**Conditions & Rules**

**Client spoc mobile number to be disclosed to the user for a particular JD?** – User ID level default “Yes”. JD level default “Yes”. If both are “Yes” as per below matrix, the mobile number will be seen in my workspace- “Client spoc details”….In rest all 3 cases, the field will be empty (-) in client spoc details.

If, user id level- "yes", JD level- "yes"- mobile number will be shown

If, user id level- "yes", JD level- "no"- mobile number won’t be shown

If, user id level- "no", JD level- "yes"- mobile number won’t be shown

If, user id level- "no", JD level- "no"- mobile number won’t be shown

Example- If user ID level is ‘yes’ and JD level has been changed by admin to ‘yes’ from earlier ‘no’, then mobile number will start getting seen in my workspace of user area and so on.

**JD should be shown to which user category?** - There are 9 options admin will pick from. ( A, B, C, in house, A&B, B&C, A&B&C, A& in house, A,B,C & in house). In users collection, every user ID is assigned a “category”.- Developer needs to ensure based on the selected category by admin for the particular JD, the JDs will be shown to that particular category user. (User ID is primary key). Later, if admin adds one more category to a JD (via JD master edit), then the JD should be immediately reflecting into the “list of JDs” of new category users

Also if admin removes any particular category from “JD master” settings, then the JD line should immediately get deleted from the “Lists of JDs” for those category users.

**Force to use Talent Trackers database for this JD?/ Force to use Own database (Naukri, Monster, Times jobs, Shine etc) for this JD? / No compulsion (Admin not ticking any of above two checkboxes and giving user an option to choose any type of database for that particular JD):**

At user ID level – default is “No compulsion”. At JD level- default is “No compulsion”. If the first option is clicked by admin, then 2nd & 3rd checkboxes in “Your pay out”- admin panel will be greyed out. If clicked the second option by admin, then 1st and 4th option in “Your pay out” will be greyed out. If none of the options are ticked by admin, then all 4 checkboxes in pay out will be shown.

Developer to consider following scenario

If, user id level- "No compulsion", JD level- "force to use "Talent Tracker's database"- Result: User will be forced to user Talent Trackers database (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only Talent Tracker’s database for this JD. Hence your pay out will be….)

If, user id level- "No compulsion", JD level- "force to use "Own database"- Result: User will be forced to use "Own database". (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only your own database- naukri, monster, times jobs, shine, linkedin etc. Hence your pay out will be….)

If, user id level- "No compulsion", JD level- "No compulsion"- Result: No compulsion. (In ‘terms of JD’ pop up page in “list of JDs”, there will be a notification- 1. “Your pay out will be…..if you use Talent Tracker’s database.2. Your pay out will be ………..if you use own database. Based on user’s selection while locking the JD, In my workspace, “Terms of JD”, there will be a notification” I have chosen to use own database/talent trackers database, hence my pay out will be………)

If, user id level- "force to use "Talent Tracker's database", JD level- "force to use "Talent Tracker's database"- Result: User will be forced to use "Talent Trackers database". (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace” there will be a notification- “admin wants you to use only Talent Tracker’s database for this JD. Hence your pay out will be….)

If, user id level- "force to use "Talent Tracker's database", JD level- "force to use Own database"- Result: User will be forced to use "Own database" (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only your own database- naukri, monster, times jobs, shine, linkedin etc. Hence your pay out will be….)

If, user id level- "force to use Own database", JD level- "force to use "Own database"-Result: User will be forced to use Own database (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only your own database- naukri, monster, times jobs, shine, linkedin etc. Hence your pay out will be….)

If, user id level- "force to use Own database", JD level- "force to use "Talent Trackers database"-Result: User will be forced to use Talent Tracker's database.(In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only Talent Tracker’s database for this JD. Hence your pay out will be….)

If, user id level- " force to use Own database ", JD level- "No compulsion"- Result: No compulsion. Result: User will be forced to use Own database (In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only your own database- naukri, monster, times jobs, shine, linkedin etc. Hence your pay out will be….)

If, user id level- " force to use Talent Trackers database ", JD level- "No compulsion"- Result: No compulsion. Result: User will be forced to use Talent Trackers Database(In ‘terms of JD’ pop up page in “list of JDs” and “my workspace”, there will be a notification- “admin wants you to use only Talent Tracker’s database for this JD. Hence your pay out will be….)

