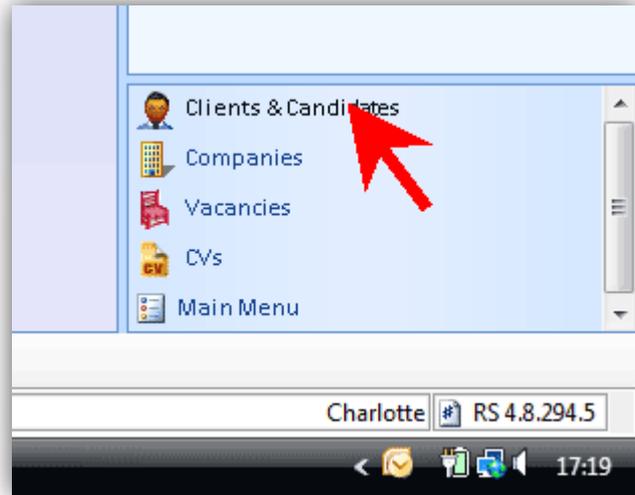


How do I look up a record?

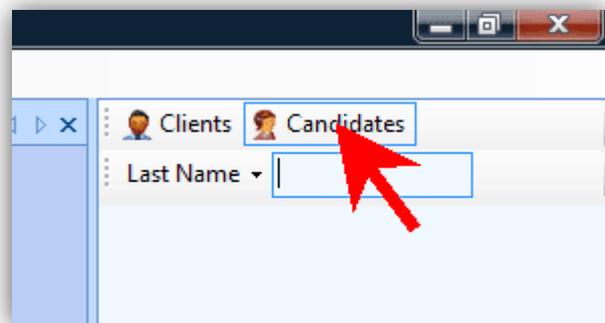
If there is a record you want to open you can do this quickly from the Main Menu at any time. This facility is useful for opening Client, Candidate, Company, and Vacancy records, as well as CVs. You can also use it to check whether a record or CV exists already in the database.

1. Permanently located in the bottom right corner of your screen are several blue buttons. Although the Main Menu may not always be visible, these buttons are always available.
2. Click the button for what you want to find.

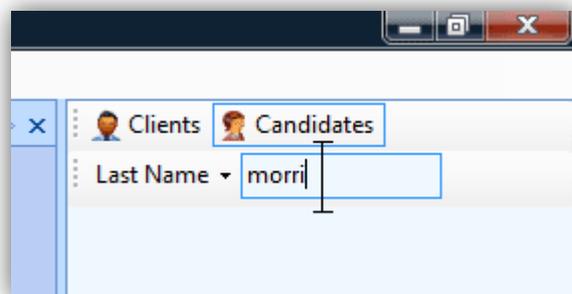


3. The Main Menu will be replaced by the look up search.

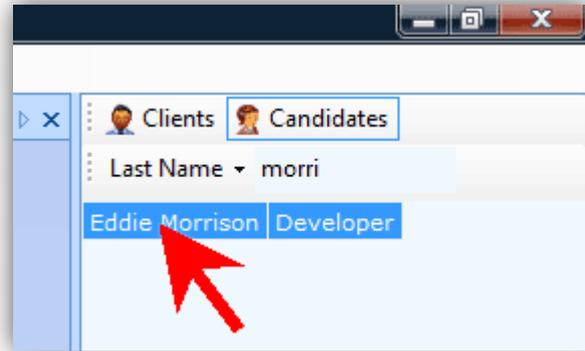
If you click 'Clients & Candidates' you need to set the search on the right setting at the top of the panel.



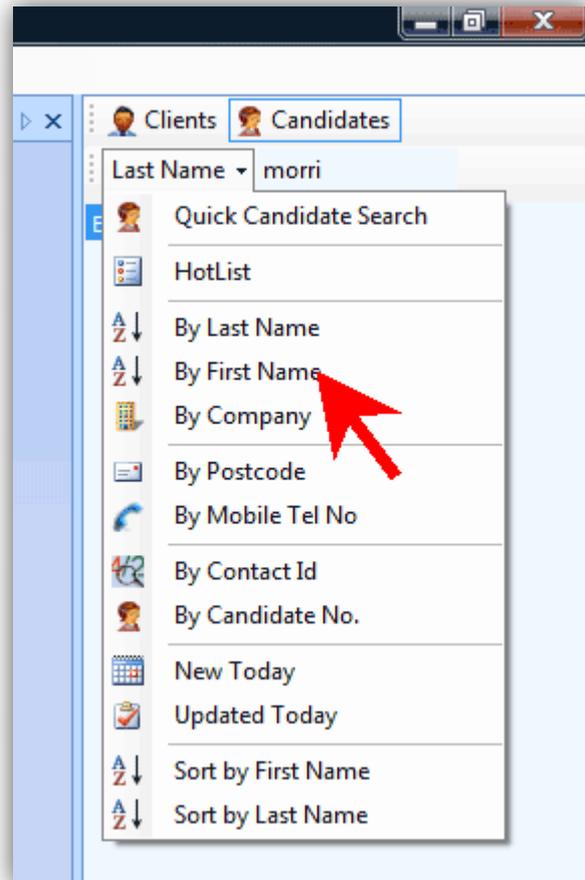
4. Type in the first few characters of the person's last name and press 'Enter'.



5. The possible names will appear in the panel. Click one to open it or right-click for more options.



6. If you don't know the person's last name, you can change the way you search by clicking the 'Last Name' button and choosing another option such as by 'First Name' or 'Company'.



If you right-click on a name in the list you can do various actions without opening the record, such as:

- *Send an email*
- *Create a call back*
- *Send an SMS message*
- *View the reference number*
- *Set the availability of a candidate (certain systems only)*