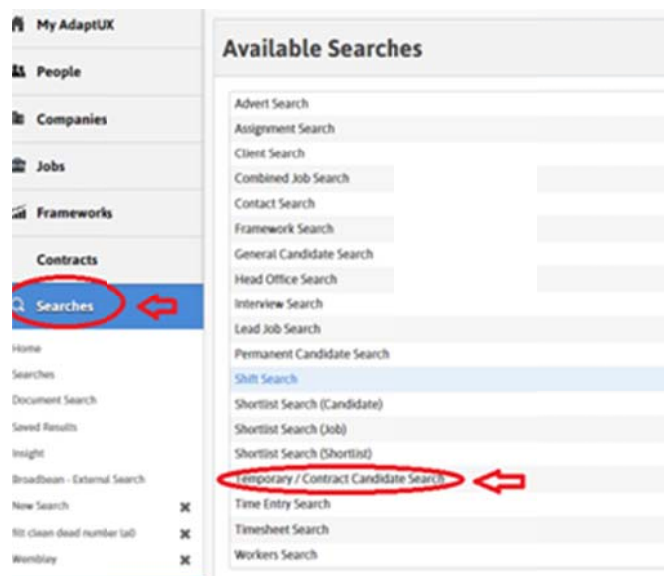




HOW TO RUN A SEARCH

To run a search correctly with the easiest and fastest way:

Click on searches=>Temporary/Contract Candidate Search



On the right top side of the page click on the small arrows to open a shortcut menu options, fill with basic relevant information such as address and Job category.

(You can extend your searches based on information needed)

Temporary / Contract Candidate Search

Edit search criteria below then click the Run Search button to the right.

Qualifications

Search Clear

AAT
 A-Level Business Studies/Admin (C+ equiv)
 Art A-Level (C+ equiv)
 Art and Design
 Art AS-Level (C+ equiv)
 Astronomy
 Bachelor of Accounting & Finance

Skill

Search Clear

Adapt Categories
 Job Category
 SIC Math
 Skills
 1st & 2nd Fix Carp
 AAAAA
 Blocklayer

☐ All
☐ General
☐ Preference
☒ Address
☐ Nationality & Country of Residence
☐ Checks
☐ Availability
☐ Office & Consultant
☒ Job Category
☐ Industry / Sector
☐ Qualifications
☐ Skill
☐ Search Word

Results: --

Important part is when filling the job category search:

Type the job category=>Search=>tick the box

Contracts

Searches

Job Category

LA02

Search Clear

Job Category

LA02 General Labourer

☒

Nationality & Country of Residence

Checks

Availability

Office & Consultant

Job Category

A window will display (scroll down) , UNTICK the parents box=>Run search

The screenshot shows the 'Temporary / Contract Candidate Search' page. The search criteria section includes fields for 'Owning Region', 'Owning Office', and 'Consultant'. Below these is a checkbox for 'Job Category' with the value 'LA' and a dropdown for 'LA02 General Labourer'. The 'Search For' section has a table with columns 'Search For', 'Match Type', 'Parents', 'Children', and 'Siblings'. The row for 'LA02 General Labourer' has 'Must have' in the 'Match Type' column and a checked box in the 'Parents' column. The 'Industry / Sector' field is empty. The 'Search' button is highlighted with a red arrow. The 'Run Search' button is also highlighted with a red arrow. The 'Clear All' button is visible. The right sidebar shows a list of filters, with 'Job Category' highlighted by a red circle and a red arrow pointing to it. The 'Results' section is empty.