

# Perform Zone Version 15.2 Release notes

As you can see - we've gone to town and modernised your style guide. But we've also added in some extra goodies!

The main goodies that you get with 15.2 are:

- iPad, iPhone & tablet compatible
- Contact details auto-parsed from resumes in real-time
- Able to delete comments
- Streamlining of APPLICATIONS area
- Social Media changes

Scroll down to read more about these.

You'll also see listed below that we have also put some "minor goodies" in as well as some bug fixes.

We hope you like it 😊

## Major updates

### Using iPads & iPhones

You'll need to install Proton Flash, available in the Apps store.

### New Resume Auto-parser

Phone, email & address automatically extracted from new resumes and added into your candidate's profile!

That's right, save yourself and candidates from having to enter candidate contact details into forms!

Fields auto-parsed include:

- Email
- Region, country, state, suburb, post-code, district
- Phone numbers

This takes your search and screening to a new level.

The auto-parser works on files being attached by Job Boards, your Career Centre, outlook plugins and being added manually into Perform Zone.

If the data already exists in your system, the auto-parser won't replace it..

Sadly no parser can be 100% accurate. Candidates have so many ways of formatting their cv that we can't account for (images instead of text to store data, resume spelling mistakes etc.).

Our suburb libraries only account for Australia and New Zealand at the moment.

If you see some incorrect parsing, send us a screen shot.

The more feedback we get from you, the more accurate we can make the auto-parser.

That's why we make Auto-parsing a choice.

1. Auto-parsing is activated within Settings > Manage tab by Admin user.  
Tick "Automatically Parse all resumes entered into the system and update data if missing"
2. When a new resume is added, the cv is parsed to extract:
  - Street address
  - Suburb
  - State
  - Postcode (auto-mapped if not present)
  - Country (auto-mapped if not present)
  - Region (auto-mapped)
3. If the Candidate's fields are already populated, they are NOT updated with parsed data.  
See also:  
Parsing all my current resumes  
Importing Resumes by Zip file

### Parsing all my current resumes

1. Admin User runs a search within >Candidates view
2. Parsing activates on searched list via "Parse" button. that is located next to the bulk mail out icons.

Only the latest resume of the Candidate is parsed.

The parsing may take a while (100,000 profiles = 36 hours) as it is seen as a not-critical task so that it does not slow down your other users.

### Deleting comments

1. Locate and highlight your comment
2. Double left mouse click on the comment.
3. Select "Delete" from within the pop-up that appear.

Once deleted, the deleted comment can be seen by selecting the show "Deleted Comments" in the comments area. Double left mouse clicking and pressing "Restore" puts the comment back in with your active comments list.

## APPLICATIONS



This allows you to search through all your applicants based on their name. You can refine by location, stage and application status.



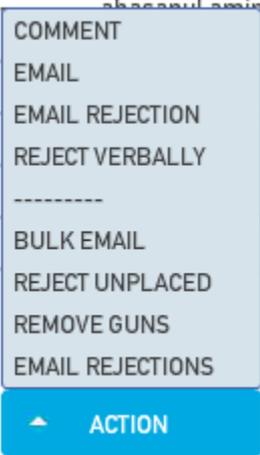
Customize the Columns that you want to show using your Column Selector.



Filter your list of candidates by the status of their application



Filter your list of candidates by the stage of their application.



Apply actions to your list of applicants (handy when unable to double mouse click on some touchscreens).

MYOB	Office admin	Sales
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---	---	---

Quickly view and sort by the number of year's commercial experience your candidates have with your jobs requirements.



These options appear after selecting a candidate. Toggle between different forms on one screen.



Change the status of your candidate's application. Choose from On Hold, Withdrawn (the candidate is not interested) and Rejected.

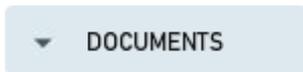


Move your selected candidate to the next stage in their job application.

### [+] Resume



After selecting a candidate the Resume view appears. You can use the slider option to expand/reduce the width of the view. The default view show the candidates interview notes, response to your jobs requirements, summary of their psychometric reports, resume and job description.



Select which document attached to the Candidates profile you'd like to view.



Download the original view of the Document displayed in the Resume view.

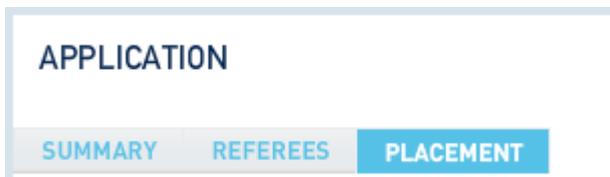
### [+] APPLICATION

Form to capture your phone screening notes for the candidates application.



Generate word documents using merge fields for their application.

### PLACEMENT Tab



This tab stores all your placement details.

#### Document Templates

REFERENCE

INVOICE

CONTRACT TO CANDIDATE

CONTRACT TO EMPLOYER

Generate word documents using merge fields from their Placement details.

## Social Media



Clicking the tile above in your job's Job Boards tab will open up a new browser window. If it does not, you may need to enable your browser to see Perform Zone's pop-ups. You will then be able to post your advert to:

- Perform Zone's web site (it's free and you get priority positioning)
- Facebook
- Twitter
- LinkedIn personal accounts

## Opt-in reports

See how many candidates and employers are being opted in and opted out (subscribing) to your email marketing.

1. Go to REPORTS
2. Select:
  - Category = Emails
  - Type = Opt in and out
  - Graph type
  - Date Relative
  - Time Period
3. Press the Create Graph icon at the bottom of the page.

You can edit the results from the Chart Display Options.

## Job stakeholder automatically assigned as an Employer & Contact Stakeholder

When a User is assigned as an Account Manager or a BDM to a job that the User is automatically assigned as the stakeholder for the Job's Employer and job's contacts.

If the AM and BDM fields are edited, Perform Zone keeps the initial stakeholders and adds the new ones.

If the jobs contacts are edited, their stakeholders are also updated.

This saves you some housekeeping when generating marketing campaigns.

## Minor updates

### Googling Employers, Contacts and Candidates

A Google button appears next to the employer, employer contacts and candidates name. Pressing on it opens up google in separate tab and searches on the name field.

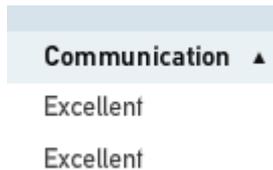
### Employers name now appears in TASKS view



### Renaming of Standard Templates

Job	= VIS Summary (word document)
Application	= Full Applicant Summary (word document)
Terms	= Standard Terms of Business (word document)
Invoice	= Invoice details (word document)
Reference	= Reference Check (word document)

### Communication column displays full description



Instead of showing letters A,B,C,D & E in the Communication column in APPLICATIONS, you now see your assigned description text such as "Slight Accent".

## Bugs fixed

- Sometimes switching opening a contact up from the jobs list view was opening the contact up in a different Employer (a recently opened employer)
- Sometimes saving a country against a job was not working.
- Job location for some countries was showing up as "na" in jobs list
- Users sometimes enter a Jobs State before they enter a suburb. If they did that the District field would not auto-populate.
- Countries full name (instead of country code) now showing in location columns