

# TriSys

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Technical  
Recruitment Industry  
Systems

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## What is TriSys?

The Technical Recruitment Industry System is a client and candidate contact management application which is tightly coupled with the administration of documents, particularly C.V.s containing a high degree of technical information, candidate details and current industry skills. Additional functions allow fast text retrieval and indexing of documents and requirement tracking through from conception to placement.

## What are the key features of TriSys?

TriSys is targeted at the recruitment industry to help consultants keep track of all client contacts, companies, requirements and placements as well as identifying suitable candidates using search criteria such as industry skills, availability etc.

All client companies and contacts, together with candidates can be registered on the database. The user can then record all communications (telephone calls, faxes, meetings etc..) between themselves and the client. The system is able to alert the user when it is time to make further contact.

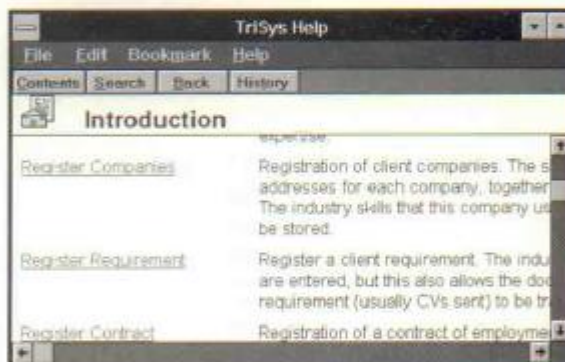
A fast text search engine is incorporated using an innovative algorithm allowing the specification of both mandatory and discretionary search patterns which can be used on all types of word processing document formats. The candidates skills can be retrieved from the CV and indexed in the database for fast access.

## How does it work?

TriSys is a Microsoft™ Windows™ application that runs on industry standard personal computers (PC's) and all local area networks (LAN's). It employs an easy-to-use graphical user interface incorporating buttons, pull down menus, drag and drop and interactive on-line help all of which can be accessed using an electronic mouse.

The system uses it's own multi-user database to allow the sharing of data throughout an organisation.

Each user has concurrent access to the database which implements full record locking and integrity control.



## Client Contact Management

All clients can be registered on the system and referenced to a client company. This provides a structured mechanism for locating all employees of particular companies and cross-referencing to requirements and placements.

A contact can have many contact numbers, so when registering a client contact the user can store the work switchboard number, work fax number, direct line, direct fax number, mobile number, home number and home fax number.

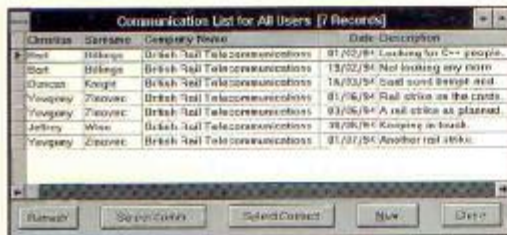
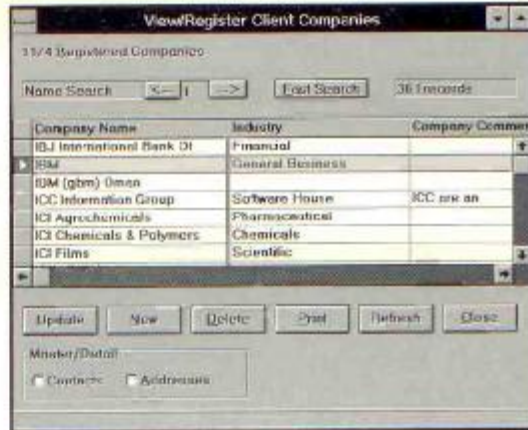
The user can store free text information relating to the contact so that anyone in their organisation can learn about a client prior to making a telephone call or writing a letter.

## Client Company Management

All client companies can be registered on the system and multiple addresses can be assigned.

Each company can reference a set of industry skills which it usually has requirements for. This is useful information to hold because a recruitment consultant can pro-actively market a well qualified candidate by searching geographically or by industry sector for companies who require specific skills.

This screen can also display all the sites and contacts associated with each, as each company is selected.



## Communications

All communications (i.e. telephone calls, faxes, e-mail, meetings etc..) between contacts and candidates can be registered on the system.

