



MTAS (Maclaren Talent Acquisition System (v.2.0.0))



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Introduction

Our organisation is facing challenges in managing candidate information and tracking their recruitment status efficiently. The current manual system is causing delays, mismanagement, and difficulties in candidate evaluation. To address these issues, we are introducing "MTAS" (MacLaren Talent Acquisition System), a new Recruitment Management System. MTAS aims to streamline the candidate management process and improve status tracking for a more effective and hassle-free recruitment experience.

Key Features:

- A. Candidate Management.
- B. Auto Generated mail for every status.
- C. Candidate status tracking.
- D. Document management.
- E. Invoice management.



What's New in "MTAS" Version Two

1. Group Chat for Admin and Super Admin:

- 1.1. Admin and super admin can now communicate in group chats for candidate updates and discussions.
- 1.2. For enhance collaboration and streamline communication within the recruitment team we introduce this feature.

2. Candidate Resource Feature:

- 2.1. Introducing the candidate resources feature, allowing you to map candidates with their resources.
- 2.2. Admin and super admin can add social media and associate resource of candidate.

3. User Profile and Security:

- 3.1. A new profile section is available for employee and super admin.
- 3.2. Users can view their information and update their passwords to enhance security and control.

4. OTP and Location-Based Login:

- 4.1. Strengthening security, we've introduced OTP-based login.
- 4.2. Admins receive an OTP on their registered email for secure access.
- 4.3. Location-based login adds an extra layer of protection to ensure authorized access of MTAS.

5. Invoice Management (Super Admin):

- 5.1. Super admins now have access to the invoice feature for managing user account.
- 5.2. Create, view, and download invoice option is only available for super admin.



6. Job Openings (Super Admin):

- 6.1. Introducing job openings feature only for super admins to monitor candidate enrolment for each role.
- 6.2. Get insights into the number of candidates enrolled in specific job roles.

7. Role-Based Advertisement:

- 7.1. New role-based advertisement feature is available for give overview of new opening to candidate.
- 7.2. Advertisements can be managed within MTAS and are displayed in the candidate dashboard's navigation bar.

8. Admin Activity Tracking (Super Admin):

- 8.1. Super admins receive automated email notifications when admins log in or log out from MTAS.

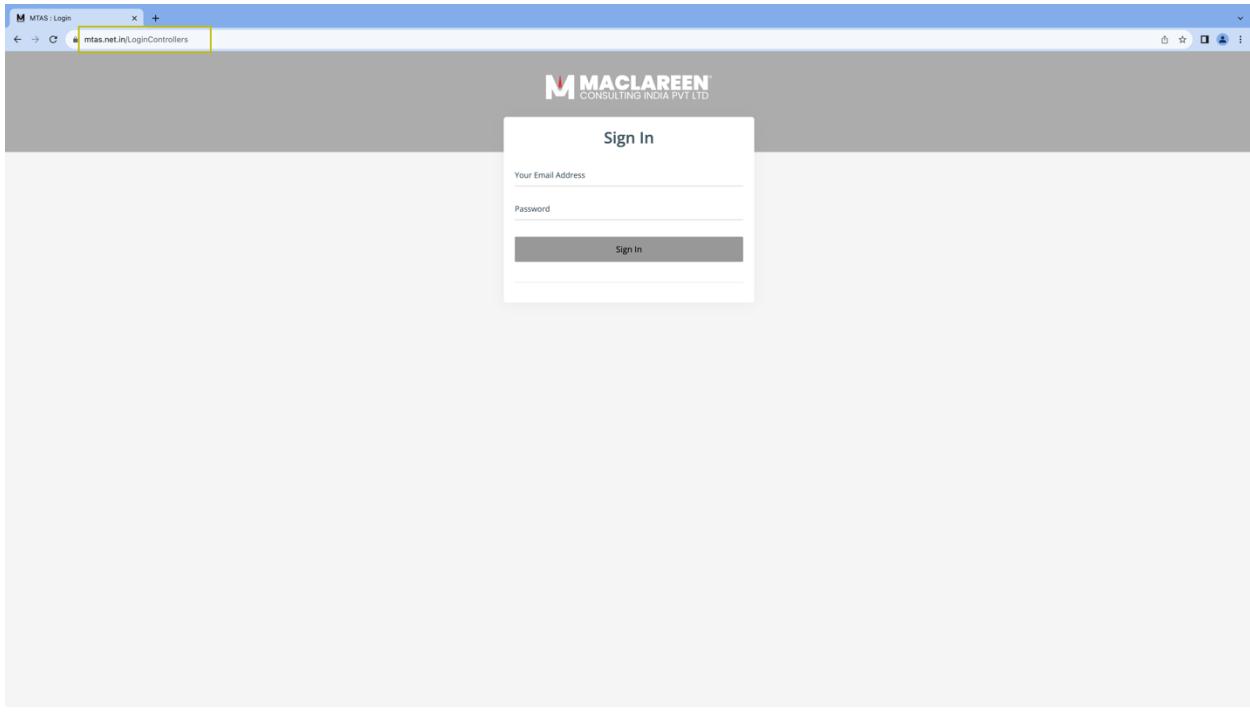
These enhancements reflect our commitment to improving "MTAS" based on user feedback and industry best practices. We hope that these additions will further streamline your recruitment process and provide a more efficient and secure experience.

Getting started

Go to portal/ website.

To use MTAS, please visit our website: [<https://mtas.net.in/>] (<https://mtas.net.in/>).

This is our MTAS link.





For admin/employee.

OTP based Login.

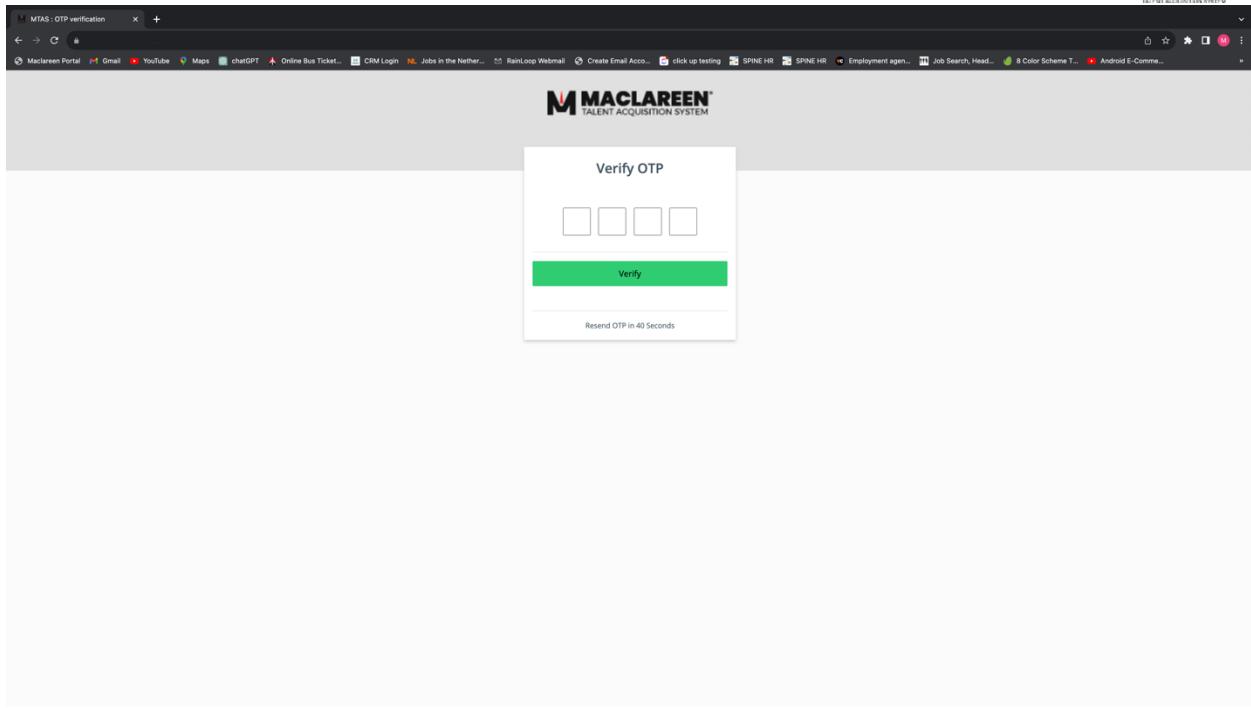
By employing OTP-based login, we enhance the security of our MTAS. Through OTP login, system access is restricted to authorized users exclusively, bolstering overall security measures.

