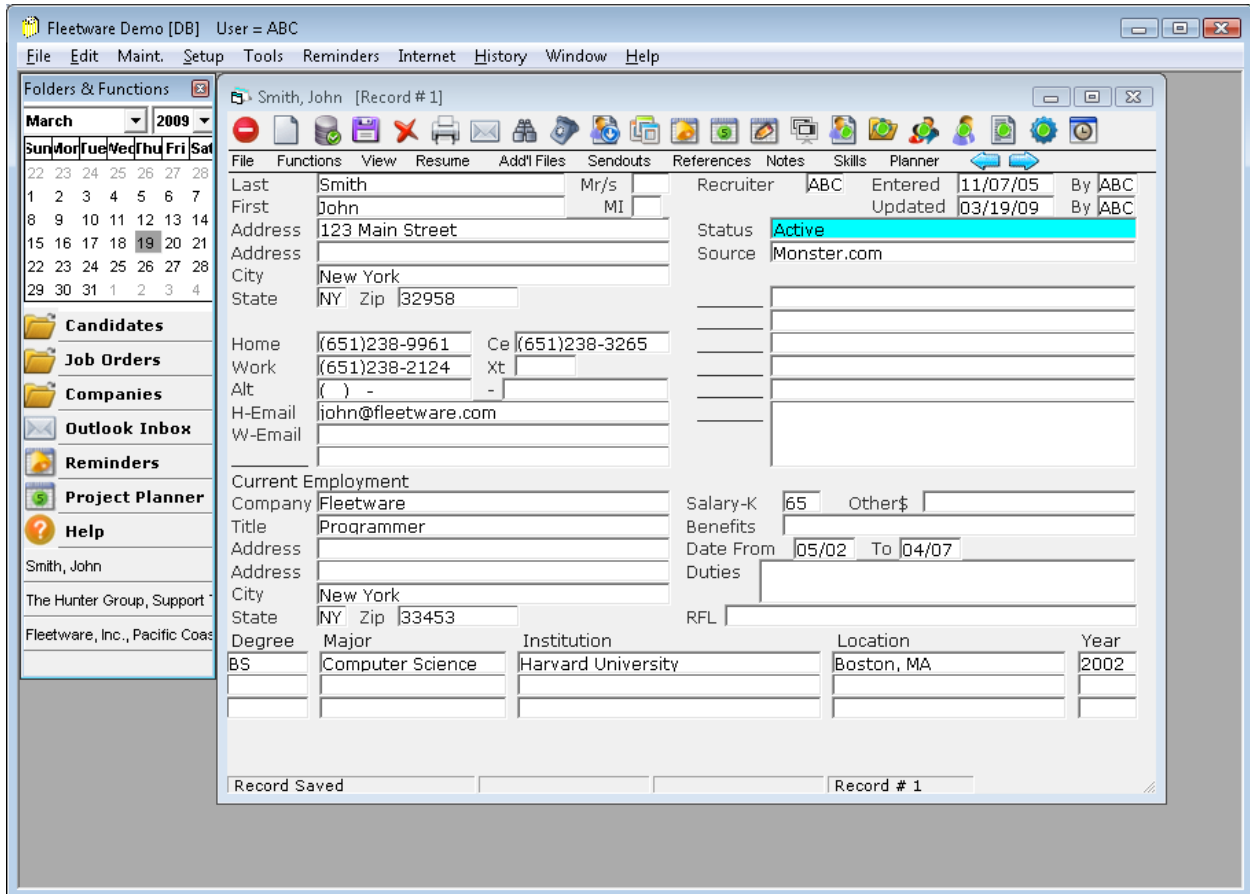


Fleetware Version 10

Outlook-style Main Navigation Window

With the addition of this new Outlook-style Folders & Functions window (see below), you will always know what you have open and where you can go next. The calendar function allows you to view your reminders for any day with a single click. As you open up multiple windows at the same time, you can easily navigate between those open windows using the buttons at the bottom left.



Emailing

Compose Fleetware Emails in Outlook (Microsoft Word as your editor)

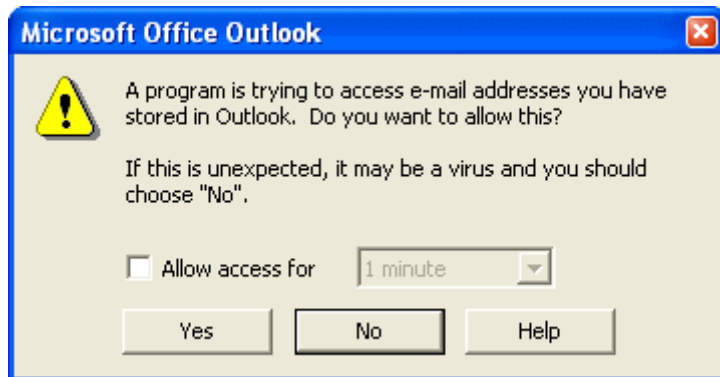
This is perhaps one of the most requested features we've ever had. Now you'll be able to compose your emails directly in Outlook utilizing Microsoft Word as your email editor. This gives you all the email formatting features you're used to, including your email closings, graphics, template letters, etc.... This feature is available to users of Outlook & Word 2003 or newer.

