

Settings –Automation

Here you can edit the settings that relate to automatic procedures for your Candidates and Clients .
Click Settings > Index > Automation to navigate here.

Make Live Newly Registered Candidates

This automatically accepts and makes live new Candidates added to the system so you don't have to accept them manually.

Allow Auto Publish Candidate CVs

This enables Candidate CV's to automatically publish to your website, so you don't have to do it manually. This is only relevant if you have the Website package with eBoss.

Send Automatic Email to Candidate on Registration via Website

Allows an email to be sent automatically when a candidate registers on the website (if website with eBoss only) You are able to choose which email is sent out from list.

Allow Automatic Notify Admins on Job Application

This will email your Users whenever a Candidate applies for a Job on your website. This is only relevant if you have the Website package with eBoss.

Send Automatic Email to Candidate on Job Application

Allows an email to be sent out automatically when a candidate applies for a job on the website (if website with eBoss only). Able to choose which email is sent out from the list.

Select Email to Candidate on Job Application

Choose your Email Template to send to Candidates when they apply for a Job

Allow Automatic Make Live for Web Search

Registered candidates become available for search from clients members area automatically. This is only relevant if you have the Website package with eBoss.

Allow Clients to Download CVs in Members Area

CVs of registered candidates become available for downloading by Clients. This is only relevant if you have the Website package with eBoss.

Reparse Candidate CVs for Search when Uploaded by Candidate

This will ensure any CV's uploaded in the Members area are included in any Boolean and keyword searches on the system. This is only relevant if you have the Website package with eBoss.

Auto Allocate Candidates to Users

Select the Users you would like to automatically assign a new Candidate to when adding to your eBoss database

Auto Allocate Clients to Users

Select the Users you would like to automatically assign a new Client to when adding to your eBoss database

Click Save once done to commit your changes to the system.