

# How to create an Email

Template (Matching -> Person)		Oon't share mail  Share mail		🖋 Signature	Phase Update
The templates are ordered alphabetic	cally				The phase can be updated when sending an
Shared Templates (1)		From porters	<hrbc-sup< td=""><td></td><td></td></hrbc-sup<>		
Job E-mail (Default)	Share 🗸	Meg Tanaka <	e1@porters.jp> × Meg Tanaka <keitai don't="" mall<="" share="" td=""><td></td><td></td></keitai>		
My Templates (3)		Send	You can set the mailbox	not to be shared in	dividually .
e-mail magazine	Share 🗸				
loh E-mail	Share 🖌		share mail		
			You can share the mail t	hreads history to ot	her users in the same
			company		
			company		
st thing to do after I	aunching	the Send mail screen is to	select		
whether to sh	are or not	to share the email.			
X The	default is '	"Share mail".			
					End Flag
					Close
					End Reason
					Success Client NG Person NG
					Person Consultant NG

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"
Job E-mail (Default) Share 🗸	To Meg Tanaka <e1@porters.jp> X Meg Tanaka <keitai@porters.jp> X Send</keitai@porters.jp></e1@porters.jp>		Process Phase
My Templates (3)			Phase
e-mail magazine	You can freely change the name		Update the latest Phase:
Job E-mail	the second time on the content of second set is disclosed.		Process Date
Job E-mail(Bulk)	i the second time on, the content of your last input is displayed		Process Memo
	in the box.		
l 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.		
			End Flag
			Close
			End Reason
			Job Cunsultant NG
			Person Consultant NG
Add New template in My Template list +			

Template (Matching -> Person)	Oon't share ma	ail 💿 Shar	re mail		J Signature	Phase Update
The templates are ordered alphabetically	Fro	om J	porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>	Reply To Settings	email. When appending to the Phase Memo,
Joh E-mail (Default)		То	Meg Tanaka <e1@porters.jp> X Meg Tan</e1@porters.jp>	naka <keitai@porters.jp> ×</keitai@porters.jp>		please select "Update the latest Phase"
	Send	Cc				Process Phase
my rempiates (3)		Bcc				Phase Update the latest Phase:
e-mail magazine Share		File				s Date
Job E-mail Share	Sul	Ibject			_	NOW
Add New template in My Template list +				返信先のメールアドレスを変更する場合 フォルトでは、返信先は操作ユーザ	るはクリックし 一のメール	CCください。※デ アドレスです。 ecss Memo Success Client NG Person NG Job Cunsultant NG Person Consultant NG If there is no Process, update will not be performed

Template (Matching -> Person)	O Don'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)	<pre>From porters </pre>	please select "Update the latest Phase"
Job E-mail (Default) Share 🗸	Send	Process Phase
My Templates (3)	To Meg Tanaka <e1@porters.jp> x Meg Tanaka <keitai@porters.jp> x</keitai@porters.jp></e1@porters.jp>	Phase
e-mail magazine Share 🗸		Update the latest Phase:
Job E-mail Share 🗸		Process Date
Job E-mail(Bulk) Share 🗸		Process Memo
返信先の入力 クリック	枠が追加されます。 してください。	This content will be updated in Process Memo End Flag Close End Reason
		<ul> <li>Job Cunsultant NG</li> <li>Person Consultant NG</li> <li>If there is no Process, update will not be performed</li> </ul>
Add New template in My Template list +		

Add New template in My Template list +	

Template (Matching -> Person)	Don't share mail Share mail		🥒 Signature	Phase Update The phase can be updated when sending an
Shared Templates (1)	From porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>		email. When appending to the Phase Memo, please select "Update the latest Phase"
Job E-mail (Default) Share 🗸	Reply To Send			Process Phase
My Templates (3)	To Meg Tanaka <e1@porters.jp> X M</e1@porters.jp>	Meg Tanaka <keitai@porters.jp> ×</keitai@porters.jp>		
e-mail magazine Share				Update the latest Phase:
Job E-mail Share 🗸	Reply To		×	
Job E-mail(Bulk) Share	User			
	You can select only one email address			
	Licor	Mail Address		
	N/A Catherine Porters	hrbc-support@porters.jp		
		hrbc-seminar@porters.ip		
	N/A Jack Porters N/A John Ito	a@porters.jp rieko.ito@porters.jp		
	N/A Nancy	nozomi.ishii@porters.jp		End Reason
	N/A Stacie N/A ポーターズテスト	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	できません。
		返信先に追	加されたメールアト	ジレスは
		画面-	下部に表示されます	• •
	N/A Jack Porters <a@porters.jp> ×</a@porters.jp>	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	ったら必ず「OK」をク	リックしてください。
		Ok Cancel		
Add New template in My Template list +				

