



## **Saved Filters**

Saved Filters are visible when you run an Advanced Search. These filters access lists of names, classes, households, or addresses or other information that you or a colleague has previously compiled and saved via the Filter Designer in the Ad Hoc Reporting module. The area in which Saved Filters can be selected is accessible by clicking on the <**Advanced Search**> link in the Search panel of the Navigation Pane. This generates a screen with a Saved Filter box. Highlighting the filter then clicking on the <**Search**> button will produce the associated list in the Search Panel.

Creating filters is discussed in the reference sheet for **Ad Hoc Reporting**.