

Features added to Troy Vision V3.0.76.0

Companies

The Contracts tab has been enhanced so that the location of the contract is now shown. The grid view shown in *figure 1*, now shows the location and the list view can be changed so that the location column can be added to it.

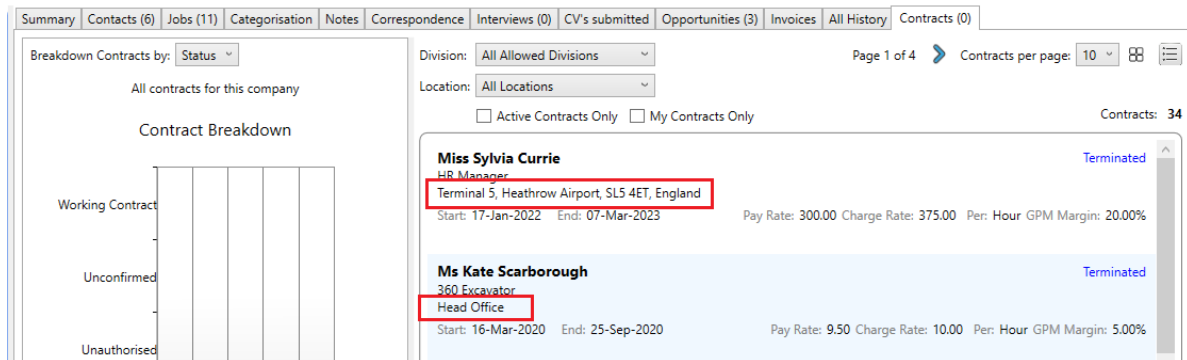


Figure 1 – Contracts now show the location

Figure 2 shows the list view with the Location column added to it. This can be done by right mouse clicking upon the list, choosing **Arrange View** from the menu and the adding the **Location ID** field to the list of existing columns.

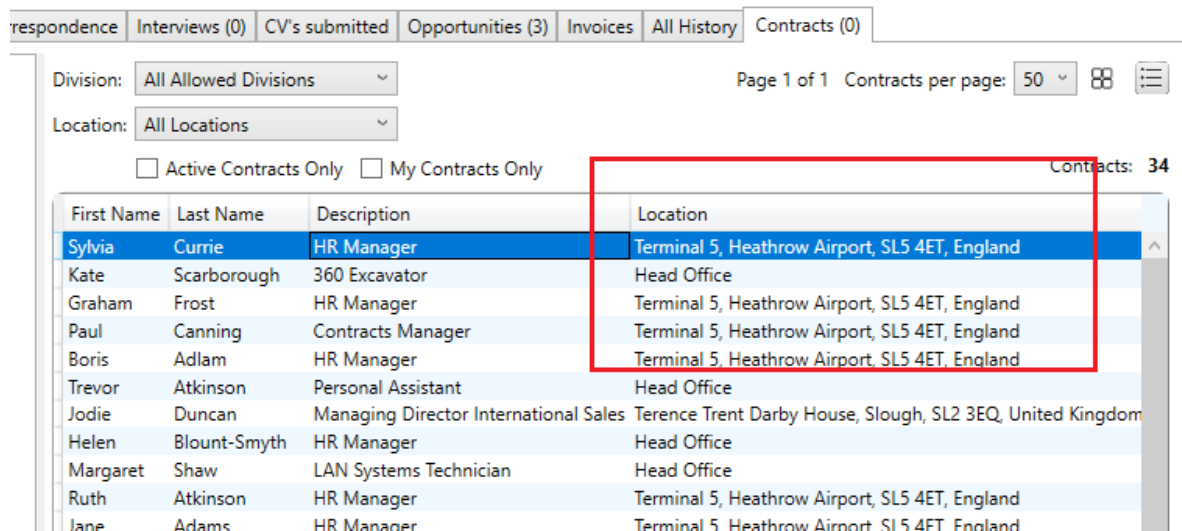


Figure 2 – Contract list shows the location

It is now possible from within a list of companies to show the active job count against each company in the list. The feature is only available when the details (column) view is being shown. On the toolbar a new icon has been introduced which enables this feature, *figure 3*.

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When clicked Troy will get the number of active jobs for each of the companies in the list and display the number in a new column added to the end of the view. The number of active jobs will also be displayed alongside the company name, for example ABC Limited x 3, will indicate that ABC limited has 3 active jobs. For companies without any active jobs, just their name will be displayed, see *figure 4*.

