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*"The Quickest way to source resumes and short list candidates"*

# Quick Start Guide

Takes only few minutes to read...



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## Welcome to ResumeGrabber Pro!

Thank you for choosing ResumeGrabber Pro. To get started immediately, we have included this Quick Start guide. It takes only few minutes to read this guide and you can start using the software.

If you have purchased the software with the CD, you can find the following in the CD:

- ◆ ResumeGrabber Pro Installation file.
- ◆ Quick Start guide as PDF file (Opens with Acrobat Reader).
- ◆ Read Me (ReadMe.txt).
- ◆ Sample resumes.

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## About ResumeGrabber Pro

ResumeGrabber Pro is a resume short listing tool developed for recruiters and Human Resource managers. ResumeGrabber can search hard disk, email, Internet for the right resumes. Searching and short-listing the right people with relevant skills and talent can be completed in seconds using this software.

ResumeGrabber Pro extracts contact information from resumes and transfers it into ACT!, Outlook, Excel or a specific folder. Activities can be automatically scheduled to follow up with candidates and duplicate entries can be eliminated by using this versatile software.

## How ResumeGrabber Pro Works?

ResumeGrabber Pro is handy software that captures contact information, along with experience, from resumes found in your hard disk, email, search engine results, and other resume websites, and transfers the information into your application.

You can also use ResumeGrabber Grid – a powerful component that displays the information extracted from the resumes in a tabular form. You can verify the details and shortlist the resumes by using the ResumeGrabber Grid. You can further filter and sort the short listed resumes and then transfer the selected resumes to your application.

## System Requirements

- ◆ Pentium 166 MHz (Recommended Pentium III or higher).
- ◆ 128 MB RAM (Recommended 256 MB or higher).
- ◆ 50 MB free hard disk space (Recommended 100 MB or higher).
- ◆ Operating System:
  - Microsoft Windows Vista
  - Microsoft Windows XP
- ◆ Other Software:
  - Microsoft Office 2000 or higher
  - Internet Explorer 6.0 and 7.0 only

## Resume Format

- ◆ Text Files [TXT].
- ◆ Word Documents [DOC and RTF].
- ◆ HTML / HTM Files.
- ◆ Resumes in e-mail.
- ◆ Resumes from Search Engine Results.

## Works With...

- ◆ Big Biller
- ◆ PCRecruiter for Web
- ◆ ACT! 2010 / 2009 / 2008 / 2007 / 2006 / 2005 / 6.0/2000
- ◆ Microsoft Outlook 2007 / 2003 / 2002 / 2000
- ◆ Microsoft Excel 2007 / 2003 / 2002 / 2000
- ◆ GoldMine 8.x / 7.x / 6.x / 5.x
- ◆ HR-XML
- ◆ Zoho People
- ◆ **Others:** Data Export & System Folders

## Installing the Software

To install ResumeGrabber Pro:

If you have the CD, double-click the installation file in the ResumeGrabber Pro folder. Else, visit <http://www.goldmineaddons.com/products/reg-pages/egb-rgpro-reg.asp> to download the installation file.

- ◆ The Installation wizard guides you through rest of the process.

When you finish the wizard, you have successfully installed the software.

## Registering the Software

After installation, **eGrabber Product Registration** dialog box appears. If you have purchased the software or registered for a trial version, you should have received the License Key via email.

- ◆ **Purchased the software:** If you have purchased the software, type or paste the Purchase Key under "Please type or paste your License Key here" and then click **Register Now**.



You can use ResumeGrabber for one year or as specified in the Purchase Agreement. The software expires in one year or as specified after the date of registration.

- ◆ **Use the Trial version:** If you have registered for a trial version, type or paste the Trial key under "Please type or paste your License Key here" and then click **Register Now**.
- ◆ The message "**Successfully registered**" appears under the Status area. Click **Continue** to start using the Software.



The trial version is fully functional, but limited to be used for 10 days or 50 transfers, whichever is earlier.

- ◆ **Evaluate for 3 days:** Click **Continue Trial** to evaluate the software for 3 days.

## ResumeGrabber Pro - Components

- 1) **ResumeGrabber Toolbar** – enables you to capture resumes from a source application and transfer them to a specific destination. You can search for resumes containing specific keywords by entering them in the Toolbar. You can also change the toolbar to a compact mode.

