

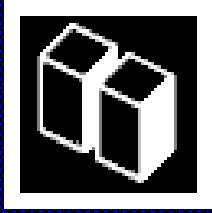
# PRS

## Getting Started Guide

This guide will help you get started using the PRS Personnel Recruitment System.

Use this guide stand-alone or in conjunction with the **free demonstration version of the PRS** which is available from [methods: Recruitment Systems](#).

**methods:**  
**Recruitment Systems Limited**



# PRS Primary Functions

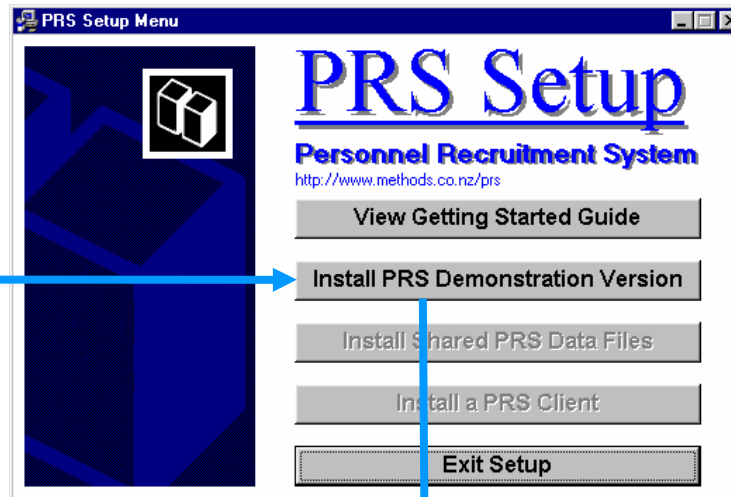
- ✓ **Interactive recruitment and HR information and management system**
- ✓ **Web vacancy publication tool**
- ✓ **Document management and search tool**
- ✓ **Performance and CRM management system**
- ✓ **Billing and contract management system**

**methods:**  
**Recruitment Systems Limited**

If you have a PRS CD-ROM insert it in your PC's CD-ROM drive and press the **Install PRS Demonstration Version** button.

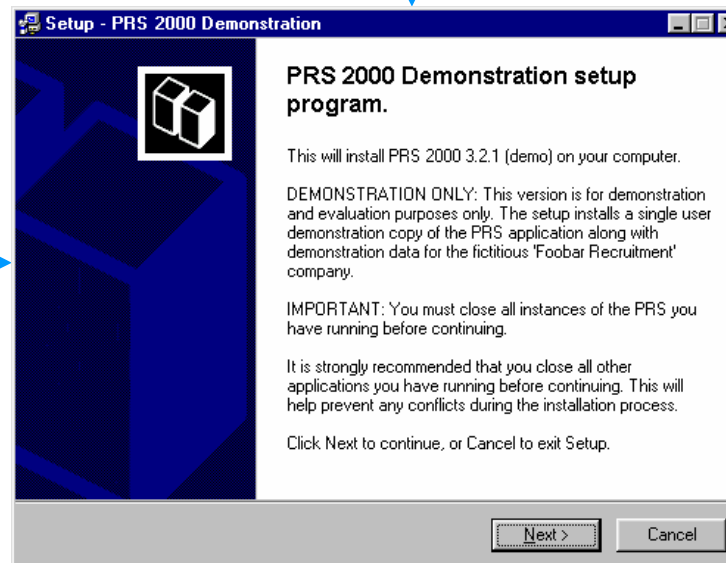
or

Download the free prs\_demo\_setup program from <http://www.methods.co.nz/prs/downloads.htm>



## PRS Setup Menu program (CD-ROM only)

This program starts automatically after you insert the CD-ROM.



## PRS Demonstration Setup Wizard

This wizard will step you through the installation (if you're unsure which options to select accept the defaults).



# Installing the PRS Demo

1

Double-click the PRS icon on the Windows desktop (installed by the PRS setup program).



## Consultant Logon dialog

 A dialog box titled "User Logon" with a blue header. It contains a label "Consultant name:" followed by a drop-down menu showing "Bloggs, Joe". Below the menu are two buttons: "Logon" and "Exit".

2

Select a consultant logon name from the drop-down list and press the logon button.

3

Browse your reminders then press the Reminders **Close** button.

## Consultant Reminders form

 A window titled "Reminders for Joe Bloggs" with a blue header and a close button (X). It displays a list of reminders with columns for Subject, Date, Day, and Description. The first reminder is "System Designer Vacancy (Bacon Bits Wellington)" dated "18/05/00" on a "Thu", with the description "[From me] Followup resume for trial candidate Phil Ash submitted on 16/5/00". The second is "Systems administrator Vacancy (Bacon Bits Wellington)" dated "1/06/00" on a "Thu", with the description "[From me] Herbert Alps starts today. Bill now.". The third is "Software Developer Vacancy (Bacon Bits Wellington)" dated "4/06/00" on a "Sun", with the description "[From me] Followup resume for trial candidate Herbert Alps submitted on 2/06/00". At the bottom, there is a "Show Reminders:" section with a radio button selected for "Up to:" followed by a date "20/05/01" and a day "Sun". There are also radio buttons for "All", "Today's", and "Overdue". To the right of this section are "Print" and "Close" buttons.
 

Subject	Date	Day	Description
System Designer Vacancy (Bacon Bits Wellington)	18/05/00	Thu	[From me] Followup resume for trial candidate Phil Ash submitted on 16/5/00
Systems administrator Vacancy (Bacon Bits Wellington)	1/06/00	Thu	[From me] Herbert Alps starts today. Bill now.
Software Developer Vacancy (Bacon Bits Wellington)	4/06/00	Sun	[From me] Followup resume for trial candidate Herbert Alps submitted on 2/06/00



The screenshot displays the PRS Desktop application interface. The main window is titled "Personnel form" and contains various input fields for candidate information, including Last Name (Aimer), First Name (Trevor), Site (Smith and Growers Limited), Job Title (Project Manager), Occupation (Project Manager), EMail (trevora@xpert.co.nz), and Personnel ID (84). It also includes sections for Address, Documents (Reference check 1, Reference check 2, Trevor Aimer Resume), Skills (Accountancy, Oracle Financials), and a Notes section with a list of dates and events. A red box highlights the "Not available until: 15-Aug-03" field. The application has a menu bar (File, Edit, View, Records, Reports, Tools, Window, Help) and a toolbar. At the bottom, there are iconized windows for "Vacancies" and "Sites". Blue arrows point from the "Personnel" menu item to the "Personnel form" window, and from the "Vacancies" and "Sites" menu items to their respective iconized windows.

Personnel form

Vacancies form (iconized)

Sites form (iconized)



## The PRS Desktop

## Tips to help you use the PRS more effectively:

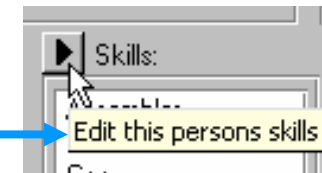
Before you can enter or modify data on **Personnel**, **Vacancies**, **Sites** or **Invoices** forms you must unlock the form by pressing the **Lock/Unlock** button (or **F4** shortcut key). The Lock/Unlock button is displayed with a red outline when the form is unlocked.



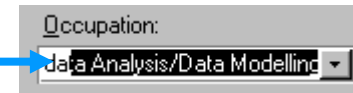
**Goto** buttons are everywhere, use them to drill down into the data. In addition to database navigation **Goto** buttons are used to send Email messages, open Web sites and dial phone numbers.



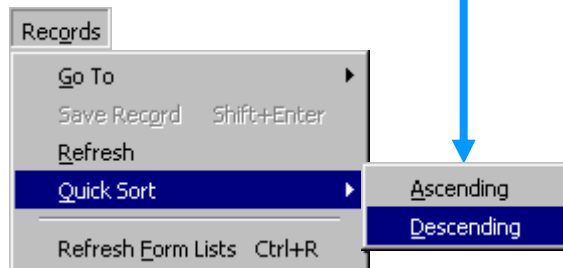
Many form-based controls pop up a **control tip** when the mouse pointer is positioned over them. A control tip window displays a short description of the control's purpose.



All drop-down lists have an **auto-complete** function, just start typing and the first matching item will be shown. Use this feature to avoid having to use the mouse to scroll through long drop-down lists.

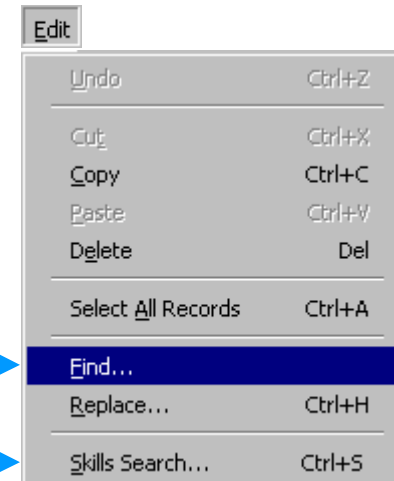


Use the **Records** menu **Quick Sort** commands to sort forms or datasheets by the current field.



Use the **Edit** menu **Find...** command (**Ctrl+F**) to find matching field values in form or datasheet view.

Use the **Edit** menu **Skills Search...** command (**Ctrl+S**) to find personnel, sites and vacancies with specific skills.



For more tips see the **TIPS** section of the **PRS Essential Reference**.



## Things you should know

Record lists are common in the PRS. They may take up the whole form or may be embedded within a form. You can tell a record list by the record selectors in the left hand margin.

### Delete record from list

To delete a record: highlight the **record selector** with a mouse click then press the **Delete** key.

### Add new record to list

To add a new record: scroll to the end of the record list and enter record data in the empty record that has an **asterisk** in the **record selector**.  
**NOTE:** You won't be able to add a new record if the form is locked (press **F4** to unlock).

Record selectors

Salutations	
Dr	
Miss	
Mr	
Mrs	
Ms	
*	

New Delete Close



## Record Lists

## Saving an Edited Record

Changes to the current record are saved to the database when you:

Move to another record



Close the form or exit the PRS



Press the **Shift+Enter** key combination



(Hold down **Shift** and then press **Enter**)

Lock the form (press the Lock Form button **F4** or **Ctrl+L**)



## Undoing an Edited Record

Provided you haven't yet saved the current record you can undo changes you have entered:

Press the **Escape** key once to undo changes to the current field.



