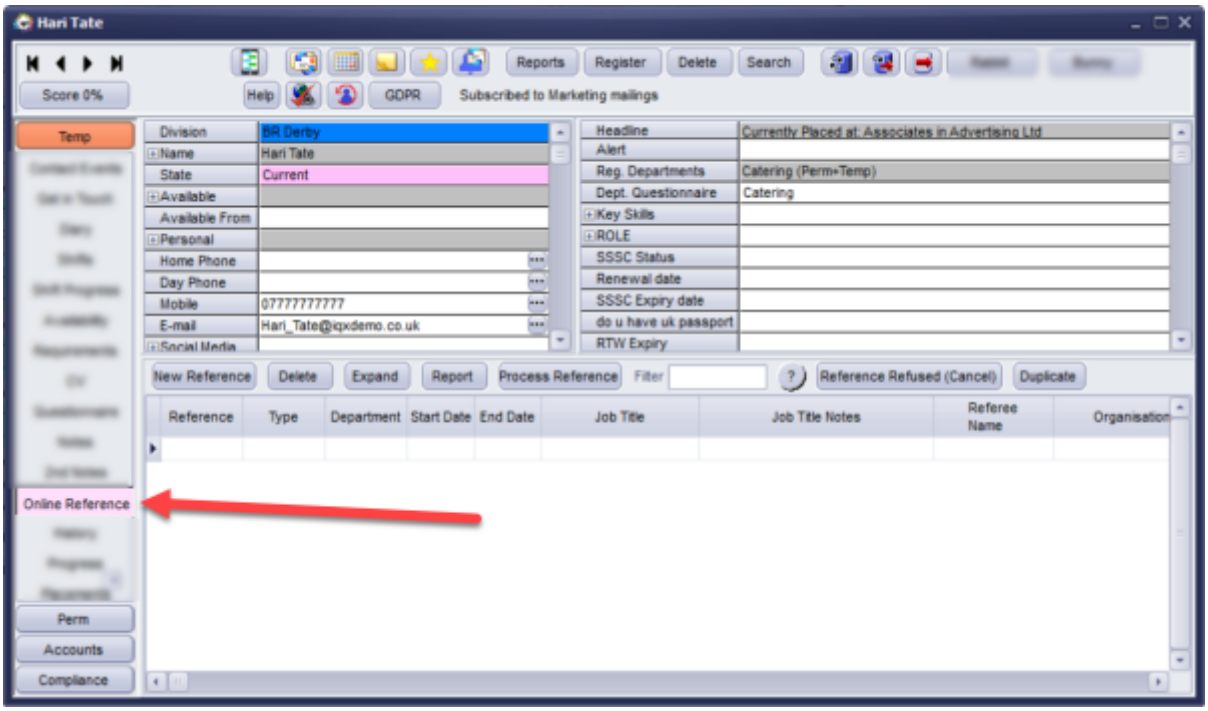
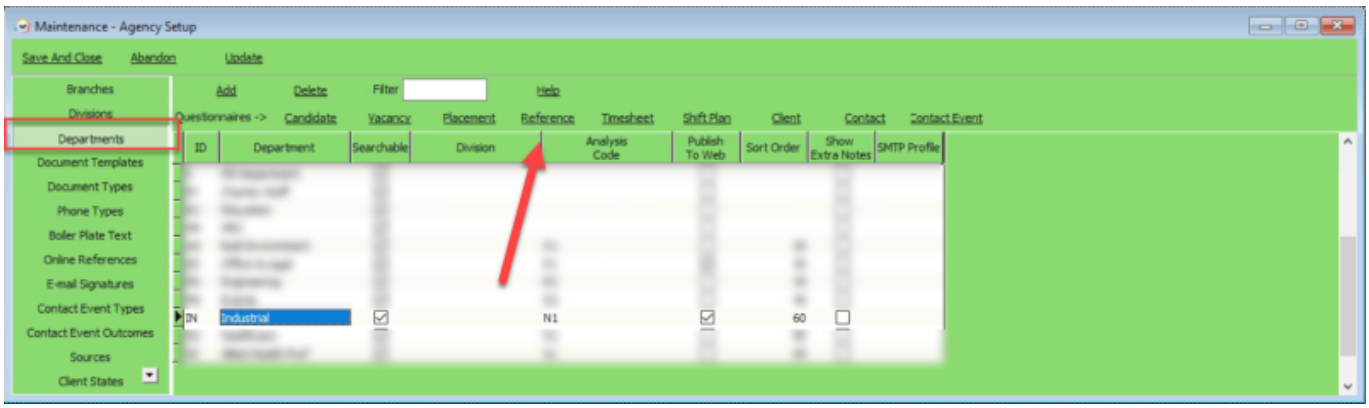


