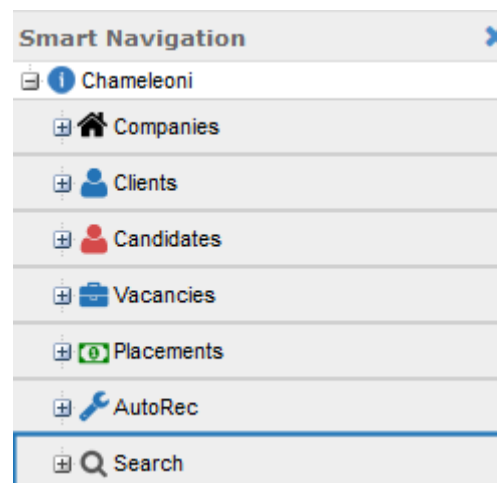


## Running a Candidate Saved Search

A Saved Search search is a search you are going to continually rerun, therefore it requires a name. Please note this search is searching **Candidate** records ONLY. If you are looking to run any searches on Vacancies, Clients or Companies for example you should be using a **Grid Search**.

To run a Saved Search follow the following steps:

From the **Smart Navigation** or **SmartNav** panel click the **Search** option.



The main Search screen will appear:

[New Saved Search](#) [AdHoc Search](#)

Show  entries Filter:

Search Name	Date Created	Last Search Date	Last Result Count	Shortlisted	Ignored	
developer tag search	26-May-16		0			
marketing search	17-May-16		0			
developer	12-May-16		0			
relevant	05-May-16		0			
develop tag search	26-Apr-16		0			
tag search 009	21-Apr-16		0			
tag search 008	18-Apr-16		0			
managerial job	07-Apr-16		0			
tag search 1	11-Feb-16		0			
retail	02-Feb-16		0			
developer	15-Dec-15		0			
league experience	19-Nov-15		0			

Showing 1 to 12 of 12 entries Previous **1** Next

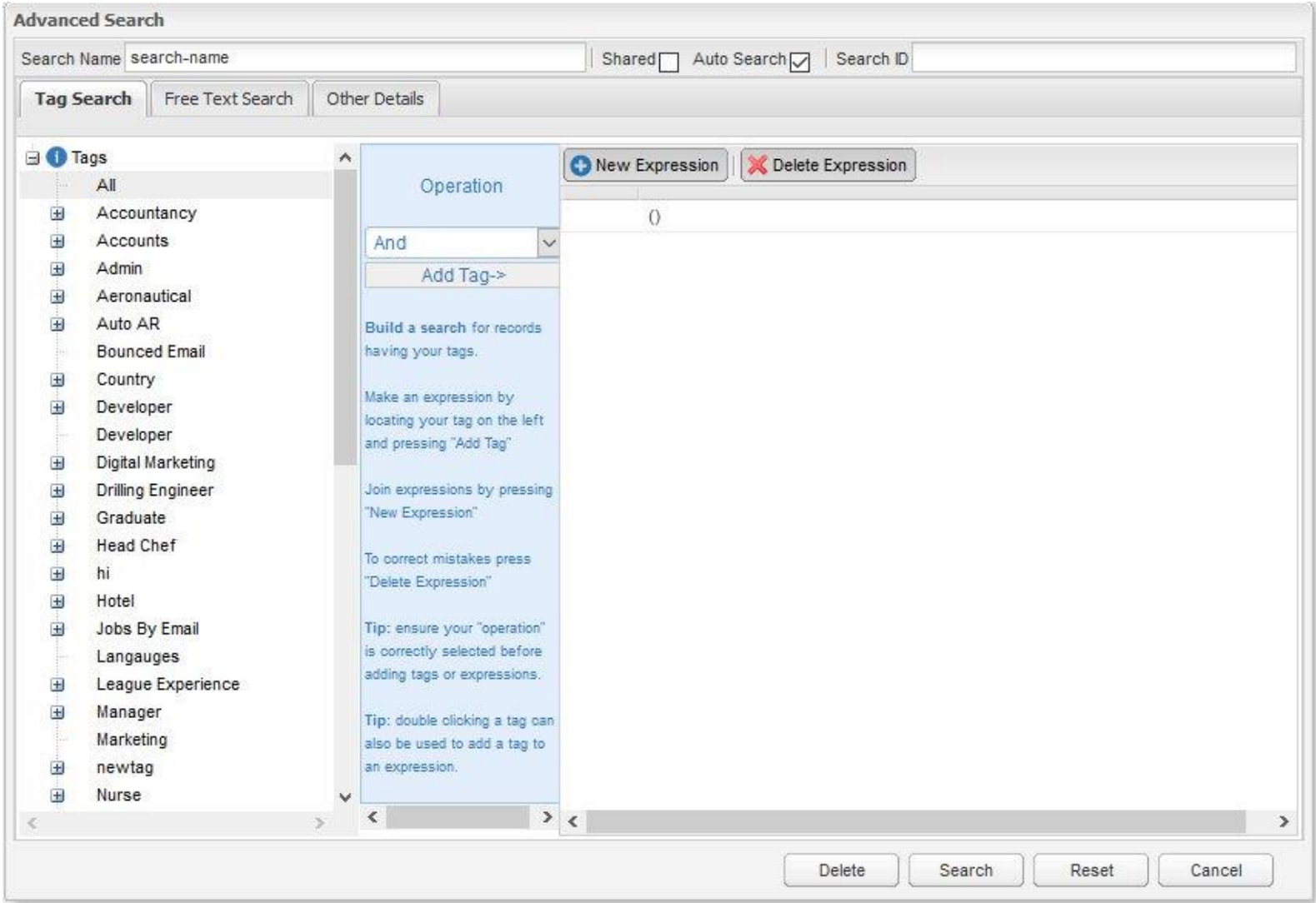
At the top of the Search screen click on the blue **Saved Search** button to open the Search Dialog Box



