Entering a registration/interview contact event

Refers to:
Person Selector form + Make contact event (Top menu)
Person form + Make contact event (Top menu)

This is usually your first contact event with a new candidate.

- Click on the **Make Contact Event** icon, to create a new contact for this candidate. The following screen is displayed:
- Your **name** will appear in the Made By box.
- Select the **contact type** from the drop down list. Required.
- The date and time are automatically entered, but you can change these if they are incorrect.
- Enter a **summary** of the contact in the Summary box.
- Enter the **details** of the contact in the Notes/Message Text box.
- If you want to send a **letter** or **text message** to this candidate as a follow up to this contact, then click on the appropriate button and enter the required details. **Fax** or **e-mail** may also be available.
- When you have completed all the details, click on the **Save and Close** button.

This returns you to the summary screen, and the details of your contact appear in the table at the bottom of the screen. The database can be set to show colour-coding:

- Blue when the Call Back date is today,
- Red when Call Back date is overdue,
- Black otherwise.

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