

## Candidates – Viewing an Individual Candidate

From the main Candidates page, clicking on a Candidate ID will take you to the individual Candidate's Dashboard. Similarly, clicking on their Name will take you to their Notes Tab.

Along the top of the individual Candidate's record are 5 Tabs:

- *Dashboard*
  - *This gives you quick access to*
    - *Consultant Information*
    - *Documents*
    - *Checklist*
    - *Send SMS*
    - *Skills at a Glance*
    - *Notes*
    - *Security*
- *Details*
  - *Allows Editing of*
    - *Personal Details*
    - *Employment Details*
    - *Consultants assigned*
    - *Checklist*
- *Linked*
  - *Shows any Links between this Candidate and Clients or Jobs*
- *Documents*
  - *Displays Documents saved for this Candidate*
  - *Allows quick upload for new Documents*
- *Notes & Communications*
  - *Overview provides a list of all Notes, Emails, SMS and Calendar events*
  - *Compose Email – create a new Email to the Candidate*
  - *Compose Note – add a Note to the Candidate*
  - *Send SMS – quickly send a text*
  - *Create Event – create a Calendar event for the Candidate.*

More detailed information for each section above is available on your eBoss Helpdesk.