


Temps Plus Online

Temps Plus Online Documentation

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Table of Contents

Temps Plus Online	1
Temps Plus Online Documentation	1
Table of Contents.....	1
Overview	2
Detailed Instructions	3
A) Create your on-line application web page using the HTML generator	3
B) Create your on-line reporting web page using the HTML generator	8
 Designing a customer reports page	13
C) Place the resulting web page(s) on a web site.	15
D) Designate (and create, if necessary) an email address to use for receiving online applications.	16
E) Configure the ResumeDownloader.exe program.	17
F) Configure the “ResumeViewer.exe” on one computer attached to your network	20
G) Run the “ResumeDownloader.exe” on the machine you used to configure the program.	26
H) Run the “ResumeViewer.exe” on the machine you used to configure the program.	27
Processing received applications	28
Web Page Examples	29



Overview

There are two parts to the Temps Plus Online feature.

- The **Temps Plus Online Application** works by creating and placing a custom web page on your web site (created by the Temps Plus “HTML Generator>>Online Application” feature) that sends an email containing the online application information to an email account you designate. A computer in your office is then configured to accept, view and process these online application and automatically, upon your direction, selectively enter applications as records into your Temps Plus JKM database.
- The **Temps Plus Online Reporting** feature works by creating and placing a custom web page on your web site (created by the Temps Plus “HTML Generator>>Report Request/Availability Update” feature) that allows an applicant or customer to access specified reports from your database. Applicants may also optionally “sign in” for work (puts them in the “Who’s Here” window in Warboard).

Implementing the Temps Plus Online feature consists of the following steps:

(Setup for online applications and/or reporting)

A) Create your on-line **application web page** using the HTML Generator (found on the Temps Plus menu bar – Process>> Temps Plus Online>> HTML Generator>>Online Application).

B) Create your on-line **reporting web page** using the HTML Generator (found on the Temps Plus menu bar – Process>> Temps Plus Online>> HTML Generator>>Report Request/Availability Update).

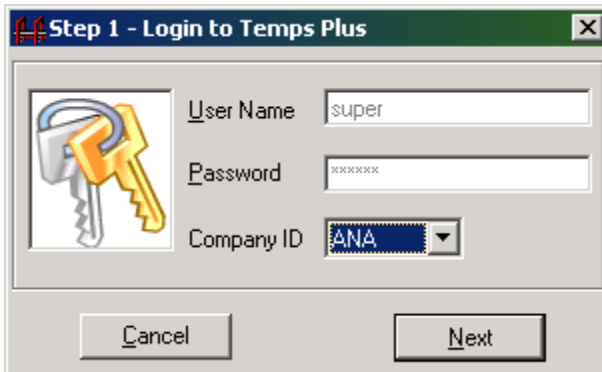


Detailed Instructions

This section details each step from the overview section above.

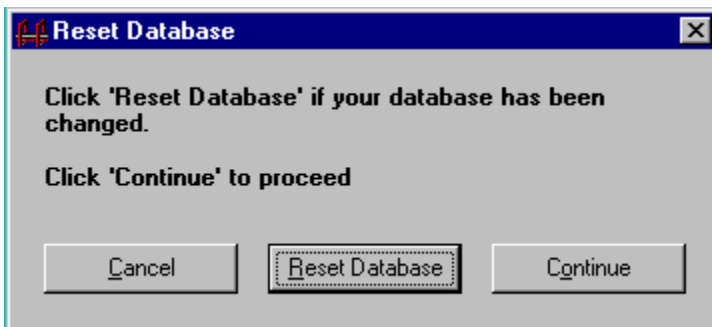
A) Create your on-line application web page using the HTML generator

From the Temps Plus JKM menu bar, choose “Process, Temps Plus Online, HTML Generator, Online Application”. You’ll be presented with the following login dialog box.



The screenshot shows a dialog box titled "Step 1 - Login to Temps Plus". On the left is an icon of a key. To the right of the icon are three input fields: "User Name" containing "super", "Password" containing "xxxxxxx", and "Company ID" with a dropdown menu showing "ANA". At the bottom of the dialog are two buttons: "Cancel" and "Next".

After providing your User Name, Password and Company ID, and pressing the [Login] button, if any applicant screen fields or keywords have changed in your database since the last time you used this option, be sure to select the “Reset Database” before pressing “Continue” to proceed to the next window.



The screenshot shows a dialog box titled "Reset Database". It contains the text: "Click 'Reset Database' if your database has been changed." and "Click 'Continue' to proceed". At the bottom of the dialog are three buttons: "Cancel", "Reset Database", and "Continue".

Pressing Continue will display the “Form text and color” dialog window appears.

Step 2 - Form text and color

Opening Text

The following note will appear at the beginning of the online application:

Please complete the following form, providing all the requested information.

Thank you!

Logo

Select Logo...
Remove Logo

Background Color/Image

Select BgColor...
Select BgImage...

Use CSS

Preview
Cancel
Next

You may change the text that will appear at the top of the online application page, as well as include a logo of your choosing (it must already exist and be available to your computer to select). You may also choose a background color and image for the page. If you do select a logo and/or background, you may wish to select the [Preview] to see if it's what you want.

Checking the "Use CSS" will use cascading style sheets on your HTML page, giving it a more professional appearance.

When you're ready to continue, press the [Next] button.

Step 2 - Applicant details

Select the fields that should appear on the online application. (Right click on a field to change its alias.)

Group 1

<input checked="" type="checkbox"/> LastnameFirst	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> City
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Zip	<input checked="" type="checkbox"/> SSNumber
<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> 2ndTelephone	<input checked="" type="checkbox"/> 2ndTeleDescription
<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> MaritalStatus	<input checked="" type="checkbox"/> EmailAddress

Group 2

<input checked="" type="checkbox"/> FederalExemptions	<input checked="" type="checkbox"/> I9/W4	<input checked="" type="checkbox"/> TaxJurisdiction
<input checked="" type="checkbox"/> ShortMemo	<input checked="" type="checkbox"/> Last Call In	<input checked="" type="checkbox"/> User Date 2

Group 3

<input checked="" type="checkbox"/> Typing Speed	<input checked="" type="checkbox"/> Math Test	<input checked="" type="checkbox"/> Filing Test
<input checked="" type="checkbox"/> Spelling Test	<input checked="" type="checkbox"/> Cler Accuracy	<input checked="" type="checkbox"/> DE Alph
<input checked="" type="checkbox"/> DE Num	<input checked="" type="checkbox"/> Lid Test	<input checked="" type="checkbox"/> User Numeric 9

Check the box for any field you wish to appear on the online application page. Additionally, you can right-click on any field name to change the field name, and/or to make any field a required field (field names are called "Aliases").

Step 2 - Applicant details

Select the fields that should appear on the online application. (Right click on a field to change its alias.)

