



HRsoft
Talent Management Software

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RECRUITview Release Notes 9.0

This document is intended to detail the changes that have been incorporated into RECRUITview release 9.0



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PREFACE

Confidential

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Clients on Release 6.9

Please note that if you are still on version 6.9, these changes will not affect you.

Release Notes – New UI Only:

| # | Enhancement |
|---|---|
| 1 | <p>Global Preferences:</p> <p>The Global Preferences screen layout has been updated to group fields together in a more user friendly and intuitive manner.</p> |
| 2 | <p>Upload Attachments:</p> <p>Users now have the ability to upload attachments directly from their local drive to attach to candidate and user emails. See details outlined in the Upload User Attachment Enhancement section of this document</p> |
| 3 | <p>Candidate Profile:</p> <p>Status Note field expanded to allow viewing of the majority of the note.</p> |
| # | Fixes |
| 1 | <p>Job Template:</p> <p>Template mandatory date fields clearing on putting job in edit mode.</p> |
| 2 | <p>Candidate and Job Search:</p> <p>Taking various actions on jobs/candidates resulting in page reload.</p> |
| 3 | <p>Purge Candidates:</p> <p>Purging multiple candidates results in error message.</p> |
| 4 | <p>E-mail Resume:</p> <p>E-mail Resume fails when entering email address manually</p> |

