



Viewing former employees or temp staff

Refers to:

companies form → selection tab

Click on the **Contacts** filter to view the contacts for this company. You can then use the **Include Former** and **Include Temps** buttons to list the former employees and current temporary staff that have been, or are currently contacts for this company.

(2.16.4+) Temps may be viewed by default. Font and background colours can be assigned to different person states the colours will be visible in the company contact view.

Questionnaire

Contact

Questionnaire

NotesV

Extra Notes

Source

Select

Add

Contact Tree

Person

Leave

Include Former

Include Temps

Include Placed

Name

Status

Primary

Job Title

Note

Department

Start Date

Ivan Baldwin

Current

☐

Operator

09/02/2015

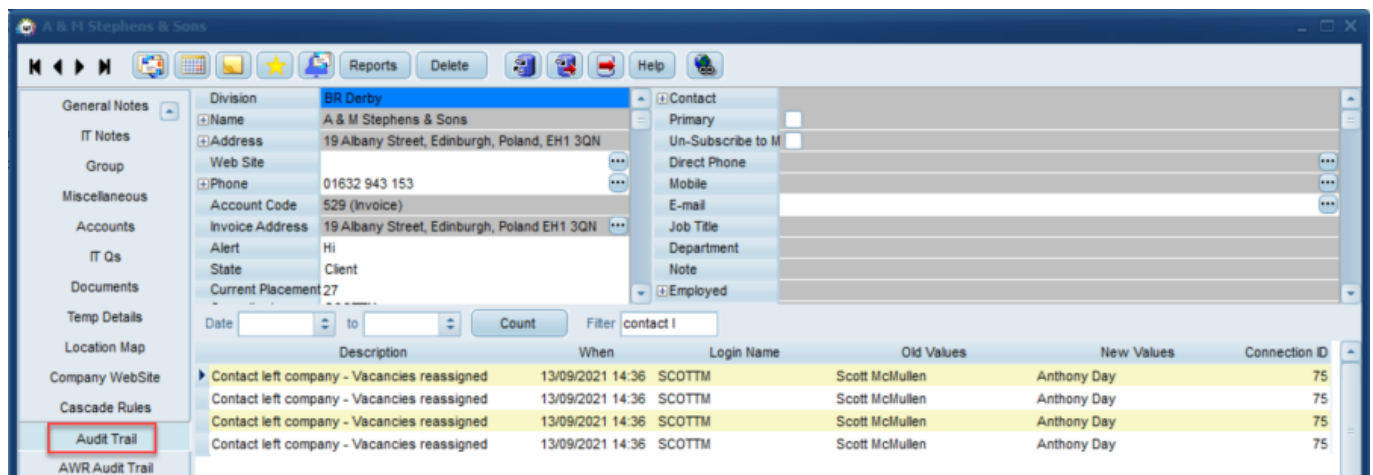
John Arthur Smith

Client/Can...

☐

Branch Manager

(2.21.8+) it is now audited when a company contact leaves and they have open vacancies. These vacancies are re-assigned to a selected contact and this is now captured in the company audit trail. The audit trail details that vacancies have been re-assigned and also shows the old values and new values.



Description	When	Login Name	Old Values	New Values	Connection ID
Contact left company - Vacancies reassigned	13/09/2021 14:36	SCOTTM	Scott McMullen	Anthony Day	75
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