Group 1

<input checked="" type="checkbox"/> LastnameFirst	<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Zip
<input checked="" type="checkbox"/> Telephone	<input checked="" type="checkbox"/> 2ndTelephone

Change Alias

Alias

Enter screen prompt for Typing Speed:

Begin with * for required fields, eg *Typing Speed

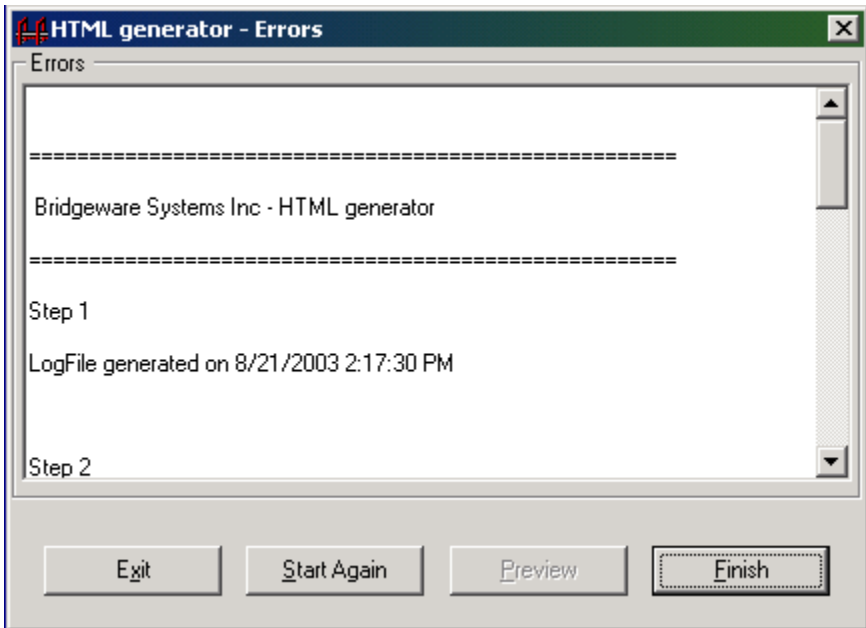
Typing Speed (Enter a number from 10 to 150)

When you are ready to continue, pressing the [Next] button will take you through several screens (Other Applicant Information and each of the Keyword Categories), allowing you to choose from the fields on these screens.

The screenshot shows a dialog box titled "Step 3 - Other Applicant Details". On the left, there is a checked checkbox for "Other Applicant Information" and a text field labeled "Category name:" containing the text "Other Applicant Information". On the right, there is a list box with a scroll bar containing the following items, all of which are checked: "Cell Phone", "Certification 1", "Def1", "Def10", "Def11", "Def12", "Def13", "Def14", "Def15", "Def16", "Def17", and "Def18". At the bottom of the dialog box, there are four buttons: "Cancel", "Clear All", "Back", and "Next".

The screenshot shows a dialog box titled "Step 9". At the top, it asks "Would you like to Send a Confirmation Email to the Applicant ?" with two radio buttons: "Yes" (which is selected) and "No". Below this is a text field labeled "Email Address" containing "applications@mywebsite.com". The next field is labeled "Enter the URL of your Home Page" and contains "http://www.mywebsite.com". The following field is labeled "Enter the URL of the Redirection page (optional)" and contains "http://". The final field is labeled "Publishing Directory" and contains "G:\Documents and Settings\Administrator\Desktop\Brian\publish\" with a "Browse" button to its right. At the bottom, there are three buttons: "Cancel", "Back", and "Next".

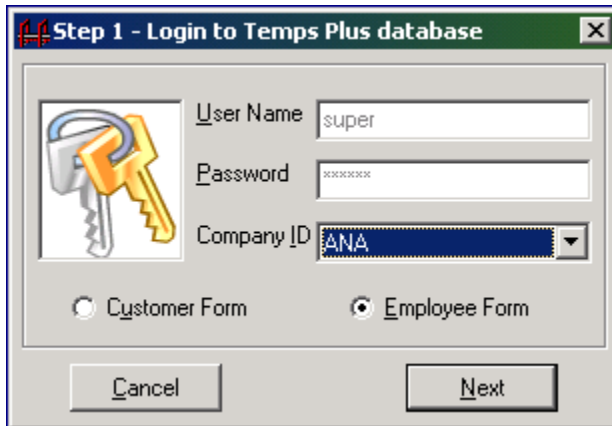
- You may choose whether a confirmation email is sent to the applicant upon receiving their online application.
- Next, enter the email address you will use to accept the online applications (as mentioned in the Overview, Step D).
- Enter the URL of the home page for your web site.
- Optionally, entering the URL of a Redirection page will take the applicant to a custom web page of your choice if errors are encountered submitting an application.
- The Publishing Directory will hold your newly created HTML pages(which you will place on your web site).



Finally, a list of each step and any errors is generated. Pressing the [Finish] button to complete the process, then the [Preview] button to see what the HTML page looks like. Press [Start Again] if you wish to do so.

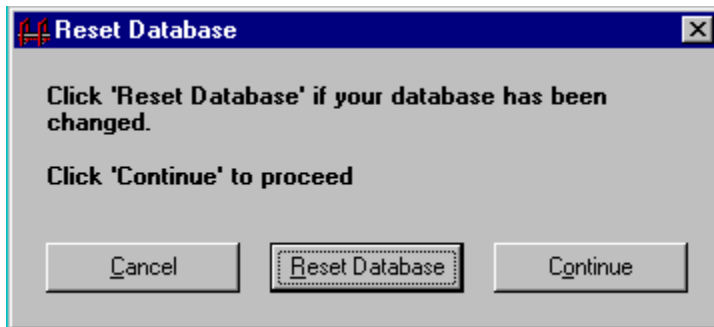
B) Create your on-line reporting web page using the HTML generator

From the Temps Plus JKM menu bar, choose “Process>>Temps Plus Online>>HTML Generator>>Report Request/Availability Update”. You’ll be presented with the following login dialog box.



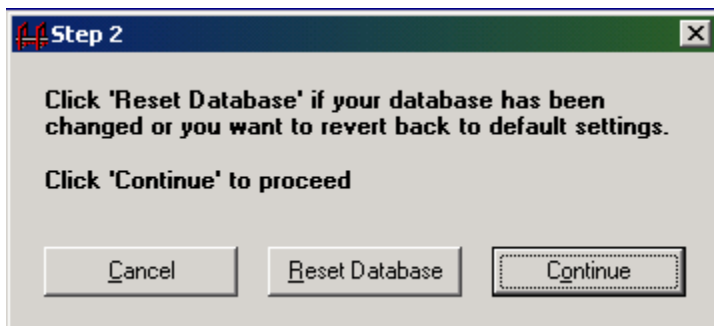
The dialog box titled "Step 1 - Login to Temps Plus database" features a key icon on the left. It contains three input fields: "User Name" with the text "super", "Password" with masked characters "xxxxxxx", and "Company ID" with a dropdown menu showing "ANA". Below these fields are two radio buttons: "Customer Form" (unselected) and "Employee Form" (selected). At the bottom are "Cancel" and "Next" buttons.

After providing your User Name, Password and Company ID, and pressing the [Login] button, if any applicant screen fields or keywords have changed in your database since the last time you used this option, be sure to select the “Reset Database” before pressing “Continue” to proceed to the next window.

