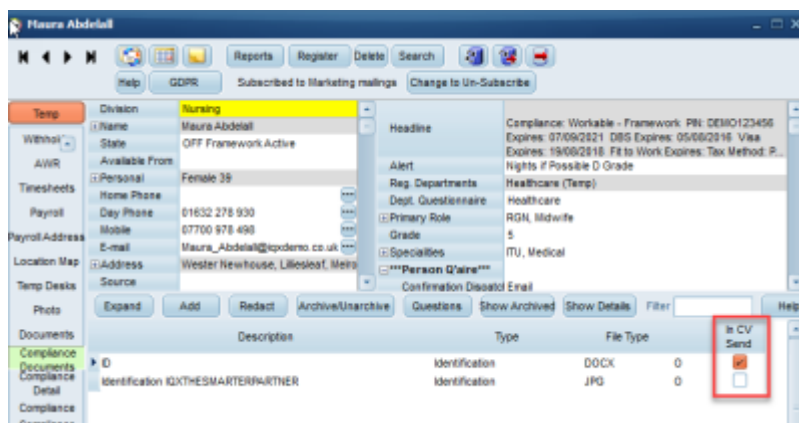




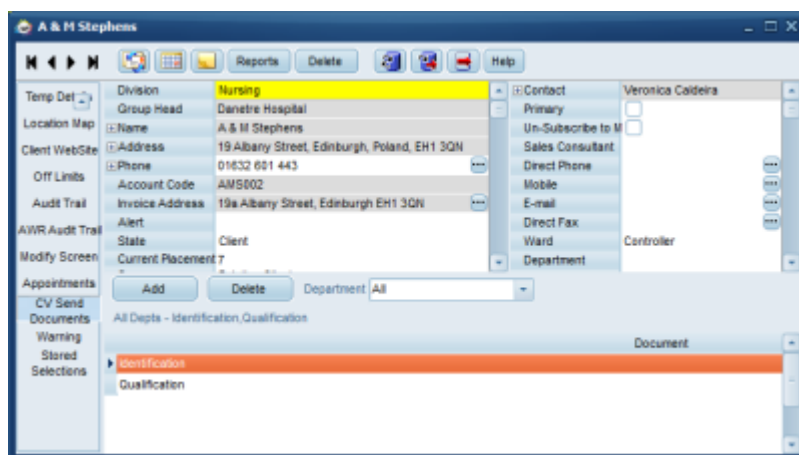
# Sending documents with a CV

If set up by your agency it is possible to send documents, such as certificates or references, along with a CV to a company contact.

When a document is added to a candidate record and the consultant is happy that it can go to a client they should tick the In CV Send box to confirm you are happy for it to be sent to a client:



Then on a client by client basis you can choose on the CV Send Documents which documents you want to go with a CV for that client:



Then when sending a CV if a document of this type exists on the candidate record it will automatically pick up the document:



Send CVs to Veronica Caldeira at A & H Stephens

Contact Details

Sent By: **SHELLEY** Type: CVs sent to Client

Date: 06/01/2020 Time: 16:18 Callback:

Summary: CV(s) Sent

CVs to Send

Selected (1)

Short List State: Entire Short List

New Short List Action Date / State for Sent CVs

Action Date: 06/01/2020 Change

State: CV Sent to Client

Extra Documents

Document Type	Included
Qualification	<input checked="" type="checkbox"/>
Identification	<input checked="" type="checkbox"/>

New Document Type

Ok Cancel

When the contact event opens if a document is missing you will be warned:

Contact Event A & H Stephens, Veronica Caldeira re. Coffee Maker

Client: A & H Stephens, Veronica Caldeira

Vacancy: Coffee Maker

Made By: SHELLEY

Date: 06/01/2020

Time: 16:25

Type: CVs sent to Client

Summary: CV(s) Sent

Outcome:

Callback:

Callback Time:

Priority: 5

Name: Mauro Abdoal 1 Missing doc(s)

Add Remove Candidate

Alternatively, the client doesn't need to have documents set up in their record and consultants can manually pick which documents they want using the 'New Document Type' button.

Go back to [Vacancy Records](#)

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