

# 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
<b>ID</b>	Displays the saved search ID.
<b>Saved Search Name</b>	Displays the search name used when you saved it.
<b>Date-Time Created / Last Updated</b>	Displays the date and time the search was saved.
<b>View</b>	Navigate to <a href="#">Search Jobs</a> 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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