

# Creating a Saved Search

10 Steps [View most recent version](#) 

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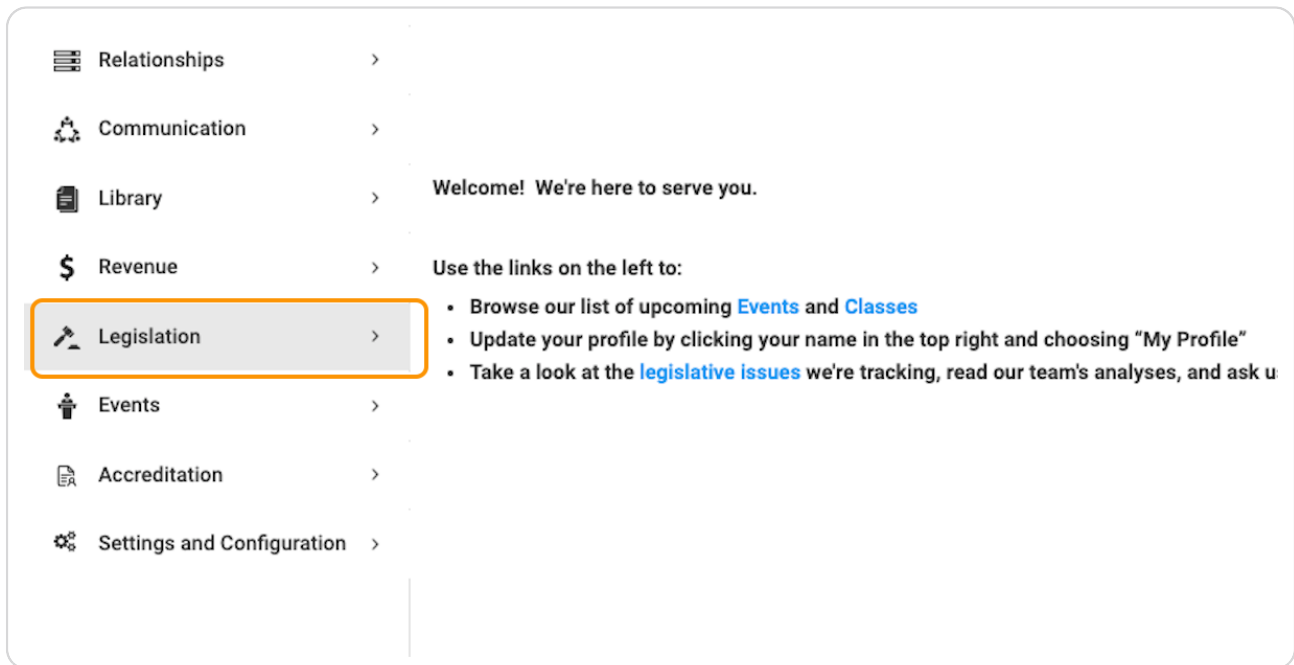
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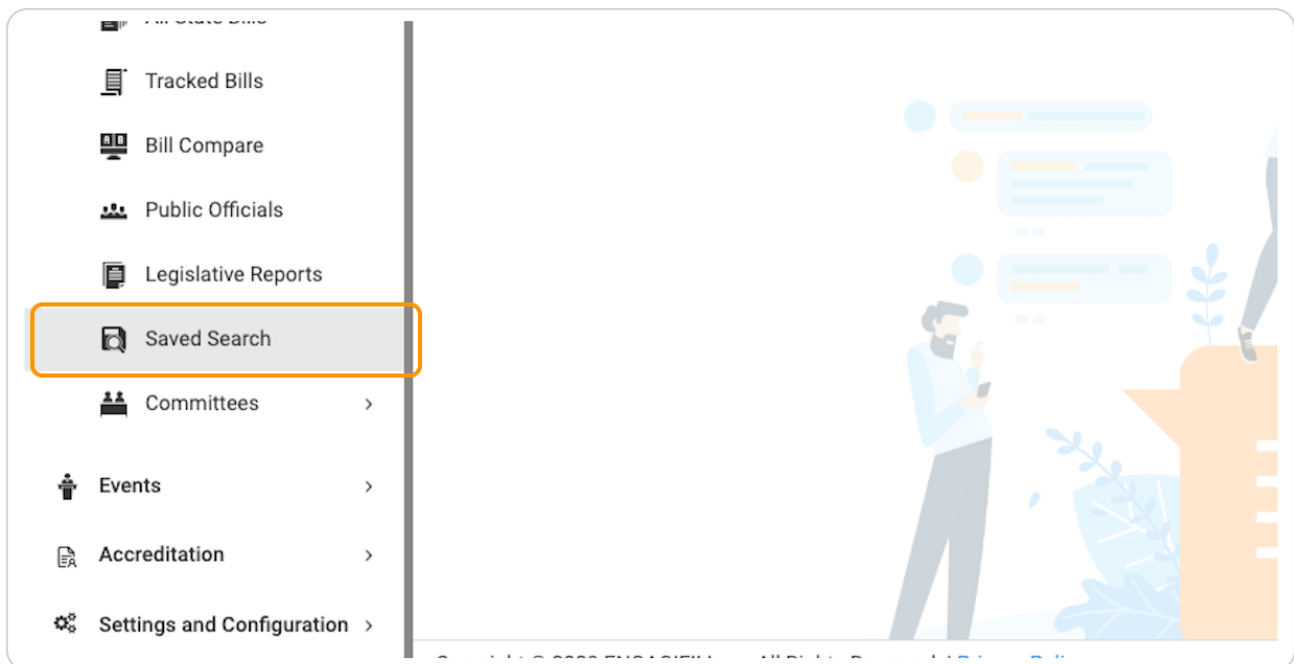
## STEP 1

