

Audience: All

Available in: Corporate and Enterprise Edition

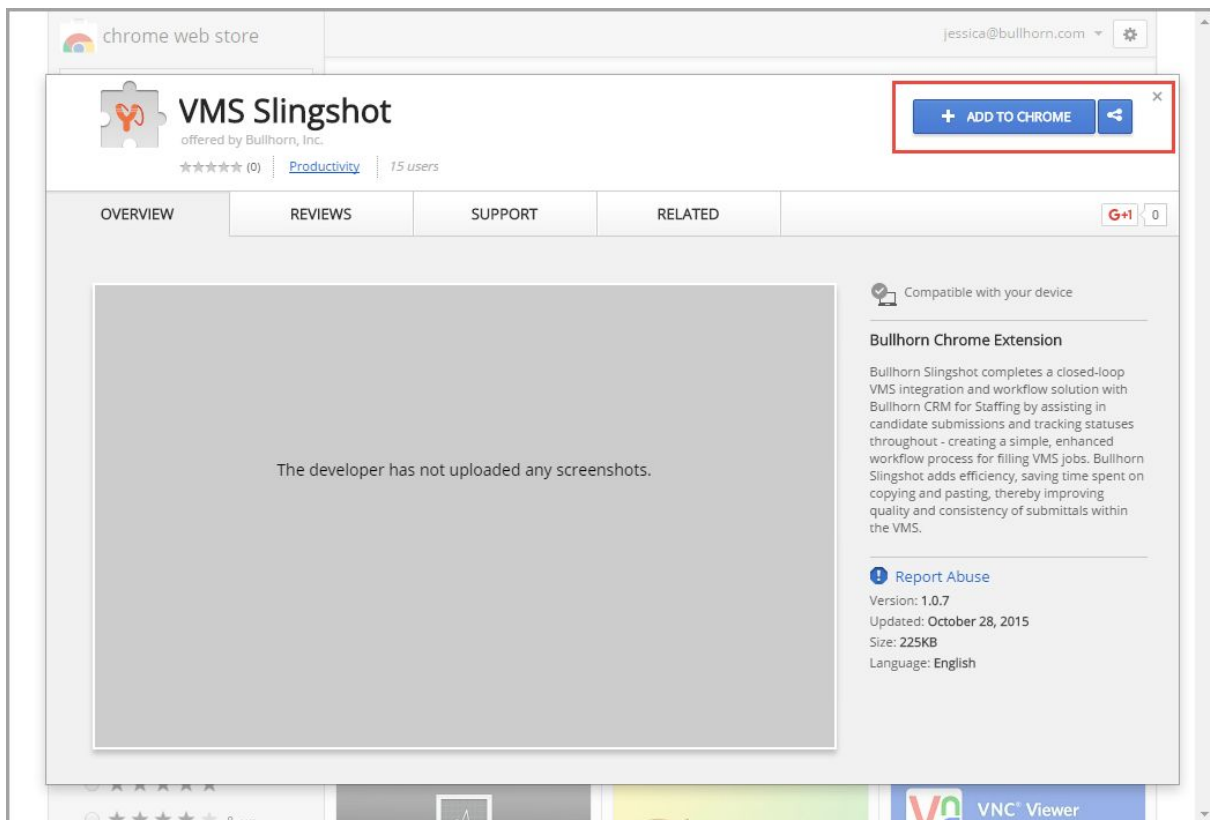
Required Products: VMS Access with Slingshot, Bullhorn ATS

VMS Slingshot is an advanced feature of Bullhorn VMS Access that allows you to quickly and seamlessly map parse your candidate information, via a browser extension for Google Chrome, from the Bullhorn ATS into your Vendor Management Systems, alleviating many of the pain points that occur when constantly navigating between the two applications. To put it simply, the extension allows you to select a company in VMS Access that has been configured as an end clients for candidate submittal in VMS Access) and choose your candidate from Bullhorn using Faster Find. After an initial field mapping process, you can submit your candidates to VMS requisitions in just a few easy clicks.