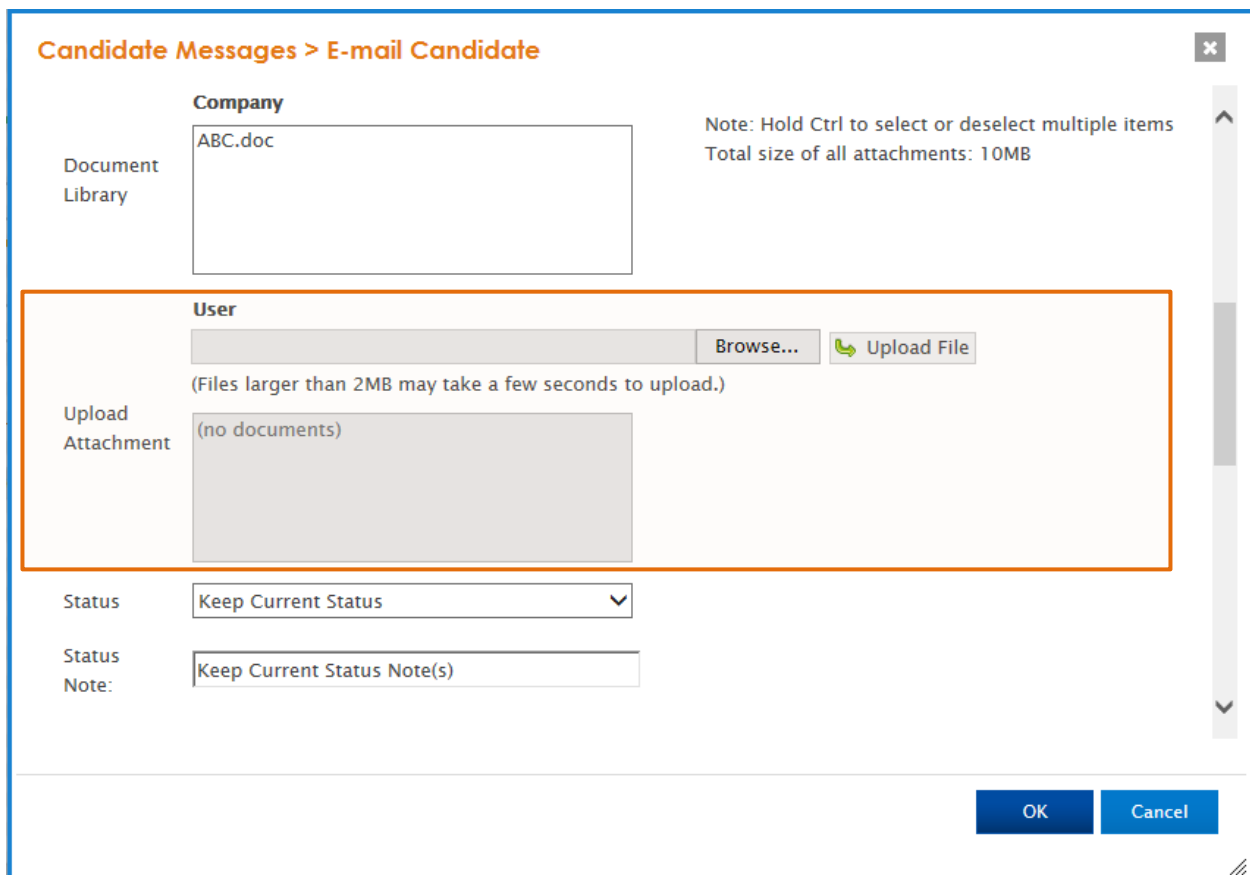


Upload User Attachment Enhancement

The Upload User Attachment enhancement allows users to upload attachments from the user's local machine or network drive while sending an email through the system. Currently, only those documents that are stored within the ATS can be sent.

To add a user attachment to an email:

1. Click the Browse button on the User field to locate the file on your local drive
2. Click Upload File



Candidate Messages > E-mail Candidate

Document Library: ABC.doc

Note: Hold Ctrl to select or deselect multiple items
Total size of all attachments: 10MB

User

Browse... Upload File

(Files larger than 2MB may take a few seconds to upload.)

Upload Attachment: (no documents)

Status: Keep Current Status

Status Note: Keep Current Status Note(s)

OK Cancel

Once uploaded, the file(s) appear, selected, in the box below.

Candidate Messages > E-mail Candidate ✕

Company

Document Library:

Note: Hold Ctrl to select or deselect multiple items
Total size of all attachments: 10MB

User

(Files larger than 2MB may take a few seconds to upload.)

