



CV Scanner

USER MANUAL

This user manual provides guidance on how to navigate and use the CV Scanner web application. It covers all key features, including user login, CV uploads, candidate management, and admin controls.

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Introduction

This User Manual (UM) provides the information necessary for staff/management in the HR department to effectively use the CV Scanner

This User Manual provides detailed guidance on how to use the features and functionalities of the system. The manual is intended for all user roles, including Admins, Editors, and Viewers, and outlines the steps for navigating the dashboard, uploading CVs, managing users, and reviewing candidate information.

The purpose of this document is to ensure users can efficiently interact with the platform and understand the tools available to streamline the candidate screening process

Overview

The CV Scanner Dashboard is a web-based application designed to simplify and enhance the process of reviewing and managing candidate CVs. It allows users to upload CVs, which will then be automatically extracted and analysed for key information and display relevant insights. As well as an integrated AI for efficient searching and summarizing of candidate's data

Key features of the platform include:

- **CV Uploading:** Users can upload PDF or Word CVs, which are automatically scanned for detailed and important information.
- **Candidate Management:** View, filter, and search through a list of candidates based on skills and fit for the roles.
- **User Roles:** Role-based access control allows Admins to manage users, Editors to review CVs, and Viewers to browse candidate data.
- **Data Visualization:** Graphs and charts help users gain insights into candidate trends, skill distributions, and project fit.

The system aims to save time and improve accuracy in recruitment by automating the initial CV screening process and centralizing candidate information for easy review

Requirements

To ensure the CV Scanner web application functions correctly, the following requirements should be met:

- **Supported Web Browsers:** Google Chrome (recommended), Mozilla Firefox, Microsoft Edge.
- **Operating Systems:** Windows 10 or later, macOS 10.14 or later, or Linux distributions with a modern browser.
- **Internet Connection:** A stable broadband connection is required for uploading CVs and accessing candidate data.
- **Screen Resolution:** Minimum 1366 × 768 pixels (Full HD recommended for best experience).

Supported File Formats & Technical Specifications

The CV Scanner system is designed to process documents efficiently within the following constraints:

- **Accepted File Types:** PDF and Microsoft Word (.docx).
- **Unsupported File Types:** Images (JPG, PNG), Excel spreadsheets, and plain text files will not be processed.
- **File Size Limit:** Maximum upload size is 10MB per file.
- **Data Storage:** Uploaded CVs are securely stored in the system database and linked to candidate profiles for future reference.
- **Security:** All uploaded data is protected under POPIA/GDPR compliance and encrypted during transfer.

Cautions & Warnings

General Usage

Do not refresh the page during a CV upload or data submission process. This may interrupt the operation and cause data loss.

Use supported file formats only (PDF or Microsoft Word) when uploading CVs. Other formats will not be scanned correctly will cause an error.

Avoid using multiple browser tabs for the dashboard simultaneously under the same login session, as it may cause conflicts or inconsistent behaviours.

Security and Privacy

Do not share login credentials. Each user should have their own account to maintain data security and accurate access control.

Log out after use, especially when accessing the system from a public or shared computer, to prevent unauthorized access.

Sensitive candidate information is stored and displayed. Handle all data in compliance with data protection regulations (e.g., POPIA, GDPR).

⚙ Admin-Specific

Admins should double-check user roles before assigning them to ensure users have the correct level of access.

Do not delete users or candidates unintentionally as this action may result in the permanent loss of important data.

🔧 Troubleshooting

If unexpected behaviour occurs (e.g., the dashboard doesn't load, charts break, or data doesn't appear), try:

- Logging out and back in.
- Clearing your browser cache.
- Ensuring a stable internet connection.
- Contacting technical support if issues persist.

Getting Started

Upon opening the CV Scanner website, users will be directed to the landing page, which serves as the entry point to the system.

