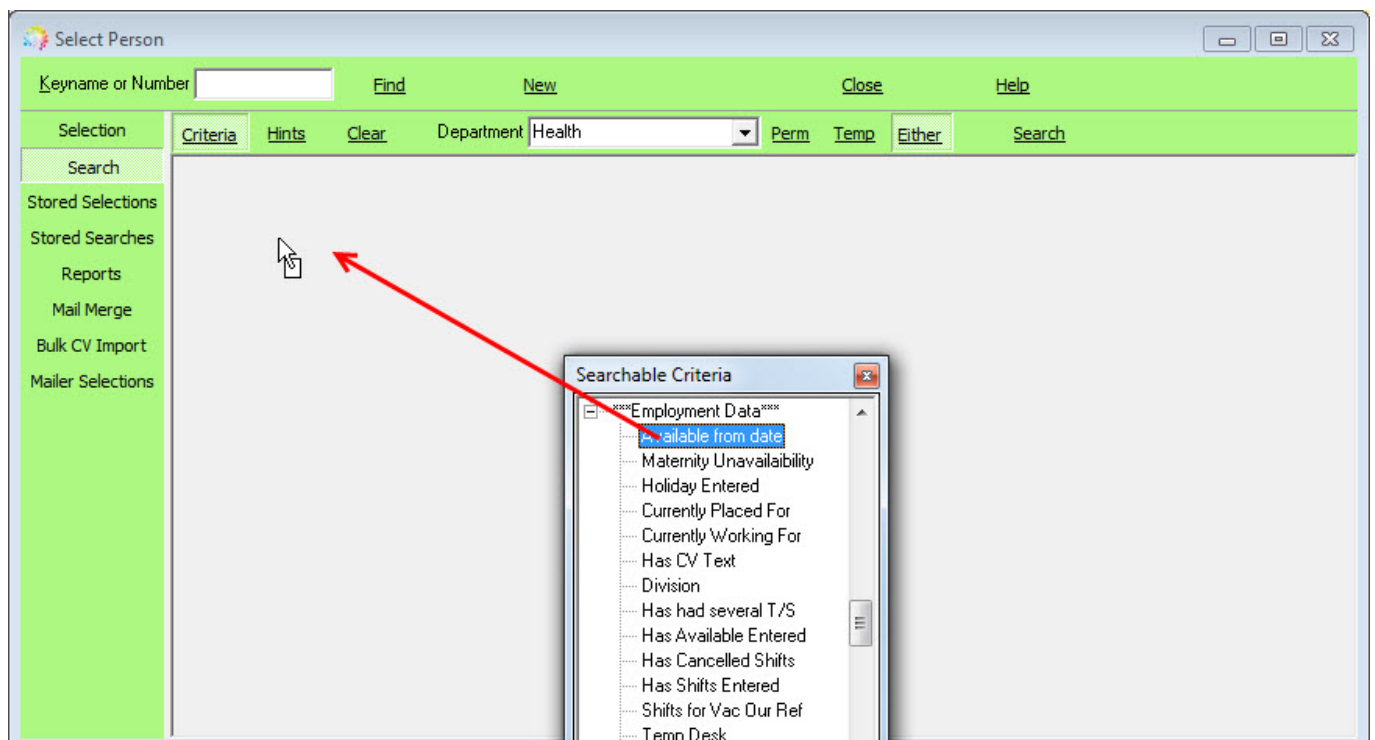




To search the database:

- Set the criteria in the top margin, such as **department** for candidates, or whether you want to search for **Temps**, **Perms** or **Either**.
- If required, select **Hints** to show the headlines of the two areas that criteria can be placed in ("All of" and "Any of")
- Click on the **Criteria** button to bring up the criteria used for searching.
- The Questionnaire appears for the Department you selected, above base data fields. **Double click** or **drag-and-drop** to select the criteria and select skills from the drop down lists.



- Click on the **Search** button to find that records that match the criteria you selected.

Hints

- All of means that the records must have these codes to be included in the search results.
- Any of means that the records must have at least one of these codes.

(2.3.4+)

Search hints are enabled by default. To disable them [see here](#)

Amending your search

- To move a selected criteria to the other section of the search screen, click on the description of the criteria (not the grey box) and drag and drop to the other area.



Select Person

Keyname or Number Find New Close Help

Selection Criteria Hints Clear Department Health Perm Temp Either Search

Search

Stored Selections

Stored Searches

Reports

Mail Merge

Bulk CV Import

Mailer Selections

All of:

☐ Available from date

☐ Previously Worked At Contains

Any of:

☐ Previously Worked At Contains

- The **Clear** button will clear **ALL** criteria from the screen.
- To remove just one criteria drag and drop it back into the Searchable Criteria box (click on the description of the criteria ie. 'Previously Worked At' to do this)
- If you want to change the search to include a **NOT** query, click on the grey box next to the description.

Select Person

Keyname or Number Find New Close Help

Selection Criteria Hints **Clear** Department Health Perm Temp Either Search

Search

Stored Selections

Stored Searches

Reports

Mail Merge

Bulk CV Import

Mailer Selections

All of:

☐ Available from date

☐ **Not** Previously Worked At Contains

☐ Previously Worked At Contains

Any of:

☐ Previously Worked At Contains

Searchable Criteria

- Currently Placed For
- Currently Working For
- Has CV Text
- Division
- Has had several T/S
- Has Available Entered
- Has Cancelled Shifts
- Has Shifts Entered
- Shifts for Vac Our Ref
- Temp Desk
- Pay Frequency
- Previously Worked At
- History Extended Notes
- Withheld From Client
- Currently Employed by
- Currently employed by
- Payroll Number

Searching FAQs



[Saving People Search results.](#)
[Saving Search criteria.](#)
[Search results and bookings.](#)
[Searching for vacancies from a candidate record.](#)
[Looking for records / Keyname look-up.](#)
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