



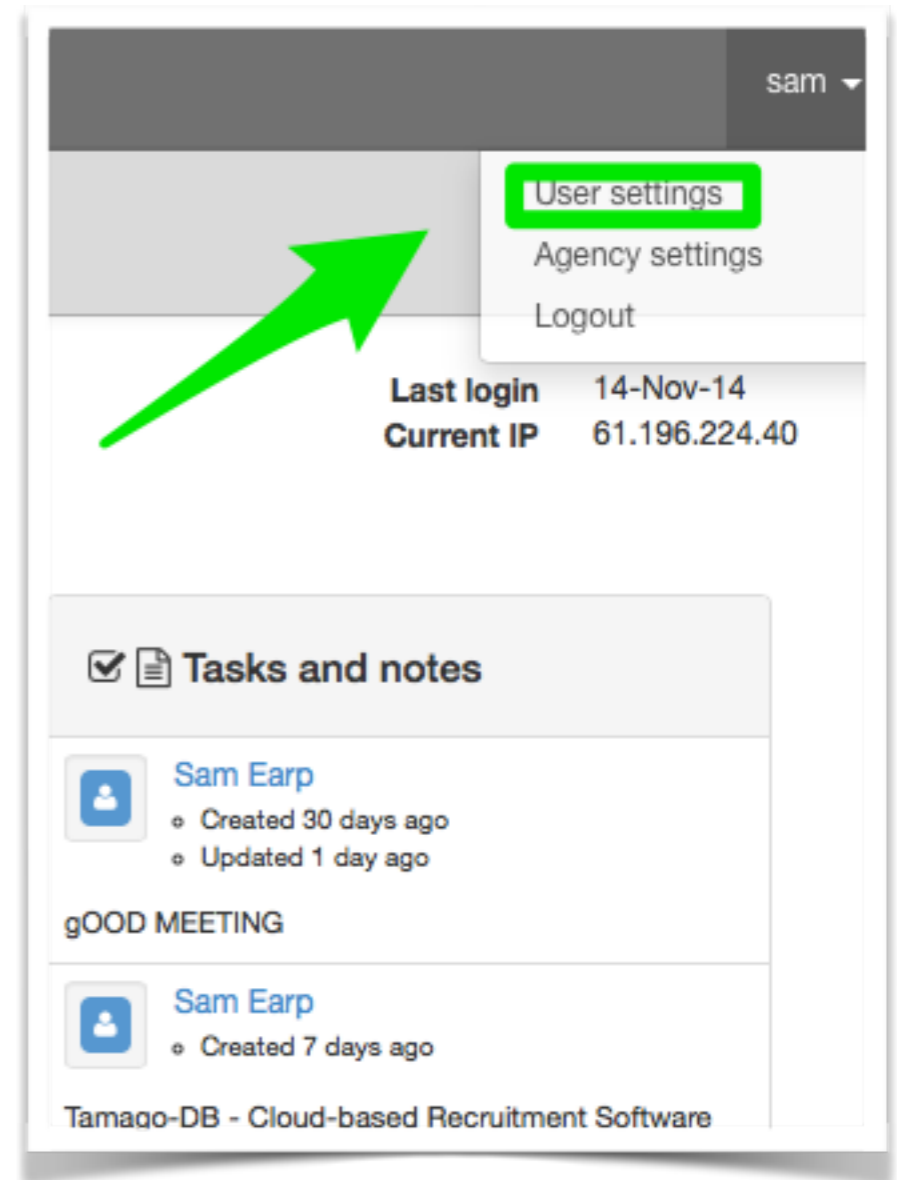
Tamago DB

Quick Start Guide V1.0

Linking Tamago with your email client

Linking Tamago with your native email client allows the database to pull emails from your provider and push meetings and interviews into your native calendar