Press the **Escape** key twice to undo changes to all edited fields in the current record..

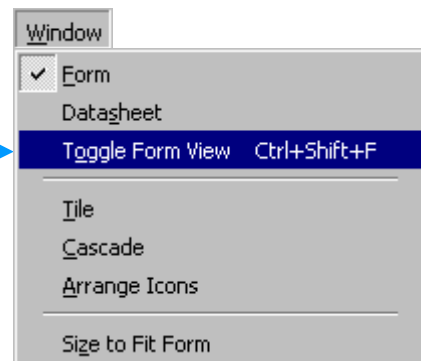


**TIP:** For a full list of keyboard shortcuts see the **PRS Keyboard Shortcuts** section at the back of the **PRS Essential Reference**.





Use the **Toggle Form View** command (**Ctrl+Shift+F**) from the **Window** menu to switch forms between Form and Datasheet views (**Personnel**, **Sites**, **Vacancies** and **Invoice** forms).



The screenshot shows the 'Personnel' form view for Trevor Aimer. The form includes fields for personal details (Last Name, First Name, Salutation, Gender, Born, Age), contact information (Phone, Business, Other, Home, Mobile, Fax), and professional details (Site, Job Title, Occupation, EMail, Personnel ID). It also has sections for Address, Documents, Skills, and Notes. A red box highlights the 'Not available until: 15-Aug-03' field.

The screenshot shows the 'Personnel' datasheet view, which is a table listing personnel records. The table has columns for Tag, Last Name, First Name, Site, Job Title, Occupation, and Residential Address. The records are sorted by Last Name.

Tag	Last Name	First Name	Site	Job Title	Occupation	Residential Address
+	Alps	Herbert	Bacon Bits Wellington	Systems Engineer	Developers/Software E	1 The Terrace
+	Ash	Phil	Acme Processors	Software developer	Data Analysis/Data Mc	
+	Ashwen	Billy	Technology Services Limit	Manager Technical Develop	Project Management	345 Finbar Road
+	Avis	Peter	Masters Consultancy Serv		Business Analysis	
+	Avril	Mary	Unity Insurance Society	Operations Manager	Operations	
+	Bean	Kelly	Technology Services Limit	Enterprise Architect	Systems Design Archite	
+	Bloggs	Joe	Foobar Recruitment	Manager	Recruitment Consultant	1 O'Brien Road
+	Butchers	Bobby	Foobar Recruitment	Team Leader Permanent Rec	Recruitment Consultant	
+	Cape	Janette	Dresdon Computers	Consultant	Consultancy - Developi	23 Newbridge S
+	Chase	Erica	National Computer Group	Programmer Technical Serv	Developers/Software E	65 Harbour Driv
+	Chaulk	Heather	Acme Processors	Project Manager Special Proj	Project Management	264 New Wind
+	Check	Jonathon	National Computer Group	Operations Engineer	Operations	46 Trident Aven
+	Chong	Joseph	Hunter & Associates	Sales Developmnt Manager	Project Management	
+	Cosgrove	Costa	Bacon Bits Wellington	Business Development Manag	Sales/Account Manag	
+	De Silva	Anna	Foobar Recruitment	Recruitment Consultant	Recruitment Consultant	55 Tamaki Plac
+	Denton	Adienne	Diagnostic Technology Inc	Web Developer	Web Design - Graphic	234 St George
+	Distaff	Peter	Technology Enterprises In	Chief Developer	Developers/Software E	23 Anywhere C
+	Doe	Jane	Diagnostic Technology Inc	Manager	Operations	
+	Donnelly	Margaret	Bacon Bits Wellington	Software Engineer	Developers/Software E	45 Any Street
+	Earnshaw	James	Dresdon Computers	Senior BusDevelopment Man	Sales/Account Manag	
+	Francis	Herb	Dresdon Computers	Unix Systems Administrator	Systems Administration	234 Hamilton G
+	Francis	Trevor	Dresdon Computers	Business Development Manag	Project Management	20 Esslin Road
+	Gem	Ruby	Bacon Bits Wellington	Managing Director	Project Management	
+	Green	Anthony	Hunter & Associates	Chief Business analyst	Business Analysis	22 Nowher Driv
+	Green	Jonathan	New Technical Company	Bussiness Development Man	Sales/Account Manag	21 Te Whau R
+	Greenwell	Marita	Finnegan Developers UK I	Database Administrator	DBA	34 Fitzherbert C
+	Hackett	Jack	Dresdon Computers	Project Manager	Project Management	67 Flipper Aven
+	Hamilton	Manno	Foobar Recruitment	Recruitment Consultant	Recruitment Consultant	
+	Handleson	Jeffrey	Diagnostic Technology Inc	Senior Sales Consultant	Sales/Account Manag	23 Riddell Road
+	Hardacre	Jennifer	National Computer Group	IT Manager	Project Management	

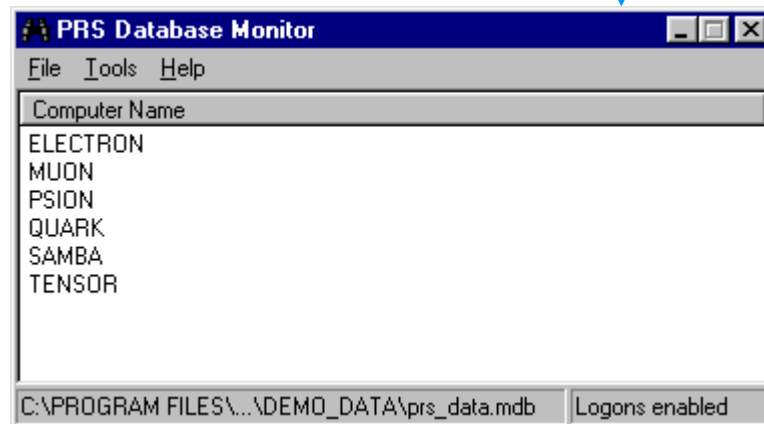


## Form and Datasheet Views

The **PRSMon** application is used to administer the PRS shared database. **PRSMon** consists of a single executable file (prsmmon.exe) which is installed in the shared database folder by the **PRS Shared Data Setup Wizard**.

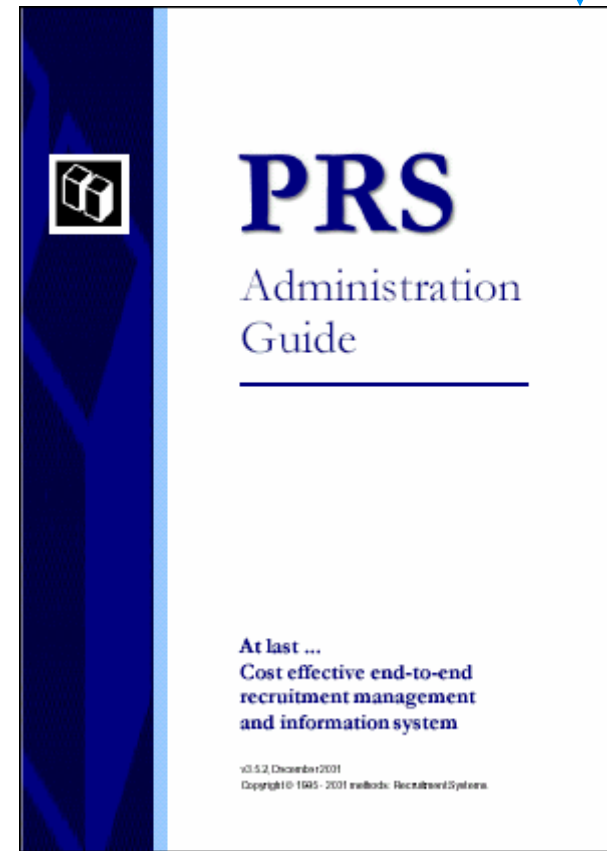


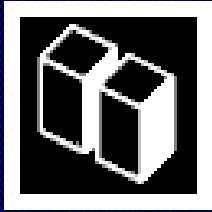
## PRSMon database administration program



The **PRS Administration Guide** has been written to assist the system administrator. It can be accessed on-line from the PRS **Help** menu (it resides in the shared data folder and a copy is on the PRS CD-ROM).

## PRS Administration Guide

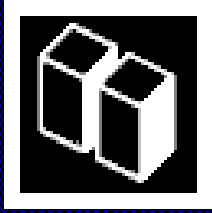




# PRS Feature Highlights

- ▶ Key concepts: Personnel, Sites and Vacancies.
- ▶ Built-in reminders messaging system and integrated Email management.
- ▶ Resume submission, client interview and job offer management.
- ▶ Extensive personnel and vacancy search criteria.
- ▶ Related documents can be linked to personnel, sites and vacancies and can be opened or Emailed directly from the PRS.
- ▶ Keyword and phrase document searches using the integrated Document Search Tool.
- ▶ Printed reports can be exported to HTML, Excel, text or RTF files.
- ▶ Mail-merge personnel data directly to Microsoft Word using built-in Document Manager.
- ▶ Off-line data access for off-site laptop operation.
- ▶ Export vacancies, personnel and reminders to Palm PCs.
- ▶ User customisable invoices and tax names.
- ▶ Numerous financial, management and statistical reports.
- ▶ Database audit reports.

