

## **Recruit CRM Assessment Submission**

### **1. A**

Email Response

Subject: Regarding Your Subscription Request

Hi Jane,

Thank you for reaching out to us! We're sorry to hear you've decided not to continue with Recruit CRM.

As per our policy, subscriptions renew automatically unless we are informed before the renewal date. Unfortunately, this means we can't process a refund for the payment made on February 1, 2022.

However, we've cancelled your subscription, so it won't renew again.

We truly appreciate the time you've spent with Recruit CRM, and if there's any specific feedback you'd like to share or features you think we could improve on, we'd love to hear it.

Wishing you all the best! Feel free to reach out if you need help in the future.

Best regards,

The Recruit CRM Team.

## **B**

### **Recruit CRM's delete functionality,**

#### **Introduction to Recruit CRM Delete Functionality**

Hello all, welcome to Recruit CRM! In this article, I'll explain how the delete functionality works and how you can use it effectively to improve productivity. Whether you're cleaning up outdated data or managing bulk records, Recruit CRM's delete features are designed for efficiency and ease of use.

#### **Overview of Delete Features in Recruit CRM**

The delete functionality is available across all sections of Recruit CRM, including:

Candidates

Companies

Contacts

Jobs

Mailbox

Tasks & Meetings

Each section is equipped with options to delete individual or multiple records. Let's dive deeper into how this functionality works.

#### **How to Delete Individual Records**

##### **Step-by-Step Process**

Log In and Navigate:

Open Recruit CRM and navigate to the section (e.g., Candidates or Companies) where the record you want to delete is located.

Select the Record:

Locate the specific record you wish to delete. Click to open its details.

Initiate Deletion:

Click the delete icon (trash bin symbol) at the top-right of the record.

Confirm Deletion:

A pop-up will appear asking you to confirm the action. Review the record and click Confirm to delete.

Visual Representation:

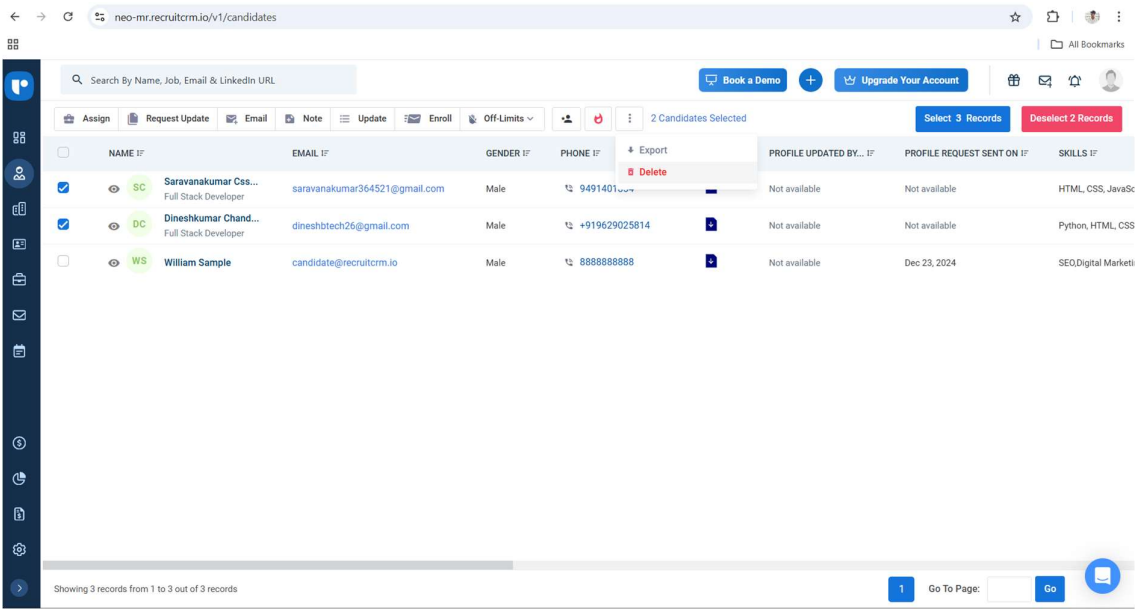


Fig 1 – Selected the items to delete

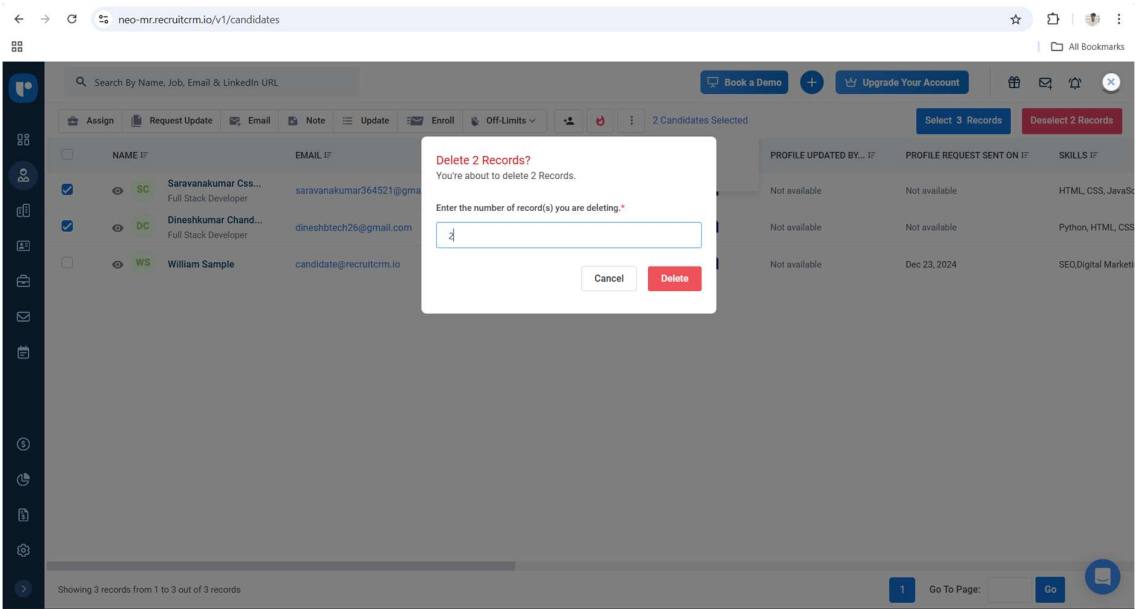


Fig 2 – Confirming the no of items once before delete

## How to Perform Bulk Deletions

### Using Filters to Select Multiple Records

Filters make it easier to narrow down your selection. For example, you can filter records based on:

- Name
- Job Title
- Email Address
- Date Created

Once the filters are applied, select the desired records for deletion.

### Executing Bulk Actions

1. **Select All Records:**  
Use the checkbox at the top of the list to select all visible records or manually select specific ones.
2. **Initiate Bulk Delete:**  
Click the Bulk Actions dropdown menu and choose Delete.
3. **Confirm the Action:**  
A confirmation dialog will appear displaying the total number of records selected. Confirm the action to delete.

## Avoiding Accidental Deletions

To ensure accuracy and avoid accidental deletions:

- **Review the Selection:** Always double-check the records before confirming.
- **Confirmation Prompts:** Recruit CRM includes a confirmation step that displays the number of records to be deleted.

## Conclusion

The delete functionality in Recruit CRM is intuitive and powerful, helping users manage their data effectively. Whether deleting individual records or performing bulk actions, the platform ensures data is handled securely and efficiently.

Ready to streamline your database? Start your free trial at [Recruit CRM](#).