The communication can involve many contacts and many users, and can be referenced to a set of documents or a number of requirements.

A feature of this module is the next communication date. When this date approaches or has passed, TriSys will automatically alert the user.

## Task Management

By maintaining a comprehensive history of client and candidate communications, TriSys can alert the user to those tasks that need to be performed today, or indeed any date specified.

The tasks are a list of contacts and candidates together with the date of last and next communication. By specifying any date on the calendar, the user can determine which people they must contact on that particular day. TriSys knows that if the date of next communication has passed, then the contact will still need to be contacted in future.



## Candidate Registration

All candidates C.V.s can be registered and relevant information regarding the candidate stored and updated. It is possible to register multiple updates to a C.V., including a reference to the most current C.V. held.

By selecting a button, the industry skills can be extracted from the CV file and indexed against the candidate in the database. This allows for efficient skills matching when a suitable requirement is identified.

## Current Assignment

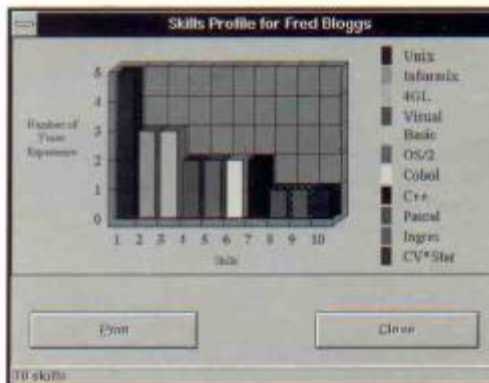
If the current assignment information for each candidate is stored the system will search for candidates available on a specified date or it will use the notice period field to calculate whether a candidate will be available by a specified date.

## Candidate Skills Profile

When TriSys has searched through a portfolio of C.V.s and extracted the relevant industry skills, a candidate skills profile histogram can be displayed and printed.

This skills profile has proved to be extremely helpful in identifying a candidates range and depth of experience.

The user can set the profile to be a histogram or pie-chart or their 3-D variants.



## Automatic CV Searching

There is no need to re-key the candidate's current skills and experience from the CV as TriSys stores the document on the file server and will automatically read through the entire document to extract the industry skills specified by the user. It builds up a skills profile of the candidate which is used to search for specified requirements.

## Fast Text Search Engine

To perform ad-hoc pattern matching, specify any text strings or combinations. TriSys will search each file and display files which match the selection criteria. The results can subsequently be searched, by address and/or further criteria.

## Requirements

When a requirement is recorded it is automatically assigned a unique reference. This can be manually updated by the user, but must remain unique. A list of industry skills can be associated with a requirement and can aid in the selection of a suitable candidate. A number of documents can be referenced which could be job descriptions etc. However the user can also log all candidates put forward for the requirement and all interviews arranged. The system automatically records the dates when these activities occur.

## Contracts

When a requirement has been filled and terms agreed, the details can be recorded on the database. This is referenced to the company and contact and can be referenced to a candidate. Each contract is automatically assigned a unique reference number.

Client Concentrations					Rowid	Selected	Total	%	Page
					3254	287	3254	100	2 of 10
31	01/02/94	Geoff Bridgman	Thornes Cook Group Ltd	241	C				
32	01/02/94	Dave Prosser	Logica	241	C				
33	01/02/94	Richard Brown	Fisher Investments	241	C				
34	21/02/94	Bill Brown	ACT Financial Systems Ltd	241	C				
35	20/01/94	Tan Thuchuan	Credit Suisse First Boston Ltd	241	C				

Page: 2

## View & Print WYSIWYG Reports

TriSys has an in built report viewer which prints What-You-See-Is-What-You-Get high quality reports which can be viewed on screen and printed to any device available to your PC. The on-screen report can be scrolled both horizontally and vertically, re-sized, minimised, and a special page preview button allows you to view the whole page as it will be printed on your printer.

The user can view on-screen or print directly to the printer.