1. Login Screen

To access the login page for MTAS, please visit: [https://mtas.net.in/]
[\(https://mtas.net.in/\)](https://mtas.net.in/)

A screenshot of a web browser window titled "MTAS : Login". The main content area displays the "MACLAREEN TALENT ACQUISITION SYSTEM" logo at the top. Below it is a "Sign In" form. The form has two input fields: "Your Email Address" and "Password", both with placeholder text. A large green "Sign In" button is centered below the password field. The browser interface includes a header bar with tabs and a toolbar.

2. After entering the correct credentials, click on the "Sign In" button, and you will be directed to the OTP screen.



3. You will receive an auto-generated email from MTAS, you will find a 4-digit OTP. Enter this OTP and click the "Verify" button. If the OTP is correct, you will be directed to the dashboard page. Additionally, there is an option to resend the OTP if needed.

Dashboard

Your dashboard screen will display a comprehensive view including a list of all candidates. For each candidate, you will see their last updated date, registration date, and status, among other details.



Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Status Updated by	Candidate Source	Actions
1	vaibhavi123	vaibhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14 August 2023	05 July 2023	0	Vaibhavi More		
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18 July 2023	14 July 2023	27	Vaibhavi More		
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26 July 2023	25 July 2023	19	Vaibhavi More		
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03 August 2023	03 August 2023	11	vaibhavi more admin		
5	test	test@gmail.com	2147483647	Schengen - Business Visa	Sent to recruitment review	30 November -0001	05 July 2023	738412	Vaibhavi More		

Profile

1. To view your profile, simply click on the "Profile" option located in the navigation bar.

Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Status Updated by	Candidate Source	Actions
1	vaibhavi123	vaibhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14 August 2023	05 July 2023	0	Vaibhavi More		
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18 July 2023	14 July 2023	27	Vaibhavi More		
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26 July 2023	25 July 2023	19	Vaibhavi More		
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03 August 2023	03 August 2023	11	vaibhavi more admin		
5	test	test@gmail.com	2147483647	Schengen - Business Visa	Sent to recruitment review	30 November -0001	05 July 2023	738412	Vaibhavi More		



2. After clicking on the "Profile" option, you will be directed to a new screen displaying your details, such as your name, email address, and other relevant information.

A screenshot of a web browser showing the MTAS Profile page. The page has a dark header with the MacLaren logo and the word 'Profile'. On the left, there is a sidebar with navigation links: Home, Dashboard, Add Candidate, Add Candidate Source, Profile (which is selected and highlighted in grey), and Logout. The main content area displays the user's profile information: Name (Vaibhavi More), Email Id (vaibhavi.more@maclaren.com), Mobile Number (1234567890), and Employee Id (M2023V29). A green 'Change Password' button is located at the bottom right of the profile section. The background of the main content area features a large, semi-transparent watermark of the text 'MacLaren Talent Acquisition System'.

3. On the profile screen, you will notice a button labelled "Change Password." If you wish to update your password, you can click on this button to initiate the password change process.



A screenshot of a web browser showing the MacLareen Talent Acquisition System (MTAS) profile page. The title bar says "MTAS : Profile". The main header has the MacLareen logo and the text "Talent Acquisition System". On the left, there's a sidebar with navigation links: "Vaibhavi More", "Home", "Dashboard", "Add Candidate", "Add Candidate Source", "Profile" (which is selected and highlighted in grey), and "Logout". The main content area is titled "Profile" and "MacLareen Talent Acquisition System". It displays the user's information: Name (Vaibhavi More), Email Id (vaibhavi.more@maclareen.com), Mobile Number (1234567890), and Employee Id (M2023V29). A green "Change Password" button is centered below these fields. The bottom right corner of the content area has a small circular icon with a speech bubble symbol.

4. On the "Change Password" screen, you will encounter input boxes where you can enter your current password, new password, and confirm the new password. After providing this information, click on the "Change Password" button. Once the password change is successfully completed, you will be redirected to the login page. From there, you can log in using your new password.