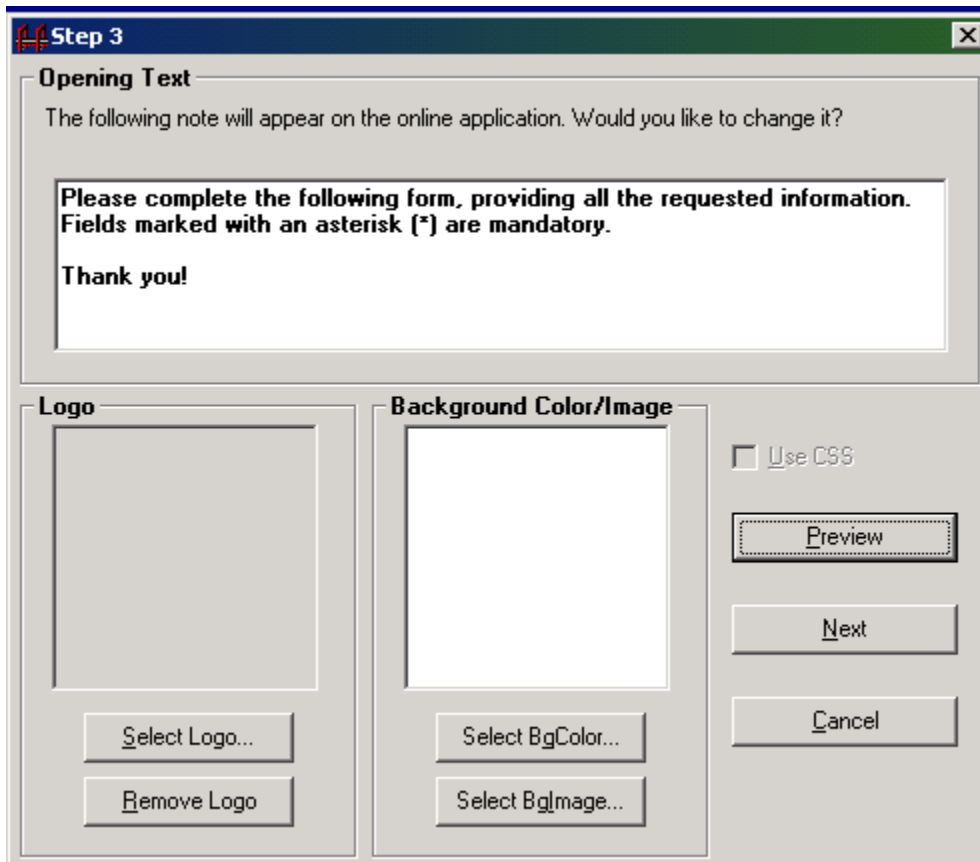


The dialog box titled "Reset Database" contains the following text: "Click 'Reset Database' if your database has been changed." and "Click 'Continue' to proceed". At the bottom are three buttons: "Cancel", "Reset Database", and "Continue".

Pressing Continue will display the “Form text and color” dialog window appears.

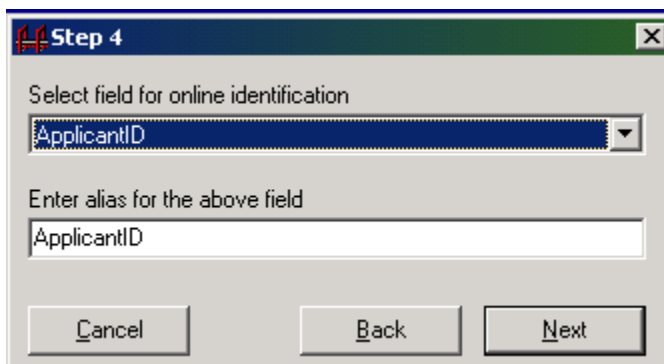


The dialog box titled "Step 2" contains the following text: "Click 'Reset Database' if your database has been changed or you want to revert back to default settings." and "Click 'Continue' to proceed". At the bottom are three buttons: "Cancel", "Reset Database", and "Continue".



You may change the text that will appear at the top of the online application page, as well as include a logo of your choosing (it must already exist and be available to your computer to select). You may also choose a background color and image for the page. If you do select a logo and/or background, you may wish to select the [Preview] to see if it's what you want.

When you're ready to continue, press the [Next] button.



At this point you are able to determine which field in your Temps Plus will be used for user verification (in addition to an email address that matches the one in the employee's applicant screen).

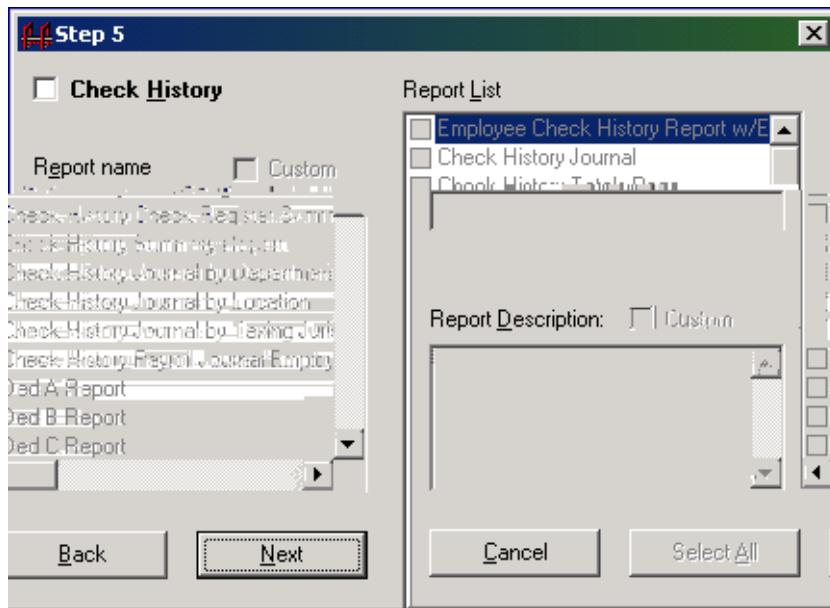
Your choices for the identification field are ApplicantID, Employee Number and Social Security Number.

This is your only security for anyone getting the reports you have chosen to be available, so you should use caution when setting up the method to use. For instance, the employee number and social security number

may become known to another person besides the employee (from a check stub, for instance), so using a custom field from the info screen (or the applicant id number) may be more appropriate.

Note: You may also create an alternate field name on your form by setting the a field in the OtherApplicants table in the database to a “unique” field.

You may change the text displayed for this field by entering an “alias” name in the second box on the screen.

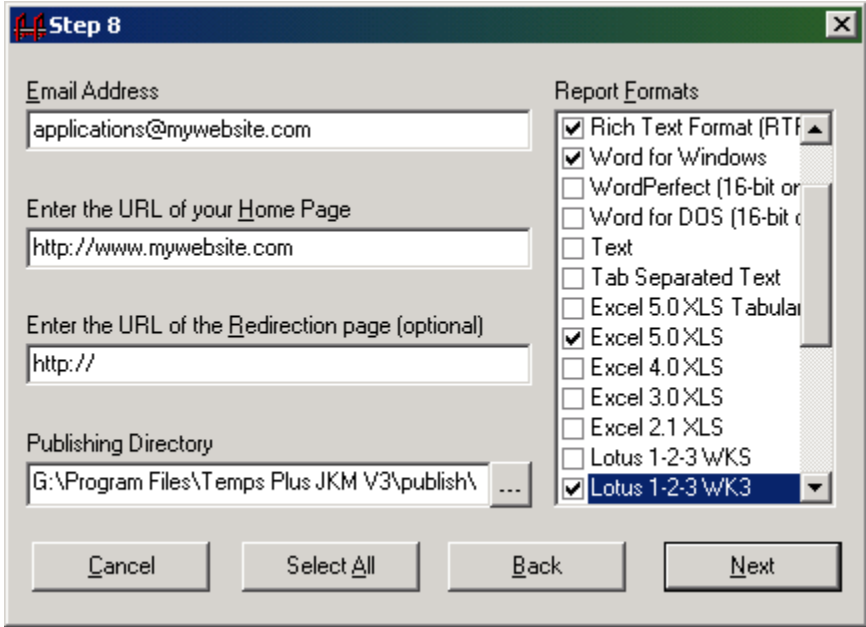


Next you will be presented with a series of screens that will determine which reports you wish to be available to the employee.

