



govpend

# Product Release Notes

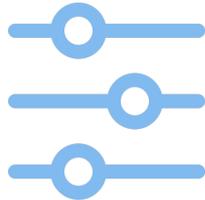
Saved Search Alerts

# What's New?

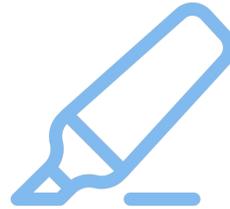
In this release, we enhanced **Saved Search Alerts in GovSpend**, giving you more control and flexibility into how you manage and receive email alerts.



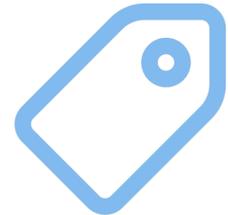
[Overview](#)



[Alert Management](#)



[Saved Searches](#)



[Email Updates](#)

# Saved Search Alerts: Overview

Better manage your inbox! We've added alert customization options for GovSpend saved search alerts so you receive them when you want them and how you want them.

## Highlights

- Manage your alert settings from one central location: [Saved Searches](#)
- Set alert preferences on a per search basis
- Customize frequency you receive email alerts
- Set whether you receive a combined email digest of alerts or individual alert email per search
- Email Enhancements:
  - ◆ Improved formatting
  - ◆ Indication of # of new alert records
  - ◆ Keyword highlighting available on detail pages
- **Review the following slides for a more in depth overview of each enhancement**

The screenshot shows the 'Saved Searches' interface in GovSpend. At the top, it says 'SAVED SEARCHES (1,917)'. Below this is a filter bar with options for Name, Type, Tags, Created By, Search Status (checked), and a plus sign. The main area displays a table of saved searches with columns for Name, Alert Status, Alert Frequency, Alert Format, and Alert Group. A red box highlights the Alert Status, Alert Frequency, Alert Format, and Alert Group columns for the first four searches.

NAME	ALERT STATUS	ALERT FREQUENCY	ALERT FORMAT	ALERT GROUP
Farm	<input checked="" type="checkbox"/>	Daily	Digest	New & Updated
coffee1	<input checked="" type="checkbox"/>	Daily	Individual	New
DueDate_This_Cal_Month	<input checked="" type="checkbox"/>	Immediately	Digest	New & Updated
New York	<input checked="" type="checkbox"/>	Weekly	Digest	New & Updated

GovSpend

Daily Digest

You have **147** new alerts!

The following alerts have been added/updated between 03/05/2024 10:36 PM EST and 03/06/2024 6:00 AM EST

New Bids & RFPs (95)

energy bids 87 New

Supply and delivery of YZ Odorizer NJEX ZEO

CPS Energy (Texas)

Details: Bid Solicitation Information Title/Brief Description Supply and delivery of YZ Odorizer NJEX ZEO Reference Number 7000190962 Organization CPS Energy Department Gas Solutions Staff Contact ...

- Due Date: 03/11/2024

Supply and delivery of VALVE, CT INLET AIR HEATING CTRL NPS 8

CPS Energy (Texas)

Details: Bid Solicitation Information Title/Brief Description Supply and delivery of VALVE, CT INLET AIR HEATING CTRL NPS 8 Reference Number 7000190964 Organization CPS Energy Department Power Gene...

- Due Date: 03/11/2024

# Saved Search Alerts: Notifications Page Updates

We've moved Saved Search Alert settings from the Notification Settings page to the Saved Searches page. Now you can manage your alerts in one central location!

## How to Find It

- Navigate to the [Notifications page](#) from the Account menu in the top right of your screen
- Alert management for Quotes and Tasks remains available
- Management for Saved Search Alerts has moved so you will no longer see those options available
- Reference the banner at the top of the page and use the link to navigate to the Saved Searches page where you can manage your saved search alerts

