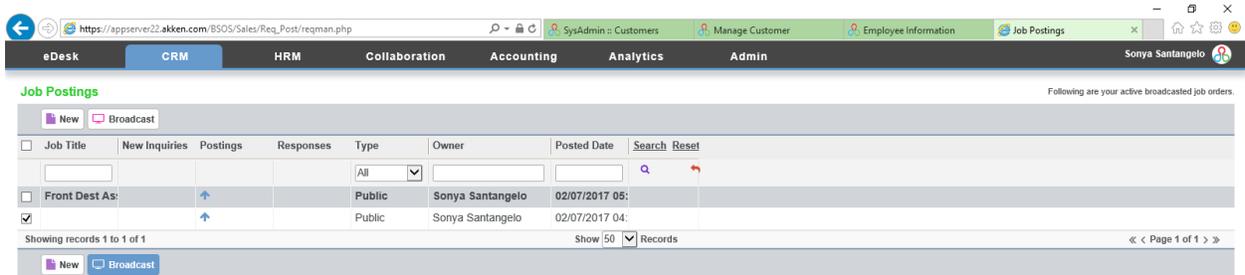


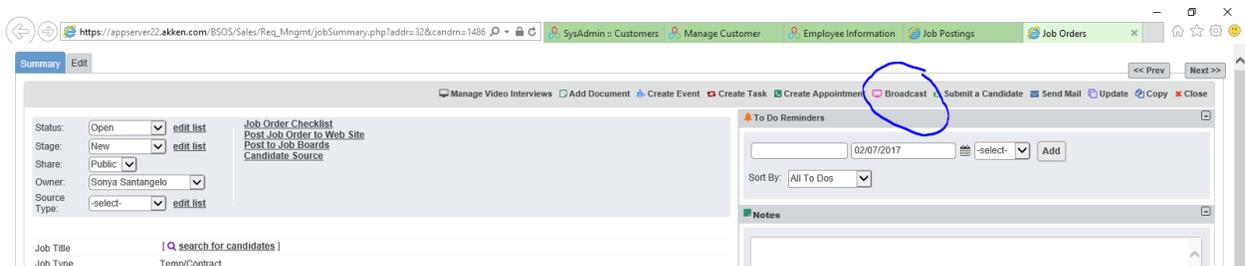
## Job Postings (CRM)

There are two types of 'Job Postings' in Akken. This article is in relation to Job Postings accessed from the CRM menu. The other type of Job Posting is located under Admin → Website Management.

CRM → Job Postings is very similar to an eCampaign. It allows for a Job Order to be Broadcast to multiple recipients. A unique number is created for a Job Posting (as with an eCampaign) and replies and inquiries are tallied and tracked in the Job Posting grid as seen in the screen shot below:



To broadcast a job, open the job order by going to CRM → Job Orders. Double-click an order to open it in the summary screen. You will see the 'Broadcast' option towards the top of the screen as shown below:



This will open up a window where you can select your recipients and compose your broadcast message; again very similar to an eCampaign. And, like an eCampaign, it will have a unique number assigned to it in the subject line which is used for any responses.

Once the message is completed and formatted, click 'Send Mail'. There is no limit within Akken to the number of recipients you can send a group message to, however, your email provider likely puts limits on it. It may be a good idea to check with your provider beforehand – you don't want to send a group message to 100 and only the first 50 are delivered.

When the recipients reply to the message it will, of course, go to the inbox of the Sender, but it will also show up in CRM → Job Postings as a 'New Inquiry'. You can open the inquiry for the same details as in the Sender's inbox. You can also respond to the inquiry from here and that will also be tracked in the Job Postings grid. *Note: In screen shot below 'New Inquiries' is blank because it was just responded to.*

Job Postings

Following are Job Postings for this Job Order. Double click to view the details of Job postings. To view Inquiries about your Job postings click To view responses to your Job postings click on

New Inquiries	Position Title	New Responses	Responded Inquiries	Posted Date	Posted By
<input type="checkbox"/>	Front Dest Assistant	<input type="checkbox"/>	<input type="checkbox"/>	02/07/2017 05:	Self
<input type="checkbox"/>	Front Dest Assistant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/07/2017 05:	Self

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From the Job Postings grid, you can select 'New' and create a new Job Order that you will then Broadcast out. The Job Order is created the same as going to CRM → Job Orders → Manage Records → New.

The Broadcast button in the Job Postings grid is used to re-Broadcast a Job Posting.

