intelligence Communications

Use multiple channels of communication to communicate quickly and efficiently with candidates and company contacts.

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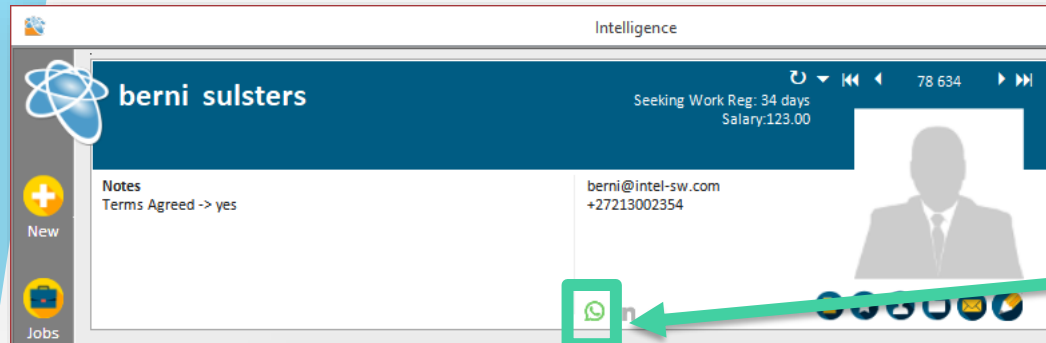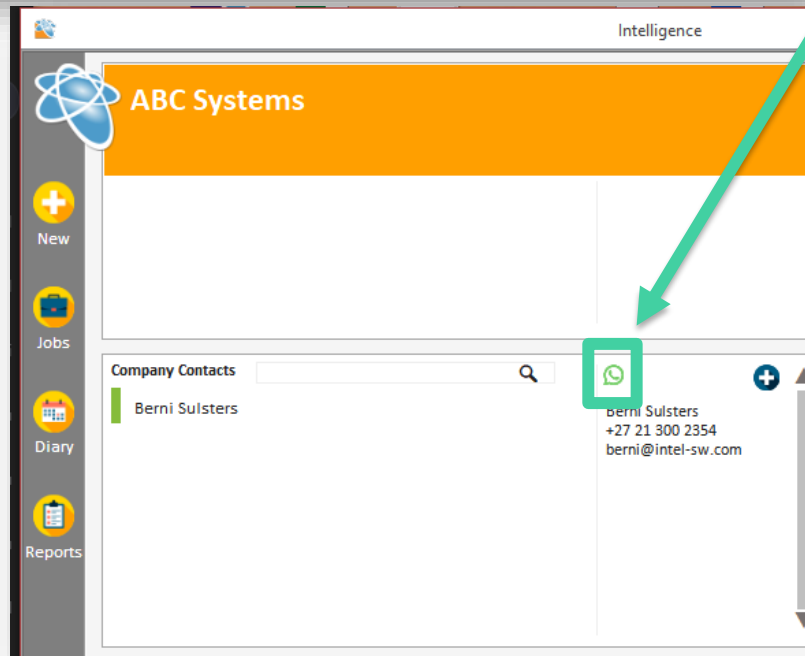
Whatsapp

You will need to download and install Whatsapp for Windows on your computer, and link your device to be able to use Whatsapp with Intelligence.

The benefit of using Whatsapp with Intelligence is that it is a quick and informal channel of communication, and you don't need to save the number on your phone's contacts first.

If the candidate or company contact has a mobile number recorded, then you will see the Whatsapp icon displayed on the Candidate or Client screen.

