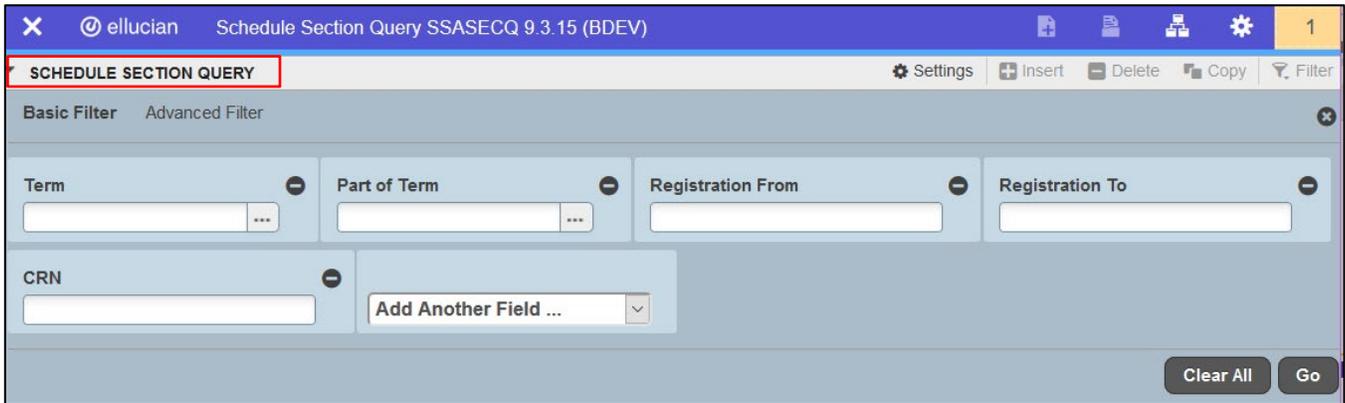


## How to set default search fields in query screens

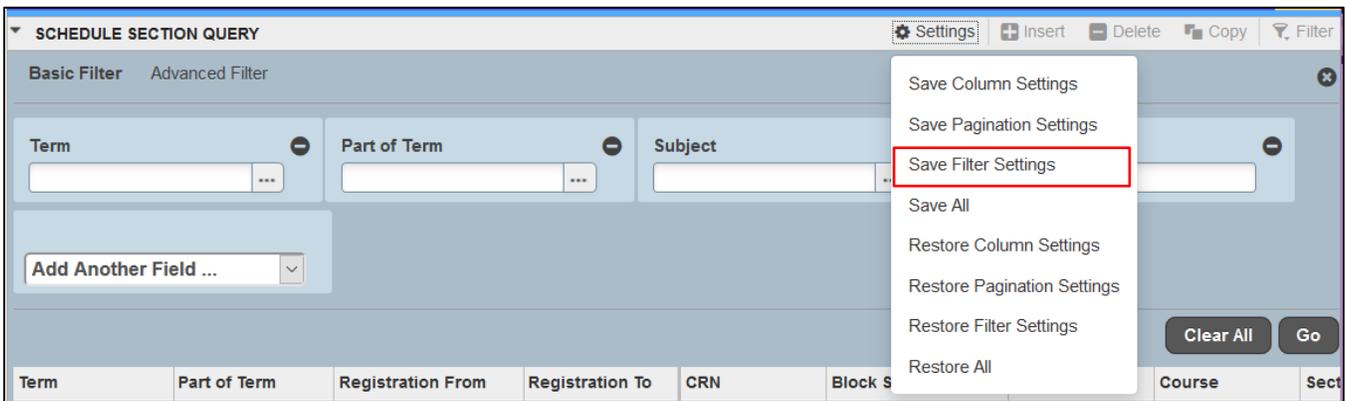
1. Navigate to any query screen. Settings are specific to the query page you are on. Repeat the below steps for query pages you use.



2. Add or remove any field boxes you would like on search screen. Click the – button to remove a field. Select a field from the Add Another Field ... drop down menu to add a field.



3. Click on the settings button and select Save Filter Settings.



4. Your field settings will be saved for the query page.

