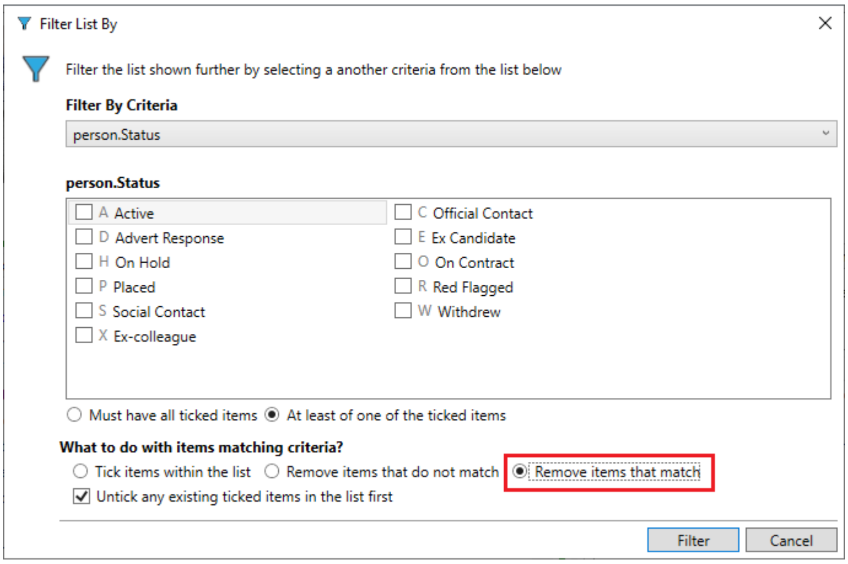
Features added to Troy Vision V3.0.29

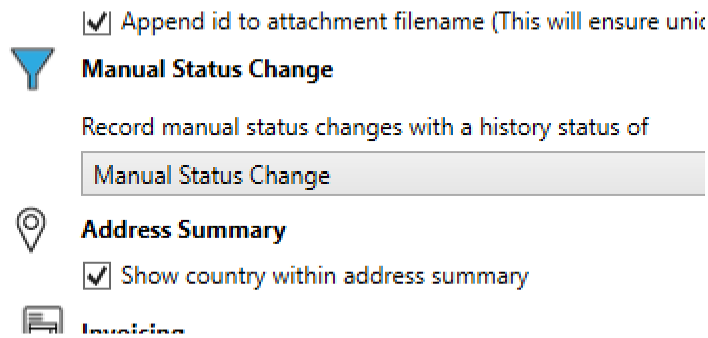
Cure problem where adding an existing contact to a company who was archived, did not unarchive them once added. Also, now ensures that the existing person is flagged as a contact in case they were a candidate only. Contacts who are archived will show with the duplicate list in red.

Candidate age is no longer editable within the display fields.

The exclude feature within the filter list window has been replaced with a radio button which allows the user to remove items from the list which match the criteria filtered upon.



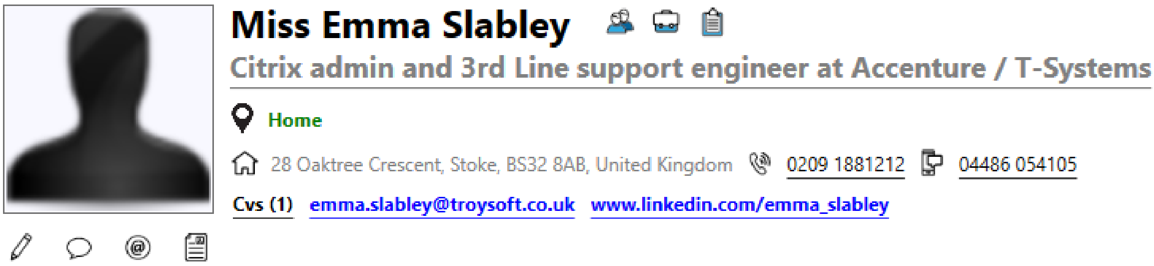
Postal codes and (optionally) countries are now shown within the address summary for candidate / contacts, companies and jobs. To include countries within the address summary, tick the option within the **General** tab of the system settings window.



Cure problem where the ‘new candidates’ activity also included contacts.

Features added to Troy Vision V3.0.29

CV's hyperlink for people moved alongside the email address



Cure problem when removing a job from the corporate website where the method within the XML read 'Remove' rather than 'Delete'.

Users with 'customised' authority are now able to export history events up to their print limit.

When a contact has left a company and the company is set to unknown, ensure that the radio button to pick a company is not checked. This will stop a needless error when the user clicks the save button.

When doing a database search for people, the settings for the person type (candidate, contact) and the exclusion of unsubscribed individuals are remembered.

When doing a database search which includes an 'exclude search', separate these out to stop SQL time-out errors for people with large databases.

Cure problem when doing a search with excludes and you then open the search window again the excluded search criteria reverted back to 'must have at least one'.

The company contact creation/edit window has been decreased in height, so that people using 1024x768 resolution can now see the save button.

It is now possible to create historical meetings. Troy will warn the user, but they can now still create the meeting.

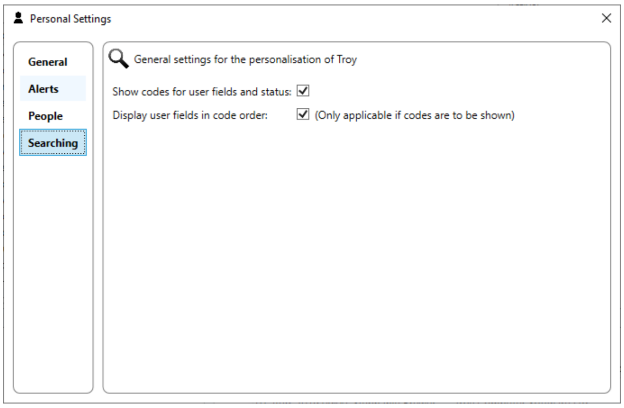
When categorising an item with levels it is now possible to change the level of a selected user field by clicking upon the level drop box.

Company and job windows changed to include the edit icon on the front page along with address changes and the display of the job's website address.

