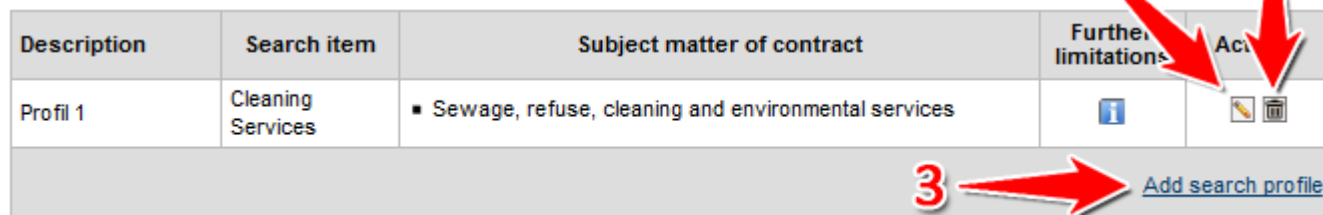


# Search profiles - Suchprofile

## Synopsis

For a more individual information of current publications, search profiles can be set. According to the parameters set by the user the "Vergabemarktplatz" will filter all current publications. The results can, for example, be used for notification services as well as the welcome page after login. The number of search profiles for each company is not limited. Each user within the company account can define an own set of profiles. Already existing profiles can be edited and/or deleted using the appropriate functions from the "Aktion" column.

### Saved search profiles



Description	Search item	Subject matter of contract	Further limitations	Action
Profil 1	Cleaning Services	■ Sewage, refuse, cleaning and environmental services		

3 → [Add search profile](#)

Screenshot: Übersicht Modul "Suchprofile"

## Actions

### Add search profile

menu: **Verwaltung** › **Suchprofile**

1. To add a new search profile, click the "Suchprofil hinzufügen" button (see number 3 in screenshot "Übersicht Modul Suchprofile").  
*Hierdurch wird der Suchprofil-Assistent geöffnet, mit dem Suchprofile angelegt werden können.*
2. Enter a name for the profile ("Profilbezeichnung") (see number 1 in screenshot "Suchprofile anlegen").
3. Define the search criteria (see numbers 2, 3, 4, 5 and 6 in screenshot "Suchprofile anlegen").  
*Please enter at least one keyword ("Suchbegriff"). Use the additional filters (e.g. CPV-categories ("Auftragsgegenstand"), regulation on the awarding of contracts ("Vergabeordnung"), type of publication ("Veröffentlichungstyp") and/or EU-/national publication ("Veröffentlichungsweite")).*
4. Click "Speichern anklicken" to save the profile (see number 7 in Screenshot "Suchprofile anlegen").

## Edit search profile

### Profile name

Profile name (max 20 characters)\*

Profil 1

1

### Search criteria for this user profile

The notices to be found should be...

... be content-related or assigned to the subject matter of the contract and include the following **search keyword(s)**

and

... matches the following **region**

- ☒ All  
☐ Vicinity search

Postal code

Vicinity

100 Km

3

and

...assigned to the following **subject matter of contract**

Subject matter of the contract

[Edit your selection](#)

Sewage, refuse, cleaning and environmental services

and

...assigned to the following **procurement regulation**

- ☒ Don't limit my query by type of procurement regulation  
☐ VgV / VOL/A / UVgO  
☐ VOB/A (Works)  
☐ VSVgV (Defence and Security)  
☐ SektVO (Utilities)  
☐ Other

4

and

... matches the following **publishing type**

- ☒ Don't limit my query by type of publication  
☐ Prior information notice  
☐ Tenders  
☐ Contract award notices

5

### Current usage of the search profile

[Notification service](#) activated for this search profile



[Personal landing page](#) shows results of this search profile



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SAVE



Screenshot: Suchprofile anlegen