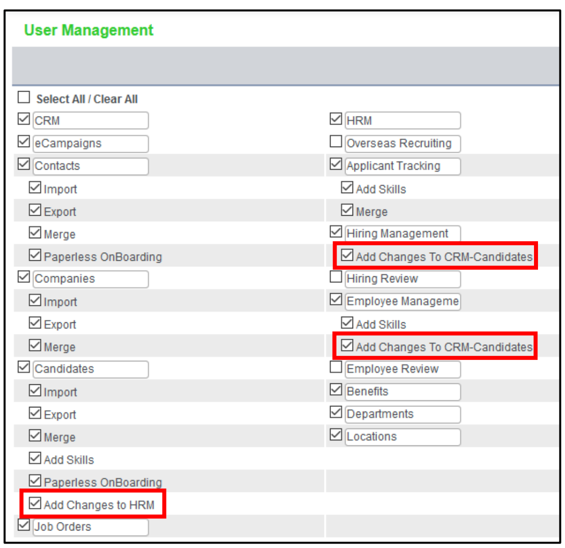
New AkkenCloud Features - May 1st, 2017

Save Time Keeping Your Front and Back Office in Sync

With CRM & HRM Communication, you now have the ability to sync updates to Candidate and Employee records. From a Candidate record, recruiters will now be able to update Employee information and view information updated in the Employee record. Profile data will synchronize and remain accurate in both CRM and HRM, eliminating the need for double entry.

To grant an AkkenCloud user access to this enhancement, go to **Admin > User Management** and select the first icon (**Preferences**) for the user.

Select the appropriate options per the screenshot below.



By selecting **Add Changes to HRM** under **Candidates** from the **CRM** column, you'll be granting the user the ability to update both the Candidate and Employee record when making changes in **CRM > Candidates**.

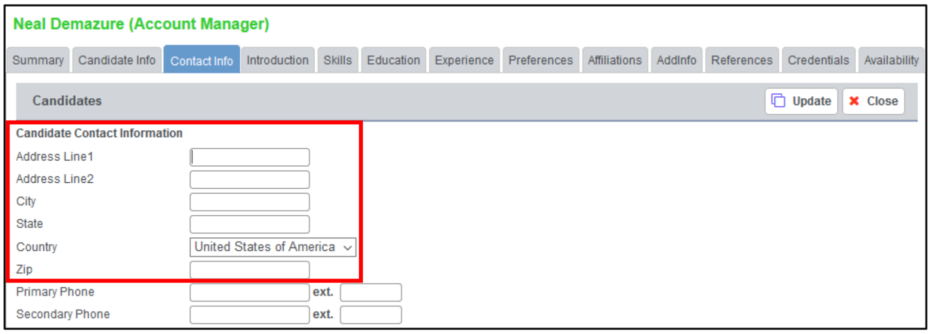
By selecting **Add Changes to CRM-Candidates** under **Hiring Management** from the **HRM** column, you'll be granting the user the ability to update both the Employee and Candidate record when making changes in **HRM > Hiring Management**.

By selecting **Add Changes to CRM-Candidates** under **Employee Management** from the **HRM** column, you'll be granting the user the ability to update both the Employee and Candidate record when making changes in **HRM > Employee Management**.

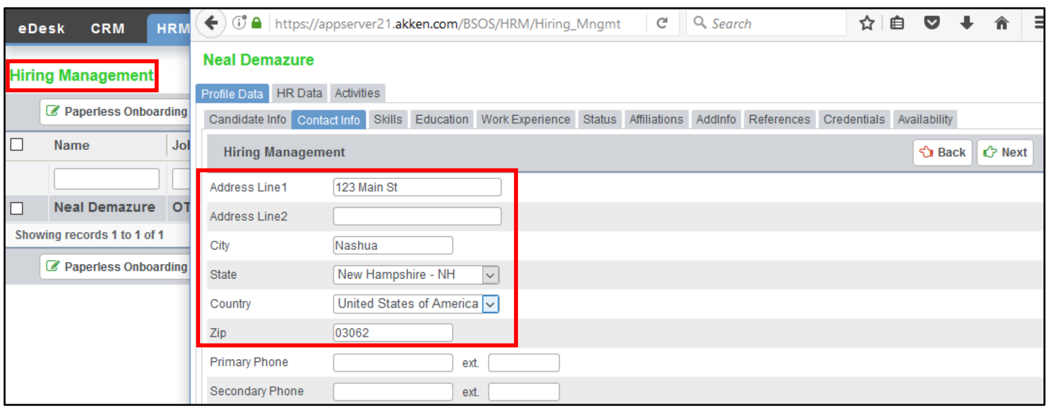
After making selections, click **'Update.'**

Scenario 1: Changes made to a record in **HRM > Hiring Management** will be updated in **CRM > Candidate** record.

