

Table of Contents

Saved Searches 1

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.

Basic Navigation 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

Permanent link:
<https://help.ascendertx.com/careerportal/doku.php/savedsearches?rev=1487082917>

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

