

How to Email Job Information to the Job Seeker

PORTERS Trial expires in 315 days Stacie Apps ?

Client Recruiter Job Person Resume Process Sales Activity

Resume List (7) Filter Add New Resume Bulk Action Customize View

Entry(1) Open(6) Close(0)

Anne Takahashi(10007)

- Detail
- Edit
- Copy
- Delete
- Document
- Edit Person
- Match
- Detail Person
- Send Email
- Match
- Email History
- Job search
- LinkedIn Search
- facebook Search
- Google Maps
- Add Activity

Person: Anne Takahashi
 Date of Birth: [redacted]
 Address (Person): [redacted]
 Mobile Number (Person): [redacted]
 E-mail (Person): [redacted]
 Resume Owner: N/A Catherine

Phase: Open
 Phase Date: 2014/10/31 14:08:00
 Phase Memo: [redacted]
 Photo: [redacted]

Taro Yamada(10010) Duplicate

- Person: Taro Yamada
- Date of Birth: [redacted]
- Address (Person): Sample Address
- Mobile Number (Person): 090-0000-0000
- E-mail (Person): sample@porters.jp
- Resume Owner: N/A EML

Matching

Hanako Yamada(10003)

- Person: Hanako Yamada
- Date of Birth: 1965/06/08
- Address (Person): 東京都港区
- Mobile Number (Person): 080-2222-3333
- E-mail (Person): hanako@porters.jp
- Resume Owner: N/A Catherine

Matching

Sample Person 01(10001) Duplicate

- Person: Sample Person 01
- Date of Birth: 1001/01/01

Matching 1st Interview 1

- Person: Sample Person 01
- Date of Birth: 1001/01/01
- Phase: Open
- Phase Date: 2014/10/09 10:00:00

Mail
 Search

Click the record title on the Resume list screen, and click "Job Search" under the Action menu.

The following functionalities were added on the 25th of August. We are currently updating the manual regarding these new features.

- Reply To Setting**
 At the right side of "From", the "Reply To Settings" link is added. When this is clicked, "Reply To" setting is added in between the "From" and "To". Only 1 mail address can be set.
- Bcc Setting**
 "Bcc" is added in between "Cc" and "File". The usage is the same as "Cc". Only "User" mail address can be set.
- Attachment Name Change Setting**
 After selecting the attachment, the name can be changed.
- Attachment's "Make a zip" and "Set a Password" check setting is saved**
 "Make a zip" and "Set a Password" check on/off setting is saved in the browser. The next time the same browser is used to send mail, when an attachment is added, the "Zip Options" setting is the same as last time.

Job Search Criteria

Sort Order: Updated Date(Desc) ▼

Keyword: Contains All (AND) ▼

Keyword Search Mode: All Attachment Data

Process(End Flag Excluded): Contains Any (OR) ▼
 Matching Job Sent Recommend 1st Interview 2nd Interview Decision Offer

Pinned:

Job ID:

Client: ID Text
Contains All (AND) ▼

Recruiter: ID Text
Contains All (AND) ▼

Job Owner:

Phase: Contains Any (OR) ▼
 Open Close

Phase Date: -

Department: Contains All (AND) ▼

Permission: Contains Any (OR) ▼
 Publish (Real Name) Publish (Anonymous) No Publish

Job Category: Contains Any (OR) ▼

- Engineer(IT/Internet/Telecommunications)
 - Systems Analyst/Consultant
 - Project Manager
 - Application Development Engineer(Open Source)
 - Application Development Engineer(Web/Mobile)
 - Application Development Engineer(Enterprise)
 - Application Development Engineer(Embedded Systems)
 - Database Architect/Design Engineer
 - Server Architect/Design Engineer
 - Network Engineer (Design)
 - Network Engineer (Operation / Maintenance)
 - Internal Information Systems/EDP/MIS
 - Other(IT/Internet/Telecommunications)
- Engineer(Electrical/Semi-Conductor)
 - Research & Development
 - Circuit Design
 - Quality Control/Production Management
- Engineer(Mechanical)
 - Research & Development
 - Mechanical Design
 - Mechatronic Control Design
 - Production Technology/Process Development
 - Quality Control/Production Management
 - Service/Sales Engineer
 - Other(Mechanical) Engineer

