Company Record

From here you can view all your Company/Client details and make any amendments to the record.

Contacts

This will list all the Company Contacts. To learn how to add new Contacts click here

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Contact Events

In here you will find all associated contact event for the Company. You can also create new contact events, appointments or reminders from this view.

AWR + AWR Closures

This is where the AWR rules/information are input and maintained. To learn more click here

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Vacancies

In here you will find all the vacancies for this particular Company/Client. From this view you can view both current and historic vacancies, add shifts, add a new vacancy, perform a count of all vacancies and process vacancies.

Placements

Similar to the above, this is where you can view all the Placements that a re associated with this Company/Client. In this tab you can expand the placement and make any amendments, open the Persons Record, view all placements for all company contacts and not just the contact that has been selected. Perform a count of all placements and process Temps.

Questionnaire

This is where you will find and maintain information relating to criteria such as Industry, Location, number of employees, the last date terms & conditions were sent etc. Click here for more info on setting up Questionnaires

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Contact Questionnaire

As above, only this information is relating to the Contact.

Notes

In this tab you can insert text or free type any information that is relevant to the Company or Company Contacts. This will be seen by all that have access to Company records.

Group Tree

This view allows you to connect one contact with multiple companies. click here to learn more

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Miscellaneous

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