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# Saved Searches

The Saved Searches page allows you to save job search parameters and view previously saved searches. All saved job searches are displayed in a grid on this page.

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

## View and search saved searches

There are several ways to view and search your saved searches.

- Click **Records** to select the number of saved searches to display.
- Click on a column's heading to sort your saved searches.
- Use the **Search** field to search your saved searches using key terms.

| Column | Description |
|---|---|
| **ID** | Displays the saved search ID. |
| **Saved Search Name** | Displays the search name used when you saved it. |
| **Date-Time Created / Last Updated** | Displays the date and time the search was saved. |
| **View** | Navigate to Search Jobs and see updated job posts using your saved search parameter. |

The search parameter saved to this page will also display your search results in your CareerPortal Job Dashboard.

## Delete saved searches

Click  to delete a saved search. A confirmation message is displayed prompting you to continue. Click **OK** to delete the saved search.

Cancel and return to the previous page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

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Last update: **2019/12/10 09:30**