# UPDATE A SAVED SEARCH

## Step 1

Start at the menu and click on Saved Search under the Search heading.
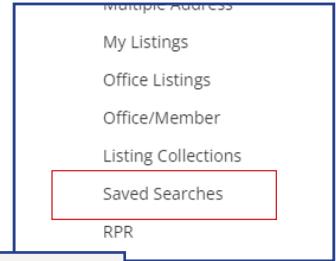
## Step 2

Click on the Search you want to modify.
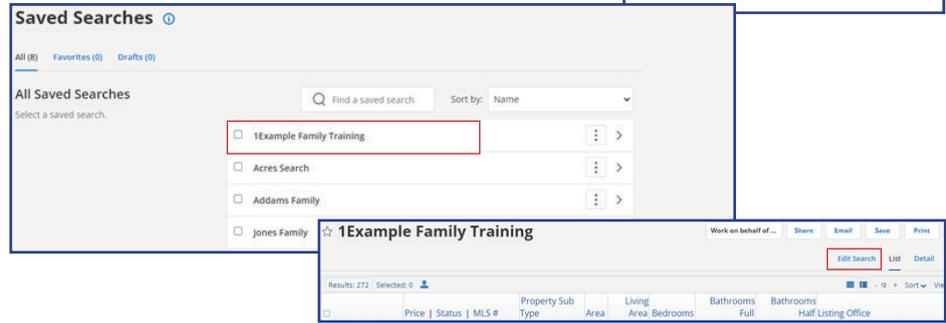
## Step 3

The default will take you to List. Change this by clicking Edit Search.

## Step 4

Update or add the filters desired on the left column.
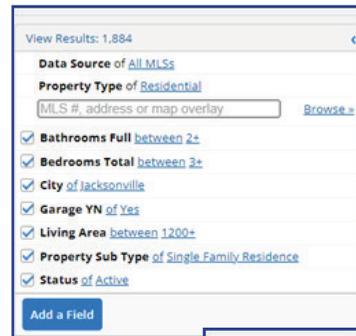
## Step 5

Once you have made your changes, navigate to the Save button at the top of your screen. Click Save and Save Search.
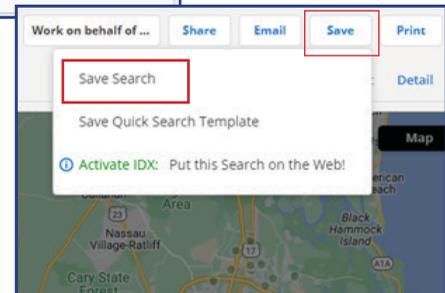
## Step 6

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 to the Search. Please note that updating a saved search will also update any Subscriptions attached to this search.