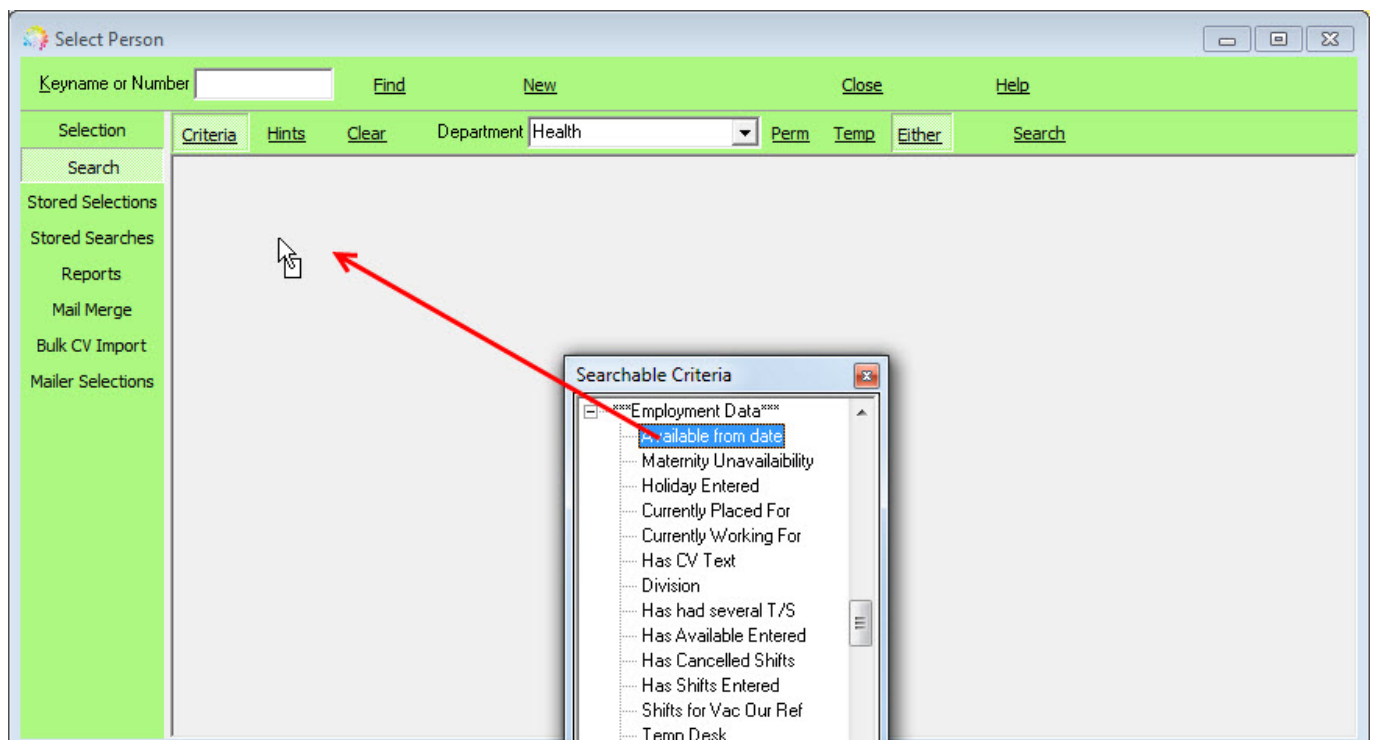




## To search the database:

- Set the criteria in the top margin, such as **department** for candidates, or whether you want to search for **Temps**, **Perms** or **Either**.
- If required, select **Hints** to show the headlines of the two areas that criteria can be placed in ("All of" and "Any of")
- Click on the **Criteria** button to bring up the criteria used for searching.
- 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.

## Hints

- 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.

## Amending your search

- To move a selected criteria to the other section of the search screen, click on the description of the criteria (not the grey box) and drag and drop to the other area.



The screenshot shows the 'Select Person' window with a green header bar containing 'Find', 'New', 'Close', and 'Help' buttons. Below the header, there's a 'Criteria' tab selected, with 'Hints', 'Clear', and 'Department' (set to 'Health') buttons. The main area is divided into 'All of:' and 'Any of:' sections. In the 'All of:' section, there are two criteria: 'Available from date' with a date picker and 'Previously Worked At' with a 'Contains' dropdown. A red arrow points from the 'Previously Worked At' criteria to the 'Any of:' section. The 'Any of:' section has a similar structure with 'Previously Worked At' and a 'Contains' dropdown. On the left, there's a sidebar with 'Selection' (Search, Stored Selections, Stored Searches, Reports, Mail Merge, Bulk CV Import, Mailer Selections) and 'Criteria' (Hints, Clear, Department, Perm, Temp, Either, Search).

- The **Clear** button will clear **ALL** criteria from the screen.
- To remove just one criteria drag and drop it back into the Searchable Criteria box (click on the description of the criteria ie. 'Previously Worked At' to do this)
- If you want to change the search to include a **NOT** query, click on the grey box next to the description.

This screenshot shows the 'Select Person' window with the 'Clear' button highlighted in red. The 'Criteria' tab is still selected. In the 'All of:' section, the 'Previously Worked At' criteria now has a 'Not' checkbox selected next to it. A red arrow points from the 'Previously Worked At' criteria to a 'Searchable Criteria' list box. This list box contains a scrollable list of criteria: 'Currently Placed For', 'Currently Working For', 'Has CV Text', 'Division', 'Has had several T/S', 'Has Available Entered', 'Has Cancelled Shifts', 'Has Shifts Entered', 'Shifts for Vac Our Ref', 'Temp Desk', 'Pay Frequency', 'Previously Worked At', 'History Extended Notes', 'Withheld From Client', 'Currently Employed by', 'Currently employed by', and 'Payroll Number'. The 'Previously Worked At' criteria is highlighted in the list.

## Searching FAQs



[Saving People Search results.](#)  
[Saving Search criteria.](#)  
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