**methods:**  
**Recruitment Systems Limited**



# Key Concepts



Personnel



Sites



Vacancies

**Personnel**

Tag: ☐ Find Show All New Delete Tags Print Activity Placements

**Goto Site record** **Dial phone number** **Post personnel reminder**

Last Name:  Site:  Phone:

First Name:  Job Title:  Business:

Salutation:  Occupation:  Other:

Gender:  Retired: ☐ Email:

Born:  Age:  Personnel ID:

**Send Email**

Address:   
 Canterbury  
 Auckland

**Links to related documents**

Documents:

- Reference check 1
- Reference check 2
- Trevor Aimer Resume

Skills:

Accountancy

**Edit skills list**

Candidate of:  Client of:

**Not available until: 15-Aug-03**

Reference:

Location:

**Assign consultant management**

Candidate Summary  
 View/Edit Roster  
 Payment Information

Match Sites  
 Match Vacancies

Notes:  
 Mon 02-Sep-02 09:53 (JB): OK for Python Group  
 Tue 25-Sep-01 07:04 (JB): Trevor interviewed and accepted at Python  
 Wed 18-Jul-01 10:31 (JB): Client visit arranged for 20 Sept to meet new Chief  
 Accountant as Trevor quit. No vacancies at present  
 Thu 219-Mar-01 9:35 (JB): Trevor quit. Okay for ABC Co, Acme, Hunter  
 Group  
 Tue 13-Feb-01 12:42 (JB): all well. Third placement. No more  
 hires at present  
 Thu 4-Jan-01 14:23 (JB): Discussed project plans for the year. Will need  
 considerable development resources. Secured campaign for 5 Business  
 Analysts- Exclusive and advertising budget of \$6k  
 Fri 12-Jan-01 13:09 (BB): Campaign kicked off Mon. Good response progressing  
 Wed 17-Jan-01 12:12 (RW): Reminder 1/12/2000! call re update

**Insert time and user stamped notes**

Record:  of 89

**Sites**

Find Show All New Delete Merge... Placements

Site Name: Acme Processors  
 Company: Acme Group  
 Industry: Biotechnology and Pharmaceu  
 Street Address: 567 Apple Close Auckland  
 Postal Address: P.O. Box 537 Penrose

Personnel:

Ash, Phil	
Chaulk, Heather	Client
Henson, Andrea	
Jason, Hugh	Client
Kerr, Michael	Client
Goto Personnel record	
Salesford, Alexi	Client
Samson, Paul	
Thompson, Kevin	Client

Notes:

Mon 16-Sep-01 13:53 [JB]: second interview tomorrow. Looking good  
 Tue 30-Jan-01 08:51 [AD]: offered at Hunters. Declined. Still negotiating  
 Mon 15-Jan-01 14:43 [JB]: interviewed on site Tue  
 Mon 26-Jun-01 10:11 [JB]: call. All well. Needs and

Skills:

C  
 Unix

Match Personnel  
 Match Vacancies

Unfilled Vacancies:

Computer Programmer
---------------------

Documents:

Company Profile	...
Employment Application Form	...
Medical Form	...
Recruitment Procedures	...

Managed by: JB

Reference:  
 Site ID: 1063

Phone: +64 (9) 344 5667  
 Fax: +64 (9) 344 5666  
 Email: [Send Email](#)  
 Web Site: [www.acmepro.com](#)

Record: 1 of 20

Annotations:

- Post site reminder (points to \$ icon)
- Allot an expense (points to icon)
- Edit skills list (points to Skills section)
- Insert time and user stamped notes (points to Notes section)
- Goto Personnel record (points to Personnel list)
- Goto Vacancy record (points to Unfilled Vacancies list)
- Links to related documents (points to Documents list)
- Assign consultant management (points to Managed by dropdown)
- View website (points to Web Site field)
- Dial phone number (points to Phone field)



## Sites Form

Goto page two of the vacancies form

Find

Show All

New

Delete

Print

Vacancy Sheet

Publish...

Page 2

\$

Hand icon

Print icon

Vacancy ID: 21

Client Name: Jason, Hugh

Client Site: Acme Processors

Recruitment

Registration Date: 22-Oct-01

Placed Date: 11-Nov-01

Start Date: 18-Nov-01

Owned by: Hamilton, Mano

Status: Filled by Foobar Recruitment

Falloff Date:

Position

Job Title: Unix Technical Co

Occupation: Help Desk/Support

Location:

Filled by: Newberry, Alistair

☐ Published Short and Long Job Descriptions:

Unx Consultant to head small team. \$95,000

This interesting role will involve building a team of Unix engineers. The successful applicant must have good allround Unix skills with SCO Unix experience.

Unpublished Job Details:

Permanent Contract Rostered

Salary: \$95,000.00

Fee: \$20,500.00

Goto client Personnel record

Goto client site record

Goto consultant Personnel record

Allot an expense

Post vacancy reminder

Record: 33 of 50



## Vacancies Form (page 1)

Goto page one of the vacancies form

**Vacancies**

Vacancy 21: Unix Technical Consultant (Acme Processors) [Filled by FooBar Recruitment]

**Candidate activity**

Candidate	Last action	Consultant	Date
▶ Distaff, Peter	Client interview	MH	01-Nov-01
▶ Newberry, Alistair	Job offer	TK	07-Nov-01

Assign and edit consultant vacancy activity records

Assign and edit consultant vacancy ownership and billing records

New Candidate...
Select Candidates...
Summary

**Skills**

Interbase  
Solaris  
Unix

Edit skills list

Match Personnel
Match Sites

**Notes**

Thu 01-Jun-00 17:40 [MH: Reminder 8/06/00] Alistair Newberry starts today. Bill now?

Fri 12-May-00 17:27 [MH]: Record created.

Insert time and user stamped notes

**Consultants**

Consultant	Bills	Paid	Pay Ref	Pay Date	Commission
▶ ▶ MH	33%	<input type="checkbox"/>			
▶ ▶ TK	33%	<input type="checkbox"/>			
▶ ▶ BB	34%	<input type="checkbox"/>			

Calculate Commissions    Print Pay Advices

**Invoices**

▶ 13 ✓

Goto related Invoice record

New Invoice
New Credit Note

**Documents**

▶ ▶ Job Description

Links to related documents

Record: ⏮ ⏪ 33 ⏩ ⏭ of 50



1

Press the  
**Reminders** button



**Post Reminder - [Alps, Herbert]**

Note: Followup resume for trial candidate Herbert Alps submitted on 2/06/00

Date: 5/05/00 Fri

Send reminder to:

☒ Bloggs, Joe

☐ All Consultants

OK Cancel

2

Enter the reminder  
and press **OK**

Use the PRS integrated messaging to post a reminder about the current person, site or vacancy to yourself, another consultant or to all consultants

## Reminders for Joe Bloggs

All as of Thursday 17-May-2001

### Thursday 18-May-00

**Vacancy:** System Designer Vacancy (Bacon Bits Wellington) 3

[From me] Followup resume for trial candidate Phil Ash submitted on 16/5/00

### Thursday 1-Jun-00

**Vacancy:** Systems administrator Vacancy (Bacon Bits Wellington) 1

[From me] Herbert Alps starts today. Bill now.

### Sunday 4-Jun-00

**Vacancy:** Software Developer Vacancy (Bacon Bits Wellington) 1

**Reminders for Joe Bloggs**

Subject: System Designer Vacancy (Bacon Bits Wellington)

18/05/00 Thu [From me] Followup resume for trial candidate Phil Ash submitted on 16/5/00

One Off

Subject: Systems administrator Vacancy (Bacon Bits Wellington)

1/06/00 Thu [From me] Herbert Alps starts today. Bill now.

One Off

Subject: Software Developer Vacancy (Bacon Bits Wellington)

4/06/00 Sun [From me] Followup resume for trial candidate Herbert Alps submitted on 2/06/00

One Off

Show Reminders:

☒ Up to: 20/05/01 Sun ☐ All ☐ Today's ☐ Overdue

Print Close

3

View your reminders when you logon or using the **Reminders** command in the **Recruitment** menu

4

Print your reminders in handy pocket fold report format

11 Computers)

[From me] Janette Cape starts today. Bill now?

### Friday 1-Dec-00

**Vacancy:** Software Developer Vacancy (Bacon Bits Wellington) 1



## Reminders

1

Press the **Expenses** button on the Personnel, Sites or Vacancies forms



Use the integrated PRS expenses management system to allot an expense to a person, a site or a vacancy then use the Expenses Tool to selectively view and print expenses

**Expense**

Consultant: Bloggs, Joe

Amount: \$235.00

Date: 31-Mar-02

Allotted to

Client: Thomas, Andrea

Site: Unity Insurance Society

Vacancy ID: 10

Description

Electronic Psych tests for Mary Avril, Jane Smith and Joseph Green at \$78.00 each  
Total= \$235.00

2

Enter the expense and press OK

OK

Cancel

## Expenses for Joe Bloggs

As of 20-Apr-02

<b>Amount:</b> \$150.00	Taxi Fares to
<b>Date:</b> 31-Mar-02	
<b>Consultant:</b> Bloggs, Joe	
<b>Client:</b> Krilly, Ted	
<b>Site:</b> Foobar Recruitment	
<b>Vacancy ID:</b>	
<b>Amount:</b> \$235.00	Electronic Ps
<b>Date:</b> 31-Mar-02	\$78.00 each
<b>Consultant:</b> Bloggs, Joe	Total= \$235.0
<b>Client:</b> Thomas, Andrea	
<b>Site:</b> Unity Insurance Society	
<b>Vacancy ID:</b> 10	
<b>Amount:</b> \$410.00	Cellphone ex
<b>Date:</b> 31-Mar-02	Taxi fares to
<b>Consultant:</b> Bloggs, Joe	Lunch Mary A

Print selected expenses

**Expenses Tool**

	Consultant	Amount	Date	Description	Client	Site	Vacancy ID
	Bloggs, Joe	\$150.00	31-Mar-02		Krilly, Ted	Foobar Recruitment	
	Bloggs, Joe	\$235.00	31-Mar-02		Thomas, Andrea	Unity Insurance Society	10
	Bloggs, Joe	\$410.00	31-Mar-02		Bloggs, Joe	Foobar Recruitment	
	Bloggs, Joe	\$175.00	31-Mar-02		Wang, Justin	Diagnostic Technology I	
	Bloggs, Joe	\$260.00	31-Mar-02		Bloggs, Joe	Foobar Recruitment	
	Bloggs, Joe	\$450.00	31-Mar-02		Aimer, Trevor	Python Group	

Use the **Expenses Tool** to select, view and print expenses

Select...

