



How to send CVs to a vacancy contact

CVs can be sent from a Vacancy Short List.

The Contact Event will be linked to the Vacancy, Company Contact and Candidate.

Candidates can be selected by checking the Select box on the right or selected by Progress State once in the Send CV wizard.

Applicant	Consultant	Action Date	Progress State	Person State	Rejection Reason	Interview	Time	Notes	Prty	Last Position	Exc.	Hide	Select
Casey Vargas	SCOTTM	03/11/20	Placed	Current					5	AWR NOTA: Dr...	N	☐	☐
Rayyan Branch	SCOTTM	05/10/20	Awaits Co...	Current					5	Argenta Private...	N	☐	☐
Brian Byrd	SCOTTM	05/10/20	Awaits Co...	Current					5	A & M Stephens...	N	☐	☐
Lenny Case	SCOTTM	05/10/20	Awaits Co...	Current					5		N	☐	☐
Harry Davenport	SCOTTM	05/10/20	Awaits Co...	Current					5	A & M Stephens...	N	☐	☐
Bruno Hammond	SCOTTM	05/10/20	Awaits Co...	Pre registr...					5		N	☐	☐

Click the **Send CVs** button to open the send CV wizard.

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If a Candidate does not have a CV in their record it will show as **Missing CV** against the Candidate. It is possible at this point to go to the Candidate record and arrange a CV, then return to the Contact Event, Update and continue.

From this stage you can now send the CVs by email either using a letter template or with an email message.

To email CVs using a letter template:

Create a letter - go to the Letter Text tab and click Write Letter. Select the required template which will then open the template in word. Complete the letter with further text as required then go to file> email.

Ensure the CVs attached box is ticked and select whether you want the letter to go as an attachment or as the body text of the email.

You can attach further files if required: if the file is saved on your computer, click File and browse to find it.



(The file must not be open in the background.)

You can also attach any documents which are stored in the company or vacancy documents tab click Documents and select the relevant one. Send



To email CVs with an email message:

Go to the Text tab within the Contact Event, write the email and click on [Send Email](#).

Edit the Subject line if required and confirm the CVs box is ticked.

You can attach further files if required: if the file is saved on your computer click [File](#) and browse to find it.



(The file must not be open in the background.).

You can also attach any documents that are stored in the Company or Vacancy documents tab, click [Documents](#) and select the relevant one. [Send](#)

To email CVs without invoking Word or AXWWriter

If enabled by your Agency it is possible to send CVs from a vacancy shortlist without having it reformatted by opening in the Word Processor (MS Word or AXWWriter) as part of the process. If the general setting is set to Yes the 'Send without updating' option on the send email dialog will be ticked, meaning that CVs will be sent without any embedded merge fields being updated by the word processor. This can be useful if merge fields are not used and you wish to avoid any reformatting.

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Last update: **2022/06/03 15:35**