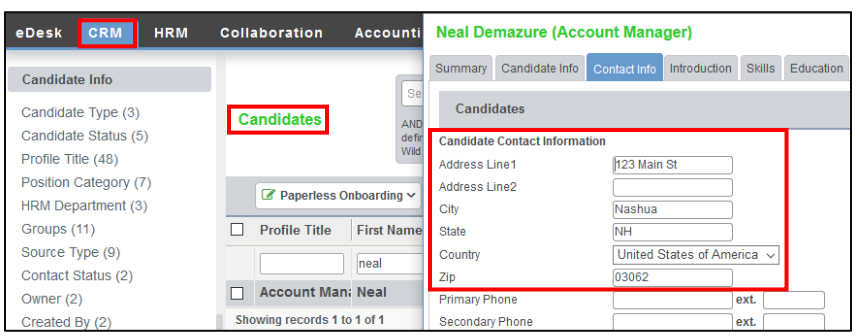
Example: From **CRM > Candidates** the address in **Contact Info** for this record is blank.



From **HRM > Hiring Management** information is updated and **Saved**.



Information is automatically updated in the **CRM > Candidate** record.



Scenario 2: Changes made to a record in **HRM > Employee Management** will be updated in **CRM > Candidate** record.

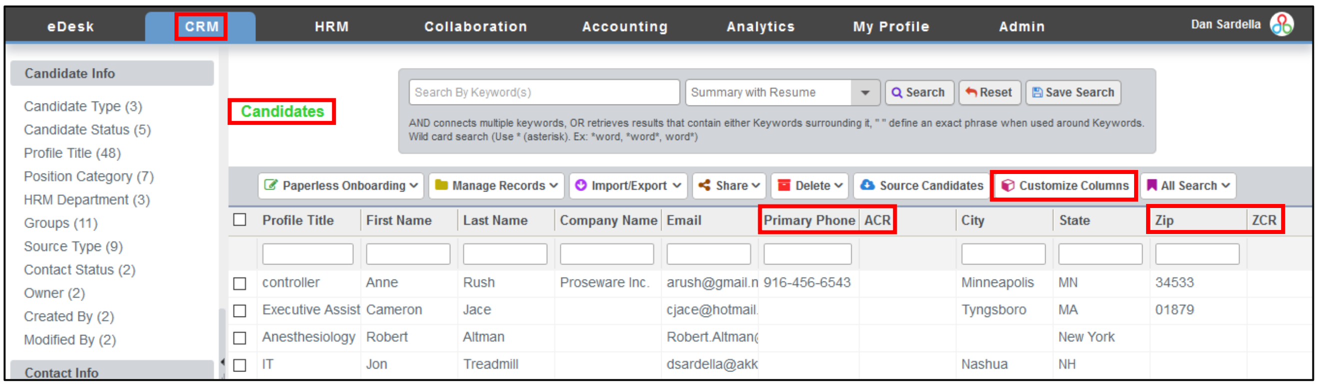
Scenario 3: Changes made to a record in **CRM > Candidates** will be updated in **HRM > Hiring Management** record.

Scenario 4: Changes made to a record in **CRM > Candidates** will be updated in **HRM > Employee Management** record.

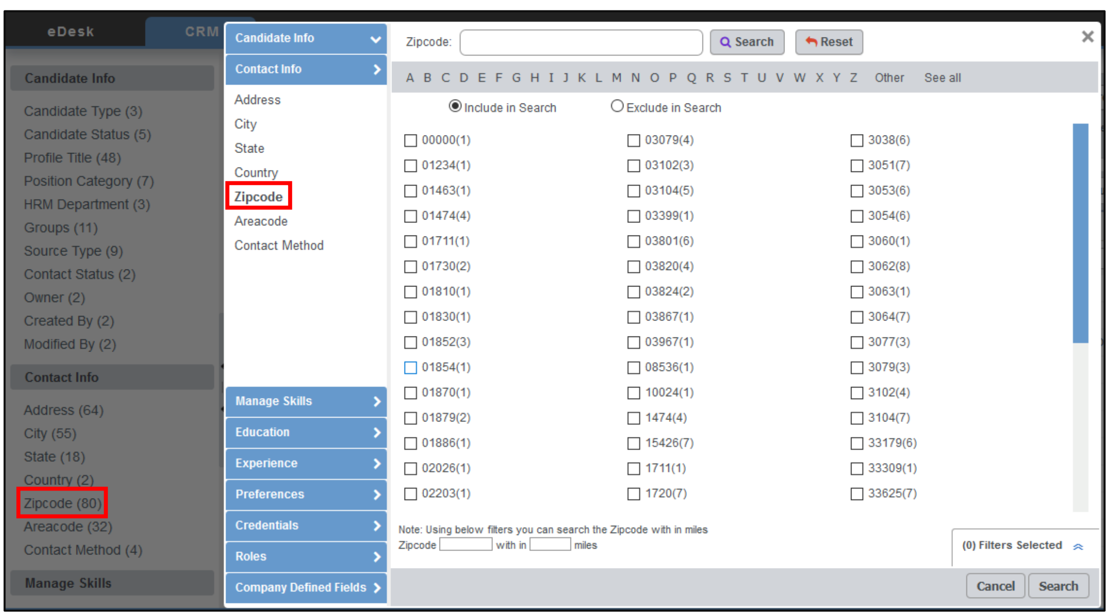
Lightning Fast Search to Find the Nearest Candidates to a Job

