

Email job seeker's
information
to a PIC as
recommendation

PORTERS Trial expires in 209 days Catherine Porters Apps ?

Client Recruiter Job Person Resume **Process** Sales Activity

Home Search

- New
- Saved Search
- All Ongoing Processes
- My Ongoing Processes
- All Processes
- My Processes
- Recently Accessed
- Meg Tanaka/Sample Cli...
- Meg Tanaka/Sample Cli...
- Meg Tanaka/Sample Cli...
- Hanako Yamada/Sampl...
- Hanako Yamada/Sampl...
- Sample Person 01/Sam...
- Sample Person 01/Sam...
- Sample Person 02/Sam...
- Import
- Import Process

November 2015 Month Week Day

Information Refresh

functionality users

Criteria for each JOB or res

related data might be inclu

se reply to this email or c

ss Support Div.

Ishii

Supported Browser

Thank you for using our PORTERS HR-Business Cloud (HRBC) ser vice.

Along with the release of Microsoft's Windows 10 on July 29, 201 5, new internet browser called Microsoft Edge has been introduce d.

Please note that with Microsoft Edge, part of HRBC features and p ages are not working properly.

【HRBC Supported Browser】

- Internet Explorer 9 and above
- Google Chrome

For details of Windows 10, please check in Microsoft's website.

Please contact us if you have any questions regarding the HRBC s upported browser.

PORTERS Corporation Customer Success Support Div.
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 MAIL: hrbc-support@porters.jp

A recommendation email will be sent to the recruiter of the client if the candidate who received the sound out email consents to apply.

Because we are sending email from the Process screen, please click the search submenu in the process menu.

※ 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".

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Client Recruiter Job Person Resume Process

Process Add New Proc Customize View

Process Search Criteria

Saved Search -

Sort Order Updated Date(Desc)

Keyword Contains All (AND)

Keyword Search Mode All Attachment Data

Process ID

Input the resume name and click the "Search" button.

Success Client NG Person NG Job Consultant NG
Person Consultant NG

Process Owner

Client ID Text
Contains All (AND)

Recruiter ID Text
Contains All (AND)

Job ID Text
Contains All (AND)

Job Owner

Resume ID Text
Contains All (AND) Meg Tanaka

Resume Owner

Date Created -

Date Updated -

Person ID Text
Contains All (AND)

Search

Cancel

[New Saved Search](#)
[Delete Saved Search](#)
[Sort Order for Saved Searches](#)

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Client Recruiter Job Person Resume Process Sales Activity

Process (2) Add New Process Bulk Action Customize View

Matching(0) Job Sent(2) Recommend(2) 1st Interview(0) 2nd Interview(0) Decision(0) Offer(0)

Meg Tanaka/Sample Client 01

Detail	Process	Job Sent
Edit	Process Date	2015/08/06 14:31:00
Copy	Process Memo	
Delete	End Flag	
	End Reason	
	Estimated Sales	
	Expected Closing Date	
	Process Owner	N/A Catherine Porters

Client 01

Process	Job Sent
Process Date	2015/07/23 11:55:00
Process Memo	
End Flag	Close
End Reason	Client NG
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Detail Edit Copy Delete Document Send Email Email History Email to Recruiter Email to Person Open in listview Edit Job Detail Job

Mail Search

Search results are displayed.
It may be easier to work with the search results by checking the phase checkboxes to narrow them.
Please check "Job Sent" now.

Please click "Email to Recruiter" in the Action Menu of the process in the "Job Sent" phase.

Template (Process -> Recruiter)
The templates are ordered alphabetically

Shared Templates (1)
Recommendation E-mail (Default) [Share](#) ✓

My Templates (0)

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

Don't share mail Share mail

[Signature](#)

Send

From: <hrbc-support@porters.jp> [Reply To Settings](#)

To: sample@porters.jp x

Cc:

Bcc:

File:

Subject:

Phase Update

The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase
Update the latest Phase: ▾

Process Date
[] [] [NOW](#)

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

Input the contents
(Share, From, Reply To Settings, To, Cc, Bcc, File).
Please consult the "How to Create an Email" manual for details.

Template (Process -> Recruiter)

The templates are ordered alphabetically

Shared Templates (1)

Recommendation E-mail (Default) Share ✓

My Templates (0)

Empty template list area.

