

1/2

## **Refers to:**

Candidate form  $\rightarrow$  cv tab

To add an existing CV to a candidate:

- open the candidate details form and click on the **CV** tab in the left hand panel.
- Click on Write CV. Select Load from existing word document, navigate to where your existing CV is stored, and click Save

To **add a new CV**, click **Write CV** then select **Create new document using selected template**. An empty word template is opened, you may edit and save as required.

If you wish to **replace an existing CV**, with a new version, click the **Archive CV button**. A prompt is shown asking if the CV text should be retained for future searches. A copy of the CV is then moved to the **Documents** section of the candidate details.

## (2.3.4+)

MS Office document files ending in .doc and .docx, or of type MSOffice, can be added and converted into the Current CV within a Person record.

Access this feature by People – Select a person – Documents – Select or Add an MS-Office Document – Click on the Make Current CV button

💠 Thomas Abraham 💶 🗆 🕹											×		
		Reports Register	0	Delete Search 🗿 🔮 🖶									
Temp	Division	BR Derby		Headline								D	1
Deferen	Known As	Thomas	E	Alert Reg. Departme	oto	Cono	truction	(Tomp)					Ξ
Referen	Name Thomas Abraham		Reg. Departments				Construction* (Temp)						
History	State Placed			Dept. Questionnaire ⊞Job Title		Construction*							
Placements	Available From 22/05/2013					Bricklayer							
	Personal	Male 55		CSCS		No							
AWR	Home Phone		CSCS Expiry			NO							
Timesheets	Day Phone		Test number for dec pla										
Mobile Payroll E-mail		07932 825096		□***Person Q'aire***									
	E-mail			<ul> <li>Do not mailmerge UN</li> </ul>								•	
Payroll Address	Payroll Email Add			Do not main	longo on								_
STi Worker Enq	Expand Add	File Add MS-Office Document	A	dd Link to File	Delete		Archive	Show	All ‡	Make Current CV	Show Details		
Location Map		Description		Туре	File	Туре	Publish	n to Web	In CV Sen	d Defunct		(	
Temp Desks	▶ 3				JPG		(			0			
Temp Desks	test			Tax Docum	DOC		(			0			
Photo													
Documents													-
Compliance													
Detail													
Equal Opps													

The ability has been added in version 2.21.08 to have the main CV attached in a PDF format (previously only .doc, .docx formats allowed)

2024/04/19 13:35

If the text from the PDF is accessible it will be copied into the CV Text box for search facilities and quick reading, in the same way as happens for .docx files.

Instead of Edit/Print the right hand button will be View/Print

2/2

CV Templates John Blacker email@address.co.uk 07712 345678 99 Example Street, Example Town, Example City, EX4 3PL Eind out more about which personal details you should include.	^	View/Print CV	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	---------------	--

In the Documents view file types of pdf and .docx can both now be made into the Current CV using the Make Current CV button.

See also To create a new CV

Back to Online User Guides Back to How to .....

From: https://iqxusers.co.uk/iqxhelp/ - **iqx** 

Permanent link: https://iqxusers.co.uk/iqxhelp/doku.php?id=ug1-04

Last update: 2022/04/18 15:01