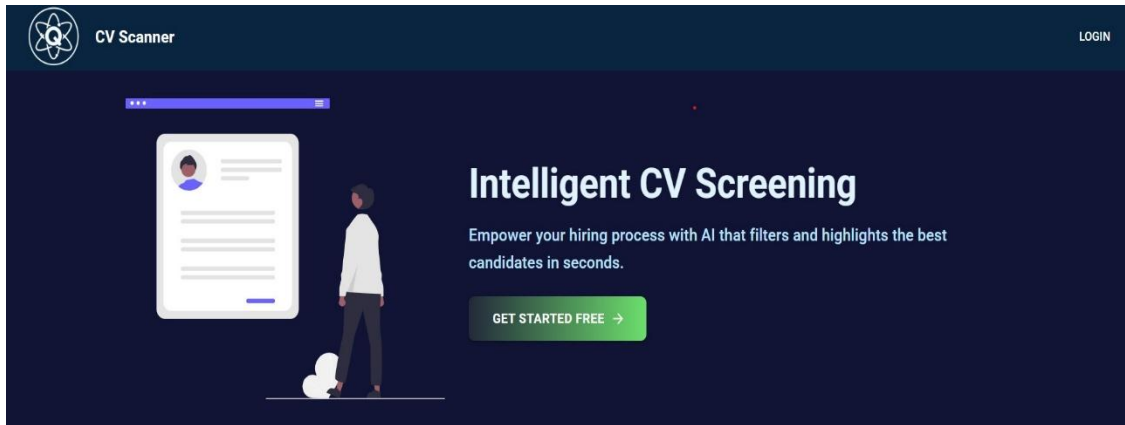


Figure 1: Landing Page

New User

New users who do not yet have an account can select the "GET STARTED FREE" option to create one by providing basic details such as their name, email, and password.

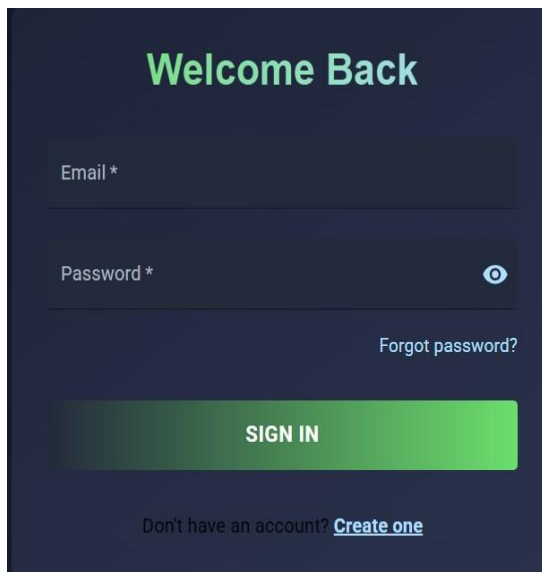
The following details are required as displayed on the left, these must be filled out in order for an account to be activated, A valid email address needs to be used for receiving emails and updates

The role selection is compulsory and should majority of the time the "User" option should be selected unless in special cases where you are an administer or an editor.

A secure password should be used and should not be shared

Figure 2 : Register page

Existing user



The image shows a user login interface with a dark blue background. At the top, the text 'Welcome Back' is displayed in a light green font. Below this, there are two input fields: 'Email *' and 'Password *'. The password field has a small eye icon to its right. To the right of the password field, there is a link that says 'Forgot password?'. Below these fields is a large green button with the text 'SIGN IN' in white. At the bottom, there is a link that says 'Don't have an account? [Create one](#)'.

If you already have an account simply login in with your registered credentials

If not, please select create one and refer to new user section of this document

Additionally, if you have forgot credentials, please select forgot password available to reset it securely via email verification.

