



Troy's **Interim Management**, part of the Troy Enterprise suite of recruitment software solutions, is geared to easy management of all stages of interim placement. Interims is powerful enough to search and match those crucial skills particular to interim managers - up to and including board level, whether required for managing change and transition, special projects, or "holding the fort" assignments. Troy Interims is easily customised and configured to your business needs – **We work the way you do!**

CONTACT MANAGEMENT

- Full details are recorded and retrieved on:
 - Companies, interim managers and assignments.
 - Employment history.
 - Historic, current and future 'Events' comprising all communications and actions related to each individual, client and assignment.
- Quick address entry via postcode & postcode link to Multimap
- Direct communication with clients and individuals via email and direct dialling & SMS Text messaging.
- Full integration to Microsoft Outlook including email, diary and task management.

EVENT & TASK MONITORING

- Event Management enabling interim assignment projects or marketing campaigns to be tracked from source to close in seconds.
- Task Management for event tracking and to prioritise consultants' tasks and report on their status.
- Consultant Activity Monitor for analysing history events and exporting results to Microsoft Excel.

COMPLETE ASSIGNMENT MANAGEMENT

- Troy's 'List Management' allows lists of candidates, contacts or companies to be attached to an assignment. Candidate lists comprise: candidates automatically added to a list, which have responded to an advertisement; candidates retrieved via a manual or auto-match search; and suitable individuals known to you.
- The facility can also be used to conduct sales and marketing analyses for direct mail campaigns.
- A tracking facility assesses candidate progress and activity for reporting and information gathering, allowing presentation packs to be prepared for your client.
- Send documentation as required, at each stage of the process.

FULL INTERIM CONTRACT MANAGEMENT

- **Comprehensive Availability Planning** lets the consultant check on placement duration, which can be open ended or fixed term. Check Interim manager's availability or unavailability for the duration.

Availability can also be entered when adding a new Interim manager and checked when searching.

- View detailed information on all previous placements.
- Easy management of contract extensions and terminations.
- Comprehensive documentation to provide full contract authorisation.

POWERFUL SEARCH FACILITY

Fast, comprehensive searching provides short-lists of clients, contacts or Interims. Search by document or database field - or a combination:

- **Database Searching:**
 - Can be as simple or as complex as you wish.
 - Multiple criteria can be used in a single search and complex information can be combined using multi-level coding to provide greater accuracy if required.
 - Refine your search criteria for more precisely targeted results.
 - Search criteria can be saved for repeat use, providing the powerful facility to produce up-to-date lists at the 'touch of a button'. All resulting lists can be saved.
- **Document Searching:**
 - Document information, *held anywhere in the system*, i.e. not just attached to a record, can be searched.
 - The search facility searches for documents in over 28 different file formats – linked to Troy's document viewer (30 times faster than MS Word) it allows you to identify appropriate CVs and view them in seconds.

DOCUMENT & MULTIMEDIA HANDLING

- CV details can be imported by a semi-automatic process (full user control of entry) or fully automatic CV recognition and data extraction saving you time and money.
- Design your own templates for standard documents (interview confirmation/rejection, invoices, letters etc..) in MS Office and have database information merged automatically.
- Troy has the capacity to accommodate up to five versions of any CV and generate a CV from the database automatically.

- Contracts generated automatically.
- Scanned or e-mailed documentation can be attached to any record. These can be interims' own CVs, contract specifications, client profiles or brochures, maps, photos, videos.
- Documents can be emailed/faxed directly from your PC.
- Full email capability including standard email templates (including HTML) and facility for adhoc attachment of documents.
- Spell-checking facility.

FINANCIAL CONTROL

- The billing control system allows easy control of full, part or staged billing of clients.
- **Flexible Pay and Charge Rates and Margin Calculations** – Troy Interims makes flexible pay rates and charge codes simple to handle. Rate tables can be included to define pay and charge defaults. Enter the margin you require to auto-create pay and charge codes. Billing periods can be determined at will. Gives you fingertip financial control.
- **Timesheets and Invoices** – These are produced in Microsoft Office, with information from the database imported automatically. The document may then be e-mailed/faxed directly from your PC.
- **Seamless Integration to Back Office** – Troy can link with any ODBC compliant accounting system.
- **Export of invoices to Sage Line 50.**

DATABASE MANAGEMENT

- Easy import of candidates, contacts and companies.
- All information is held within a single relational database and updating any one element automatically amends all related records throughout the system.
- Fast, easy access to data from any point within the system minimises movement between files.
- Archive management – retrieval and full archive search facilities
- Global Updates facility to allow the simultaneous update of multiple records & global settings across divisions.

CLIENT/CANDIDATE ACCESS

- **Troy Client Access** – allows clients to access your Troy database to post own vacancies and monitor assignment progress.
- **Troy Candidate Access** – allows candidates to access your Troy database to update their details and availability.

FEATURES STANDARD IN ALL TROY ENTERPRISE RANGE OF PRODUCTS:

- Enterprise-wide scalability.
- Freedom to choose your preferred database strategy and network environment.

- Internet connectivity for publishing jobs and receiving responses.
- Language and terminology independence.
- Ability to customise & configure Troy to suit the way you work.
- Remote access via Internet browser without compromising speed or performance.
- Integration to a wealth of popular third party products.
- PDA synchronisation (PDA Client software available as optional extra)

TECHNICAL SPECIFICATION

Troy Enterprise uses thin client technology to bring people and information together. The system delivers outstanding performance and flexibility at the desktop across local and wide area networks and the Internet. Troy Enterprise delivers enterprise wide scalability.

Troy Enterprise 'Interims' incorporates an open database technology that is geared to optimisation of mission critical database systems such as MS SQL Server, Oracle, MySQL and Sybase. The client interfaces, supporting Microsoft Windows workstations, are independent of the server environment or platform whether these are Unix, Windows Server or any other TCP/IP compatible networks. The system fully supports ODBC 2 and 3 allowing full integration with backend systems.

CUSTOMER SERVICES

Once we have designed and delivered your system, we continue to offer you the highest standards of support. All our after sales services are flexible and customisable providing service that suits your particular needs. Support services are as follows:

- **Hotline Telephone Support**
- **Project Management & Consultancy Services** – Advisory Programmes for getting started, Business Analysis & Project Planning, Project Management & Implementation.
- **Training Services** – every course can be tailored to meet your particular needs. Our courses cater for all levels of ability.
- **Super-User Programme** – a dedicated resource to manage the on-going implementation and technical support in-house.
- **Upgrades** – regular enhancements driven by our clients' needs.
- **Remote dial-up support** – instant access to the desktop to support services anywhere in the world.
- **Extended Support Services** – troubleshooting, installation and customisation services and more...

TROY ENTERPRISE VERSIONS

This product is available in either TroyInABox (1 to 5 users) or standard Troy Professional / Troy Corporate multi user versions of Troy Enterprise.