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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.

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.

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