



Links to Social Networking

Set up:

Maintenance> Agency Setup> Phone Types

Add relevant Social Media that your agency will use (Facebook, Twitter, LinkedIn, Skype) for each record type you want it to be available (Company, Contact, Person). Make sure it is given the correct capability ie. 'M' and Social Media Type in the last column.

Maintenance - Agency Setup										
Save And Close Abandon Update										
Branches Divisions Departments Document Templates Document Types Phone Types Boiler Plate Text E-mail Signatures Contact Event Types Contact Event Outcomes Sources Company States Person States Vacancy States Progress States Vacancy Job Titles Rejection Reasons Miscellaneous Settings Questionnaire Frequently Used Towns Frequently Used Countries Vacancy Roles Social Care Types Branch Images Config Log	Add		Delete		Help					
	Type	Company	Contact	Person	Order	Capabilities <E>mail, <F>ax, <D>ial, <S>MS, <U>RL, Social <M>edia	Audit	Group	Display Name	Social Media Type
	Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 D		<input checked="" type="checkbox"/>	0	Phone	
	Fax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 F		<input checked="" type="checkbox"/>	0	Fax	
	E-mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30 E		<input checked="" type="checkbox"/>	0	E-mail	
	Web Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40 U		<input checked="" type="checkbox"/>	0	Web Site	
	LinkedIn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50 M		<input type="checkbox"/>	0	LinkedIn	LinkedIn
	Direct Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	110 D		<input checked="" type="checkbox"/>	0	Direct Phone	
	Direct Fax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	120 F		<input checked="" type="checkbox"/>	0	Direct Fax	
	Mobile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	130 DS		<input checked="" type="checkbox"/>	0	Mobile	
	E-mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	140 E		<input checked="" type="checkbox"/>	0	E-mail	
	Facebook	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	150 M		<input type="checkbox"/>	0	Facebook	Facebook
	LinkedIn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	500 M		<input type="checkbox"/>	0	LinkedIn	LinkedIn
	Job Site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	50 U		<input type="checkbox"/>	0	Job Site	
	Home Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	210 DF		<input checked="" type="checkbox"/>	0	Home Phone	
	Day Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	220 D		<input checked="" type="checkbox"/>	0	Day Phone	
	Mobile	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	230 DS		<input checked="" type="checkbox"/>	0	Mobile	
	E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	240 E		<input checked="" type="checkbox"/>	0	E-mail	
	Skype	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	250 M		<input type="checkbox"/>	0	Skype	Skype
	LinkedIn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	260 M		<input type="checkbox"/>	0	LinkedIn	LinkedIn
	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	270 M		<input type="checkbox"/>	0	Facebook	Facebook
	Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	280 M		<input type="checkbox"/>	0	Twitter	Twitter
	Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	290 F		<input checked="" type="checkbox"/>	0	Fax	
	Online Biography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	300 U		<input type="checkbox"/>	0	Website Biography	
	Web Site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	310 U		<input checked="" type="checkbox"/>	0	Web Site	

There is a new tab on a person record (Get In Touch or different terminology if customised by your agency). On company and company contacts, the social media addresses are contained underneath the other contact types.



Barbara Kirkup

Help Registration Report

Temp Division The Agency

Contact Events Known As Barbara

Get in Touch Name Barbara Kirkup

Diary State Current

Shifts Available From

Shift Progress Personal Female 39

Availability Home Phone 01835 340 034

Requirements Day Phone

CV Mobile 07777 777 777

Questionnaire E-mail barbara@iqx.co.uk

Notes Home Phone 01835 340 034

2nd Notes Mobile 07777 777 777

Reference *

History Day Phone

Progress E-mail

Placements Facebook

AWR Fax

Timesheets Home Phone

Payroll Job Site

Payroll Address LinkedIn

Perm Mobile

Accounts Twitter

Compliance Web Site

Website Biography

Headline

Alert

Reg. Departments Health (Perm)

Dept. Questionnaire Health

a question not JT! HCA

Skill Area

Computer Skills

Blank timesheet met...

Person Q'aire

Do not mailmerge ...

Sub question

Type	Number
E-mail	barbara@iqx.co.uk
Home Phone	01835 340 034
Mobile	07777 777 777

If there is an address entered of that phone type, there will then be a corresponding button at the top of the form. Clicking on this button will take you directly to their social media page.



Barbara Kirkup

Help Registration Report f in t Reports Register Delete Search

Temp Division The Agency

Contact Events Known As Barbara

Get in Touch Name Barbara Kirkup

Diary State Current

Shifts Available From

Shift Progress Personal Female 39

Availability Home Phone 01835 340 034

Requirements Day Phone

CV Mobile 07777 777 777

Questionnaire E-mail barbara@iqx.co.uk

Notes LinkedIn

2nd Notes Twitter

Reference Facebook

History Home Phone

Progress Mobile

Placements

AWR

Timesheets

Payroll

Payroll Address

Perm

Accounts

Compliance

Headline

Alert

Reg. Departments Health (Perm)

Dept. Questionnaire Health

a question not JT! HCA

Skill Area

Computer Skills

Blank timesheet met...