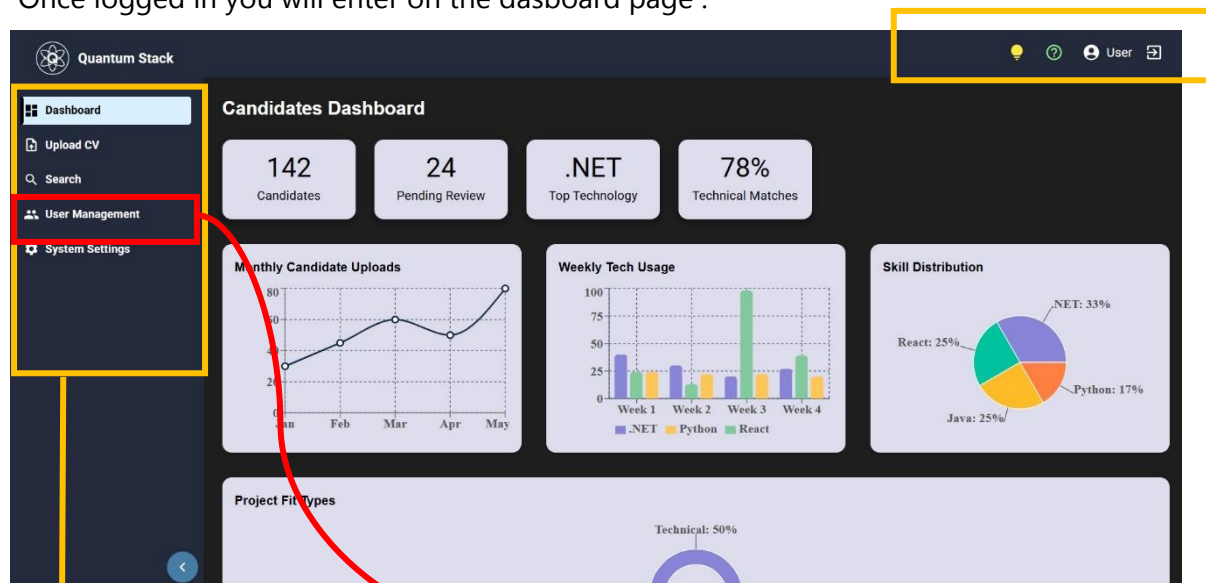
Figure 3: User Login

Navigating the Website

The Dashboard

The Dashboard: The Dashboard Page is the central hub of the CV Scanner system. It provides a quick overview of key metrics such as the number of candidates, pending reviews, top technologies, and technical match percentages. The dashboard also includes helpful visual graphs to track trends, skills distribution, and project fit statistics. Users can use this page to monitor activity, identify patterns, and review statistics

Once logged in you will enter on the dashboard page :



The sidebar will be available and visible throughout the different pages for ease of navigation.

The available options will be discussed in their relevant sections, Additionally the current page you are on will be highlighted in a light blue as shown above for a viewer currently on the dashboard page

The user management option will only be available for administrators

The top bar will also be available throughout different functionalities.

The icons displayed each represent different functionalities as described below:

YELLOW LIGHT-BULB: This icon is a tutorial that will give you insight of how the current page you are on works and its functionality

GREEN QUESTION-MARK: This icon will redirect you to the FAQ page which is a page for some insight

USERNAME: This icon will redirect you to a profile setting page that will be discussed further

EXIT: This icon will log you out of the system and login will be required to re-visit.

CV Upload Page

The CV Upload Page: allows users to upload CVs in either PDF or Word format. Users can optionally provide additional notes or comments about the CV before proceeding. Once the file is uploaded, the system automatically extracts and summarizes key information from the document. This summary is then saved and linked to a new candidate profile, which can later be viewed and managed on the Candidates Page. This feature streamlines the process of reviewing and organizing applicant data for further analysis or shortlisting.

This button should be selected to upload a file by opening your file manager and choosing a selected CV that is stored on your PC- This file needs to be a saved as either a pdf or a word document.

After you have inserted a file, you will be required to fill in some information about the candidate :*Name, Surname , Email*

After you have inserted a file, this button will show up ,when you click it ,it will start the execution of the processing of the current CV that was. After clicking "Process CV" the system will begin and will need a few seconds until completion. *Example of results are shown on the next page...*

CV Scanner – User Manual

After <3 seconds the system will take you to the page attached below here you can view the original CV (*shown on the right*) as well as see all extracted fields and edit if they are any errors (*shown on the left*).

The screenshot displays the CV Scanner interface. On the left, the 'Processed CV Data' panel shows a table of extracted fields. A yellow box highlights the 'Save CV' button at the bottom of this panel. On the right, the 'Original CV' panel shows the original CV document. A yellow arrow points from the 'Save CV' button to a text box explaining its function.

Field	Value	Check
Education	Matriculation Diploma (MID)	✓
Experience	Level: Senior	✓
Tools	Git, Figma, Postman	✓
Frameworks	React, Angular, Spring Boot	✓
CloudProviders	Azure, AWS, GCP	✓
Methodologies	Scrum, Agile, Kanban	✓
Skills	Backend, Frontend, Mobile	✓
Certifications	Scrum Master, AWS Certified Cloud Practitioner, PMP	✓
ProgrammingLanguages	JavaScript, Python, Java	✓
Databases	MySQL, PostgreSQL, MongoDB	✓
SoftSkills	Leadership, Communication, Teamwork	✓
Industries	Healthcare, Telecom, Retail	✓

If you press the "pen" icon you can edit the fields *e.g. Skills* if they are any errors or if there is something you would like to add.