The translates are ordered adjustication Shared Translates (1) So C-rnal (Cofuct) Wy Translates (3) 	Template (Matching -> Person)	Don't share mail	il 💿 Shar	re mail			🖋 Signature	Phase Update
Shared Templates (1)       Prof. profes       Inter-scapperdiporters.jp>       Prof. profes       Inter-scapperdiporters.jp>       Prof. profes       Prof.	The templates are ordered alphabetically				1			The phase can be updated when sending an email. When appending to the Phase Memo
be Enal (bdb.t)       Over         Wy Tenglate (3)       To         e-mai (nagazite       Down         bo E-mail(bdk)       Over         Unless a specific mail address in inputted, all mail addresses linked to the corresponding record are displayed.       Process Date         Unless a specific mail address in inputted, all mail addresses linked to the corresponding record are displayed.       End Hog         Click the "X" at the end of each email address to delete it from "To". Click "To" to add additional email addresses.       Wit is disable to add the address directly.	Shared Templates (1)	From	m l	porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>			please select "Update the latest Phase"
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Job E-mail(Bulk)       File       Process Memo         Unless a specific mail address in inputted, all mail addresses linked to the corresponding record are displayed.       The content will be updated in Click the "X" at the end of each email address to delete it from "To". Click "To" to add additional email addresses.       The content will be updated in Click the "X" at the end of each email addresses.         Will is disable to add the address directly.       Will is disable to add the address directly.       If there is to Process, update performed	Job E-mail Share 🗸		Bcc					Process Date
Subject       Process Remo         Unless a specific mail address in inputted, all mail addresses linked to the corresponding record are displayed.       The context will be updated in End Flag         Click the "X" at the end of each email address to delete it from "To". Click "To" to add additional email addresses.       Success Client NC         % It is disable to add the address directly.       What is disable to add the address directly.	lob E-mail(Bulk) Share 🗸		File					NOW
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Unless a specific mail address in 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. XIt is disable to add the address directly.								
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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. XI tis disable to add the address directly.		Unless a s	pecifi	ic mail address in inpu	tted, all mail address	ses linked		
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XIt is disable to add the address directly.			Click	k "To" to add additiona	al email addresses.			Person Consultant NG
XIt is disable to add the address directly.								
			Х	It is disable to add the	address directly.			
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Add New template in My Template list +	Add New template in My Template list +							

Template (Matching -> Person)	On't share mail		🥖 Signature	Phase Update
The templates are ordered alphabetically Shared Templates (1)	From porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>		email. When appending to the Phase Memo,
lob E-mail (Default)	Reply To N/A Jack Porters <a@porters.jp> ×</a@porters.jp>			please select opdate the latest phase
My Templates (3)	Send To Meg Tanaka <e1@porters.jp> ×</e1@porters.jp>			
	Cc			Update the latest Phase:
e-mail magazine Share	То		~	
Job E-mail Share			~	
Job E-mail(Bulk) Share	User Recruiter Person			
			٩	
	llsor	Mail Addrocs		
	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 N/A Nancy	nozomi.ishii@porters.jp		
	N/A Stacie	u1@porters.jp		End Reason
	N/A ボーターズテスト	porllinn@porters.jp		Job Cunsultant NG
	Meg Tanaka <e1@porters.jp>       ×       N/A Stacie <u1@porters.jp></u1@porters.jp></e1@porters.jp>	It is able to select HRBC Recipier Click the "X" next for Click the "O	ct from the reso C's users,Recruit nt email address to the mail addr K" button after	ource information, such as cer and Person. ses are displayed. ress to delete it from the lis setting the recipients.
Add New template in My Template list +				

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	Add New template in My Template list +			

