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*"Quickest way to enter resumes into your Applicant Tracking System"*

# Quick Start Guide

Takes only a few minutes to read...



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## Welcome to ResumeGrabber Standard!

Thank you for choosing ResumeGrabber Standard. To help you get started quickly we have included this starter's guide. Please take a few minutes to read this guide and start using the product.

If you have purchased the software with the CD, here is a list of items you will find on your CD:

- ◆ ResumeGrabber Standard Installation file
- ◆ Quick Start guide in PDF format
- ◆ Read Me (ReadMe.txt)
- ◆ Sample resumes

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## About ResumeGrabber Standard

ResumeGrabber Standard captures candidate information (contact information and other contact related details like skills, experience) from resumes and transfers it into your contact manager or Applicant Tracking System [ATS]. A single click transfers all candidate details intelligently into your ATS! After transfer, the resume also is attached to the contact created in your ATS. Activities are automatically scheduled to follow up with your candidate.

## How ResumeGrabber Standard Works?

ResumeGrabber Standard is a handy software that captures candidate information (from E-mailed Resumes, Job Boards, HTML Resumes, Text Resumes, Word Documents) and transfers it your ATS. All you need to do is:

- ◆ Highlight the contact information in the resume.
- ◆ Select the appropriate resume processing option on ResumeGrabber toolbar and then click GO button.

ResumeGrabber extracts address, skills & other details of the candidate and updates the fields in the Online Resume Form. Similarly, you can also transfer resumes to Outlook, GoldMine or ACT!

## System Requirements

- ◆ Pentium PC or higher, 64 MB RAM, 100 MB free hard disk space
- ◆ Operating System:
  - Microsoft Windows Vista
  - Microsoft Windows XP
- ◆ Other Software:
  - Microsoft Office 2000 or higher
  - Internet Explorer 6.0 and 7.0 only

## Resume Formats Supported

- ◆ Text [TXT] Resumes
- ◆ Word Documents [DOC and RTF]
- ◆ HTML / HTM Resumes
- ◆ Resumes in e-mail
- ◆ Job Board Resumes

## Applicant Tracking System and Contact Managers Supported

- ◆ Online Applicant Tracking System
- ◆ ACT! 2010 / 2009 / 2008 / 2007 / 2006 / 2005
- ◆ ACT! 6.0 / 2000
- ◆ GoldMine 6.x/5.x
- ◆ Microsoft Outlook 2007/2003/2002/2000
- ◆ Zoho People
- ◆ Others: [Use Data Export: Resumes are transferred to a CSV file, which can be later imported, into your ATS]

## Installing ResumeGrabber

The following section describes how you can install your new ResumeGrabber Standard:

- ◆ If you have the CD, double-click ResumeGrabber Standard installation file in ResumeGrabber Standard folder. If you do not have the CD, visit <http://www.addonstore.com/outlook/products/reg-pages/egrab-res-grab-std-reg.asp> to download the installation file.
- ◆ The Installation wizard provides step-by-step procedure to install the software.

When you finish the wizard, you would have successfully installed ResumeGrabber.

## Registering ResumeGrabber

After installation, eGrabber Product Registration dialog is displayed.

- ◆ If you had purchased ResumeGrabber, type or paste your license key and click **Register** button.
- ◆ If you are evaluating the software, paste the Trial key and click **Register** button.



**Note:** The evaluation version of ResumeGrabber is a full-featured but is limited to be used for either 10 days or 50 successful transfers whichever happens earlier.

- ◆ **Evaluate for 3 days:** Or click the **Continue** button to evaluate the product for 3 days.

## Using ResumeGrabber Standard

This section describes how to use ResumeGrabber Standard.

### Quick Setup Wizard

After registration, a Quick setup wizard is launched which guides you to setup your destination application (the software or web form where resume details should be transferred).

