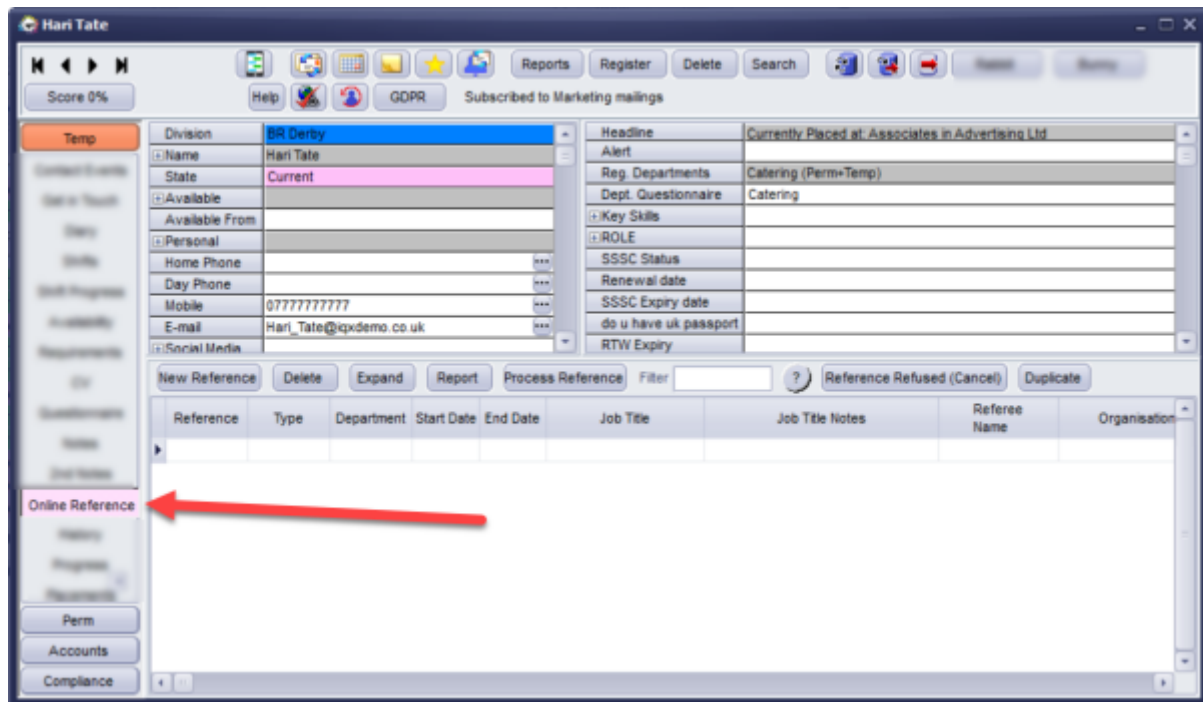


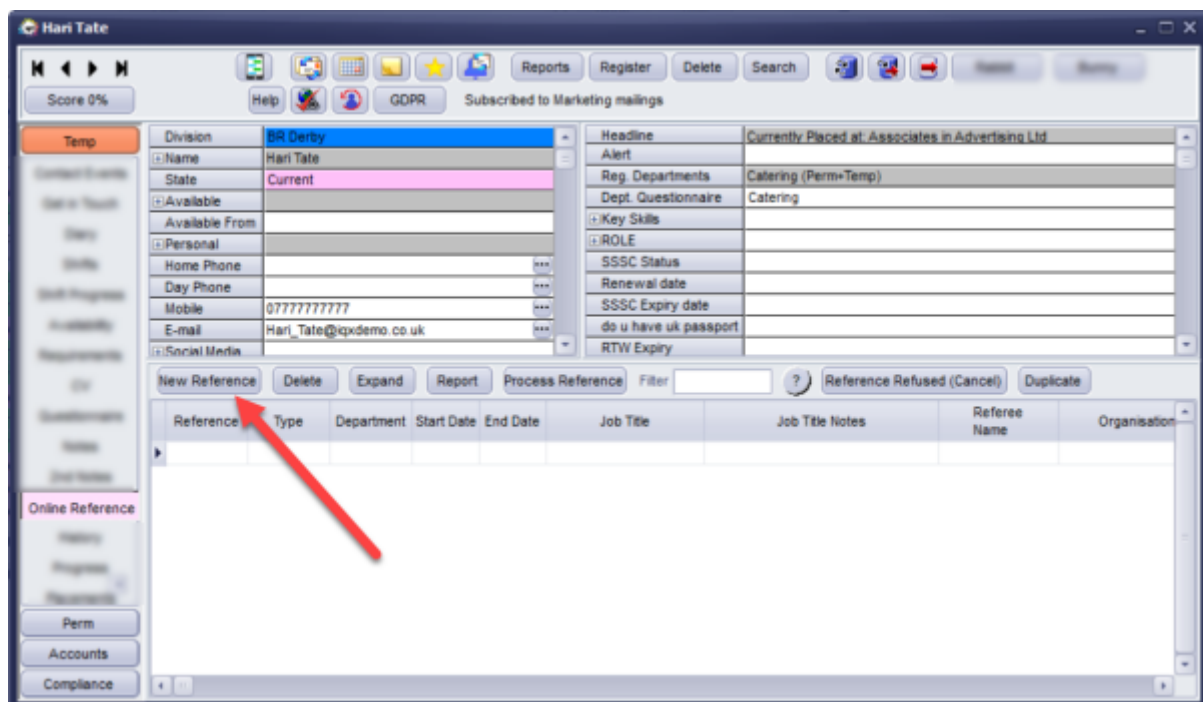
References

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. Above the table are buttons: 'New Reference', 'Delete', 'Expand', 'Report', 'Process Reference', 'Filter', and 'Reference Refused (Cancel)'. The table has the following columns: Reference, Type, Department, Start Date, End Date, Job Title, Job Title Notes, Referee Name, and Organisation. The table is currently empty.

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



This screenshot is similar to the previous one, but the 'New Reference' button is highlighted with a red arrow. The 'Online Reference' tab remains highlighted in the sidebar.

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.



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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