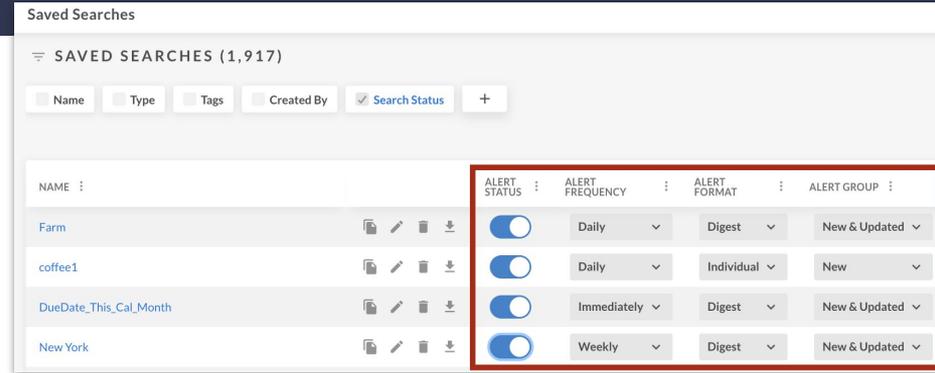
The screenshot shows the 'Notifications' page with a top navigation bar. A banner at the top contains the text: 'Saved Search Alert settings have moved. Navigate to the [Saved Searches](#) page to turn on your alerts and manage your frequency and delivery options.' A red arrow points from the 'Click to navigate to Saved Searches page' link in the top bar to the 'Saved Searches' link in the banner. Below the banner, the 'NOTIFICATION SETTINGS' section is visible, with a red arrow pointing to the 'Manage alerts for Quotes and Tasks' heading. The settings include 'Quotes & RFQs' with three checkboxes (two checked) and 'Tasks' with radio buttons for 'Off' and 'Daily'. A 'SUBMIT' button is at the bottom right. At the bottom of the page, a red text box states: 'Alert management for saved searches moved to Saved Searches page'.

# Saved Search Alerts: Saved Searches Page

Set the frequency and format of your alert emails on a per search basis, all managed in one central location.

## How to Find It

- Navigate to the [Saved Searches Page](#)
- Use the 4 “Alert” columns to customize how you receive alerts for each search:
  - ◆ **Alert Status:** Turn alerts on or off for a particular search
  - ◆ **Alert Frequency:** Set the frequency you want to receive email alerts for that search
  - ◆ **Alert Format:** Set how you want to receive alerts, in one combined digest based on frequency or as an individual email for that specific search
  - ◆ **Alert Group:** For Bids only, set whether you want new, updated, or new & updated records in your alert email
- Refer to table on the right for a mapping of existing alert settings to these new settings



Search Type	Previous Settings	New Settings
Bids	Immediate Email with all bid searches	Immediate(sent every 4 hours) Digest of all immediate searches New & Updated
Purchase Orders	Daily Email with all spending searches	Daily Digest of all daily searches
Contracts	Daily Email with all contract searches	Daily Digest of all daily searches
Meeting Intelligence	Daily Email with all meeting searches	Daily Digest of all daily searches

# Saved Search Alerts: Search Pages

Seamlessly turn alerts when creating and saving a search on the search page itself.

## How to Find It

- Navigate to a search module, for example [Spending](#)
- Create a search and click “Save Search”
- In the Save modal, check the box “Notify me by email when new results match this search” to turn on alerts for that search
- After saving the search if you did not check that box, you can also use the alert toggle in the top right of the search page to turn alerts on or off
- Default Alert settings will be applied:
  - ◆ Bids: Daily, Digest, New & Updated
  - ◆ Spending: Daily, Digest
  - ◆ Contracts: Daily, Digest
  - ◆ Meeting Intelligence: Daily, Digest
- Navigate to the Saved Searches page to update your settings from default
- **Note:** Alerts will automatically be set to ‘ON’ for any Bid Search created and saved, default settings applied

Save Search

Name \*

test search

Tags

QA VendorTest × Add Tags...

Notify me via email when new results match this search

Make this search view-only for my organization

Check when saving search to turn on alerts

CANCEL SAVE

Alerts

Share Search Load Search ⋮

SEARCH

# Saved Search Alerts: Email Digest

Receive all your search alerts in one combined email based on frequency instead of multiple different emails throughout the day.

## Alert Format: Digest Email

- View alerts for all searches you've set to the same alert frequency in one email
  - ◆ Daily Digest
  - ◆ Weekly Digest
  - ◆ Immediate Digest
- Searches organized by search type in the body of the email
- Up to 5 alert records displayed for each search
- Search links open to saved search in GovSpend filtered for the alert time period
- Record links will open to the details page in GovSpend with keyword highlighting available
- "Alert Settings" takes you to the saved searches page where you can modify your alert settings
- Preview the new [email digest here](#)

