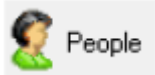




How to find a Person / Candidate



Open the Person Selector form by clicking on the People button on the menu Select, People.

To open a further selector whilst keeping the existing one open, hold the Shift key down while clicking the button.

Selection	Current Applicants Only	Expand	Count	Update		
Search	Name	State	Last Contact	Division	Alert	Address
Stored Selections	Edwin Small	Current	11/11/2008	The Agency		132, Gammo Brae
Stored Searches	Joanne Smart	Current	11/11/2008	Legal Recruitment		
Reports	Kate Alice Flora Smith	Current	11/11/2008	Town Industrial		19 Newton Church Road
Mail Merge						
Bulk CV Import						

By default 'Current Candidates Only' are shown. To see the list of People with other statuses, select from the drop down box.

To find an existing Person type the first few letters of their keyname (Surname, space, forenames) into the box and press the Find button or press Return. People with keynames matching will appear in the table below.

You can use wildcards for searching [[see

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