

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

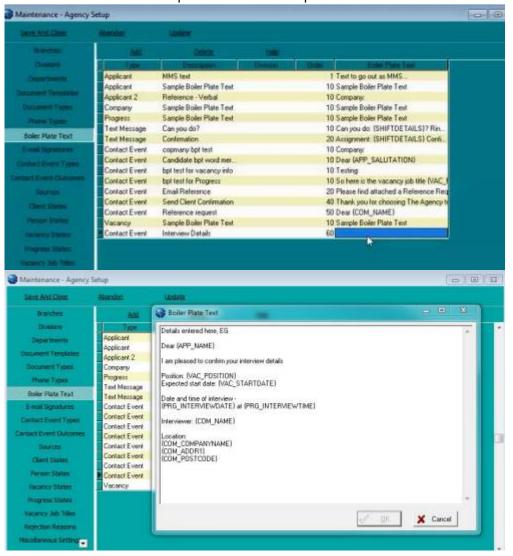
Contact Event

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 : A Boiler Plate Field	ccessible from Table	Applicant, Vacancy, Field	Placement 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			
_	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_TELEPHO	01835 340034					
APP_PHN_DAY_TELEPHON	E		01835 340034			
APP_PHN_FAX			01835 XXXXXX			
APP_PHN_E-MAIL						
Support@iqx.co.uk			Mr. Frank Crith			
APP_HEADERNAME			Mr Fred Smith			
APP_LISTOFCVS			xxxxxx			

Company Fields: Accessible from Company, Vacancy and Progress Boiler Plate Table Field Example

Mr Fred Smith COM NAME Person Name COM SALUTATION Mr Smith Person Salutation COM COMPANYNAME Name IQX Limited Company COM ADDR1 Company Addr1 Wester Newhouse





COM_ADDR2 COM_ADDR3	Company Company		Lilliesleaf	
COM_TOWN	Company		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 : Ac	cessible from	Company, Vacancy,	Progress and Placement
Boiler Plate Field	Table	Field Exam	ple
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_N00FP0STS	Vacancy	NoofPosts	1
VAC_EXPIRY	Vacancy	Expiry	01/12/2012

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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
                                    InterviewDate
                                                      01/01/2012
                        Progress
PRG INTERVIEWTIME
                        Progress
                                                          12:45
                                      InterviewTime
```

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Placement fields : Only accessible from Placement
Boiler Plate Field Table
                                 Field
                                               Example
PLC SALARY
                    Placement
                                  Salary
                                                   20000
                        Placement
PLC POSITION
                                       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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