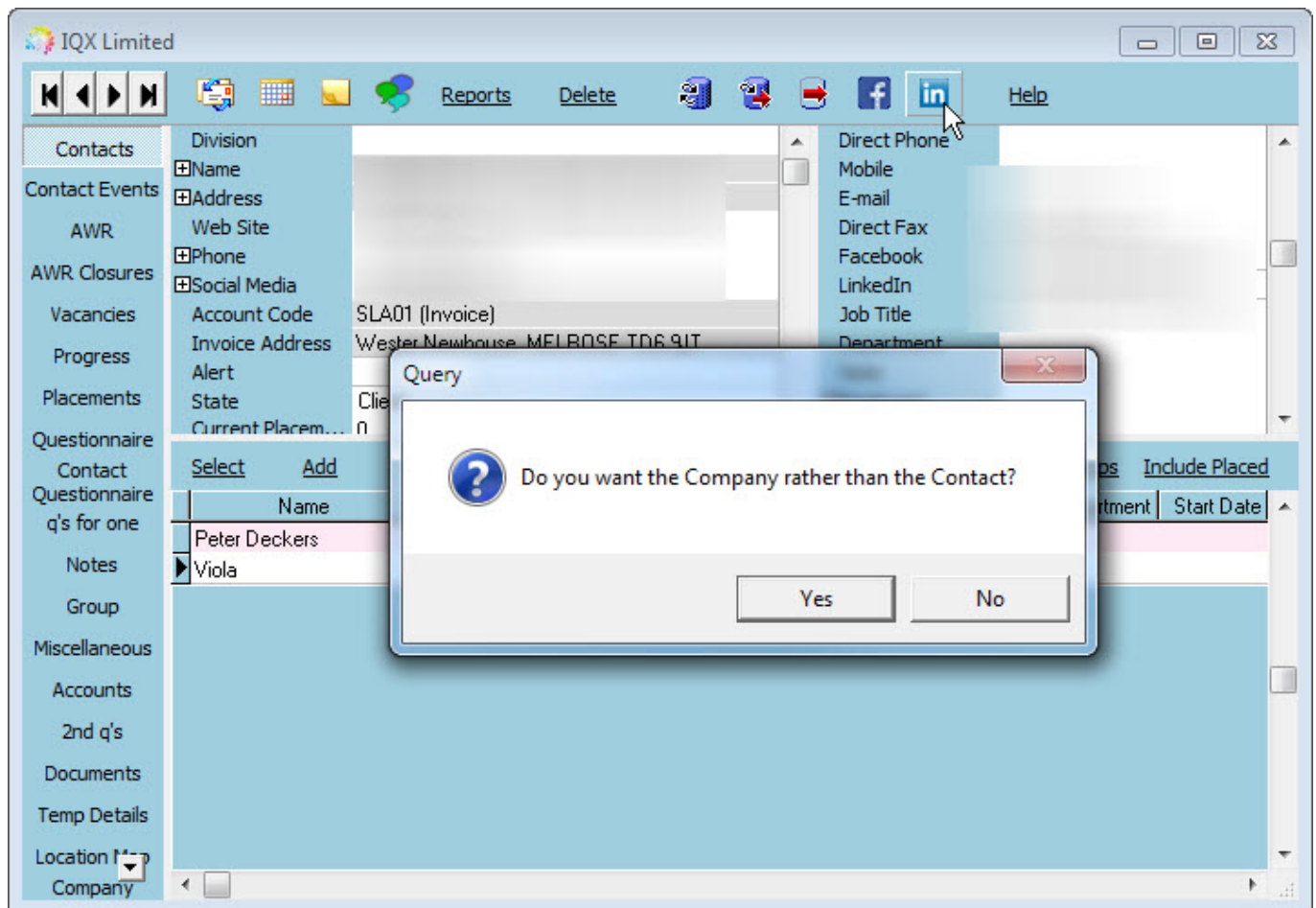
Person Q'aire

Do not mailmerge ...

Sub question

Type	Number
E-mail	barbara@iqx.co.uk
LinkedIn	https://uk.linkedin.com/company/barbara-kirkup/1617404...
Twitter	
Facebook	
Home Phone	
Mobile	

On a company record, if there are Social Media addresses of the same type for both the company and the contact, you will be prompted to select which one on pressing the button:



Go back to [Hints, Tips & Shortcuts](#)

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