### Click on Legislation



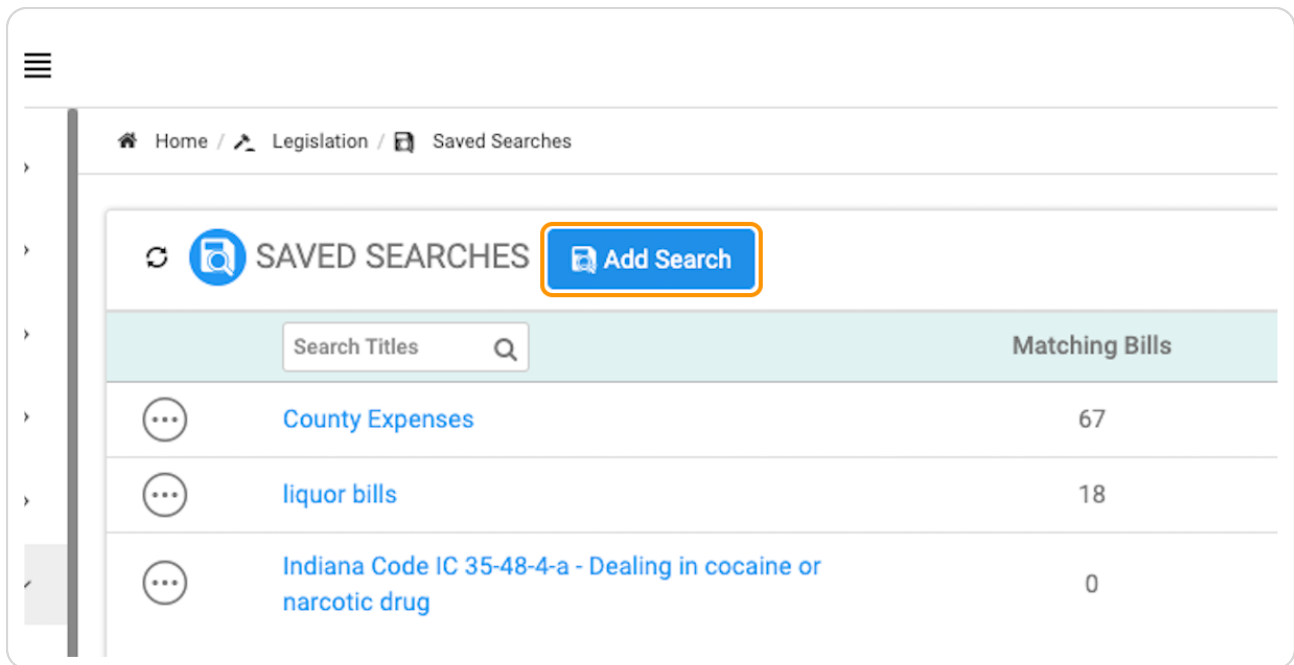
## STEP 2

### Click on Saved Search



### STEP 3

#### Click on Add Search

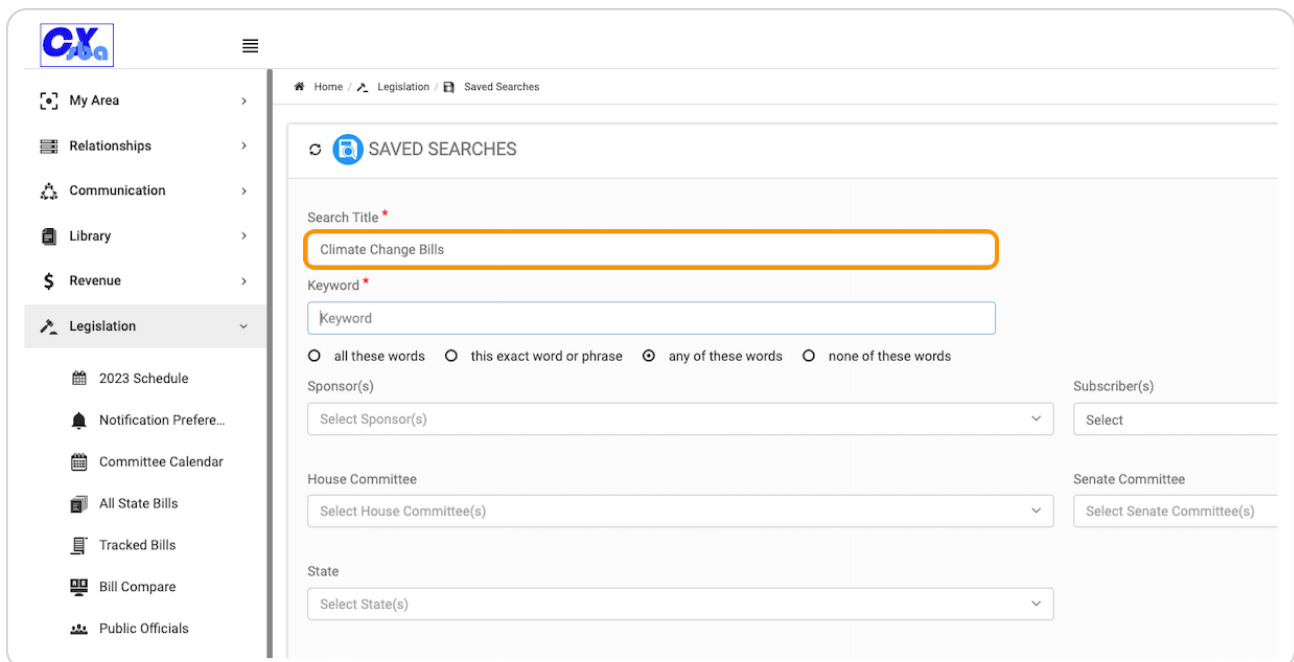


The screenshot shows a web interface for 'SAVED SEARCHES'. At the top, there is a breadcrumb trail: Home / Legislation / Saved Searches. Below this, the 'SAVED SEARCHES' section features a search bar labeled 'Search Titles' and a blue 'Add Search' button. A table below lists three saved searches:

	Search Titles	Matching Bills
...	County Expenses	67
...	liquor bills	18
...	Indiana Code IC 35-48-4-a - Dealing in cocaine or narcotic drug	0

