

# RESUMate: FREE online seminars



## THE ADVANCED SERIES:

*Starts the 4th week of April & May:*

{Mon. - Thurs. | 12:00 PM Eastern time, USA}

### ☑ MONDAY | APRIL 23, 2012 | MAY 21, 2012:

#### IMPORTING AND EXPORTING IN RESUMATE

Text resumes are not the only source of new records for your RESUMate database. Directories (such as Hoovers), or any spreadsheet file can be used to create both company and contact records. You can also move records out of RESUMate to spreadsheet programs such as Excel, or to Outlook's Contact database where they can be seen on your hand held PC. (*Works best with RESUMate 11*)

### ☑ TUESDAY | APRIL 24, 2012 | MAY 22, 2012:

#### CREATING REPORTS FROM RESUMATE RECORDS

There's lots of reporting built into the RESUMate program itself, plus it's easy to export data from RESUMate to create reports in Excel. EEO compliance reports, for example, are easily created in Excel using data from the RESUMate record, including the valid table section for race, gender, and ethnicity data. Reports can be printed, but can also take the form of PDF files for easy e-mailing to clients and others in your own organization. RESUMate's 1-click Daily Planner can also create an instant "pipeline report," detailing all active jobs and the people being interviewed from those jobs.

### ☑ WEDNESDAY | APRIL 25, 2012 | MAY 23, 2012:

#### CREATING A DAILY PLAN FROM RESUMATE

Beginning with the 2006 version, a comprehensive daily planning function was built into RESUMate. One click can display on a single screen the next 7 days of your promised and planned calls (Schedule and To Do items), plus a detailed list of all active jobs and the candidates still under consideration for those jobs, plus lists of calls with phone numbers and e-mail addresses. One more click displays all of this data in a calendar format for the coming month. Given how much data you can see on one screen with one click, learning this is time well spent.

### ☑ THURSDAY | APRIL 26, 2012 | MAY 24, 2012:

#### SENDING BULK E-MAILS FROM RESUMATE

We all hate spam, but targeted bulk e-mailing is an important tool that any business that needs to communicate with large numbers of people must master. It's easy to use RESUMate to send e-mail messages to all of the people found in a search, using Outlook, or programs such as Group Mail, or web-based services such as Constant Contact or Vertical Response, to send the message.



April - May



## HERE'S HOW TO REGISTER FOR ANY SESSION:

Send an e-mail to [info@resumate.com](mailto:info@resumate.com) specifying the sessions you'd like to attend; register for as many sessions as you'd like.

## 2 BONUS TOPICS!

### Building your database quickly with Import Express

**TUES, APRIL 17 / MAY 15, 2012**

Convert thousands of Word docs, PDF files, & Outlook messages into searchable database records in less than 5 seconds each.

### Creating quality reports from RESUMate Manager

**WED, APRIL 18 / MAY 16, 2012**

21 pre-set reports cover a wide range of topics. Plus create custom reports of your own design.

## **THE ADVANCED SERIES: 2012 CALENDAR**

*Starts the 4th week of April & May.*

	MON	TUE	WED	THU
APR	23	24	25	26
MAY	21	22	23	24

All seminars are at Noon, Eastern time (USA). Allow 30 minutes for the presentation. Stay for a 30 minute Q&A session if you've got the time.

