

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.

Subscribe to UNDB to gain full platform access.

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 'Projects & Tenders' page. At the top, there are navigation tabs: 'About Us', 'Projects & Tenders', 'Resources', and 'News & Events'. Below the navigation is a 'Procurement Notices' section with a search bar containing 'nigeria' and buttons for 'SEARCH' and 'RESET'. To the right, it says 'Currently viewing: Procurement Notices' and 'SAVED SEARCHES / EMAIL ALERTS (0) +'. The main content area displays '9645 results' and two search filters: 'Deadline' and 'Date Posted'. Below the filters, two search results are visible:

Country	Institution	Title	Date Posted	Status	DB Reference No	Deadline
Cambodia	World Bank	International Procurement Consultant PROJECT: Second Health Sector Support Program	2 Jan 2013	Closed	WB-P88112-01/13	18 Jan 2013
Afghanistan	World Bank	UPDATE: Procurement of X-ray & ECG Machines (Lot 1), Medical Accessory Equipments (Lot 2) for MoPH PROJECT: UPDATE: Strengthening Health Activities for the Rural Poor	2 Jan 2013	Closed	WB-P88115-01/13	6 Mar 2013

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 screenshot is identical to the one above, showing the search results for 'nigeria' with two filters and two project entries.

- 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 has a search bar with 'nigeria' and buttons for 'SEARCH' and 'RESET'. Below the search bar, there are checkboxes for 'Create an email alert' and 'SAVE'. Underneath, there is a section titled 'My Saved Searches' with two entries: 'Nigeria' and 'English', each with a checkbox.

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.

This screenshot is identical to the one above, showing the search results for 'nigeria' with two filters and two project entries.

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 from scratch** 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' dropdown menu. It has a search bar with 'nigeria' and buttons for 'SEARCH' and 'RESET'. Below the search bar, there are checkboxes for 'Create an email alert' and 'SAVE'. Underneath, there is a section titled 'My Saved Searches' with two entries: 'Nigeria' and 'English', each with a checkbox.

- 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 has a search bar with 'nigeria' and a 'Type' dropdown set to 'Procurement Notices'. Below the search bar, there are fields for 'Project', 'Title', 'DB Reference No', 'Load/Credit No', 'Deadline', and 'Date Posted'. Underneath, there are several filter categories: 'Sectors', 'Countries', 'Institutions', 'Procurement Types', 'Languages', and 'Notice Types'. At the bottom, there is a 'Save Search / Create Email Alert' section with a search bar and a 'SAVE SEARCH' button.

- 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 filter options for the saved search. It has sections for 'Sectors', 'Countries', 'Institutions', 'Procurement Types', 'Languages', and 'Notice Types'. The 'Languages' section is expanded, showing checkboxes for Arabic, Portuguese, Chinese, Russian, English, Spanish, and French.

- 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 has a search bar with 'nigeria' and a 'Type' dropdown set to 'Procurement Notices'. Below the search bar, there are fields for 'Project', 'Title', 'DB Reference No', 'Load/Credit No', 'Deadline', and 'Date Posted'. Underneath, there are several filter categories: 'Sectors', 'Countries', 'Institutions', 'Procurement Types', 'Languages', and 'Notice Types'. At the bottom, there is a 'Save Search / Create Email Alert' section with a search bar and a 'SAVE SEARCH' button.

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