

How to buy and view reports

Step 1 - Log into your account at <http://peoplemaps.com/main/organisations/>

Step 2 - Click on 'Using Reports In-house'.

Step 3 - Click on 'View and buy reports'.

Step 4 - Scroll down to view all candidates' names.

Step 5 - Click on the name you want.

Step 6 - When the new screen opens select the report you want and to buy individually or with bulk discount.

Step 7 - The text will change to 'view now', click on this to see the report

CONTROL ROOM

PeopleMaps

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Using Reports In-house ▶ View and buy reports

Resell to Individuals ▶ Bulk buy for discount

Promote Companies ▶ Where to send your candidates

Admin ▶ Add your logo

Customise candidate pages

Select reports you use regularly

Receipt & purchase history

Pay by cheque/invoice

Pay by Standing Order

Account balance +£965 No of reports in stock 57 [view](#)

Report Buyer Module > View and buy reports

Send your employees/candidates to >

<http://www.peoplemaps.com/partner/yourcompanyname.php>

Search candidates

Name : Search

[show recent](#) [show archive](#) [show all](#)

Click name to View and Buy reports

Name	Email address	Date registered	User name
Colin Ramsay	cramsey@anonymous.com	13th November 2008	Colin (Move to Archive)
Scott Russell	scott.russell@anonymous.com	12th November 2008	Scott (Move to Archive)
Catherine Hay	cath @ anonymous.com	12th November 2008	Catherine (Move to Archive)
stephen sharp	sharp@anonymous.com	19th March 2008	sooten (Move to Archive)

Marketing Professional	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You own this - view now
PA Admin and Secretaries	<input type="checkbox"/>	£25	Buy one report or buy 5+ at discount
Sales Recruitment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You own this - view now

**** Remember** – you can add bulk buy reports in advance for bigger discounts.