Add New template in My Template list +

Don't share mail Share mail

Signature

Send button

From: <hrbc-support@porters.jp> [Reply To Settings](#)

To: sample@porters.jp x

Cc:

Bcc:

File

Subject:

You can attach files of up to 5MB per file, up to a total of 10MB per Email.
Extension : txt, pdf, xls, doc, ppt, xlsx, docx, pptx, html, htm, gif, jpg, jpeg, png, bmp

Phase Update

The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase
Update the latest Phase: ▾

Process Date
[] [] NOW

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 (Process -> Recruiter)
The templates are ordered alphabetically

Shared Templates (1)
Recommendation E-mail (Default) Share ✓

My Templates (0)

Don't share mail Share mail

Signature

Phase Update
The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

From: <hrbc-support@porters.jp>
To: sample@porters.jp x
Cc:
Bcc:
File
Subject:

Send

Reply To Settings

Add Attachment

Select files from HRBC or from your Computer

Select from HRBC

- Process (Meg Tanaka/Sample Client 01) - No files available
- Resume (Meg Tanaka(10009))
 - Resume .docx 2015/07/23 11:03
(Resume.docx) (Date Updated:)
- Person (Meg Tanaka) - No files available

Select from Computer Browse Files

Zip Options

- Make a zip
Name of the zip file archive .zip
Less than 50 characters
- Set a Password
Dx3luHNx Generate Password
Password will be sent automatically in an other mail

Ok Cancel

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

Add New template in My Template list +

Files that are saved in Resume are available to attach by just clicking the check box.

Files saved on your PC are also available to attach by clicking the "Browse Files" button.

To attach files such as resume, please check "Make a zip". Enter the zip file name and password into the corresponding fields. Please note that the "Set a Password" option is automatically checked when the "Make a zip" option is being checked.

Click the "OK"

Template (Process -> Recruiter)

The templates are ordered alphabetically

Shared Templates (1)

Recommendation E-mail (Default) Share ✓

My Templates (0)

Don't share mail Share mail
 Signature

Send
From: <hrbc-support@porters.jp>
Reply To Settings

To: sample@porters.jp x

Cc:

Bcc:

File: archive.zip x

Subject:

Phase Update

The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase: Update the latest Phase: ▾

Process Date: NOW

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

File name and icon will be displayed if there is attachment. The icon also indicates whether the attachment is compressed or encrypted.

It is advised to encrypt the attachment by setting password if it is confidential such as resume.

■ Attachment icons

ZIP no compression : Resume.docx x

ZIP compressed but not encrypted by password : archive.zip x

ZIP both compressed and encrypted : archive.zip x

Add New template in My Template list +

Template (Process -> Recruiter)

The templates are ordered alphabetically

Shared Templates (1)

Recommendation E-mail (Default) Share ✓

My Templates (0)

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

Don't share mail Share mail

Send

From: <hrbc-support@porters.jp>

To:

Cc:

Bcc:

File:

Subject: Candidate Recommendation

Portersof英語版 マニュアル用.

We recommend the following candidate for your position.

【Position】 Sample Job 01

【Candidate Name】 Meg Tanaka

As a result of our search, we ask that you please consider:
If the candidate is satisfactory please contact Catherine Porters.
Thank You

■ Candidate Information

【Name】 Meg Tanaka

【Age】

【Address】

【Education】 establishment : 1912年3月
memo : established a hundred years ago.

【Annual Salary (JPY)】
Current Salary :
Preferred Salary :

【Work Experience】
Employment Status : Between jobs

Phase Update

The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase
Recommend

Process Date
2015/11/20 15:08 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

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

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

It will come in handy if setting the phase to change to "Recommend" when the email is sent.

Template (Process -> Recruiter)
The templates are ordered alphabetically

Shared Templates (1)
Recommendation E-mail (Default) Share ✓

My Templates (0)

Don't share mail Share mail Signature

Send

From: <hrbc-support@porters.jp> Reply To Settings

To: sample@porters.jp x

Cc:

Bcc:

File

Sample Client 01
Sample Recruiter 01

As always it is Catherine Porters

We recommend the following

【Position】 Sample Job 01

【Candidate Name】 Meg Tanaka

As a result of our search, we ask
If the candidate is satisfactory please contact Catherine Porters.
Thank You

■ Candidate Information

【Name】 Meg Tanaka

【Age】

【Address】

【Education】 establishment : 1912年3月
memo : established a hundred years ago.