Pin drops and directions added to the proximity options within the candidate / contact & company pages.

Directions to the job are now shown, if you click upon the map icon within the candidate page after drilling there from the job.

Now possible to see and sort by user field / status codes when database searching. The configuration is within the **personal settings** and by default they are off. User can now press a keyboard button and the user field / status beginning with that letter will scroll into view. The database window size is also remembered.



A problem has been resolved where the database connection was lost, if Troy was left running after a Citrix / terminal server / remote desktop session was disconnected and then reconnected.

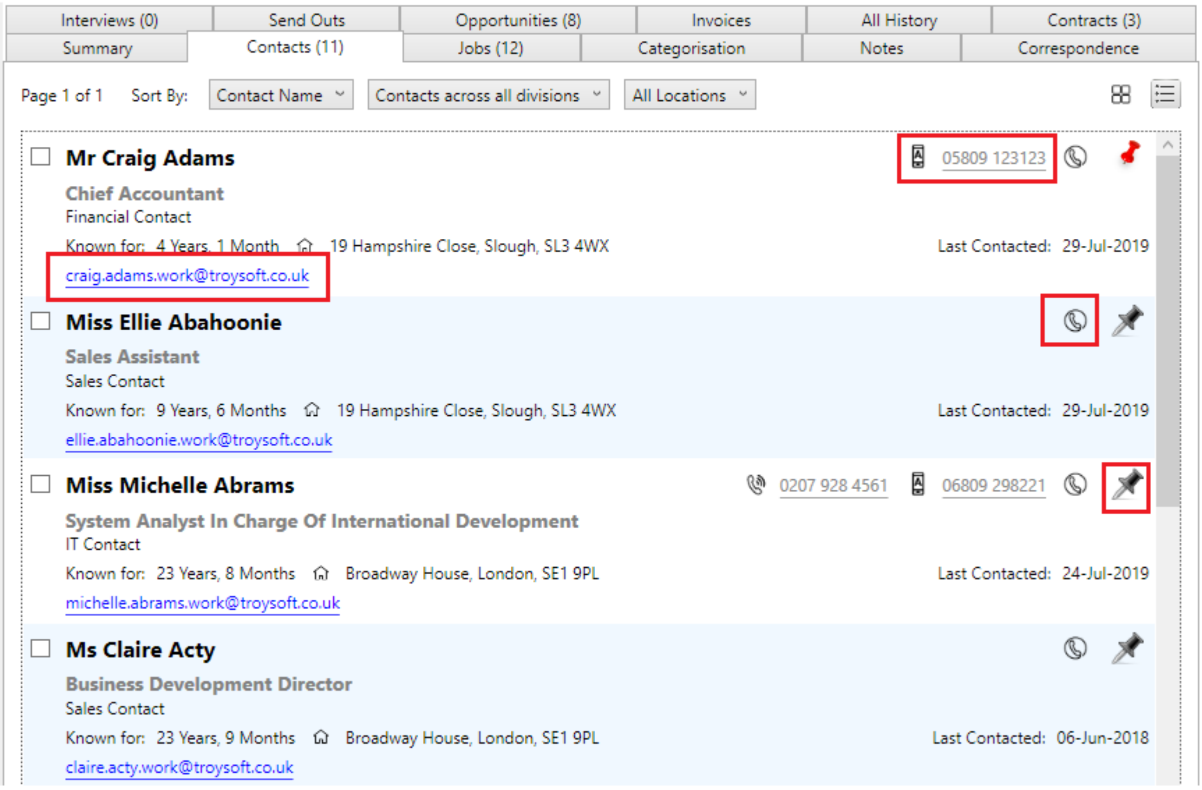
The page sizes for candidate / contact, company, job, contract and invoice windows are now remembered, apart from ‘all items’ which will revert back to 50.

![troysoft for todays' recruiter]

Features added to Troy Vision V3.0.29

The company contacts grid view has changed (see fig. 1 below) to allow the user to email and phone the contact by clicking upon the hyperlinks. It is also now possible for a consultant to ‘pin’ contacts within the list, so that they always appear at the top of the contact list within the company. This will enable consultants to have the contacts that they typically deal with visible without having to scroll the list.

Fig. 1 Company Contacts



Pinned contacts are shown with the red pin, non-pinned the grey. Simply click the pin to ‘pin’ or ‘un-pin’ a contact.

When adding jobs to candidate progress list, user can now change the default job status setting of ‘Active’.

The separator line within the display fields are now shown in bold.

All mandatory user fields are shown in the edit user field box, rather than just the user field being edited. Any mandatory additional fields will continue to be entered one-by-one.

The subject size of an email template has been increased from 64 to 200.

The placement charts now allow the user to choose between the placement count, value or fees. A drop-box has been introduced at top of the screen which allows the user to toggle between placement count, placement fees and placement package values. The default is placement count.

Features added to Troy Vision V3.0.29

When sending SMS messages or emails it is now possible to create 'incoming alerts' for the people being sent the messages (see *fig.2 & fig.3)*

Figure 2 – Setting an alert when sending a SMS (bottom of the SMS window)