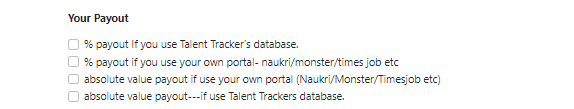
If either of above two options are clicked by admin- i.e: Force to use Talent Trackers database for this JD?/ Force to use Own database (Naukri, Monster, Times jobs, Shine etc) for this JD, then in “List of JDs” – “Lock for me”… in pop up window there won’t be any options for users to choose- Directly there will be a notification….your pay out will be ……………for this JD.

Impact on pay out:

If admin ticks Force to use Talent Trackers database for this JD?- then checkbox 2 & 3 in “New JD addition” will greyed out- & admin will enter value in either 1 or 4. (not both)

If admin ticks, Force to use Own database (Naukri, Monster, Times jobs, Shine etc) for this JD, then checkbox 1 & 4 will be greyed out. & admin will enter value in either 2 or 3. (not both)

If admin doesn’t tick any of the two checkboxes (Means “No compulsion”) – then nothing will be greyed out, and all 4 below pay out options will be shown to admin. Then admin can enter value in 1 and 2 or 3 and 4

****

**Exclusivity :** If admin selects “1”, & if any one user clicks “lock for me” button then the button will greyed out & JD will be allocated to that user….Also status in “list of JDs” will change from “open” to “pending delivery. The JD line will move to the “My workspace” of that particular user ID.

If admin selects 2, then if any two users click “lock for me” button, only then the button will be greyed out & status in “list of JDs” will change to “pending delivery”.

Later, if admin changes exclusivity from, say- 2 to 4, the status in “list of JDs” will again change from “pending delivery” to “open”, & we have to wait for the next 2 users to lock the JD before the status changes. Also the button “lock for me” will not be greyed out till all 4 users lock the JD. However, the status in “My workspace” of a particular user who has locked the JD & “JD master” in admin area will still be shown “pending delivery”.

Later, if user requests admin, I mistakenly locked this JD, now I wish to work on some other JD, please disassociate me from this JD. Then once admin deletes the JD line from “JD master” (admin area), then the same JD will be available for other users to lock. Also the JD line will get deleted from “My Workspace” of the user. If delivery submission is not made by user within 24 hours of JD locking, then the status should change from “pending delivery” to open in “List of JDs” of user area and “JD master” of admin area.

We are not giving exclusivity to users at the user ID level.

**CVs Quality check required by admin?** - It has an impact only on sending CVs submission via Email panel. JD level should be default “No”. User ID level should be default “Yes”. Developer to consider following matrix.

If, user id level- "yes", JD level- "yes"- CVs will be sent to admin for quality check

If, user id level- "yes", JD level- "no"- CVs will be directly sent to client by user

If, user id level- "no", JD level- "yes"- CVs will be directly sent to client by user

If, user id level- "no", JD level- "no"- CVs will be directly sent to client by user

If CVs are to be sent to admin for the Quality check, then in the email panel of “submit”, the “To” email will be admin’s email ID… There is an approve button in “JD master” (admin panel), once clicked by admin, the CVs are approved for quality. Next time when user clicks “submit”, & email panel opens up, the client spoc email ID will be appearing in “To/CC”.

If JD level or User ID level settings are changed by admin according to above conditions, the email IDs in TO/CC of submit area should reverse. Example- if earlier admin’s CVs quality check was not required, now required- then, then when user opens email panel for the particular JD, then admin email will be seen frozen in “TO”, not the client email ID. Hence CVs will be first sent to admin for approval.

**JD upload Date-Time:** When a “New JD addition” form is opened, the JD upload date time will be default picked up by system from “Server clock”…IST (Indian standard time & date) is set on the server clock.

**Assured delivery date-time required by client:** System will calculate exactly 24 hours ahead of the JD upload date-time as the assured delivery date-time. The same will be maintained in the List of JDs, My Workspace and JD master.

**Client coordination: (who will send the CVs submission to client?)-** at User ID level, default is “User”. At JD level, default is “User”.

Developer to consider following scenario.

user id level- "user", JD level- "user"- user will directly send CVs submission to client from his/her official Email ID.

user id level- "user", JD level- "admin"- admin will send CVs submission to client once received from user.

user id level- "admin", JD level- "user"- admin will send CVs submission to client once received from user.

user id level- "admin", JD level- "admin"- admin will send CVs submission to client once received from user.

