

NGAGE HANDBOOK

Table of contents

FRONT-END.....	3
1. Login.....	3
2. Upload your CV.....	3
3. Job list.....	5
3.1. Apply to a job.....	6
3.2. Job advert sharing.....	7
4. Login for candidate.....	8
4.1. Personal area and job ads.....	8
4.2. Job Agent (OPTIONAL MODULE*).....	9
4.3. Documents.....	10
4.4. Video resume (OPTIONAL MODULE*).....	10
4.5. Job test.....	12
4.6. Image upload.....	12
4.7. Account management.....	13
5. Mobile version.....	14
6. Login for contact person.....	14
6.1. Candidate's summary.....	15
6.2. Multimailing.....	16
6.3. Candidates suggestion (OPTIONAL MODULE*).....	18
6.4. Job orders (OPTIONAL MODULE*).....	19
6.5. Account management.....	19
LOGIN FOR EMPLOYER.....	20
1. Account management.....	20
1.1. Personal.....	20
1.2. Users.....	21
1.3. Candidates.....	24
1.4. Companies.....	26
1.5. Management setup.....	26
1.6. File storage (OPTIONAL MODULE*).....	27
1.7. Job ads logo (OPTIONAL MODULE*).....	27
2. MODULE "AGENDA".....	29

3. MODULE "CANDIDATES".....	31
3.1. Dashboard.....	31
3.2. Post a job.....	33
3.3. My ads.....	35
3.4. Recruitment step.....	38
3.5. Interview step.....	48
3.6. Selection step.....	53
3.7. Candidates (Database searches).....	64
3.8. Shared with me.....	66
3.9. Exports.....	67
3.10. Candidate's profile.....	67
3.11. More tools.....	82
4. MODULE "CLIENTS".....	83
4.1. Dashboard.....	83
4.2. Company.....	86
4.3. Opportunities.....	110
4.4. Alerts.....	113
4.5. Job Radar.....	113
4.6. Mailing List.....	116
4.7. Exports.....	124
5. MODULE "REPORTING".....	125
5.1. Selection, Companies and Conversion.....	125
5.2. Selection > Check competitor-candidates.....	145
5.3. Data-log.....	146
5.4. Exports.....	149

FRONT-END

The software front-end is made up of 3 pages: the login page, the job list page and the



application form. Once linked to the company website, these sections are accessible to all users.

1. Login

The login page is a page from which users can log into the system. This page can be accessed by all the system users (candidates, employers or contact people).

Login to your profile

Enter email

Enter email

Enter password

Enter password

[Forgot password?](#)

[Sign up as Candidate](#)

[Login](#)

OR REQUEST COMPANY USERS

[Click here](#)

If you have forgotten your password, you can easily click on "Forgot password?" and you will be redirected to the password recovery page. By clicking on "Recover", you will receive an automated e-mail to set a new password. If the e-mail entered has not been registered in the database yet, you will see the following message:

Not registered! There are no users registered with this email

N.B.: It is necessary to access the "recover password" function from the link in the last email received.

2. Upload your CV

Here you can access the candidate's application form. Compulsory fields are marked with the symbol * (if you don't fill in these fields, the application cannot be completed).

The email address is the unique identifier that allows recognizing each candidate profile. If an email address has already been registered into the database, an error message is reported.

Email *

Password *

Confirm password *

This email address already exists in the database. Recover the access
data: **RECOVER**. Log in: **LOGIN**

Upload CV: Into the section “Personal details”, you have to upload your CV.

Personal details

Name *	Domicile country *	residence same as domicile <input checked="" type="checkbox"/>
Name	Switzerland	
Last name *	Domicile region *	- Select -
Last name		
Date of birth *	Domicile zip code	
Date of birth	ZIP code	
Gender *	Domicile city (Fiscal) *	
- Select -	Domicile City (Fiscal)	
Nationality *	Domicile address	
Swiss	Address	
Mobile phone *	Website	+ Add url
+41 Mobile phone	https://www.linkedin.com/in...	
	Driving licence	+ Add licence
	- Select -	
	Means of transport	
	- Select -	
<p>CV language *)</p> <p>English</p> <p>Upload your CV</p> <p>Upload CV</p> <p>2 Mb max size, we accept: .doc .docx .txt .odt .rtf .pdf .png .jpg</p>		

It is necessary to choose the language in which your CV was written (English, German, French, Italian, Portuguese, Spanish and Polish, if provided). The semantic reading will be carried out according to the language used in the CV. The language of all automated emails sent by the system depends on that of the CV. In the event that your software version is monolingual, all emails and SMS will be sent in the installation language, regardless of the language of the CV.

For what concerns the file upload, the system informs you that:

- only the following formats are accepted: .doc .docx .txt .odt .rtf .pdf .png .jpg
- the maximum size accepted is 2MB.

Privacy: The standard flags in this section are as follows:

1. “I accept Privacy, Terms & Conditions” -> this is compulsory to proceed with the application
2. “I consent to receive electronic communications” -> this flag creates a filter into candidates’ searches, helpful for activities related to multymailing
3. “Send me e-mails about new job offers aligned with my profile” -> this flag is included only in the systems with the mod “**Job Agent**” activated; it allows to automatically activate job alerts according to the candidate’s professional profile.

Once you have filled in the application form and you have clicked on the button “Save”, you will be shown a second page where you can:

- Upload a new certificate (OPTIONAL MODULE*);
- Add experience. This section allows the candidate to add professional experiences, especially those not mentioned in the CV;
- See and improve the CV extraction as well as the professional tags identified by the semantic engine. The candidate can change the text extracted from the CV and adjust the related professional tags.

Improve extracted text

These are the job titles matched to the CV by our semantic search engine

+ 

javascript programmer x software developer x web designer x web programmer x c/c++ programmer x java programmer x
php programmer x

Text extracted from the CV *



Professional Summary

I am a passionate web developer with 12 years of experience building virtual platforms for organizations at a professional level. My experience with development software is primarily JavaScript and Ajax, but I am also comfortable using Perl, C++, PHP, and Java, among others. I am creative and detail-oriented in designing platforms that are functional and user-friendly. I have a strong understanding of the use of SEO and social media in building brand awareness and gaining visibility in search engine rankings. I also value the use of mobile programming to design a well-rounded platform that caters to the unique needs of each customer I serve.

Work Experience

Web Developer 2010 to present

Work with a team of four web developers who create and manage a platform for organizational development and employee education. Use JavaScript, PHP, and AJAX, among other tools, to design the platform. Write two to four pieces of SEO content every month to use in building the company's online ranking.

If there are any problems with the CV extraction, the following message will be displayed:

Improve extracted text

Warning!
ATTENTION: we are not able to read your CV. Please upload a new file or copy and paste a textual version of it inside the box below

3. Job list

The job list includes the full list of online ads.

Each job ad string shows workplace, sector and role, as well as a preview of the ad description (along with the last modification date).

Thanks to the widget on the right, you can use the filters to find job ads aligned with your search. Next to some filters, the link "List all" lists all the current sectors, roles and regions in reference to the active job offers.

Once the filters have been set, click on "**Start the search**" to start selecting the jobs to be displayed:



Ejecutiva comercial

Site: Argentina, Buenos Aires, Buenos Aires
 Sector: Utilities
 Role: Sales Management / Sales

In Move Consulting se encuentra en la búsqueda de una Ejecutiva Comercial Viajante para una importante empresa que brinda servicios e insumos de limpieza

24/06/2022

Técnico de producción y compras

Site: Argentina, Buenos Aires, San Martín
 Sector: Textile production
 Role: Purchasing / Procurement

Buscamos un técnico de producción y compras con estas competencias: - Contacto con oriente. - Seguimiento de confección de muestras - Seguimiento de

24/06/2022

Assistant web developer

Site: United States of America, Washington, Washington
 Sector: Information Technology
 Role: Technology / IT

The Assistant Web Developer assists in development, designing, and maintaining full-scale web frameworks, and will work with developers to assist in innovation and

20/06/2022

Total jobs: 12

Keyword

What kind of job?

Country

List all

- Select -

Region

List all

- Select -

City/Address

City/Address

0 km to 30 km

Sector

List all

- Select -

Role

List all

- Select -

Contract type

- Select -

Working hours (%)

- Select -

Start the search

If you click on the individual job, you can see the detail, i.e., all the fields filled in by the recruiter within the job creation form.

3.1. Apply to a job

By clicking on “Apply”, candidates can submit their application for the selected vacancy.

Assistant web developer

Site: United States of America, Washington, Washington
 Sector: Information Technology
 Role: Technology / IT
 Date: 20/06/2022

JOB AD DESCRIPTION

The Assistant Web Developer assists in development, designing, and maintaining full-scale web frameworks, and will work with developers to assist in innovation and upkeep of new and existing systems. This position is tasked with assisting development teams in expanding web platforms with primary goals of developing and deploying E-Commerce applications.

Key Tasks

Work with several departments to create and update internal and external content in existing websites and WordPress.

Assist in development and maintenance of new technologies and web applications using JavaScript, jQuery, PHP/MySQL, and HTML.

Assist in development of new technologies on multiple web-based platforms.

Assist with blog and forum development and maintenance.

WordPress site structuring, design, and site development.

Essential Job Functions

Excellent communication skills including verbal and written.

Adaptive and quick learning.

Ability to use problem-solving skills to schedule, organize and prioritize multiple tasks and projects.

Ability to work around the clock to meet target goals and troubleshoot/solve system failures.



A pop up will be displayed. You can choose between different options:

- “Sign up”. The candidate has not registered yet. He/she will be redirected to the page “Upload your CV” and then directly to his/her personal area -> Tab “My ads” (where he/she will be displayed the online job ad for which he/she has applied);
- “Login”. The candidate is already registered. He/she will only need to add his/her credentials. By clicking on “Login”, the application is automatically submitted;

- “Login with Google”. The candidate has previously logged into his/her account with Google and applies directly to the job with the linked profile.

Login to Ngage arca24.com

Please enter your email address and password to access your profile.

Lombardy, Milano

nation Technology OR nology / IT

2022

ION

OR

G Login with Google

Verify your com this jo

On the right, similar job ads are reported:

Simulation Intern

Site: Italy,
Sector: Manufacturing
Role: Research and Development
Date: 03/03/2023

SIMILAR JOB ADS

IoT Engineer
Italy,
We are looking for a smart and passionate IoT Engineer willing to work in ... 03/03/2023

3.2. Job advert sharing

Job adverts can be shared on Facebook, Xing, Twitter and LinkedIn, as shown below:

Apply

OR

Apply with Indeed

Apply via Careerjet

Share this job ad

LinkedIn icon

Facebook icon

Twitter icon

LinkedIn icon

By clicking on “Activities”, it is possible to:

- If logged in as a candidate, save a job ad (which will be displayed in the personal area in the tab "My ads");
- Share the job ad via email through the option “Tell a friend”;
- Print the job ad, by clicking on “Print”.

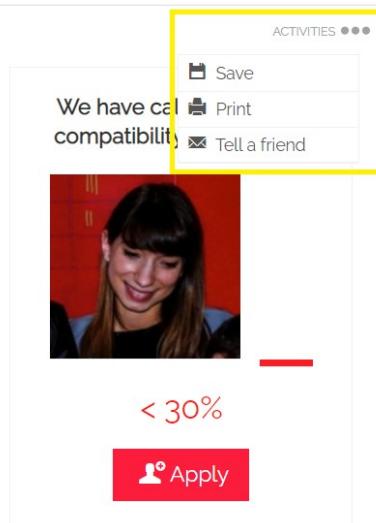
JOB AD DESCRIPTION

Be responsible for the functional design and delivery of technology-based business solutions. Communicate project standards and guidelines around the application design.

Research and manage knowledge around system building concepts, technical architecture and application quality assurance.

Gather business requirements from product manager and translate into systemic requirements and detailed functional designs for major project application components

Define work items to identify and implement functional requirements that address current business



4. Login for candidate

The candidate's personal area, which will be accessed via the login page, is divided into several tabs, depending on the functionalities activated.

4.1. Personal area and job ads

The candidate's dashboard consists of a notifications box, in which the candidate can view and access all the requests sent to him/her from employers, and a message box, where he/she will see a welcome message.

NOTIFICATIONS	MESSAGES
<p>The company Ngage Arca24 CH is interested in your profile and would like you to complete a Language Test.</p> <p>Please click on the following link to complete your Language Test. Perform the Language Test and you will have more chances to be contacted!</p> <p>2020-09-22 11:51:31</p>	<p>Welcome on Ngage arca24.com. We hope you will enjoy it and, in case of problems or suggestions, feel free to contact us.</p> <p>2020-12-01</p>

In the tab "My Ads", two labels differentiate ads to which the candidate has applied ("Applied", green icon) from ads that have only been saved ("Saved", blue icon):



Full stack developer

📍 United Kingdom, England, London

💼 Sector: Internet/E-Commerce

💻 Role: Technology / IT

We are looking for a Full stack developer. Day To Day Responsibilities - Assessing product work requests, gathering product requirements and evaluating engineering requirements in collaboration independently where required and ...

14/11/2023

Full stack developer

📍 United Kingdom, England, London

💼 Sector: Internet/E-Commerce

💻 Role: Technology / IT

We are looking for a Full stack developer. Day To Day Responsibilities - Assessing product work requests, gathering product requirements and evaluating engineering requirements in collaboration independently where required and ...

26/10/2023

A candidate can delete a submitted application any time: he/she just needs to open the job ad (either from the tab "My ads" or the job list) and to click on "Cancel application".

JOB AD DESCRIPTION

ACTIVITIES ●●●

Client :

Une belle et jeune fiduciaire en pleine croissance

Poste :

Nous recherchons un-e Comptable afin d'intégrer une société dynamique et jeune, qui offre une capacité d'évolution rapide.

La personne aura les responsabilités suivantes :

- la charge des écritures et des travaux comptables,
- la tenue des comptabilités
- l'établissement de l'ensemble des déclarations fiscales, TVA et autres formalités administratives
- l'établissement des boulements
- la gestion et le calcul des salaires mensuels

We have calculated your compatibility with this job



> 70%

✓ You applied to this job

Cancel application

4.2. Job Agent (OPTIONAL MODULE*)

"Job Agent" is a functionality that allows the candidate to set automatic alerts linked to open job vacancies matching his/her profile or other searches. The candidate will receive a weekly email with links to the new job vacancies based on the job agents activated.

A job agent is automatically created upon registration based on the candidate's professional profile:

- The keyword set for the first alert corresponds to the "main profession" entered

by the candidate in the application form (when modifying the main profession in the form, the job agent will be modified as well).

- This job agent can be activated/deactivated but cannot be deleted.

By clicking on "Create a new job agent", it is possible to add new alerts. New job agents can be activated, deactivated, modified and deleted at any time.

Date ↓	Title	Keyword	
25/11/2020	CV	Account Manager	
25/11/2020	Customer service specialist	Customer service specialist	

4.3. Documents

The candidate can upload files, which can be seen and downloaded by employers from the candidate's profile. The allowed formats are: pdf, doc, docx, txt, odt, rtf, jpg, jpeg, png, xls,xlsx, csv, ppt, pages, pps, pptx. The maximum size is 2Mb.

If the candidate or employer wants to upload a new document, he/she just needs to click on "Documents" first and then on "Upload documents".

For each document uploaded, it is possible to:

- Rename the file and add comments (which can be seen by the employer);
- Save changes by clicking on "Update";
- Download or delete the file by clicking on "Download" or "Delete";
- Filter the file by:
 - Tag (the dropdown can be freely set by the admin of the system and can be added to a file only by employers – not by candidates themselves)
 - Start/end date, which refer to the period within which the file was uploaded.

To apply the selected filters, you must click on the funnel button

4.4. Video resume (OPTIONAL MODULE*)

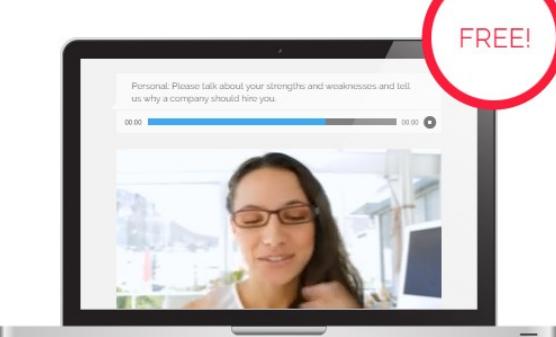
If the mod "Video" is included in your contract and you have enough credits, candidates can record a video resume by clicking on "Record". They can do that in complete autonomy or upon employer's request.

- [Personal area](#)
- [Ads](#)
- [Job agents](#)
- [Documents](#)
- [Video CV](#)
- [Job test](#)

SET YOURSELF APART!

Record your video presentation
and you will be among the first to be evaluated
in all the job ads you will apply for!

- ✓ Increase your visibility to the companies
- ✓ Make your profile more complete
- ✓ Reach the top places in the search results



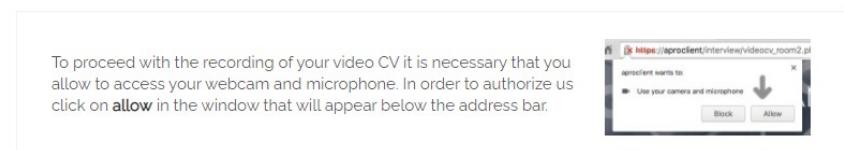
FREE!

⌚ The recording of your video presentation lasts 5 minutes
⬆️ You will need a well-functioning computer, webcam and microphone; you can repeat the registration as many times as you want
🔊 You will be asked some questions relating to your professional skills
❤️ Show who you really are
🏆 After finishing the video, you will automatically earn the top places in your applications

▶ Record

Before recording, an instruction page is displayed to allow the candidate to test both audio and video on his/her computer.

After clicking on "Record your video resume", the candidate must turn on the access permission for both the microphone and the webcam.



The candidate will then see the questions and the time available to answer on his/her device screen. If the candidate answers a question in less time, he/she can click on the button "Stop" to move on to the next question. At the end of the last question, the

candidate receives a confirmation that his/her CV video has been completed. By clicking on "Profile page", the candidate is redirected to the tab "Video resume", where the following message is shown: "Average processing time: 1 hour".

The screenshot shows a user interface with a navigation bar at the top featuring tabs: Personal area, Ads, Job agents, Documents, Video CV (which is highlighted in red), and Job test. Below the navigation bar is a large rectangular box containing a dark gray video player placeholder with a play button and a circular refresh icon. Below this placeholder, the text "We are elaborating your video CV. As soon as it will be ready, you will be able to review and even to repeat it." is displayed. Underneath that, the text "AVERAGE PROCESSING TIME: 1 HOUR" is centered.

Once the video has been processed, the candidate can decide to record a new video. By clicking on "Record a new video resume", the previous video is automatically deleted and a new one can be recorded.

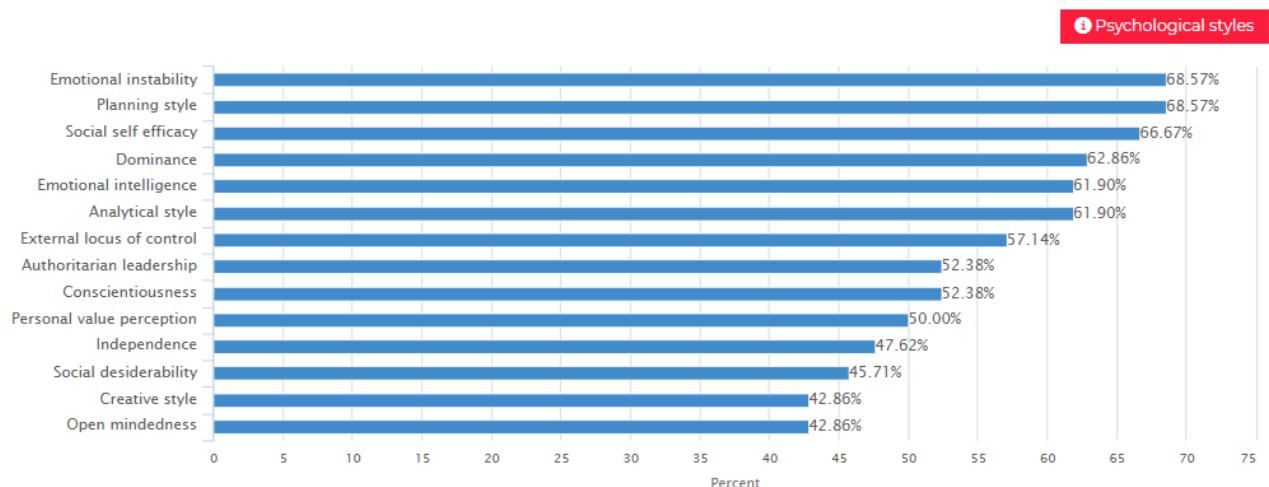
4.5. Job test

The candidate can take a "Job Test", i.e., a soft skills test, in complete autonomy or upon employer's request in his/her personal area, by clicking on "Start your Job Test" in the job test tab. At the end of the test, the result is displayed into the tab. The candidate can see the description of each assessed soft skill by clicking on the red button "Psychological styles".

Instructor

Encouraging Extroverted Precise Supportive

The "Instructors" tend to teach commandments with the aim to reach harmony and personal achievement: they work together with the "Inspirators" to bring people up, to exploit their potential and to show them the best way to the success.



Three months after the test, the button "Repeat the Job Test" will be displayed so that the candidate can repeat the test.

4.6. Image upload

Candidates can manage their profile image by hovering the cursor over the image frame and clicking on "Edit". They can upload an image, cut/resize and rotate it. After every

modification, they have to click on "Save".

4.7. Account management

The screenshot shows the 'Account management' section of the Arca24.com candidate profile. At the top, there is a profile picture of Marco Capobianchi, a Web Developer with 100% profile completeness. Below the profile, there is a red 'Personal area' button with a '4' notification badge. To the right of the button is a gear icon labeled 'Account management'. A sidebar on the left lists notifications: 'The company Talentum arca24.com is interested to perform a video interview on CVideo.', 'Check that you have received the video invitation, you will have more chances to be contacted!', and a timestamp '2021-09-07 14:04:24'. The main content area contains several links under 'Account management': 'Edit profile', 'Edit login details', 'Manage email notifications', 'Update CV', 'Update cover letter', 'Connect with Google', 'Activities', and 'Delete account'. There are also sections for 'agents', 'Documents', 'Video resume', and 'Job test'. On the right, there is a 'MESSAGES' box with a welcome message from Talentum arca24.com.

Edit profile: it allows to modify the details entered in the application form. (If the profile is less than 75% complete, an email is sent periodically asking the candidate to complete the profile data).

Edit login details: it allows to modify the email address and/or password.

Manage email notifications: the standard flags to manage email notifications are listed here below.

- "About the status of my CV" allows the candidate to choose whether to receive a few automatic emails by the system or not (thumbs down, move to steps 2 or 3, login invitation email after a few months since the last login, profile completion request to candidates whose profile completeness is less than 75%, periodic email reminders for pending requests).
- "Send me e-mails about new job offers that are suitable to my profile" allows the candidate to receive job agent emails or not.
- "I consent to receive electronic communications" relates to the filter "Subscribed to the newsletter" which recruiters can use to search the database.

Update CV: it is possible to edit the CV (language, download/upload files), add or delete working experiences and working on the result of the automatic CV extraction carried out by the system, by adding or deleting the extracted professional tags.

If a new CV is uploaded, a candidate can recalculate the tags by clicking on "Recalculate tags".

 Improve extracted text

These are the job titles matched to the CV by our semantic search engine

+ 

buchführer x accountant x sales assistant x marketing manager x spezialist marketing x buchhalter x brand manager x

sales manager x account manager x

Text extracted from the CV 

Curriculum vitae

PERSONAL INFORMATION

Update cover letter: it is possible to add a cover letter through a dedicated textbox. The cover letter will be shown to the recruiter into the candidate's profile > Profile > CV.

Connect with Google: by entering their login details for Google, candidates can easily log in with these credentials by clicking on the Google button on the login page.

Activities: activity logs carried out by/on the candidate are listed in this section. The candidate can also download a XML file containing his/her data, in compliance with the right of data portability.

Delete account: tab for the candidate to completely delete his/her profile.

5. Mobile version

The candidate's front-end and personal area are mobile friendly.

Compared to the desktop version, in the mobile version you can also share the job ad on WhatsApp and Telegram.

Full stack developer

 Site:
United Kingdom, England, London

 Sector:
Information Technology

 Role:
Technology / IT

 Date:
30/12/2021

 Send  Share

If the candidate applies from a mobile device, he/she will see a pop-up window allowing him/her to enter an email address to receive an email with the link to the job ad, so that he/she can send the application later.

APPLY

You must first register in order to be able to apply!

Sign up

If you have already registered, go to login

Login

x Sign up as Candidate

If you do not have any account and your resume is not available now, you can apply just by entering your e-mail address

E-mail address

You will receive an email containing the instructions to complete your application to this job ad.

Apply by email

6. Login for contact person

If a contact person receives access from an employer (see contact person's profile), he/she can log into his/her private area. Within this section, the contact person can view "candidate's summaries", profiles and candidates proposed via multimailing, documents, contracts and opportunities.

The contact person can view, filter and upload documents:

Date	Title	Type	Owner
08/03/2022	-	Nachtrag	Not selected

In the case your software is linked to an administrative management system or you manage the administrative part directly in Ngage, it is possible for the contact person to view the contracts linked to him/her by sorting them according to his/her needs (OPTIONAL MODULE*):

The screenshot shows the 'Contracts' section of the NGAGE software. At the top, there are tabs for Candidates, Documents, Administration, Contracts (which is selected), Timesheet, and Invoices. Below the tabs, there are filters for 'Active contracts from' (Active from date), 'Active contracts until' (Active on the date), 'Order by' (Select), and a 'Reset Filters' button. Two candidate summaries are listed:

- 2 weeks ago**: ID: 00000958, Dates: from date 01/08/2022, Candidate: 18053 - Freitag Torsten, Duration: Permanent, Location: Zürich, Bahnhofstrasse 1, Role: test.
- 1 month(s) ago**: ID: 00000954, Dates: from date 14/06/2022 (Active), Candidate: 18237 - Fischer Peter, Duration: Permanent, Location: Zürich, Bahnhofstrasse 1, Role: Bauarbeiter C, Contact person: Hans Muster. Payment type: inner 30 Tage / À 30 jours / 30 giorni, Weekly hours: 00:00, Work availability: 100.00 %.

6.1. Candidate's summary

It is possible to open up each candidate's summary received and refine the search with the filters by keyword and date range at the top of the section.

The screenshot shows the 'Summaries' section of the NGAGE software. At the top, there are tabs for Candidates, Documents, Administration, Summaries (which is selected), Multimailing, Candidates suggestion, and Job orders. Below the tabs, there is a search bar with 'Keyword' and a date range selector with options: LAST MONTH | LAST 3 MONTHS | LAST 6 MONTHS | ALL TIME | Start date | End date | Filter. Two candidate summaries are listed:

- 1 month(s) ago**: Sviluppatore web, Date: 29/04/2022, Candidates: 6400 - WEB DEVELOPER (1 month(s) ago), 17944 - DEVELOPER (7 month(s) ago).
- 4 month(s) ago**: Webentwickler, Date: 07/03/2022, Candidates: 17944 - DEVELOPER (4 month(s) ago).

By clicking on each candidate's profile, the contact person can see the details of the candidate's summary created, add some feedback and/or print the summary.

