How do I set up disciplines in my database?

Definition: *In Recruit Studio a discipline is a field that helps you define candidates and clients by their area of expertise or knowledge. For instance, a candidate who is a Senior Accountant (job title) has the discipline 'Accountancy' but he could work in any sector such as retail, oil & gas, pharmaceutical and so on.*

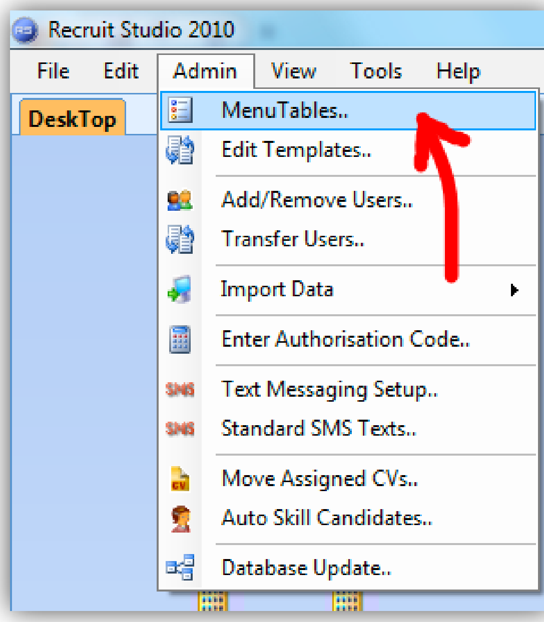
Typically disciplines apply best to candidates, but you can use them for clients as well. Disciplines are visible on records, and are searchable in both Search and Search & Mailings.

Disciplines are added in Menu Tables under the Admin menu.

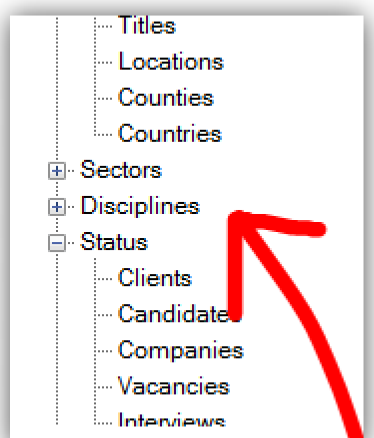
Setting up disciplines in the database

1. From the Admin menu choose 'Menu Tables'.

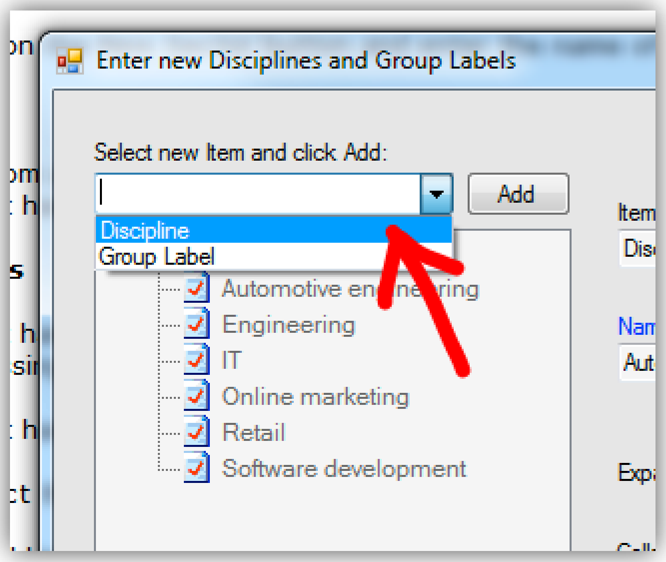
   If you cannot see the Admin menu, you will need to log in as Admin, or as a user with Administrator privileges.



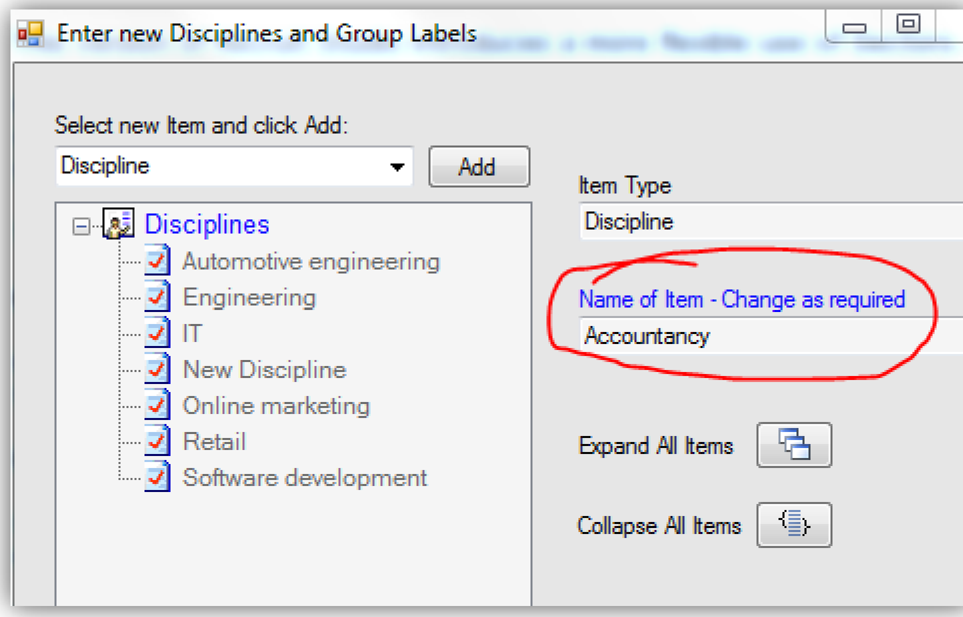
2. When the Menu Tables page opens, click on 'Disciplines' on the tree on the left.