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Template (Matching -> Person)	Don't share mail     Share mail		Signature	Phase Update
The templates are ordered alphabetically Shared Templates (1)	From porters To Meg Tanaka <e1@porters.jp> ×</e1@porters.jp>	<hrbc-support@porters.jp></hrbc-support@porters.jp>	Reply To Settings	The phase can be updated when sending an email. When appending to the Phase Memo, please select "Update the latest Phase"
My Templates (3) e-mail magazine Share	Send Cc Bcc			Process Phase Phase Job Sent  Process Date
Job E-mail     Share       Job E-mail(Bulk)     Share	User Recruiter Person		×	2015/11/26 14:07 Now Process Memo
	Catherine User N/A Catherine Porters N/A Catherine Porters <hrbc-support@porters.jp> ×</hrbc-support@porters.jp>	Mail Address hrbc-support@porters.jp Only the email addresses of candidates can be selected. T searched on resou Cc's mail addresses are shown in Click the "X" next to the mail ad Click the "OK" button	ARBC users The email ad rce basis as the lower p dress to de after settin	a recruiters and datessed can be well. ortion of the screen. lete it from the list. g the CC.
Add New template in My Template list +				

Template (Matching -> Person)	🔘 Don't sha	re mail 💿 Sh	are mail		/ Signature	Phase Update
The templates are ordered alphabetically						The phase can be updated when sending an amail. When appending to the Phase Marrie
Shared Templates (1)		From	porters <hrbc-support@porters.jp></hrbc-support@porters.jp>	>		please select "Update the latest Phase"
Job E-mail (Default) Share	Soud	Reply To	N/A Jack Porters <a@porters.jp> X</a@porters.jp>			Process Phase
My Templates (3)	Send	То	Meg Tanaka <e1@porters.jp> X N/A Stacie <u1@porters.jp> X</u1@porters.jp></e1@porters.jp>			Phase
e-mail magazine Share	/	Cc	N/A Catherine Porters <hrbc-support@porters.jp> ×</hrbc-support@porters.jp>			Update the latest Phase:
Job E-mail Share	_	Bcc				Process Date
loh E-mail(Bulk) Share		File				NOW
		Subject				Process Memo
			To add Bcc, please click.			
		×It is c	lisable to add the address directly			
						End Flag
						Close
						End Reason Success Client NG Person NG
						Job Cunsultant NG
						Person Consultant NG If there is no Process, update will not be
Add New template in My Template list +						

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Template (Matching -> Person)	Don't share mail		Signature	Phase Update
Shared Templates (1)	From porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>		email. When appending to the Phase Memo,
Job E-mail (Default) Share	Reply To N/A Jack Porters <a@porters.jp> ×</a@porters.jp>			
My Templates (3)	Send To Meg Tanaka <e1@porters.jp> × N/A</e1@porters.jp>	A Stacie <u1@porters.jp> ×</u1@porters.jp>		
e-mail magazine Share 🗸	Cc N/A Catherine Porters <hrbc-support< td=""><td>@porters.jp&gt; X</td><td></td><td>Update the latest Phase:</td></hrbc-support<>	@porters.jp> X		Update the latest Phase:
Job E-mail Share 🖌	Всс		8	
Job E-mail(Bulk) Share	User			
			4	
	User	Mail Address		
	N/A EML	hrbc-seminar@porters.jp		
	N/A Jack Porters			
	N/A John Ito N/A Nancy			
	N/A Stacie			IG
	N/A ポーターズテスト	Only the email addresses of H	IPPC usors of	an he colocted
			INDC USEIS C	
		The email addressed can be searc	ched on resc	ource basis as well.
		Bcc's mail addresses are shown in	the lower po	ortion of the screen.
		Click the "X" next to the mail add	dress to dele	te it from the list.
	N/A ポーターズテスト <porllinn@porters.ip> ×</porllinn@porters.ip>	Click the "OK" button a	fter setting	the Bcc.
	and the second			
		Ok Cancel		
Add New template in My Template list +				

Template (Matching -> Person)	Don't share mai	il 💿 Shar	re mail		🖋 Signature	Phase Upda	ate
The templates are ordered alphabetically				1		The phase can email. When an	be updated when sending an mending to the Phase Memo.
Shared Templates (1)	From	m F	porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>		please select "U	Ipdate the latest Phase"
Job E-mail (Default) Share 🗸	Re	eply To	N/A Jack Porters <a@porters.jp> X</a@porters.jp>			Process Pha	se
My Templates (3)	Send	То	Meg Tanaka <e1@porters.jp> × N/A St</e1@porters.jp>	acie <u1@porters.jp> ×</u1@porters.jp>		Phase	
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lob E-mail(Bulk) Share 🗸		File					NOW
	Sub	oject				Process Memo	
							ill be updated in Process Memo
	lf y	you w	ont to attach the files	for the mail, click the "File" button.			
	You car	n atta	ich files of up to 5MB p	per file, up to a total of 10MB per Email.			Client NG Person NG
	Extension :	txt, p	odf, xls, doc, ppt, xlsx, d	docx, pptx, html, htm, gif, jpg, jpeg, png,	omp		ultant NG
						/	rocess, update will not be
Add New template in My Template list +							

