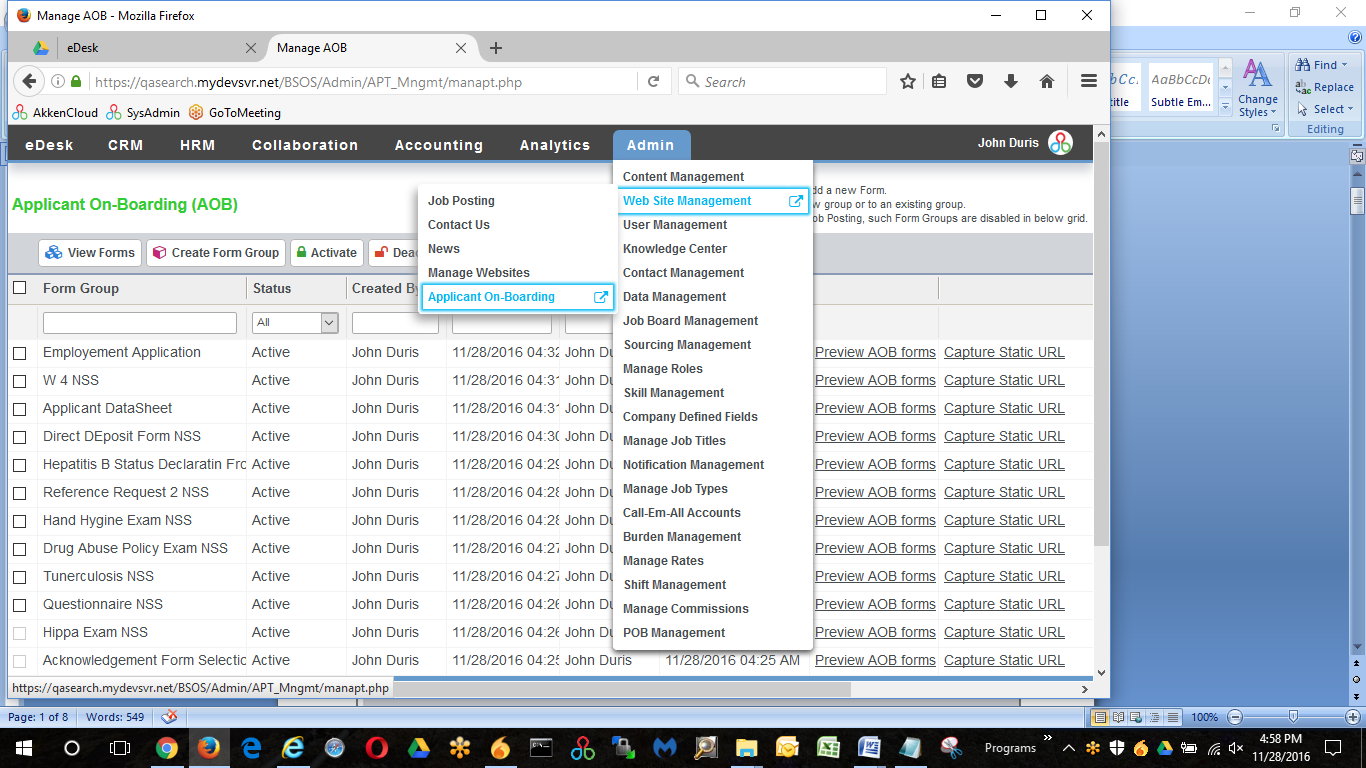
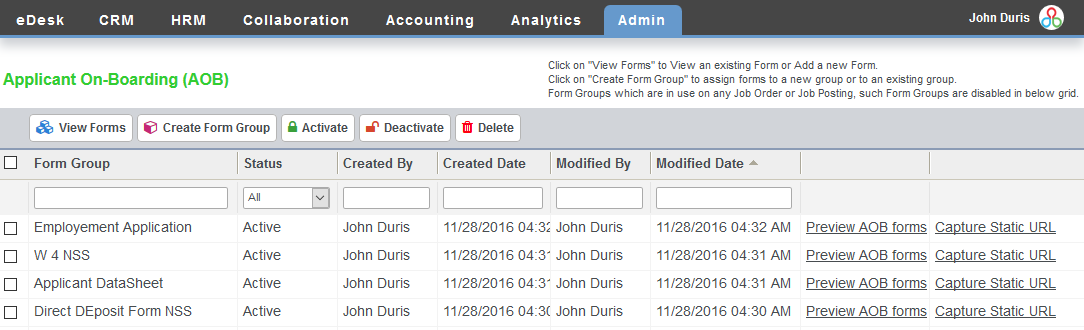
New AkkenCloud Features - December 5th, 2016

**Preview AOB Forms/Static Link**For our partners using Paperless Onboarding, we’ve introduced the ability to preview Applicant Onboarding forms and to capture a static URL for AOB Form Groups, which can be embedded on your website and offers flexibility for your applicant onboarding workflow.