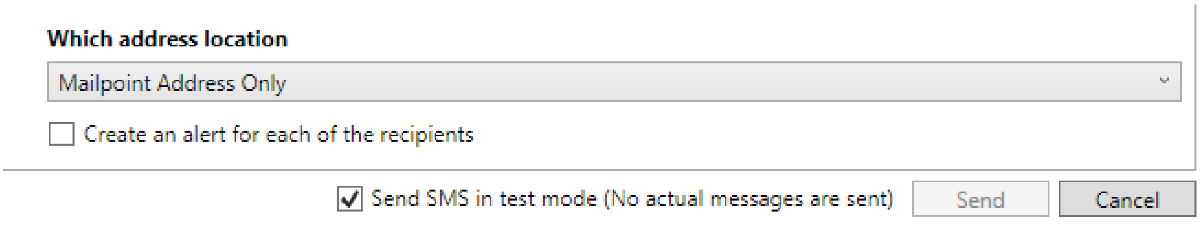
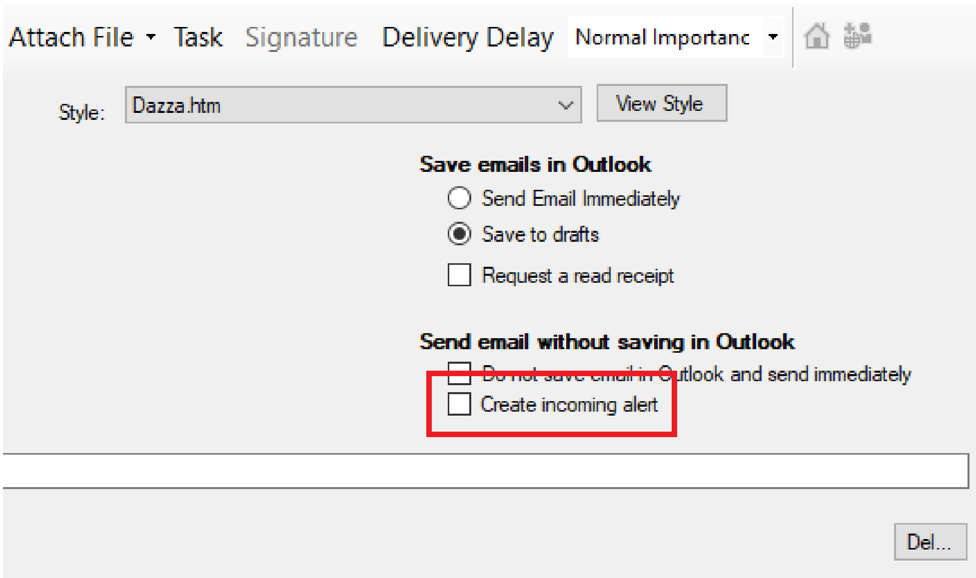


Figure 3 – Setting an alert when sending an email



A problem has been cured where a SQL error would occur when filtering a list by either note text or by placement fee.

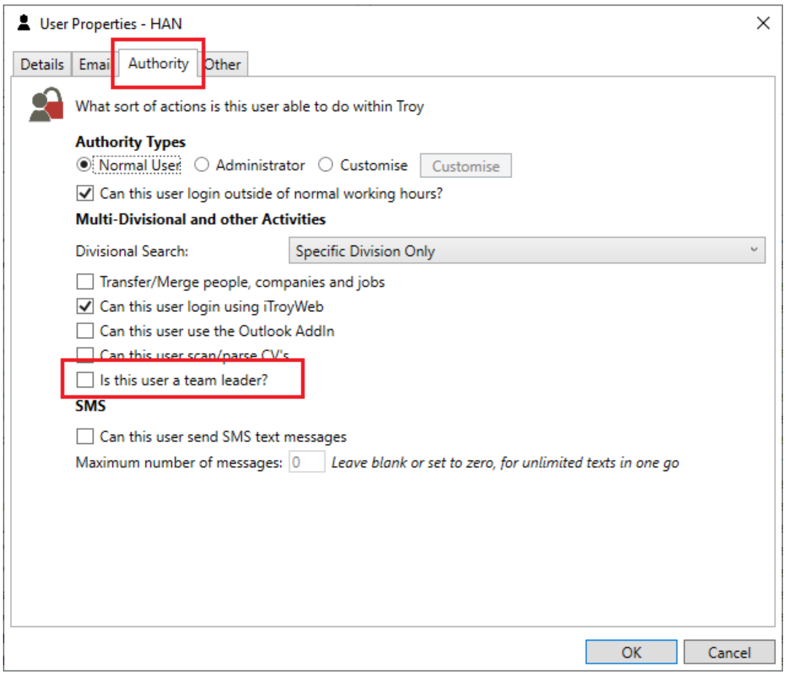
If a display rule is configured against the status field of a person, company, job or contract and that rule is met, then the colour of the status description displayed in the right-hand corner of the item will change according to the rule.

When editing a contract, it is now possible to change the payment frequency (Hour, Day, Week, Month) but only if hours have <u>not</u> been entered against timesheets.

The [*location.map*] email merge field now uses Google Maps search API for improved accuracy.

Features added to Troy Vision V3.0.29

New Team Leader authority option for a user, which allows the user to see team and individual user performance within the various statistics windows.



CV Submissions

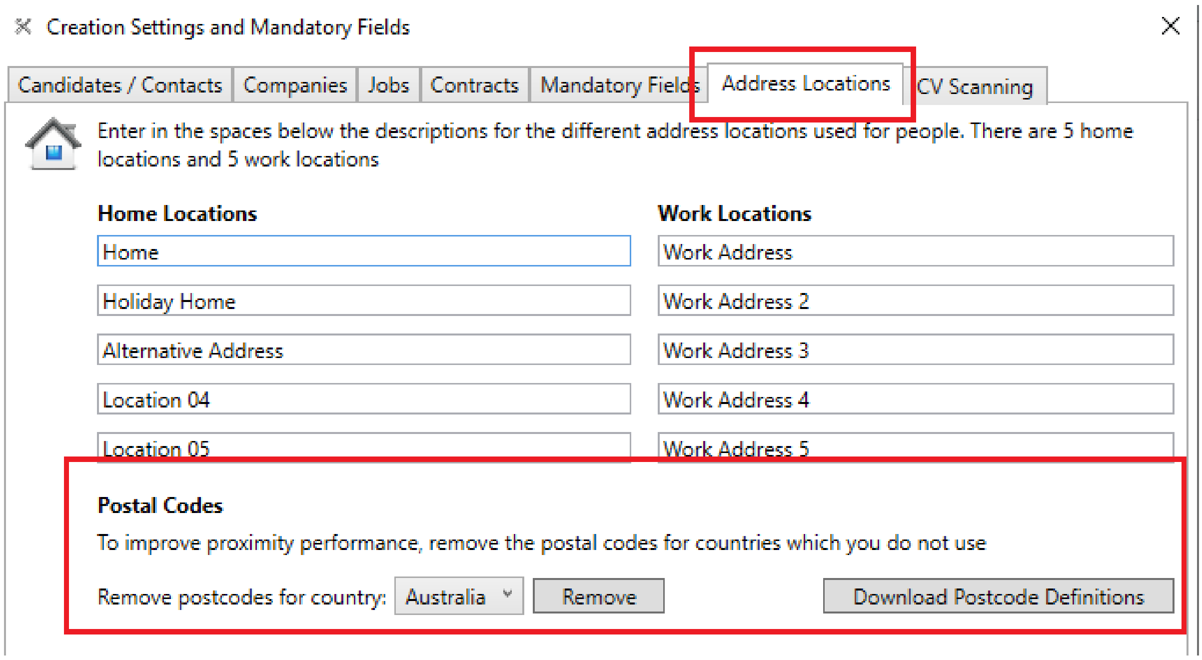
A new panel within the main window has been introduced which shows statistical information about CV submissions. The new panel can be found within the **View Options** button on the main Troy menu bar. You can see graphical representation of the CV's submitted by user and by team across the year and they can be grouped into league tables by user fields and users. In addition to the graphical representation you can produce lists of the CVs' submitted over a particular date range, once again for users and teams and see in more detail candidates which have been speculatively submitted within the 'Spec Breakdown' section of the panel. The 'Spec Breakdown' shows the candidate speculatively (without reference to a job) submitted along with the number of companies they were submitted to. You can even show the 'pin drops' of the companies on a map to show the area of the country which the candidate was 'specced' to by choosing the 'Pin Locations' menu item from the right mouse click menu.

