



## Adding Speculative CV(s) to a Contact Event

You can add Candidate CVs to any Contact Event to a Contact by selecting the Attached CVs tab and Adding Candidates by name.

iqx Contact Event A & M Stephens, A Stephens

Text  
**Attached CVs**  
Email Log

Company A & M Stephens, A Stephens  
Made By VHS  
Date 28/09/2018  
Time 18:14  
Type Interview Review  
Summary  
Outcome  
Callback  
Callback Time  
Priority 5  
Created By VHS

Mr Stephens  
E-mail viola@iqx.co.uk  
Online Biogra... www.iqx.co.uk  
A\_M Stephens  
Phone 01835 824970

Name  
Ibrima Bah

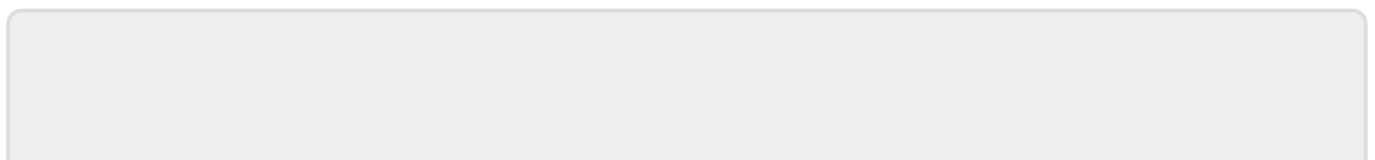
Add  
Remove

Return to the Text tab to write the Contact Event and then use Send Email button  
On the Send E-mail form the Attachment - CVs will be ticked

Because there can be many Candidates attached this way the Linked column is NOT used on the Company Form, Contact Events view. Instead there is a count of the attached CVs in the Count column. Expand the Contact Event and look on the Attached CVs view for details

Expand		Process	Exclude to Applicants	For All Contacts				
Contact Type	All	Own Type	No	Consultant	All	Limit To	All	?
Contact	Consultant	Contact Type	Date	Time	Contact Summary	Link		Count
A Stephens	VHS	Speculative CV Sent	28/09/2018	18:16	CV for V Scott sent as agreed			1
A Stephens	VHS	Interview Review	28/09/2018	18:14				1
A Stephens	VHS	New CVs Sent	09/07/2012	19:19	CV(s) Sent			3
A Stephens	VHS	Speculative CV Sent b...	09/07/2012	17:10	Mail Merge Email	Re: Jane Bright		0
A Stephens	VHS	Speculative CV Sent b...	31/05/2012	11:12	Mail Merge Email	Re: Bridget Jones		0

The count of Attached CV names shows even if the tick box is UNTicked when sending the Email.





From:

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