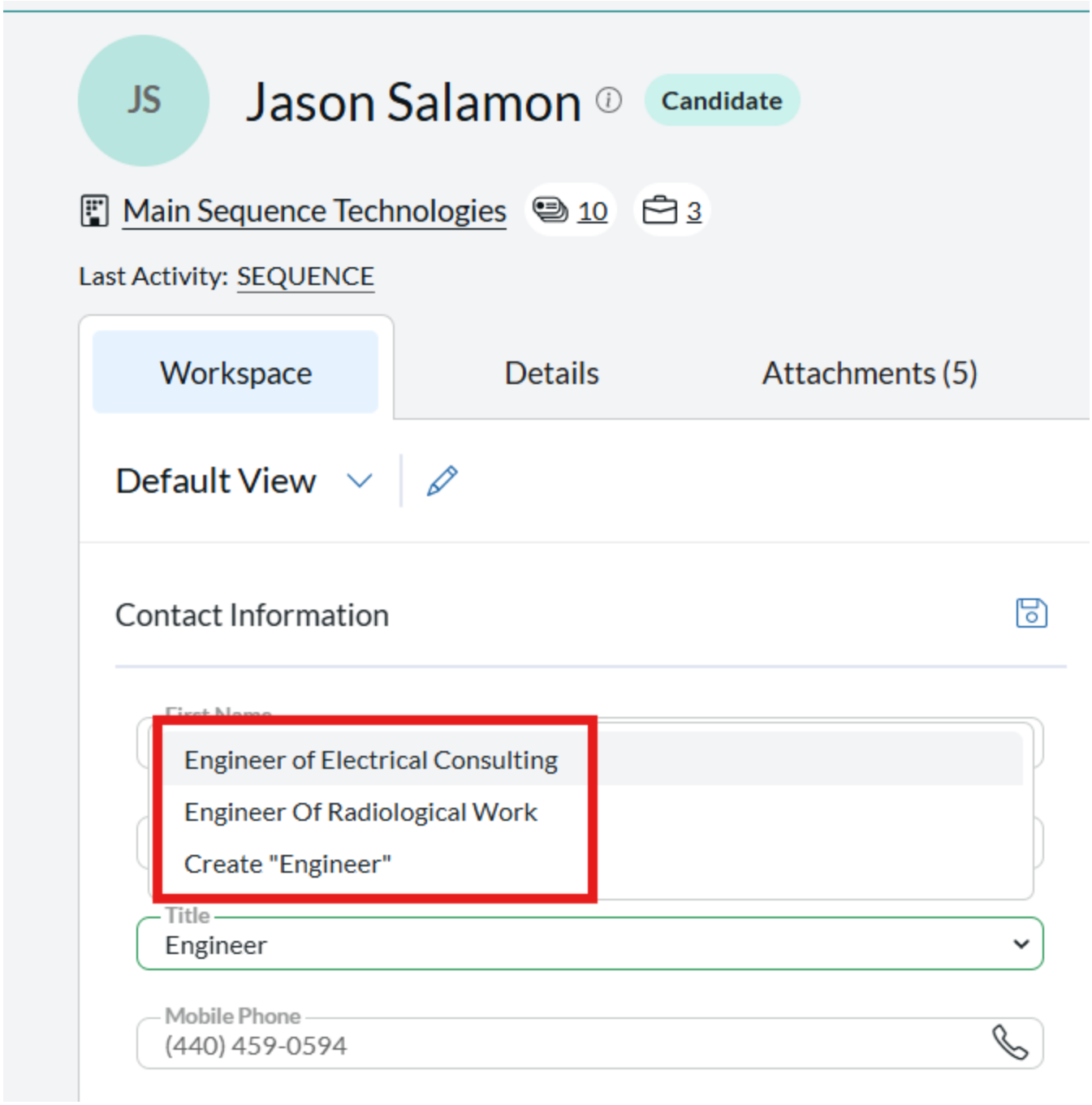
Titles

Database Configuration · https://learnpcr.pcrecruiter.net/site/docs/database-config/titles/

The **Titles** table in PCRecruiter can be used to create a standardized set of Titles to be applied to Name Records and/or Position Records. While the Job Title field on the Positions and the Title field on Names are typically filled in with manually entered values, some users find it helpful to create a predefined list to pick from for more consistent data. It is also possible to present this dropdown of Titles when asking candidates to self-enter via the Job Board.

