



Contact Events Selector

View contact events created - for all in a date range or filter by user, date and type, callback date or by further criteria on the filter screen.

- Expand will open the contact event
- Copmany, Candidate and Vacancy buttons will Expand the relevant record that the contact event is linked with.

Select Contact Events

BARBARA Date 27/05/2014 to 27/05/2014 Type All Close Help

Expand Company Candidate Vacancy Count Callback by: Update

Process Candidates Process Companies Process Contacts Process Vacancies

Type	Company	Contact	Candidate	Consultant	Date	Position	Callback	Summary
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- Process button opens the relevant selector form populated accordingly:

Select Contact Events

All Date 24/02/2014 to 27/05/2014 Type All Close Help

Expand Company Candidate Vacancy Count Callback by: Update

Process Candidates Process Companies Process Contacts Process Vacancies

Type	Company	Contact	Candidate	Consultant	Date	Position	Callback	Summary
Confirm	3l Group PLC	Ralph Black		BARBARA	22/05/2014			
CV(s) Sent	Algorithnics (U...	Barbara Kirkup		BARBARA	13/05/2014	Cleaner		CV(s) Sent
• CV(s) Sent	Algorithnics (U...	Barbara Kirkup		BARBARA	13/05/2014	Cleaner		CV(s) Sent
Speculati...	Algorithnics (U...	Barbara Kirkup		BARBARA	13/05/2014			
• Speculati...	3l Group PLC	Sophie Ryman		BARBARA	13/05/2014	Test for Jad...		CV(s) Sent
Speculati...	Algorithnics (U...	Barbara Kirkup		BARBARA	13/05/2014			Mail Merge Email: test
Speculati...	Algorithnics (U...	Barbara Kirkup		BARBARA	13/05/2014			test
Speculati...			Thomas Abrah...	BARBARA	13/05/2014			test
Speculati...	Algorithnics (U...	Barbara Kirkup	Eleanor Ryman	BARBARA	12/05/2014			Mail Merge Email: test
• Phone ca...	ABBA Invoices	Saika Abbas	Saika Abbas	BARBARA	06/05/2014			testing CE through history - links
Speculati...			Justin Willey	BARBARA	05/05/2014			Re: Re: contact.pas
Speculati...			Justin Willey	BARBARA	01/05/2014			Re: Re: contact.pas
Speculati...			Justin Willey	BARBARA	01/05/2014			Re: Re: contact.pas
Speculati...			Justin Willey	BARBARA	01/05/2014			Re: contact.pas
Phone ca...			Saika Abbas	BARBARA	01/05/2014			test
Client re ...			Alexandra Pop...	BARBARA	01/05/2014			terst
Cold Call/...			Matloob Abdulla	BARBARA	30/04/2014			sdarg
Candidat...			Matloob Abdulla	BARBARA	30/04/2014			TEST
• Phone ca...	B4 AMS	Yo Hall		BARBARA	28/04/2014			
Confirm	3l Group PLC	Sophie Ryman	Matthew Corby	BARBARA	23/04/2014	Test GCC A...		test to cands
Confirm	ABC Contract ...	Leena Vaness...	Ezekiel Banton	BARBARA	23/04/2014	Dispatch		test to cands
Confirm	ABC Contract ...	Leena Vaness...	Bharat Vitay Bil...	BARBARA	23/04/2014	Dispatch	24/04/2014	test to cands
Confirm	ABC Contract ...	Leena Vaness...	Ezekiel Banton	BARBARA	23/04/2014	Dispatch		details.



Contacts from Contact Event Selector						
Keyname or #A/C Code		Find	Companies	Contacts	New	Close
Selection	Clients and Prospects	Expand	Count	Contact Tree		
Search	Contact	Job Title	Company	State	Type	Last PI Start D
Stored Selections	Sophie Ryman		3I Group PLC	Prospect		17/03/14
Stored Searches	Saika Abbas		ABBA Invoices	Invoice Ad...		
Reports	Barbara Kirkup		Algorithmics (U K) Ltd.	Prospect		11/09/12
Mail Merge	Yo Hall	Personal Assi...	B4 AMS	Client		10/09/13
Mailer Selections						

Reports:

- Analysis by Consultant
- By Selection
- By Selection with Description & Notes
- Crosstab Summary Analysis by Outcome
- Details with Applicant Job & Outcome
- Due for Callback
- Summary Details by Branch

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