



User Guide

Fuze Connect for Bullhorn

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Introduction

Fuze Connect is a desktop application which automatically looks up Bullhorn data during a call, to give you the information you need about the caller at a glance.

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Getting Started

Fuze Connect is offered as a desktop application. To install Fuze Connect on your computer, you can download the executable from Fuze servers.

1. Open your web browser and navigate to the Fuze Connect download link:

- <https://fuzeconnectbh.gts.fuze.com/>

Your browser should automatically download the Mac or Windows installer that is specific to your platform.

2. Open the downloaded Fuze Connect installer, and follow the installation instructions.



Initial Setup

Perform the following actions to set up Fuze Connect with Bullhorn

- Once installation is complete, you may start Fuze Connect.
- On first run, you will need to log in to your Fuze account.
- On this screen, enter your **Fuze User ID** and click **Next**.
- Depending on your account settings, you will either be prompted for your **Fuze Password**, or redirected to your **authentication provider** to complete your login.



Welcome

Enter your username or e-mail to sign in

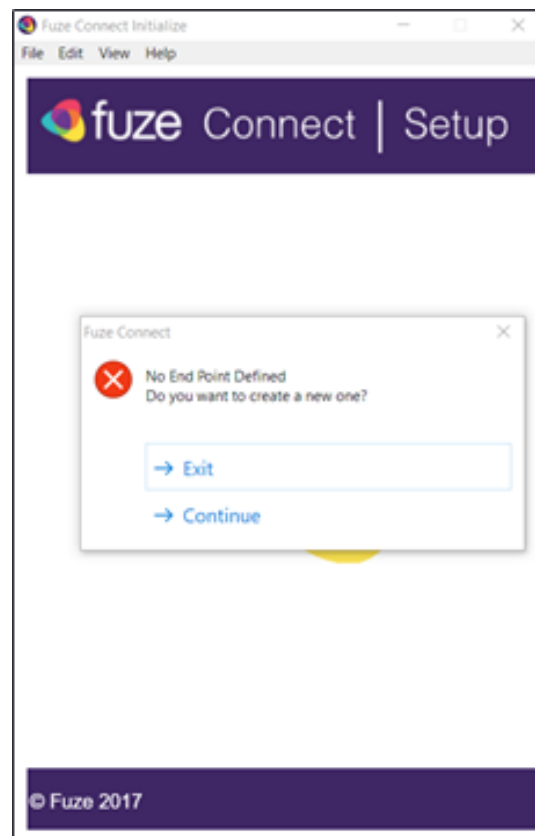
NEXT

Forgot your [username](#) or [password](#)?

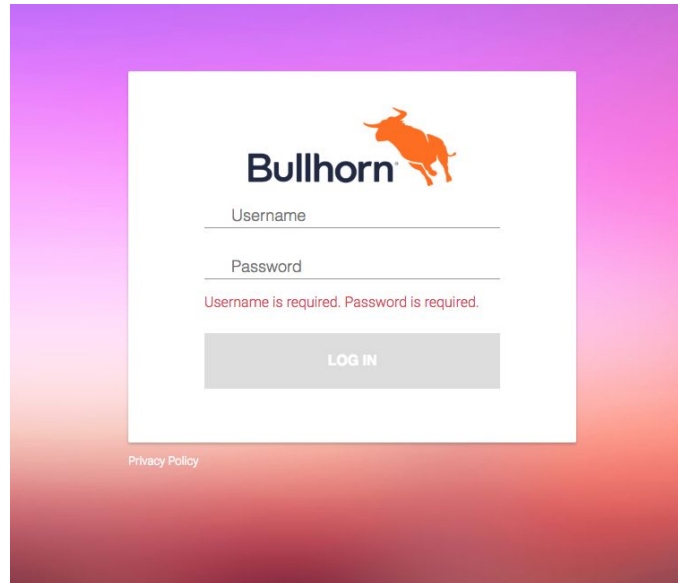
Authorizing Bullhorn

Once you log in with your Fuze account, additional authentication will be required to complete the connection between Fuze and Bullhorn.

If you receive the following message, you must authorize your connected Bullhorn integration before you can use Fuze Connect:



1. Click **Continue** to be redirected to your Bullhorn

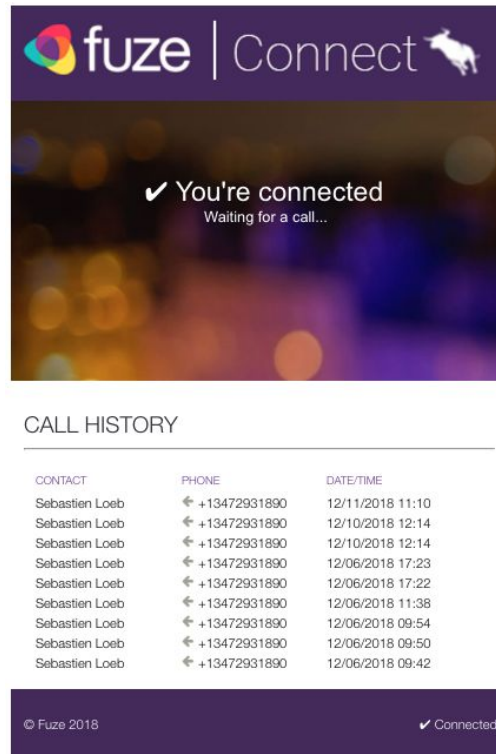


2. If necessary, log in to your Bullhorn. In some cases a screen asking for authorization for Fuze Connect to be able to access Bullhorn may appear and user should accept it. After the OAuth2 process is finished a Fuze Connect landing page will appear on the browser.