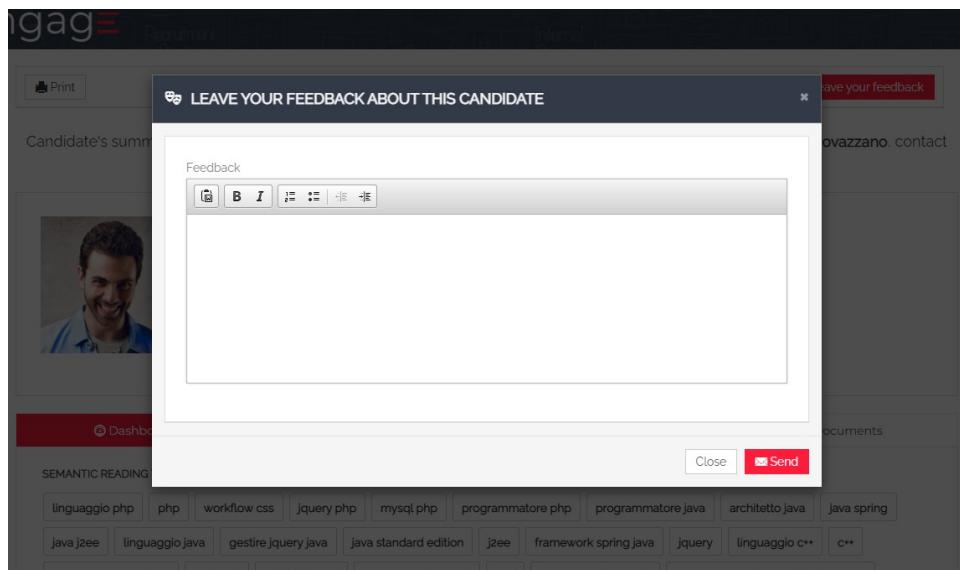
The screenshot shows a detailed candidate summary for '17945 - Sviluppatore web'. At the top right are 'Print' and 'Leave your feedback' buttons. Below the title, there is a photo of the candidate and his contact information:

Name and surname: Michele Rossi
 Nationality: Italian
 Country: Italy
 Region: Lombardy
 Province: VA
 City: VARESE
 Tax code: RSSMHL85Bo3L682S

Email: m.rossifake@arca24.com
 Mobile phone: +39222222
 Gender: Male
 Age: 37 (03/02/1985)

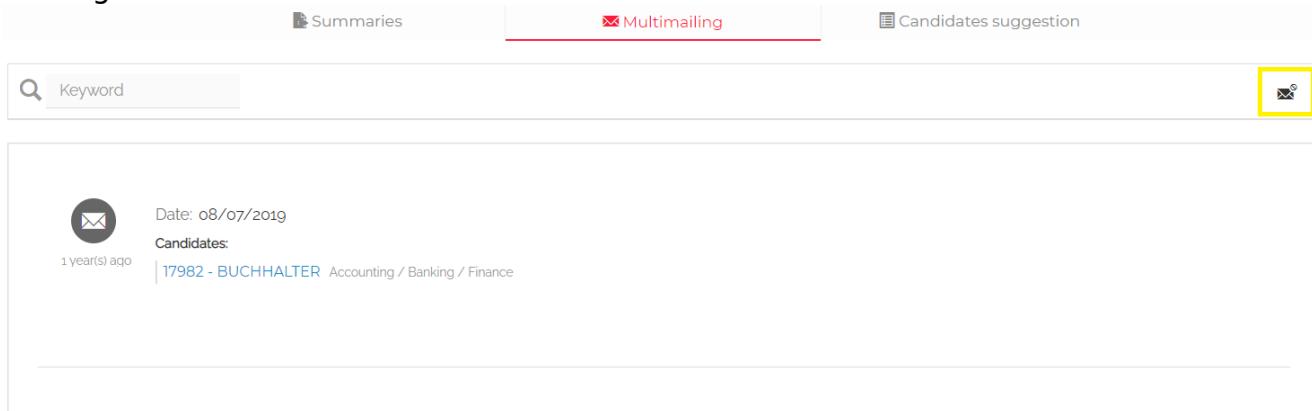
At the bottom, there are navigation tabs: Dashboard, Profile, Evaluation, and Documents.

The button "Leave your feedback about this candidate" opens a free text pop-up to the contact person, whose content is notified to the employer who sent the candidate's summary, recorded in the notifications in the candidate's dashboard and marked in the activities in the candidate's profile.



6.2. Multimailing

Contact people can see candidates' profiles shared through mailing lists.
By clicking on the appropriate icon, they can deactivate the receipt of these profiles and mailing list communications.

A screenshot of the NGAGE software interface showing a "Multimailing" tab selected. It displays a list of candidates. One candidate's profile is shown in detail: a timestamp (1 year ago), a date (08/07/2019), the candidate's name (17982 - BUCHHALTER), and their industry (Accounting / Banking / Finance). To the right of the candidate's name is a yellow-outlined envelope icon, which is highlighted with a yellow box.

By clicking on each candidate's profile, they can see some details of his/her profile, the "Evaluation for multimailing" inserted by the employer as well as to leave some feedback.

[Print](#)[Leave your feedback](#)**17982 - Buchhalter**

Nationality: Swiss
Country: Switzerland
Region: Zürich
City: Zürich

Gender: Female
Age: 30

[Dashboard](#)[Work details](#)[Evaluation](#)**Languages**

Language: German
Language: French
Language: English

Level: Native Speaker
Level: Fluent
Level: Fluent

Both in the case of a candidate's summary and of that of candidates' profiles shared via multymailing, the button "Leave your feedback about this candidate" opens a free text pop-up to the contact person, whose content is notified to the employer who sent that summary/profile, recorded in the notifications in the candidate's dashboard and marked in the activities in the candidate's profile.

[Activities 67](#)[Feedback 4](#)**Feedback about this candidate**[+ Add feedback](#)

Action: Candidate's summary created by Mrs. Arca24 Admin
Searching: francesca

Candidate's summary title: Account Manager
Professional evaluation:
5-years experience as customer service specialist.
Personal evaluation:
Flexible, determined and team-oriented
FRED RAYMOND - MICROHOUSE AG
Very good.

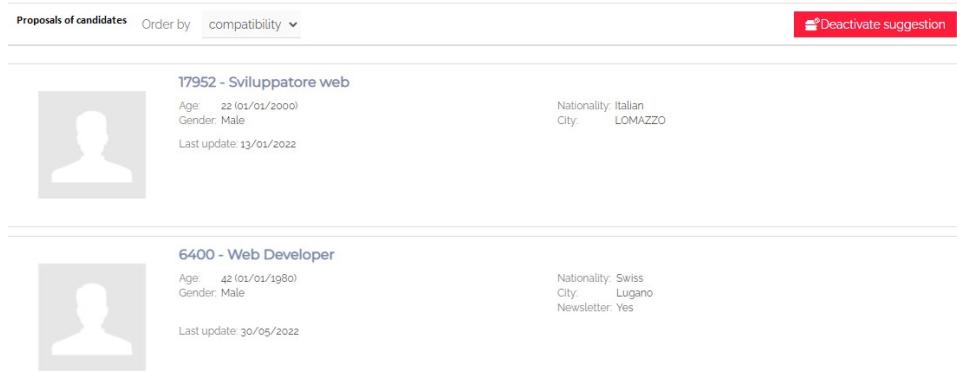
6.3. Candidates suggestion (OPTIONAL MODULE*)

The contact person can see the searches made by employers for him/her into the candidates' database. For the setting up of "candidates suggestions" see the contact person's tab in "MODULE CLIENTS".

[Summaries](#)[Multymailing](#)[Candidates suggestion](#)

Date ↓	Keyword	Location	Range
16/10/2020 11:25:04	Chemikant	Zürich Alulastrasse 57	50 km
16/10/2020 11:21:45	Rechnungsrevisor	Zürich Alulastrasse 57	30 km
08/05/2020 09:14:35	Back-End Developer	Zürich Alulastrasse 57	30 km

By opening a search, the list of profiles sent is displayed:

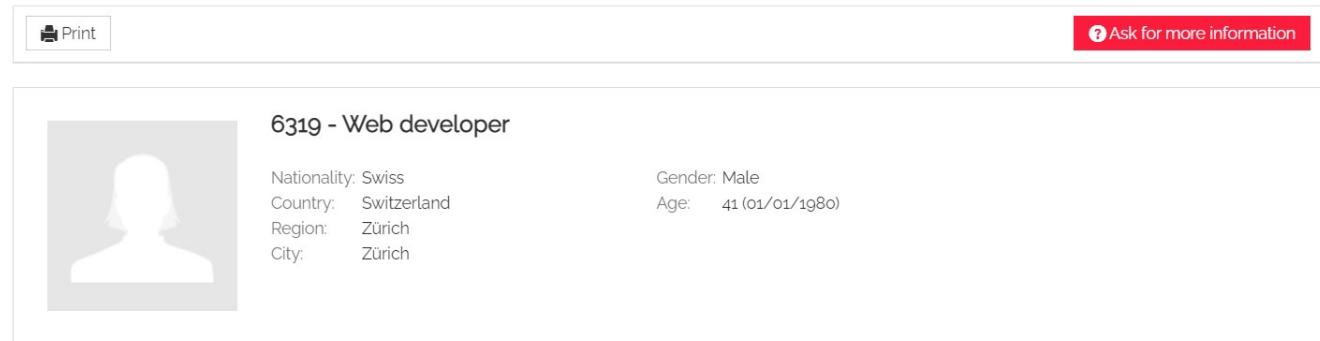


The screenshot shows a search interface for proposals of candidates. At the top, there are filters for 'Order by compatibility' and a red button labeled 'Deactivate suggestion'. Below the filters, two candidate profiles are listed:

- Profile 1:** 17952 - Sviluppatore web. Age: 22 (01/01/2000). Gender: Male. Nationality: Italian. City: LOMAZZO. Last update: 13/01/2022.
- Profile 2:** 6400 - Web Developer. Age: 42 (01/01/1980). Gender: Male. Nationality: Swiss. City: Lugano. Newsletter: Yes. Last update: 30/05/2022.

By clicking on each profile, the contact person will just see the candidate's work, language and instruction details, the professional tags and the candidate's dashboard.

By clicking on "Ask for more information" within the candidate's profile, he/she can ask questions, which will be sent to the user who created the proposal and displayed as feedback within the candidate's profile.

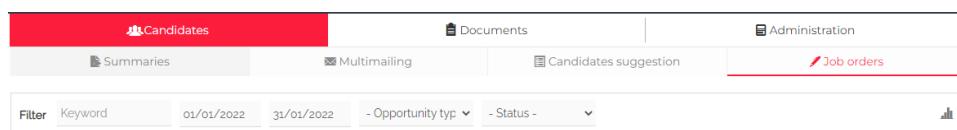


The screenshot shows a detailed view of a candidate profile. At the top right is a red button labeled 'Ask for more information'. The profile includes a placeholder image, the ID 6319, the title 'Web developer', and the following details:
Nationality: Swiss
Country: Switzerland
Region: Zürich
City: Zürich
Gender: Male
Age: 41 (01/01/1980)

6.4. Job orders (OPTIONAL MODULE*)

In the contact person's area, it is possible to make visible the opportunities linked to him/her, which he/she can view via the filters at the top of the page: keyword, date range, type and status.

The person only has a view of those opportunities but cannot work on them; the module just allows him/her to stay up to date on the progress of his/her orders.



The screenshot shows the navigation bar with several tabs: Candidates (highlighted in red), Documents, Administration, Summaries, Multimailing, Candidates suggestion, and Job orders (also highlighted in red). Below the navigation bar, there are filters for 'Filter Keyword' (01/01/2022 to 31/01/2022), 'Opportunity typ', 'Status', and a search icon.

475 - sviluppatore Data di inizio: 12/01/2022

474 - Intern- Managed NAND Reliability Data di inizio: 11/01/2022

6.5. Account management

The contact person can independently manage his/her account by modifying the login details, switching to another company area (in case the same contact person email address is connected to several company profiles) and, if the function is active, accessing the file storage.

ngage

- [Candidates](#)
- [Documents](#)
- [Logout](#)
- [EN](#)

- [Edit login details](#)
- [Email templates](#)
- [File storage](#)
- [Job orders](#)

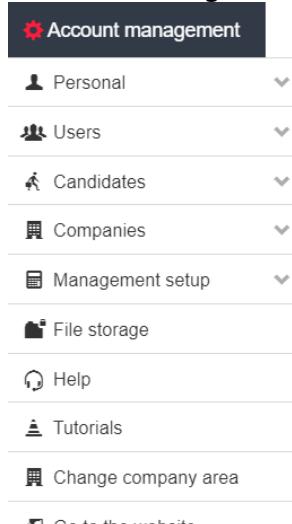
LAST MONTH | LAST 3 MONTHS | LAST 6 MONTHS | ALL | Go to the website | End date | Filter

LOGIN FOR EMPLOYER

N.B.: When using the software, we recommend not working on several browser tabs at the same time to ensure that all activities are tracked correctly.

1. Account management

In this section, you can access your account configuration as employer and other settings. Some functions are only visible when using the admin account or are subject to



the activation of specific permissions.

1.1. *Personal*

You can manage and update your profile (overall information and login credentials). In the section "Edit profile", you can manage your data; "Name in Emails" and "Signature in Emails" allow you to add the name and signature that will be displayed to recipients.

Edit profile

First name *
Arcare24

Last name *
Admin

Personal title *
Mrs.

Preferred language *
German

Mobile phone
+41 0339373381

Phone
+41 0339373381

Name in Emails
Arcare24 DEMO AREA

Signature in Emails

Arcare24 Software DEMO
This is a technology demo
The graphic design of this demo can be highly customizable. This is only the graphic wireframe.

1.2. Users

N.B.: This section can only be viewed and managed by the admin.

1.2.1. User management

In this section it is possible to add and set a new company user. Always pay attention to permissions, site/user groups and credit distribution.

The screenshot shows a table of users with columns: Id, Email, Name, Site, Video Interviews, and Job Slots. A user named 'Employer Arca24' is selected, and a context menu is open next to the 'Operations' button. The menu includes options like Login details, User details, User groups, Sites groups, Permissions, Add site assignment, Move to site, Deactivate, and Delete. The 'Operations' button is highlighted with a red box.

For each user, there are several options available (*Operations*) at the right of their string.

ID	Email	Name	Site	Video Interviews	Job Slots	Operations
787	testglobal.arca24@gmail.com	Employer Arca24	Washington	0	0	
124	en-global@arca24.com	EN Demo Area	Washington	50	50	
120	staffingglobal@arca24.com	Global Demo Area	Washington			

Login details: it allows to change the login details (e-mail and password).

User details: it allows to view/edit data such as name, surname, preferred language, signature in emails and site.

User groups: it allows to set the visibility between users (i.e., whether a user can see and manage job ads, searches, agenda and statistics of colleagues).

The screenshot shows a user profile for 'Arca24 Admin'. It includes sections for 'Viewed by' (with checkboxes for 'View job ads, searches, report, agenda, administration' and 'Viewed by job ads, searches, report, agenda, administration'), 'Arca24 Admin' (with a photo), 'Site: Zürich', 'Division: Business Unit', and 'Department: Abteilung1'. There are 'Save group' and 'Permissions' buttons at the top right.

Sites groups: it allows to define whether the user can see and manage job ads, searches, agenda and statistics related to other company sites. (Sites groups preset the visibility on users, which can then be modified to detail the visibility on individual users).

Permissions: it allows to determine which functions the user can access or not.

Add site management: it allows to assign a user to other company sites (while also keeping the previously sites set).

Move to site: if a user is moved to another site using the function "Move to site", the permissions are maintained and the site hierarchy is adjusted to the new one (e.g., a user moved from the London site to the Dublin site will automatically have the sites hierarchy set to "Dublin").

Deactivate or delete?

By deactivating a profile, with the aim to reactivate the account at a later date, the employer will not be able to access the system with his/her own credentials. Data remain a property of the deactivated user.

Deletion is an irreversible operation. When an employer is deleted, the admin must necessarily assign the data to another employer, selecting the site and the colleague to whom assign the data (activities, job ads, updates, etc.). The 'Delete' function affects the Employer/Site binomial; if the same profile is active on more than one location, access will be inhibited only for the location deleted, while on the others the employer will continue to have access.

DELETE USER: ARCA24 EMPLOYER

CHOOSE WHICH COLLEAGUE YOU WANT TO TRANSFER THESE USER'S DATA TO

Hierarchy, job ads, companies will be moved

Site * - Select -

Colleague * - Select colleague -

Close Deactivate

User statistics

For each user, it is possible to view statistics about the use of the ATS:

Total ads: number of ads assigned to the user.

Online ads: number of online ads that have the user colleague assigned and percentage on total ads.

Searches: number of free searches carried out in the database.

Searches saved: number of saved searches and percentage on the total number of searches performed.

Last login.

Viewed candidates: number of candidate profiles opened (the same profile is counted only once, regardless of the number of times it has been opened).

Step 2: number of candidates present in step 2 in the ads assigned to the user.

Step 3: number of candidates present in step 3 in the ads assigned to the user.

6	mail@company.com	EMPLOYER NAME	28	5 17%	Operazioni
48	-		TOTAL JOBS	ONLINE ADS	Operazioni
3			Searches 17	Saved searches 1 5%	Operazioni
13			Last login 3 HOUR AGO	Viewed candidates 554	Operazioni
29			STEP 2 142	STEP 3 50 ✓	Operazioni
53					Operazioni

1.2.2. Credit management

For each user, it is possible to distribute video credits, job slots for job advert posting and SMS credits. Video credits can be used for both video resumes and video interviews. To save changes to credit distribution, you need to click on the green button.

Credits not yet allocated will be visible at the top of the page and are linked to the admin user.

The screenshot shows a software interface with a search bar for 'Keyword' and 'Washington'. Below the search bar, it displays 'Video resume: 4488' and 'Job slots: 3469'. A green button with a camera icon is highlighted with a red border. The main area lists two candidates:

ID	Email	Name	Site	Video Interviews	Job Slots	Operations
787	testglobal.arca24@gmail.com	Employer Arca24	Washington	0	0	Operations
124	en-global@arca24.com	EN Demo Area	Washington	50	50	Operations

N.B: The information about video software compatibility is available at the following links: <https://caniuse.com/?search=mediarecorder> <https://caniuse.com/stream>

Differences between Video resume and Video interview: the video resume is a video presentation that the candidate can record independently or upon request from an employer. It consists of four questions which are already set, but editable by the admin user in Account management > Candidates > Video resume questions.

Video interviews are linked to a specific selection process; they are set by the employer in the "Interview" step. Employers can create the questions directly during the selection process or select a preset template from a drop-down field (See "Video interviews templates" in the section "Candidates").

Video credits

Video resume: credits are deducted from the total amount of credits shown at the top of the page (whether the candidate makes the video in autonomy from his/her personal area or upon request from an employer). If the candidate decides to repeat the video CV, only one credit is deducted. Therefore, we strongly suggest **NOT** to distribute all the credits, but always to leave some to the admin for video resumes. An employer with **at least one credit** can view the icon "Request video resume" in the candidates' profiles and can therefore send a request to candidates.

Video interview: credits are deducted from those distributed to the employer. Therefore, if you assign 10 video credits to an employer, these can be used to request 10 video interviews. Video interview requests from the admin are deducted from the total amount of available credits.

If video credits are not distributed, they remain allocated to the **admin** and can therefore be used for spontaneous video resumes by candidates and/or for admin's requests, both for sending video resumes and video interviews.

Deduction of credits for VIDEO INTERVIEWS: one credit is deducted for each candidate, whether the profile has already been moved to the interview step before or after the opening of the interview session.

If a video interview session is **reopened**:

- All candidates who have not taken the test (even if moved to the selection step) will be able to take the video.
- New candidates moved to the interview step will receive an invitation email.

In both cases, one credit will be deducted for each candidate.

Refund of credits for VIDEO INTERVIEWS:

- If some candidates have not taken the test **at the close of a session** (whether automatic or manual), the corresponding credits are refunded. The refund is made **immediately** when the session is closed.
- If the candidate **refuses** to take the test by clicking on "Refuse" on the test access page, the corresponding credit is **immediately** returned to the employer.

1.2.3. Permissions management

In this section, the admin can manage the permissions of all users, by using the filters on the left to display only certain users according to assignment. For each user, the admin selects the functions he/she can use by using the flags. It is not possible to set permissions for the admin account: all permissions will always be active for the admin account.

1.2.4. External portal management

In this section it is possible to enter specific details, which are necessary for the connection between the application and the accounts used to access fee-charging external portals.

1.2.5. Sites, divisions and departments management

Sites: it allows you to add company sites and their details, such as name, country, region, city and address. Site configuration should be done during the initial setup or each time a new location/branch/site is added.

Divisions: it allows you to manage the permissions related to each division. When entering a new user, who is assigned to a specific division, the new user is going to have the permissions associated with that division. The admin can edit the permissions of each individual user at any time. After modifying the permissions for an individual division, if you want the users in that division to have their permissions updated, you will need to click on "Set permissions to the users assigned". In this way, the permissions are updated for all the users assigned to that division.

Division management

Divisions

+ Add Save

Division name *:
AFC

ATS

<input checked="" type="checkbox"/> Can access the Candidate module	<input type="checkbox"/> Can post and view job ads	<input checked="" type="checkbox"/> Can use Multiposting
<input checked="" type="checkbox"/> Can request Job Tests	<input checked="" type="checkbox"/> Can request video resumes	<input checked="" type="checkbox"/> Can search Jobarch database
<input type="checkbox"/> Can create a new session on CVvideo	<input type="checkbox"/> Can create new session in SoftSkillLab	<input type="checkbox"/> Can create a new session on ExamInLab
<input checked="" type="checkbox"/> Can use Interview and Selection steps	<input checked="" type="checkbox"/> Can share video interviews	<input checked="" type="checkbox"/> Can share candidates
<input checked="" type="checkbox"/> Can upload and view documents about candidates	<input checked="" type="checkbox"/> Can view and edit the candidates' status	<input checked="" type="checkbox"/> Can assign job ads to the colleagues he manages
<input type="checkbox"/> Can assign searches to the colleagues he manages	<input checked="" type="checkbox"/> Can use Multimailing to candidates	<input checked="" type="checkbox"/> Can create templates for videos and killer questions

Set permissions for the users assigned

Departments: third level of company assignment. You have to enter the name of the department, associate it with a department and save.

1.3. Candidates

In this section you can manage some settings, which can be useful in the selection process. In particular:

Candidate evaluation form: this section allows you to manage the evaluation parameters (title and field type) expressed in the evaluation form in the candidate profile.

Video resume questions: this section allows you to edit the preset questions of the video resume.

Killer questions and video interviews templates: this section allows you to create video interview templates or questionnaire templates to select in the "Interview" step:

TEMPLATE TITLE

Title *	<input type="text"/>	
Duration	<input type="text"/>	Video URL https://www.site.com/name... + Add url
Description	<input type="text"/> Paragraph B I ≡ := ↶ ↷	

NB: 'Duration' field (*optional*): for installations that include it, it is possible to specify the months of validity (1, 2, 3 etc.) of a candidate's score.

If the recruiter decides to send the same questionnaire or video interview template for several advertisements, he/she can specify here the validity period of the score obtained by a candidate who applies to all these advertisements. It will thus be sufficient for the candidate to answer the questionnaire or video interview only once, and the score will also be reported in step 2 of the other advertisements.

Soft skills templates: this section is only visible to the admin account. In this section, you will find some pre-defined personality types, developed in collaboration with the Catholic University of Milan. These personality types have been defined on a sample of 100,000 candidates and aim to support the recruiter in choosing the right person for a given role.

Soft skills templates

[New template](#)

ID	Title	Description
1	Commander	The "Commander" people are natural leaders who can capture, bring to light, and exploit the most hidden sides of every situation, without damaging their colleagues. They love being in the spotlight and they are aware to have the charm to keep this role and the physique du rôle as well, to manage every situation in an intuitive and brilliant way. Suggestions: this profile is useful when looking for a person able to manage several activities in a smart and empathetic way, with great emotional and pragmatic intelligence jointly.
2	Explorer	The "Explorers" never shy away any new challenges and they always know that, even though they are required to accomplish a difficult task, this one can be an opportunity for growth, not for failure. They engage in working experiences in a proactive way and they can deal with a possible failure in a healthy and effective way. Suggestions: these are key persons in a team. They are filled with enthusiasms and able to turn each potential hindrance into a personal and team challenge. They are also independent workers and show high levels of creativity.
3	Creative	The "Creative" people belong to a rare typology of model. These people are extremely capable of diving into the banality of everyday situations and producing something new, creative, useful. They can develop something new, creative, and useful even during ordinary situations. They can create in loneliness, and they struggle to easily organize themselves and fit in a pre-existing organization if this one does not ensure them with personal freedom and expression. Suggestions: they see life from a different perspective compared to all other people. They struggle to integrate with groups in which rules are strict, not flexible, since they tend to be simply "different" and, thus, to propose innovative solutions. They are conducive to innovation.

To add a new personality type, simply click on “New template” at the top of the list of the pre-defined ones: it is necessary to fill in the title and description and set the parameters of the soft skills attributes by adding the minimum and maximum limits. The new template is taken into consideration only after flagging the option "Active":

TEMPLATE TITLE

Title *

Description



SOFT SKILLS ATTRIBUTES

Dominance

Minimum limit *

 Maximum limit * Active

We strongly suggest to use only pre-filled templates, as the expertise of a psychologist is needed to correctly set the parameters of a new template.

Merge candidates: it allows two candidate profiles referring to the same individual to be merged.

MERGE CANDIDATES

First candidate's ID *

 Second candidate's ID * force id 2 into id 1

By entering the candidate profile IDs, the dates when the profiles were last updated are compared and the most recent data are retained. The ID and data (personal details, language, education, CV, evaluation information) of the profile with the most recent update date are retained. Whenever possible, information from the oldest profile is retained, as in the case of activities, documents and jobs to which the candidate has

applied.

In the case of data available in one profile and not in the other, the present data is retained regardless of when the profiles were last updated. For example, if the result of a soft skills test is present in one profile and not in the other, the present data is retained, regardless of whether the profile in which the test is present is the oldest.

The flag "force id 2 into id 1" results in the merging of the second candidate's ID into the first one, regardless of the last update date. This means that the data in profile 1 are retained as a priority (all documents and activities are retained).

1.4. Companies

'Merge companies' enables you to merge the relevant tabs similar to the 'merge candidates' (see previous section).

'Merge contact persons and sites' works in the same way as the 'force id 2 into id 1' flag: id 2 is merged into id 1, regardless of when it was last updated. This means that only the master data of id 1 is maintained, while the activities of both ids are maintained.

It is not possible to merge two sites of two different clients.

It is not possible to merge two contact people if those contacts are not in the same site.

In the case of connection with administrative management systems, it is not possible to merge companies or contacts with external software IDs.

1.5. Management setup

It allows you to set some dropdowns of the system.

Group: it allows you to create groups of companies with a common characteristic; the groups will then be associated by the employer in the company profile.

File tag: it defines the type of files that can be uploaded on the profile of each candidate/contact person. The file tag can be entered and changed by the employer, but for the candidate it is in read-only mode (the candidate can see the tag entered by the employer but cannot add or change it from his/her personal area).

City (optional module*): it is required in systems communicating with third-party software; you can enter the cities that will appear in the compilation of the city fields. New cities or suppressed municipalities not available in the software can be added from here; the name of the municipality and the cadastral code must be entered.

Referrer (optional module*): it is linked to the related field in the company profile. The referrer is a person from outside the organization who reports the company to the employer within the system.

Mailing list tag: tags that can be associated with companies and contact people to create mailing lists.

Competitors (optional module*): lists of competitors that can be associated with opportunities, companies and/or candidates.

1.6. File storage (OPTIONAL MODULE*)

It allows you to upload files that can be shared with both other employers, candidates and/or contact people.

Manage files storage

The screenshot shows a dashboard with three tabs: 'Employer files' (selected), 'Candidate files', and 'Contact person files'. Under 'COMPANYS' FILES', there is a file named 'test_en.xlsx'. Under 'CANDIDATES' FILES', there is a file named 'sslab_en.txt'. Each file has a red '+ Add' button to its right.

- From this section, employers can download uploaded documents.
- Candidates and contact people can do the same from their personal area (Account management > File storage)

The screenshot shows the Arca24.com personal area. On the left, there's a sidebar with 'Personal area' (4 notifications) and 'NOTIFICATIONS 4'. The main content area shows a profile picture of Francesca De Simone, her title 'Account Manager', and 'Profile Completeness 75%'. A dropdown menu under 'Account management' includes 'Edit profile', 'Edit login details', 'Manage email notifications', 'Update CV', 'File storage' (which is highlighted with a yellow box), 'Update cover letter', 'Connect with Facebook', 'Connect with Google', 'Activities', and 'Delete account'. To the right, there's a 'File storage' section showing a file named 'en.txt'.

1.7. Job ads logo (OPTIONAL MODULE*)

N.B.: If the modules "Job ads logo" and "File storage" are both active, "Job ads logo" will be included within the section for archived files.

Files storage

Job ads logo

JOB ADS LOGO

+ Add

Important note on the job ads logo!

It is mandatory to follow these instructions. Uploading a file that does not comply with these instructions might cause errors

- .png extension
- 120x120 pixels
- The default logo image name must start with "1DEF" (1DEFlogo_default.png)
- If 2 Images have to print the same company name, use the keyword "BIS" in the image name
- Never use a name ending with _DEPRE.png for the image, it will be considered deleted.
- Do not use special characters such as: . - \ / " space * #

The name of the logo image will also be used for the company name in the list, following these rules:

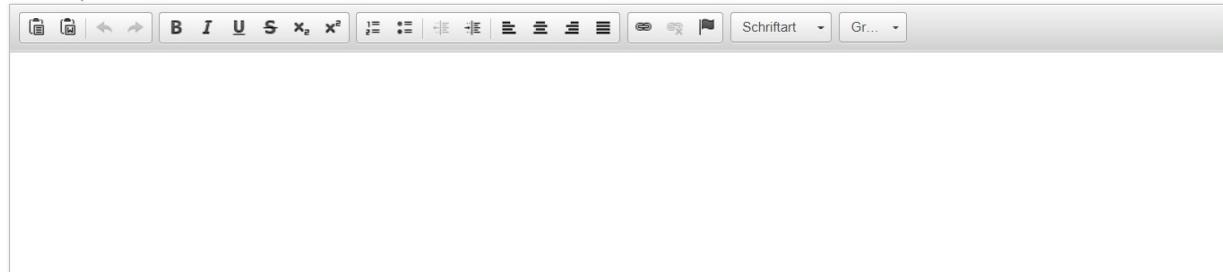
- "1DEF", ".png" and "BIS" will be removed
- "_" will be replaced by "
- "AP" will be replaced by ""

Some examples:

- 1DEFmain_branch.png => "main branch"
- BISmain_branch.png => "main branch"
- mainAPbranch.png => "mainbranch"

"Job ads logo" is a section that allows you to manage, add and delete the images that you want to upload in the job creation form in complete autonomy. The chosen images will be displayed at front-end in the job ads page, next to the job description.

