

Candidates – Individual – Create Event

The 'Create Event' feature of your eBoss database allows you to quickly add an Event to the Calendar for an individual Candidate.

Create Event

From an individual Candidate Record:

- Click on the Notes & Communications Tab
- Click on 'Create Event'
- Click on 'Add Event'.
- Add the Event information:
 - Enter the Subject and Message details for the Event.
 - Delivery Type – this allows you to choose whether the Event should be a Next Contact, an Email, or SMS.
 - Enter the required Delivery Date
 - Choose a Consultant(s) if required
- Click 'Save' and the Event is added to your system Calendar.

Viewing Events

You can also view, filter and update Events for this individual Candidate on this Create Event Page.

To Delete, Complete, or Print Event(s)

- Select an Event(s) and choose Print, Delete or Complete from the drop down menu
- Click Apply
- Your Event is marked as you chose in the dropdown menu
- You can also Print, Delete or Complete an event using the icons to the right of the event.

Navigating & Filtering Events

- Select a date using the drop down menu options available
- Click 'Change Date'
- Or use the Page numbers, and Next & Previous buttons to navigate should you have a lot of Events for this Candidate.