

Favourites

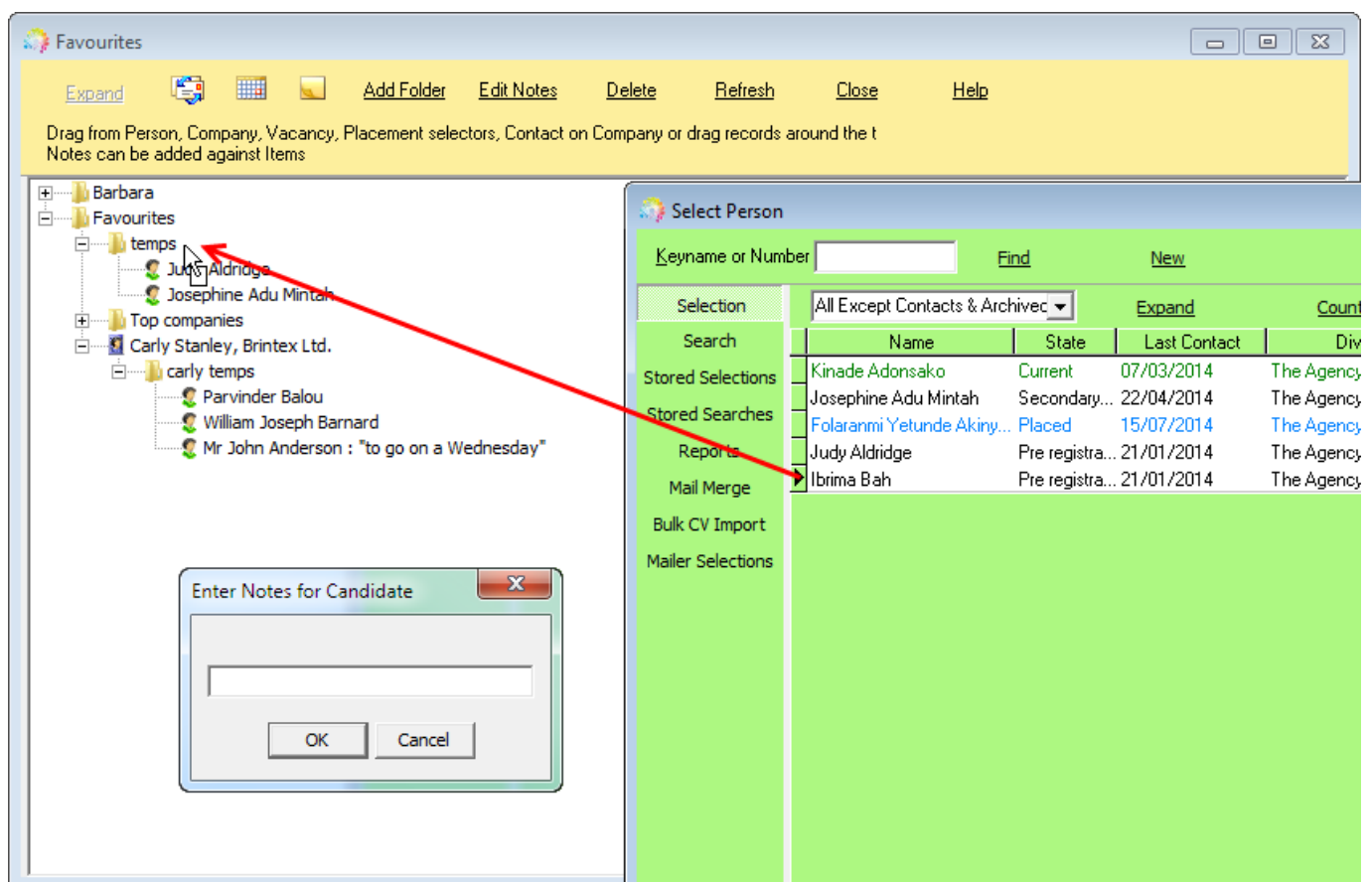
From version 2.2.9.17.



