Boiler Plate Text (Standard Text / AutoText)

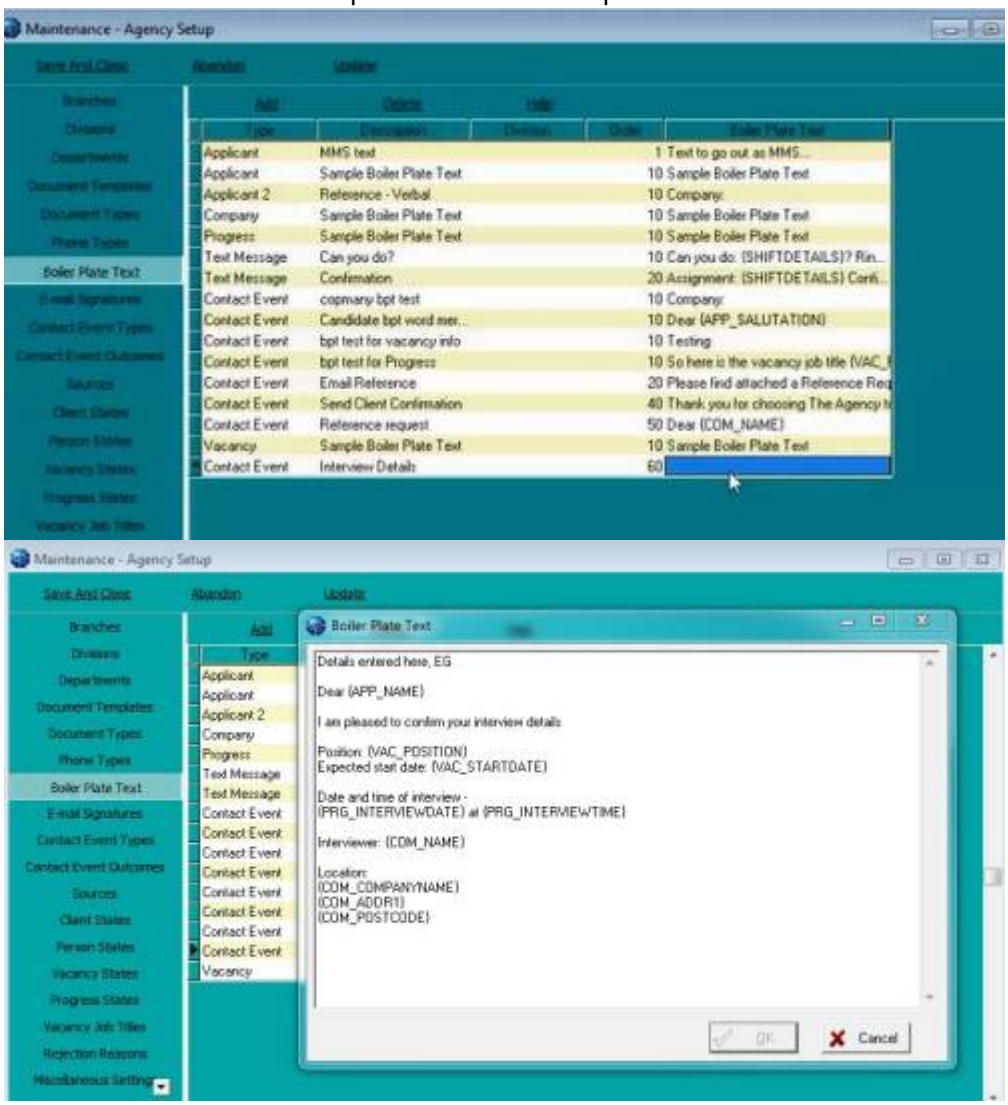
Boiler Plate Text allows setting up of blocks of standard text which may be easily dropped into the current cursor position of the various free text notes fields.

This is helpful for vacancy job description outlines, interview question outlines, contact events etc.

Set up in Maintenance> Agency Setup> Boiler Plate Text.

Select whether you want the text to be accessible from:
Company
Vacancy
Contact Event
Company
Applicant
Text Message

Double click on the boiler plate text field to open the box to enter the text.