【Annual Salary (JPY)】
Current Salary :
Preferred Salary :

【Work Experience】
Employment Status : Between jobs

Catherine Porters hrbc-support@porters.jp

EML Co.

Phase Update
The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase
Recommend

Process Date
2015/11/20 15:08 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

Add New template in My Template list +

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 (Process -> Recruiter)

The templates are ordered alphabetically

Shared Templates (1)

Recommendation E-mail (Default) Share

My Templates (0)

Don't share mail Share mail

Signature

Send

From: <hrbc-support@porters.jp> Reply To Settings

To: sample@porters.jp x

Cc:

Bcc:

File: archive.zip x

Subject: Candidate Recommendation

Sample Client 01
Sample Recruiter 01

As always it is Catherine Porters of 英語版 マニュアル用.

We recommend the following candidate for your position.

【Position】 Sample Job 01

【Candidate Name】 Meg Tanaka

As a result of our search, we ask that you please contact the candidate.
If the candidate is satisfactory please contact Catherine Porters.
Thank You

■ Candidate Information

【Name】 Meg Tanaka

【Age】

【Address】

【Education】 establishment : 1912年3月
memo : established a hundred years ago.

【Annual Salary (JPY)】
Current Salary :
Preferred Salary :

【Work Experience】
Employment Status : Between jobs

Catherine Porters hrbc-support@porters.jp

EML Co.

Add New template in My Template list +

PORTERS

The mail has been sent

Click "OK"

Phase Update

The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"

Process Phase

Phase
Recommend

Process Date
2015/11/20 15:08 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

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Client Recruiter Job Person Resume Process Sales Activity

Process (4) Add New Process Bulk Action Customize View

Match(0) Job Sent(1) Recommend(3) 1st Interview(0) 2nd Interview(0) Decision(0) Offer(0)

<input type="checkbox"/>	▼ Meg Tanaka/Sample Client 01	Process	Recommend	Client	Sample Client 01
		Process Date	2015/11/20 15:08:00	Job	Sample Job 01
		Process Memo		Resume	Meg Tanaka(10009)
		End Flag			
		End Reason			
		Estimated Sales			
		Expected Closing Date			
		Process Owner			
<input type="checkbox"/>	▼ Meg Tanaka/Sample Client 01	Process			
		Process Date			
		Process Memo			
		End Flag			
		End Reason			
		Estimated Sales			
		Expected Closing Date			
		Process Owner			
<input type="checkbox"/>	▼ Meg Tanaka/Sample Client 01	Process	Job Sent	Client	Sample Client 01
		Process Date	2015/07/23 11:55:00	Job	Sample Job 03
		Process Memo		Resume	Meg Tanaka(10009)
		End Flag	Close		
		End Reason	Client NG		
		Estimated Sales			
		Expected Closing Date			
		Process Owner	N/A Stacie		
<input type="checkbox"/>	▼ Meg Tanaka/Sample Client 01	Process	Recommend	Client	Sample Client 01
		Process Date	2015/08/06 13:32:00	Job	Sample Job 04
		Process Memo		Resume	Meg Tanaka(10009)
		End Flag	Close		
		End Reason	Client NG		
		Estimated Sales			
		Expected Closing Date			
		Process Owner	N/A Stacie		

Mail Search

After the email sent, HRBC will return back to the previous screen and the latest information will be displayed by a reload.

Notice that the phase is changed to Recommend. Also, the number of Job Sent and Recommends are updated.

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Client Recruiter Job Person Resume Process Sales Activity

Process (4) Add New Process Bulk Action

Matching(0) Job Sent(1) Recommend(3) 1st Interview(0) 2nd Interview(0) Decision(0) Offer(0)

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/11/20 15:08:00
Process Memo	
End Flag	
End Reason	
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Catherine Porters

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/08/06 13:35:00
Process Memo	
End Flag	
End Reason	
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Meg Tanaka/Sample Client 01

Process	Job Sent
Process Date	2015/07/23 11:55:00
Process Memo	
End Flag	Close
End Reason	Client NG
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/08/06 13:32:00
Process Memo	
End Flag	Close
End Reason	Client NG
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Process | Meg Tanaka/Sample Client 01 (10021) (20) Print View

Edit Copy Delete Document Send Email Email to Recruiter Email to Person Open in listview Edit Job Detail Job