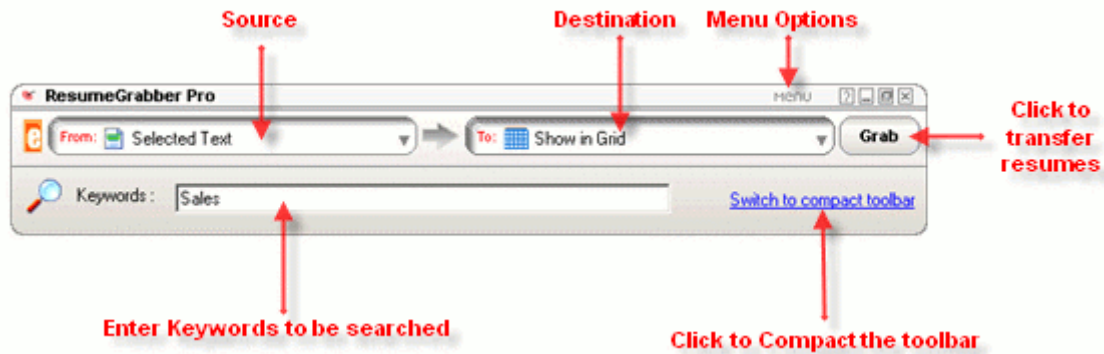


Fig 1: ResumeGrabber Toolbar

- 2) **ResumeGrabber Grid** – enables you to verify the extracted information from the resumes, screen and sort relevant resumes before transferring to your application.

## Using ResumeGrabber Toolbar

You can start with setting up your destination application. Then search for the resumes from your source. You can search for resumes containing specific keywords. ResumeGrabber automatically differentiates between a resume and other files and displays resumes containing the searched keywords in the ResumeGrabber Grid. Now Screen and sort the relevant resumes from the Grid, and then transfer the short listed resumes to your destination.

### Setup Destination

Click **Menu > Options** in the ResumeGrabber Toolbar.

In the **ResumeGrabber Options** dialog box, click **Destination Setup** under **Options**.

Select **PC Recruiter** to transfer resumes.

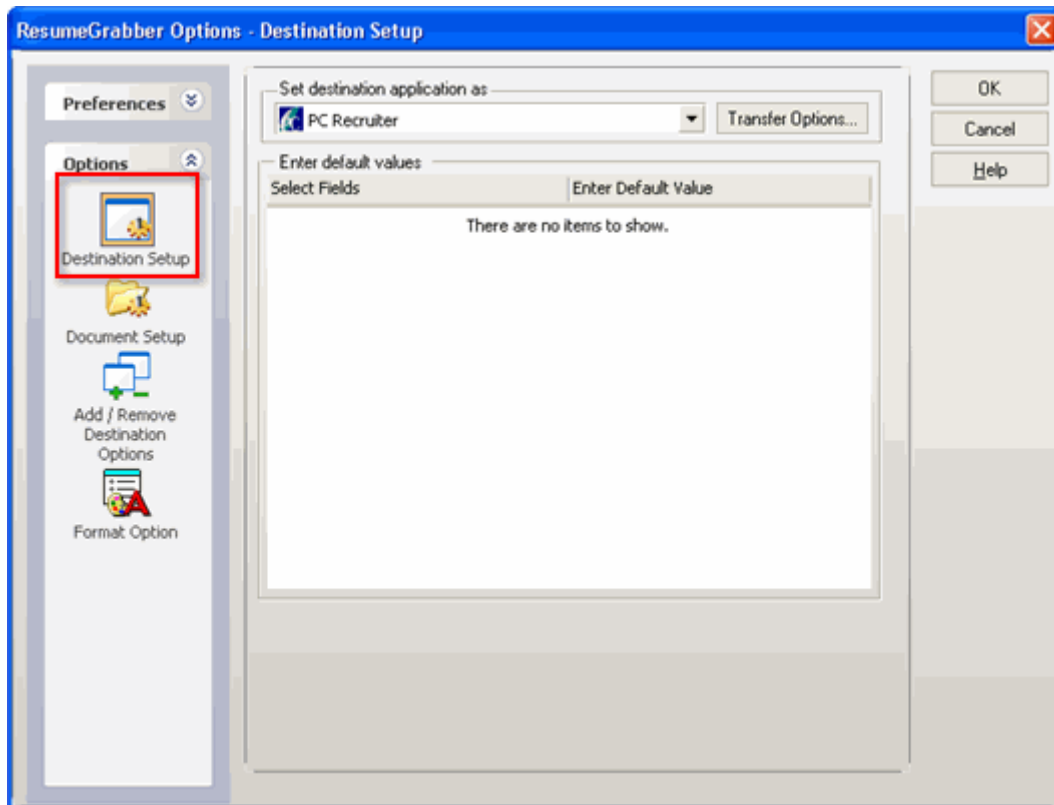


Fig 2: ResumeGrabber Options – Destination Setup

Click **Transfer Options** to setup PCR for transferring the resumes.