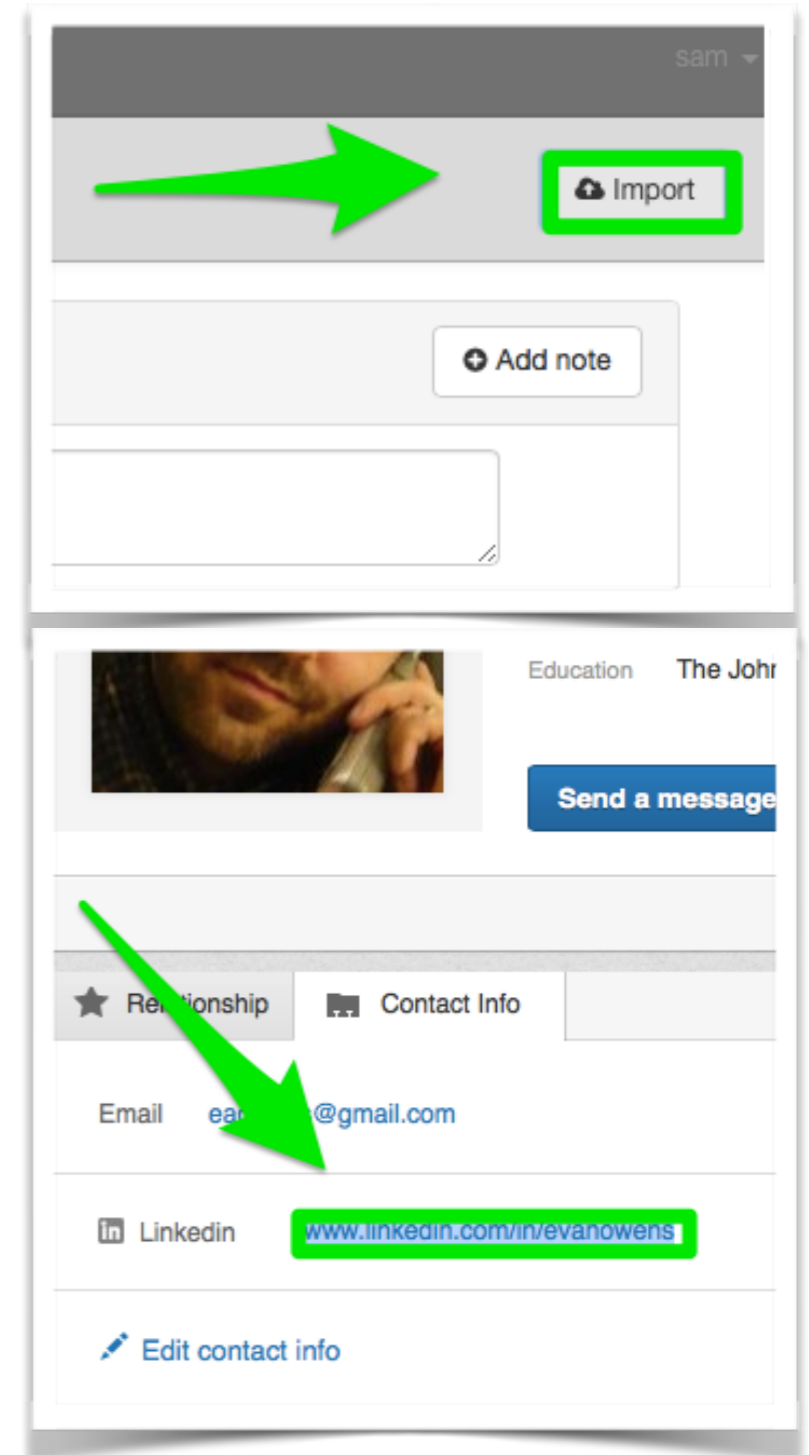
- Click on your Username on top right of any page
 - Click **Users Settings**
- In the **Details** tab enter your email address
 - click **Link Account**
- Input your personal password for your native email client
 - Input IMAP server for example
Imap.Gmail.com or imap-mail.outlook.com
 - Input Port Number (most commonly 993)
 - Click **Link**



Adding Candidates

The resume import feature allows users to parse Resumes into Tamago, automatically entering as much information as possible into the database

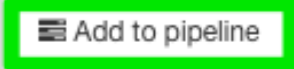
- On Menu Bar click [+]
 - click Contacts
- Click Import
 - click Choose File
- Select Resume file (PDF/Word/txt) from device
 - or drag and drop into box
- Import profiles from LinkedIn
 - simply copy & paste a users profile link



Creating a Pipeline Record

Pipeline records link candidates to live jobs -allowing Tamago users to track prospective hires from introduction to offer stage

