

# E-Guide to Thomas Online

## Issue Two



Welcome to issue two of the E-Guide to Thomas Online. To help you get to grips with our new website, each month this 60-second guide will spotlight one site feature, explain what it does, how to use it and what's so good about it!

**So what's new..?**

### The 'People' page

See your 10 most recent candidates, find candidates and add candidates.

All candidates are accessible from this page by using the alphabet displayed at the top of the list. Once selected, all details for that candidate will be displayed. The candidate reports can be viewed or created from this screen and new assessments can be initiated at the same time.

### How does it work?

The 'People' screen has four actions to choose from: Add Candidate, Search Candidate, Search Archive and Share Candidate.

- Add Candidate allows you to add new candidates and schedule assessments for them.
- Search Candidate allows you to search for candidates, access their 'Candidate Details' page, delete and archive historic or unwanted candidates.
- Search Archive enables you to search for archived candidates, access their candidate details, delete, re-profile or restore their information.
- Share Candidates allows you to manage how you share your candidates with sub-administrators.

### How will it help me?

Now you can manage all your candidate activity from the same page. Candidates are easy to find; archiving, deleting and sharing simple - helping you keep on-top of your candidate list.

From this screen you can also schedule multiple assessments, meaning you no longer have to visit different pages to administer different tools (PPA and EIQ for example). The logical, user friendly layout makes test administration easy, saving mouse clicks and time

*For more advice and tips on how to get the most from our new website contact your consultant.*