

RMS – Admin

Understanding Document

Prepared by: Sunrise Biztech Systems



2018

CONTENTS

<u>OVERVIEW OF THE SYSTEM</u>	<u>3</u>
<u>HOW TO LOGIN INTO THE SYSTEM?</u>	<u>4</u>
<u>HOW TO CREATE USER IN THE SYSTEM?</u>	<u>4</u>
<u>HOW TO VIEW USERS IN THE SYSTEM?</u>	<u>6</u>
<u>HOW TO CREATE SUBMISSION RULE IN THE SYSTEM?</u>	<u>9</u>
<u>HOW TO VIEW SUBMISSION RULE IN THE SYSTEM?</u>	<u>11</u>
<u>HOW TO UPLOAD HOLIDAY DETAILS IN THE SYSTEM?</u>	<u>11</u>
<u>HOW TO VIEW HOLIDAY DETAILS IN THE SYSTEM?</u>	<u>11</u>
<u>HOW TO LOGOUT FROM THE SYSTEM?</u>	<u>13</u>

OVERVIEW OF THE SYSTEM

RMS - Admin allow user to perform following actions:

1. Holidays - Upload/View: This tab enables user to upload Holiday List details for current year across verticals in the organization.
2. Submission: This tab allows the user to define the rules required for submitting candidate profiles by the employees based on various categories such as Level, Experience etc.
3. Users - This tab allows creating users (employees) in the system which records all their basic profile details like Employee ID, JD username, Designation etc.

HOW TO LOGIN INTO THE SYSTEM?

Step 1: Input your Employee ID (Admin) and associated Password and click on **Login** button as shown in **Fig. 1**.

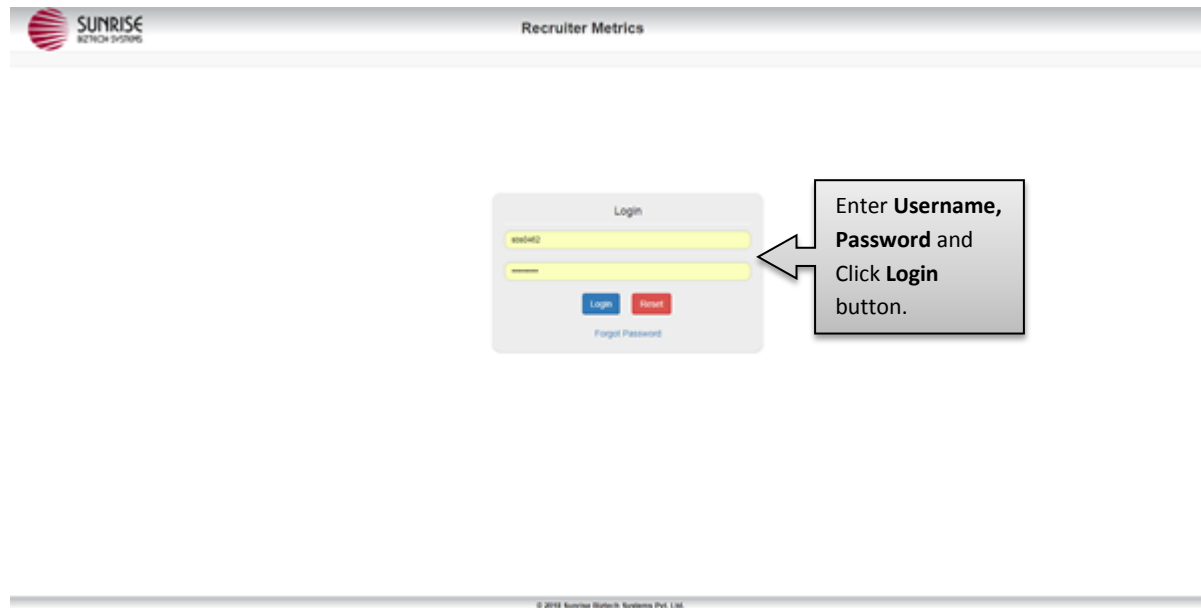


Fig. 1: Login Screen

HOW TO CREATE USER IN THE SYSTEM?

Step 1: Click **Create User** from **Users** tab as shown in **Fig. 2 (a)** which opens up Create User home page as shown in **Fig. 2 (b)**.

