

# Planboard: Creating a Saved Order Search

Last updated by | David Mishler Gomocho | May 6, 2025 at 12:19 PM GMT+2

---



## Planboard: Creating a Saved Order Search

In the Planboard, users can create saved searches for orders using the default and advanced search fields. This improves efficiency and helps streamline planning operations.

---

### Steps to Create a Saved Order Search

#### Enter Search Criteria

In the Order Search area of the Planboard, users can fill in the desired search parameters.

- Both the **Default** and **Advanced** search fields are available.
- To expand or collapse the advanced options, users can click the + or – symbols.

#### Run the Search

Click the **Search** icon in the blue options tab.

- A list of orders matching the criteria will appear.
- For example, a basic search for "Unplanned Maintenance" orders.

#### Save the Search

Click the **Save** icon in the blue options tab.

- In the pop-up window, users can rename the search and click **Save** to store it.

#### Access Saved Searches

Users can locate their saved search in the **Saved Searches** dropdown menu for quick access.

---

### Output

