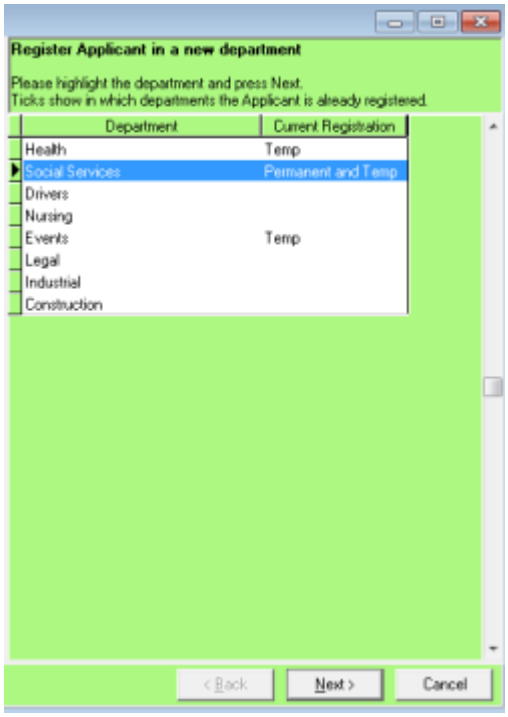
How to change departments that a candidate is registered with

To register a candidate with a new department, or to remove them from a department within your database:

From the **person selector** form, locate the candidate you wish to alter, and **expand** to the details screen.

Click the **register** button located at the top/centre of the candidate details screen.

A wizard is then launched, showing all departments within your IQX database. Where the candidate is already registered in that department, **perm** or **temp** will appear next to the department name, to indicate they are registered to that department already.



- To remove them from that department, click in the row of that department, click **next** and remove them from the **temp** or **perm** grouping as required by unticking the relevant box, and continue to step through the wizard. You may also want to remove them from that temp desk by unclicking on the temp desk pool. Once completed, they will no longer be in that department.
- To add them to a department, click **Register** and select the department to place them into. Step through the wizard assigning them to be either **temp** or **perm** (or both), completing the department questionnaire as required.
- Once finished, the candidate will then be associated with that department.

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Last update: **2017/12/01 16:35**