A problem has been cured within the web manager whereby re-publishing a job using FTP always set the method to add. This is now been rectified so that the method reads update.

Features added to Troy Vision V3.0.29

The activities panel has been renamed to read 'Activities / KPI's' with the charts tab renamed to KPI's. The KPI's feature has been enhanced so that it is now possible to see other users and other team information as well as being able to enter a custom date range. If a team or a custom date range is selected, then the target information will be set to zero, with the percentage target bar changing to dark grey in colour.

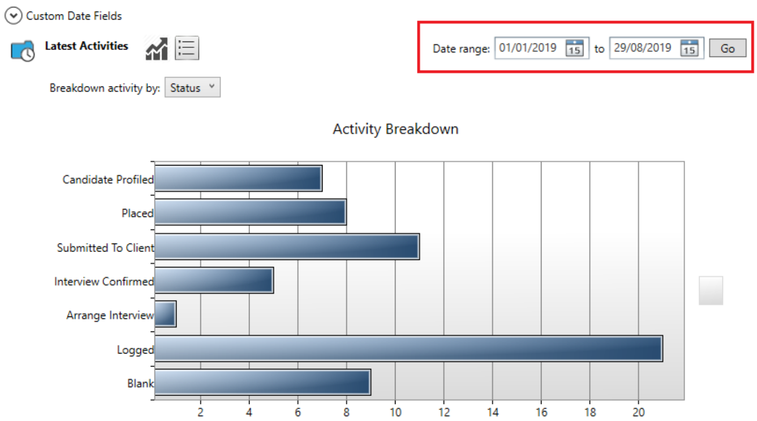
Proximity searching against Luxembourg postal codes has been introduced within this version. In order for the proximity to work, the new post code definition file must be downloaded. To do this open up the **creation settings** window which is found within the *Settings / System Settings* menu and then click upon the **Address Locations** tab.



Then click the **Download Postcode Definitions** button at the bottom of the window, and wait while the postal codes are downloaded. Typically, this will take no more than a minute depending upon your internet speed. Once the postal codes have been downloaded, you will need to ensure that the ISO code for Luxembourg has been entered. This is done within the **International Settings** window which is also found within *Settings / System Settings*. Simply double click upon Luxembourg within the list of countries (or add it if it is not in the list) and enter **LU** within the ISO code prompt. Now you can perform proximity searching on addresses within Luxembourg.

Features added to Troy Vision V3.0.29

The latest activities section has been enhanced so that when viewing the activities in chart form, you are now able to enter a date range. Simply choose a date range, then click the **Go** button and the chart will show activities for the specified range only.



After performing a database search Troy now shows the result count, allowing the user to decide whether to load the list or change the search further.

When scanning a CV from an email which has multiple attachments, allow the user to choose which attachment to scan.

<u>Emailing</u>

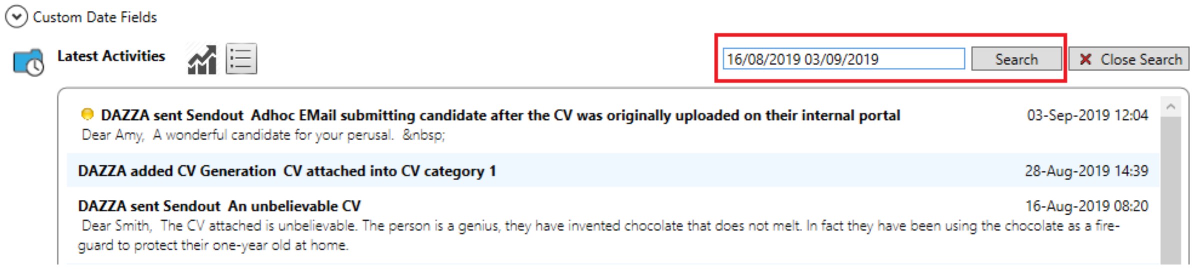
If a user has changed the style when sending an email, Troy will now warn them in case the style was changed un-intentionally, allowing the user to change the style before the email is sent.

If a candidate attachment is attached to an email and the email is from a job list or from a list of contacts, then the email will be recorded as a send out and will be visible from within the candidate's page as well as the contact(s) being sent the email.

Features added to Troy Vision V3.0.29

Latest Activities

The search facility within the latest activity panel shown within candidate / contacts, companies and jobs has been enhanced so that it is possible to put a date range within it. The date range must be separated by a space with the start date as the first date and the end date as the second. The example shown below will show all the activities from 16th August 2019 until the 3rd September 2019.



