

## Working with Search Results

Once you have performed a contact or outlet search, your **Search Results** will display.

### Saving Search Results to a Group

Select the entries you wish to include in your list using their individual tick boxes, or select all of your search results using the **+All to Briefcase** button. The selected entries are automatically added to your **Briefcase**, which serves as a 'holding area' for the items you wish to save:

The screenshot shows the 'Contact Management' interface in Vuelio. It features a search bar at the top with 'Search', 'Reset', and 'Refine' buttons. Below the search bar are several filter panels: 'Topic' (with 'Business & Finance' selected), 'Media Type' (with 'Newspaper' selected), and 'Country/State Location' (with 'United Arab Emirates' selected). A 'Saved Searches...' panel is also visible on the right. At the bottom of the filter area, there are buttons for 'Export All (Max 5000)', 'Private Contacts Only', '+ Contact & Outlet', '+ Contact', 'Generate Labels', and '+ All to Briefcase (Max 5000)'. Below the filters is a table of search results with columns for Country, Media Type, Outlet, Job Title, Name, Phone, Email, and Country. The table contains four rows of data, with the first and third rows selected.

	Country	Media Type	Outlet	Job Title	Name	Phone	Email	Country
<input checked="" type="checkbox"/>	United Arab Emirates	Daily Newspaper	Al Khaleej	Head of Business	Khader Makki	+971 (6) 577 7777	biz@daralkhaleej.ae	United Arab Emirates
<input type="checkbox"/>	United Arab Emirates	Daily Newspaper	The National	Personal Finance Editor	Alice Haine	+971 (2) 304 3600	ahaine@thenational.ae	United Arab Emirates
<input checked="" type="checkbox"/>	United Arab Emirates	Daily Newspaper	The National	Company & Markets Editor	Sarmad Khan	+971 (2) 304 3724	skhan@thenational.ae	United Arab Emirates
<input checked="" type="checkbox"/>	United Arab Emirates	Daily Newspaper Bure...	The Wall Street Journal - UAE bureau	Financial Reporter	Rory Jones	+971 (4) 446 1684	rory.jones@wsj.com	United Arab Emirates

Once you have finished selecting the entries you wish to include in your list, click the **Briefcase** icon to view its contents. To save as a new list, type a name for your **Group** in the box in the top left corner and press **Save**:

The screenshot shows the 'Briefcase' interface in Vuelio. It features a search bar at the top with 'Search', 'Reset', and 'Refine' buttons. Below the search bar is a text input field containing 'UAE Newspaper - Business Contacts'. To the right of the input field are buttons for 'Remove from all groups', 'Save', 'Clear All', and 'Cancel'. Below the input field is a section labeled 'Contacts'.

To add the chosen search results to one of your existing lists instead, type the name of the saved **Group** in the box, select it from the matches that appear and press **Save**.

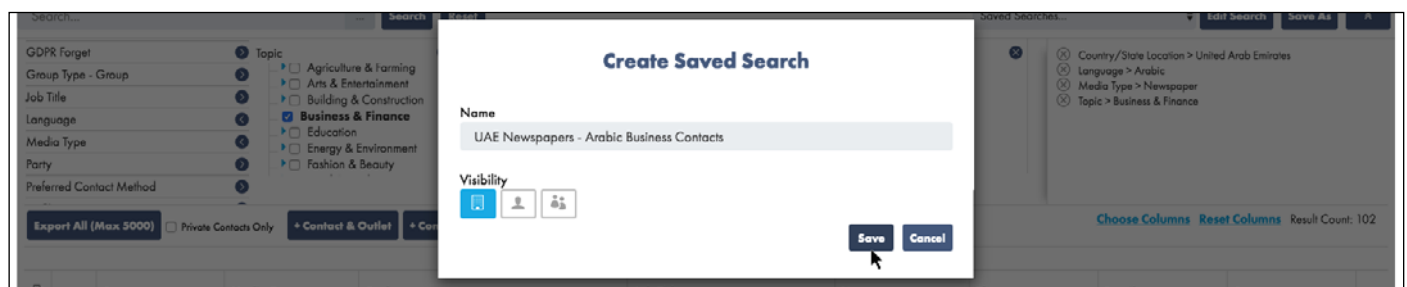
The screenshot shows the 'Briefcase' interface in Vuelio. It features a search bar at the top with 'Search', 'Reset', and 'Refine' buttons. Below the search bar is a text input field containing 'UAE'. A dropdown menu is open below the input field, showing a list of existing groups: 'UAE Events Contacts', 'UAE Food Bloggers', 'UAE News Contacts', and 'UAE Newspapers'. To the right of the input field are buttons for 'Remove from all groups', 'Save', 'Clear All', and 'Cancel'. Below the input field is a section labeled 'Contacts' with columns for 'Name' and 'Outlet'.

