

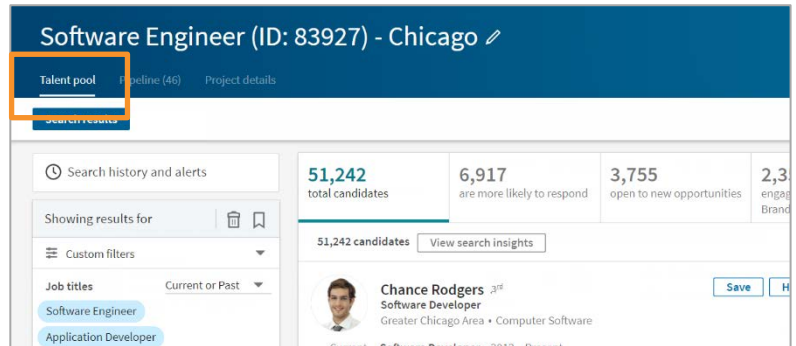
Save Time with Search Alerts

You can be more efficient with your sourcing by saving searches and using search alerts. Saved searches are run every 24 hours in Recruiter, and when you set an alert you'll automatically receive notifications when new members or existing members who have updated their profiles match your search criteria. You can set up to 50 search alerts per license and save an unlimited number of searches.

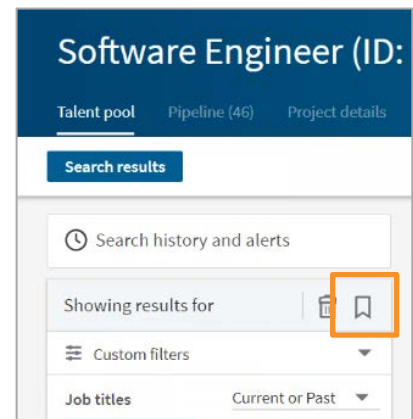
Save a Search and Set an Alert

Searches can be saved from the **Talent pool** tab of any project. Follow the steps below to save a search and set an alert.

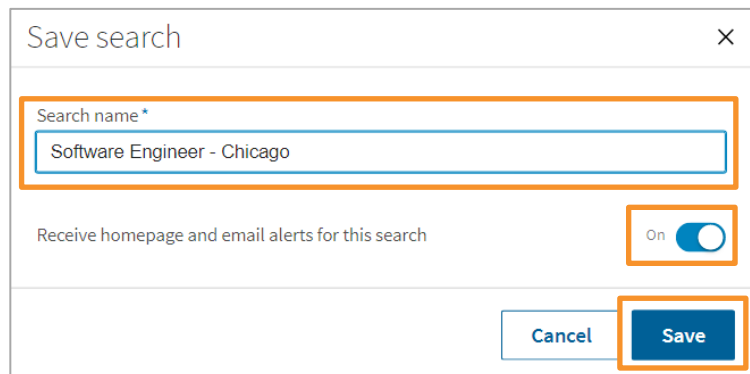
1. Go to the **Talent pool** tab of any project where you've run a search.



2. Click the **bookmark** icon above the search filters.



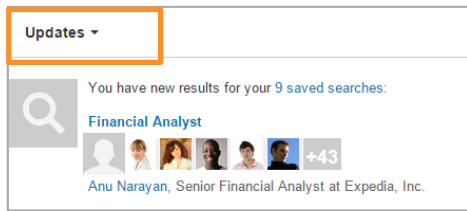
3. Enter a descriptive name for the search.
4. Select **On**, to receive homepage and email alerts for this search.
5. Click **Save**.



View Your Search Alert Results

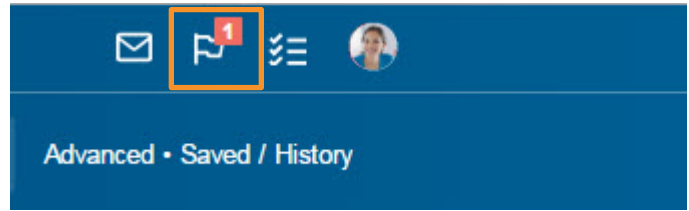
Homepage

You can view new results for your alerts in the **Updates** section of your Recruiter homepage...