We've added back Zip Code Radius (ZCR) & Area Code Radius (ACR) filters in the Candidate search to reduce the steps involved before results are displayed. Using AkkuSearch for an ACR or ZCR radius, you can then easily filter and sort results, making ranking Candidates by proximity a snap!

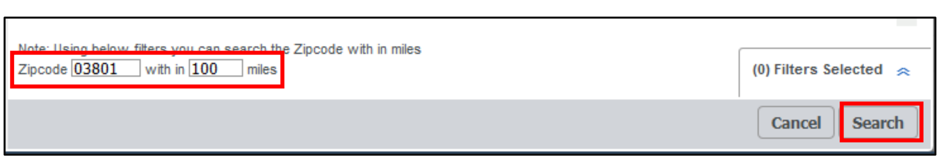
The **ACR** and **ZCR** columns will display in the **CRM > Candidates** screen only when **Primary Phone** and **Zip** columns, respectively, are enabled on the grid. ACR column is tied to the Primary Phone column and ZCR column is tied to the Zip column. The ACR and ZCR columns can be enabled or removed by adding or removing the Primary Phone or Zip columns, respectively, via the **Customize Columns** button above the grid.



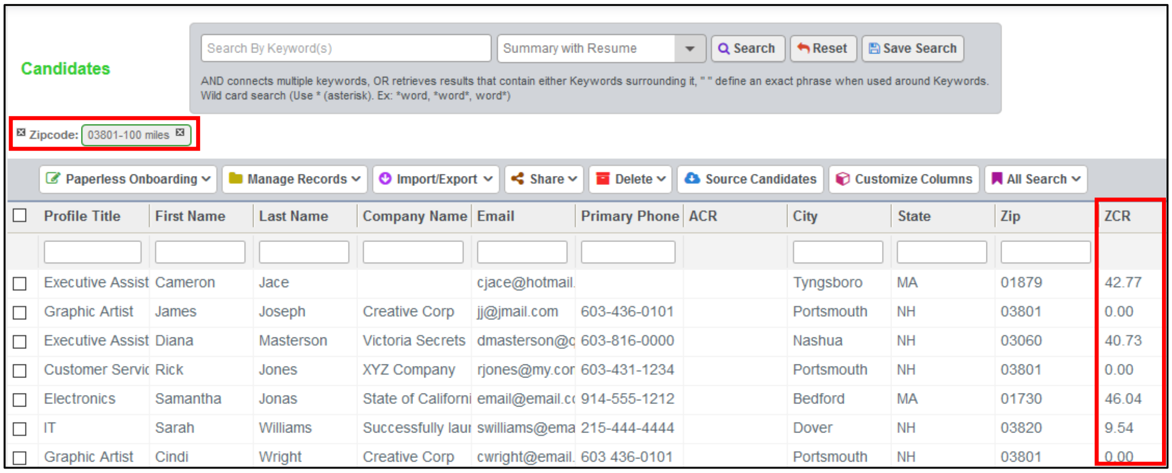
To perform an ACR or ZCR search, launch the AkkuSearch window by clicking the name of the field to the left of the Candidate grid. In the example below, the AkkuSearch window was launched by clicking **Zipcode**.



