

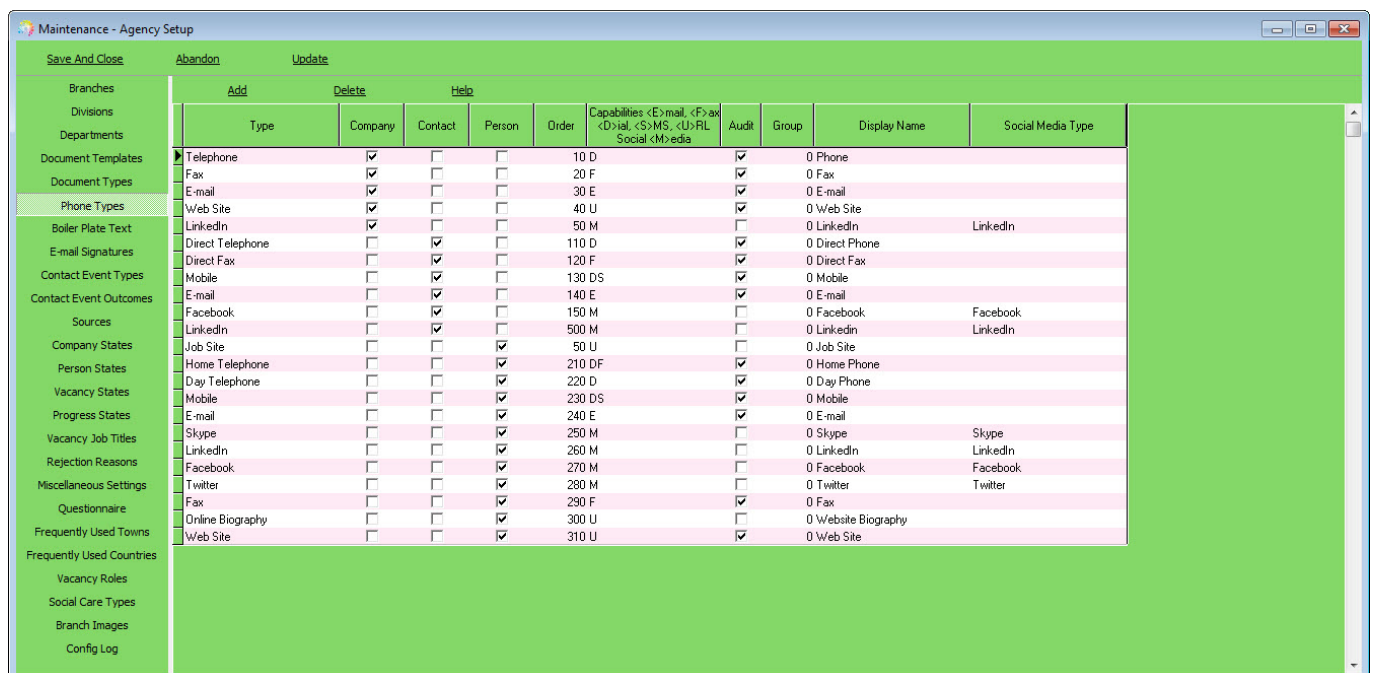


Links to Social Networking

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	☒	☐	☐	10 D		☒	0 Phone		
Divisions	Fax	☒	☐	☐	20 F		☒	0 Fax		
Departments	E-mail	☒	☐	☐	30 E		☒	0 E-mail		
Document Templates	Web Site	☒	☐	☐	40 U		☒	0 Web Site		
Document Types	LinkedIn	☒	☐	☐	50 M		☐	0 LinkedIn		LinkedIn
Phone Types	Direct Telephone	☐	☒	☐	110 D		☒	0 Direct Phone		
Boiler Plate Text	Direct Fax	☐	☒	☐	120 F		☒	0 Direct Fax		
E-mail Signatures	Mobile	☐	☒	☐	130 DS		☒	0 Mobile		
Contact Event Types	E-mail	☐	☒	☐	140 E		☒	0 E-mail		
Contact Event Outcomes	Facebook	☐	☒	☐	150 M		☐	0 Facebook		Facebook
Sources	LinkedIn	☐	☒	☐	500 M		☐	0 LinkedIn		LinkedIn
Company States	Job Site	☐	☐	☒	50 U		☐	0 Job Site		
Person States	Home Telephone	☐	☐	☒	210 DF		☒	0 Home Phone		
Vacancy States	Day Telephone	☐	☐	☒	220 D		☒	0 Day Phone		
Progress States	Mobile	☐	☒	☐	230 DS		☒	0 Mobile		
Vacancy Job Titles	E-mail	☐	☒	☐	240 E		☒	0 E-mail		
Rejection Reasons	Skype	☐	☐	☒	250 M		☐	0 Skype		Skype
Miscellaneous Settings	LinkedIn	☐	☐	☒	260 M		☐	0 LinkedIn		LinkedIn
Questionnaire	Facebook	☐	☒	☐	270 M		☐	0 Facebook		Facebook
Frequently Used Towns	Twitter	☐	☐	☒	280 M		☐	0 Twitter		Twitter
Frequently Used Countries	Fax	☐	☐	☒	290 F		☒	0 Fax		
Vacancy Roles	Online Biography	☐	☐	☒	300 U		☐	0 Website Biography		
Social Care Types	Web Site	☐	☐	☒	310 U		☒	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

Known As Barbara

Contact Events

Name Barbara Kirkup

State Current

Available From

Personal Female 39

Home Phone 01835 340 034

Day Phone

Mobile 07777 777 777

E-mail barbara@iqx.co.uk

Payroll Email ...

