
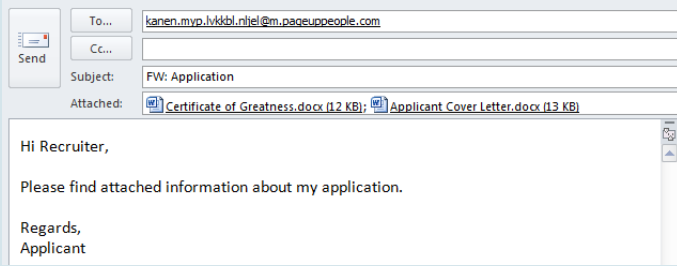
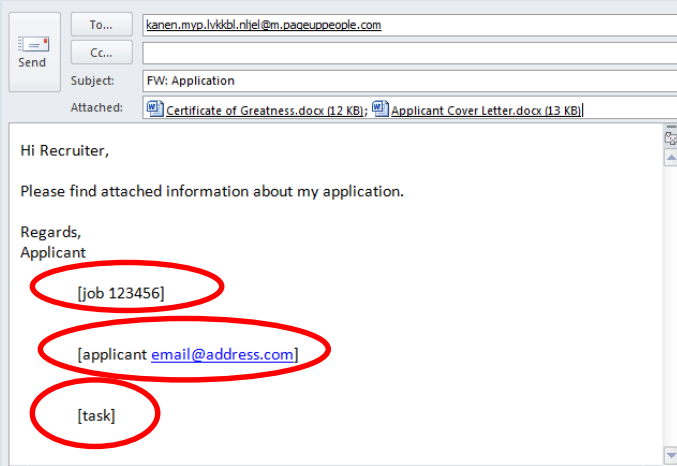




Quick Reference Guide – Mail Matcher, Notes & Tasks

What you need to do	What you will see
<p>STEP 1: Get your Mail Matcher e-mail address</p> <p>From the Main Menu, click on the Update profile link located in the top right corner of the screen.</p> <p>Your Mail Matcher e-mail address will be displayed.</p> <p>Highlight and copy this e-mail address.</p> <p>TIP: Add this e-mail address to your email contact list, as you will be using it on a regular basis.</p>	
<p>STEP 2: Open e-mail</p> <p>From your e-mail inbox, open an email that contains information about an applicant or job.</p> <p>For example, you might have an e-mail from a hiring manager containing their interview notes on an applicant.</p> <p>Click Forward and enter or paste you Mail Matcher e-mail address into the To field.</p>	
<p>STEP 3: Add tag</p> <p>A tag instructs Mail Matcher where to add the information contained in the email.</p> <p>Tags can be added in the subject line or body of the email.</p> <p>There are three types of tags:</p> <ul style="list-style-type: none">> Applicant – use the word applicant and the applicant's name, e-mail address, or applicant number e.g. [applicant jeremyb@hotmail.com]> Job – use the word job and the job number e.g. [job 123456]> Task – just use the word task e.g. [task] <p>In the example below, where we are sending a hiring manager's interview notes to an applicant card, we have used the applicant's e-mail address and added the tag in the body of the email.</p>	
<p>STEP 4: Click Send</p> <p>Once you have tagged your email, click Send</p> <p>Mail Matcher will now add this information to the applicant card, job card or tasks panel, depending on the tag that you have used.</p> <p>In the example used in step 3, the body of the e-mail would be added to the applicant card as a note and any attachments will be added as documents.</p>	