NSO Saved Search Directions and Examples

Creating Saved Searches for Each NSO Session

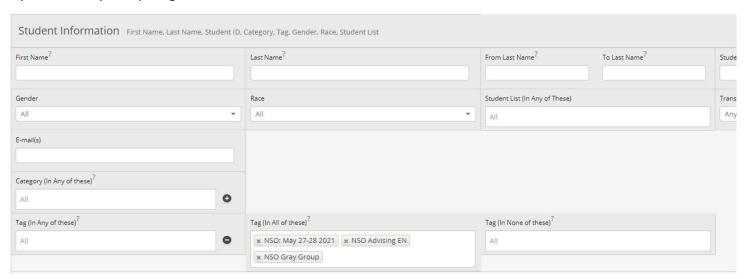
- 1. Open Advanced Search
- 2. Open Student Information section of advanced search
- 3. Expand Tags field
- 4. Select the appropriate tags for the first search (see examples below)
- 5. Select the Include Inactive check box at bottom of search screen
- 6. Click Search
- 7. Click the Save button at the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

To Save Additional Searches

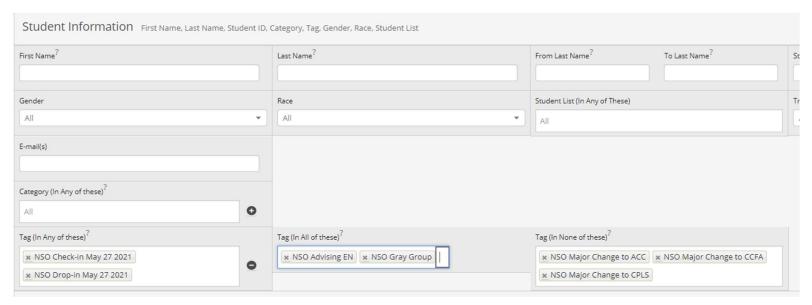
- 1. Run your original saved search
- 2. Click Modify Search
- 3. Add/Remove/Adjust tags
- 4. Click the search button
- 5. Click the Save As button at the top of the search
- 6. Give your search a new name
- 7. Click the Save As New Search button

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May 27 NSO Gray Group-Registered

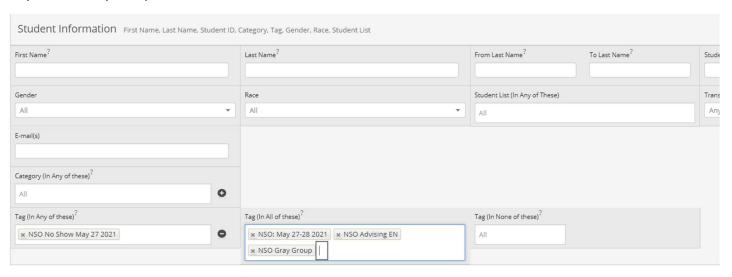


May 27 NSO Group A- Checked In



NSO Saved Search Directions and Examples

May 27 NSO Gray Group- No Show



May 27 NSO Gray Group- Major Change to EN

