

## *How do I... look up a record by name?*

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As soon as you start adding clients and candidates, CVs, companies and vacancies to Recruit Studio you'll need to know how to find their records quickly.

This tutorial will show you how to quickly search for any record in the database.

Quick searching is done from the Main Menu panel. Use the blue buttons at the bottom of the Main Menu panel to start the quick search. Alternatively use the top section of the Main Menu.

Let's search for a candidate. Click 'Clients & Candidates' and then choose 'Candidates'.

The last name of the candidate we want to find is Watson so type in the first few characters of the name and press 'Return'.

Select the candidate you want and click on it to open the record.

This method is really fast, particularly if a client or candidate calls you up as you can open their record very quickly.

If you can't remember the person's last name, don't worry, you can set the search to look for people by their first name, the company they work for, their postcode or reference number.

To change the scope of the search, click the last name button and choose something else from the list.

You can also use this search to find companies, CVs and vacancies and the process is basically the same for each.

At any time, return to the Main Menu by clicking the blue button at the bottom.