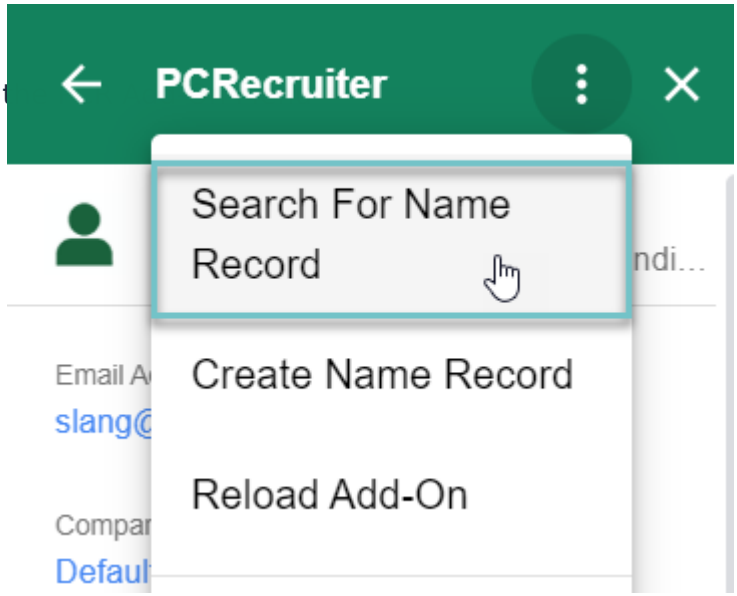
# Locating Contacts

PCR for Gmail · https://learning.pcrecruiter.net/site/docs/pcr-for-gmail/locating-contacts/

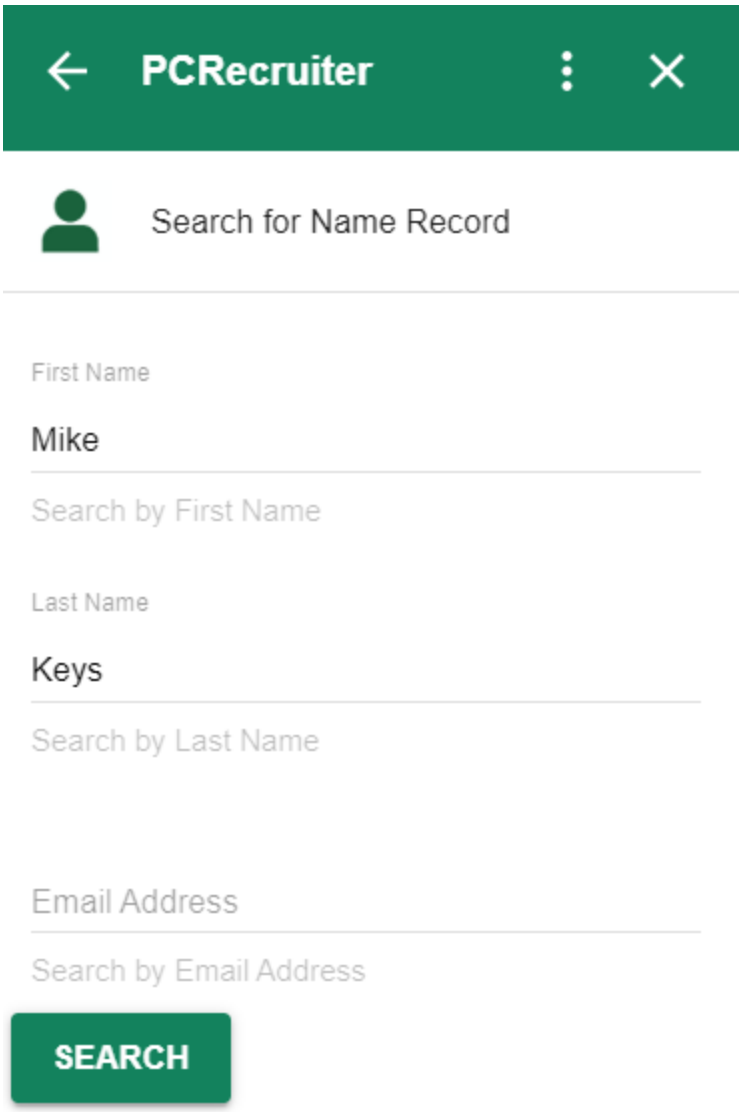
If you do not have a recent email from a record you would like to access, you can manually search for that person:

1. Select the **three dots** to access t




2. Click **Search for Name Record**

3. Enter as much **search criteria** as desired

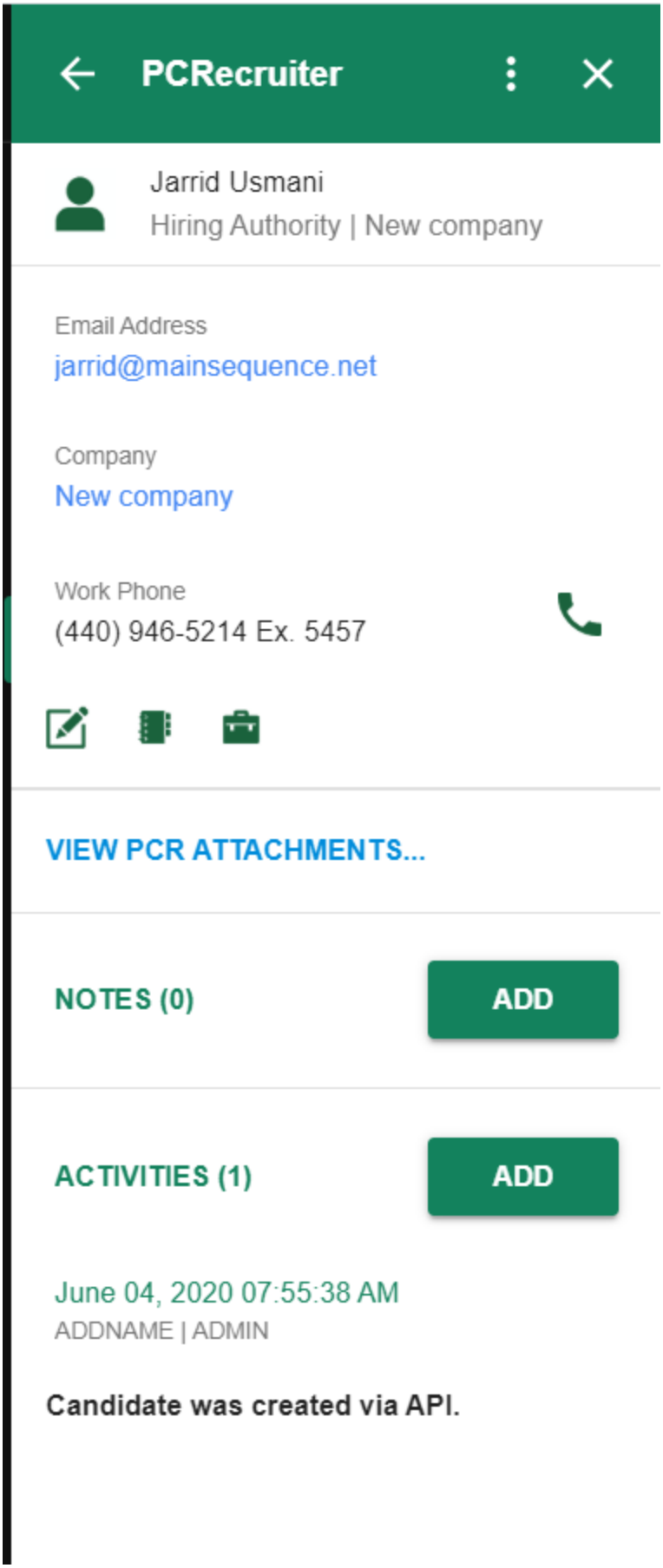



4. Click **Search**
5. **Select** the desired record from the results

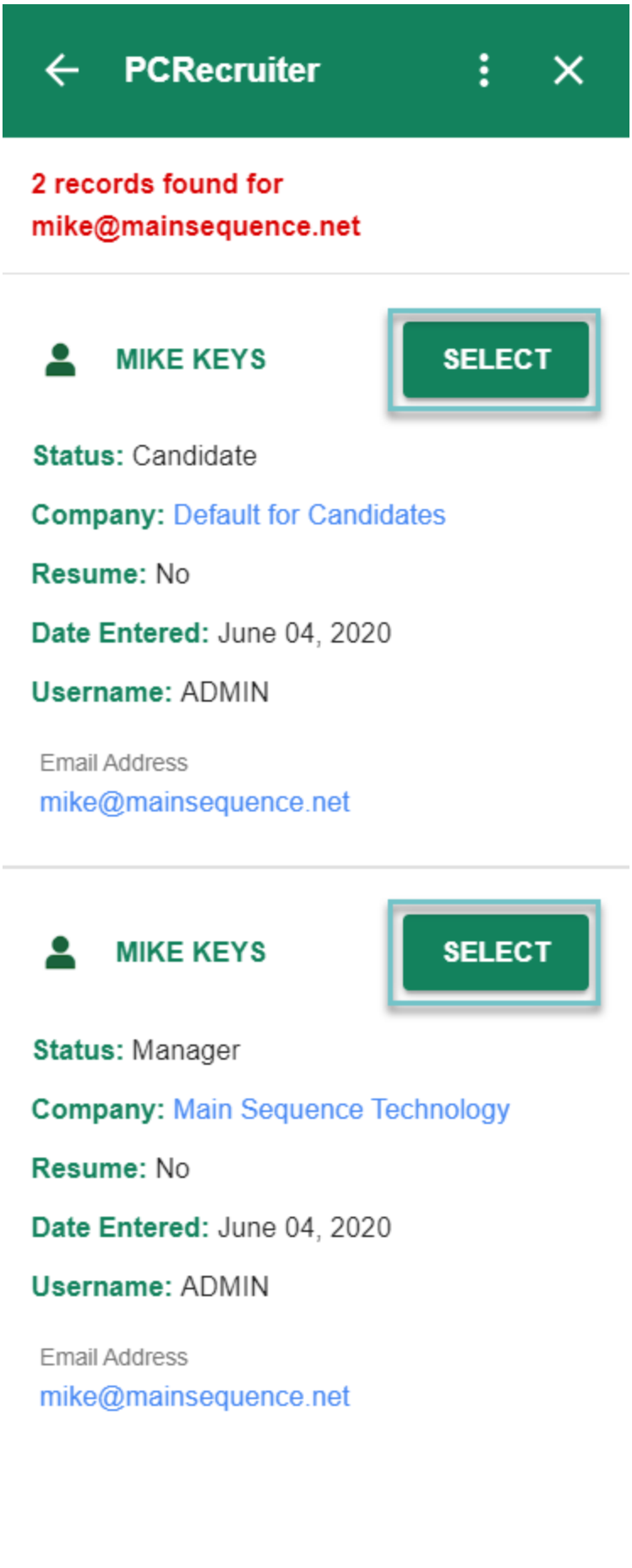
## Duplicate Identification

When utilizing the PCR Gmail Add-On the following predefined fields are used to identify duplicates:

- Email Address
- Email Work
- Email Home
- Email Other


PCRecruiter
Jarrid Usmani
Hiring Authority | New company
Email Address
jarrid@mainsequence.net
Company
New company
Work Phone
(440) 946-5214 Ex. 5457
VIEW PCR ATTACHMENTS...
NOTES (0)
ADD
ACTIVITIES (1)
ADD
June 04, 2020 07:55:38 AM
ADDNAME | ADMIN
Candidate was created via API.

If a duplicate is detected the PCR Pane will immediately open to that record as seen below


PCRecruiter
2 records found for
mike@mainsequence.net
MIKE KEYS
SELECT
Status: Candidate
Company: Default for Candidates
Resume: No
Date Entered: June 04, 2020
Username: ADMIN
Email Address
mike@mainsequence.net
MIKE KEYS
SELECT
Status: Manager
Company: Main Sequence Technology
Resume: No
Date Entered: June 04, 2020
Username: ADMIN
Email Address
mike@mainsequence.net

However, if multiple records are found that match the duplicate criteria you will need to select which record you would like to interact with. You will need to access the full PCR interface from your browser to merge the records if desired.