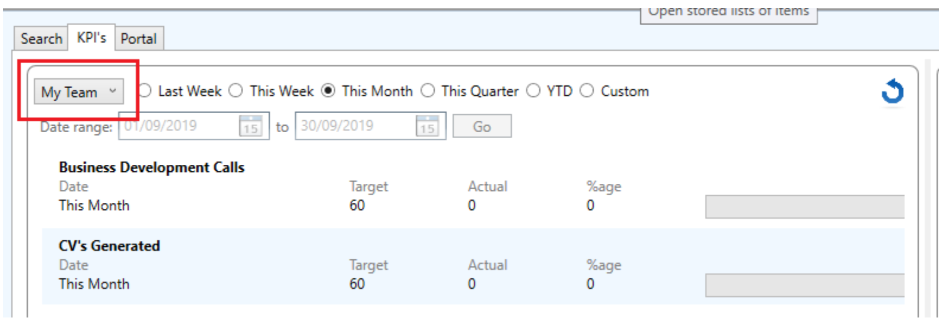
It is now also possible to print out the latest activities. To do so, simply right-mouse click upon an activity and choose print from the resultant menu. Troy will send the information to your selected web browser from which you can print it.

Activities / KPI's

It is now possible to export the Team Activity Breakdown. An export button (below the list of activities) has been introduced, which when clicked will export the breakdown to Microsoft Excel.

The option to see the KPI's for the previous week (last week) has been added along with team targets and the ability to see the items which make up the KPI's by double clicking upon them.

If a user is not configured as a team leader but they belong to a team, it is now possible for that user to see their team's total activities within the consultant activity panel.



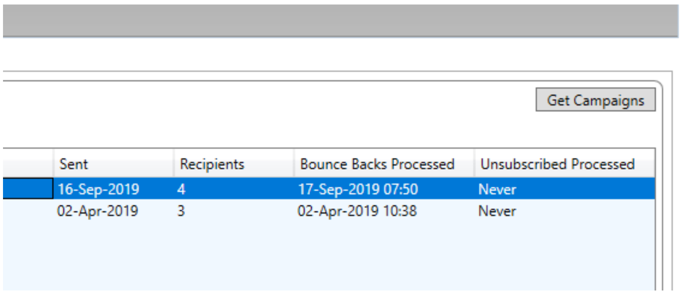
Features added to Troy Vision V3.0.29

<u>Email Campaign Service (Campaign Monitor)</u>

When creating stored lists from the campaign result window, the option to add a public stored list has been added. This will allow other consultants for example to load the list of email addresses that have bounced back and deal with them. Previously, the consultant would have to load the list and then save it again allowing it to be available to all consultants (public).

Unopened items are now shown within the results window of a campaign, and when a person is exported to Campaign Monitor, the title, first name and last names are exported as custom fields.

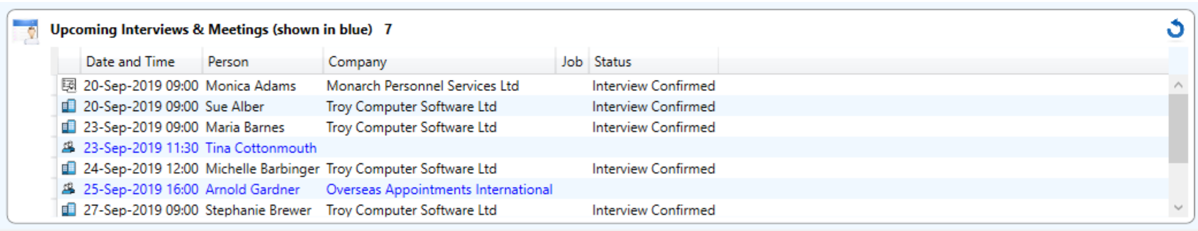
When displaying email campaigns, the dates that the bounce-backs and un-subscribes were processed are now displayed.



Features added to Troy Vision V3.0.29

<u>Interviews</u>

The upcoming interviews panel within the at-a-glance view has been changed to include meetings, which are shown in blue. Icons are also shown alongside to show whether the item is a client interview, an internal interview or a meeting.



It is now possible to arrange an internal interview and send an Outlook meeting request simultaneously. To do so, open up the candidate that you wish to arrange the internal interview for, then either click the *Arrange meeting / Internal Interview* menu option or open up the *Interviews* tab and click on the link to arrange an internal interview. The resultant window is identical to the arrange meeting window apart from a check box at the top of the window (which should be ticked) to indicate that the meeting is actually an internal interview. Once the interview has been saved (and optionally the meeting request generated within Outlook) it will show up as an internal interview within the candidate's interview page and within the upcoming interviews panel of the at-a-glance view.

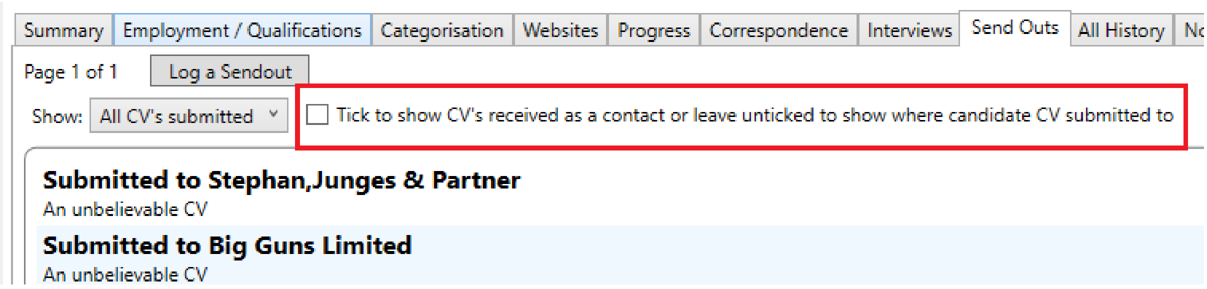
The interview tab has been changed so that upcoming internal interviews are shown in orange and client interviews blue.

If a company is set to un-subscribed then its name will appear in red within the company details panel.

The placements view now groups placements by candidate user fields rather than job user fields and it is now possible to double click upon an entry within the placement league table and see the candidates which made up the placements.