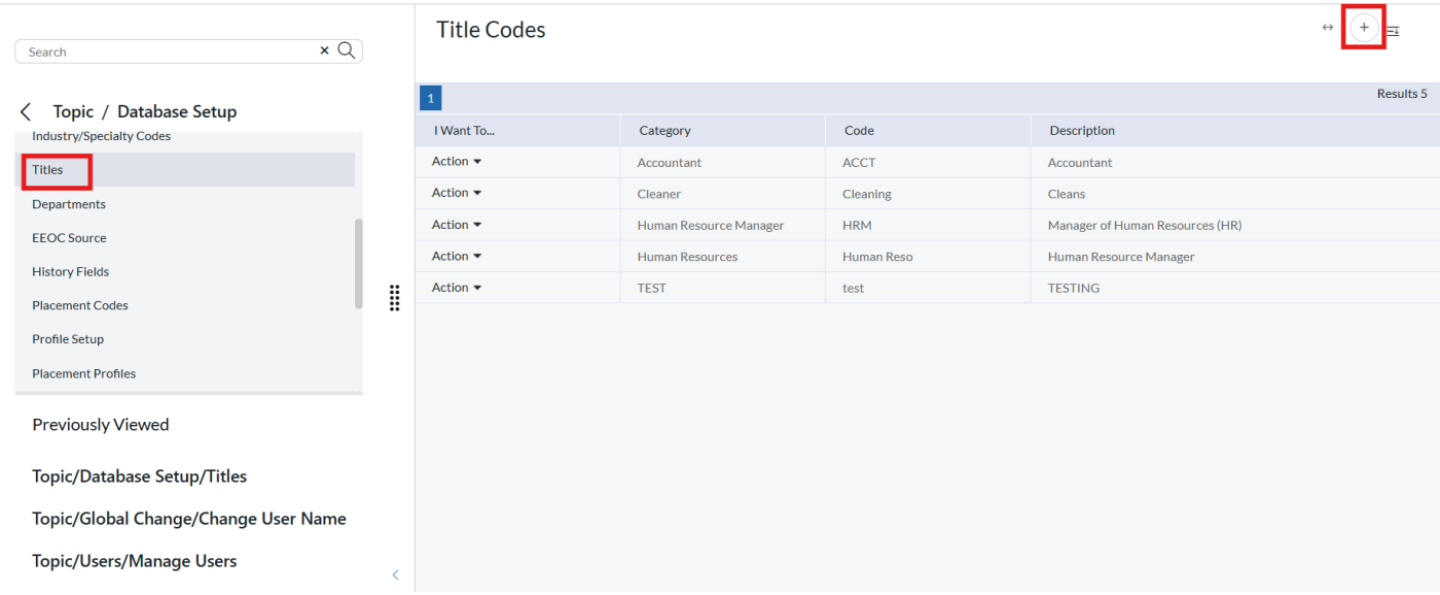
Add Titles to a Record

Titles can also be created on the fly from the name record details tab. When selecting the title if the title does not exist you have the option to create this title from inside the name record. (Note that adding it this way will not place it on the list of predefined titles in database setup).

