# 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.

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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