Job description *



Choose logo



Webentwickler/in

📍 Sede: Svizzera, Zurigo, Zürich - Ngage Arca24 CH

💻 Settore: Informatica

📅 Ruolo: IT/Technology

In diesem spannenden Job, in welchem Du Verantwortung übernehmen und Dich weiterentwickeln kannst, entwickelst Du State-of-the-Art-Lösungen auf Basis neuester Technologien. - Du begleitest die



17/02/2021

Sachbearbeiter/in Rechnungswesen

📍 Sede: Svizzera, Turgovia, Weinfelden - Ngage Arca24 CH

💻 Settore: Banca e servizi finanziari

📅 Ruolo: Finanza/Contabilità/Revisione

Unser Unternehmen vermittelt seit mehr als 35 Jahren engagierte Fachkräfte im technischen, kaufmännischen und handwerklichen Bereich. Zur Unterstützung des Finanz- und Rechnungswesens unseres Kunden im



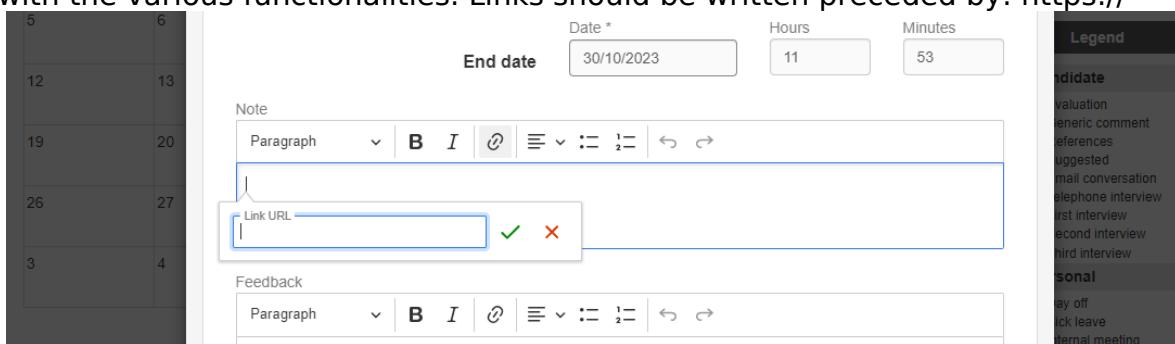
17/02/2021

2. MODULE "AGENDA"

You can view your activities or those entered by your colleagues, if you have visibility on them, by using the filters "Site" and "Colleague".

By clicking on a date in the calendar, you can enter an activity directly from it. It is possible to add three types of activities: personal activities, activities on candidates and clients.

Links can be inserted within the activity by clicking on the appropriate button in the bar with the various functionalities. Links should be written preceded by: https://



Once you have entered the activity type, date, time and any comment, you can configure the activity thanks to 3 flags.

This screenshot shows the configuration part of the activity entry screen. At the top is a dropdown menu for 'Activity type *' with the option '- Select -'. Below are date and time inputs for 'Start date' (03/03/2021) and 'End date' (03/03/2021), each with hours (9, 10) and minutes (00, 00) inputs. A 'Note' section contains a rich text editor toolbar and a large text area. At the bottom are three checkboxes: 'Show in agenda' (checked), 'Public' (checked), and 'E-mail reminder' (unchecked).

Show in agenda (with flag) - Public (without flag). The activity is visible for you in your agenda, but not for the colleagues of your hierarchy in their agendas. The activity is always visible in the candidates and clients' profiles.

Show in agenda (without flag) - Public (with flag). The activity is not visible either for you or for the colleagues of your hierarchy in the agenda. The activity is always

visible in the candidates and clients' profiles. *The activity cannot be visible to colleagues unless the option "Show in agenda" is also selected. This is because the activity needs to be visible to you in order to be visible to your colleagues too.

Show in agenda (without flag) - Public (without flag). The activity is not visible for you and for the colleagues of your hierarchy in the agenda. The activity is always visible in the candidates' profile.

Show in agenda (with flag) - Public (with flag). The activity is visible for you and for the colleagues of your hierarchy in the agenda. The activity is always visible in the candidates and clients' profiles.

Flag	Not marked	Marked
Email reminder.	No reminders sent.	Notification mail sent on the day of the meeting starting from 7 am. The reminder is sent to all involved people (comments are not visible).

N.B.: the notification email will be sent based on the following rules:

1. The employer who entered the activity, and any colleague the activity was shared with, receive the reminder containing all the activities of the day, regardless of the type of activity (i.e., also personal activities);
2. The company on which the activity is entered only receives the notification if the activity is of type meeting (meeting with the company, with the former client, presentation);
3. The candidate for whom the activity is entered only receives the notification for activities categorized as "Interview" (first, second, third interview).

As far as personal activities are concerned, the "show in agenda" flag is not present, because these activities must always be visible to the user.

Shared activity: an activity can be shared with colleagues by selecting them from the dropdown and clicking on "Add colleague". A shared activity is also visible to the person it is shared with, in his/her agenda.

SHARED ACTIVITY ▾

Select colleague

- Select colleague -

+ Add colleague

At the top of the page, you can use some **filters** (Site/Colleague), access the module "Candidates" or to the module "Clients" (Search candidates/Search companies), add personal activities or even **export data** within a specific timeframe into a **CSV file**.

Export agenda file

 Export

From date *

From date

to date *

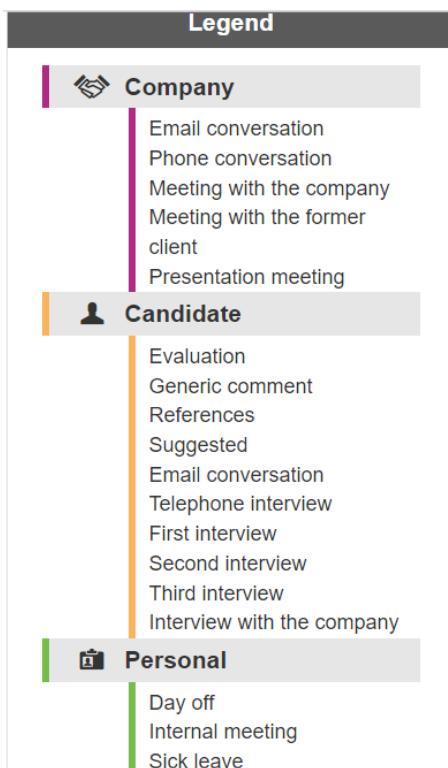
to date

Last exports

 Refresh

Date	File	Time Range	Status	
26/03/2020 11:13:26	Agenda	from 05/03/2020 to 27/03/2020	Exported	
21/10/2019 09:07:53	Agenda	from 01/08/2019 to 31/08/2019	Exported	
13/12/2019 11:43:35	Agenda	from 09/12/2019 to 14/12/2019	Exported	
12/11/2020 12:41:37	Agenda	from 09/11/2020 to 14/11/2020	Exported	

Filter on tasks in the legend: allows tasks to be displayed on the agenda according to type.



- By clicking on the entry corresponding to an individual task, all appointments corresponding to this type of task will be hidden in the agenda screen.
- By clicking on the title of the three types of activities, all activities belonging to the

selected group will be hidden.

- If you wish to display only one type of task, you can hide them all by clicking on the group title and select only one by clicking on it.

Exporting tasks in CSV format takes into account the filters used; the file will only include the tasks visible in the calendar at that time.

Set filters cannot be saved.

3. MODULE "CANDIDATES"

3.1. *Dashboard*

In this section you have an overview of the candidates' database as well as on updates about pending requests. In addition, you can see a set of counters (job slots and video credits).

Quick search bar: it allows you to search for a job title in the database based on the selected location and km radius. You just need to click on the button "Find" to start the search.



Evaluation results: if you got candidates replies to tests or new feedbacks on shared profiles, the box shows the links to their profiles. Next to the title "Evaluation results", you can see the number of responses that have not been opened yet. Each candidate string not yet opened is highlighted in red. If you click on the profile, from any process, the notification will be set as read.

EVALUATION RESULTS 7



Action:  The job seeker: **18041 - account manager (Francesca De Simone)** answered your interview.

⌚ 2021-03-02 10:33:42



Action:  The job seeker: **6621 - web developer (Gianluca Tosca)** New feedback on the candidate was added by referente.arca24@gmail.com.

⌚ 2020-04-28 14:58:04



Action:  The job seeker: **17924 - kundenberaterin (Melanie Luft)** recorded his/her video resume, as you had requested. Please click here to see the profile.

⌚ 2020-04-16 08:33:11



Action:  The job seeker: **17985 - senior projektmanager (Michael Muster)** answered your interview.

⌚ 2020-04-16 08:19:47

Box “Candidates”: it provides details of the candidate database. (the data is saved in a temporary memory, and updated on the software every 5 hours).



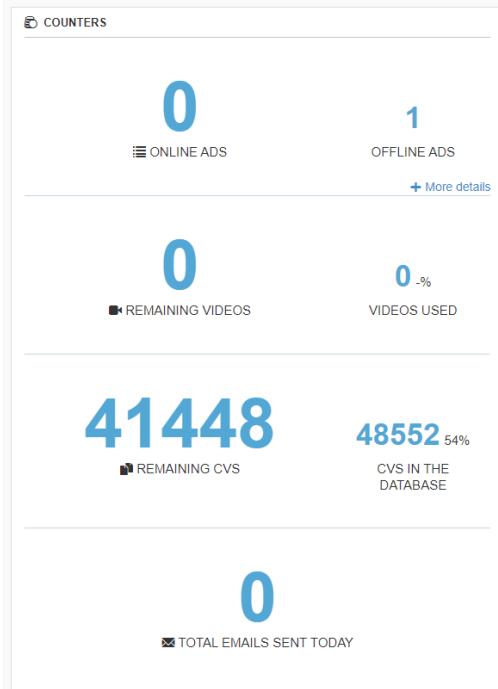
By clicking on "Filters", you can view and set the geographical filter according to which the candidate details will be displayed. The filter "Candidates' country" defines which country needs to be taken into consideration (based on the "Country" field entered by the candidate in the form); the filter "Site" is used to determine the **center of the kilometer radius**. In order to have the data referring to the whole system, you need to select "Global" as candidates' country and "All" as site. "From date" filter "to date" in the Dashboard enables to show candidates in the selected time range based on the registration date.

By clicking on "More details", you can view a chart referring to the following data: traffic sources, age, education level, job seekers per role and per job sector. In each of these cases, it is possible to extract the charts in different formats (PNG, JPEG, PDF, SVG, CSV, XLS). In the last two charts, you can also exclude some columns by clicking on them.



Box “Counters”: It allows you to check the different counters related to:

- Your **job ads** (both online and offline). If you click on “More details”, you can see where your job ads are geolocated;
- Your **video credits** (both remaining and used);
- (*If a maximum number of CVs is included in the contract*), the remaining **CVs** and those currently available in the database. The number of remaining CVs in the database will turn red when 90% of the total number provided for in the contract is exceeded.
- Total **emails** sent by you at the current date.



3.2. Post a job

In this section you can easily post a new job advert.

The screenshot shows a user interface for posting a job advertisement. It includes fields for 'Job title', 'Country' (Switzerland), 'Working city' (Lugano), 'Contract type', 'Job sector', 'Will manage other people', 'Working region' (Ticino), 'Working address', 'Contract duration', 'Role', and 'Required career'. There are also notes indicating that certain fields define soft skills.

The fields "Job title", "Job description" and "Required skills" are used to **extract the professional tags**, which are read by the semantic search engine. They are analyzed according to the preferred language of the employer (Account management > Personal > Edit profile > Field "Preferred language"). In the field "Job title", only the individual **job title** must be entered in order for the semantic engine to obtain a more precise result. Any other information, which can be entered in the other fields, might alter the extraction of the professional tags. In the field "Job description", it is important to list the tasks related to the job.

The fields related to the **working location** ("Country", "Working region", "Working city" and "Working address") are filled in by default with the employer's site. These fields are important as they allow the proper **geolocation** of the job offer and the search for matching candidates. The geolocation can be checked using the button "Check on map"; it is always suggested to do this check before posting the job. If you do not want to enter the working address, you can leave the field empty and the geolocation will be carried out starting from the city center.

***Optional* "Automated interview"** allows you to invite candidates to the video interview/questionnaire at the time of the application. The applied candidates will then be moved directly to step 2 and will receive the invitation email. After flagging, you must go to step 2 to create the video interview/questionnaire session.

***Optional* "Automated Job Test"** allows you to invite candidates to the Job Test as soon as they apply.

***Optional* "Automated Video Resume"** allows you to invite candidates to video resume as soon as they apply.

***Optional* "Expiration date"**: date on which the ad will be automatically set offline.

The fields "Role" and "Required career" define the use of the profiles for the "Job Test":

The screenshot shows a continuation of the job posting form with fields for 'Role' and 'Required career'. There are notes indicating that these fields define soft skills.

It is therefore necessary to fill in these fields so that the filter "Soft skill" is automatically pre-filled with the corresponding soft skills template:

Target candidate

Distance	Closest candidates	↔
Visa status	- Select -	↔
Nationality	- Select -	↔
Gender	- Select -	↔
Minimum age		Maximum age
Soft skill	Adventurer	

"Upload attachment": option available to attach downloadable files to the job offer. You can attach images in .jpg and/or .png format. The image must be less than 100 KB, preferably short and wide. In this way, it will be inserted directly in the front-end between the title and the job description.

The box "**Target candidate**" includes data that will not be published on the job advert; it is therefore visible to employers only. This section allows you to pre-select filters that will be set on matching candidates.

The option "**Email frequency**" defined how often the employer to whom the job ad is assigned will receive an email containing new matching profiles. If the employer logs into the system every day and selects "Daily" on the frequency fields, no mails will be sent to him/her, since several notifications showing new matching candidates are set up in the system.

By clicking on "**Preview**", you can see how the job will be displayed to candidates. By clicking on "**Create**", the job ad will be published on your website and the multiposting screen opens up automatically. (See "Multiposting" in the section "Online ads").

3.3. My ads

This section allows you to manage all the published job ads (both online and offline) and all related candidates.

Online jobs are automatically moved to the archive three months after the **last modification date**.

3.3.1. Online ads

This section displays all jobs currently online:

The screenshot shows a job advertisement for a "Project Manager" position. At the top, there are several small icons: a person icon with "1", a yellow arrow icon, a green checkmark icon, a red square icon with "1", a blue square icon with "0", and a grey square icon. To the right of these icons are two buttons: "Candidates applied" (with a person icon) and "Matching candidates" (with a person icon). Below the icons, the job title "1537 - Project Manager" is followed by the location "Switzerland, Zürich, Zürich", the sector "Information Technology", and the role "Technology / IT". A note indicates that the opportunity is "Project Manager on the company EMEA Gaming SA (Interview with the company)". The job description mentions a seasoned Senior Project Manager responsible for projects, budgets, and timelines, managing internal and external stakeholders. It lists responsibilities such as leading and coordinating teams, guiding multi-disciplinary teams, and managing multiple stakeholders. At the bottom left is the date "01/05/2024". On the right, there are links for "Preview", "Stats", "Post again", "Edit", "Copy", and "Remove".

Next to the title of the advertisement are several icons (available on request) expressing certain activities performed on candidates in that selection process (described in section 3.3).

In the job ad string near the entry "Opportunity" you will find the link to the related opportunity in the company profile.

Here is the list of filters available:

Keyword: this filter allows you to search by exact word in ID and by whole or partial word in job title, working city and job description (it is not possible to search for country, region, sector, role). If you search for "man", results with the combination of letters "man" will be shown as well (e.g., Manager). In such cases, it is useful to insert spaces before and/or after the word for more specific searches.

Site: filter by site according to "Site groups". If a user does not have visibility on a specific site, he/she will be able to view job ads associated to that location in read-only mode, without the possibility to manage them. However, this user will be able to manage his/her own job ads.

Colleague: filter by employer according to "Users groups". In order to display a colleague in the filter, that user must have published at least one job ad.

Opportunity status: it makes it possible to filter the job ads according to the status of the linked opportunity.

New candidates: filter allowing you to choose whether to display all job offers or only those with new applications not yet displayed.

In the bottom left-hand corner, the date on which the advertisement was last modified is shown.

Preview: you can preview what the job ad will look like to candidates.

Multiposting: multiposting is the tool that allows you to publish job ads on external job boards and aggregators. You can publish your job ads on free job boards (organic feeds), payable job boards or social networks (a post is generated). You just need to select the job boards and/or social networks where you want to publish your job ad. If you set a job ad offline in the system, that job ad will be set offline on external portals as well (deletion time may vary according to each organic feed).

In the Multiposting window, a message is displayed next to each job board flag: Online ads sent to this job board: <number>. The message is also shown for the cumulative flag "All Organic feeds". The number shown corresponds to the active flags for the employer assigned to that advert and the counts are made only for online job offers.

N.B.: The number is not indicative of actual publications of the offers on the job boards. The following are visible next to the Multiposting button: *Status on infojobs:* Only in case of subscription with the portal, here you can see the status of the jobs in Infojobs.

Number of portals: indicates how many flags are active on the Job boards in the payable job boards section.

1393 - Web Developer 

📍 Switzerland, Ticino, Novazzano - Company B

💻 Sector: Information Technology

📠 Role: Technology / IT

We are looking for a full stack developer with at least 5 years of experience. Your tasks: Managing and implementing our back-end and front-end software for our international customers; Supporting your colleagues in the R&D of innovative solutions; Your skills: It is essential that you are very familiar with and have recently used PHP and Javascript. We require a knowledge of programming and software engineering and the main web languages HTML, CSS, and MySQL. You will be working in a team so you must have the skills and be willing to share comparisons and work with it; Flexibility and open-mindedness are the basis of this job position.

17/03/2023 - 30/04/2023

 Preview  Multiposting Status on InfoJobs: Non pubblicata No. portals: 4

 Stats

 Edit

 Copy

 Set offline

 Candidates applied

 Matching candidates from DB

Stats: statistics referring to each job ad. They are based on **registered candidates** and are related to the following information: gender, job status, country, traffic sources, age, education level, job seekers per role and per sector. If you click on each country, the graph of candidates per region will be displayed. Each chart can be exported in different formats. The interface is the same one used for the charts available in the dashboard.

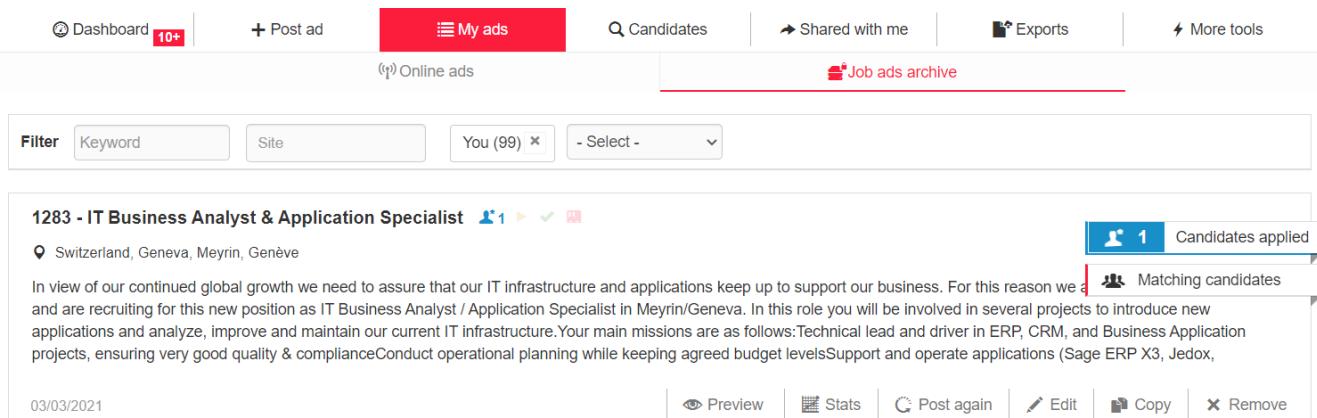
Edit: it allows you to edit a job.

Copy: it allows you to copy a job in order to create a new one from the original job.

Set offline: it allows you to set a job ad offline and to move it to the archive.

3.3.2. Job ads archive

This section displays all jobs currently offline:



The screenshot shows the 'Job ads archive' section of the platform. At the top, there's a navigation bar with links for 'Dashboard', '+ Post ad', 'My ads' (which is highlighted in red), 'Candidates', 'Shared with me', 'Exports', and 'More tools'. Below the navigation is a search/filter bar with fields for 'Keyword', 'Site', and 'You (99)'. A dropdown menu shows '- Select -'. The main content area displays a single job listing for '1283 - IT Business Analyst & Application Specialist'. The listing includes the job title, location ('Switzerland, Geneva, Meyrin, Genève'), a brief description mentioning global growth and IT infrastructure support, and a date ('03/03/2023'). To the right of the listing are several action buttons: 'Preview', 'Stats', 'Post again' (highlighted in blue), 'Edit', 'Copy', and 'Remove'. Above these buttons are two summary boxes: 'Candidates applied' (1 candidate) and 'Matching candidates from DB'.

Compared to online jobs, here you have additional options:

Post again: it allows you to post a job again. In this case, the multiposting settings will be maintained; therefore, if you want to check/change them, you need to use the multiposting option on the job ad only after reposting the advert.

Edit: job ads that were posted/put online less than 3 months before the current date are put back online if edited, otherwise they remain offline.

Remove: the job ad will be fully deleted.

3.3.3. Counters on candidates (OPTIONAL MODULE*)

A screenshot of a job advertisement for a "Digital Marketing Manager" position. The ad specifies the location as Switzerland, Neuchâtel, and the sector as Watchmaking and Luxury Goods. The role is Graphic/Design/Creative. The job responsibilities include developing digital marketing campaigns, measuring performance, setting up Facebook and Instagram ads, managing newsletters, and supporting the Head of Marketing. At the top right, there are two red boxes: one showing "Candidates applied" (4) and another showing "Matching candidates from DB" (5). Below the ad, there are several icons with numbers: 45 (total applicants), 8 (interview step), 5 (selection step), 9 (sent summary), 10 (created summary), 1 (interview activity), and 1 (hired). At the bottom, there are links for Preview, Multiposting, Stats, Edit, Copy, and Set offline.

Next to the job ad title of each job you can find a set of counters, which refer to candidates registered, candidates in the interview step, candidates in the selection step, candidates' summaries created and sent as well as candidates hired. The counters are dynamic and updated in real time, except for the icon showing the number of applicants, next to the job ad title. It can take up to 4 hours for this counter to be updated. For example, the numbers of counters vary if a candidate unsubscribes or if profiles are moved within the three steps.

- 1. Number of candidates who applied for the ad**
- 2. Number of candidates moved to the Interview step**
- 3. Number of candidates moved to the Selection step**
- 4. Number of candidates with created summary**
- 5. Number of candidates with sent summary**
- 6. Number of candidates with "Interview with the company" activity (NB: in the Opportunity Dashboard this icon is only visible if the activity has been planned in step 2 and 3 of the process).**
- 7. Number of candidates hired**

3.4. Recruitment step

Candidates applied and matching candidates from DB

Within the section “*Candidates applied*” all candidates applied directly to the vacancy, either from the career page or from external job boards/aggregators and candidates who have been added manually to the recruitment process are shown. All applications are thus shown, without the possibility of filtering. If you have the filter “Order by” in the section “*Candidates applied*”, the candidates are sorted by **date of registration** in the database.

To see the candidates who have applied for the given job by date of registration (from the most recent to the oldest), you have to use the filter sorting by “**Update date**”. Indeed, in this section, the sorting by update date takes into account the **date of application** for that job advert. In searches, instead, it takes into account the update date of the CV or professional profile, which is also printed in the candidate preview.

Within the section “*Matching candidates from DB*”, you will see all the candidates extracted from the system who meet the requirements of your search, including those who have directly sent an application.

The number shown on the flashing label refers respectively to new applications and matching candidates. These labels stop flashing as soon as they are clicked by the user assigned to the advertisement, who then accesses the corresponding sections.

Candidate icons

Within the candidate string, you can view different labels or icons, which convey relevant data/information about the candidate they are referred to.

- **“New!”** (): this icon refers to new candidates in the database or to candidates who applied to a specific job ad. This icon will remain visible for three days from the last update of candidate's profile, regardless of when the candidate's profile was opened.
- **Hired**: hired candidates () or ex workers ()
- **Applied candidates**: candidates manually added to the recruitment process () and candidates who applied directly to a job vacancy ()
- **Highlighted** (): candidate marked as “highlighted”.
- **Irrelevant** (): candidate marked as “irrelevant”.

- **Job test (green square with a document icon):** candidate who carried out the Job Test.
- **Soft skills compatibility (green square with a star icon):** candidate's soft skills matching those required for the job (> 60%).
- **Updates (green square with a 'C' icon):** candidate who updated his/her profile after having received an update request from the employer.

Candidate string and preview

The screenshot shows a candidate profile for "Francesca De Simone" with the ID "18041 - Account Manager". Key details include:

- Name and surname: Francesca De Simone
- Mobile phone: +33 0000000000
- email: francesca.fds93@gmail.com
- Sector: Information Technology
- Role: Customer Service
- Working status: Employed
- Age: 27 (17/09/1993)
- Gender: Female
- Last update: 05/03/2021
- Nationality: Italian
- Domicile country: Italy
- Domicile region: Lombardy
- Domicile city (Fiscal): LURATE CACCIVIO
- INTERVIEWED
- 7 activities

Candidate details preview

- Distance: 24.61 km
- Language: Italian - Native Speaker
- Language: French - Intermediate
- Language: German - Fluent
- Language: English - Fluent

Compatibility

- Compatibility: 82%
- Soft skills compatibility: 40%
- Hard skills compatibility: 89%

Experience preview

WORK EXPERIENCE

01/01/2018 - Present

Account Manager - Arca24.com (Switzerland)

The candidate string displays the candidate's ID and the job title. Whenever available, you can also see the following information:

- Name and surname
- Mobile phone
- E-mail address (from the icon near the email address, you can directly send an email to the candidate)
- Sector
- Role
- Working status
- Age
- Gender
- Nationality
- Domicile country, region and city
- Newsletter (only if consent to receive communications has been given)
- Last update date
- Source

If you hover the cursor over the job title, you can see an additional section with:

- Distance from the workplace

- Languages
- Compatibility percentages

Compatibility. It is the overall compatibility for each candidate, given by a weighted average between hard skills compatibility, which has more weight, and soft skills compatibility.

Soft skills compatibility. It is the compatibility related to the soft skills of each candidate. It is calculated according to the template pre-filled in the job ad or to the one manually selected in the filters as well as the candidates' job test result.

Hard skills compatibility. It is the semantic compatibility for each candidate. The compatibility calculation, although much more complex, can be explained as follows:

- 40% derives from the job title (i.e., comparison of the main profession indicated by the applicant on the application form and the job offer title);
- 20% derives from the keywords in the CV as full text (i.e., comparison of the text extracted from the CV, working experiences entered by the candidate, job description and required competencies entered in the job ad creation);
- 40% derives from the semantics analysis (based on the extract text of the CV, working experiences entered by the candidate, job description and required competencies entered in the job ad creation).
- Experiences (matching tasks, parsed CV, CV extraction).

In the candidate string, hovering over the activity calendar icon opens a pop-up displaying the activities entered on the candidate and a specification on the motivation notes entered on the candidate marked as Irrelevant.



Regardless of the step the candidate is in, by hovering over the calendar icon in the candidate string, you will see a tab containing a preview of the evaluations entered on the candidate, as well as a preview of the activities performed on the same candidate. In other words, if the candidate has at least one saved evaluation within the evaluation forms (evaluation form, technical evaluation form - for customers with the latter), the last saved evaluation entered on that candidate will be visible in the preview, without having to open the candidate's form.

18643 - PHP Web Developer ★★★★★★★★

Name and surname: Cinzia Daverio

Nationality: Swiss

Mobile phone: +39 338 1234567

email: c.daverio@arca24.com

Working status: Full-time

Age: 35

Gender: Female

Last update: 08/11/2023

Source: Registrato dall'

CANDIDATE EVALUATION FORM

You Talentum arca24.com | Milano-2 | 6 month(s) ago | 06/11/2023 13:11

Motivazione / Motivation: 7/10

Capacità di presentarsi / Presentation Skills: 7/10

Attinenza percorso professionale / Relevance professional path: 5/10

Motivazione al cambiamento / Motivation to change: 10

Job titles

In the section related to **matching candidates**, it is possible to check and manage the professional tags automatically extracted from the job description through the semantic search engine.

[Go back](#) You are searching account manager in Italy, Lombardy, Milano [New search](#) [Job titles](#)

These are the job titles matched to your search by our semantic search engine

marketing manager ✖ brand manager ✖ international manager ✖ product manager ✖ project manager ✖

Once you have published a new job ad, it is very important to check this section. The recruiter can delete and add new professional tags considered suitable for the research at any time; just consider into that the more tags are selected, the more difficult it will be to have a candidate who achieves a high score in the compatibility percentage.

In the curriculum preview, you can view the subdivision made by the CV parser; the links allow you to quickly move the display between the following sections: matching tasks, parsed CV and CV extraction.