SUNRISE
BIZTECH SYSTEMS

Recruiter Metrics

Holiday ▾ Submission ▾ Users ▾ Admin ▾

View Users

Employee ID: Employee Name: Select Role: ▾

Employee ID	Jobdiva User Name	Reporting To	From Date	To Date	Role	
9890443	Ashaya Manoharan				Employee	Re Assign Edit Reporting History
9890596	Ashil Kumar				Employee	Re Assign Edit Reporting History
9890119	Ashish Barua				Employee	Re Assign Edit Reporting History
9890620	Amit Singh N				Employee	Re Assign Edit Reporting History
9890479	Anura Shobitha				Employee	Re Assign Edit Reporting History
9890545	Anu Rosen				Employee	Re Assign Edit Reporting History
9890365	Apoorva Thakur				Employee	Re Assign Edit Reporting History
9890477	Ashwini Gonde				Employee	Re Assign Edit Reporting History
9890583	Banu Priya				Team Lead	Re Assign Edit Reporting History
9890653	Bommal Madhuri				Employee	Re Assign Edit Reporting History

Page 1 of 10

Fig. 2 (a): Home page

Step 2: Enter all required details and click on **Save** to create user as shown in Fig. 2 (b).

SUNRISE
BIZTECH SYSTEMS

Recruiter Metrics

Holiday ▾ Submission ▾ Users ▾ Admin ▾

Create User

Employee ID:

Jobdiva User Name:

Shortest Name:

Employee Name:

AKA Name:

Email ID:

Contact Number:

Password:

Confirm Password:

Joining Date:

Designation:

Role:

Experience:

Add Reviewers:

Fig. 2 (b): Create User page

Note: Click on **Reset** to clear the entered fields.

HOW TO VIEW USERS IN THE SYSTEM?

Step 1: Click **View Users** from **Users** tab as shown in **Fig. 2 (a)** which opens up Create User home page as shown in **Fig. 2 (c)**.

Employee ID	Jobtitle User Name	Reporting To	From Date	To Date	Role	
SB00443	Aditya Manoharan				Employee	Re Assign Edit Reporting History
SB00096	Aksh Kumar				Employee	Re Assign Edit Reporting History
SB00119	Alvin Barnes				Employee	Re Assign Edit Reporting History
SB00020	Amit Singh N				Employee	Re Assign Edit Reporting History
SB00473	Anura Shobitha				Employee	Re Assign Edit Reporting History
SB00045	Arto Rosen				Employee	Re Assign Edit Reporting History
SB00365	Apoorva Tewari				Employee	Re Assign Edit Reporting History
SB00477	Ashwin Gireidi				Employee	Re Assign Edit Reporting History
SB00083	Banu Priya				Team Lead	Re Assign Edit Reporting History
SB00003	Bommal Madhuri				Employee	Re Assign Edit Reporting History

Fig. 2 (c): View Users page

Note: Following actions can be performed in **View Users** page.

1. Search **Active/Inactive** Employees.
2. **Re Assign** Employee like Reporting details etc.
3. Edit **Reporting History** details.
4. **Export** whole Employee details in xls format.

Step 2: Input required search filters, Click on **Search**. System generates search results as shown in **Fig. 2 (d)**.

Not secure | vm-sqlb-02.corp.sbs/RMS-Demo/Account/ViewUsers

SUNRISE
BIZTECH SYSTEMS

Recruiter Metrics

Holiday ▾ Submission ▾ Users ▾ Admin ▾

View Users

Employee ID: Employee Name: Select Role: ▾ Active: ▾


Employee ID	Jobdiva User Name	Reporting To	From Date	To Date	Role
SBS0443	Abinaya Manoharan				Employee Re Assign Edit Reporting History

Fig. 2 (d): View Users - Re Assign/Edit/Reporting History

Step 3: After **Step 2**, from the search results generated, perform any of the following operations:

- Click **Re Assign** as shown in **Fig. 2 (d)**, system displays Re Assign page as shown in **Fig. 2 (e)**
- Select **Reporting To**, enter required date range then click on Save as shown in **Fig. 2 (e)** to save the details.

Click **Reset to clear the entered data.*



Recruiter Metrics

Holiday ▾ Submission ▾ Users ▾ Admin ▾

Re Assign

Jobdiva User Name

Abinaya Manoharan

Reporting To

Abhishek Singh ▾

From Date

To Date

Save

Reset

Fig. 2 (e): Re Assign page

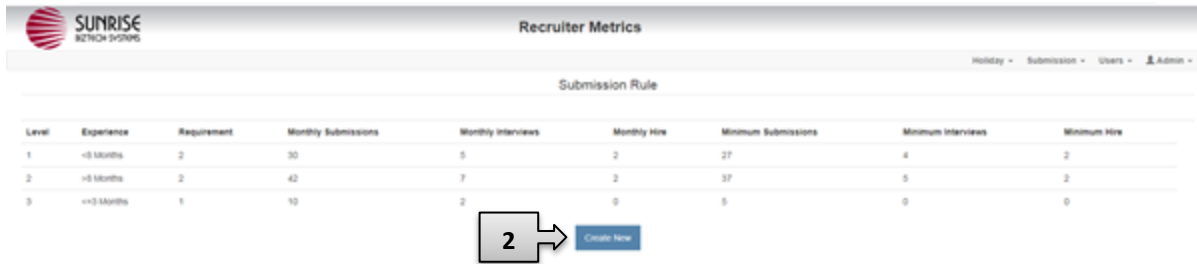
HOW TO CREATE SUBMISSION RULE IN THE SYSTEM?

