PCRecruiter Resume Inhaler

The PCRecruiter Resume Inhaler is a stand-alone application that can be pointed to a folder and/or to an email inbox containing resumes, and will automatically extract contact information and create new name records in any PCRecruiter database. The Inhaler uses PCRecruiter's sophisticated resume handling engine to preserve format and map the proper information into the proper fields, saving hours of data entry time.

This document will explain the basics of installing and using the application.

DOWNLOAD & INSTALL

1. In your web browser, go to http://download.pcrecruiter.com/inhsetup2.exe

2. When asked "Would you like to open the file or save it to your computer?" Choose "Save".

3. A "Save As" Screen will appear. In the "Save In" field at the top of this screen, choose "Desktop" from the dropdown (if it is not already selected). Leave filename as "inhaler.exe" and hit "Save". The file will download and notify you when the download is complete.

4. Click "Open" when the download is completed.

5. You will be asked, "Do you wish to install the PCRecruiter Inhaler?" Click "Yes".

Installation screens will flash momentarily.

6. A "PCRecruiter Inhaler Setup" screen will appear. Continue through the install wizard by clicking "Next". Be sure to install the program in your main PCRecruiter directory. When finished you will see a "Setup is Complete" message.   A PCRecruiter Inhaler program icon has been created on your desktop."

7. Click "OK".

8. Click "Run Program" on the "PCRecruiter Inhaler Setup" screen to launch the application.

CONFIGURING WEB CONNECTION

If you are using the Web version of PCRecruiter, either installed locally or through an ASP, you will need to tell the Inhaler how to connect to your database with your account.

1. Open the "PCRecruiter Inhaler Config" screen by selecting 'Settings' in the 'Action' menu

2. Select "Web Connection" from the dropdown at the top of the screen (if it is not already selected).

3. Click the "ASP" button.

4. Paste your PCRecruiter Web application login address (i.e. http://www.pcrecruiter.net/pcrbin/default.asp?uid=odbc.xxxxxxx) in the field called "Paste URL Here".

5. Click "Go" next to that field. You should see your login screen appear in the screen below.

6. Type in your Username and Password, and select your database from the dropdown in the "Database" field if it is not already selected.

7. Click "OK".

8. Click "TEST". You should see, "DATABASE CONNECTION RESULTS: SUCCESSFUL". If you see "FAILED" please check your settings and try again. If you need help, contact your PCRecruiter representative.

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9. The fields for "PCRecruiter Username" and "PCRecruiter Password" should be automatically filled with the information you provided when logging into the database.

10. If you plan to inhale resumes from a MAPI email program (Outlook, Express, etc.), you'll need to enter your MAPI profile and password into the boxes provided.

CONFIGURING DIRECT CONNECTION

If you are using a local database with the PCRecruiter Windows application, you will need to tell the Inhaler how to connect to the local database with your account.

1. Open the "PCRecruiter Inhaler Config" screen by selecting 'Settings' in the 'Action' menu

2. Select "Direct Connection" from the dropdown at the top of the screen (if it is not already selected).

3. Use the dropdown menu at the top to select your database. The Inhaler will show a list of the databases available in the folder where it resides, which should be your main PCRecruiter installation directory.

4. If you do not see the correct database, or if your databases are not kept in the same folder as the PCRecruiter application, use the "Find/Change PCR Path" button to locate the proper directory. You should then be able to select your database from the dropdown menu.

5. Enter your PCRecruiter login and password information in the boxes provided.

6. Click "Test PCR Connection". You should see, "DATABASE CONNECTION

RESULTS: SUCCESSFUL".   If you see "FAILED" please check your settings and try again. If you need help, contact your PCRecruiter representative.

7. If you plan to inhale resumes from a MAPI email program (Outlook, Express, etc.), you'll need to enter your MAPI profile and password into the boxes provided.

CONFIGURING FOR TEXT FILE OUTPUT

If you wish, the Inhaler can place inhaled resumes into a file instead of a database. This may be useful in situations where connecting directly to a database is not an option, or where handling a text file instead of a database is more effective for portability, etc.

1. Open the "PCRecruiter Inhaler Config" screen by selecting 'Settings' in the 'Action' menu

2. Select "Output to File" from the dropdown at the top of the screen (if it is not already selected).

3. Enter the desired name for the output file in the provided box.

4. Use the "Change Folder" button to select a folder for the output file.

5. If you wish to place the resumes into the output file, use the "Export Text Resume" button. This setting is not recommended unless completely necessary, as it generates a larger output file and removes all formatting from the resumes contained within it.