- Via a Company Record click **Add to Pipeline**
 - select candidate/job
- Via a Contact Record click **Add to Pipeline**
 - select company/job
- Via a Job Record click **Add to Pipeline**
 - select company/candidate
- Via the Pipeline page click **Add Introduction**
 - select all fields


 Add to pipeline

Created	11-Nov-14
Updated	11-Nov-14
Managed by	Evan Owens

Pipeline

No introductions found

Tasks and notes

 [Evan Owens](#)
Created 3 days ago

Naoko Sugiura has a track record of more than 25 years. Currently this candidate is employed as a Localization Specialist at Interactive Intelligence. So far Naoko has not gained any managerial experience.

Accessing Pipeline Records

Access Pipeline Records to track candidate progress against job opportunities, to schedule interviews, and more

- The Pipeline tab offers a filterable view of records
 - progress each record by clicking on **Status/Result**
- A Pipeline Record can be accessed by clicking on the **Folder Icon** inside the Pipeline tab
 - from inside a job record
 - from inside a company record
 - from inside a contact/candidate record

The screenshot displays a software interface with three tabs: Applications, Pipeline, and Interviews. The 'Pipeline' tab is selected and highlighted with a green box. A green arrow points to this tab. Below the tabs, there is a table with columns for Status, Result, and Owner. The table contains three rows of data:

Status	Result	Owner
Interview one	Pending	Sam Earp
		Sam Earp
Offer	Placed	Aira

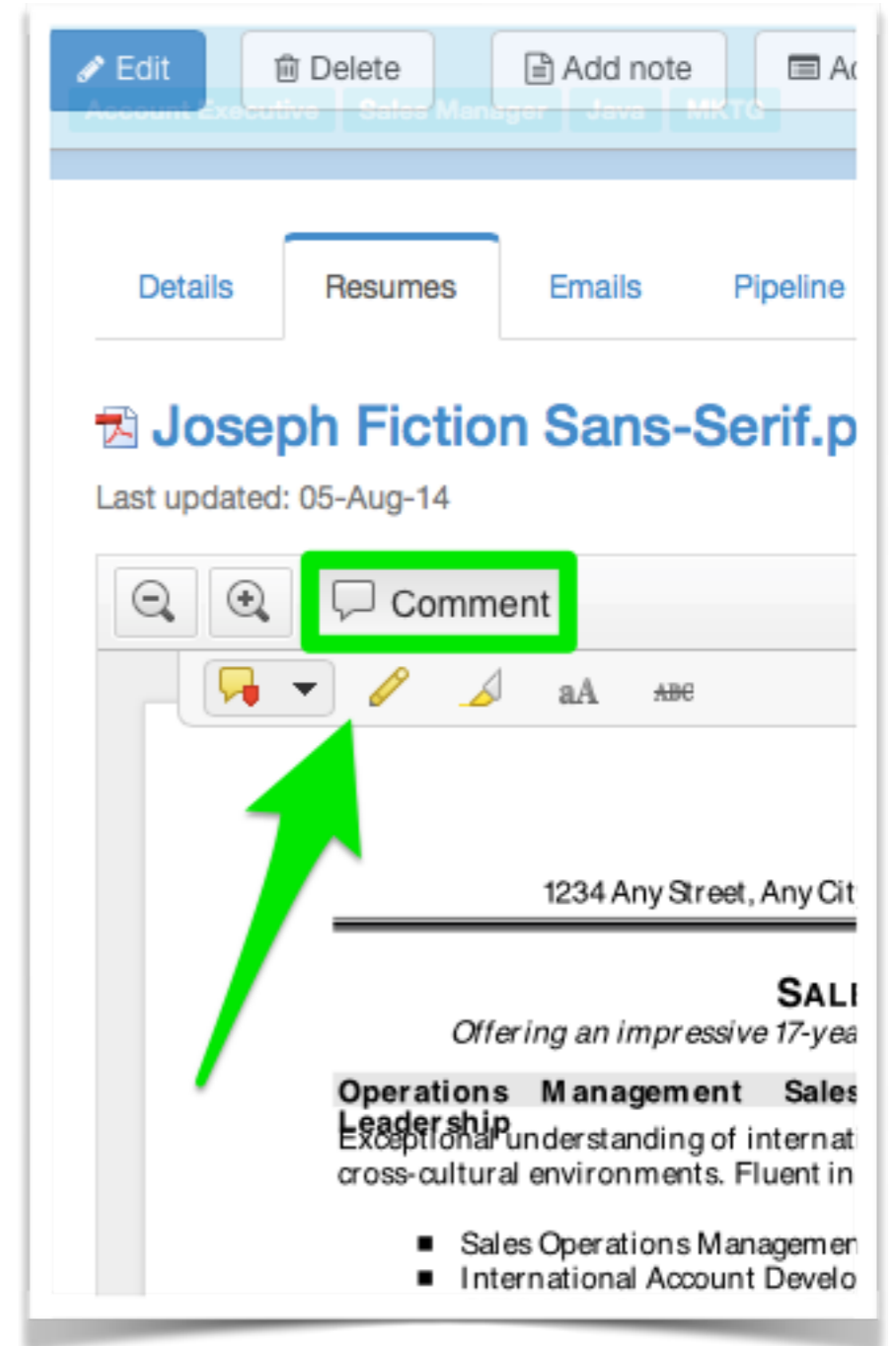
Below the table, there is another table with columns for Updated, Created, and Actions. A green arrow points to a folder icon in the Actions column of the first row. The second table contains the following data:

Updated	Created	Actions
02-Oct-14	02-Oct-14	[Folder Icon] [Edit Icon] [Calendar Icon]
02-Oct-14	24-Sep-14	[Folder Icon] [Edit Icon] [Calendar Icon]
03-Sep-14	29-Aug-14	[Folder Icon] [Edit Icon] [Calendar Icon]
26-Aug-14	26-Aug-14	[Folder Icon] [Edit Icon] [Calendar Icon]
08-Sep-14	11-Aug-14	[Folder Icon] [Edit Icon] [Calendar Icon]

Annotating Resumes

Tamago includes a function to annotate resumes using a variety of text tools, for internal purposes or to send to clients

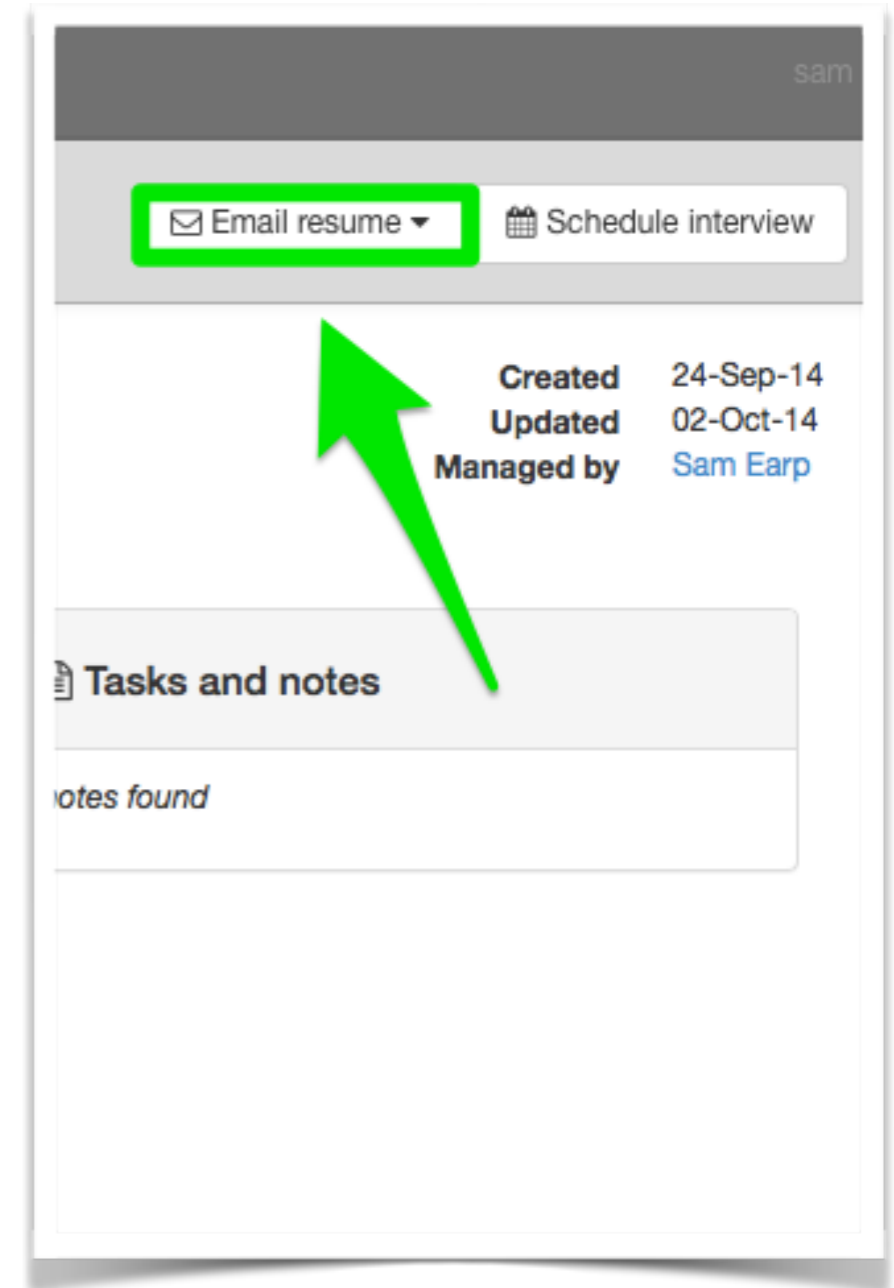
- Via a Candidate Profile click the **Resume** tab
 - a resume must be uploaded first!
- Click **Comment**
- Select the text tools required
 - click on the desired area to annotate
- Notes are automatically saved and can be sent to clients at a later date (see “Sending Resumes to Clients”)