Template (Matching -> Person)		🔘 Don't sha	re mail 💿 Sh	are mail
The templates are ordered alphabe	tically			
Shared Templates (1)			From	porters <a href="https://www.support@porters.jp">https://www.support@porters.jp</a>
Job E-mail (Default)	Share 🗸		Reply To	N/A Jack Porters <a@porters.jp> X</a@porters.jp>
My Templates (3)		Sena	То	Meg Tanaka <e1@porters.jp> × N/A Stacie <u1@porters.jp> ×</u1@porters.jp></e1@porters.jp>
e-mail magazine	Share 🗸		Cc	Add Attachment
Job E-mail	Share 🗸		Bcc	<ul> <li>Select files from HRBC or from your Computer</li> </ul>
Job E-mail(Bulk)	Share 🗸		File	Select from HRBC
			Subject	<ul> <li>Job (Sample Job 05(JobId: 10008))         <ul> <li>Job Description                 .pdf                      .pdf                      .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                     .pdf                    .pdf                    .pdf                         .pdf</li></ul></li></ul>
				Zip Options
				Name of the zip file archive .zi
				Less than 50 characters
				RO66SINX Generate Password
				Password will be sent automatically in an other mail
				Click "OK"
Add New template in My Ter	mplate list +			





▲ 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		
	NOW		
	Process Memo		
	This content will be updated in Process Memo End Flag Close End Reason Success Client NG Person NG Job Cunsultant NG Person Consultant NG If there is no Process, update will not be performed		
nt icons			
ression :	La Resume.docx x		
sed but not encrypted by password:	archive.zip x		
npressed and encrypted:	archive.zip x		



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

N/A Catherine Porters <hrbc-support@porters.jl Please note that only the creator of template can turn share on but both the system administrator and the creator can turn share off.

All templates (regardless of the share status) created by the user are shown. "Share " will be displayed next to the shared templates.

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

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.

- 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.

- It is available to delate the template.
- Standard users are available to delate only own templates.
- System Administrators are available to edit own templates and shared templates.



	▲ 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
		Job Sent 🔹
		Process Date
		2015/11/26 13:23 NOW
		Process Memo
		End Flag
		Close
		End Reason Success Client NG Person NG Job Cunsultant NG Person Consultant NG A new Process will be added

#### $PORTERS\,{\sf HR}\mbox{-}{\sf B}\mbox{usiness}\,{\sf C}\mbox{loud}$

Template (Matching -> Person)		🔘 Don't shar	re mail 💿 Sh	are mail	
The templates are ordered alphabetically					
Shared Templates (1)			From	porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>
Job E-mail (Default)	Share 🗸		Reply To	N/A Jack Porters <a@porters.jp> X</a@porters.jp>	
My Templates (3)		Send	То	Meg Tanaka <e1@porters.jp> × N/A Sta</e1@porters.jp>	acie <u1@porters.jp> ×</u1@porters.jp>
	Character 1		Cc	N/A Catherine Porters <hrbc-support@po< th=""><th>orters.jp&gt; ×</th></hrbc-support@po<>	orters.jp> ×
e-mail magazine	Share		Bcc	N/A ポーターズテスト <porllinn@porters.jp< th=""><th>)&gt; X</th></porllinn@porters.jp<>	)> X
Job E-mail	Share 🗸		File	Rearchive.zip X	
Job E-mail(Bulk)	Share 🗸		Subject		
			Subject		
		Meg Tanaka We have a jol This is Cather Meg Tanaka, Please contac	b you may be rine Porters o we would like tCatherine Pr	interested in ! f 英語版 マニュアル用. to introduce you to a new opening which sui orters if you are interested in the opportunity	its your skilss and experience.

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.

You can also set the
Selection Process settings.