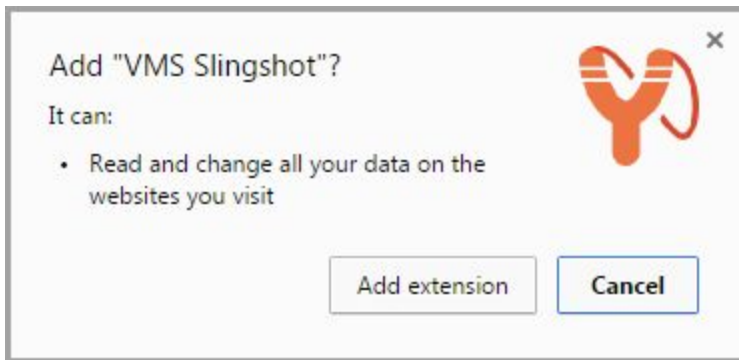
To request VMS Access for Slingshot, contact Bullhorn Support. It's important to note that simply downloading the Chrome extension will not allow you to use VMS Slingshot, Bullhorn Support must perform a number of configuration steps to your VMS Access account beforehand.

Adding VMS Slingshot to Google Chrome

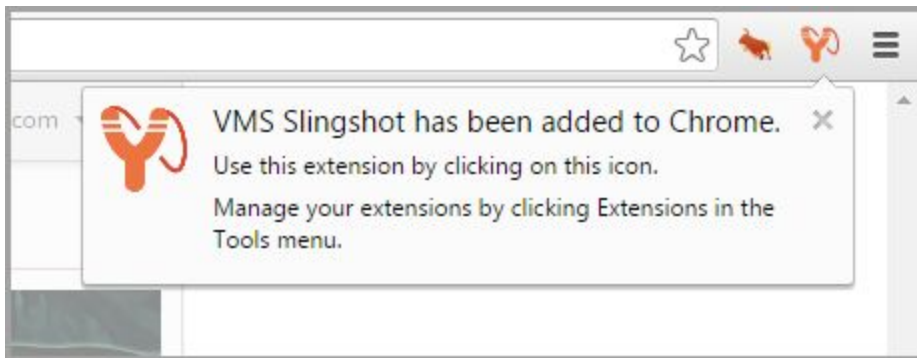
1. [Click here](#) to launch the VMS Slingshot page in the Chrome Web Store (**NOTE:** Make sure it opens in Chrome!)
2. Click **Add to Chrome**.




3. Click **Add Extension**.

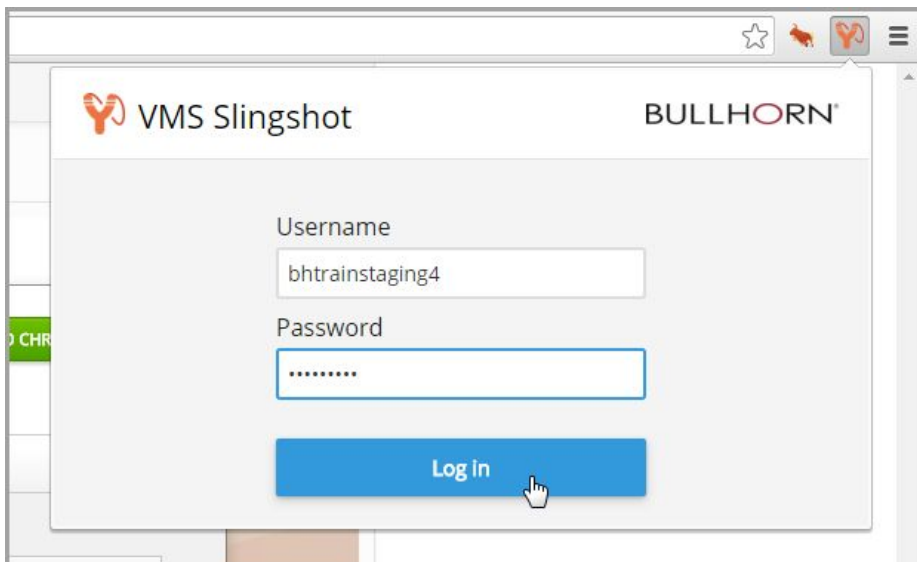


A VMS Slingshot button now appears in your Chrome toolbar. You may have to close your browser windows and relaunch in order for it to complete the installation.



