Creating a stored selection containing the combined results of previous stored selections

To create a single stored selection list, by combining multiple stored selections, follow the steps below:

- Retreive the first stored selection you wish to base your overall stored selection upon
- Go back to the stored selection screen, click **Save** and create a New list with **Add all**
- Retreive the next stored selection you wish to add to your overall stored selection
- Go back to the stored selection screen, click on the name of the stored selection YOU created in step two, click **Save** and select **Add to Current** with **Add All**. This will combine the first stored selection retreived with the second, to make one single stored selection, containing details from both selections.
- Continue to repeat the steps outlined above for as many stored selections you wish to combine as needed.

Selection tab.
Searching for candidates by skills from a vacancy.
Looking for records / Keyname look-up.

Back to Online Users Guide
Back to Searching

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug9-4&rev=1394541018

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