System Setup

Overview

- The **System Setup** module is designed to configure and manage essential data that supports other modules within the system.
- It allows administrators to define master data, create student batches, and configure job application settings such as defining companies, cluster cohorts, mappings, and utilities. This ensures the smooth operation of workflows such as job postings, shortlisting, and managing student applications and offers.

Master Data

- This section stores fundamental information that forms the base for various processes.
  - **Students** – Manage student records, including names and identifiers.
  - **Placecom** – Configure placement committee details.
  - **Batch Groups** – Organize students into different batch groups.
  - **Student Groups** – Define and manage student groups for different activities.

Students

- The Admin can add students to the system either individually or by uploading multiple student records in one go.

Add a Single Student

1. Hover over the **More** button and click on **Add Student**.
2. A modal will open. Fill in all required fields.
3. **Section** and **Group** are non-mandatory fields.
   - If all students are associated with Groups, create the groups beforehand by navigating to **Master Data** → **Student Groups** → **Create Student Group**.
   - So that the Groups are populated in the dropdown.

> - **Add Student fails if:**
>   - The **Registration ID** already exists in the system.
>   - Email or Name exceeds **256 characters**.
>   - Registration ID exceeds **32 characters**.
>   - Year of Joining exceeds **4 characters**.

> - When uploading students, the **Sections** and **Groups** specified in the template will be created automatically if they do not already exist in the system.
> - All existing **Groups** and **Sections** are also available in the dropdown menu within the **"Add Student"** modal.

Upload Students

1. Click on **Upload Students**.
2. A modal popup will open. Download the template by clicking **Download Sample Template to Upload Students**.
3. Fill in the required fields (marked with asterisks in the template).
4. Upload the completed template.

Note:

> - **Upload Students fails if:**
>   - The template contains duplicate **Registration IDs** or **Email IDs**.
>   - The **Registration ID** already exists in the system.
>   - Email or Name exceeds **256 characters**.
>   - Registration ID exceeds **32 characters**.
>   - Year of Joining exceeds **4 characters**.
> - If the template contains Section(s)/Group(s) that do not exist in the system, new Section(s)/Group(s) are created.

- If a student email already exists, the record gets updated.

Edit student

- To edit existing student details:
  1. Click on **Edit** in the actions column.
  2. The same modal used for adding a student will open.
  3. **Email** and **Registration ID** fields are **disabled** during editing.

Delete student(s)

- To delete student records:
  1. Select the student(s) by checking the boxes next to their names.
  2. Hover over the **More** button and click on **Delete Students**.

Note:

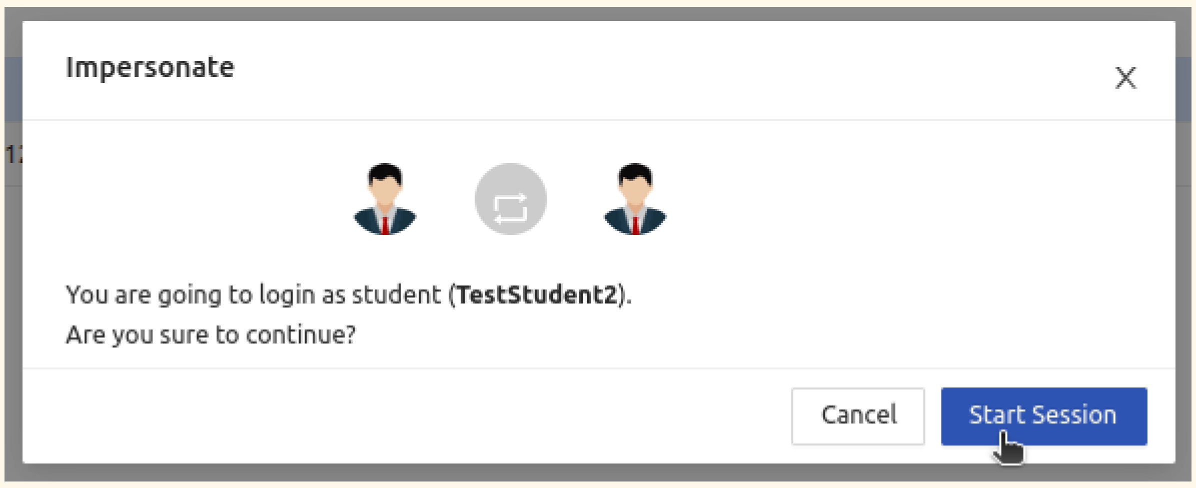
- Deleting a student is **not allowed** if the student:
  - Has submitted any **application(s)**.
  - Has been **shortlisted** in any application(s).
  - Has created a **CV Variant**.
  - Has filled their **profile details**.
  - Has completed their **profile write-up**.
  - Is associated with a **mentor** (student-mentor mapping).
  - Has **before cluster offer.**

Invite to Register

- The Admin can send an invitation email to students for enrollment in the placement cycle.
  1. Use filters such as **Year of Joining** or **Invitation Status** to refine the list.
  2. Select the checkbox(es) next to the student names.
  3. Click on **Invite** to trigger the registration email.

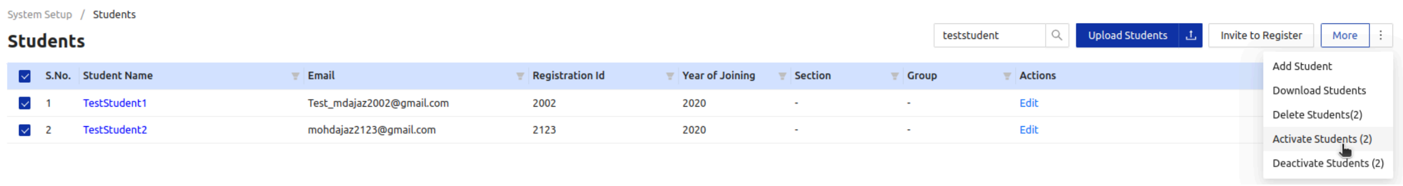
Tip - Login as Student

- Sometimes, students may encounter minor issues that can be resolved without contacting the support team. The Admin can impersonate a student to check their view and understand the issue firsthand.
- To start an impersonation session, click on the student's name. This helps diagnose and resolve issues quickly.

- 

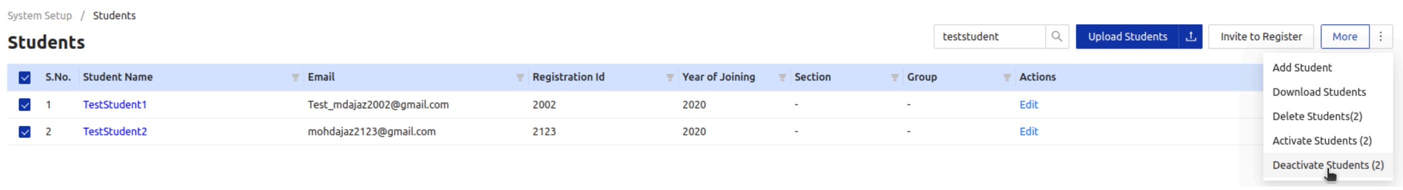
Activate Student

- Select student(s) by checking the checkbox available next to the student's name.
- Hover over the “More” button. Click on “Activate Students”.
- The selected student count will be displayed in parentheses - “Activate Students(2)”



Deactivate Student

- Select student(s) by checking the checkbox available next to the student's name.
- Hover over the “More” button. Click on “Deactivate Students”.
- The selected student count will be displayed in parentheses - “Deactivate Students(2)”



Note:

> - Deactivated students cannot log in to the system.

