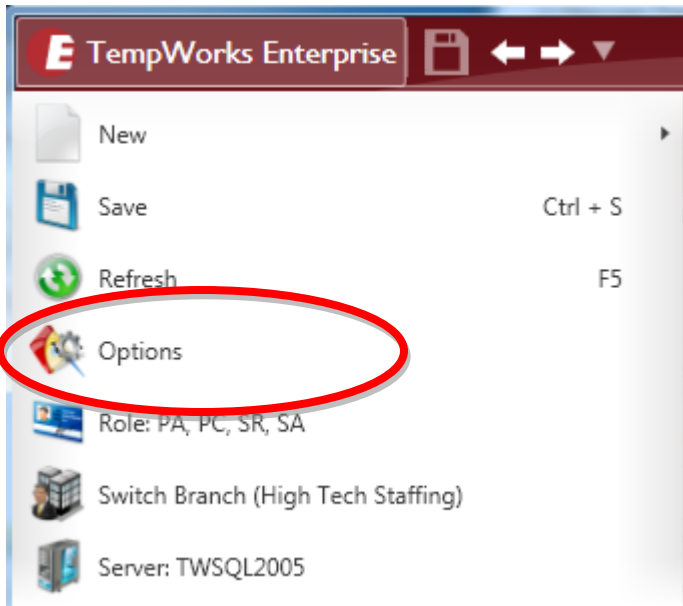


## 14R2 Enterprise Social Media



The Social Media information that will be referenced by Enterprise must be set up prior to use.

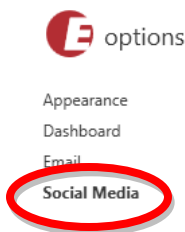
To set up this information open the *E* menu in the upper left and select *Options* from the drop down menu as circled to the left.

After the **Appearance** form loads you can pick the **Social Media** form as displayed below.

To add a new record, click on the



**+ add new**

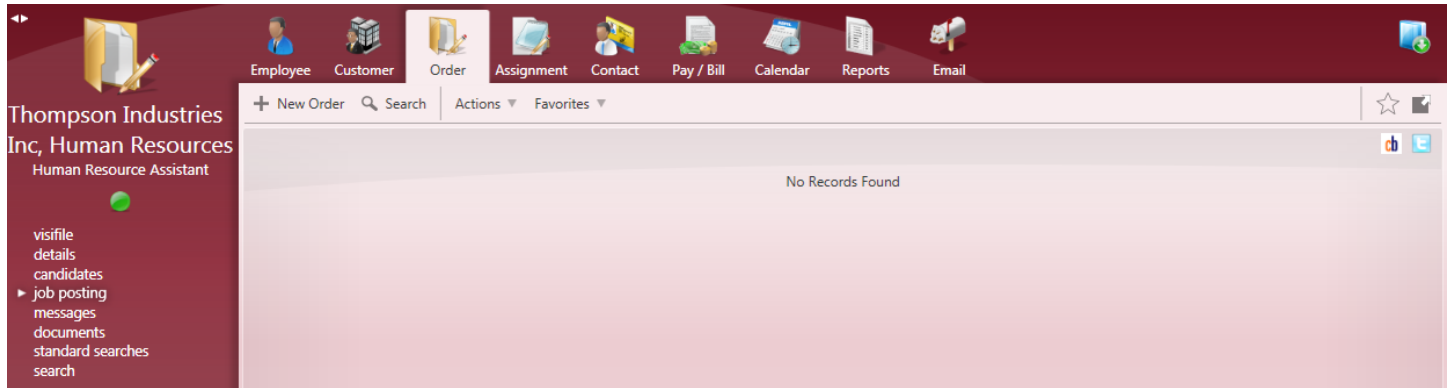
button in the upper right. Then choose "Facebook", "Twitter" or "Careerbuilder" from the *Social Media Type* drop down menu. Enter the *Login* and *Password* for the Social Media account. Select if the account should be the *Default*. Then click *Save* in the lower right to update the database.




To remove an account from your user information, select the account tab and then select the **- remove** button in the upper right. Then click *Save* to update your account information. Click *Cancel* to exit the form.

Job Order Posting


**Job Posting** is an **Order** function that is currently available to CareerBuilder and Twitter. Enterprise will automatically post your open **Orders** to these sites when the necessary information is entered from the **Job Posting** form. In the upper right of the form you can choose the  icon to post the **Order** to CareerBuilder or you can select the  icon to post to Twitter.



