Boiler Plate Text (Standard Text / AutoText)

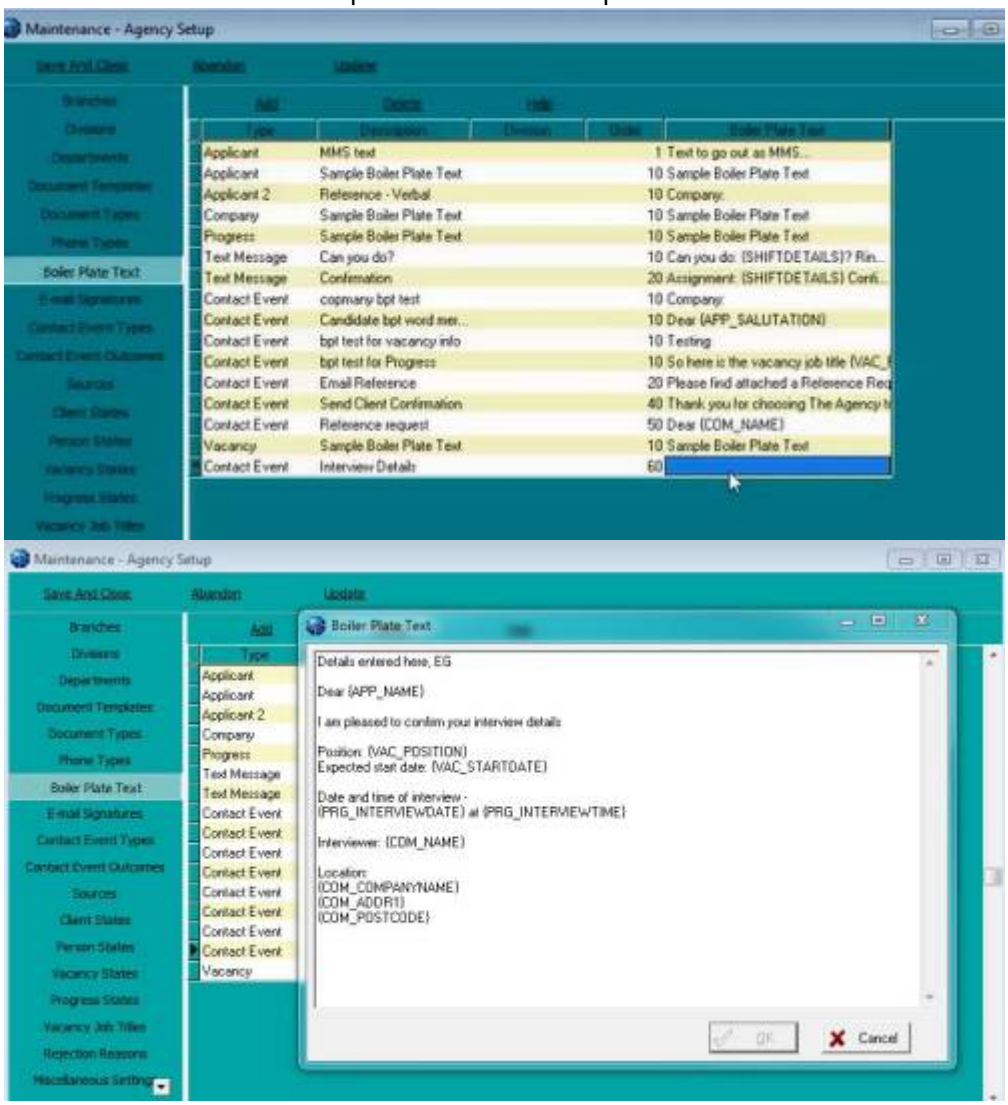
Boiler Plate Text allows setting up of blocks of standard text which may be easily dropped into the current cursor position of the various free text notes fields.

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.
```

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