

## Features added to Troy Vision V3.0.45

### Company CV Templates

It is now possible to create CV templates for a company or a group of companies. This will allow you to create CV's in a format specified by the client without having to consume a standard CV category.

The templates are created and amended alongside the standard CV templates and can be seen by ticking the button highlighted in red in *figure 1* below.

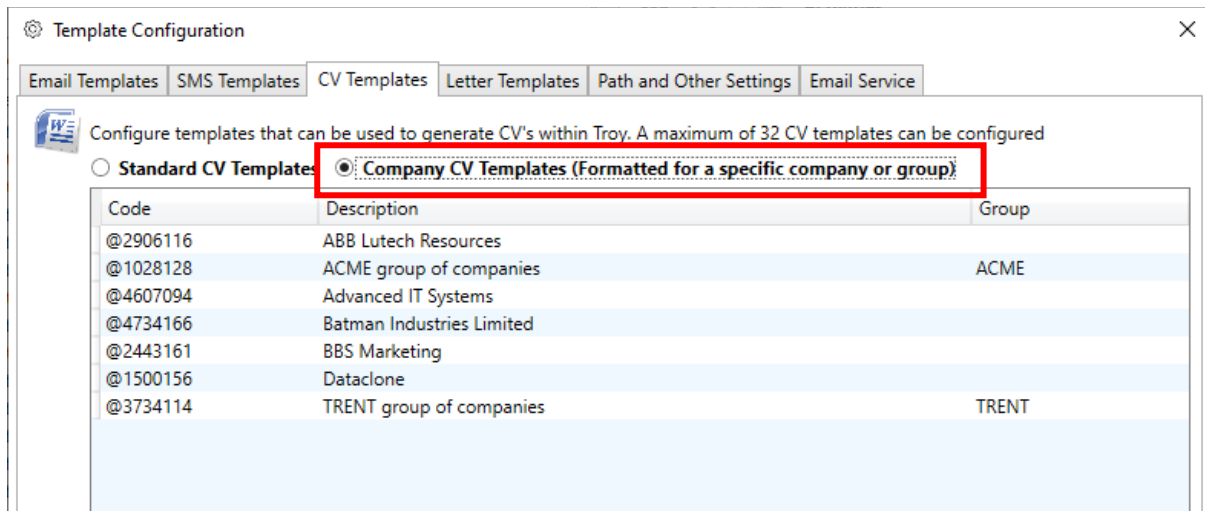


Figure 1, Company CV template listing

They are created in the same manner with one exception. You are prompted for the company name that the CV template will belong to. Simply click the '...' button to pick a company and if the company belongs to a group of companies, you will be offered the opportunity to create a company group CV template.

### CV Template

The screenshot shows the 'CV Template' configuration form. It includes a text box for 'Company:' with a dropdown arrow and the text 'No company selected'. Below it is a text box for 'Submit CV using:' with the value 'Candidate Name'. At the bottom, there is a text box for 'Global / Divisional:' with the text 'Is this CV template to be different for'.

Figure 2, CV template entry showing company selection

To generate a company CV for a candidate, click on the CV generation icon within the candidate page, and you will see the new CV generation window appear, *figure 3*. Click the option to 'generate a CV using a company template' which will enable the company CV template drop box. Simply select the company template that you wish to use and click OK.

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Please note, that company CVs are only within the CV section of the candidate / company page. They cannot be viewed within the display fields.

The company CV template will be visible when submitting a CV via email, viewing or merging CV's from the Candidate List of a job. Simply, pick the company CV template as you would any other CV template before sending or viewing.

### Scanning in a new candidate

When updating a person through the duplication check of creating a new candidate, the address that is currently being stored within the database is displayed alongside the address just scanned in. This will allow you to decide whether the scanned address overwrites the one in the database when the CV is updated. You can copy and paste elements from the database address into the address scanned, in order to retain details not scanned in.

