



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 screenshot displays the iqx system interface for a candidate named Thomas Abraham. The 'Documents' section is active, showing a list of documents. The 'Add MS-Office Document' button is highlighted with a red box. The 'Make Current CV' button is also highlighted with a red box. The interface shows a list of documents, including a 'test' document of type 'JPG' and a 'Tax Docum... DOC' document of type 'DOC'.

Description	Type	File Type	Publish to Web	In CV Send	Defunct
test	JPG		☐	☐	0
Tax Docum... DOC	DOC		☐	☐	0

See also

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Last update: **2017/11/16 21:58**

