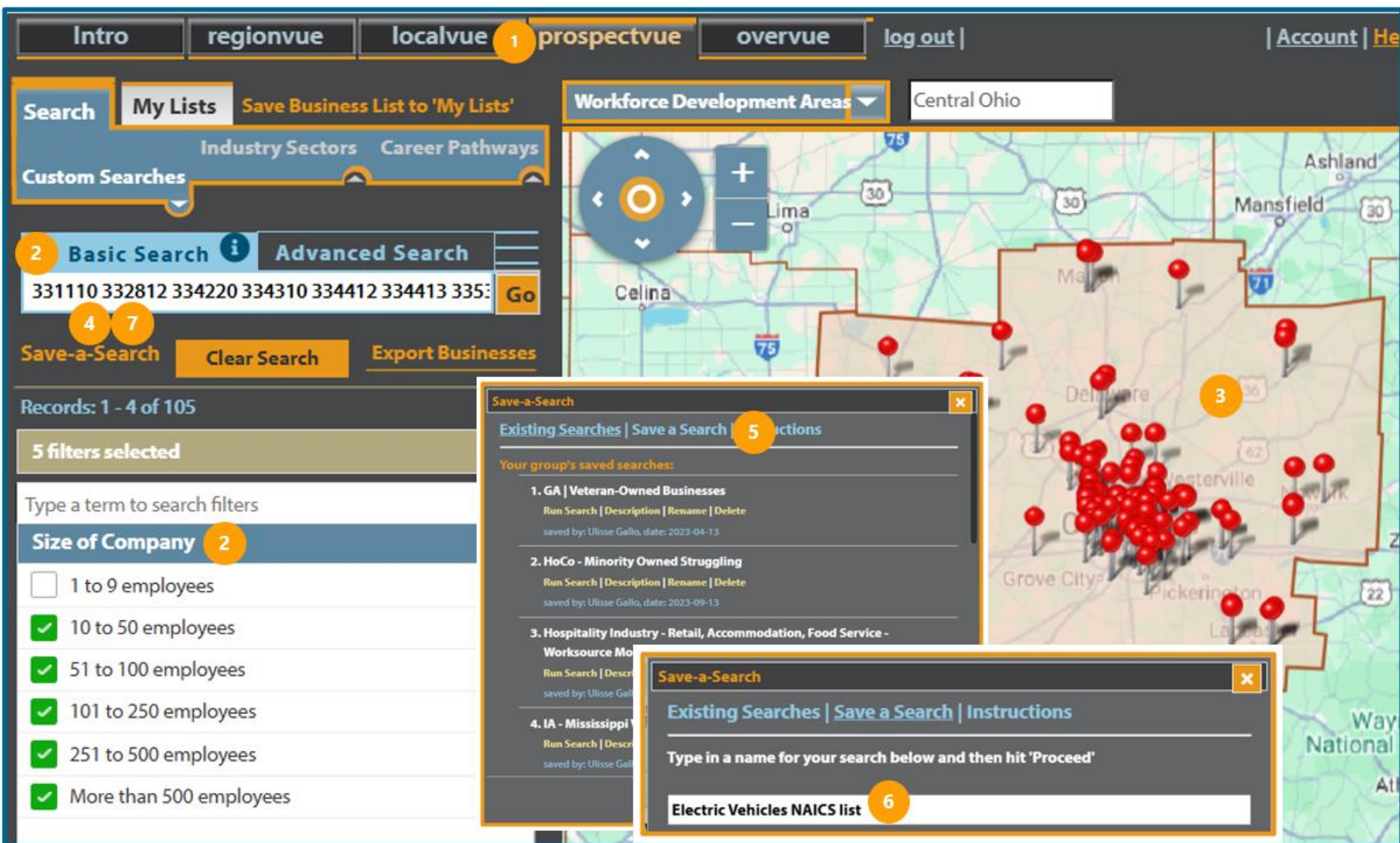




USER GUIDE / NAVIGATION AID

HOW TO: Save a Search in ProspectVue



The screenshot displays the ProspectVue interface with the following elements:

- 1**: The **prospectvue** tab is selected in the top navigation bar.
- 2**: The **Basic Search** option is selected in the search menu.
- 3**: A map of Central Ohio is shown with red pins indicating search results. A yellow circle highlights a specific geographic area.
- 4**: The **Save-a-Search** button is highlighted in the search results area.
- 5**: A **Save-a-Search** dialog box is open, showing a list of existing searches. A yellow circle highlights the **Save a Search** button.
- 6**: The **Save-a-Search** dialog box is open, and the text **Electric Vehicles NAICS list** is entered into the search name field.

Additional interface details include:

- Navigation tabs: Intro, regionvue, localvue, **prospectvue**, overvue, log out | Account | He
- Search options: Search, My Lists, Save Business List to 'My Lists', Industry Sectors, Career Pathways, Custom Searches
- Workforce Development Areas: Central Ohio
- Search filters: 5 filters selected, including Size of Company (10 to 50 employees, 51 to 100 employees, 101 to 250 employees, 251 to 500 employees, More than 500 employees)
- Records: 1 - 4 of 105

For this example we're building a Search for NAICS codes in the Electric Vehicles industry, and business with 10 or more employees.

1. In **ProspectVue**
2. Build & run your search using desired **filters** (industry, size, health, etc.)
3. Select your **geography** on the map.
4. Select **Save-a-Search**
5. In the pop up window select **Save a Search**
6. **Name your Search** and click Proceed.
7. To **retrieve and re-run** a saved search, select **Save-a-Search** (4), select your desired saved **Search** and click **Run Search**