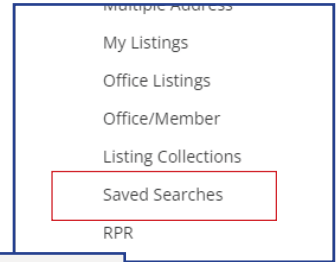


# UPDATE A SAVED SEARCH

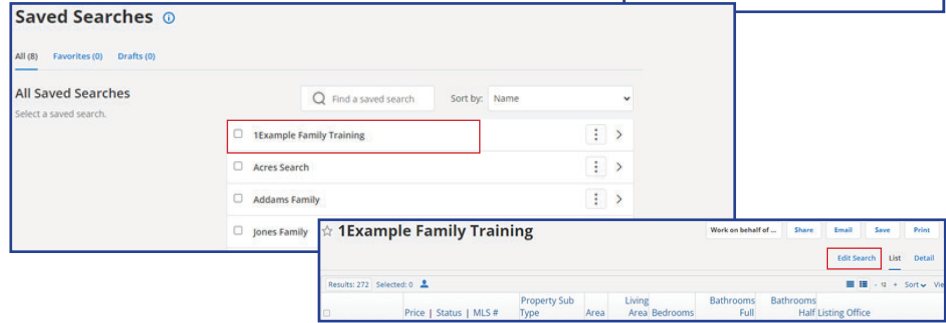
## Step 1

Start at the menu and click on *Saved Search* under the Search heading.



## Step 2

Choose the saved search you want to modify.

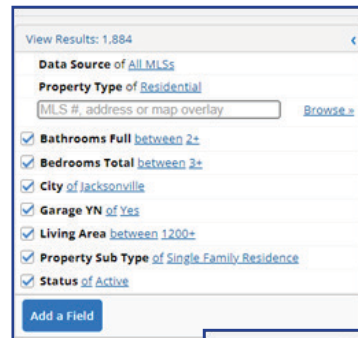


## Step 3

The default view will be in a List. Change this by clicking *Edit Search*.

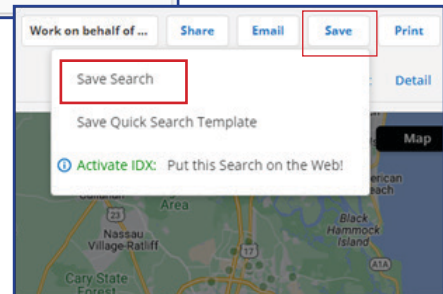
## Step 4

Update or add filters in the left-hand column as needed.



## Step 5

After making changes, click the *Save* button at the top of the screen, then select *Save Search*.



## Step 6

This is an existing search, so your *Save Type* will be *Existing*. Ensure the search name is highlighted in the *Name* box. Then, click *Save* at the bottom of the page.

## Step 7

Your changes are now saved and applied. Please note that updating a saved search will also update any Subscriptions attached to this search.