Once you are happy with the extracted fields click "Save CV" button and the CV will get saved to your candidates.

CV Upload *(FOR ADMINISTRATORS ONLY)*

Please first read the Upload CV page and how it works (Pages 7-8).

For administrators, the CV Upload Page provides additional visibility into the extraction process. This helps monitor how candidate data is being processed and allows fine-tuning of the system.

When an admin clicks "Process CV" they can see it running and extraction taking, once the system has completed extraction it will look like the image below:

The screenshot displays the CV Upload interface for administrators. It features a grid of extracted fields categorized into Education, Skills, Experience, Certifications, Tools, Programming Languages, Frameworks, Databases, Cloud Providers, Soft Skills, Methodologies, and Industries. Each category has a list of extracted values and an edit icon. A 'Hide Raw JSON' button is located in the top right corner. Below the grid, a 'Raw Response' section shows the JSON data. A yellow box highlights the 'Raw Response' section, and a yellow arrow points from it to a text box stating: 'This is the raw JSON that only the admins will be allowed to see'. Another yellow box highlights the 'Hide Raw JSON' button, and a yellow arrow points from it to a text box stating: 'The admin can then hide the JSON by clicking "Hide Raw JSON"'. The JSON data is as follows:

```
{
  "status": "success",
  "top_k": 3,
  "applied": {
    "Skills": [
      "Backend",
      "Coder",
      "Writer"
    ],
    "Education": [
      "Masters",
      "Diploma",
      "PhD"
    ],
    "Experience": [
      "Lead",
      "Senior",
      "Intern"
    ],
    "Certifications": [
      "Scrum Master",
      "AWS Certified Cloud Practitioner"
    ]
  }
}
```

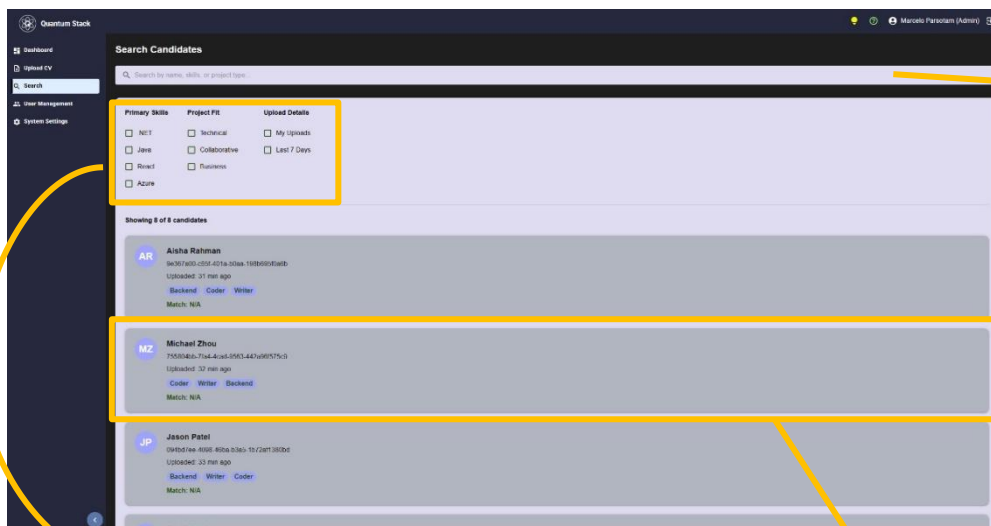
The admin can also edit and save the CV once they are happy with it. (Please refer to page 9)

Search Page

The Search Page also displays a list of all the candidates whose CVs have been uploaded and processed. Further this page also allows users to efficiently filter and locate candidates based on specific criteria. Users can search by typing keywords (such as names, skills, or technologies) and by using checkbox filters to refine results based on predefined categories. As filters are applied, the list dynamically updates to display only the relevant candidates that match the search input and selected options. This page is designed to help users quickly identify the best-matched candidates for a given role or requirement.

Users can also click on a candidate whose CV has been uploaded that redirects to the Candidate Summary Page. From there, users can navigate to other related sections: Skills page, Experience Page, Notes Page.

The related sections will be discussed further.



Users should use the search bar if they are looking for a preferred candidate by name, skill or project type.