CreateCandidateUpdateWindow

Update the candidate's address after checking what is already held on the database

Address already held in database	Replace with
17 Brixton Road West Ham London E17 6PP Tel: 0207 872 9981 Mobile: 07748 443212 Email: elliot.gould@troysoft.co.uk	Address: 17 Brixton Road Tel: Mobile: 07748 443212 Alternate: Town: London County: Country: United Kingdom Postal Code: E17 6PP Email: elliot.gould@troysoft.co.uk LinkedIn URL: Website:

Update Leave Intact Cancel

Figure 3 optional update of the database address for a duplicate candidate

Choosing the **Update** button will update the database with the address shown on the right within figure 3, clicking **Leave Intact** will not update the address at all, just update the CV.

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### Importing

When importing candidates or company contacts, you can now enter the GDPR properties that each of the people are to be imported as. Simply click the **GDPR Settings** button at the bottom of the import window and tick what GDPR settings are to be used for each person imported.

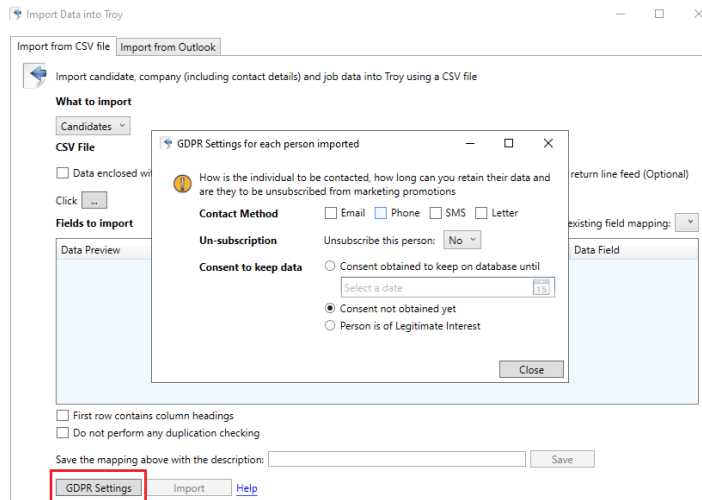


Figure 4 GDPR settings when importing candidates

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### Document Indexing for Text Search

Troy Vision can now index the documents used for text searching, in place of the Command Centre. To configure this, open the Search Settings window and select the *Text Searching Index* tab. From here you can choose up to 5 CV categories to index, along with attachments and company / job profiles. Please be aware that the more categories you choose to index, the slower the indexing process will be.