When the  CareerBuilder icon is clicked the following form will open so that you can enter additional information required by CareerBuilder.

The *Job Title* and *Description* fields will pull automatically from the **Order Details** form. Add the *Primary Industry* and *Job Type Code* from the corresponding drop down menus.

Once all of the required information has been added click on the *Save* button in the lower right of the form to post the **Order**.

You can also click on the  button to expand the form to display more options.

Once the open **Order** has been posted to CareerBuilder the **Job Posting** form will display the information that was included in the posting, as well as listing out the CareerBuilder *Ext. Job ID* and any posting errors.

Created	Last Modified	Description	Action	Ext. Job ID	Last Error
Created: 10/17/2008 8:54:35 AM	Last Modified: 10/17/2008 8:54:35 AM	Assists in Human Resources - handles employee relations issues, sources resumes, make appointments, posts open positions, tracks hiring process.	Action:		
Ext. Job ID:		Last Error: Validation			

When the Twitter icon is clicked the form to the left will open so that you can refine the *Job Title* and *Description* so that it is less than 140 characters as required by Twitter.


Once the information is correct, click on the *Save* button in the lower right of the form to post the open **Order** as a *Tweet*.

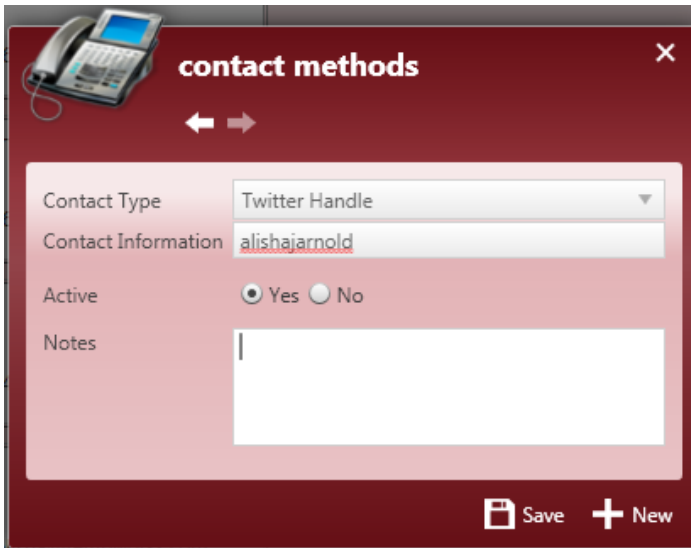
Once the open **Order** has been posted to Twitter the **Job Posting** form will display the *Tweet* that was submitted as well as listing out any posting errors. (0 = no errors).

Created: 10/17/2008 9:02:07 AM	Last Modified: 10/17/2008 9:02:07 AM	Action: Posted	
Human Resource Assistant; handles employee relations issues, sources resumes, make appointments, posts and tracks open positions.			
Ext. Job ID: NONE	Last Error: 0		

When the Twitter website is opened you will see posted jobs listed as shown below:

## Sending Messages via Twitter

Open the **Employee** or **Contact** record to the **Details** form and then select *Contact Methods* from the expansion menu on the left. Click on the  button in the upper right to bring up the following form:

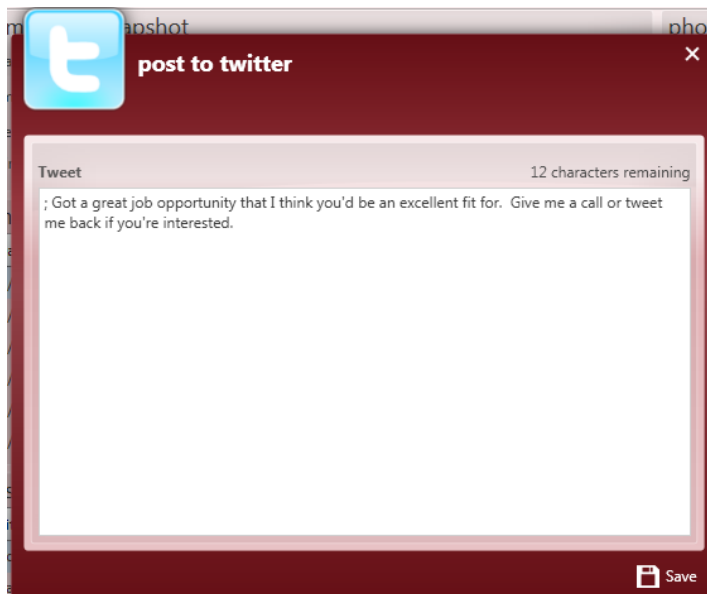
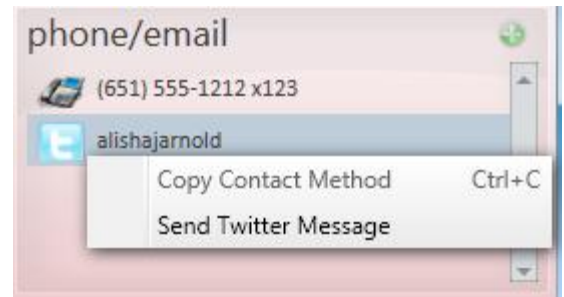


