



How to

- Find a Person/candidate
- Add a candidate
- Enter Persons's work Requirements
- Add an existing CV to their record
- Create a new CV
- Complete a Questionnaire
- Notes
- References
- Entering availability, holiday and unavailability against a candidate
- Searching for Vacancies
- Diary
- Creating Contact events
- Entering a registration/interview contact event
- History
- Entering new candidate's payroll details
- Checking accrued holiday pay
- Entering a P45 date
- Progress
- Placements
- Timesheets
- Temp desks
- Photo
- Documents
- Withholds
- RPost - Sending Documents for E-Signing
- Bulk Importing CVs

Back to [Online User Guides](#)

From:

<https://phpddemo.iqxusers.co.uk/iqxhelp/> - IQX

Permanent link:

<https://phpddemo.iqxusers.co.uk/iqxhelp/doku.php?id=ug1-00&rev=1654266969>

Last update: **2022/06/03 14:36**

