



## Where to make a Contact Event with multiple links

To a Company Person connected to a Vacancy

- from Vacancy Selector
- Vacancy Details
- Temp Desk Vacancy Tab, through confirm shifts.

To an Person/Candidate connected to a Vacancy

- Through Vacancy Details
- Progress Details.

To an Candidate/s and a Company Person connected to a Vacancy

- Vacancy/Progress
- Vacancy/Placement through Fill Shifts.

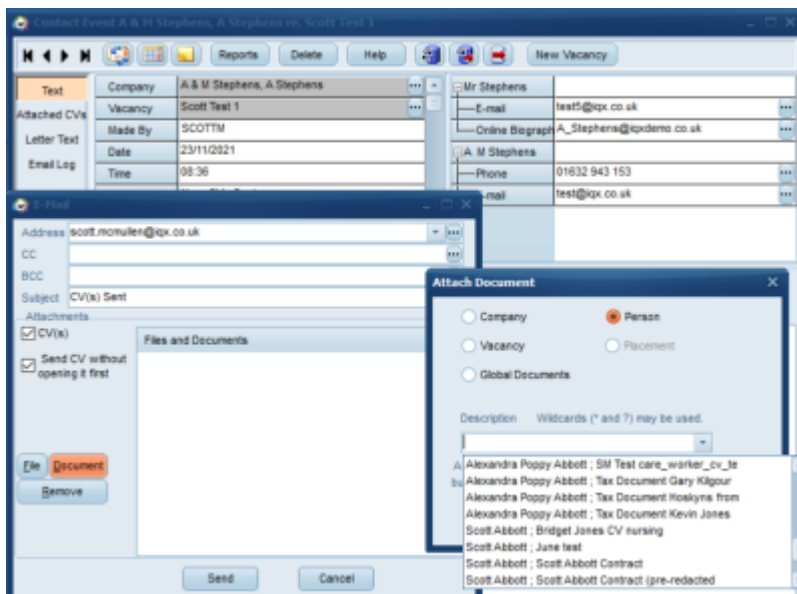
To a selection of People

- Person Selector → Mailmerge.

To a selection of Company People about an Candidate

- through Company Selector → Mailmerge.

Where you have multiple Person records linked to a Contact Event (sending Cv's from a vacancy shortlist as an example) when sending an email from the Contact Event and adding Person Documents you will see a list of all their documents, prefixed with their name before a semi colon.





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