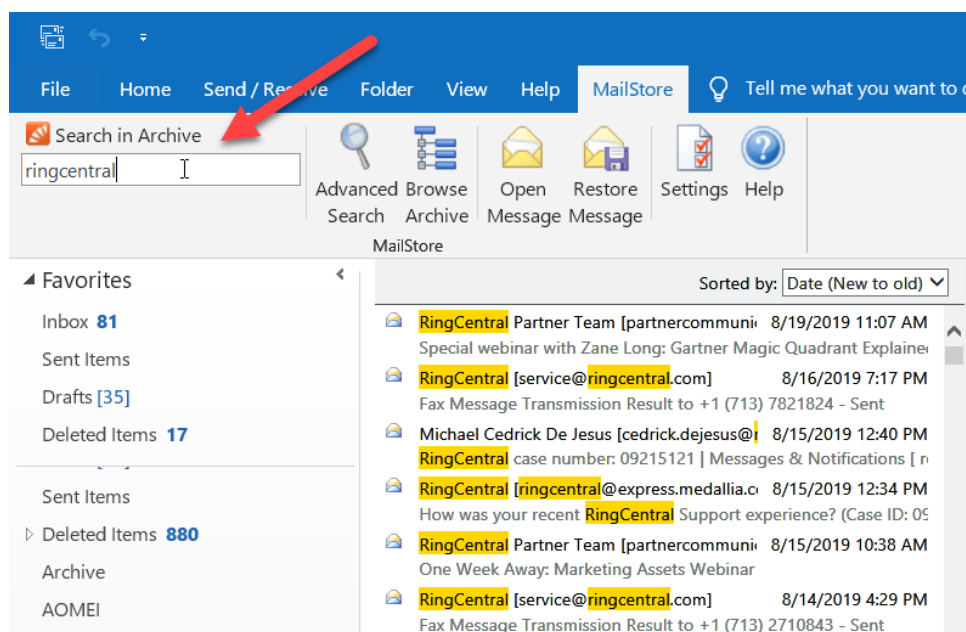


# Searching

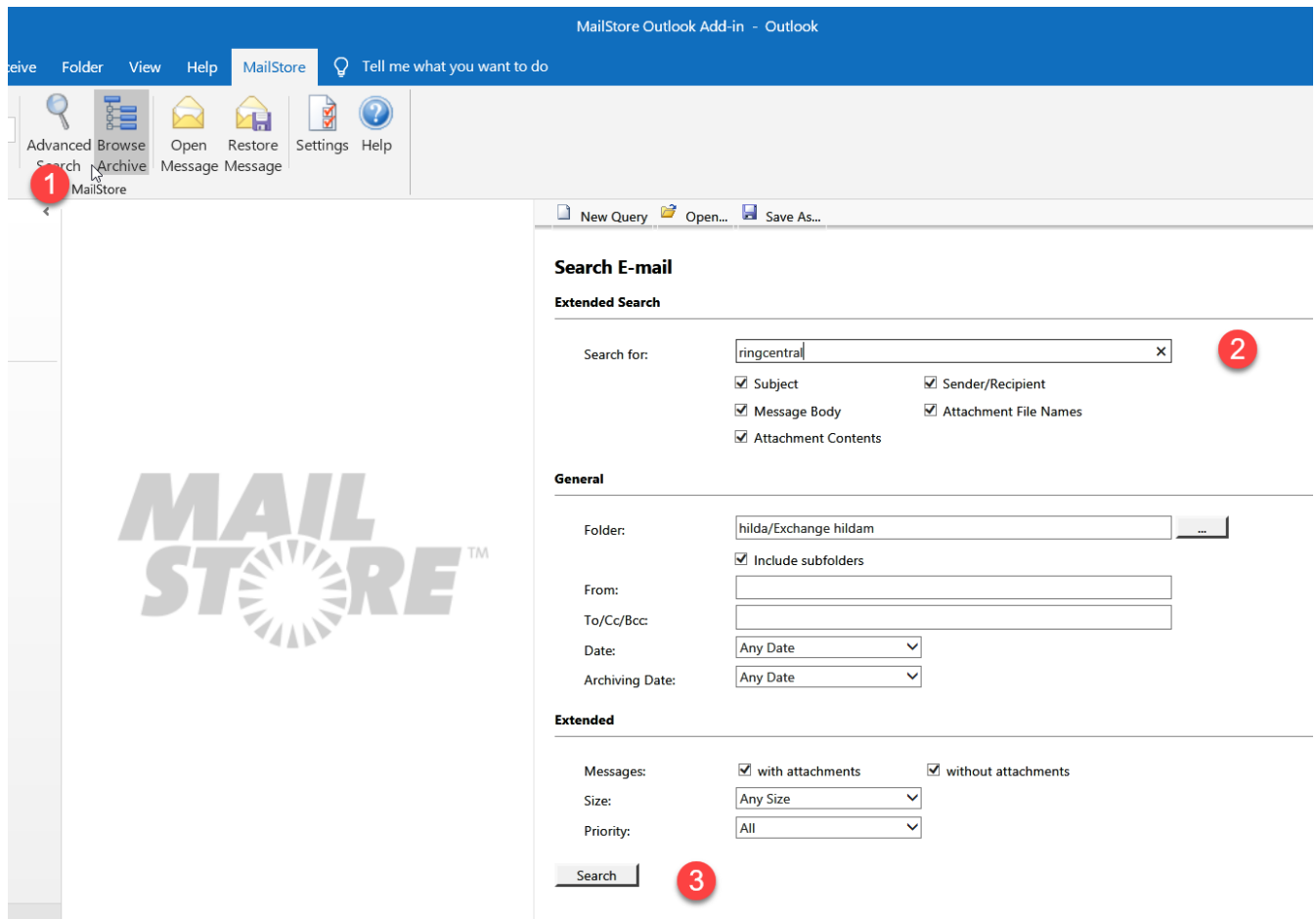
## Starting a Search

Click on *Search* to start the search. The results are displayed in a list.

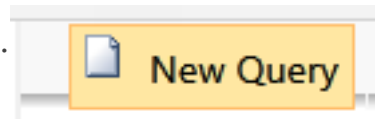


## Refining the Search Results

To narrow the results after a search has been executed, click on *Advanced Search* again, enter additional search criteria and click on *Search*.



To start a new search, click on *New Query*.



All search

criteria will be reset to their default values (i.e. no restrictions; the search covers all folders of the current user).

## Saving a Search

Search criteria that are used repeatedly (such as “all receipts from the last month”) can be saved and reused at any time. Click on *Save As...* and choose a meaningful name for the search. Click on *Open* to access, edit or restart the search.

Online URL: <https://support.quikbox.com/article.php?id=10>