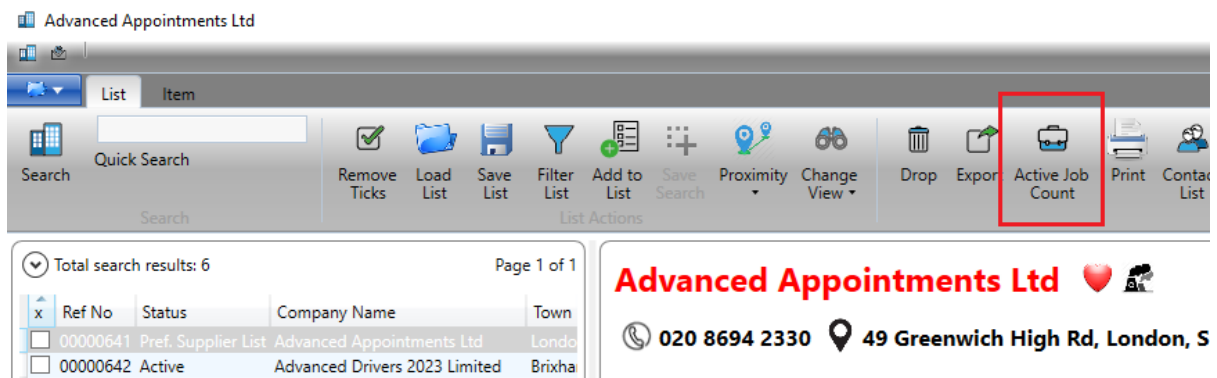


Figure 3 – Active Job Count menu option

The active jobs column will persist until the page is closed, so any other company searches carried out will automatically include getting the active job count.

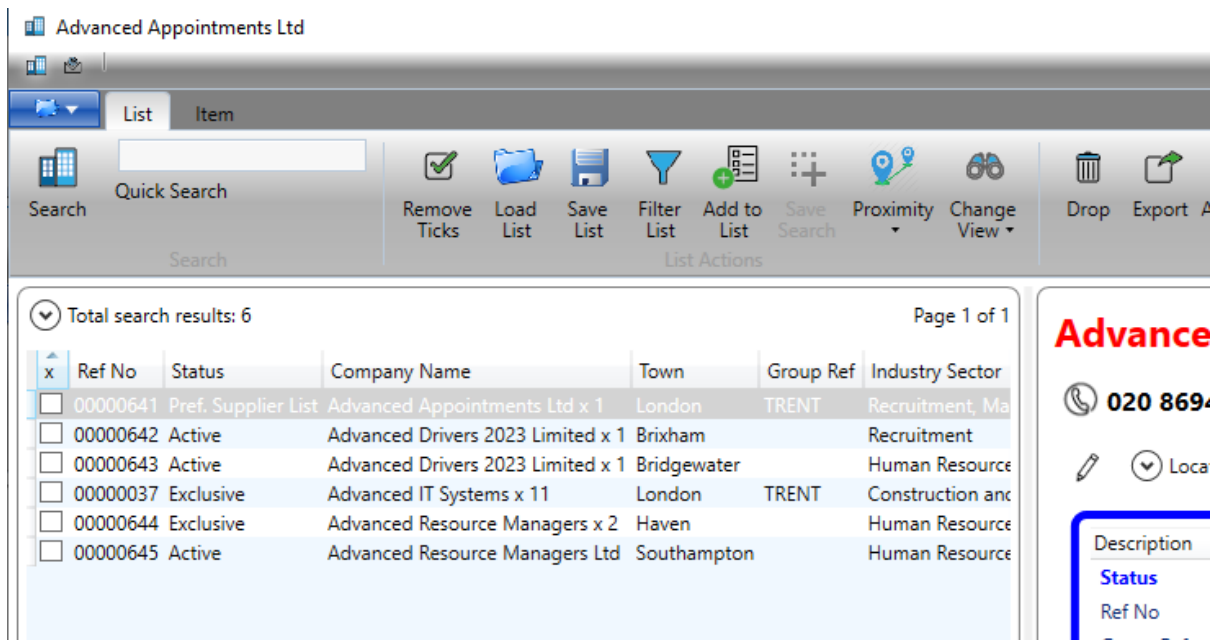


Figure 4 – Companies displayed with the number of active jobs

Please note, that if you have a large number of companies in the list, the retrieval of the active job count may take a little while.