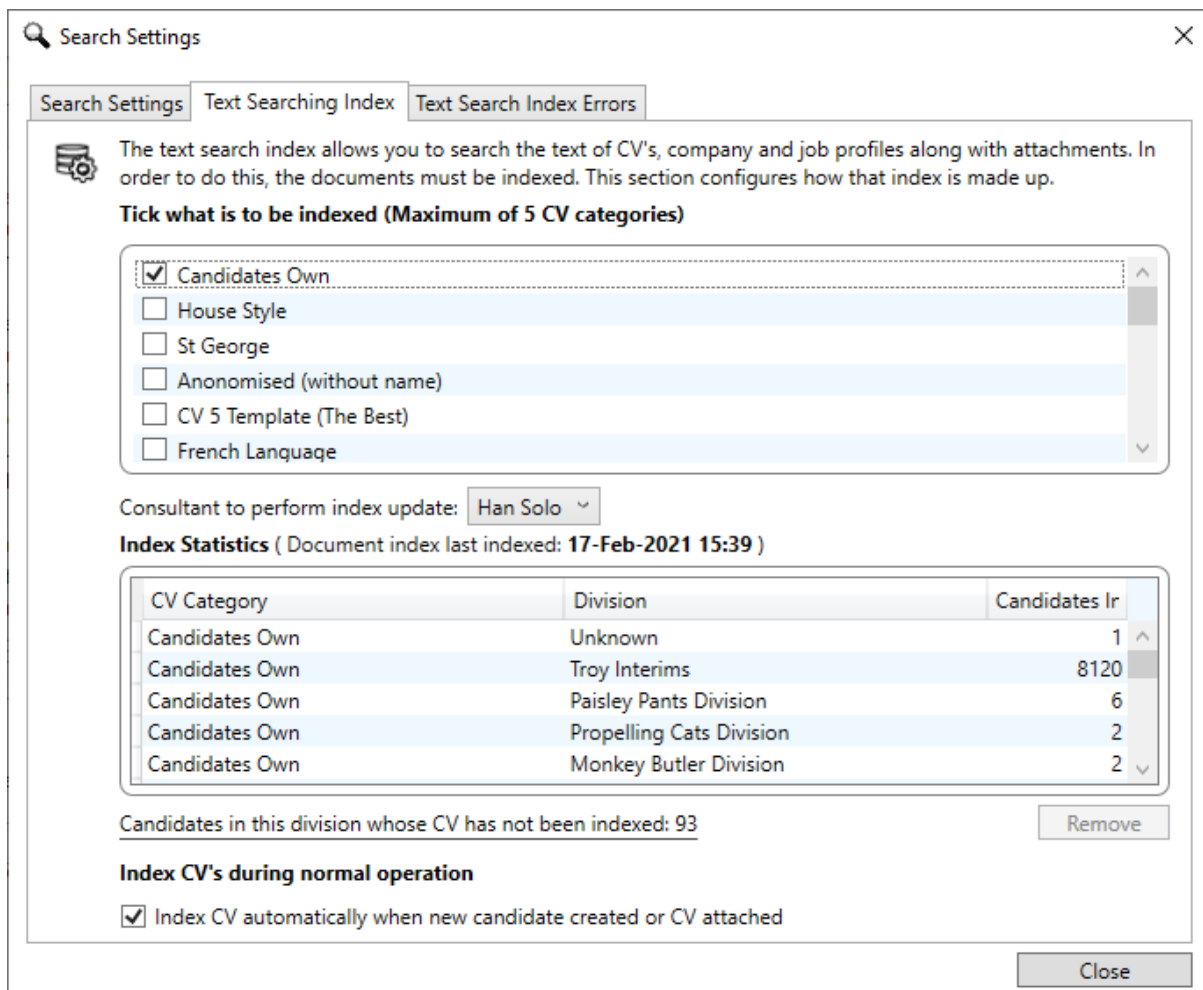


Figure 5 configuring the document indexing

Once you have selected the categories that you wish to index, you will need to choose a consultant to perform the index. Choosing the consultant will instruct the copy of Troy that they are running to index the documents every hour. If you wish to stop indexing, simply select 'none' from the consultant drop box.

When the chosen consultant logs in, Troy will wait 5 minutes before beginning the index update, and will subsequently run once every hour after that.

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The statistics section shows the number of documents currently in the index, broken down by category. You can remove a category by selecting it and then clicking the **Remove** button. Directly beneath the statistics section is a hyperlink which when clicked will show the candidates that have a CV, but are not included within the index. This means that they will not appear within any text searches. The reason why they are not in the index will vary. It may be that they do not have a CV within the category being indexed, or there is a problem with the document. You can find out by clicking the hyperlink which will load the affected candidates.

You can choose to index CV's (and company / job profiles) within normal operation by ticking the 'Index CV automatically' option at the bottom of the window. This means when CV's are attached, they will be indexed at that time. Doing this will cause the document to be included immediately in any text searches, however it will slow down the attachment process as the text of the document has to be extracted and then indexed.

### Other

When creating candidates from an email, the list of emails to choose from now ignores any emails that have already been imported. Also, when the candidate is created, the email containing the CV is marked as 'imported into Troy'.

The main CV submissions view now allows viewing of the submissions for all consultants if the user is an administrator or a team leader. At the bottom of the consultant / team drop-box, the option to select 'all consultants' is now available.

When scanning a CV and a different Outlook folder is picked to scan CV's from, the folder is now remembered.

New setting introduced within the GDPR configuration which enables the user to switch off showing GDPR history events from the important information panel of candidates and contacts.

Attachments shown within the display fields now include the date the file was attached.