

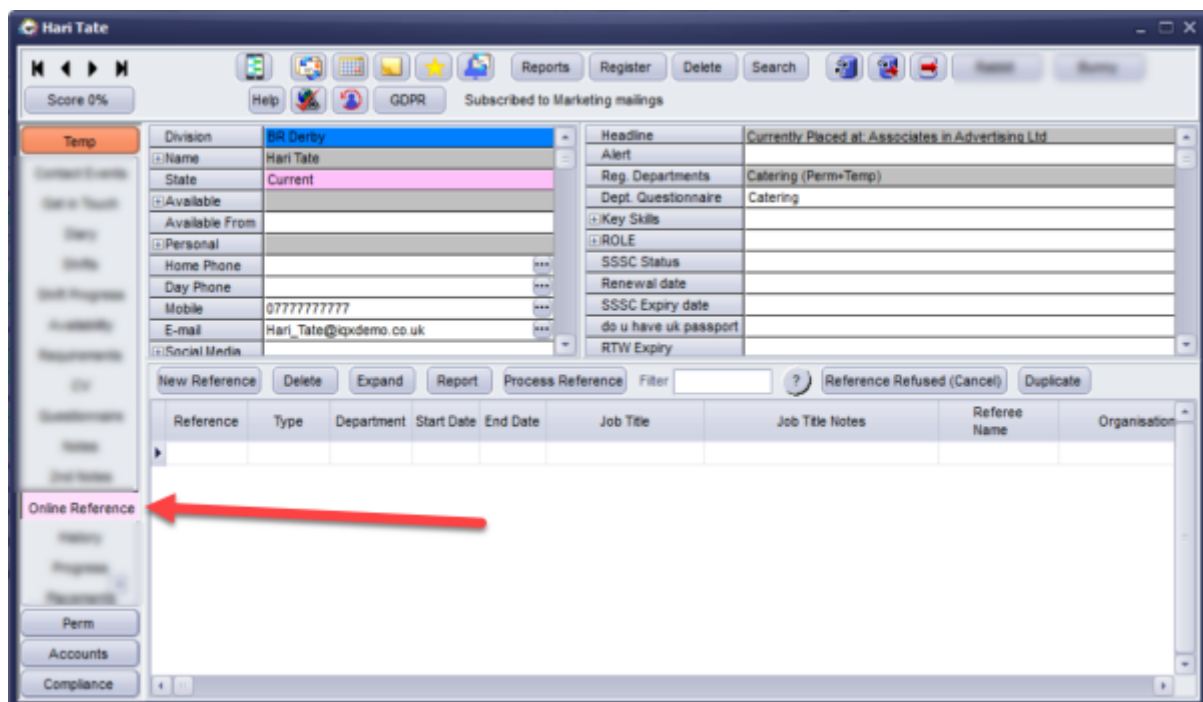


WORK IN PROGRESS

References

USE

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



The screenshot shows the iqx system interface for a candidate named 'Hari Tate'. The 'Online Reference' tab is highlighted in the left-hand menu with a red arrow. The main area displays a form for adding a new reference, with fields for Reference, Type, Department, Start Date, End Date, Job Title, Job Title Notes, Referee Name, and Organisation. The 'New Reference' button is visible at the top of the form.

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



The screenshot shows the iqx software interface for a user named Hari Tate. The interface includes a top navigation bar with buttons like Reports, Register, Delete, Search, and a sidebar on the left with options like Temp, Contact Details, and Online Reference. The main area displays the user's profile information, including Division (BR Derby), Name (Hari Tate), State (Current), and various contact details. A red arrow points to the 'New Reference' button in the bottom section of the interface.

Reference	Type	Department	Start Date	End Date	Job Title	Job Title Notes	Referee Name	Organisation
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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.

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.



The screenshot shows the iqx software interface for managing candidate references. The top section displays the candidate's details for 'Hart Tate', including their division (B&B Derby), current status, and contact information. Below this, a table lists references added for the candidate.

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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