Setting Default Search Criteria

❶ Hover over the **Search** menu item and then select **Quick**.

❷ Enter your default search criteria in the appropriate fields. For example, if you are always searching in the Victoria, Calhoun, Jackson, Goliad, Dewitt, and Refugio Counties, select the counties in the County field. Click on the icon to the right of the County field to select your counties. Select each county and click on the Add button to add the county to the right side of the box. You can use the CTRL key to select multiple counties.
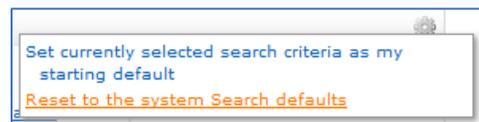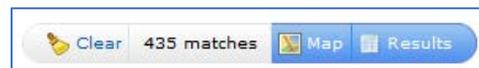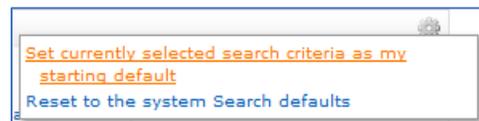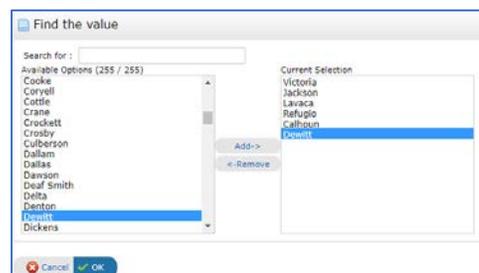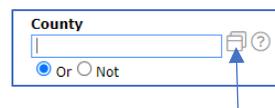
If there are other fields you would like included in your default search criteria, enter the default values or make the appropriate selections.

❸ Once you have make your selections and/or entered your default values, click on the Gear at the top right side of yor screen, then select "**Set currently selected search criteria as my starting default**".

❹ From now on, when you click on Search, then Quick, the criteria you set will be displayed on your sarch screen.

❺ You can clear your default search criteria at any time by clicking on the Clear link at the bottom left of your screen. Doing this will clear all fields and you will have to make your selections to perform a search. Please note, your default search criteria is still set for future searches.

❻ If you want to completely remove your Default Search criteria, click on the Gear at the top right side of your screen, then click "**Reset to the system Search defaults**".

Notes