Select the *Contact Type* of "Twitter Handle" from the drop down menu, and then enter their Twitter account information in the *Contact Information* field.

Click *Save* to close the form and add their Twitter account info to their **Employee** or **Contact** record.

Once the "Twitter Handle" has been added to the **Employee** or **Contact** record, navigate to the **Visifile** and right-click on the Twitter account listed in the Phone/Email section.


From the drop down menu select *Send Twitter Message* to open the next form.

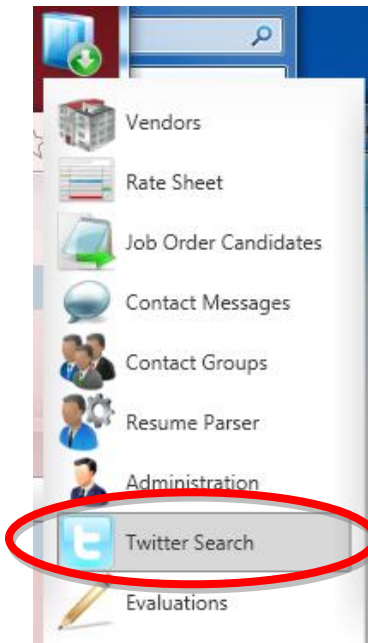



Enter in the *Tweet* that you want to send in the text box and then click *Save* in the lower right to post.

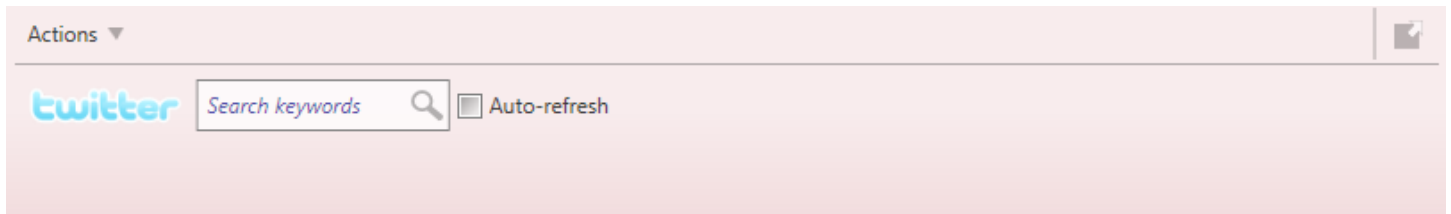
*\*Note – There is a character counter in the upper right of the form so you know how many characters remain available for this *Tweet*.*


## Twitter Search

The **Twitter Search** form allows the user to conduct a keyword search on *Tweets* that have been posted to Twitter as well as uploading *Messages* of those *Tweets* that were posted by **Employees** or **Contacts**. In the upper right section of the Enterprise **Main** screen the  button contains additional functionality that can be used.