If JD level or User ID level settings are changed by admin according to above condition, the email IDs in TO/CC of submit area should reverse. Example- if earlier user was sending cvs submission to client, now the setting changed to admin…then when user opens email panel for the particular JD, then admin email will be seen frozen in “TO”, not the client email ID.

“**Allow user to update the “status” field in “My Workspace” (Y/N)-** default “Yes”

If changed to “No” by admin in “User ID level” settings, then actions- edit- Status as per recruiter will be disabled/ greyed out. Else it remains enabled

**Allow one candidate submission by user? (Y/N)-** at user ID level, Default “No”. At JD level default “No”.

Developer to consider following scenario.

user id level- "No", JD level- "No"- One candidate submission is not allowed.

user id level- "No", JD level- "yes"- Allowed One candidate submission

user id level- "yes", JD level- "No"- One candidate submission is not allowed

user id level- "yes", JD level- "yes"- Allowed One candidate submission

**Designation:**  Once admin changes the same in “User ID level changes”, it should reflect in the “signature” of Submit in My Workspace. Accordingly, the signature should change in the email body content of the mail of user. Also in my profile of user and “Admin assigned information” of Recruiter master.

**Pay-out:** Developer can create 4 object fields in “new\_JDs” collection namely

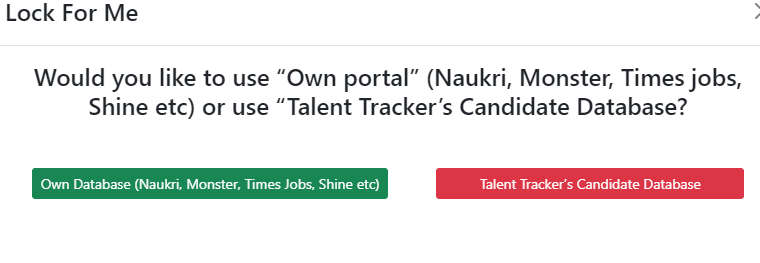
1. Percentage\_payout\_talent\_trackers\_database  
    consultancy  
    individual
2. percentage\_payout\_own\_portal   
    consultancy  
    individual
3. absolute\_value\_payout\_talent\_trackers\_database   
    consultancy  
    individual

4. absolute\_value\_payout\_own\_portal  
 consultancy  
 individual

Once the data is entered by admin in the fields, the same data will be shown to user in two places.1. List of JDs. 2. My workspace

In list of JDs, there is a header “My Pay out”. If user is defined as a consultancy by admin, then only consultancy related values will be shown to the particular user and so on. (User ID is the primary key for mapping) It means, the first check in the “Users” collection will be, against every user id, whether the user is defined as a consultancy or individual.

Next, there is “lock for me” button at the extreme right of list of JDs. Depending upon whether user chooses own database or Talent Trackers Database, **there will be only 1 value to be shown to user.** Also Developer needs to display only options 2 if user clicks “green” button & only 1 if user clicks “red” button.



Also in my workspace- Payout & Terms of JD, the 1 single value will be displayed to user.

Pay out edit- Any edit in pay out by admin from “JD master”- will be updated in “New\_JDs” collection and should get reflected in all respective headers of “my workspace”, “list of JDs” and “JD master” etc.

Fix pay out condition- In “User ID level changes” – there is a setting, Fixed pay out…. If admin activates this setting, then only the options 1 and 2 to be shown in “list of JDs” and “My workspace”. Example- If admin amd user mutually agree that 50% pay out should be given to user all the time, irrespective of whichever JD he or she picks up, then accordingly the pay out line will be always 50%...

**User is a consultancy or an individual? –** In users collection, there can be a field- “User\_type” – The default is “individual”. Later, in “User ID level changes”, based on KYC, admin can change the status to consultancy. This field is very important to map the “Pay-outs”…User ID is the primary key.

**Allow user to write special remarks, comments in the tracker sheet-** default is “Allow”. If admin selects the option “Don’t allow” in “User ID level changes”, then the text field in “list of candidates” in My workspace will be greyed out. Hence user will not able to update any special remarks about the candidate.

**Detail JD (doc, pdf file sent by client) to be shown to a particular user even if he or she is not accepting the JD? (Y/N) –** default “Yes”. If admin selects the option “No” in “User ID level changes”, then the header “Job description” in list of JDs will be disabled/greyed out.