Candidate details preview

Distance: 14.63 km

Language: Italian - Native Speaker

Compatibility: 89%

Soft skills: 28%

Hard skills: 100%

Experience preview [Matching tasks](#) [Parsed CV](#) [CV extraction](#)

Matching tasks

php mysql php programmatore php jquery programmatore java html5
tecnologie client-side ajax sviluppo web programmatore web sviluppatore sql
web master oracle ebs programmatore oracle ebs html/css programmatore html
linguaggi di programmazione sviluppatore software contabile javascript
programmatore javascript

Filters

Within the section related to matching candidates, there are filters that allow you to reduce or increase the pool of candidates to be considered for the selection process.

After setting the desired filters, just click the button for starting the database search:

The screenshot shows a search interface for 'Job seekers'. On the left, there are several filter sections: 'Order by' (set to 'compatibility'), 'Filter job seekers' (with 'All' selected), 'Applicants' (with 'Choose candidate type' set to 'All' and 'Minimum compatibility 30 %' set to 'from 0 km to 60 km far'), and 'Skills' (with 'Soft skills templates' set to 'Scientist' and 'Soft skills 0 %'). In the center, two search results are displayed for 'Assistant web developer' and 'Web developer'. Each result includes a profile picture, name, rating (5 stars), and detailed information like phone number, sector, role, working status, age, gender, nationality, country, region/state, city, and newsletter preference. Below each result is a green vertical bar with a 'CONTACTED' button and a '1 activities' link. At the top of the interface, there is a red-bordered 'Start the search' button, a 'Results 5 Job seekers' indicator, and a search bar.

Ranking:

- by compatibility (from the highest to the lowest percentage)
- by registration date (from the most recent to the oldest date)
- by last update date (from the most recent to the oldest date)
- by distance (from the nearest to the farthest candidate)
- by stars (decreasing candidate's rating)
- by thumbs (green thumbs, unmarked and red thumbs)
- by age (from the youngest to the oldest candidate)
- by grade (only for software versions with the field "grade" in the candidate form*): can only be applied if the filter on **education level** has been entered. This is useful for searches where a diploma/graduate degree is a preferred requirement.

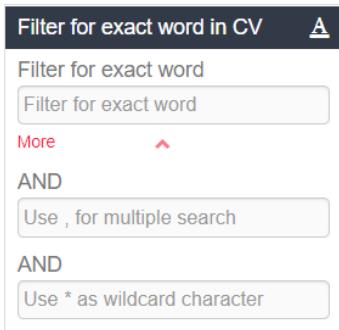
Candidate type: all matching candidates or just those who applied to the job ad (among the matching ones).

Minimum compatibility: 30% by default; it can be lowered to increase the candidate pool or raised to reduce it.

Km radius: 60 km from the workplace by default; as in the case of minimum compatibility, it is used to increase/decrease the number of resulting profiles.

Skills: it allows you to select a soft skills template as well as the percentage of compatibility of soft and hard skills. **N.B.:** a candidate can match even if he/she has a different template from the one selected in the job test.

Filter for exact word in CV: the search works in relation to CV extraction, working experiences, candidate's first and last name and candidate's job title. It is a Boolean search, based on AND/OR principles.



AND: it allows you to search for candidates who have **all** the entered exact words in their CV. You can use up to three text fields (the other two are shown by clicking on "More"). Each word must be entered in one field. E.g., first field "programmer", second field "software" -> the system will show only candidates who have entered both words. , corresponds to **OR:** it allows you to search for candidates who have **at least one** of the entered exact words in their CV. E.g., "programmer, musician" -> the system will show candidates who have entered the word "programmer" and those who have entered the word "musician" (or both of them). The comma can be used as an "OR" in each of the three filter fields.

* corresponds to a **wildcard character:** each asterisk replaces a character within a word. E.g., wom*n -> the system will show both candidates who have entered "woman" or "women".

Filter for exact word in activities: search in comments and feedback on manually entered activities and in evaluations. It does not work on the type of automated activity or on feedback entered when sharing a profile. Boolean search is possible as in the case of the keyword in CV.

Professional details: these filters correspond to the fields filled in by candidates when registering into the database.

Language skills: these filters correspond to the language fields filled in by candidates when registering into the database. You can use the icons to select the corresponding level ("equal to") or the minimum level required ("equal to" or "more than").

Education: these fields correspond to the education fields filled in by candidates when registering into the database. You can use the icons to select the corresponding level ("equal to") or the minimum level required ("equal to" or "more than").

Personal details: some of these filters can be pre-selected when posting the job ad in the section "Candidate's goal". As an example, the filter by date of birth is useful in cases where it is necessary for the candidate to be of a certain age on the date of contracting (e.g., for apprenticeship contracts). Both filters include the date entered.

Company structure: (optional module*). It allows you to filter by site, division and department associated by recruiters to the candidate profile.

Candidates' history: this filter is used to show candidates who have been moved to step 2 or step 3 in other selection processes. If you set sector and role for the job ad you are interested in, the system will show you the candidates who were moved to step 2 and/or 3 **in the last job ad** with that sector and role. By using the thumb filters, you will be able to see, for each step, the candidates who have received a thumbs down/up or who have not been marked.

Activities: these filters allow you to search by type and date of activity as well as by employer who entered the activity or the evaluation (in the proper form within the candidate profile).

Status: this filter sorts candidates by status label (not worked, contacted, interviewed, in presentation, hired, onboarded).

Hide deleted candidates: flag selected by default, allows logically deleted candidates not to be displayed in the search result.

View irrelevant too: this flag is marked by default to display in the search results candidates who have been set as irrelevant too. If the flag is not marked, irrelevant candidates are not displayed.

View only highlighted: If the flag is marked, the system will display only matching candidates who have been highlighted.

[FOR DATABASE RESEARCHES ONLY] Spontaneous applications: if the flag is marked, the system displays candidates who did not send any direct application for jobs, i.e., who have only spontaneously registered to your database.

Subscribed to the newsletters: this flag is linked to the one marked by the candidate when registering into your database ("I consent to receive electronic communications"). This filter can be used when sending a multymailing communication to candidates.

See disadvantaged candidates only: (optional module*). This flag can only be used if the proper field has been provided in the application form and allows only disadvantaged candidates to be displayed.

Source: this filter allows you to select the source of the candidate's application.

Login date from/to: This filter allows you to select candidates based on the login date.

Update date from/to: This filter allows you to select candidates based on the update date.

Status: This filter allows you to select candidates based on their status (not worked, contacted, interviewed, in presentation).

On board: this filter allows you to select candidates based on their onboard status (hired, never hired, ex worker).

Multymailing data (*optional module): these filters allow you to select the candidates for whom data for multymailing was entered or not, whether they were sent by multymailing, over what date range and in relation to role and type of service.

Candidates you like: this filter allows you to select candidates based on the evaluation through thumbs (thumbs up, thumbs down or not marked) in each specific research/selection process.

Save search: this filter allows you to save the filters you set.

At the top of the Recruitment page, the "**Back to job ad**" button allows you to return to the list of job offers filtered by the ad in question. This option allows you to return more quickly to the single job posting string, where you can view all the edit, offline and multipost window options. This function is also very useful when you can directly open the link to the job offer to which the candidate applied from the candidate's profile; the "Back to job ad" button takes you back to the menu for modifying the announcement itself.

The screenshot shows the NGAGE ATS CRM interface. At the top, there are three main steps: 'Recruitment' (red icon), 'Interview' (yellow icon) with '0 candidates', and 'Selection' (green icon) with '0 candidates'. Below these are two smaller icons. The main area shows a search bar with 'simulation intern in Italy, Mestrino' and a 'New search' button. A red box highlights the 'Back to job ad' button. To the right is a 'Job titles' dropdown. Below the search bar, there's an 'Order by' dropdown set to 'compatibility', a 'Start the search' button, and a 'Results 7 Job seekers' section with a refresh icon. A large preview box shows '1200 - Intern'. At the bottom, there are navigation buttons for page 1, 2, 3, 4, 5, and a 'Next page >' button.

In all searches where the results are divided into several pages, you can display all result pages and select the page to be displayed, so that you do not have to scroll through the pages one by one.

Below are the sections concerned:

- job list (candidate side);
- step 1 jobs/candidate searches
- Searches in the company database
- Searches in the opportunity database
- Searches with Job Radar

1 2 3 4 5

63 Job seekers Next page >

The page with the darkest colour is the page being displayed at that moment.

3.4.1.1. Mass actions

Within the recruitment steps, it is possible to carry out mass actions by selecting the candidates concerned. Mass actions are tracked, like individual actions, in the activity tab of each candidate's profile.

Mass actions take time to be processed. The employer is notified of the completion of the mass action by a pop-up that appears at the bottom right of the screen.



By clicking on the flag "Select all", you can see the filters for mass actions, which allow you to select one or more of the resulting candidates in the ranking at once. You can select only a specific range of candidates (e.g., from 1 to 20). The field "Exclude ID" allows you to select the candidates in the range by excluding some of them. To indicate the candidates you need to exclude from the selection, enter the IDs separated by a comma.

The screenshot shows a search interface with a yellow box highlighting the 'Selection for mass actions' section. This section includes fields for 'from' and 'to' (both with 'Exclude ID' options), and an 'Order by compatibility' dropdown. To the right, a detailed candidate profile for '6137 - Business Systems Analyst' is displayed, including personal information like name, age, gender, and contact details, along with location and newsletter preferences. A green vertical bar on the right indicates '1 activities'.

Here are the mass actions:

The screenshot shows the same search interface with a yellow box highlighting the 'Mass actions' section. This section contains several icons: a gear (Settings), a person (Share), a calendar (Add activity), a clipboard (Include in selection), a star (Assign to department), a file (Upload public documents), and a thumbs up/down (Upload private documents). The candidate profile and green vertical bar are also visible.

- Share
- Add an activity related to the selected candidates
- Include in a selection process
- Assign to a site/division/department (*optional module)
- Upload public documents for the selected candidates
- Upload private documents for the selected candidates

The screenshot shows the same search interface with a yellow box highlighting the 'Mass actions' section. This section contains icons for marking relevance (red person), marking irrelevance (grey person), highlighting (star), removing highlight (star), giving a thumbs up (green thumbs up), giving a thumbs down (red thumbs down), and removing thumbs (minus sign). The candidate profile and green vertical bar are also visible.

- Mark as relevant in the searches (this option deletes the "Mark as irrelevant")
- Mark as irrelevant
- Label as highlighted
- Remove highlight label
- Give a thumbs up
- Give a thumbs down
- Remove thumbs

Results 6 selected | | | | 6 Job seekers |

6137 - Business Systems Analyst

CONTACTED

In selection	<input checked="" type="checkbox"/>	1 activities
Name and surname:	Lara Terzol	Nationality: Swiss
Mobile phone:	+41 792919127	Domicile country: Switzerland
Age:	50 (10/05/1970)	Domicile region: Bern
Gender:	Female	Domicile city (Fiscal): Bern
Newsletter: Yes		

Last update: 11/06/2019

- Request video resume
- Request tests
- Start multimailing (optional module*)
- Start multi-SMS (optional module*)

Results 6 selected | | | | 6 Job seekers |

6137 - Business Systems Analyst

CONTACTED

In selection	<input checked="" type="checkbox"/>	1 activities
Name and surname:	Lara Terzol	Nationality: Swiss
Mobile phone:	+41 792919127	Domicile country: Switzerland
Age:	50 (10/05/1970)	Domicile region: Bern
Gender:	Female	Domicile city (Fiscal): Bern
Newsletter: Yes		

Last update: 11/06/2019

- Move to the next steps

Multimailing: by clicking on the button "Start multimailing", a pop up will show you an input mask to set the email.

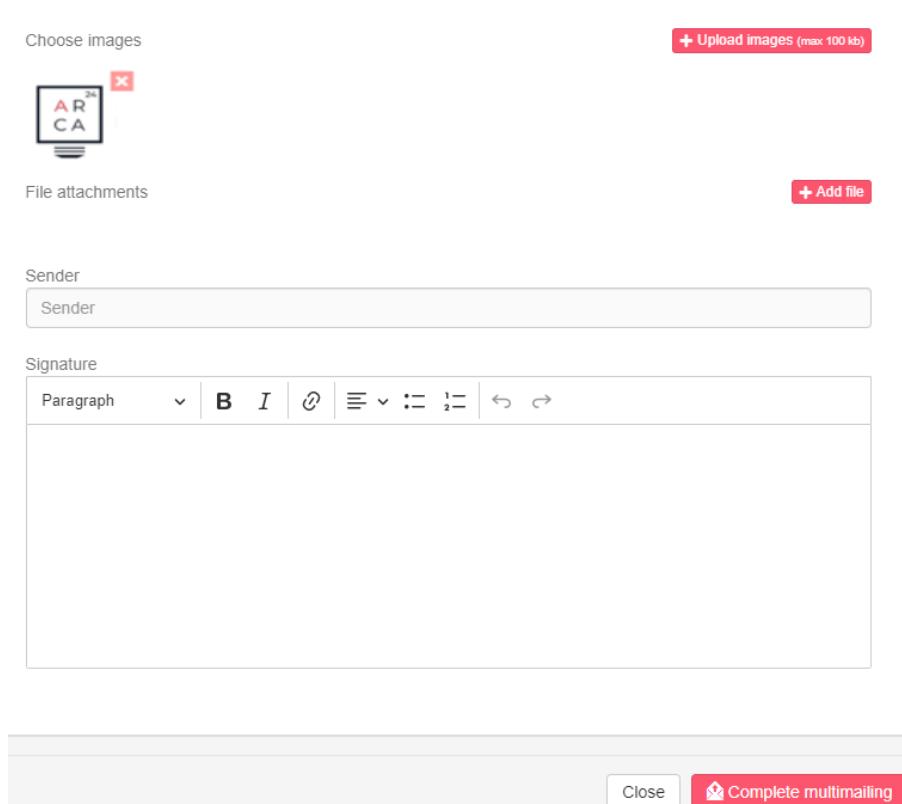
×

Subject *	<input type="text"/>			
Date *	<input type="text" value="22/12/2022"/>	Hours	Minutes	
Message	<small>[FIRST_NAME]: enters the name. [FAMILY_NAME]: enters the surname. [TITLE]: enters the title. [COMPANY_NAME]: in the case of an email to a client, it enters the company name.</small>			
Paragraph	<input type="button" value="B"/> <input type="button" value="I"/> <input type="button" value="C"/> <input type="button" value="≡"/> <input type="button" value="!"/> <input type="button" value="!"/> <input type="button" value="↔"/> <input type="button" value="↔"/>			

Date, Hours, Minutes: you can decide when you would like the mass mailing to be sent (set the date and time).

N.B: multymailing messages are sent via a cronjob every half hour (150 mails per half hour); if the number of emails is higher, they will be sent in the next half hour.

Message: field for entering the text of the email; you can also use the text editor tools. Using the parameters in brackets, it is possible to send mass emails in a personalized way: with name, surname, title, company name. Just enter one or more parameters in the email exactly as in the legend> Dear [FIRST_NAME].



Choose images: it allows you to upload images. You just need to click on the image you have chosen and it will be displayed in the body of the e-mail. The maximum size is 100 kb.

File attachments: it allows you to enclose files to your e-mail. The maximum size is 2 Mb.

Allowed formats: pdf, doc, docx, txt, odt, rtf, jpg, jpeg, png, xls, xlsx, csv, ppt, pages, pps, pptx

Sender, Signature: the system shows the sender and signature set in the section Account Management, however they can be removed or edited. To confirm your choice, you only need to click on the button "Complete multymailing".

Export candidates to CSV

By clicking on the icon (CSV), it is possible to export a CSV file containing candidates' data according to the search.

At the end of the export, a pop-up is displayed asking if you want to view the export section immediately. By clicking on "Ok", you will be redirected to the export tab where

you can access the extraction history. By clicking on the export, the file will be downloaded.

3.5. Interview step

You are searching full stack developer in Italy, Lombardy, Milano | New search

Ask some questions (FREE)

Require a video interview

Create more tests

Filter job seekers | Reset Filters

Filter for exact word in CV

Candidates you like

- Thumbs up
- Not marked
- Thumbs down

Minimum evaluation 0 stars

17992 - web developer

Name and surname: Marco Capobianchi

Mobile phone: +39 3333333

Email: candidato.arca24@gmail.com

Nationality: Italian

Domicile country: Italy

Domicile region: Lombardy

City: Como

Newsletter: Yes

Age: 37 (17/09/1984)

Gender: Male

Last update: 07/12/2021

CONTACTED

Save search | Save

In this step, it is possible to request a written questionnaire ("Ask some questions") or a video interview ("Require a video interview"). If you click on "Create more tests", you can have access to the test sessions integrated with CVideo, ExaminLab and SoftSkillLab. For more details, please see the handbooks of ExaminLab, CVideo, SoftSkillLab.

In the case of a questionnaire or video interview, all the candidates moved to the interview step, from the moment of opening to the moment of closing the session, will be invited to carry out the test by email (sent **only once** per process). In addition, they will be able to access the test either from the email received or from the notifications section in their personal area. Thus, if a candidate has not taken the test before the closure date, and if the session is reopened, the candidate can access it directly from the "notifications" section of his/her personal area. When accessing the session, candidates can always decide if they want to take the test or refuse it. In both cases, a notification email will be sent to the employer who sent the request.

In the string of each candidate moved to the interview step, a status label is shown:

17992 - web developer

evaluate

CONTACTED

Name and surname: Marco Capobianchi
Mobile phone: +39 3333333
email: candidato.arca24@gmail.com
Age: 37 (17/09/1984)
Gender: Male
Last update: 07/12/2021

- “Evaluate”, when there is no active session;
- “Waiting for response”, when the request has been sent, the candidate has not replied yet and the session is still open;
- “Declined”, when the candidate refused to take the test;
- “No response”, if the candidate has not replied yet and the session is closed;
- If the candidate answered the test, the results will be displayed based on their score.

Killer questions:

By clicking on "Ask some questions", the employer will access the form to create the questionnaire (i.e., killer questions). The test consists of multiple-choice questions aimed at assessing candidates' technical knowledge and/or prerequisites necessary for the candidates to reach the next step.

The employer can:

- Set the closing date (by default, it is one week after the session opening);
- Choose a pre-filled template or add the questions related to the given recruitment process;

KILLER QUESTIONS SETUP

Closing date *
16/03/2021

Template
- Select -

Website
https://www.site.com/name... + Add url

Description

Write the test questions;
Select the response time for each question;
Write the answers for each question;

- Set the score for each answer (scores range from 1 to 10; the option 'disable' gives a score equivalent to -1 and a thumbs down to the candidate who chooses that answer in the interview step).
- Add more questions (the test can take up to 30 minutes).

Total time of the interview: 9 minutes (30 minutes maximum)

Which question do you want to ask? *

1 Would you consider working abroad for a minimum period of 6 months?

Time to answer: 3 minutes

Answers (2)

+ Add answer

Answer * Yes Score: 10

Answer * No Score: 1

The score of the candidates who completed the test is shown as a percentage within their profile string.

18121 - ICT Sales Specialist ★★★★★★★★ CONTACTED

Name and surname: Herbert Muster
Mobile phone: +41 0760000000
email: herbert.muster@dayrep.com
Age: 42 (02/02/1979)
Gender: Male

Score: 80.00%

18122 - ICT Verkäufer ★★★★★★★★

Name and surname: Lukas Muster
Mobile phone: +41 0780000000
email: lukas.muster@dayrep.com
Age: 42 (25/01/1979)
Gender: Male

Score: 70.00%

By clicking on the individual candidate's score, it is possible to view the details of his/her answers: the given answer for each question, the response time, the score per question and the final percentage.

KILLER QUESTIONS:

- Would you consider working abroad for a minimum period of 6 months?
 - Yes in 3 sec (10 points)
- Have you been ever involved in developing a new Business outside EU?
 - Yes in 3 sec (10 points)
- Do you speak German?
 - No in 2 sec (1 points)

Score

⌚ 70.00%

[Close](#)

Those details are always visible by all employers within the candidate's profile as well. By clicking on the icon next to the score (⌚), you can see and copy the link to share the result with third parties (for example, colleagues who do not have access to the platform).

N.B.: If a candidate **does not answer** a question in the questionnaire within the set time, the time expires and the answer to the question will not be saved.

The test will continue with the next question, if any, otherwise the test will be considered completed. The question for which the response time has expired will not be shown in the candidate's profile (Profile> Test section).

If a candidate **leaves** the page while carrying out a questionnaire, the answer to the question the candidate is on at the time of leaving is not saved. The test will be blocked and can be reactivated by clicking on the "Reset" button, which will appear in the candidate string after about an hour.

17973 - Account Manager ★★★★★★★★

[reset](#)

Name and surname: Francesca DS
Mobile: +39 0000000
phone: +39 0000000
email: candidato@arca24.com

Nationality: Italian
Domicile country: Italy
Domicile region: Lombardy
City: Como

Sector: Information Technology
Role: Customer Service
Age: 27 (17/09/1993)
Gender: Female

Last update: 24/03/2021
Source: talentum.arca24

[INTERVIEWED](#)

[1 activities](#)

[👎](#) [👍](#)

Video interview

By clicking on "Require a video interview", the employer will access the form for creating the video session.

The employer can:

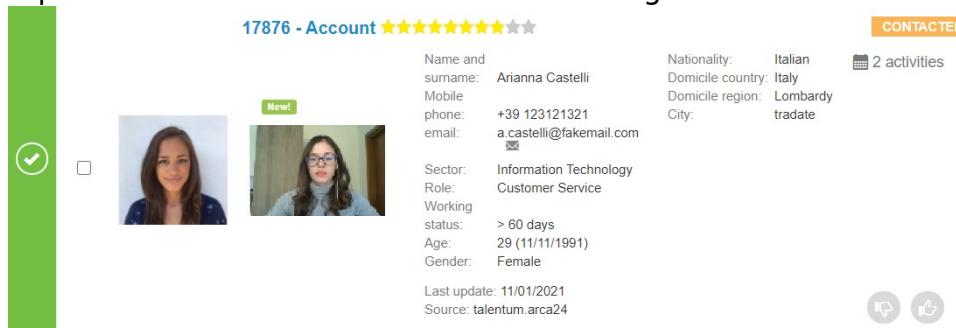
- Set the closing date (a week after the session opening by default)
- Choose a pre-filled template or add the questions related to the specific recruitment process

- Add a website or other links (e.g., a corporate video presentation)
- Include a text as a test description or a company presentation
- Type the test questions
- Select the response time for each question
- Add more questions (the test can take up to 30 minutes).

Total time of the interview: 9 minutes (30 minutes maximum)

1	Which question do you want to ask? * :) In which areas do you think to perform the best?	Time to answer 3 minutes	<input type="button" value="X"/>
2	Which question do you want to ask? * :) Tell me something about your "real" life. Family, children, friends...	Time to answer 3 minutes	<input type="button" value="X"/>
3	Which question do you want to ask? * :) Why should we consider your application as "different" from others?	Time to answer 3 minutes	<input type="button" value="X"/>

A preview of the video is shown in the string of candidates who answered the test.



17876 - Account ★★★★★★★★
CONTACTED

 <input type="checkbox"/>	 New!	Name and surname: Arianna Castelli Nationality: Italian Mobile: +39 12312321 Domicile country: Italy phone: +39 12312321 Domicile region: Lombardy email: a.castelli@fakemail.com City: tradate Sector: Information Technology Role: Customer Service Working status: > 60 days Age: 29 (11/11/1991) Gender: Female Last update: 11/01/2021 Source: talentum.arca24	 2 activities
---	--	---	---

By clicking on it, the video will be opened directly; the same detail can always be viewed by all employers within the candidate's profile (Profile > Videos).

By clicking on the arrow icon, it will be possible to copy the link for sharing.

In case of technical problems during the registration process or the candidate left the session before completing the interview, the button for resetting the test will be shown in the interview step of the selection process.

17973 - Account Manager ★★★★★★★★

INTERVIEWED

Name and surname: Francesca DS
Mobile phone: +39 0000000
email: candidato@arca24.com
Nationality: Italian
Domicile country: Italy
Domicile region: Lombardy
City: Como

Sector: Information Technology
Role: Customer Service
Age: 27 (17/09/1993)
Gender: Female

Last update: 24/03/2021
Source: talentum.arca24

reset

1 activities

By resetting, the candidate can use the email received previously: the link to the interview is going to be available again.

Closing and reopening sessions (for both questionnaires and video interviews)

The employer can close the session manually using the specific button.

A WRITTEN TEST HAS BEEN SENT TO THESE CANDIDATES, YOU WILL BE NOTIFIED ABOUT NEW REPLIES.

Start date: 09/03/2021 | Closing date: 31/03/2021

Read questions

■ Close interview

Candidates who try to access the test after the closing date will not be able to take the test.

After closing a session, the employer can reopen it again clicking on the corresponding button.

A WRITTEN TEST HAS BEEN SENT TO THESE CANDIDATES, YOU WILL BE NOTIFIED ABOUT NEW REPLIES.

Start date: 08/02/2021 | Closing date: 15/02/2021

Read questions

C Reopen interview

N.B.: The email request to the candidate is sent **only once per selection process**. If the candidate had not taken the test, he/she can access it after the reopening of the test by clicking on the link from the 'Notifications' section of his/her personal area (from the last notification of interview request).

The sorting in the step is firstly by thumb (green-thumbed, unmarked and red-thumbed candidates), secondly by descending Killer question score, thirdly by date of entry into step2 descending, finally by date of candidate registration descending.

Filters

- Filter for exact word in CV (candidate name and surname included)
- Multimailing data (Yes, no, never sent)
- Thumbs up
- Thumbs down
- Not marked
- Minimum evaluation (according to the rating): it allows you to view candidates rated with at least a given number of stars.

- Minimum test score (visible only if a questionnaire has been activated). It is a slider that allows you to display candidates according to the results achieved in the test.
- Video interview (only shown if a video interview session is activated). It allows you to only view the candidates who have completed the video interview.

Filters applied in the interview step can be saved using the red button "Save".

The sorting in the step is firstly by thumb (green thumb, unmarked and red thumb candidates), secondly by Killer question score, thirdly by date of entry in step2, finally by date of registration of the candidate.

3.6. Selection step

In this step, where the candidates will be shortlisted, you can prepare and send a summary of each candidate's profile to one or more contact people and hire the selected ones. Using the multymailing button, you can also start a mass mailing of short profiles to the lists of companies created in the module "Clients">> Mailing list.

The filters available are the same as in the step "Interview" and, likewise, their settings can be saved.

- Filter for exact word in CV (candidate name and surname included)
- Multymailing data
- Thumbs up
- Thumbs down
- Not marked
- Minimum evaluation
- Minimum test score
- Video interview

Send candidates' summaries

In order to create a candidate's summary, click on "Create summary":

The screenshot shows a candidate profile for "18161 - Back-End Developer". The profile includes a green star icon, a photo of a man, and a checkmark indicating the candidate is evaluated. The profile details are as follows:

Name and surname:	Franz Mann	Nationality:	Swiss
Mobile phone:	+41 00000000	Domicile country:	Switzerland
email:	franz.mann@muster.ch	Domicile region:	St. Gallen
		Domicile city (Fiscal):	St. Gallen
Sector:	Information Technology	Newsletter:	Yes
Role:	Technology / IT		
Age:	33 (17/09/1987)		
Gender:	Male		

At the bottom, it shows "Last update: 08/06/2021" and "Source: ngage-ch.arca24". There are like and dislike buttons on the right.

Fill in the available fields:

CREATE CANDIDATE'S SUMMARY

WE PREFILLED THE CANDIDATE'S SUMMARY BY USING THE DETAILS OF THE LATEST SUMMARY YOU CREATED FOR THIS CANDIDATE.

Title

Professional evaluation 

Personal evaluation 

Aufreten und Outfit im Vorstellungsgespräch / Tenue vestimentaire en entretien d'embauche.

Friendly attitude

"Apply the configuration of the last candidate's summary": it allows you to pre-fill the form fields with the setting of the last summary created.

Title: by default, the job title of the candidate is entered but it can be changed. The field has a maximum of 50 characters.

Professional evaluation: free text field that the employer can fill in with a professional evaluation of the candidate.

Personal evaluation: free text field which is pre-filled if the evaluation form has been filled in on the candidate (see the candidate's profile > tab Evaluation).

CV preview: textual and editable field containing the textual extraction of the CV uploaded on the candidate.

Experience: text field showing any experience entered manually in the candidate's profile, if completed.

There are several **flags** to set up the candidate's summary and decide which data is to be shared with the contact person.

When creating/editing a Dossier, it is possible to select the tests SSL, Examinlab, CVideo, Killer questions, Video interviews and Documents. For each of these, there is a specification that enables the selection of a particular test session, so that one or more tests in the same category can be proposed in view to the company contact person.

CUSTOMIZE THE CANDIDATE'S SUMMARY

hide personal details show original CV
 show CV extraction in text format show experiences
 show the dashboard show personal picture
 show video resume show Job Test

SELECTABLE TESTS

show video interviews
 show CVideo tests
 show Softskillab tests
 show Examinlab tests
 show killer questions results
 Sviluppatore Web | Switzerland, Lucerne, Lucerna **Score: 80.00**
 show documents
 1707486209_candidate
 test_diplom
 Referenze

Close  

It is possible to configure the CV in different ways depending on the flags selected:

1. “show original CV” and “use original file”

CUSTOMIZE THE CANDIDATE'S SUMMARY

hide personal details show original CV use original file

When the flags “show original CV” and “use original file” are selected, the flag “hide personal details” is cleared and the original CV uploaded by the candidate (without parsing) is shown in the candidate's summary.