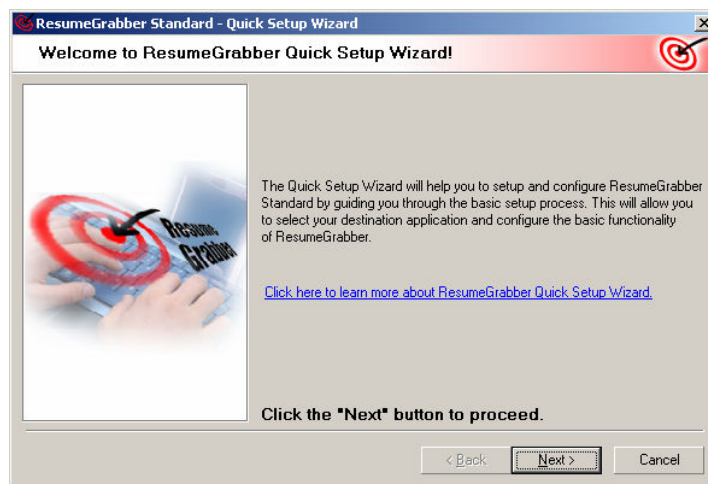


Figure 1 – Quick Setup Wizard

- ◆ Click **Next** to move to the next step of the wizard.

## Select Destination

All the destination applications supported by ResumeGrabber are listed here.

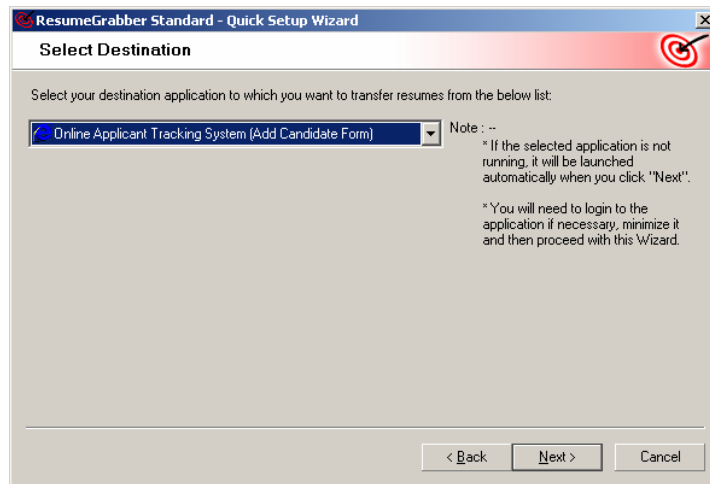


Figure 2 – Select Destination

- ◆ Select the destination application to which you want to transfer resumes.
- ◆ Click **Next** to move to the next step of the wizard.

## Enter Web Address

If you have chosen online Applicant Tracking System as your destination application, you should enter the web address of your Online ATS.

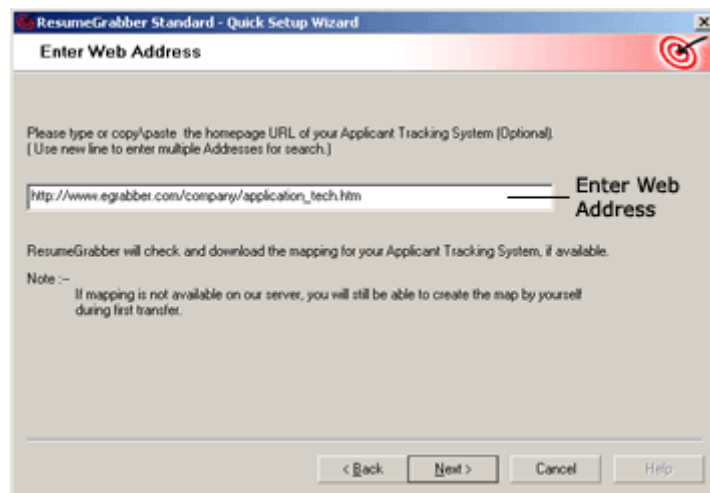


Figure 3 – Enter Web Address

- ◆ Click **Next** to move to the next step of the wizard. At this point ResumeGrabber will connect to the online ATS form through the Internet.

