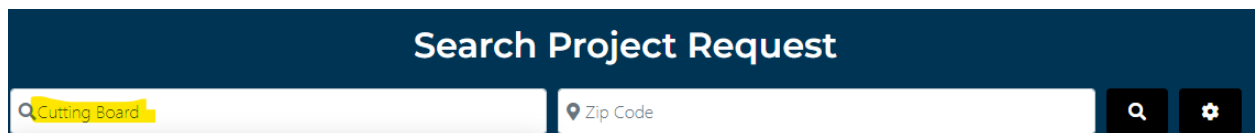


Create Saved Search Notifications / Alerts when Relevant Postings Published

Use the appropriate search bar to enter your keyword terms that you want to be notified for

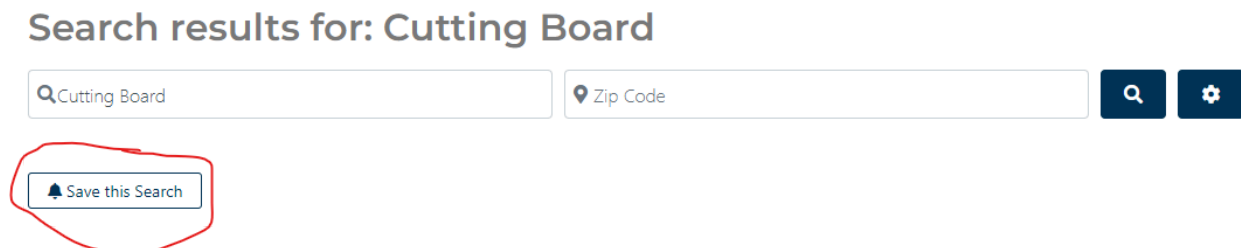


The image shows a dark blue header with the text "Search Project Request" in white. Below the header are two search bars. The first search bar contains the text "Cutting Board" and has a magnifying glass icon to its left. The second search bar contains the text "Zip Code" and has a location pin icon to its left. To the right of the second search bar are two dark blue buttons: one with a magnifying glass icon and one with a gear icon.

In this example we are setting up a notification alert for whenever a customer request a “cutting board”

Hit ‘Enter’ or the Search Icon to complete the search



On the Search Results Page, Click the “Save this Search” Button



The image shows search results for "Cutting Board". At the top, it says "Search results for: Cutting Board". Below this are two search bars. The first search bar contains the text "Cutting Board" and has a magnifying glass icon to its left. The second search bar contains the text "Zip Code" and has a location pin icon to its left. To the right of the second search bar are two dark blue buttons: one with a magnifying glass icon and one with a gear icon. Below the search bars is a button with a blue triangle icon and the text "Save this Search". This button is circled in red.

Name the Search and Hit Save:

Save this Search ×



 Save  Your Saved List 0


Search Name *

Get emailed when a new listing is added that matches your search.

Save

Save this Search ×

 Save  Your Saved List 1

 Search has been saved. You will receive an email notification when new listings matching your search have been published.

Search Name *

Get emailed when a new listing is added that matches your search.

Save

You can view the details of your saved searches on in the User Profile section or by clicking the “Your Saved List” Tab

Save this Search ×

Save **Your Saved List** 1





Search Name *

Get emailed when a new listing is added that matches your search.

Save

Save this Search ×

Save **Your Saved List** 1

#	Name	
1	Cutting Board	 
📅 01/03/2024 13:15  Project Requests  0 email sent		