Placecom

Upload Placecom to the system

- The Admin can add Placecom to the system by uploading data using a template.
  1. Click on **Upload Placecoms** and download the template.
  2. The template contains **two sheets**:
     - **Sheet 1**: To enter Placecom details.
     - **Sheet 2**: Contains predefined **Roles** that can be assigned to Placecoms for reference.
  3. Fill in the required fields (marked with asterisks in the template).
  4. Multiple roles can be assigned to a Placecom by providing them as **comma-separated values** (e.g., RM,SV).
  5. Upload the completed template.

Note:

> - Upload Placecom(s) fails if,
>   - The template contains **duplicate emails**.
>   - Email or Name exceeds **256 characters**.
>   - Year of Joining exceeds **4 characters**.
>   - Mobile No. exceeds **20 characters**.
>   - A role in the template does not exist in the system.
>   - A role is added as **STUDENT**, but the user is already a student in the system. (Instead, assign other roles.)
>   - A role is added as **STUDENT**, but the user does not exist as a student in the system. (The user must be added as a student first.)
> - If the placecom email already exists, the record gets updated.

Edit a Placecom

- To edit existing Placecom details:
  1. Click on the **Edit** icon in the actions column.
  2. The **Placecom email ID** field is **disabled** during editing.

Note

> - Editing Placecom info fails if,
>   - A **STUDENT ROLE** is added to the placecom who is **not already a student** in the system.
> - Old role mappings are deleted and replaced with new role mappings.

Delete a Placecom

- The Admin can delete a Placecom by clicking the **Delete** icon in the actions column.

Note:

> - **Deletion is not allowed** if the Placecom is associated with other data, such as **Student-Mentor mapping, Collaborator roles, and Company-Placecom Mapping**.

Batch Group

Create a Batch Group

- The Admin can create Batch groups of students this can be for batch specific events, job posts, any specific criteria for a set of students etc.
- Click on Add Batch Group, which opens a modal.
- Here Name, is active, Batch group email, and upload student are the required fields.
- Batch group email is used for communication emails, such as events, job postings (if notifications are not muted - in those modules)
- CV Profile Margin - Based on this Master Profile form is enabled for students. - 88-a characters - First Year and 94-a characters - for Second Year Form.
- Min Work Experience - this can be used as eligibility criteria for job applications for this batch of students.
- Download the upload students template and fill in the students' information, and upload the template.

Note:

> - Creating a batch group fails if,
>   - Batch Group name already exists in the system. It must be unique.
>   - Upload students template contains duplicate emails.
>   - If student info in the template does not exists in the system. Students existing in the system only can be uploaded.
> - If Min Work experience is left it will be set to default value of zero.
> - Min Workex experience is an Integer Field. If a Float/Decimal Value is given, it will be converted to an Integer.
> - If CV Profile Margin is not set, it will be set to default value as 94-a characters - Second Year Template.
> - Only **"Active"** Batches are part of the Job Postings, Events.

Edit a Batch Group

- The Admin can edit the batch group by clicking the edit icon available in the actions. This opens a the same modal.
- Can edit batch name, Is Active status, Batch Group Email, Min Workex(in Months), CV Profile Margin.
- Click on next to select the students to be part of the batch group.

Note:

> - Editing a batch group fails if,
>   - Batch Group name already exists in the system.
>   - No students are selected.
> - List of all the students who are part of the system is displayed. Only the students selected (there will be a checkbox beside the student's name) will be part of the batch group.

Delete a Batch Group

- The Admin can delete a batch group by clicking the delete icon in the actions.

Note:

- Deleting a batch group fails if,
  - It is associated with any application.
  - It is associated with any event.

Student Groups

- The Admin can create student Groups by create student group(single) or by uploading student groups. (Multiple).

Create a Student Group

- Click on Create Student Group. This opens a modal.
- Provide a student group name.

Note:

- Creating a Student Group fails if,
  - Group name already exists in the system. It must be unique.
  - Group label is empty string or blank.

Upload Student Groups

- Click on Upload Student Groups. This opens a modal.
- Download the Student Groups template by clicking "**Download Sample Template to Upload Student Group(s)**"
- The template has two sheets. Sheet1 where the user needs to provide the data. Sheet2 has the student groups which are already existing in the system for reference.
- Fill the template and upload.

Note:

- Upload Student Groups fails if,
  - Upload template is empty.
  - Duplicate student group labels within the template. (Case sensitive. A≠a)

Placement Cycles

Add a Placement Cycle

- This allows the Admin to create different placement cycles like Summer Placements, Final Placements etc and add students to them so that the students can take part in the placements.
- To create a Placement Cycle , Click on PLacement Cycle → Add Placement Cycle. This opens the modal. All the fields are required.
- FIll out the placement cycle name.
- Select the placement cycle type
  - Summer Internship
  - Finals Placement
- Set a deadline for enrollment.
- Set the Is active toggle to Yes.
- Click on "Next" to add the students to the cycle.
- As students are already added into the system, all the students available in the system are displayed.
- You can filter out the students by selecting Year of Joining from the dropdown.
- Click on the checkbox next to the student name to add in the placement cycle.
- Adding into the placement cycle does not mean that the student is enrolled into the cycle.

Note:

- Adding a Placement Cycle fails if,
  - Required fields are not filled.
  - Placement Process name already exists in the system.
  - No students are selected.

> - Only the “Active” cycle can be used for enrollments, events, job postings, and offers.

Edit a Placement Cycle

- To edit an existing Placement cycle, click on edit icon, this opens the same modal.
- Make the required changes.

Note

> - Edit placement cycle fails if,
>   - The Placement Cycle name already exists in the system.
>   - No students are selected.
> - Only selected students will be part of the placement cycle.

Enroll/Unenroll students

- Click on the “Enroll Students” button available in actions. This opens a modal displaying the students who were added to the placement cycle along with their enrollment status.
- This allows admins to enroll students who did not enroll by the deadline.
- The Admin can search for a specific student using the search bar and enroll/unenroll from the cycle.
- To get only Not enrolled students, simply search for “Not enrolled” as it is a global search.
- Select the checkbox next to the student name(s) and select the status from the dropdown.
  - Enroll
  - Remove (Does not remove from the placement cycle. Unenrolls the student)
- And click on done. The status gets updated.

Invite to Register

- The Admin can trigger an email to invite students to enroll to the placement cycle.
- To trigger the email
  - Select the Placement cycle by clicking the radio button available under “Pick”
  - Hover over the “More” button and click on “Invite to Enroll”. This opens a modal displaying the students who were added to the placement cycle.
  - Admin can filter out the students based on invite status.
  - Select the checkbox next to the student name(s) and click on invite. The email will be sent to the selected students.
- The email contains the link to the portal.
- The students can login to the portal by resetting the password of their choice.

