

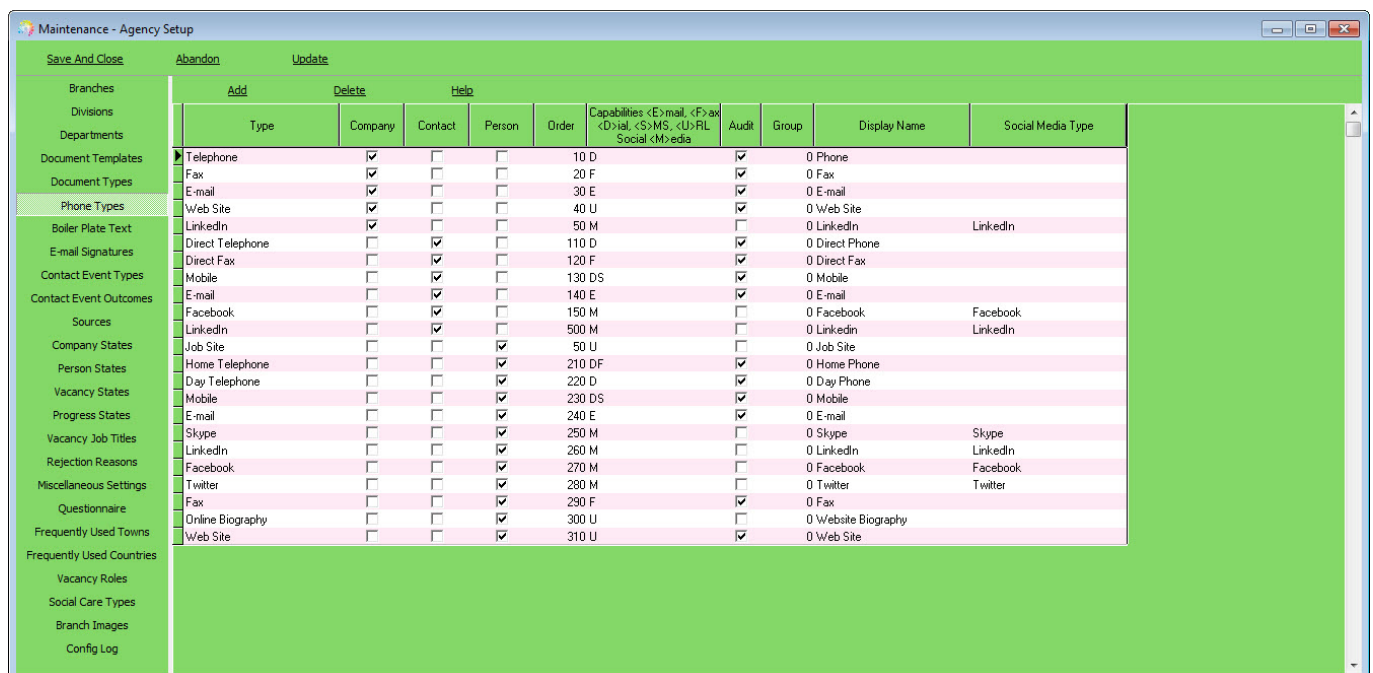


# Links to Social Networking

## Set up:

Maintenance> Agency Setup> Phone Types

Add relevant Social Media that your agency will use (Facebook, Twitter, LinkedIn, Skype) for each record type you want it to be available (Company, Contact, Person). Make sure it is given the correct capability ie. 'M' and Social Media Type in the last column.



