

PCRecruiter Handheld Interface

The PCRecruiter Web version provides a reduced bandwidth interface for handheld web devices that do not include a full web browser. Below are basic instructions on the use of this interface.

Main Menu

1. **Name Lookup** – select to find names by first name, last name, city or company.
2. **Name Search** – select to find names based on the content of their resume, notes/keywords, summaries or profiles. You may also limit your search by City, State/Country, Zipcode, Relocate Yes/No, Work Phone, Degree Type or User Name.
3. **View Activities** – select to list activity records for a User or Last Name within any date range.
4. **Position Lookup** – select to find positions by Title, City or State
5. **Email** – select to access your PCRecruiter Email Client (if enabled on your account)

Name Lookup

1. Select Name Lookup from the Main Menu.
2. Enter complete or partial search terms for any of the available fields.
3. Click “GO”
4. When your search results appear, you may select any of the Name links to view or alter the record.
5. When viewing a record, you may select from the following options:
 - a. ADD - create a new name record under the current company/org
 - b. EDIT - make changes to the current name record
 - c. *RES – if an asterisk (*) is shown, select this item to view the current resume
 - d. EMAIL – send a text email to the current name
6. When editing a record, you may select from the following options:
 - a. ADD - create a new name record under the current company/org
 - b. VIEW – switch back to ‘view’ mode for this record
 - c. DEL – remove this record from the database
 - d. *RES - if an asterisk (*) is shown, select this item to view the current resume
 - e. EMAIL – send a text email to the current name

Name Search

1. Select Name Search from the Main Menu.
2. Enter complete or partial search terms into the Search Words box. As with the standard PCR recruiter interface, use +term to require a word, -term to exclude, or term=term to search for phrases.
3. Use the pulldown to limit your search to Resumes, Summaries, Notes or Profiles.
4. Use the filter boxes to limit your search to City, State/Country, Zip, Relocate Yes/No, Work Phone, Degree Type or User Name.
5. Click "GO"
6. When your search results appear, you may select any of the Name links to view or alter the record. A percentage of search result relevance will appear with the results.
7. When viewing a record, you may select from the following options:
 - a. ADD - create a new name record under the current company/org
 - b. EDIT - make changes to the current name record
 - c. *RES – if an asterisk (*) is shown, select this item to view the current resume
 - d. EMAIL – send a text email to the current name
8. When editing a record, you may select from the following options:
 - a. ADD - create a new name record under the current company/org
 - b. VIEW – switch back to 'view' mode for this record
 - c. DEL – remove this record from the database
 - d. *RES - if an asterisk (*) is shown, select this item to view the current resume
 - e. EMAIL – send a text email to the current name

View Activities

1. Select "View Activities" from the Main Menu.
2. Enter the Beginning Date and End Date you wish to view activities for.
3. If you wish to filter by a user name or the Last Name of a record, enter the term in the box.
4. Click "List"
5. Use the "Next" or "Jump" options to navigate the results.

Position Lookup

1. Select "Position Lookup" from the Main Menu.
2. Enter Job Title, City or State of the position(s) you wish to see.
3. Click "List"
4. When your search results appear, you may select any of the Job Title links to view or alter the record. The Job Type, Job ID, Company and location will appear with the results.

5. When viewing a record, you may select from the following options:
 - a. ADD – create a new position record under the current company/org
 - b. EDIT – make changes to the current position record

Email

1. Select “Email” from the Main Menu
2. Your new email will appear in a list with select boxes to the side for performing actions. You will also have the following options:
 - a. DELETE – remove your selected message(s)
 - b. COMPOSE – create a new email by selecting this option
 - c. SEARCH – find mail in your account by selecting this option and entering a keyword
3. To delete or move a message, check the box next to the message you wish to handle. Mark the box at the top of the list to select all messages. Choose “DELETE” from the top menu, or select a folder from the pull-down selector and choose “MOVE”.
4. To switch to a different folder, use the pull-down to select the folder, and choose “GO”
5. When selecting one of the emails from your list, you will be shown the content of the email. At the top of the email you will have the following options:
 - a. COMPOSE – create a new email
 - b. SEARCH – find other mail in your account by keyword
 - c. REPLY – send email back to the sender, with the current message included
 - d. DELETE – remove the current message
6. At the bottom of the message, you will have the option to:
 - a. REPLY – send email back to the sender, with the current message included
 - b. DELETE – remove the current message
 - c. FORWARD – send the current message to a new recipient