Note:

> - Invite to Registers fails if,
>   - No students are selected.

Download Enrollment Report

- The Admin can download the Enrollment report, which is an Excel file, containing details like student name, email, Roll No., Invite email status, Enrollment status.
- To download the report,
  - Navigate to Placement cycles
  - Pick the placement cycle by selecting the radio button next to placement cycle name.
  - Hover over “More” button → Click on Download Enrollment Report

Note:

> - If no placement cycle is selected, empty file will be downloaded

Delete Cycle

- To delete a placement cycle, pick the placement cycle by selecting the radio button next to the placement cycle name.
- Hover over “More” button. Click on delete cycle.

Note:

> - Placement Cycle deletion fails if,
>   - It is associated with any application.
>   - It is associated with any offer.
>   - It is associated with before-cluster offers.

Job Application Data

- This section defines key placement-related information, including companies, clusters, and cohorts, which are used in modules like Events, Job Postings, and Offers.
  Components:
  - **Clusters**: The placement process is divided into multiple clusters, each representing a specific day when related industry cohorts participate in recruitment.
    - *Example:* **Cluster 1 –** Technology, Analytics, E-Commerce, Startups
  - **Cohorts**: Within each cluster, companies are grouped into cohorts based on industry type and job roles.
    - *Example:* **Tech Cohort** (Microsoft, Google), **E-Commerce Cohort** (Amazon, Flipkart)
  - **Companies**: A list of all participating companies, available for use in other system modules.
  - **Application Stages**: Defines the stages of the interview process.
  - **HRQ Document Types**: Defines the HR Questionnaire Type document.

Clusters

- The Admin can add the clusters to the system in two ways.
  - Adding a single cluster using “Add Cluster”
  - Multiple clusters using “Upload Clusters”

Add a cluster

- Click on “Add Cluster”. This opens a modal.
- Fill out the cluster name, and make sure it is unique.
- Provide a unique Sequence No.
- Turn the toggle “Yes/No” for allowing dreams after the cluster.

Note:

> - Adding a Cluster fails if,
>   - Cluster name has more than 32 Characters.
>   - Cluster name is empty.
>   - Cluster name already exists in the system.
>   - Sequence no. already exists in the system.
> - The default value for “Is Dreams Allowed After the Cluster” is “No”
> - **About dreams allowed after cluster….**
> - **Significance of sequence No. ..**

Upload Clusters

- Click on “Upload Clusters”. This opens a modal.
- Download the “Upload Clusters” Template by clicking
  Download Sample Template to Upload Cluster Template
- Fill out the template and upload it.

Note:

> - Upload Clusters fails if,
>   - The Sequence No. provided already exists in the system.

> - Duplicate Cluster Name is found in the template. (Case Sensitive)
>   - Duplicate Sequence No. is found in the template.
>   - Cluster name has more than 32 characters.
> - If the existing cluster name is given, the record gets updated.

Edit a Cluster

- To edit an existing cluster, click on the edit icon. This opens the same modal.
- Edit the required fields and click done.

Note:

> - Edit Cluster fails if,
>   - Cluster name has more than 32 characters.
>   - Cluster name is empty.
>   - Cluster name already exists in the system.

Delete a Cluster

- To delete the existing cluster click on the delete icon.

Note:

> - Deletion fails if Cluster is associated with any cohort in cluster-cohort mapping.

Cohorts

- The Admin can add the cohorts to the system in two ways.
  - Adding a single cohort using "Add Cohort"
  - Multiple cohorts using "Upload Cohorts"

Add a cohort

- It is just a single line field. Click on add cohort. This opens a modal.
- Add the desired cohort name.

Note:

> - Adding a cohort fails if,
>   - Cohort name exceeds 128 characters
>   - Cohort name is empty.
>   - Cohort name provided already exists in the system.
> - Default status of cohort is "Active".
> - Can be deactivated using edit.
> - Only "Active" cohorts can be used in Job Posting.

Upload Cohorts

- Click on Upload Cohorts, this opens a modal.
- Download Cohort Template by clicking **Download Sample Template to Upload Cohort Template**
- Add the cohort names in the template, then upload the file.

Note:

> - Uploading Cohorts fails if,
>   - Duplicate cohort names in the template. (Case Sensitive)
>   - Cohort name characters exceed 128 characters

Edit a Cohort

- To edit an existing cohort click on edit icon.
- Cohort name and status can be edited.

Note:

> - Editing a cohort fails if,
>   - Cohort name exceeds 128 characters.
>   - Cohort name is empty.
>   - Cohort name provided already exists in the system.
>   - No changes are made.
> - Only "Active" state cohorts can be used in job posting.

Delete a Cohort

- To delete a cohort, click on the delete icon.

Note:

> - Deleting a cohort fails if,
>   - If Cohort is associated with any cluster in cluster-cohort mapping.

Companies

- The Companies can be added to the system in two ways.
  - To add a single company - Use Add Company.
  - To add multiple companies - Use Upload Companies.

Add a Company

- To add a company, click on "Add Company". This opens a modal.
- Here, the Company Name is the required field. Other fields, such as Website, Logo Url, Overview, and Is Approved, are non-mandatory.
- By default, the company will be in "Not Approved".
- The Admin can add one or more placecoms to a company.
- Click on "Add Placecom Details".
  - Select Placement Process (only active placement cycles will be shown) and Placecom from the dropdown.
  - To change the Placement Process/Placecom, clear the field and select from the dropdown, or you can search in the dropdown.
  - To add another placecom click on "Add Placecom Details" again.
- The Admin can also add one or more Company POC Details.
  - Click on "Add POC Details"
  - Here, Name, Email are the required fields. The remaining fields Designation, Contact Details, Contact Details are non-mandatory.
    - To delete Placecom Details / POC Details, click on the respective delete icon.
- Click on done to add the company.

Note:

> - Create Company fails if,
>   - Company Name exceeds 128 characters.
> - If an existing company name is added with additional/changed information, the latest information will be updated.

Upload Company

- To upload companies, click on "Upload Companies, this opens a modal.
- Download the template for uploading companies by clicking,
  Download Sample Template to Upload Companies
- Fill in the data and upload the same template.

Note:

> - Upload Companies fails if,
>   - Template is empty.
>   - Company Name exceeds 256 characters.
>   - Logo URL exceeds 256 characters.
>   - Duplicate Email ID within the template. (Case sensitive).
>   - Email ID exceeds 256 characters.
>   - POC Name exceeds 128 characters.
>   - Designation exceeds 128 characters.
>   - Mobile No. exceeds 20 characters.
>   - LinkedIn Profile URL exceeds 1024 characters.
> - If the existing company name with any changed information is uploaded, the existing record gets updated.