\$1,680.00

Print

Close

Email resumes, linked documents and acknowledgements directly from the PRS

The PRS includes a tightly integrated Email dispatch and logging system that automates candidate and client messaging

Use the **Mail Tool** to selectively view and print Email messages

	From	Sent	To	Regarding
▶▶	Bloggs, Joe	14-Mar-03	Check, Jonathon	
▶▶	Bloggs, Joe	14-Mar-03	Check, Jonathon	
▶▶	Bloggs, Joe	14-Mar-03	Chong, Joseph	
▶▶	De Silva, Anna	14-Mar-03	Deakin, Maritio	
▶▶	De Silva, Anna	14-Mar-03	Deakin, Ruby	
▶▶	De Silva, Anna	14-Mar-03	Thompson, Kevin	Thompson, Kevin
▶▶	De Silva, Anna	14-Mar-03	Avril, Mary	Avril, Mary
▶▶	De Silva, Anna	14-Mar-03	Sanders, Jennifer	Thompson, Kevin
▶▶	De Silva, Anna	14-Mar-03	Distaff, Peter	
▶▶	De Silva, Anna	14-Mar-03	Sanders, Jennifer	Distaff, Peter
▶▶	De Silva, Anna	14-Mar-03	Francis, Herb	
▶▶	De Silva, Anna	14-Mar-03	Sanders, Jennifer	Francis, Herb

Select... 21 mail messages

Post a follow-up reminder

Insert a **Mail Template** containing your own customised responses

Customise your mail signature

Signature... Insert Mail Template... Postpone Send Cancel

Print Close

**Mail Message**

From: Bloggs, Joe Sent Date:

To: Jason, Hugh

Regarding: ▶ Distaff, Peter

To address: ▶ hugh.jason@acmepro.com

Cc address: ▶

Bcc address: ▶

Subject: RE: Peter Distaff's Resume

Attachment: ▶ Peter Distaff Resume Include attached documents

Hi Hugh

As discussed I have attached a copy of Peter Distaff's resume for the role of Unix Technical Consultant.

Please advise us when you would like to arrange an interview.

--

Joe Bloggs  
Foobar Recruitment  
Phone: +64 9 123 4567  
FAX: +64 9 123 4567  
Web Site: www.methods.co.nz

Mail Templates and Mail Tool functionality is only available if your Email client is Microsoft Outlook



Email

Here are just a few of the ways  
you can search for data



Find Vacancy Records

A dialog box titled 'Find Vacancies' with various search criteria. On the right, a list titled 'Select vacancies' includes options like 'All', 'Permanent', 'Contracts', 'Running contracts', 'Open', 'Open permanent', 'Open contracts' (highlighted), 'Filled', 'Filled permanent', 'Filled contracts', and 'Falloffs'. Other fields include 'Owned by', 'Client', 'Site', 'Site skill', 'Filled by', 'Occupation', 'Industry', 'Published', and 'Registration date'.

Find Personnel Records

A dialog box titled 'Find Personnel' with search criteria for personnel. It includes fields for 'Last Name', 'First Name', 'Occupation' (set to 'Business Analyst'), 'Site', 'Industry' (set to 'Banking'), 'Candidate of' (set to 'JB'), and 'Client of'. It also has checkboxes for 'Available as of' (29-Dec-01), 'Retired', and 'Tagged'. A 'Skills' section on the right has a tree view with 'MS Access' and 'ORACLE'. At the bottom, there are radio buttons for 'Find persons with' (All skills selected) and 'One or more skills'.

Skills based searches

A box titled 'Skills' containing a list: 'Delphi', 'OO', and 'OOA'. At the bottom are buttons for 'Match Personnel' and 'Match Sites'.A dialog box titled 'Match Skills to Personnel' with a 'Skills' list on the left containing 'Delphi', 'OO', and 'OOA'. It has radio buttons for 'Find records with' (All skills selected) and 'One or more skills'. There is also a 'Retired' checkbox.

**Vacancy Activity for Peter Distaff [Project Manager (Python Group)]**

Candidate activity:

Action	Consultant	Date
Applied	AD	31-Mar-02
Resume out	AD	31-Mar-02
* Applied	JB	19-Apr-02
Interviewed		
Resume out		
Client interview		
Ref checked		
Job offer		
Rejected		
Withdrawn		

Email Candidate... Email Client...

Candidate personnel notes:

Fri 19-Apr-02 09:56 [JB]: Email: Thank you for your application  
 Fri-02-Jun-00 09:27 [TK: Reminder 4/06/00] Ted, just to let you knowl 've now got Peter Distaff as a candidate-Mano.  
 Fri 02-Jun-00 09:25 [MH]: New candidate. Wants out of Technology Enterprises to go contracting.  
 Mon-03-Apr-00 09:24 [TK]: Client visit, to check up on staff put in to date. All well

Candidate vacancy activity can be recorded and reported

## Consultant Activity from 01-Apr-00 to 07-May-01

### Joe Bloggs

Date	Candidate	VacancyID	Action	Occupation	Client
<b>May 00</b>					
03-May-00	Herbert Alps	1	Resume out	Systems Design Architecture	Jane Doe (Bacon Bits Wellington)
04-May-00	Paul Samson	2 C	Resume out	Data Analysis/Data Modelling	Hugh Jason (Acme Processors)
05-May-00	Paul Samson	2 C	Client interview	Data Analysis/Data Modelling	Hugh Jason (Acme Processors)
05-May-00	Herbert Alps	1	Client interview	Systems Design Architecture	Jane Doe (Bacon Bits Wellington)
07-May-00	Herbert Alps	1	Client interview	Systems Design Architecture	Jane Doe (Bacon Bits Wellington)
08-May-00	Herbert Alps	1	Job offer	Systems Design Architecture	Jane Doe (Bacon Bits Wellington)
10-May-00	Paul Samson	2 C	Job offer	Data Analysis/Data Modelling	Hugh Jason (Acme Processors)
16-May-00	Phil Ash	3	Resume out	Data Analysis/Data Modelling	Ruby Gem (Bacon Bits Wellington)
16-May-00	Phil Ash	4	Resume out	Developers/Software Engineer	Hugh Jason (Acme Processors)
18-May-00	Paul Samson	3	Resume out	Data Analysis/Data Modelling	Ruby Gem (Bacon Bits Wellington)

