# Add an existing CV to a candidate's record

**Refers to:**
Candidate form → cv tab

To **add an existing CV** to a candidate:

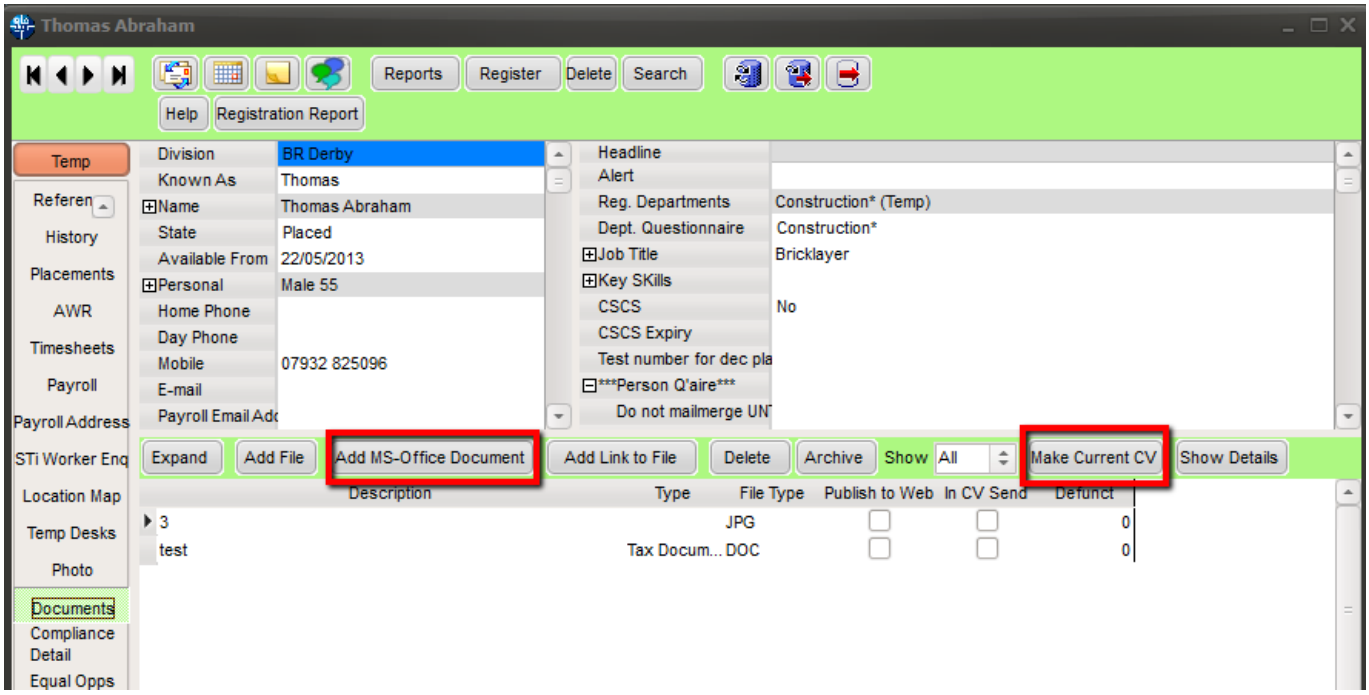
- open the candidate details form and click on the **CV** tab in the left hand panel.
- Click on **Write CV**. Select **Load from existing word document**, navigate to where your existing CV is stored, and click **Save**

To **add a new CV**, click **Write CV** then select **Create new document using selected template**. An empty word template is opened, you may edit and save as required.

If you wish to **replace an existing CV**, with a new version, click the **Archive CV button**. A prompt is shown asking if the CV text should be retained for future searches. A copy of the CV is then moved to the **Documents** section of the candidate details.

**(2.3.4+)**
MS Office document files ending in .doc and .docx, or of type MSOffice, can be added and converted into the Current CV within a Person record.

Access this feature by People – Select a person – Documents – Select or Add an MS-Office Document – Click on the Make Current CV button




The ability has been added in version 2.21.08 to have the main CV attached in a PDF format (previously only .doc, .docx formats allowed)

If the text from the PDF is accessible it will be copied into the CV Text box for search facilities and quick reading, in the same way as happens for .docx files.

Instead of Edit/Print the right hand button will be View/Print




In the Documents view file types of pdf and .docx can both now be made into the Current CV using the Make Current CV button.

See also
To create a new CV

Back to Online User Guides
Back to How to .....

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