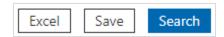## Sent Items in iTWOcx

iTWOcx creates separate registers for each document type where you can see correspondence and transmittals that you've sent or received and those addressed to your company.

However, there are times when you want to search through all of your sent items in one place. The best way to track your sent items is to create a **Saved Search**. This allows you to sort and filter through any correspondence, transmittal or other items you have created or responded to in iTWOcx.

Create a Saved Search

1. Click **magnifying glass** icon

2. Enter **search criteria**
   - Expand **Distribution** section
   - Tick the **or Response from** checkbox
   - Type your name or short code in the **Created by** field

3. Click **Search**

4. Click **Save**

5. Complete the fields
   - Type **Sent Items** in the name and description fields (or any other name you choose)
   - Click ⋯ and select the folder location for the saved search (e.g. Correspondence)
   - Leave **Applicability** field as is (defaults to your short code)
   - Add **[PROJECTADMINS]** to the **Editable** field (defaults to your short code) – ensure you add a comma between codes

6. Click **Create**

View your Saved Search

Your saved search is available in the folder you nominated (e.g. Correspondence) for you to search, sort and filter. Click the **saved search** to get a refreshed version of the search result. You can also edit or delete the search from the side menu.

You can add / remove columns to the layout view by clicking the **columns** III icon and clicking the **Update View**.