🤳 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
Job Sent 🔻
Process Date 2015/11/26 13:23 Now
Process Memo
Process Merrio
End Flag Close
End Reason
Success Client NG Person NG
Person Consultant NG
A new Process will be added

Template (Matching -> Person)		🔘 Don't shar	re mail 💿 Sł	hare mail		_ø Signature	The phase update
e templates are ordered alphabetically	У		From	porters	<hrbc-support@porters.jp></hrbc-support@porters.jp>	Signature 🗌	email. When appending to the Phase Memo,
			Reply To	N/A Jack Porters <a@porters.jp:< td=""><td>&gt; X</td><td>Manager</td><td>please select "Update the latest Phase"</td></a@porters.jp:<>	> X	Manager	please select "Update the latest Phase"
lob E-mail (Default)	Snare	Send	То	Meg Tanaka <e1@porters.jp> ×</e1@porters.jp>			✓ Process Phase
y Templates (3)			Cc	N/A Catherine Porters <hrbc-sup< td=""><td>pport@porters.jp&gt; ×</td><td></td><td>Phase</td></hrbc-sup<>	pport@porters.jp> ×		Phase
e-mail magazine	Share 🗸		Bcc	N/A ポーターズテスト <porllinn@p< td=""><td>porters.jp&gt; X</td><td></td><td>Process Date</td></porllinn@p<>	porters.jp> X		Process Date
Job E-mail	Share 🗸		File	archive.zip ×			2015/11/26 14:07 NOW
Job E-mail(Bulk)	Share 🗸		Subject	Career Opportunities	To shook the signat		olick the "Cignoture" button
		Meg Tanaka			TO Check the signat	ure witch you made,	click the Signature buttor
		We have a jo	b you may be	interested in !	Click the	signature which you	apply for the mail.
		This is Cathe	rine Porters	of 英語版(マニュアル用.	The info	rmation will he set u	inder the content
		Meg Tanaka, Please contac	we would like ctCatherine F	e to introduce you to a new opening v Porters if you are interested in the op	which suits you oportunity.		
		We look forw	ard to hearing	g from you.	X In case the right side the Create Mail dialog	check box is checkec is launched, this sigr	l, when nature is automatically seled
		Job Inform	ation				······, ····
					×Please choos	e in the order of 1) t	emplate and 2) signature.
		Company N	Name] Sam	nple Client 01	If the sig	nature is chosen firs	t instead, it will be
		(Position)	Sample Job 05	5(JobId:10008)	clear	red when the templa	ate is selected.
		【Job Detail】 Sample Job S	Summary				
		【Business Si Sample Busin	ummary】 ness Summary	/			
		(Number of	Employees]	Sample Number of Employees			
		[Location]	Sample Work	Location Details			
		[Annual Sala 3500000 ~ 5	ary (JPY)] 5000000				
		Sample Salar	y Details				
		Catherine F	Porters hrbc-	support@porters.jp			
		EML Co. Akasaka Min T +81 (0)3-1	ato-ku,Tokyo, 0000-0000 F	, 107-0052,Japan +81 (0)3-0000-0000 M +81 (0)90-0	0000-0000		
Add New template in My Templa	ate list +		0000-0000 P				



Template (Matching -> Person)	◯ Don't share mail ● Share mail	🦽 Signature	Phase Update
The templates are ordered alphabetically	From Instant		The phase can be updated when sending an email. When appending to the Phase Memo,
Shared Templates (1)	<pre>From porters </pre> <pre> </pre>		please select "Update the latest Phase"
Job E-mail (Default) Share 🗸	Send		✓ Process Phase
My Templates (3)	To Meg Tanaka <e1@porters.jp> X N/A Stacle <u1@porters.jp> X</u1@porters.jp></e1@porters.jp>	~	Phase
e-mail magazine Share 🗸	CC		Job Sent 🔹
Job E-mail Share 🗸	Bcc		Process Date
Job E-mail(Bulk) Share 🗸	Click the Send button after composing the email.		Process Memo
	Meg Tanaka         We have a job you may b         This is Catherine Porters         Meg Tanaka, we would lik         Please note that there is no confirmation screen         In other words, the email will be sent immediately after clicking the Send button.         Please contactCatherine         We look forward to hearing         -Job Information         Icompany Name]       Sample Client 01         [Postion]       Sample Job 05(JobId:10008)         [Job Detail]       Sample Job 05(JobId:10008)         [Location]       Sample Number of Employees         [Location]       Sample Work Location Details         [Annual Salary (JPY)]       Sample Salary Details		Process Memo End Flag Close End Reason Success Client NG Person NG Dob Cunsultant NG Person Consultant NG A new Process will be added
	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		
Add New template in My Template list +			