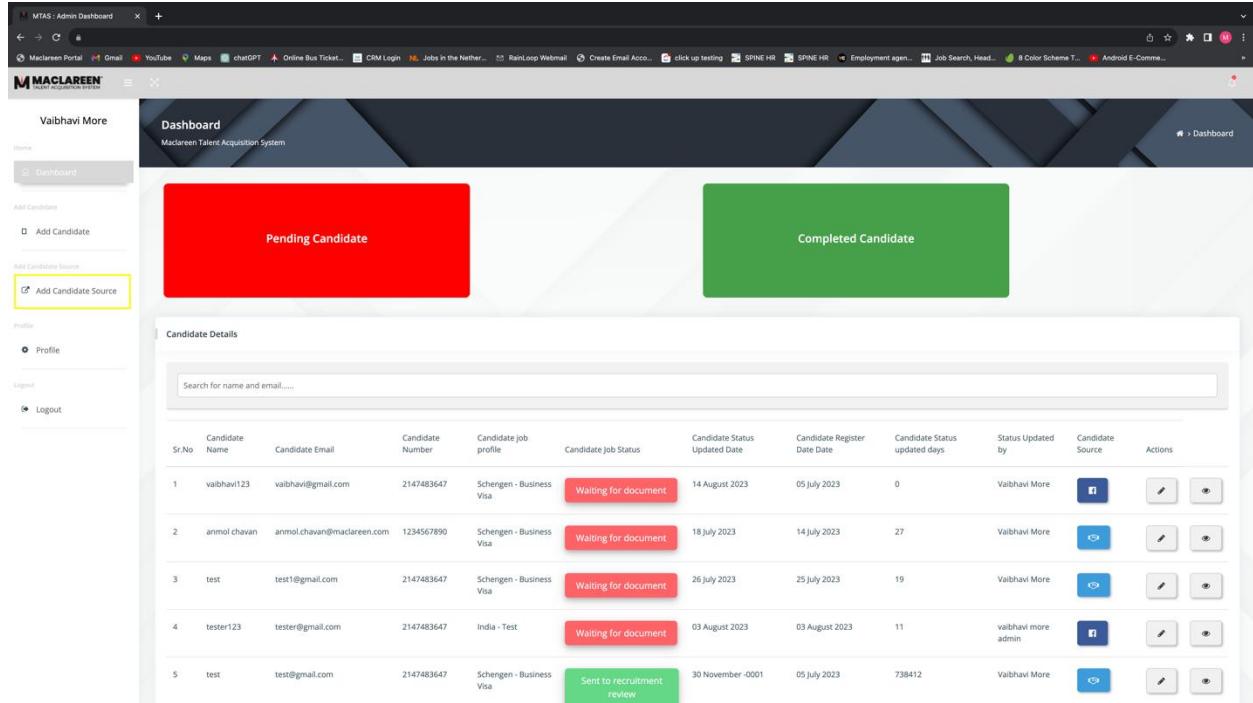


A screenshot of a web browser showing the 'Change Password' page of the MacLaren Talent Acquisition System (MTAS). The page has a dark header with the MacLaren logo and the title 'Change Password'. Below the header, the user's name 'Vaibhavi More' is displayed. On the left, there is a navigation sidebar with links for 'Home', 'Dashboard', 'Add Candidate', 'Add Candidate Source', 'Add Candidate Source', 'Profile', 'Logout', and 'Logout'. The main content area is titled 'Vaibhavi More' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A green 'Change Password' button is located at the bottom right of these fields.

Candidate Resource

In MTAS version one, the lack of this option posed a challenge as it prevented us from determining the candidate's resource or source. This is why we have introduced this new feature.

To access the candidate resource option, you should click on the "Candidate Resource" link in the navigation bar.



The screenshot shows the MacLaren Admin Dashboard with the title "Dashboard" at the top. On the left, there's a sidebar with navigation links: "Vaibhavi More", "Home", "Dashboard" (which is selected), "Add Candidate", "Add Candidate Source" (highlighted with a yellow box), "Profile", "Logout". The main content area has two large boxes: "Pending Candidate" (red) and "Completed Candidate" (green). Below them is a search bar with placeholder text "Search for name and email.....". A table titled "Candidate Details" follows, with columns: Sr.No, Candidate Name, Candidate Email, Candidate Number, Candidate job profile, Candidate job Status, Candidate Status Updated Date, Candidate Register Date Date, Candidate Status updated days, Status Updated by, Candidate Source, Actions. Five rows of candidate data are listed:

Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Status Updated by	Candidate Source	Actions
1	vaibhavi123	vaibhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14-August 2023	05-July 2023	0	Vaibhavi More		
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18-July 2023	14-July 2023	27	Vaibhavi More		
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26-July 2023	25-July 2023	19	Vaibhavi More		
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03-August 2023	03-August 2023	11	vaibhavi more admin		
5	test	test@gmail.com	2147483647	Schengen - Business Visa	Sent to recruitment review	30-November -0001	05-July 2023	738412	Vaibhavi More		

1. On the candidate resource page, you can review a list of candidate resources, including associate names and social media profiles. You'll also find a "Status" tab. If the status is "Disabled," it indicates the resource is currently unavailable, whereas "Active" means the resource is accessible. You can modify resource visibility by clicking on the status button.



Screenshot of the MTAS Admin Dashboard showing the Candidate Resource Details page. The page displays a table of candidate sources with columns: Sr.No, Source Name, Source Email, Source Number, and Status. The status for all entries is 'Active'. A green 'Add new Candidate Resource' button is located in the top right corner.

Sr.No	Source Name	Source Email	Source Number	Status
1	Facebook	-----	-----	Active
2	Vaibhavi More	vaibhavi@gmail.com	9850231806	Active
3	vdsdsv	vaibhavvi@gmail.com	9850231806	Active
4	WhatsApp	-----	-----	Active
5	Instagram	-----	-----	Active
6	Walk-In	-----	-----	Active
7	test	-----	-----	Active

Screenshot of the MTAS Admin Dashboard showing the Candidate Resource Details page. The page displays a table of candidate sources with columns: Sr.No, Source Name, Source Email, Source Number, and Status. The status for the first entry ('Facebook') is highlighted with a red box. A green 'Add new Candidate Resource' button is located in the top right corner.

Sr.No	Source Name	Source Email	Source Number	Status
1	Facebook	-----	-----	Active
2	Vaibhavi More	vaibhavi@gmail.com	9850231806	Active
3	vdsdsv	vaibhavvi@gmail.com	9850231806	Active
4	WhatsApp	-----	-----	Active
5	Instagram	-----	-----	Active
6	Walk-In	-----	-----	Active
7	test	-----	-----	Active

2. To add a new candidate resource, click on the "Add Resource" option located in the top-right corner of the screen.



A screenshot of a web browser displaying the 'Candidate Resource Details' page from the 'MacLaren Talent Acquisition System'. The page shows a table of candidate resources with columns for Sr.No, Source Name, Source Email, Source Number, and Status. A green button labeled 'Add new Candidate Resource' is highlighted with a yellow border. The left sidebar shows navigation links for Home, Dashboard, Add Candidate, Add Candidate Source (which is selected), Profile, Logout, and Logout.

3. After clicking, a new page will open where you will find input boxes for the source name, email, and mobile number. Additionally, you will encounter two radio buttons; if the source is a social media application, choose "Social Media," or if it's a person, select "Person."



A screenshot of a web browser displaying the MacLaren Admin Dashboard. The main title bar says 'MTAS : Admin Dashboard'. The left sidebar shows a navigation menu with 'Vaibhavi More' at the top, followed by 'Home', 'Dashboard', 'Add Candidate', 'Add Candidate Source' (which is highlighted in grey), 'Profile', and 'Logout'. The main content area has a dark header 'Add Candidate Source' and 'MacLaren Talent Acquisition System'. It contains several input fields: 'Source Name' (with a placeholder 'Source Name'), 'Source Email' (placeholder 'Source Email'), 'Source Mobile Number (10 digits)' (placeholder 'Source Mobile Number (10 digits)'), and two radio buttons for 'Social Media' and 'Person'. At the bottom right is a green button labeled 'Add Candidate Source'.

4. If the source is a social media platform, you won't need to provide an email id or mobile number. After entering all the necessary details, click on "Add Candidate Source," and the new source will be automatically added. It will also be displayed in the candidate registration form.

Group Chat

We have implemented a feature for group discussions, available to administrators and super administrators. In this chat function, you can engage in discussions about candidate progress and other related matters.

To access the chat option, click on the profile option, and you'll notice a chat icon located at the bottom right corner of the screen.



The screenshot shows the MacLaren Admin Dashboard. On the left, a sidebar menu includes options like Home, Dashboard, Add Candidate, Add Candidate Source, Profile (which is highlighted with a yellow box), and Logout. The main content area has two large boxes: a red one labeled "Pending Candidate" and a green one labeled "Completed Candidate". Below these boxes is a section titled "Candidate Details" with a search bar. A table lists candidate information:

Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Status Updated by	Candidate Source	Actions
1	vaibhavi123	vaibhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14 August 2023	05 July 2023	0	Vaibhavi More		
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18 July 2023	14 July 2023	27	Vaibhavi More		
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26 July 2023	25 July 2023	19	Vaibhavi More		
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03 August 2023	03 August 2023	11	vaibhavi more admin		
5	test	test@gmail.com	2147483647	Schengen - Business Visa	Sent to recruitment review	30 November -0001	05 July 2023	738412	Vaibhavi More		

The screenshot shows the MacLaren Profile page. The sidebar menu is identical to the dashboard. The main content area displays the user's profile information: Name (Vaibhavi More), Email Id (vaibhavi.more@maclareen.com), Mobile Number (1234567890), and Employee Id (M2023V29). At the bottom right of the profile section is a yellow-outlined black speech bubble icon.