Step 1: Click **View Submission Rule** from **Submission** tab as shown in **Fig. 3 (a)** which opens up Submission Rule home page as shown in **Fig. 3 (b)**.

The screenshot shows the 'View Users' page in the RMS Admin interface. The page has a header with the 'SUNRISE BIZTECH SYSTEMS' logo and 'Recruiter Metrics' title. Below the header, there's a navigation bar with tabs: 'Holiday', 'Submission', 'Users', and 'Admin'. The 'Submission' tab is selected. A callout box with the number '1' points to the 'View Submission Rule' button in the 'Submission' tab. Below the navigation bar, there's a 'View Users' section with search filters for 'Employee ID', 'Employee Name', 'Select Role', and 'Active'. There are also 'Search', 'Reset', and 'Export' buttons. Below the filters is a table of users with columns: 'Employee ID', 'Job/Div User Name', 'Reporting To', 'From Date', 'To Date', and 'Role'. The table contains 10 rows of user data. At the bottom of the table, there's a pagination bar showing 'Page 1 of 10' and a set of page numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, ...) and a 'Next' button.

Employee ID	Job/Div User Name	Reporting To	From Date	To Date	Role
SB00443	Abhaya Manoharan				Employee
SB00096	Aksh Kumar				Employee
SB00119	Ashu Barnes				Employee
SB00020	Anant Singh N				Employee
SB00473	Anura Shobintha				Employee
SB00045	Anso Rosen				Employee
SB00065	Aparna Tewari				Employee
SB00477	Asheem Goel				Employee
SB00083	Banu Priya				Team Lead
SB00053	Bommai Madhavi				Employee

Fig. 3 (a): Home - View Submission Rule

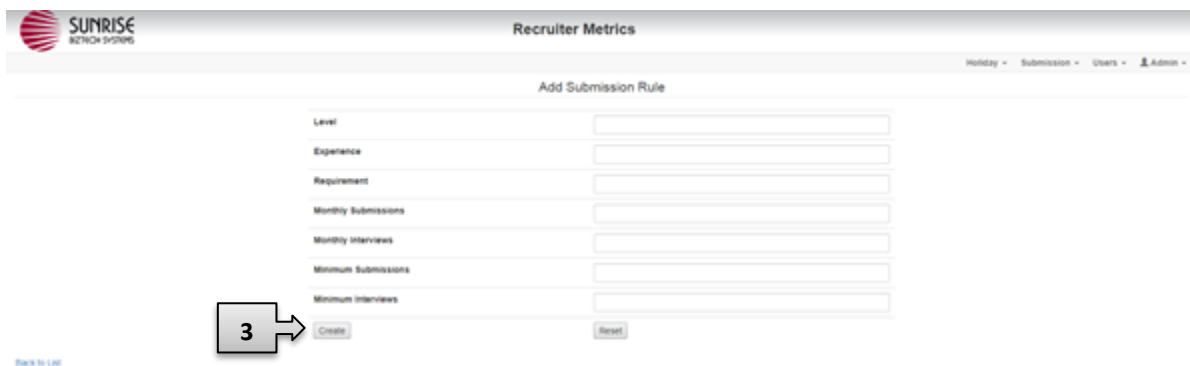


Recruiter Metrics								
Submission Rule								
Level	Experience	Requirement	Monthly Submissions	Monthly Interviews	Monthly Hire	Minimum Submissions	Minimum Interviews	Minimum Hire
1	<5 Months	2	30	5	2	27	4	2
2	>5 Months	2	42	7	2	37	5	2
3	>>3 Months	1	10	2	0	5	0	0

2 → Create New

Fig. 3 (b): View Submission Rule home page

Step 2: Click on **Create New**, which opens up **Add Submission Rule** page as shown in **Fig. 3 (c)** - Enter as required fields and click on **Create**.



Add Submission Rule

Level:

Experience:

Requirement:

Monthly Submissions:

Monthly Interviews:

Minimum Submissions:

Minimum Interviews:

3 → Create

Reset

[Back to List](#)

Fig. 3 (c): Add Submission Rule home page

HOW TO VIEW SUBMISSION RULE IN THE SYSTEM?

Refer above steps.

***Click *Reset* to clear the entered data.**

HOW TO UPLOAD HOLIDAY DETAILS IN THE SYSTEM?

