



Adding Speculative CV(s) to a Contact Event

You can add Candidate CVs to any Contact Event to a Contact by selecting the Attached CVs tab and Adding Candidates by name.

Return to the Text tab to write the Contact Event and then use Send Email button On the Send E-mail form the Attachment - CVs will be ticked

Because there can be many Candidates attached this way the Linked column is NOT used on the Company Form, Contact Events view. Instead there is a count of the attached CVs in the Count column. Expand the Contact Event and look on the Attached CVs view for details

Expand		Process		Exclude to Applicants		For All Contacts	
Contact Type	All	Own Type	No	Consultant	All	Limit To	All
Contact	Consultant	Contact Type	Date	Time	Contact Summary	Link	Count
A Stephens	VHS	Speculative CV Sent	28/09/2018	18:16	CV for V Scott sent as agreed		1
A Stephens	VHS	Interview Review	28/09/2018	18:14			1
A Stephens	VHS	New CVs Sent	09/07/2012	19:19	CV(s) Sent		3
A Stephens	VHS	Speculative CV Sent b...	09/07/2012	17:10	Mail Merge Email	Re: Jane Bright	0
A Stephens	VHS	Speculative CV Sent b...	31/05/2012	11:12	Mail Merge Email	Re: Bridget Jones	0

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