Edit Company

- To edit an existing company, click on the edit icon. This opens same modal as add company.
- Here, the Company Name is the required field. Other fields, such as Website, Logo Url, Overview, and Is Approved, are non-mandatory.
- The Admin can add one or more placecoms to/ remove from a company.
- Click on “Add Placecom Details”.
  - Select Placement Process (only active placement cycles will be shown) and Placecom from the dropdown.
  - To change the Placement Process/Placecom, clear the field and select from the dropdown, or you can search in the dropdown.
  - To add another placecom click on “Add Placecom Details” again.
- The Admin can also add one or more Company POC Details / remove existing.
  - Click on “Add POC Details”
  - Here, Name, Email are the required fields. The remaining fields Designation, Contact Details, Contact Details are non-mandatory.
    - To delete Placecom Details / POC Details, click on the respective delete icon.
- Click on done to update the company.

Note:

> - Create Company fails if,
>   - Company Name exceeds 128 characters.

Delete Company

- To delete an existing company, click on the delete icon.
- Confirm the deletion.

> - Deleting a Company fails if,
>   - It is associated with any Job Post.
>   - It is associated with any Calendar Event.
>   - It is associated with any Placecom. (If Placecom is added during company creation).

Download Companies

- To download the companies, click on the “Download Companies” button.
- This downloads an Excel sheet with the Company Name, Website URL, Logo Link, and Overview fields.
- The data will be arranged from the oldest to the most recent record, with the latest record appearing at the end of the Excel sheet.

Application Stages

- In this section, we will define the application stages which will be used in Job Postings later.

Add a stage

- Click on the “Add Application Stage” button. This opens a modal.
- Type the required stage name and click on Create.

> - Add a stage fails if,
>   - The stage label is empty or null.
>   - The stage label exceeds 128 characters.
>   - The stage label already exists in the system.
> - The stage names are converted to title Case by default.
>   - Ex: resume shortlisting → Resume Shortlisting.

Edit a Stage

- To edit an existing stage name, click on the edit icon. This opens the same modal.
- Enter your desired stage name.

Note:

> - Editing a stage fails if,
>   - The stage label is empty or null.
>   - The stage label exceeds 128 characters.
>   - The stage label already exists in the system.
> - The stage names are converted to title Case by default.
>   - Ex: resume shortlisting → Resume Shortlisting.

> - When a stage name is modified, the change is reflected across all areas where the stage is already used - including Job Post, Application Details, Shortlisting, etc. This is particularly helpful in cases where a typo was made while adding the stage, as it allows for correction without manual updates everywhere.
> - **Renaming a Stage for a Specific Job Post/Role**
>   If you wish to rename a stage only for a specific job post or role:
>   1. Add a new stage with the desired name.
>   2. Go to the respective job post and click the **"Modify Stages"** button.
>   3. Replace the existing stage by selecting the newly added stage from the list.

Delete a Stage

- To delete an existing stage, click on the delete icon.
- Confirm the deletion.

Note:

> - Deletion fails if,
>   - The stage is associated with any Job Post.

HRQ Document Types

- HRQ Document Types refer to the HR Questionnaire Document.
- Based on the previous interviews, all the possible HR questions are collated for which students need to document with the answers and upload. So that students need not to repeat the HR answers for each job.
- Based on different categories like Consulting, eCommerce, etc, the HRQ Document Type is defined.
- The document types added here will be reflected in the profile builder section.
  - Ex: HRQ Document For Consulting.

Add HRQ Document Type

- To add an HRQ Document type, click on the “Add HRQ Document Type” button. This opens a modal.
- Enter the document type name.

Note:

- Adding the HRQ Document Type fails, if
  - HRQ Document type name exceeds 128 characters.
  - HRQ Document type name already exists in the system.

Edit HRQ Document Types

- To edit the existing HRQ Document Type, click on the edit icon. This opens the same modal.
- Make the required change.

Note:

- Editing the existing HRQ Document fails, if
  - HRQ Document type name exceeds 128 characters.
  - HRQ Document Type name already exists in the system.
  - No changes are made.

Delete HRQ Document Type

- To delete the existing HRQ Document type, click on the delete icon.
- Confirm deletion.

Note:

- Deletion fails if,
  - HRQ Document Type is used in HRQ Documents by Students in the profile builder.

Mappings

Student-Mentor Mapping

- This mapping assigns multiple mentees (students) to mentors (placecoms), allowing mentors to validate the profiles of their assigned students.
- Mapping can be done in two ways:
  - Add Mapping: Assign mentors to a single student.
  - Upload Mapping: Assign mappings in bulk using a file upload.
- You can view existing mapping data by applying filters for the placement cycle and batch group. Additionally, use the search function to find specific records.

Add Student-Mentor Mapping

- To add a student and Mentor Mapping, click on “More” button, then click on “Add”. This opens a modal.
- Select a student from the searchable dropdown. To choose a different student, clear the input field and search again, as only the selected student is displayed until cleared.
- A student can also have multiple mentors. So select one or more mentors from the dropdown.

Note:

- Adding student-mentor mapping fails if,
  - Invalid student ID is provided.
  - No placecom is selected.

- If a mapping already exists for the student, selecting new mentors will override the existing mapping.

Upload Student-Mentor Mapping

- Click "Upload" to open the mapping upload modal.
- Download the template by clicking **Download Sample Template to Upload Student mentor mapping**
- The template consists of two sheets:
  - Sheet 1: Select student email and mentor (placecom) email from the dropdown.

- Sheet 2: Lists current student and placecom emails, which populate the dropdown in Sheet 1.

- Fill in student and mentor emails in Sheet 1 using the dropdowns.
- Upload the completed template.

Ex: To assign multiple mentors to a student, repeat the student's email in separate rows (do not add multiple mentor columns).

Student email	**Placecom email**
student1@email.com	mentor1@email.com
student2@email.com	mentor1@email.com
student1@email.com	mentor2@email.com
student2@email.com	mentor2@email.com

Ex: Assigning a backup mentor to all the students along with existing mapping

Student email	**Placecom email**
student1@email.com	mentor1@email.com
student2@email.com	mentor1@email.com
student1@email.com	mentor2@email.com
student2@email.com	mentor2@email.com
student1@email.com	backupmentor@email.com
student2@email.com	backupmentor@email.com

Note:

- Always use the latest template only.

- Upload student-mentor mapping fails if,
  - Student email or placecom email is missing.
  - Either the student or placecom (mentor) email does not exist in the system (e.g., using an outdated template or emails not selected from the dropdown).
- When new mentors are added for a student, the existing mentor mappings remain and are not overwritten.

Edit Student-Mentor Mapping

- To edit existing student and Mentor Mapping, click on the “Edit” icon in the actions.
- The student field is disabled here.
- To remove any mentor click on the cross mark. To add, select the mentors from the dropdown.

Note:

- Editing student-mentor mapping fails if,
  - No placecom is selected.

Download Student-Mentor Mapping

- To download student-mentor mapping data, click on the “More” button, then click on “Download Mapping”.
- Use filters - Placement Cycle and Batch Group from the dropdowns to filter out the data.
- According to the filters selected, this downloads an Excel file.

Ex:

Student	**Mentor**
student1@email.com	mentor1@email.com

student1@email.com	mentor2@email.com
student2@email.com	mentor2@email.com

Clear Mapping

- This deletes the existing mapping based on the filters - Placement cycle and batch Group selected.
- Select the Placement cycle and batch group from the dropdown for which the mapping needs to be deleted.
- Hover over the “More” button and click on “Clear Mapping”.
- This deletes the respective placement cycle and batch group mapping data.