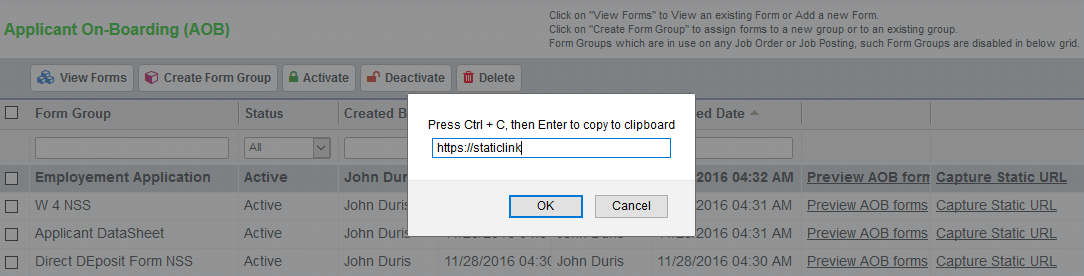
To preview AOB forms and/or capture a static URL, go to **Admin > Web Site Management > Applicant On-Boarding**.



From here you can **Preview AOB forms** and/or **Capture Static URL**.

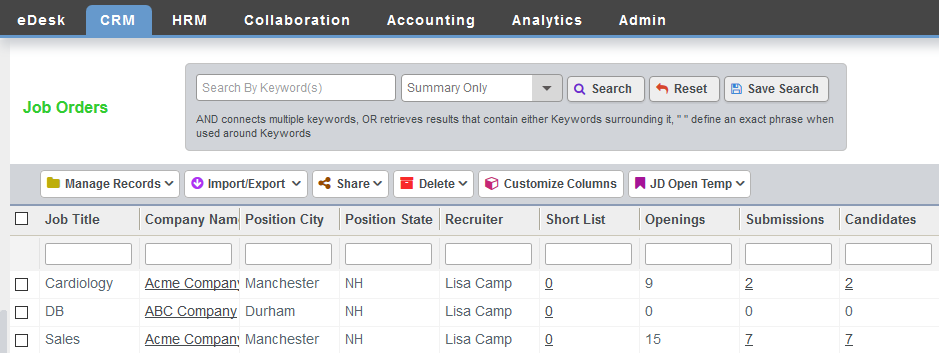


Example of Static URL, which can be copied by pressing **Ctrl + C**:

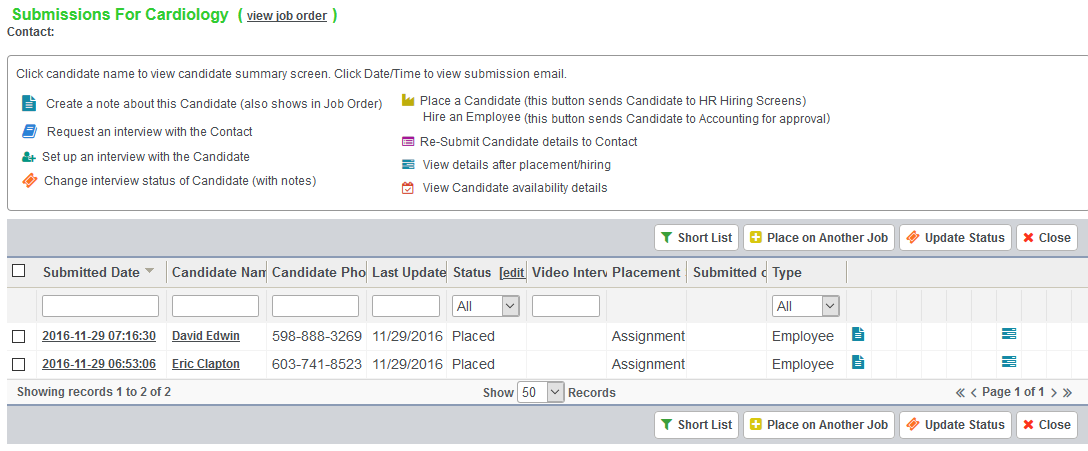


**Manage Submissions Options**We’ve introduced two new buttons in the Manage Submissions screen – **Place on Another Job** and **Update Status**, which can both be used for multiple candidates.

