

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.

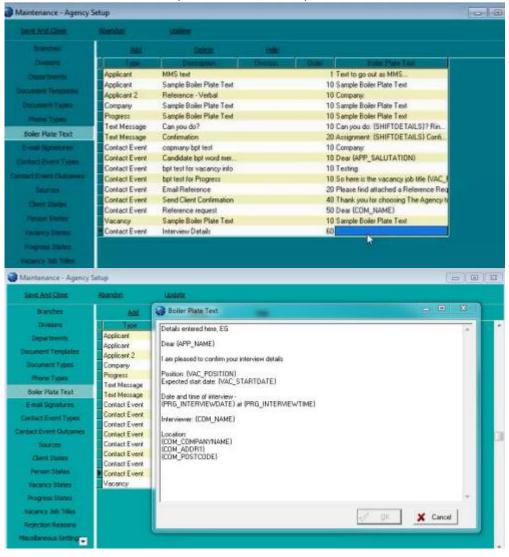
This is helpful for vacancy job description outlines, interview question outlines, contact events etc.

Set up in Maintenance> Agency Setup> Boiler Plate Text.

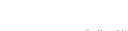
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Select whether you want the text to be accessible from: Company Vacancy Contact Event Company Applicant Text Message

Double click on the boiler plate text field to open the box to enter the text.



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When inserting boiler plate fields, please make sure the fields are surrounded by {}s

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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 : Acce			
Boiler Plate Field	Table	Field	Example
APP_NAME	Person	Name	Mr Fred
Smith			
APP_SURNAME	Person	Surnam	
APP_USURNAME	Person	Surname	SMITH
APP_FORENAMES	Person	Forenames	Fred
APP_UFORENAMES	Person	Forenames	FRED
APP_SALUTATION	Person	Saluta	tion 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 Per	son	NI	AB123456C
APPAPPNUMBER	Person	AppNumber	123456
APPPAYROLLNUMBER	Person	Payrollnumber	1
APPREGISTRATIONDATE		RegistrationD	
APP ADDRESS		5	Wester Newhouse,
Lilliesleaf, Melrose, T	D6 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 : Acces	sible from (Company Vacanc	v and Progress
Boiler Plate Tab			ample
COM NAME Person			Fred Smith
COM SALUTATION Per		alutation	Mr Smith
—	pany Nan		IQX Limited
_			Wester Newhouse
COM_ADDR1 Company	Addr	T	WESLEI NEWHOUSE



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COM_ADDR2	Company	Addr2		Lilliesleaf		
COM_ADDR3	Company	Addr3				
COM_TOWN	Company	Town	Me	lrose		
COM_COUNTY	Company	County	S	cottish Borders		
COM_COUNTRY	(Company	Country	Scotland		
COM_POSTCODE	(Company	Postcode	TD6 9JT		
COM_POSITION	E	Employment	Position	Developer		
COM_DEPARTMENT	E	Employment	Department	Development		
COM_ADDRESS			١	Wester Newhouse,		
Lilliesleaf, Me	lrose, TD6	6 9JT				
COM_HOME_TELEPHO	DNE			01835 340034		
COM_DAY_TELEPHO	NE			01835 340034		
COM_PHN_FAX				01835 XXXXXX		
COM_PHN_E-MAIL			:	support@iqx.co.uk		
COM_HEADERNAME				Mr Fred Smith, IQX		
Limited						
	A ' I	1. (December of Discourse		
Boiler Plate Fie VAC_POSITION VAC_ENTRYDATE VAC_STARTDATE VAC_SALARY VAC_REFCODE VAC_NOOFPOSTS VAC_EXPIRY	eld Table \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \					
Progress fields Boiler Plate Fie PRG_STATUS PRG_ACTIONDATE PRG_INTERVIEWDA PRG_INTERVIEWTIN	eld Table Progr Progr TE F	e Fie ress St	-			
Placement fields Boiler Plate Fie PLC_SALARY PLC_POSITION PLC_STARTDATE PLC_LEAVEDATE PLC_DEPARTMENT PLC_PLACEDATE	eld Table Place I I I	e Fie		ample 20000 Desktop Support 01/01/2012 01/06/2012 Support		
Any additional phone types can be accessed (if present in the database) in						

Any additional phone types can be accessed (if present in the database) in the format of COM_<phonetype name> Eg COM_PHN_SKYPE

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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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Go back to References

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