# Mobile App: Names

PCR Mobile App · https://learning.pcrecruiter.net/site/docs/mobile/mobile-app-names/

## Adding Name Records To The Default Company

1. Select the menu icon from the top right corner, this will open your side navigation panel. Select Name followed by the option to Add.
2. Enter the Candidate information.
3. Once information is entered select the save icon at the bottom of the screen.
4. This information can be edited at any time from the name record by selecting the edit icon from the bottom toolbar.

## Adding Name Records To A Client Company

1. To search for the company record you wish to add a contact to select the menu icon from the top right corner, this will open your side navigation panel. Select Company followed by the option to Search.
2. From this screen you can search by Company Name or keywords, which will include  notes, summaries, keywords and profiles.
3. Select the desired Company from the results list.
4. Select the add icon at the bottom of the record to add a contact to the displayed company.

## Adding Resumes

Resumes can be added and parsed through your mobile device's email client to create new name records within your Default Company.

1. From within your device’s email client locate an email with an attached resume you would like to add to PCR.

2. Click and hold the resume attachment until your device’s action menu appears.
3. Choose Copy To PCRecruiter.
4. Choose how you would like to import this record
    - **Inhale Resume** - Cannot review/edit the fields being parsed from the resume to create the new record.
    - **Parse And Verify Resume** - Before the record is created you can modify/verify the details. This will also allow you to search for a Company, Position, and/or Rollup list you would like to add the record to.
5. Save your record.

## Navigating Name Records

1. To search for a name record select the menu icon from the top right corner, this will open your side navigation panel. Select Name followed by the option to Search.
2. From this screen you can search by First Name, Last Name, City, and keywords which will include resumes, notes, summaries, keywords, and profiles
    - You can require your search results to have a resume by switching Must Have Resume to “Yes”
3. Select the desired Name from the results list.
4. Look to the bottom toolbar to access the resume, activities and notes for the selected Candidate.
5. Once a resume is uploaded to the record, a read only version of it will be available from the bottom toolbar.
6. Activities will be auto-written by using the text, call, and email functions from within the app.
7. When viewing the notes screen you can select the “+” icon to add additional notes to the record.
8. Use the “Text” and “Call” options in the phone number field to contact this Candidate.
9. Use the “Email” option from the Info screen to send an email to this Candidate using your mobile device’s email utility.