## Save Resume Attachments

In the next step, specify the folder where you want your resume files to be saved. The resume will be saved in this folder and then linked to the contact record after each transfer.

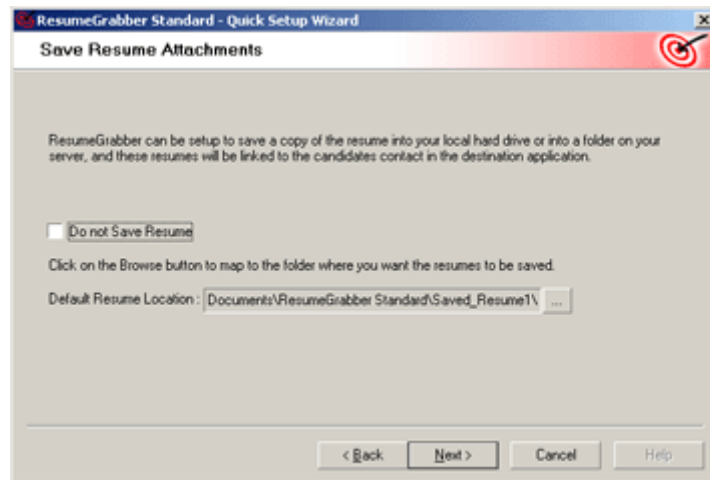



Figure 4 – Save Resume Attachments

- ◆ By default resumes are saved in "C:\Documents and Settings\Administrator\My Documents\ResumeGrabber Standard\Saved\_Resume1" folder. Click  button and select another folder if you need the default folder changed.
- ◆ Select "Do not save resume" check box if you don't want to save the resumes.
- ◆ Click **Finish** to exit the wizard.

## Toolbar & Tray Icon

ResumeGrabber also has an in built demo movie that provides further assistance for new users. A sample resume is also automatically displayed

The following section of this Quick Start Guide explains how you can transfer this sample resume to your Applicant Tracking System.

ResumeGrabber toolbar will now be displayed on your computer screen. This toolbar can be conveniently set to always remain on top.

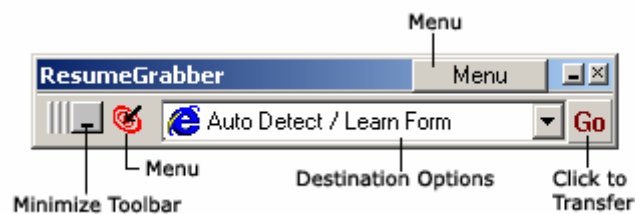


Figure 5 – ResumeGrabber Standard Toolbar

When you minimize the toolbar, it resides as an icon in the system tray (next to the time display). To transfer resumes, maximize the toolbar by clicking the icon.

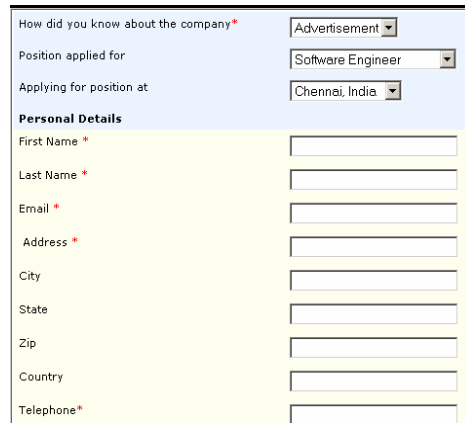


Figure 6 – ResumeGrabber Standard Tray Icon

## Transferring Resumes to Online ATS

You can transfer resumes and automatically fill up the Online Resume Forms. You can test the transfer by using the Samples.

1. Click **Menu** on toolbar | select **Sample** and click **Add Candidate Form**. The sample resume form is displayed in your browser.



