



Recruitment Software Specialists



Key Components



Workbench

The *Influence Professional* workbench is the hub around which consultants manage their day-to-day tasks. Data views can be defined to all main data types such as candidates, companies, contacts, vacancies and shortlists, with user configurable columns for each view. The workbench includes a full history and favourites system that can track recently selected records and save "favourite" views for later recall. A fully integrated and shareable diary system is available to each consultant, giving a valuable overview of current workload and forthcoming tasks and events.

Contacts Management

Manage your clients, organisations, branches and contacts from one screen. Communicate efficiently using the powerful journaling system which includes seamless integration with *Microsoft® Office* for the creation of emails and letters employing user configured templates. All activity and communications are logged in the journals page available on every record in the system.

Candidate Management

Create candidates using powerful drag and drop functionality. Consultants can match and send the candidate automatically to suitable vacancies directly from the candidate screen. *Influence Professional* includes facilities to create branded CVs, log all communications, assign candidates to roles or adverts and manage current candidate assignments, all from one screen. Candidate management has never been simpler.

Vacancy Management

A unique workflow system allows candidates to be shortlisted with ease and then processed through each stage of your vacancy process from candidate match to placement and invoice generation. Each stage of the workflow can be configured to match your precise recruitment process, allowing each consultant to record updates with a single click. Each workflow stage can have automated actions such as status update, email and call templates and document attachments, allowing functions such as one click CV send to client contacts and job specification emails to candidates.

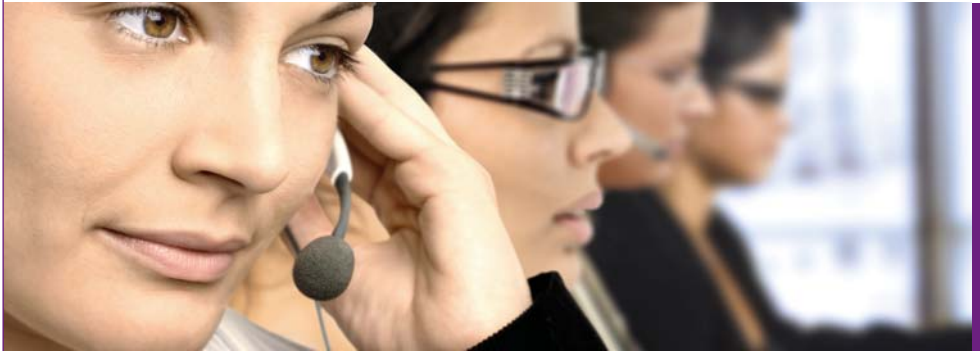


- Improve Efficiency
- Standardise Activity
- Increase Professionalism
- Improve Documentation Management
- Brand Enforcement
- Secure and Powerful Database Engine
- Business Continuity Assured
- Increased Business Value
- Paperless Design Philosophy
- Clear Key Performance Indication
- Macro Manager Function
- Integrated Diary System
- Integrated Task Management System
- Selection History by User
- Improved Collaboration
- Managed Advertising



Recruiter's Workbench

Contact Management



Powerful CRM

At the heart of *Influence* is a Customer Relationship Management tool. This allows efficient management of, and communication with organisation structures such as companies, subsidiaries, branches and contacts.

Microsoft Word Interface

Influence is fully integrated with *Microsoft® Office*, allowing the creation of documents using mail merge techniques. With a single click consultants can create automatically branded documents such as agency CVs, job specification documents, company profiles and terms of business.

Journal system

All communications such as phone calls, meetings, emails, attachments and text messages are recorded in our journaling system allowing all internal and external communications to be clearly visible to all consultants. *Influence* allows incoming emails to be imported against contacts and candidates, automatically storing relevant attachments. The Key Performance Indicators (KPIs) module feeds on this information, giving managers a precise handle on the business activity levels.

Bulk Email and SMS

Influence allows emails and text messages to be sent in batches directly from the database. Templates can be created to personalise messages and enable one click send to all relevant candidates and contacts. All broadcasts are logged in the journaling system giving full traceability.

Document Management

All major areas of the system including candidates, companies, contacts and vacancies have a document manager. Drag and drop any documents or files you wish to store in the document manager and the system automatically moves and saves the document to the correct place, providing a logical and safe storage mechanism.

Email Integration

Influence works in conjunction with *Microsoft® Outlook®* allowing the generation of emails from the database to be sent through your *Microsoft® Outlook® Client*. All incoming and outgoing emails can be recorded allowing all consultants

