**Word Merge Placeholders**

**Client Placeholders**

The placeholders reflect the fields within your client records.

**Field Name Placeholder**

Forename {cl\_forename}

Surname {cl\_surname}

Salutation {cl\_salutation}

Job Title {cl\_jobtitle}

Mobile No {cl\_mobiletel}

Work No {cl\_worktel}

Email {cl\_email}

Email2 {cl\_email2}

Email3 {cl\_email3}

Skype Name {cl\_skypename}

LinkedIn {cl\_linkedin}

Twitter {cl\_twitter}

Google Plus {cl\_googleplus}

Division {cl\_department}

Owner {cl\_owner}

Priority {cl\_priority}

Registered On {cl\_firstregistered}

Last Updated {cl\_lastupdated}

Last Contacted {cl\_lastcontact}

Next Contact {cl\_nextcontact}

Company {co\_name}

Address Street {co\_street}

Address Suburb {co\_suburb}

Address City {co\_city}

Address County {co\_county}

Address Postcode {co\_postcode}

Address Country {co\_country}

Address Tel {co\_telno}

Address Fax {co\_faxno}

Notes/Comments {cl\_comments}

Other {cl\_other}

Date Terms Agreed {cl\_tobdateagreed}

Date Terms Expire {cl\_tobdateexpired}

Rate% {cl\_tobratesper}

Rebate Period {cl\_tobrebateperiod}

Special Notes {cl\_tobspecialnotes}

**Company Placeholders**

The placeholders reflect the fields within your company records.

**Name Placeholder**

Id {co\_id}

Name {co\_name}

Email {co\_email}

Main Tel No {co\_maintelno}

Main Fax No {co\_mainfaxno}

Web Site {co\_webpage}

Industry {co\_industry}

Comments {co\_comments}

Comments2 {co\_comments2}

Comments3 {co\_comments3}

**Candidate Placeholders**

The placeholders reflect the fields within your candidate records.