Users can use the *checkboxes* to filter candidates based on skill, project or how recently their CV has been uploaded

Each candidate will be displayed here. Users can click on a candidate they would like to view and that will redirect you to a more in-depth overview of this candidate which will be described below.

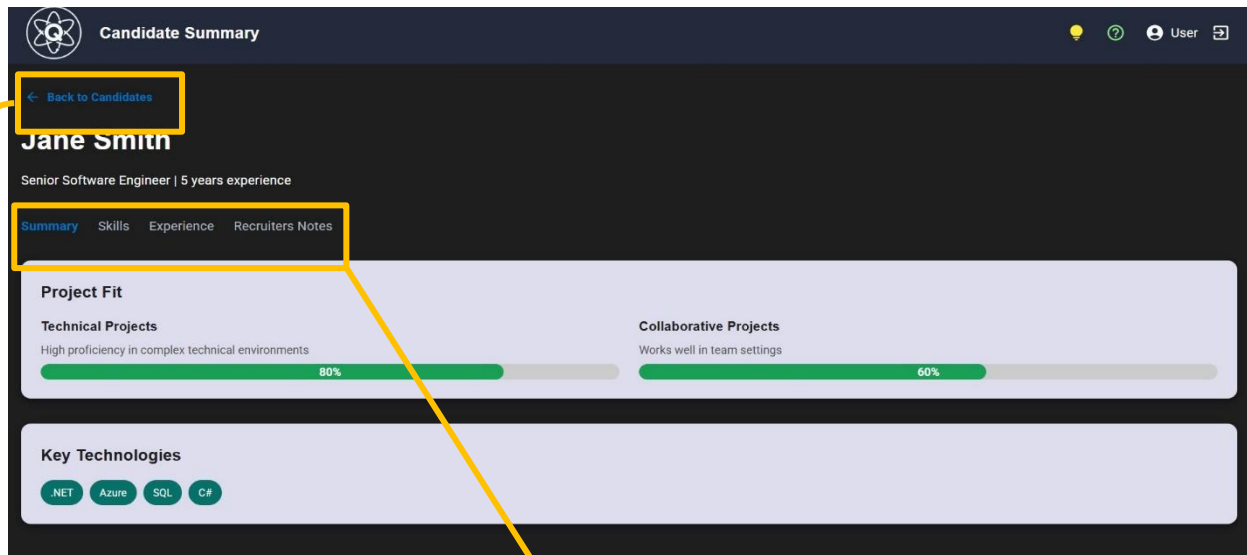
Upon clicking on a candidate and redirecting the following pages can be accessed

- **Summary Page** – A summary of candidate's CV.
- **Skills Page** – to view, add, or update the candidate's technical skills
- **Experience Page** – to review the candidate's past work experience
- **Notes Page** – to add custom notes or comments about the candidate

These pages are described in more detail on the next page...

Candidate Summary Page

The Summary Page provides a quick and organized overview of a candidate's CV, allowing recruiters to see essential details at a glance. It gives a brief summary of the CV making it easy to assess suitability without needing to go through the entire CV. This page serves as the starting point for navigating to more detailed sections such as skills, experience, or notes.

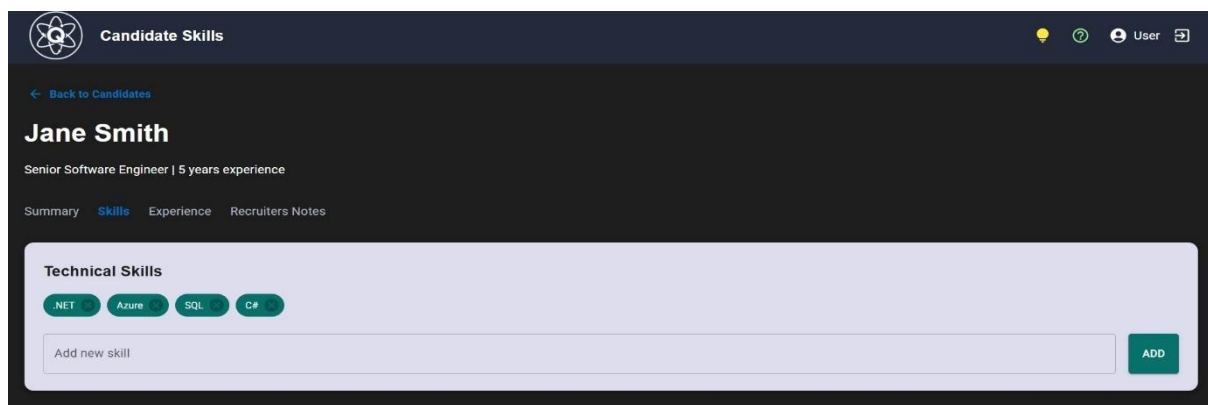


This button will take you back to the candidate search page where all the candidates were displayed

