



To create a new CV

Refers to:

person form → CV tab

The **CV** tab displays a plain text copy of the candidate's CV. You can create a new CV from a template or import a CV from an existing Word document. To create a new CV for a candidate:

- Open the **Person Record** and select the **CV** Tab. If there is no CV for this candidate then a blank screen is displayed.
- Click on the **Write CV** button.
- Select a template to use. Click on the **Create new document using selected template** button to populate the template with relevant information from the candidate's record. Click on the **Load from existing Word document** button to enter relevant information from an existing Word document. You then need to select the appropriate Word document.
- Word is opened within IQX. Add to or edit the information displayed.
- Use **File, Insert Fields** to include data from the record.
- When you have completed your changes use File, **Save & Exit** to close.
- A plain text version of the CV is now displayed in the window.

You can make further changes to the CV using the **Edit/Print CV** button which will open Word again.

See also

[Add an existing CV to a candidate's record](#)

Back to [Online User Guides](#)

back to [How to](#)

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