

How do I set up a search Agent?

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To set up a search agent, begin by defining an advanced search from either the Candidate File or the Job Posting file. Once your advanced search criteria are defined, you will see an option to save search. Here, you can title your search, and select whether or not you want it saved as an agent. If you select that you want it saved as an agent, you will then be able to select how often you want to receive the email, whether daily, weekly, etc. Once you click save, you are done, and you will begin receiving email notifications of your searches as you requested. In order to return to a Saved Email Agent, click on the Candidate File Tab, click on "Saved Searches & Agents" sub-menu, click on the binocular icon under the view matching column to see your results.

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