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Users / Consultants

It is now possible to enter the consultant's direct phone number in addition to their mobile, see *figure 5*. This phone number can then be merged on email and SMS templates.

The screenshot shows the 'User Properties - DONALD' form. The 'Details' tab is selected. The form contains the following fields and values:

- Log into Troy as: DONALD
- Name: Donald Duck
- Title: Office administrator
- Password: donald
- Starting Division: Troy Interims
- Mobile No: (empty)
- Direct Phone No: 01344 753500 (highlighted with a red box)
- Tasks: Send tasks to Outlook

Figure 5 – Consultant's direct phone number

Candidate Entry

When creating a candidate, it is now possible to configure Troy, so that the outer part of the postal code is validated. A warning message will be displayed if the postal code entered is not recognised. By default, this setting is switched off.

The screenshot shows the 'Creation Settings and Mandatory Fields' form. The 'Candidates / Contacts' tab is selected. The form contains the following sections and settings:

- Qualifications**: Alternate descriptions for the qualifications sections within Troy. Leave blank if you
 - Section Heading: Quals
 - Education: School Degree: University
 - Professional: Prof Quals Memberships: Affiliations
- Other Settings**
 - Default status: Active
 - Allow D.O.B:
 - Create candidates as: Interested in permanent work Interested in contra
 - Default location: Home
 - Set candidate as: Active when a placement is removed
 - Employment creation: Sync user fields with selected company Allow entr
 - Candidate entry: Validate Post codes (highlighted with a red box)
- Candidate Summary**

Figure 6, new setting to validate postal codes

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Candidate / Contact Page

The note snippet within the candidate / contact page has been enhanced so that the user can now toggle between the note and summary.

Another change on this page, concerns the display of the employment summary underneath the individual's name. If the employment details shown are contract, it will show the end date along with the word on contract. Also, if the person is on holiday, this will also show alongside the employment summary.