| Maintenance - Agency Setup          |                  |                                     |                                     |                                     |        |                                                                   |                                     |                     |              |                   |
|-------------------------------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------|-------------------------------------------------------------------|-------------------------------------|---------------------|--------------|-------------------|
| Save And Close    Abandon    Update |                  |                                     |                                     |                                     |        |                                                                   |                                     |                     |              |                   |
| Add    Delete    Help               |                  |                                     |                                     |                                     |        |                                                                   |                                     |                     |              |                   |
|                                     | Type             | Company                             | Contact                             | Person                              | Order  | Capabilities <E>mail, <F>ax, <D>ial, <S>MS, <U>RL, Social <M>edia | Audit                               | Group               | Display Name | Social Media Type |
| Branches                            | Telephone        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 10 D   |                                                                   | <input checked="" type="checkbox"/> | 0 Phone             |              |                   |
| Divisions                           | Fax              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 20 F   |                                                                   | <input checked="" type="checkbox"/> | 0 Fax               |              |                   |
| Departments                         | E-mail           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 30 E   |                                                                   | <input checked="" type="checkbox"/> | 0 E-mail            |              |                   |
| Document Templates                  | Web Site         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 40 U   |                                                                   | <input checked="" type="checkbox"/> | 0 Web Site          |              |                   |
| Document Types                      | LinkedIn         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | 50 M   |                                                                   | <input type="checkbox"/>            | 0 LinkedIn          | LinkedIn     | LinkedIn          |
| Phone Types                         | Direct Telephone | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 110 D  |                                                                   | <input checked="" type="checkbox"/> | 0 Direct Phone      |              |                   |
| Boiler Plate Text                   | Direct Fax       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 120 F  |                                                                   | <input checked="" type="checkbox"/> | 0 Direct Fax        |              |                   |
| E-mail Signatures                   | Mobile           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 130 DS |                                                                   | <input checked="" type="checkbox"/> | 0 Mobile            |              |                   |
| Contact Event Types                 | E-mail           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 140 E  |                                                                   | <input checked="" type="checkbox"/> | 0 E-mail            |              |                   |
| Contact Event Outcomes              | Facebook         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 150 M  |                                                                   | <input type="checkbox"/>            | 0 Facebook          | Facebook     | Facebook          |
| Sources                             | LinkedIn         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 500 M  |                                                                   | <input type="checkbox"/>            | 0 LinkedIn          | LinkedIn     | LinkedIn          |
| Company States                      | Job Site         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 50 U   |                                                                   | <input type="checkbox"/>            | 0 Job Site          |              |                   |
| Person States                       | Home Telephone   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 210 DF |                                                                   | <input checked="" type="checkbox"/> | 0 Home Phone        |              |                   |
| Vacancy States                      | Day Telephone    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 220 D  |                                                                   | <input checked="" type="checkbox"/> | 0 Day Phone         |              |                   |
| Progress States                     | Mobile           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 230 DS |                                                                   | <input checked="" type="checkbox"/> | 0 Mobile            |              |                   |
| Vacancy Job Titles                  | E-mail           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 240 E  |                                                                   | <input checked="" type="checkbox"/> | 0 E-mail            |              |                   |
| Rejection Reasons                   | Skype            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 250 M  |                                                                   | <input type="checkbox"/>            | 0 Skype             | Skype        | Skype             |
| Miscellaneous Settings              | LinkedIn         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 260 M  |                                                                   | <input type="checkbox"/>            | 0 LinkedIn          | LinkedIn     | LinkedIn          |
| Questionnaire                       | Facebook         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 270 M  |                                                                   | <input type="checkbox"/>            | 0 Facebook          | Facebook     | Facebook          |
| Frequently Used Towns               | Twitter          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 280 M  |                                                                   | <input type="checkbox"/>            | 0 Twitter           | Twitter      | Twitter           |
| Frequently Used Countries           | Fax              | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 290 F  |                                                                   | <input checked="" type="checkbox"/> | 0 Fax               |              |                   |
| Vacancy Roles                       | Online Biography | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 300 U  |                                                                   | <input type="checkbox"/>            | 0 Website Biography |              |                   |
| Social Care Types                   | Web Site         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 310 U  |                                                                   | <input checked="" type="checkbox"/> | 0 Web Site          |              |                   |
| Branch Images                       |                  |                                     |                                     |                                     |        |                                                                   |                                     |                     |              |                   |
| Config Log                          |                  |                                     |                                     |                                     |        |                                                                   |                                     |                     |              |                   |

There is a new tab on a person record (Get In Touch or different if customised by your agency). On company and company contacts, the social media addresses are contained underneath the other contact types.



Barbara Kirkup

Help Registration Report

Temp Division The Agency

Contact Events Known As Barbara

Get in Touch Name Barbara Kirkup

Diary State Current

Shifts Available From

Shift Progress Personal Female 39

Availability Home Phone 01835 340 034

Requirements Day Phone 07777 777 777

CV Mobile 07777 777 777

Questionnaire E-mail barbara@iqx.co.uk

Notes Home Phone 01835 340 034

2nd Notes Mobile 07777 777 777

Reference \*

History Day Phone

Progress E-mail

Placements Facebook

AWR Fax

Timesheets Home Phone

Payroll Job Site

Payroll Address LinkedIn

Perm Mobile

Accounts Skype

Compliance Twitter

Headline

Alert

Reg. Departments Health (Perm)

Dept. Questionnaire Health

a question not JT! HCA

Skill Area

Computer Skills

Blank timesheet met...

\*\*\*Person Q'aire\*\*\*

Do not mailmerge ...

Sub question

| Type       | Number            |
|------------|-------------------|
| E-mail     | barbara@iqx.co.uk |
| Home Phone | 01835 340 034     |
| Mobile     | 07777 777 777     |

Day Phone

E-mail

Facebook

Fax

Home Phone

Job Site

LinkedIn

Mobile

Skype

Twitter

Web Site

Website Biography

If there is an address entered of that phone type, there will then be a corresponding button at the top of the form. Clicking on this button will take you directly to their social media page.