Curriculum Vitae

ORIGINAL CV
Creation date: 05/06/2019 02:26:15[Download CV](#)

The screenshot shows a PDF document titled "6335_nieve+.pdf". At the top right is a "Download CV" button. Below the title is a photo of a woman named Nieve Christie. To her right are her contact details: Tel. +44 078 7978 5312, Email: NieveChristie@jourrapide.com. The document is divided into sections: "PERSONAL INFORMATION" (Address: 75 City Walls Rd CLOLA AB42 8LY, Manchester; Nationality: British; Date of Birth: September 8, 1971), "WORK EXPERIENCE" (two bullet points detailing employment history from 2012 to 2016). The background of the PDF viewer is dark grey.

2. "show original CV"

CUSTOMIZE THE CANDIDATE'S SUMMARY

 hide personal details show original CV use original file [Edit for candidate's summary](#)

When only the flag 'show original CV' is selected, the parsing of the CV and its original version (uncensored format) are shown in the candidate's summary.

Curriculum Vitae

CURRICULUM VITAE PARSED

[Download CV](#)

PROFESSIONAL EXPERIENCE SECTION IN CV

EDUCATION SECTION IN CV

LANGUAGE AND OTHER SKILLS SECTION IN CV

PERSONAL DATA SECTION IN CV

COMPLETE CV NOT PARSED

**Nieve Christie**

Tel.
+44 078 7978 5312
Email:
NieveChristie@jourrapide.com

PERSONAL INFORMATION

Address: 75 City Walls Rd CLOLA AB42 8LY, Manchester
Nationality: British
Date of Birth: September 8, 1971

3. "hide personal details" and "show original CV"

CUSTOMIZE THE CANDIDATE'S SUMMARY

 hide personal details show original CV use original file [Edit for candidate's summary](#)

When the flags "hide personal details" and "show original CV" are selected, only the complete CV as automatically censored by the system or as modified by the recruiter in the candidate's profile is shown in the summary.

Curriculum Vitae

CURRICULUM VITAE PARSED**COMPLETE CV NOT PARSED**

**WORK EXPERIENCE**

- 01.02.2016 – Nowadays. **WEB PROGRAMMER** – ARCA 24 – We develop software based on a semantic engine using programming language: PHP, C++, Workflow CSS, JQUERY, MYSQL, test website error resolution, standard w3c, model view controller mvc, language php oop, rwd logic, css 2, css 3 web programmer, front end developer
- 09.2012 - 03.2015: **JAVA DEVELOPER**- Brembo s.p.a. Programming language JAVA, java j2ee, Gestire Jquery Java, Java standard edition, Framework spring java, Jquery, java programmer, framework mvc java, javascript, json, ajax, manage jquery java, development libraries networking, ejb 2.0

4. “hide personal details”, “show original CV” and “Edit for candidate’s summary”

CUSTOMIZE THE CANDIDATE'S SUMMARY

hide personal details show original CV use original file Edit for candidate's summary

When the flags “hide personal details” and “show original CV” are selected, it is also possible to use the button “Edit for candidate’s summary” to further edit the parsed CV before sending the summary.

10 Dicembre 2003 MASTER'S DEGREE IN INFORMATION TECHNOLOGY
Languages
English
Livello di inglese nel Quadro comunitario
Writing skills: C1 (Advanced)

EDIT CV FOR CANDIDATE'S SUMMARY

Experience

hide personal details show original CV use original file Edit for candidate's summary

CUSTOMIZE THE CANDIDATE'S SUMMARY

hide personal details
 show CV extraction in text file
 show the dashboard
 show video resume
 show Job Test
 show Softskilllab tests
 show documents

WORK EXPERIENCE

- 01.02.2016 – Nowadays. **WEB PROGRAMMER** – ARCA 24 – We develop software based on a semantic engine using programming language: PHP, C++, Workflow CSS, JQUERY, MYSQL, test website error resolution, standard w3c, model view controller mvc, language php oop, rwd logic, css 2, css 3 web programmer, front end developer

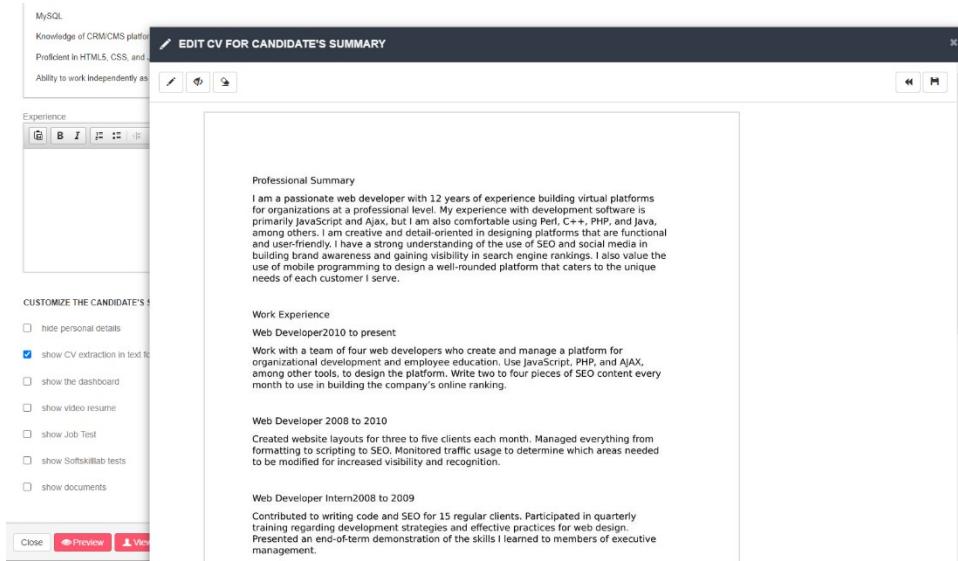
5. “show original CV” and “Edit for candidate’s summary”

CUSTOMIZE THE CANDIDATE'S SUMMARY

hide personal details show original CV use original file Edit for candidate's summary

When the flag “show original CV” is selected, it is also possible to use the button “Edit for

candidate's summary" to make changes to the parsed, uncensored CV.



For the process of editing the CV in image version, see section "Profile tab".

If the candidate **has a cover letter within his/her profile**, this will only be visible in his/her summary when the option "show original CV (uncensored)" is ticked.

In the event that the CV has not been parsed and there is therefore no "obscurable" image accompanying the personal data in the CV, it will not be possible to use the button "Edit for candidate's summary", but the message "There are no editable images" will appear. In this case, it will be necessary to open the candidate's profile and, in the CV section, click on "Parse CV". At the end of the process, the image format and the button "Edit for candidate's summary" will be displayed.



N.B.: Documents to attach and the original CV are not displayed in the preview in the employer's view, but only in the actual submission.

Once the summary has been prepared, you can preview it by clicking on the button "Preview" and/or save it as part of the selection process by clicking on "**Create**".

After creating the dossiers, you can send them by ticking the profiles you want to send and clicking on the option "Send summaries".

Results 1 Job seekers

★ 18161 - Back-End Developer Edit candidate's summary

evaluate

Name and surname:	Franz Mann	Nationality:	Swiss
Mobile:		Domicile country:	Switzerland
phone:	+41 00000000	Domicile region:	St. Gallen
email:	franz.mann@muster.ch	Domicile city (Fiscal):	St. Gallen
		Newsletter:	Yes
Sector:	Information Technology		
Role:	Technology / IT		
Age:	33 (17/09/1987)		
Gender:	Male		

Last update: 08/06/2021
Source: ngage-ch.arca24

You will be shown the screen allowing you to set the sending and to fill in the text and the subject of the email that will contain the links to the candidate's summary being presented.

SEND SUMMARIES (1 TO SEND) ×

CHOOSE CONTACT PEOPLE

Company Company site

Contact person (only the contact people with an email address will appear in this list) + Add

ENTER ONE OR MORE EMAIL ADDRESSES

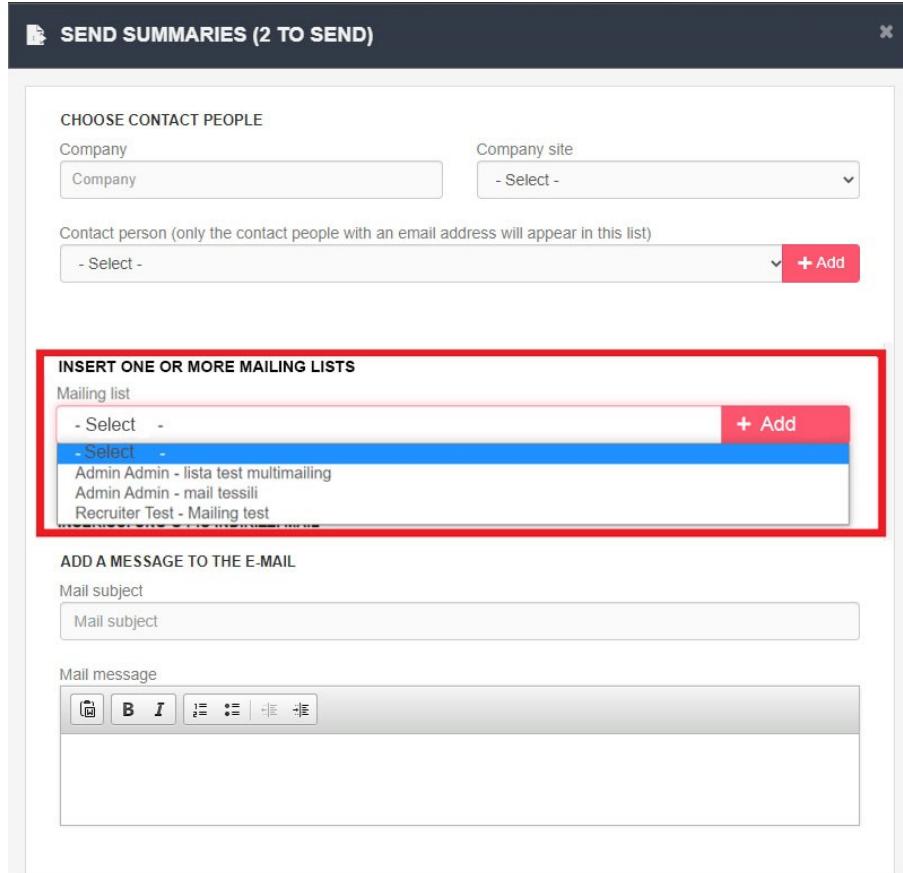
Email addresses separated by ";"

ADD A MESSAGE TO THE E-MAIL

Mail subject

Mail message

In the event that your software version contains the module for **sending candidates' summaries via multimailing** (OPTIONAL MODULE*), an additional line will appear for the choice of the multimailing message to which the selected candidates' summaries are to be sent:



In case the selection process is linked via an opportunity to a company, the company and location will already be filled in and you will be able to choose the contact person to whom the mailing should be sent. If there is no link to an opportunity, you can enter the recipient's data manually.

If the contact person has access to the personal area, they will be able to view the summaries shared with them in their personal area at any time.

You can send the summaries even to email addresses that are not saved in the system by filling in the field "Enter one or more email addresses".

The recipient of the submission can enter his/her feedback directly from the link to the summary sent by email.

[Print](#)[Leave your feedback](#)

Candidate's summary created by Arca24 Admin (6777__staffingch@arca24.com) Site Zürich for company: Microhouse AG, contact person Francesca DS



18098 - Buchhalter

Nationality: Swiss
Country: Switzerland
Region: Zürich
City: Zürich

Gender: Female
Age: 31

Send to mailing list

You can send candidates' profiles to a mailing list by selecting them and clicking "Send to mailing list".

N.B.: The section "Evaluation for multymailing" in the candidates' profiles must have been completed so that the profiles can be sent.

Results 1 selected    1 Job seekers   

18094 - Bauingenieur	
     	<p>Name and surname: Stephan Schroeder Mobile phone: +41 07111111 email: stephanschroeder@dayrep.com Age: 51 (02/06/1970) Gender: Male Last update: 09/06/2020</p> <p> </p>

To add the chosen profiles to the list, just select the mailing list, click on 'Add' and set the date and time for sending; then click 'Add'. Opening the mailing list in the module "Clients" will allow you to enter the email text and approve the email before sending.

WRITE SCHEDULED EMAIL

Mailing list* :)

+ Add

Date *	Hours	Minutes
20/07/2021	Hours	Minutes

Close Add

Hiring

Within the step “Selection”, you can hire candidates by opening each candidate's profile and clicking on the ‘Hire’ button:

talentum.arca24.careers/employer/viewCandidate.php?candstep_id=-1385&id=18623§oken=35638e77d9ea30844bebe6812e13e7f530054929&multiWindowed=1&mark=notable

If your version of Ngage does not have the administration module, by clicking on the button, the pop up to create the contract will be opened up. If the contract is created started from a process linked to an opportunity, some fields will be automatically filled in.

HIRE

CHOOSE A COMPANY

Company * :)

2 - Arca24.com X

Company site * :)

Switzerland, Ticino, Novazzano ▼

For the opportunity

1 - Account manager(22/03/2021) ▼

CONTRACT DETAILS

Start date * 20/07/2021

End date End date

Job title * Job title

Note

[Rich Text Editor toolbar]

Close Hire

By clicking on "Hire", the contract string will be generated both in the candidate's profile and in the client's one. At the same time, the candidate will be marked as "HIRED".

To dismiss the employee, just open the employee's profile, section "Contracts", search for the contract and choose "Dismiss". The employee's status label will change back to "INTERVIEWED".

Dashboard | Profile | Evaluation | Activities | Competitors | Contracts 2

A Site: Ngage arca24.com | Washington
Owner: Mrs. Global Demo Area
ID: 00000553

2 minute ago

Dates: 11/08/2021 | Active
Role: Test
Searching: Webentwickler | Germany, Baden-Württemberg, Stuttgart

Company: Arca24 - Roma
Site: Italy, Lazio - Roma

Dismiss

3.7. Candidates (Database searches)

Database searches enable recruiters to search for specific candidates' profiles and/or carry out database analyses based on pre-set parameters. Database searches are categorized in three steps similarly to the job advert selection process. Based on the search you want to carry out, the following filters are available:

Advanced search

In this section it is possible to perform advanced searches by:

Candidate name (exact) -> exact first name, exact surname, exact first name and surname, exact surname and first name.

Candidate name -> first name, surname, first name and surname, surname and first name, even if not exact.

Job title -> the search is based on the semantic engine. As for matching candidates within a selection process, it will be possible to manage the job titles extracted within the recruitment step.

Candidates suggestion (OPTIONAL MODULE*) -> the search created can be shared with a company contact person registered in the database and with access to the company area. The purpose of the candidate suggestion is to show interesting candidates for that company, so that the contact person can request more information about the profiles. The "Search title" field is shown in the subject line of the e-mail sent to the contact person.

Candidate ID -> the ID code is the code preceding the job title in each candidate profile. You can search for several candidates at the same time by separating the IDs with a comma (e.g., 123, 12312).

Candidate email -> search by complete email address or exact text before @.

Phone number -> it is necessary to enter the complete number without the international prefix.

All candidates -> It is possible to search for all candidates in a geographical area. The candidates are sorted by date of registration.

Activities on candidates -> search in the text boxes "Comment" and "Feedback" of manual activities and in the evaluation form. The field works as a full-text search. Example: If an activity with the comment "first interview for accounting expert" is entered, the search also works by searching only for "accounting expert interview". If you need to search for one or more words exactly, it is preferable to use the exact word filter in activities.

Evaluated candidates -> search for all candidates who have at least one entry in the evaluation tab; this can be the rating, the company structure or the evaluation form.

Company structure (OPTIONAL MODULE*) -> search based on the company structure set on the candidates.

Last seen candidates

In this section, the last 20 displayed candidates' profiles are listed.

Saved searches

In this section, saved searches are displayed.



The screenshot shows the 'Candidates' search interface. At the top, there are navigation links: Dashboard (10+), Post ad, My ads, Candidates (highlighted in red), Shared with me, Exports, More tools, Advanced search, Last seen candidates, Saved searches (highlighted in red), Search history, and Register a candidate. Below these are filter options: Keyword, Site, You (35) (with a delete button), and a dropdown menu (- Select -). A search result for '5031 - Web developer' is shown, with details: Keyword: Switzerland, Type: All, Date: 24/03/2021. To the right is a button 'Matching candidates from DB'. At the bottom right of the search result area are buttons: Remove, Copy, and Post search.

If you want to save a search, you can use the given section within the recruitment step at the bottom of the search filters on the left.

The dialog box is titled 'Save search' and has a save icon. It contains a 'Search title' input field with the placeholder 'Search title' and a 'Save' button.

The following options are available for each saved search:

Remove: if you want to delete the search.

Copy: if you want to copy the parameters set for a new search.

Post search: if you want to post a job ad starting from the saved search. By clicking on the button, you will be redirected to the section "Post ad", where some form fields will be pre-filled based on your search.

N.B.: if you delete a saved search, the linked job ad will not be deleted.

If you link an opportunity to a search, you can use the dropdown by opportunity status in the filter string to refine your search:

The screenshot shows the search interface with a dropdown menu for opportunity status. The menu items are: - Select -, Lead, In delivery, Candidate's summary sent, Interview with the company, Successfully closed (which is highlighted in blue), Unsuccessfully closed, and Deleted. Other search parameters like Keyword, Site, and You (40) are visible at the top, along with a 'Matching candidates from DB' button and 'Remove', 'Copy', 'Post search' buttons at the bottom.

Search history

In this section, the last 20 searches performed are displayed. Click on each of these to see the detail.

Candidates suggestion (OPTIONAL MODULE*)

In this section you can view some lists of candidates' suggestions created by you or your colleagues within the platform.



Filter					
Date ↓	Search ID	Keyword	Company	Contact Person	Send Automatically
08/06/2021 10:32:06	5773	Back-End Developer Switzerland, Zürich, Zürich Albulastrasse 57	Microhouse AG	Francesca DS	Disabled by the contact person <input checked="" type="checkbox"/>
26/04/2021 10:14:25	5677	Pflegefachmann Switzerland, Zürich, Zürich Albulastrasse 57	Muster AG	Raimond Alfred	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
06/06/2019 09:36:00	4794	comptable Switzerland, Geneva, genève	Arca24.com SA	Personne Contact	<input type="checkbox"/> <input checked="" type="checkbox"/>

If you flag "Send Automatically", an email is sent to the **contact person** on a weekly basis: the email includes the list of profiles with their job title, city and last update date.

Some suggestion about "web developer"

Hello,
We have some suggestion for you!

Here below you can find some new candidates interesting for you.

Cloud Network Security Specialist	Schweiz, Aarau	16/12/2019
Web Designer	Schweiz, Schafisheim	16/12/2019
junior full-stack developer	Schweiz, Aarau	16/12/2019
Front-end Developer	Schweiz, Schafisheim	16/12/2019
junior full-stack developer	Schweiz, Argovia, Wettingen	16/12/2019

If "Send automatically" is not flagged, the email is sent to the **employer** who created the candidate suggestion.

By clicking on "Deactivate suggestion", the contact person can directly choose to deactivate it in his/her personal area. The employer will display the proposal as deactivated by the contact person.

Date ↓	Search ID	Keyword	Company	Contact Person	Send Automatically
10/09/2021 12:50:44	5905	Front-End Developer Switzerland, Geneva	Micromaison SA	Lucie La Grande	<input type="checkbox"/> <input checked="" type="checkbox"/>
10/09/2021 12:25:05	5903	Web developer Switzerland, Zürich, Zürich Albulastrasse 57	Mikrohaus AG	Eric Eggers	<input checked="" type="checkbox"/> Disabled by the contact person <input checked="" type="checkbox"/>

Register a candidate

In this section, employers can enter new candidate profiles. The form has fewer mandatory fields than the external registration form, just to allow for faster candidate registration.

N.B.: in the field "Email (Candidate)" it is important to enter **correct and existing email addresses**, otherwise the candidate will not be able to access his/her personal area.

3.8. Shared with me

In this section you can view the candidate profiles shared with you by your colleagues and you can filter them by date of profile sharing and by keyword.

These filters are available both in the 'Shared with me' tab and in the candidate sharing page that is sent out by e-mail: the employer and the e-mail recipient can now view the candidates shared in the time frame they are interested in.

The filter can be set by entering dates or by selecting the period of interest (last month, last 3 months, last 6 months, all time).

Searching 1394 - Webentwickler | Switzerland, Zürich, Zürich 2 year(s) ago | 21/01/2022 13:24:13
Admin Arca24 - Zürich is suggesting:
| 6752 - Manuela Naumann (Web developer) - shared on 21/01/2022

Searching 4887 - All candidates 4 year(s) ago | 24/04/2020 11:35:53
Employer Arca24 - Zürich is suggesting:
| 17977 - Sophia Fuchs (Webentwicklerin) - shared on 24/04/2020

3.9. Exports

In this section, it is possible to see, download and even delete the exports carried out. Click on the string to download the CSV file. If you want to download an export, you just need to click on "Exported" on the corresponding string.

Date ↓	File	Time Range	Status	
21/09/2020 15:29:53	Candidates export	21/09/2020 03:29:51	Exported	
04/08/2020 15:16:26	Candidates export	04/08/2020 03:16:15	Exported	
08/04/2020 18:46:36	Candidates export	08/04/2020 06:46:29	Exported	

3.10. Candidate's profile

By clicking on each candidate's string, you can open the full profile, i.e., the profile containing all the candidate's details as well as the history of the activities carried out by

the employer and by the candidate himself/herself (test results, videos, etc.).

Request buttons



Update request: it is visible from 30 days after the date of last modification of the candidate's data. It allows you to send an email to the candidate inviting him/her to login to his/her personal area and update his/her data.

GDPR log and portability: in compliance with GDPR, the system makes it possible to view the logs relating to the activities carried out by candidates and employers on a candidate's profile and to extract a file with the candidate's data, in order to guarantee the right to data portability. Below are the log types available in this section:

CANDIDATE_ADD': registration of the candidate profile.

APPLY_LOGIN': apply to a job advertisement.

CANDIDATE_UPDATE_CV': update cv.

CANDIDATE_UPDATE_CL': update cover letter.

CANDIDATE_JOBTEST: performed job test

CANDIDATE_DELETE_CL': delete cover letter.

CANDIDATE_UPDATE_PHOTO': Update profile picture.

CANDIDATE_DELETE_PHOTO': delete profile picture.

CANDIDATE_LOGIN': Candidate login with username and password or autologin from mail.

CANDIDATE_UPDATE_LOGIN': change of login data.

CANDIDATE_UPDATE': Edit profile data (candidate table).

CANDIDATE_UPDATE_WORKER': Edit profile data (worker table).

CANDIDATE_DELETE': Logical deletion of the profile.

Request video resume: it allows you to send a video request by email. If the candidate answers, you will receive a notification via email, which will be visible in the candidate's dashboard too. The recorded video will be stored in the section "Videos" of the candidate's profile.

Request tests: it allows you to send a request for the job test, i.e., the soft skill test, and/or other tests requiring the purchase of credits.

Share this candidate: it allows you to share the candidate's profile with colleagues registered in the system or with third parties.

N.B.: the candidate's personal data, the tabs "Dashboard" and "Profile" are shared, including job offers to which the candidate has applied; documents are not shown.

The recipient will receive an email with a link to the list of shared profiles. He/she can actually view all the profiles shared with him/her. The list of shared profiles is organized based on the selection processes for which the profiles were shared. Such share actions are sorted chronologically from the most recent to the oldest one.

Candidates shared with you

Searching francesca ds ① 1 minute ago | 24/03/2021 16:34:06
Castelli Arianna - Milano is suggesting:
17973 - Francesca DS (Account Manager)

Searching muster ① 8 month(s) ago | 06/07/2020 15:32:51
Beghi Simone - Milano is suggesting:
17890 - Karl Muster (Buchhalter)

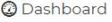
By clicking on each profile, the recipient can make a printout or leave his/her feedback. Such feedback is visible in the candidate's profile > Activities > Feedback. If some feedback is added, the employer to whom the job offer is assigned will receive both an email and a notification in his/her dashboard.

 Print  Leave your feedback



17973 - Account Manager

Name and surname:	Francesca DS	Email:	candidato@arca24.com
Nationality:	Italian	Mobile phone:	+390000000
Country:	Italy	Gender:	Female
Region:	Lombardy	Age:	27 (17/09/1993)
City:	Como		

 Dashboard  Profile  CV 

Work details

Job sector:	Information Technology	Role:	Customer Service
Career level:	Employee	Job status:	Employed
Work experience:	3-5 years		

Edit this candidate: it allows you to edit the candidate's data. If you want to edit details such as the candidate's login credentials, the candidate's CV as well as the professional tag extracted from the CV, you have to click on "Account management".



Edit profile

Personal details

Name *	Domicile country *	residence same as domicile <input checked="" type="checkbox"/>
--------	--------------------	--

Name *

Domicile country *

residence same as domicile

Delete account: it allows the deletion of the candidate's profile by the employer. In the case of candidates with contracts, it is **logical deletion**, i.e., the candidate no longer receives emails or accesses his/her personal area (he/she can re-register to the portal with the same data). The employer can no longer carry out activities on the candidate's profile. However, the data are still visible to the employer.

In the case of candidates without contracts, such **deletion is physical**, i.e., the candidate's data are completely deleted and can no longer be recovered.

In order to physically delete a profile with contracts, you should delete all the contracts first, then delete the profile.

If you proceed directly to deletion, without removing the contracts, only logical deletion can be carried out. However, you can physically delete the profile using the following button:

This candidate has been deleted!

Documents	Restore	Print												
Delete permanently														
	5582 - Web developer	★★★★★												
<table><tr><td>Name and surname: Isacco Borsani</td><td>Email: DELETED pisto8900@gmail.com</td></tr><tr><td>Nationality: Italian</td><td>Gender: Male</td></tr><tr><td>Country: Italy</td><td>Age: 31 (08/10/1989)</td></tr><tr><td>Region: Lombardy</td><td>Newsletter: Yes</td></tr><tr><td>City: Tradate</td><td>Last login: 4 year(s) ago</td></tr><tr><td></td><td>Last update: 0 days ago</td></tr></table>			Name and surname: Isacco Borsani	Email: DELETED pisto8900@gmail.com	Nationality: Italian	Gender: Male	Country: Italy	Age: 31 (08/10/1989)	Region: Lombardy	Newsletter: Yes	City: Tradate	Last login: 4 year(s) ago		Last update: 0 days ago
Name and surname: Isacco Borsani	Email: DELETED pisto8900@gmail.com													
Nationality: Italian	Gender: Male													
Country: Italy	Age: 31 (08/10/1989)													
Region: Lombardy	Newsletter: Yes													
City: Tradate	Last login: 4 year(s) ago													
	Last update: 0 days ago													

Via the Restore button, it is possible, for Admins only, to restore the logically deleted candidate:

This candidate has been deleted!

Documents	Restore	Print														
Restore candidate																
	18012 - Programador	★★★★★														
<table><tr><td>Name and surname: Penélope Aguilera Rosario</td><td>Email: DELETED rossss4465@gmail.com</td></tr><tr><td>Nationality: Spanish</td><td>Mobile phone: +346146458</td></tr><tr><td>Country: Spain</td><td>Gender: Female</td></tr><tr><td>Region: Andalusia</td><td>Age: 35 (03/01/1987)</td></tr><tr><td>City: Marbella</td><td>Newsletter: Yes</td></tr><tr><td>Address: C. Jacinto Benavente</td><td>Last login: 29/06/2022 3 week(s) ago</td></tr><tr><td></td><td>Last update: 01/07/2022 3 week(s) ago</td></tr></table>			Name and surname: Penélope Aguilera Rosario	Email: DELETED rossss4465@gmail.com	Nationality: Spanish	Mobile phone: +346146458	Country: Spain	Gender: Female	Region: Andalusia	Age: 35 (03/01/1987)	City: Marbella	Newsletter: Yes	Address: C. Jacinto Benavente	Last login: 29/06/2022 3 week(s) ago		Last update: 01/07/2022 3 week(s) ago
Name and surname: Penélope Aguilera Rosario	Email: DELETED rossss4465@gmail.com															
Nationality: Spanish	Mobile phone: +346146458															
Country: Spain	Gender: Female															
Region: Andalusia	Age: 35 (03/01/1987)															
City: Marbella	Newsletter: Yes															
Address: C. Jacinto Benavente	Last login: 29/06/2022 3 week(s) ago															
	Last update: 01/07/2022 3 week(s) ago															

A popup will remind you that once the candidate has been reset, you must **reset an access password** and communicate it to the candidate. The candidate would be then active again and labelled 'Interviewed'

Include in a selection process: it allows you to manually move a candidate to another a selection process (including both online and offline job ads or saved searches). This is possible by selecting the colleague to whom the job ad and the related process were assigned. When you manually add a candidate into a job ad, the profile will be inserted in the recruitment step among the registered and possibly compatible candidates. As for saved searches, the candidate will be inserted directly into the interview step. The field to select the target job offer allows both to view a dropdown with the most recent job offers and to search by keyword, so that the search is fast and precise.