Select the Whatsapp button to open the Whatsapp message form - simply type in your message and click on OK to send.
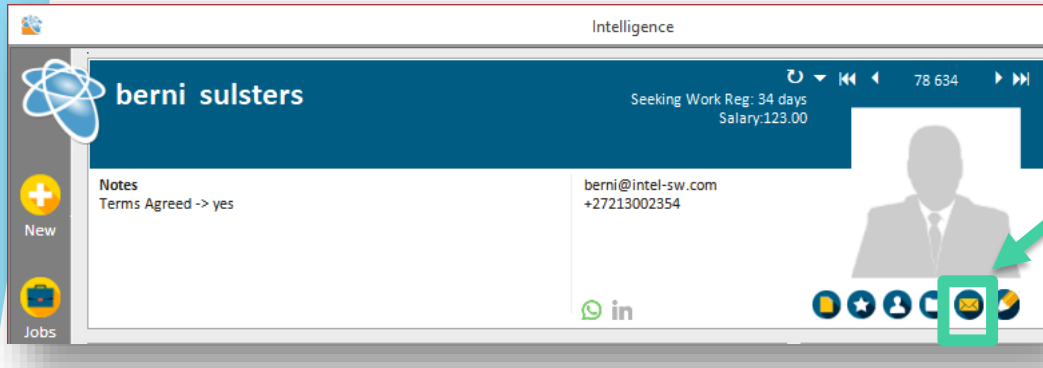
You will need to still press send in your Whatsapp for Windows application on your computer.
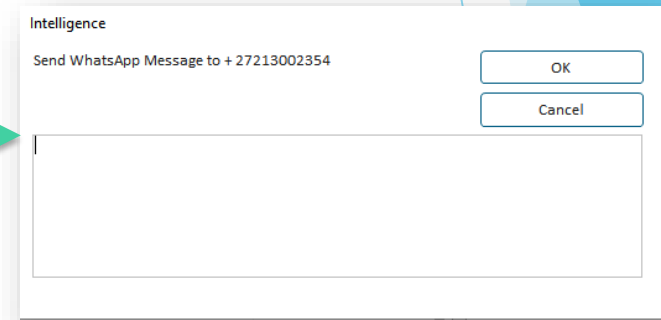
The message will be recorded in Communications against the appropriate profile. Only the outgoing message will be recorded.
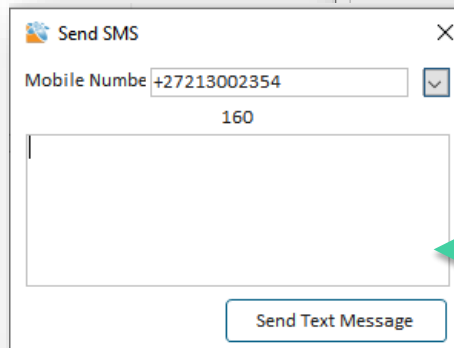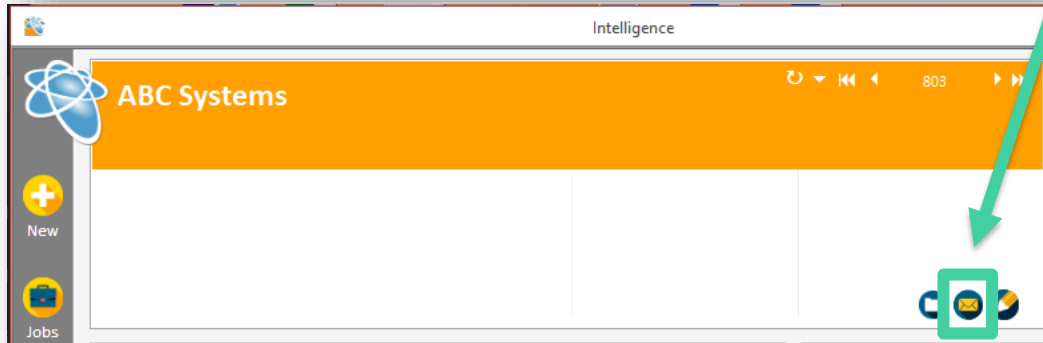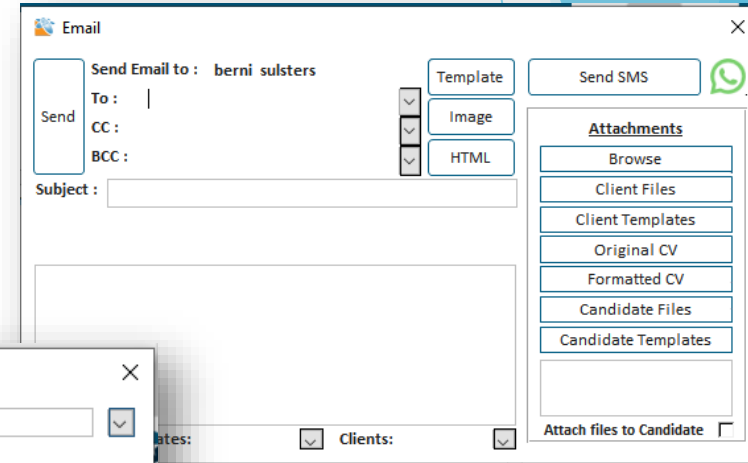
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SMS

You will need to purchase SMS credit bundles from TextAnywhere (UK based) to use the SMS feature with Intelligence. Please contact us for more information on this feature.