Logging into VMS Slingshot

1. Click the VMS Slingshot button  in your Chrome Browser toolbar.
2. In the **Username** field, enter your Bullhorn username.
3. In the **Password** field, enter your Bullhorn password.
4. Click **Log In**.

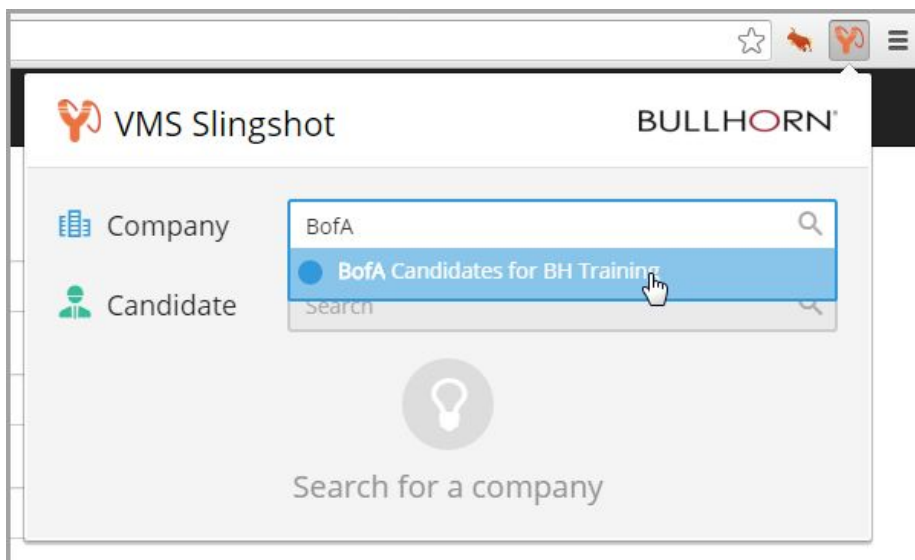


Mapping VMS Slingshot Company Rules / Submitting a Candidate to a Particular End Client for the First Time