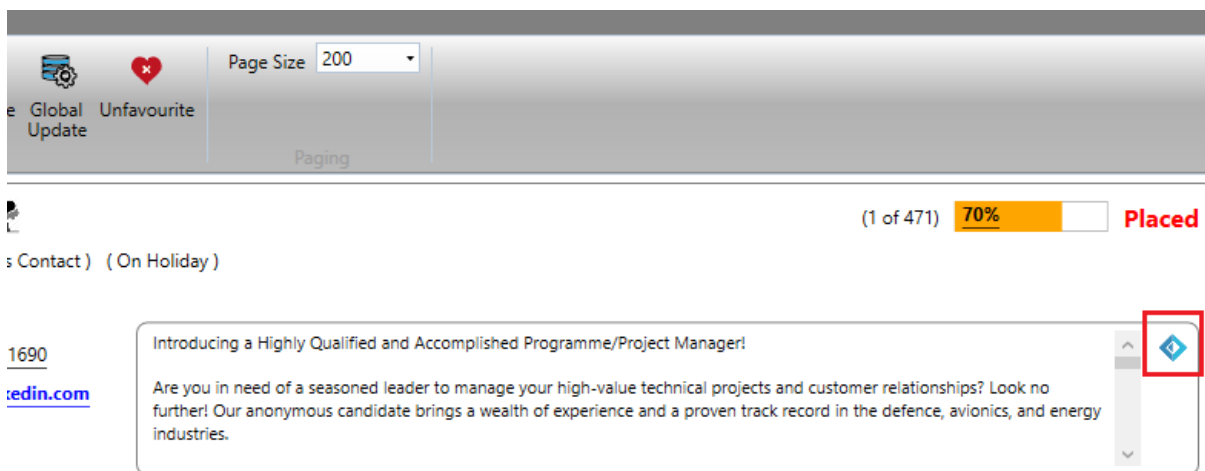


Figure 7, new icon to toggle between candidate note and summary

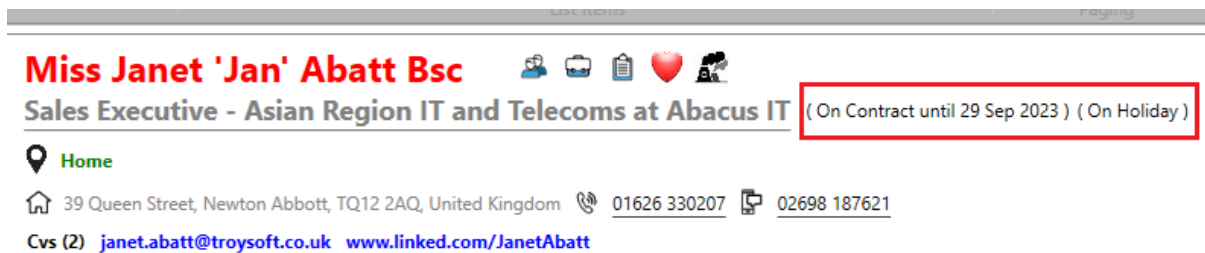


Figure 8, candidate shown with contract employment who is on holiday

A new menu item has been added to the candidate / contact page entitled **show availability** which will bring up the candidate's calendar within the employment tab. Just a quicker method of doing this rather than clicking on employment and then the availability tab.

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OpenAI ChatGPT

An interface has been built into Troy which will communicate with the ChatGPT service. ChatGPT is an AI-powered language model developed by OpenAI, capable of generating human-like text based on context, and Troy uses it to create candidate summaries, job descriptions which are published to the corporate website, SMS and email templates.

For more information on what ChatGPT can do, visit <https://openai.com/chatgpt>.

In order for Troy to interface into ChatGPT, you will need to set up a ChatGPT account and obtain an API Key. This key is then configured within Troy under

Settings / System Settings / Creation Settings / ChatGPT

Refer to *figure 9*.

If you wish, you can create multiple accounts within ChatGPT and allocate these to individual teams within Troy. The URL/Endpoint must be left as it is, as this determines where Troy connects to in order to access the service.

Creation Settings and Mandatory Fields

Candidates / Contacts Companies Jobs Contracts Mandatory Fields Address Locations CV Scanning Completion Rules ChatGPT

Configure the credentials to be used when communicating with the Open AI ChatGPT interface
The Open AI ChatGPT interface will allow you to draft candidate summaries and job descriptions using the popular Open AI GPT chatbot
For information on what this feature can do click <https://openai.com/chatgpt>
Before you start, you must first create an account, click <https://chat.openai.com/auth/login> to do this

Open AI ChatGPT configuration

General API Key: sk-DAQVVF465zALIPXooc45T3BlbkFJ5igu6zKFGaj
This API key will be used if the consultant does not have a personal one

URL / Endpoint: <https://api.openai.com/v1/chat/completions>
Please do not change URL without assistance from Troy support

Model: gpt-3.5-turbo Test General API Key

Team API Keys

Team: [Dropdown]
API Key: [Text Field]
Save Test Team API Key

Instructions - These are predefined instructions that can be used whenever a ChatGPT response is required

Description	Instruction
Candidate Summary	Create a short candidate summary for [candidate_name] suitable for an HR Consult
Candidate Summary using CV	Hello friend, please can you create me a write-up for [candidate_name]. Please c
Detailed Job Profile	Hello friend, please can you create me a web write-up for the below spec, with:
Job Profile using job title	Hi friend, please create a catchy job summary for [job_title], maximum 100 words
Offer Letter	Create an offer letter for the role of telecoms engineer, maximum 200 words

Add Remove Properties

Figure 9, configuring Troy to work with ChatGPT

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You can also configure **Instructions** which are passed to ChatGPT to obtain a Response. For example, *write a candidate summary based upon the text supplied*. These instructions can then be picked from a list, rather than having to remember and retype them.

Click the **Add** button to show the instruction window shown in *figure 10*. Simply give the instruction a description, then type in the instruction and if necessary, give it a persona or style. For example, *be humorous*. By referencing Employment and/or Skill in the Persona area, these XML tags will be brought through from the candidate's record when the Instruction template is selected as shown in *figure 12* below.

There is a link on the window which will take you to a hints and tips website for instructions and personas. The 'Used to generate' box is used to select the type of text to be generated, and therefore the context where this Instruction can be used.

Openai ChatGPT Instruction Properties

Enter below an instruction that can be passed to ChatGPT's AI model, to elicit a response that can be stored within the Troy database

Description: Candidate Summary

Instruction: Create a short candidate summary for [candidate_name] suitable for an HR Consultant. Maximum of 200 words.