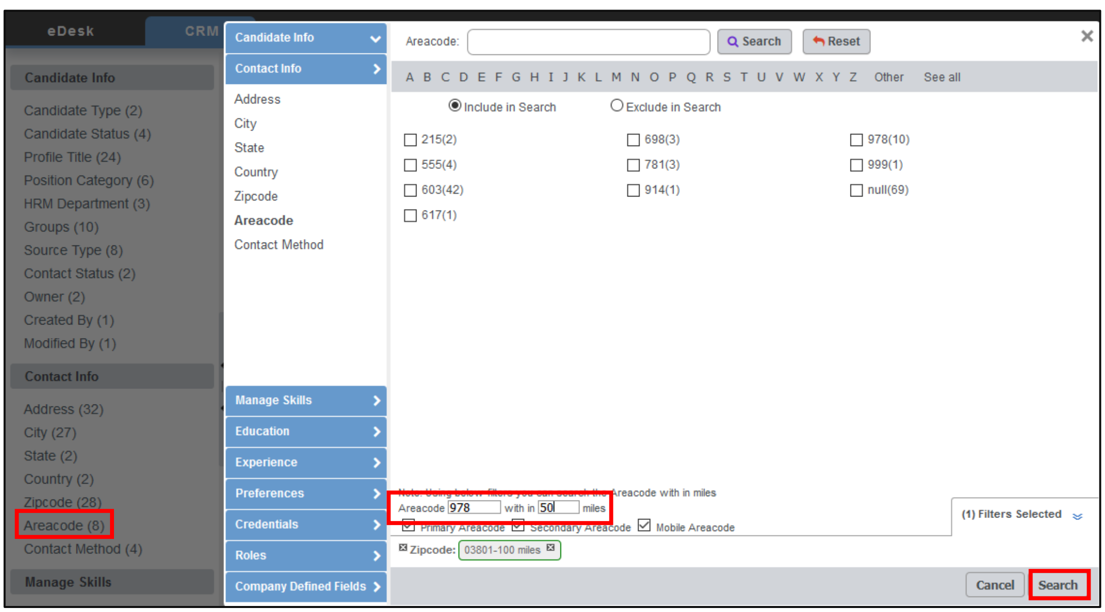
Enter a **Zipcode** and a **radius**, then click **'Search.'**

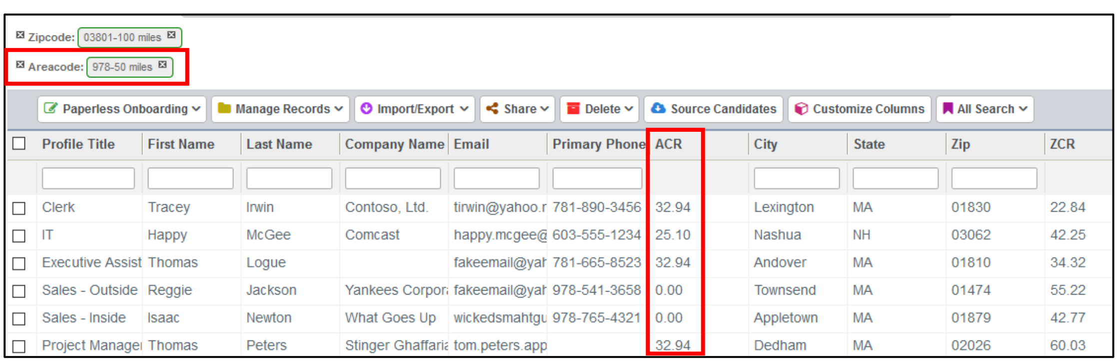


The values in the ZCR column will display the radiuses of the zip codes in the Zip column from the searched Zipcode. **The ZCR column can be sorted by clicking the header of the column to display the results from shortest to furthest distance, or clicking the header again to display the results from furthest to shortest distance.**



The above steps can be performed for an ACR search as well. In the example below, the AkkuSearch window was launched by clicking **Areacode**, entering an **Areacode**, **radius** and clicking **'Search.'**



