# How to .....


- Find a Person/candidate
- Add a candidate
- Enter Persons's work Requirements
- Add an existing CV to their record
- Create a new CV
- Complete a Questionnaire
- Notes
- References
- Entering availability, holiday and unavailability against a candidate
- Diary
- Creating Contact events
- Entering a registration/interview contact event
- History
- Entering new candidate’s payroll details
- Checking accrued holiday pay
- Entering a P45 date
- Progress
- Placements
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