

Features added to Troy Vision V3.0.31

Database searching on consultants

Database searching on consultant fields, now allows you to type in a consultant code if the consultant does not exist within the list. This can also be done within the activities search.

person.Consultant

| | |
|--|--|
| <input type="checkbox"/> BENELUX Benedict Luxembourg | <input type="checkbox"/> BOBBAFETT Bobba Fett |
| <input type="checkbox"/> CVPARSER Automated CV Parsing | <input type="checkbox"/> DAFFY Daffy Duck |
| <input type="checkbox"/> DARTHMAUL Darth Maul | <input type="checkbox"/> DAZZA Darren Harvey |
| <input type="checkbox"/> FOGHORN Foghorn Leghorn | <input type="checkbox"/> GORDON Gordon D. Thomas |
| <input type="checkbox"/> IRON Iron Man / Tony Stark | <input type="checkbox"/> JABBA Jabba the Hut |
| <input type="checkbox"/> MARVIN Marvin the Martian | <input type="checkbox"/> MUTTLEY Muttley Hound |
| <input type="checkbox"/> ROAD Road Runner | <input type="checkbox"/> STEVE Stevie Wonder |
| <input type="checkbox"/> TAGLUX The Mighty Thor | <input type="checkbox"/> TOM Tom the Cat |
| <input type="checkbox"/> WILEY Wiley Coyote | <input type="checkbox"/> YOSEMITE Yosemite Sam |

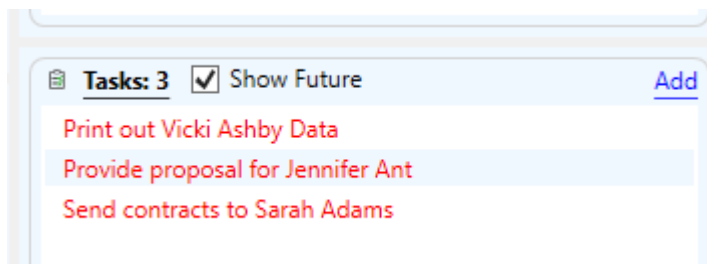
Must have all ticked items At least of one of the ticked items Exclude the ticked items

Consultant Not Listed Above

Consultant Code begins with: or

Tasks

The tasks display within the main Troy window has been changed with a new 'Show Future Tasks' check box added.



When ticked, Troy will show any future tasks as well as outstanding tasks (shown in red) within the tasks panel. The tick will be remembered, so that the next time Troy is started the box will be ticked automatically.

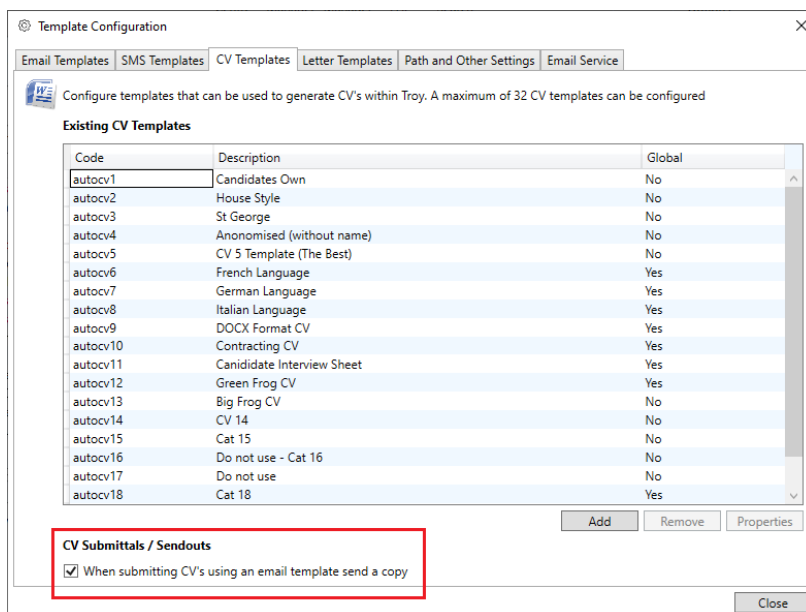
The task manager has also been changed so that it will initially show all tasks (future and outstanding) for the user.

