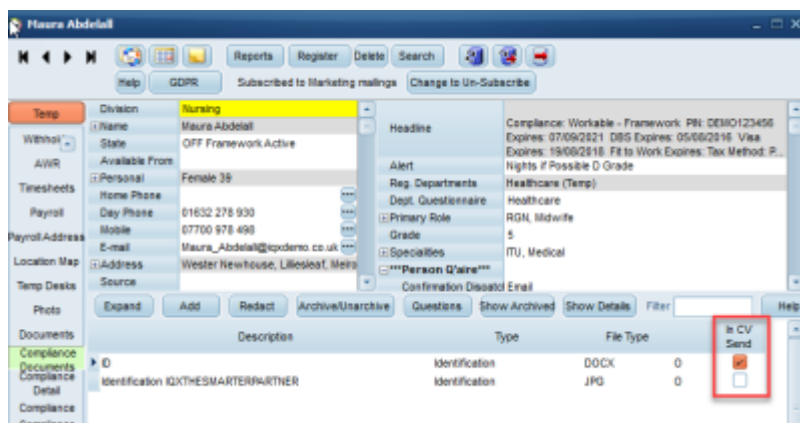




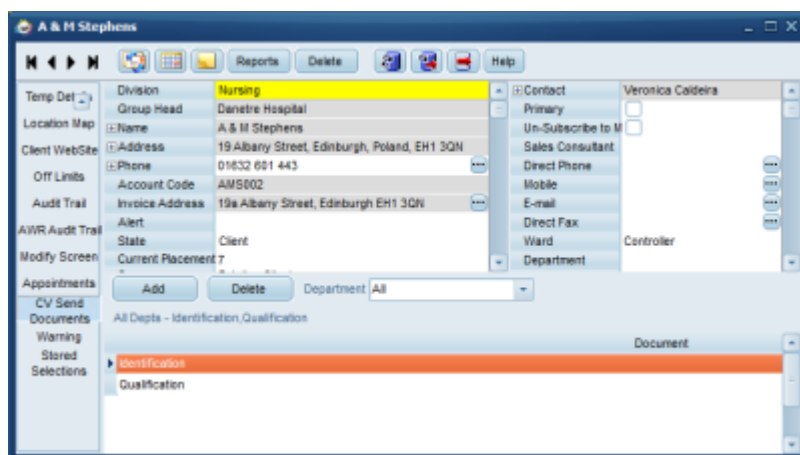
# Sending documents with a CV

If set up by your agency it is possible to send documents, such as certificates or references, along with a CV to a company contact.

When a document is added to a candidate record and the consultant is happy that it can go to a client they should tick the In CV Send box to confirm you are happy for it to be sent to a client:



Then on a client by client basis you can choose on the CV Send Documents which documents you want to go with a CV for that client:



Then when sending a CV if a document of this type exists on the candidate record it will automatically pick up the document:



When the contact event opens if a document is missing you will be warned:

Alternatively, the client doesn't need to have documents set up in their record and consultants can manually pick which documents they want using the 'New Document Type' button.

Go back to [Vacancy Records](#)

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Last update: **2020/01/06 17:04**

