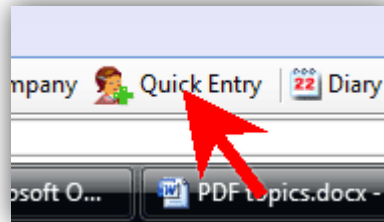


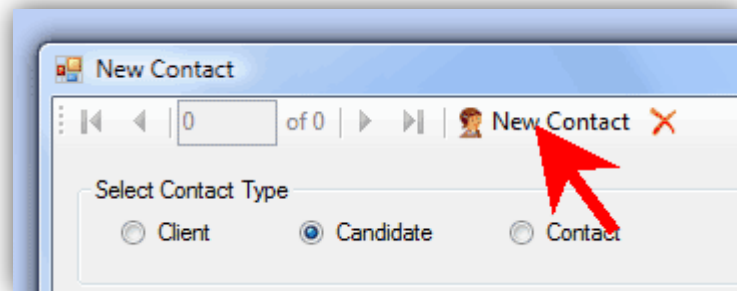
# How do I use the Quick Entry facility?

There are two ways to enter volumes of candidate or client data quickly. You can import large amounts of data using an Excel spreadsheet, or you can use the Quick Entry facility to enter candidate or client records. If creating candidate records, you will need to attach a CV later as it is not possible on this screen. If your candidate's don't have CVs, this is an ideal screen to use to enter their details into the database.

1. From the bottom toolbar, choose 'Quick Entry'.

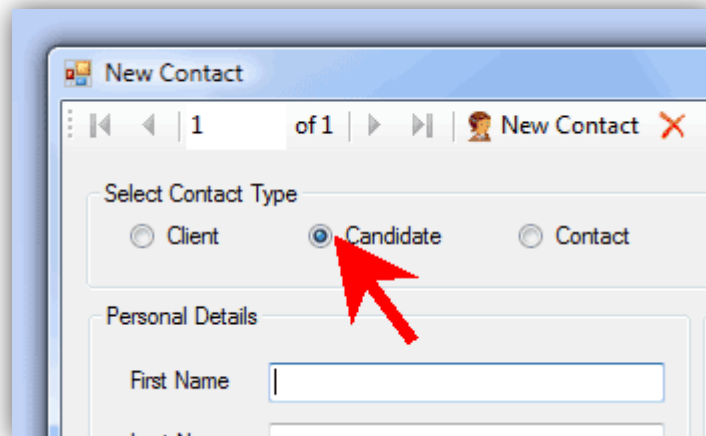


2. When the new window opens, click 'New Contact' along the top toolbar.



3. The form will be activated. Now choose whether you want to create a client or candidate.

*It is advisable to nominate the person as a client or candidate, not contact as they will be much easier to find.*



4. Enter the details for the new record.

The screenshot shows a contact form with the following fields and values:

Personal Details		Address Details	
First Name	John	Address 1	Flat 1
Last Name	Smith	Address 2	South Street
Mobile	07782123456	Address 3	
Work Tel		City	London
Home Tel	0207123456	Postcode	SE1 3NH
Email	john.smith@yahoo.com	County	
Location	London	Country	UK
Sector	Engineering	Status	
Segment	Automotive	Status	Pre-registered
Job Title	Mechanical Engineer	Source	Referral
Company		Job Type	Perm
Key Skills		Available	13 November 2008

Notes  
Awaiting the candidate's CV. He has left his previous job so is looking for work now.

5. Click 'OK' and the new record will be saved and the form will close. Or you can create another new record by clicking 'New Contact'.

The screenshot shows a dialog box titled "New Contact" with a progress indicator "2 of 2". Below the progress indicator, there is a section titled "Select Contact Type" with three radio buttons: "Client", "Candidate" (which is selected), and "Contact".

*See also:*

- *How do I import data from a spreadsheet?*