### STEP 4

#### Type the name for your search



The screenshot shows the 'SAVED SEARCHES' page with a sidebar on the left. The sidebar includes a 'Legislation' menu with sub-items: 2023 Schedule, Notification Preferen..., Committee Calendar, All State Bills, Tracked Bills, Bill Compare, and Public Officials. The main content area shows the 'SAVED SEARCHES' form with the following fields:

- Search Title \***: Climate Change Bills (highlighted with an orange box)
- Keyword \***: Keyword
- Search Options**: Radio buttons for 'all these words', 'this exact word or phrase', 'any of these words' (selected), and 'none of these words'.
- Sponsor(s)**: Select Sponsor(s) dropdown
- Subscriber(s)**: Select dropdown
- House Committee**: Select House Committee(s) dropdown
- Senate Committee**: Select Senate Committee(s) dropdown
- State**: Select State(s) dropdown

## STEP 5

Type in keyword(s), separate multiple words with a comma

The screenshot shows the 'SAVED SEARCHES' form. The 'Search Title' field contains 'Climate Change Bills'. The 'Keyword' field contains 'Climate, Environment' and is highlighted with an orange border. Below the keyword field, the radio button for 'any of these words' is selected. Other fields include 'Sponsor(s)', 'House Committee', 'State', 'Subscriber(s)', and 'Senate Committee', all with dropdown menus.

## STEP 6

Click on your search criteria

The screenshot shows the 'SAVED SEARCHES' form. The 'Search Title' field contains 'Climate Change Bills'. The 'Keyword' field contains 'Climate, Environment'. Below the keyword field, the radio button for 'any of these words' is highlighted with an orange border, indicating it is the selected search criteria. Other fields include 'Sponsor(s)', 'House Committee', 'State', 'Subscriber(s)', and 'Senate Committee', all with dropdown menus.

## STEP 7

### Select additional search criteria

The screenshot shows the 'SAVED SEARCHES' interface. The search form includes the following fields:

- Search Title: Climate Change Bills
- Keyword: Climate, Environment
- Criteria: all these words
- Sponsor(s): Select Sponsor(s)
- Subscriber(s): Select
- House Committee: Select House Committee(s)
- Senate Committee: Select Senate Committee(s)
- State: Select State(s)

The table below the form lists saved searches:

Search Titles	Matching Bills	Keywords	Criteria	Subscribers
County Expenses	67	county expense	all these words	
liquor bills	18	liquor	any of these words	
Indiana Code IC 35-48-4-a - Dealing in cocaine or narcotic drug	0	35-48-4	this exact word or phrase	

## STEP 8

### Click on Save

The close-up shows the 'Save' button highlighted with an orange box. Below the button, the 'Criteria' and 'Subscribers' columns are visible, showing options like 'all these words' and 'any of these words'.

## STEP 9

Your new search appears first in the list, with the number of bills found that meet your criteria.

The screenshot shows a web interface for 'SAVED SEARCHES'. At the top, there is a search bar and an 'Add Search' button. Below is a table with the following data:

Search Titles	Matching Bills	Keywords	Criteria	Subscribers
Climate Change Bills	84	Climate, Environment	any of these words	
County Expenses	67	county expense	all these words	
liquor bills	18	liquor	any of these words	
Indiana Code IC 35-48-4-a - Dealing in cocaine or narcotic drug	0	35-48-4	this exact word or phrase	

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.

## STEP 10

Click on the three dots to Edit, Delete or Duplicate your search

The screenshot shows the same 'SAVED SEARCHES' table as in Step 9. The first search, 'Climate Change Bills', has a dropdown menu open, showing three options: 'Edit', 'Delete', and 'Duplicate'. The table data is the same as in Step 9.

Search Titles	Matching Bills	Keywords	Criteria	Subscribers
Climate Change Bills	84	Climate, Environment	any of these words	
County Expenses	67	county expense	all these words	
liquor bills	18	liquor	any of these words	
Indiana Code IC 35-48-4-a - Dealing in cocaine or narcotic drug	0	35-48-4	this exact word or phrase	

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.