How to Configure Online Web Reference

1) To turn on the view in the Candidate Record: Go to General Settings > ***Show Person On-line Reference View*** > Set this to **Y** and ensure ***Person Reference Request*** is set to **N**. you will now see this on the Candidate Record



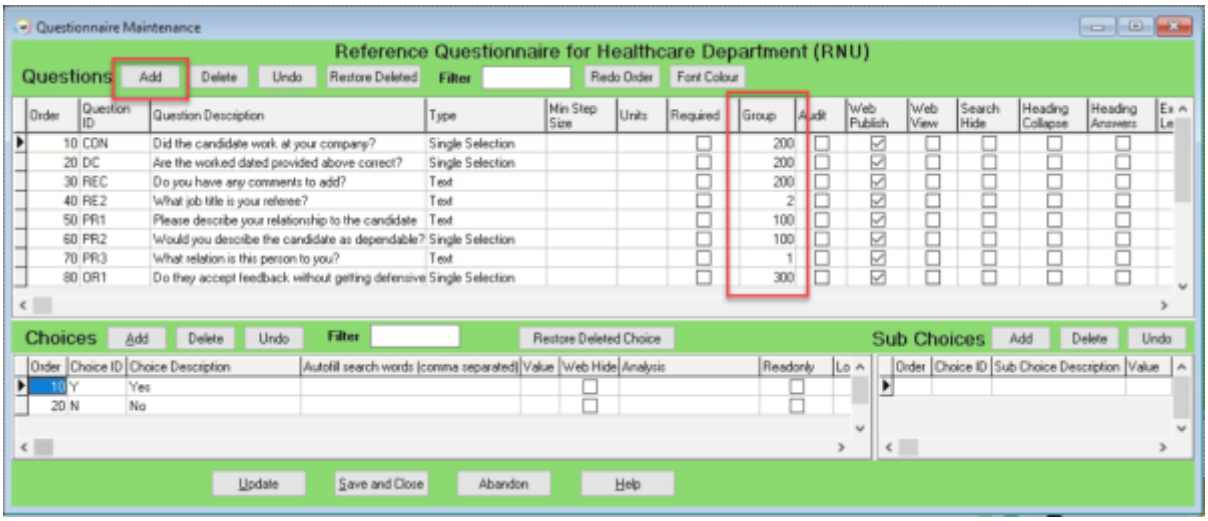
2) You will need to set up Questions so when the form is sent to the Referee they can answer the Questions. Questions for References are Departmental therefore are found in Maintenance > Agency Setup > Departments > Questionnaire - Reference



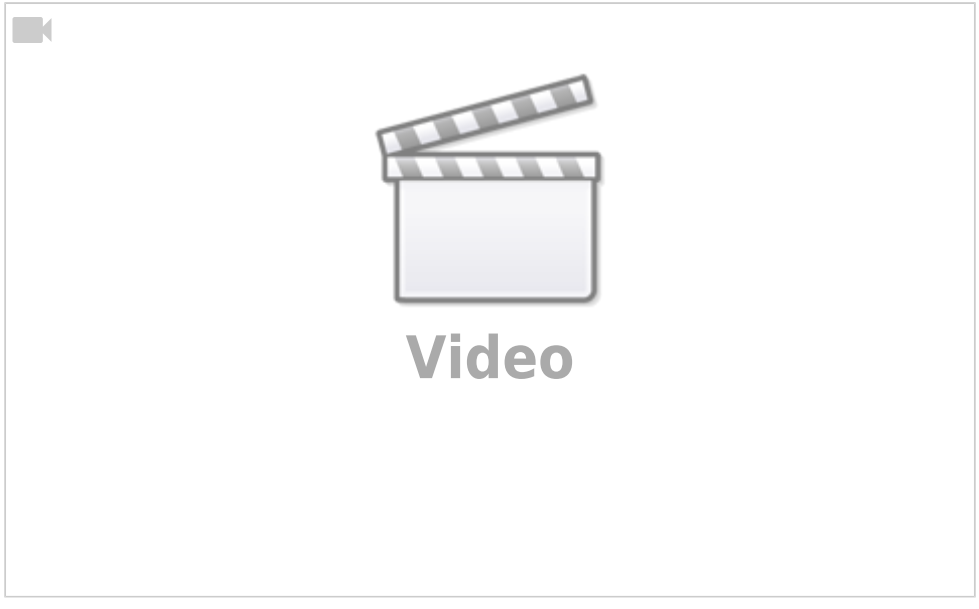
The Questions are grouped so you can have specific Questions for each type of reference and options on who can see it.

