

## Sending an Email to a Site Contact

If you need to email the site contact for a particular vacancy, for example to remind them to return a timesheet, this can be done from any location you would email the client contact e.g. Temp Desk Vacancies, Placements or Timesheets or direct from the Vacancy or Placement.

First find the record in question and press F2, or the Make Contact Event Button.

1/2

Select the Client Contact and write your email in the section at the bottom, then press send email.

🚳 Contact Event Alfie Hunter Placement as Bricklayer for ABBA Ltd										
HAPH		Reports Delete	Help		<b>2</b>	New	Vacancy			
Text	Person	Alfie Hunter			⊟Alfie					
	Company	ABBA Ltd, Kieran Hamilton		Ξ	Mobile		0700 1324976			
Letter Text	Vacancy	Bricklayer			E-mail		alfie@iqx.co.uk			
Questionnaire	Placement	Temp 29/05/2017			⊟Kieran					
	Made By	SHELLEY			E-mail		info@iqx.co.uk			
	Date	05/01/2018			ABBA Ltd					
	Time	12:21								
	Туре	Email Sent								
	Summary									
	Outcome									
	Callback			-						
	Reply as Text To Alfie Hunter		To Kieran Hamilton		With	Both				
	Insert Text	Spell Check Duplicate	Convert to HTI	ИL	)					
	Send Text	Write Letter Send E-mail	Reply to E-mail							
	This is a remind	er about the changes to payroll thi	s week.							

When the email box appears click on the three dots at the end of the address field to select the site email address instead of the company contact email address.



2024/05/05 04:09	2/2		Sending an	Email to a Site Co	ntact
F-Mail		×			_ □
Address info@iqx.co.uk		▼	ew Vacancy		
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Message Text		People	Consultants		
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payroll this week. <p class="signature&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;td&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;class=" msonormal"="">&lt;0:p&gt; <!--0:p--><td></td><td></td><td></td><td></td><td></td></p>					
border="0" cellspacing="0" cellpadding="0"					
collapse:collapse">  					
Attachments					
CV(s) Files and Documer	n				
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	info@iax.co.uk				
File Document	and graph option				
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		Ok	Cancel		
- East					

You can then send the email as normal.

## See Also:

Getting Started Contact Events. Timesheets Tab/Working with Timesheets.

Back to: **Contact Management** 

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