

Outlook plug-in

The Outlook plug-in uploads CVs to Chameleon-i and auto-creates candidate records based on the information extracted from them. Select the emails with CV attachment from your inbox, and simply press the Auto-recognition button in Outlook to check and upload the CVs.

Downloading the .net plug-in

This is required in order for the Chameleon-i Outlook plug-in to work. If you don't have the latest version of .net you can download it from the Microsoft download site:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en>

Tip: The Outlook plug-in is NOT compatible with Exchange Server or Outlook Express.

Downloading the Outlook plug-in

- 1 Open a new browser window and enter the following URL:
www.chameleoni.com/chameleonioutlookpluginv2.exe

Tip: Before you install the Outlook plugin make sure Outlook is NOT running.

- 2 When the file download pop-up appears, Press **Run**. You may receive a message 'The publisher could not be verified. Are you sure you want to run this software?' select **Run**.

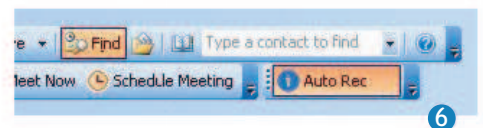
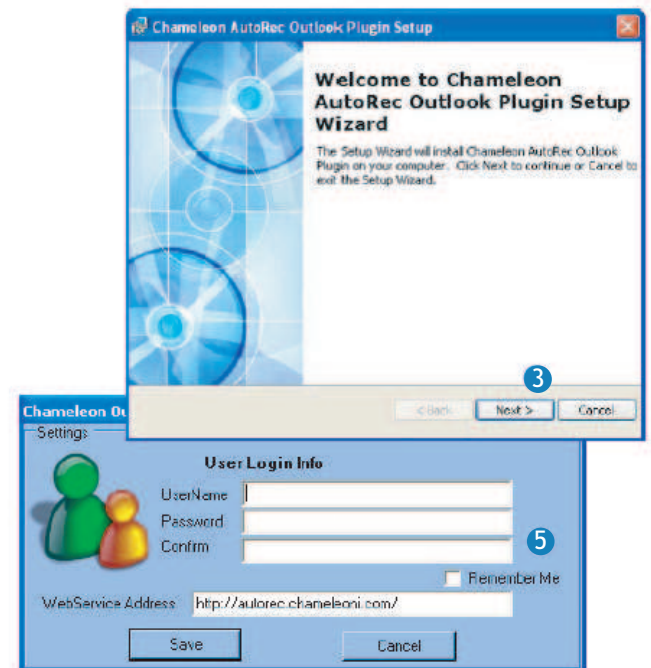
- 3 Once complete this will open up the Chameleon-i Outlook plug-in setup wizard. Follow the online instructions.

- 4 Once complete you will need to close and re-open Outlook.

- 5 When prompted, enter your Chameleon-i login and password details in the pop-up screen.

Tip: If you select the remember me tickbox you will be automatically signed in each time you open Outlook.

- 6 The auto-rec button has now been added to your Outlook toolbar.



Using the Outlook plug-in

- 1 Highlight the email(s) with the attached CV(s) you would like to upload from Outlook.
- 2 Select the Auto-rec button. This will populate the fields in the pop-up window with the details from the attached CV.
- 3 If you are happy the details are correct select create record. This will then populate the relating fields within the Chameleon-i software.
- 4 To upload multiple CV's from one email. Follow the process above and once you have selected create record, then select parse to move onto the next CV.