Step 1: Click **Upload Holidays** from **Holiday** tab as shown in **Fig. 4 (a)** which opens up **Holidays** page which opens up **Upload Holidays** page as shown in **Fig. 4(b)**.

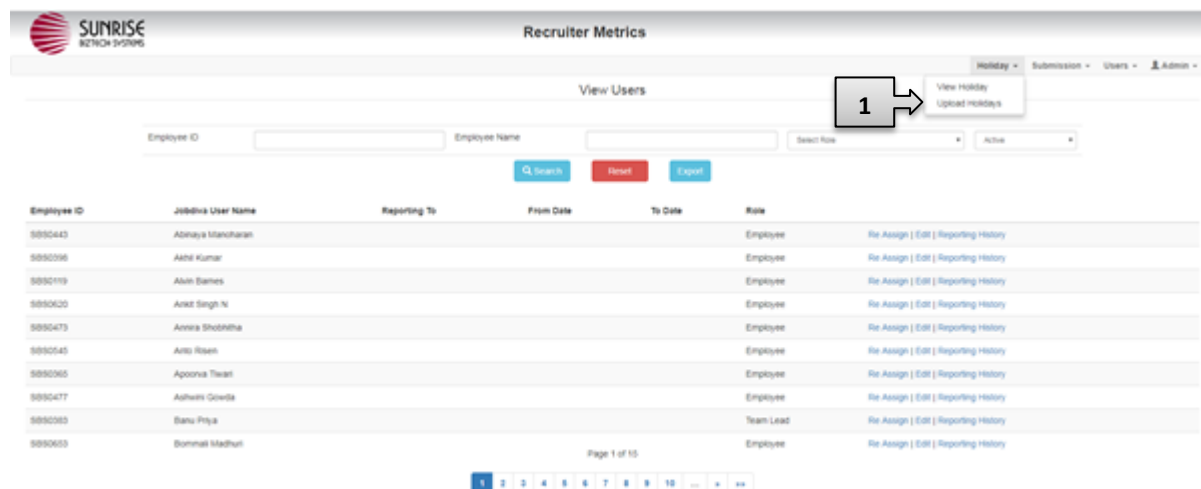


Fig. 4 (a): Home - View Holiday

Step 2: Click on **Choose File**, select the required file and click on **Upload** as shown in **Fig. 4(b)** to upload holiday details.

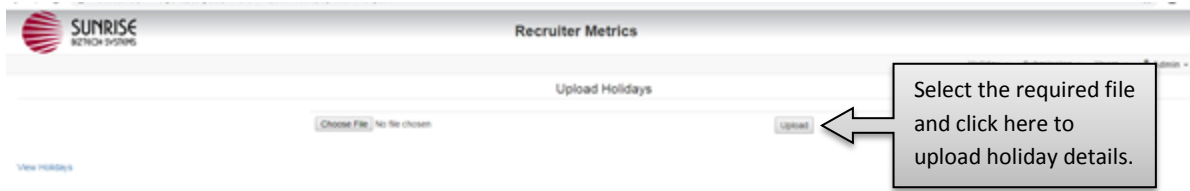


Fig. 4 (b): Upload Holidays home page

HOW TO VIEW HOLIDAY DETAILS IN THE SYSTEM?

Step 1: Click **View Holiday** from **Holiday** tab as shown in **Fig. 4 (a)** which opens up **Holidays** page.

HOW TO LOGOUT FROM THE SYSTEM?

Step 1: Click **Logout** from user display tab as shown in Fig. 5 to logout from the system.

SUNRISE
BIZTECH SYSTEMS

Recruiter Metrics

View Users

Employee ID: Employee Name: Select Role: Active:

[Search](#) [Reset](#) [Export](#)

Employee ID	Job/Div User Name	Reporting To	From Date	To Date	Role	
SB90443	Ashwini Manoharan				Employee	Re Assign Edit Reporting History
SB90396	Ashu Kumar				Employee	Re Assign Edit Reporting History
SB90119	Ashu Barnes				Employee	Re Assign Edit Reporting History
SB90620	Ankit Singh Ni				Employee	Re Assign Edit Reporting History
SB90475	Anvita Shobhitha				Employee	Re Assign Edit Reporting History
SB90545	Arto Rosen				Employee	Re Assign Edit Reporting History
SB90360	Apoorva Tawar				Employee	Re Assign Edit Reporting History
SB90477	Ashwini Gowda				Employee	Re Assign Edit Reporting History
SB90263	Banu Priya				Team Lead	Re Assign Edit Reporting History
SB90653	Bhuvanesh Madhuri				Employee	Re Assign Edit Reporting History

Page 1 of 15

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ... [»](#)

Click here to
Logout from
the system.