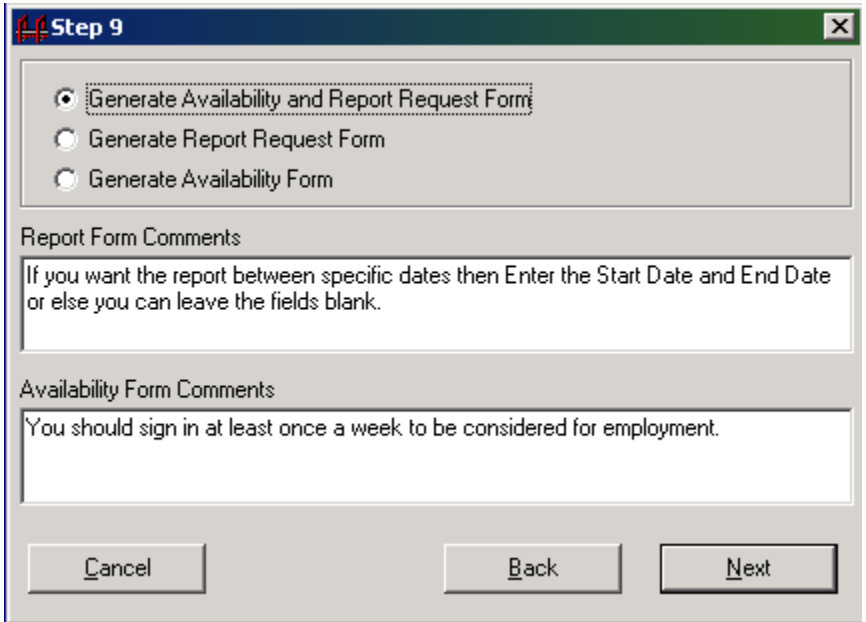
Choices available are: Check History, Current Batch, and Payroll type reports from your reports library.

By checking the various boxes for each type of report, you can determine which reports will be available for any of the three reporting types.

You may give each report a custom Report name and description by checking the “custom” box and entering the information for the name and/or description you wish displayed to the user on your web page.

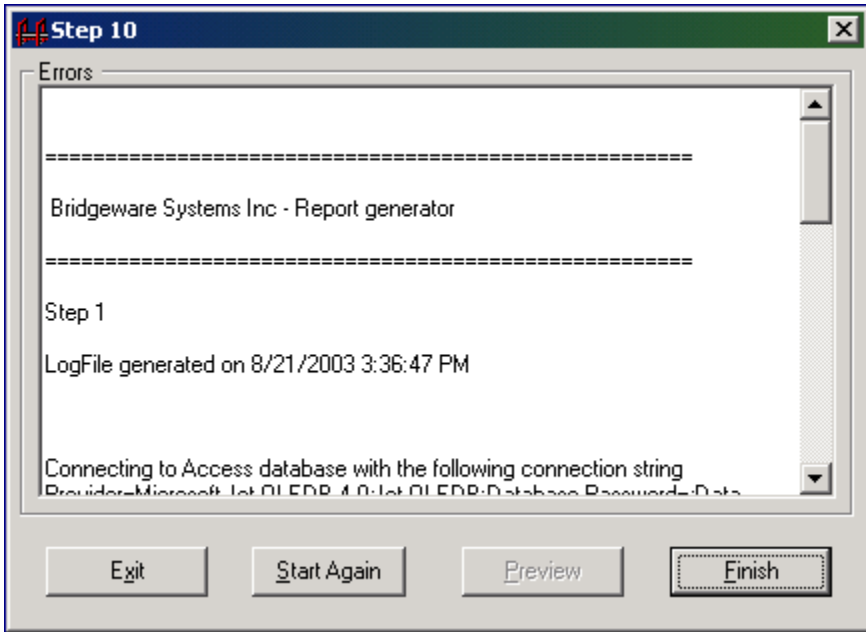


Next you need to setup the Email Address you are using (normally this would be the same as the Online Application), as well as the location of your Home Page, the location used for publishing the reports (you can just use the default in most cases), and the formats available to the user for the reports the user downloads.



Now you may choose one of three design possibilities for the form:

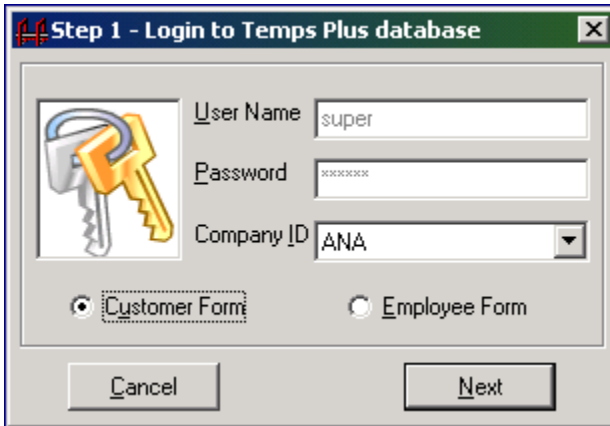
- A combined Availability and Report Request form
- Just a Report Request form
- Just an Availability form



Finally, a list of each step and any errors is generated. Pressing the [Finish] button to complete the process, then the [Preview] button to see what the HTML page looks like. Press [Start Again] if you wish to do so.

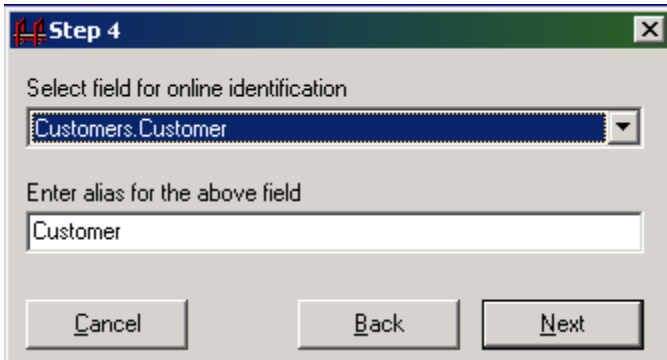
Designing a customer reports page

Designing a customer report page is accomplished in the same way an employee report page is created, with the following exceptions:



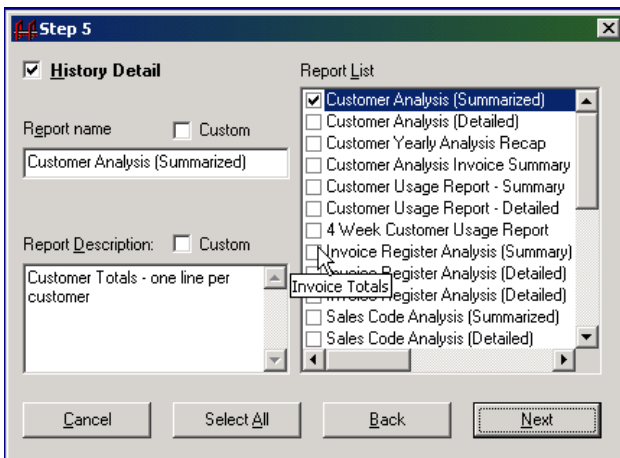
The screenshot shows a dialog box titled "Step 1 - Login to Temps Plus database". It contains a key icon on the left. The fields are: "User Name" with the text "super", "Password" with "xxxxxxx", and "Company ID" with a dropdown menu showing "ANA". At the bottom, there are two radio buttons: "Customer Form" (which is selected) and "Employee Form". There are "Cancel" and "Next" buttons at the bottom.