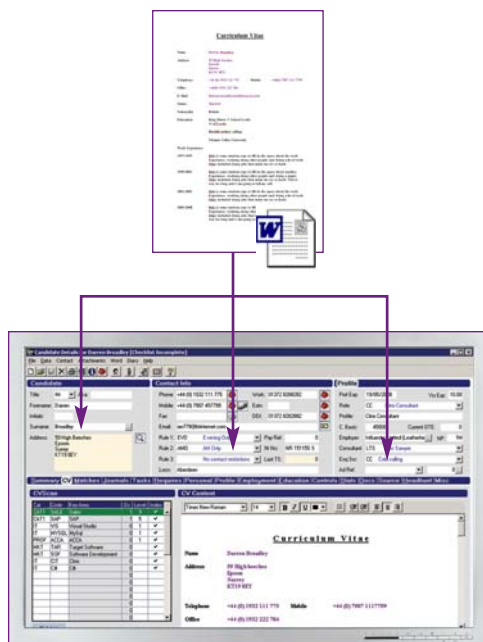
- Improved Collaboration with journaling
- Manage Contact Relationships
- Branch and Subsidiary management
- Email Creation and Broadcasting
- Text Message Creation and Broadcasting
- Historical records
- Telephone Dialling
- Send Text messages
- Email Templates
- Mail Merges
- Label Production
- Integrated Task Management System



Company Details screen

to have a clear view of all email activity. All generated emails are true HTML in make-up and can include advanced formatting with pictures and links. Attachments can be added to any email using the unique attachment manager which intelligently offers relevant attachments.

Candidate and Vacancy Management



CV Drag and Drop

CV Drag and Drop

Create candidates using powerful drag and drop functionality. Simply drop the received CV document from your email onto the database and the system will do all the work for you, creating a new candidate record, pulling out salient contact information and automatically categorising the candidate with relevant skills. The system will check for duplicates and prompt if similar candidates are already held on the database, providing options to update existing CV or create a new candidate. CVs can also be directly dropped into a vacancy, both creating and shortlisting the candidate in one go. Branded CVs can be created with one click using the powerful user configurable document template system.

Tailored Vacancy Workflow

This part of the system can be customised to allow the key recruitment processes to be defined across the organisation. Consultants use the workflow to send CVs to contacts and Job Specs to candidates, to confirm and manage interviews and to offer and place candidates. This all works in conjunction with our template system to improve both the speed and professionalism of any output.

One Click CV Sending

Once a candidate is matched to a vacancy or a contact a single click will apply a template, create an email and attach the CV. This activity is all logged in the journals system.



- High speed candidate creation
- Candidate Duplicate Detection
- Manage CV Updates
- Vacancy Shortlist Management
- Job Board posting
- Shortlist Email broadcasting
- Shortlist SMS broadcasting
- Auto skill coding
- Document Management
- Permanent Vacancies
- Contractor Vacancies
- Temporary Bookings
- Manage Advertisement Responses
- Email Interview Confirmation
- Create Interview Travel directions



Tailored Vacancy Workflow

Search Facilities

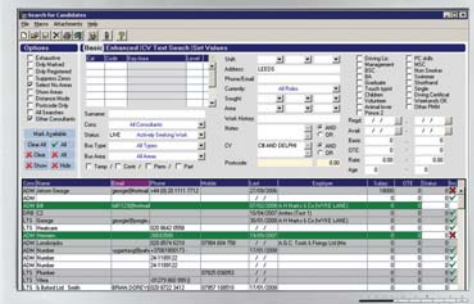


Skills Code Matrix

Design and evolve a powerful skills matrix, enabling accurate categorisation and retrieval of candidate, client, contact and vacancy information. Link words and phrases to each of the skills in order to assign and highlight relevant text on the candidate record automatically.

Powerful Search Tools

Search your candidate, client, contact and vacancy records using our powerful search tools. All search tools can be configured by the user and include functionality such as CV text search, boolean search and postcode radius search, along with facilities to send sms, mail and email shots to the results list. All searches can be saved for future re-use by your consultants.



- Save search results for future use
- Text searching
- Postcode Radius Searching
- Key code searching
- Save shortlists for future use
- Auto detect skills



Tools and Reporting

Key Performance Indicators (KPIs)

KPIs are gathered for management reporting purposes, allowing data views to be configured to give clear performance indications. A management dashboard is also available to show snapshot views and *Influence Query (IQ)* is used for bespoke report writing.

Data Security

Reporting facilities can be restricted on a user-by-user basis, and even copy and paste can be suppressed. Wherever the system can export information, the user is prompted for relevant passwords. All reporting events are logged for monitoring purposes. Each and every field on the database can be assigned an individual permission level in order to restrict display, edit or create.

Integrated SMS

Influence has a built-in fully featured SMS service allowing seamless creation of text messages which can be enabled for reply to the sender or to a designated email address. Consultants can broadcast SMS text messages to search results using configurable templates to help speed up the process and to personalise the messages.

Web Integration

Influence Portal integrates *Influence Professional* with your web presence. A few simple lines of HTML code can be added to your website, instantly linking it to the *Influence Portal* service. Candidates can search, view and apply for jobs directly from your website, uploading CVs for import into *Influence Professional*. *Influence* automatically updates the website with no user intervention, and is "firewall friendly".

- Seamless web integration
- KPI Monitoring
- Strong Access Control
- Protect your Intellectual Property
- Copy and Paste suppressed
- Integrates SMS Facility





INFLUENCE

Castlebank House, Oak Road, Leatherhead, Surrey KT22 7PH

T: +44 (0)845 3715273 **F:** +44 (0)845 3715274

E: info@influence-it.com **W:** www.influence-it.com

THE EMPLOYMENT
TEAM
AGENTS MOVEMENT
APPROVED SERVICE PROVIDER

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