

## *How do I... get started with searching the database?*

This video is intended for anyone wanting an introduction to searching records within the Recruit Studio database. Using the search tool, you can find candidates, clients, companies and vacancies using a range of criteria to narrow down your results.

We realise that in finding candidates you probably want a short but specific list so you are left with a useable number, not an overwhelming list to trawl through. With that in mind, the search function allows you to add filters to the search and narrow down your results.

To start, click on 'Search & Mailings' on the Main Menu.

If you are familiar with Office 2007 you'll notice we've continued the new approach to the toolbar with a ribbon. The ribbon is an active toolbar running along the top of the page and it's where you build the search.

You'll see that it is divided up into various sections to help you navigate and build your search efficiently. Work from the left to the right of the ribbon making your selections. It also makes use of tabs to organise the options – you start off on the Search Selection tab.

Let's start with a simple search. We'll begin by searching for all candidates with a particular job title.

Firstly you need to tell Recruit Studio that you want to search Candidates. You can use the scroll bar to define other searches such as clients or vacancies. Click the candidate icon.

You'll see the yellow ring around the candidate indicating that this is the active search. Also, you'll notice that the candidate icon has been placed in the circle.

When you are searching for key skills, job titles or segments you need to tell Recruit Studio which sector you are searching so it knows which lists to present you with.

If your user name has a default sector selected already you don't need to do this, unless you are searching a sector beyond your default sector.

If your user name doesn't have a default sector set, you need to click on the cog icon to make your sector choice.

Now move to the next section and click 'Properties' which is where you'll find the job titles. The Properties list contains lots of useful search criteria.

You can now select a job title from the list.

Straight away, you can see that this has been added to the search list. So all you need to do now is click Search.

And your results appear in the area below. You'll also see that the tab has moved to the results tab which allows you to do various actions depending on what you want to do next such as creating call backs, sending a mailshot or putting the candidates forward for a vacancy.