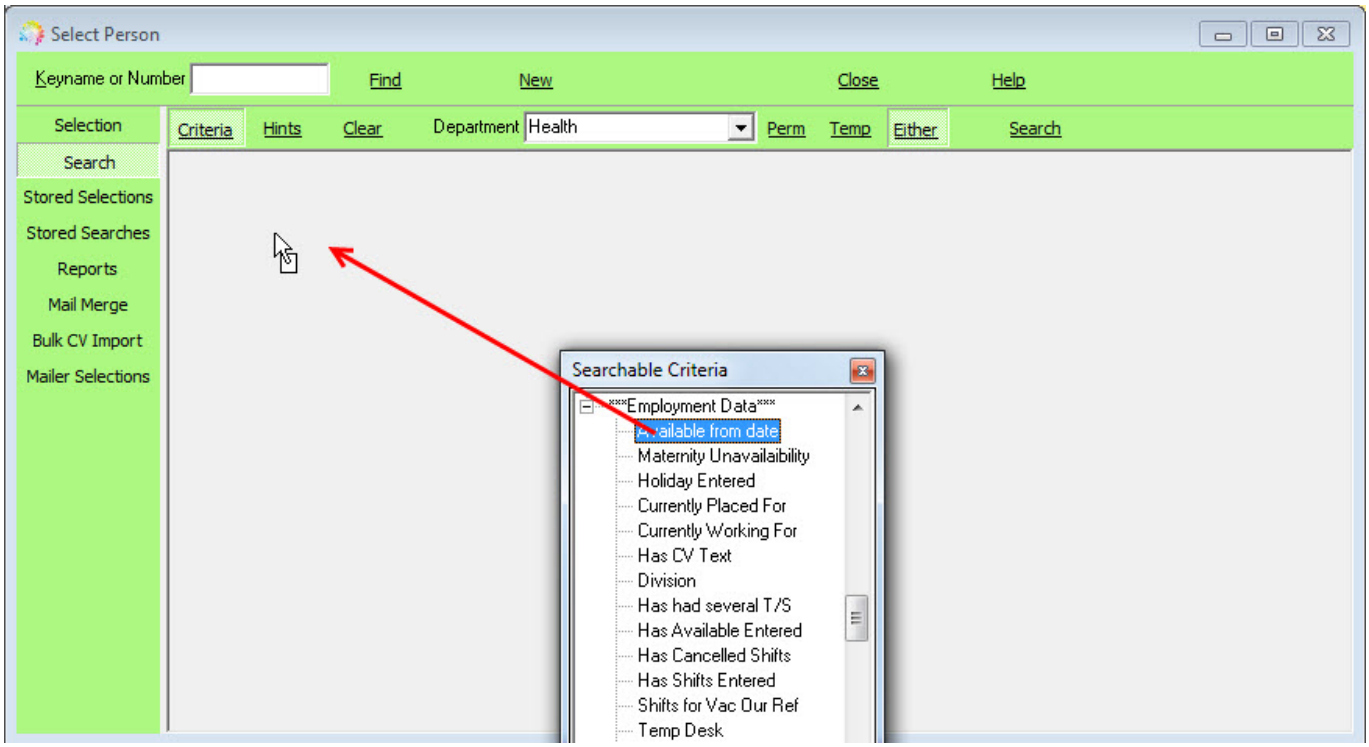
To search the database:

- 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.



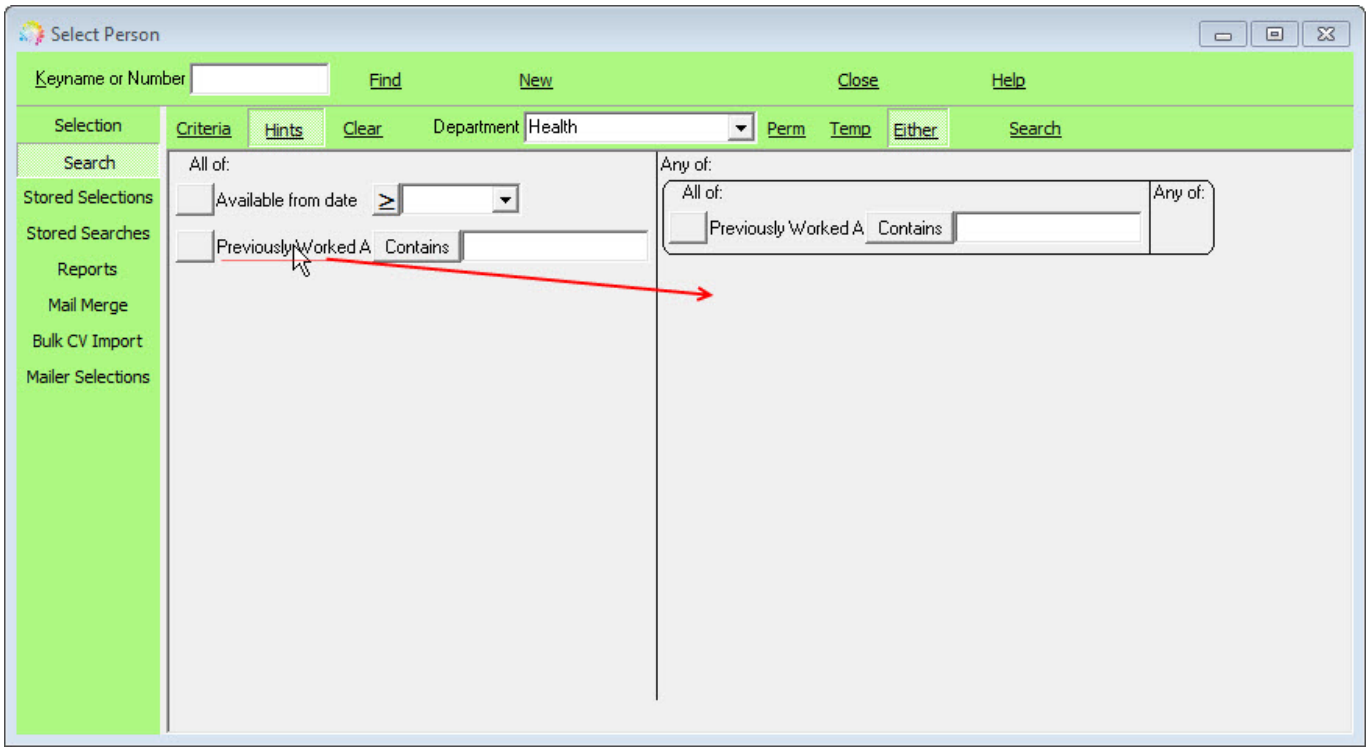
- Click on the **Search** button to find that records that match the criteria you selected.