Mark as relevant/irrelevant: the mark indicates a candidate who should not be taken into consideration for any selection process (when setting up, you can choose whether to set an end date or not). At any time, by clicking the button again, you can reset the candidate as relevant. The irrelevant candidate is marked with an icon and can be hidden among the matching candidates by using the specific filter.

Label as highlighted: it allows you to mark a profile as highlighted. The flag indicates a candidate who can be very interesting. The flag can be removed at any time by clicking on the button. That is linked to a filter in the matching candidates that allows you to display only the candidates that are highlighted within a process.

Hire: it allows you to mark a candidate as hired.

Print: it allows you to print the candidate's profile.

Status labels

These are labels that identify the candidate status based on the activities carried out by employers. By default, the labels automatically change according to the activities/contracts entered on the candidate's profile.

The screenshot shows a candidate profile for 'Francesca DS' with a rating of 5 stars. The profile includes a photo, basic information like name, nationality, and location, and a detailed activity log. To the right, there is a vertical stack of colored boxes representing different status levels: 'INTERVIEWED' (green), 'NOT WORKED' (light gray), 'CONTACTED' (orange), and 'IN PRESENTATION' (dark green). A note at the bottom says 'Source: talentum.arca24.com/job/view-job.php?id=1277'.

The labels change automatically according to the following rules:

Not worked: it is the standard status, where no activity has ever been entered.

Contacted: after sending an e-mail from the envelope or entering the activity "Telephone interview".

Interviewed: when entering face-to-face interview activities (first/second/third interview/interview with the company) or adding an evaluation in the evaluation tab.

In presentation: this label follows the submission of a candidate's summary.

Hired: it appears when the button "Hire" is used. **N.B.:** if the button "Fire" is used, the candidate's label will be changed again into the interviewed status, even if no interview/contact activities were entered.

Onboarding: the candidate has a contract associated with him/her whose start date is later than the current date. **N.B.:** only for software versions linked to administrative management systems or which use the internal administration mode or have a module for employment allowing contract dates to be entered.

The screenshot shows a software interface for managing candidates. At the top, there are three buttons: 'Recruitment' (red), 'Interview' (yellow), and 'Selection' (green). To the right, it says 'nemensis ag | NICHT BENUTZEN (Standort)'. Below this is a toolbar with various icons for search, date, and navigation. The main area displays a candidate profile for '4422 - Betriebsmitarbeiter, Pharmakant, Lebensmitteltechn'. The profile includes a placeholder photo, a 5-star rating, and the title. A green 'ONBOARDING' button is visible. The profile details include:

Name and surname:	Mike Bruderer	Email:	mikebruderer@bluewin.ch
Nationality:	Swiss	Mobile phone:	+41791943999
Country:	Switzerland	Gender:	Male
Region:	Basel-Landschaft	Age:	36 (01/09/1985)
ZIP code:	4132	Bewilligung:	Schweizer
City:	Muttenz	Zivilstand:	LD (ledig)
Address:	Bahnhofstrasse 63	Vertragsart:	Festanstellung
		Classification:	C
		Automatische Geburtstagsmail:	Yes
		Last login:	22/07/2022 3 day(s) ago
		Last update:	31/03/2022 3 month(s) ago

N.B.: labels are temporary, with the exception of the label "Hired", which depends on the expiry and the elimination of the contract/dismissal): one month after entering the activity/data that determined its change, the label reverts to the previous status. The reversion always stops at the label "Contacted"; it never goes back to "Not worked".

Adding activities

From the calendar icon, it is possible to enter activities related to the candidate (see the section "Agenda" for further details).

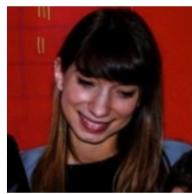
The screenshot shows a candidate profile for '17973 - Account Manager'. The profile includes a placeholder photo, a 5-star rating, and the title. A green 'INTERVIEWED' button is visible. The profile details include:

Name and surname:	Francesca DS	Email:	@arca24.com
Nationality:	Italian	Mobile phone:	+390000000
Country:	Italy	Gender:	Female
Region:	Lombardy	Age:	27 (17/09/1993)
City:	Como	Last login:	2 month(s) ago
		Last update:	0 days ago

Source: talentum.arca24.com/job/view-job.php?id=1277

Contacting the candidate from the system

Via email: the employer can send an email directly to the address registered on the candidate. If a candidate replies to this email, the reply is sent directly to the address of the employer who sent the email.



17973 - Account Manager ★★★★★★★★

INTERVIEWED

Name and surname:	Francesca DS			Email:	candidato@arca24.com		Send e-mail
Nationality:	Italian			Mobile phone:	+390000000		Send SMS
Country:	Italy			Gender:	Female		
Region:	Lombardy			Age:	27 (17/09/1993)		
City:	Como			Last login:	2 month(s) ago		
				Last update:	0 days ago		

↳ Source: talentum.arca24.com/job/view-job.php?id=1277

Via SMS (OPTIONAL MODULE): the employer can send an SMS to the candidate (the recipient cannot reply to the message).



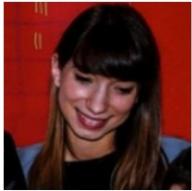
17973 - Account Manager ★★★★★★★★

INTERVIEWED

Name and surname:	Francesca DS			Email:	candidato@arca24.com		
Nationality:	Italian			Mobile phone:	+390000000		Send SMS
Country:	Italy			Gender:	Female		
Region:	Lombardy			Age:	27 (17/09/1993)		
City:	Como			Last login:	2 month(s) ago		
				Last update:	0 days ago		

↳ Source: talentum.arca24.com/job/view-job.php?id=1277

Real-time communication (OPTIONAL MODULE): the cloud icon allows the employer to contact the candidate when the candidate is logged into his/her personal area and to initiate a chat or (video) call. Such activities will be recorded in the candidate's activity tab.

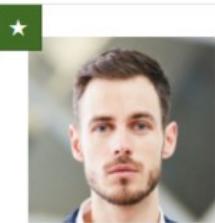


17973 - Account Manager ★★★★★★★★

INTERVIEWED

Name and surname:	Francesca DS			Start live chat	candidato@arca24.com		
Nationality:	Italian			Mobile phone:	+390000000		
Country:	Italy			Gender:	Female		
Region:	Lombardy			Age:	27 (17/09/1993)		
City:	Como			Last login:	2 month(s) ago		
				Last update:	0 days ago		

↳ Source: talentum.arca24.com/job/view-job.php?id=1277

Competitors (OPTIONAL MODULE):

18161 - Back-End Developer ★★★★★★★★

NOT WORKED

Name and surname:	Franz Mann				franz.mann@muster.ch		
Nationality:	Swiss			Mobile phone:	+410000000		
Country:	Switzerland			Gender:	Male		
Region:	St. Gallen			Age:	34 (17/09/1987)		
City:	St. Gallen			Newsletter:	Yes		
				Last login:	3 month(s) ago		
				Last update:	107 days ago		

↳ Source: ngage-ch.arca24.careers/worker_crm/



By clicking on the icon "Competitors", it is possible to fill in some information about activities on competitors that relate to the candidate, e.g., whether he/she has already been contacted by another staffing agency for a specific job offer. It is also possible to select the system user who is to be notified of this information.

The employer who entered these data can then edit or delete them at any time. Data on competitors is saved in the "Competitors" tab and can be filtered by date range, competitor, role, company, site and employer.

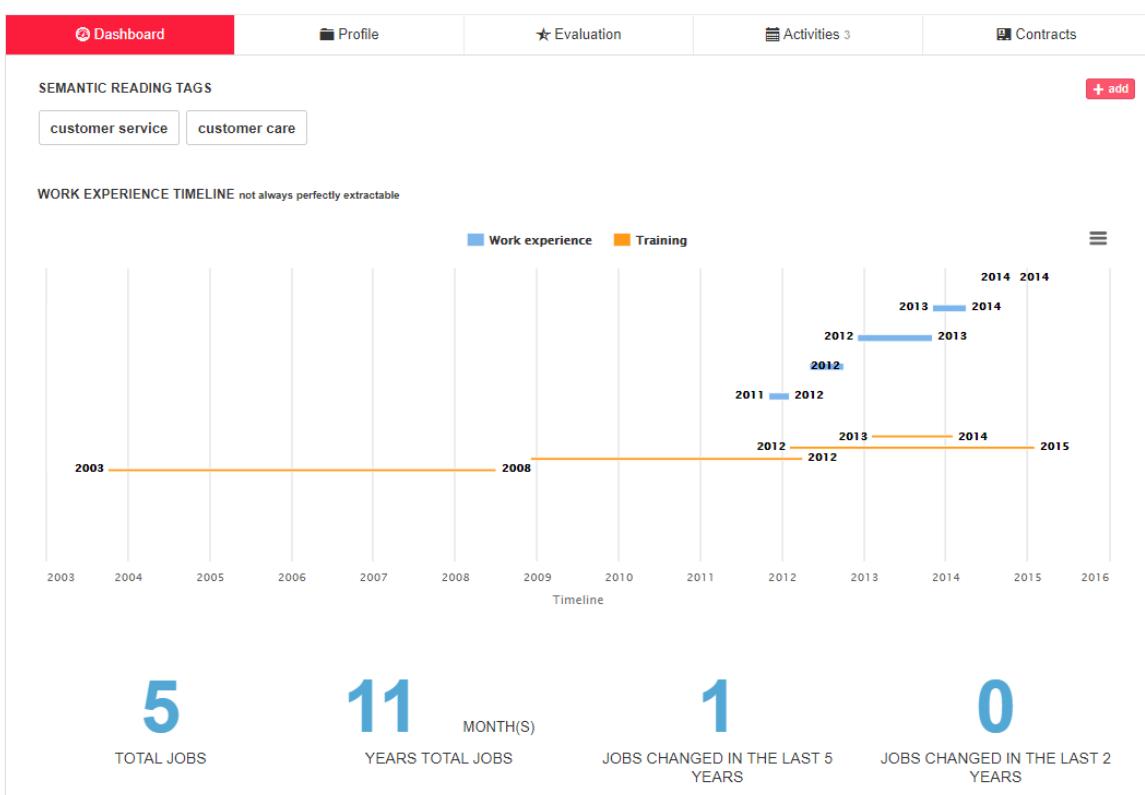
The screenshot shows a candidate profile for '18161 - Back-End Developer'. The profile includes a photo of a man, Franz Mann, and various personal details: Name and surname: Franz Mann, Nationality: Swiss, Country: Switzerland, Region: St. Gallen, City: St. Gallen. Contact information: Email: franz.mann@muster.ch, Mobile phone: +4100000000. Demographic information: Gender: Male, Age: 34 (17/09/1987), Newsletter: Yes, Last login: 3 month(s) ago, Last update: 107 days ago. A 'NOT WORKED' status is indicated on the right. Below the profile, a navigation bar shows tabs: Dashboard, Profile, Evaluation, Activities, Competitors (which is highlighted in red), and Contracts. Underneath the tabs are filter options: From, To da, - Se, Competitor name, Role, Company, - Select site -, - Select colleague -, and a Reset Filters button. The Competitor name field contains 'Mitbewerber 1 / Concurrent 1'. The Company name field is 'N/A' and the Type field is 'Interview'. At the bottom, there are date filters: Date: 01/09/2021 - 30/09/2021, Location: Zürich, and Role: HR manager. Edit and Delete buttons are also present.

TAB Dashboard

This tab shows the following details about the candidate's experience:

- Professional tags automatically extracted from the semantic tool (by clicking on the button "Add", you will be redirected to the page where you can update the candidate's CV and manage the tags);
- Work experience timeline (work experiences and training path);
- Number of work experiences;
- Working years;
- Number of jobs changed (in the last 5 and 2 years).

N.B.: The data is read and calculated based on the candidate's CV extraction as well as candidate's personal data.



TAB Profile

CV: In this section, the following data are visible: the list of job advertisements to which the candidate has applied, job details, language and education, the analysed CV, the candidate's original CV.

The section 'Candidate applied to the following job ads' shows the offers (distinguishing between online and offline) to which the candidate has applied, and shows the origin of the application. Clicking 'all candidates' opens the page of candidates compatible with the ad.

Candidate applied to the following job ads

Job Ad Details	Source
Développeur web Switzerland, Vaud, Lausanne (16/08/2023) View: All candidates Source: 2ark.arca24.com/	Offline
Ingénieur réseau (h/f), 100% Switzerland, Vaud, Montreux (30/08/2022) View: All candidates Source: REFERRAL-ARCA24 client@arca24.com	Offline

Work details

The CV parser analyzes the candidate's CV and divides it into sections:

Curriculum Vitae

CURRICULUM VITAE PARSED

[Download CV](#)

PROFESSIONAL EXPERIENCE SECTION IN CV

EDUCATION SECTION IN CV

LANGUAGE AND OTHER SKILLS SECTION IN CV

PERSONAL DATA SECTION IN CV

COMPLETE CV NOT PARSED

CENSORED CV NOT PARSED

ORIGINAL CV

Creation date: 31/03/2022 19:25:06

[Parse CV again](#)

[Download CV](#)

CV_candidate_3600.pdf

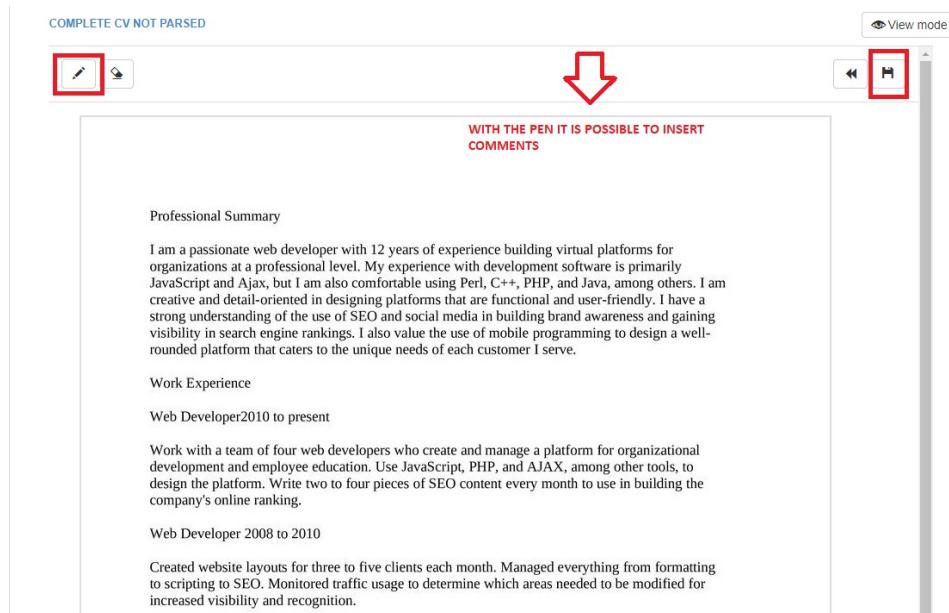
1 / 2 | - 96% + | ☰

☰ ↻ ↺ ↻ ↻

Moreover, it is possible to view the following sections: **COMPLETE CV NOT PARSED** and **CENSORED CV NOT PARSED**. These are two image versions of the CV that can be edited manually in a similar way to a graphics programme.

The two versions have a button on the right, called "Edit mode". Once clicked, it displays some functions within the document image.

- The **pen** function allows you to enter some comments directly within the CV document. Once you have clicked on the pen, click on the position where you want to add a note and type the text in the box that opens; save the entered text with the button below:



COMPLETE CV NOT PARSED

View mode

Professional Summary

I am a passionate web developer with 12 years of experience building virtual platforms for organizations at a professional level. My experience with development software is primarily JavaScript and Ajax, but I am also comfortable using Perl, C++, PHP, and Java, among others. I am creative and detail-oriented in designing platforms that are functional and user-friendly. I have a strong understanding of the use of SEO and social media in building brand awareness and gaining visibility in search engine rankings. I also value the use of mobile programming to design a well-rounded platform that caters to the unique needs of each customer I serve.

Work Experience

Web Developer 2010 to present

Work with a team of four web developers who create and manage a platform for organizational development and employee education. Use JavaScript, PHP, and AJAX, among other tools, to design the platform. Write two to four pieces of SEO content every month to use in building the company's online ranking.

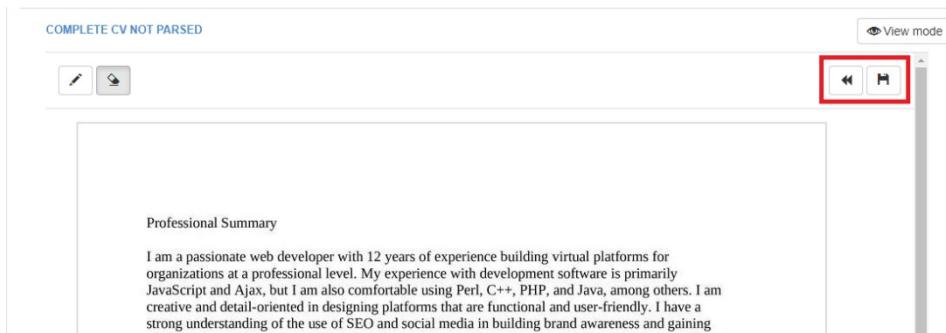
Web Developer 2008 to 2010

Created website layouts for three to five clients each month. Managed everything from formatting to scripting to SEO. Monitored traffic usage to determine which areas needed to be modified for increased visibility and recognition.

- The "**rubber**" button allows the deletion of parts of the text:



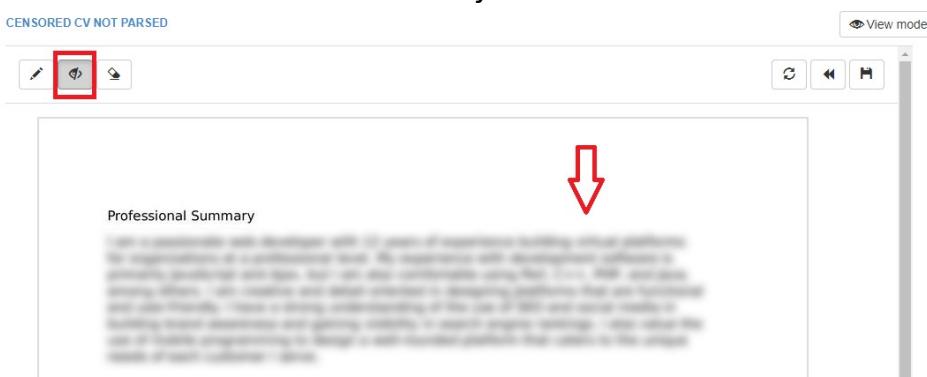
- The two buttons on the right, “**back**” and “**save**”, allow you to undo the changes made and save the final edited version:



- By clicking on the button on the top right, **View mode**, you go back to the original version of the document.

In the section **CENSORED CV NOT PARSED** certain parts of the CV are automatically censored, but there are two further buttons.

- The **censor** button allows you to blur further sections of text in the image:



- The following button allows you to undo the automatic censoring of personal data from the CV image and re-start the changes:

CENSORED CV NOT PARSED

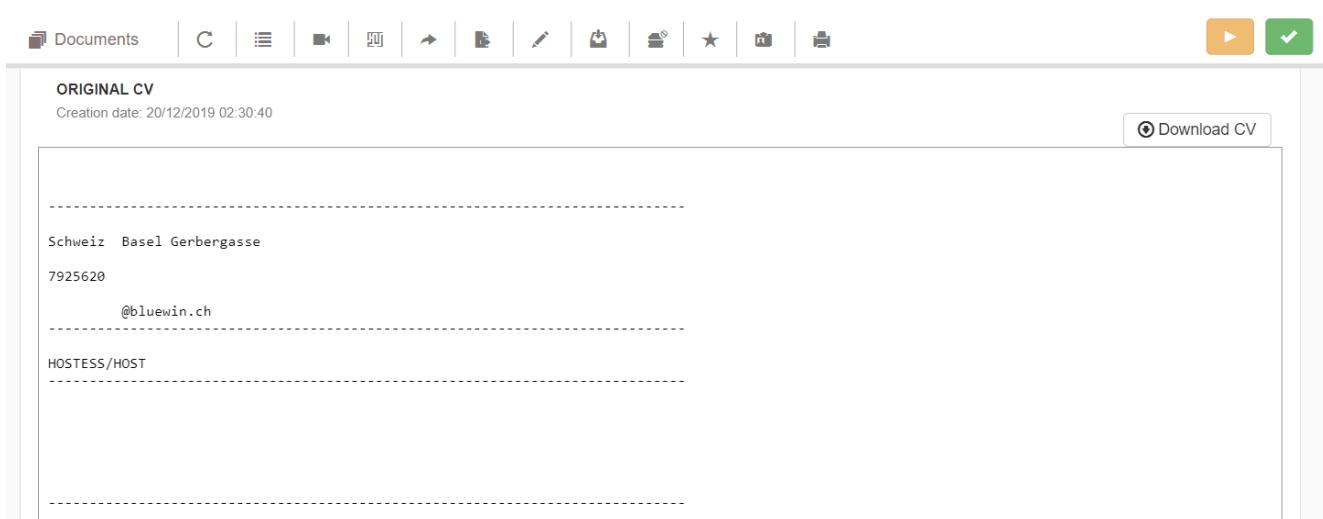
View mode



This possibility of editing is only available within the candidate's profile, because it is a very sensitive modification, which will then be visible in the candidate's summary too, if you choose the flags "hide personal details" and "show original CV" (which should be the one censored automatically):

A screenshot of a modal dialog titled "EDIT CV FOR CANDIDATE'S SUMMARY". The dialog has a dark header bar with the title and a close button. The main content area shows a blurred profile picture of a woman and some blurred text below it. On the left side, there is a sidebar with sections for "Experience" (containing a toolbar with bold, italic, underline, etc., buttons) and "CUSTOMIZE THE CANDIDATE'S CV" (with checkboxes for "hide personal details" (checked), "show CV extraction in text form" (checked), and several other options like "show the dashboard", "show video resume", etc., which are unchecked). At the bottom of the sidebar are "Close", "Preview", and "View" buttons. The right side of the dialog shows the actual CV content, which is mostly blurred except for a list of work experience items at the bottom.

If no CV was entered at the time of candidate's registration (e.g., applications from some external portals/candidates entered manually) a CV in .txt format is automatically generated with the information available. The CV creation procedure takes place automatically every night.



The screenshot shows a document titled "ORIGINAL CV" with the creation date "20/12/2019 02:30:40". The document contains the following text:

Schweiz Basel Gerbergasse
7925620
@bluewin.ch

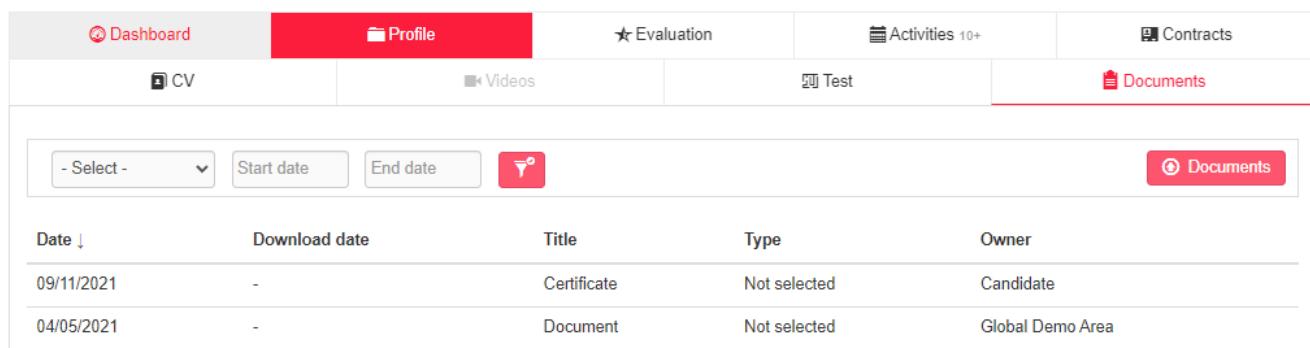
HOSTESS/HOST

A "Download CV" button is visible in the top right corner.

Videos: in this section, you can watch all videos, both video resumes and interviews, recorded by the candidate.

Test: it shows the results of the tests (e.g., language tests, job tests, questionnaires) carried out by the candidate.

Documents: section for managing documents related to the candidate, which can be uploaded by the candidate in his/her personal area or by an employer.

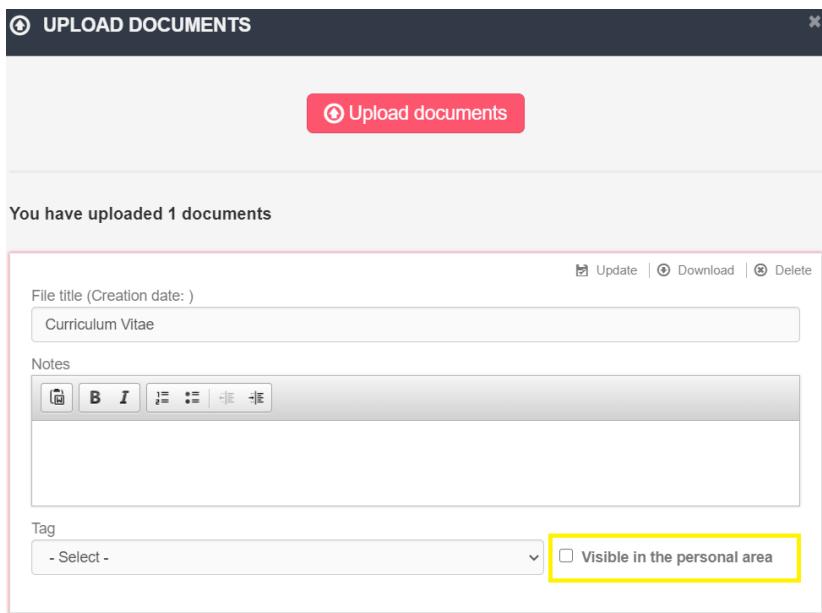


The screenshot shows the "Documents" tab selected in the navigation bar. Below the navigation bar, there are filters for "CV", "Videos", "Test", and "Documents". A search bar and a "Documents" button are also present. The main table displays the following data:

Date ↓	Download date	Title	Type	Owner
09/11/2021	-	Certificate	Not selected	Candidate
04/05/2021	-	Document	Not selected	Global Demo Area

You can upload, download and update the file title and/or description. The maximum size allowed is 2MB.

The flag "Visible in the personal area" allows you to decide whether or not to make the document visible to the candidate.



The screenshot shows a modal window titled "UPLOAD DOCUMENTS". It contains a red button labeled "Upload documents". Below it, a message says "You have uploaded 1 documents". A table row shows a file named "Curriculum Vitae" with creation date " ". On the right of the table are three buttons: "Update", "Download", and "Delete". Below the table is a "Notes" section with a rich text editor toolbar and a large empty text area. At the bottom left is a "Tag" dropdown set to "- Select -". To its right is a checkbox labeled "Visible in the personal area" which is highlighted with a yellow border.

TAB Evaluation

Section in which it is possible to add evaluations and assessments of the candidate.

Rating: evaluation expressed on a scale of 1 to 10. One's own rating is averaged with the ratings entered by colleagues.

Assign to a site/division/department (OPTIONAL MODULE*): it allows you to determine where you plan to employ the candidate; a maximum of 3 settings can be expressed.



The screenshot shows a form titled "Assign to a site/division/department". It has three dropdown menus: "Candidate site" (selected), "Candidate division" (selected), and "Candidate department" (selected). Below the dropdowns are two buttons: a red one with a plus sign and the text "+ Add setting" and a blue one with a document icon and the text "Assign".

Candidate evaluation form: the evaluation form can be set and customized by the system administrator in the account management section. Each time an employer enters an evaluation, it is automatically saved into the evaluation history, a button which is generated when the first evaluation is entered.

Rating Evaluation form Evaluation for multymailing

Candidate evaluation form

last update: GLOBAL DEMO AREA - 3 YEAR(S) AGO (01/10/2018) Evaluation history (Total: 1)

1) Communication Skills

good

2) Flexibility

★★★★★ ★★★★★ Remove stars

3) Motivation to change

- Select -

4) Overall evaluation

★★★★★★★★★★ Remove stars

 Save

Evaluation for multymailing (OPTIONAL MODULE*): section to be filled in for sending candidates' profiles through mailing lists.

TAB Activities

Activities

Section displaying the history of activities carried out with and on the candidate. The sorting of activities takes into account the activity starting date, with reference to manual activities.

Filters

Filters [reset Filters](#)

Filter activities ▾

Keyword

Opportunity keyword

Ad keyword

Search keyword

Activity kind

Activity type

Colleague

You Ngage Arca24 CH | Zürich Edit | Link new activity | Remove
Telephone interview - 30/03/2021 09:00
Participants: Arca24 Admin
ID: 23664
Note:
First telephone interview with the candidate.
Feedback:
Positive feedback: scheduled a face-to-face interview.