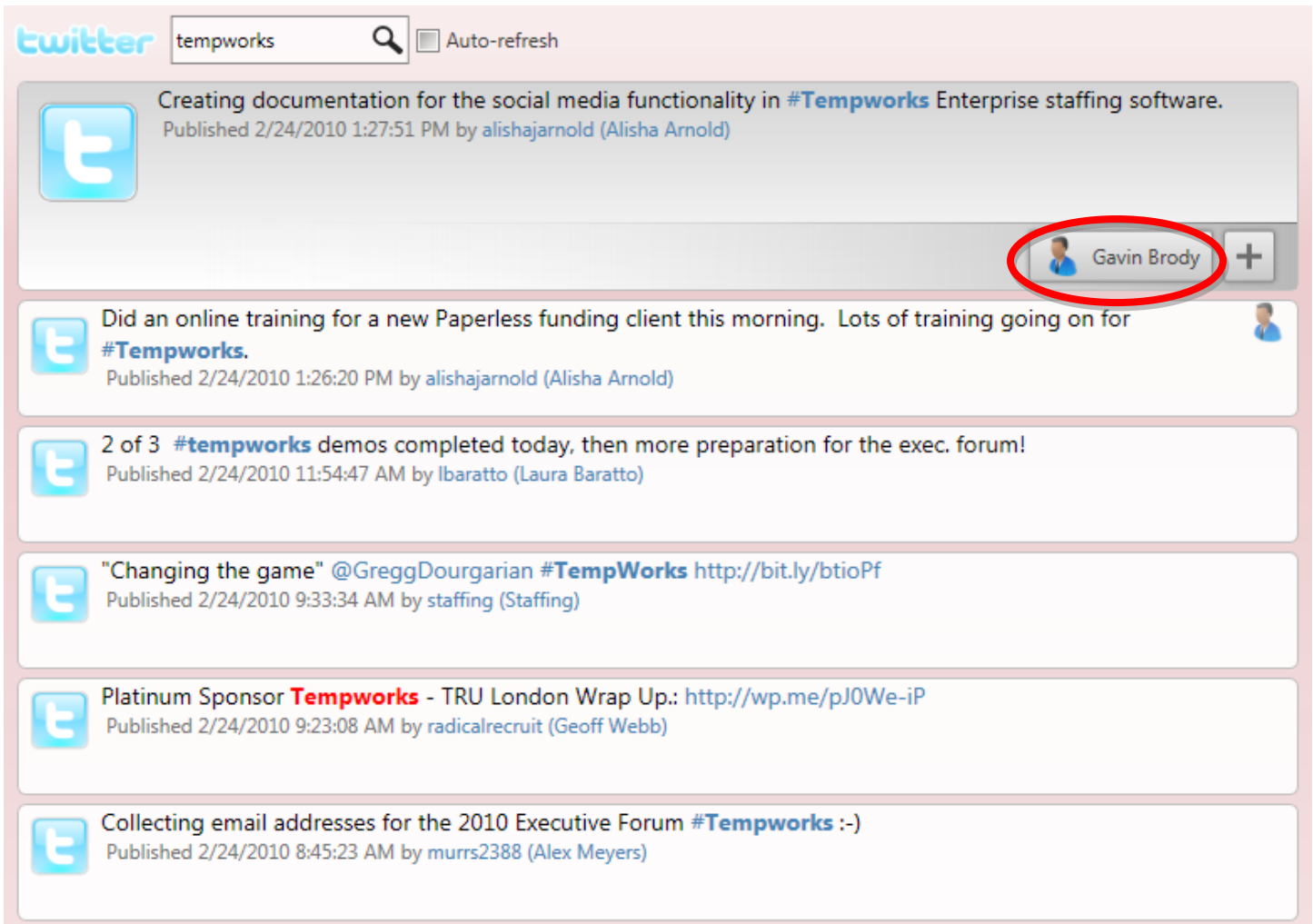





From the  drop down menu select **Twitter Search** (as circled on the left).



A screenshot of the Twitter Search form. The form has a light pink background. At the top left, there is an 'Actions' dropdown menu. Below it, the Twitter logo is displayed. To the right of the logo is a search input field with the placeholder text 'Search keywords' and a search icon. To the right of the search field is an 'Auto-refresh' checkbox.

When **Twitter Search** is selected the form above will be displayed. Enter in a keyword or words in the *Search Keywords* field, then hit *Enter* on your keyboard or click on the  icon to search.

In the example below the keyword "TempWorks" was entered and the **Twitter Search** retrieved the results listed. The most recent *Tweets* will be at the top. The top *Tweet* is automatically selected. Click on any of the other matching *Tweets* to expand and display more information.



If the post was made by an **Employee** whose handle is listed in their record then the *Tweet* will display an  icon in the upper right corner. If it's a **Contact** that made the post the  icon will appear. Click on the  button (circled above) to navigate to the corresponding **Employee** or **Contact** record.

Clicking on the  button will log the *Tweet* as a *Message* to the corresponding **Contact** or **Employee** record. The  icon will be displayed on the *Tweet* showing that the *Message* link exists.

For additional information in regards to social media, or to schedule trainings in regards to this or other areas of Enterprise, please contact the training department at [trainers@tempworks.com](mailto:trainers@tempworks.com).

For customer support, or questions in regards to social media functionality, please contact our support department at 651.452.0366 or by sending an email to [support@tempworks.com](mailto:support@tempworks.com).