From the **CRM > Job Orders** grid, click on a number in either the **Submissions** or **Candidates** column and navigate to the **Manage Submissions** screen (you can also get there by opening a **Job Order** and clicking **Manage Submissions** from the **Submitted Candidates** section on the bottom right-hand side).

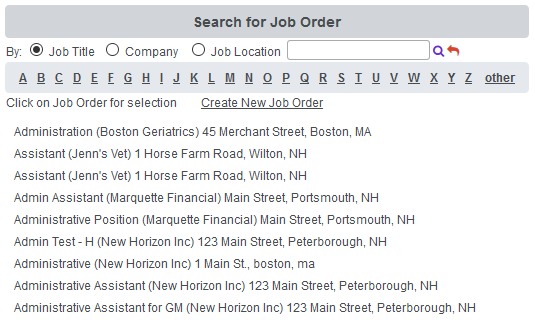


From the **Manage Submissions** screen, you will see the buttons for **Place on Another Job** and **Update Status**.

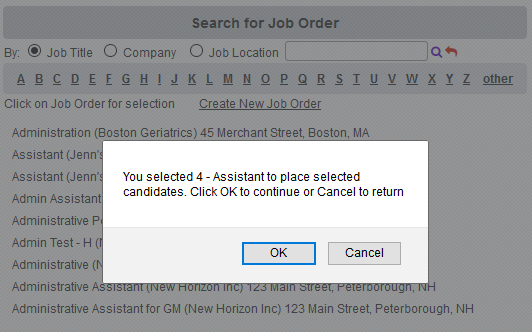


Select one or more submitted Candidates and click **Place on Another Job**.

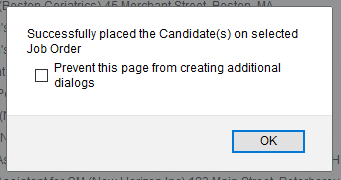
From the next screen, click on a Job Order by letter of the alphabet, search for a Job Order, or Create a New Job Order. Click on the name of the Job Order once you’ve located it.



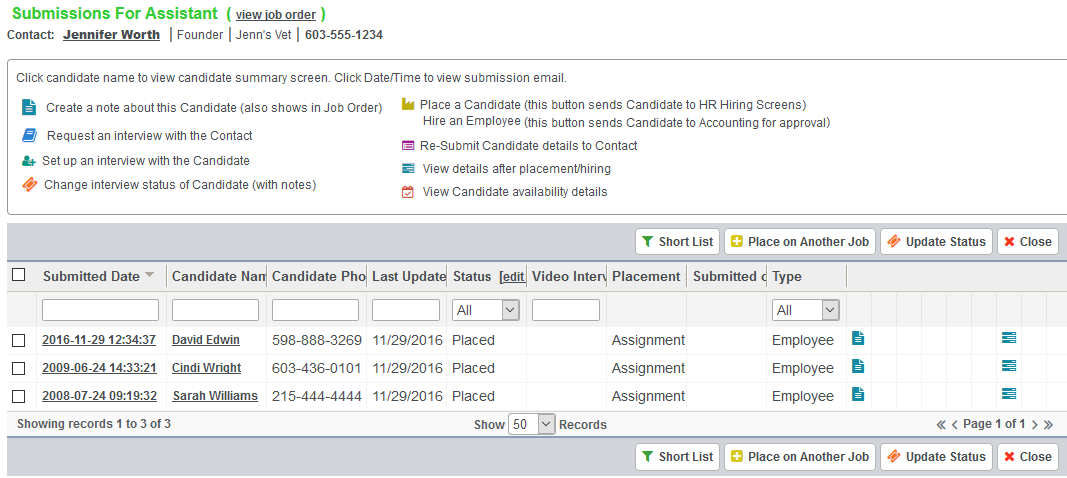
Click **OK** in the pop-up dialogue to place the Candidate(s) on another Job Order.



You’ll receive a pop-up that the Candidate(s) were successfully placed on the selected Job Order. Click **OK**.



