



## 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
- 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://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

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

Last update: **2023/11/30 12:01**

