



# CREATING SEARCH AGENTS

*myFuture*

## ***Document Description***

- Shows how to create search agents in myFuture and receive automatic email notifications when jobs meeting your criteria are posted

# Document Status and Revision History

Version	Author	Issue date	Revisions
Draft	Sanghamitra Dutt	23-Mar-09	Last Updated
Draft			

Search Agents are alerts that automatically notify you via email when jobs that meet your search criteria are posted.

- Click on the [Advanced Search](#) tab under the [Jobs](#) section
- Type a “[Search Agent Title](#)” into the ‘[Save As](#)’ field and click the checkbox to save it.
- Select the criteria the search agent will be based on.
- Click [Submit](#)

The screenshot shows the 'Advanced Search Options' form. The 'Search Agents' dropdown is set to '[select existing]'. The 'Save as' field contains 'new jobs' and has a checked checkbox next to it, highlighted with a red arrow. The 'Posting Date (last # days)' is set to '1'. The 'Keywords' field is empty and highlighted with a red arrow. Below the form are 'Submit', 'Reset', and 'Clear' buttons. To the right, there are 'Advanced Search Instructions'.

- You will see all the jobs that meet the criteria you had selected for your search
- Click on the [Search Agents](#) tab to view the list of your agents (next to Advanced Search).
- To schedule the search to run and email the job list automatically, click the [Schedule](#) button in the Options column.

The screenshot shows the 'Search Agents' table. The table has columns: Label, Agent Type, Last Run On, Next Scheduled Run, Schedule, and Options. There is one row with Label 'new jobs', Agent Type 'Student Job Search', Last Run On '-', Next Scheduled Run '-', Schedule 'x', and Options containing 'Schedule', 'Edit', 'Run', and 'Delete' buttons. The 'Schedule' button is highlighted with a red arrow. Above the table is a warning message: 'Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.'

- Set “[Enabled](#)” to yes to run you search regularly
- Select the frequency you want the search to be run using the [Period](#) and the [Multiple](#) fields
- You have the option to send all available jobs from the search agent by setting “[Include only new results](#)” to no within the search agent settings (otherwise only the newly posted jobs since the last run will be sent).
- Click [Submit](#) to save changes

The screenshot shows the 'Student Job Search' form. The 'Label' field contains 'new jobs'. The 'Enabled\*' field has 'yes' selected. The 'Period\*' field is set to 'Monthly'. The 'Multiple\*' field is set to '1'. The 'Include only new results\*' field has 'yes' selected and is circled in red. Below the form are 'Submit' and 'Back' buttons.

## Setting up Search Agents in the different myFuture systems

All students have access to the CaPS myFuture system. If you are a management, engineering or law you might also have access to the respective systems.

You toggle between the systems using “[Log into another system](#)” button on your homepage

<a href="#">Home</a>	<a href="#">Profile</a>	<a href="#">Documents</a>	<a href="#">Jobs</a>	<a href="#">Employers</a>	<a href="#">OCR Interviews/Applications</a>	<a href="#">Events</a>	<a href="#">Calendar</a>	<a href="#">Log into another myFuture system</a>
Sanghamitra Dutt   Monday, March 23, 2009   12:04 pm								Engineering Career Centre
 home								Desautels Management Career Services
								Law Career Development Office

*URLs of the systems:*

- CaPS: <http://caps.myfuture.mcgill.ca/students>
- Management: <http://management.myfuture.mcgill.ca/students>
- Engineering: <http://engineering.myfuture.mcgill.ca/students>
- Law: <http://law.myfuture.mcgill.ca/students>

**NOTE:** Not all the postings are shared by the 4 systems therefore if you are looking for a management jobs create the search agent in the management system, engineering jobs in the engineering system and law jobs in the law system.