
	<input type="text"/> x NSO Gray Group			

May 27 NSO Gray Group- Checked In

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List

First Name [?]	Last Name [?]	From Last Name [?]	To Last Name [?]	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Student List (In Any of These)		Trans
All	All	All		
E-mail(s)	<input type="text"/>			
Category (In Any of these) [?]	<input type="text"/>			
All				
Tag (In Any of these) [?]	Tag (In All of these) [?]	Tag (In None of these) [?]		
<input type="text"/> x NSO Check-in May 27 2021	<input type="text"/> x NSO Advising EN <input type="text"/> x NSO Gray Group	<input type="text"/> x NSO Major Change to ACC <input type="text"/> x NSO Major Change to CCFA		
<input type="text"/> x NSO Drop-in May 27 2021		<input type="text"/> x NSO Major Change to CPLS		

NSO Saved Search Directions and Examples

May 27 NSO Gray Group- No Show

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List

First Name [?]	Last Name [?]	From Last Name [?]	To Last Name [?]	Stude
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Student List (In Any of These)		Trans
All	All	All		Any
E-mail(s)	<input type="text"/>			
Category (In Any of these) [?]	<input type="text"/>			
All				
Tag (In Any of these) [?]	Tag (In All of these) [?]	Tag (In None of these) [?]		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

May 27 NSO Gray Group- Major Change to EN

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List

First Name [?]	Last Name [?]	From Last Name [?]	To Last Name [?]	St
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Student List (In Any of These)		Tr
All	All	All		
E-mail(s)	<input type="text"/>			
Category (In Any of these) [?]	<input type="text"/>			
All				
Tag (In Any of these) [?]	Tag (In All of these) [?]	Tag (In None of these) [?]		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		