

# How to Register New Record

The screenshot shows the PORTERS HR-Business Cloud interface. The top navigation bar includes 'Client', 'Recruiter', 'Job', 'Person', 'Resume', 'Sales', 'Process', and 'Activity'. The 'Resume' menu is open, showing options like 'Search', 'New', 'Saved Search', 'All Resume', 'My Resume', 'My Pinned Resume', 'Recently Accessed', 'Sample Person 02(100...', 'Sample Person 01(100...', 'Import', and 'Import Resume'. The 'New' option is highlighted with a blue box. A green callout box points to the 'New' option and contains the following text:

Click a subject in the Global Menu that you wish to register, then click “New”.  
For example, new registration of personal contact information and Resume are performed here.

- ※ There is a possibility that the screen image might change.
- ※ In this manual, the default menus displayed are the default settings.  
To change the global menu display settings, please refer to the document “How to Customize the Global Menu”.

**Resume - New**

Basic Information

Resume ID

Person

Name Owner N/A Catherine Porters

Phase (Current) Open

Phase Date (Current) 2014/06/16 18:47

Phase Memo (Current)

Photo

Education & Experience

Current Employment Status

Send notification email

Save Cancel

After the transition to the new registration screen, input the necessary information.

✘ Items with red marks are required.

**Resume - New**

Basic Information

Resume ID		Phase(Current)	Open
Person	<input type="text" value="Sample Person 01"/>	Phase Date(Current)	2014/06/16 18:47
Resume Owner	Sample Person 02	Phase Memo(Current)	
Registration Method	Taro Yamada	Photo	<input type="button" value="+"/>
Memo	<input type="text"/>		

Contact Information

Telephone (Person)	
E-mail (Person)	
Mobile Number (Person)	
Mobile E-mail (Person)	

Education & Experience

Current Employment Status	-
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Send notification email

Save Cancel

**Callout Text:**  
By typing the name of the job seeker in "Person", a drop-down list containing candidate names will be displayed.  
Click "Add New" if there is no corresponded name.

**Person - New**

Basic Information

Person ID		Zip Code (Person)	
Person Owner	N/A Catherine Porters	Address (Person)	東京都港区
Person Name	Hanako Yamada	Telephone (Person)	03-1111-2222
		E-mail (Person)	hanako@porters.jp
		Mobile Number (Person)	080-2222-3333
		Mobile E-mail (Person)	

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**Save** Cancel

After the transition to the new registration screen of personal information, continue to input the information.

Click "Save" after inputting all required information.

**Resume - New**

Basic Information

Resume ID		Phase(Current)	Open
Person	Hanako Yamada	Phase Date(Current)	2014/06/19 18:37
Resume Owner	N/A Catherine Porters	Phase Memo(Current)	

After the transition back to the new resume registration screen, continue to input the necessary information.

※The information that you input in "Person" is displayed in "Contact Information"

Contact Information

Telephone (Person)	03-1111-2222	Zip Code (Person)	
E-mail (Person)	hanako@porters.jp	Address (Person)	東京都港区
Mobile Number (Person)	080-2222-3333		
Mobile E-mail (Person)			

Education & Experience

Current Employment Status

Educational Details

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Save Cancel

**Resume - New**

Number Of Job Changes

Gender  Male  Female

Date of Birth  

Preferences

Preferred Employment Type  Temporary

Preferred Work Area

Preferred Job Category

Preferred Industry Category

Publishing / Printing / Advertising / Broadcasting  
 Manufacturing(Electronics/Semiconductors)  Ma  
 Manufacturing(Chemicals/Materials)  Manufactu  
 Manufacturing(Other)  Finance(Banking)  Fi  
 Trading Firm  Retail/Distribution(Fashion&Appa  
 Civil Engineering / Architecture  Utilities  Governemnt/Non-Govemental Organization  Other

Preferred Work Conditions

Expected Annual Salary

**Calendar:** Jun 2014

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Items with a clock icon will display a calendar when the input field is clicked, and the year, month, and day can be selected.

✘ The current date is automatically displayed by clicking the clock sign.

✘ You can also input directly into input field.

**Resume - New**

Number Of Job Changes

Gender  Male  Female

Date of Birth

Preferences

Preferred Employment Type  Full-time  Contractor  Temporary Staff

Preferred Work Area

Preferred Job Category

Preferred Industry Category

- Software/Information Processing  IT/Telecommu
- Human Resources  Call Center  Medical & Healthcare  Education
- Publishing / Printing / Advertising / Broadcasting  Manufacturing(Computer/Telecommunication)
- Manufacturing(Electronics/Semiconductors)  Manufacturing(Automobile)  Manufacturing(Machinery)
- Manufacturing(Chemicals/Materials)  Manufacturing(Food)  Manufacturing(Pharmaceutical/Medical Equipment)
- Manufacturing(Other)  Finance(Banking)  Finance(Insurance)  Finance(Securities)  Finance(Other)
- Trading Firm  Retail/Distribution(Fashion&Apparel)  Retail/Distribution(Other)  Consulting  Real Estate
- Civil Engineering / Architecture  Utilities  Governemnt/Non-Governmental Organization  Other

Preferred Work Conditions

Expected Annual Salary

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The pencil sign is displayed when options are not displayed on the current screen.

Click the pencil sign to choose an option.

Choose the item(s) from the options displayed on the screen.

PORTERS Client  
Person List

Resume - New  
Date of Birth

Preferences

Preferred Employment Type  
 Full-time  Part-time  Temporary Staff

Preferred Work Area

Preferred Job Category

Preferred Industry Category

Preferred Work Conditions

Expected Annual Salary

System Information

Date Created	Date Updated
Registered by	Updated by

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Save Cancel

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PORTERS Client  
Person List

Resume - New

Preferences

Preferred Employment Type  
 Full-time  Contractor  Temporary Staff

Preferred Work Area  
✎  
Tōkyō, Kanagawa

Preferred Job Category  
✎

Preferred Industry Category  
 Software/Information Processing  IT/Telecommunications  Food Services  Hospitality, Tourism & Leisure  
 Human Resources  Call Center  Medical & Healthcare  Education  
 Publishing / Printing / Advertising / Broadcasting  Manufacturing(Computer/Telecommunication)  
 Manufacturing(Electronics/Semiconductors)  Manuf  
 Manufacturing(Chemicals/Materials)  Manufacturing  
 Manufacturing(Other)  Finance(Banking)  Finan  
 Trading Firm  Retail/Distribution(Fashion&Apparel)  
 Civil Engineering / Architecture  Utilities  Govern

Preferred Work Conditions  
[Empty text area]

Expected Annual Salary  
[Empty text input]

System Information

Date Created	Date Updated
Registered by	Updated by

[Send notification email](#) [Icon]

**Save** Cancel

Click "Save" after inputting the necessary information.

PORTERS Trial expires in 728 days Catherine Porters Apps ?

Client Recruiter Job Person Resume Sales Process Activity

Person List (4) Add New Person Bulk Action Customize View

<input type="checkbox"/> Hanako Yamada	Person ID	10004	Address (Person)	東京都港区
	Person Name	Hanako Yamada	Telephone (Person)	03-1111-2222
	Person Owner	N/A Catherine Porters	E-mail (Person)	hanako@porters.jp
			Mobile Number (Person)	080-2222-3333
			Mobile E-mail (Person)	
			Date Updated	2014/06/19 18:45:48

[Sublist](#)

The contents that you input will be reflected in the list view.