TOP QUALITY
RECRUITMENT
building quality teams

Master Contact Check

Please login below:

Username

Password

Username can be an email. This is defined in the admin.

Login

Session does not expire. Remains active until browser is closed.

APPLICATION OBJECT MODEL

Changes:
Email changed to Username.
Bounce Back was removed.
Sourced By was added.
Categories table added.

USERS

User_ID	Num
Username	Text
Password	Text
CanEdit	Bool
CanAdd	Bool
IsAdmin	Bool

Can Edit a record
Can Add a new record

Admin can access the admin area and Export search results.

CONTACTS

Contact_ID	Num
Date_Created	Date
First_Name	Text
Last_Name	Text
Job_Title	Text
Company_Name	Text
Email	Text
Phone	Text
Category_id	Num
Contact_Type	Text
Source	Text
Sourced_By	Text
Source_Type	Text
Other_Information	Text
Listed	Bool

CATEGORIES

Category_ID	Num
Title	Text

DATA IMPORT PROCESS

- Garo to import data – Round 1
  - Contact Spreadsheet
  - Category list
- Any data that does not exactly match, is reported to TQR to update
  - Category – match against list
  - Contact Type – Match against two values:
    - HA – Contact
    - HR – Contact
  - Source – match against 3 values:
    - LinkedIn
    - Company Website
    - Others
  - Listed – match against 2 values:
    - Yes
    - No
- Garo continues to work with data that was imported correctly
- TQR updates their spreadsheet to fix all matching errors reported by Garo
- When final delivery is approved, TQR to send an updated copy to Garo
  - Garo to delete all data and re-import
  - Again, report any mismatches to TQR
- TQR to update those records using the application

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Master Contact Check

New

Search for contacts below:

| First Name | Last Name | Email | Company |

| Category ∨ | Contact Type ∨ | Do Not Email ∨ |

| From Date | To Date | **Clear** | **Search** |

Found **9,999** results.

Date	First Name	Last Name	Job Title	Company Name	Email	Phone	Category

AND Search that combines all search parameters.
From and To date uses the date selector.

Export

Table of search results appears below after a search. New searches will refresh the table.
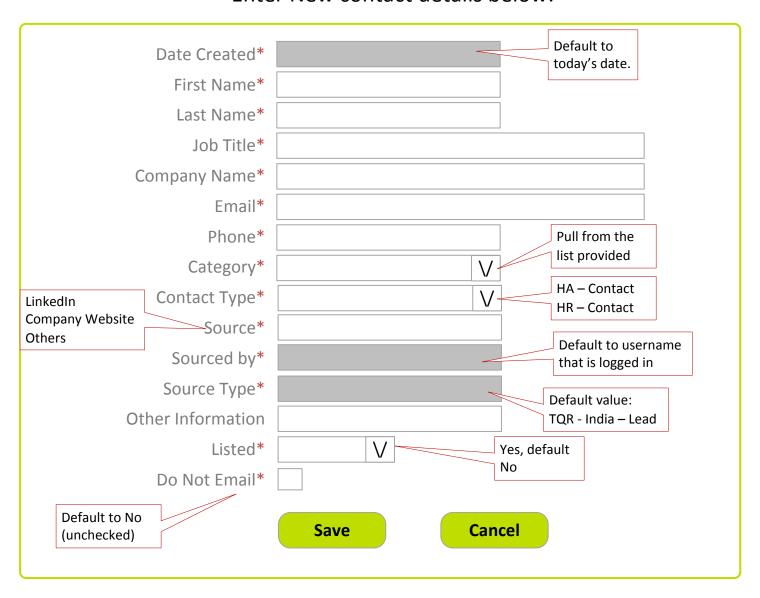Rows are hot and can be clicked for all details.
User can push Enter key to search.
Export will produce a CSV of the results. (only accessible by Admins)

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Master Contact Check

Enter New contact details below:

Field	Input	Note
Date Created*		Default to today's date.
First Name*		
Last Name*		
Job Title*		
Company Name*		
Email*		
Phone*		
Category*	∨	Pull from the list provided
Contact Type*	∨	HA – Contact / HR – Contact
Source*		LinkedIn / Company Website / Others
Sourced by*		Default to username that is logged in
Source Type*		Default value: TQR - India – Lead
Other Information		
Listed*	∨	Yes, default / No
Do Not Email*	☐	Default to No (unchecked)

Save   **Cancel**

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Master Contact Check

Edit contact details below:

Date Created	May 24, 2016
First Name	Ron
Last Name	Fugate
Job Title	President and CEO
Company Name	Emergen-c
Email	ron@alacer.com
Phone	888-425-2362
Category	FB - Nutritional ∨
Contact Type	HA Contact ∨
Source	LinkedIn
Sourced by	
Source Type	Anjali
Other Information	
Listed	Yes ∨

Delete   **Save**   **Cancel**

When Editing a contact, can delete.

Admin login to manage users.

Master Contact Check

Please login below:

Email

Password

Login

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Master Contact Check

New

Select a user below:

Email	Password	Can Add	Can Edit	Admin

Table of search results appears below after a search. New searches will refresh the table. Rows are hot and can be clicked for all details. User can push Enter key to search.

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Master Contact Check

Edit user details below:

Username	steve@topqualityrecruitment.com
Password	Hello123
Can Edit	**X**
Can Add	**X**

Delete   **Save**   **Cancel**

When Editing a user, can delete.