



# 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.

The screenshot shows the 'Maintenance - Agency Setup' window. The left sidebar lists various setup categories, with 'Boiler Plate Text' selected. The main table displays a list of boiler plate text entries. The entry 'Interview Details' is selected, and a detailed view window is open showing its contents.

| Type          | Description               | Order | Boiler Plate Text                        |
|---------------|---------------------------|-------|------------------------------------------|
| Applicant     | MMS text                  | 1     | Text to go out as MMS...                 |
| Applicant     | Sample Boiler Plate Text  | 10    | Sample Boiler Plate Text                 |
| Applicant 2   | Reference - Verbal        | 10    | Company                                  |
| Company       | Sample Boiler Plate Text  | 10    | Sample Boiler Plate Text                 |
| Progress      | Sample Boiler Plate Text  | 10    | Sample Boiler Plate Text                 |
| Text Message  | Can you do?               | 10    | Can you do: (SHIFTDETAILS)? Rin...       |
| Text Message  | Confirmation              | 20    | Assignment: (SHIFTDETAILS) Conf...       |
| Contact Event | company bpt test          | 10    | Company                                  |
| Contact Event | Candidate bpt word mer... | 10    | Dear (APP_SALUTATION)                    |
| Contact Event | bpt test for vacancy info | 10    | Testing                                  |
| Contact Event | bpt test for Progress     | 10    | So here is the vacancy job title (VAC... |
| Contact Event | Email Reference           | 20    | Please find attached a Reference Req...  |
| Contact Event | Send Client Confirmation  | 40    | Thank you for choosing The Agency to     |
| Contact Event | Reference request         | 50    | Dear (COM_NAME)                          |
| Vacancy       | Sample Boiler Plate Text  | 10    | Sample Boiler Plate Text                 |
| Contact Event | Interview Details         | 60    |                                          |

**Boiler Plate Text**

Details entered here, EG

Dear (APP\_NAME)

I am pleased to confirm your interview details

Position: (VAC\_POSITION)

Expected start date: (VAC\_STARTDATE)

Date and time of interview - (PRG\_INTERVIEWDATE) at (PRG\_INTERVIEWTIME)

Interviewer: (COM\_NAME)

Location: (COM\_COMPANYNAME)  
(COM\_ADDRESS)  
(COM\_POSTCODE)

OK Cancel



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,<br>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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