Windows Search for CV Searching

Setting up CV Searching in Recruit Studio for XP

1. Visit www.recruitstudio.co.uk and from the Download menu, choose 'Windows Search v4.0'.
2. Click step 1 of the download and install this tool. Only install the Windows Search tool on the server PC – you don't need it installed on the consultants' PCs.
3. When it has fully installed, a magnifying glass icon will be displayed near the time in the bottom right corner of the screen. Right-click on it and click 'Windows Search options'.
4. Click 'Modify'.
5. A new window will open where you can select the folders that the Windows Search tool needs to search. The bottom half of the window will show you the actual folders that will be searched. These need to be:
   a. C:\RecruitStudio\CandidatesCVs
   b. C:\RecruitStudio\CVDatabase
   c. C:\RecruitStudio\CVSummaries
   d. When you have selected these, click ok. After a short time of indexing, CVs will be ready to be searched in Recruit Studio on any PC.

Setting up CV Searching in Recruit Studio for Vista

1. Windows Desktop Search is already installed on PCs running Vista.
2. Click the 'Start' button and then go to the Control Panel.
3. Go to 'Indexing Options' and then click 'Modify' on the next window.
4. A window will open where you can select the folders that the Windows Search tool needs to search. In the top half of the window, navigate to the C:\ drive and then the 'RecruitStudio' folder but don't tick either of them.
5. The folders you do want to tick are:
   a. C:\RecruitStudio\CandidatesCVs
   b. C:\RecruitStudio\CVDatabase
   c. C:\RecruitStudio\CVSummaries
6. After a short time of indexing, Recruit Studio will be ready to search CVs.

IMPORTANT: If the data is held on a server, visit the Microsoft website for the relevant download of Windows Search as the version available on our website will not work for servers.