## Setup Transfer Options for PCR

Before transferring resumes into PCR, you need to setup the following:

Download **grabber.exe** from

- <http://www.egrabbersupport.com/submissions/PCR/grabber.exe>

[OR]

- <http://office.pcrecruiter.com/grabber.exe>

Save grabber.exe in your PCR server in the following path:

**\\inetpub\wwwroot\pcrbin**

## Login to PCR

In the **PCR Transfer Options** dialog box, enter the following details in the **Login** tab:

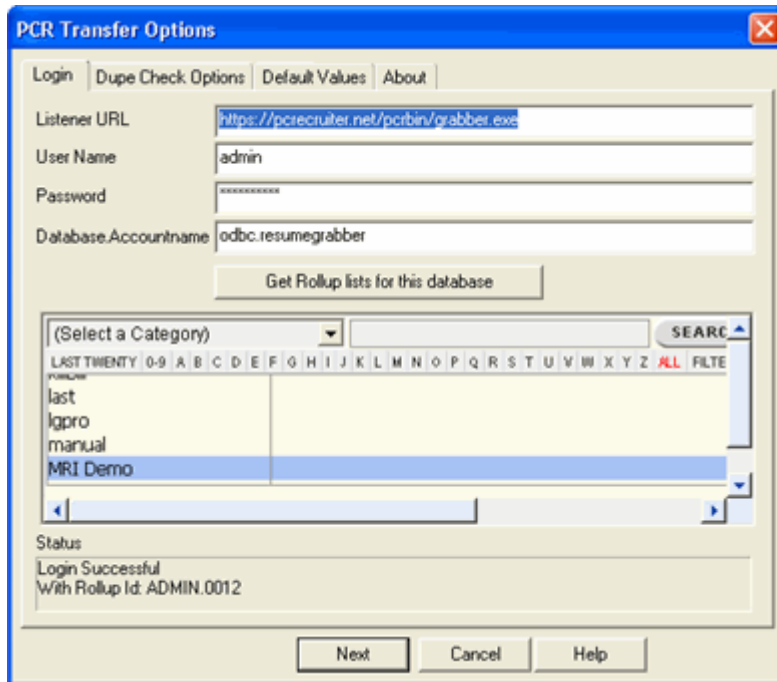



Fig 3: Login to PCR

**Listener URL:** The URL must be entered according to the server hosted by you.

### **For database hosted on Main Sequence Technologies (MST):**

If you have hosted your database on Main Sequence Technologies (MST), then your URL appears as follows:

URL for MST Server: <https://pcrcruiter.net/pcrbins/grabber.exe>

 If your system is protected with security settings, the above URL may not function properly. In such cases, change the URL as <http://pcrcruiter.net/pcrbins/grabber.exe>

### **For database hosted on your server:**

If you have hosted your database on your own server, then your URL appears as shown in the following example:

Example URL for your server: **http://yourservername.com/pcrbins/grabber.exe**

In the above example, replace **yourservername.com** with your server name.

**User Name:** Enter your PCR database user name.

**Password:** Enter your PCR database password.

**Database.Accountname (Profile):** Enter the account name based on the server hosted.

**For database hosted on Main Sequence Technologies (MST):**

If you have hosted your database on MST, the account name is your PCR id that appears in the PCR URL.

For example, if the PCR URL is as follows,

**http://www.pcrecruiter.net/pcrbin/default.asp?uid=import109.merwingroup**, your database is **'import109'** and your account name is **'merwingroup'**.

Hence, in the above example, the **Database.Accountname** is **import109.merwingroup**.

**For database hosted on your server:**

If you have hosted your database on your own server, enter the **Database.Accountname** as **database.txt**, where database is the database name that appears on the PCR Login screen.



Once you have associated ResumeGrabber with a database, you can transfer resumes to the selected database only. If you want to transfer to another PCR database, you need to purchase a new License Key.

