When building a search in IQX, you can put the criteria on the left or the right hand side of the screen. What is the difference?

- The **Left** side of the search screen is for criteria that **must** be met.
- The **Right** hand side of the screen is for listing the variable criteria where you only need any **one** of the criteria to be met.

For example: You many be searching for a candidate who **must** be a car owner – this criteria would therefore go on the **left** side of the screen.

However, the candidate can have an address within **either** Herts, Beds, Bucks or London. So you would pull up four Address criteria boxes and drag them onto the **right** side of the screen, placing one address choice in each box.

To make understanding this process easier, we recommend that you always click on the **Hints** button when building a search. This button makes no difference whatsoever to the results of your search. What it does do is lay the screenout in a clearer way by put a dividing line down the middle of the screen and labelling whether the search is looking for **All Of** or **Any Of** the criteria used. Try it and you will find it definitely helps.

See also
Search for candidates.
How do I build a search in IQX that has TWO (or more) variables? .
There is the blank grey square button immediately to the left of every criteria..

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