



Search results and bookings

- From a search list you can **drag-and-drop** a candidate onto the Placement or Shortlist view in a booking.
- Ensure both the **People search** and the **Booking** are open. You can then drag your selected candidate on to the booking.

[Search tab.](#)

[Saving People Search results.](#)

[Saving Search criteria.](#)

[Searching for vacancies from a candidate record.](#)

[Looking for records / Keyname look-up.](#)

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