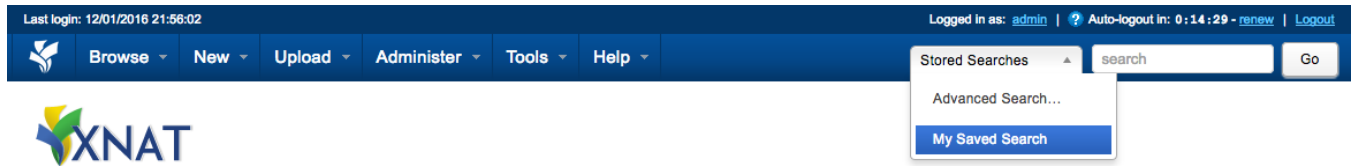


# Saving a Data Table as a Stored Search



After generating a data table via a search (either a [standard search](#), [data type report](#), or an [advanced search](#)), you'll usually filter and modify that data set until you get the structure and parameters that you want. XNAT lets you save those search parameters so that at any point in the future, you can dynamically reload that data table using freshly populated data. This is called a **stored search**.

## Creating A Stored Search

1. Start from an XNAT data table, either on the Project report page, a data type report, or the result of an advanced search.
2. Click the **Options** drop-down near the top right of the data table interface.
3. Select **Save As New Search**

The image shows a 'Save Search' dialog box. At the top, it says 'Save Search' with a close button. Below that, it says 'Saving this search will allow you to execute it again in the future.' There are two input fields: 'Brief Description:' with the text 'My Saved Search' and 'Full Description:' with a large empty text area. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

4. In the **Save Search** window, enter a search name in the **Brief Description** field.
5. Enter a description in the **Full Description** field.
6. Click the **Submit** button.

The search is now available under **Stored Searches** in top navigation.



If you started from a Project data table, this stored search can also be added as a new tab on the Project report page.

## Uploading a Stored Search Definition

A stored search can be defined in XML, and uploaded via the [XML Uploader](#). Go to **Upload > XML** in the top navigation to start. Once a stored search has been uploaded, an XNAT Admin may need to modify the stored search permissions to allow access for specific users.

## Creating Site-wide Stored Searches

XNAT Site Administrators can create site-wide stored searches, otherwise known as **bundles**. See [Sharing Stored Searches](#) in the Administrator documentation for more details.