

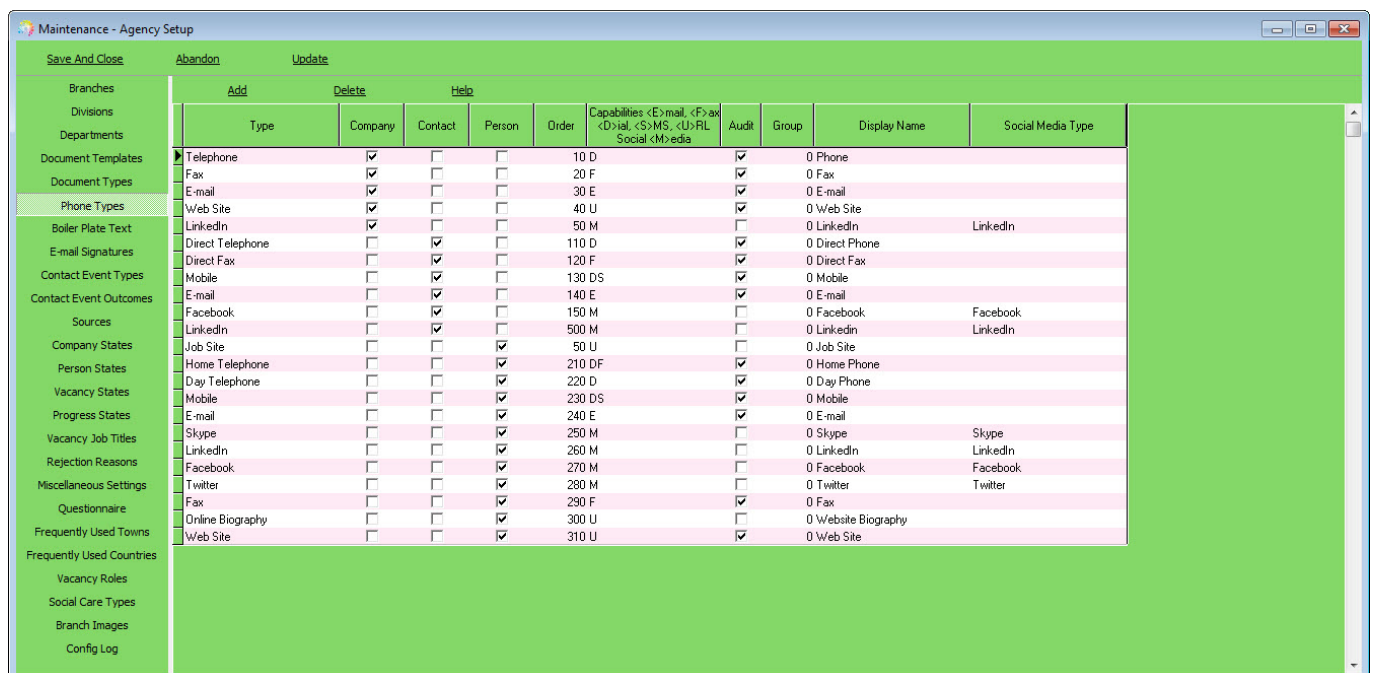


Links to Social Networking

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

There is a new tab on a person record (Get In Touch or different terminology 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...

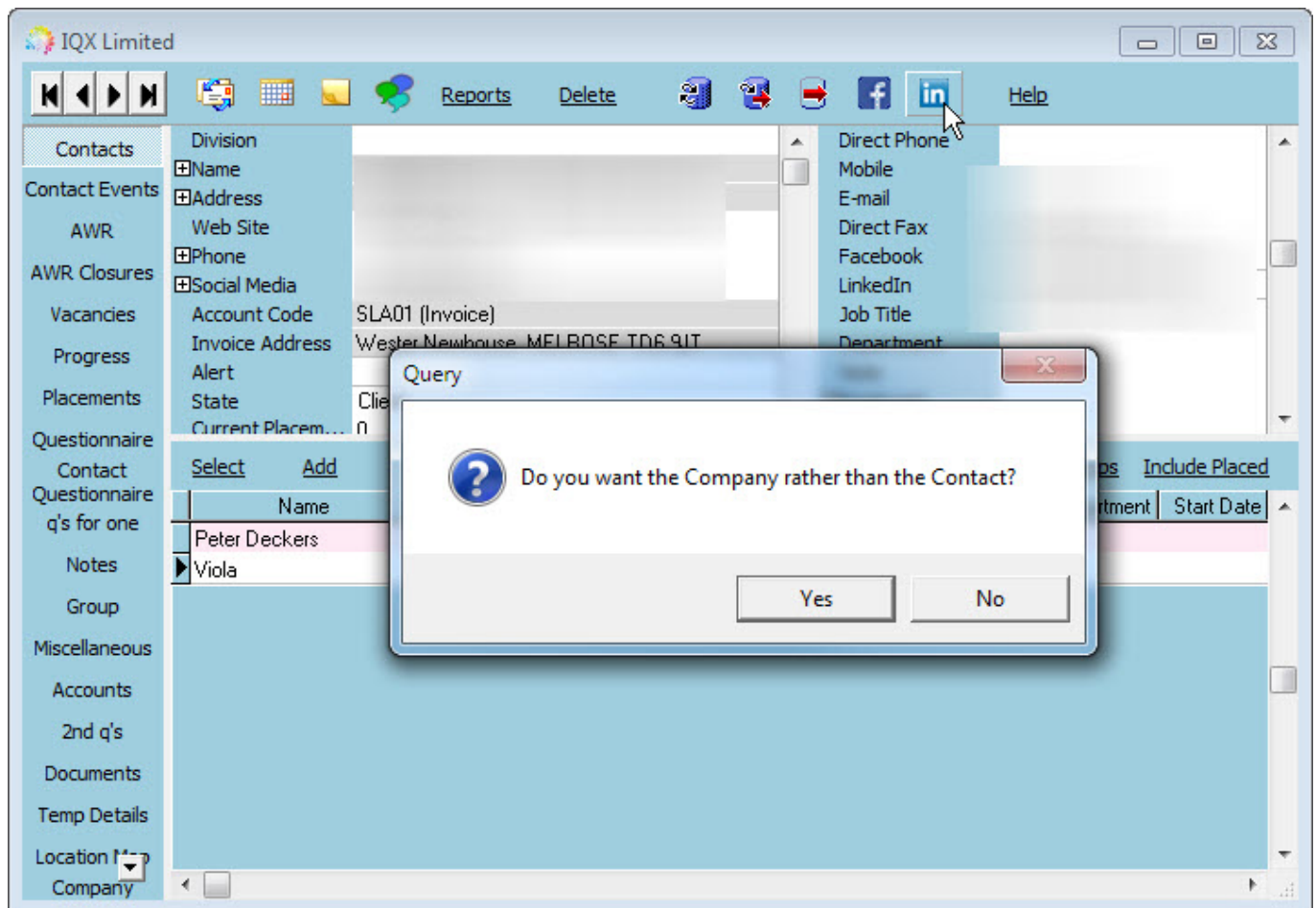
Person Q'aire

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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