Quick preview

▼ Resume Details



Resume ID	10007
Person	Anne Takahashi
Resume Owner	Catherine Porters
Registration Method	Method 1
Memo	
Phase	Open
Phase Date	2014/10/31 14:08
Phase Memo	
Photo	0
Resume Title	Anne Takahashi(10007)
Telephone (Person)	03-6432-9829
E-mail (Person)	aaa@porters.jp
Mobile Number (Person)	080-0000-0000
Mobile E-mail (Person)	abc@porters.jp
Zip Code (Person)	107-0052
Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
Current Employment Status	Employed
Educational background	University
Educational Details	
Graduation date	
Professional History	
Current Annual Salary	
Experienced Job Category	Systems Analyst/Consultant
Experienced Industry Category	Software/Information Processing IT/Telecommunications
Number Of Job Changes	
Gender	Female
Date of Birth	1983/09/30
Preferred Employment Type	Full-time
Preferred Work Area	Ibaraki Kanagawa Tōkyō Saitama Gunma

Matching 1 | 1st Interview 1

Person	Phase
Sample Person 01	Open
Date of Birth: 1991/01/01 Age: 24	Phase Date: 2014/10/09 10:00:00

“Resume Details” are displayed on the right side in “Quick preview”, and “Resume Search Criteria” are displayed on the left.

Set your desired search conditions and click “Search”.

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Client Recruiter Job Person Resume Process Sales Activity

Resume List (7) [Customize View](#)

Entry(1) Open(6) Close(0)

The "Matching" in list view will open, and matching search results are displayed.








Click the action button of the Resume to which you want to Email the Job information, then click "Email to Resume".


Anne Takahashi(10007) 

Job Sent **1**


Person		Phase	Open
Date of Birth		Phase Date	2014/10/31 14:08:00
Address (Person)		Phase Memo	
Mobile Number (Person)		Photo	
E-mail (Person)			
Resume Owner			

Matching


Matching	Job ID	Phase Date	Job Owner	Date Updated
<input type="checkbox"/> 	10001	2014/10/31 17:00:00	N/A Catherine Porters	2015/07/30 07:39:48
<input type="checkbox"/> 		2014/10/31 21:15:00	N/A Catherine Porters	2015/07/23 21:32:32
<input type="checkbox"/> 			N/A Catherine Porters	2015/07/23 11:46:23
<input type="checkbox"/> 		2014/10/31 17:00:00	N/A Catherine Porters	2015/07/23 11:45:50
<input type="checkbox"/> 			N/A Catherine Porters	2014/12/09 11:24:35
<input type="checkbox"/> 			N/A Catherine Porters	2014/12/09 11:24:25
<input type="checkbox"/> 			N/A Catherine Porters	2014/12/09 11:24:15

Meg Tanaka(10009) 

Matching **1**


Person	Meg Tanaka	Phase	Open
Date of Birth		Phase Date	2014/10/30 00:00:00
Address (Person)		Phase Memo	データ登録方法 (追記)
Mobile Number (Person)	080-0000-0001	Photo	
E-mail (Person)	e1@porters.jp		
Resume Owner	N/A Catherine Porters		

Matching

Taro Yamada(10010)  Duplicate

Person	Taro Yamada	Phase	Open
Date of Birth		Phase Date	2015/02/25 19:20:00
Address (Person)	Sample Address (Person)	Phase Memo	
Mobile Number (Person)	090-0000-0000	Photo	
E-mail (Person)	sample@porters.jp		
Resume Owner	N/A EML		

Matching

Hanako Yamada(10003) 

Job Sent **2**

The screen for writing the Email is displayed in another window.

Template (Matching to Person)
Help text for the template

Shared Templates (3)


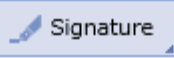
- e-mail magazine Share ✓
- Job E-mail (Default) Share ✓
- Job E-mail(Bulk) Share ✓

My Templates (1)

- Job Sent Default: ✓

Add New template in My Template list +

Don't share mail Share mail

From:

To: Anne Takahashi <aaa@porters.jp> x Anne Takahashi <abc@porters.jp> x

Cc:

File:

Subject:

Input the contents (Share, From, Cc, File).
✂Please refer to "How to create an Email" manual: for details.