Persona: You will be provided with Skill and Employment delimited within xml tags

Used to generate: Candidate Summary

Use the fields **[candidate_name]** and **[job_title]** to bring across the candidate name and job title into the instruction for candidate summary and job profile instructions respectively
For hints and tips about effective instructions and personas, click [here](#)

OK Cancel

Figure 10, Configuring a candidate summary instruction

Once the configuration is complete, you are ready to use ChatGPT to generate content which is then stored within Troy.

We will use the candidate summary as an example, but the process is the same for job descriptions or email / SMS templates.

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Open the Candidate Summary tab from the Edit Candidate window and click on the ChatGPT link at the bottom, *figure 11*. This will bring up the ChatGPT response window, *figure 12*.

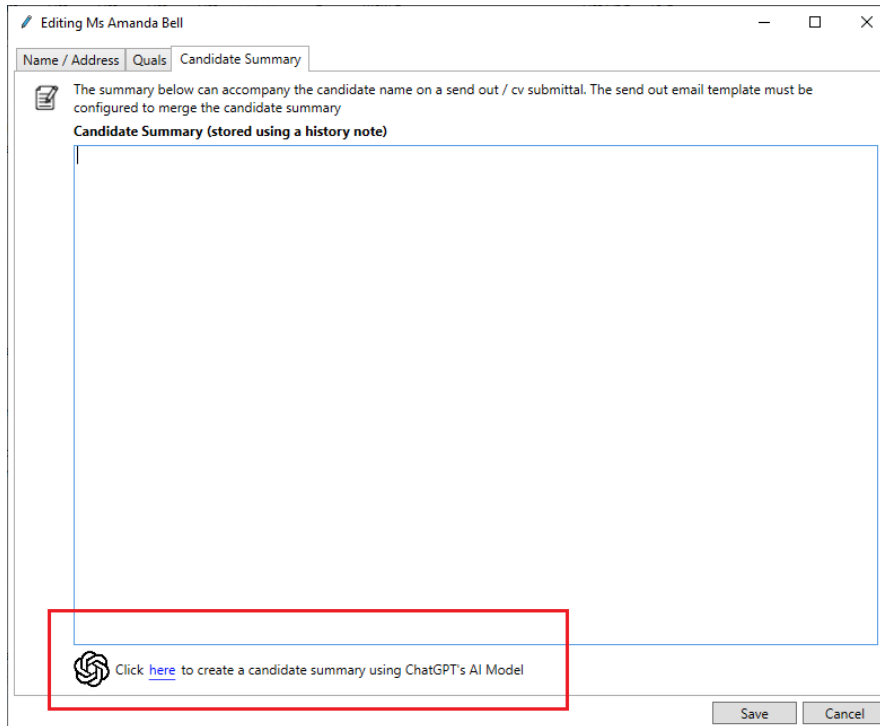


Figure 11, Candidate summary window with link to ChatGPT.

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Figure 12, The ChatGPT response window.

From here simply select an instruction from the drop box, or type in a new instruction. The figure above shows the XML tags that have been brought in from the candidate's record, but they can be typed in instead, if they are not configured in the Instruction template.

You can also load in the text of the candidate's CV, if you wish ChatGPT to use it within the instruction. Select the required CV category then click 'Load CV Text' and the text will be appended to the instruction pane.

At the bottom of the window, is an XML tag expander, which when clicked will show you the extra data from the Troy database which will be appended to the instruction, if the persona instructs it to do so. For example, 'You will be provided with skill and employment delimited within xml tags' where *skill* and *employment* are available xml tags.

Once you have completed the Instruction, click the **Get Response** button then wait until the response is displayed. This response can then be edited before it is stored within Troy, by using the **Copy Response** button at the bottom of the screen.

You can also save the Instruction from this window, by giving it a description and clicking the **Save Instruction** button.

The **configure** button will allow you to set up which user fields are to be used as the skill xml tags that can be used to add the candidate skills to the instruction.

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ChatGPT responses are allowed for administrators, but for other users they will need to have their authority changed to allow access. This is done via the user properties window, *figure 13*.