This will now serve as a new navigation bar within the review section of the website. By clicking each item a new page will be displayed, the current page you are on will be written in dark blue

Candidate Skills Page

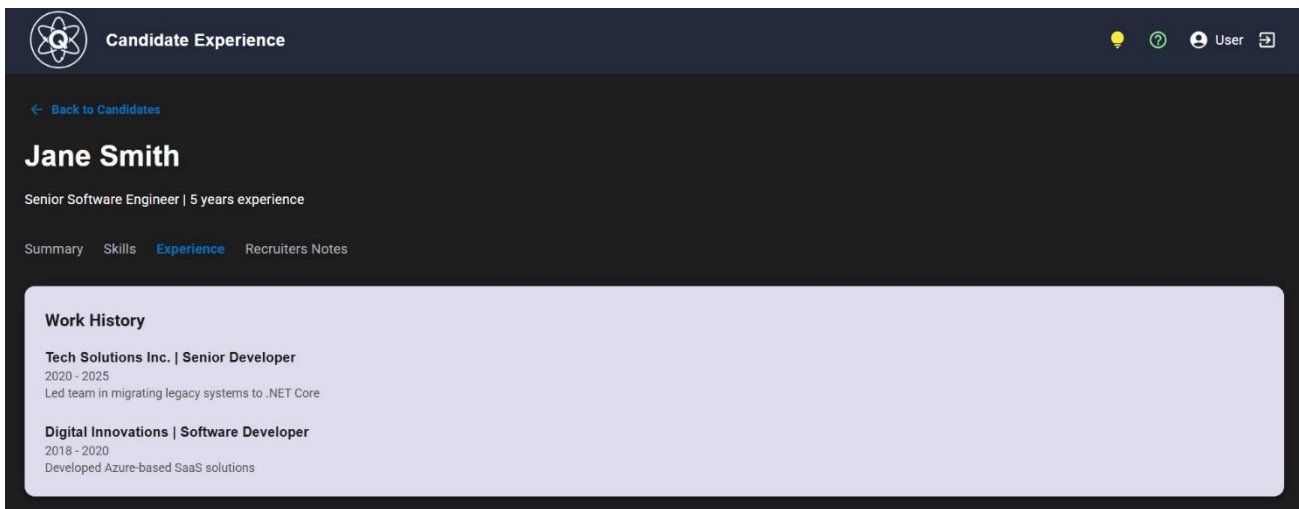
The Skills Page displays the candidate's technical and professional skills, offering the ability to view, add, or update this information as needed.



Recruiters can track proficiency levels and ensure the skill set accurately reflects the candidate's capabilities. This page helps match candidates to job requirements by keeping their profiles up to date and focused on relevant competencies.