Cluster-Cohort Mapping

- This section is to map clusters and cohorts to the placement cycles.
- The mapping can be added to the system by uploading.
- Existing mappings can be viewed and easily filtered using the placement cycle filter.

Note:

> - In the job posting, the cluster associated with the placement cycle can be selected.
> - The cohort associated with the cluster can be selected.
> - So only mapped cluster cohorts are available for selection for posting a job.

Upload cluster-cohort mapping

- Click on Upload. This opens a modal.
- Download the template by clicking
- **Download Sample Template to Upload Cluster Cohort Mapping**
- The template consists of two sheets.
  - Sheet 1 - For uploading mapping data. Placement Cycle, Cluster, Cohort. Select the respective values from the dropdown.
  - Sheet 2 - contains current active placement cycles in the system, cluster, and cohort values. These are used to populate the data in sheet 1.
- Select the required Placement Cycle, Cluster, and Cohort from the dropdown. And upload the file.

Note:

> - Always use the latest template only.

> - Upload Cluster-cohort mapping fails if,
>   - Any field, such as Placement Cycle, Cohort, or Cluster, is missed.
>   - There is any duplicate record in the template. (Combination: Placement Cycle, Cluster, Cohort).
>   - Placement Process, Cohort, and Cluster do not exist in the system. This occurs due to the usage of an outdated template or values not selected from the dropdown.

Download Mapping

- To download cluster-cohort mapping data, hover over the “More” button, then click on “Download Mapping”.
- Use filters - Placement cycle from the dropdowns to filter the data.
- According to the filter selected, this downloads an Excel file.

Delete Mapping

- This deletes the existing mapping based on the filter - Placement cycle selected.
- Select the Placement cycle from the dropdown for which the mapping needs to be deleted.
- Hover over the “More” button and click on “Delete”.
- This deletes the respective placement cycle mapping data.

Note:

> - Delete cluster-cohort mapping fails if it is associated with other data - Job Postings.

Dreams

Before Cluster Offers

- Students who receive an offer before the cluster days (the offer must be uploaded in the Offers tab beforehand) will have their data uploaded here.
- This is done because, in the Dream Settings, different criteria and restrictions are set for the number of applications allowed, based on two categories:
  - Students with No Offer Before Cluster
  - Students with Offer Before Cluster (The information of these students is uploaded here)
- The Admin can use the placement cycle filter or the search bar to view the existing records easily.

Upload Before Cluster Offers

- To upload before cluster offers click on “**Upload Before Cluster Offers”** this opens a modal.
- Download the template by clicking
  Download Sample Template to Upload Before Cluster Offers
- The template has two sheets.
  - Sheet 1(Offers) - Here the actual data that is to be uploaded is filled by selecting from the dropdown
  - Sheer 2 - Contains the ActivePlacement Cycles and Student Aliases which are used to populate the dropdown in Sheet 1.
- The template has two fields
  - Placement Cycle
  - Student Alias
- Select the values from the dropdown provided.

Note:

- Always use the latest template only.

- Upload Before Cluster Offer fails if,
  - Placement Cycle and Student Alias fields are missed.
  - Placement Cycle, Student Alias is not found in the system. (This occurs due to the usage of outdated template or values not selected from the dropdown.)
  - A duplicate combination of placement cycle and student alias is found in the system.
  - The student does not have a cluster offer uploaded in the offers tab.

Delete Before Cluster Offers

- To delete the existing before cluster offers information, click on the “delete” icon of respective record.
- Confirm the deletion.

Note:

- Deletion fails if it is used in other entities.

Dream Settings

- This is basically a matrix-like structure to set restrictions on Number of applications that can be applied by student when the student state is RO-0 that is student having a cluster offer.
- Dream applications are applicable for RO-0 state (Cluster Offer) students
- Different restrictions can be set for the two available categories
  - Students **With Offer** Before Cluster
  - Students **With No Offer** Before Cluster
- The restrictions are set as max number of applications can be applied.
- This will be set as Overall Applications max count.
- Individual Cluster Level Applications max count.

- To set dream settings, select the placement cycle from the dropdown. Only active placement cycles will be shown here.
- Initially, all values are set to zero. Set the values accordingly and save.
- If editing existing values, while editing you can revert back to previous values by clicking reset.

Ex:

Status	**Max Applications allowed**	**Max Applications in C1**	**Max Applications in C2**	**Max Applications in C3**
Students **With No Offer** Before Cluster	5	**NA***	3	2
Students **With Offer** Before cluster	3	2	1	1

Note:

- These Dream Settings apply to only clusters with sequence No. 1, 2, and 3 for C1, C2, and C3 respective;y.
- **NA** - In C1 for students with no prior offer, **any value** can be used here as there are no restrictions
- Since these students are still in **active state** (no offer before cluster), dream restrictions do not apply at this point.
- After receiving an offer in any cluster (C1, C2, or C3), the respective count restrictions will come into effect.

Dream Forms

- It is for enabling the dream form for students so that students can select their dream options.

Add a Dream Form

- To add a dream form click on "Add Dream Form". This opens a modal.
- Select the Placement Cycle from the dropdown.
- Select the cluster for which the dream form is to be enabled.
- Select the start and the end date for the dream form.
- And click "Add".

Note:

- Only active placement cycles will be shown in the dropdown.
- After selecting the placement cycle, the clusters associated with the placement cycle (which added in the cluster-cohort mapping) will be populated in the dropdown.
- Adding a dream form fails if,
  - Placement Process, Cluster is not selected.
  - Placement Process does not exist in the system.
  - Cluster does not exist in the system.
  - End time is less than start time and current time.
  - Invalid date and time format, other than yyyy-MM-dd HH:mm:ss
- If the dream form with the placement process, the cluster already exists, the record gets updated. (I,e. The start and the end times will be updated. Only one dream form for a placement cycle and cluster)

Edit a Dream Form

- To edit an existing dream form, click on the edit icon of the respective form.

Note:

- The placement Cycle and the Cluster cannot be edited.

> - Only the start date and the end date can be edited.

Delete a Dream Form

- To delete an existing dream, click on the delete icon of the respective form.

Dream Responses

- In this section, the Admin can
  - View the dream responses submitted by students - cluster-wise and placement cycle-wise. (The latest placement cycle will be selected by default.)
  - Delete a dream response.
  - Run the dream processing.
  - Download dream responses.
  - Download dropped applications.
  - Download student-wise applications.
  - Add a dream response. (when students miss the deadline)
  - Upload OOPs students.