The favourites form allows creation of lists of client, contacts & companies grouped into lists that can then be easily accessed / contact events created against them etc.

Create a folder using the Add Folder button, giving it a relevant name and add notes if you wish.

Drag and drop clients or candidates from selector forms onto the relevant list.



Favourites

Expand Add Folder Edit Notes Delete Refresh Close Help

Drag from Person, Company, Vacancy, Placement selectors, Contact on Company or drag records around the t Notes can be added against Items

- Barbara
- Favourites
 - temps (selected)
 - Judy Aldridge
 - Josephine Adu Mintah
- Top companies
- Carly Stanley, Brintex Ltd.
- carly temps
 - Parvinder Balou
 - William Joseph Barnard
 - Mr John Anderson : "to go on a Wednesday"

Select Person

Keyname or Number Find New

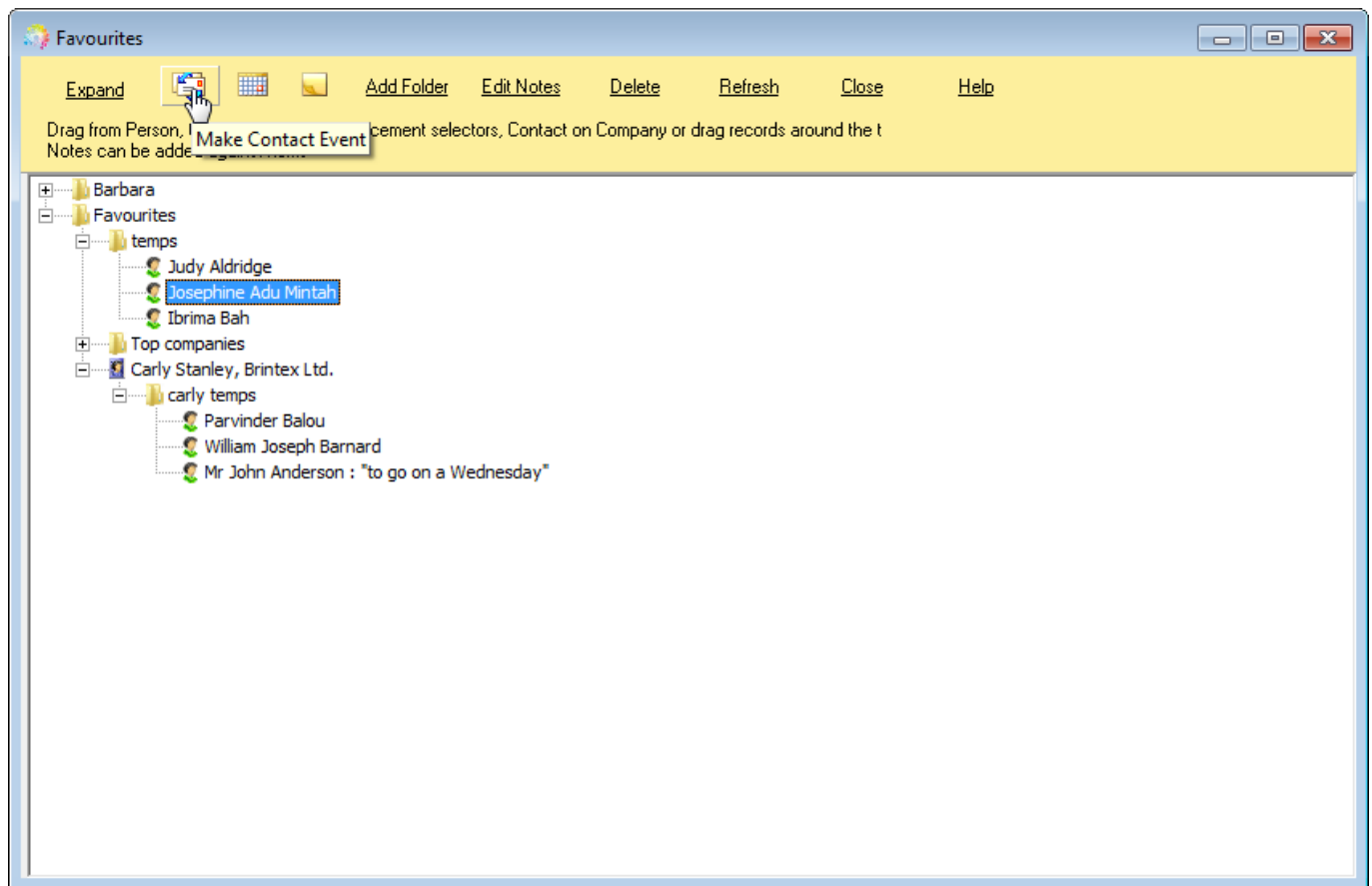
Selection All Except Contacts & Archived Expand Count