Sending Resumes to Clients

Tamago allows users to send candidate resumes to clients or colleagues in the form of a link, via email

- Access the Pipeline Record, connecting the job and candidate
- Click **Email Resume**
- Choose to include notes, allow downloads, add a validity duration and password if desired
- Tamago will then open the link through your native email client (see 'Linking Email')



Tracking Resumes

After sending a resume link to a client, Tamago users have visibility over 3rd party access information

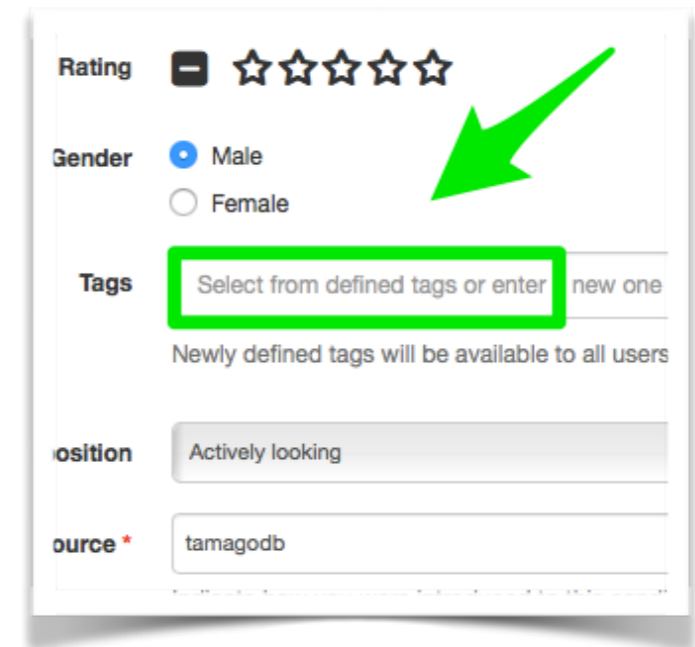
- Access the Pipeline Record, connecting the correct job and candidate
- Via a Pipeline Record click Resume Shares tab
- If the link has been clicked by a third party a log will be present. Hover over each instance to see the IP address
- Tamago will only offer insight into 3rd parties accessing the link
- Restricting downloading when sending a resume improves visibility of client activity

The screenshot displays the Tamago interface for user Joseph Fiction at Acme Corporation. The 'Resume shares' tab is highlighted in green. Below the navigation tabs, there is a table with the following columns: 'Resume', 'Validity in days', and 'Allow download'. The table contains two rows of resume thumbnails. The first row shows a resume thumbnail, a 'Validity in days' field, and an 'Allow download' field with the value 'x No'. A green arrow points to the 'Allow download' field. The second row also shows a resume thumbnail, a 'Validity in days' field, and an 'Allow download' field with the value 'x No'. The resume thumbnails are labeled 'Joseph Fiction Sans-Serif'.