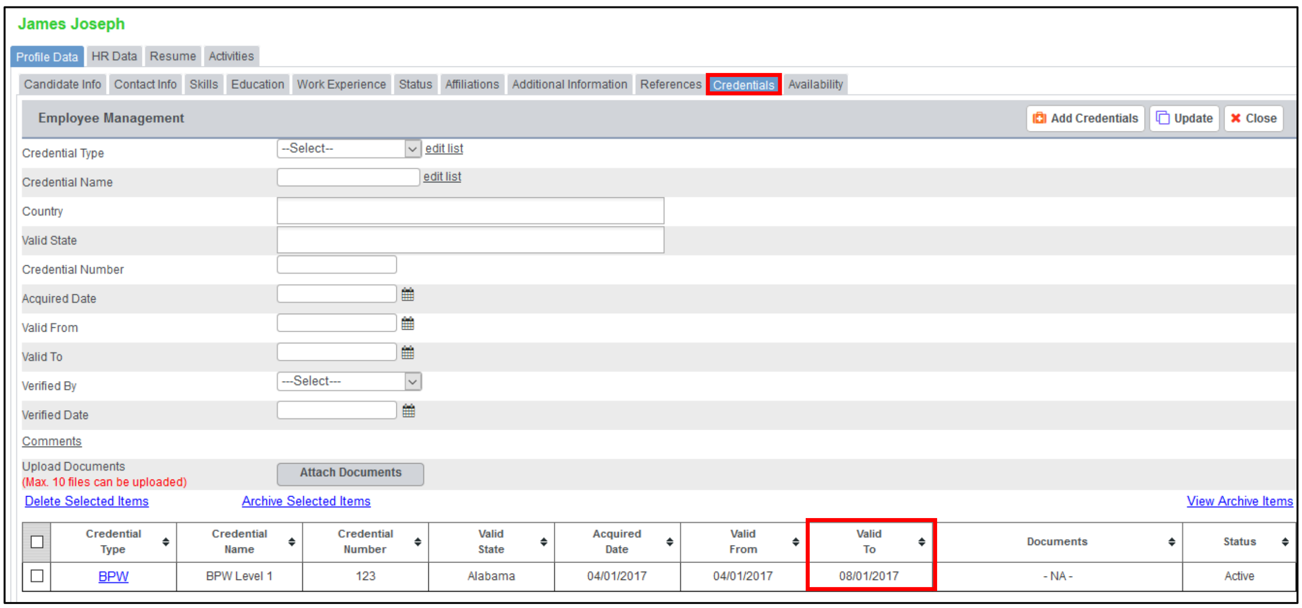


Keep Your Employee Credentials Current

With our new Credentials Management Enhancement, employees on active Assignments can now receive email notifications of their expiring and expired Credentials. You'll no longer need to individually reach out to Employees to remind them when their Credentials expire, allowing you to more efficiently keep employees compliant.

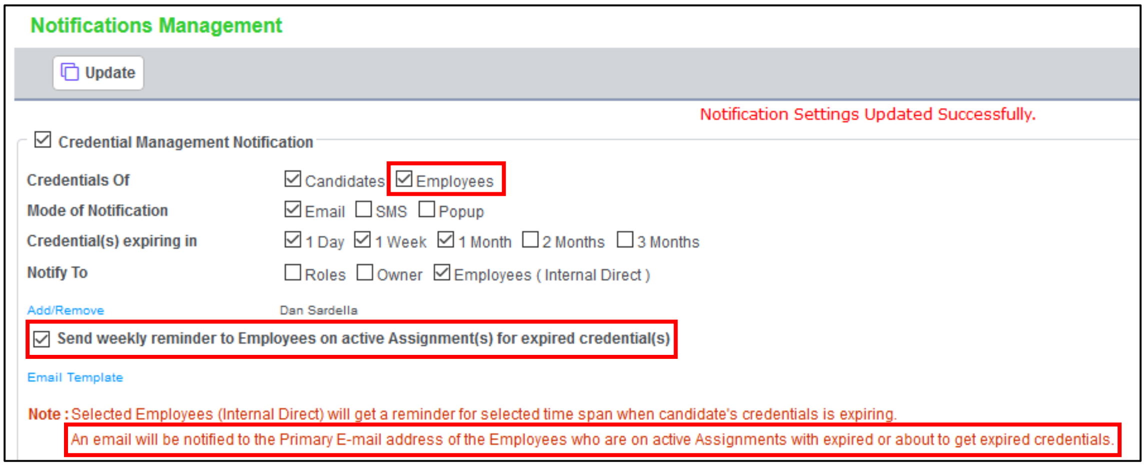
In the existing functionality, notifications of expiring/expired credentials for Candidates and Employees can be sent to users with Roles selected, Owners of the records and/or Internal Direct Employees. With this new enhancement, Employees on active Assignments can ***also*** receive notifications of expiring/expired Credentials.

Please note: Employee *must have Credential(s) with* ***Valid To*** *date field populated in their* ***HRM > Employee Management*** *record to receive notifications. Example below.*