How did you know about the company\* Advertisement

Position applied for Software Engineer

Applying for position at Chennai, India

**Personal Details**

First Name \*

Last Name \*

Email \*

Address \*

City

State

Zip

Country

Telephone\*

Figure 7 – Sample Resume Form

2. Highlight the address information in the sample resume that is open after you launch ResumeGrabber.

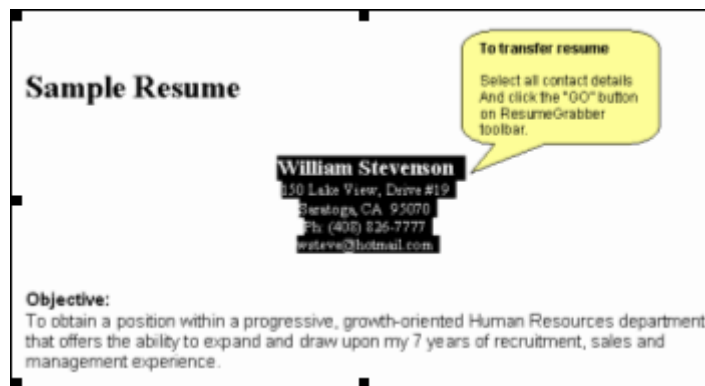


Figure 8 – Highlight Address in Resume

3. Click the **Go** button on the ResumeGrabber toolbar.

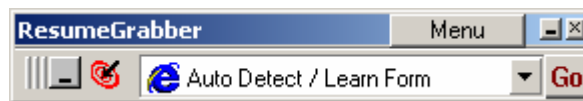


Figure 9 –ResumeGrabber toolbar

The Online Resume Form is filled in with values extracted from the resume.

How did you know about the company\* Advertisement

Position applied for Product Specialist

Applying for position at Chennai, India

**Personal Details**

First Name\* William

Last Name\* wsteve@hotmail.com

Email\* 150 Lake View

Address\* Drive #19

City Saratoga

State CA

Zip 95070

Country USA

Telephone\* (408) 826-7777

Figure 10 – Form is automatically filled in with values

ResumeGrabber also saves the resume in the specific folder and pastes the path in your Online Resume Form.

Please use the form below to upload your resume.

eGrabber Standard\Temp\William\_Stevenson.rtf Browse...

Figure 11 – Resume Path Saved

ResumeGrabber can also transfer the candidate skills and resume text to your Online Resume Form.

IT experience 2-4 YEARS

Largest Team Managed 10-20

Languages & Technologies: C/C++, VC++/MFC, Java, XML, COM/DCOM

Databases & OS: MS Access, MS SQL server, Windows 95/98/NT/2000, Sun Solaris, Linux


If others, please specify

Paste your resume in here:

```
*** Paste Resume 3/16/2004 11:18:41***
Sample Resume
William Stevenson
150 Lake View, Drive #19
```

Figure 12 – Skills and Resume Text

Now all you have to do is just click the **Submit** button and add the resume to your ATS.

 **Note:** To transfer resumes and fill up your Online Resume Forms specify the form URL address in the Quick Setup Wizard. On ResumeGrabber menu, select "**Show Confirmation Window**" option to view the ResumeGrabber Confirmation window during transfer. When you transfer resumes to your Resume form, you could setup the mapping in the ResumeGrabber Confirmation window for accurate transfer.

## Transfer Resumes to Outlook Address Book

Before you transfer resumes, select your destination application (Outlook) in the Quick Setup wizard. You can pick up Sample Resumes from **Start | Programs | ResumeGrabber Standard | Samples**.