**Rollup List:**

Click the **Get Rollup lists for this database** button.

Your **Rollup List** is displayed.

Select your Rollup ID and click **Next**.

The message **'Login Successful'** is displayed in the **Status** area and the dialog box moves to the **Dupe Check Options**.

## Check for Duplicates in PCR

You can customize ResumeGrabber to check for duplicates while transferring resumes to PCR.

ResumeGrabber offers various options to handle the duplicate records.

In the **PCR Transfer Options** dialog box, click **Dupe Check Options** tab to define the duplicate check criteria.

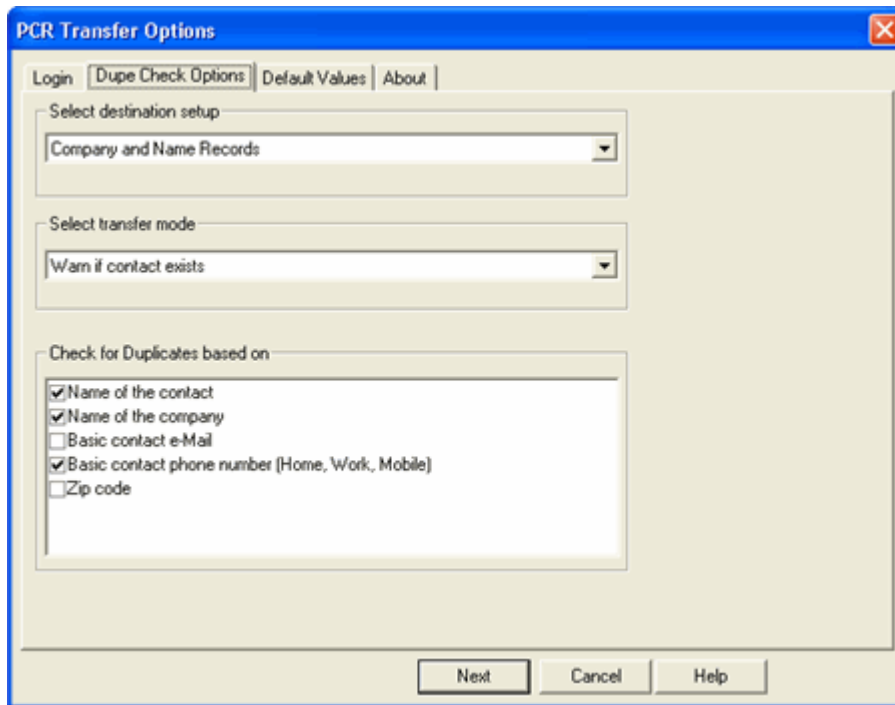


Fig 4: PCR - Duplicate Check Setup


Under **Destination Setup**, select the type of records from the following options:

Option	Function
Company Records	The contact transferred is saved as a Company Record.
Name Records	The contact transferred is saved as Individual Record.
Company and Name Records	Contact is saved as both Company and Individual Record.

Under **Select transfer mode**, select the required method to transfer duplicate contacts.

Method	Function
Add as new	Adds the duplicate contact as a new contact to your database.
Update if contact exists	Updates the existing contact in your database.
Warn if contact exists	Displays <b>Contact Linker</b> dialog box that provides different options to handle the duplicate contact. This method is selected by default.
Skip if contact exists	Cancels transferring the duplicate contact to your database.

Under **Check for duplicates in Contact based on**, select the fields for which the values to be checked for duplicates. The values of the fields selected here are checked during the transfer process.

 The above options are enabled when you select any option except **Add as new** in the **Select Transfer Mode**.

For Company records, duplicate check is performed based on the Company Name only. The Company Names are linked or created based on the following scenario:

Context	Transfer Process
Company Duplicate Check Criteria	Based on Company Name only.
Company already exists	Link the incoming record to the existing Company Name.
Company not found	Create a Company with empty address details and link the incoming record to the newly created Company Name.
Two or more companies exist with the same name.	Link the incoming record to the recently added / updated Company.

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Company Duplicate Check Criteria	Based on Company Name only.
Company already exists	Link the incoming record to the existing Company Name.
Company not found	Create a Company with empty address details and link the incoming record to the newly created Company Name.
Two or more companies exist with the same name.	Link the incoming record to the recently added / updated Company.