Search	Name	State	Last Contact	Div
Stored Selections	Kinade Adonsako	Current	07/03/2014	The Agency
Stored Searches	Josephine Adu Mintah	Secondary...	22/04/2014	The Agency
Reports	Folaranmi Yetunde Akiny...	Placed	15/07/2014	The Agency
Mail Merge	Judy Aldridge	Pre registra...	21/01/2014	The Agency
Bulk CV Import	Ibrima Bah	Pre registra...	21/01/2014	The Agency
Mailer Selections				

Enter Notes for Candidate

OK Cancel

Contact events, appointments and reminders can be made from this form without having to expand the record, select the person you wish to make the event against and use the create contact event or other button.



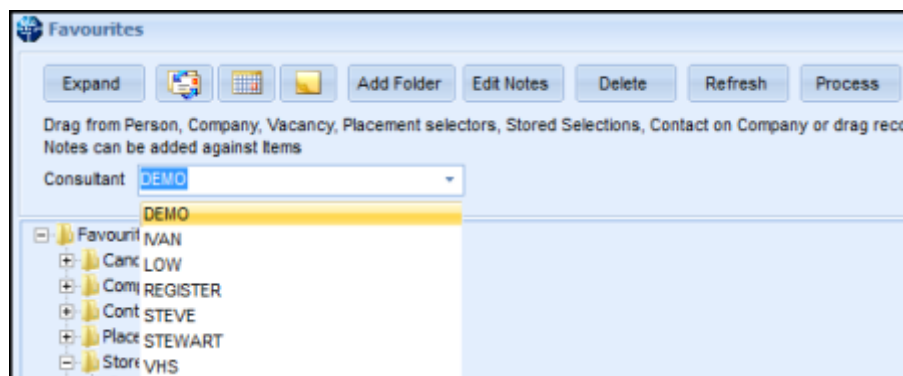
Records can be accessed by double clicking or using the Expand button when selected.

Notes can be easily edited to keep up to date - using the Edit Notes button when selected.

Individual records can be deleted from the lists or entire folders can be deleted from the favourites view - this will just delete them from the favourites folder it will not delete the actual records.