**Total resumes for May = 5**

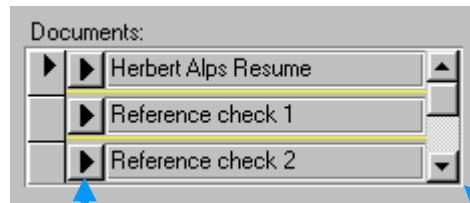
**Total client interviews for May = 3**

Enter **Candidate activity** records from Page 2 of the **Vacancies** form

One of a number of Consultant activity reports



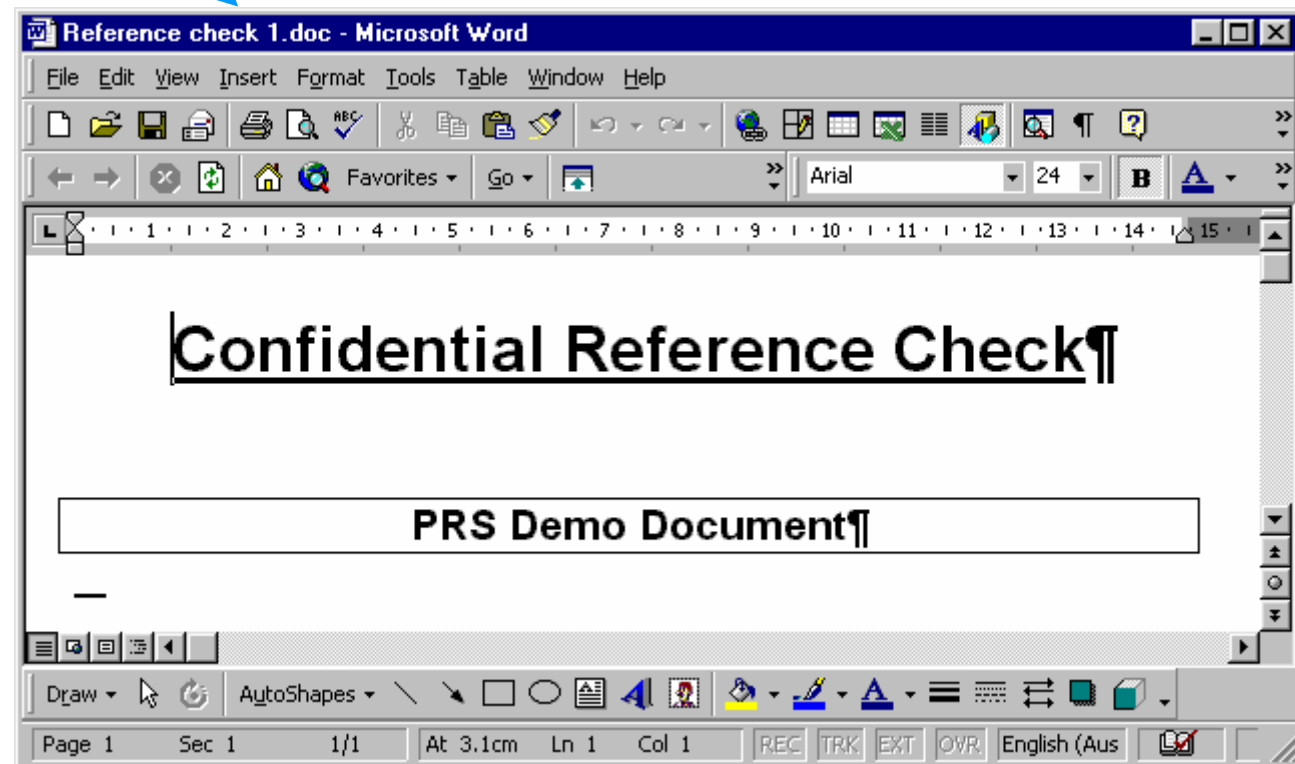
## Candidate/Consultant Activity



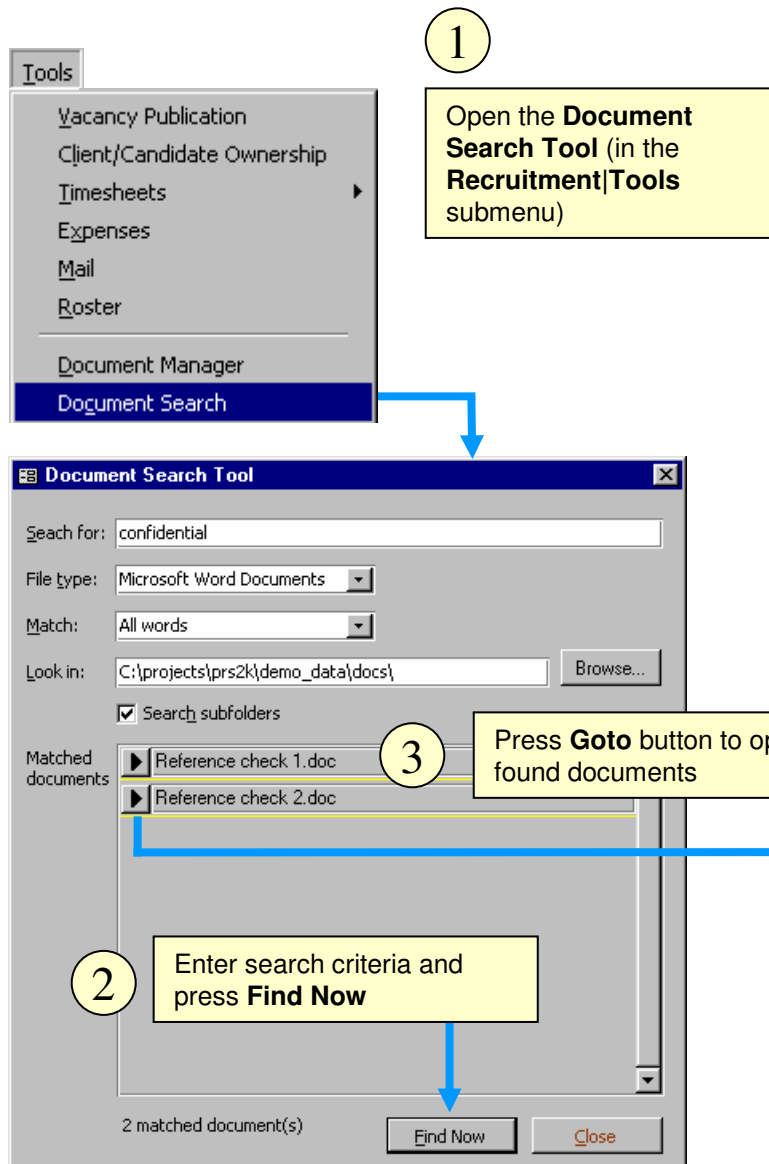
**PRS Personnel, Site and  
Vacancy document lists**

Open document / link document

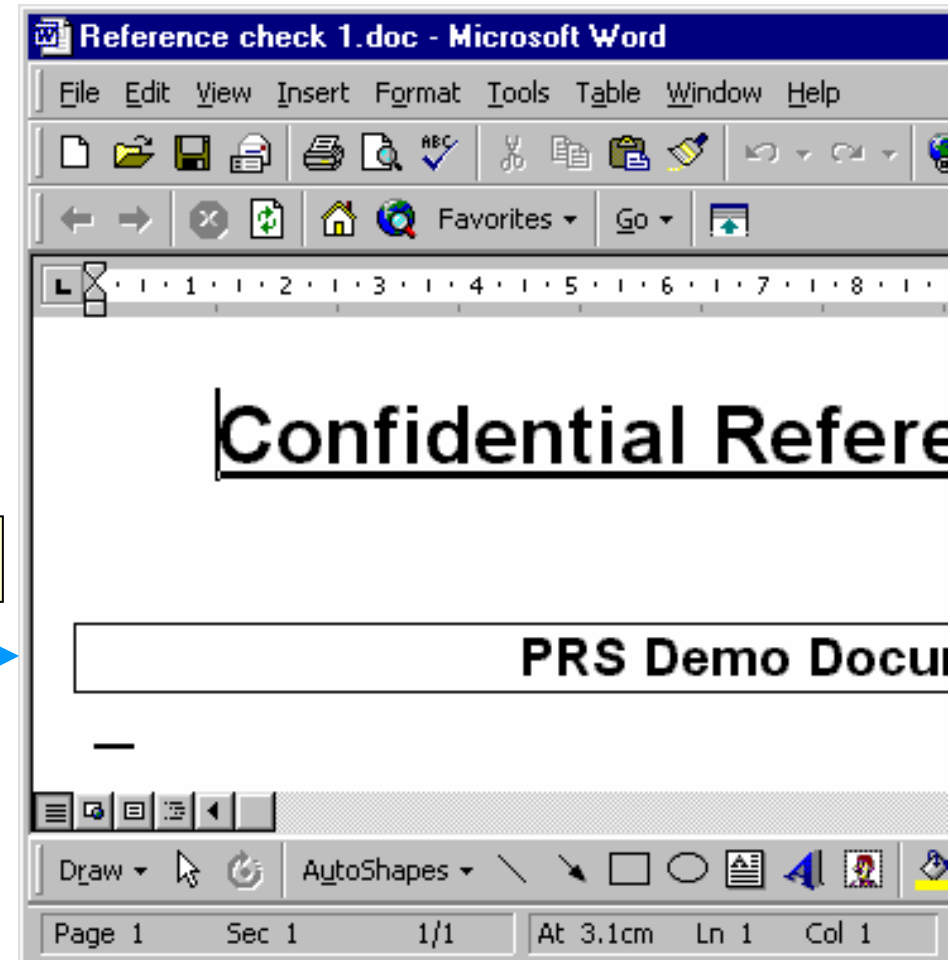
**Application associated with linked document**



## Document Linking



Use the **Document Search Tool** to find words or phrases in Microsoft Word documents



## Document Searches

## Use the Reports Export command to save PRS data in a number of electronic file formats

PRs - [PlacementsSummary : Report]

File Reports Help

Export...

1 Preview the desired report then execute the **Reports|Export...** menu command

2 Select the desired export format and press **OK**

**Placements Analysis from 01-Jul-00 to 26-Sep-01**

Top 7 Consultants ordered by Billings

Consultant	Billings	Placements	Falloffs	Placement Period	Resumes Out
Tessa Newport	\$115,335.00	6.6		39	14
Bobby Butchers	\$109,662.50	5.1		36	8
Russell Wilson	\$105,950.00	3.8		50	14
Ted Krilly	\$95,135.00	4.6		36	22
Joe Bloggs	\$80,477.50	6.5	0.5	39	26
Anna De Silva	\$73,570.00	2.7		28	11
Mano Hamilton	\$67,430.00	3.7	0.5	69	12
<b>Total</b>	<b>\$647,560.00</b>	<b>33.0</b>	<b>1.0</b>	<b>42</b>	<b>107</b>

3 You can now use the exported file data in other applications

**Output To**

Select Format:

- Rich Text Format (\*.rtf)
- MS-DOS Text (\*.txt)
- Microsoft IIS (\*.htx; \*.idc)
- Microsoft Excel (\*.xls)
- Microsoft Active Server Pages
- HTML (\*.htm; \*.html)

OK Cancel

Output: All Selection

**Microsoft Excel - Exported PRS Report.xls**

File Edit View Insert Format Tools Data Window Help

A1 = Group

	A	B	C	D
	Group	Billings	Placements	Falloffs
1	Group			
2	Tessa Newport	\$95,125.00	4.57	0.00
3	Ted Krilly	\$88,065.00	3.33	0.00
4	Bobby Butchers	\$75,985.00	2.83	0.00
5	Russell Wilson	\$71,950.00	2.34	0.00
6	Anna De Silva	\$51,280.00	2.49	0.00
7	Joe Bloggs	\$48,045.00	4.52	0.50

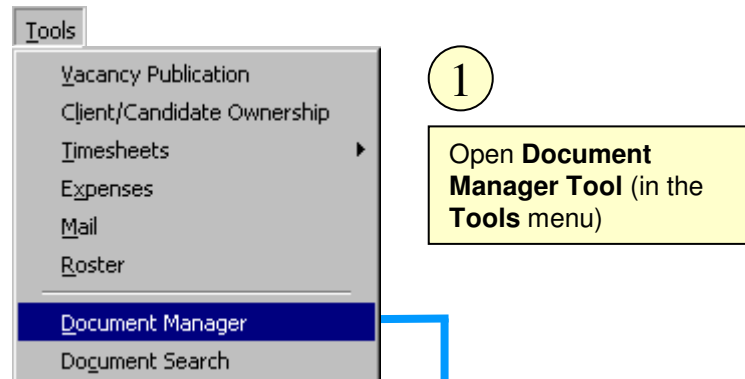
**Notes:**

1. The 'Billed' amount is the amount billed to the client (less contractor payments and excluding VAT)
2. Billings are dated by invoice date, placements and falloffs are dated by placement date, resumes by date of submission
3. Billings and Placements are apportioned according to the consultant 'Bills' percentage on the Vacancies
4. The 'Placement Period' is the average number of days from vacancy registration to placement



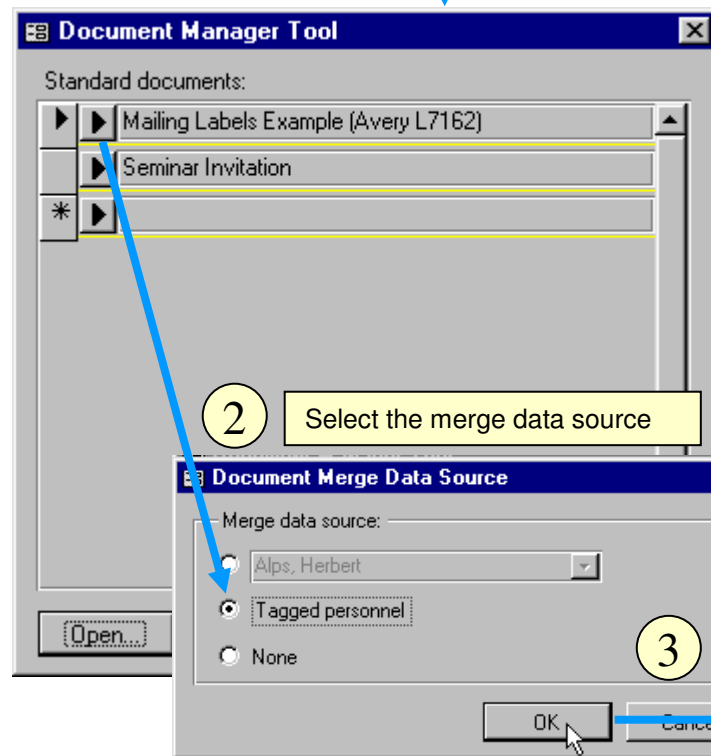
## Exporting Data





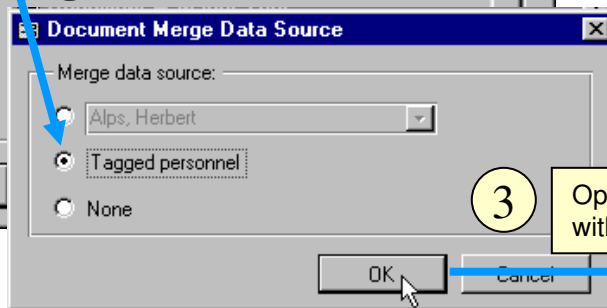
1

Open **Document Manager Tool** (in the **Tools** menu)