You Ngage Arca24 CH | Zürich Edit | Link new activity | Remove
Action: **Call**

You Ngage Arca24 CH | Zürich Edit | Link new activity | Remove
Evaluation - 23/03/2021 12:30
for selection process: **Q francesca de simone**
Participants: Arca24 Admin, Arca24 Employer
ID: 23658
Note:
Profile evaluation: Interesting candidate > She will be contacted for a first telephone interview.
There is no feedback yet

You Ngage Arca24 CH | Zürich Edit | Link new activity | Remove
Action: **Moved to Interview step**
Searching: **francesca de simone**

Keyword: it allows you to search for a word in the text of both automatic and manual activities; as for the manual ones, it searches in the comment and feedback boxes.

Opportunity keyword: it allows you to search for all activities related to a given opportunity. The search is carried out in the field "By opportunity" in the manual activities entered from selection processes related to an opportunity.

Ad keyword: it allows you to search for all activities related to a given job ad. This filter searches in the field "For selection process" in the manual activities entered from a job ad and in that of "Searching" in the automatic activities. Moreover, it allows you to search in the text of the job advert.

Search keyword: it allows you to search for all activities related to a given database search. This filter searches in the field "For selection process" in the manual activities entered from a database search and in that of "Searching" in the automatic activities.

Activity kind: it allows you to filter by chat, i.e., activities related to 2chat, real-time messaging, call and video call system (*OPTIONAL MODULE), automatic or manual activities.

Automatic activities



Arianna Castelli Talentum arca24.com | Milano ⏱ 18 hour ago | 24/03/2021 16:34
Action: ➡ Shared
Shared with: client@arca24.com (Arca24 EMP 2 Software Demo)



You Talentum arca24.com | Milano ⏱ 18 hour ago | 24/03/2021 16:29
Action: ➡ Shared
Shared with: cliente.arca24@gmail.com (Alfredo Raimondo)



You Talentum arca24.com | Milano ⏱ 23 hour ago | 24/03/2021 11:23
Action: ► Moved to Interview step
Searching: All candidates in Italy, Lombardy, Milano Via Dante 2



You Talentum arca24.com | Milano ⏱ 1 day/s ago | 24/03/2021 10:50
Action: 🖊 Status changed from Hired to Interviewed
for: All candidates in Italy, Lombardy, Milano Via Dante 2

Automatic activities are those identified by a gear icon. These are logs automatically recorded by the system and generated by actions carried out by the employer (e.g., moving through the recruiting steps, requests for tests, videos, etc.).

Manual activities



You Talentum arca24.com | Milano
First interview - 29/03/2021 11:00
10 second/s ...
for selection process: Q francesca ds
Participants: Arca24 EMP 2 Software Demo
ID: 25761

Edit | Link new activity | Remove

Note:

Face-to-face interview for the selection process: Account Manager in Switzerland - Tessin'.

There is no feedback yet

Manual activities are those identified by a folder icon. They are recorded by the employers from their agenda or directly from the candidate's profile.

N.B.: in order to track the selection process in which the manual activity is included, it is necessary to open the candidate's profile **directly from the process** (database search or job ad) **to which the activity relates**.

As for the manual activities, the following options are available:

Edit. You can edit **your activities** but not those of other employers.

Link new activity: It allows an activity to be linked to a new activity. Several activities can be linked to each activity, but an activity C cannot be linked to an activity B already linked to an activity A: there is only one level of linking.

Remove. You can delete **your activities** but not those of other employers.

Activity type. It allows you to filter by type of manual activity (e.g., first interview, second interview, etc.) as well as by automatic activity of candidate's summary sending.

Colleague. It allows you to filter by the colleague who added the activity.

Feedback

Section displaying feedback from recipients who received shared candidates' profiles and candidates' summaries.

It is even possible to enter some feedback manually, by using the button "Add feedback":



Feedback about this candidate

[+ Add feedback](#)

Action: Manually added

7 minute ago

Feedback:

X JANE SMITH 7 minute ago
Very interesting candidate.

Contracts (OPTIONAL MODULE*)

In this section, you can view and manage all contracts linked to the candidate's profile.

The screenshot shows a user interface for managing contracts. At the top, there is a navigation bar with tabs: Dashboard, Profile, Evaluation, Activities, Competitors, and Contracts (which is highlighted in red). Below the navigation bar, there is a summary section with a green box containing the number '2'. This summary includes fields for Site (Ngage arca24.com | Washington), Owner (Mrs. Global Demo Area), and ID (00000557). It also shows a timestamp of '10 second/s ...'. To the right of this summary, there are links for Documents, Edit, Dismiss, and Remove. The main content area displays a single contract entry for 'Jane Smith'. The contract details are: Dates (26/07/2022 to 27/07/2022 | Active), Role (Web developer), Searching (All candidates | United States of America), Company (2.0 Technology), Site (2.0 Technology Headquarter - United States of America, Washington, Washington), and Opportunity (338 - Assistant web developer (20/06/2022)).

It is possible to attach documents related to the contract, modify the details or delete the contract. Furthermore, it is possible to dismiss the candidate; in this way, the current date is shown on the date of termination of the contract and the profile will result as an ex-worker.

3.11. More tools

Search in JobArch

JobArch is a software developed and owned by Arca24 providing an external candidate database, which is useful for searching for further profiles.

It is possible to publish job adverts or carry out searches on JobArch, in the same way as in Ngage, and to import candidates via the button "import".

Go back You are searching marketing specialist in Italy, Lombardy, Milano New search Job titles

Order by Compatibility

Filter candidates Reset Filters Candidates Choose applicant type All candidates Filter by ID Filter by ID

Results TOTAL 379 JOB SEEKERS IMPORT INTERVIEW SELECTION

1008051 - Marketing Communication Manager Specialist

Sector: Sales Role: Marketing / PR Working status: Employed Age: 46 Nationality: Italian Residence country: Italy Residence region: Lombardy

For further details see the handbook NGAGE - JobArch – en.

CVideo

N.B.: In order to access CVideo sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVVideo SoftSkillLab – en.

ExaminLab

N.B.: In order to access ExaminLab sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVVideo SoftSkillLab – en.

SoftSkillLab

N.B.: In order to access the SoftSkillLab sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVVideo SoftSkillLab – en.

4. MODULE "CLIENTS"

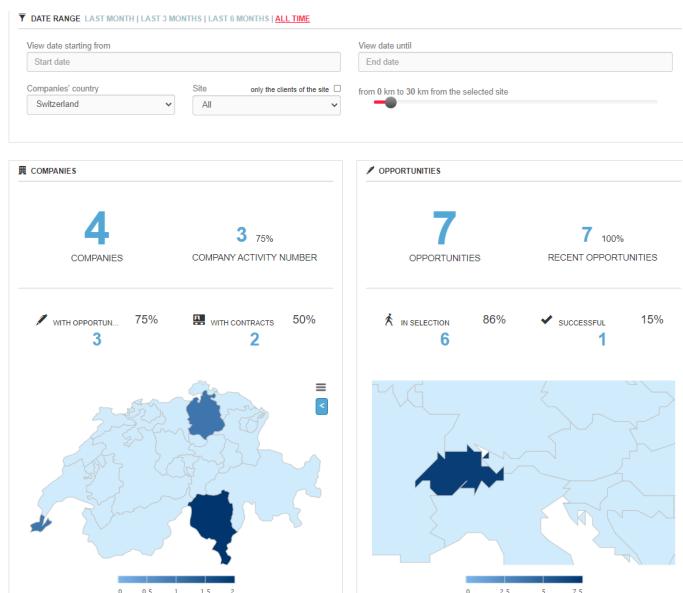
4.1. Dashboard

Quick search bar: In all sections of the module "Clients", you can use the search bar at the top of the page. This is a keyword search in the company database: it searches for the word in both the company name and in that of the contact person.

The screenshot shows the Ngage Arca24 CH | Zürich interface. At the top, there's a search bar with 'Keyword?' and a location dropdown set to 'Zürich'. Below the search bar are several navigation tabs: 'Dashboard' (highlighted in red), 'Company', 'Opportunity' (with 10+ notifications), 'Alerts', 'Job Radar', 'Mailing lists', and 'Exports'. A map of Switzerland is visible in the background.

Dashboard: in this section you can get an overview of the company database as well as the opportunities and the pipeline. Depending on the filters (date, country and reference site), you can set the parameters for displaying the data. If a site is selected, its address is the starting point of the kilometer radius.

As an alternative, by selecting the flag “only the clients of the site”, it is possible to view data on companies **assigned** to a given site, regardless of the location. To see the details of all the companies in the database, you only need to choose “Select” in the menu “Companies' country” and “All” in the menu “Site”.



The example above shows all the companies in the database.

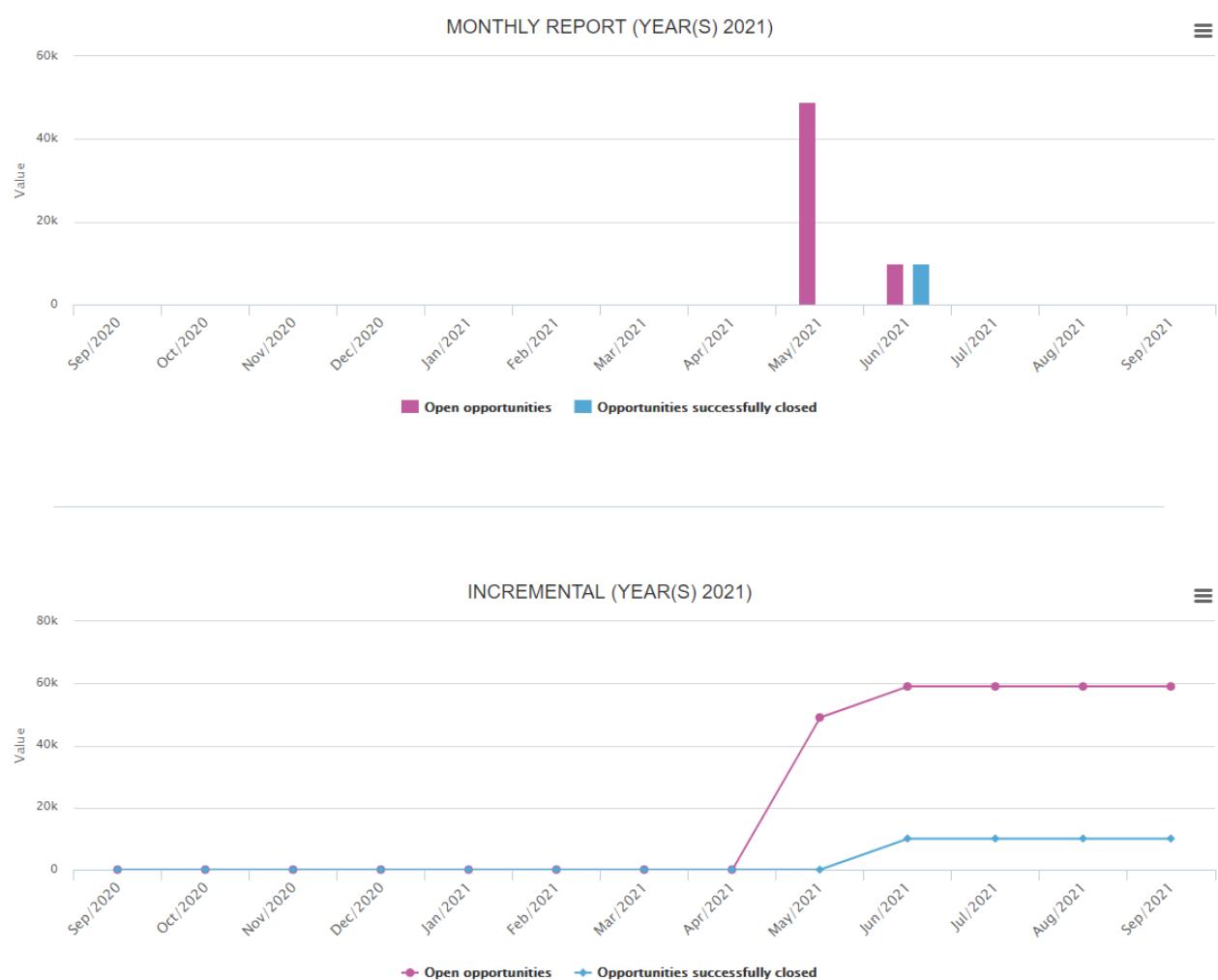
There are 4 companies for which 3 activities, 3 opportunities and 2 contracts have been entered; the map below shows the location of these companies (divided by country and region).



The opportunities entered, regardless of the assignment of the companies, are 7, of which 7 are recent (6 months from the current date or 6 months from the end date entered in the filter are taken into account for this data), 6 in the status "In selection" and 1 was successfully closed; the map below shows the location of these opportunities (divided by country and region). The other reports here show the details of the companies' status and sectors as well as the type of service per each opportunity and the hit rate, i.e., the ratio between open and successfully closed orders:



At the bottom of the page the pipeline is shown: in the first graph, the monthly report illustrates the trend of opportunities with the ratio of opportunities opened and successfully closed, while in the second one the incremental value over the year (value=expected value*success rate).



4.2. Company

4.2.1. Updates

All changes to the company profile (on status, leads, company details, ratings and training) are listed in this section. Updates can be filtered by site, colleague and date range.

Filter Site You **From date** 01/09/2021 **to date** 30/09/2021

Company: [Underground SA](#)

Updates:

- 16/09/2021 Company edited You, 16/09/2021
- Company edited You, 16/09/2021
- Company edited You, 16/09/2021
- Status changed from Former client to Active client You, 05/05/2021
- Company's rating edited You, 23/04/2021
- Status changed Underground HQ from First registration to Qualified You, 23/04/2021
- Company created You, 23/04/2021

4.2.2. Last seen companies

The last 20 open company profile are here displayed. You can click on the company name of the displayed preview to open the company profile.

4.2.3. New company

It is possible to add a new company manually by entering the mandatory fields of the data indicated with *.

Business name *

VAT code

Company size

- Select -

Company type *

Suspect

Company sector *

- Select -

Company's revenue

- Select -

Date of company closure/bankruptcy

Enable alerts

Most searched profiles

A
B
I
M
C
E
R
S
P

Here the details of some of the client form fields:

VAT code: this field enables the insertion of the company VAT code.

Company type: this field is used for status labels. Like the candidate labels, they can be edited manually but also change automatically based on the following rules:

- Suspect -> company without any opportunities or contracts;
- Prospect -> company when entering the first opportunity;
- Active client -> company when creating the first contract;
- Former client -> company when the last contract expires.

Company revenue: this field is locked if the rating tab is active; the data must therefore be filled in from the tab "Rating" in the company profile. Alternatively, it can be

filled in manually.

Company size: filter to define the size of the company based on the number of employees.

Date of company closure/bankruptcy: field in which to enter the date of closure/bankruptcy of the customer, if any. If the date entered is later than the date on which the data is recorded, the tab appears greyed out (obscured) in the customer search when the flag 'Include closed/bankrupt companies' is used in the side filters.

Enable alerts: this field allows you to receive notifications from the "Alerts" reminding you how long it has been since you have entered an activity on the company (their default frequency is every three months).

Most searched profiles: this filter allows you to enter the profiles most frequently searched for by the company. Within the filter for exact word, in the search filters, you can search for one or more of the job roles you have entered.

Email: in this field it is possible to add a **generic e-mail address** and mark the flag "Newsletter to the company email address" to enable multymailing on it.

Noga code (for Swiss software versions only): token input drop-down list; by typing a part of the definition or a digit of the code to be entered, the system suggests the complete entry.

Group: customizable drop-down menu in the section "Account management" > "Management setup" > "Dropdown management" to define a specific group of companies this company belongs to.

Mailing list tag: customizable drop-down menu in the section "Account management" > "Management setup" > "Dropdown management" to create lists of companies to be used as recipients for the mailing list.

Assigned site/colleague: field used to indicate the primary ownership of the company, by attributing it to a specific site and colleague. All users of the system can still work on the client profile, if permissions allow.

COMPANY SITES

[+ Add site](#)

1.

Site name

Site name

Site status *

First registration

[X Remove](#)

Country *

Switzerland

Region *

- Select -

City *

City

Address

Address

 Headquarters

Postal code

Postal code

Phone

+41

Phone

Fax

+41

Phone

Notes



Cost center type

- Select -

Cost center description

Cost center description

Description

Cost center description

Description

Cost center description

[+](#)

When creating a company, it is compulsory to add at least one company site.

Site name: this field is used to give a specific name to a company site, in the case of a multi-site company (e.g., administrative, logistics, production site).

Site status: the site status changes automatically based on different actions:

First registration: initial status of the registered site;

Qualified: status of a site to which at least one contact person has been added;

Open opportunities: status of a site with at least one open opportunity;

Candidate's summary sent: status of a site with a linked opportunity from which a candidate's summary has been sent;

Interview with the company: status of a site with linked opportunities, within which an activity of type "Interview with the company" has been entered on a candidate;

Former client: status of a site appearing at the expiry of the last contract concluded on the site.

Headquarters: the first company site entered is automatically flagged as "Headquarters". By inserting further company sites, it will be possible to specify which of them is the headquarters.

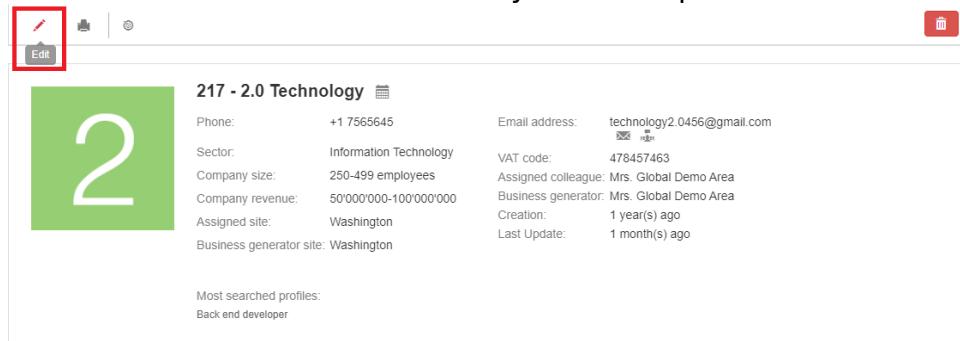
Notes: text field for entering keywords for searches.

By clicking on **Create a new company**, the company profile is generated.

4.2.4. Company profile

Client profile content visibility: by default, all employers see all company strings within database searches. In the case of companies assigned to his/her own user or to a colleague in the hierarchy, the employer has full visibility and can work on it. In the case of companies for which there is no visibility, only the dashboard and the company sites are visible, without any details of the contact people; to work on the company profile and thus see the other tabs, the user needs to enter a company site assigned to himself/herself.

Edit: This function enables you to update and edit the company details:



Phone:	+1 7565645	Email address:	technology2.045@gmail.com
Sector:	Information Technology	VAT code:	478457463
Company size:	250-499 employees	Assigned colleague:	Mrs. Global Demo Area
Company revenue:	50'000'000-100'000'000	Business generator:	Mrs. Global Demo Area
Assigned site:	Washington	Creation:	1 year(s) ago
Business generator site:	Washington	Last Update:	1 month(s) ago

Most searched profiles:
Back end developer

Print : this function enables you to print the company profile.

Target client  : this function enables you to add the company into one or more specific target lists. The function for linking the client with a target list shows the lists in which it is already registered and allows it to be deleted from these lists.

Delete  : this function enables you to fully delete the company profile.

N.B.: an employer can only delete a company profile when there are no opportunities/contracts linked to it. The admin account, instead, can always delete the company profile.



Image : here you can upload the company logo.

Status labels: the labels match to the entries in the field "Company type" (see point 4.2.3. New company)

TAB Dashboard

The dashboard includes company statistics, along with graphical representations of data on opportunities.

By entering the date range (within which the opportunity was created) the following data will be displayed:

Type of service

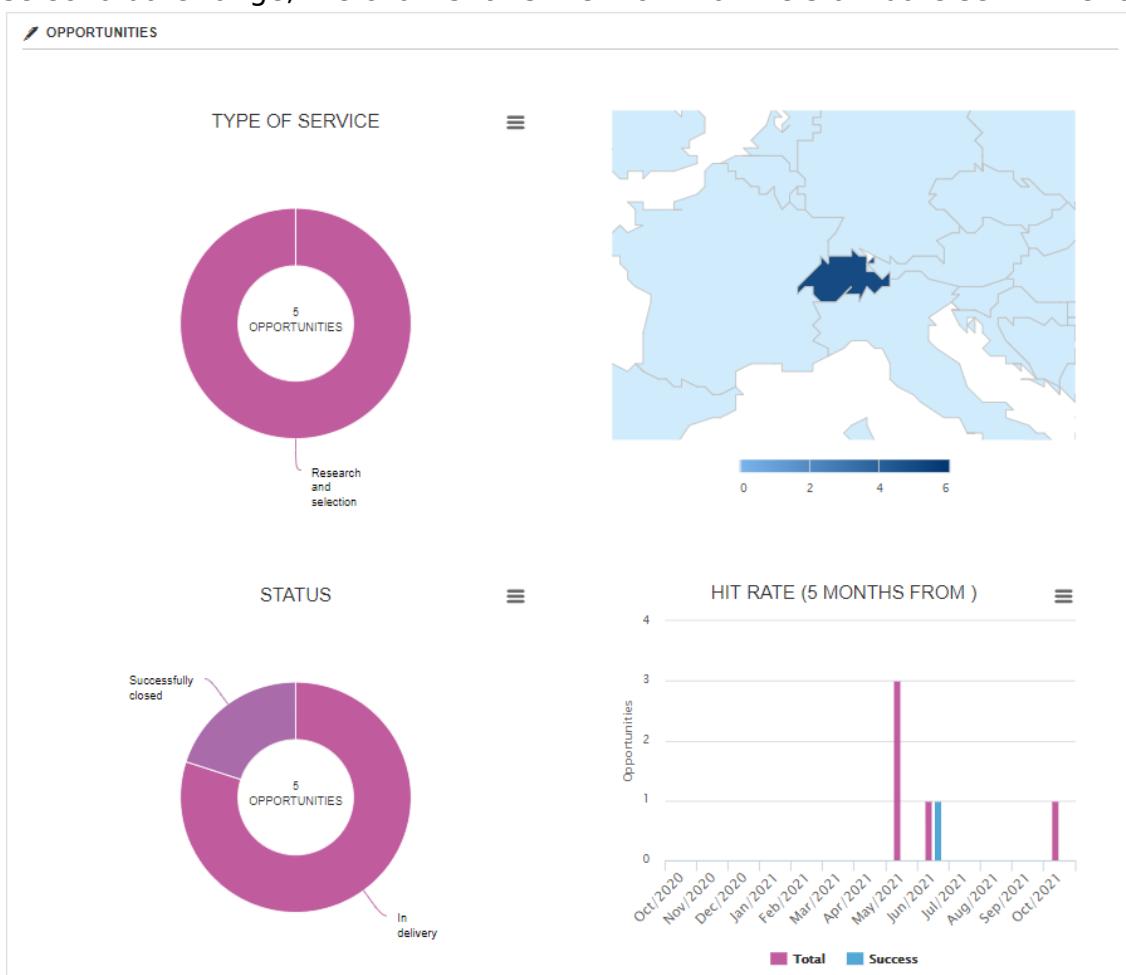
Pie chart. It shows the opportunities split by type of service;

Map. It highlights the countries/regions where at least one opportunity has been opened in the selected date range. Country and region correspond to the **site** of the company selected when the opportunity was created.

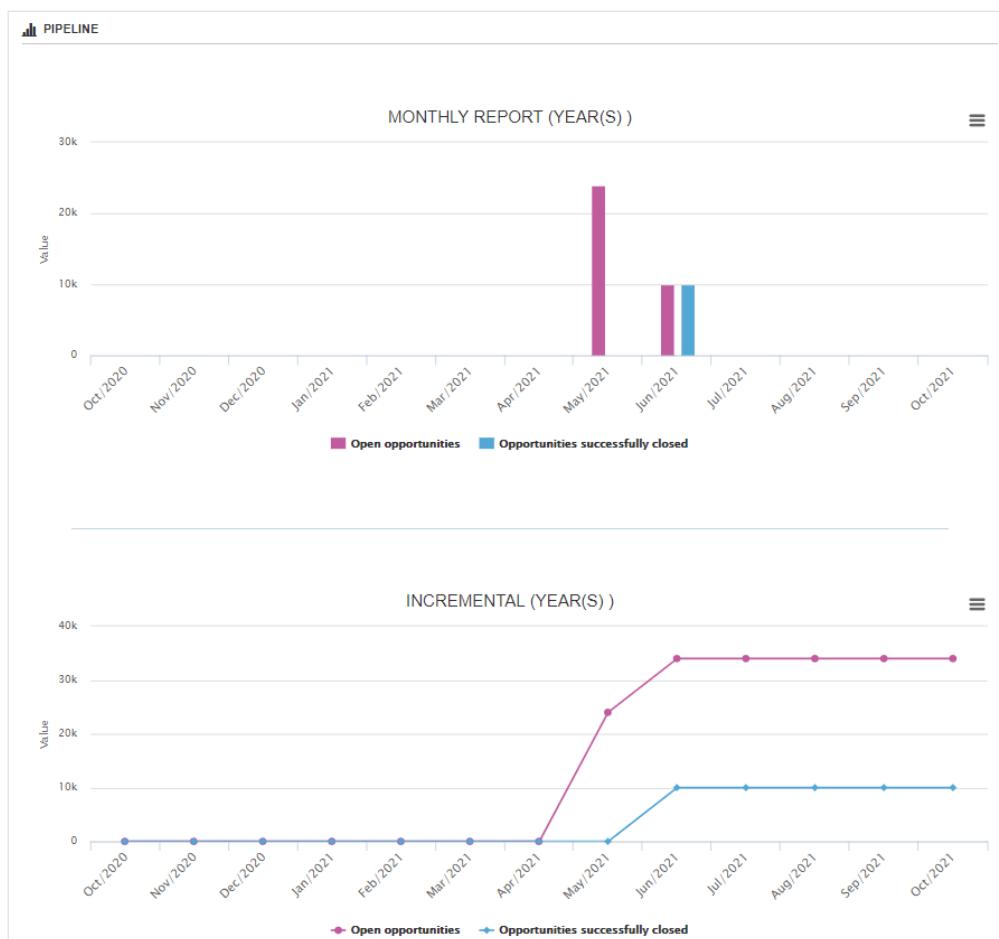
Status

Pie chart. It shows the opportunities split by status;

Hit rate, histogram. The number of opened and successfully closed opportunities is compared per month. This means that if an opportunity is opened in March and successfully closed in April, it is counted in the column "total", but not in the column "success" (if you select April, no opportunity is shown). If you select a date range, the chart shows the month of the start date set in the range.



Pipeline. The value entered in the field "Expected value" is compared with "Success rate (%)" . One indicator expresses the opportunity closed with 100% success while another indicator expresses the expected percentage to display the deviations. The pipeline report includes two charts, the monthly report and the incremental value one.



TAB More info

The tab includes the company sites entered. It is always possible to add new sites by clicking on the “Add site” button:

Dashboard	Sites and people 2	Business 3	Contracts 3	Activities 3	Documents
Company sites					
253 - 2.0 Technology Headquarter United States of America - Washington, Washington	HEADQUARTERS			QUALIFIED	
300 - Spain - Murcia Madrid				FIRST REGISTRATION	

+ ADD SITE

Site name	Site status * :
Site name	First registration
Country *	- Select -
United States of America	First registration
City *	Qualified
City	Open opportunities
Phone	Candidate's summary sent
+1 Phone	Interview with the company
	Former client
	Address
Postal code	
Fax	
+1 Phone	

In addition to a manual update, the status of the site changes based on the following rules:

- If the site has the status "Open Opportunities" after 30 days since the last status change, its status is reverted to 'Qualified';
- If the site has the status "Candidate's summary sent" after 30 days since the last status change, its status is reverted to "Qualified".
- If the site has the status "Interview with the company" after 60 days since the last status change, its status is reverted to 'Qualified'.

The statuses of Open opportunities/Candidate's summary sent/Interview with the company are automatically changing according to the activities that are carried out in the linked opportunities.

By clicking on the site string, you can open its detail. In the section called "Options", you will see a drop-down menu with the following options, allowing you to add an opportunity on the site, add a contact person, check the map for geolocation, include the site in a target client list, edit or remove the site.

In case the company site is assigned to an employer on which you have no visibility, you will not be able to edit/delete/add any opportunities on it.