Upon clicking the chat icon, a new chat window will open where you can engage in conversations with all administrators and super administrators.



A screenshot of a web-based messaging application titled 'MTAS : Chat'. The interface shows a conversation between two users: 'Vaibhavi More' and 'Muthpandy'. The messages are timestamped and include: 'What are you doing' (8 Aug 4:54 PM), 'Muthpandy' (8 Aug 4:55 PM), 'hi' (8 Aug 4:55 PM), 'Vaibhavi' (8 Aug 4:55 PM), 'hello' (10 Aug 5:23 PM), 'Muthpandy' (10 Aug 5:23 PM), 'testing' (10 Aug 5:24 PM), 'Muthpandy' (10 Aug 5:24 PM), 'ghgh' (11 Aug 2:08 PM), 'Vaibhavi' (11 Aug 2:08 PM), and 'hi' (11 Aug 4:49 PM). A message input field at the bottom says 'Your message here...'.

For Super Admin

In addition to the features available to all administrators, super administrators have access to additional functionalities and capabilities that provide enhanced control and management.

Invoice Management

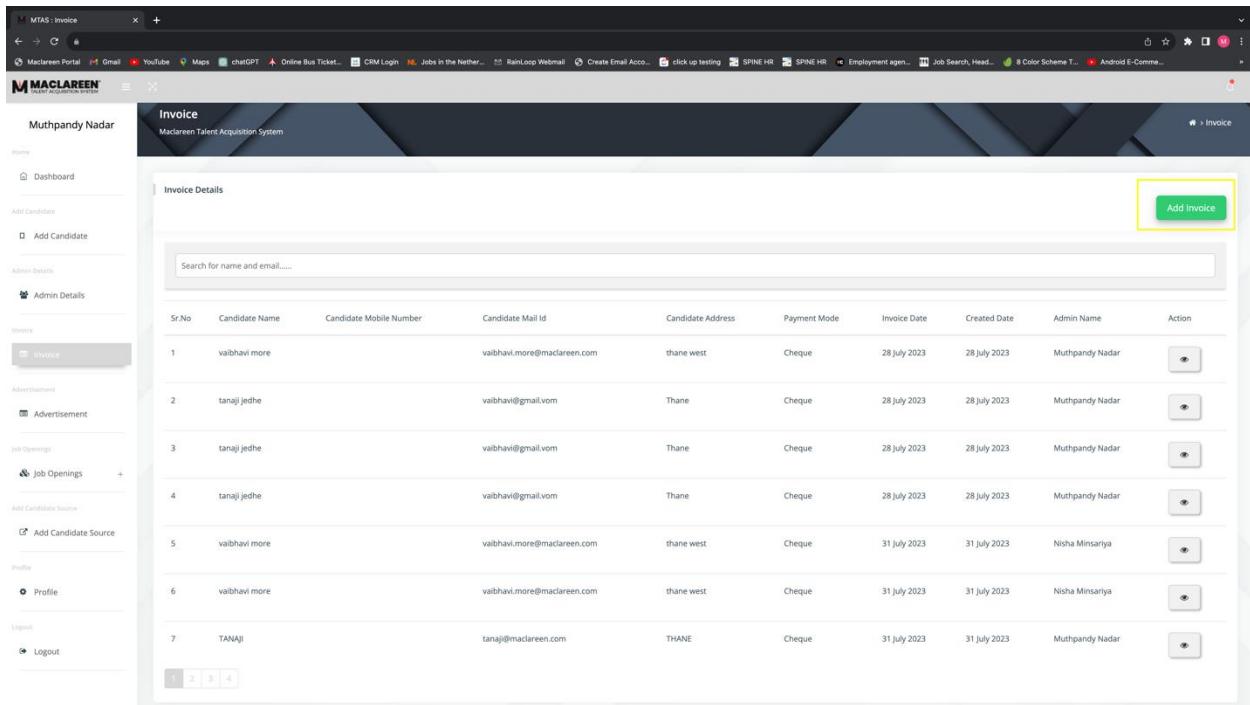
The invoicing feature holds significant importance. We introduced this feature for super administrators to effectively monitor and manage candidate accounts through accurate tracking mechanisms.

1. To utilize this feature, access the "Invoice" option located in the navigation bar. Please note that this feature is exclusively available for super administrators.



- After selecting the "Invoice" option, super administrators will gain access to a comprehensive view of all invoice details. Additionally, there will be an option to view individual invoices.

3. To create a new invoice, click on the "Add Invoice" option located in the top right corner.



The screenshot shows the MACLAREEN Talent Acquisition System interface. The left sidebar has a navigation menu with options like Home, Dashboard, Add Candidate, Admin Details, Admin, Invoice (which is selected and highlighted in grey), Advertisement, Job Openings, Add Candidate Source, Profile, and Logout. The main content area is titled 'Invoice' and shows a table of 'Invoice Details'. The table has columns for Sr.No, Candidate Name, Candidate Mobile Number, Candidate Mail Id, Candidate Address, Payment Mode, Invoice Date, Created Date, Admin Name, and Action. There are 7 rows of data. A green 'Add Invoice' button is located in the top right corner of the main content area. A search bar at the top says 'Search for name and email.....'.

Sr.No	Candidate Name	Candidate Mobile Number	Candidate Mail Id	Candidate Address	Payment Mode	Invoice Date	Created Date	Admin Name	Action
1	vaibhavi more		vaibhavi.more@maclareen.com	thane west	Cheque	28 July 2023	28 July 2023	Muthpandy Nadar	
2	tanaji jedhe		vaibhavi@gmail.vom	Thane	Cheque	28 July 2023	28 July 2023	Muthpandy Nadar	
3	tanaji jedhe		vaibhavi@gmail.vom	Thane	Cheque	28 July 2023	28 July 2023	Muthpandy Nadar	
4	tanaji jedhe		vaibhavi@gmail.vom	Thane	Cheque	28 July 2023	28 July 2023	Muthpandy Nadar	
5	vaibhavi more		vaibhavi.more@maclareen.com	thane west	Cheque	31 July 2023	31 July 2023	Nisha Minsariya	
6	vaibhavi more		vaibhavi.more@maclareen.com	thane west	Cheque	31 July 2023	31 July 2023	Nisha Minsariya	
7	TANAJI		tanaji@maclareen.com	THANE	Cheque	31 July 2023	31 July 2023	Muthpandy Nadar	

4. After clicking on that button, you will be presented with a form for creating an invoice. In this form, you are required to provide the candidate's name, number, email id, and invoice particulars. The remaining parts of the form are optional.



