



Online References

How to Set up

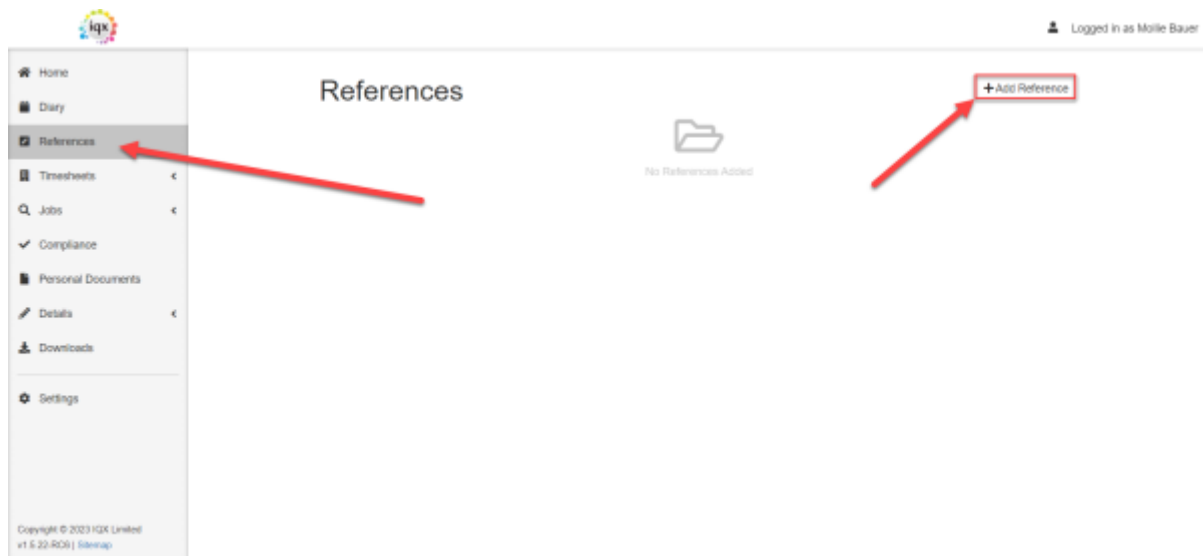
Maintenance > iqxWEB Setup > Switches > SHOWWEBREFS must be ticked



References must be set up within IQX (System Admin - [How to Configure Online Web Reference](#))

Use

When logged in Candidates can add References by navigating to 'References on their Portal' and Selecting 'Add new Reference'



They will fill out the relevant information depending on what Reference Type they chose. The Candidate can select the option for 'Don't send this reference immediately' which will put a block on the Reference when it returns into IQX where it will not be sent out. The Candidate will need to return to their Portal to allow it to be sent.



Add Generic Reference

Reference Type *

Professional

Previous Position

Job Title *

Support Consultant

Start Date *

28/12/2020

End Date *

02/11/2023

Referee Details

Referee Name *

Jenny Brotherston

Address

Salutation *

Mrs

Organisation *

IQX Limited

Referee Job Title *

Operations Director

Home Phone

Work Phone

01835340034

Mobile Phone

Fax

Town

County

Country

Postcode

Referee Email Address *

jenny.brotherstone@iqxdemo.com

Questions

☐ Don't send this reference immediately

Cancel

Add Reference

Once Complete the Candidate will not be able to amend the Reference and once sent, it will be removed from their Portal.

The Reference will go into IQX to continue to Consultant process which can be found here: [References on IQX](#)



From:

<https://iqxusers.co.uk/iqxhelp/> - **iqx**

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