CONNECTING TO YOUR MAIL PROGRAM OR LOCAL FOLDERS

1. Towards the bottom of the Inhaler screen is a field called "Mail Type/Folder". Click on the dropdown arrow in that field and choose your email type. If you use Microsoft Outlook, be sure to choose "Outlook"… if you use Outlook Express, choose MAPI Compatible. If you use the PCRecruiter Internal Email Client, select PCR Mail. If you are connecting directly to an internal MAPI server, select MAPI Server.

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2. The next field to the right should contain, "Default Folder (INBOX)". Click the "Browse" button to the right of that field to choose the e-mail folder from which you'd like to inhale. You may inhale from Inbox, or any subfolder of Inbox.

3. If you check the "Process Emails in Subfolders" box, the Resume Inhaler will search for resumes in all subfolders of the folder you have selected, with the exception of the folders named "Deleted Items", "Bad", "Dupl" and "Imported".

4. You may inhale from a folder on your computer as well by clicking the "Browse"button next to the "Resume Directory" field and browsing to the folder of choice.

USING THE RESUME INHALER

Resumes can be inhaled either automatically as they appear in your selected mailbox or folder, or on command. Once you have connected the program to the proper source and destinations, running the Inhaler is very simple.

1. To monitor your e-mail box and/or directory at all times, check the "Monitor E-mail" checkbox on the main screen. To begin monitoring, click on the large button at the lower right corner of the program. When active, the button will appear green and display "Inhaler Running". When it is red, the monitoring functions are inactive, and the Inhaler icon in your windows system tray will display a red "x".

2. To Inhale on-command instead of at all times, use the "Import from Directory" or "Import E-mail Now" options under the "Actions" menu. If you choose to use this method, you will want to leave the "monitor" checkboxes unchecked, and the large button in the lower right in the red "Start Inhaler" mode.

As resumes are inhaled you will see them appear in the "Resume Snapshot Window" and updates will be printed in the "Activity Log" screen at the bottom. If you are inhaling from a directory on the drive, your original resume files will be separated into three sub-folders called "Inhaled", "Bad" and "Dupl", based on whether they were successfully inhaled, if they were of an unrecognized format (i.e. not likely a resume), or appear to be a duplicate resume for a name already existing in the database. If inhaling from an Outlook Express inbox, no new sub-folders will be created.

Newly inhaled resumes can be found in the PCRecruiter database by searching for name records with a status of "U" (unverified). If you are using the web version of PCRecruiter, you can also find your inhaled resumes in the "New Names Today" area of the MyPCR screen.

Keep in mind that, while it is extremely accurate, the Resume Inhaler cannot be as precise as a real human, and all inhaled resumes should be verified by a PCRecruiter user. Also note that the Inhaler uses some Microsoft Word utilities to read and import .doc files, and so you may run into errors if you do not have all of the Word Import Filters installed. Use your Microsoft Word installation disc to install the filters for maximum import abilities.

If an incoming email bears the ID of an existing Job/Position record in the subject line, the Inhaler will automatically link that new name record to the corresponding position record with an Interview record. You may also have new names link to positions based on the folder that the resume is inhaled from – see Options Tab below.

CREATING RULES FOR THE INHALER

Although the Resume Inhaler comes "pre-trained" to recognize standard resume formats, and resumes from several major resume services, you may find that resumes in unusual formats are not being imported properly. The Rules area of the Actions menu allows you to 'teach' the system how to recognize resumes that it might otherwise have trouble handling. This area also allows you to set additional parameters for what files can be inhaled, and how they are handled.

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The Rules screen is broken up into the following tabs:

Import Tab

- Site Name: This is used to create or delete rules. You may create a rule by clicking the'Add' button and giving the rule a description. Delete the rule by selecting it and clickingthe 'Delete' button. You also have the option to temporary disable a rule by unchecking'Enable' box. The "Use Rules Only" checkbox tells the Inhaler to ignore any resumes thatdo not fit the rules defined on this screen.

- Use Field Labels / Use XML Tags: These are to be checked if the body of the resume contains field labels or xml tags. For example, if the resume is formatted like this:
  Firstname: John
  Lastname: Doe
  … you would want to check the "Use Field Labels" checkbox. You would then enter "Firstname:" into the field marked "First Name: (Comb)". In the field marked "Last Name:" you would type "Lastname:" The Inhaler then can understand which field labels go with which fields in PCR. You would do the same with XML labels if there were XML tags in the resume, which is not particularly common.

- Subject / Body May Contain Word(s) or Phrase(s): These areas define which resumes the current rule should be applied to. For example, if we want the rule to apply only to resumes with "My Resume" in the subject line, we would enter "My Resume" in the 'Subject may contain' box.