Click on the Email button to open the Email/SMS form.

Simply type in your message and send.

You can also send an SMS based on previous messages. This is particularly useful when working through a shortlist and quickly contacting candidates.

The message will be recorded in Communications against the appropriate profile.

berni sulsters
Seeking Work Reg: 34 days
Salary:123.00

78 634

Notes
Terms Agreed -> yes

berni@intel-sw.com
+27213002354

New

Jobs

ABC Systems

803

New

Jobs

Email

Send Email to : berni sulsters
To :
CC :
BCC :

Send

Template
Image
HTML

Send SMS

Attachments
Browse
Client Files
Client Templates
Original CV
Formatted CV
Candidate Files
Candidate Templates

Subject :

Attach files to Candidate

Send SMS

Mobile Number +27213002354
160

Send Text Message

Communications
8 Aug 22   Berni   WhatsApp Message Sent:Hello Berni   Whatsapp

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Emails

Send an email from Intelligence. Type up your own emails or use predefined templates that pull data from any part of Intelligence.

Click on the Email button to open the Email/SMS form.

berni sulsters

Seeking Work Reg: 34 days
Salary:123.00

78 634

Notes
Terms Agreed -> yes

berni@intel-sw.com
+27213002354

ABC Systems

803

Email

Send Email to : berni sulsters

Send

To :   berni@intel-sw.com
CC :
BCC :

Template

Image

HTML

Send SMS

Attachments

Browse
Client Files
Client Templates
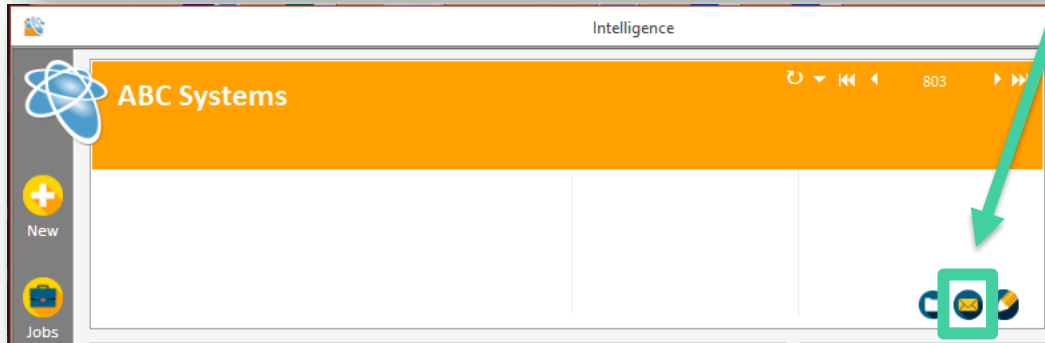Original CV
Formatted CV
Candidate Files
Candidate Templates

Subject :

Contacts: Candidates: Clients:

Attach files to Candidate

You can add a subject line and message, attach documents from the current candidate or client record – this will copy to a new Email message in Outlook, where you can double check your email before sending.

The message will be recorded in Communications against the appropriate profile.

Communications

8 Aug 22   **Berni**   Email sent. Subject: Hi Berni
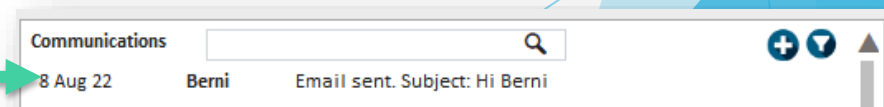
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Setting up Email Templates

Set up your own predefined email templates that pull data from any part of Intelligence. These templates are saved locally on each person's computer, so you can set up templates specific to each user.

1. Select Template and either select the template you wish to use, or select Add/Edit Template to set up a new template or edit an existing template. You can add images or merge fields, or edit in HTML directly.