Choose the “Customer Form” button when designing your page.



The screenshot shows a dialog box titled "Step 4". It has a dropdown menu labeled "Select field for online identification" with "Customers.Customer" selected. Below it is a text box labeled "Enter alias for the above field" containing the text "Customer". There are "Cancel", "Back", and "Next" buttons at the bottom.

The online identification screen will display the customer number as the only choice, and again, you may enter another name (“alias”) for the text displayed on the page.



The screenshot shows a dialog box titled "Step 5". It has a "History Detail" section with a checked checkbox. Below it are fields for "Report name" (containing "Customer Analysis (Summarized)") and "Report Description" (containing "Customer Totals - one line per customer"). To the right is a "Report List" with a list of reports, including "Customer Analysis (Summarized)" which is checked. There are "Cancel", "Select All", "Back", and "Next" buttons at the bottom.

You may choose reports the user may request, this time appropriate for customers.

Step 10

Email Address
requests@mywebsite.com

Enter the URL of your Home Page
http://www.mywebsite.com

Enter the URL of the Redirection page (optional)
http://

Publishing Directory
G:\Program Files\Temps Plus JKM V3\publish\ ...

Report Formats

- Rich Text Format (RTF)
- Word for Windows
- WordPerfect (16-bit or
- Word for DOS (16-bit c
- Text
- Tab Separated Text
- Excel 5.0 XLS Tabular
- Excel 5.0 XLS
- Excel 4.0 XLS
- Excel 3.0 XLS
- Excel 2.1 XLS
- Lotus 1-2-3 WKS
- Lotus 1-2-3 WK3

Cancel Select All Back Next

C) Place the resulting web page(s) on a web site.

The perl script(s) “tp_mail.pl” and tp_report.pl” must be placed on the site where your application web page is being hosted (contact your web hosting provider or administrator if necessary)*.

The name of the html file generated for applications will be “ApplicationXYZ.html”, where “XYZ” is the company code the screen was created for, and will be found in the same folder you started your Temps Plus application from. This is the web page file you should place on the web site. How you access the web page is up to you, or your Webmaster.

The name of the html file generated for reports will be “EmpReportXYZ.html”, where “XYZ” is the company code the screen was created for, and will be found in the folder you designated as your “Publishing Directory” in the window labeled “Step 8” on the previous page. This is the web page file you should place on the web site. How you access the web page is up to you, or your Webmaster.

*the perl scripts must have the following rights set on the web server:

USER = RWE

GROUP = RE

WORLD = RE

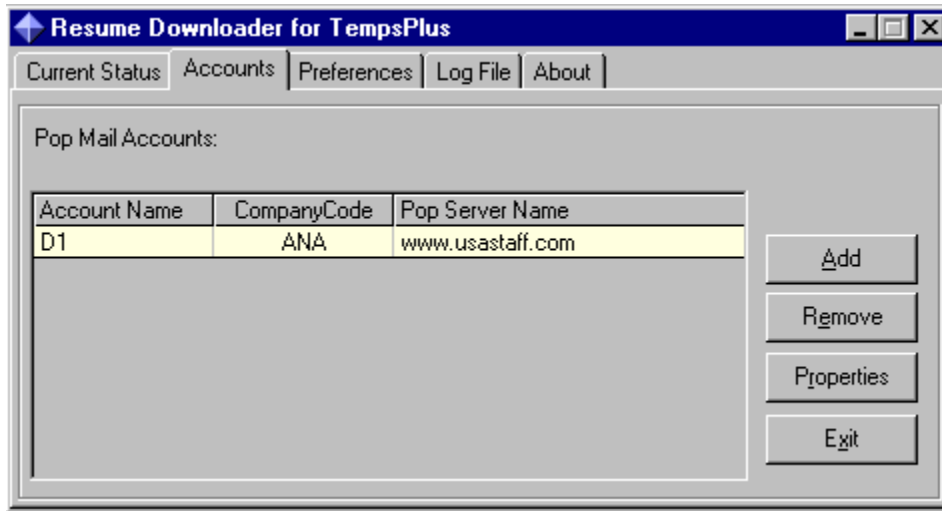
This should result in the CHMOD setting to equal 755.

D) Designate (and create, if necessary) an email address to use for receiving online applications.

You may use any email address you wish, but you should consider choosing an email address to be used only for this purpose. You'll need this email address later when you configure your system to accept the online application emails.

E) Configure the ResumeDownloader.exe program.

You will find the ResumeDownloader.exe file in your Temps Plus JKM folder. Starting the program will present the following screen:



You should choose and configure the information under the tabs labeled “Accounts” and “Preferences”.

Pressing the [Add] button will present you with a wizard that will walk you through the process of setting up a new account.

The image displays four sequential screenshots of the 'New Mail Account Wizard' software interface, arranged in a 2x2 grid. Each window has a title bar with the text 'New Mail Account Wizard (Step X)' and a close button (X).

- Step 1: Account Name**
The window title is 'New Mail Account Wizard (Step 1)'. The main heading is 'Account Name'. Below the heading, it says 'Enter a name for this account..'. There is a text input field labeled 'Display Name:' containing the text 'New Account Name'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.
- Step 2: Server Name**
The window title is 'New Mail Account Wizard (Step 2)'. The main heading is 'Server Name'. It features a dropdown menu for 'Account Type:' set to 'POP3'. Below it is a text input field for 'Pop Server Name:' containing 'pop3.myserver.net'. A note below the field reads: 'Check below if your server supports Secure Password Authentication protocol to log on.' There is an unchecked checkbox labeled 'Secure Password Authentication'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.
- Step 3: Logon**
The window title is 'New Mail Account Wizard (Step 3)'. The main heading is 'Logon'. It says 'Enter your username and password to log into the mail server'. There are two text input fields: 'Username:' containing 'MyName' and 'Password:' containing a series of asterisks. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.
- Step 4: TempsPlus**
The window title is 'New Mail Account Wizard (Step 4)'. The main heading is 'TempsPlus'. It says 'Select your TempsPlus Company code and enter your username, password for the TempsPlus database.' There are three input fields: 'Username:' containing 'super', 'Password:' containing a series of asterisks, and a dropdown menu for 'Company Code:' set to 'ANA'. There is an unchecked checkbox labeled 'Save Password'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Finish'.

The following screens are available when editing an account when pressing the [Properties] button.

Properties of ANA Mail Download Acct

Mail Server

Account Name: ANA Mail Download Acct Enabled

Username: doug

Password: ****

Incomming Pop Mail Server

pop.bridgeware.net

TempsPlus

Company Code: DMD

Username: super

Password: ***** Save Password

Select the file for your TempsPlus Database:

G:\tpdata\TempsANA.mdb

Cancel OK

Account Name – Enter a name to distinguish the account you are configuring (anything you wish).

Username and Password – Enter the Username and Password for your Pop Mail Server email account that will be used to gather the online applications.