MTAS : Create Invoice

M MACLAREEN

Muthpandy Nadar

Home

Dashboard

Add Candidate

Add Candidate

Admin Details

Admin Details

Invoice

Invoice

Advertisement

Advertisement

Job Openings

Job Openings

Add Candidate Source

Add Candidate Source

Profile

Profile

Logout

Logout

Invoice Number: M2326

Invoice Date: 14/08/2023

Bill To:

Client's Name: John does

Client Address: Enter client address

State: Please Select

Client's Contact No: Your client contact's name

Client's Email ID: Your client's email ID

Mode of Payments: Cash Payment

Client Company Name: Company Name

Client Company Pan: Company Pan

Client Company GSTIN no.: Client Company GSTIN no.

MTAS : Create Invoice

M MACLAREEN

Muthpandy Nadar

Home

Dashboard

Add Candidate

Add Candidate

Admin Details

Admin Details

Invoice

Invoice

Advertisement

Advertisement

Job Openings

Job Openings

Add Candidate Source

Add Candidate Source

Profile

Profile

Logout

Logout

Your client contact's name

Client's Email ID:

Mode of Payments:

Cash Payment

Client Company Name:

Company Name

Client Company Pan:

Company Pan

Client Company GSTIN no.:

Client Company GSTIN no.

SR. NO.	Particulars	HSN/UIN	GST Rate	Rate	Total with GST	Remove
1.	Enter Particulars	9985 - Support Services - 18%	Enter GST Rate	Enter Amount	Enter Total with GS	Remove
Total Without GST :		Enter Total Amount				
Total with GST :		Enter Total Amount with GST				
Amount In Words:		Enter Amount In Words				

Add Row

Create Invoice

- Once you've entered all the necessary details, click on "Create Invoice." This action will result in the creation of the invoice, which will be added to the list. Additionally, you'll have the option to download the newly created invoice.



6. The following is the format of the invoice. Our invoice is created using this format. (Please do not share with anyone).

1 / 1 | - 100% + | ☰

MACLAREEN®
CONSULTING INDIA PVT LTD

INVOICE

Bill To

Maclareen Consulting India Pvt. Ltd.	GSTIN / UIN : 27AANCM5396F1ZY
110, Lodha Supremus 2, Rd Number 22 Besides New Passport Office, Wagle Industrial Estate Thane West, 400604	State Name: Maharashtra
	Email : info@maclareen.com
	CIN : U74140MH2020PTC341437
	Code : 27

Ship To

vaibhavi more thane 9850231805 vaibhavu@gmail.com	Invoice No. : M2325
	Invoice Date : 2023-08-10
	Mode Of Payment : Cash Payment
	Company's Pan :
	Company's GST :

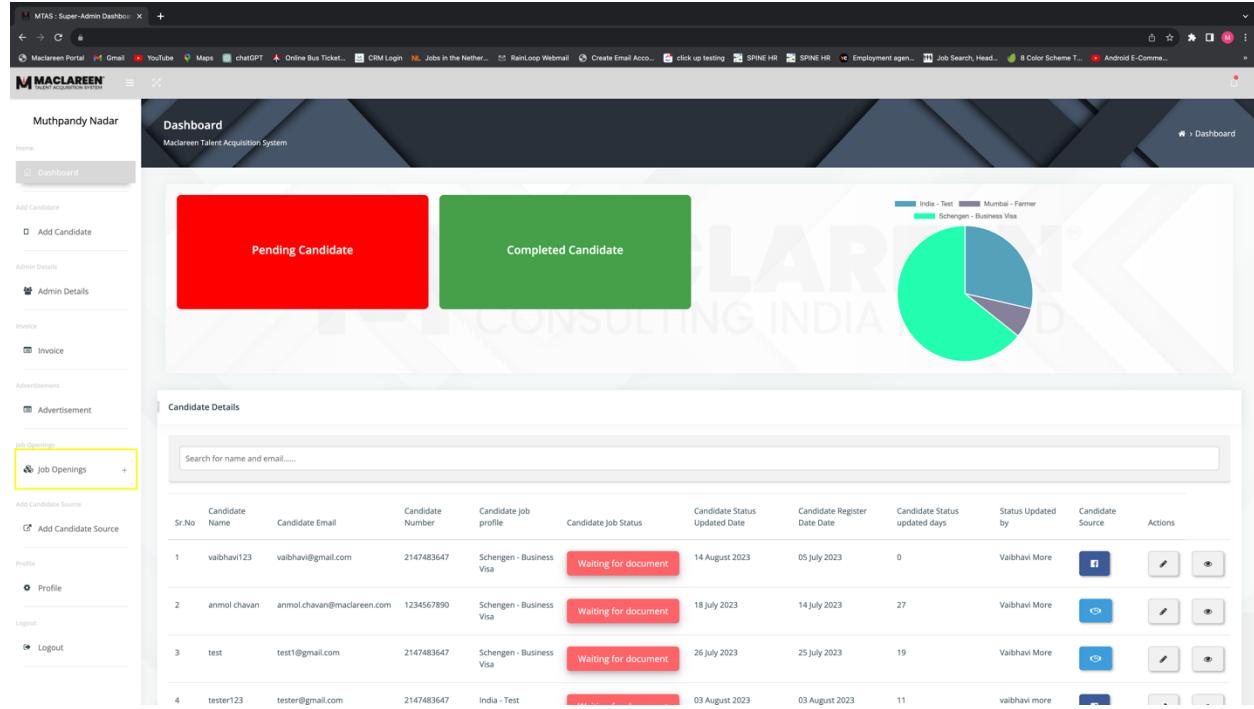
SR. NO.	Particulars	HSN/SAC	GST Rate	Rate	Total
1	test	9985	11	100	111
Total Amount Received Without GST			100		
Total Amount Received With GST			111		
Amount Chargeable (In Words):			five		

*This Invoice is generated electronically. No signature required.

Job Opening

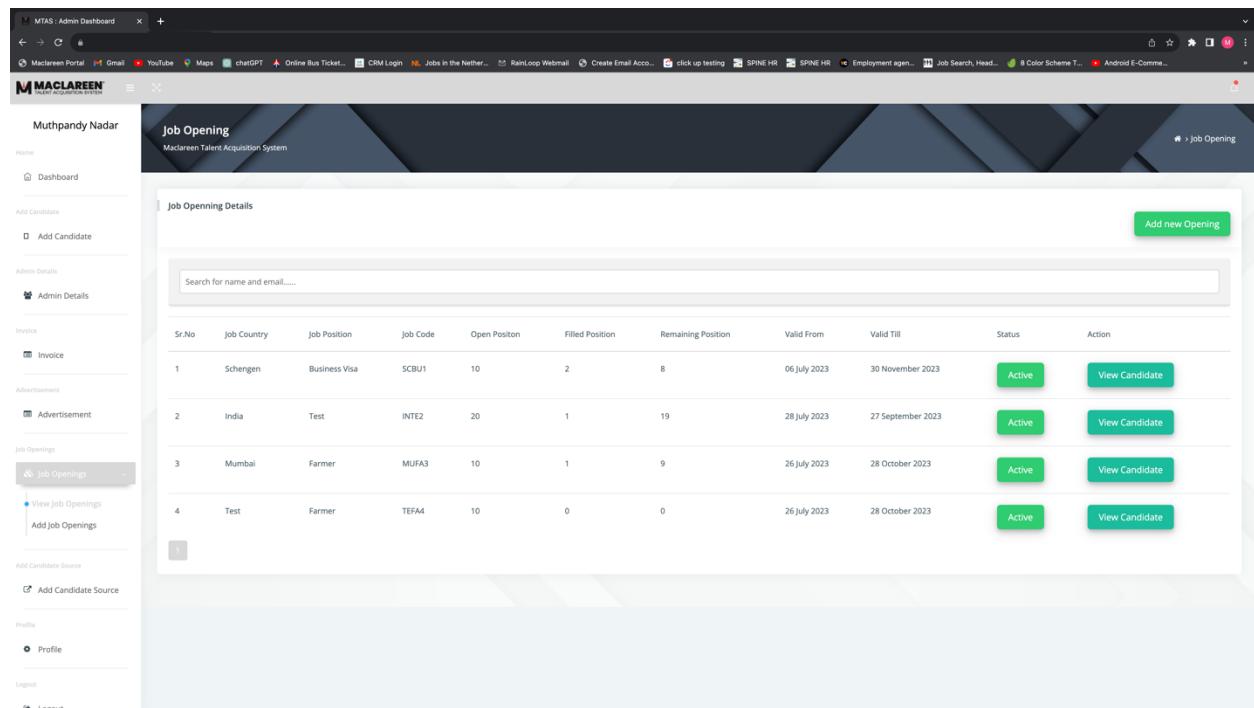
Introducing a new feature to effectively track the number of candidates applying for each specific role and generate comprehensive job reports. (Only for super admin)