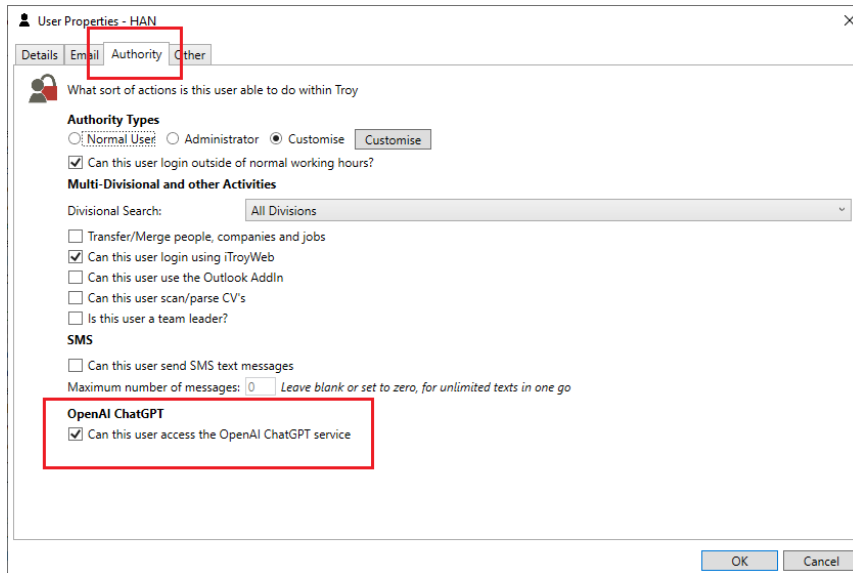


Figure 13, allowing access to ChatGPT for a user

Please note that Troy Vision simply passes the Instruction to ChatGPT and displays the Response. We have no control or influence over and cannot be held responsible for the contents. The Responses will not necessarily provide the exact text in a ready-to-use form; you will need to read through each Response and adjust it as appropriate.

There will be a charge from OpenAI for each Instruction and Response. Each individual charge is very small, but do please keep an eye on the accumulated cost to ensure that it does not become excessive.

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Calendar display

A drop box has been added to allow filtering of the items displayed (*figure 14*).

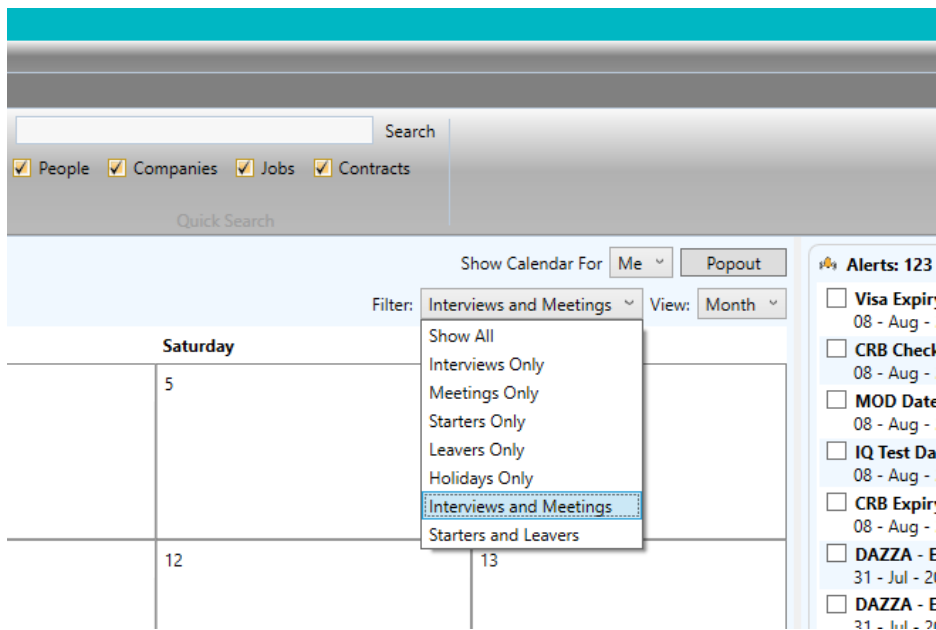


Figure 14 – Filtered Calendar display

Other

A problem has been resolved when drilling down from a company to a person, and then searching for another person and creating a note, the note was connected to the company drilled down from.

When displaying the list of jobs within the main job window, the potential fee is now shown when displaying in content mode and if the salary from and rate fields are displayed in the details mode, the potential fee is substituted for the rate, if the user's personal settings are configured to do so.

Consultant holidays are now shown in light green within the main calendar window so that they can be differentiated from the candidate holidays.

The facility to correct email addresses using a CSV file has been added to the Data Cleanse section.

The view (grid / list) is now remembered for company contracts.

When 'Holidays' is clicked at the bottom of the front screen, From: and To: dates can be entered, rather than just selecting a starting week.