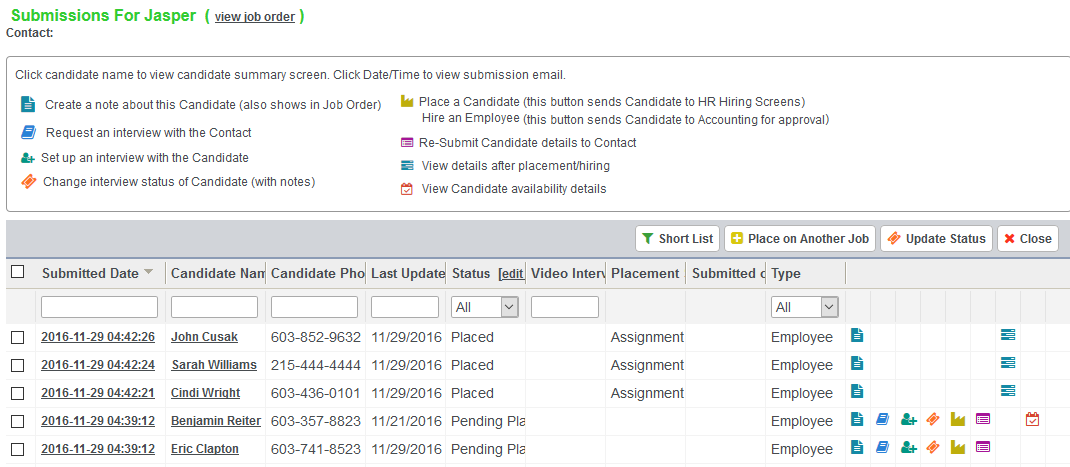
If you navigate to the **Manage Submissions** screen for the **Job Order** where you made the placement, you will be able to view the submission and the **Placement Details**.



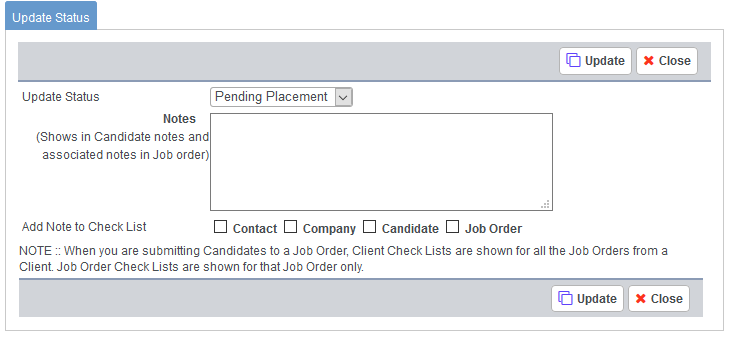
You can also view the Placement Details from the **Placed** section of the **Candidate** record.



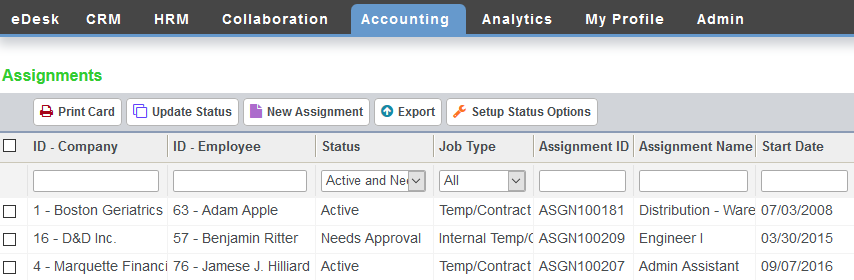
From a **Manage Submissions** screen, select one or more Candidates that have ***not*** been placed and click **Update Status**.



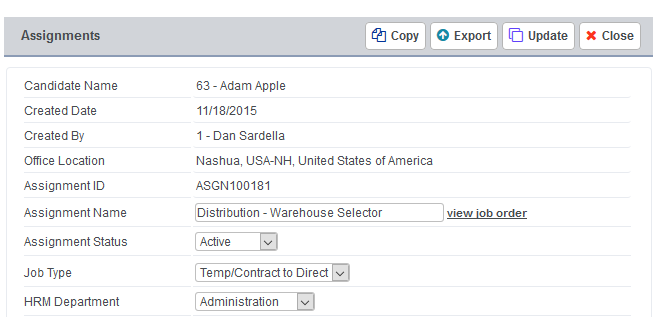
From the next screen, you can select a Status from the drop-down and add Notes. Then click **Update**. This will save you time by giving you ability to update statuses/add notes of more than one Submitted Candidate at a time.