The screenshot shows an email from GovSpend titled "Immediate Digest" with 24 new alerts. The email content is organized into sections: "New Bids & RFIs (15)", "New Alerts (3)", and "Updated Bids & RFIs (6)". Each section contains a list of search results with details like project names, descriptions, and due dates. Annotations with yellow arrows point to various features: "Total number of alerts for all searches in digest email" points to the "24 new alerts!" header; "Time period of the alerts" points to the date range "03/05/2024 12:00 PM EST - 03/06/2024 03:00 AM EST"; "Searches grouped by search type (i.e., Bids, PO's, Contracts, etc.)" points to the "New Bids & RFIs (15)" section header; "Link opens saved search in GovSpend filtered for the time period of the alert" points to the "New Alerts (3)" section header; "Link to specific details record in GovSpend. Keywords related to your search will be highlighted in yellow" points to the "Warehouse Administration Building Demolition" entry; "Fields displayed for every alert record remain the same" points to the "Senepolis USCG Intent to Sell Source Commercially Available Polar L." entry; "Up to 5 records displayed in email per search" points to the "Primary Technology and Security Updates" entry; "Link opens saved search in GovSpend filtered for the time period of the alert" points to the "Updated Bids & RFIs (6)" section header; and "Updated Bid records shown in separate section from 'New' records" points to the "Watts Branch Flood Resilience Strategy" entry.

The footer of the email digest includes the text "You're receiving this email because you've enabled alerts." followed by "Unsubscribe" and "Alert Settings" links. A yellow arrow points from the "Alert Settings" link to the text "Takes you to Saved Searches page where you can update your alert settings for your search." Below this are social media icons for LinkedIn, X, Facebook, and Instagram, followed by "Privacy Policy | Terms of Use | © 2023 All Rights Reserved by GovSpend." and the GovSpend logo.

# Saved Search Alerts: Individual Email

Have one really important search where you want to monitor new records closely? Receive an individual email alert for that specific search.

## Alert Format: Individual Email

- View alerts for one specific saved search in one specific email
- Subject header contains alert frequency, format, and saved search name
- Up to 20 alert records displayed for the saved search in the email body
- Search links open to saved search in GovSpend filtered for the alert time period
- Record links will open to the details page in GovSpend with keyword highlighting available
- “Alert Settings” takes you to the saved searches page where you can modify your alert settings

The screenshot shows an email titled "Daily Individual Alert: bid search\_Flags" with a subject line "Individual Alert: Contains alert records for one specific search". The email body features the GovSpend logo and a notification: "Daily Individual Alert: bid search\_Flags" and "You have 15 new alerts!". Below this, a list of "New Bids & RFPs (8)" is displayed. The first entry is for "Willmar, City of 19th Avenue Path Improvement Project" with details on location, bidding, and due date. The second entry is for "Navy Housing enterprise Military Housing (eMH)" with details on department, notice ID, and due date. The third entry is for "City of Reedsburg South Viking Drive Expansion" with details on location, closing date, and due date. Annotations with yellow arrows point to various elements: the subject line, the search name "bid search\_Flags", the number of new alerts "15", the time period "03/05/2024 10:36 PM EST and 03/04/2024 6:00 AM EST", the search link "bid search\_Flags", the details link for the Navy Housing project, and the consistent field structure for each alert record.

# Saved Search Alerts: Highlighting on details page when clicking from an alert email

See your keywords highlighted when you open up a record from your alert email! Quickly understand why a record appeared in your alerts and determine if it's relevant for action.

## HOW TO FIND IT

- Open up a GovSpend email alert
- Click the link of any individual record included in the body of the email
- View the details page in GovSpend
- Keywords used in your search will be highlighted on the details page!
- **Note:** This is available for all modules that support alerts

Daily Digest

**You have 147 new alerts!**

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New Bids & RFPs (95)

**energy bids** 87 New

**Supply and delivery of YZ Odorizer NJEX ZEO**

CPS Energy (Texas)

Details: Bid Solicitation Information Title/Brief Description Supply and delivery of YZ Odorizer  
CPS Energy Department Gas Solutions

Click to open details page with highlighting

Bid Details

Supply and delivery of YZ Odorizer NJEX ZEO — #7000190962

Due in 5 days Due: 03/11/2024 Agency Department: Gas Solutions

View on agency site

Summary

Details: Bid Solicitation Information Title/Brief Description Supply and delivery of YZ Odorizer NJEX ZEO Reference Number 7000190962 Organization CPS Energy Department Gas Solutions Staff Contact Information Organization CPS Energy Contact Person Candace Cuencar Phone 210-353-4369 Fax Email ccuencar@CPSEnergy.com

Details Files (3) History

Details:

Bid Solicitation Information  
Title/Brief Description Supply and delivery of YZ Odorizer NJEX ZEO  
Reference Number 7000190962  
Organization CPS Energy  
Department Gas Solutions  
Staff Contact Information  
Organization CPS Energy  
Contact Person Candace Cuencar  
Phone 210-353-4369  
Fax

# More Information

For more information, check out these helpful resources:

[Video: Saved Search - Enhanced Alert Workflow](#)

[Guide: Managing Email Alerts & Notifications](#)

[Guide: Email Digest Overview](#)