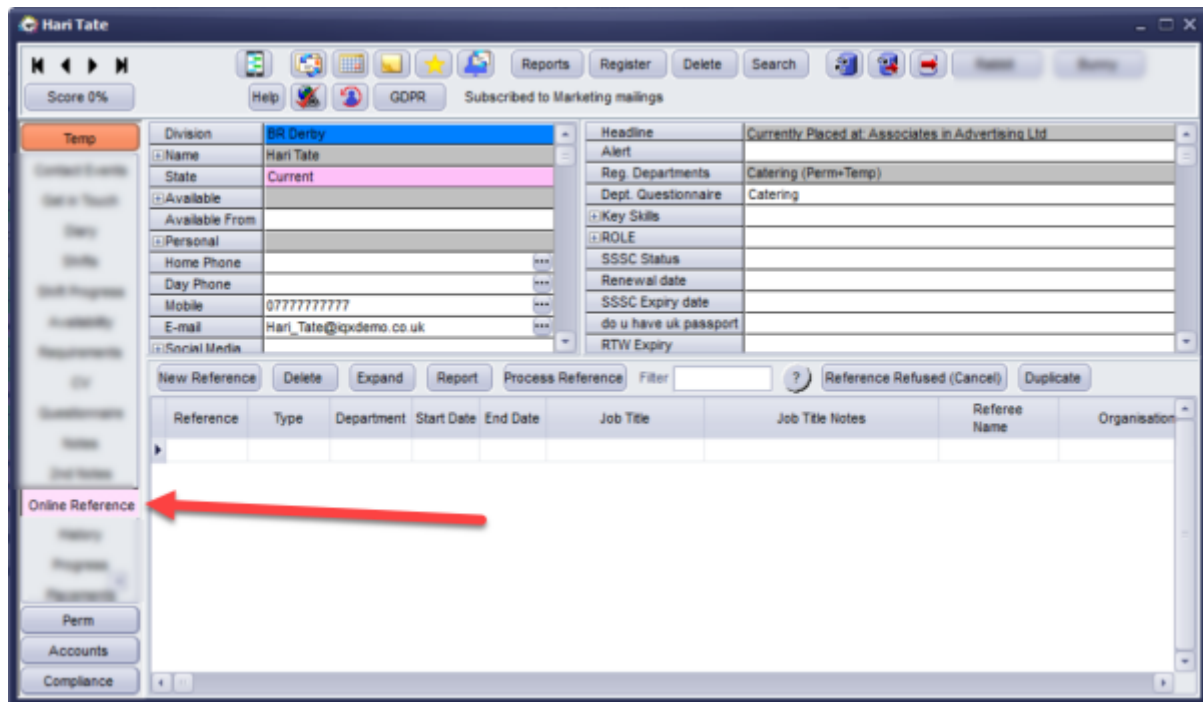


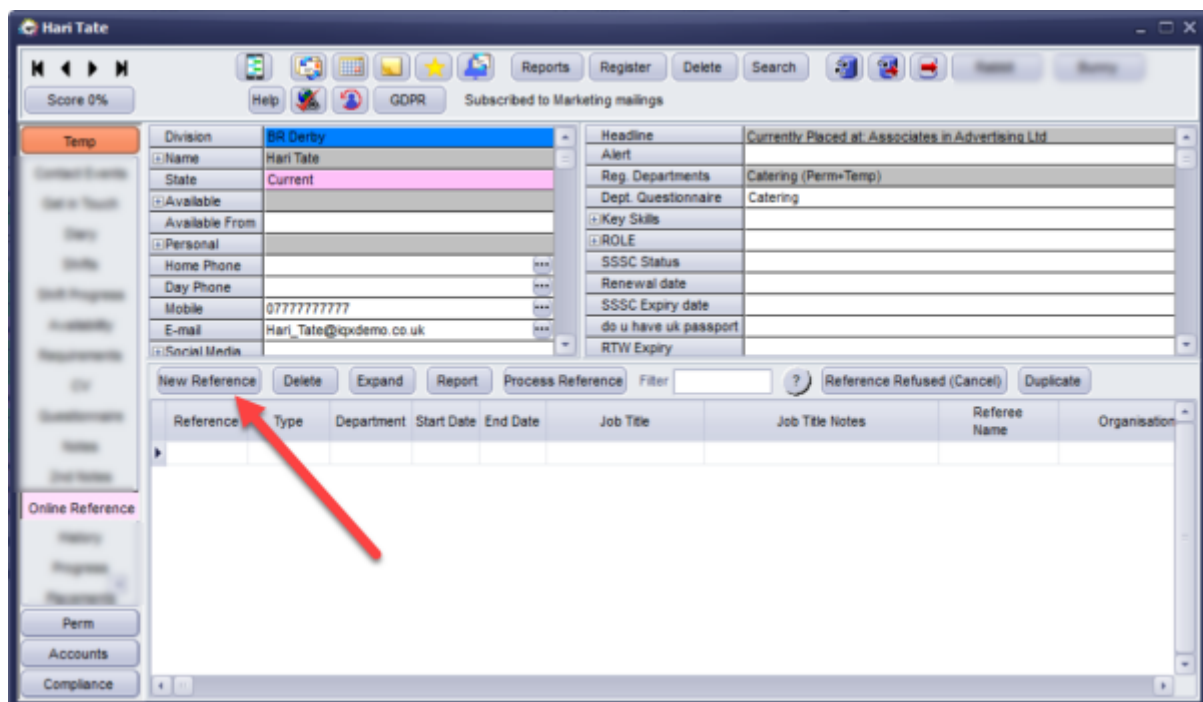
References

On the Candidate Record you will see a tab for 'Online References'



The screenshot shows the 'Hari Tate' candidate record. The left sidebar has a tab labeled 'Online Reference' which is highlighted with a red arrow. The main content area displays a table for references with the following columns: Reference, Type, Department, Start Date, End Date, Job Title, Job Title Notes, Referee Name, and Organisation. Above the table, there are buttons for 'New Reference', 'Delete', 'Expand', 'Report', 'Process Reference', and a search filter. The 'New Reference' button is highlighted with a red arrow.

To add a new reference to a Candidate, use the **New Reference** button.



This screenshot is similar to the previous one, showing the 'Hari Tate' candidate record. The 'Online Reference' tab is highlighted in the sidebar. The 'New Reference' button is highlighted with a red arrow, indicating the next step in the process.

This will bring up the Reference Form.

The information you are required to fill in will depend on what 'Type' you select



Fill in the required fields and Save.

Online Reference Request

Department * Catering

Type * Professional

Referee Details

Referee Name * Ben Jamieson

Salutation

Keyname

Organisation * IQX Limited

Referee Position * Managing Director

E-mail * ben.jamieson@iqxdemo.com

Fax

Work Phone 01835340034

Mobile Phone

Address

Town

County

Country

Postcode

Requesting Reference for Previous Position

Job Title * Support Consultant

Start Date * 01/09/2019

End Date * 07/11/2023

Notes

Save/Continue Save/Close Close