Incoming Pop Mail Server - Enter the address of the Pop Mail Server for the email account that will be used to gather the online applications.

Company Code – Select the company code in Temps Plus that you wish linked to this account.

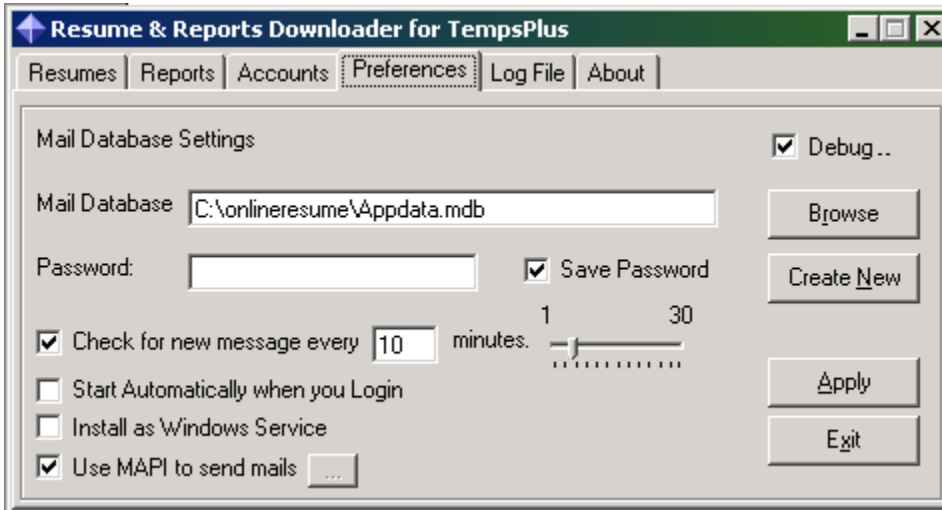
Username and Password – Enter the Username and Password for the Temps Plus company code selected.

Save Password – You may have the program store the password so it does not have to be retyped on subsequent times the account is accessed when the program is started.

Temps Plus File Location – Enter (or browse and select) the file name and complete path to the Temps Plus database for the company code in Temps Plus that you wish linked to this account.

You may not need to use this step if the Temps Plus database is found in the default location.

When running the setup wizard, you will be prompted to select the Temps Plus database if it is not found.



Mail Database – You may designate the location on your system where you wish the database of received online application emails to be stored. If you are going to be running the ResumeDownloader from other workstations on your network, be sure to provide a location that will be available to any workstation that will be running the program.

Password (optional) – Enter a password to secure the database.

Save Password – You may have the program store the password so it does not have to be retyped on subsequent times the mail database is accessed when the program is started.

Check for new messages – Checking this box and supplying a number (between 1 and 30) will have the program check for new messages automatically – or you can just download them manually.

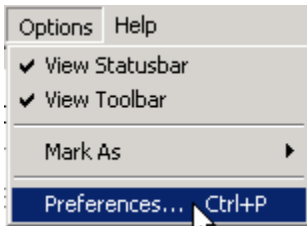
Choose only one of the two next items.

Start automatically when windows starts – Checking this box will make the ResumeDownloader program start automatically each time you login to Windows.

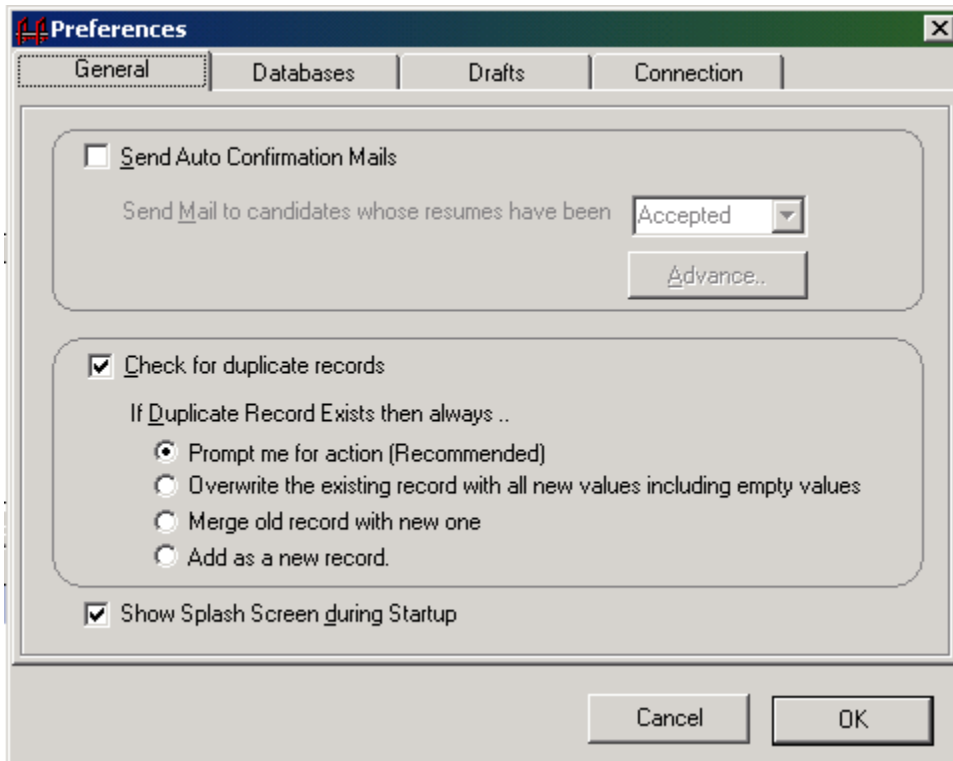
Install as Windows Service – You can run the downloader as a Windows service. When running as a service, you don't need to be logged in. The service will start when you boot up the machine. Note that you cannot use MAPI to send mail if you are running the downloader as a service. Also, when running as a service, the "Start automatically when you login" is irrelevant and therefore will show as disabled.

Use MAPI to send mails – Checking this box will cause the default MAPI client to be used when sending mail and reports. This is convenient if you want a copy of any emails sent by the downloader to be stored in your Sent Items folder. Since the default MAPI client is user-dependent and running as a service is user independent this option will be disabled if you opt to run the downloader as a service.

F) Configure the “ResumeViewer.exe” on one computer attached to your network



am by choosing Options, Preferences from the drop-down menu bar.