5. The finished template will look like the example below. Save and Close when it is complete.

Email

Send Email to : berni sulsters
To : berni@intel-sw.com
CC :
BCC :

Send

Subject :

Contacts: Candidates:

Template
Image
HTML

Add/Edit Template ✕

Interview Confirmation
Regret

Browse

Email Signatures and Templates ✕

HTML

Create New Template

Interview Confirmation
Regret

Insert Image
Candidate FirstName
Candidate Surname
Candidate Email
Candidate Your ID
Candidate Owning Consultant
Candidate Address
Candidate Notes
Client Name
Client Address

2. From the 1st drop-down list, select an existing template to edit, or select Create New Template.

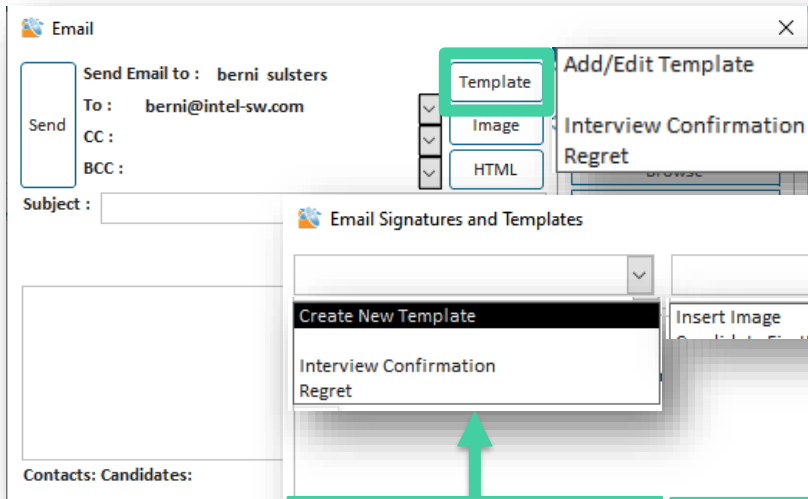4. Select the merge field from the 2nd drop-down list to insert that value into your text.

3. Type in the text required.

Delete | Set as Signature | Set as Default | Cancel | Save

This Template should be RichText, which is a limited form of HTML, and may include Intelligence Merge Fields. It can be full HTML without merge fields if it is set as a signature, as this will be appended to the email when it is sent without being converted to Rich Text. Editing a template on this form may automatically convert it to Rich Text unless it is being viewed as HTML.

Email Signatures and Templates ✕

Interview Confirmation | HTML

Dear CanFirstName

Your interview for VacTitle has been confirmed for IntTime on IntDate at IntLocation.

Please review the company CliName on CliURL in preparation.

You will be interviewed by VacContact.

Delete | Set as Signature | Set as Default | Cancel | Save

This Template should be RichText, which is a limited form of HTML, and may include Intelligence Merge Fields. It can be full HTML without merge fields if it is set as a signature, as this will be appended to the email when it is sent without being converted to Rich Text. Editing a template on this form may automatically convert it to Rich Text unless it is being viewed as HTML.

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Setting up your Email Signature

Set up personalised email signatures that will be appended to outgoing emails. This signature is saved locally on each person's computer.

Email ✕

Send Email to : berni sulsters

Send

To : berni@intel-sw.com

CC :

BCC :

Subject :

Template | Add/Edit Template ✕

Image | Interview Confirmation
Regret

HTML

Contacts: Candidates:

1. Select Template and select Add/Edit Template to set up your email signature. You can add images or merge fields, or edit in HTML directly.

5. The finished template will look like the example below. Select Set As Signature and Close when it is complete.

Email Signatures and Templates ✕

[dropdown] | [dropdown] | **HTML**

Create New Template | Insert Image

Interview Confirmation
Regret

2. From the 1st drop-down list, select Create New Template.

4. If you want to insert a logo or image, click on the 2nd drop-down list and select Insert Image.

3. Add your email signature as required.

| Delete | Set as Signature | Set as Default | Cancel | Save |

This Template should be RichText, which is a limited form of HTML, and may include Intelligence Merge Fields. It can be full HTML without merge fields if it is set as a signature, as this will be appended to the email when it is sent without being converted to Rich Text. Editing a template on this form may automatically convert it to Rich Text unless it is being viewed as HTML.

Email Signatures and Templates ✕

Berni signature | Insert Image | **HTML**

Warm regards
Berni Sulsters

--image:sig\Berni signature\newcolourlogo.jpg:width='606' height='234'--

SA +27 21 300 2354
UK +44 2890 998 688
Skype: intelligencesoftwareberni

| Delete | Set as Signature | Set as Default | Cancel | Save |

This Template should be RichText, which is a limited form of HTML, and may include Intelligence Merge Fields. It can be full HTML without merge fields if it is set as a signature, as this will be appended to the email when it is sent without being converted to Rich Text. Editing a template on this form may automatically convert it to Rich Text unless it is being viewed as HTML.

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