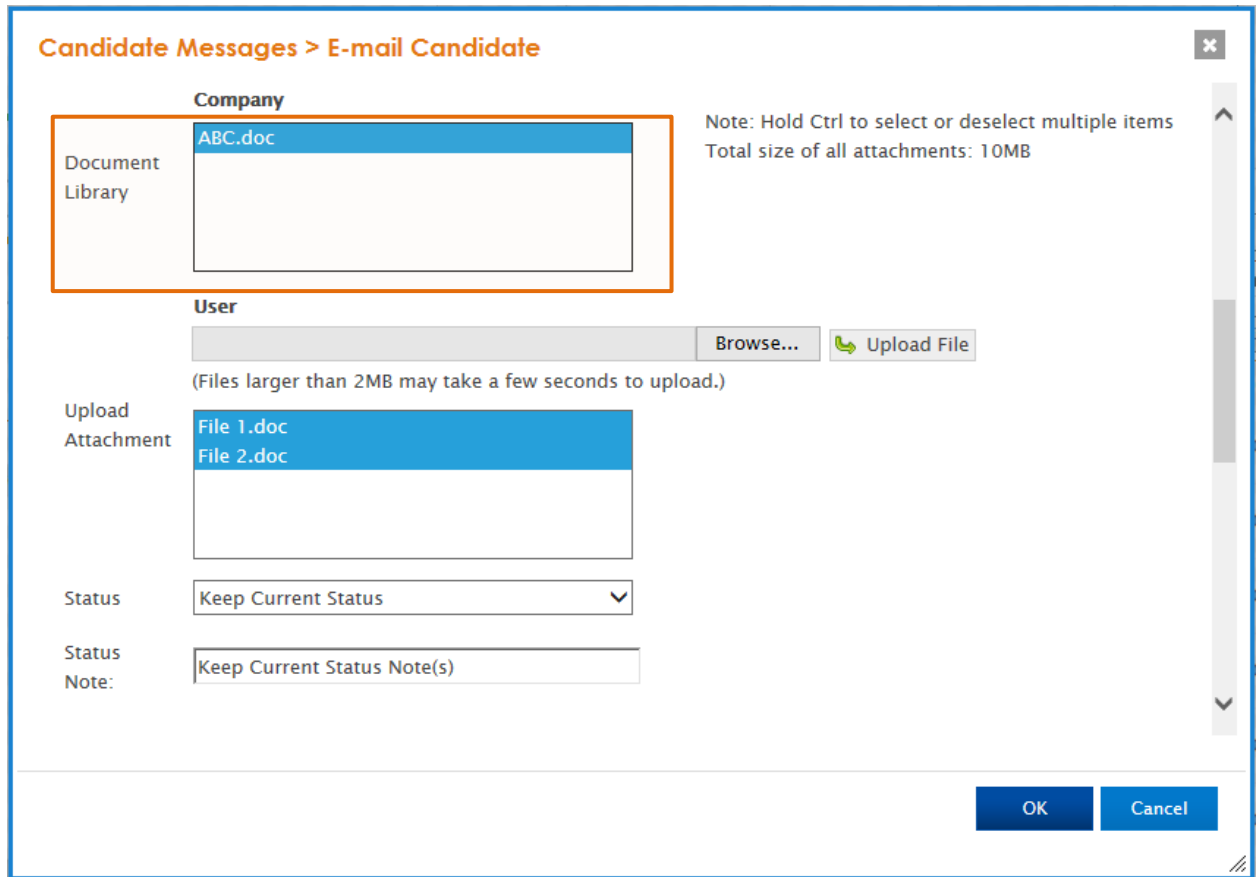
Upload Attachment

- File 1.doc
- File 2.doc

Status: ▼

Status Note:

The user can also select a Document Library file to include in the email.



Candidate Messages > E-mail Candidate [Close]

Company

Document Library: ABC.doc

Note: Hold Ctrl to select or deselect multiple items
Total size of all attachments: 10MB

User

[Text Field] [Browse...] [Upload File]

(Files larger than 2MB may take a few seconds to upload.)

