



Favourites

From version 2.2.9.17.



The favourites form allows creation of lists of client, contacts & companies grouped into lists that can then be easily accessed / contact events created against them etc.

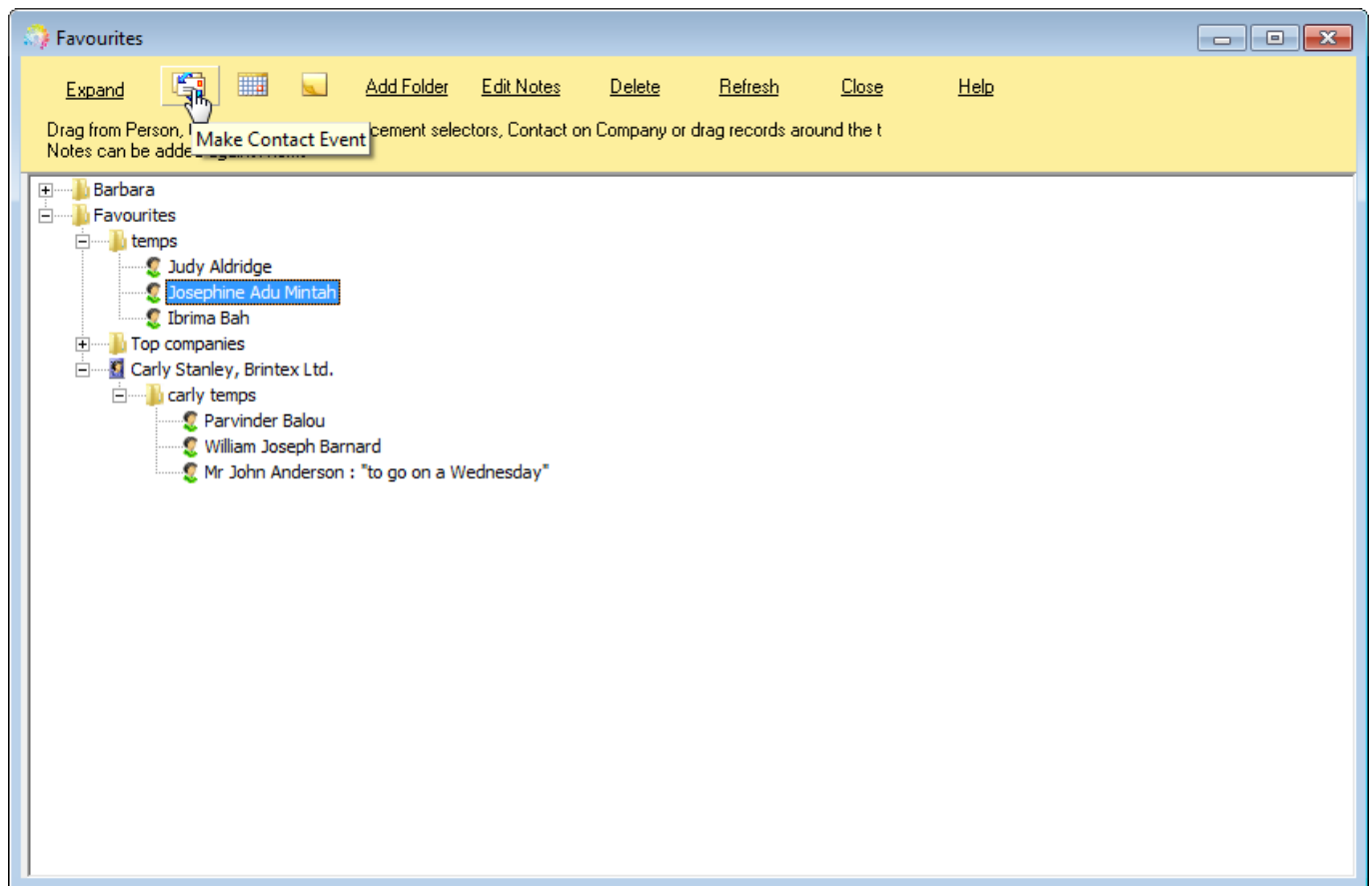
Create a folder using the Add Folder button, giving it a relevant name and add notes if you wish.

Drag and drop clients or candidates from selector forms onto the relevant list.

The screenshot shows the 'Favourites' window with a toolbar containing buttons: Expand, Add Folder, Edit Notes, Delete, Refresh, Close, and Help. Below the toolbar is a yellow instruction bar: 'Drag from Person, Company, Vacancy, Placement selectors, Contact on Company or drag records around the t Notes can be added against Items'. The main area displays a tree view of folders: Barbara, Favourites, temps, Top companies, Carly Stanley, Brintex Ltd., and carly temps. A red arrow points from the 'temps' folder to the 'Select Person' dialog box. The dialog box has a search bar, a 'Find' button, and a 'New' button. It also has a 'Selection' dropdown menu set to 'All Except Contacts & Archivec'. Below this is a table with columns: Name, State, Last Contact, and Div. The table lists several people, including Kinade Adonsako, Josephine Adu Mintah, Folaranmi Yetunde Akiny..., Judy Aldridge, and Ibrima Bah. At the bottom of the dialog box is a section for 'Enter Notes for Candidate' with an 'OK' button and a 'Cancel' button.

Name	State	Last Contact	Div
Kinade Adonsako	Current	07/03/2014	The Agency
Josephine Adu Mintah	Secondary...	22/04/2014	The Agency
Folaranmi Yetunde Akiny...	Placed	15/07/2014	The Agency
Judy Aldridge	Pre registra...	21/01/2014	The Agency
Ibrima Bah	Pre registra...	21/01/2014	The Agency

Contact events, appointments and reminders can be made from this form without having to expand the record, select the person you wish to make the event against and use the create contact event or other button.



Records can be accessed by double clicking or expanding when selected.

Notes can be easily edited to keep up to date.

Individual records can be deleted or entire folders can be deleted - this will just delete the list in the favourites folder it will not delete the actual records.

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