**Client Email list- To/CC:** This field is there in “New JD addition”. There can be an object “Client\_email\_list” in the collection “new\_JDs”…& then dropdowns To/ CC in the object…In “TO”- there can be one or more email IDs admin will enter comma separated, similarly in CC. These email IDs will be as it is picked up in “Email panel”, ribbon To and CC. (This is applicable in case the client coordination is to be done by user, and after cvs quality check criteria)

**JD status:** First 3 status should be changed by system, rest 6 manually by admin or user

1. open (not accepted by any user),

2. pending delivery (accepted but not yet delivered),

3. delivery done-await client feedback,

4. interview stage,

5. offer stage,

6. Offer Accepted-Candidate Serving notice

7. Joined

8. Invoice raised- await payment

9. rework (with reasons)

Open- Every Newly added JD will have a status “Open”.

Pending Delivery: When User locks the JD, the status will turn to “Pending Delivery” in “JD master” and “My workspace” for that particular user ID. However, in “List of JDs” the status will change depending upon how many users we are allowing to lock the particular JD. Example- If exclusivity is 4, then only after 4 users lock the JD, the status will change to “pending delivery” in list of JDs.

Delivery Done- await client feedback- The trigger for status change from “pending delivery” to “Delivery Done- await client feedback” is- Once the email is “sent” from the user’s email account in submit area. Say, if 2 users have accepted the JD and only one of them has made the delivery submission, then only in that particular user’s account who has made the delivery submission, the status will change to “delivery done- await client feedback”. The other user who has yet not made the delivery submission- the status in his/her user area will continue to reflect as “pending delivery”. Unless all the recruiters who have not done the submission, the status in common “list of JDs” will still be “pending delivery”. If only 1 user is assigned a particular JD, and he or she makes a submission, then status will change “Delivery done-await client feedback” to their user area and also the common “list of JDs”.

Rest of the 6 status should be changed manually by admin/user together

4. interview stage,

5. offer stage,

6. Offer Accepted-Candidate Serving notice

7. Joined

8. Invoice raised- await payment

9. rework (with reasons)

**Admin Spoc details:** Admin will input 4 fields in “new JD addition” form, (namely admin spoc name, admin spoc email, admin spoc mobile number, admin spoc designation). System will pick up “admin spoc email” in the Email panel of user- in To/CC field from this field

**Client spoc1/2/3 details:** Admin will input 4 fields in “client master”, (namely client spoc1/2/3 name, admin spoc1/2/3 email, admin spoc1/2/3 mobile number, client spoc1/2/3 designation). This information will be displayed to user in “My Workspace”- on a clickable link header “client spoc details”. The condition mobile number to de shown or not will still apply as per above description.

**Delete the JD row from “JD master”:** If admin deletes the JD row from JD master, then the JD should get disassociated from the user who locked it, & the status should change to open from pending delivery. Also the JD line should get deleted from “My Workspace” of user area. Also user should able to lock new JD as per the exclusivity criteria given to the user. But the JD line from “list of JDs” in admin and user area should not get deleted. Because we are not deleting the “New JD addition” form, but simply disconnecting the JD from the user who locked it.

**Edit in “JD master” of admin area:** Any edits done by admin in JD master, the changes are happening in the document of “New\_JDs” collection. Hence the change should reflect in “list of JDs” in admin and user area, also My workspace in admin area.

**Offer**: Once clicked, the form will be filled up by user for the selected candidate. There can be a collection “offers” in MongoDB where all forms from all user IDs for all JD numbers will get saved. Developer will show the respective users their offers in respective user accounts. However, admin will see all offers together in “offer tracking sheet”. The important fields in collection will be JD number, customer ID, user ID, candidate ID. Two mandatory fields need to be given by Developer, 1. “Offer accepted by candidate?”- must have “yes” value & 2. DOJ (date of joining) should not be empty. If both these conditions are not met, there should be an error notification- “Please enter the mandatory fields. The offer sheet can not be accepted unless we have “Date of Joining” from the candidate and confirmation on “Offer accepted”.