## Saving Your Search Criteria

The **Save As** button enables you to save the search criteria you have applied so you can run the exact same search again in the future:



Give your **Saved Search** a name, and also decide if you want to share it with all users on your account, or restrict it to just yourself, by selecting its **Visibility**:



**Saved Searches** are accessed and opened from the top right of the search screen:



Saved searches can be used to update **Groups** you previously created with them. Run the saved search again and save the relevant search results to the existing **Group**. Contacts already in the list will be ignored (they won't be added twice), but any new contacts will be added.

If you make changes to the criteria of a saved search, you can press the **Edit Search** button to update and replace your existing **Saved Search**, and can use the **Save As** button to create a new **Saved Search** with the new criteria, while also keeping the original.

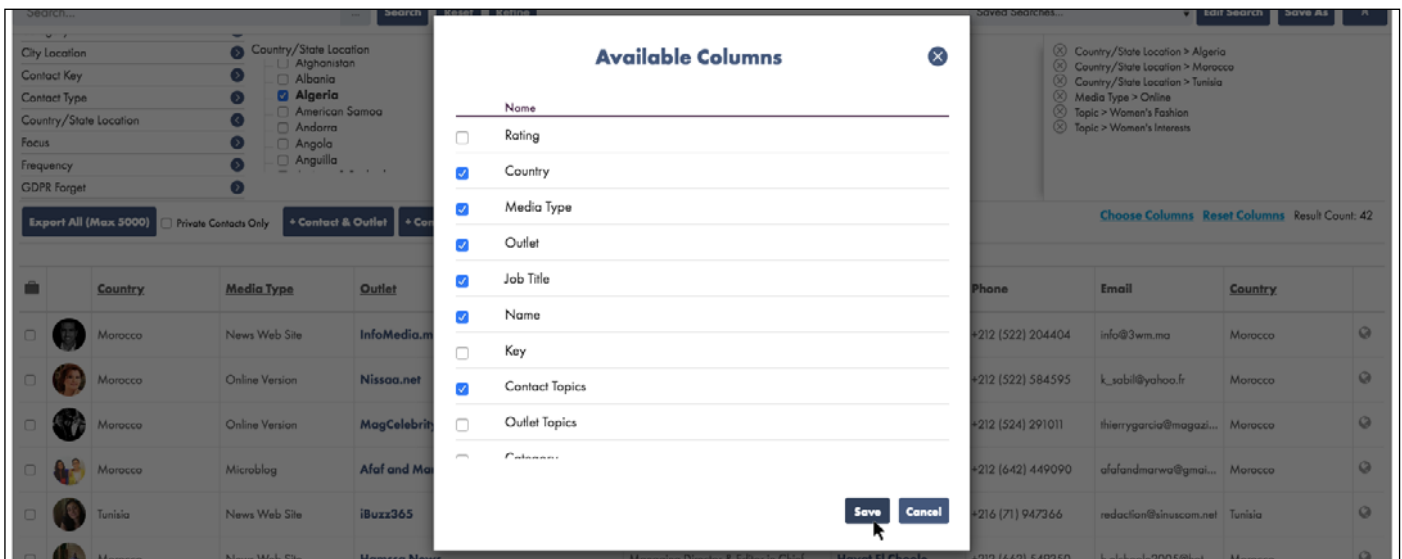
**Note:** A **Saved Search** only saves the search criteria used so you can run the same search again - it doesn't save the actual **Search Results**. Save the search results as a **Group** to keep them.

## Changing Columns Displayed

If you wish to change the columns displayed on the screen, click the **Choose Columns** link:



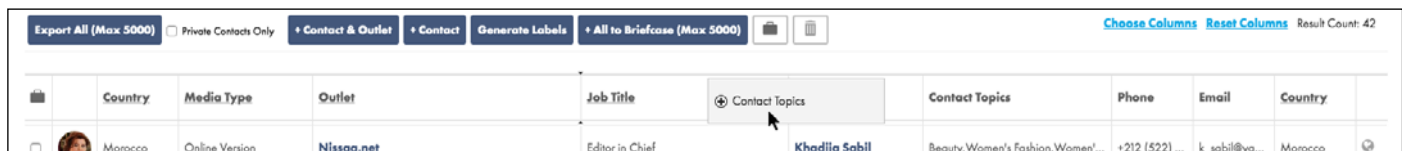
Use the tick boxes to select the columns you wish to include, and then press **Save**:



**Note:** Clicking on a **Column Heading** will sort that column alphabetically, numerically or by date (depending on the column type).

## Changing Column Order

To change the order of the columns, click a column header to select it and 'drag and drop' it into a new position:



**Note:** Pressing the **Reset Columns** link will restore the selected columns and their display order back to the system default.