## System Requirements

386 or higher processor  
4Mb RAM  
2Mb disk space  
VGA or Super VGA monitor  
MS-DOS 3.1 or later  
Microsoft Windows 3.1 or later

## Interface

Intuitive Graphical User Interface  
Microsoft Windows 3.x  
Mouse &/or keyboard driven  
Easy to use  
On-line hypertext help  
Consistent look and feel  
Standard dialogue boxes  
Drag and Drop  
Re-sizeable data grids so user can view as much data as is available  
user configurable system parameters

## Client Contact Registration

Contact Details (Christian, surname, company, company address, all work, mobile & fax numbers plus free text)

## Candidate Registration

Candidate Details (Christian, surname, full address, home, work & mobile telephone numbers, sex, date of birth, limited company name)  
C.V. File reference linked to any file on an accessible hard disk.  
Contract details (start, end date, salary, standard rate, overtime rate, permanent or contract)  
C.V. History (date received together with comments for each C.V.)  
Current Skills automatically linked to industry skill database  
Automatic retrieval of candidates skills from CV.

## Requirements

All requirements can be tracked through various stages.  
Each requirement linked to client contact/company, industry skills, list of candidates CV's sent to client, documents associated with requirement.

## Network

Support for all networks including:  
Novell Netware  
LAN Manager  
Windows for Workgroups (peer-to-peer)  
Windows NT  
DEC Pathworks

## Database

File server or client/server  
Microsoft Access 2.0  
Microsoft SQL Server  
ODBC access to LAN database servers e.g. Paradox, FoxPro, dBase etc  
ODBC access to corporate database servers e.g. Oracle, Ingres, Informix, Sybase etc  
Full multi-user capability  
Password control  
Concurrent access  
Configurable transaction control, including rollback.  
Database repair & compaction  
Import/Export facilities

## Client Company Registration

Company details (name, industry sector, turnover etc.. plus multiple company addresses and telephone numbers and free text)  
Document can be attached to company for e.g. portfolio  
Company Skills automatically linked to industry skill database

## Search

Database search using registered industry skills  
File search any document  
File search using any text pattern  
Mandatory and discretionary search patterns together with required number of occurrences of each pattern  
Availability date and notice period criteria  
Order results by various attributes  
Specify multiple search directories  
Specify multiple file types  
Abort search at any time  
Save file search results (e.g. Ingres.csv, Oracle.csv etc..)  
Launch preferred word processor for matching file  
Cross reference file search to registered CV  
Batch file search facility to run overnight  
Client/server option to perform file search on fast server

## Contracts

All contracts between companies and candidates.  
Store salary if permanent, hourly rate, start date, end date etc.  
System automatically alerts the user when the contract is about to end.

## Communications

Record all communications between clients e.g. telephone calls, meetings, letters, faxes, e-mail etc.  
Each communication can involve one or many contacts and users.  
Set current and date of next communication  
Free text and document reference, (eg. for storing candidate references)  
Reference related requirements  
Search for all requirements using free text pattern search (i.e. all communications where the word "TriSys" was mentioned).

## Industries

All industries and descriptions can be registered and linked to a company e.g. BT (Telecommunications industry).  
Search for all companies in particular industry.

## Reporting

WYSIWYG reporting of all database entities  
Multiple fonts  
Resizable windows  
Scroll bars  
View on screen  
Report Preview  
Print to high quality laser printer or fax/modem  
Multiple pages  
Cancel print option

## Help

On line hypertext help  
Industry standard format  
Bug reporting mechanism to record system problems or requested enhancements. Can be faxed or e-mailed to support address.

## Alert

System alerts user when next communication date has been reached or those clients who have not been contacted for a number of weeks (user specified).  
Daily task list of clients to contact.  
Can be set to any date so that consultant can make calls in advance.

## Industry Skills

Import file containing over 100 industry related skills and descriptions.  
Skills can be maintained and cross referenced to companies and candidates and also used in search criteria for selecting candidates.

## Security

Full password control for all users  
Super User has user account control  
Restricted access  
One simultaneous login per person  
Individual Search file assignment  
Super user has diagnostic privilege to analyse system performance and capacity  
Super user has SQL access to database for ad-hoc queries and maintenance

## Recommended

If your organisation has several C.V.s or documents to control, it is recommended that a suitable scanner and optical recognition software be purchased so that documents can be scanned in seconds in to the word processing format of your choice. By connecting a fax/modem to one of the networked PC's, fax software can now receive the fax and convert it into document form without having to print the document.  
Using either method, the document can be adjusted using your preferred word processor and then processed using the standard TriSys indexing and searching features.

