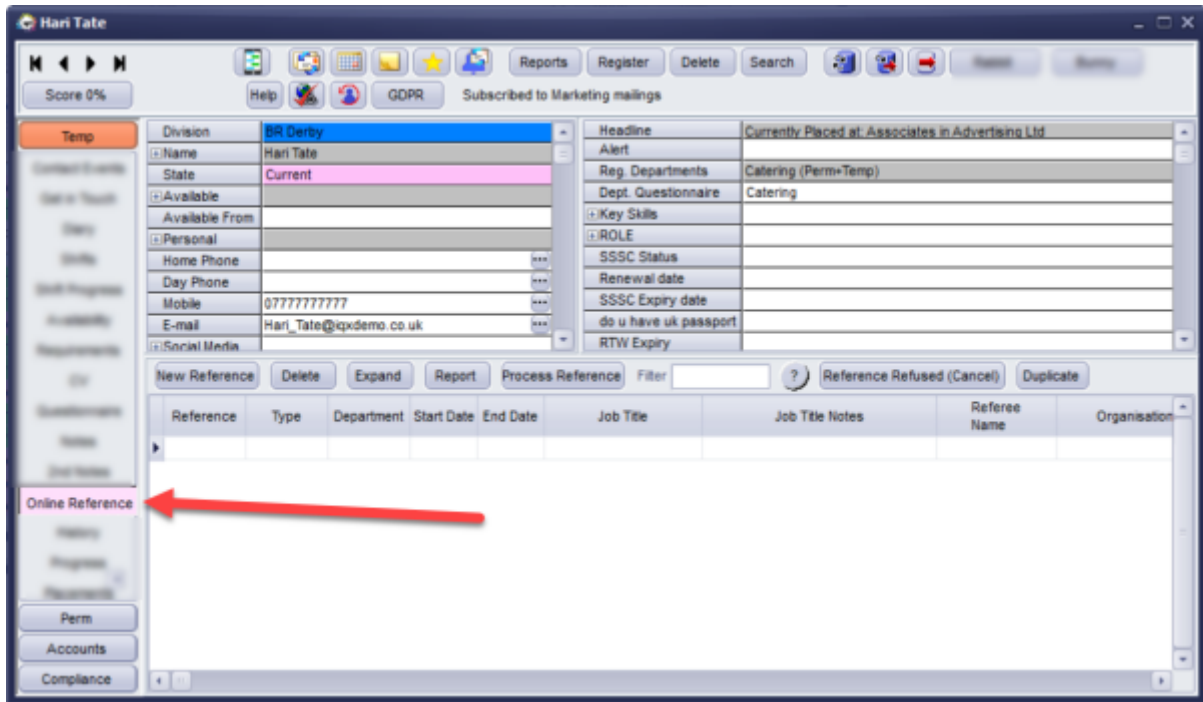


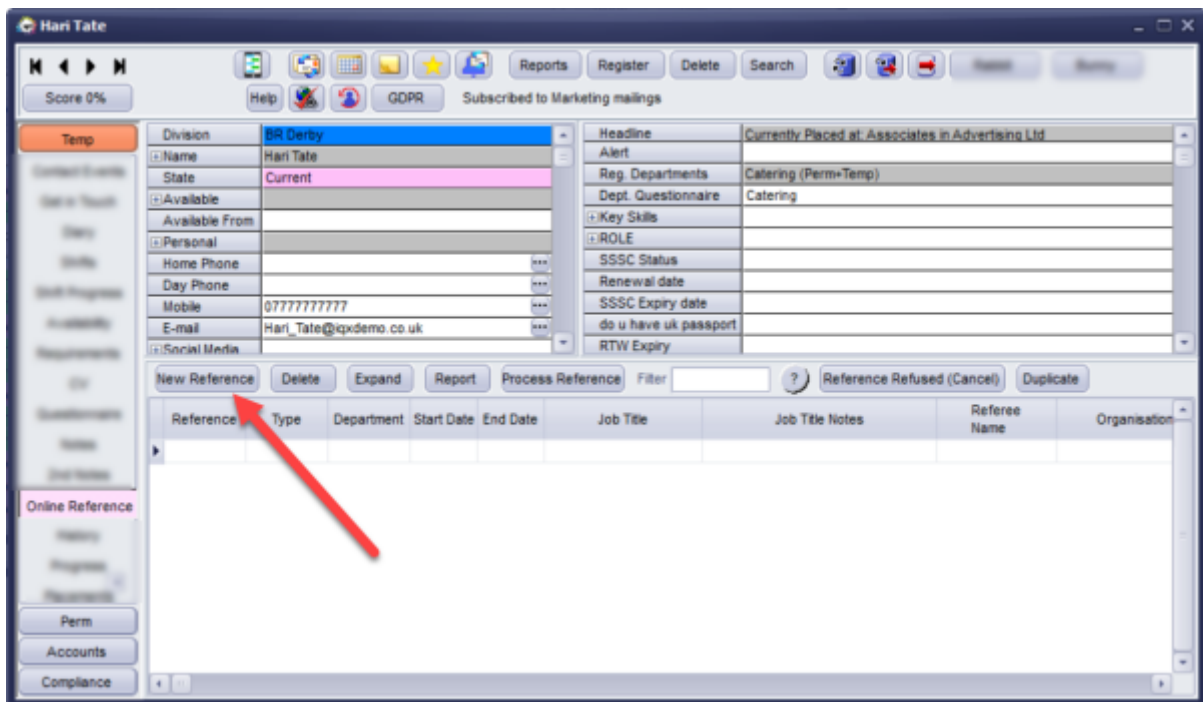
References

On the Candidate Record you will see a tab for 'Online References'



The screenshot shows the 'Hari Tate' software interface. On the left sidebar, the 'Online Reference' tab is highlighted with a red arrow. The main area displays a form for a candidate named 'Hari Tate'. The form includes fields for 'Division' (BR Derby), 'Name' (Hari Tate), 'State' (Current), 'Available From', 'Home Phone', 'Day Phone', 'Mobile' (07777777777), 'E-mail' (Hari_Tate@iqxdemo.co.uk), and 'Social Media'. On the right, there are sections for 'Headline' (Currently Placed at: Associates in Advertising Ltd), 'Alert', 'Reg. Departments' (Catering (Perm+Temp)), 'Dept. Questionnaire' (Catering), 'Key Skills', 'ROLE', 'SSSC Status', 'Renewal date', 'SSSC Expiry date', 'do u have uk passport', and 'RTW Expiry'. Below the form, there are buttons for 'New Reference', 'Delete', 'Expand', 'Report', 'Process Reference', 'Filter', 'Reference Refused (Cancel)', and 'Duplicate'. A table with columns 'Reference', 'Type', 'Department', 'Start Date', 'End Date', 'Job Title', 'Job Title Notes', 'Referee Name', and 'Organisation' is visible at the bottom.

To add a new reference to a Candidate, use the **New Reference** button.



This screenshot is identical to the previous one, showing the 'Hari Tate' software interface. The 'Online Reference' tab is highlighted on the left sidebar. The main area displays the candidate's details and the 'New Reference' button is highlighted with a red arrow. The table at the bottom is also visible.

This will bring up the Reference Form.

