Keyname look ups

You can look for records by name from any selector form.

- When you create a company or person record, IQX creates a keyname from the full name, cutting out punctuation and, if selected in setup, spaces as well.
- For people, the surname is placed at the front, and all letters are made capitals. For example, Jane Smith would have a keyname of SMITH JANE or SMITHJANE if spaces are cut out.
- You can find people (candidates) by entering their surname (or Keyname) or database number. The database number is issued by IQX when you create the record. You can find it on their Details page next to the Registered field.
- Entering A will bring up all records whose keyname begins with A
- You can find companies by their name or account code.
- By selecting Contacts you can look for companies by client contact name.
- You find vacancies by the client company name or the vacancy number.
- By selecting Contacts you can look for vacancies by client contact name.
- Click on the Find button to look for records; the results are displayed on the Selection tab.

Tips for look-ups

You can use the following wildcards when looking for records:

Symbol	Function	Example	Explanation
%	Finds all records	%International	Finds all Client records that have something before International in their company name.
		International%	Finds all Client records that have something after International in their company name.
?	Finds a single unknown character.	SM?THJ	Finds John Smith, James Smith, John Smyth, and Jane Smith.
*	Finds one or more unknown character.	SM*THJ	Finds John Smith, James Smith, John Smyth, Jane Smith, and Jane Smeath.
			Enter * on its own to display all the items in the database.
[…]	The area within a set of square brackets represents one character. The database matches anything within the square brackets.	NE1[ ]	looks for postcode NE1 only and not NE11 or NE12 because the 4th character must be a space.
		NE1[12]	looks for postcodes NE11 and NE12 only because the 4th character must be a 1 or a 2. This can be very useful for controlled postcode lookup.

9.1 Search tab.

9.2 Selection tab.
9.3 Saving People Search results.
9.4 Creating a stored selection from more than one section.
9.5 Saving Search criteria.
9.6 Search results and bookings.
9.7 Searching for vacancies from a candidate record.
9.8 Searching for candidates by skills from a vacancy.

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