The duplicate check setup works based on the combination of selected fields. That is, if you have selected the Name and Email fields to check for duplicates, then the check is performed using AND condition. Hence, even if one field is not matching the existing data, it is not considered as duplicate and transferred to PCR database as a new record.

In addition, if the incoming field is empty, then the duplicate check is performed based on the other fields excluding the empty field. However, if the existing record has an empty field and the incoming record contains value for that field, then the incoming data is not considered as duplicate and transferred as new record.

Consider the following example: (Assume that Name and Email are selected to be checked for duplicates).

Incoming Record	Existing Record	Transfer Process
William Stevenson william@egrabber.com	William Stevenson william@egrabber.com	Here the incoming values exactly match the existing values and hence the incoming record is considered as duplicate.
W. Stevenson william@egrabber.com	William Stevenson william@egrabber.com	Here, although the email ID matches, the name seems to be different. Hence, the incoming record is not considered as duplicate and transferred to PCR as a new record.
William Stevenson ----	William Stevenson william@egrabber.com	Here, the incoming email ID is empty. Hence, the email field is not considered for the duplicate check process. The check is performed only for the Name. Since the name matches, this record is considered as duplicate.
William Stevenson william@egrabber.com	William Stevenson ----	Here the existing email ID is empty. However, the incoming record contains both name and email ID. This is not considered as duplicate and added as a new record.

If you have selected **Name** and **Phone** as the fields to be checked for duplicates, the Work Phone, Home Phone and the mobile numbers are checked for duplicates. In this case, the Phone numbers are checked using the **OR** condition. That is out of the three phone numbers available for a contact, even if one number matches exactly, it is considered for the overall duplicate check.

Consider the following example: (Assume that Name and Phone are selected to be checked for duplicates).

Incoming Record	Existing Record	Transfer Process
William Stevenson Work: (408) 826-7777 Home: (408) 735-1234	William Stevenson Work: (408) 826-7777 Home: (408) 735-2244	The incoming Name and Work Phone match exactly. Although the Home Phone is different, the record is considered as duplicate. (Within the phone numbers, even if one number matches, it is considered for duplicate check.)

After selecting the appropriate options, click **Next** to save the settings and the dialog box moves to add default values.

## Add Default Values

You can assign default values to the **Company** field in PCR database.

In the **PCR Transfer Options** dialog box, click the **Default Values** tab to assign the pre-defined values.

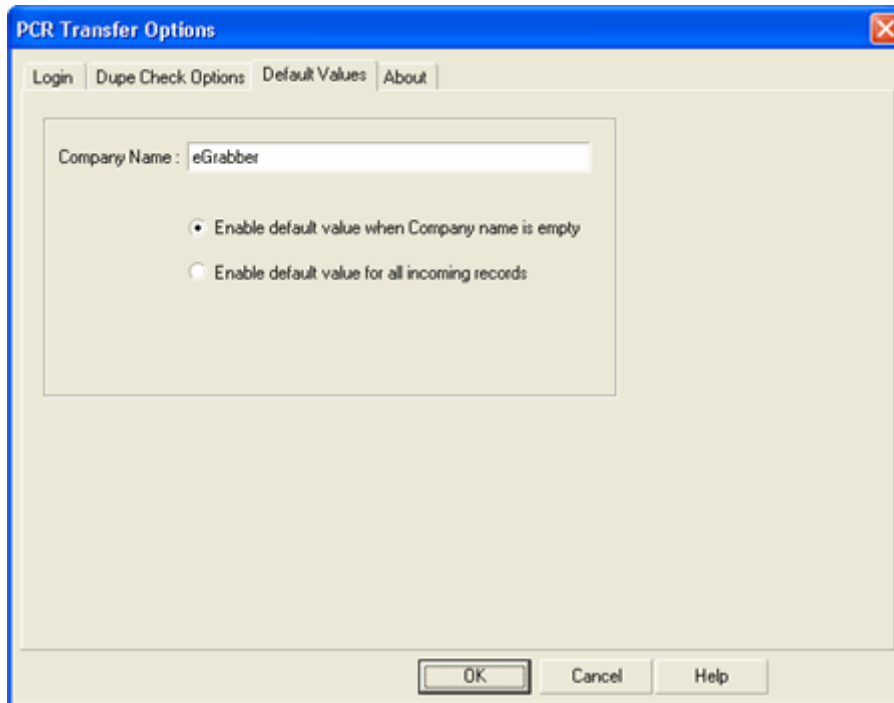


Fig 5: Add Default Values

In the **Default Values** tab, enter a value for the **Company Name**. Whenever a record is transferred, the default value is saved in the company field based on the following options:

- **Enable default value when Company name is empty:** Select this option to transfer the default value when the Company field is empty in the incoming record. This option is selected by default.
- **Enable default value for all incoming records:** Select this option to transfer the default value whenever a record is transferred. Here even if the incoming record contains value for Company field, the default value is transferred to PCR database.