The information you are required to fill in will depend on what 'Type' you select



Fill in the required fields and Save.

Online Reference Request

Department * Catering

Type * Professional

Referee Details

Referee Name * Ben Jamieson

Salutation

Keyname

Organisation * IQX Limited

Referee Position * Managing Director

E-mail * ben.jamieson@iqxdemo.com

Fax

Work Phone 01835340034

Mobile Phone

Address

Town

County

Country

Postcode

Requesting Reference for Previous Position

Job Title * Support Consultant

Start Date * 01/09/2019

End Date * 07/11/2023

Notes

Save/Continue Save/Close Close

The referee will now appear on the Online Reference screen for that Candidate as **green**. When the Reference is ready to be sent Expand the Reference and Click 'Approve to Send'. An automated job will then pick up this Reference and send it to the Referee and the Reference will be highlighted in **pink**. The Referee will receive an Email with a Link to return the reference where it will then be highlighted black in IQX.



Reference	Type	Department	Start Date	End Date	Job Title	Job Title Notes	Referee Name	Organisation	Consultant	Request Created
	Personal	Catering					Jamie Stevenson	ABC Limited	CATHERINE	28/11/23 12:41
	Professional	Catering	01/09/19	07/11/23	Support Consultant		Ben Jamieson	IQX Limited	CATHERINE	28/11/23 12:38

Further references can be added by repeating the steps. Once a reference request has been sent the record cannot be deleted.

Set up - for Systems Administrators

How to Configure Online Web Reference

Back to [Candidates](#). How to...

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