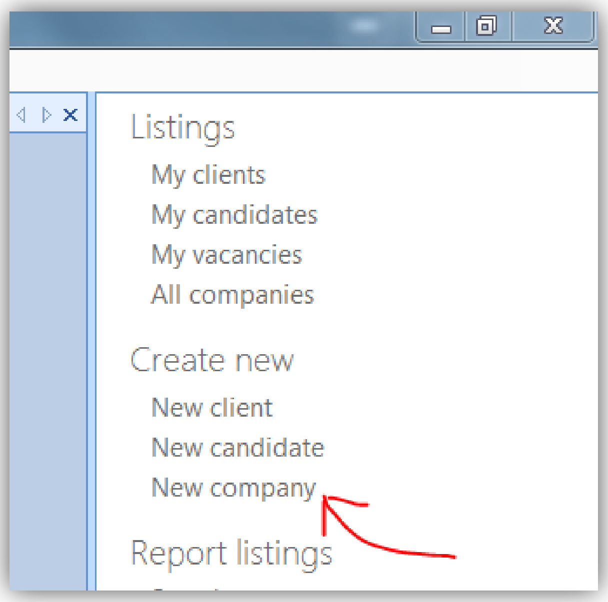
How do I create a new company record?

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

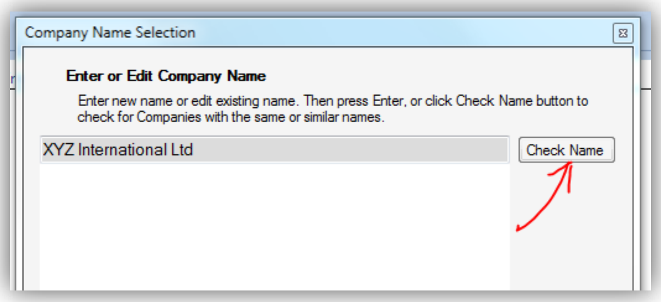
1. From the Main Menu click ‘New Company’.



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.

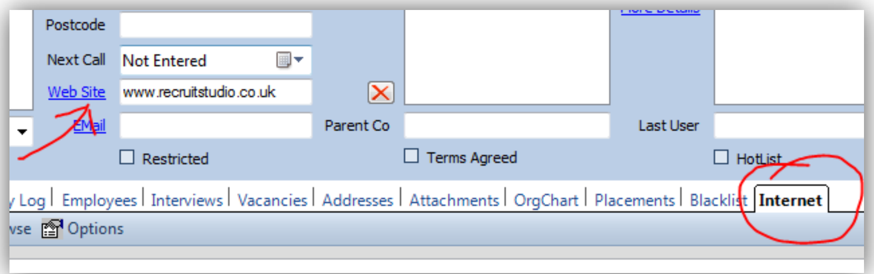
   When you have finished, click ‘Ok’.



3. You can now populate the blank record.

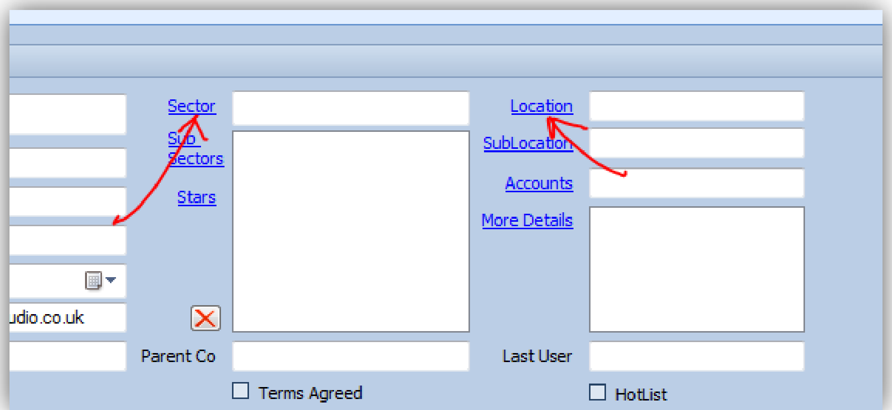
   You may find it useful to type in the URL of the company into the website field, then click the ‘Website’ button. This will open the company’s website within the record.

