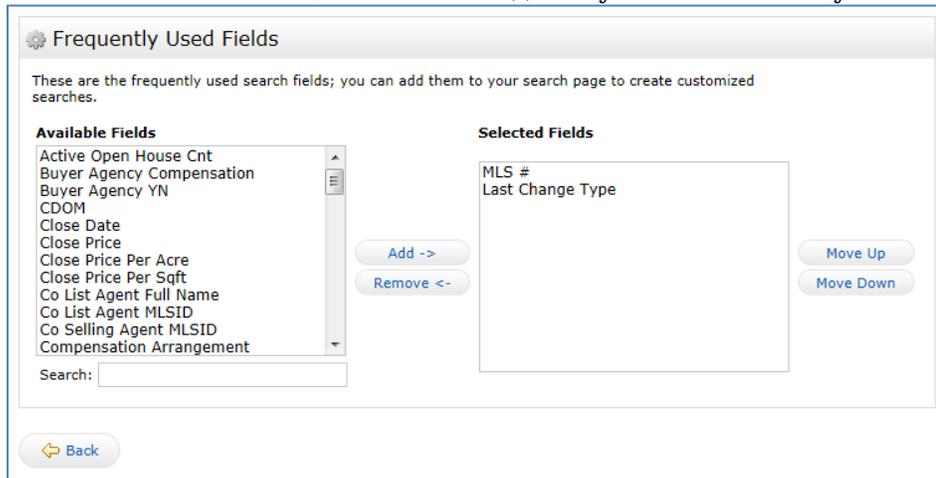


Customizing Your Search Screen

Adding Search Fields

If you need to be more specific in your search, or cannot find the field you wish to search by on the default search screen, you can add additional fields by:

1. Click on the “Add/Remove” link located to the bottom of the default search screen.
2. In the Available Fields box, select the field(s) that you want to add to your search.



3. Double click the field name or click on Add button. This will move the highlighted field to the Selected Fields box. Repeat this process until you have all the search fields that you want.
Note: To select more than one field at a time, hold down the Ctrl key while selecting the fields.
4. When finished, click the Back button below the Available Fields box.

Remove additional search fields:

1. Click on “Add/Remove” link at the bottom of the screen.
2. In the Available Fields box, click to highlight the field that you want to remove. You can select as many fields as you like.
3. Click the “Remove” button. This will remove the highlighted field from the Selected Fields box.
4. Click the Back button at the below the Available Fields box.

Change the order of the selected fields:

1. Click to highlight the field in the Selected Fields box that you want to move.
2. Click Move Up or Move Down to move the selected field in the desired order.
3. Click the Back button below the Available Fields box. The search criteria screen will reappear. Scroll down to the bottom of the search screen area to view the search fields that you have added. Complete the fields. Note: Be aware for future searches that these fields will remain on your default search screen until you remove them.