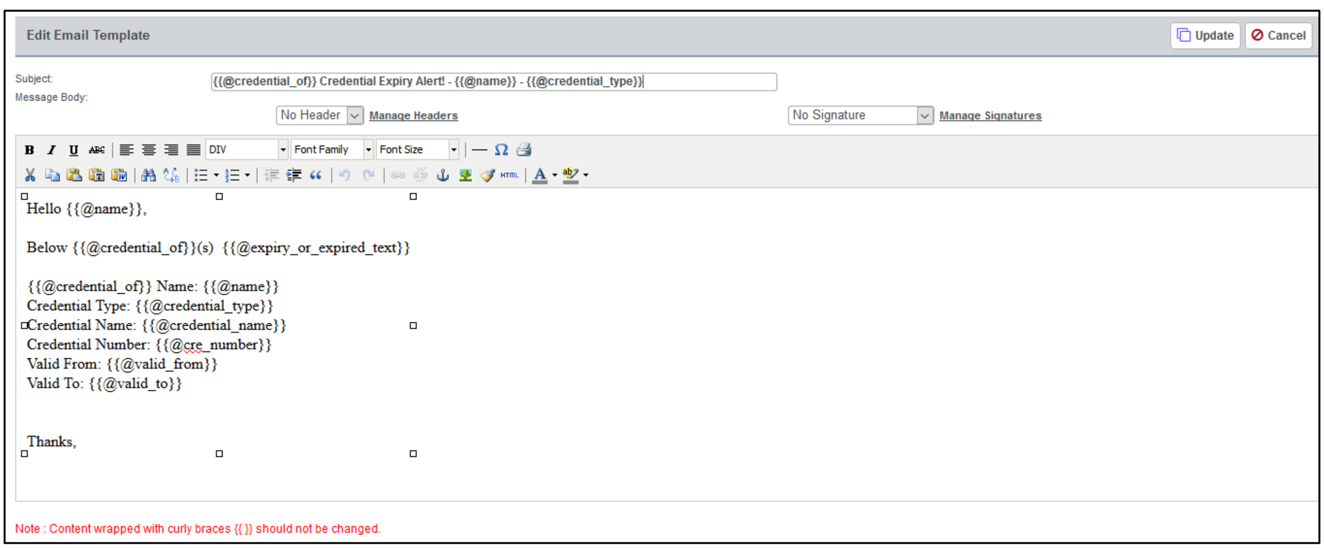
To set up the Employee notifications go to **Admin > Notification Management**.

‘Employees’ must be selected, as shown below. This will enable the option for you to select **Send weekly reminder to Employees on active Assignment(s) for expired credential(s)**.

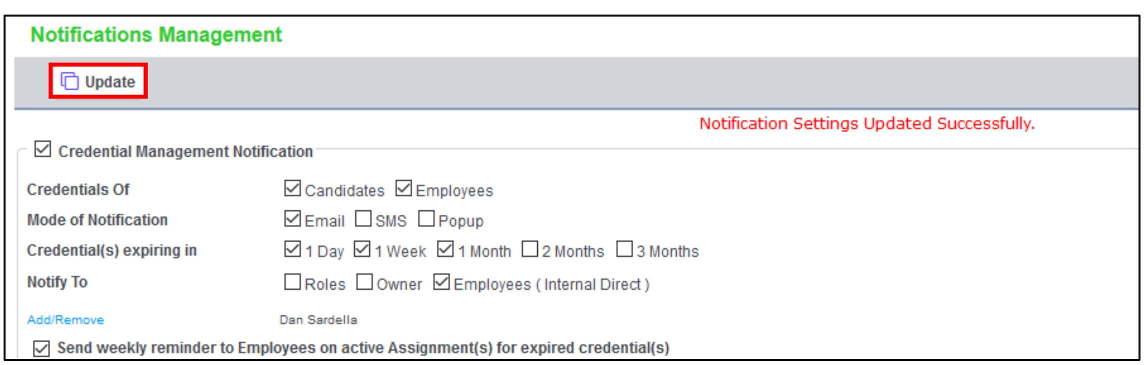


When this is selected, Employees who are on active assignment with expiring/expired Credentials will get reminders by email every week until the Credentials are updated in the Employee record.

To view and edit the email template, click **Email Template** (see screenshot above).



Click **‘Update’** in the **Notifications Management** screen after making changes.

