

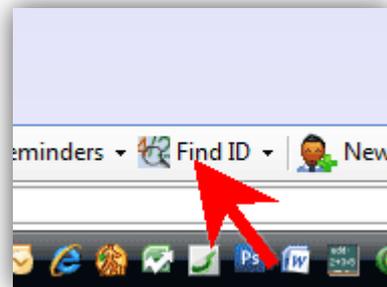
# How do I find a record using a reference number?

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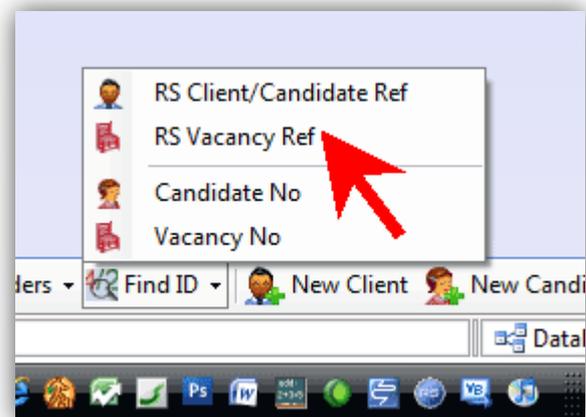
*Each record (candidate, client, company or vacancy) stored in Recruit Studio has at least one unique reference number. In some cases candidates and vacancies additionally have a reference number that Recruit Studio also sets – a sequential number e.g 1, 2, 3 and so on.*

*Users can search on any of the reference numbers. This is ideal for advertising vacancies as a candidate can call you after seeing an advert and you can quickly open up the vacancy record using the reference number they quote.*

1. Click 'Find ID' along the bottom toolbar.



2. Choose the relevant ID number.  
*The options prefixed with 'RS' indicate the reference number that Recruit Studio generates when the record is created. The other two without a prefix are the sequential numbers (to turn this on requires an update to your database).*



3. Enter the reference number and press 'Enter' on your keyboard. The record will open.