Run Dream Processing

- This can be run only once. Upon running "dream processing", the scenarios based on student's selected option are:

Student Selected Option	Dropped applications	Student State
OOPs Before C1	All Applied Applications will be dropped.	OOPs
OOPs Before C2	All Applied Applications will be dropped.	OOPs
OOPs Before C3	All Applied Applications will be dropped.	OOPs
Dream for C1	Except C1 Applications that opted for C1 Dream, other C1 applications will be dropped.	DREAMING
Dream for C2 not C1	C1 Applications will be dropped.	DREAMING
Dream for C3 not C2 not C1	C1 and C2 Applications will be dropped.	DREAMING
Dream for C2	Except C2 Applications that opted for C2 Dream, other C2 applications will be dropped.	DREAMING
Dream for C3 not C2	C2 Applications will be dropped.	DREAMING
Dream for C3	Except C3 Applications that opted for C3 Dream, other C3 applications will be dropped.	DREAMING

Note:

> - Run Dream Processing Fails if,
>   - Dream processing has already run before.
>   - Dream form is not found in the system. (If one admin has deleted the form & at the same time another admin trying to run the dream processing)
>   - Dream form submission time has not ended.
> - **No applications are dropped or the student state is changed** if the student has **NOT OPTED FOR DREAMS** as student will not be part of dreams, running dream process will not have any impact.
> - This (dropping of applications) is applicable for clusters with sequence Numbers 1, 2, and 3 only.

Download Responses

- To download Dream Responses, hover over "More" button. Click on "Download Responses".
- Based on the placement cycle filter, an excel file with dream responses will be downloaded.
- The sheet contains Student Name, Email, Dream Option and Dream Applications.
- If there are no responses submitted by students yet, then empty file will be downloaded.

Download Applications Dropped

- To download dropped applications, hover over “More” button. Click on “Download Applications Dropped”.
- The sheet contains Student Name, Email, Company, Job Title, Job Role, Cluster, Status, and Time (Dropped time i,e. last updated time).

Download Student-wise Applications

- To download dropped applications, hover over “More” button. Click on “Download Student-wise Applications”.
- The sheet contains Student Name, Email, Roll No., Student Status, Cluster, Applications Count, Applications

Add Dream Response

- The Admin can submit a dream response on behalf of the student. This is helpful when students miss to submit their dream responses within the deadline.
- To Add a Dream Response, hover over “More” button. Click on “Add Dream Response”. This opens a modal.
- Select the placement cycle from the dropdown.
- After selecting the placement cycle, you can select the enrolled students associated with the selected placement cycle.
- Based on the cluster, the Option for Dream Response can be selected from the dropdown

Before C1 Responses	Before C2 Responses	Before C3 Responses
OOPS(Before C1) **Dream For C1** Dream For C2 not C1 Dream For C3 not C2 and C1	OOPS(Before C2) **Dream For C2** Dream for C3 and not C2	OOPS(Before C3) **Dream for C3**

- Upon selecting **”Dream for Current Cluster (C1, C2, C3)”**, “Select Dream(s)” field is enabled.
- Select the application(s) that are to be preferred as the dream applications.
- All the fields are mandatory.

Note:

> - Only Active Placement Cycles will be displayed in the dropdown.
> - Placement Cycle must be selected to populate data in the students dropdown.
> - Only enrolled students in the selected placement cycle will be displayed in the dropdown.
> - Respective dream form should exist with the selected placement cycle and cluster.
> - All the options should be selected in order.
> - Applied applications associated with the selected cluster will be displayed.
> - The selection of applications depends on the counts (Max applications limit, individual cluster limit.) defined in the dream settings.
> - If the selected student has before cluster offer, then “student with offer” counts are applicable.
> - If a dream response already exists by the student, the record gets updated.
> - Add Dream Response fails if,
>   - Dream form does not exist in the system.(If one admin has deleted the form & at the same time another admin trying to run the dream processing)
>   - The selected student(s) does not have any offers.
>   - No application is selected.
>   - Max applications limit, Max applications cluster-wise limit is not set. (Dream settings for placement cycle not exists)
>   - Selected applications exceed cluster specified limit.
>   - Selected applications exceed the maximum dream applications limit.

Upload OOPs Students

- This is the same as the option - OOPs Before the respective cluster.
- To upload OOPs students, hover over the “More” button and click on “Upload OOPs Students”. This opens a modal.
- Download the template by clicking

[Download Sample Template to Upload Oops response]

- The template has two sheets.
  - OOPS Students (sheet 1) - The students to be uploaded. Select the placement cycle, cluster, and student email from the respective dropdown.
  - Sheet 2 - This has placement cycle, cluster, and student emails. This data is used to populate the dropdown data in sheet 1.
  - All are mandatory fields.

Note:

> - Always use only the latest template.

> - Upload OOPs students fail if,
>   - Placement Cycle, Cluster, and Student email are missing.
>   - Placement Cycle, Cluster, and Student email are not present in the system. (This occurs if the outdated template is used or values other than dropdown are entered)
>   - Dream form does not exist in the system.
> - Uploaded Response will not be considered if the student has already submitted any response for the dream form.

Delete Dream Response

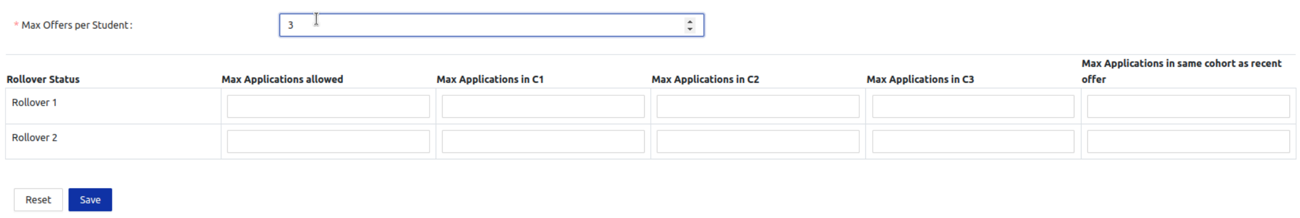
- To delete an existing dream response, click on the “delete” icon present next to the dream response.
- Confirm the deletion.

Note:

> - Deletion fails if,
>   - Dream Response does not exist in the system.

Application Matrix

- This is similar to dream settings. Dream settings are applicable for RO-0 state students. Application Matrix is RO-1, RO-2 students. RO-1, RO-2 states are applicable for PPO offers. **(Will update here regarding states while documenting offers)**
- To create application matrix settings for a cycle, navigate to System Setup → Application Matrix.
- Select a placement cycle from the dropdown. Only active placement cycles will be shown here.
- Withdrawal Deadline (in minutes): This specifies the time window (in minutes) during which the withdrawal window remains open for students. Within this period, students can withdraw their applications to comply with the application matrix criteria.
- Provide the maximum number of offers can a student have in the cycle.
- According to the number of offers, there are rollover states. Upon entering the maximum number of offers rollover state matrix settings structure is opened where for each rollover state, restriction/limit on the number of applications can be set.
  - Say maximum offers = 3, then 2 rollover states will be created → Rollover-1 (RO-1), Rollover 2 (RO-2).
  - Set the limits (Max Applications allowed, Max Applications in C1, Max Applications in C2, Max Applications in C3, Max Applications in the same cohort as recent offer) for each rollover state.