**Step 1:** Highlight the address information in the Sample Resume.

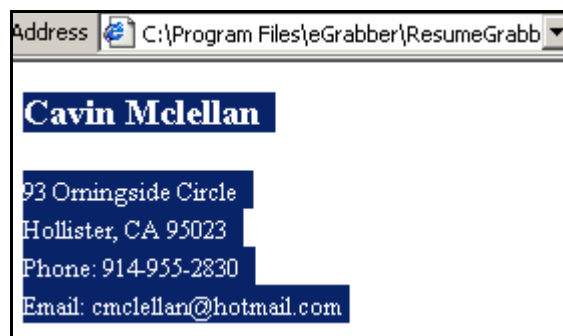


Figure 13 – Highlight Address

**Step 2:** Launch the ResumeGrabber toolbar.

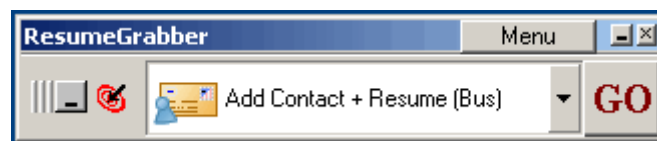


Figure 14 – ResumeGrabber Floating Toolbar

◆ Keep your destination application open and then click **Go** on the toolbar.

Resume is transferred to your Address Book. Outlook comes to your forefront displaying the transferred contact with the attached resume.

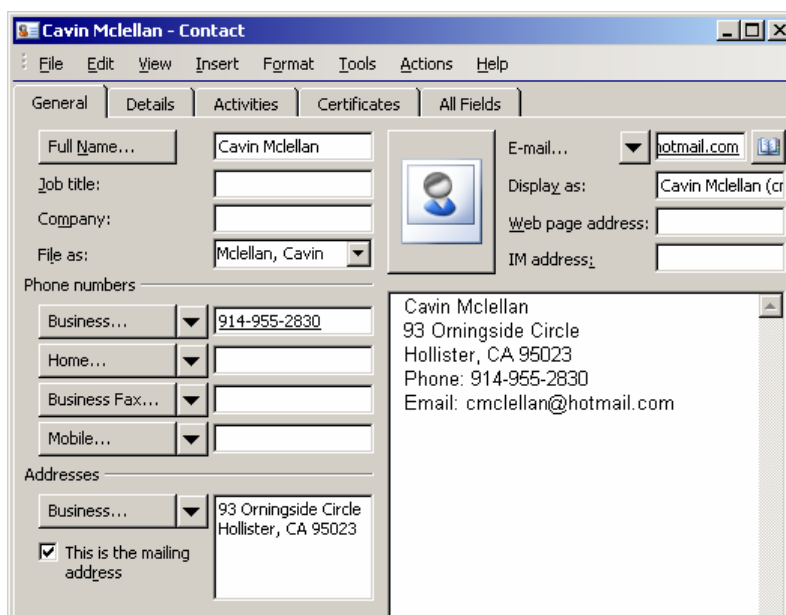


Figure 15 – Contact Transferred to Outlook

- ◆ If you cannot find the transferred contact, then you can search for the First name of the transferred Contact and then view the contact.

Similarly, you can transfer resumes and create contacts in ACT! and GoldMine database.



If ResumeGrabber does not support your destination application, then you can select Data Export option and transfer resumes to a CSV or TSV file. This data in this file can later be imported into your destination application.

#### **Additional features of ResumeGrabber**

- ◆ On ResumeGrabber menu, select **Show Confirmation Window** option to view ResumeGrabber Confirmation window during transfer. You can verify the contact details in this window, before transferring the resume to your Applicant Tracking System.
- ◆ Identify candidate skills in a resume during the transfer process.
- ◆ Format the resume data and remove junk data before transferring the resume.
- ◆ Automatically transfer default values to user fields in your destination.



Refer to Online Help or User Guide for more details.

## **Technical Support**

**Telephone:** (408) 872-3103 Weekdays 8 AM – 5 PM PST

**Fax:** (408) 861-9601

**E-mail:** [support@egrabber.com](mailto:support@egrabber.com)

**Web:** <http://www.addonstore.com/outlook/products/resgrabstd.asp>

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