1. To utilize this functionality, simply access the "Job Openings" option from the navigation bar. Upon selecting this option, you will be presented with a comprehensive list of all available job openings.



The screenshot shows the MTAS Super-Admin Dashboard. On the left, there is a sidebar with various menu items: Home, Dashboard (selected), Add Candidate, Admin Details, Invoice, Advertisement, and Job Openings (selected). Below the sidebar, there is a search bar and a table listing candidates. The table has columns for Sr.No, Candidate Name, Candidate Email, Candidate Number, Candidate job profile, Candidate job Status, Candidate Status Updated Date, Candidate Register Date Date, Candidate Status updated days, Candidate Source, and Actions. There are four rows of data in the table.

Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Candidate Source	Actions
1	valbhavi123	valbhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14 August 2023	05 July 2023	0	Valbhavi More	 
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18 July 2023	14 July 2023	27	Valbhavi More	 
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26 July 2023	25 July 2023	19	Valbhavi More	 
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03 August 2023	03 August 2023	11	valbhavi more	 

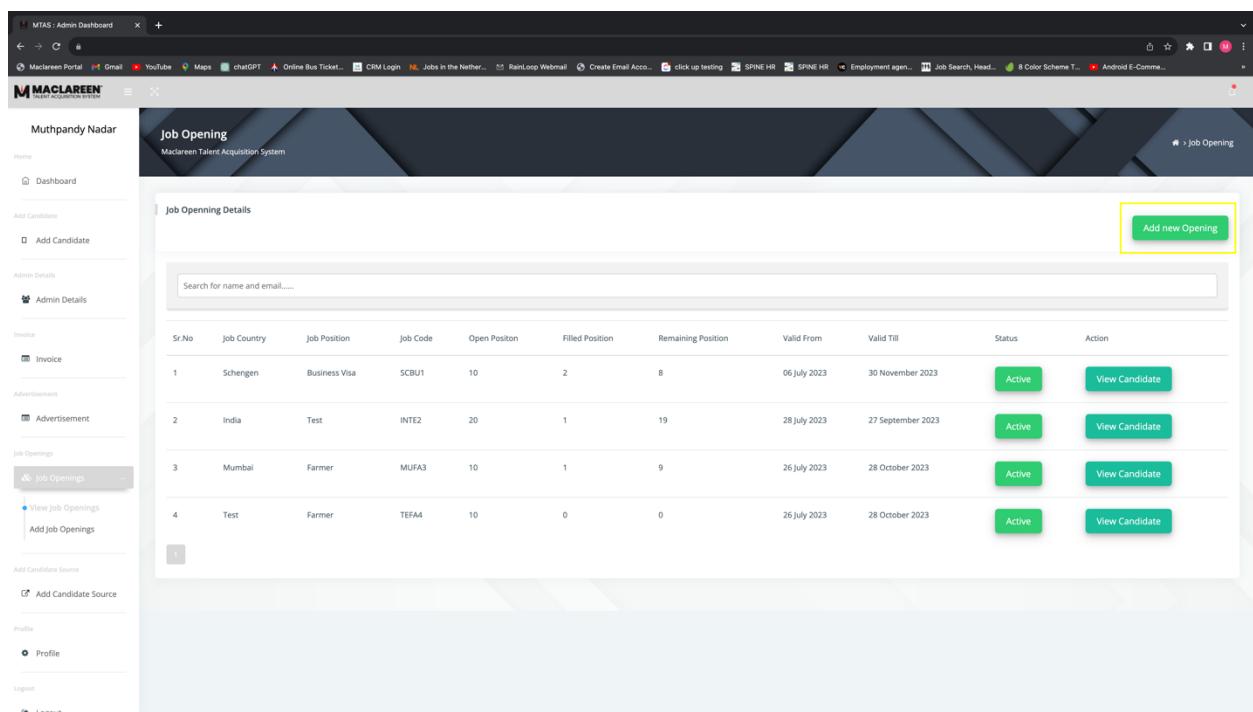


The screenshot shows the MTAS Admin Dashboard. On the left, there is a sidebar with various menu items: Home, Dashboard, Add Candidate, Admin Details, Invoice, Advertisement, and Job Openings (selected). Below the sidebar, there is a search bar and a table listing job openings. The table has columns for Sr.No, Job Country, Job Position, Job Code, Open Positon, Filled Position, Remaining Position, Valid From, Valid Till, Status, and Action. There are four rows of data in the table. A green button labeled "Add new Opening" is located at the top right of the table area.

Sr.No	Job Country	Job Position	Job Code	Open Positon	Filled Position	Remaining Position	Valid From	Valid Till	Status	Action
1	Schengen	Business Visa	SCBU1	10	2	8	06 July 2023	30 November 2023	Active	
2	India	Test	INTE2	20	1	19	28 July 2023	27 September 2023	Active	
3	Mumbai	Farmer	MUFA3	10	1	9	26 July 2023	28 October 2023	Active	
4	Test	Farmer	TEFA4	10	0	0	26 July 2023	28 October 2023	Active	

2. Within the "Status" tab, if the status is set to "Active," the corresponding job opening will be visible while adding a new candidate. Conversely, if the status is set to "Disabled," the job opening will not appear in the "Add Candidate" form. You have the flexibility to modify the status by simply clicking on it.

3. To introduce a new job role, click on the "Add New Opening" located at the top-right corner. Upon clicking this option, a form will be displayed for you to fill out and submit the details of the new job role.



The screenshot shows the MacLareen Admin Dashboard with the 'Job Opening' module selected. The left sidebar includes links for Home, Dashboard, Add Candidate, Admin Details, Invoice, Advertisement, and Job Openings (which is currently selected). The main content area displays a table of existing job openings with columns for Sr.No, Job Country, Job Position, Job Code, Open Positon, Filled Position, Remaining Position, Valid From, Valid Till, Status, and Action. Each row contains a green 'Active' button and a 'View Candidate' button. A search bar at the top of the table allows filtering by name and email. A green 'Add new Opening' button is located in the top right corner of the table area, which is highlighted with a yellow box.