Adding Tags

Tags allow Tamago users to organize information using bespoke categorisation and structure, accessible through the search function

- Via a Company Record click **Edit**
 - add tags in the Tags field
- Via a Contact Record click **Edit**
 - add tags in the Tags field
- Via a Job Record click **Edit**
 - add tags in the Tags field
- Super Administrators can allow Users to add their own tags, or pre-define tags. This option is available in the Agency Settings section



Rating ☆☆☆☆☆

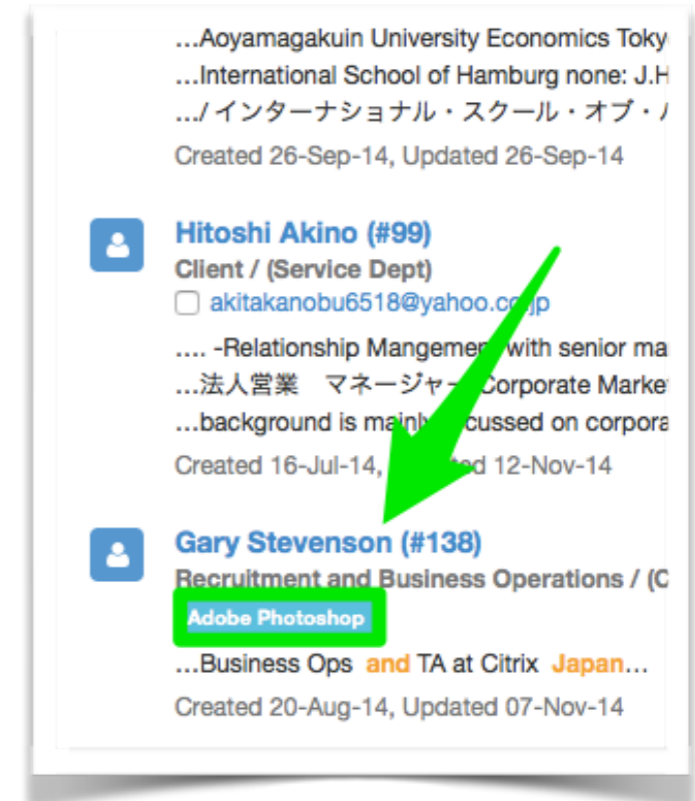
Gender Male
 Female

Tags new one


Newly defined tags will be available to all users


Position

Source *



...Aoyamagakuin University Economics Toky
...International School of Hamburg none: J.H
.../ インターナショナル・スクール・オブ・ノ
Created 26-Sep-14, Updated 26-Sep-14