**Cron jobs:** The purpose of cron jobs is to send email notifications to users at different stages of their activities. The sending Email ID for notifications should be [admin@talenthr.in](mailto:admin@talenthr.in)

1. Email to user for JD locking- Content send in a doc file
2. Email to user for the successful closure- Content send in a doc file
3. Email to client for acknowledgment of work - Content send in a doc file

**JD master:** User ID is the primary key along with JD number….If say, 3 users lock the JD then there will be 3 lines appearing in JD master, one each for every user ID. The clickable link “Terms of JD” from ‘My Workspace’ will be exactly copied into “JD Acceptance” link.

Following other fields & their values will reverse flow from “My Workspace” to JD master against a particular user ID. 1. Status as per user. 2. Offer 3. Feedback from client. 4. Number of submissions 5. Submission date-time 6. Exchange notes with admin. 7. User ID who accepted the JD. 8. User name who accepted the JD. 9. Date-Time of JD locking 10. Assured delivery date-time.

Rest all fields to be copied from “New JD addition” form (There are 45 fields).

**Offer tracking sheet-** following fields will be picked up from “offer” collection.

Client name, 2. Client ID, 3. Candidate ID. 4. User ID. 5. User name 6. JD title 7. JD number. There will be a formula to calculate base invoice value and user incentives, also Talent trackers’ share as given below.

|  |
| --- |
| 1. Billable CTC (pick up from Offer) |
|  |
|  |
|  |
| 1. sign up rate (pick up from JD master) |
| 1. base invoice value (calculate, sr.no 1\* sr. no 2) |
| 1. recruiter's payout % (pick up from JD master) |
| 1. Recruiter's payout- absolute value (pick up from JD master) |
| 1. Recruiter's payout value (sr. no 3 \*sr. no 4) |
| 1. TTC's share (calculate, “sr. no 3- sr. no 6) |
|  |

**Submit**: Set up SMTP server on Cpanel of Bluehost with unlimited email IDs. Once clicked “submit”, will open email panel- with “from” email ID as the user’s official email ID assigned by talent trackers (pick up from the “Recruiter master”)

1. To/CC emails will be picked up by system from “client email list’ field from “client master”.
2. Subject line personalization- “client name\_ jd title, Location , user\_Id”
3. Salutation in email body template- Merge tag ‘Dear {first\_name}….pick up from the field “client spoc1 first name” in client master.
4. Templates- should be saved by admin in a DB, to be displayed to users in their submit area.
5. Attach tracker sheet- name of the tracker sheet “client\_name, jd\_title, location, user\_id, jd\_number”. Upload option from the local machine.
6. Attach cvs- Upload from the local machine of user.
7. Signature- pick up from the signature tab in submit area.

Full name of the user (pick up from the recruiter master- “personal information)  
Designation (pick up from “admin assigned information”)  
Talent Trackers Consulting Pvt Ltd (standard for all users)  
<https://www.talenttrackers.in> (standard for all users)  
[firstname.lastname@domain.com](mailto:firstname.lastname@domain.com) (pick up from the recruiter master- “personal information)  
logo, link icons for – fb, insta, twitter, linkedin ((standard for all users)

**Add candidate**- Once clicked this form, system to generate an 8 digit unique candidate ID. Following fields will be picked up from the “my workspace”. 1. Jd number 2. Client name. 3. Jd title. 4.jd location 5.user id . Rest all fields are variable, to be entered by user for the particular candidate. The form will get saved in some collection (say, “list\_of\_candidates).

|  |
| --- |
|  |

**List of candidates**- List of candidates collection should be shown in both user and admin area. Say, there are 10 users handling 1 JD each per day, (5 JDs per week.) Also, say, they sourced 3 candidates for every JD. Hence there will be total 150 candidates sourced by 10 users in a week. All these candidates need to be seen by admin together in “list of candidates” tab. Also individual user needs to see their added candidates in respective user accounts. For admin, all candidate data against all user IDs needs to append from individual User’s collection first, then compile together.

Developer needs to design a method how this flow of data will happen. Input from us- There can be a single collection “list\_of\_candidates” where all newly added candidates keep on appending against each user ID. User specific data will be displayed in “My candidates” area for that particular user. However, admin will be shown the data for all user IDs in “list of candidates” in admin area.

There is ‘add to tracker sheet’ button in “list of candidates”. User will tick the checkboxes which candidates he or she wants to add to the tracker sheet. The header format of tracker sheet is sent to the developer.