Candidate Experience Page

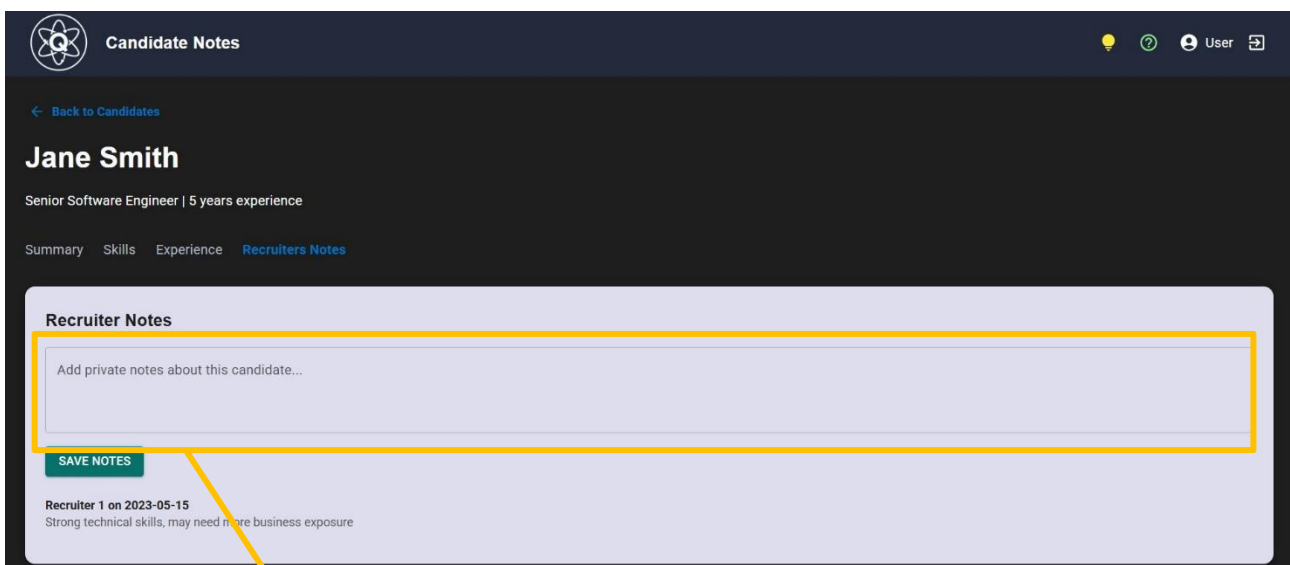
The Experience Page outlines the candidate's past work history in a clear chronological format, showing company names, job titles, and employment durations.



Each role can include details about responsibilities, projects, and achievements, giving recruiters deeper insight into the candidate's career progression. This page is valuable for evaluating real-world experience and determining how well it aligns with the job opening.

Candidate Notes Page

The Notes Page enables recruiters or HR team members to add custom comments and feedback about the candidate. These notes can include impressions from interviews, reminders about strengths or concerns, or team-wide observations for collaborative hiring decisions. All notes are securely linked to the candidate's profile, providing a convenient space to store ongoing evaluations and discussions.



This is for a recruiter to add additional notes that they want to have on the selected candidate.

User settings

The User Settings Page allows users to manage their personal account information. It can be accessed by clicking on the user icon or name located in the top-right corner of the application.


On this page, users can:

- Update their first name, last name, and email address
- Change their password for improved security

This section ensures that users can easily keep their profile details accurate and maintain control over their login credentials.


User Settings

Profile Information



Update Profile

Change Password

 Update Password

LOGOUT

User Management *(FOR ADMINISTRATORS ONLY)*

The User Management Page is accessible only to Admin users and provides full control over user accounts within the system.

On this page, Admins can:

- Add new users directly (instead of users registering themselves)
- Edit existing user information
- Delete user accounts when necessary
- Filter users by role to quickly view all Admins, Editors, or General Users
- This page is essential for managing system access and maintaining proper user roles and permissions.

Username	First Name	Last Name	Email	Role	Last Active	Actions
u22509748	Talhah	Karodia	u22509748@tuks.co.za	Admin	2025-08-18T17:16:04.607+00:00	[Pen] [Bin]
Test2	Test2	Testing2	test2@example.com	User	2025-06-27T11:21:57.717+00:00	[Pen] [Bin]
Test4	Test4	Testing4	test4@example.com	Admin	2025-05-27T14:14:45.747+00:00	[Pen] [Bin]
Test5	Test5	Testing5	test5@example.com	Admin	2025-05-27T17:31:37.897+00:00	[Pen] [Bin]
MarceloDev	Marcelo	Parsotam	u22481717@tuks.co.za	Admin	2025-08-19T07:49:51.697+00:00	[Pen] [Bin]
testad5	TestT	ADD	testad5@example.com	Admin	N/A	[Pen] [Bin]
23528566	Ronan	Smart	u23528566@tuks.co.za	Admin	2025-06-25T12:52:14.450+00:00	[Pen] [Bin]
u23604628	unaisah	hassim	u23604628@tuks.co.za	Admin	2025-06-26T11:38:15.800+00:00	[Pen] [Bin]
Demo2	Demo	Capstone	demo2@example.com	Admin	N/A	[Pen] [Bin]
EditorUserTest	Editor	UserTest	editorusertest1@example.com	Editor	N/A	[Pen] [Bin]

Using the "Pen" icon an admin can edit an existing user and using the "Bin" icon delete a user.

