

# How to create an Email

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

Job E-mail (Default)	Share ✓
----------------------	---------

**My Templates (3)**

e-mail magazine	Share ✓
Job E-mail	Share ✓

**Send**

From: porters <hrbc-sup...>  
Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai...>

Don't share mail  Share mail

**Signature**

**Phase Update**  
The phase can be updated when sending an

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

Add New template in My Template list +

The first thing to do after launching the Send mail screen is to select whether to share or not to share the email.  
✂The default is "Share mail".

■ Don't share mail  
You can set the mailbox not to be shared individually .

■ share mail  
You can share the mail threads history to other users in the same company

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

- e-mail magazine
- Job E-mail
- Job E-mail(Bulk)

Don't share mail  Share mail

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

**To** Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x

**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  
 ▾

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

You can freely change the name.  
From the second time on, the content of your last input is displayed in the box.

If "From" is not set, only the email address is displayed in "To".  
The logged in user's email address is automatically set to "From" and can not be changed.

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

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

Don't share mail  Share mail

 **Send**

**From** porters <hrbc-support@porters.jp>

**To** Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x

**Cc**

**Bcc**

**File**

**Subject**

 **Signature**

**Reply To Settings**

**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: ▼

Phase Date NOW

Process Memo

**End Reason**

- Success
- Client NG
- Person NG
- Job Consultant NG
- Person Consultant NG

If there is no Process, update will not be performed

返信先のメールアドレスを変更する場合はクリックしてください。※デフォルトでは、返信先は操作ユーザーのメールアドレスです。

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail Signature

**Send**

From: porters <hrbc-support@porters.jp>

**Reply To**

To: Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x

**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

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Add New template in My Template list +

返信先の入力枠が追加されます。  
クリックしてください。

**Template** (Matching -> Person)

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**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail    Share mail
 Signature

**From** porters <hrbc-support@porters.jp>
   
**Reply To**
  
**To** Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x
   
**Cc**

**Reply To**

User

You can select only one email address

User	Mail Address
N/A Catherine Porters	hrbc-support@porters.jp
N/A FMI	hrbc-seminar@porters.jp
N/A Jack Porters	a@porters.jp
N/A John Ito	rieko.ito@porters.jp
N/A Nancy	nozomi.ishii@porters.jp
N/A Stacie	u1
N/A ポーターズテスト	

**Phase Update**

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

Phase

Update the latest Phase: ▼

Process Date

Process Memo

This content will be updated in Process Memo

End Flag

Close

End Reason

HRBCユーザーIDに登録されているメールアドレスが選択可能です。  
それ以外のメールアドレスは選択できません。

返信先に追加されたメールアドレスは  
画面下部に表示されます。

アドレスは名前等で検索可能です。  
返信先から削除したい場合は「×」をクリックしてください。  
返信先の設定が完了したら必ず「OK」をクリックしてください。

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail Signature

**Send** From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

**To**: Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@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  
\_\_\_\_\_

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

Add New template in My Template list +

Unless a specific mail address is inputted, all mail addresses linked to the corresponding record are displayed.

Click the "X" at the end of each email address to delete it from "To".  
Click "To" to add additional email addresses.

✂It is disabled to add the address directly.

**Template** (Matching -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail  Share mail 
Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x

Cc:

**To**

User Recruiter Person

Search

User	Mail Address
N/A Catherine Porters	hrbc-support@porters.jp
N/A EML	hrbc-seminar@porters.jp
N/A Jack Porters	a@porters.jp
N/A John Ito	rieko.ito@porters.jp
N/A Nancy	nozomi.ishii@porters.jp
N/A Stacie	u1@porters.jp
N/A ポーターズテスト	porlinn@porters.jp

↓

Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Ok Cancel

**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

Process Memo

This content will be updated in Process Memo

End Flag

Close

End Reason

Success  Client NG  Person NG  Job Consultant NG

It is able to select from the resource information, such as HRBC's users, Recruiter and Person.

Recipient email addresses are displayed. Click the "X" next to the mail address to delete it from the list. Click the "OK" button after setting the recipients.

Template (Matching -> Person)

- The templates are ordered alphabetically
- Shared Templates (1)
    - Job E-mail (Default) Share ✓
  - My Templates (3)
    - e-mail magazine Share ✓
    - Job E-mail Share ✓
    - Job E-mail(Bulk) Share ✓

Add New template in My Template list +

Don't share mail  Share mail

Signature

Send

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

**Cc**

Bcc

File

To add CC, please click.  
✂It is disable to add the address directly.

