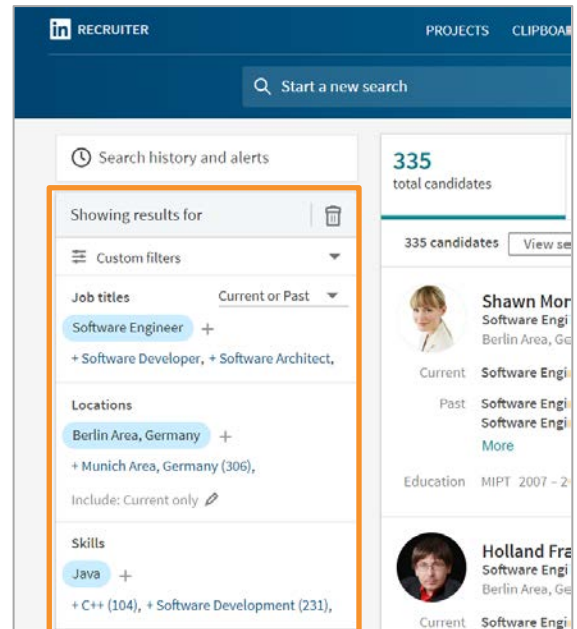


Manage Custom Filters

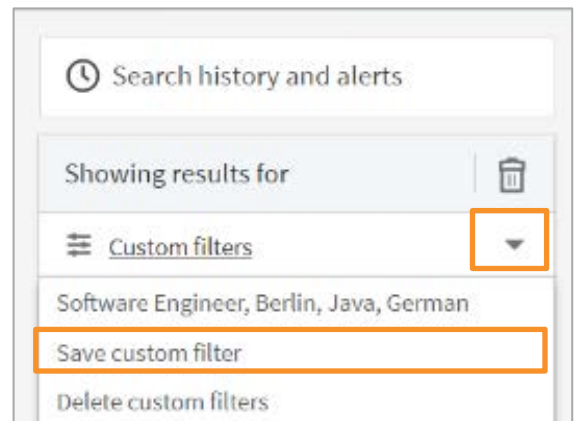
Refinement filters give you the ability to narrow your search by such factors as company, location, industry, schools, groups, and more. You can save time and make your searches more efficient by using a combination of these filters and then saving that as a custom filter. Custom filters allow you to designate multiple criteria which can be saved and later applied to any search, letting you easily target candidates precisely with one filter. Custom filters cannot be edited. Instead, save a new filter and delete the old one.

Create a Custom Filter

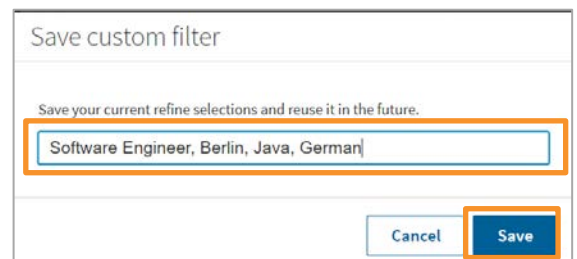
1. Run a search.
2. Use search filters to refine your search.



3. Click the **Custom filters** menu above the search filters.
4. Click **Save custom filter**.

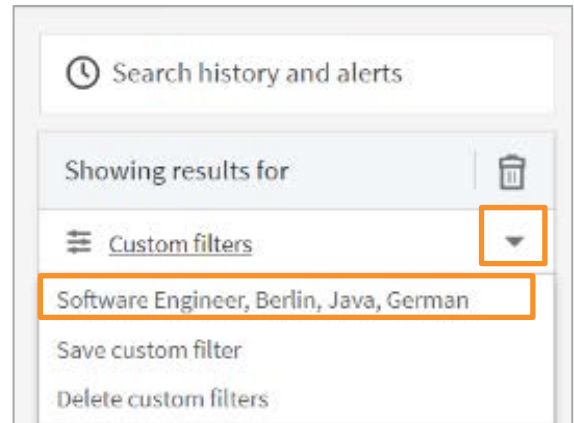


5. Enter a name for your custom filter in the **Name** field.
6. Click **Save**.



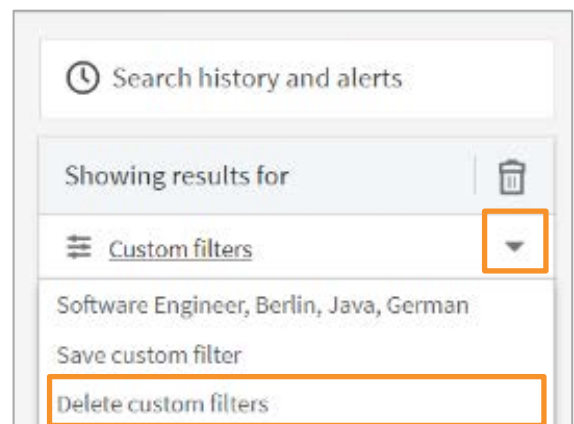
Apply a Custom Filter

1. Click the **Custom filters** menu above the search filters.
2. Click the appropriate custom filter to apply it to your search.



Delete a Custom Filter

1. Click the **Custom filters** menu above the search filters.
2. Click **Delete custom filters**.



3. Check the box next to the filter you wish to delete.
4. Click **Delete**.

