# How to Set Up Saved Searches

https://campus.barracuda.com/doc/46891952/

Once you execute an Advanced Search, you can save and name the search for re-execution at a later time. A list of all such Saved Searches and their definitions are available on the **Basic > Search** page in the **Saved Searches** tab, and the search can be performed from this tab.

Any changes to a Saved Search must be done from the **Advanced Search** page by running the Search in question, making the desired changes, and saving the new criteria. Use a new name to create a new Saved Search, or use the existing name to overwrite the previous set of search criteria.

You can define a retention policy based on a Saved Search.

## Set Up a Saved Search

1. Log into the Barracuda Cloud Archiving Service.
2. Go to the **Basic > Search** page, and in the **Standard** tab, click **Advanced**.
3. Enter the desired search criteria, and click **Save Search**.
4. Enter the **Search Name**, and click **OK**.
5. Click the **Saved Searches** tab; in this page you can:
   - Click **Search** in the **Actions** column for a Saved Search to immediately run the search.
   - Click **Delete** to remove a Saved Search.
   - Click **Apply/Remove Litigation Hold** to apply or remove a litigation hold for the Saved Search.

## Set Up a Saved Search Retention Policy

1. Go to the **Policy > Retention** page, and enter the **Saved Search Retention Policy** details:
   - Enter a name for the policy you are creating in the policy **Name** field.
   - In the **Saved Search** field, select the name of the saved search to use for this retention policy.
   - In the **Policy Length** field, enter the number of days to retain archived messages that match the Saved Search criteria.
2. Click **Add**.

   If a message matches more than one Saved Search-based policy, then the message is kept according to the *longest* policy length. If it matches a Saved Search-based policy as well as the global policy, then the Saved Search policy takes precedence.

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