   This is a useful way of having the company details to



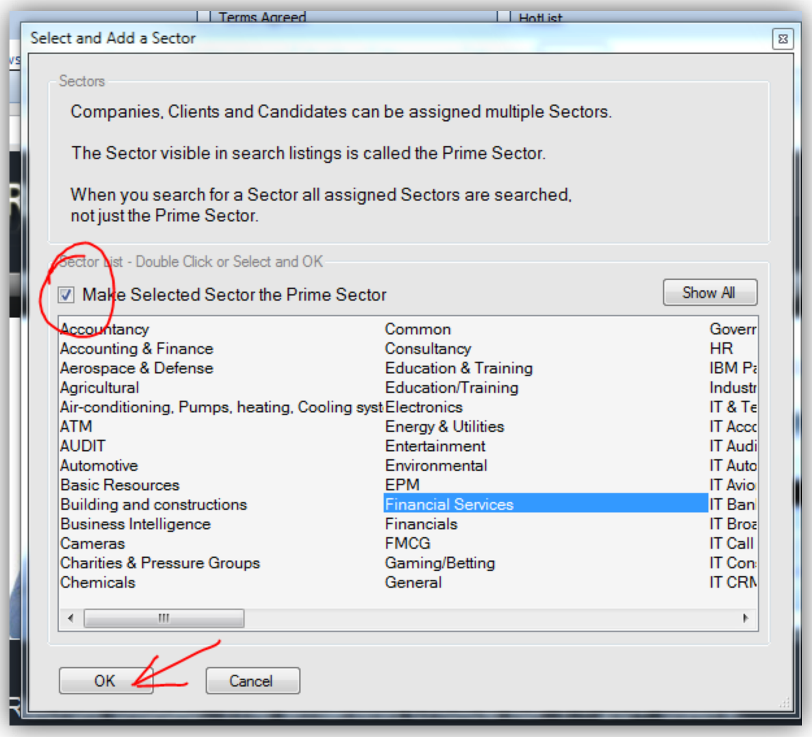
hand so you can copy/paste or drag/drop the data into the relevant fields.

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.

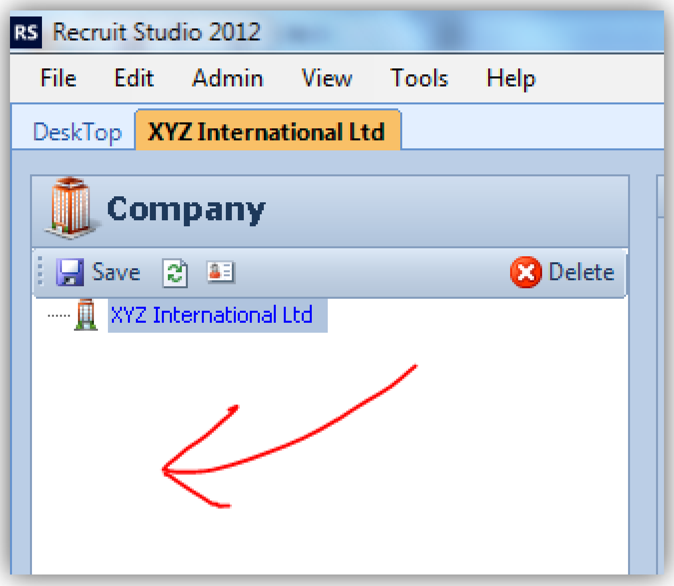


Blue text buttons indicate that you can choose from a menu.

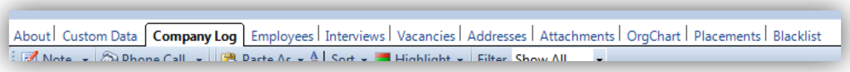
5. To select a sector, click the blue Sector button then choose one from the list. If your company allows multiple sectors for records, it would be a good idea to tick 'Make Selected Sector the Prime Sector'.



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.