Click **OK** to save the settings.

## Document Setup

You can save the resume in a folder and link the same to your destination.

Click **Menu > Options** in ResumeGrabber toolbar.

Click **Document Setup** in the **Options** tab.

Now, you can setup options to attach the resumes.

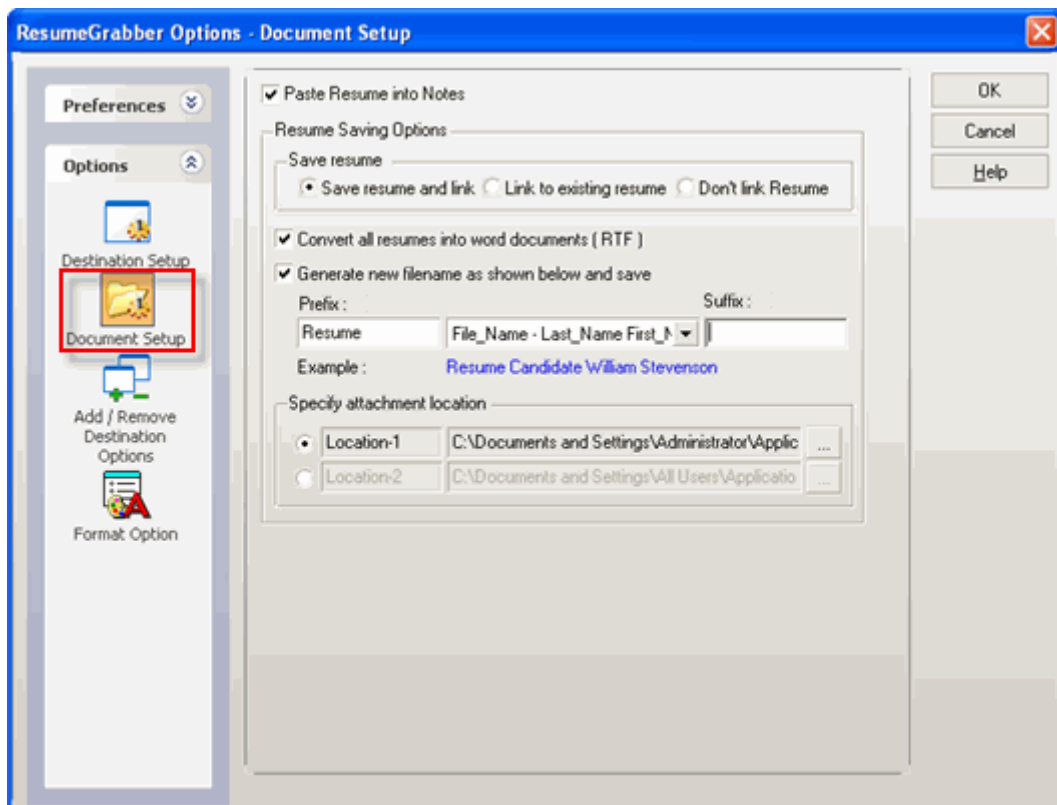


Fig 6: Save and Link the Resume

**Paste Resume into Notes:** Select this option to copy the resume text in your destination application. Ensure that this option is selected while transferring to PCR.

Under **Resume Saving Options**,

- ◆ **Save resume and link:** A copy of the selected resume is saved in the ResumeGrabber default folder and is linked to the destination application. This option is recommended when you are searching for resumes using search engines.
- ◆ **Link to existing resume:** The existing resume is linked to the destination application. This option is recommended when the resume already exists in your hard disk.
- ◆ **Don't link Resume:** The contact information alone is transferred to the destination and no link is established. While transferring to PCR, do not select this option.

When you select **Save resume and link**, the following options are enabled:

**Convert all resumes into word document (RTF):** The copy of the transferred resume is saved as a word document in the ResumeGrabber default folder. The saved file is then linked to the contact in your destination in word format. Clear this option to save the resume in the original format.