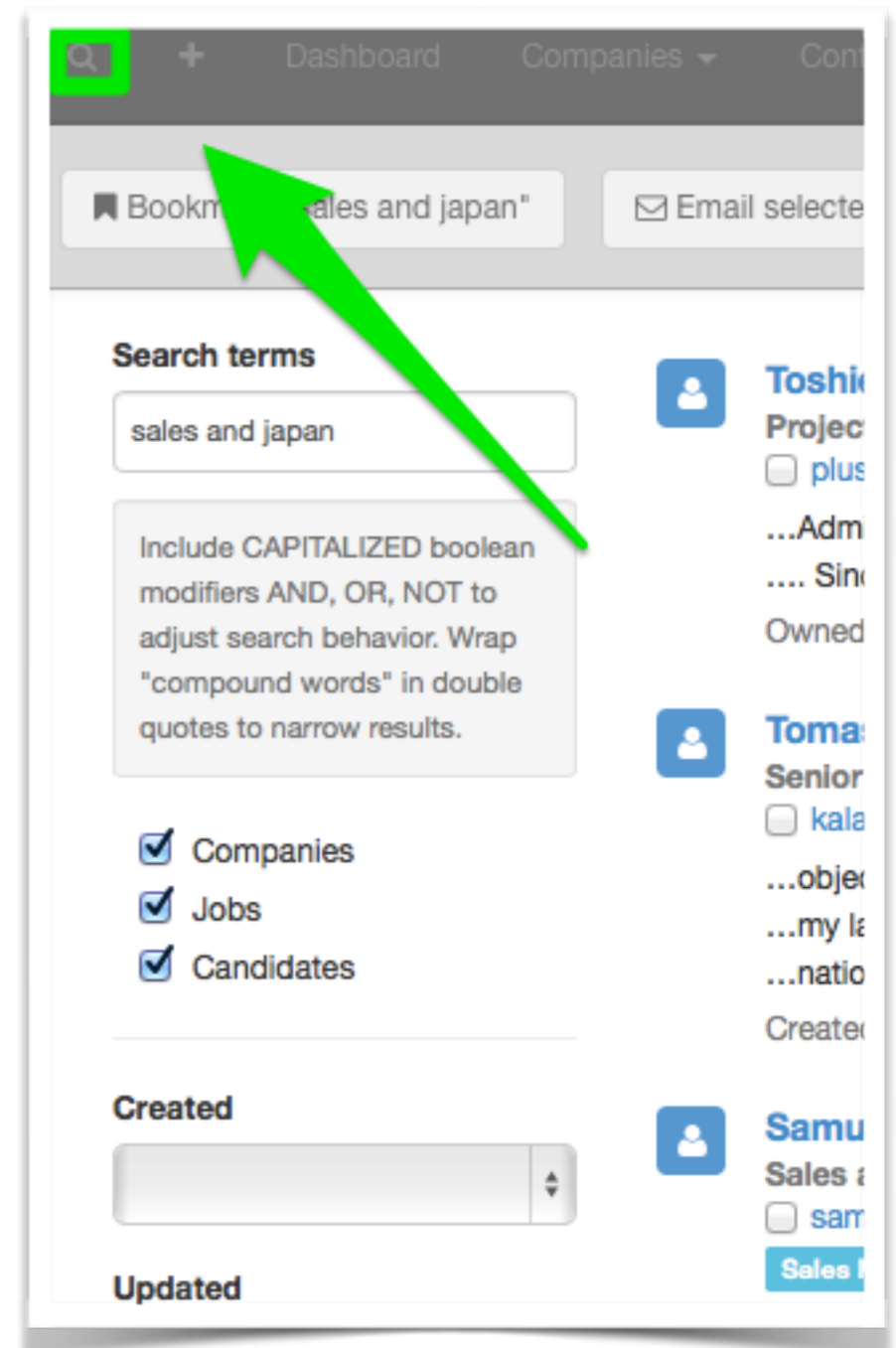
 **Hitoshi Akino (#99)**
Client / (Service Dept)
 akitakanobu6518@yahoo.co.jp
... -Relationship Mangemen with senior ma
...法人営業 マネージャー Corporate Marke
...background is mainly focused on corpora
Created 16-Jul-14, Updated 12-Nov-14

 **Gary Stevenson (#138)**
Recruitment and Business Operations / (C
Adobe Photoshop
...Business Ops and TA at Citrix Japan...
Created 20-Aug-14, Updated 07-Nov-14

Searching with Tamago

Tamago offers Quick and Advanced Search. The system searches all records, resumes and tags to predict relevance and order the results

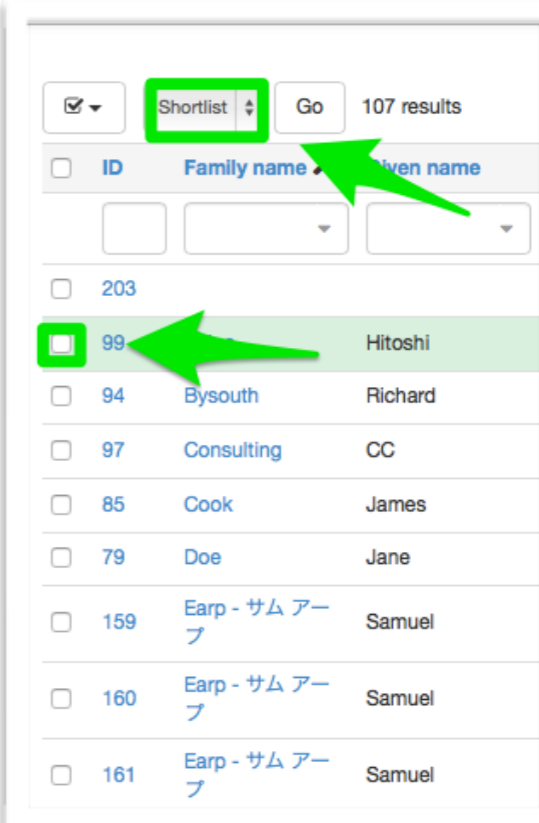
- On the Menu Bar click the **Magnifying Glass** icon
- Enter a search into the Quick Search Box or click Advanced Search to search using additional parameters
- Include CAPITALIZED boolean modifiers AND, OR, NOT to adjust search behavior. Wrap "compound words" in double quotes to narrow results
- After performing a search through either method the results are delivered via the expanded search page
- On the left is a drill down tool, including check boxes to include or remove candidates/jobs/companies from search results