- Resume Begins at Word or XML Tag: Some resumes will include an identifier that tells you where the resume begins. For example, there may be an identifier that says ****Resume**** preceding the actual resume content. You would want to copy this text from the resume and paste it into the field, so that the Inhaler knows where the resume starts.

- Resume is Attachment / Resume is part of Body: These checkboxes define whether the current rule should be limited to attached resumes or those in the body of the email.

- Open and Save As: Allows you to save the currently selected rule as a file or open an existing rule.

Filters Tab

The Filters area serves two purposes:

- Identification Area – you may use this section to tag candidate ID numbers based on resume content. Auto-assigned candidate ID's in PCRecruiter normally take the form of "NA-**********". By applying a filter we could, for example, apply "MON-**********" format ID's to all resumes where "Monster" is found in the body.

- Name: Use this area to create and delete filters, as with the "Site Name" area of the Filters Tab.

- Contains: Enter common words that would be found in the resume you wish to apply the chosen ID to.

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- Assign Inhaler Filter Identifier: Enter the text you wish to tag onto the candidate ID in this area.

- Additional Folder/User Name - You can import resumes from additional folders or Inhale to multiple databases with different user names by using this area. Click "Add" to specify a new database connection or addition email source:

  o Folder/Mail Folder: Click to select a new resume import location

  o User ID: Specify a username you wish to associate with data imported from this new source.

  o Database (Optional): Use this tab to enter information about an additional database you want to Inhale to. You will see the necessary options for Web or Direct connection based on whichever you are currently using.

Options Tab
- Minimum / Maximum Size: Specifies required file sizes for resumes to be Inhaled.

- Allow Messages to Be Moved: If you are Inhaling from an Outlook Inbox, imported resumes will, by default, be left in the Inbox after import. If this box is checked, the resumes will be allowed to move into "Bad," "Dupl," and "Imported" sub folders, just as they are when using Outlook Express.

- MAPI message log path: Local file directory where the Inhaler creates its log file

- Use JobID from Foldername: The resume Inhaler can automatically assign candidates to particular jobs (creating an Interview record) based on the name of the folder that the resume is found in. To activate this feature, you must append "# JobID" to the name of the desired folder in Outlook, and check the "Use JobID from Foldername" box in your Inhaler settings. For example, any resumes found by the Inhaler in an Outlook folder called "Resume Folder #ABC222" would be linked to a job with the Job ID of "ABC222" in your database after the Inhale has completed.

- Disable logging on local computer: Prevents Inhaler logging on the local PC. In default (unchecked) mode, the contents of the 'Activity Log' area on the main Inhaler screen are saved in a file called "logfile.txt", which is found in the same folder as the Inhaler application files (usually C:\Program Files\PCRecruiter).

- Create keywords while inhaling: When unchecked, the Inhaler will not index the resume for later searching – this should only be unchecked if you are planning to manually index the database at a later time.

- Check for duplicates: When unchecked, the Inhaler brings in all resumes and does not check for existing name records that appear to be the same person.

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- Set candidate date_entered based on: Use this toggle to define whether the "Date Entered" field on the Name record is set based on the time of the Inhale, or the 'modification date' on the resume file itself.

Auto Respond Email Tab

This area allows you to configure an automatic response email to send to the email address found in the resume. The auto response does not reply to the "from" address of the original email. Check the box to enable the responder, and then fill out your email address, mail subject and body, and (if necessary) the name or IP address of your outgoing mail server (SMTP).

Ignore Words Tab

Use this area to enter words or phrases that you want the Inhaler to ignore. For example, you may regularly receive resumes with a particular block of information in the header. You can enter the header text into this area so that the inhaler knows not to import that content. You may enter multiple phrases, words, headers, etc, separating each with a semi-colon.

REGISTERING THE INHALER

1. Click the Menu Option "About"

2. Click "Registration" - "Register" screen will appear.

3. In "Company Name" enter your company. Be sure to type it EXACTLY the way it appears on your Inhaler purchase contract.

4. In "Serial Number" enter your serial.

5. Click "Register". You will notice your company name at the top of the Inhaler screen.

UPDATING THE INHALER

From time to time, Main Sequence Technologies will add new features or adjust code in the Inhaler. To update your application, download the latest Inhaler install file from http://download.pcrecruiter.com/inhsetup2.exe.   Be sure to keep this inhsetup.exe file separate from your original install download (if you have kept it), as the original download will not provide the latest update. Confirm that no one has the Inhaler running on their machine, and then activate the installer as before. Choose the "Reinstall PCRecruiter Inhaler" option when it appears to overwrite your original Inhaler files with the latest version. You will not lose your connection settings when running an update.

If there are any problems installing and running the Inhaler, please email support@mainsequence.net.

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