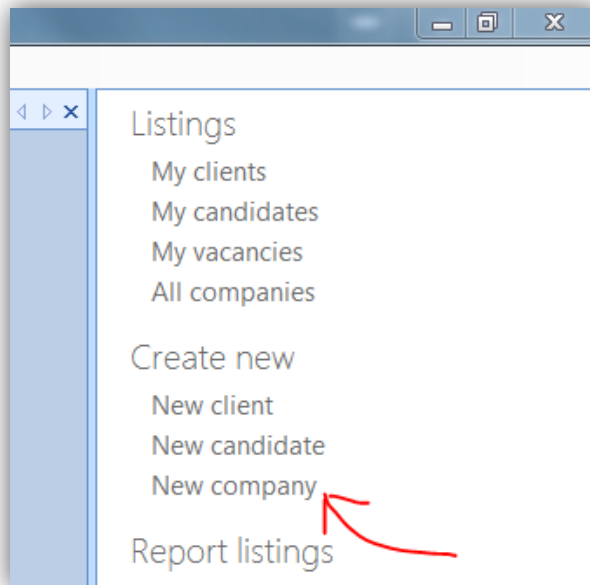


How do I create a new company record?

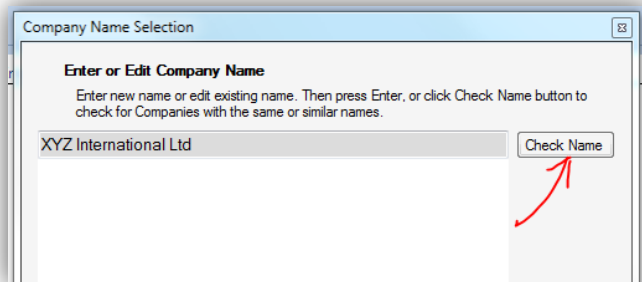
This help guide is designed to show you a step-by-step approach to creating a new company record within Recruit Studio.

1. From the Main Menu click 'New Company'.



2. Type in the name of the company you wish to create.

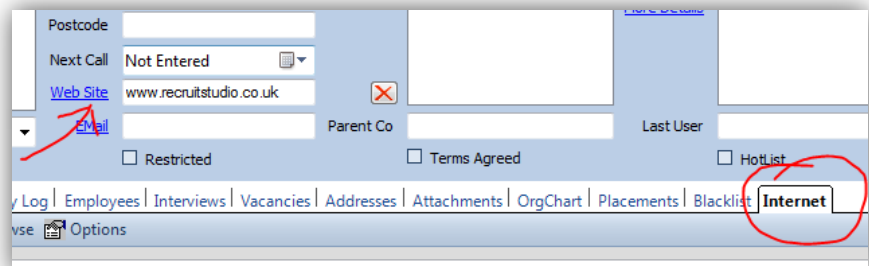
You can also click the 'Check Name' button which allows you to check whether this company (or one with a similar name) already exists in the database.



When you have finished, click 'OK'.

3. You can now populate the blank record.

You may find it useful to type in the URL of the company into the website field, then click the 'Website' button. This will open the company's website within the record.



This is a useful way of having the company details to

hand so you can copy/paste or drag/drop the data into the relevant fields.

4. Even if you do not know all the information in order to fully populate the record, it is a good idea to enter a minimum of sector, telephone number, address/postcode and location. These are popular search criteria which will be helpful in finding the company later.

A screenshot of a web form with several input fields. On the left side, there are blue text buttons: 'Sector', 'Sub Sectors', and 'Stars'. On the right side, there are blue text buttons: 'Location', 'SubLocation', 'Accounts', and 'More Details'. At the bottom, there are checkboxes for 'Terms Agreed' and 'HotList'. A red arrow points from the 'Sector' button to the 'Sector' input field.

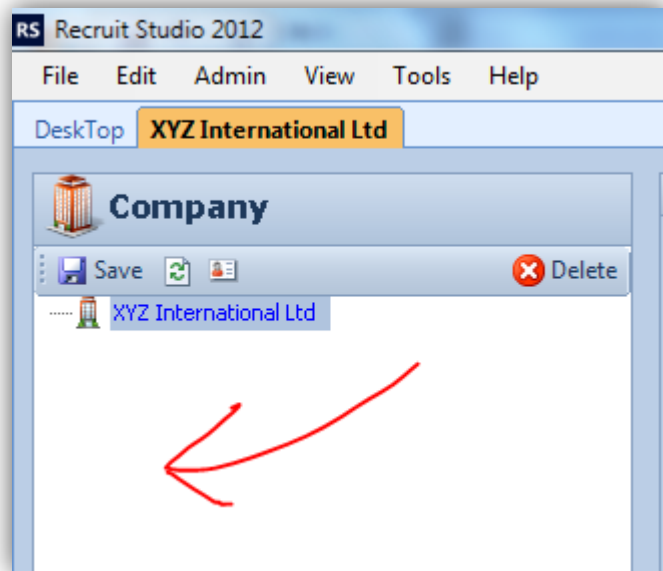
Blue text buttons indicate that you can choose from a menu.

5. To select a sector, click the blue Sector button then choose one from the list. If your company allows multiple sectors for records, it would be a good idea to tick 'Make Selected Sector the Prime Sector'.

A screenshot of a dialog box titled 'Select and Add a Sector'. It contains instructions: 'Companies, Clients and Candidates can be assigned multiple Sectors. The Sector visible in search listings is called the Prime Sector. When you search for a Sector all assigned Sectors are searched, not just the Prime Sector.' Below this, there is a checkbox labeled 'Make Selected Sector the Prime Sector' which is checked and circled in red. A 'Show All' button is to the right of this checkbox. Below the checkbox is a list of sectors in three columns. The 'Financial Services' sector is highlighted in blue. At the bottom, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

Accountancy	Common	Govern
Accounting & Finance	Consultancy	HR
Aerospace & Defense	Education & Training	IBM Pa
Agricultural	Education/Training	Industr
Air-conditioning, Pumps, heating, Cooling syst	Electronics	IT & Te
ATM	Energy & Utilities	IT Acco
AUDIT	Entertainment	IT Audi
Automotive	Environmental	IT Auto
Basic Resources	EPM	IT Avio
Building and constructions	Financial Services	IT Ban
Business Intelligence	Financials	IT Broe
Cameras	FMCG	IT Call
Charities & Pressure Groups	Gaming/Betting	IT Con
Chemicals	General	IT CRM

6. Take a look around the rest of the company record. There is a panel on the left which will become a tree showing clients and their vacancies as well as candidates who work there.



7. There is also a series of tabs in the main part of the record. You can fill in what you need – the About tab is for general company information (you could copy and paste from the website for example).



Other tabs will become populated later as you start to work with the new company – Employees, Vacancies and Interviews for instance.

8. The next step is to enter clients who work for this company. Please refer to the guide 'How do I create a new client record' for help on this.