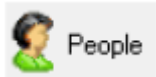




How to find a Person / Candidate



Open Person Selector form by clicking the People button, key F6 or menu Select, People.

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

Note: The new window may appear covering the existing window.

Selection	Name	State	Last Contact	Division	Alert	Address
Edwin Small	Edwin Small	Current	11/11/2008	The Agency		132, Gammo Brae
Joanne Smart	Joanne Smart	Current	11/11/2008	Legal Recruitment		
Kate Alice Flora Smith	Kate Alice Flora Smith	Current	11/11/2008	Town Industrial		19 Newton Church Road

From the Person Selector form you can:

- Run Searches using standard and questionnaire criteria, also free text searching
- Save, Store and modify selections of people.
- Store Searches for recall for future use.
- Run Reports on the selection.
- Mailmerge to people by letter, email and text message.
- Bulk CV import and basic parsing from a folder.

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](#)

To see a list of People by other criteria such as state, use the Search Tab.

To see the list in a different order click the table column heading to sort by that criteria.

You can expand the Person record by:



- Double-clicking on their row in the table,
- Select the row with the mouse or keys and then pressing the Expand button or press Return,
- When in a Person Record it is possible to step through the selection with the video buttons.

See also

[To search the database.](#)

[Keyname Look-up.](#)

[CV Searching](#)

[Adding a New Candidate](#)

Back to [Getting Started](#)

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