Automatically update the Phase when sending mail. In case you do not want to update the Phase, please select "Update the latest Phase:"

Process

Phase
Update the latest Phase:

Process Date

Process Memo

This content will be updated in Process Memo

End Flag
 Close

End Reason
 Success Client NG
 Person NG Job Consultant NG
 Person Consultant NG

If there is no Process, update will not be performed

Template (Matching to Person)
Help text for the template

Shared Templates (3)

- e-mail magazine Share ✓
- Job E-mail (Default)** Share ✓
- Job E-mail(Bulk) Share ✓

My Templates (1)

- Job Sent Default ✓

Don't share mail Share mail

Signature

- Signature A
- Signature B**
- Signature C
- Manager

Phase Update
Automatically update the Phase when sending mail. In case you do not want to update the Phase, please select "Update the latest Phase:"

Process

Phase
Job Sent

Process Date
2015/08/06 10:31 **NOW**

Process Memo

End Flag
 Close

End Reason
 Success Client NG Person NG
 Job Consultant NG
 Person Consultant NG

A new Process will be added

Send

From: Anne Takahashi
To: Anne Takahashi
Cc: Anne Takahashi
File: Anne Takahashi
Subject: Anne Takahashi

ted in !

ntroduce you to a new opening which suits your skills and experience.
rested in the opportunity.

We look forward to hearing from you.

■ Job Information

【Number of Employees】 Sample Number of Employees

【Location】 Sample Work Location Details

【Annual Salary (JPY)】
3500000 ~ 5000000
Sample Salary Details

Add New template in My Template list +

Please choose the signature to be used in this Email by clicking the corresponding signature button.

Please choose the template to be used by clicking the template name.

Automatically update Process after sending Email. It will come in handy if this is set up together with the template. For creating template, please refer "How to Create an Email Template".

Template (Matching to Person)

Help text for the template

Shared Templates (3)

- e-mail magazine Share ✓
- Job E-mail (Default) Share ✓
- Job E-mail(Bulk) Share ✓

My Templates (1)

- Job Sent Default ✓

[Add New template in My Template list +](#)

Don't share mail Share Signature

mail

Send

From: <u1@porters.jp>

To: Anne Takahashi <aaa@porters.jp> x Anne Takahashi <abc@porters.jp> x

Cc:

File:

Subject: Career Op

Anne TakahashiAnne Ta

We have a job you may be inter

This is Stacie of Porters.

Anne Takahashi, we would like to in

Please contactStacie if you are inte

We look forward to hearing from yo

■ Job Information

【Company Name】 Sample Client 01

【Position】 Sample Job 01

【Job Detail】
Sample Job Summary

【Business Summary】
Sample Business Summary

【Number of Employees】 Sample Number of Employees

【Location】 Sample Work Location Details

【Annual Salary (JPY)】
3500000 ~ 5000000
Sample Salary Details

Phase Update

Automatically update the Phase when sending mail. In case you do not want to update the Phase, please select "Update the latest Phase:"

Process

Phase
Job Sent ▼

Process Date
2015/08/06 10:31 NOW

Process Memo

End Flag
 Close

End Reason
 Success Client NG Person NG
 Job Consultant NG
 Person Consultant NG

A new Process will be added

Click the Send button after composing the email.
✂Please note that there is no confirmation screen.
In other words, the email will be sent immediately after clicking the Send button.

Template (Matching to Person)

Help text for the template

Shared Templates (3)

- e-mail magazine Share ✓
- Job E-mail (Default) Share ✓
- Job E-mail(Bulk) Share ✓

My Templates (1)

- Job Sent Default ✓

Don't share mail Share Signature

mail

Send From: <u1@porters.jp>

To: Anne Takahashi <aaa@porters.jp> x Anne Takahashi <abc@porters.jp> x

Cc:

File:

Subject: Career Opportunities

Anne TakahashiAnne Takahashi

We have a job you may be interested in !

This is Stacie of Porters.

Anne Takahashi, we would like to introduce you to a new opening which suits your skills and experience. Please contactStacie if you are interested in the opportunity.