**Name Placeholder**

Id {ca\_id}

Forename {ca\_forename}

Surname {ca\_surname}

DOB {ca\_dateofbirth}

Home No {ca\_hometel}

Work No {ca\_worktel}

Mobile No {ca\_mobiletel}

Email {ca\_email}

Street {ca\_street}

Suburb {ca\_suburb}

City {ca\_city}

County {ca\_county}

Postcode {ca\_postcode}

Country {ca\_country}

NI No {ca\_ninumber}

Education {ca\_educationlevel}

Current Posn Job Title {ca\_currentjobtitle}

Current Employer {ca\_employer}

Notice Period {ca\_noticeperiod}

Priority {ca\_priority}

Owner {ca\_owner}

Source {ca\_source}

Desired Job Title {ca\_desiredjobtitle}

Permanent Remuneration {ca\_permanent}

Self Employed Remuneration {ca\_selfemployed}

Temporary Remuneration {ca\_temporary}

Contract Remuneration {ca\_contract}

Available {ca\_available}

Travel Distance {ca\_travelmiles}

**Candidate Placeholders (cont.)**

**Name Placeholder**

Travel From {ca\_hometown}

Contractor Company Name {ca\_ltdcompany}

Contractor Company Reg No {ca\_registrationnumber}

Contractor Company VAT No {ca\_vatnumber}

Contractor Company Address {ca\_ltdcompanyaddress}

Notes/Comments {ca\_comments}

Salutation {ca\_salutation}

Headline {ca\_headline}

Email 2 {ca\_email2}

Email 3 {ca\_email3}

Linked In {ca\_linkedin}

Eligible to work in {ca\_permit}

Visa type {ca\_visatype}

Visa Expires {ca\_visadate}

Nationality {ca\_nationality}

Priority {ca\_priority}

Our Ref {ca\_ourref}

Source {ca\_source}

Employer {ca\_employer}

Division {ca\_division}

Job Title {ca\_jobtitle}

Desired Job Title {ca\_djobtitle}

Notice Period {ca\_noticeperiod}

License Type {ca\_license}

Skype Name {ca\_skypename}

Twitter {ca\_twitter}

Facebook {ca\_facebook}

Google Plus {ca\_googleplus}

Web {ca\_website}

Precis {ca\_precis}

Industry {ca\_industry}

Job Functions {ca\_jobfunctions}

Qualification {ca\_qualification}

Location Info {ca\_commentslocation}

Responsibilities {ca\_responsibility}

Roles {ca\_roles}

References {ca\_references}

Interview User {ca\_interviewuser}

Interview Date {ca\_interviewdate}

Interview Notes {ca\_interviewnotes}

Interview Docs {ca\_interviewdocs}

Reference 1 Address {ca\_referee1address}

Reference 1 Company Name {ca\_referee1company}

Reference 1 Referee Email {ca\_referee1email}

Reference 1 Fax Number {ca\_referee1fax}

Reference 1 Job Title {ca\_referee1jobtitle}

Reference 1 Referee Mobile No {ca\_referee1mobile}

Reference 1 Referee Tel No {ca\_referee1tel}

Reference 1 Referee Name {ca\_referee1name}

Reference 1 Referee Notes {ca\_referee1notes}

Reference 1 Period From {ca\_referee1periodfrom}

Reference 1 Period To {ca\_referee1periodto}

Reference 1 Date Updated {ca\_referee1updated}

Reference 1 Date Requested {ca\_referee1requested}

Reference 1 Date Received {ca\_referee1recieved}

Reference 2 Address {ca\_referee2address}

Reference 2 Company Name {ca\_referee2company}

Reference 2 Referee Email {ca\_referee2email}

Reference 2 Fax Number {ca\_referee2fax}

Reference 2 Job Title {ca\_referee2jobtitle}

Reference 2 Referee Mobile No {ca\_referee2mobile}

Reference 2 Referee Tel No {ca\_referee2tel}

Reference 2 Referee Name {ca\_referee2name}

Reference 2 Referee Notes {ca\_referee2notes}

Reference 2 Period From {ca\_referee2periodfrom}

Reference 2 Period To {ca\_referee2periodto}

Reference 2 Date Updated {ca\_referee2updated}

Reference 2 Date Requested {ca\_referee2requested}

Reference 2 Date Received {ca\_referee2recieved}

Reference 3 Address {ca\_referee3address}

Reference 3 Company Name {ca\_referee3company}

Reference 3 Referee Email {ca\_referee3email}

Reference 3 Fax Number {ca\_referee3fax}

Reference 3 Job Title {ca\_referee3jobtitle}

Reference 3 Referee Mobile No {ca\_referee3mobile}

Reference 3 Referee Tel No {ca\_referee3tel}

Reference 3 Referee Name {ca\_referee3name}

Reference 3 Referee Notes {ca\_referee3notes}

Reference 3 Period From {ca\_referee3periodfrom}

Reference 3 Period To {ca\_referee3periodto}

Reference 3 Date Updated {ca\_referee3updated}

Reference 3 Date Requested {ca\_referee3requested}

Reference 3 Date Received {ca\_referee3recieved}

**Vacancy Placeholders**

**Name Placeholder**

ID {vac\_id}

Company Name {vac\_companyname}

Client Name {vac\_clientname}

Reference {vac\_reference}

Job Title {vac\_jobtitle}

Education Level {vac\_educationlevel}

Status {vac\_state}

Job Type {vac\_jobtype}

Owner {vac\_userid}

Close Date {vac\_closedate}

No of Positions {vac\_positions}

Private Comments {vac\_privatecomments}

Job Description {vac\_jobdescription}

Location {vac\_location}

Town {vac\_ltown}

Benefits {vac\_benefits}

[Contract] Pay Rate {vac\_payrate}

[Contract] NI % {vac\_nipercentage}

[Contract] Cost per Day {vac\_costperday}

[Contract] Charge Rate {vac\_chargerate}

[Contract] Rates Per {vac\_ratesper}

[Contract] Value Per Day {vac\_valueperday}

[Contract] Mark Up % {vac\_markuppercentage}

**Vacancy Placeholders (cont\_)**

**Name Placeholder**

[Contract] Profit Per Day {vac\_profitperday}

[Contract] Start Date {vac\_earlieststartdate}

[Contract] End Date {vac\_enddate}

[Contract] Hours Per Day {vac\_hoursperday}

[Contract] Value Total {vac\_costtotal}

[Contract] Duration (Weeks) {vac\_durationwks}

[Contract] Days Per Week {vac\_daysperweek}

[Contract] Value Total {vac\_valuetotal}

[Contract] VAT Pay Rate {vac\_vatpayrate}

[Contract] VAT Charge Rate {vac\_vatchargerate}

[Contract] Pofit Total {vac\_profittotal}

[Perm] Salary From {vac\_salaryfrom}

[Perm] Salary To {vac\_salaryto}

[Perm] Bonus {vac\_bonus}

[Perm] Fee {vac\_fee}

[Perm] Fee Percentage {vac\_feepercentage}  
[Perm] Benefits Value {vac\_benefitsvalue}