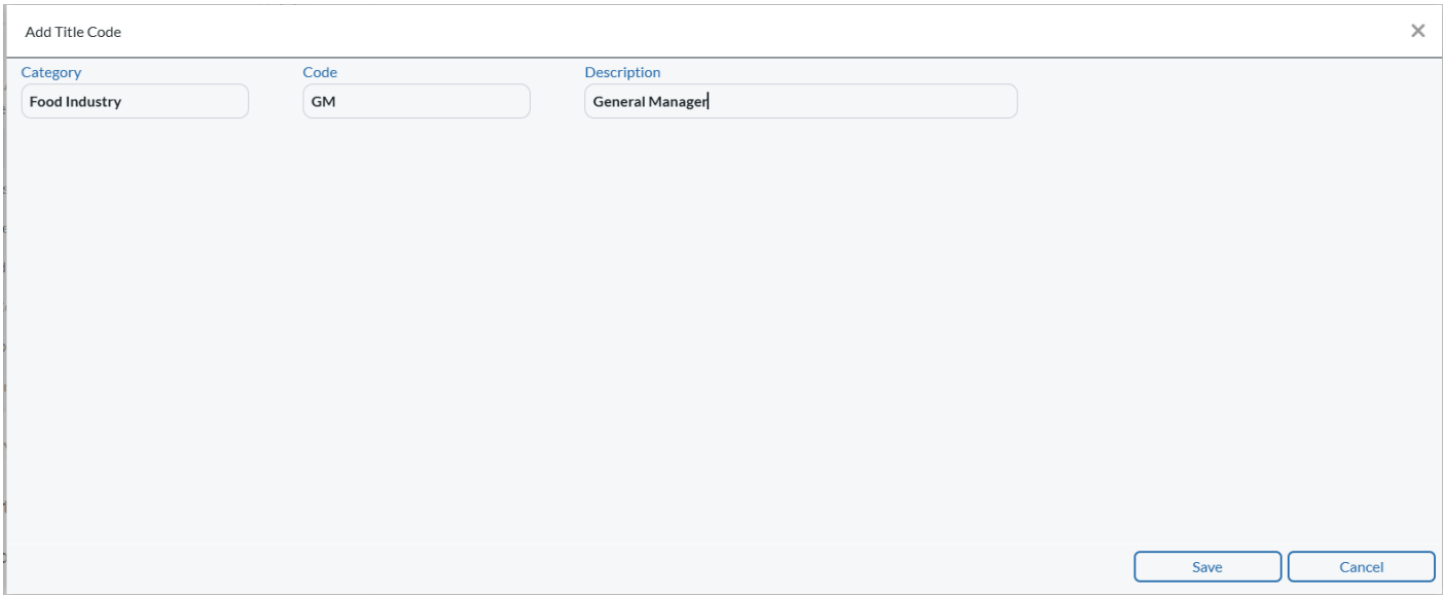


Adding Predefined Titles

Creating a predefined list to pick from creates consistency throughout the database, thereby increasing accuracy for future internal database searching.



1. Click the **Settings** icon on the Main menu.
2. Click **Database Setup**.
3. Click **Titles**.
4. Click **Add** in the Action menu.
5. Enter a desired Title:
   - Category (Optional) — Subdividing Titles into Categories can make locating specific titles quicker when applying them.
   - Code (Optional) — Titles can be sorted by Code when selecting them.
   - Description — The Title itself (Max 50 Characters).
6. Click **Save**.



Import a List of Titles

	A	B	C	D	E	F
1	Food Industry	FOODSCI	Food Scientist			
2	Food Industry	QAMAN	Quality Assurance Manager			
3	Food Industry	CULDIR	Culinary Director			
4	Food Industry	SCCOOR	Supply Chain Coordinator			
5	Food Industry	FSAUD	Food Safety Auditor			
6	Automotive	ME	Mechanical Engineer			
7	Automotive	AUTOTECH	Automotive Technician			
8	Automotive	DEVMAN	Product Development Manager			
9	Automotive	QCAN	Quality Control Analyst			
10	Automotive	SALESENG	Sales Engineer			
11						
12						

1. Prepare a three-column CSV file with the following three columns. Do not include a 'header' row. If you do not wish to use a Category or Code, you will still need to include those two blank columns, putting all titles into the third column.
    - Category (Optional) — Subdividing Titles into Categories can make locating specific titles quicker when applying them.
    - Code (Optional) — Titles can be sorted by Code when selecting them.
    - Description — The Title itself (Max 50 Characters).

2. Click the **System** icon on the Main menu.
3. Click **Database Setup**.
4. Click **Titles**.
5. Click **Import** in the Action menu.
6. Click **Browse** and locate your file.
7. If your file is separated by tabs, pipes, or semi-colons rather than the more typical Comma (as may be needed if the titles contain commas), change the Field Delimiter accordingly.
8. If you wish to replace all existing Titles, check the Delete Any Existing Codes box.
9. Click **Save** to import. After importing, you may need to exit and re-enter the screen to see the changes.

