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# Saved Job Searches

The Saved Jobs 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.

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

## View and search saved searches

| Field | Description |
|---|---|
| **View** | Navigate to Search Jobs and see updated job posts using your saved search parameter. |
| **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. |

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

## Delete saved searches

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

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