2

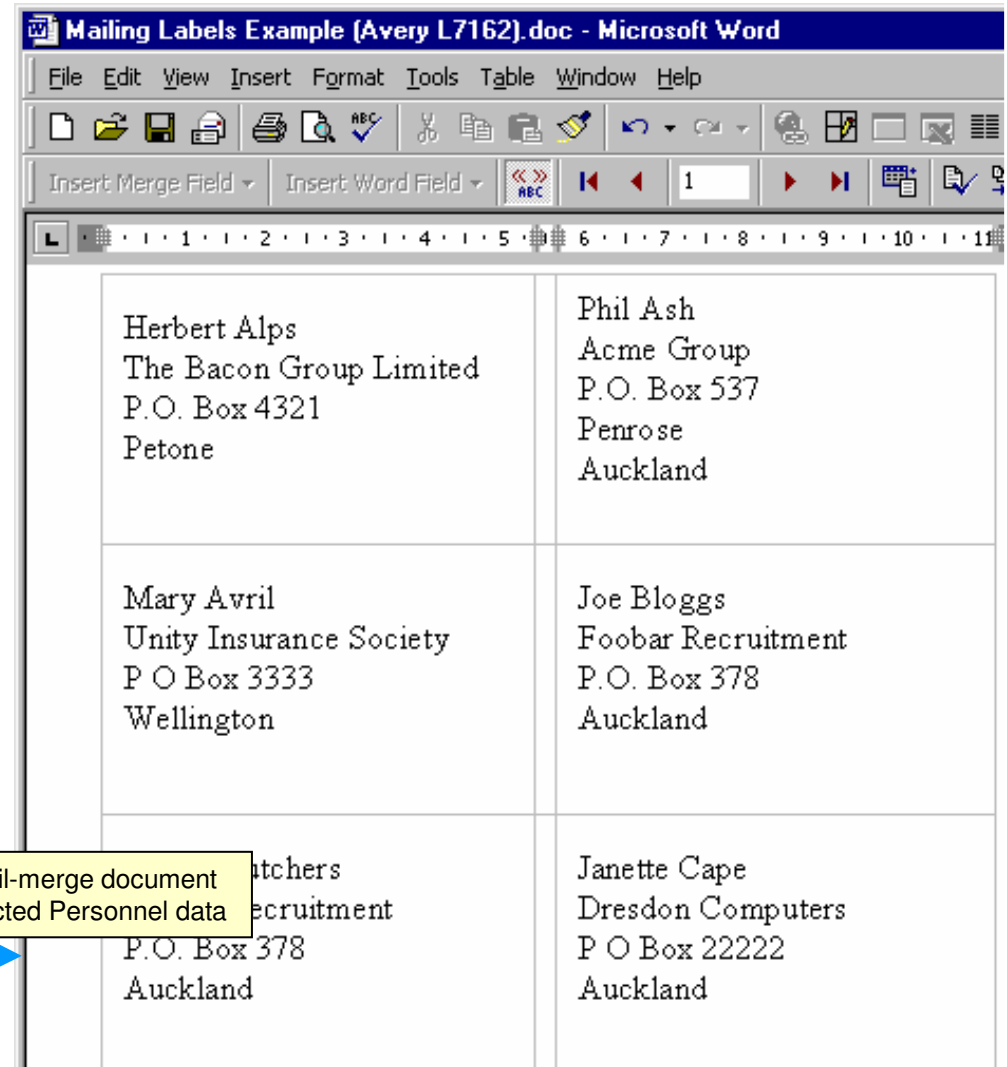
Select the merge data source



3

Open mail-merge document with selected Personnel data

The Document Manager Tool can be used to create, open and export selected Personnel records to Microsoft Word mail-merge documents



**Integrated Mail-Merge**

The Offline Access function maintains a local copy of the shared PRS database which is useful for mobile workers using laptop computers

The screenshot shows the PRS application window with the menu bar (File, Edit, View, Records, Reports, Tools, Window, Help). The Tools menu is open, showing options like Vacancy Publication, Client/Candidate Ownership, Timesheets, Document Manager, Document Search, Export..., Spelling..., AutoCorrect..., Setup, and Options... The Setup option is highlighted, and its sub-menu is open, showing various database categories: Skills, Occupations, Salutations, Consultant Commission Rates, Towns/Cities, Regions, Countries, Nationalities, Residency Statuses, Tax Categories, Invoice Terms, Invoice Types, Industries, and Offline Access... The Offline Access... option is highlighted at the bottom of the sub-menu. A yellow callout box with the number 1 and the text "Execute the Offline Access menu command" points to the Offline Access... option. Below the PRS window, the Offline Access dialog box is open. It has a title bar "Offline Access" and a close button. Inside, there is a checkbox labeled "Enable offline access" which is checked. Below it, there is a text field labeled "Update every" followed by a spinner box containing the number "7" and the word "days". At the bottom of the dialog are three buttons: "Update Offline Data Now", "OK", and "Cancel". A yellow callout box with the number 2 and the text "Select the off-line update period and press OK" points to the OK button.

1 Execute the **Offline Access** menu command

2 Select the off-line update period and press **OK**



## Off-line Database Access

## PRS Vacancies, Personnel and Reminders can be exported to Palm PCs

**1** Execute the **Tools|Export...** menu command

**2** Select the data you want to export to your Palm PC and press **OK**

**3** Press the **OK** button then **HotSync** the data to your Palm PC

**To find out how to configure Palm PC exports please consult:**

1. PRS Administrators Guide  
[http://www.methods.co.nz/prs/prs\\_admin\\_guide.pdf](http://www.methods.co.nz/prs/prs_admin_guide.pdf)
2. PRS Essential Reference  
[http://www.methods.co.nz/prs/prs\\_essential\\_ref.pdf](http://www.methods.co.nz/prs/prs_essential_ref.pdf)



## Export PRS Data to Palm PC

To create and edit Invoice Types execute the **Invoice Types** menu command from the **Tools|Setup** submenu

To create a new invoice template or edit an existing one press the ellipsis button

Last Inv No	Description	GST No
42	Standard Invoice	12-345-678-90
100076	Contract Invoice	09-876-543-21
*		

The PRS supports multiple invoice series. You can fully customise invoice layouts by editing the Invoice Templates using Microsoft Word.