The referee will now appear on the Online Reference screen for that Candidate as **green**. When the Reference is ready to be sent Expand the Reference and Click 'Approve to Send'. An automated job will then pick up this Reference and send it to the Referee and the Reference will be highlighted in **pink**. The Referee will receive an Email with a Link to return the reference where it will then be highlighted black in IQX.



The screenshot shows the iqx software interface for a candidate named 'Hart Tate'. The interface includes a sidebar with navigation options like 'Temp', 'Contact Events', 'Get in Touch', 'Diary', 'Shifts', 'Shift Progress', 'Availability', 'Requirements', 'CV', 'Questionnaire', 'Notes', '2nd Notes', 'Online Reference', 'History', 'Progress', 'Placements', 'Perm', 'Accounts', and 'Compliance'. The main area displays the candidate's details, including 'Division: BIR Derby', 'Name: Hart Tate', 'State: Current', and 'Available From:'. A 'References' section at the bottom shows a table with columns: Reference, Type, Department, Start Date, End Date, Job Title, Job Title Notes, Referee Name, Organisation, Consultant, and Request Created. Two references are listed: 'Personal Catering' by 'Jamie Stevenson' at 'ABC Limited' and 'Professional Catering' by 'Ben Jamieson' at 'IQX Limited'.

Reference	Type	Department	Start Date	End Date	Job Title	Job Title Notes	Referee Name	Organisation	Consultant	Request Created
	Personal	Catering					Jamie Stevenson	ABC Limited	CATHERINE	28/11/23 12:41
	Professional	Catering	01/09/19	07/11/23	Support Consultant		Ben Jamieson	IQX Limited	CATHERINE	28/11/23 12:38

Further references can be added by repeating the steps. Once a reference request has been sent the record cannot be deleted.

Set up - for Systems Administrators

How to Configure Online Web Reference

Back to [Candidates](#). How to...

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Last update: **2023/11/28 13:23**