  - When the student gets a PPO offer, the student state is changed to RO-1. In this state RO-1 restrictions on the number of applications are applicable. Within the withdrawal window

time, student need to withdraw the applications if the do not comply with application matrix settings.
    - When the same student gets another offer (cluster/PPO), the student state is changed to RO-2. Here RO-2 restrictions on the number of applications are applicable.
    - As two offers are completed, if the same student gets one more offer - which equals to maximum offers defined in the cycle. So student state is changed to OOPs. (Out of Placements).
- **This info is currently generic, will update related information while documenting offers, student side application matrix, withdrawal.**

Utility

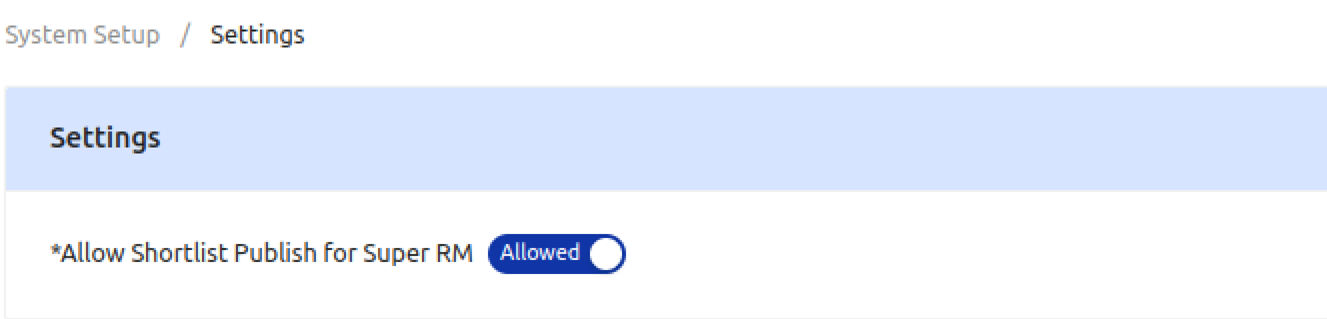
- This section provides utility features like access control using a permission matrix, downloads related to student information, integrate data with the scheduler Portal, and view system activity logs to track user actions and changes made to system settings for transparency and security.
- This section has the following components:
    - Settings
    - Downloads
    - Integrations
    - Permission Matrix
    - Audit Log

Settings

Allow Shortlist Publish for Super RM - Toggle

- This toggle is used to update "Publish Shortlist" access for…

//NEED MORE EXPLANATION ABOUT THIS



- Only Admin can change this toggle.

Downloads

- In this section, different student information files can be downloaded.

Students

- To download students' data, click on "Students". This opens a modal.
- Select the desired Placement Cycle from the dropdown.
- Click on the download button. An Excel file gets downloaded.
- It contains the following fields.
    - Student Name, Student Email, Registration ID, Mobile, Gender, CGPA, Dorm/Hostel, Room No., Extension
- This downloaded template is used to verify the data that is synced in the scheduler portal.

Student CVs

- To download student CVs, click on "Student CVs". This opens a modal.
- Select the desired Placement Cycle from the dropdown
- Click on the download button.
- A zip file of student CVs will be downloaded.

Note:

- Only verified CVs are downloaded.

Download Batch Group Details

- To download Batch Group Details, click on “Download Batch Group Details”. This opens a modal.
- Select the desired Batch Group from the dropdown.
- Click on the download button. An Excel file gets downloaded.
- It contains the following fields.
  - Batch Group Label, Student Name, Roll Number, Email, Year Of Joining.
- This downloaded template is used to verify the data that is synced in the scheduler portal.

GDs

- To download GD Details, click on “GDs”. This opens a modal.
- Select the desired Placement Cycle and Cluster from the dropdown.
- Click on the download button. This downloads an Excel file.
- This file contains the Job Posting data from the Skynet Portal.
  - Company Name, Job Role Label, APC Email (The user who has created the Job Post), Stages
- This downloaded template is used to verify the data that is synced in the scheduler portal.

Interviews

- To download Interview Details, click on “Interviews”. This opens a modal.
- Select the desired Placement Cycle and Cluster from the dropdown.
- Click on the download button. This downloads an Excel file.
- This file contains the Job Posting data from the Skynet Portal.
  - Company, Role, Cluster, Wing Tracker(The user who has created the Job Post)
- This downloaded template is used to verify the data that is synced in the scheduler portal.

Consideration List

- To download the Consideration List, click on “Consideration List”. This opens a modal.
- Select the desired Placement Cycle and Cluster from the dropdown.
- Click on the download button. This downloads an Excel file.
- This file contains the following data
  - Student RegId, Job (Company Name, Job Role), Is Dream? (Is it a dream application. 1 - Yes , 0 - No), CV Link. (URL to view/download the CV)
- OOPsed students are not part of this list.
- This downloaded template is used to verify the data that is synced in the scheduler portal.

GD Shortlists

- To download GD Shortlists, click on “GD Shortlists”. This opens a modal.
- Select the desired Placement Cycle and Cluster from the dropdown.
- Click on the download button. This downloads an Excel file.
- This file contains the following data from the Skynet Portal.
  - GD(Company Name(Job Role)), Registration Id, Stage (Current Stage).
- OOPsed students are not part of this list.
- This downloaded template is used to verify the data that is synced in the scheduler portal.

Interview Shortlists

- To download Interview Shortlists, click on “Interview Shortlists”. This opens a modal.
- Select the desired Placement Cycle and Cluster from the dropdown.
- Click on the download button. This downloads an Excel file.
- This file contains the following data from the Skynet Portal.
  - Interview(Company Name(Job Role)), Registration Id, Stage (Current Stage).
- OOPsed students are not part of this list.
- This downloaded template is used to verify the data that is synced in the scheduler portal.