**Foobar Recruitment Contracting Division**  
Auckland Office

P.O. Box 973, Auckland, New Zealand  
17a/18a/19a/20a/21a/22a/23a/24a/25a/26a/27a/28a/29a/30a/31a/32a/33a/34a/35a/36a/37a/38a/39a/40a/41a/42a/43a/44a/45a/46a/47a/48a/49a/50a/51a/52a/53a/54a/55a/56a/57a/58a/59a/60a/61a/62a/63a/64a/65a/66a/67a/68a/69a/70a/71a/72a/73a/74a/75a/76a/77a/78a/79a/80a/81a/82a/83a/84a/85a/86a/87a/88a/89a/90a/91a/92a/93a/94a/95a/96a/97a/98a/99a/100a/101a/102a/103a/104a/105a/106a/107a/108a/109a/110a/111a/112a/113a/114a/115a/116a/117a/118a/119a/120a/121a/122a/123a/124a/125a/126a/127a/128a/129a/130a/131a/132a/133a/134a/135a/136a/137a/138a/139a/140a/141a/142a/143a/144a/145a/146a/147a/148a/149a/150a/151a/152a/153a/154a/155a/156a/157a/158a/159a/160a/161a/162a/163a/164a/165a/166a/167a/168a/169a/170a/171a/172a/173a/174a/175a/176a/177a/178a/179a/180a/181a/182a/183a/184a/185a/186a/187a/188a/189a/190a/191a/192a/193a/194a/195a/196a/197a/198a/199a/200a/201a/202a/203a/204a/205a/206a/207a/208a/209a/210a/211a/212a/213a/214a/215a/216a/217a/218a/219a/220a/221a/222a/223a/224a/225a/226a/227a/228a/229a/230a/231a/232a/233a/234a/235a/236a/237a/238a/239a/240a/241a/242a/243a/244a/245a/246a/247a/248a/249a/250a/251a/252a/253a/254a/255a/256a/257a/258a/259a/260a/261a/262a/263a/264a/265a/266a/267a/268a/269a/270a/271a/272a/273a/274a/275a/276a/277a/278a/279a/280a/281a/282a/283a/284a/285a/286a/287a/288a/289a/290a/291a/292a/293a/294a/295a/296a/297a/298a/299a/300a/301a/302a/303a/304a/305a/306a/307a/308a/309a/310a/311a/312a/313a/314a/315a/316a/317a/318a/319a/320a/321a/322a/323a/324a/325a/326a/327a/328a/329a/330a/331a/332a/333a/334a/335a/336a/337a/338a/339a/340a/341a/342a/343a/344a/345a/346a/347a/348a/349a/350a/351a/352a/353a/354a/355a/356a/357a/358a/359a/360a/361a/362a/363a/364a/365a/366a/367a/368a/369a/370a/371a/372a/373a/374a/375a/376a/377a/378a/379a/380a/381a/382a/383a/384a/385a/386a/387a/388a/389a/390a/391a/392a/393a/394a/395a/396a/397a/398a/399a/400a/401a/402a/403a/404a/405a/406a/407a/408a/409a/410a/411a/412a/413a/414a/415a/416a/417a/418a/419a/420a/421a/422a/423a/424a/425a/426a/427a/428a/429a/430a/431a/432a/433a/434a/435a/436a/437a/438a/439a/440a/441a/442a/443a/444a/445a/446a/447a/448a/449a/450a/451a/452a/453a/454a/455a/456a/457a/458a/459a/460a/461a/462a/463a/464a/465a/466a/467a/468a/469a/470a/471a/472a/473a/474a/475a/476a/477a/478a/479a/480a/481a/482a/483a/484a/485a/486a/487a/488a/489a/490a/491a/492a/493a/494a/495a/496a/497a/498a/499a/500a/501a/502a/503a/504a/505a/506a/507a/508a/509a/510a/511a/512a/513a/514a/515a/516a/517a/518a/519a/520a/521a/522a/523a/524a/525a/526a/527a/528a/529a/530a/531a/532a/533a/534a/535a/536a/537a/538a/539a/540a/541a/542a/543a/544a/545a/546a/547a/548a/549a/550a/551a/552a/553a/554a/555a/556a/557a/558a/559a/560a/561a/562a/563a/564a/565a/566a/567a/568a/569a/570a/571a/572a/573a/574a/575a/576a/577a/578a/579a/580a/581a/582a/583a/584a/585a/586a/587a/588a/589a/590a/591a/592a/593a/594a/595a/596a/597a/598a/599a/600a/601a/602a/603a/604a/605a/606a/607a/608a/609a/610a/611a/612a/613a/614a/615a/616a/617a/618a/619a/620a/621a/622a/623a/624a/625a/626a/627a/628a/629a/630a/631a/632a/633a/634a/635a/636a/637a/638a/639a/640a/641a/642a/643a/644a/645a/646a/647a/648a/649a/650a/651a/652a/653a/654a/655a/656a/657a/658a/659a/660a/661a/662a/663a/664a/665a/666a/667a/668a/669a/670a/671a/672a/673a/674a/675a/676a/677a/678a/679a/680a/681a/682a/683a/684a/685a/686a/687a/688a/689a/690a/691a/692a/693a/694a/695a/696a/697a/698a/699a/700a/701a/702a/703a/704a/705a/706a/707a/708a/709a/710a/711a/712a/713a/714a/715a/716a/717a/718a/719a/720a/721a/722a/723a/724a/725a/726a/727a/728a/729a/730a/731a/732a/733a/734a/735a/736a/737a/738a/739a/740a/741a/742a/743a/744a/745a/746a/747a/748a/749a/750a/751a/752a/753a/754a/755a/756a/757a/758a/759a/760a/761a/762a/763a/764a/765a/766a/767a/768a/769a/770a/771a/772a/773a/774a/775a/776a/777a/778a/779a/780a/781a/782a/783a/784a/785a/786a/787a/788a/789a/790a/791a/792a/793a/794a/795a/796a/797a/798a/799a/800a/801a/802a/803a/804a/805a/806a/807a/808a/809a/810a/811a/812a/813a/814a/815a/816a/817a/818a/819a/820a/821a/822a/823a/824a/825a/826a/827a/828a/829a/830a/831a/832a/833a/834a/835a/836a/837a/838a/839a/840a/841a/842a/843a/844a/845a/846a/847a/848a/849a/850a/851a/852a/853a/854a/855a/856a/857a/858a/859a/860a/861a/862a/863a/864a/865a/866a/867a/868a/869a/870a/871a/872a/873a/874a/875a/876a/877a/878a/879a/880a/881a/882a/883a/884a/885a/886a/887a/888a/889a/890a/891a/892a/893a/894a/895a/896a/897a/898a/899a/900a/901a/902a/903a/904a/905a/906a/907a/908a/909a/910a/911a/912a/913a/914a/915a/916a/917a/918a/919a/920a/921a/922a/923a/924a/925a/926a/927a/928a/929a/930a/931a/932a/933a/934a/935a/936a/937a/938a/939a/940a/941a/942a/943a/944a/945a/946a/947a/948a/949a/950a/951a/952a/953a/954a/955a/956a/957a/958a/959a/960a/961a/962a/963a/964a/965a/966a/967a/968a/969a/970a/971a/972a/973a/974a/975a/976a/977a/978a/979a/980a/981a/982a/983a/984a/985a/986a/987a/988a/989a/990a/991a/992a/993a/994a/995a/996a/997a/998a/999a/1000a/1001a/1002a/1003a/1004a/1005a/1006a/1007a/1008a/1009a/1010a/1011a/1012a/1013a/1014a/1015a/1016a/1017a/1018a/1019a/1020a/1021a/1022a/1023a/1024a/1025a/1026a/1027a/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**Rostered Vacancies are multi-person shift oriented vacancies that are managed using the PRS Roster Tool, Personnel Roster and Vacancy Roster.**

**1** Roster entries can be managed using the **Tools|Roster** menu command (or by opening Personnel or Vacancy Rosters directly from the Personnel and Vacancies forms)

**2** Use Roster commands to select, add, copy, delete and print roster entries

**3** Roster entries are billed and paid using the **Process Roster...** command

The screenshot displays the PRS Roster Tool interface. At the top, the 'Tools' menu is open, with 'Roster' highlighted. Below it, the 'Roster Tool' window shows a table of roster entries. The table has columns for Vacancy ID, Personnel, Confirmed, Date, Start Time, End Time, Breaks, and Hours Worked. The entries are for various personnel (Kane, Maurice; Krokich, Frank; Cassidy, Kevin; Karetai, Marty; Kamner, Alan; Kerr, Michael) working on different dates (11/09/02, 10/09/02, 9/09/02). At the bottom of the Roster Tool window, there are buttons for 'Select...', 'Select All', 'Add...', 'Copy...', 'Delete...', 'Calendar', 'Print...', and 'Process Roster...'. The 'Process Roster...' button is highlighted with a blue arrow. To the right, the 'Roster Tasks' dialog box is open, showing options for 'Create client invoices', 'Print client invoices', 'Print client statements', 'Pay candidates', 'Print candidate pay advice', 'Export roster files', and 'Print payroll summary'. The 'Execute Roster Tasks' button is also visible.

Vacancy ID	Personnel	Confirmed	Date	Start Time	End Time	Breaks	Hours Worked
62	Kane, Maurice	✓	11/09/02	Wed 07:30	16:30	00:30	08:30
62	Krokich, Frank	✓	10/09/02	Tue 07:30	16:30	00:45	08:15
62	Kassidy, Kevin	✓	10/09/02	Tue 07:30	16:30	00:30	08:30
62	Karetai, Marty	✓	10/09/02	Tue 07:30	16:30	00:15	08:45
62	Kane, Maurice	✓	10/09/02	Tue 07:30	16:30	00:30	08:30
62	Kamner, Alan	✓	10/09/02	Tue 07:30	16:30	00:15	08:45
62	Kerr, Michael	✓	10/09/02	Tue 07:30	16:30	00:15	08:45
62	Krokich, Frank	✓	9/09/02	Mon 07:30	16:30	00:30	08:30
62	Karetai, Marty	✓	9/09/02	Mon 08:30	16:30	00:30	08:30
62	Kane, Maurice	✓	9/09/02	Mon 08:45	16:30	00:30	08:45
62	Kamner, Alan	✓	9/09/02	Mon 08:45	16:30	00:30	08:45



## Rostered Vacancies

Contract vacancy timesheets manage contractor payments, client invoicing and consultant commissions.

**Vacancies**

Find Show All New Delete Print Vacancy Sheet **Timesheets** Publish... Page 2 \$

Vacancy ID: 39 Reference: Position

Client Name: Avril, Client Site: Genes

Recruitment  
 Registration Date: 18-Apr  
 Placed Date: 18-Apr  
 Start Date: 18-Apr  
 Owned by: New  
 Status: Filled  
 Falloff Date:

☐ Permanent / ☐ One Off  
 Salary:  
 Fee:

**Time Sheet - Adelle Sandell (Genesis Technology Group)**

Vacancy ID: 39  
 Timesheet ID: 17  
 From Date: 01-Jan-01  
 To Date: 12-Jan-01  
 Hours Worked: 70.00

**Notes:**  
 Wed 06-Jun-01 13:12 [JB]:  
 Contract finishes on 25-Feb-01.

**Contractor**

Hourly Rate: \$70.00  
 Inv No: 2334  
 Contractor pay advice notes:

Paid: ☒  
 Pay Ref: 4321  
 Pay Date: 01-Feb-01

Services: \$4,900.00  
 Adjustments: \$0.00  
 GST: \$612.50  
**Total paid:** \$5,512.50

Print Contractor Pay Advice

**Client**

Hourly Rate: \$90.00

Services: \$6,300.00  
 Adjustments: \$0.00  
 GST: \$787.50  
**Total billed:** \$7,087.50

**Consultants**

Consultant	Bills	Paid	Pay Ref	Pay Date	Commission
TN	50%	<input checked="" type="checkbox"/>		01-Feb-01	\$280.00
AD	50%	<input checked="" type="checkbox"/>		01-Feb-01	\$245.00
*		<input type="checkbox"/>			

Calculate Commissions Print Pay Advices

**Client Invoices**

35

New Invoice  
 New Credit Note

New Timesheet  
 Delete Timesheet  
 Close

Record: 1 of 3 (Filtered)



## The PRS Timesheet Tools allow bulk timesheet creation and management, making it easy to process large numbers of contractors

1

New timesheets are created in bulk using the **Tools|Timesheets|New...** menu command

The screenshot displays the PRS Timesheet Tools interface. On the left, a 'Tools' menu is open, showing options like 'Vacancy Publication', 'Client/Candidate Ownership', 'Timesheets', 'Expenses', 'Mail', 'Document Manager', 'Document Search', 'Export', 'Spec', 'Aut', 'Set', and 'Opt'. The 'Timesheets' menu item is selected, and its sub-menu is open, showing 'New...', 'Existing...', 'Options...', and 'Go To...'. A blue arrow points to the 'New...' option.

The 'New Timesheets' dialog box is open, showing a table of timesheet entries. The table has columns for Vacancy ID, Contractor, Client Site, Running, Final, Contractor Rate, Contractor Adjustments, Client Rate, From, To, Hours, and Notes. The data is as follows:

Vacancy ID	Contractor	Client Site	Running	Final	Contractor Rate	Contractor Adjustments	Client Rate	From	To	Hours	Notes
	Acme Processors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$70.00		\$85.00	01-Jan-01	06-Nov-01	35	<input checked="" type="checkbox"/>
	Kerry	National Computer Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$85.00		\$95.00	01-Jan-01	06-Nov-01	35	<input checked="" type="checkbox"/>
	Adelle	Genesis Technology Grov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$70.00		\$90.00	01-Jan-01	06-Nov-01	40	<input checked="" type="checkbox"/>
	Billy	Genesis Technology Grov	<input type="checkbox"/>	<input type="checkbox"/>	\$70.00		\$90.00	01-Jan-01	06-Nov-01	35	<input checked="" type="checkbox"/>
53	Harp, Jean	Genesis Technology Grov	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$70.00		\$90.00	01-Jan-01	06-Nov-01	25	<input checked="" type="checkbox"/>
54	Smith, Alex	Acme Processors	<input type="checkbox"/>	<input type="checkbox"/>	\$70.00		\$85.00	01-Jan-01	06-Nov-01	35	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	\$80.00		\$95.00	01-Jan-01	06-Nov-01	35	<input checked="" type="checkbox"/>

Below the table, there are 'Process Timesheets...' and 'Close' buttons. A blue arrow points to the 'Process Timesheets...' button.

