



# !Trak-It Extract

## RESUMÉ EXTRACTION SOFTWARE

!Trak-It Extract extracts all vital information from paper resumés and transfers it into the !Trak-It Applicant Tracking System. The source of the resumé can be the original paper hard copy, a fax or a computer generated file such as e-mail. !Trak-It Extract uses very sophisticated extraction technology to precisely locate name and address, previous employers and dates of employment, education, and skills. Resumés do not have to be written in any predetermined format since !Trak-It Extract works with most resumé formats.

### Automates Applicant Processing

- Reduces the time and manpower required to load resumé data
- Provides full text of resumé on-line
- Automatically converts .doc, .wp and .htm resumes to .txt and saves original
- Reduces transcription errors
- Inputs paper resumés, faxes or e-mails
- Provides editing and reformatting of the original resumé
- Extracts applicant's personal info and former employers, skills, education, references and licenses.

!Trak-It Extract adds a degree of automation to applicant tracking that increases the value of the !Trak-It Applicant system. Manual data entry is substantially reduced and many errors are eliminated. With !Trak-It Extract you can use almost any scanner, preferably one with a sheet feeder, to quickly read a stack of resumés. You no longer need to spend countless hours keying in applicant data – because !Trak-It Extract does it for you automatically. Our time tested technology means that your scanned resumés will be more accurate and have more information extracted than with most competing systems.



### How !Trak-It Extract Works

Extract starts with a text file (.txt). This file can come from an email, our web option, a fax or a paper resume that has been scanned into your computer and subsequently OCR'd. !Trak-It Extract then takes over and extracts the applicant's name, address, email and phone number along with other information such as former employers, schools attended, and skills. All of this vital information, as well as the text of the resumé, is then quickly imported into the searchable !Trak-It Applicant Tracking databases. This provides you with instant access not only to the extracted information but also to the full text of the resumé. You can then use !Trak-It Applicant Tracking's powerful search capabilities to retrieve information from the stored resumés, helping you find the right candidate for any position.

### Hardware Requirements

- Windows 98 or above including XP
- 40MB+ of free disk space (based upon number of resumés stored)

If you plan to input paper based resumes:

- Document scanner (gray scale required, color can be used)
- Sheet feed option is desirable for volume situations
- An OCR package that supports your scanner (Wordscan, Omnipage, Textbridge, etc.)