**Vacancy Shortlist Placeholders**

These placeholders reflect the stages within the vacancy shortlist\_

Note the opening and closing placeholders **{#shortlists}** & **{/shortlists}**\_

These must be placed at the beginning and end with the shortlist placeholders contained within\_

{#shortlists}

CV Submitted {CVSend}

Candidate Name {ContactName}

Candidate Status {ShortlistStatusID}

1st Interview {FirstInt}

2nd Interview {SecondInt}

3rd Interview {ThirdInt}

Offer {Offer}

Reject {Reject}

Placed {PlacedPerm}

{/shortlists}

**Chameleon-i User Profile Placeholders**

The placeholders reflect the fields within your user profile stored within Admin/Users\_

**Name Placeholder**

Consultant Forename {u\_forename}

Consultant Surname {u\_surname}

Consultant job title {u\_jobtitle}

Tel No {u\_telno}

Mobile No {u\_mobileno}

Email address {u\_email}

Email address2 {u\_email2}

Email address3 {u\_email3}

Division {ul\_division}

Address {ul\_address}

**Placement Placeholders**

**Name Placeholder**

Job Type {pl\_jobtype}  
Reference {pl\_reference}  
Job Title {pl\_vacjobtitle}  
Vacancy {pl\_vacref}  
Company {pl\_companyname}  
Address {pl\_companyaddress}  
Client Contact {pl\_clientname}  
Invoice Contact {pl\_invoicecontact}  
Contact Email {pl\_invoiceemail}  
Address {pl\_invoiceaddress}  
Status {pl\_status}  
Start Date {pl\_startdate}  
Office {pl\_salesoffice}  
Owner {pl\_ownername}  
Placement ID {pl\_id}  
Candidate {pl\_candidatename}  
Notice Period {pl\_noticeperiod}  
Address {pl\_candidateaddress}

PO Required / No\_ {pl\_pono}  
PO Value {pl\_povalue}  
PO Start {pl\_postartdate}  
PO End {pl\_poenddate}

**Split Fees with**

**Name Placeholder**Split Fees Consultant Name 1 {pl\_splitfeeuser1}  
Split Fees Consultant Name 2 {pl\_splitfeeuser2}  
Split Fees Consultant Name 3 {pl\_splitfeeuser3}  
Split Fees Percentage 1 {pl\_splitfeepc1}  
Split Fees Percentage 2 {pl\_splitfeepc2}  
Split Fees Percentage 3 {pl\_splitfeepc3}

Invoice Date {pl\_invoicedate}  
Terms (in Days) {pl\_paymentterms}  
Ref {pl\_clientref}  
TAX Name {pl\_taxname}  
Rate {pl\_taxrate}  
Invoice Number {pl\_invoiceno}  
Invoice Description {pl\_invoicedesc}  
Special Instructions {pl\_specialinstructions}  
Currency {pl\_currency}

**Contract/Temps Rates Calculator fields**

**Name Placeholder**Perm Start Date {pl\_permstartdate}  
End Date {pl\_enddate}  
Pay Rate {pl\_payrate}  
Charge Rate {pl\_chargerate}  
Rate Per {pl\_rateper}  
Hrs/Day {pl\_hrsperday}  
Days/Week {pl\_daysperweek}  
Duration (Wks) {pl\_duration}  
Cost Per Day {pl\_costperday}  
Value Per Day {pl\_valueperday}  
Profit Per Day {pl\_profitperday}  
Ni (%) {pl\_ni}  
VAT Pay {pl\_vatpay}  
VAT Charged {pl\_vatcharged}  
Margin (%) {pl\_margin}  
Mark Up (%) {pl\_markup}  
Total Cost {pl\_totalcost}  
Total Value {pl\_totalvalue}  
Total Profit  {pl\_totalprofit}

**Permanent Salary Rates Calculator Fields**

**Name Placeholder**Annual Salary {pl\_annualsalary}  
Bonus {pl\_bonus}Benefits Value {pl\_benefits}Fee (%) {pl\_feepc}Fee {pl\_feeamount}

**Self Employed Rates Calculator Fields**

**Name Placeholder**Initial Guarantee {pl\_initialguarantee}  
Fee (%) {pl\_feepc}  
Fee {pl\_feeamount}