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** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail

Signature

Reply To Settings

From: porters <hrbc-support@porters.jp>

To: Meg Tanaka <e1@porters.jp> x

Cc:

Bcc:

**Cc**

User Recruiter Person

Catherine

User	Mail Address
N/A Catherine Porters	hrbc-support@porters.jp

N/A Catherine Porters <hrbc-support@porters.jp> x

Ok Cancel

Only the email addresses of HRBC users, recruiters and candidates can be selected. The email addressed can be searched on resource basis as well.

Cc's mail addresses are shown in the lower portion of the screen. Click the "X" next to the mail address to delete it from the list. Click the "OK" button after setting the CC.

**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: 2015/11/26 14:07 NOW

Process Memo

End Flag

Add New template in My Template list +

**Template** (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

**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

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

To add Bcc, please click.

✂It is disable to add the address directly.

Template (Matching -> Person)  
The templates are ordered alphabetically

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

My Templates (3)  
e-mail magazine Share ✓  
Job E-mail Share ✓  
Job E-mail(Bulk) Share ✓

Don't share mail Share mail

From porters <hrbc-support@porters.jp>  
Reply To N/A Jack Porters <a@porters.jp> x  
To Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x  
Cc N/A Catherine Porters <hrbc-support@porters.jp> x

Send

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  
Phase  
Update the latest Phase:  
Process Date  
Process Memo  
This content will be updated in Process Memo

**Bcc**

User

User	Mail Address
N/A Catherine Porters	hrbc-support@porters.jp
N/A EML	hrbc-seminar@porters.jp
N/A Jack Porters	
N/A John Ito	
N/A Nancy	
N/A Stacie	
N/A ポーターズテスト	

N/A ポーターズテスト <porlinn@porters.jp> x

Ok Cancel

Add New template in My Template list +

Only the email addresses of HRBC users can be selected. The email addressed can be searched on resource basis as well. Bcc's mail addresses are shown in the lower portion of the screen. Click the "X" next to the mail address to delete it from the list. Click the "OK" button after setting the Bcc.

Template (Matching -> Person)  
The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail  Signature

Send

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

Bcc: N/A ポーターズテスト <porlinn@porters.jp> x

**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

will be updated in Process Memo

Client NG  Person NG  
ant NG  
ultant NG  
process, update will not be

Add New template in My Template list +

If you want to attach the files for the mail, click the "File" button.

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

Template (Matching -> Person)  
The templates are ordered alphabetically

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

My Templates (3)  
e-mail magazine Share ✓  
Job E-mail Share ✓  
Job E-mail(Bulk) Share ✓

Don't share mail | Share mail

From: porters <hrbc-support@porters.jp>  
Reply To: N/A Jack Porters <a@porters.jp> x  
To: Meg Tanaka <e1@porters.jp> x | N/A Stacie <u1@porters.jp> x  
Cc:  
Bcc:  
File:  
Subject:

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

Person Consultant NG  
If there is no Process, update will not be performed

**Add Attachment**

Select files from HRBC or from your Computer

Select from HRBC

- Job (Sample Job 05(JobId:10008))
  - Job Description .pdf  
(Job\_Description.pdf)
  - Recruiter (Sample Recruiter 01) - No files available

Select from Computer

Zip Options

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

Click "OK"

Files that are saved in HRBC 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 "OK"

**Template** (Matching -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail     Share mail

Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

Bcc: N/A ポーターズテスト <porlinn@porters.jp> x

**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

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

For creating template, please refer "How to Create an Email Template".

### ■ Shared Template

Templates not created by the user and shared throughout the whole company are displayed.

Please note that only the creator of template can turn share on but both the system administrator and the creator can turn share off.

### ■ My Template

All templates (regardless of the share status) created by the user are shown. "Share

### ■ Set as Default Template

In case this is checked, when the Create Mail dialog is launched, this template is automatically selected.

The default setting, can be set for each user.

✕The default setting is dependent on the PC and browser environment.

### ■ Share

If share is turned on, the template will be shared among all users of the company. Please note that only the creator of template can turn share on but both the system administrator and the creator can turn share off.

### ■ Pencil button

It is available to edit the template.

Standard users are available to edit only own templates.

System Administrators are available to edit own templates and shared templates.

### ■ × button

It is available to delete the template.

Standard users are available to delete only own templates.

System Administrators are available to edit own templates and shared templates.

**Template** (Matching -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail  Share mail Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

Bcc: N/A ポーターズテスト <porlinn@porters.jp> x

File: archive.zip x

Subject: Career Opportunities

Meg Tanaka

We have a job you may be interested in !

This is Catherine Porters of 英語版 マニュアル用.

...ance you to a new opening which suits your skills and experience.

...are interested in the opportunity.

**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: 2015/11/26 13:23 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

【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

Add New template in My Template list +

To click the Template, "Subject", "Content" and "Phase Update" information will be apply.

