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 Field**s 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 .....

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=ug1-05&rev=1512146147

Last update: **2017/12/01 16:35**