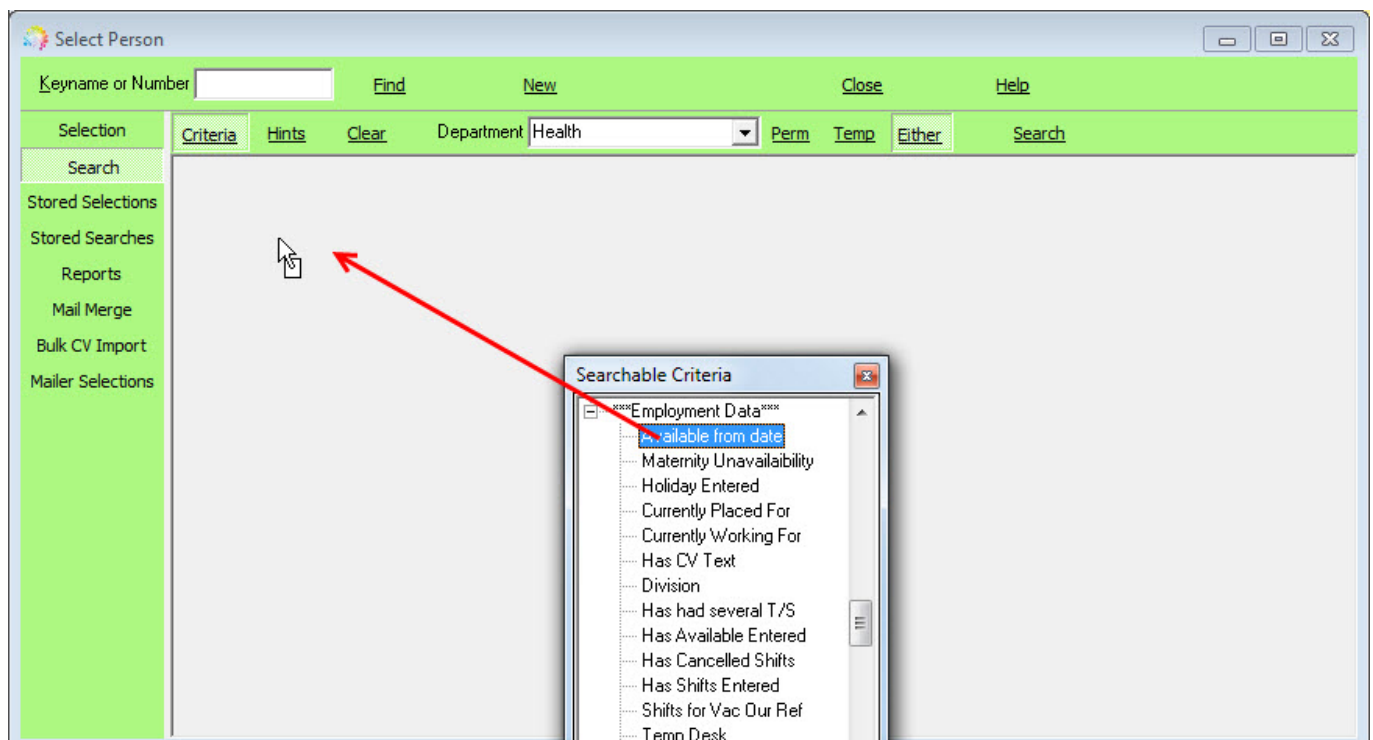




To search the database:

- Set the criteria in the top margin, such as **department** for candidates, or whether you want to search for **Temps**, **Perms** or **Either**.
- If required, select **Hints** to show the headlines of the two areas that criteria can be placed in ("All of" and "Any of")
- Click on the **Criteria** button to bring up the criteria used for searching.
- The Questionnaire appears for the Department you selected, above base data fields. **Double click** or **drag-and-drop** to select the criteria and select skills from the drop down lists.



- Click on the **Search** button to find that records that match the criteria you selected.

Hints

- All of means that the records must have these codes to be included in the search results.
- Any of means that the records must have at least one of these codes.

(2.3.4+)

Search hints are enabled by default. To disable them [see here](#)

Amending your search

- To move a selected criteria to the other section of the search screen, click on the description of the criteria (not the grey box) and drag and drop to the other area.



The screenshot shows the 'Select Person' window with a green header bar containing 'Keyname or Number', 'Find', 'New', 'Close', and 'Help'. Below the header is a green bar with 'Selection', 'Criteria', 'Hints', 'Clear', 'Department' (set to 'Health'), 'Perm', 'Temp', 'Either', and 'Search'. The main area is divided into two columns: 'All of:' and 'Any of:'. The 'All of:' column has two criteria: 'Available from date' with a date picker and 'Previously Worked At' with a 'Contains' dropdown. The 'Any of:' column has one criterion: 'Previously Worked At' with a 'Contains' dropdown. A red arrow points from the 'Previously Worked At' criterion in the 'All of:' column to the 'Previously Worked At' criterion in the 'Any of:' column. On the left side, there is a green sidebar with a 'Selection' button and a list of options: 'Search', 'Stored Selections', 'Stored Searches', 'Reports', 'Mail Merge', 'Bulk CV Import', and 'Mailer Selections'.

- The **Clear** button will clear **ALL** criteria from the screen.
- To remove just one criteria drag and drop it back into the Searchable Criteria box (click on the description of the criteria ie. 'Previously Worked At' to do this)
- If you want to change the search to include a **NOT** query, click on the grey box next to the description.

This screenshot shows the 'Select Person' window with the 'Clear' button highlighted in a red box. The 'All of:' column now has three criteria: 'Available from date', 'Previously Worked At' with a 'Not' checkbox and 'Contains' dropdown, and another 'Previously Worked At' with a 'Contains' dropdown. A red arrow points from the 'Previously Worked At' criterion in the 'All of:' column to the 'Searchable Criteria' list. The 'Searchable Criteria' list is a scrollable box containing the following criteria: 'Currently Placed For', 'Currently Working For', 'Has CV Text', 'Division', 'Has had several T/S', 'Has Available Entered', 'Has Cancelled Shifts', 'Has Shifts Entered', 'Shifts for Vac Our Ref', 'Temp Desk', 'Pay Frequency', 'Previously Worked At', 'History Extended Notes', 'Withheld From Client', 'Currently Employed by', 'Currently employed by', and 'Payroll Number'. The 'Searchable Criteria' list has a search icon in the top right corner.

Searching FAQs



[Saving People Search results.](#)
[Saving Search criteria.](#)
[Search results and bookings.](#)
[Searching for vacancies from a candidate record.](#)
[Looking for records / Keyname look-up.](#)
[Back to Online User Guide](#)
[Back to Searching](#)

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