**Generate new filename as shown below and save:** You can save the transferred resumes with customized filenames. Enter a prefix in the first box and a suffix in the last box for the resume name.

**Specify Attachment Location:** By default a copy of the transferred resume is saved in ResumeGrabber Pro -> Saved\_Resume1 in Application Data folder. You can however change the location.

- ◆ **Location-1:** This option is selected by default. This location is in **ResumeGrabber Pro => Saved\_Resume1 in Application Data** folder.
- ◆ **Location-2:** You can select another path for saving the transferred resumes.

Click **OK** to save the settings.

Now you can start transferring the resumes to PCR.

## Transfer using ResumeGrabber Grid

You can view the extracted information from the resumes and verify the details in the ResumeGrabber Grid.

- ◆ Select your source application that contains resumes.
- ◆ Select **Show in Grid** in the **To:** list.
- ◆ Enter the keywords to be searched in the resumes and click **Grab** in the ResumeGrabber Toolbar to capture the resumes.
- ◆ The ResumeGrabber Grid opens displaying the information extracted from the resumes.

The Grid consists of two panels.

The top panel is called as **Grid View** and displays the contact information including other parameters like keywords, experience, and resume age in a tabular form.

The bottom panel is called as **Snip View** and displays a preview of the resume selected in the grid view. A snippet of relevant sentences is displayed highlighted with the searched keywords.

Refer to [Fig 7](#).