Barbara Kirkup

Help Registration Report f in t Reports Register Delete Search

Temp Division The Agency

Contact Events Known As Barbara

Get in Touch Name Barbara Kirkup

Diary State Current

Shifts Available From

Shift Progress Personal Female 39

Availability Home Phone 01835 340 034

Requirements Day Phone

CV Mobile 07777 777 777

Questionnaire E-mail barbara@iqx.co.uk

Notes LinkedIn

2nd Notes Twitter

Reference Facebook

History Home Phone

Progress Mobile

Placements

AWR

Timesheets

Payroll

Payroll Address

Perm

Accounts

Compliance

Headline

Alert

Reg. Departments Health (Perm)

Dept. Questionnaire Health

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Skill Area

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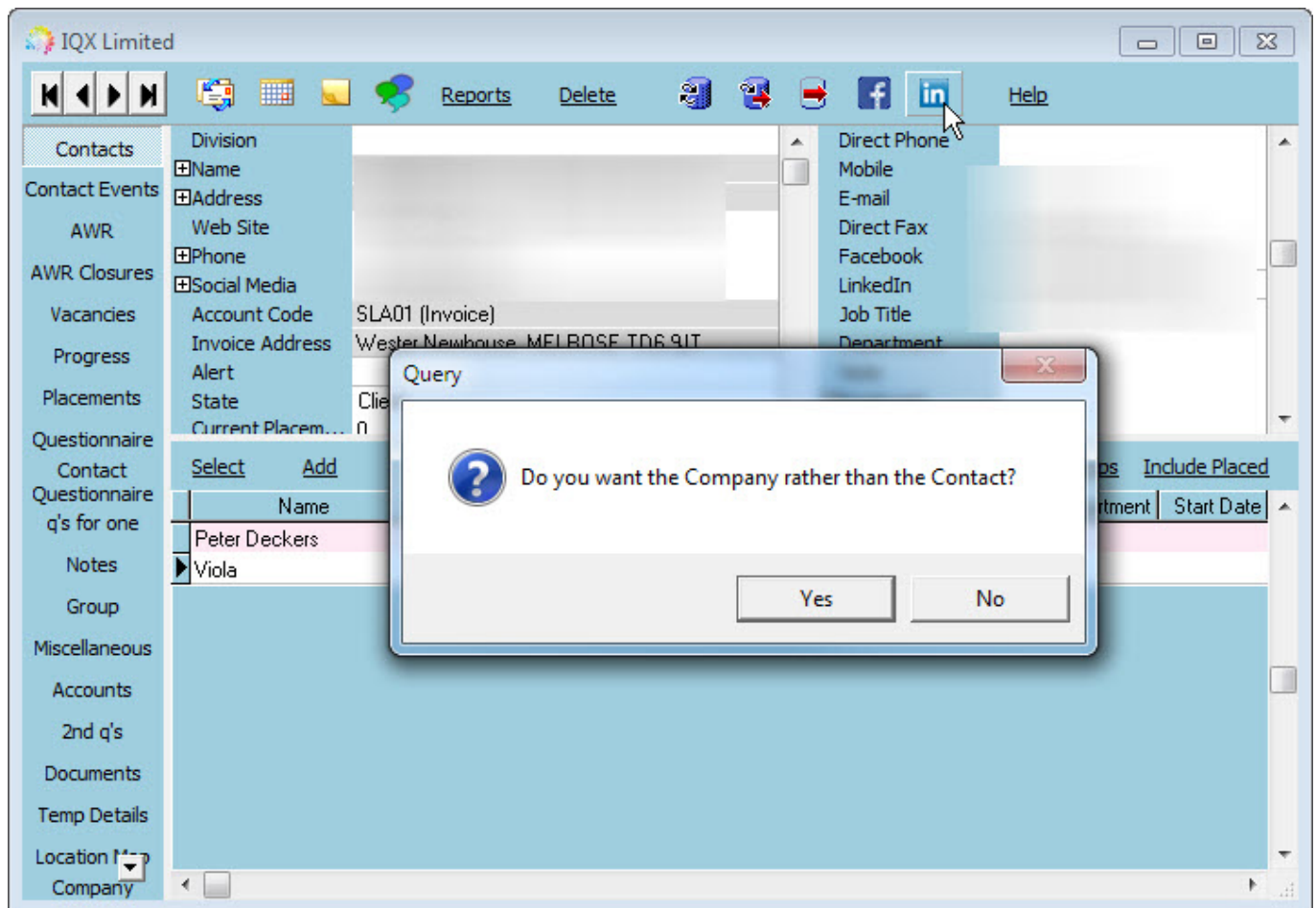
\*\*\*Person Q'aire\*\*\*

Do not mailmerge ...

Sub question

| Type       | Number                                                    |
|------------|-----------------------------------------------------------|
| E-mail     | barbara@iqx.co.uk                                         |
| LinkedIn   | http://uk.linkedin.com/company/barbara-kirkup/161740-b... |
| Twitter    |                                                           |
| Facebook   |                                                           |
| Home Phone |                                                           |
| Mobile     |                                                           |

On a company record, if there are Social Media addresses of the same type for both the company and the contact, you will be prompted to select which one on pressing the button:



Go back to

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