※Please check the "How to Create an Email Template" manual for the creation of templates.

**Template** (Matching -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Don't share mail     Share mail

Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

Bcc: N/A ポーターズテスト <porlinn@porters.jp> x

File: archive.zip x

Subject: Career Opportunities

Meg Tanaka

We have a job you may be interested in !

This is Catherine Porters of 英語版 マニュアル用.

Meg Tanaka, we would like to introduce you to a new opening which suits your skills and experience. Please contact Catherine Porters if you are interested in the opportunity.

**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  
2015/11/26 13:23 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

**You can also set the Selection Process settings.**

**■ Automatically update Process after sending E-mail:**  
 When this option is checked, after the template is used and the mail is sent, the process is automatically updated.

**■ Process**  
 When sending the email, the phase of the selection process will be selected in the dropdown.

**■ Process Memo**  
 When sending the email, enter a memo that you wish to save.

**■ End Flag**  
 When sending email, the End Flag can be set.

**■ End Reason**  
 When the end flag is set, select the reason.

**Template** (Matching -> Person)  
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**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail  Share mail

**Send**

**From** porters <hrbc-support@porters.jp>

**Reply To** N/A Jack Porters <a@porters.jp> x

**To** Meg Tanaka <e1@porters.jp> x

**Cc** N/A Catherine Porters <hrbc-support@porters.jp> x

**Bcc** N/A ポーターズテスト <porlinn@porters.jp> x

**File** archive.zip x

**Subject** Career Opportunities

**Signature**

Manager

**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  
2015/11/26 14:07 now

Meg Tanaka

We have a job you may be interested in !

This is Catherine Porters of 英語版 マニュアル用.

Meg Tanaka, we would like to introduce you to a new opening which suits you  
Please contact Catherine Porters if you are interested in the opportunity.

We look forward to hearing from you.

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■ Job Information

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【Company Name】 Sample Client 01

【Position】 Sample Job 05(JobId:10008)

【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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Catherine Porters hrbc-support@porters.jp

EML Co.  
Akasaka Minato-ku,Tokyo, 107-0052,Japan  
T +81 (0)3-0000-0000 F +81 (0)3-0000-0000 M +81 (0)90-0000-0000

To check the signature which you made, click the "Signature" button.

Click the signature which you apply for the mail.  
The information will be set under the content.

※ In case the right side check box is checked, when the Create Mail dialog is launched, this signature is automatically selected.

※ Please choose in the order of 1) template and 2) signature.  
If the signature is chosen first instead, it will be cleared when the template is selected.

**Template** (Matching -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail     Share mail

Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x N/A Stacie <u1@porters.jp> x

Cc: M

Bcc:

Subj:

---

Meg Tanaka

We have a job you may b

This is Catherine Porters

Meg Tanaka, we would lik

Please contact Catherine

We look forward to hearing

---

■ Job Information

---

【Company Name】 Sample Client 01

【Position】 Sample Job 05(JobId:10008)

【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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Catherine Porters hrbc-support@porters.jp

EML Co.  
Akasaka Minato-ku, Tokyo, 107-0052, Japan  
T +81 (0)3-0000-0000 F +81 (0)3-0000-0000 M +81 (0)90-0000-0000

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**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  
2015/11/26 13:23 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 -> Person)

The templates are ordered alphabetically

**Shared Templates (1)**

- Job E-mail (Default) Share ✓

**My Templates (3)**

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

Add New template in My Template list +

Don't share mail    Share mail
 Signature

**Send**

From: porters <hrbc-support@porters.jp>

Reply To: N/A Jack Porters <a@porters.jp> x

To: Meg Tanaka <e1@porters.jp> x | N/A Stacie <u1@porters.jp> x

Cc: N/A Catherine Porters <hrbc-support@porters.jp> x

Bcc: N/A ポーターズテスト <porlinn@porters.jp> x

File: archive.zip x

Subject: Career Opportunities

Meg Tanaka

We have a job you may be interested in !

This is Catherine Porters of 英語版 マニュアル用.

Meg Tanaka, we would like to introduce you to a new opening which suits your skills and experience. Please contact Catherine Porters if you are interested in the opportunity.

We look forward to hearing from you.

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■ Job Information

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【Company Name】 Sample Client 01

【Position】 Sample Job 05(JobId:10008)

【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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Catherine Porters hrbc-support@porters.jp

EML Co.  
Akasaka Minato-ku, Tokyo, 107-0052, Japan  
T +81 (0)3-0000-0000 F +81 (0)3-0000-0000 M +81 (0)90-0000-0000

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Process Phase

Phase  
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 Job Consultant NG  
 Person Consultant NG  
 A new Process will be added

Click "Ok"

PORTERS

The mail has been sent

OK