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Submitting CVs

A new setting has been introduced within this version that configures Troy to send a copy of the candidate CV when it is being submitted. When set, this will allow you to change the CV contents (without altering the original) before the email submitting the CV is sent. *Please note, that this is only possible when using a CV send out template to submit the CV.*

The setting can be found within the CV template configuration window, which is within the Email/SMS/Letters window.



Changing of the CV is carried out during the email process. Once you have chosen your cv send out template and cv category a blue hyperlink with the cv category description will be displayed. Simply click on the hyperlink to load the CV within Word so that it can be changed.

Template: Job Send Out max 3 candidates

Status: Submitted To Client

Analysis: Email - Send Out

Subject: Re: [job.Description] at [company.Name]

Attached: [No attachments](#)

Other Attachments + CV's: [Candidates Own; TubeMap.pdf](#)

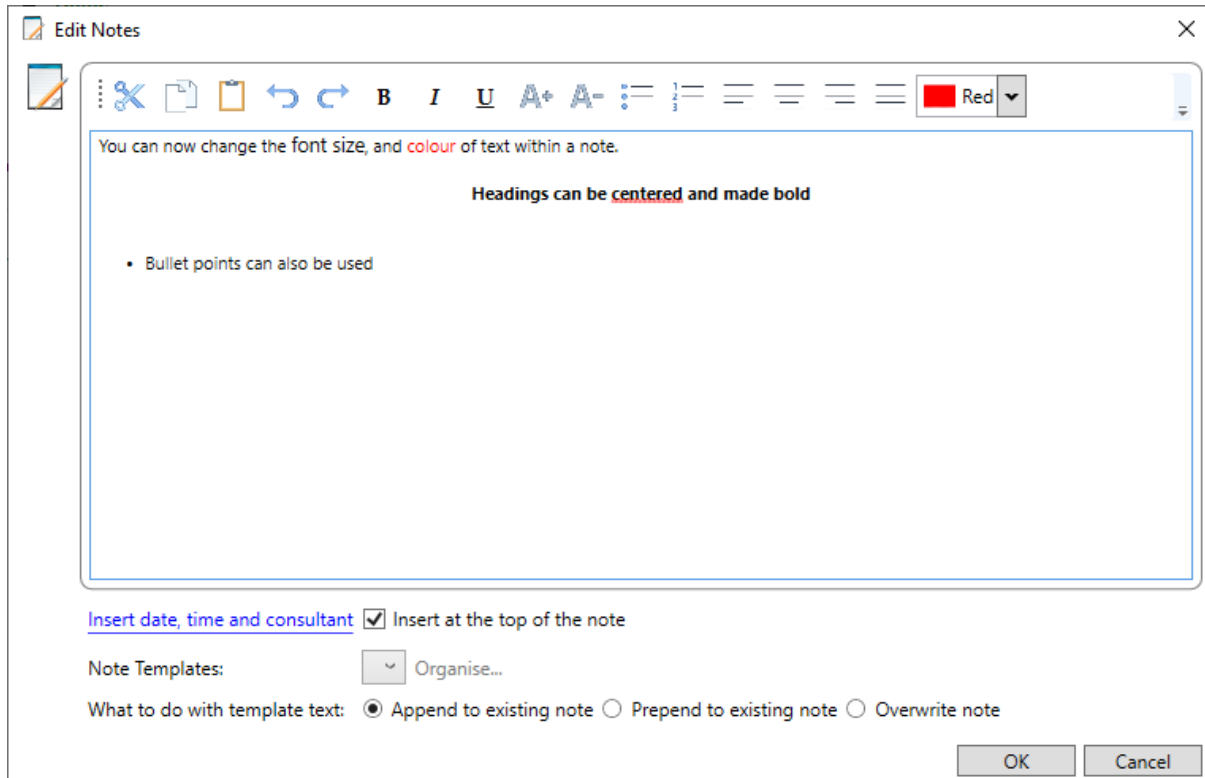
Associate with: Companies [No items associated](#)

Dear [contact.First_Name],

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Item Notes

It is now possible when editing the main notes for a person, company, job or contract to format the text using bold, underline, font sizes and colours.



