## How to Save a Search & Setup Funding Email Alerts

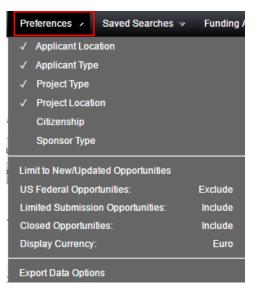
## Step 1: Enter search terms.

Click Locate Funding to execute search.

Ensure Category Filters and Search Options are configured as desired.

	business	-conference						Clear	cat	e Funding Save		
		You have ad	ditio	nal filters active. C	lick	here to edit them.						
Results F	ound: 60									Reset Filters	E	xport 👻
Drag a co	olumn heade	r and drop it here to group by	that	t column								
🗆 s	SPIN ID 🍸	Opportunity Title	Y	Sponsor Name	Y	Sponsor Number 🍸	D	eadline Date 🖷	7	Funding Amount *	Y	
		Horizon 2020 Dedicated SM Instrument - New Rusiness	ΛE									

Category Filters and Search Options can also be viewed / edited via the Preferences menu





Step 2: Click Save button

Enter Search Name

Select the email format and update frequency

Save Changes

Save Current	Search				×					
Search name Business Faculty Funding										
Would you like to configure SMARTS™ automation? Help Note: This can be setup or edited under Funding Alerts later.										
Receive emai	l updates?			•						
Update freque	ency		Weekly							
		Sa	ve Changes	Cance	el					

All new and updated funding opportunities which match this Saved Search will be delivered to the user via email or RSS feed depending on your choices.

## Step 3: Manage Funding Email Alerts from the Funding Alerts menu

From this screen you may execute a search manually and manage the automation preferences

Search 🗵	Preferences → Saved Searches →	Funding Alerts 🗸	Boc kmarks		Administration マ		Help 🗸
Manage Funding Alerts		Manage Funding /	Alerts				
		✓ Wind Energy				oad Funding Alerts	Save Changes
Run	Search Name	Management Mechanical Engineering		Y	SMARTST	His	
	Management	Renewable Energy 3			None •	None •	^ ک
	Mechanical Engineering	25-Oct-2016	25-Oct-2016		None •	None •	٩
	Renewable Energy	25-Oct-2016	25-Oct-2016		None •	None •	۲
	Wind Energy	18-Nov-2016	18-Nov-2016		Weekly 🔻	HTML •	3

**NOTE:** Before clicking the SPIN Funding Opportunity link in the **SMARTS** email, you must have the SPIN site open. Otherwise you will be prompted to login to SPIN through the SPIN login screen (not InfoEd). If you are prompted to login to SPIN but only have an InfoEd account, login to InfoEd and access the **SPIN** site from there. If you have a login to SPIN, then use those credentials. The link in the email will then bring you directly to the Funding Opportunity Announcement.

