

How to Email Job Information to Multiple Job Seekers



X There is a possibility that the screen image might change.

X 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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Files that are saved in Job 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

XIf a JOB search is done from Resume, "Choose from HRBC" will be empty because JOB's attachments can not be read individually.

f there is no Process, update will not be

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.

The same password will be applied to all attachments. If different password for each attachment is desired, they have to be sent by different separated emails.



Signature	Phase Update
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Catherine Po	orters hrbc-	support@porters.jp	
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ter composing the email.

🍠 Signature

Reply To Settings

no confirmation screen. In Il be sent immediately after Send button.

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 Job Sent Process Date NOW 2015/11/24 15:30 Process Memo End Flag Close End Reason Success Client NG Person NG 📃 Job Cunsultant NG 📃 Person Consultant NG A new Process will be added

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Template (Matching -> Person)	On't share mail		🥒 Signature	Phase Update
The templates are ordered alphabetically				The phase can be updated when sending an email. When appending to the Phase Memo.
Shared Templates (1)	From porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>	Reply To Settings	please select "Update the latest Phase"
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e-mail magazine Share 🗸	Bcc			Job Sent 🔻
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Job E mail/Bulk) Share	Subject Career Opportunities			2015/11/24 15:30 NOW
	{{Person.P_Name:Person Name}}			Process Memo
	We have a job you may be interested in !			
	This is {{User.P_Name:Name}} of {{Company.P_Name:Company N	ame}}.		
	{{Person.P_Name:Person Name}}, we would like to introduce yourt	> now opening which guits your skilles and experience.		End Flag
	Please contact((oser.P_Name.Name)) if you a contact			Close
	We look forward to hearing from you. There are some	cases where a mail will not be sent when		End Reason
	- There are phase	update option: e flow settings that conflict with the		Success Client NG Person NG
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	[Company Name] {{Client.P_Name:Client In those cases, i will be written in	he mail will not be sent and the reason the Bulk mail report		
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	{{Job.P_MinSalary:Minimum Salary}} ~ {{Job.P_Ma	ing massaga is shown. Plaasa confirm and	click the	
	Catherine Porters hrbc-support@porters.ip	button. If the "No" button is clicked, HRB	C WIII go	
		back to the mail compose screen.		
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Job E-mail(Bulk) Share	Subject	Career Opportunities			2015/11/24 15:30 NOW
	{{Person.P_Name:Person	Name}}			Process Memo
	We have a job you may be	interested in !			
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