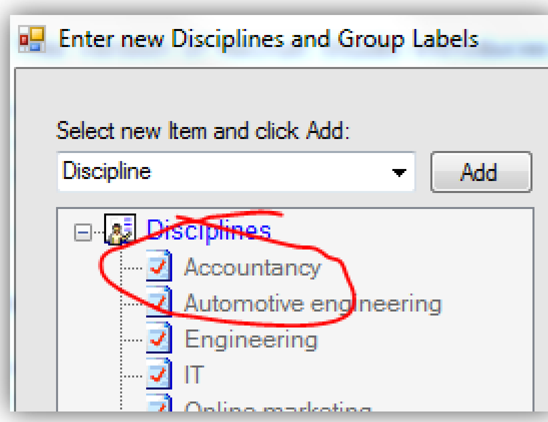
3. The disciplines window will open. The cursor will be flashing in the 'Select new Item...' pull down menu. Choose 'Discipline' and click the 'Add' button.



4. On the right hand side of this window, remove the name of the discipline and type a new one.



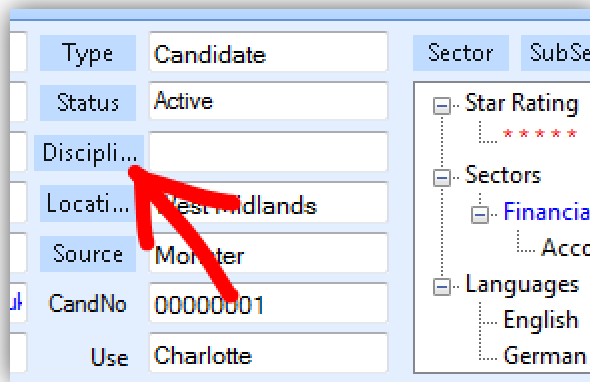
5. Press Enter on your keyboard to add the new discipline to the list.



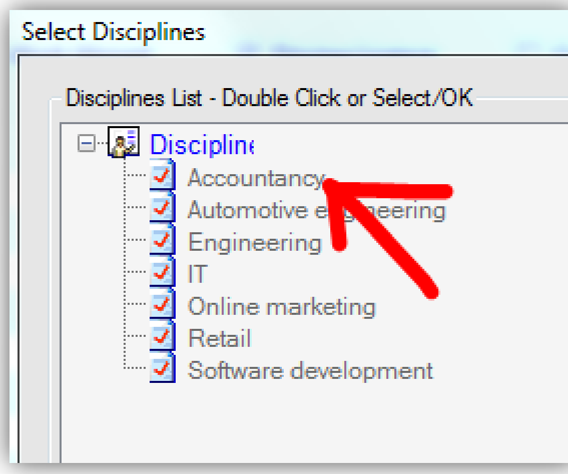
6. Repeat to add more disciplines. Finally click 'Ok' to add them to the Menu Tables list. When you close Menu Tables the changes will be saved and the new discipline(s) will be available in the records.

Applying disciplines to records

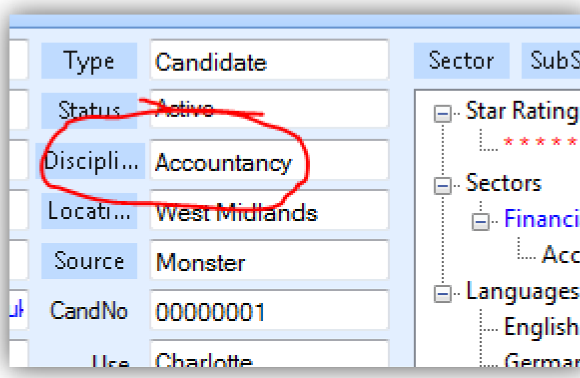
1. Create a new record (candidate or client) or open an existing one.



2. At the top section of the record, go to the field marked 'Discipline' and click the blue button.



3. The disciplines box opens. Select the discipline that applies to this candidate/client from the list.



4. Click 'Ok' and the record will be updated.