Features added to Troy Vision V3.0.29

The send out tab within a candidate / contact page has been changed so that it is possible to see CV's submitted to the person and CV's submitted about the person when a person is both a candidate and a contact. A new check box will be displayed within the panel which when check will show the CV's submitted to this person. If a person is just a candidate or a contact, then the check box will not appear.

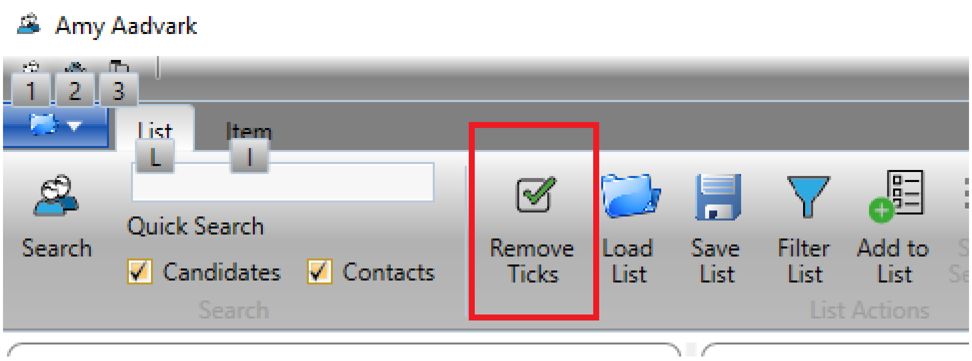


A problem has been solved where marked items within a list were not being saved if the page was changed.

When drilling down to the candidate / contact page from the candidate list on a job, the sort order of the candidate list is now maintained within the candidate / contact page.

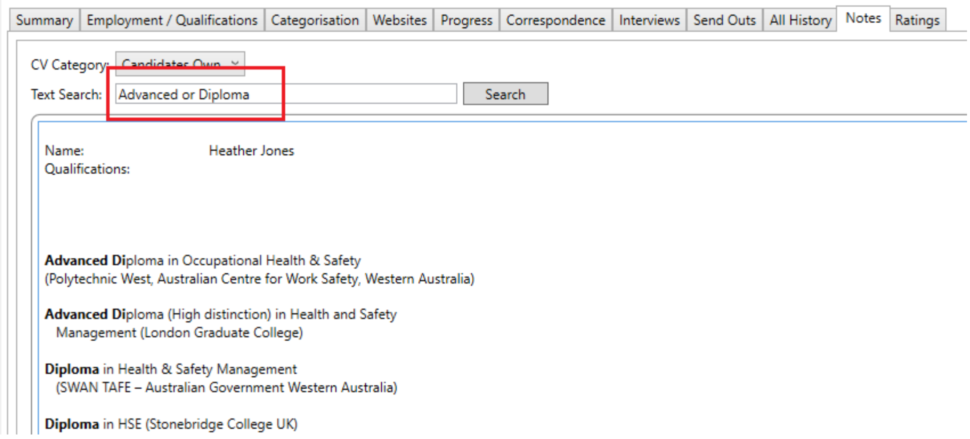
The Troy calendar now shows client interviews and internal interviews in different colours. A legend showing the calendar colour breakdown can now be in the top left-hand corner.

A new menu option to untick all the ticked items in the list has been introduced for candidates / contacts, companies, jobs, contract and invoices.

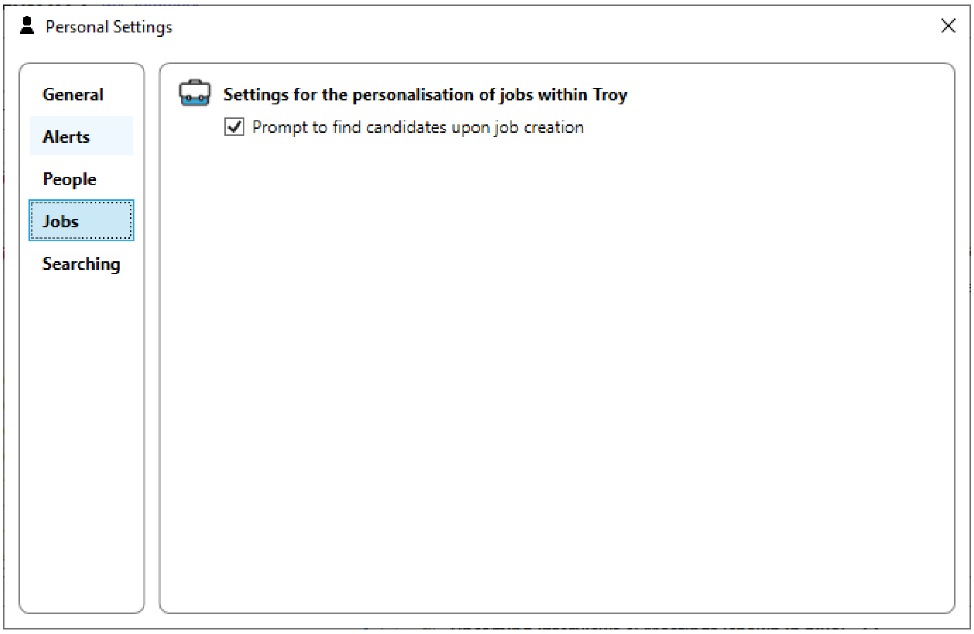


Features added to Troy Vision V3.0.29

It is now possible to highlight multiple words when view the CV text of a candidate. To do so simply place the keyword **or** between the words that you wish to highlight. The example below will highlight the words 'Advanced' and 'Diploma' within the CV text.



A new personal setting has been introduced which allow the user to choose whether they are prompted to find candidates upon the creation of a new job.



