When building searches in IQX, there is the blank grey square button ☐ immediately to the left of every criteria when you drag it to the screen. When you click on that button it says 'NOT' in red letters like this NOT. What does this do?

When searching, sometimes it is easier to tell IQX what you **Don't** want.

For example: Find all temp staff who do **not** live in London.

The easiest way to build this search is to:

- **drag** the address criteria onto the screen,
- **enter** LONDON into the address contains box,
- **click** on the grey square button to the left of the **address** criteria.

This will change the query to find Temps who *do NOT have an address containing the term London*

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