

Creating a Saved Search

Saved Search Creation Methods

There are *three* ways that you can create a saved search:

- **Via the *Advanced Search* page:**
Click the **Advanced Search** link on the home page to display the *Advanced Search* page. Specify the search criteria, name your search, and click **Save Search**.

SAVE SEARCH

Name Your Search: Description:

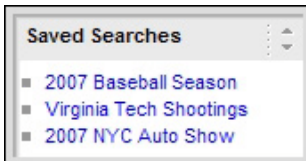
Default Home Search
Make this my default home search result

RSS
Enable RSS feed

Notify me
Send me notifications when new results arrive

- **Via the *Search box on the home page*:**
Run a simple search from the **Search** box. Then, click the **Save Search** link beside the search title to display the *Save Search* page. Change any search parameters (if necessary), name your search, and click **Save Search**.
- **Via the *Saved Searches page*:**
Click the **Manage** button from the top right of the home page to display the *Saved Searches* page. Click **Create New** to display the *Advanced Search* page. Specify the search criteria, name your search and click **Save Search**.

The *Saved Searches* Portlet



The saved searches that you create appear in the *Saved Search* portlet to the left of the home page.

To view a saved search, click its search name.

Managing Saved Searches

The *Saved Searches* Page

The *Saved Searches* page allows you to view and manage all of your saved search topics. To open the page, click **Manage** in the Navigation bar. Then, click **Saved Searches**.

Saved Searches

My Saved Searches



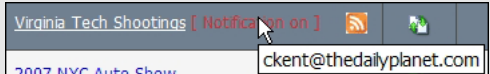





<input type="checkbox"/>	DisplayOrder	SavedSearchList	Share	Default
<input type="checkbox"/>	1	2007 Baseball Season		<input type="radio"/>
<input type="checkbox"/>	2	Virginia Tech Shootings [Notification on]		<input type="radio"/>
<input type="checkbox"/>	3	2007 NYC Auto Show		<input type="radio"/>

Saved Searches From My Organization

<input type="checkbox"/>	SavedSearchList	Owner	Default	Modified
<input type="checkbox"/>	Guantanamo Bay	Morgan, Kelly	<input type="radio"/>	6/5/2007
<input type="checkbox"/>	Palestine	Beach, Mickey	<input type="radio"/>	6/5/2007
<input type="checkbox"/>	Yesterday in Sports	Morgan, Kelly	<input type="radio"/>	11/4/2007

Managing Saved Searches, con't

Managing Tasks

To...	Then...
Create a saved search	Click Create New to display the <i>Advanced Search</i> page.
Edit a saved search	Click  next to any saved search that you created.
Copy a saved search	<p>Option 1: Click  next to the desired saved search.</p> <p>Option 2: Select one or more saved search(es) in one section; then click that section's Copy button.</p> <p>The new search is automatically added to <i>My Saved Searches</i>.</p>
Change the saved search display order	Select the new order for a saved search from the DisplayOrder menu.
View the notification recipient(s)	<p>Move your mouse over [Notification on]. A tool tip appears with the recipient's e-mail address.</p> 
Send feeds to your editorial system (where applicable)	<p>Option 1: Click  next to the saved search. Then, copy the AP WebFeeds URL into your news system's feed ingest software. Refer to your <i>AP WebFeeds Developer's Guide</i>.</p> <p>Option 2: Access the feeds using your AP WebFeed Manager. Refer to your <i>AP WebFeed Manager Administrator's Guide</i>.</p>
Set a default search	Enable the Default option  next to the saved search. The default search is displayed each time you log on.
View a saved search	Click the saved search's name.
Share/unshare a saved search	<p>Click  next to the saved search.</p>  <p>Select/deselect either all users or specific names; then click Share.</p> <p>A search that has been shared to you can be seen from both the:</p> <ul style="list-style-type: none"> • <i>Saved Searches</i> portlet on the home page (below the searches you created) • <i>Saved Searches from my Organization</i> section of the <i>Manage Searches</i> page.
Delete a saved search	<p>Option 1: Click  next to the saved search.</p> <p>Option 2: Select one or more saved search(es) in one section and click that section's Delete button.</p>

Tips for Sharing Saved Searches

- Saved searches can only be shared with your colleagues at your organization.
- If you (the creator) share a search with syndication feed and e-mail notifications set, then these notifications are disabled for your colleagues (the recipients). To add notifications to a search that was shared to you, copy it so that it appears in the *My Saved Searches* section.
- Recipients are not allowed to edit a shared saved search. To edit a shared search, they must first create a copy of it.
- Creators are not allowed to delete a shared saved search. To delete a search that has been shared, you must first unshare it.
- A recipient can remove a shared search from their view. This action does not remove the search from the view of the creator or other recipients.