Sr.No	Job Country	Job Position	Job Code	Open Positon	Filled Position	Remaining Position	Valid From	Valid Till	Status	Action
1	Schengen	Business Visa	SCBU1	10	2	8	06 July 2023	30 November 2023	Active	<button>View Candidate</button>
2	India	Test	INTE2	20	1	19	28 July 2023	27 September 2023	Active	<button>View Candidate</button>
3	Mumbai	Farmer	MUFA3	10	1	9	26 July 2023	28 October 2023	Active	<button>View Candidate</button>
4	Test	Farmer	TEFA4	10	0	0	26 July 2023	28 October 2023	Active	<button>View Candidate</button>



A screenshot of a web browser displaying the MacLaren Admin Dashboard. The main title bar says "MTAS : Admin Dashboard". The left sidebar shows navigation links like Home, Dashboard, Add Candidates, Admin Details, Invoice, Advertisement, and Job Openings (which is currently selected). The main content area is titled "Add Job Opening" and "MacLaren Talent Acquisition System". It contains fields for "Job Country", "Job Position", "Job Code", "Job Open Position", "Valid From" (dd/mm/yyyy), and "Valid To" (dd/mm/yyyy). At the bottom right is a green button labeled "Add New Opening".

4. Once you've entered all the necessary details, click on the "Add New Opening" button. This action will finalize the process, resulting in the successful addition of your new job opening.
5. To generate a job role report, navigate to the "View Candidates" option and select it. Upon clicking this option, a PDF will be generated, displaying a comprehensive list of all candidates associated with the respective job roles. This list will include their status and registration dates.



MTAS : Admin Dashboard

MacLaren Portal Gmail YouTube Maps chatGPT Online Bus Ticket... CRM Login Jobs in the Nether... RainLoop Webmail Create Email Acco... click up testing SPINE HR SPINE HR Employment agen... Job Search, Head... 8 Color Scheme T... Android E-Commerce...

Job Opening

MacLaren Talent Acquisition System

Muthpandy Nadar

Home

Dashboard

Add Candidates

Add Candidate

Admin Details

Admin Details

Invoice

Invoice

Advertisement

Advertisement

Job Openings

View Job Openings

Add Job Openings

Add Candidate Source

Add Candidate Source

Profile

Profile

Logout

I Instruct

Job Opening Details

Add new Opening

Search for name and email.....

Sr.No	Job Country	Job Position	Job Code	Open Positon	Filled Position	Remaining Position	Valid From	Valid Till	Status	Action
1	Schengen	Business Visa	SCBU1	10	2	8	06 July 2023	30 November 2023	Active	<button>View Candidate</button>
2	India	Test	INTE2	20	1	19	28 July 2023	27 September 2023	Active	<button>View Candidate</button>
3	Mumbai	Farmer	MUFA3	10	1	9	26 July 2023	28 October 2023	Active	<button>View Candidate</button>
4	Test	Farmer	TEFA4	10	0	0	26 July 2023	28 October 2023	Active	<button>View Candidate</button>

The following is the format of the job opening candidate. Our invoice is created using this format. (Please do not share with anyone).

Candidate List of Schengen - Business Visa Job Openings

#	Candidate Name	Candidate Email	Candidate Mobile Number	Current Status	Candidate Resource	Register Date
1	vaibhavi123	vaibhavi@gmail.com	2147483647	Waiting for document	Facebook	05 July 2023
2	anmol chavan	anmol.chavan@maclareen.com	1234567890	Waiting for document	vdssdv	14 July 2023
3	test	test1@gmail.com	2147483647	Waiting for document	Vaibhavi More	25 July 2023
4	test	test@gmail.com	2147483647	Sent to recruitment review	Vaibhavi More	05 July 2023
5	mehzabeen attar	mehzabeen.attar@maclareen.com	2147483647	Shortlisted	vdssdv	10 July 2023
6	vaibhavi	test@gmail.com	2147483647	Not selected	vdssdv	05 July 2023
7	deepali sarode	deepali.sarode@maclareen.com	2147483647	Job Orientation 1	Vaibhavi More	10 July 2023
8	test	test12@gmail.com	2147483647	Job Orientation 1	Walk-In	25 July 2023
9	tyest	vaibhavimore111@maclareen.com	2147483647	Job Orientation 1	WhatsApp	26 July 2023

Admin/employee tracking

The super admin has the capability to monitor the login and logout times of employees and candidates.



MTAS : Super-Admin Emp Info

Press [F] to exit full screen

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Admin Information

Muthpandy Nadar

[Home](#) [Dashboard](#) [Add Candidate](#) [Admin Details](#) [Invoice](#) [Advertisement](#) [Job Openings](#) [Add Candidate Source](#) [Profile](#) [Logout](#)

Candidate Details

Sr.No	Admin Name	Admin Email	Admin Number	Emp Id	Role	Login Time	Logout Time	Status	Action
1	Valbhavi More	valbhavi.more@maclareen.com	1234567890	M2023V29	Admin	August 14, 2023, 3:35 PM	August 14, 2023, 5:10 PM	Active	Edit
2	valbhavi more admin	valbhavimore@maclareen.com	9850231806	M2023V29	Super Admin	August 11, 2023, 4:46 PM	August 11, 2023, 4:50 PM	Active	Edit
3	tanaji jehde	tajani.jedhe@maclareen.com	1234567890	M2023J26	Admin	July 31, 2023, 3:09 PM	August 4, 2023, 2:55 PM	Active	Edit
4	Muthpandy Nadar	muthupandy.nadar@maclareen.com	9850232806	admin	Super Admin	August 14, 2023, 5:10 PM	Working	Active	Edit
5	Nisha Minsarya	nisha.minsarya@maclareen.com	9850232806	M2023M11	Admin	July 31, 2023, 3:10 PM	August 4, 2023, 2:55 PM	Active	Edit
6	automationtester	tester@gmlgf.vfd	7789456258	789	Admin	July 31, 2023, 3:10 PM	August 4, 2023, 2:55 PM	Active	Edit
7	Deepa	deepa@gmail.com	7784789456	123123	Admin	August 14, 2023, 11:43 AM	Working	Active	Edit
8	asdfa	sadfsdf@fdgdfg.dsadfsd	7777777777	asdfasdf	Super Admin	August 14, 2023, 11:43 AM	Working	Active	Edit

[Add New Admin](#)

Role based advertisement.

1. We have implemented a new system to showcase new job openings to candidates. To utilize this feature, simply click on the "Advertisement" option in the navigation bar.