When inserting boiler plate fields, please make sure the fields are surrounded by {}s

```
eg {APP_NAME}, {COM_NAME}
```

This allows the setting up of blocks of standard text which may be easily dropped into the current cursor position of the various free text notes fields. The below fields are available

```
SHIFTDETAILS          e.g. 01/02/2012 13:00-17:00
```

```
Applicant Fields : Accessible from Applicant, Vacancy, Placement
Boiler Plate Field      Table       Field               Example
APP_NAME                Person            Name                Mr Fred
Smith
APP_SURNAME             Person             Surname          Smith
APP_USURNAME            Person      Surname                SMITH
APP_FORENAMES           Person      Forenames              Fred
APP_UFORENAMES          Person      Forenames             FRED
APP_SALUTATION          Person             Salutation            Mr Smith
APP_ADDR1               Person      Addr1                  Wester Newhouse
APP_ADDR2               Person      Addr2                  Lilliesleaf
APP_ADDR3               Person      Addr3
APP_TOWN                Person      Town                  Melrose
APP_COUNTY              Person      County                 Scottish Borders
APP_COUNTRY             Person      Country                Scotland
APP_POSTCODE            Person      Postcode               TD6 9JT
APP_DOB                 Person      DOB                    1/1/1990
APP_SEX                 Person      Sex                   Male
APP_NI              Person             NI                     AB123456C
APP_APPNUMBER           Person      AppNumber             123456
APP_PAYROLLNUMBER       Person      Payrollnumber          1
APP_REGISTRATIONDATE    Person      RegistrationDate       01/01/2010
APP_ADDRESS                                               Wester Newhouse,
Lilliesleaf, Melrose, TD6 9JT
APP_PHN_HOME_TELEPHONE                                        01835 340034
APP_PHN_DAY_TELEPHONE                                         01835 340034
APP_PHN_FAX                                               01835 XXXXXX
APP_PHN_E-MAIL
Support@iqx.co.uk
APP_HEADERNAME                                            Mr Fred Smith
APP_LISTOFCVS                                             xxxxxx
```

```
Company Fields :  Accessible from Company, Vacancy and Progress
Boiler Plate        Table        Field         Example
COM_NAME        Person      Name               Mr Fred Smith
COM_SALUTATION      Person       Salutation         Mr Smith
COM_COMPANYNAME     Company     Name              IQX Limited
COM_ADDR1       Company        Addr1              Wester Newhouse
```

COM_ADDR2	Company	Addr2	Lilliesleaf
COM_ADDR3	Company	Addr3	
COM_TOWN	Company	Town	Melrose
COM_COUNTY	Company	County	Scottish Borders
COM_COUNTRY	Company	Country	Scotland
COM_POSTCODE	Company	Postcode	TD6 9JT
COM_POSITION	Employment	Position	Developer
COM_DEPARTMENT	Employment	Department	Development
COM_ADDRESS			Wester Newhouse, Lilliesleaf, Melrose, TD6 9JT
COM_HOME_TELEPHONE			01835 340034
COM_DAY_TELEPHONE			01835 340034
COM_PHN_FAX			01835 XXXXXX
COM_PHN_E-MAIL			support@iqx.co.uk
COM_HEADERNAME			Mr Fred Smith, IQX Limited

Vacancy Fields : Accessible from Company, Vacancy, Progress and Placement

Boiler Plate Field	Table	Field	Example
VAC_POSITION	Vacancy	Position	Desktop Support
VAC_ENTRYDATE	Vacancy	EntryDate	01/01/2012
VAC_STARTDATE	Vacancy	StartDate	01/11/2012
VAC_SALARY	Vacancy	Salary	20000
VAC_REFCODE	Vacancy	RefCode	VAC11111
VAC_NOOFPOSTS	Vacancy	NoofPosts	1
VAC_EXPIRY	Vacancy	Expiry	01/12/2012

Progress fields : Only accessible from Progress

Boiler Plate Field	Table	Field	Example
PRG_STATUS	Progress	Status	C
PRG_ACTIONDATE	Progress	ActionDate	01/01/2012
PRG_INTERVIEWDATE	Progress	InterviewDate	01/01/2012
PRG_INTERVIEWTIME	Progress	InterviewTime	12:45

Placement fields : Only accessible from Placement

Boiler Plate Field	Table	Field	Example
PLC_SALARY	Placement	Salary	20000
PLC_POSITION	Placement	Position	Desktop Support
PLC_STARTDATE	Placement	StartDate	01/01/2012
PLC_LEAVEDATE	Placement	LeaveDate	01/06/2012
PLC_DEPARTMENT	Employment	Department	Support
PLC_PLACEDATE	Placement	PlaceDate	01/12/2011

Any additional phone types can be accessed (if present in the database) in the format of COM_<phonetype name>
Eg
COM_PHN_SKYPE

```
COM_PHN_FACEBOOK
COM_PHN_LINKEDIN
APP_PHN_SKYPE
APP_PHN_FACEBOOK
APP_PHN_LINKEDIN
Only if the corresponding field is available.
```

Go back to Hints, Tips & Shortcuts

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