How to find a Person / Candidate



Open the Person Selector form by clicking on the People button on the menu Select, People.

To open a further selector whilst keeping the existing one open, hold the Shift key down while clicking the button.



By default ‘Current Candidates Only’ are shown. To see the list of People with other statuses, select from the drop down box.

To find an existing Person type the first few letters of their keyname (Surname, space, forenames) into the box and press the Find button or press Return. People with keynames matching will appear in the table below.

You can use wildcards for searching see wildcards for searching

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