By pressing the drop down an additional filter to filter the role of all users and admins

This button allows the user to add a new user by clicking it the admin will be redirected to a page where they create a new user by filling the users information and role.

This is the page they will be redirected to once they done adding the users information and role simply just click "Create User" or if the admin does not want to create a new user click "Cancel".

Username

First Name

Last Name

Email Address

Role

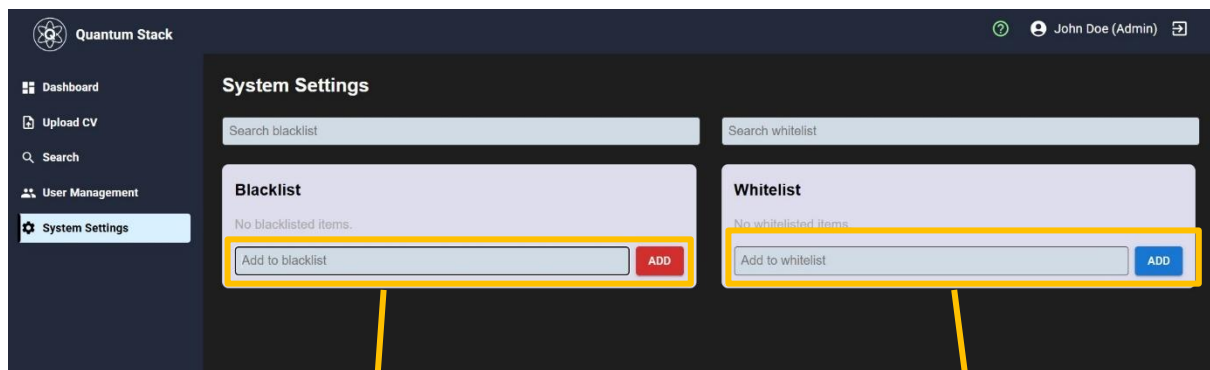
Password

Confirm Password

CANCEL Create User

System Settings (*FOR ADMINISTRATORS ONLY*)

The System Settings page allows administrators to manage application-level control lists. It provides two main sections: the **Blacklist**, where users or items can be restricted from access, and the **Whitelist**, where approved users or items can be granted access. Administrators can easily search, add, or remove entries in both lists, ensuring that only authorized items are permitted while unwanted ones are blocked. This page is only accessible to Admin users and helps maintain the security and integrity of the system.



Here the admin will type all users/items that will be restricted by simply typing them and clicking "ADD".

Here the admin will type all users/items that will be approved by simply typing them and clicking "ADD".

Recommendations

To ensure smooth operation and effective use of the CV Scanner system, the following practices are recommended:

For All Users:

- Always upload CVs in the correct format (PDF/Word) to avoid errors.
- Keep candidate profiles updated by editing extracted data when needed.
- Use the search filters effectively to save time when browsing large candidate pools.

For Editors:

- Regularly update skills and notes after interviews to maintain accurate records.
- Compare candidates by reviewing both the summary and detailed sections.

For Administrators:

- Review user roles monthly to ensure correct access levels.
- Monitor blacklist and whitelist entries to maintain system security.
- Avoid accidental deletion of users or candidates, as this action is permanent.

Following these guidelines will ensure data accuracy, security, and efficiency in the recruitment process.

Frequently Asked Questions (FAQ)

What file formats are supported for uploading CVs?

Only PDF and Microsoft Word (.docx) files are supported. Other file formats will not be processed.

What should I do if my CV upload fails?

Check that the file is under 10MB and in the correct format. If the issue persists, refresh the page and try again.

Can multiple users use the same account?

No. Each user must have their own login credentials for security and accurate access control.

How is candidate data protected?

All candidate data is encrypted during upload and stored securely in compliance with POPIA/GDPR regulations.

Who can access the User Management and System Settings pages?

Only users with the admin role can access these sections.

Conclusion

The CV Scanner system provides a streamlined and efficient solution for managing candidate CVs. By automating the extraction of key information and organizing it into clear, structured profiles, the system reduces manual work and improves accuracy in the recruitment process. Whether uploading CVs, searching for candidates, or managing user access, the platform ensures that HR teams and administrators can work effectively and securely.

Contact / Support

For further assistance or to report issues with the CV Scanner system:

Email: stackquantum4@gmail.com

If you encounter technical issues, please first consult the FAQ section and tutorials on the CV Scanner website in this manual before contacting support.