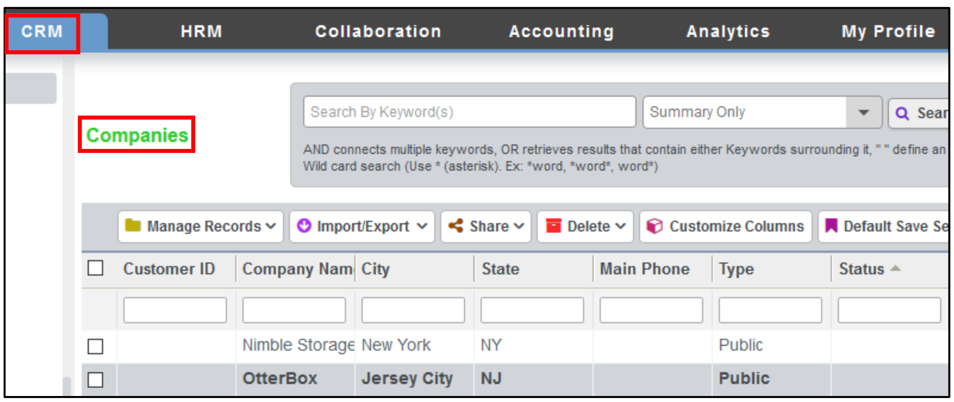


Get Paid Faster by Automating the Vendor Management Process

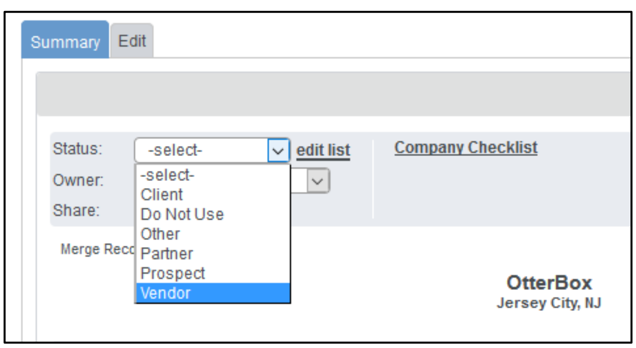
By selecting a Recruiter on a Candidate record, Vendor information will now auto-populate on the Employee record (once hired), eliminating the need to manually enter this information, and to help automate the Vendor payment process.

With this enhancement, by selecting a **Recruiter** in the **Contact Info** section of a **Candidate** record, vendor information will auto populate once the Candidate is hired, provided the **CRM > Company 'Status'** is selected as "Vendor." Once the **Employee** record is created, the **Tax Deductions** will display as **C-to-C** (**Corp to Corp**) and the **Vendor** will be auto-populated.

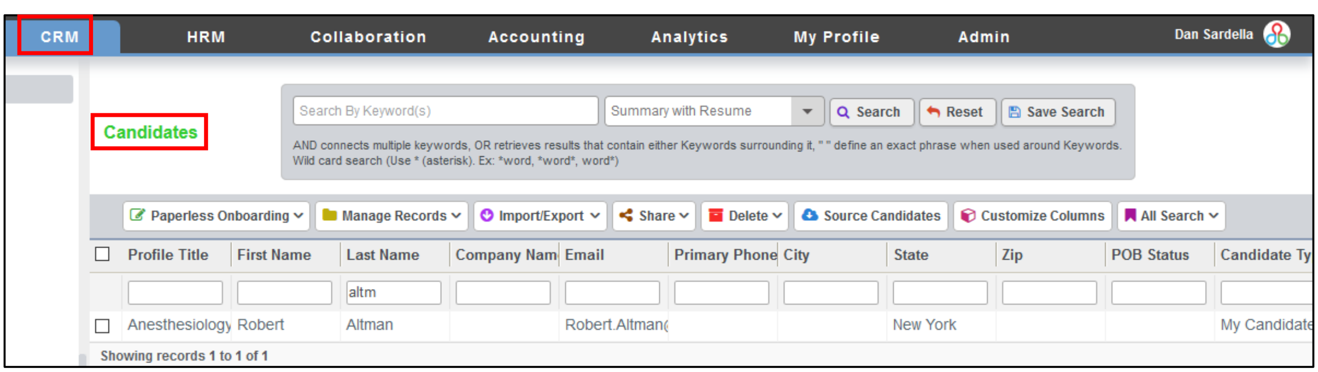
From **CRM > Companies**, double-click to open a **Company** record.



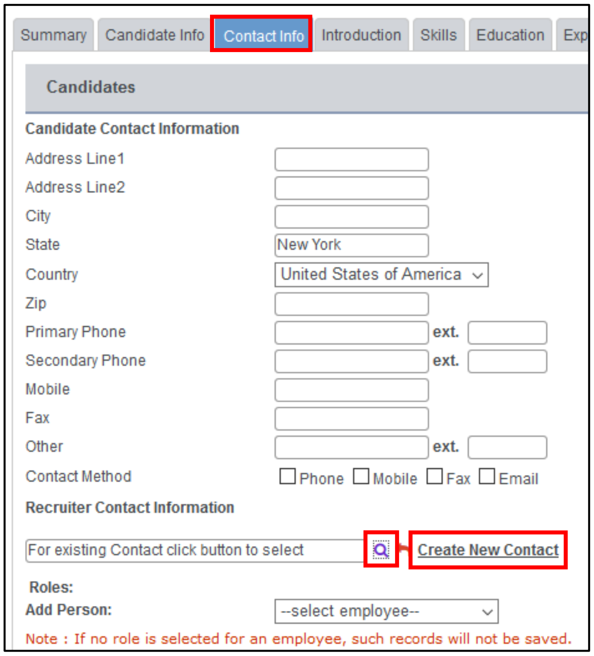
Select **"Vendor"** from the **Status** drop-down and **'Update'** the record.



From **CRM > Candidates**, double-click to open a **Candidate** record.

