To search the database:

- Set the criteria in the top margin, such as **department** for candidates, or whether you want to search for **Temps**, **Perms** or **Both**.
- Select **Hints** to show the headlines of the two areas that criteria can be placed in and click on the **Criteria** button.
- The Questionnaire appears for the Department you selected, above base data fields. **Double click** or **drag-and-drop** to select the criteria and select skills from the drop down lists.
- Click on the **Search** button to find that records that match the criteria you selected.

All of means that the records must have these codes to be included in the search results.
Any of means that the records must have at least one of these codes.

Saving People Search results.
Saving Search criteria.
Search results and bookings.
Searching for vacancies from a candidate record.
Looking for records / Keyname look-up.
8.1 When building a search in IQX, you can put the criteria on the left or the right hand side of the screen.

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