Hints

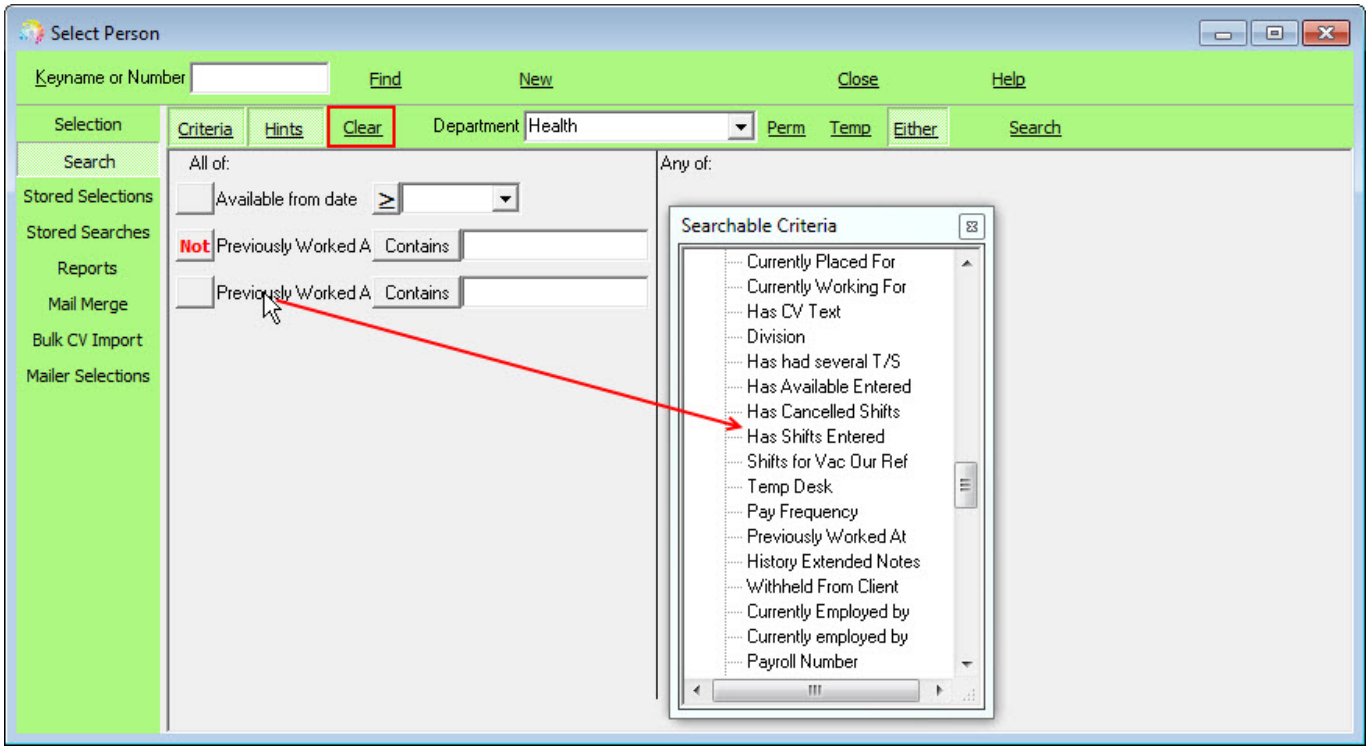
- All of means that the records must have these codes to be included in the search results.
- Any of means that the records must have at least one of these codes.

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 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.



Searching FAQs

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