The 'Timesheet Tasks' dialog box is also open, showing various tasks that can be performed on the selected timesheets. The tasks are listed with checkboxes and some have additional input fields:

- ☒ Create client invoices (Invoice type: Standard Invoice)
- ☒ Print client invoices
- ☒ Pay contractors (Pay date: 29-Dec-01)
- ☒ Print contractor pay advice
- ☒ Recalculate consultant commissions
- ☐ Pay consultants (Pay date: 29-Dec-01)
- ☐ Print consultant commission advice
- ☒ Export to file
- ☒ Print client summary report
- ☒ On separate pages

At the bottom of the dialog are 'Execute Timesheet Tasks' and 'Close' buttons.

2

Timesheet management tasks can be applied to all selected timesheets



**Vacancies**

Find Show All New Delete Print Vacancy Sheet **Publish...** Page 2 \$

Vacancy ID: 32 Reference:

Client Name: Cosgrove, Costa

Client Site: Bacon Bits Wellington

Recruitment

Registration Date: 27-Jun-02

Placed Date:

Start Date:

Owned by: De Silva, Anna

Status: Open

Falloff Date:

Permanent Contract Rostered

Salary: \$70,000.00

Fee:

Record: 25 of 50

Position

Job Title: Business Analyst

Occupation: Business Analyst

Location:

Filled by:

**Publish long and short vacancy descriptions directly from the Vacancies form**

**Vacancy Publication Details**

Vacancy ID: 32 Type: Permanent Contact: De Silva, Anna

Occupation: Business Analysis Client: Costa Cosgrove

Job Title: Business Analyst Client Site: Bacon Bits Wellington

Location:

Registered: 15-Jan-01 First published: 19-Jan-01

Short Description: \$70,000. Business analysts required for new project. Range of methodologies essential.

Long Description:

Example generic job description.  
Experienced professional with outstanding interpersonal skills required for innovative site. The successful candidate will work on a number of new projects with all tasks and responsibilities clearly set down at the beginning of each project. As this is a role involving client contact, experience in this area, together with a well developed commitment to the service concept is essential. This organisation lives by the maxim that their people are their greatest strength and the attractive package includes a number of benefits with additional early project completion bonuses. A full job description is available.

Publish to:

☒ Web pages

☒ Vacancy files

Close

Enter vacancy publication details for export to HTML web files and other file formats (see [next slide](#))



**Publish Vacancies**



Use the PRS Vacancy Publication tool to create permanent and contract HTML vacancy indices plus linked vacancy detail pages

1 Open the **Vacancy Publication Tool** (from the **Tools** menu)

Vacancy ID	Occupation	Client Site	Contact	Contract	First Published	Web Pages	Vacancy Files
3	Data Analysis/Data Modelling	Bacon Bits Wellington	JB	<input type="checkbox"/>	1-Nov-00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Systems Design Architecture	Bacon Bits Wellington	JB	<input type="checkbox"/>	20-Jan-01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
30	Developers/Software Engineer	Smith and Growers Limited	TK	<input type="checkbox"/>	19-Jan-01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
32	Business Analysis	AD	AD	<input type="checkbox"/>	19-Jan-01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Optional CSV, Excel and other export formats

2 Select vacancies for publication then press the **Export...** button

3 Create linked HTML vacancy indices and detail pages

User customisable HTML publication templates

Index entries linked to vacancy detail pages

**Export Published Vacancies**

- ☒ Highlight new vacancies for 7 days
- ☒ Export Web pages
- ☐ Export Vacancy files

**Vacancies Index - Microsoft Internet Explorer**

# FooBar Recruitment

## Permanent Vacancies Index

4 Vacancies, last updated 23-Apr-01 at 2:35pm (most recently listed appear first)

[Business Analysis](#)

\$70,000. Business analysts required for new project. Range of methodologies essential.

[Developers/Software Engineers](#)

**Type:** Permanent

**Vacancy No:** 32

**Contact:** Anna De Silva

**Phone:** +64 9 123 4567

**Fax:** +64 9 123 4567

**EMail:** [anna@foobar.co.nz](mailto:anna@foobar.co.nz)

**Published:** January 19, 2001

\$70,000. Business analysts required for new project. Range of methodologies essential.

**Enquires: Please quote vacancy number 32.**

Example generic job description. Experienced professional with outstanding innovative site. The successful candidate will work on a number of new projects.

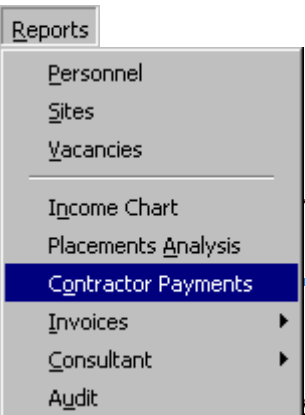


## Export Published Vacancies

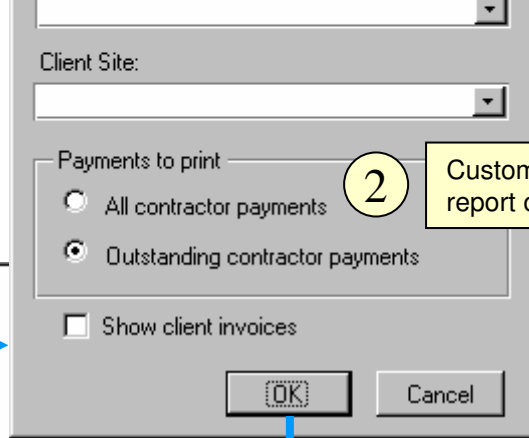
The **PRS** has over two dozen distinct CRM and financial reports. User options result in **literally hundreds** of report combinations.

Here is just one example. We'll leave it up to you to explore more reports in the **Reports** menu.

**1** Choose a report from the PRS **Reports** menu



**2** Customise the report options



**3** Preview and print the report

**Outstanding Contractor Payments from 01-Nov-00 to 31-Dec-01**

Souter, Kerry	Vacancy ID	ID	Timesheet		Hours	Paid	Inv No	Paid On	Owed	Pay Ref	Paid	Inv No	Billed	Recvd	Owing	Margin
			From	To												
National Computer Group	17	15	01-Nov-00	30-Nov-00	184.0	<input checked="" type="checkbox"/>	2000	18-Dec-00	\$17,395.00	1220	<input type="checkbox"/>	30	01-Dec-00		\$19,885.00	11%
	17	16	01-Dec-00	31-Dec-00	182.0	<input checked="" type="checkbox"/>	21101	10-Jan-01	\$17,403.75	2211	<input type="checkbox"/>	34	03-Jan-01		\$19,451.25	11%
<b>Total Hours:</b>					<b>366.0</b>	<b>Unpaid:</b>					<b>Unpaid:</b> \$39,116.25 11%					
<b>Total:</b>						<b>Total:</b> \$34,998.75					<b>Total:</b> \$39,116.25					
<b>Grand Total Hours:</b>					<b>366.0</b>	<b>Total Unpaid:</b>					<b>Total Unpaid:</b> \$39,116.25 11%					
<b>Grand Total:</b>						<b>Grand Total:</b> \$34,998.75					<b>Grand Total:</b> \$39,116.25					

**Notes:**

1. Report start/end dates based on Timesheet 'To' Dates.
2. The amounts are the net outstanding amounts owing to contractors and owed by clients i.e. inclusive of GST and adjustments.
3. Outstanding client invoices are those for which client payment has not been received as of the report 'To' date.
4. Outstanding contractor payments are those contractor invoice/timesheets that have not been paid as of the report 'To' date.
5. The 'Margin' percentage is calculated exclusive of GST.

**One of a number of Consultant activity reports**

**1** Open the **Database Audits** form using the **Audit** item in the **Reports** menu.

**2** Select the audits and the **Audit Level** you wish to report

**3** Run the audit report

The screenshot shows the 'Database Audit' form on the left and the 'PRS Database Audit' report on the right. The form lists various audit items (101-200) with their levels (Critical, Warning, Informative) and checkboxes. The report on the right shows the results of the audit, categorized by level (Critical, Warning) and includes a summary of the total audit entries.

**PRS Database Audit**  
As of 12-May-01

Audit No	Description	Details
<b>Critical</b>		
100	Notimesheet matches Timesheet ID on invoice	Invoice number 6 with Timesheet ID on invoice
<b>TOTAL 'CRITICAL' LEVEL AUDITS = 1</b>		
<b>Warning</b>		
108	Commission for contract timesheet does not match calculated value	VacancyID 2, timesheet ID 1, calculated \$210.00, paid \$183
400	Overlapping Timesheet To / From dates	Vacancy17: Timesheet 7 (12-overlaps Timesheet 10 (01-Jun
400	Overlapping Timesheet To / From dates	Vacancy17: Timesheet 10 (0-overlaps Timesheet 7 (12-Jun
<b>TOTAL 'WARNING' LEVEL AUDITS = 3</b>		
<b>TOTAL AUDIT ENTRIES IN THIS REPORT = 4</b>		

**Check the integrity of your data by running PRS data audits**



## Database Audits



# methods: Recruitment Systems

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The **PRS** is a product of **methods: Recruitment Systems Limited**.

For pricing or more information about the PRS call us or visit our website at <http://www.methods.co.nz/prs>

## References

1. PRS Essential Reference  
[http://www.methods.co.nz/prs/prs\\_essential\\_ref.pdf](http://www.methods.co.nz/prs/prs_essential_ref.pdf)
2. PRS Administrators Guide  
[http://www.methods.co.nz/prs/prs\\_admin\\_guide.pdf](http://www.methods.co.nz/prs/prs_admin_guide.pdf)

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