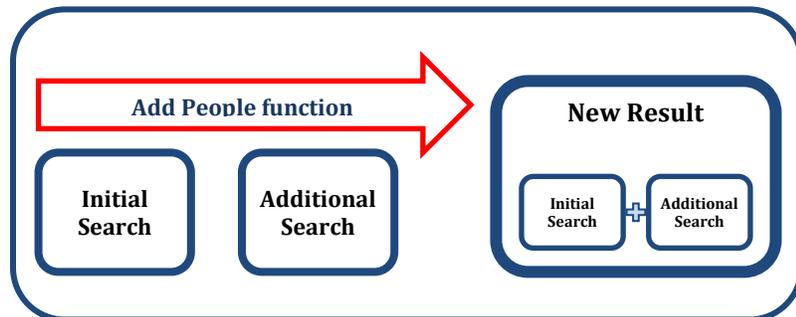




What is it?

Once you've created a list you may want to refine your search by adding or removing people with certain traits or tags. The Add People function allows you to add people to an existing search, whether it be a saved search or a search you ran just moments ago. In essence, the Add People function runs a new search of the entire database and then merges the results with the pre-existing search steps. You can keep adding more people by running the Add People function multiple times.



When to use it?

Use Add People in one of several situations, including:

- Your list cannot be created with just one search step. For example, if you want to find a voter who voted in at least 2 of 4 general elections and 2 of 4 primary elections, you would need to create an Add People step for the primary elections.
- You realize you forgot to add an element to your initial search. Note that when creating the new Add step, you will also want to include the original relevant criteria in your initial search step. For instance, if you searched on County 'Middlesex' and City 'Somerville' and then want to add voting history, unless you select the same districts, you will be searching voting history for the entire database.
- You want to modify an old search but don't want to rebuild the search from scratch.



How to use it?

Using this function is simple. Load your existing Search or List then click the Add People icon at the top of the page. Define your search according to the people you want to add, and press 'Search.' You can then save the resulting list or refine it further by adding more people.



Expert Tips:

- If your Add People step presented undesirable results, you can use the Restore function to restore the previous version of the list and try again. Restore is available for newly created lists of less than 500,000 records.

