



Features List

!Trak-It AT

EASE OF USE

- Navigation by menus, short cut keys or Tool Bar
- Icons easily recognizable and distinctive
- Persistent screen with buttons for fast, easy access to commonly used screens and reports
- A Standard Letter or Label can automatically be generated for each applicant entered

SCREENS – FOR APPLICANT DATA COLLECTION

- Main Applicant (+Status & History Tab), Education, Former Employers, References, Skills, Tests, Training, Invites, Routing, On-line Resume, Applicant Notes
- Requisitions (+Requirements and Associated Applicants Tab), Requisition Notes, Job Description
- Contact Manager

STANDARD REPORTS

- 80+ pre-defined, with multiple selection criteria
- Letter Generator
- Label Maker
- Most are customizable by clicking the Customize button
 - Applicant Analysis & Status
 - Applicant Information
 - Affirmative Action (EEO)
 - Cost of Hire
 - Follow-up
 - Invitation Scheduling & Resume Routing
 - Requisition Analysis & Information
 - Search for skills, employers, education or anything

CUSTOM REPORTS

- Very easy to use. Unlimited number of reports can be created
- Can be based on standard reports or created from scratch
- Selection criteria is stored with report
- Selection criteria can prompt for values when run
- Create an unlimited number of letters
- Create labels, WordPerfect merge files, Excel files, Lotus files, ASCII files, DBF files

UTILITIES

- Mass update any database file
- Archive outdated applicants
- Easy Transfer of Applicant data to !Trak-It HR

CONNECTIONS/LINKS

- Export WordPerfect merge files, Excel files, Lotus files, ASCII files, DBF files

SECURITY

- Easy to set up and change
- Screen access limited by user ID
- User changeable passwords
- Data access definable to employee ID level

OPTIONS

- Resume Scanning
- Multi-User
 - Allows unlimited number of users on network for one multi-user license price
 - Works with most servers such as Novell, NT, Windows 95 file sharing, AppleShare, or Apple file sharing
- Multi-Company Consolidation, with or without commingling data
- Cross-Platform - Windows (3.1x, NT and 95)
- Web Option - Dynamically publish your job openings on the internet