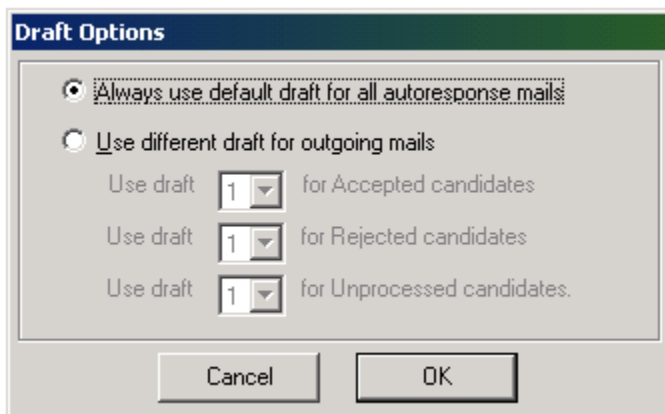


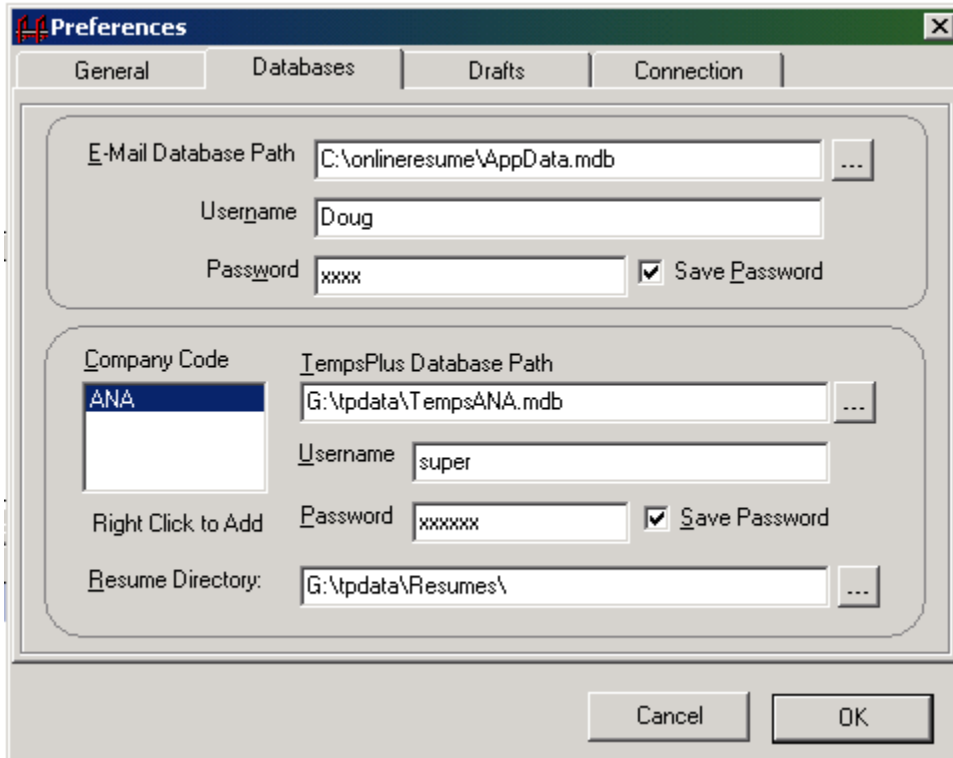
Send Auto Confirmation Mails – You may choose to automatically send confirmation emails to candidates who have either been Accepted, Rejected, Processed, or Received. You may create and use “drafts” to send as text in your emails (see the Drafts Tab section below). Auto confirmation emails are not necessarily sent as soon as you decide the fate of an application. Instead, it will take the action determined by your settings. For example, if you decide to send confirmation emails to all processed candidates (also assuming you have the appropriate draft files setup), and then you can send all these email replies at once by clicking once on the [AutoReply] button. If you don’t have the auto confirmation option set, then you may reply manually by selecting the email address for the applicant (which is directly under the applicants name, if they have provided one in their application).

If you check the box to do so, you may choose which draft is used for each candidate status by pressing the [Advance] button.

Check for duplicate records – This option will allow you to check for duplicate applicant records that may already exist in your Temps Plus database, and decide upon what action to take if a duplicate is found.

Show Splash Screen during Startup – Unchecking this box prevents the “Splash” screen for the program from displaying when the program is started.

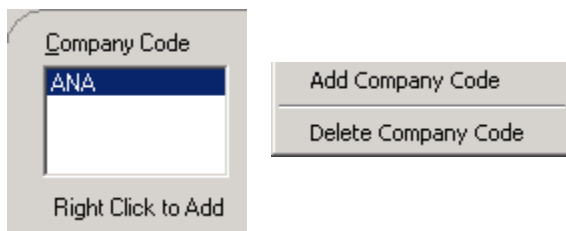




The upper section of this screen should be filled in with the information for the database that contains your downloaded applications. This information should match the information provided in the configuration of the ResumeDownloader program.

In the lower section, you should add at least one company code to accept applications.

To add a company code, right click in the “Company Code” combo box and select “Add Company Code” from the context menu.



Enter your Administrator username and password for TempsPlus database

Username:

Password:

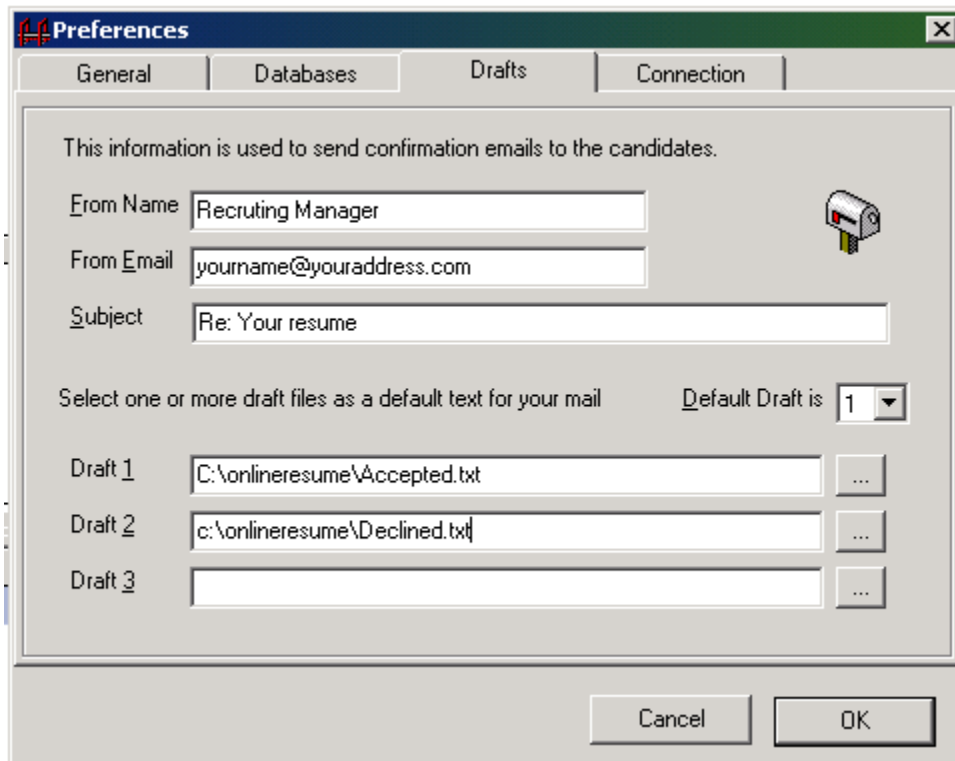
Company Code:

Cancel OK

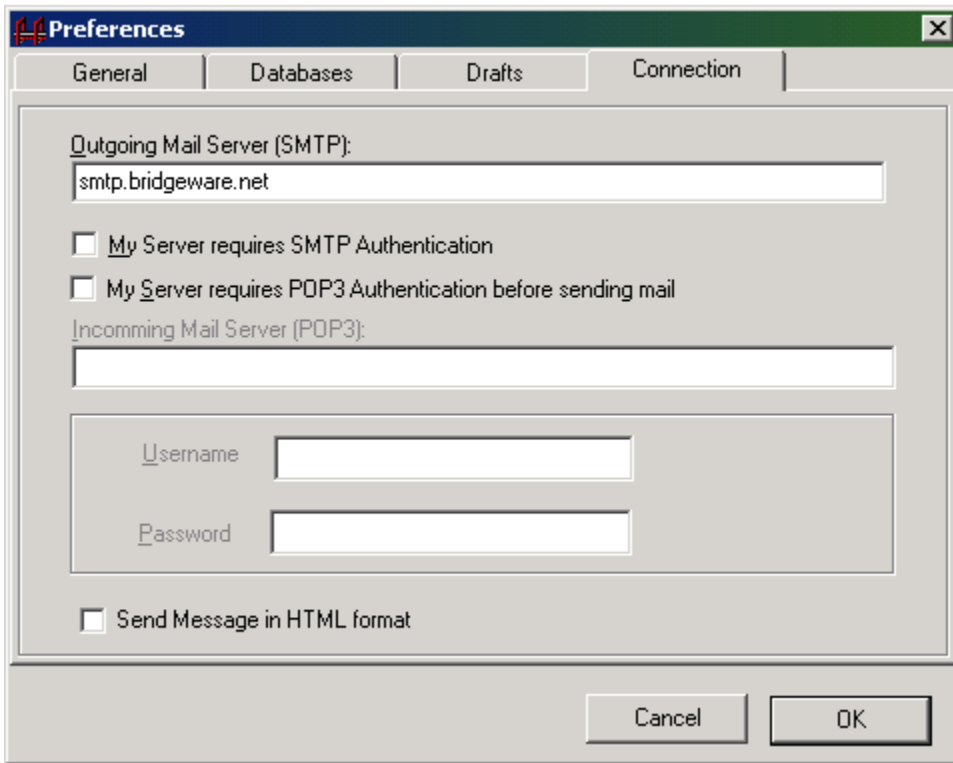
This will prompt you for the username and password and allows you to select a company code.

The lower section of the screen will be filled in with the information for the Temps Plus company code database that will receive the applications when accepted.

Resume Directory – You should specify a datapath that will contain any attached resumes. When you add a company code, the default resume directory path is set to a “Resumes” folder in your Npath folder. You may change this if you wish.



This screen will allow you to enter the information that will be sent in any auto response emails. In addition to the From and Subject lines, you may specify the location for any drafts you have created. You must have at least one draft file to use the AutoReply feature.



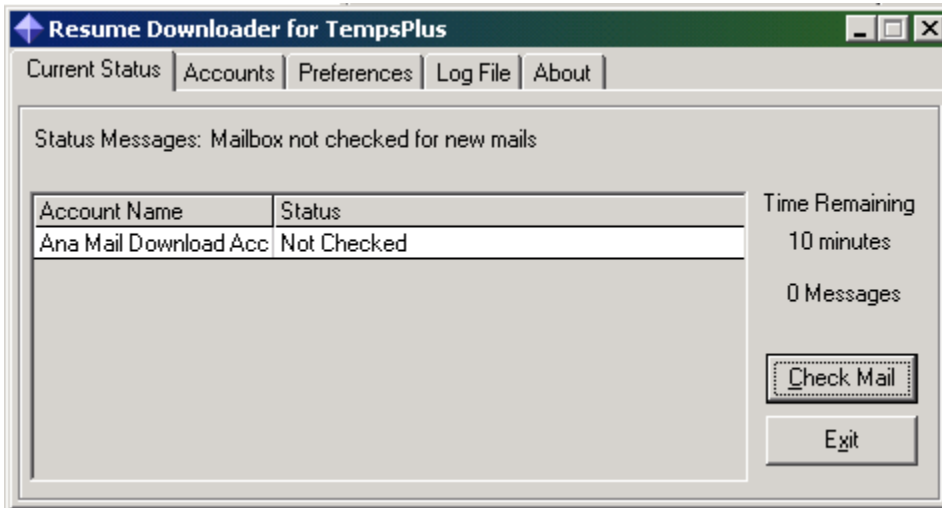
If you are going to send email responses (automatically or manually), you must fill out this screen with the information required by your mail server.

After you have properly configured your application and placed the necessary files on your web site, you are ready to start using the Temps Plus Online feature.

G) Run the “ResumeDownloader.exe” on the machine you used to configure the program.

After configuring the ResumeDownloader, you should have this program running on a computer attached to your network (and that has Temps Plus installed on it) in order to receive online application emails.

You may configure a computer to run the program each time the computer starts. You may then minimize the program on your screen and use the computer for other tasks simultaneously. Clicking on the close window [x] button will minimize the window to the system tray.

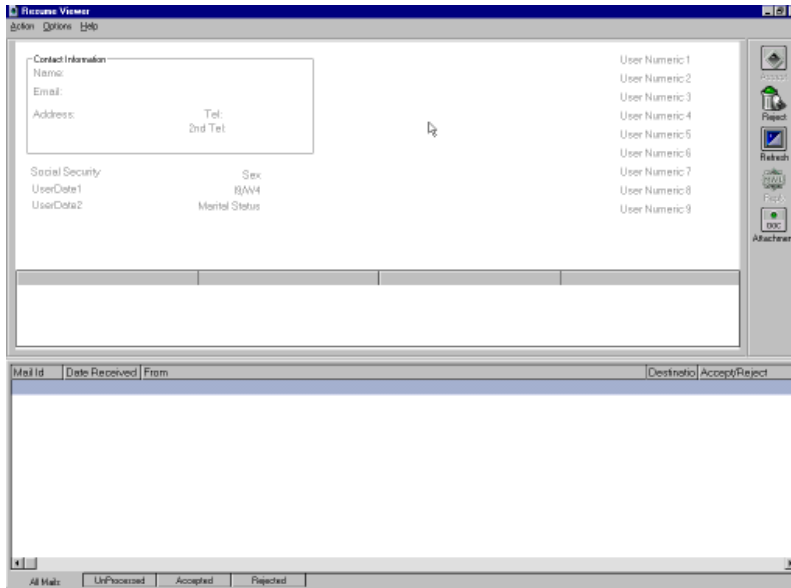


If you chose to have the program check for new emails automatically, any online application emails will be received automatically. If not, you may manually have the program check for new mail by selecting the [Check Mail] button.

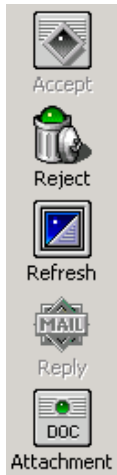
H) Run the “ResumeViewer.exe” on the machine you used to configure the program.

This program will allow you to view any online application emails sent to you, review them, and process them (by discarding them, or automatically adding them to your Temps Plus JKM application records).

When you first start the ResumeViewer application, and you have had no resumes downloaded, the screen will not (obviously) show any applications. You may wish to send an application or two yourself from your website as a test, and to get a feel for how the program works.



Processing received applications



As you view each application, you may decide whether to **Accept** or **Reject** the application by selecting the appropriate button on the panel at the right hand side of the ResumeViewer program screen.

The **Refresh** button updates the screen with any newly received emails (since you last started or refreshed the program).

The **Mail** button allows you to send an email to the email address provider by the submitter.

The **Attachment** button allows you to view any attachment that may have been submitted with the application.



By choosing one of the tabs at the bottom of the screen, you may filter which applications appear on the screen.

Web Page Examples

You can find examples of the three types of web pages you can create at:

<http://www.bridgeware.net/sample-forms/ApplicationANA.html>

<http://www.bridgeware.net/sample-forms/EmpReportANA.html>

<http://www.bridgeware.net/sample-forms/CustReportANA.html>