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 inbox items in one place. Creating a **Saved Search** is the best way to track your sent items. 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 the **magnifying glass** icon in the top right corner of your screen

2. Enter **search criteria**

   • Expand the **Distribution** section

   • Type your name or short code in the **Attn or Copy To** field

3. Click **Search**

4. Click **Save**

• You can choose exact Document Types in the **Basic** section to detail your search more.

5. Complete the fields

   • Type **Inbox 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 the **Applicability** field as is (defaults to your short code)

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 / move columns to the layout view by clicking the **columns** icon and clicking the **Update View**.