

Priority filter button

Use the **priority filter** to identify candidates in pre-defined stages of their job search.

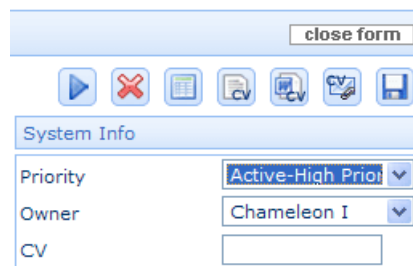
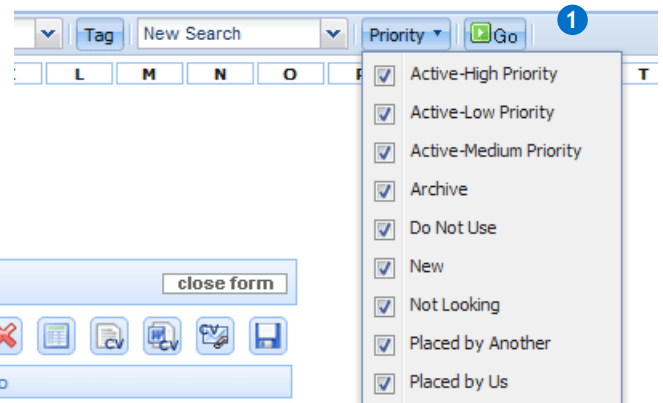
1 The **priority filter** eliminates candidate records from search results that don't actively fit the priority status. To view all records ensure all the priorities are ticked within the drop down box.

2 Priorities can be set within the **candidate** record.

3 Records are represented by differing colours within the quick search grids depending on the priority selected.

- New
- Active-low priority
- Active-medium priority
- Active-high priority
- Not looking
- Placed by us
- Placed by another
- Archive
- Do not use

Tip: To show archived records in the grids you must first select **show archive** in your user settings from the **admin panel**.



Forename	Surname	Job Title	City	Home Tel
Kevin	Fabricius			01808 92808
Peranandam	Fabricius		Richmond	01265 93265
Jesper	Fae		Henley-on-Thames	01802 90802
Heather	Faint		Irvine	01642 94642
Lesley	Faleve			01374 94374
An	Fallow			01779 92779
Stephen	Fallows		London	01325 91325
Reading	Fair		Reading	01098 92098
Richard	Farrant		Kidderminster	01257 90257

Default priorities

Set default priorities for new records in the **admin panel** under the **company** tab.

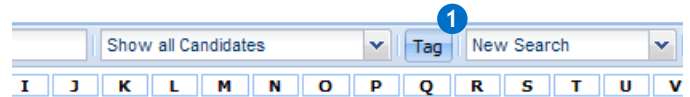
1 Using the drop-down boxes, select the company-wide setting for new candidates and clients and candidate records created using auto-recognition.



2 Select **save** to affect changes company-wide.

Tag search button

- 1 The **Tag** button opens up the Tag search providing the option to select precise and targeted keywords from the 3-tier Tags using the AND/OR/NOT functionality ensuring truly relevant results.



Tip: More details about Tag Search can be found in the Tag Management quick start guide in the knowledgebase.

Auto recognition queue

- 1 When CV's are uploaded via sending an email to cvs@chameleoni.com they are stored in the auto-recognition queue. This is to help with your administration, and allows you to double-check the success of the auto-recognition.
- 2 To remove records from the auto-recognition queue, open the candidate record, check the record is correct and simply uncheck the tick box