Social Media

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

Add Delete Un-Subscribe from Marketing

Questionnaire

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

Reference *

History

Progress

Placements

AWR

Timesheets

Payroll

Payroll Address

Perm

Accounts

Compliance

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

a question not JT! HCA

Skill Area

Computer Skills

Blank timesheet met...

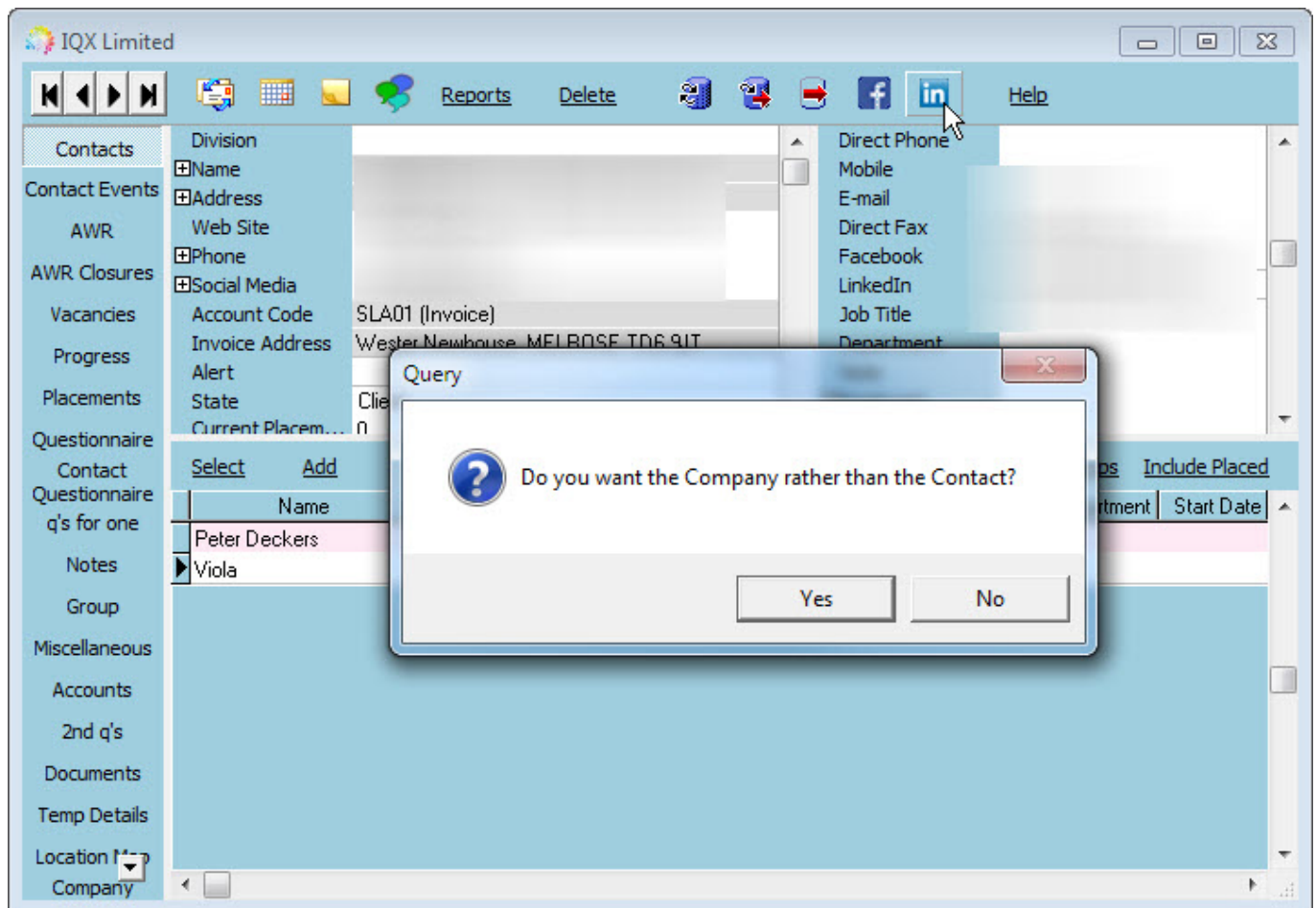
Person Q'aire

Do not mailmerge ...

Sub question

Type	Number
E-mail	barbara@iqx.co.uk
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 [Hints, Tips & Shortcuts](#)

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