From Release 2.16.6

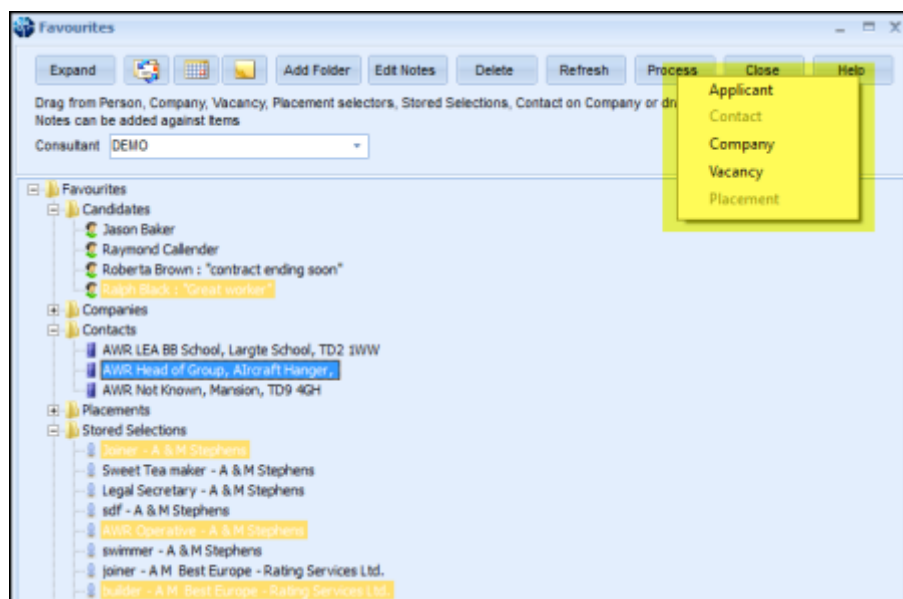
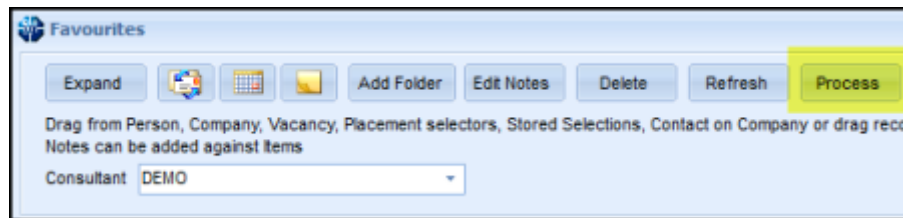
Favourites can be viewed and amended by users with the same Division access.



Records in Favourites can be Processed.

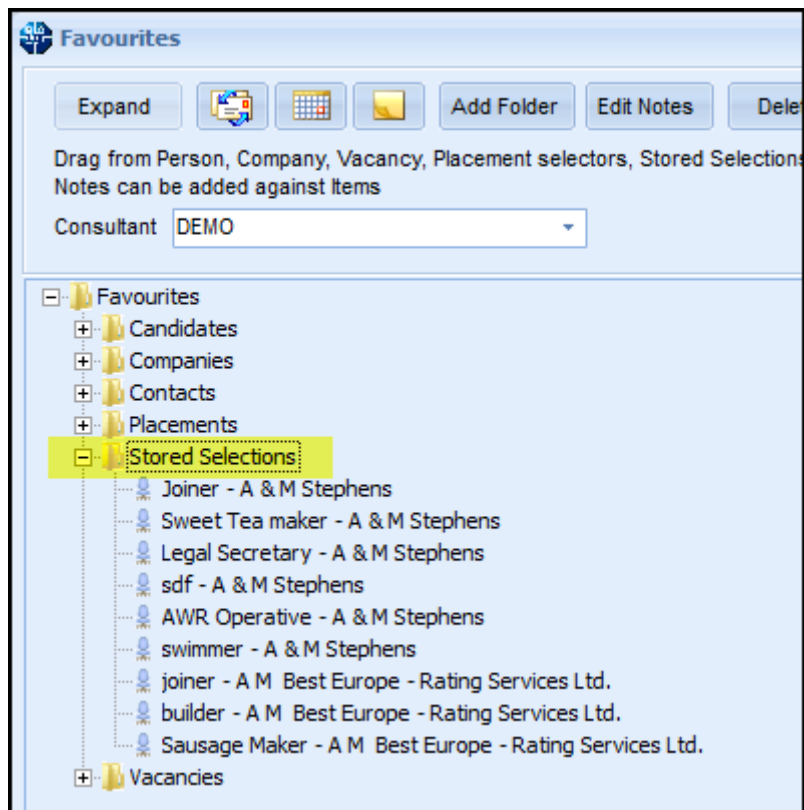


Records stored in Favourites can be selected using Ctrl and/or Shift keys and processed to the relevant selector screen using the Process button.



Stored Selections can be saved in Favourites

Select or create a stored selection in the Person, Company, Contacts and Vacancy. Drag and drop the Stored Selection in the relevant Favourites Folder.



The F2 key can also be used to create contact events for records in folders in Favourites.

From:
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