Upload Attachment

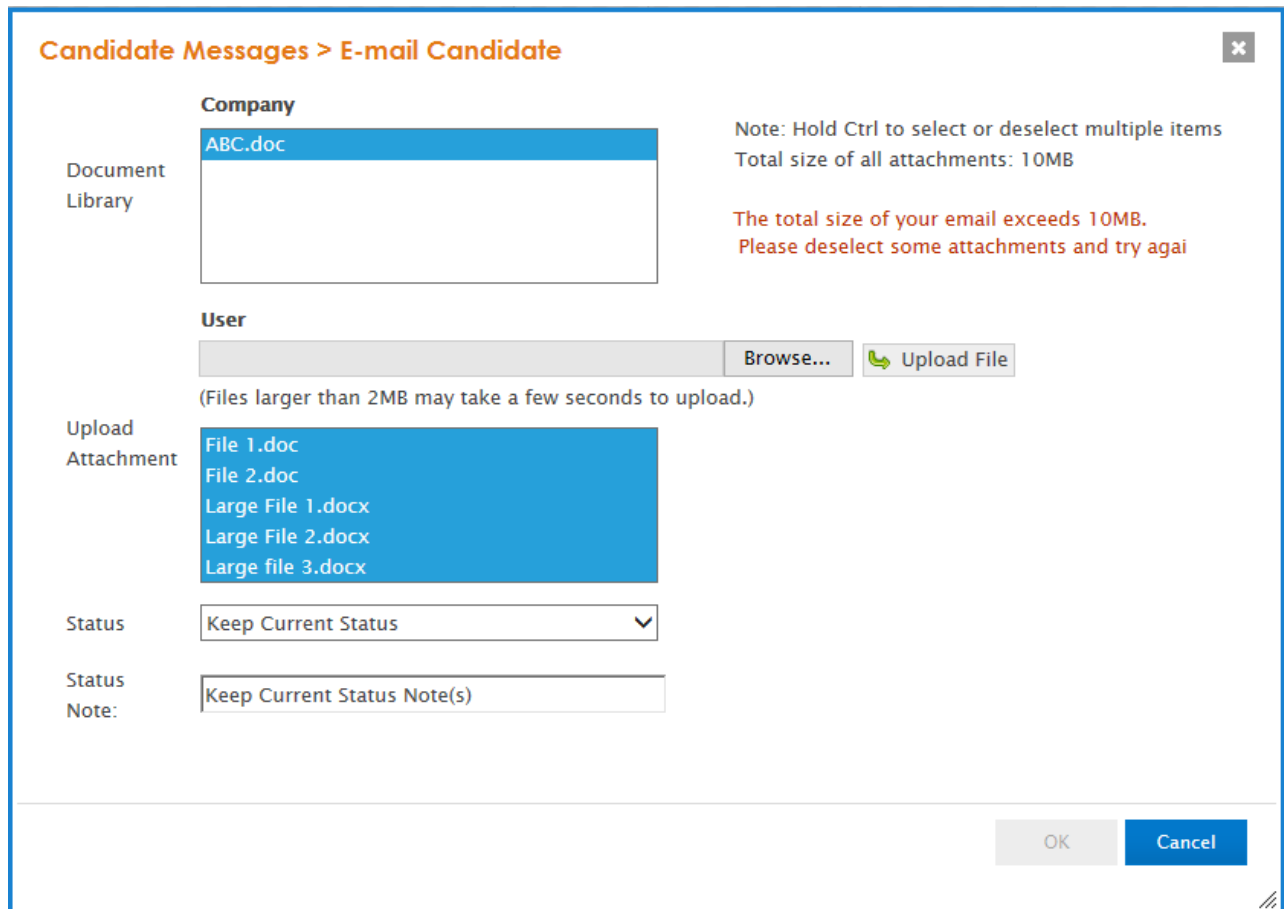
File 1.doc
File 2.doc

Status: Keep Current Status [v]

Status Note: Keep Current Status Note(s)

[OK] [Cancel]

The total size of attachments – both Company and User – must not exceed 10 MB. Once the selected files surpass 10 MB, a message is displayed to let the user know that one or more of the files must be deselected to continue. The OK button at the bottom of the screen is disabled and is only re-enabled once one or more files are deselected.



On deselecting one of the files, the user can send the email by clicking OK.

Candidate Messages > E-mail Candidate

Company

Document Library:

Note: Hold Ctrl to select or deselect multiple items
Total size of all attachments: 10MB

User

(Files larger than 2MB may take a few seconds to upload.)

Upload Attachment

- File 1.doc
- File 2.doc
- Large File 1.docx
- Large File 2.docx
- Large file 3.docx

Status:

Status Note:



Message Read Window shows attached files:

Subject: 15016411: Scheduling an Interview ✕

From: Tepper, MariaAdmin
Date: March 24, 2015 09:32:21 AM
To: White, Rich

Dear Candidate,

Please let us know which times work for you in the next week.

Looking forward to meeting you,

Thanks,

HR Department

Files Included: ABC.doc, File 1.doc, File 2.doc, Large File 1.doc


Reply Forward Close

Operational Instructions


In order to ensure proper functioning of the areas updated in the latest release (on Saturday March 28th), our Development team advises that you clear your browser cache before logging into the system.

In order to do that, please follow the steps below for the corresponding browser type:


Internet Explorer :

1. Click the  menu button “Tools” on the browser toolbar.
2. Select Internet Options.
3. Click the General tab, and then click Delete under Browsing history.
4. Click Delete all, click Yes to confirm that you want to delete this information, and then click OK.

Chrome:

1. Click the  menu button “Customize and control Google Chrome” on the browser toolbar.
2. Select More tools.
3. Select Clear browsing data.
4. In the dialog that appears, select the first four checkboxes.
5. Use the menu at the top to select beginning of time to delete everything.
6. Click Clear browsing data.

Firefox:

1. Click the  menu button “Open Menu” and choose Options
2. Select the Advanced panel.
3. Click on the Network tab.
4. In the Cached Web Content section, click Clear Now.



To begin your testing, please login with your current Production credentials to the following site:

<https://recruitment-uat.hrsoft.com/index.htm?a=log&b=&c=958861&&MsgCtr=0>

A few items about our UAT environment:

- All user and candidate emails have been changed so that information is not accidentally sent out to unintended recipients! Please be sure to change those for testing email functions.
- UAT data was last refreshed in January 2015 – any changes you made in production since then will not be reflected here.
- The release is currently certified on **Google Chrome, Firefox, IE9, 10 and 11.**

Please send any questions and report issues to Support at Support@HRsoft.com – please include **9.0 RELEASE – UAT TESTING** in the subject.

You are receiving this communication because we have identified you as a System Administrator for the HRsoft Recruitment System. Please forward this email to other users in your organization as appropriate.

