

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.

Branches	Add	Delete	Hel	2					
Divisions Departments	Туре	Company	Contact	Person	Order <d>ial. <s:< th=""><th>E>mail, <f>ax MS, <u>RL Audit ≪M>edia</u></f></th><th>Group Display Name</th><th>Social Media Type</th><th></th></s:<></d>	E>mail, <f>ax MS, <u>RL Audit ≪M>edia</u></f>	Group Display Name	Social Media Type	
Document Templates	▶ Telephone	V		Г	10 D		0 Phone		
	Fax	~			20 F	V	0 Fax		
Document Types	E-mail	~	Г		30 E	V	0 E-mail		
Phone Types	Web Site				40 U	V	0 Web Site		
Boiler Plate Text	LinkedIn	V			50 M		0 LinkedIn	LinkedIn	
E-mail Signatures	Direct Telephone		~		110 D	V	0 Direct Phone		
a second second second	Direct Fax		~	Г	120 F		0 Direct Fax		
Contact Event Types	Mobile				130 DS		0 Mobile		
Contact Event Outcomes	E-mail		~		140 E		0 E-mail		
Sources	Facebook		\checkmark		150 M		0 Facebook	Facebook	
Sources	LinkedIn		V		500 M		0 Linkedin	LinkedIn	
Company States	Job Site			•	50 U		0 Job Site		
Person States	Home Telephone			V	210 DF	V	0 Home Phone		
	Day Telephone			v	220 D	v	0 Day Phone		
Vacancy States	Mobile			v	230 D S		0 Mobile		
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and the second secon	LinkedIn			v	260 M		0 LinkedIn	LinkedIn	
Rejection Reasons	Facebook			v	270 M		0 Facebook	Facebook	
Miscellaneous Settings	Twitter			~	280 M		0 Twitter	Twitter	
Questionnaire	Fax			V	290 F	V	0 Fax		
and the second second second	Online Biography			~	300 U		0 Website Biography		
Frequently Used Towns	Web Site			~	310 U	V	0 Web Site		
requently Used Countries									
Vacancy Roles									
A CONTRACTOR OF A CONTRACTOR A									
Social Care Types									
Branch Images									

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.



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Links to Social Networking

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Requirements CV	Add Delete Un-Subscribe from Marketing	-
Questionnaire Notes 2nd Notes Reference History Progress Placements AWR Timesheets Payroll Payroll Adcess	Image Number E-mail barbara@iqx.co.uk Home Phone 01835 340 034 Mobile 07777 777 777 * • Day Phone • E-mail • Facebook • Fax • Home Phone Job Site LinkedIn • Mobile •	*
Perm Accounts Compliance	Website Biography	

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.



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	Help Registration Report	
Get in Touch Diary Shifts Shift Progress Availability Requirements	Division The Agency Image: Complex state Headline Barbara LinkedIn Alert Alert State Current Reg. Departments Health (Perm) Available From Dept. Questionnaire Health BY Personal Female 39 Dept. Questionnaire Health Bay Phone 01835 340 0344 ElSkill Area ElSkill Area Borgan Phone 07777 777 777 Elskill Area ElComputer Skills Blank timesheet met Blank timesheet met Do not mailmerge Payroll Email wwww facebook com bittr //uk lin Elskub question	•
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Notes 2nd Notes Reference History Progress	E-mail barbara@igx.co.uk LinkedIn http://www.chite.com/chite/com/	
Placements AWR Timesheets Payroll Payroll Adc' ss		
Perm Accounts Compliance		÷

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:

iqx - https://iqxusers.co.uk/iqxhelp/



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IQX Limited		
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Contacts Division	<u>^</u>	Direct Phone [®]
Contact Events Address		E-mail
AWR Web Site		Direct Fax
AWR Closures ⊞Social Media		Facebook LinkedIn
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Company 4		1. •

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