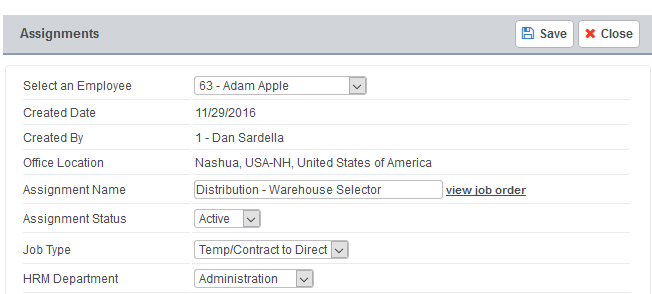
**Copy Assignment**We’ve added the ability to copy Assignments from the **Accounting > Assignments** screen. This is similar to the ‘Copy’ option in CRM > Job Orders, in this case allowing you to create duplicate Assignments.



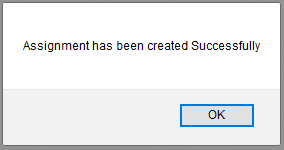
From **Accounting > Assignments** open an Assignment currently in one of these statuses: **Active, Closed, Cancelled**. Click **Copy**.



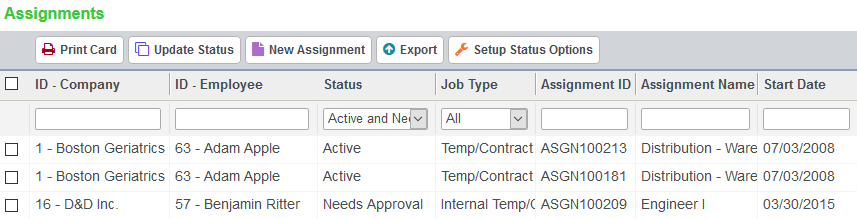
All of the information from the original Assignment will copy to a new Assignment. Click **Save**.



You’ll receive a confirmation that the Assignment was successfully copied. Click **OK**.

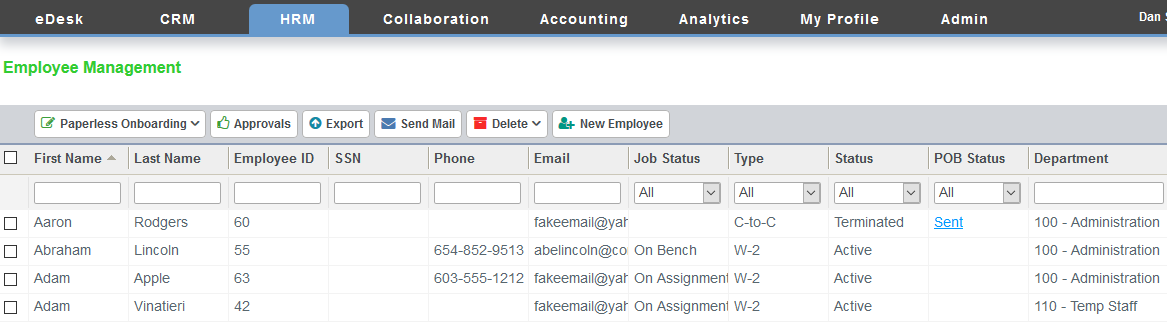


The copied Assignment will appear in the **Accounting > Assignment** grid. The system will assign the next available **ASGN ID** to the copied Assignment.

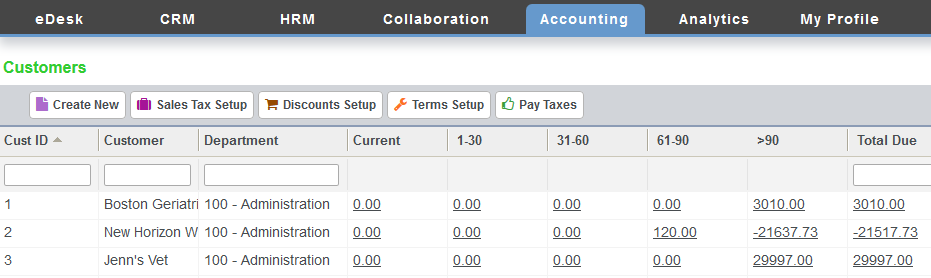
****

**HRM Department View**For easier filtering and sorting, we’ve added a column for **HRM Department** to the **HRM > Employee Management** and **Accounting > Customers** grids. We’ve also added columns for **HRM Department** and **Job Category** in the **Admin > Web Site Management > Job Postings** screen.

Navigate to **HRM > Employee Management**. **Department** column can be sorted by clicking the header and can be filtered by typing in search text and hitting **Enter**.



Navigate to **Accounting > Customers**. **Department** column can be sorted by clicking the header and can be filtered by typing in search text and hitting **Enter**.



Navigate to **Admin > Web Site Management > Job Postings**. **Department** and **Category** columns can be sorted by clicking the header and can be filtered by typing in search text and hitting **Enter**.

