

Settings –Company Database Configuration

Here you can setup global options for your database

Click Settings > Index > Company Database Configuration to navigate to here.

The Settings are broken down into several main areas:

- Company profile
- Email Details
- General Database Field Properties
- Control Switches
- 3rd Party Integrations

Company Profile

Here you can enter your :

- Company Name
- Global email address for the system – used for e.g.
 - lost password requests
 - Sending system emails

Email Details

Here you can enter your :

- SMTP details given by your email provider. If you host your email with eBoss, the default settings should be fine. If not, request the following settings for the outgoing server from your provider :
 - SMTP Host
 - SMTP Port
 - SMTP Username
 - SMTP Password
 - And enter these in the appropriate fields
 - Don't copy / paste your password directly from an email into the database as this often adds an extra space to the password and will be incorrect. Instead paste it into Notepad first to check it.
- Enter a BCC email address if you would like to receive copies of emails sent from your database.

- Enter your web address here
 - This is used at the bottom of your signature just above the disclaimer automatically if no custom signature is entered.

General Database Field Properties

Here you can enter your:

- Prefix for candidates registering via the web (if you have the website integration package)
- Prefix for candidates registering via eBoss (added manually by Consultants)
- Prefix for clients registering via the web
- Prefix for clients registering via eBoss
- Internal - Status Options (the status a Candidate is at with your Company)
 - Separate each Status with a comma, e.g. “paperwork received, signed up, bad client” and so on. These Statuses are then available to select when adding records to the database.
- Linked Status (the status a Client/Contact/Candidate is at with other Clients / Contacts / Candidates)
 - Separate each Status with a comma, e.g. “interview 1, signed up, bad client” and so on. These Statuses are then available to select when adding records to the database.
- Status 1 (e.g. the sector the Client works in)
 - Separate each Status with a comma, e.g. “banking, farming, web design, seo” and so on. These Statuses are then available to select when adding records to the database.
- Status 2 (e.g. the Status of the Client in terms of your marketing)
 - Separate each Status with a comma, e.g. “existing, prospect, psl” and so on. These Statuses are then available to select when adding records to the database.
- Employee Range
 - Separate each value with a comma, e.g. “1-5, 6-10, 11-20, 21-30, 31-100” and so on. These values are then available to select when adding Client records to the database.
- SMS Signature
 - Add a brief text signature to all system SMS messages you send.
- Email Disclaimer
 - Add your email disclaimer text here
 - Format text, add links and so on using the toolbar

Control Switches

These options configure specific functionality for your database and the way it can operate.

- Enable VOIP
 - Enables Skype Phone calls from your database
- Allow Salary
 - Enables the input of Salary to your database
- Allow hourly rate
 - Enables the input of Hourly Rate information to your database
- Hourly rate range
 - Allows the setup of a range of Hourly Rates e.g. to facilitate searching for and finding Candidates in that Rate bracket
- Currency
 - Specify the currency for your database.
- Allow Skill Fields
 - This allows you to Add additional skills fields to your database e.g. for your Candidates / Clients / Jobs
- Allow flag
 - This allows you to enter a custom flag as desired on your database e.g. “late payer” for a Candidate / Client
- Is industry multiple
 - This allows you to select multiple industries e.g. to skill up your Clients / Candidates
- Allow Skills 1
 - This allows you to enable an additional skills box on your database.
- Is Skills 1 multiple
 - This allows you to select multiple Skills from this Skills box for your Clients / Candidates on your database.
- Allow Skills 2
 - This allows you to enable an additional skills box on your database.
- Is Skills 2 multiple
 - This allows you to select multiple Skills from this Skills box for your Clients / Candidates on your database.
- Allow Skills 3
 - This allows you to enable an additional skills box on your database.
- Is Skills 3 multiple
 - This allows you to select multiple Skills from this Skills box for your Clients / Candidates on your database.

- Allow popup notes
 - This allows popup notes e.g. when viewing the main Clients or Candidates pages
- Allow checklist
 - This enables you to create a 'checklist' of required steps or documents for your Clients and Candidates e.g. 'passport received' etc.
- Allow traffic
 - This allows The visual Traffic light progress option on your Candidate section.
- Enable Quick Upload
 - This enables quick upload via Drag & Drop (dragging a file from e.g. your desktop or Windows Explorer on to the 'upload file' area in the main Clients or Candidates view
- Enable All Events
 - If enabled, shows events for all consultants otherwise limits access to only the Events for that Consultant when they view their calendar.
- Default country
 - The default country selected when adding new records to your database. If the CV parser does not find a Country listed on the CV it will be added as the default country.
- Allow commission
 - Enables the Commission field on Job records.
- Allow ip
 - Enable this to restrict access to the IP's you enter in the following field
- Ip range
 - A range of IP addresses from which to allow access to your database
- Allow email2note
 - When enabled, creates notes via emails sent to the system, assigned to the Candidate / Client / Contact email that sends you the message.
- Cv tolerance
 - Select: Name, or Email or Phone. This will then be used to check a Candidate does not already exist on the system when submitted.
- Logout Time
 - The time, in seconds, after which users will be logged out automatically if they are not using the database.

3rd Party Integrations

- Allow Adcourier
 - Enables Job posting to Adcourier. This is the Global setting for your database. Each consultant must add their own username & password in Settings > My User Profile.

- Allow Jobmate
 - Enables Job posting to Jobmate. This is the Global setting for your database. Each consultant must add their own username & password in Settings > My User Profile.
- Allow IDIBU
 - Enables Job posting to IDIBU. This is the Global setting for your database. Each consultant must add their own username & password in Settings > My User Profile.