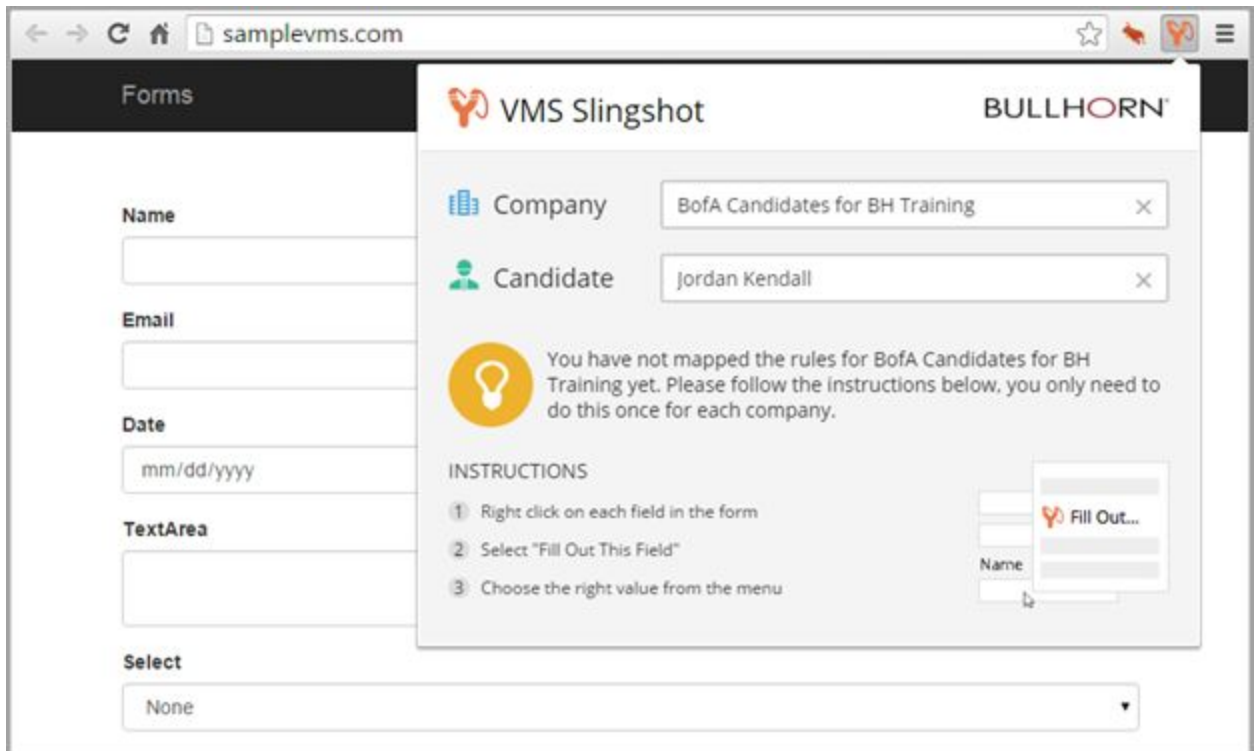
Once you've logged into the browser extension with your Bullhorn credentials, you should map your standard candidate fields to the fields in your VMSes to facilitate a faster submission process going forward. You can do this in conjunction with submitting your first candidate. Make sure you follow these instructions with a VMS submission form page open as your active window.

Note that the mapping rules you define will apply to the entire company / end client, not just that candidate specifically. As such, you must repeat this initial rule mapping process for all other companies. You can define mappings for text fields, radio buttons, drop downs, and date fields.

1. With Slingshot open, in the **Company** field, enter the name of the company and select the appropriate end client in VMS Access.



2. In the **Candidate** field, enter the name of the candidate (in Bullhorn) to submit. If you have not yet defined mapping rules for this end client, a message appears within VMS Slingshot instructing you to



The screenshot shows a web browser window with the URL "samplevms.com". The page is titled "Forms" and contains a form with the following fields:

- Name**: An empty text input field.
- Email**: An empty text input field.
- Date**: A date input field with the placeholder "mm/dd/yyyy".
- TextArea**: An empty text area.
- Select**: A dropdown menu currently showing "None".

Overlaid on the form is a "VMS Slingshot" notification window. The window title is "VMS Slingshot" and it includes the "BULLHORN" logo. The notification displays:

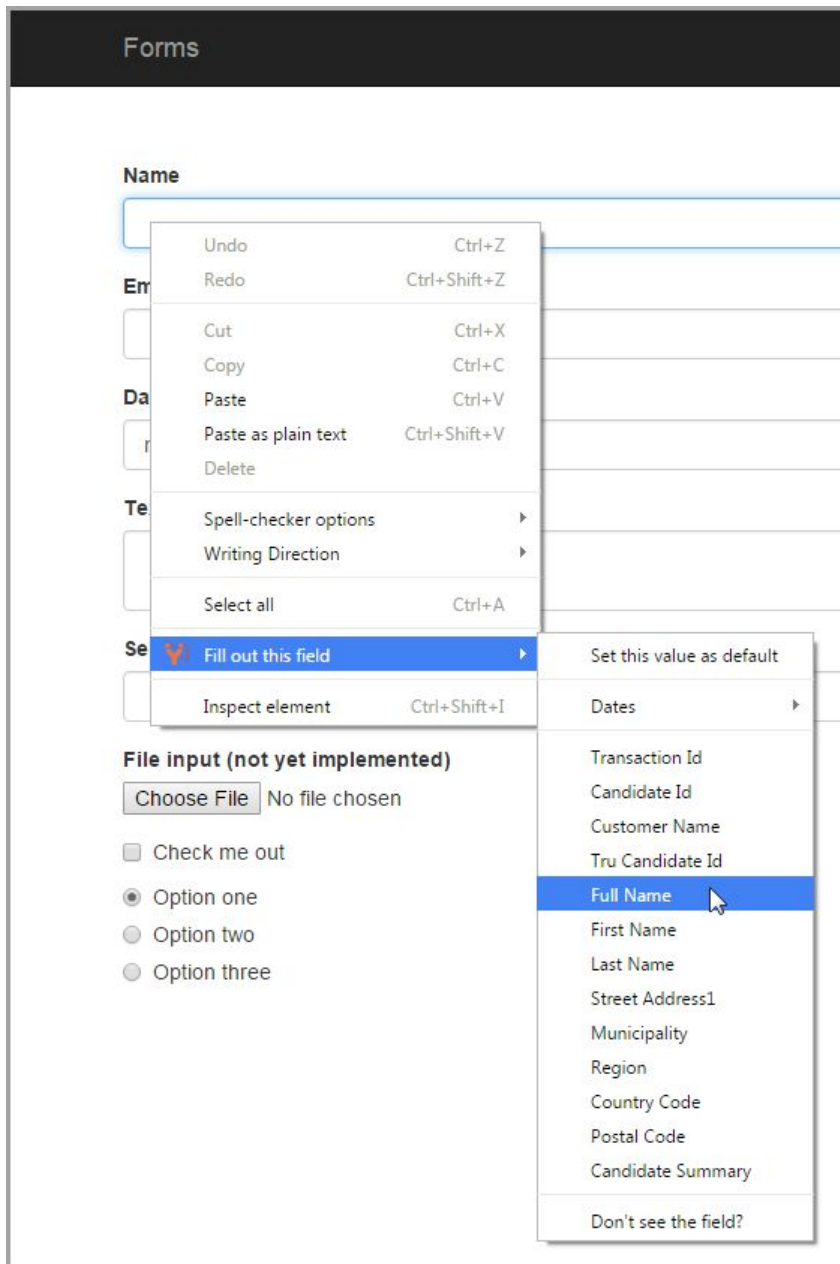
- Company**: "BofA Candidates for BH Training" (with a close button).
- Candidate**: "Jordan Kendall" (with a close button).
- Message**: "You have not mapped the rules for BofA Candidates for BH Training yet. Please follow the instructions below, you only need to do this once for each company."
- INSTRUCTIONS**:
 - 1 Right click on each field in the form
 - 2 Select "Fill Out This Field"
 - 3 Choose the right value from the menu
- Fill Out... button**: A button with a red icon and the text "Fill Out...".

The notification also shows a small diagram of a form field with a right-click context menu open, highlighting the "Fill Out This Field" option.

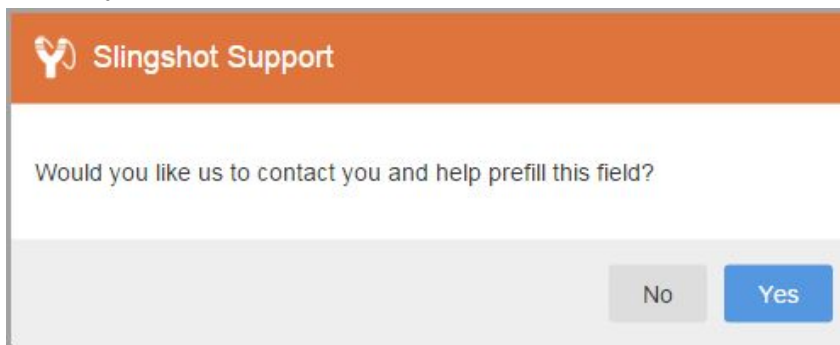
do so.

