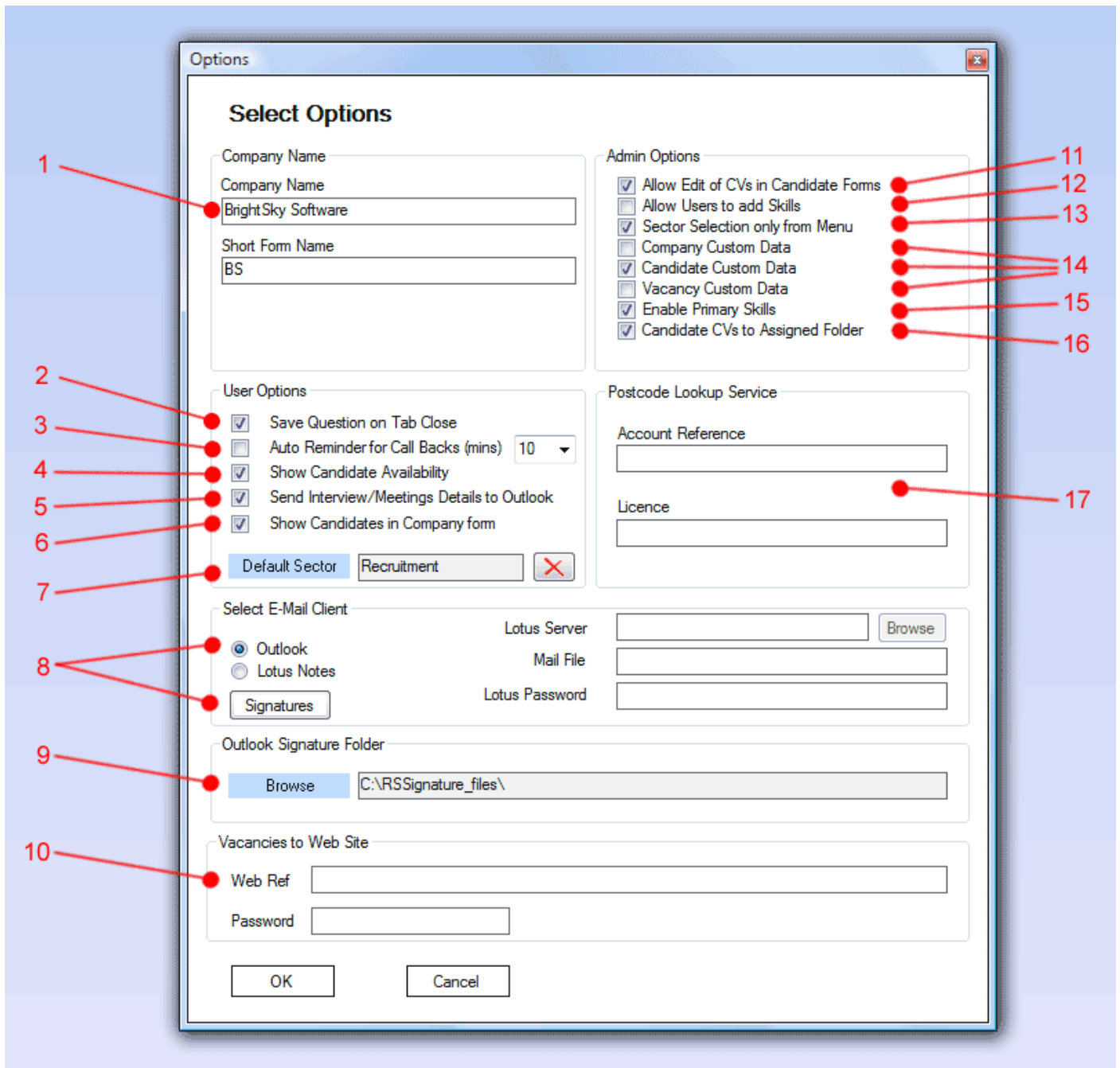


How do I change my Recruit Studio settings?

Your copy of Recruit Studio has settings that can be altered to suit your requirements.



1. Enter your company name and it will appear at the bottom of each user's screen.
2. If ticked, Recruit Studio will ask if you want to save changes when you close a tab. To avoid this question, untick the option and Recruit Studio will automatically save any changes.
3. Adjust the reminder pop up on call backs from the default 10 minutes.
4. Turns on the candidate availability chart within a candidate record (for placing temps).
5. Copies an interview or meeting to your Outlook diary.

6. Within a company record this option displays employees who are registered candidates at the company.
7. You can set a default sector for each Recruit Studio user. The implication is that all new records the user creates will automatically have the sector set as the user's default. Also in searching, the user does not need to choose a sector, unless the user is searching beyond their default sector.
8. Identifies which email client program you use. If you use Lotus Notes, Recruit Studio will find your account details, although you need to enter your password. No settings apply for Outlook. The Signatures button allows you to create email signatures for Recruit Studio to use if you experience problems with the Outlook ones.
9. If Outlook is your default email client program, you will need to tell Recruit Studio where to find your signature. We can help you find this.
10. If you use Recruit Studio to display your current vacancies on your website, enter the details here. You will be told by us or your web developer what these are.
11. Turn on to allow users to edit a dragged in CV in the candidate record.
12. Turn on to allow users to manually add a skill to a candidate or client record that does not appear in the main list. The skill is not added to the main list.
13. Turn on to prevent users from typing in a sector to a record which does not already exist in the main list.
14. Turns on the custom data tables within company, candidate or vacancy records. Contact us to find out more.
15. Turns on primary skills in addition to skills. Allows another level of skill for a record to help identify the most important skills of a candidate or client. Primary skills are searchable in Search & Mailings when this option is enabled.
16. Turn on to enable the Candidate CVs folder within the CV database. Any CV belonging to a candidate record will be saved into the Candidate CVs folder from this point on.
17. If you wish to use the postcode lookup service, enter your account details here. Contact us for more information.