



Search results and bookings

- From a search list you can **drag-and-drop** a candidate onto the Placement or Shortlist view in a booking.
- Ensure both the **People search** and the **Booking** are open. You can then drag your selected candidate on to the booking.

[9.1 Search tab.](#)

[9.3 Saving People Search results.](#)

[9.5 Saving Search criteria.](#)

[9.7 Searching for vacancies from a candidate record.](#)

[9.9 Looking for records / Keyname look-up.](#)

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