Word Document Email Templates

When utilizing the new Enhanced Outlook Integration, you can now create Word documents, with all the formatting that Word offers (including pictures), that can be used as the body of single or mass emails. This is ideal of sending a very nicely formatted job description or a newsletter. This feature is available to users of Outlook & Word 2003 or newer.

Removal of the Outlook Security Message when Integrating with Outlook

Previously when integrating with Outlook for sending emails, the security window below would display, prompting the user to allow access. This message will now be bypassed.



First Name Included During Email Composition

A new user specific setting allows for the automatic insertion of the recipient's first name at the beginning of each new message that's created for the Candidate file and the Contact form. Four choices for formatting are available include these:

- No Formatting
- John, (first name + comma)
- John: (first name + colon)
- Dear John, (Dear first name + comma)
- Dear John: (Dear first name + colon)

Emailing from the Quick Display

Following a search, you can now email everyone you have selected (highlighted) on the Quick Display.

New Interface for Email Settings

The email settings window has been completely revamped to provide a simplified and easy to understand interface for taking advantage of all the user specific email settings.

Set Mass Email Mode by User

Each user can specify whether the Mass Email Mode feature is turned on or off. This eliminates the prompt when performing mass emails (the Mass Email Mode feature restricts the logging of the full body of the email in favor of a simple note stamp).

Set Automatic Spell Checking

For those taking advantage of SMTP or Standard Outlook Integration, each user can now specify if they want their email automatically spell checked when they click the Send button.

Mass Email Send Limit by User

Each user can now specify a the total number of emails to send at one time.

Available Email Addresses in the Soundout Form

When emailing to the hiring manager from within the sendout window, a new user-specific setting allows you to select only email addresses associated with the job order or to also include those on the associated client record. This new setting removes the previous user prompt asking to include the client record's addresses.

Automatic CC and BCC of All Emails

A previously released feature allowing for the automatic copying of sent emails to CC and BCC addresses now has an interface for easy user specific set up.

Usability Enhancements

Set the Size of the Main Fleetware Window

As you set the size of your main Fleetware window to your preferred settings, you can now have Fleetware remember and restore that size each time you log in. Once you set that size, from the main menu click Window, Window Size, Remember Current Size.

Set the Size & Location of the Contact Form

You can now lock the size and location of the contact form. Additionally you can lock the Contact form to stay in the foreground at all times.

Sendout Form Opening

We've eliminated the 'Soundout Form Already Active' message when clicking to open the Sendout form (while the Sendout form is in the background). The Sendout form will now come to the foreground, opening the appropriate information.

Resume Text Window

The font style has been changed to Calibri, which is a more visually appealing and readable font style.

Resume & File Processing

Processing of PDF Resumes using the Resume Interpreter

In addition to attaching PDF resumes into Fleetware, you can now process them through the Resume Interpreter, extracting the candidate's contact information and keywords. When the process is complete, Fleetware attaches both the PDF resume as well as a Word document version of the resume. The attached Word version of the resume allows the Search Builder function to include that record in a Resume and/or Word Table search. (this feature is available initially for FleetwareASP users only)

New User Setting to Delete File from Browsed Location

When importing or attaching a file into Fleetware, a new user setting will permit each user to choose whether to keep or delete the file from where it was attached.

Searching

Quick Display Increased to 5000

The Quick Display can now display up to 5000 records at once (up from 3000).

Word Table Search

For systems having in excess of 50,000 resumes indexed in the Word Table database, a new feature allows for the copying of the Word Table to the user's workstation. Utilizing this feature can significantly reduce Word Table search times.

Skill/Keyword Search Words Highlighted in Resume

Many users have enjoyed seeing the Resume and Word Table searched words appearing in red when viewing the text copy of the resume. This has been expanded to include the Skill/Keywords that have been searched.

New Reports

New Records

You will now have a quick way to determine the total number of new records your users have entered for any date range. This is ideal for establishing targets for new candidates.

My Sent Emails

This report let's you quickly see all of the emails you have sent over any date range.

Miscellaneous Updates

Note Stamp with Date & Time

When the user enters notes into the Notes section, or the system automatically stamps a notation, Fleetware will now include the time displayed in this format:

Date-User Initials-[Time]- *Example:* 03/24/09-ABC-[2:05PM]-Spoke to...

We've had a number of requests to include the time in the notes. Placing the time after the user's initials allows for the ability to accurately perform a note search for a specific date and user initial combination.

Printing from the Quick Display

Following a search, you can now send each record you have selected (highlighted) on the Quick Display to the print form for various print options.

Batch Processing

You can now process a batch while a record is displayed. Previously you were required to get to a cleared window before processing the batch.

Reminders Displayed When Logging On

Upon logging in, Fleetware will now immediately display your reminder window if you have any reminders for the given day. This feature only applies when using the new Folders & Functions window.

Employment History

For firms using the Employment History form, a new logging feature captures when users Save and Delete entries. The installation of this feature requires assistance from your Fleetware support representative.

Sendout Sort Options

In the Sendout form, when performing a summary search, the user can now sort the display/printout by either A/E or Candidate Name alphabetical order.

Updates Specific to FleetwareASP Users (Fleetware Online)

Utilizing the FleetwareASP Connect utility, you can now:

- Create an Outlook Contact
- Create an Outlook Task
- Create an Outlook Appointment
- Dial a Phone Number

These features already existed in the Fleetware Desktop version.