CIS 634 Object-Oriented Software Engineering

Project Group -13

Presented by:

Sandeep kumar torlikonda [2827770]

Rakesh varma samala [2836947]

Nikhil Chandra raj Potlapally [2830642]

USER MANUAL

APPLICANT TRACKING SYSTEM

ATS

- Application Tracking System for recruiters simplifies the recruiting process by using automated intelligence to screen for the best, most qualified candidates.
- Since there are many open positions that can attract hundreds or even thousands of candidates without the necessary qualifications, this saves recruiters and companies time that would otherwise be spent manually screening out these candidates.
- Candidates are looking for application processes that are easy, fast, and user-friendly. The best applicant tracking systems allow job seekers to easily apply for a position from any device without needing to create a login. This means that companies benefit from a larger pool of applicants, which can then be ranked based on skills and experience.

Hardware and Software Requirements

Requires a desktop or a laptop with an Internet browser.

To access and use the functionalities of our Application Tracking System you should have an updated web browser, you can go to our website by entering the ATS web Portal.

Accessing The Software

For New User

When a new client is registered into our Software they have to first register their all employees or recruiters who are going to use the ATS. By pressing the Sign in button on the homepage, you will be redirected to a form where you will have to fill in all the necessary details in order to get registered to our Database. Once this registration is done, you will be redirected back to the homepage of our ATS.

Now, you have to click on the Login button and enter your registered credentials to gain authorization for the software.

For Old User

Old users or registered users with the credentials can directly click on the Login button on the homepage and enter the credentials to get authorization and access to the ATS.

Dashboard

Once you are successfully authorized and registered to the ATS, you will land on the dashboard of our software that contains all the major information and analysis report that is useful for the recruiters to be effective and up-to-date.

In the dashboard, you can access all the major information like all the data of openings in the table, Major sales, and recruit reports, and recruiters' reports containing how many candidates are being parsed by different individual recruiters in the organization.

On the above dashboard, you see a navigation bar containing all the different functionalities of the ATS. The navigation bar consists of Openings Tab, Candidates Tab, Pipeline Tab, Placement Tab, Account Tab, and a Logout button.

Openings

Under openings, you can access all the job openings for which the recruitment process is to be done. You can get all the information in a tabular format.

If you have a new opening to work on, you can add that to the database by clicking on the Add Opening button present above the table. By clicking you will be redirected to a new web page in which you can enter all the required data for the new opening.

Candidates

In this tab, you see all the parsed and entered candidates in the database that has been entered by the different recruiters.

Recruiters can enter new candidates by clicking on the Add Candidates button present above the table. You will be redirected to a new web page in which you will have to enter all the details in the form and submit it.

Pipelined

Here you can see the pipelined candidates that have been processed by the recruiters by matching the job opening requirements and the candidates present in the database.

The recruiter can add a new pipeline by clicking on the Add Pipeline button, it will be redirected to a form where the recruiters have to select the job opening from all the openings listed and the candidates present in the database with the other relevant information.

Placement

Under placement, all the records and relevant data of the placed candidates are shown in tabular format.

Plus, in order to add a record of a newly placed candidate, the recruiter has to click the add placement button above the table and fill in the relevant information regarding placements.

Accounts

In accounts, all the information regarding the client for whom the recruitment process is happening is shown.

You can add a record of a new client by clicking on the Add Accounts button and filling in all the required information.

Log out

It is advised to all the users to log out from the web portal whenever their work is done in order to be secured from any other mischief activities. Once the user logout from the portal, it will be redirected to the homepage of out ATS.