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Logging an Interview

It is now possible when logging an interview to enter notes and to change the interview / title summary.

| | | |
|--|--|---|
| Status | Analysis | Highlight |
| Interview Confirmed ▾ | Leave Analysis Blank ▾ | No Highlight ▾ |
| Job List Details | | |
| Add to: | Short List ▾ | For candidates not already on the job add them to this list for those on move them to this list |
| Interview Title and Notes | | |
| Title: | <input type="radio"/> Derive automatically <input checked="" type="radio"/> Enter manually | |
| | <input type="text" value="1st Interview at ABC Limited"/> | |
| Notes: | <input type="text" value="Advised candidate to be punctual"/> | |
| <hr/> | | |
| <input type="button" value="Configure Internal Interviews"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

The title can be derived automatically which will include the candidate name, job description and company, or it can be entered manually.

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Other

- The setting for 'show upcoming' interviews within the interview tabs is now remembered.
- It is now possible to add a diarised note from within the latest activities view.
- The view mode (content / details) is now remembered within people, companies, jobs, contracts and invoices.
- A new feature called 'Merge CVs' has been introduced in this version and can be found within the Candidates ribbon menu on a job. This allows you to merge multiple candidate CV's from a job list into one document.
- If a candidate is not contactable, either they have unsubscribed or no consent obtained, then their name will be displayed within Red on the main candidate / contact page. Previously, the name would change colour only if they had unsubscribed.
- It is now possible to drag a file attached to an email from within Outlook and attach it to Troy. To do this, simply drag the attachment from an open email within Outlook onto the Troy icon on the toolbar, then select the item (candidate, company, job etc.) also on the toolbar, that you wish to attach the file to. *Please note that only attached file is saved, not the email that the attachment originated from.*
- A 'send to job' menu item has been added to the 'send to' menu within a candidate / contact page. This will add people within the list to a job selected by the user.
- An interface into dotdigital's email campaign service has been introduced. *For more information on this please contact Troy support.*
- When a contract is terminated, the name of the contractor is now displayed in Red within the contract page.
- A problem has been cured where it was not possible to publish a job through the web manager if the check box to show current division was un-checked.
- Contract starters within the main placement view window, are now shown in a different colour (blue) to permanent starters.
- The activity search has been changed so that the consultant who created the history event can be searched on in addition to the event consultant.
- Starter list within the placement view now shows the placement fee in brackets alongside the job salary.
- Now possible to enter and save advanced searches within people, companies, jobs, contracts and invoices.
- A date range has been introduced within the placements group by view, allowing the user to enter a range of dates to analyse the placement information.
- The 'recents' menu has been added to the Troy main menu, alongside the favourites.
- Candidate responses are now shown within the web manager and are now processed automatically if emails are configured to be stored automatically within Troy. Any new candidates responded through an email via the website, will be displayed within the web manager candidate response and an alert will be raised.

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- It is now possible – through the organise view link on the 'at-a-glance' view – to configure how many days a company or candidate has gone without contact, before being included in the non-contacted count within the account management section.
- The web manager is now able to find jobs using the website job reference number.
- A new system setting has been introduced which allows the sharing of stored lists. However, the list owner is the only individual (apart from administrators) who can remove the list.
- The page size for the candidate list on a job is now remembered.
- The latest activities and correspondence tabs have been changed so that activities are displayed within the event date order and not the date that the events were created within Troy.
- A new option has been added to the personal settings / Email section which allows the user to configure whether they wish to be warned if an email is about to be saved within the Outlook drafts folder. *This does not apply, if sending the email using a separate SMTP service.*
- Cure problem where archiving a single person, company, job or contract in a list displayed an error message saying that Troy was unable to display the item. This would only happen if the archived item was the only one in the list. Now the window is closed, after the item has been successfully archived.
- A new setting has been introduced within the email template configuration that controls whether a calendar appointment is attached to an interview confirmation. The default setting is 'on'.
- When a person or a company unsubscribes or re-subscribes a history event is now created.