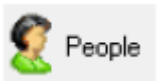
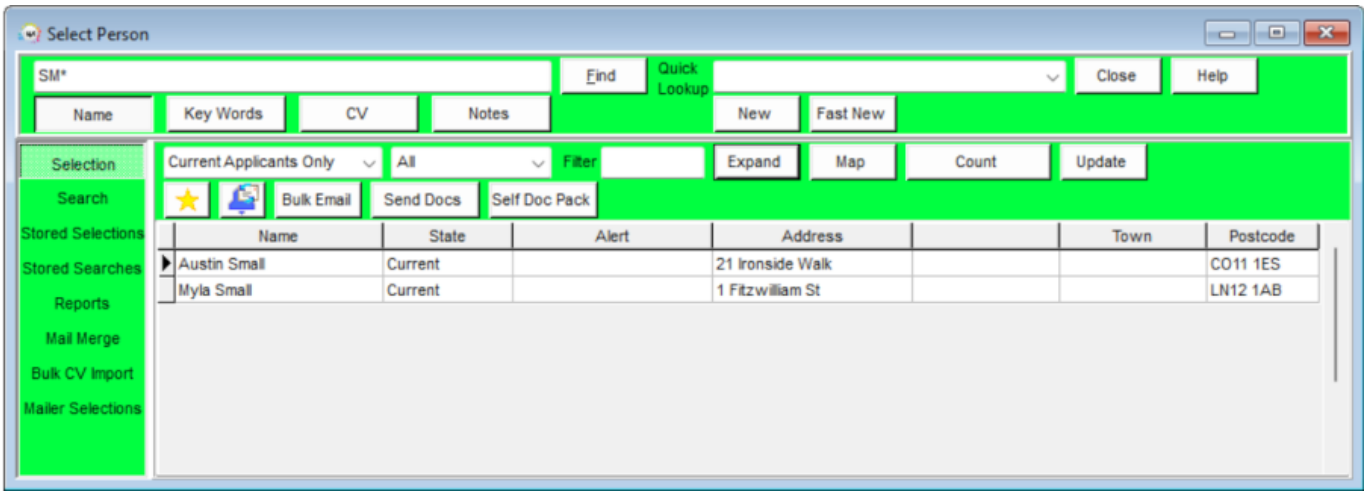
How to find a Person / Candidate



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.



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.

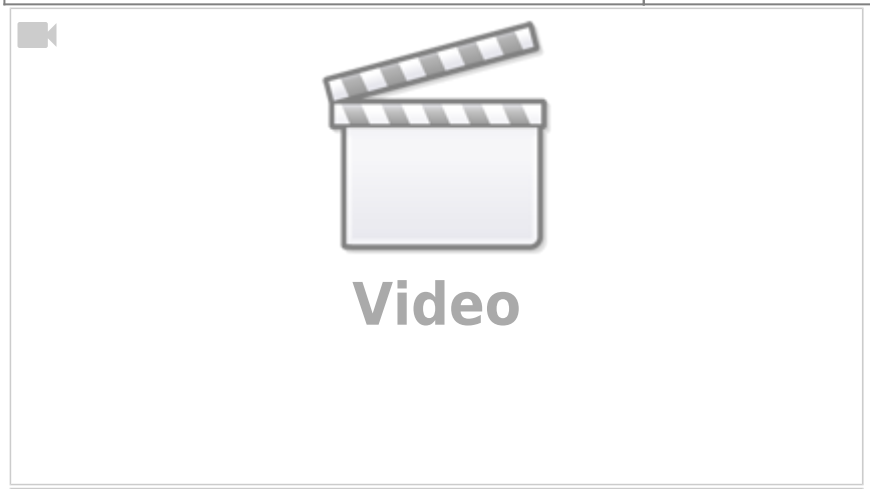
Search Criteria

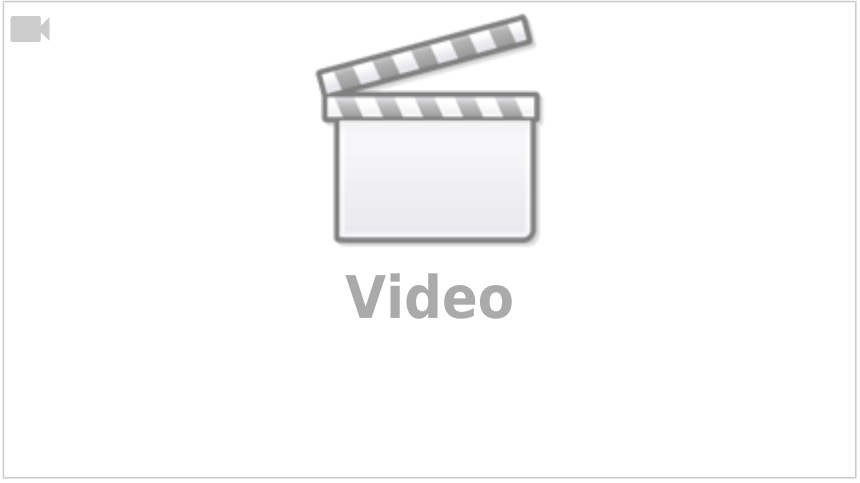
Open the Candidate/Company selector and locate '**Search**'.

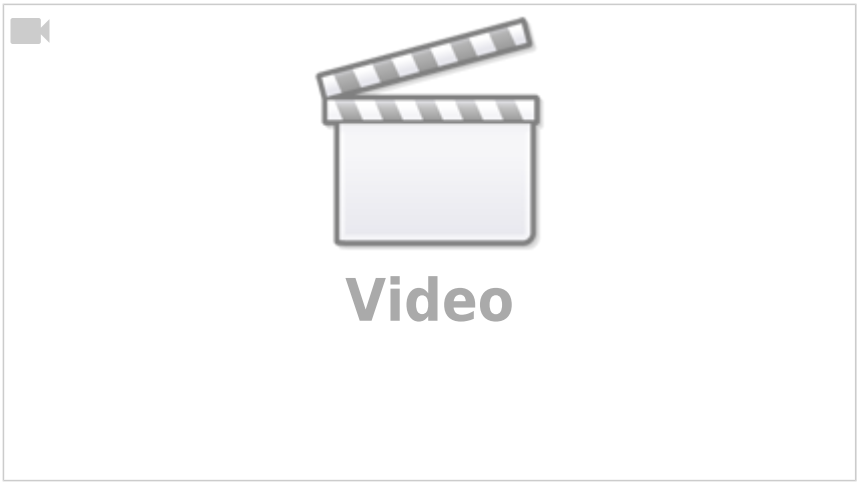
Select the appropriate Department and open '**Criteria**' – this will give you a list of all the fields that you can search by. If you know the criteria you are looking for you can search for it using the search bar at the top of the criteria box.

To add the criteria, you can either double click or drag it onto the Search behind. You can now choose the selection you are looking for in the record, if you are looking for multiple criteria continue to add by either dragging or double-clicking.

On the left hand side	On the right hand side
"**All of**:" this means that the record must have all of the criteria you have specified	"**Any of**:" this means that the Company must have at least one of the criteria you have specified







See also
To search the database.
Keyname Look-up.
CV Searching
Adding a New Candidate

Back to Getting Started

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