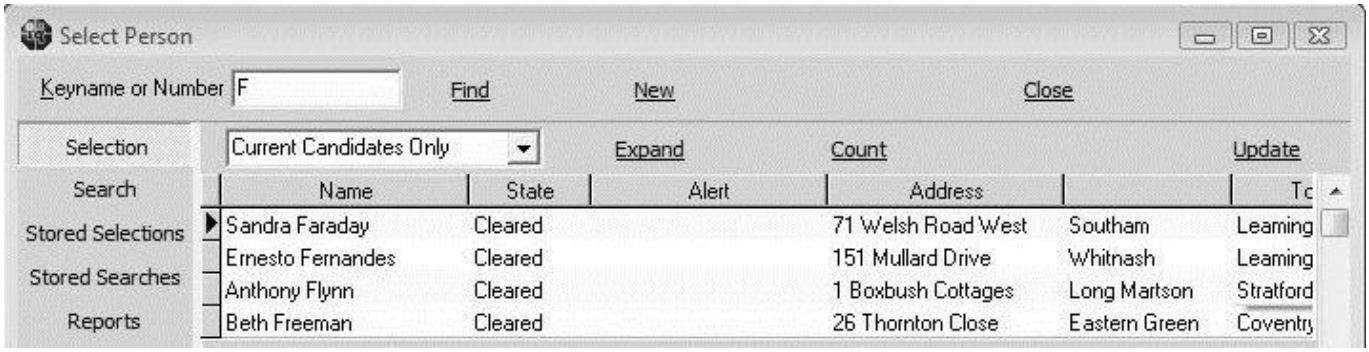
How to find a Person / Candidate

Refers to:
Open the **Person Selector** by:
People button (Top menu)
Select → People (Top menu)
F6 (Function key)



By default the Current Candidates Only are seen. To see the list in a different order click the table column heading to sort by that criteria.

- To see the **list of all People**, with or without archived records, select from the drop down box.
- To see a **list of People by other criteria** such as state, use the Search Tab.
- 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 example, if you can only remember the forename type *forename and all keynames which include that forename will appear. See also Wildcards for searching.

You can **expand the Person record** by:

- Double-clicking on their row in the table, or
- 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.

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.

See also
9.1 To search the database.

9.9 Keyname Look-up.

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