We look forward to hearing from

■ Job Information

【Company Name】 Sample Cl

【Position】 Sample Job 01

【Job Detail】
Sample Job Summary

【Business Summary】
Sample Business Summary

【Number of Employees】 Sample Number of Employees

【Location】 Sample Work Location Details

【Annual Salary (JPY)】
3500000 ~ 5000000
Sample Salary Details

Phase Update

Automatically update the Phase when sending mail. In case you do not want to update the Phase, please select "Update the latest Phase:"

Process

Phase
Job Sent ▼

Process Date
2015/08/06 10:31 NOW

Process Memo

End Flag
 Close

End Reason
 Success Client NG Person NG
 Job Consultant NG
 Person Consultant NG

A new Process will be added

PORTERS

The mail has been sent

Click "OK".

PORTERS Trial expires in 315 days Stacie Apps ?

Client Recruiter Job Person Resume Process Sales Activity

Resume List (7) Filter Add New Resume Bulk Action

Entry(1) Open(6) Close(0)

Anne Takahashi(10007) Job Sent 1

Person	Anne Takahashi
Date of Birth	1983/09/30 Age 31
Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
Mobile Number (Person)	080-0000-0000
E-mail (Person)	aaa@porters.jp
Resume Owner	N/A Catherine Porters

Matching (7)

Job ID	Client Name	Position
10001	Sample Client 01	Sample Job 01
10003	Sample Client 01	Sample Job 03
10007	Sample Client 01	Sample Job 04
10002	Sample Client 02	Sample Job 02
10009	Sample Client 01	Sample Job 06(JobId:10009)
10010	Sample Client 01	Sample Job 07(JobId:10010)
10011	Sample Client 01	Sample Job 08(JobId:10011)

Meg Tanaka(10009) Matching 1

Person	Meg Tanaka
Date of Birth	
Address (Person)	
Mobile Number (Person)	080-0000-0001
E-mail (Person)	e1@porters.jp
Resume Owner	N/A Catherine Porters

Matching

Taro Yamada(10010) Duplicate

Person	Taro Yamada
Date of Birth	
Address (Person)	Sample Address (Person)
Mobile Number (Person)	090-0000-0000
E-mail (Person)	sample@porters.jp
Resume Owner	N/A EML

Matching

Hanako Yamada(10003) Job Sent 2

Resume | Anne Takahashi(10007) (10007) Print View

Preferences

Preferred Employment Type: Full-time

Preferred Work Area: Ibaraki, Kanagawa, Tōkyō, Saitama, Gunma, Chiba, Tochigi

Preferred Job Category: Project Manager, Systems Analyst/Consultant

Preferred Industry Category: Software/Information Processing, IT/Telecommunications

Preferred Work Conditions

Expected Annual Salary

System Information

Date Created: 2014/10/30 17:24 15:05:48

Registered by: N/A Catherine Porters

Edit Copy Delete Document

Google Maps Add Activity

Sublist | Process Add New Bulk Action Process List

Process ID	Client Name	Position	Process	Process Date	Process Memo	End Flag	Process Owner	Date Updated
10020	Sample Client 01	Sample Job 01	Job Sent	2015/08/06 10:31:00			N/A Stacie	2015/08/06 10:32:03
10013	Sample Client 01	Sample Job 05(JobId:10008)	Job Sent	2014/12/09 11:39:00			N/A Stacie	2014/12/09 11:40:05

Sublist | Attachment Add New

Sublist | Activity Add New

Activity ID	From	Title	Memo	Activity Owner	Date Updated
10023	2014/12/09 11:40:05	Test Career Opportunities	From: Stacie <satoko.stacie@porters.jp> To: <aaa@porters.jp> Anne Takahashi We have a job you may be interested in ! This is Stacie of 英語版 マニュアル用. Anne Takahashi, we would like to introduce you to a new opening which suits your skills and experience. Please contact Stacie if you are interested in the opportunity. We look forward to hearing from you. ----- ■ Job Information -----	N/A Stacie	2014/12/09 11:40:05

The contents that you selected when sending the Email are reflected in "Process" in the Sublist.

