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Applicant Watch 1

Applicant Watch

The Applicant Watch page comprises saved applicant search parameters created using the Search Applicants page. Applicants who fit saved search parameter(s) will display on the Search Applicants page. A list of saved applicant searches are displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Records Click **Records** to select the number of records to display.

View or search saved applicant searches

Column	Description
View	Displays the Search Applicants page and uses the search criteria you specified, which was saved on the Applicant Watch page.
ID	Displays the saved search ID created when the search was saved.
Saved Search Name	Displays the saved search name. This is the name you typed into the **Please provide a search name** field when you saved your search on the Search Applicants page.
Date-Time Created / Last Updated	Displays the date and time your saved search was created.

- Click **View** to go to the Search Applicants page to continue searching for applicants using only the selected saved search parameter(s).
- Columns can be sorted by clicking on a column's heading.
- You can also view and search your saved queries using the Search field.
- Click **Records** to select the number of records to display.

Delete saved searches

Field	Description
	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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