MTAS : Super-Admin Dashboard

Press [F] to exit full screen

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Dashboard

Muthpandy Nadar

[Home](#) [Dashboard](#) [Add Candidate](#) [Admin Details](#) [Invoice](#) [Advertisement](#) [Job Openings](#) [Add Candidate Source](#) [Profile](#) [Logout](#)

Pending Candidate

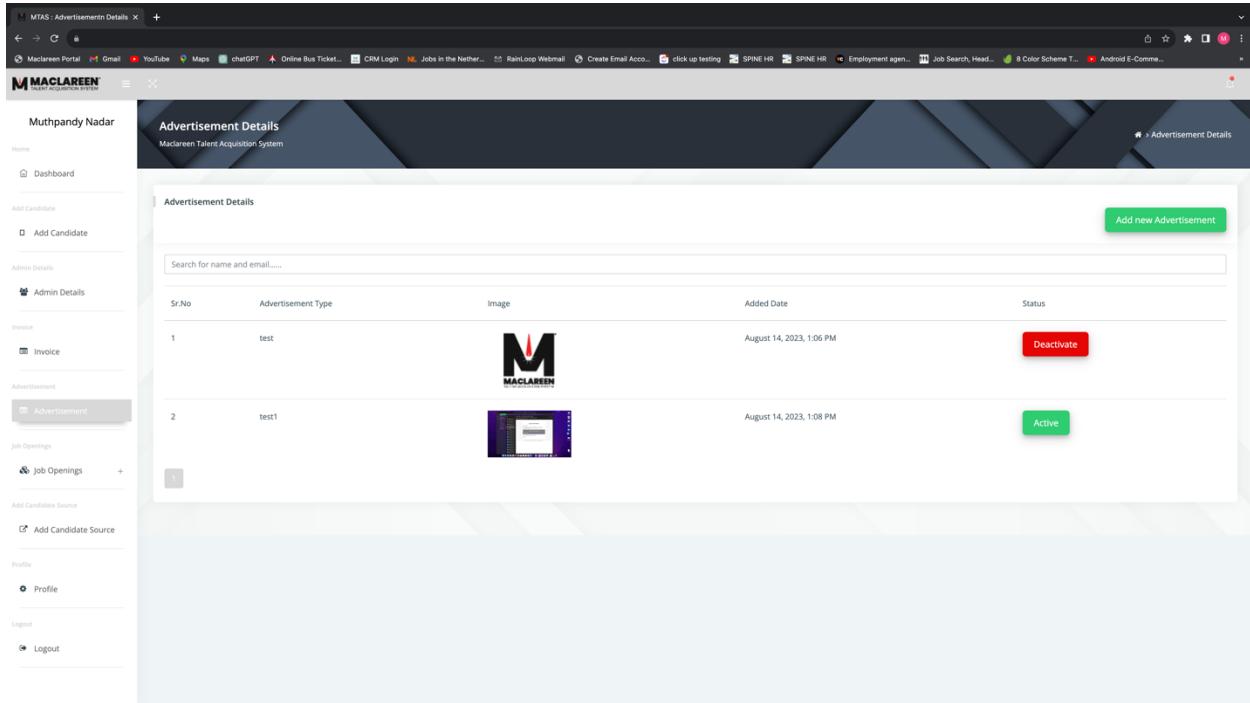
Completed Candidate

India - Test
Mumbai - Farmer
Schengen - Business Visa

Candidate Details

Sr.No	Candidate Name	Candidate Email	Candidate Number	Candidate job profile	Candidate job Status	Candidate Status Updated Date	Candidate Register Date Date	Candidate Status updated days	Status Updated by	Candidate Source	Actions
1	valbhavi123	valbhavi@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	14 August 2023	05 July 2023	0	Valbhavi More	View Edit Delete	
2	ammol chavan	ammol.chavan@maclareen.com	1234567890	Schengen - Business Visa	Waiting for document	18 July 2023	14 July 2023	27	Valbhavi More	View Edit Delete	
3	test	test1@gmail.com	2147483647	Schengen - Business Visa	Waiting for document	26 July 2023	25 July 2023	19	Valbhavi More	View Edit Delete	
4	tester123	tester@gmail.com	2147483647	India - Test	Waiting for document	03 August 2023	03 August 2023	11	valbhavi more	View Edit Delete	

2. Upon clicking this option, you will be able to view all job opening advertisements along with a status option. If the status is set to "active," candidates will be able to see the respective job postings. Conversely, if the status is not active, the poster will not be visible to candidates. You can modify the status by clicking on the status button accordingly.



Sr.No	Advertisement Type	Image	Added Date	Status
1	test		August 14, 2023, 1:06 PM	<button>Deactivate</button>
2	test1		August 14, 2023, 1:08 PM	<button>Active</button>

3. To add a new advertisement, navigate to the top right corner and select "Add New Advertisement." A form will be displayed for you to fill out. Once you've completed all the required fields in the form, click on the "Submit" option. Your new poster will then be uploaded.

MTAS : Advertisement Details x +

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MACLAREEN

Muthpandy Nadar

Advertisement Details
Macareen Talent Acquisition System

Advertisement Details

Add new Advertisement

Search for name and email.....

Sr.No	Advertisement Type	Image	Added Date	Status
1	test		August 14, 2023, 1:06 PM	<button>Deactivate</button>
2	test1		August 14, 2023, 1:08 PM	<button>Active</button>

Advertisement

Job Openings

Job Openings

Add Candidates Source

Add Candidate Source

Profile

Logout

The screenshot shows the MTAS Admin Dashboard with the following details:

- Header:** Reform Invoice Format, MTAS : Admin Dashboard, tanajjeche - GitHub.
- Sidebar:** Navigation menu with links: Macareen Portal, Gmail, YouTube, Maps, chatGPT, Online Bus Ticket..., CRM Login, Jobs in the Nether..., RainLoop Webmail, Create Email Acco..., click up testing, SPINE HR, SPINE HR, Employment agen..., Job Search, Head..., Color Scheme T..., Android E-Comme...
Sub-menu under 'Advertisement': Add Candidate Source, Admin Details, Admin Details, Invoice, Advertisement, Advertisement, Job Openings, Job Openings, Add Candidate Source, Add Candidate Source, Profile, Profile, Logout, Logout.
- Main Content:** Title: Add Candidate Source, Subtitle: Maclareen Talent Acquisition System.
Form fields:
 - Add Advertisement
 - Advertisement Type
 - Choose file: No file chosen
 - Add Advertisement button
- Footer:** Add Candidate Source



Autogenerated mail format

Login Verification - MTAS(Maclareen Talent Acquisition System)

Maclareen Talent Acquisition System <maclareendigital@gmail.com>

Today at 3:31 PM

Hello Vaibhavi More,

Thank you for Login . Enter below OTP for login in MTAS(Maclareen Talent Acquisition System) :

3796

If you did not by you contact your Admin Now .

© 2023 mtas.net.in. All rights reserved.

Login Notification - MTAS(Maclareen Talent Acquisition System)

Maclareen Talent Acquisition System <maclareendigital@gmail.com>

To: ...

Today at 3:35 PM

Log In Notification

Hello Super Admin,

This is to inform you that the employee **Vaibhavi More** has recently logged in.Following are login details

Log In Time : August 14, 2023, 3:35 PM

Log In Location : <https://www.google.com/maps?q=19.1975538,72.9470852>

This is an automated email. Please do not reply

Thank you,

This email was sent by MTAS(Maclareen Talent Acquisition System).



Log out Notification - MTAS(Maclareen Talent Acquisition System)

MT Maclareen Talent Acquisition System <maclareendigital@gmail.com>
To:

Today at 5:10 PM

Log Out Notification

Hello Super Admin,

This is to inform you that the employee **Vaibhavi More** has recently logged out.
Following are login out details

Log In Time : August 14, 2023, 3:35 PM
Log Out Time : August 14, 2023, 5:10 PM
Activity Time : 0 days, 1 hours, 35 minutes

This is an automated email. Please do not reply

Thank you,

This email was sent by MTAS(Maclareen Talent Acquisition System).