	_			1
	From	porters		<hrbc-support@porters.jp< td=""></hrbc-support@porters.jp<>
	Reply To	N/A Jack Porter	s <a@porters.jp> x</a@porters.jp>	
Dend	То	Meg Tanaka <e1< td=""><td>@porters.jp&gt; × N/A St</td><td>acie <u1@porters.jp> ×</u1@porters.jp></td></e1<>	@porters.jp> × N/A St	acie <u1@porters.jp> ×</u1@porters.jp>
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	File	archive.zip x		
	Subject	Career Opportunit	ties	
Meg <u>Tanaka</u>				
We have a job	you may be i	interested in !		
This is Catheri	ne Porters o	f 革語版 マニュアル	L⊞	
Meg Tanaka, w Please contact	ve would like Catherine Po	to introduce you to orters if you are int	a new opening which su erested in the opportunit	its your skilss and experienc y.
We look ferrur	rd to booring	from you		
WE look forward	ru to nearing	nom you.	PORTERS	
Job Informa	tion		The mail has been :	sent
Company Na	ame] Samp	ole Client 01	l l	OK
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(Annual Salar	ry (JPY)]			
Sample Salary	Details			
Catherine Po	orters hrbc-s	upport@porters.jp		
EML Co.				
Akasaka Mina	to-ku,Tokyo,	107-0052,Japan		
	Meg Tanaka We have a job This is Catheri Meg Tanaka, w Please contact We look forwa Dob Informa (Company Na (Company Na (Dosition) Si (Job Detail) Sample Job Su (Business Su Sample Job Su (Business Su Sample Busine (Number of E (Location) Si (Sample Busine (Number of E (Location) Si (Annual Salari Soooo > 50 Sample Salary Catherine Po EML Co. Akasaka Mina	Reply To         Send         To         Cc         Bcc         File         Subject         Meg Tanaka         We have a job you may be i         This is Catherine Porters of         Meg Tanaka, we would like         Please contactCatherine Porters of         We look forward to hearing         Iob Information         (Company Name)       Sample         Job Detail)         Sample Job Summary         (Business Summary)         Sample Business Summary         (Number of Employees)       Sample Work L         (Annual Salary (JPY))         3500000 ~ 5000000         Sample Salary Details         Catherine Porters hrbc-s         EML Co.         Akasaka Minato-ku Tokyo	Reply To       N/A Jack       Porter         Send       To       Meg Tanaka <e1< td="">         Cc       N/A Catherine       B         Bcc       N/A #-ターズデ       File       Bachive.zip         File       Bachive.zip       Subject       Career Opportunit         Meg Tanaka       We have a job you may be interested in !       This is Catherine       Porters of 英語版 マニュア/J         Meg Tanaka, we would like to introduce you to       Please contactCatherine       Porters if you are int         We look forward to hearing from you.       Importantion       Importantion         Job Information       Importantion       Importantion         (Company Name]       Sample Client 01       Importantion         (Dob Detail)       Sample Job 05(JobId:10008)       Importantion         (Job Detail)       Sample Business Summary       Importantion         (Rusiness Summary]       Sample Business Summary       Importantion         (Location] Sample Work Location Details       Importantion       Importantion         (Location] Sample Work Location Details       Importantion       Importantion         (Subject of Employees] Sample Number of Importantion       Importantion       Importantion         File       Sample Work Location Details       Importantion       Impor</e1<>	Send       Reply To       N/A Jack       Porters <a@porters.jp> ×       N/A St         Send       To       Meg Tanaka <e1@porters.jp> ×       N/A St         Cc       N/A Catherine       Porters <hrbc-support@p< td="">         Bcc       N/A T-ターズデスト <porlinn@porters.jp< td="">         File       Larchive.zip ×         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 supplease contactCatherine       Porters if you are interested in the opportunit         We look forward to hearing from you.       PORTERS         ■ Job Information       The mail has been         ICompany Name]       Sample Client 01         [Position]       Sample Job 05(JobId:10008)         [Job Detail]       Sample Job Summary         Sample Business Summary]       Sample Rusiness Summary         [Location]       Sample Work Location Details         [Annual Salary (JPY)]       3500000 ~ 500000         Sample Salary Details       Catherine         Catherine       Porters         Location       Location         Catherine       Porters         Manual Salary (JPY)]       S</porlinn@porters.jp<></hrbc-support@p<></e1@porters.jp></a@porters.jp>

/ 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
	Job Sent
	Process Date
	2015/11/26 13:23 Kow
	Process Memo
Click "Ok"	End Flag Close
	End Reason
	Success Client NG Person NG
	Person Consultant NG
	A new Process will be added