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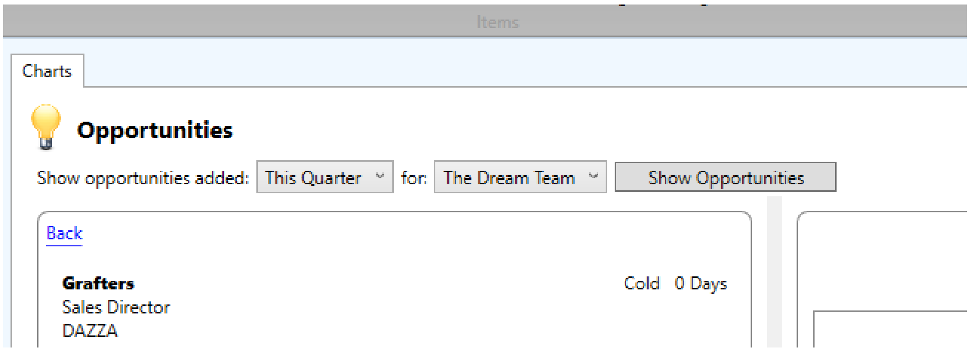
Features added to Troy Vision V3.0.29

Opportunities

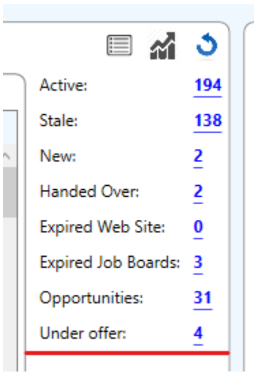
The user is now able to filter opportunities by date and by consultant and/or team.



When an opportunity is created a history event is now added to the company and when an opportunity is won and a job is created from it, a history event is added to the job.

Under Offer Jobs

A new hyperlink has been introduced within the active jobs panel on the at-a-glance view, which shows the active jobs which are under offer. Only enabled if the status for under offered jobs is configured. The configuration of which can be found within the *Organise View* window.



Time to Fulfilment

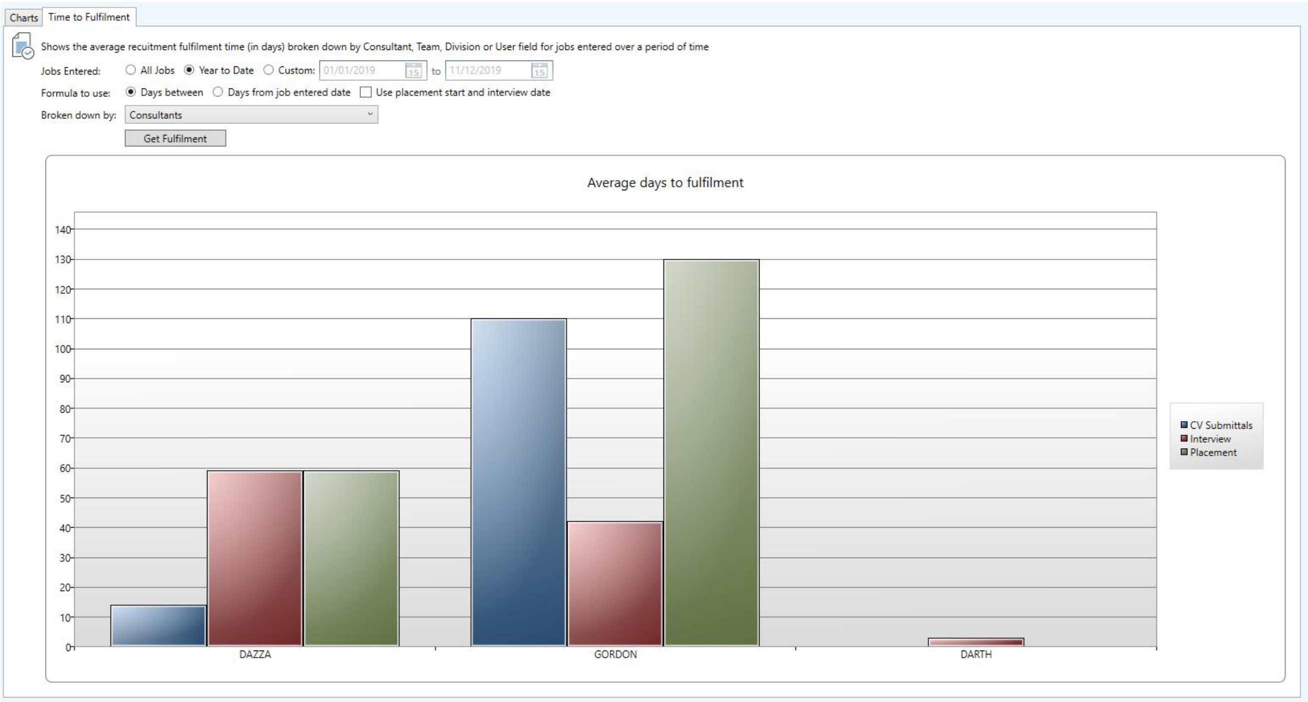
A new chart has been introduced to the jobs panel within the main Troy window. This chart will show the number of days from when the job was created to the 1st CV being submitted, then the number of days to the 1st interview and finally the number of days to the 1st placement.

The data can be broken down by job user field, consultant, team or division.

Simply choose the date range which jobs have been added within, how you want the days to be calculated (using the formula to use options) and what you want the data to be broken down into, then click the **Get Fulfilment** button.

Features added to Troy Vision V3.0.29

The formula to use options allow you to choose how the number of days are calculated by counting the number of days from when the job was added, or counting the number of days in between. For example, if choosing the 'days between' option then the interview days will be the number of days from the 1st CV submitted and not the number of days from when the job was added. If you choose to tick the 'Use placement start and interview date', then the date used will be that of the actual interview date and placement start date and not the date the interview was arranged and placement was made.



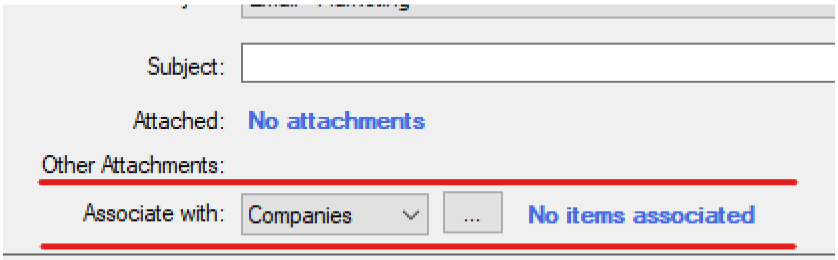
Auto Update

Troy will now update itself if it finds a later suite of the Troy programs in the *TroyVisionPrograms* folder within the parent of the Troy documents folder. Typically, this will be either *t:\troyinabox* or *t:\troy_ent* or *t:\TroyVision*. If the *TroyVisionPrograms* folder does not exist then the update will not be possible. Therefore the quickest way to update the software will be to download the latest suite of programs from our website (http://www.troysoft.com/client-software-updates/) and install it into the *TroyVisionPrograms* folder. Then simply start the Troy application and follow the on-screen instructions to update the software.