Notifications Flag Icon

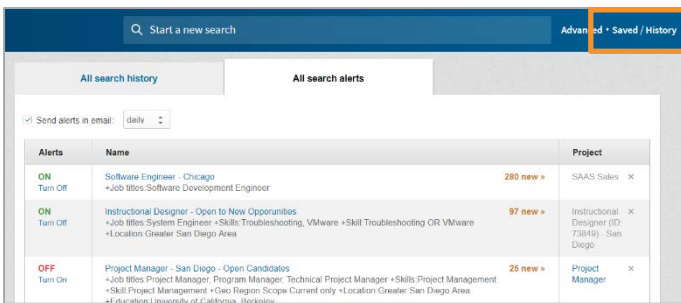
...or in the upper-right corner of the screen under the notifications **flag** icon.



Access Your Search Alerts

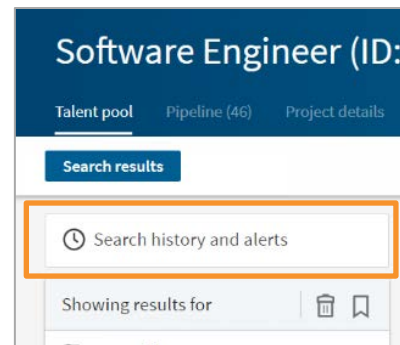
All Saved Searches and Alerts

Click **Saved/History** to view and manage all your saved searches and alerts from one place in Recruiter.

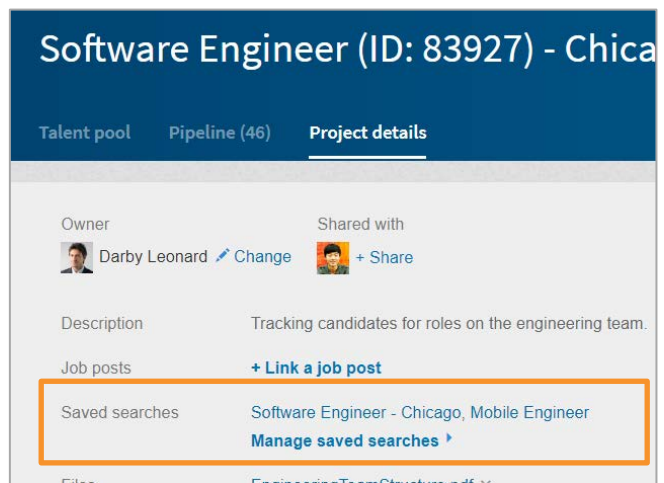


Project-Specific Saved Searches and Alerts

Go to the **Talent pool** tab in a project and click **Search history and alerts** to view your saved searches and alerts for that project....



...or go to the **Project details** tab and click **Manage saved searches**.



Manage Your Search Alerts

The actions available for managing your search alerts are nearly identical from your **Saved Searches** or from within a **Project**. However, you can only set the cadence for email alerts from your **Saved Searches**.

Re-run a search

Set the cadence for receiving daily or weekly alerts via email

Turn search alerts on and off as needed

The screenshot shows the 'All search alerts' section of a LinkedIn account. At the top, there are tabs for 'All search history' and 'All search alerts'. Below the tabs, there is a 'Send alerts in email' dropdown menu set to 'daily'. A table lists three search alerts. Each alert row has a status indicator (ON/OFF), a name, a 'new' count with a right-pointing arrow, and a project name. Callout lines point to various elements: 'Re-run a search' points to a refresh icon in the top right of the table; 'Set the cadence...' points to the email dropdown; 'Turn search alerts on and off as needed' points to the status indicator of the first alert; 'View the project associated with the search' points to the project name of the first alert; 'View new results' points to the 'new' count of the second alert; and 'Permanently remove a search alert' points to the 'x' icon in the project column of the third alert.

Alerts	Name		Project
ON Turn Off	Software Engineer - Chicago +Job titles: Software Development Engineer	280 new »	SAAS Sales
ON Turn Off	Instructional Designer - Open to New Opportunities +Job titles: System Engineer +Skills: Troubleshooting, VMware +Skill: Troubleshooting OR VMware +Location: Greater San Diego Area	97 new »	Instructional Designer (ID: 73849) - San Diego
OFF Turn On	Project Manager - San Diego - Open Candidates +Job titles: Project Manager, Program Manager, Technical Project Manager +Skills: Project Management +Skill: Project Management +Geo Region: Scope Current only +Location: Greater San Diego Area +Education: University of California, Berkeley	25 new »	Project Manager

View the project associated with the search

View new results

Permanently remove a search alert