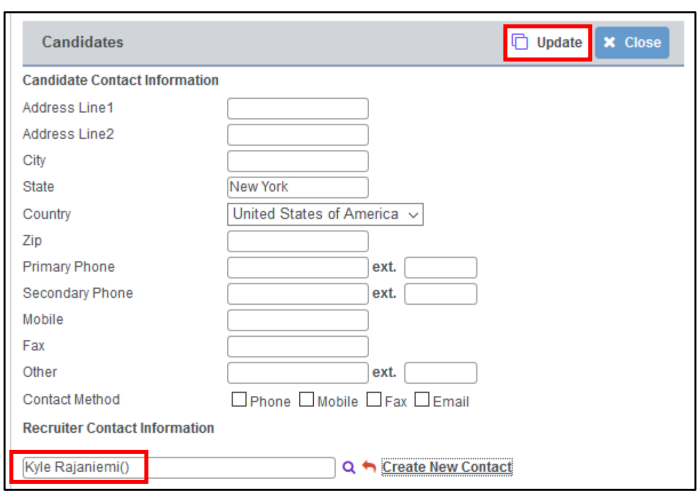


From the **Contact Info** tab, under **Recruiter Contact Information**, click the magnifying glass icon to search for a **Contact** -or- **Create New Contact** (which will need to be added to a Company with “Vendor” Status).



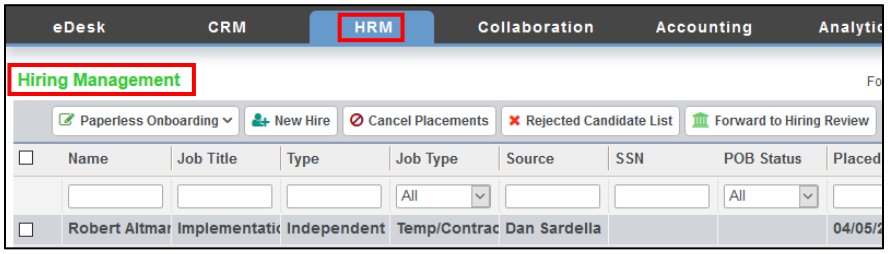
Search and select a Contact at a Company with “Vendor” Status.

Once the **Recruiter Contact Information** has been populated, **‘Update’** the Candidate record.

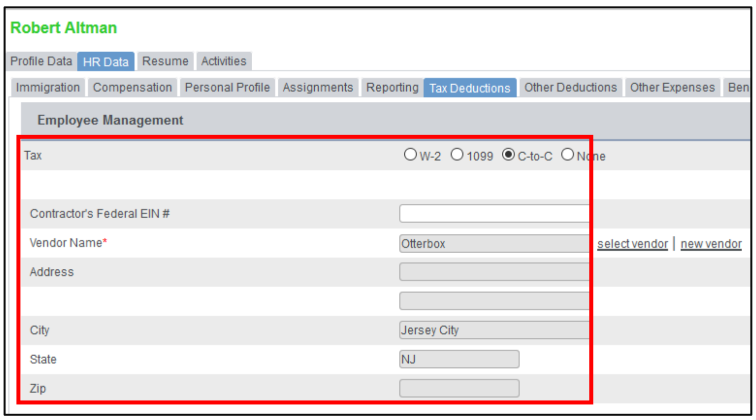


Submit the Candidate to a **Job Order** and **Place** on an **Assignment**.

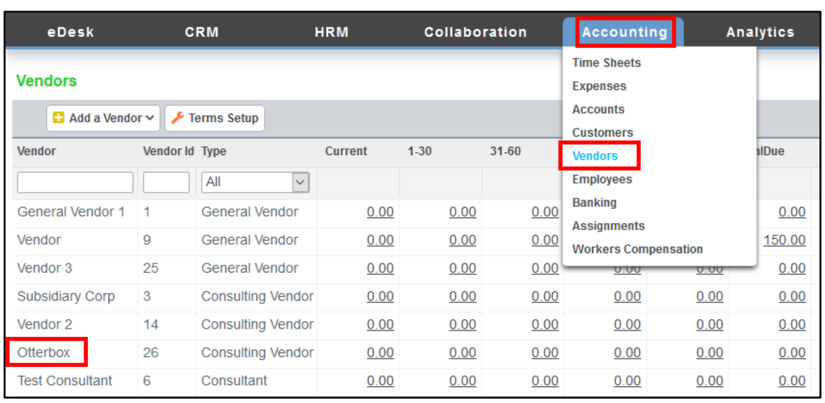
From **HRM > Hiring Management**, double-click to open the record.



From the **HR Data > Tax Deductions** tab, the **Tax Type** will display as **C-to-C** (**Corp to Corp**) and the Vendor information will be auto-populated. The click **'Hire'** to hire the Employee.



From **Accounting > Vendors**, double-click to open the **Vendor** record.



The Employee will appear in the **Customer Candidates** section.