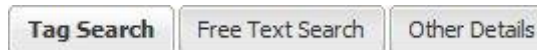
Alternatively if you are looking to run an existing Saved Search from the list already there, please click on the **Search Name** to open the dialog box and click the **Search** button

Search Name
developer tag search
marketing search
developer
relevant
develop tag search

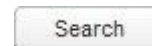
The Search Dialog Box will appear as below:



Using the **Tag Search**, **Free Text Search** & **Other Details** tabs enter in your relevant search criteria - please remember that the search will include ALL criteria on ALL three tabs not just the tab you are currently on



When you're happy with the criteria entered, click the **Search** button and the search will run. Bear in mind - the more criteria you put in the less results you may get back - you can start with a general search and refine the search later.



Alternatively you can hit the **Cancel** button to go back to your main database



Once you have finished with a **Saved Search**, remember to delete it by clicking the **Delete** button. This means you won't have tons of saved searches to trawl through to get to the one you actually want and lets you remove duplicate searches



The Search results will appear in the Candidate grid. Common uses for results are creating baskets for bulk actions such as Emailing and tagging or shortlisting them against known Vacancies.

<span>Page 1 of 2</span> <span>New Candidate</span> <span>New Basket</span> <span>Drag All</span> <span>Displaying Records 1 - 20 of 31</span>																		
V	Forename	Surname	Cur Job Title	Permanent Salary	City	CV	Phone	Synety	Email	L In	J	P	N	T	Contacted	Registe...	CV date	Own
+	Daniel	Ager	Defender	3000000	Guildford			S			41	28	14	35	02-Jun-16	25-Mar-15	24-Oct-12	EW
+	Darren	Best	Striker	000	Guildford			S			32	16	74	27	24-May...	25-Mar-15	24-Oct-12	EW
+	Hannah	Biggs	data entry	000				S			27	3	25	14	31-May...	29-May...	29-May-15	HB
+	Ian	Charles	Sales	000	Morden			S			16	1	3	8	24-Mar-16	18-Feb-16	06-Apr-16	NF
+	Jeff	Claitan	Travel	000	Southamp...			S			13	0	0	6	Never	18-Feb-16	18-Feb-16	NF
+	MAXIME	COURTOT	Engineer	000				S			18	2	9	7	31-May...	07-Dec...	07-Dec-15	NF
+	Michael	Dawson	Defender	000	Guildford			S			22	3	12	17	13-Jan-16	25-Mar-15		EW
+	Rio	Ferdinand	Defender	000	Guildford			S			25	1	12	24	13-Jan-16	25-Mar-15	31-Mar-14	EW
+	Nicholas	Fuller		000	Guildford			S			19	1	4	13	Never	27-Aug...	27-Aug-15	NF
+	Nikki	Fuller		000				S			24	1	7	13	Never	20-Aug...	20-Aug-15	NF
+	DANIE	GILL		1400000	Enfield			S			13	0	2	6	31-May...	18-Feb-16	18-Feb-16	NF
+	Dave	Kemp		000				S			13	0	0	12	11-May...	25-Mar-15		EW
+	Joseph	Lord		2500000	Woking			S			26	4	20	11	24-May...	18-Aug...	18-Aug-15	JC
+	Joseph	Lord-Castle		000	Woking			S			11	1	14	11	10-May...	15-Mar-16	15-Mar-16	JC
+	Janine	McPherson	Travel	000	Redcar			S			13	0	0	6	Never	18-Feb-16	18-Feb-16	NF
+	Christopher	Michas	Admin	000	Harrow			S			13	0	2	6	26-May...	18-Feb-16	18-Feb-16	NF
+	Neville	Mitchell	Engineer	000	High Wycombe			S			14	0	2	13	15-Dec...	29-May...	29-May-15	HB
+	hannah	Montana		000				S			14	0	0	12	Never	27-Aug...	27-Aug-15	NF
+	Jose	Mourinho		000				S			10	0	0	12	Never	25-Mar-15		EW
+	Emma	Painter		000				S			20	1	21	18	19-Apr-16	30-Apr-15	29-May-15	HB