Mobile App: Positions

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

Adding Position Records

Following these steps will allow you to add a Position to your Default Company

1. Select the menu icon from the top right corner, this will open your side navigation panel. Select Position followed by the option to Add.
2. Enter the Position 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 position record by selecting the edit icon from the bottom toolbar.

Navigating Position Records

1. To search for a position record select the menu icon from the top right corner, this will open your side navigation panel. Select Position followed by the option to Search.
2. From this screen you can search by Job Title and keywords which will include notes, summaries, keywords and profiles.
3. Select the desired Position from the results list.
4. Look to the bottom toolbar to access the activities for the selected Position.
5. Activities will be auto-written by using the text, call, and email functions from within the app.
6. Use the “Text” and “Call” options in the Contact Phone field to contact the Contact.
7. Use the “Email” option from the Info screen to send an email to the Contact using your mobile device’s email utility.
8. Use the Social Networking option to share your position.