



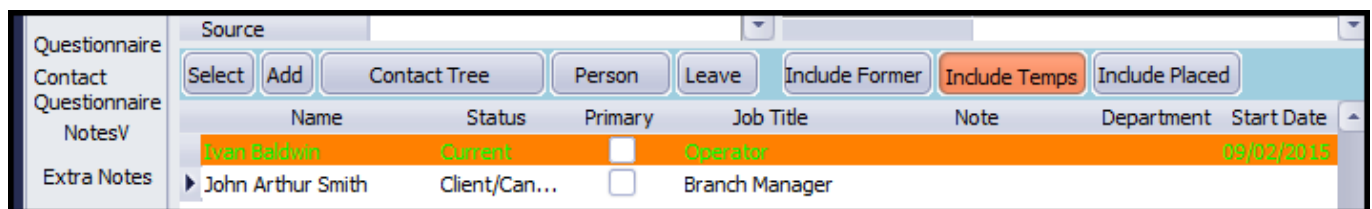
Viewing former employees or temp staff

Refers to:

companies form → selection tab

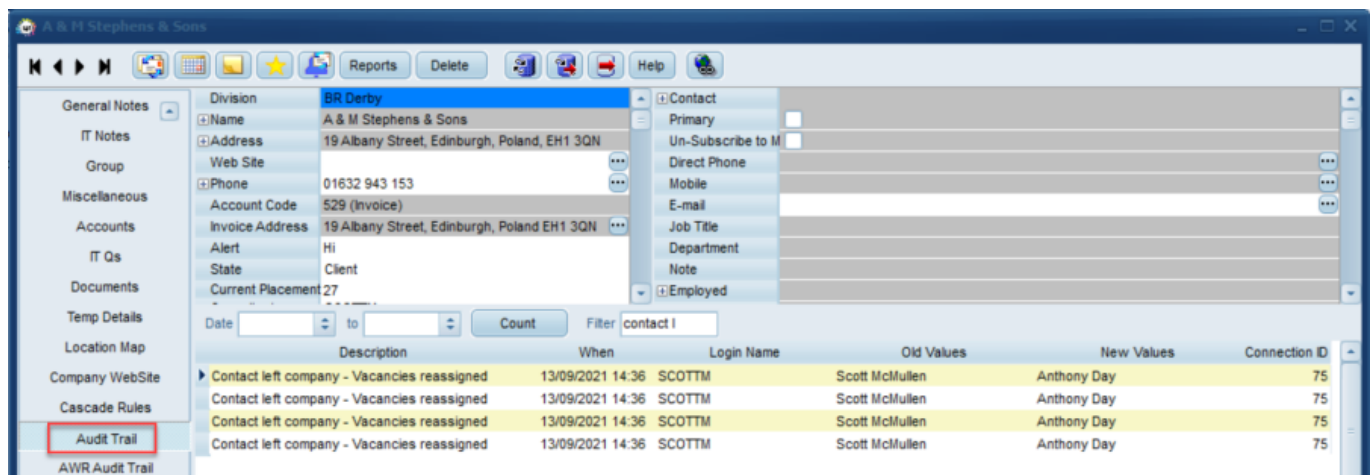
Click on the **Contacts** filter to view the contacts for this company. You can then use the **Include Former** and **Include Temps** buttons to list the former employees and current temporary staff that have been, or are currently contacts for this company.

(2.16.4+) Temps may be viewed by default. Font and background colours can be assigned to different person states the colours will be visible in the company contact view.



Source	Name	Status	Primary	Job Title	Note	Department	Start Date
Ivan Baldwin	Current	<input type="checkbox"/>	Operator				09/02/2015
John Arthur Smith	Client/Can...	<input type="checkbox"/>	Branch Manager				

(2.21.8+) it is now audited when a company contact leaves and they have open vacancies. These vacancies are re-assigned to a selected contact and this is now captured in the company audit trail. The audit trail details that vacancies have been re-assigned and also shows the old values and new values.



Description	When	Login Name	Old Values	New Values	Connection ID
Contact left company - Vacancies reassigned	13/09/2021 14:36	SCOTTM	Scott McMullen	Anthony Day	75
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