0 Everyone to see **1** For Personal Reference - Candidate Answers
2 For Professional Reference - Candidate Answers
3 For Other Reference - Candidate Answers
100 For Personal Reference - Referee Answers
200 For Professional Reference - Referee Answers
300 For Other Reference - Referee Answers

Make sure for Candidate and Referee Questions Publish to Web is ticked

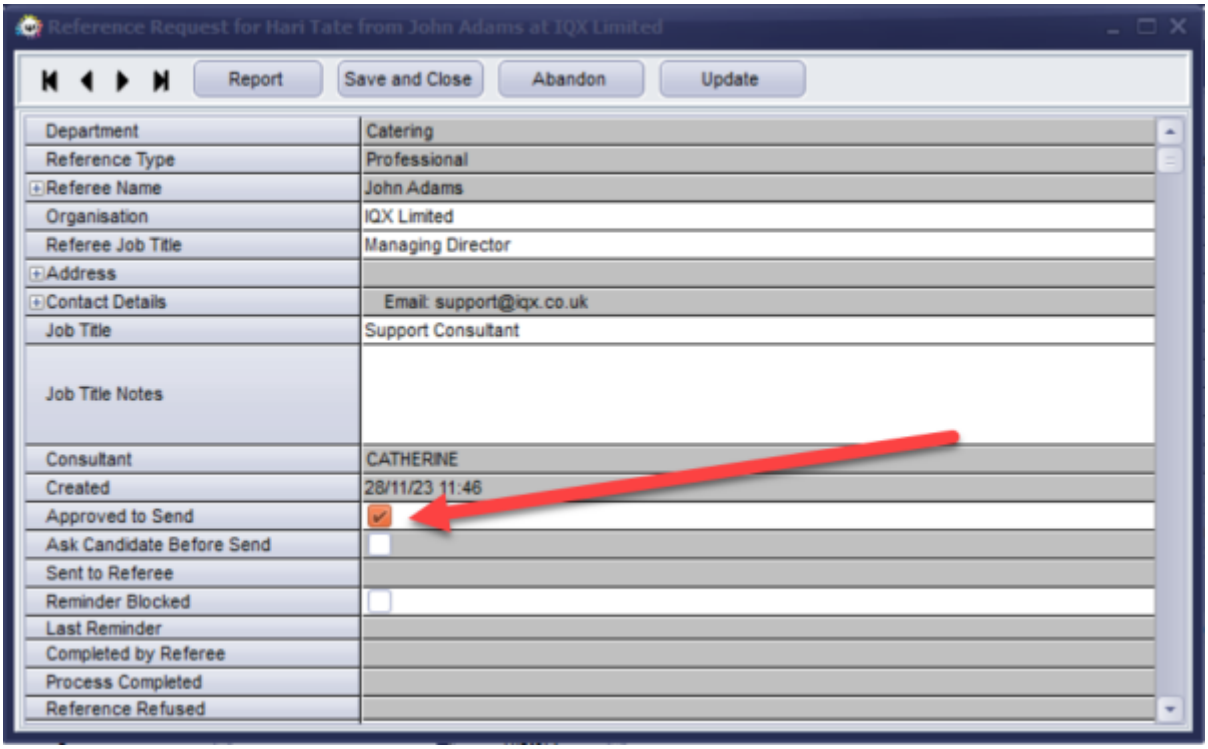


How to create references can be found in this video



3) To send the Reference to the Referee you need the job *IQXWeb Web Referencing (Send*

References).xml
This will pick up all the references which have not been sent and 'Approve to Send' within the Reference has been ticked



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