

Save Favorite Search and Create E-Mail Alerts

The UNDB platform allows you to set up multiple saved searches to directly access the projects and tenders that are relevant to you. You can create an e-mail alert to receive notifications when new notices from your saved search have been published.

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How to Save a Favorite Search and Create E-Mail Alerts

- Go to the **Projects & Tenders** page found in the navigation bar below the UNDB logo.

The screenshot shows the UNDB interface with the 'Projects & Tenders' tab selected. The 'Procurement Notices' section is active, showing 9645 results. On the left, there are filters for 'Deadline', 'Date Posted', and 'Status'. The main area displays search results for Cambodia and Afghanistan, including titles, dates, and statuses.

Note: An unlimited number of custom saved searches and e-mail alerts can be created.

- Choose to view either procurement notices, operational summaries, or contract awards from the **Currently Viewing** dropdown list on the top right corner.
- Enter keywords (e.g. project names, institutions, reference numbers) in the search bar below the navigation bar, then click **Search**.
- Use the filters on the left to refine your search results.

This is a duplicate of the screenshot above, showing the search results page with filters and project listings.

- Click **Saved Searches/Email Alerts (0) +** on the top right corner of the page to save your current search.
- The **Save this Search** dropdown will appear. Name your saved search in the **Enter descriptive title** field.
- Check the **Create an email alert** box to receive notification e-mails of new notices that are related to the search you are saving then, click **Save**.

The screenshot shows the 'Save This Search' dropdown menu. It includes a text field for 'Enter descriptive title', a 'Create an email alert' checkbox, and a 'SAVE' button. Below, there is a 'My Saved Searches' section with checkboxes for 'Nigeria' and 'English'.

Note: An unlimited number of custom saved searches and e-mail alerts can be created.

How to Create a Saved Search from Scratch

In the previous method, the filters on the left will only display options that relate to existing projects and tenders. Creating a saved search from scratch will give you access to all filter options. In order to customize your saved search and alerts for projects and tenders that do not currently exist in the database, follow the steps below.

- Go to the **Projects & Tenders** page found in the navigation bar below the UNDB logo.

The screenshot shows the UNDB interface with the 'Projects & Tenders' tab selected. The search bar contains 'nigeria'. The 'Save This Search' dropdown is visible, and the search results show 107692 results with filters for 'Deadline', 'Date posted', and 'Status'.

Note: An unlimited number of custom saved searches and e-mail alerts can be created.

- Click **Saved Searches/Email Alerts (0) +** on the top right corner of the page.
- The **Save This Search** dropdown will appear. Click **Create a saved search if you are unable to find your search criteria in the filter pane** below the **Enter descriptive title** field. You will be directed to another page where you can set up your own saved search.

The screenshot shows the 'Save this search' form. It includes a text field for 'Enter descriptive title', a 'Create an email alert' section with radio buttons for 'Daily', 'Weekly', and 'None', and a 'SAVE' button. Below, there is a 'My saved searches' section.

- Choose to search for procurement notices, operational summaries, or contract awards from the **Type** dropdown list on the top right corner.
- You can customize your search by entering search terms or filling in the fields relevant to you.

The screenshot shows the 'Create Saved Search' form. It includes a 'Type' dropdown, a 'Keyword' field, and several filter sections: 'Sectors', 'Countries, territories and regions', 'Institutions', 'Procurement types', and 'Notice types'. There is also a 'Sort by' dropdown and a 'Save Search / Create Email Alert' section.

- You can also customize your search by using the preset filters. Click the filter category names (i.e. sectors, countries, institutions, procurement types, languages, notice types) to view the filter options.
- Narrow your search down by checking the preferred boxes for this custom saved search.

The screenshot shows the 'Institutions' filter options. It lists various organizations such as African Development Bank, African Union Commission, Arab Bank for Economic Development in Africa, Asian Development Bank, and others, each with a checkbox.

- Name your created saved search in the **Enter descriptive title** field at the bottom of the page.
- Check the **Create an email alert** box to receive notification e-mails of new notices that are related to the saved search you created from scratch, then click **Save Search**.

The screenshot shows the 'Save Search / Create Email Alert' form. It includes a 'Sort by' dropdown, a text field for 'Enter a name', a text field for 'Enter descriptive title', a 'Create an email alert' section with radio buttons for 'Daily', 'Weekly', and 'None', and a 'SAVE SEARCH' button. Below, there is a 'My Saved Searches / Email Alerts' section.

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