Features added to Troy Vision V3.0.29

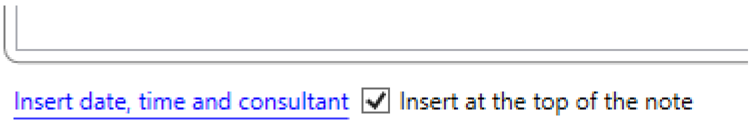
Email

When emailing, it is now possible to associate the email with other items (companies, jobs or contracts) within the database. A new section entitled ‘Other Attachments’ has been introduced to facilitate this. Simply select the item type from the drop box, then click upon the ‘…’ button to pick the item. When the email is recorded within the Troy history, it will also be recorded against the items selected. *Please note if emailing a contact associated with a company, you do <u>not</u> need to pick the company, as this will be done automatically*.



Candidate/Contact, Company, Job & Contract Notes

A new feature has been introduced within this version which allows you add a date timestamp within the note of a person, company job or contract.



The hyperlink shown above when clicked will insert the current date & time, plus the consultant into the note. You can choose whether the date timestamp is prepended (inserted at the top) or appended (inserted at the bottom) of the note by ticking the box shown alongside the new hyperlink.

Features added to Troy Vision V3.0.29

Other

- When a job is created the currency is now initially set to the default currency configured within Troy.
- Password protected attachments can now be opened by administrators, team leaders and the user who attached it.
- When a company profile is removed, the user must now confirm removal before the document is deleted, plus the action is now recorded within the transaction log.
- It is now possible to perform a database search on umbrella / third party companies only and an icon  is now displayed alongside the company name (within the company page) indicating that the company is an umbrella / third party company.
- A problem has been solved when editing people without an address (caused by 'leaving a contact' from within the company window with a company of unknown) where Troy would display an error message.
- Cure problem when editing an email or SMS template after the list had been sorted, where the edited template after saving was inserting back into the list in the wrong position.
- A candidate is now moved onto the list type (target, short or work) when logging a CV submittal (send out).
- Meetings shown within the at-a-glance view are now shown with their corresponding status and the user who arranged them.
- It is now possible to export to Microsoft Excel the jobs within a company page. The export is only available if viewing the jobs within the list view.
- The shifted-left mouse click is now possible within the list of jobs in a company page enabling the removal of multiple jobs.
- Cure problem when exporting the active jobs from the at-a-glance view, sometimes omitted a job unless the list was scrolled down to the end. Now when a data grid is exported it is automatically scrolled to the end before exporting.
- SQL error when editing a placement has been rectified. This would only occur if the number format configured within Microsoft Windows was European, where the roles of the decimal place and comma were reversed when formatting numbers (10,000.00 -> 10.000,00).
- It is now possible to edit the item (email or SMS) shown within the message centre inbox, allowing the user to associate the message with a company, contact or job.
- Cure problem where the targets shown within the activity breakdown for teams, were showing the target of the selected item within the activities shown for the item in the left- hand panel.
- Cure problem where attachments with special foreign characters (Diplôme Bachelier Sciences Politiques_2 for example) could not be loaded once attached.
- Database searching on the 'updated_by' field no longer displays a SQL error.
- When hovering over a meeting or interview within the calendar view, the consultant who arranged the appointment is now shown.
- When copying a user, the parsing instance languages and the default language is now also copied.

Features added to Troy Vision V3.0.29

- If viewing the web manager as a Troy administrator, default to showing jobs for all users.
- Stop merge errors when merging text which contained the special double quote characters (“ & ”).
- The attachments icon within the company now gives the option to view attachments along with attaching a file.
- The CV Scan log now shows the time that the CV was parsed along with the date.
- When arranging an interview and other consultants are selected, the consultant names are added to the meeting notes.
- When sending an interview confirmation an iCalendar file is automatically attached to the email, allowing the email recipient to double click upon it and add the appointment to their calendar.
- A new setting has been added which allows the viewer to configure the job status chart within the at-a-glance window to show just jobs at an active status.
- The job breakdown within the company jobs tab has been moved so that it is a separate tab.
- It is now possible for the user to change their own password from the personal settings menu item.
- The salary or contract rate is now shown alongside the employment summary when viewing people in content view.
- Attaching a CV has been made more obvious via the attachments menu option and can now be performed by a function key (F11).
- Changed the message centre so that only emails and text messages stored by the logged in user are shown. If the user wishes to view all stored emails, this can be accomplished via the activity search.
- Previous & current employees tab added to the contact tab within the company page.
- A problem has been resolved where Job notes and consultant name were not being published to the corporate website when publishing jobs via an ODBC data source
- Now able to configure Troy so that when sending an email, the enter/return key does a linefeed rather than a new paragraph when hit. The setting which controls this is within the personal settings.
- When a contract is terminated, the history event generated is now created as a note type, rather than a contract creation type.
- Problem resolved when merging a contact letter where the contact's company name and employment details were not being merged.
- When finding candidates to add to a job list and the list type shown is different to the list the candidates are added to, the list type shown is now changed to that which the candidates were added to.
- Problem resolved where a user changed page size or the view within the candidate list on a job and the candidates which had been ticked, lost their ticks.
- Problem resolved where printing the latest activities and viewing the map markers within the candidate list on a job did not work, if Google Chrome was the default browser and the user's windows login contained a space. For example, they logged into Windows as 'Bill Smith.

Features added to Troy Vision V3.0.29

- When logging / sending an interview confirmation or arranging a meeting and the time is earlier than 6am or later than 9pm a warning will be displayed ensuring that you have entered the correct time.