



# 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.

The screenshot shows the 'Maintenance - Agency Setup' window. The 'Boiler Plate Text' table is visible, listing various text blocks for different entities and events. A dialog box titled 'Boiler Plate Text' is open, allowing the user to edit the content of a selected text block. The dialog box contains a text area with the following content:

Details entered here, EG  
Dear (APP\_NAME)  
I am pleased to confirm your interview details  
Position: (VAC\_POSITION)  
Expected start date: (VAC\_STARTDATE)  
Date and time of interview -  
(PRG\_INTERVIEWDATE) at (PRG\_INTERVIEWTIME)  
Interviewer: (ICOM\_NAME)  
Location:  
(ICOM\_COMPANYNAME)  
(ICOM\_ADDRESS)  
(ICOM\_POSTCODE)

The dialog box has 'OK' and 'Cancel' buttons at the bottom.



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 : Accessible from Applicant, Vacancy, Placement

Boiler Plate Field	Table	Field	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
APP_NI	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_TELEPHONE			01835 340034
APP_PHN_DAY_TELEPHONE			01835 340034
APP_PHN_FAX			01835 XXXXXX
APP_PHN_E-MAIL			Support@iqx.co.uk
APP_HEADERNAME			Mr Fred Smith
APP_LISTOFCVS			xxxxxx

Company Fields : Accessible from Company, Vacancy and Progress

Boiler Plate	Table	Field	Example
COM_NAME	Person	Name	Mr Fred Smith
COM_SALUTATION	Person	Salutation	Mr Smith
COM_COMPANYNAME	Company	Name	IQX Limited
COM_ADDR1	Company	Addr1	Wester Newhouse



COM_ADDR2	Company	Addr2	Lilliesleaf
COM_ADDR3	Company	Addr3	
COM_TOWN	Company	Town	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 : Accessible from Company, Vacancy, Progress and Placement  
Boiler Plate Field Table Field Example

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_NOOFPOSTS	Vacancy	NoofPosts	1
VAC_EXPIRY	Vacancy	Expiry	01/12/2012

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	Progress	InterviewDate	01/01/2012
PRG_INTERVIEWTIME	Progress	InterviewTime	12:45

Placement fields : Only accessible from Placement

Boiler Plate Field	Table	Field	Example
PLC_SALARY	Placement	Salary	20000
PLC_POSITION	Placement	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.

Go back to [Hints, Tips & Shortcuts](#)

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