

Candidates – Individual – Notes & Communications Tab

The Notes & Communications Tab on your individual Candidate records shows all notes & communications by default (the 'Overview').

Searching and Navigating

Use the Search field to the top right of the list of notes & communications, or the First, Previous, Page Number, Next and Last buttons to navigate if you have many records for the Candidate. You can also select how many notes to display for this Candidate by using the drop down menu at the bottom of the list.

Filtering

Using the drop down menu to the top left of the list, you can Filter the notes and communications for the individual Candidate by:

- All
- System
- User
- Phone
- Interview
- Incoming Emails
- Outgoing Emails
- References
- Accounts
- Linked

Searching and Navigating will still work once you have Filtered your list, returning results just from the Filtered Results.