**Tracker sheet**: Sent to developer the format of tracker sheet. The source of tracker sheet is “Add Candidate” form.

If any field is kept empty by user without filling any information, then that header field should be skipped from the tracker sheet.

Csv file of the tracker sheet will be editable to the user. Given in the sheet mandatory/non mandatory fields which developer needs to note.

There are standard remarks in the tracker sheet to be picked up from “List of candidates”…Based on the ticks made by recruiter in the checkboxes of “Recruiter’s remarks”, the default remarks will be picked up by system in the tracker sheet.

The standard file name of tracker sheet csv file is –“client name\_jd title, JD location, user\_id”.

**Download tracker sheet-** Once clicked, the csv file of the tracker sheet will be downloaded on the local machine of the user.

**My profile (Recruiter Master)**

**Admin assigned information**- The source of data for “Admin assigned information” is “User ID level changes” in admin panel. (16 headers). When any new user signs up, the default values of all 16 headers will get added to the collection as new fields for the new user. While making the MongoDB collection, developer should ensure that “User ID” is the primary key….

There can be a master collection for users (name: “Users”) with “User ID” as the primary key….Developer can have 4 objects in the collection, one each for admin assigned information, personal information, work information and bank details. Once user fills up this info, can get stored in the object/array against the User ID.

The “Admin assigned information” will be viewed at two locations. My profile in user area & “Recruiter master” in admin area. There are 2 fields in user ID level changes, which are not to be shown to user in ‘my profile’- admin assigned information. 1. Unsubscribe/ Suspension of user 2. Admin can make it compulsory for user to use own / our database. Any changes made by admin in “user ID level changes” should reflect in both places.

Developer should ensure that admin can mass update default values in “users” collection ….& also does it from the front end ( require a simple form)….a filter & insert query like below will ensure mass update of values.

db.<collection>.updateMany({$and:[{field:"value"},{field:value},{$or:[{field: "value"},{field:{value}}]}]},{$set:{field:"value"}})

**User ID-** Once the user signs up, system will generate 8 digit numeric unique user id which will start with suffix “R” …(R means recruiter)

**User Email ID-**  System should create email ID for new user as [firstname.lastname@domain.com](mailto:firstname.lastname@domain.com). First Name and Last name to be picked up from Recruiter master….A http request can be made to cpanel for auto email creation with default values of password/size of mailbox (1GB).

**Personal information/Work information/Bank Details-** User will have view, edit and save rights in the same page. Admin only viewing rights. The values updated by user to be reflected in “Recruiter Master” in admin area & “My profile” in user area.

**Dashboard**

There can be a collection named “dashboard” with “User ID” as the primary key. There are 10 blocks in user dashboard. For every user ID, the system will capture the count of values in “status” field in “JD master” of admin area. There are 9 values of “status” as given below.

1. open (not accepted by any user),

2. pending delivery (accepted but not yet delivered),

3. delivery done-await client feedback,

4. interview stage,

5. offer stage,

6. JD successfully closed- change “Offer accepted- Serving Notice Period”

7. Joined

8. Invoice raised- await payment

9. Rework (with reasons)

Developer needs to add “date” fields so that the status is captured for today, this week, this month, last month, last quarter, last year etc. No. of mobile numbers viewed/downloaded will be captured from a different collection (once module4 is ready). Pay out /Incentives will be captured from “Offer” table in My workspace. Rating will be captured from “Recruiter master”.

The dashboard data will also flow to the “User Dashboard” in admin area. There are additional fields in user dashboard. Developer needs to ensure that the new fields in user dashboard are covered in the collection.

**New JD Addition**

New JD addition is just a form and & the saved data will be stored in some MongoDB collection, say, “New\_JDs” collection and displayed in “list of JDs” in both admin area and user area.!- JD number will be the primary key, & for every new JD added by admin, there will be one document created in the MongoDB collection. So, if admin has added 100 JDs, then there will be 100 documents. Each document will have all 45 fields which are there in New JD addition form.

JD number is automatically allocated when admin is opening a new form. Source There can be a collection, say, “JD master” where all the new JDs added (via form “New JD Addition) by admin should get updated. (JD number as primary key). We can have 5 objects namely

**List of JDs in admin area**

All 45 fields in “New JD addition” form will be displayed in list of JDs in admin area, without “lock for me” button. The only difference between “list of JDs” in user area and admin area is lock for me button.