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Client Recruiter Job Person Resume Process Sales Activity

Resume List (7) Filter Add New Resume Bulk Action

Entry(1) Open(6) Close(0)

Anne Takahashi(10007)

- Detail
- Edit
- Copy
- Delete
- Document
- Edit Person
- Detail Person
- Send Email
- Email History**
- Job search
- LinkedIn Search
- facebook Search
- Google Maps
- Add Activity

Person: Anne Takahashi
 Date of Birth: 1983/09/30 Age 31
 Address (Person): 8-5-34 Akasaka, Minato-ku, Tokyo
 Mobile Number (Person): 080-0000-0000
 E-mail (Person): aaa@porters.jp
 Resume Owner: N/A Catherine Porters

Client Name: Sample Client 01 Position: Sample Job 01
 Client Name: Sample Client 01 Position: Sample Job 03
 Client Name: Sample Client 01 Position: Sample Job 04
 Client Name: Sample Client 02 Position: Sample Job 02
 Client Name: Sample Client 01 Position: Sample Job 06(JobId:10010)
 Client Name: Sample Client 01 Position: Sample Job 07(JobId:10011)
 Client Name: Sample Client 01 Position: Sample Job 08(JobId:10012)

Person: Meg Tanaka
 Date of Birth:
 Address (Person):
 Mobile Number (Person): 080-0000-0001
 E-mail (Person): e1@porters.jp
 Resume Owner: N/A Catherine Porters

Matching 1
 Taro Yamada(10010) Duplicate
 Person: Taro Yamada
 Date of Birth:
 Address (Person): Sample Address (Person)
 Mobile Number (Person): 090-0000-0000
 E-mail (Person): sample@porters.jp
 Resume Owner: N/A EML

Matching
 Hanako Yamada(10003)
 Job Sent 2

Resume | Anne Takahashi(10007) (10007) (1)

Preferences
 Preferred Employment Type: Full-time
 Preferred Work Area: Ibaraki, Kanagawa, Tōkyō, Saitama, Chiba, Tochigi
 Preferred Job Category: Project Manager, Systems Analyst, Consultant
 Preferred Industry Category: Software/Information Processing, Communications
 Preferred Work Conditions:
 Expected Annual Salary:
 System Information
 Date Created: 2014/10/31 14:09:12 Date Updated: 2015/07/24 15:05:48
 Registered by: N/A Catherine Porters Updated by: N/A Catherine Porters

Edit Copy Delete Document Edit Person Detail Person search LinkedIn Search facebook Search

Process Owner Date Updated
 N/A Stacie 2015/08/06 10:32:03
 N/A Stacie 2014/12/09 11:40:05

Sublist | Activity Add New

Activity ID	From	Title	Memo	Activity Owner	Date Updated
10023	2014/12/09 11:40:05	Test Career Opportunities	From: Stacie <satoko.stacie@porters.jp> To: <aaa@porters.jp> Anne Takahashi We have a job you may be interested in ! This is Stacie of 英語版 マニュアル用. Anne Takahashi, we would like to introduce you to a new opening which suits your skills and experience. Please contact Stacie if you are interested in the opportunity. We look forward to hearing from you.	N/A Stacie	2014/12/09 11:40:05

Job Information

If the emails are being shared, sent sound out emails can be found in the Email History.

To show the Email History, please click the Email History in the Action Menu of the corresponding resume or the EMail icon in the Detail View .

The mailbox of the selected candidate will be opened and the candidate's email address will be shown in either From, To, or CC. In addition, shared emails will be displayed as well.

u1@porters.jp Anne Takahashi(10007) Settings

New Reply Reply All Forward

	From	Subject	To	Date
Inbox	u1@porters.jp	Career Opportunities	porters.jp, abc@...	2015-08-06...

Career Opportunities
u1@porters.jp
Date 2015-08-06 10:32:03
To aaa@porters.jp, abc@porters.jp

Anne TakahashiAnne Takahashi

We have a job you may be interested in !

This is Status of Porters

...e you to a new opening which suits your skills and experience.
...n the opportunity.

[Job Detail]
Sample Job Summary

[Business Summary]
Sample Business Summary

[Number of Employees] Sample Number of Employees

[Location] Sample Work Location Details

[Annual Salary (JPY)]
3500000 ~ 5000000
Sample Salary Details

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