Shortlists

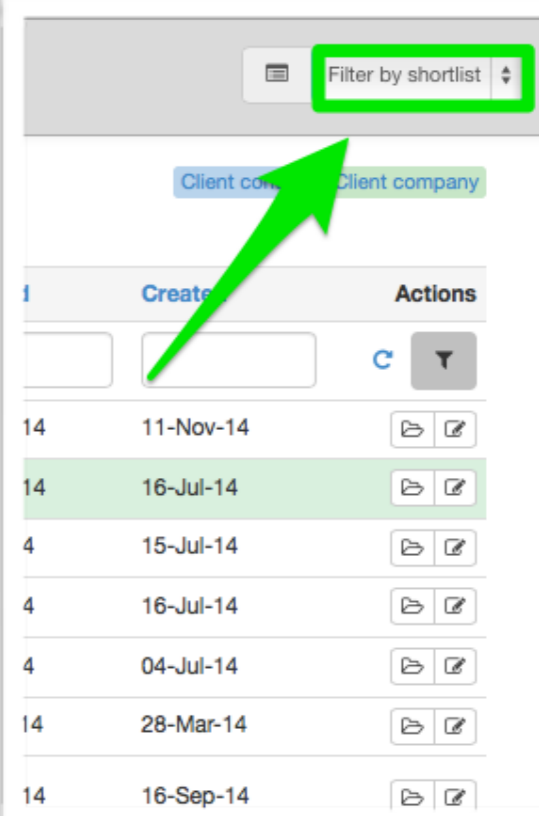
Shortlists are a tool to organise candidates into lists, saved by Tamago to be accessed at any time

- From the Contacts tab you can add records to a Shortlist or create a new Shortlist
 - check the tick box
 - select **Shortlist**
 - click **GO**
- To access your Shortlists, click the **Filter By Shortlist** tab and select the desired Shortlist
- Shortlists can also be added to/created via the **Search** functionality



107 results

<input type="checkbox"/>	ID	Family name	Given name
<input type="checkbox"/>	203		
<input checked="" type="checkbox"/>	99	Hitoshi	
<input type="checkbox"/>	94	Bysouth	Richard
<input type="checkbox"/>	97	Consulting	CC
<input type="checkbox"/>	85	Cook	James
<input type="checkbox"/>	79	Doe	Jane
<input type="checkbox"/>	159	Earp - サム アーフ	Samuel
<input type="checkbox"/>	160	Earp - サム アーフ	Samuel
<input type="checkbox"/>	161	Earp - サム アーフ	Samuel



Filter by shortlist

	Create	Actions
		<input type="button" value="C"/> <input type="button" value="Y"/>
14	11-Nov-14	<input type="button" value="C"/> <input type="button" value="Y"/>
14	16-Jul-14	<input type="button" value="C"/> <input type="button" value="Y"/>
4	15-Jul-14	<input type="button" value="C"/> <input type="button" value="Y"/>
4	16-Jul-14	<input type="button" value="C"/> <input type="button" value="Y"/>
4	04-Jul-14	<input type="button" value="C"/> <input type="button" value="Y"/>
14	28-Mar-14	<input type="button" value="C"/> <input type="button" value="Y"/>
14	16-Sep-14	<input type="button" value="C"/> <input type="button" value="Y"/>