Contact Events

Refers to:
Person form → Contact events tab

The Contact Event tab lists all the contacts that have been entered for this candidate; i.e. phone calls, interviews, e-mails and letters.

- Click on the **Expand** button to open the contact event and see the details.
- Select a type from the **Contact Type** drop down list to see all the contacts of a particular type.
- Select a consultant from the **Consultant** drop down list to see all the contacts this candidate has had with a particular consultant.
- Click on the **Make Contact Event** icon to create a new contact for this candidate, or use F2.

Note The Contact events tab appears in the **Temp**, **Perm** and **Accounts** tabs of the person form

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