

# PCRecruiter Preferences

The Recruiter/Users area of PCRecruiter allows the administrator to assign special preferences to each of the PCRecruiter system users. These preferences define how PCRecruiter behaves when the particular user is logged in, as well as (in some cases) what the user is able to do within the program. To edit preferences, check the boxes on the User Record's Preferences tab, found in the Edit Users area of the System screens. Use the chart below as a guide to alter the preferences as necessary. Save the user record when changes are complete.

<b>ITEMS BELOW APPEAR IN BOTH WEB AND WINDOWS VERSIONS OF PCRECRUITER</b> <b>(Preferences in <i>Italics</i> Apply to the Windows Version ONLY!)</b>	
Do Not Write Activity When Name, Company, or Position Record is Entered.	In normal operation, entering a new record causes an activity to be written marking the creation of the record. This preference disables that automation for this user.
Automatically Place Interview Follow-up Activity on Schedule	With this preference checked, any Interview Follow-up activities will be placed on the schedule automatically; a preparation interview for the day before the interview and a follow up activity for the day after, as well as the interview itself. If unchecked, the activity is created, but will remain off of the schedule.
Automatically Write Interview Activity to All Position Contacts	When this user performs an interview activity, that activity will be automatically copied to the record of all contacts associated with the position involved.
Always Place Activities on Schedule	This box defaults the "Place Activity On Schedule" selection in the 'New Activity' area to 'on'. Every activity that this user creates will appear on their schedule, unless they manually uncheck this preference.
Automatically Change Work Phone When Moving Names to Other Companies	With this preference checked, any Name record moved from one company to another by this user will automatically take the Work Phone of the new company.
Automatically Write Activities When Bulk Emailing Letters	Checking this preference causes an activity record stating the date, time, and letter subject to be written for all recipients whenever a bulk email is sent.
Automatically Write Activities When Bulk Emailing Resumes	Checking this preference causes an activity record stating the date, time, and candidate name to be written for all recipients whenever a resume is bulk emailed.
Write Activity When Status is Changed on a Rollup List	This preference causes an activity to be written for records when their status is altered on a rollup list.
<i>Place Input Cursor on First Name When Adding a New Name Record</i>	Check this box to place the text entry cursor automatically into "First Name" when creating a new record. If unchecked, the user will have to click whatever field they wish to edit before typing. <i>Windows Version Only.</i>
<i>Open PCRecruiter in Full Screen Mode</i>	Forces PCRecruiter to full screen size on opening. Note that the application may show distorted text or images when stretched to full-screen. <i>Windows Version Only.</i>
Automatically Write Activity When Mail Merging Letters	Checking this preference causes an activity record stating the date, time, and letter subject to be written for all recipients whenever a bulk mail is printed.
Do Not Create Resume Activities	Check this box to disable automatic activity creation for any changes or additions made to resumes in PCRecruiter.
Use Titles Table Instead of 'On-The-Fly' Titles Dropdown Box	With this box checked, the user will be unable to enter in any new Titles when creating a name record, and will be forced to choose an existing one from the dropdown box. Limiting Title entry in this fashion makes searches more accurate.
<i>Do Not Place Activity Type Description as Default Activity Text</i>	In normal operation, when an activity type is selected in the New Activity screen, the associated Description text for that type is automatically placed in the activity. Check this box to disable this feature. <i>Windows Version Only.</i>

Sort by Code instead of Description on Keyword Dropdowns	When selecting keywords in the Notes area, this preference specifies whether Keywords are listed in order by their Codes or the text of their Description.
Use International Telephone Format (Disable All Telephone Input Masks)	When entering phone numbers, PCRecruiter attempts to reformat the numbers into standard ###-###-#### US phone format. Check this box to disable automatic formatting of phone numbers.
<i>Index Resumes on Server</i> (INDEXING SERVICE MUST BE INSTALLED AND RUNNING)	If you are using a server-side indexing system, you may use this box to prevent PCRecruiter from doing its own indexing. If this box is checked without a server-side indexer in use, new or altered resumes will not be indexed or searchable. <i>Windows Version Only.</i>
<i>Show Names Instead of Activities on Company Rollup List</i>	This preference toggles whether the Rollup Lists area displays all activities for the selected Company record or all Names associated with that Company as that company if viewed on the rollup. <i>Windows Version Only.</i>
Lock Status on Candidates. (Only System Administrator Can Change It)	This preference prevents this user from altering the Status (Developed, Placed, Candidate, etc.) for Name records. Only the Admin can override this preference.
Do Not Allow Access to PCRecruiter Internet Client	Check this box to restrict this user record to the Windows version of PCRecruiter only.
Use Simple Numbering for Names and Positions	Under normal operation, new Name and Position record IDs are generated by PCRecruiter to be unique. With this box checked, the user's new records will be given a sequential number tagged with whatever has been entered in their "Replication ID" field on the user record (usually the user name, or initials). The number is incremented every time the Add button is clicked.
Do Not Copy Name Activities to Company Activities by Default	Use this Activity to select whether or not activities created for Name records are automatically copied to their parent Company record.

<b>PREFERENCES BELOW APPLY ONLY TO THE WEB VERSION OF PCRECRUITER</b>	
Use HTML resumes and letters instead of RTF (IE 5.0 or Greater)	Check this preference to handle resumes and letters with HTML formatting (images, fonts, sizes, colors, etc.) instead of Rich Text Format, which is more limited. This is only applicable in Explorer 5+.
Synchronize with Outlook®	Use this dropdown to select the user's level of synchronization ability with Microsoft Outlook® - None, Appointments Only, Names Only, or both Names & Appointments.