



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	Source								
Contact	Select	Add	Contact Tree	Person	Leave	Include Former	Include Temps	Include Placed	
Questionnaire	Name	Status	Primary	Job Title	Note	Department	Start Date		
NotesV	Ivan Baldwin	Current	☐	Operator			09/02/2015		
Extra Notes	▶ John Arthur Smith	Client/Can...	☐	Branch Manager					

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