Basic Information

Process ID	10021	Client	Sample Client 01
Process (Current)	Recommend	Recruiter	Sample Recruiter 01
Process Date (Current)	2015/11/20 15:08:00	Job	Sample Job 01
Process Memo (Current)		Job Owner	Catherine Porters
End Flag		Resume	Meg Tanaka(10009)
			Catherine Porters

System Information

Date Created	2015/08/06 14:32:32	Date Updated	2015/08/06 14:32:32
Registered by	N/A Catherine Porters	Updated by	N/A Catherine Porters

Edit Copy Delete Document Send Email Email to Recruiter Email to Person Open in listview Edit Job Detail Job

Sublist | Process History Add New

	Date	Phase	Memo	Updated By	Date Updated
<input type="checkbox"/>	2015/11/20 15:08:00	Recommend		N/A Catherine Porters	2015/11/20 15:08:22
<input type="checkbox"/>	2015/08/06 14:31:00	Job Sent		N/A Catherine Porters	2015/08/06 14:32:33

Sublist | Sales Add New Sales List

To check the recruiter's email history, please click the recruiter's link in the process details. The details of the recruiter will be displayed.

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Client Recruiter Job Person Resume Process Sales Activity

Process (4) Add New Process Bulk Action

Matching(0) Job Sent(1) Recommend(3) 1st Interview(0) 2nd Interview(0) Decision(0) Offer(0)

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/11/20 15:08:00
Process Memo	
End Flag	
End Reason	
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Catherine Porters

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/08/06 13:35:00
Process Memo	
End Flag	
End Reason	
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Meg Tanaka/Sample Client 01

Process	Job Sent
Process Date	2015/07/23 11:55:00
Process Memo	
End Flag	Close
End Reason	Client NG
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Meg Tanaka/Sample Client 01

Process	Recommend
Process Date	2015/08/06 13:32:00
Process Memo	
End Flag	Close
End Reason	Client NG
Estimated Sales	
Expected Closing Date	
Process Owner	N/A Stacie

Recruiter | Sample Recruiter 01 (10001) (15)

Edit Copy Delete Document Send Email Google Maps Facebook Search LinkedIn Search

Basic Information

Recruiter ID	10001	Zip Code (Recruiter)	000-0000
Client	Sample Client 01	Address (Recruiter)	Sample Address (Recruiter)
Recruiter Name	Sample Recruiter 01	Phone (Recruiter)	00-0000-0000
Division	Sample Division	Mobile Phone (Recruiter)	00-0000-0000
Title	Sample Title	Email (Recruiter)	sample@porters.jp
Recruiter Owner	N/A Catherine Porters	Mobile Phone (Recruiter)	090-0000-0000

If the emails are being shared, sent recommendation 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

10009	Sample Job 06(JobId:10009)	N/A Catherine Porters	2014/12/09 11:24:35
10010	Sample Job 07(JobId:10010)	N/A Catherine Porters	2014/12/09 11:24:25
10011	Sample Job 08(JobId:10011)	N/A Catherine Porters	2014/12/09 11:24:15

hrbc-support@porters.jp **Sample Recruiter 01** Settings

New Reply Reply All Forward

Candidate Recommendation
hrbc-support@porters.jp
Date 2015-11-20 15:08:22
To: sample@porters.jp

Mails of Recruiter where the following addresses appears in the sample@porters.jp. Only shared mails are displayed.
 Don't show this message again

	From	Subject
	hrbc-support@porters.jp	Candidate Recommendation
	porters <hrbc-support@porters.jp>	e-mail magazine
	porters <hrbc-support@porters.jp>	Career Opportunity
	porters <hrbc-support@porters.jp>	Candidate Recommendation
	porters <hrbc-support@porters.jp>	Candidate Recommendation
	porters <hrbc-support@porters.jp>	Candidate Recommendation
	Catherine Porters <hrbc-support@porters.jp>	e-mail magazine
	Catherine Porters <hrbc-support@porters.jp>	e-mail magazine
	Catherine Porters <hrbc-support@porters.jp>	e-mail magazine
	Catherine Porters <hrbc-support@porters.jp>	e-mail magazine

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

Thank You

■ Candidate Information

【Name】 Meg Tanaka

【Age】

【Address】

【Education】 establishment : 1912年3月
memo : established a hundred years ago.

【Annual Salary (JPY)】
Current Salary :
Preferred Salary :

【Work Experience】
Employment Status : Between jobs

Catherine Porters hrbc-support@porters.jp

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1 - 15 / 15

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