Once Fuze Connect has been authorized with your Bullhorn instance, you can begin using Fuze Connect right away.

Idle Screen



While you are not on a call, Fuze Connect will display the following Idle Screen:



Fuze Connect Idle Screen

The idle screen shows the connection status of Fuze Connect.

Below the status text and image is the Call History, which shows all calls made or received while Fuze Connect was open and active.

- A **left arrow**  indicates an **Inbound Call**.
- A **right arrow**  indicates an **Outbound Call**.

Clicking on a record in the Call History will dial that contact at the number shown.

Calls initiated in this way will be made using your preferred Click to Call device, as configured in the Fuze Customer Portal.

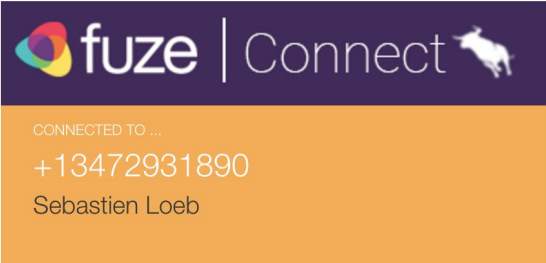
Inbound / Outbound Calls

On an incoming or outgoing call, the Connector will present relevant information by performing a lookup in your connected Bullhorn environment based on the caller's phone number and Caller ID.

Once the lookup is complete, a table will be displayed which shows relevant data.

Fuze Connect will attempt to match the phone number to any accounts in the connected Bullhorn environment.

Contacts and Candidates will be searched matching the phone number and if it will be displayed in the primary area if found. When there is a Contact Match, the integration will display related Job orders. For Candidate matches the most recent Notes will be displayed.



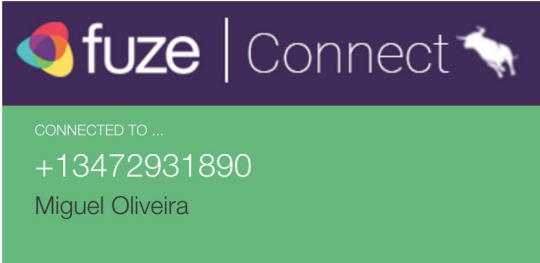
CONNECTED TO ...
+13472931890
Sebastien Loeb

THIS NUMBER COULD BE

| CALLER | COMPANY | CREATE |
|----------------|--------------------|------------|
| Sebastien Loeb | Team Peugeot Total | job-orders |

JOB ORDERS

| TITLE | TYPE | STATUS | SALARY |
|--------------------|-------------|----------------------|--------|
| Senior Master Guru | Direct Hire | Accepting Candida... | 65000 |
| Driver | Direct Hire | Placed | 0 |



CONNECTED TO ...
+13472931890
Miguel Oliveira

THIS NUMBER COULD BE

| CALLER | COMPANY | CREATE |
|-----------------|---------|----------------|
| Miguel Oliveira | - | Job-submission |

NOTES

| ACTION | AUTHOR | COMMENTS | DATE ADDED |
|--------------|----------------|--------------------------|------------------|
| Inbound Call | Nuno Abreu | Just testing stuff In... | 02/07/2019 17:32 |
| Fuze Connect | Nuno Abreu | Testing fuze conne... | 01/31/2019 14:48 |
| Left Message | Carlos Almeida | Demo of Fuze Con... | 11/27/2018 16:15 |
| Fuze Meeting | Nuno Abreu | Brand new candid... | 11/21/2018 16:49 |

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Incoming call info

On-Call Actions

The following actions can be performed on the associated data in Fuze Connect while on a call:

- Click on the **Caller Name** to open that contact in your connected Bullhorn.
- Click on the **Job Order** or **Note** listing to automatically open that record in your connected Bullhorn.
- Click on the **Job Submission, or Job Order** link open a create New window on Bullhorn

Call Notes and Wrap-Up

When the call is answered, a Notes window will be opened for the user to be able to add call notes related to the contact/candidate of the call and select a Wrap-Up code. The wrap-up code will be mapped to the Note action.

Call notes will also include a link to the associated call recording link. NOTE: Call recordings are stored on the Fuze platform for a defined amount of time, currently 60 days. If a user clicks on a call link for a call that is older than this defined time, they will receive an error or notification that the link is expired.



Call Wrap-Up Window, displayed after each call if enabled



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