



## 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.

Back to [Online User Guide](#)

Back to [Searching](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug9-1&rev=1394540925>

Last update: **2017/11/16 21:59**