3. In the first field displayed in the VMS, right click and select **Fill Out This Field**; then do one of the following:

- Select the candidate field in Bullhorn to map to the field in the VMS.

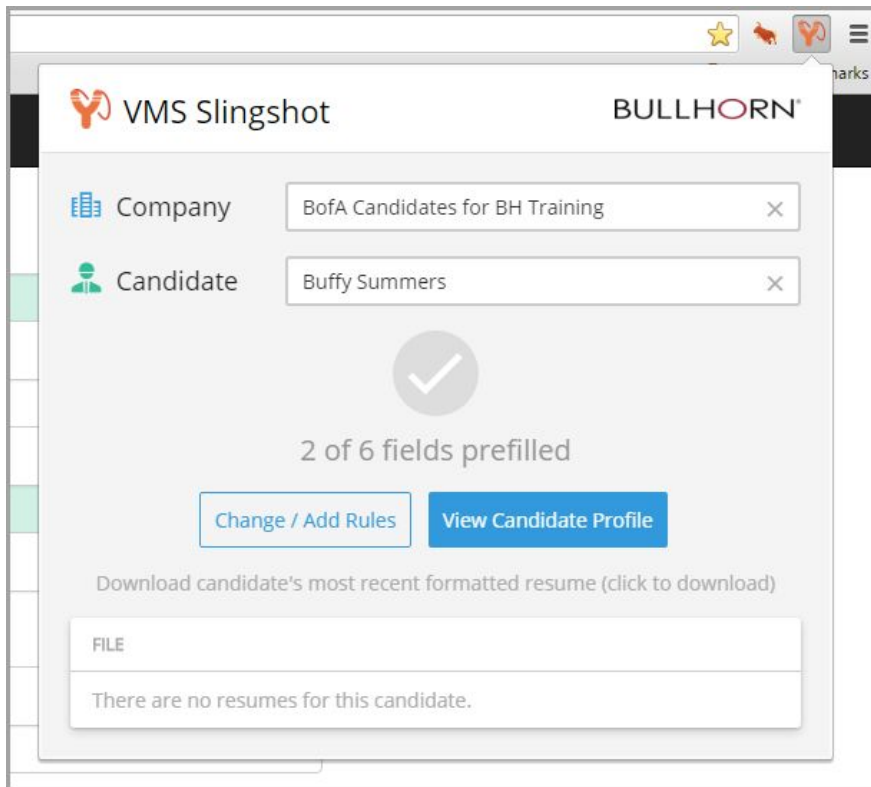


- If you don't see the field to map, select **Don't see the field?** and click **Yes** to have Bullhorn Support contact you for assistance. Note that in the meantime, you can complete the field manually.



4. Repeat Step 3 until all desired fields are mapped. VMS Slingshot will display your field mapping progress, as well as any resumes for the candidate that are attached to their record in Bullhorn (provided they have a VMS Formatted Resume file type). If you click the attachment, VMS Slingshot

will prompt you to save it to your desktop. You can also click the **View Candidate Profile** button to open their record in the Bullhorn application.



5. In the VMS, submit your candidate (including uploading their resume, if applicable) to the end client; their submission status in the VMS and the Bullhorn ATS will update and remain in sync. Going forward, when using VMS Slingshot to submit new candidates to this same end client, all of your mapping rules will enable these VMS fields to auto-populate.

Of course, you can always change mappings for an end client or override auto-populated values manually.

NOTE:	If you map a VMS field to a Bullhorn field that is blank on the current candidate's record, VMS Slingshot saves the rule regardless, for future use. The blank field is highlighted green in the VMS, as an indicator to complete it manually.
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Logging out of VMS Slingshot

If you need to log out of VMS Slingshot for any reason, do the following:

1. Right-click the VMS Slingshot toolbar button and select **Options**.
2. Click **Logout of Slingshot**.

