

How to write a letter to one person

• Select the Recipient on the selector or on the form.

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- Open a Contact Event using **F2** or the 📴 button.
- Select the **type** and enter a **Summary**.
- Click Write Letter.
- Select a template from the list to use as the base for your letter by double clicking or use a word document you already have saved out-with IQX and MS Word will open.

🐵 Letter for Shelley Hunter	
No Template Reference Request Agency Email Basic letter template E-Signing NHS Checks List Placement Confirmation	Create new document using selected template Add to favourite list Remove from favourite list Search Load from existing Word document

- Amend/complete the letter as required. Standard and specific Fields including Recipient Name, Address, Salutation etc. can be inserted through File → Insert Fields. Drag the field onto the letter and it will go to where the cursor is.
- It can be printed or emailed from File menu.



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Letter for Jack Scott	X			
Document Fields				
Print				
Email				
Save and Continue				
Save and Exit				
Exit Without Saving				

- After printing or emailing Save and Exit to return to the contact event screen.
- The letter will be available to view from the Letter Text on the left hand side. It can also be edited and reprinted from here using the Edit/Print Letter button. (After editing, the letter must be saved for the changes to be reflected in the Letter Text screen).

🐵 Contact Event Jack Villas LTD, Jack Scott									
HAPH	C	<u>R</u>	eports	<u>Delete</u>	Help	100	1		
Text	Company	Jack Villas LTD, Jack Scott							
	Made By	MICHELLE							
Attached CVs	Date	30/03/201	8						
Letter Text	Time	09:19							
	Туре	Speculative CV Sent by Letter							
Questionnaire	Questionnaire Summary			Test Letter					
Email Log	Outcome								
	Callback								
	Callback Time								
	Priority	5							
	Created By	MICHELLE							
	Edit/Print Lette	<u>er</u>	Create	ed 30/03/2	2018 09:44	by	М		
	Our Ref: PRIVATE & CONFIDENTIAL 30th March 2018 Jack Scott Managing Director								

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