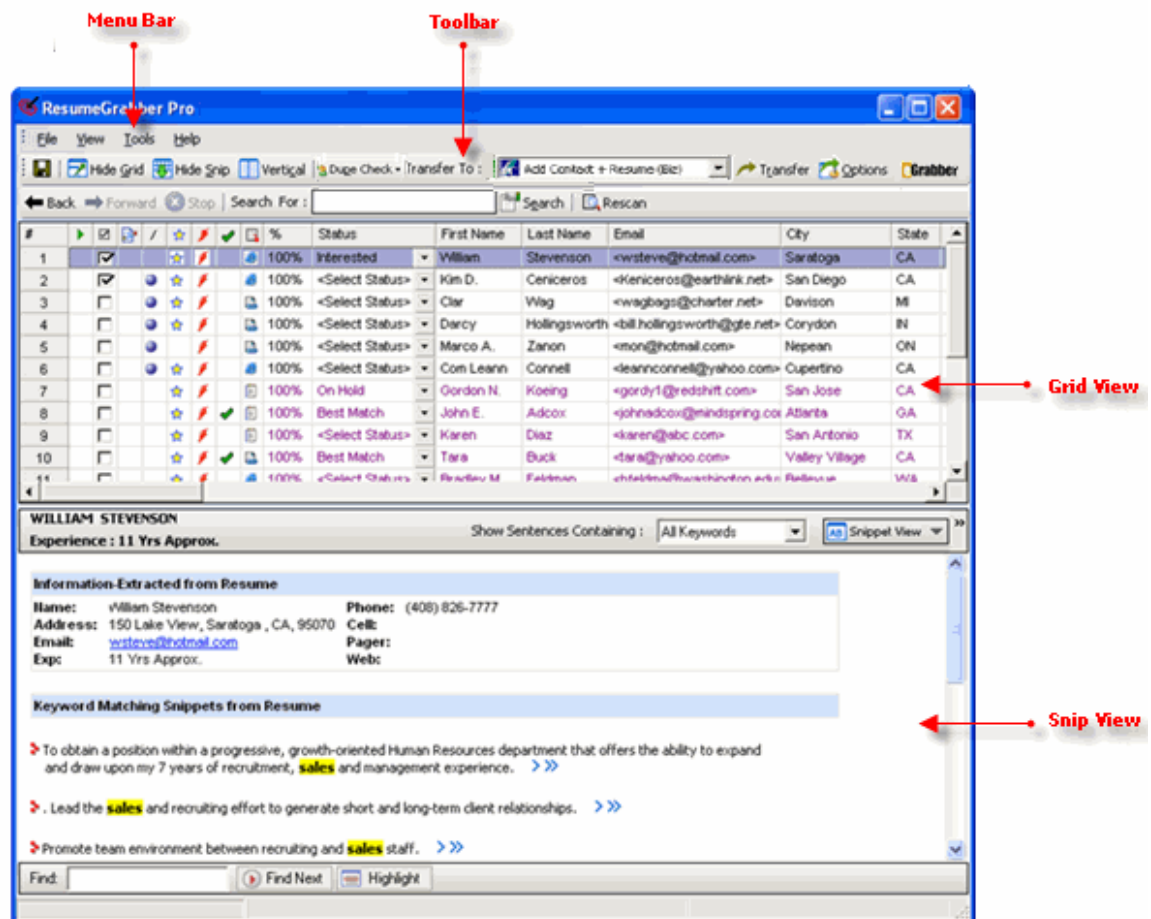


Fig 7: ResumeGrabber Grid

You can verify and shortlist the resumes in the ResumeGrabber Grid. Select the relevant resumes to be transferred. Now you can transfer the selected resumes into your destination.

## Transfer Resumes to PCR

After selecting the resumes click **Transfer** in ResumeGrabber Grid. The selected resumes in the Grid are transferred to the selected Destination. If you have selected PCR as your destination, resume is transferred to PCRecruiter.

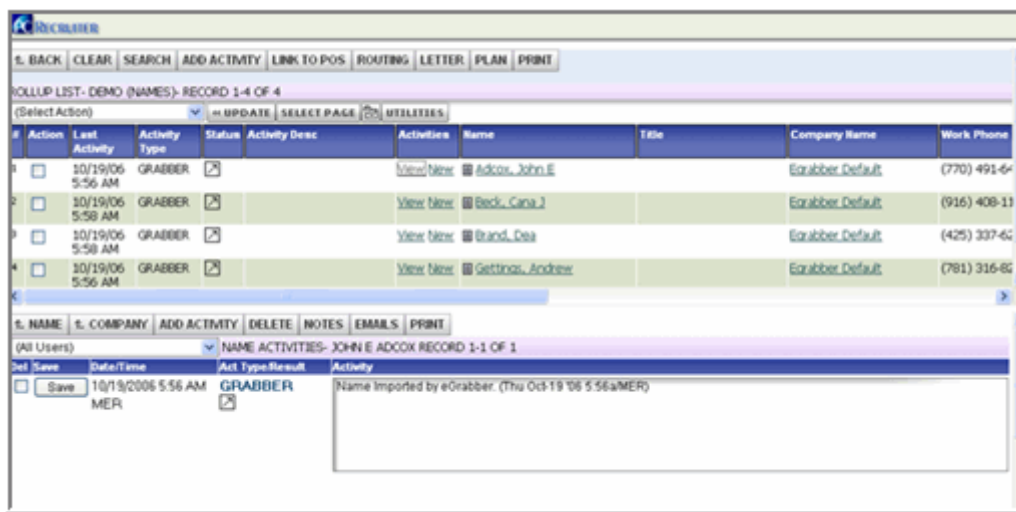


Fig 8: Resumes transferred to PCR

To view the transferred resumes, click the **NAME** tab in PCR. Select the name from the Contact details displayed and click the **RESUME** tab. The resume is displayed in the lower panel in the original format.

Similarly, you can transfer resumes into ACT!, Outlook, GoldMine, Excel and Data Export. In Data Export, you can save the information as a CSV file and later on, this can be imported into any application that supports CSV format.



You can transfer the resumes directly to your destination application without opening the Grid. Select the appropriate destination option from the **To** list of the toolbar and click **Grab** to transfer resumes to the selected destination.

### Using ResumeGrabber Pro, you can also:

- ◆ Mark the Recruitment Status and Job Category for a candidate.
- ◆ Identify candidates from particular location and filter them.
- ◆ Mark resumes with hot keywords.
- ◆ Sort the resumes.
- ◆ Send email to candidates using templates.
- ◆ Forward the selected resumes to your client using templates.
- ◆ Format resumes and remove improper data before transferring the resume.
- ◆ Automatically transfer default values to user fields in your destination.
- ◆ Check for duplicates in the ResumeGrabber Grid.
- ◆ Calculate the distance between your location and the candidate's location.

And lots more...



Refer to ResumeGrabber Help or User Guide for more details.

## Technical Support

**Telephone:** (408) 872-3103 Weekdays 8 AM to 5 PM - PST

**Fax:** (408) 861-9601

**Email:** [support@egrabber.com](mailto:support@egrabber.com)

**Web:** <http://www.goldmineaddons.com/products/resgrabpro.asp>

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