



## Selection tab

When the search has been completed the results are displayed on the Selection tab.

To highlight records on the selection tab:

- Individually - Hold down Ctrl and left click on the record you want to select or deselect.
- In a block - Hold down Shift and left click on the first and last records in the block.

[Creating a stored selection from more than one section.](#)

[Searching for candidates by skills from a vacancy.](#)

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

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