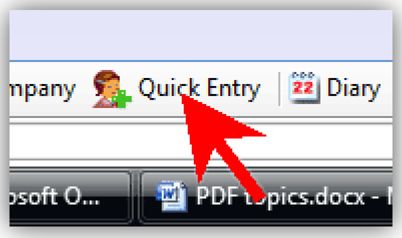
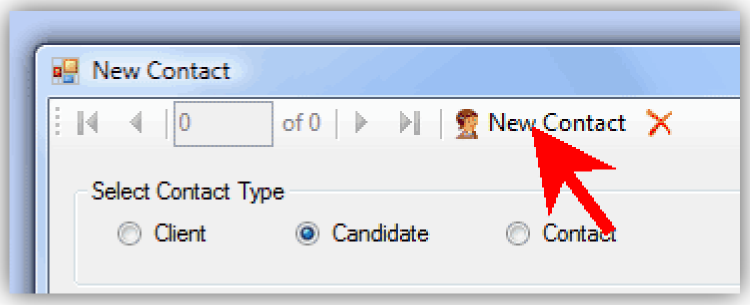
How do I use the Quick Entry facility?

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.

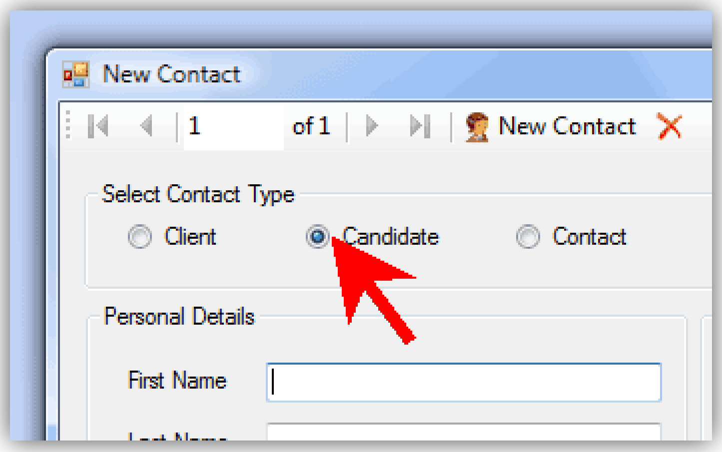
1. From the bottom toolbar, choose 'Quick Entry'.



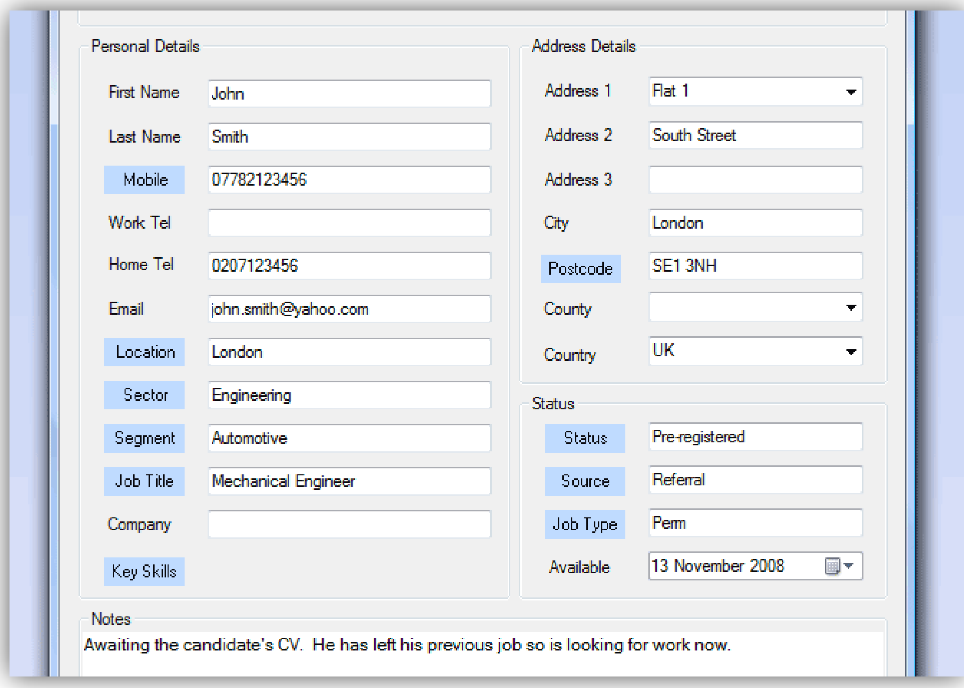
2. When the new window opens, click 'New Contact' along the top toolbar.



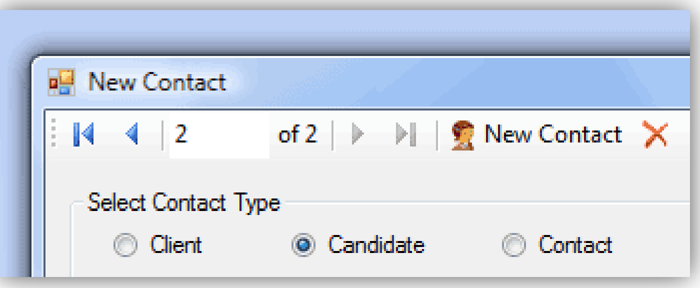
3. The form will be activated. Now choose whether you want to create a client or candidate.
   It is advisable to nominate the person as a client or candidate, not contact as they will be much easier to find.



4. Enter the details for the new record.



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'.



See also:

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