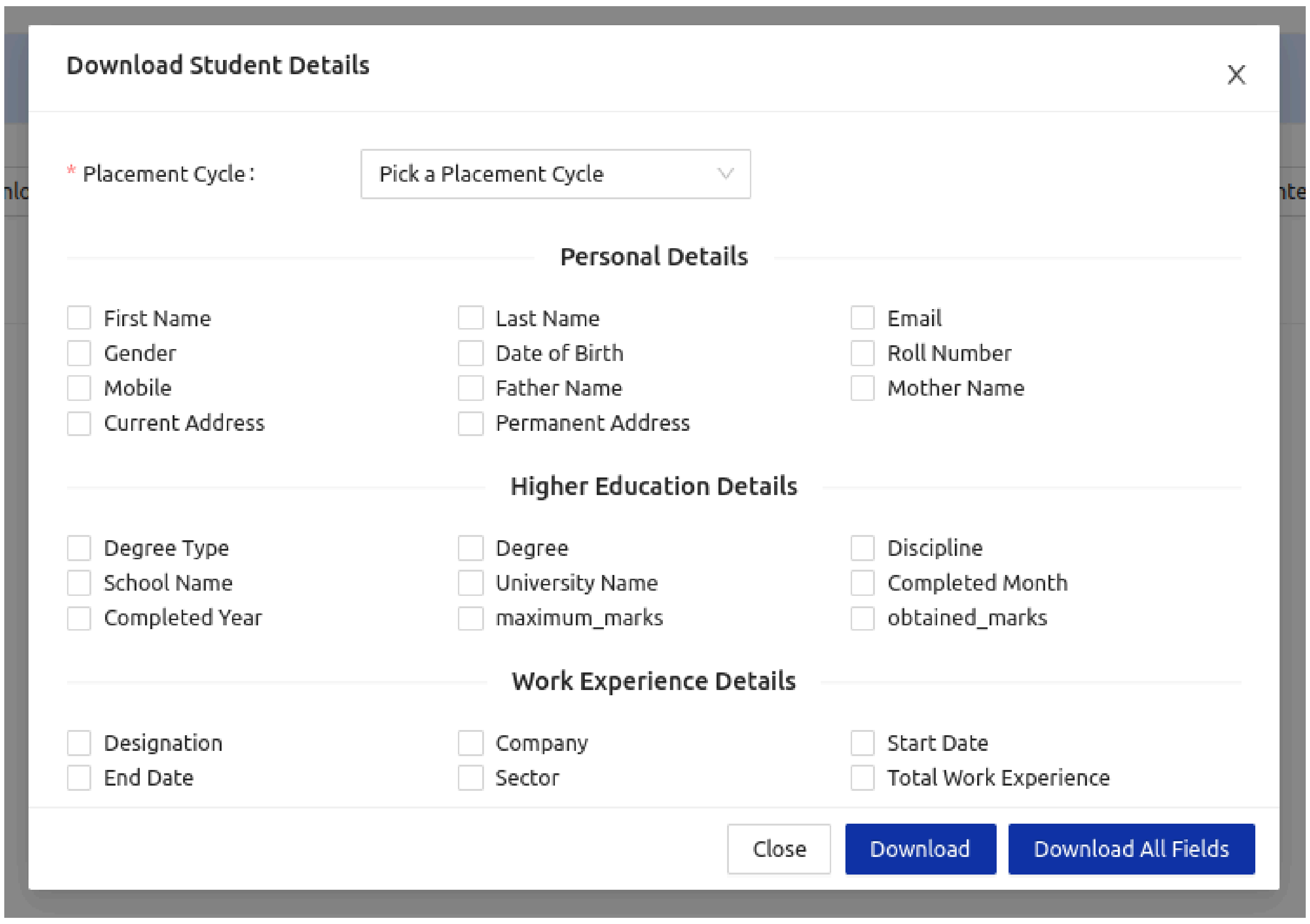
Download Student Wise Applications

- To download Student Wise Applications, click on “Student Wise Applications”. This opens a modal.
- Select the desired Placement Cycle from the dropdown.

- Click on the download button. This downloads an Excel file.
- This file contains the following data from the Skynet Portal.
  - Student Name, Email, Roll No., Student Status, Cluster, Applications Count, Applications (as Company Name(Job Role) - comma separated string)
- This downloaded template is used to verify the data that is synced in the scheduler portal.

Download Student Details

- To download Student Details (This report contains Master Profile Details), click on “Download Student Details”. This opens a modal.
- Select the desired Placement Cycle from the dropdown.
- The Admin can select the required fields related to
  - **Personal Details**
  - **Higher Education Details**
  - **Work Experience Details**
- To select certain fields to be downloaded in the file, select the checkboxes of required data and click on “Download”.
- To get all the details, click on “Download All Fields”.



Integrations

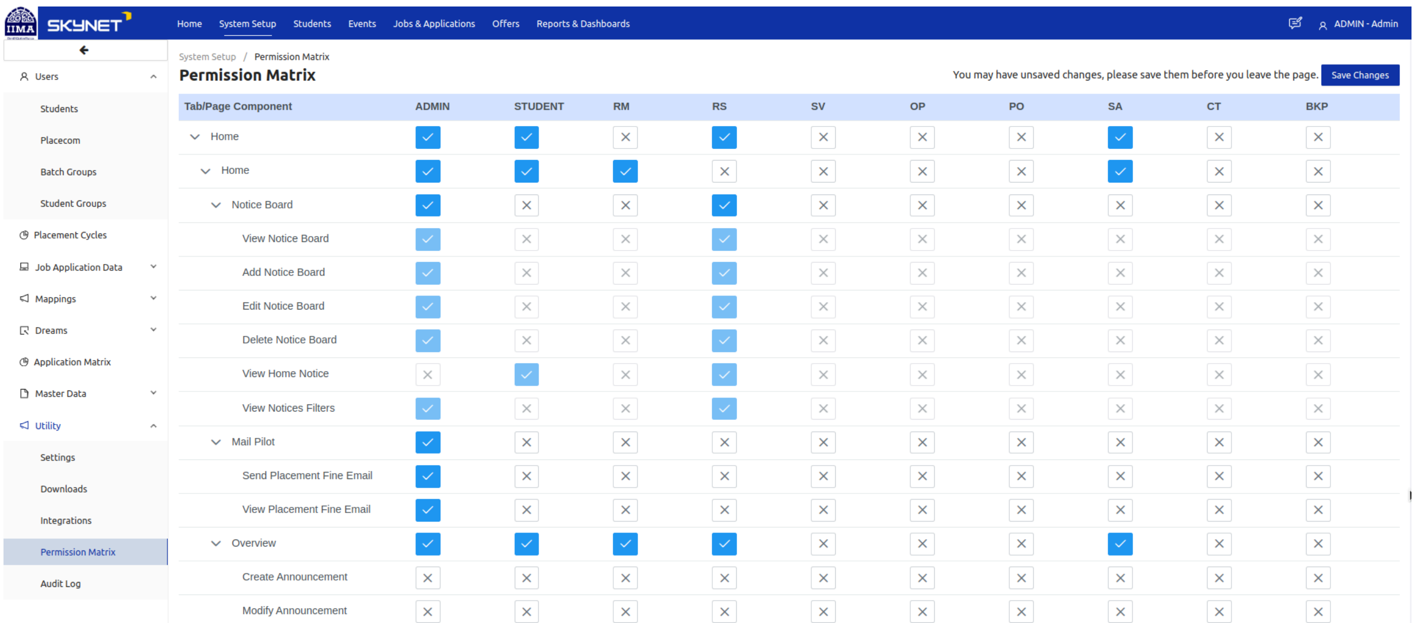
Sync Status From Day S/w

Upload Status From Day S/w

Refresh Power Guides

Permission Matrix

- This is used to control access management.
- This allows for configuring what tabs can be made visible to the users.
- All components and actions are arranged as a matrix.
- Mark the boxes for which access needs to be given with respect to the available users in the system.
- After selecting, click on “Save Changes”



Audit Log

- The Audit Log feature provides a detailed record of system and user activities based on selected filters.
- This feature allows the admins to monitor actions taken within the system and track critical events.
  For example, students might claim that they applied for a job before the deadline but were still unable to submit their application. By checking the audit log, the admins can verify their actions and determine whether the issue was due to a system error or user oversight.

How to use Audit Log?

- **Navigate to the Audit Log** section.
- **Select the Request Type** from the dropdown menu (GET, POST, or All Request Types).
- **Choose the Response Status** from the dropdown (SUCCESS, FAIL, or SYSTEM ERROR).
- **Filter by User Email** by selecting from the available options.
- **Specify the Date Range** by setting the "From" and "To" dates.
- **View Log Data** displayed in a tabular format.
- **Click "View"** in the actions column of a specific record to access detailed information.