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# **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.

Favourites					
Expand 関 📰 🔍 Add Folder Edit Notes De	lete <u>Refresh</u>	<u>Close</u>	<u>Help</u>		
Drag from Person, Company, Vacancy, Placement selectors, Contact on Com Notes can be added against Items	pany or drag records a	round the t			
EBarbara ⊡Bravourites	Select Person				
Emergina international interna	Keyname or Numb	er	Find	New	
Josephine Adu Mintak     Top companies	Selection	All Except Con	tacts & Archivec 👻	Expand	Count
□ I Carly Stanley, Brintex Ltd.	Search	Name	e State	Last Contact	Div
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Stored Selections	Kinade Adonsal		07/03/2014	The Agency
2 Parvinder Balou	Stored Searches	Josephine Adu		22/04/2014	The Agency
William Joseph Barnard Mr John Anderson : "to go on a Wednesday"		Folaranmi Yetur	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	15/07/2014	The Agency
	Reports	Judy Aldridge Ibrima Bah	-	a 21/01/2014 a 21/01/2014	The Agency The Agency
	Mail Merge	Piblina bari	Fiellegisua	1 2170172014	The Agency
	Bulk CV Import				
Enter Notes for Candidate	Mailer Selections				
OK Cancel					

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.



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Favourites

Favourites           Expand         Image: Add Folder         Edit Notes           Drag from Person, I         Make Contact Event         Cement selectors, Contact           Notes can be adde         Image: Contact Event         Cement selectors, Contact	<u>Close Help</u> around the t	
Barbara     Favourites     Sudy Aldridge     Sosephine Adu Mintah     Sibria Bah     Sosephine Adu Mintah     Sibria Bah     Sosephine Adu Mintah     Sosephine Adu Mi		

Records can be accessed by double clicking or using the Expand button when selected.

Notes can be easily edited to keep up to date - using the Edit Notes button when selected.

Individual records can be deleted from the lists or entire folders can be deleted from the favourites view - this will just delete them from the favourites folder it will not delete the actual records.

### From Release 2.16.6

Favourites can be viewed and amended by users with the same Division access.

Favourite	s					
Expand		Add Folder	Edit Notes	Delete	Refresh	Process
	erson, Company, Vacancy e added against Items	, Placement sele	ctors, Stored S	elections, Cont	act on Company	ny or drag reco
Consultant	DEMO					
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**Records in Favourites can be Processed.** 



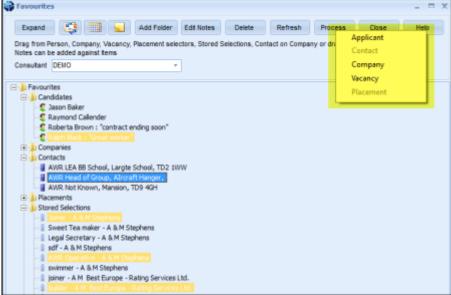
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Favourites

Records stored in Favourites can be selected using Ctrl and/or Shift keys and processed to the relevant selector screen using the Process button.

Expand       Image: Section of the sectio
Notes can be added against items
Consultant DEMO -
Favourites _ = = : Expand 😋 📰 🜄 Add Folder Edt Notes Delete Refresh Process Close Help
Drag from Person, Company, Vacancy, Placement selectors, Stored Selections, Contact on Company or dn Contact
Consultant DEMO - Company Vacancy
Favourites     Placement     Placement
Salasi baker     Raymond Calender     Roberta Brown : "contract ending soon"

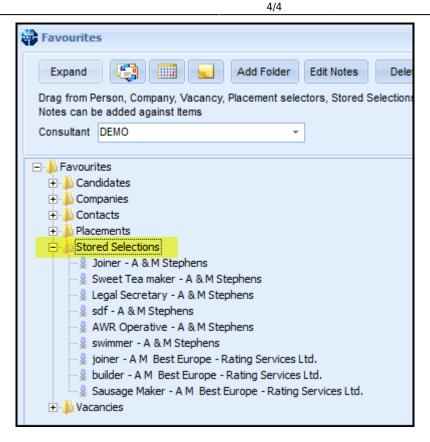


## Stored Selections can be saved in Favourites

Select or create a stored selection in the Person, Company, Contacts and Vacancy. Drag and drop the Stored Selection in the relevant Favourites Folder.

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The F2 key can also be used to create contact events for records in folders in Favourites.



Favourites