Company sites

295 - ZH
Switzerland - Zürich, Zürich, Bahnhofstrasse 1

HEADQUARTERS

CANDIDATE'S SUMMARY SENT

Phone: +41 0440000000

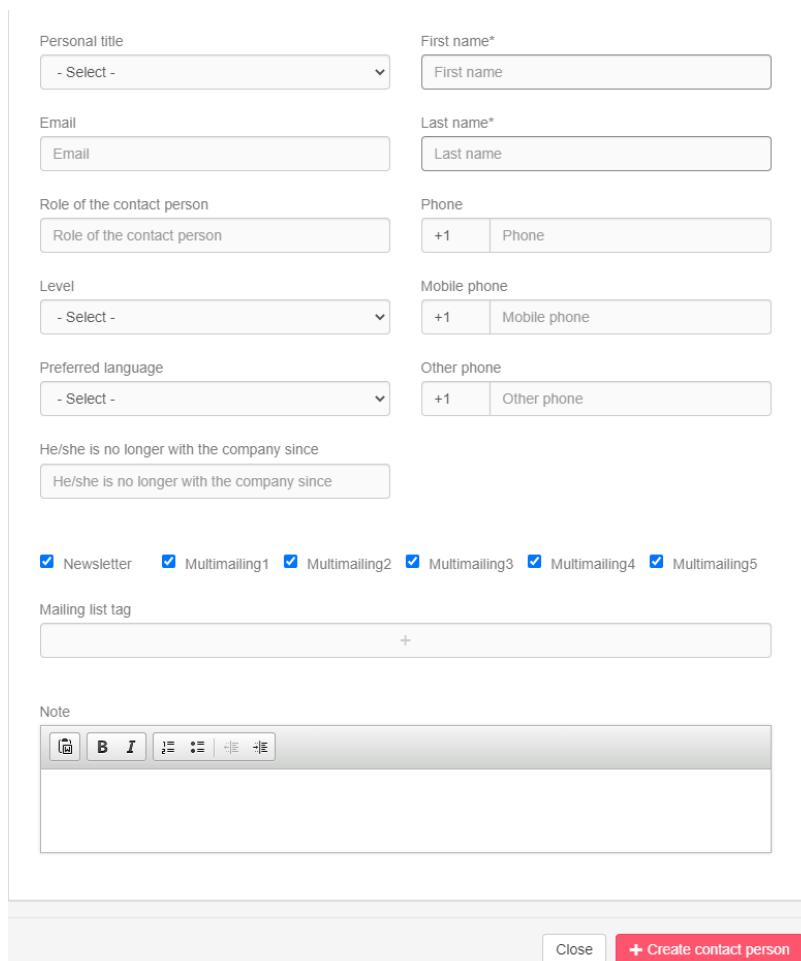
Contact people

Options

- Options
- Add opportunity
- Add contact person
- Check on map
- Target site
- Edit
- Remove

As for the **entry of a contact person** on the site, the following information can be filled

in:



The screenshot shows a form for creating a new contact person. It consists of several input fields arranged in a grid-like structure. Top-left: Personal title dropdown (- Select -). Top-right: First name* input field. Second row: Email input field. Third row: Role of the contact person dropdown. Fourth row: Level dropdown (- Select -). Fifth row: Preferred language dropdown. Sixth row: He/she is no longer with the company since input field. Seventh row: Mailing list tag input field with a plus sign. Eighth row: Note text area with a rich text editor toolbar. Bottom right: Close button and a red '+ Create contact person' button.

N.B.: the field "Email" is not compulsory, but we do suggest to complete it. Only by inserting the email address, you will be able to use some functions that involve the contact person (e.g., send him/her emails and mass mailings from the system, give him/her access to his/her personal area, send candidates' summaries).

Preferred language: this field defines the default language of all the automated communications received by the contact person.

Field "He/she is no longer with the company since": this field allows the date of unavailability of the contact person to be marked, since he/she may be linked to activities and contracts and therefore cannot be deleted. This field, filled in with the date since which the contact person has no longer been with the company, allows to "darken" the contact person so that his unavailability is shown.

Flag "Newsletter": the newsletter flag expresses the contact person's consent to receive emails through a mailing list; a contact person without this flag will be indicated as "unsubscribed" from the mailing list.

The contact person can unsubscribe in his/her company area (candidates > multimailing > unsubscribe from our newsletter).

Flags "Multimailing 1, 2, 3, 4, 5": these flags are customizable. They are linked to the filter "Newsletter" in the searches for "All contact people"; by applying that filter, all the

contact people having that flag are shown and they can then easily be linked to mailing lists.

Contact person's string



Name: 350 - Mr. Test Arca24   
Email: referentech.arca24@gmail.com   

Multimailing1: yes Multimailing2: yes Multimailing3: yes Multimailing4: yes Multimailing5: yes
Responsabile operativo: no Responsabile sicurezza: no Responsabile firma: no

The contact person's string enables the following functions:

-  > add a new activity on the contact person;
-  > export to an external tool (OPTIONAL MODULE*);
-  > send a direct email to the contact person, whose entry is saved in the activity tab;
-  > start a live chat or a (video) call with the contact person by using 2chat, real-time messaging, call and video call system (OPTIONAL MODULE*), when the contact person is connected to his/her personal area;
-  /  > send/remove access to the company area, so as to send or deactivate the login credentials of the contact person for his/her personal area;
-  : suggest candidates to this contact person, so as to launch a search for candidates in the database, which is then saved which is saved in the searches as Proposed Candidates. New candidates compatible with that search are notified to the company contact person, who displays them in his private area. (OPTIONAL MODULE*);
-  : send SMS to the contact person from the system (you need to fill in the field "Mobile phone" and not "Phone" to send a SMS). (OPTIONAL MODULE*).

In addition, in the contact person string you can:



Name: 350 - Mr. Test Arca24   
Email: referentech.arca24@gmail.com   

Multimailing1: yes Multimailing2: yes Multimailing3: yes Multimailing4: yes Multimailing5: yes
Responsabile operativo: no Responsabile sicurezza: no Responsabile firma: no

 Documents |  Options
 Add to mailing list
 Link to other companies
 Edit
 Remove

- Add documents;
- Add the contact person to an existing mailing list;
- Link the contact to other companies, so as to duplicate the profile of the contact person in another company and site (changes in one of the two contact's people strings are also carried over into the other!).
- Edit the contact person's profile;
- Remove the contact person's profile.

TAB Rating (OPTIONAL MODULE*)

In this section you can enter data on the company solvency.

Dashboard	More info	Business 16	Activities 3	Contracts 6	Documents
					★ Rating
Sites and people 3					
Company type		Risk indicator			
Limited liability company		4 3 2 1			
Rating		Date of registration :)			
2AA		04/10/2021			
Score		Paydex			
Score		30 days after the deadline			
Max credit		Max credit currency			
Max credit		CHF			
Share capital		Revenue year			
Share capital		Revenue year			
Revenue		Currency			
Revenue		- Select -			
Save rating					

TAB Business

History (OPTIONAL MODULE*)

In the section "History", it is possible to record the most requested services by the company as well as the competitors (OPTIONAL MODULE*) the company is currently working/has worked with.

History		+ Add a service
Service needed	%	Notes
Temporary job	75	<div style="border: 1px solid #ccc; padding: 5px; height: 150px;"> B I </div>
Service needed	%	
Research and selection	25	
Save history		

Competitor Date: 06/10/2021 12:37:35

Mitbewerber 1 / Concurrent 1

SERVICES + add

Service Date: 06/10/2021 12:37:35 ID: 9

Temporary job Quantity 7 Note

Service Date: 06/10/2021 12:37:35 ID: 10

Executive search Quantity 5 Note

Save the competitors

TAB Opportunities

In the section “Opportunities” it is possible to register company orders, i.e., the job orders, to be linked to candidate searches/jobs in the module “Candidates”, or other projects.

Dashboard Sites and people Business Contracts Activities Documents

History Quotations Opportunities

Job Radar Lead opportunities + Add opportunity

8 - Web developer for company site: United Kingdom - England, London Lead

Open opportunities

9 - Recruiter for company site: United Kingdom - England, London In delivery

Closed opportunities

10 - Web designer for company site: United Kingdom - England, London Successfully closed

By clicking on “Add Opportunity”, it is possible to enter a new customer’s order/project with the following data:

Opportunity title > this field enables you to enter a title describing the opportunity, which may match the vacancy/profile searched. If the opportunity is linked to a search within the database or a job ad, the opportunity title is entered as “job title” in the search and as title in the job offer respectively.

Status -> the status of the opportunity can be changed manually as the recruitment proceeds, while the status “Candidate’s summary sent” and the status “Interview with the company” vary based on the corresponding activities carried out on the candidates in the linked selection processes.

Here are all the opportunity statuses:

- Lead
- In delivery

- Candidate's summary sent
- Interview with the company
- Successfully closed
- Unsuccessfully closed
- Deleted

Expected closing date -> optional field to enter the start date of the service provision; it allows the creation of a chart in the Opportunity Dashboard section.

Company site -> this field is compulsory and enables you to link the opportunity to a company site.

Opportunity type -> this field allows you to identify the service to be provided; the dropdown list can be customized if required and is the same as that shown in the section "History".

Expected value -> this field allows you to enter the possible sales revenue generated by the opportunity; along with the field "Success rate", it creates the pipeline/incremental value statistic.

Success rate (%) -> this field enables you to enter the success rate for covering the opportunity.

The field is in read-only mode and is filled in automatically based on the following rules:

- Status "Lead", "Deleted" or "Unsuccessfully closed" => 0%
- Status "In delivery" => 40%
- Status "Candidate's summary sent" => 60%
- Status "Interview with the company" => 80%
- Status "Successfully closed" => 100%

Vacancies -> in the event of a request for personnel, this field allows you to mark the number of workers required.

Opportunity notes -> this field enables you to enter a description of the request.

Competitors (OPTIONAL MODULE*) -> to identify competitors possibly involved in the project by the company.

Sales and Delivery -> these fields are filled in by default with the user entering the opportunity, but they can always be edited manually so as to link the opportunity with another colleague.

Options on opportunities

The screenshot shows a detailed view of an opportunity card. At the top, there's a navigation bar with 'History' and 'Opportunities 3'. Below it, the title '338 - Assistant web developer' is shown along with a small icon. A dropdown menu labeled 'In delivery' is open. On the left, there are several details: 'Opportunity type: Research and selection', 'Assigned to: Mrs. Global Demo Area', 'Start date: 20/06/2022', 'Expected closing date: 27/06/2022', and 'Vacancies: 1'. On the right, there are 'Expected value: 10000 USD' and 'Success rate: 40%'. At the bottom, there are two buttons: 'Link to an ad' and 'Link to a search'. A red box highlights the 'Options' dropdown menu on the right side of the card.

- **Add an activity related to this opportunity:** from the calendar icon next to the opportunity title, it is possible to add activities related to the opportunity.
- **Documents:** to enclose documents related to the opportunity.

From the section “Options”:

- **Edit:** to update the details on the opportunity
- **Copy:** to use an already created opportunity as template to enter a similar one
- **Remove:** to definitely delete a opportunity. **N.B.:** this option is only available if the opportunity is not linked with any searches/job ads).

Within the character string, the activities that have been carried out in the respective process are counted under ‘Activities’: activities entered manually are displayed for both opportunities as well as candidates.

- **Link to a job ad/search:** the function “**Link to an ad**” enables you to link the opportunity with an already existing job offer (with selection of the assigned colleague and the job advertisement > button “Link to the selected job ad”) or to publish a new job (button “Link to a new job ad”).

This screenshot shows a modal dialog titled 'LINK TO AN AD'. It contains two main input fields: 'View job ads created by' with a dropdown set to 'You', and 'Select job ad' with a dropdown showing '- Select job ad -'. At the bottom, there are three buttons: 'Close', '+ Link to a new job ad', and a large red button with a checkmark and the text 'Link to the selected job ad'.

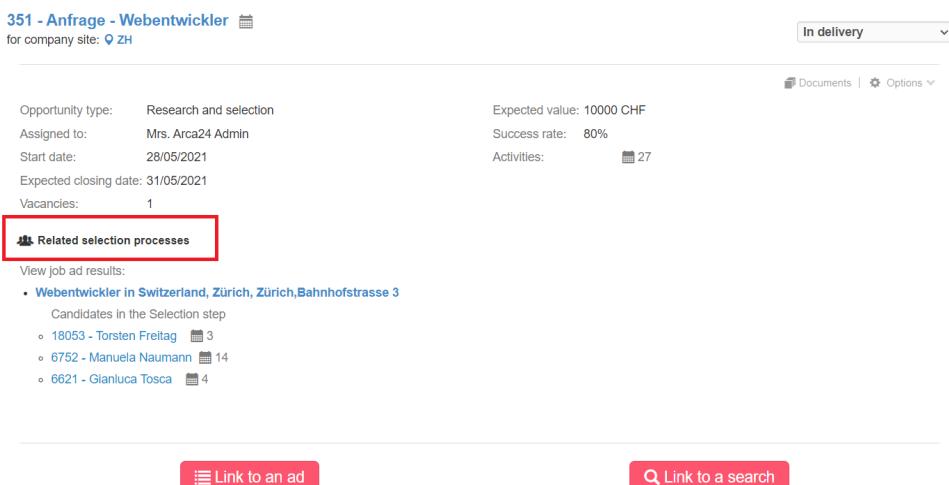
N.B.: If you change the opportunity status from “In delivery” to “Deleted” or

"Successfully/Unsuccessfully closed", the job ad is automatically set offline. If you change the opportunity status from "Deleted" or "Successfully/Unsuccessfully closed" to "In delivery", the job ad is not put online. The job ad status does not affect that of the opportunity: if you set a job offline and that is linked with an opportunity, the opportunity status does not change accordingly. Similarly, if the job is offline (the opportunity is closed) and you set it online again, the opportunity status does not change accordingly.

By clicking on the button "**Link to a search**", the system will redirect you automatically to the candidate module, where a search by job role can be started based on the opportunity title. Each search that is set up in this way generates a "**Saved Search**".

N.B.: The opportunity of type "**Lead**" can only be linked with a candidate database search, and not with a job advertisement; if you want to post a new job or to connect the opportunity to an existing one, you will need to change the opportunity status to "**In delivery**".

If an opportunity is linked to an advertisement or a search, you will see in the opportunity string the section "**Linked selection processes**". Here you can find the linked searches and jobs, the related candidates moved to the step "Selection" and any activities on these candidates.



The screenshot shows an opportunity record for '351 - Anfrage - Webentwickler'. The top navigation bar includes 'In delivery' in a dropdown menu, 'Documents', and 'Options'. The opportunity details are as follows:

Opportunity type:	Research and selection
Assigned to:	Mrs. Arca24 Admin
Start date:	28/05/2021
Expected closing date:	31/05/2021
Vacancies:	1
Activities:	27

Below the details, there is a section titled 'Related selection processes' which is highlighted with a red box. It contains a link 'View job ad results:' followed by a list of candidates:

- [Webentwickler in Switzerland, Zürich, Zürich, Bahnhofstrasse 3](#)
 - Candidates in the Selection step
 - 18053 - Torsten Freitag  3
 - 6752 - Manuela Naumann  14
 - 6621 - Gianluca Tosca  4

At the bottom of the screen are two buttons: 'Link to an ad' and 'Link to a search'.

Links between activities and opportunities

When you create an activity from the candidate's profile and that is linked to an opportunity via a flag (as in the first screen capture), it will also be visible on the opportunity in the company's profile (see second screen capture):

Activity type *: Evaluation

Company *: 217 - 2.0 Technology

Opportunity *: 332 - Back end developer(07/05/2021)

Start date: 27/07/2022

End date: 27/07/2022

Note

Feedback

Opportunity type: Research and selection

Activities: 1

Global Demo Area Ngage arca24.com | Washington
Evaluation - 27/07/2022 11:33
For the search process opportunity: Back end developer
Candidate: 18008 - John Zook
Participants: Global Demo Area
Note:
Assessment after interview
There is no feedback yet

Link to a search

You will see the activity entered in the opportunity will only be possible if the candidate on whom the activity is entered is **at the step “Selection” of the process for the job advertisement or search related to that opportunity.**

TAB Activities

Section displaying the history of activities performed on the company profile. The sorting of activities takes into account the activity starting date, with reference to manual activities.

Activities can be filtered by:

Keyword: the field enables searching in the text of automatic activities as well as in the comments and feedback of manual activities.

Opportunity keyword: the field allows you to search all activities related to a certain opportunity; it searches in the "by opportunity" field in manual activities entered from an advertisement and any automatic activities linked to the opportunity (e.g., sending dossiers from a selection process linked to the searched opportunity).

Ad keyword: is used to search for all activities related to a given job advert (e.g., searching for 'accountant', it extracts all activities related to advertisements with this title).

Search keyword: the field allows you to search all activities related to a given search in the database.

Activity kind: to filter by chats (activities related to 2chat, real-time messaging, call and video call system (*OPTIONAL MODULE)), automatic or manual activities.

Activity type: filter by type of manual activity (e.g., Meeting with the company, phone contact, etc.) and by automatic 'candidate's summary' sending activity.

Colleague: filter by colleague, author of the activity.

Difference between automatic and manual activities:

Automatic activities are those identified by a gear icon. These are logs automatically recorded by the system and generated by actions carried out by the employer (e.g., sending of candidates' summaries, sending of simple e-mails, sending of massive e-mails, etc.).

Manual activities are characterised by the folder icon. They are recorded by the employers from their agenda, from candidates' profiles, contact peoples' strings or opportunities strings.

With regard to manual activities, you can perform the following operations:

Edit: it is only allowed on activities entered **by you**.

Link new activity: allows you to link an activity to a new one. Several activities can be linked to each activity, but an activity B linked to an activity A cannot be linked to an activity C, so there is only one level of linking.

Remove: this is only allowed on activities entered **by you**.

Addition of follow-up activities

The following fields were added to the activity entry screen:

- Follow up activity type;
- Follow-up activity date.

The operation is designed to immediately enter a new activity linked to the first one just entered, so that it is immediately clear to a sales figure how to proceed with his/her activity.

Show in agenda Public E-mail reminder

FOLLOW-UP ACTIVITY

Activity type

- Select -

Follow-up activity date

Date
Start date

Hours

Minutes

N.B.: in order to allow traceability of the activity "Candidate's summary sent" and the link with the related opportunity and selection process, the submission must be made **from the process** (search or job advertisement) **to which the submission relates.**

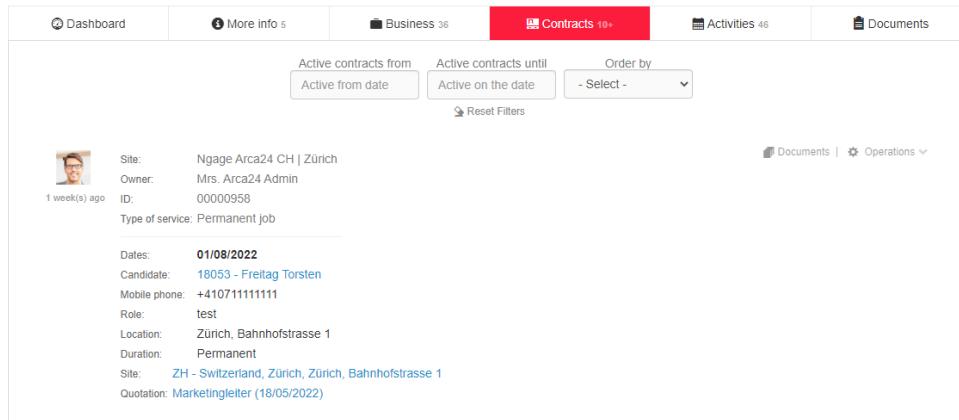
TAB feedback

Tab collecting the contact person's reactions to the receipt of candidates' summaries and candidates' suggestions.

TAB Contracts

This section contains the list of contracts signed with the company; the data in this section varies based on the activated modules and active links with third-party administrative software.

In the standard version it is possible to attach documents, modify or delete the contract and dismiss the candidate (in that case the date of dismissal is shown within the string).



The screenshot shows the 'Contracts' tab in the CRM system. At the top, there are navigation links: Dashboard, More info 5, Business 36, Contracts 10+, Activities 46, and Documents. Below the navigation, there are filters for 'Active contracts from' (Active from date), 'Active contracts until' (Active on the date), and 'Order by' (with a dropdown menu showing '- Select -'). A 'Reset Filters' button is also present. The main content area displays a single contract entry for 'Ngage Arca24 CH | Zürich'. The details are as follows:

Site:	Ngage Arca24 CH Zürich
Owner:	Mrs. Arca24 Admin
1 week(s) ago	ID: 00000958
Type of service:	Permanent job
Dates:	01/08/2022
Candidate:	18053 - Freitag Torsten
Mobile phone:	+41071111111
Role:	test
Location:	Zürich, Bahnhofstrasse 1
Duration:	Permanent
Site:	ZH - Switzerland, Zürich, Zürich, Bahnhofstrasse 1
Quotation:	Marketingleiter (18/05/2022)

TAB Documents

The documents section allows you to attach files to the company profile, which are available for internal use only.

Date ↓	Download date	Title	Type	Owner
25/03/2022	-	TEST	Not selected	Arca24 Employer

In the section, there is a filter by document type, depending on the entries in the custom dropdown named “Tag”, and filters for start date/end date, depending on the date the document was uploaded.

Document visibility: for customers with visibility based on hierarchy, the visibility of the document section within the customer profile also follows the same rule as the visibility of activities and opportunities. Documents uploaded by an employer, be it the client's main owner or the owner of an individual site, are only visible to him/her and his/her hierarchy. Documents are therefore not visible to those who have opened new sites and are not in hierarchy with other “owners” of the company.

4.2.5. Advanced search

You can search companies by:

Company name: search filter for typed characters; if you type “test”, it also finds results with “tester” (it is not case sensitive).

Company name and location: it allows name and location to be defined based on working sites.

Company ID: search for a specific ID.

VAT code: search for a specific VAT code.

Contact person: search in the fields "Name" and "Email address" of the contact person.

All companies: search for all records based on the indicated area. The search is pre-set showing the results assigned to you. To cancel the filter, choose "select" in the "site" field;

All contact people: search for all records that have at least one contact person, based on the indicated location. The search is pre-set to show the results assigned to you. To cancel the filter, choose "select" in the "site" field.

Site name, city or zip code: search in the field "Site name", in city and zip code in the master data of the site.

The search result can be refined with some **filters**, which vary depending on the type of search initiated.

Order by date/distance: sorts companies by

- Registration date (DB entry)
- Date last updated
- Distance
- Date of last activity (sorts companies by date of last registered activity from oldest to newest)

Flag "Only headquarters": it only shows company profiles where the headquarters is included in the selected kilometre radius.

Filter for exact word: search in the company name field, in the site name, in the field "Most searched profiles" and in the site comment field. Boolean search is possible, as in the corresponding filter in the candidate module. That reads the character sequence as is, even if it is included in other words. Spaces and full stops are characters searched within the sequence.

Created from/to: date range of profile creation.

Filters related to company details: filters that work on the fields of the company profile.

Filters related to activities: filters to extract a list based on the activities performed on the company, on contact people or opportunities. The filter allows you to see companies with activities entered in a specific date range or companies in whose activities a specific exact word was used.

Filters related to opportunities: to select companies by type of opportunity and/or "sales" or "delivery" user.

Lists: to filter results to display only companies included in a certain mailing list or target client list.

Assign: section for linking the search to a mailing list and/or a target client list. The search is assigned within a mailing list or target list, creating a saved search (similar to what happens in the candidate section). In this case, from the link to the search, which is visible in the lists, it will be possible to re-open the search, possibly modify the filters and consequently the results. In order to assign a search to a list, choose the desired list from the drop-down list (it is possible to save the search in a mailing list and a target list at the same time), flag the items to be included and give a name for saving the entry in the field "**Assignment title**", then click "**Assign**".

Assign

Mailing list

- Select -

Include contact people

Include companies

Target clients

- Select -

Include sites

Include companies

Assignment title

Assignment title

Assign

The searches saved within the lists assign the customers/contact people entering the database from that moment on and corresponding to the set criteria through a daily cronjob.

In each search it is possible to make a CSV extraction showing all the main data of the companies in the search. Extractions are available in the appropriate tab.

Results 10 Companies |

257 - Micromaison SA		ACTIVE CLIENT
<input type="checkbox"/>	Sector: Information Technology Assigned site: Zürich 	Number of sites: 1 Number of contact people: 3 Total opportunities: 3 Pipeline: 11000 Assigned colleague: Mrs. Arca24 Admin
		13
Switzerland, Genève https://www.micromaisonsa.ch +41 0222222222		
<input type="checkbox"/> HQ Switzerland, Geneva, Genève, Rue de Cornavin 1		

Mass actions on clients

As in the candidate module, mass actions can be performed on the results of a search. Depending on the number of companies selected, mass actions take some time to be processed. You are notified of the completion of the mass action through a pop-up that

appears at the bottom right of the screen:



By clicking on the check box 'Select all', the selection filter for mass actions is shown, which allows you to select only some of the resulting companies based on the ranking position (e.g., 20 to 100).

This screenshot shows a company profile for '290 - Testkunde AG'. The profile includes basic information: Sector: Information Technology, Assigned site: Zürich. It also shows performance metrics: Number of sites: 1, Number of contact people: 1, Total opportunities: 0, and Assigned colleague: Mrs. Arca24 Admin. The status 'ACTIVE CLIENT' is displayed in a green box. On the left, there's a sidebar for 'Selection for mass actions' with fields for 'from' and 'to', and an 'Exclude ID' section. A 'Order by' dropdown is set to 'date'.

Mass actions are as follows:

This screenshot shows the same company profile as above, but with a red box highlighting the 'mass action' icons in the top right corner of the main content area. These icons represent various actions: adding to target client list, entering activities, uploading documents, and tagging for mailing lists.

- Addition to target client list -> it allows you to add all selected customers to a target list.
- Entry of activities on the company -> inserts the same activity on all selected companies.
- Upload of documents to the company profile -> uploads a document to the selected companies.
- Tagging for mailing list -> adds a tag to all selected companies for the mailing list.

- Addition of results to a mailing list in bulk.

In the calendar pop-up to the right of the string of each company, the target lists and mailing lists to which the company is linked are shown in addition to the activities.

The number on the calendar shows the sum of the activities, and counts 1 if the section target lists and mailing lists is filled in (it does not count how many lists the company is associated with).

Changing the lists to which the company belongs does not affect the sorting by last activity date, only manual calendar activities are considered for that sorting.

An example of the three types of information reported is as follows:

4.2.6. Target clients

It allows you to create company lists defined as “targets”, i.e., folders that can contain a list of companies, which are useful for organizing your daily activities. Company names are clickable, so they can be easily accessed and edited.

In addition, thanks to the section “Assign” in the search filters, it is possible to link a company search to one or more target lists in the system.

The following operations are possible:

1. Add a new list, by clicking on the appropriate icon and enter the list name and any comments.

The screenshot shows the Arca24 CRM interface with the 'Company' tab selected. A red box highlights the '+ Add' button in the top right corner of the search bar. Below the search bar, there is a list item for 'Prospects CH (119 - Admin Arca24)' with details: Companies: 11, Total sites: 12, and Total search: 1. A note below states: 'Clienti con sede in Ticino da contattare per attività commerciale diretta'.

2. Add companies to the list, by clicking on the search icon to be redirected to the advanced search page and add items to the list.

The screenshot shows the Arca24 CRM interface with the 'Company' tab selected. A red box highlights the 'New search' button in the top right corner of the search bar. Below the search bar, there is a list item for 'Prospects CH (119 - Admin Arca24)' with details: Companies: 11, Total sites: 12, and Total search: 1. A note below states: 'Clienti con sede in Ticino da contattare per attività commerciale diretta'.

Assigning a search to the list

The list can be populated by linking one or more searches to the list (e.g., a search for all companies or for all contact people). The linking of a search allows the **automatic import** of companies and sites included in the search, whereby new companies/registered sites are automatically included in the results. The cronjob that updates sites and target companies runs **once a day**, so data entry into the lists is not immediate.

How to make the assignment: set the search, select a list in the dropdown "Target clients", give a title to the search and click on "Assign". The flags "Include sites" and "Include companies" are used to import only data related to sites, only company data or both into the target list.

Assign

Mailing list
 Include contact people Include companies

Target clients
 Include sites Include companies

Assignment title

Mass assignment

This function allows you to massively select companies to be included in a list. Within a search, click on the icon “Target client” and select the list in which you want to include the companies.

Individual assignment

Within the company profile, you can directly assign the company or site to a target client list.

259 - Mikrohaus AG

Phone: +41 0440000000 Website: <https://mikrohaus.ch>
 Sector: Information Technology Assigned colleague: Mrs. Arca24 Admin
 Company size: 1-9 employee Business generator: Mrs. Arca24 Admin
 Assigned site: Zug Creation: 1 year(s) ago
 Business generator site: Zug Last Update: 2 month(s) ago

Noga code:
 1. Not selected

CEA:
 1. CCL per il settore del prestito di personale

Company administrative details
 Smart clocking in and out: No

Company sites

295 - ZH
 Switzerland - Zürich, Zürich, Bahnhofstrasse 1

HEADQUARTERS

CANDIDATE'S SUMMARY SENT

Phone: +41 0440000000

Contact people

Options ▾
 Target site (highlighted with red box)
 Edit
 Remove

3. Manage the list. Once populated, the list can be edited, deleted or assigned to a colleague.

Updates | Last seen companies | New company | Advanced search | Target clients

Filter Keyword Site You × Assign to | New search | Add

Name	Companies	Total sites	Total search
Staffing firms (120 - Area Global Demo)	0	0	1

Edit | Delete

By clicking on “Edit”, it is possible to change the list name, view and delete companies/sites included in the list as well as view and delete any searches linked to the list.

TARGET CLIENT SUBJECTS

AUTOMATICALLY INSERTED

- Company: ESS ✗
- Company: Arca24 Novazzano ✗
- Company: MILANESE ✗
- Company: Feres Demo ✗
- Site: Sede legale - E ✗
- Site: Sede Logistica - Arca24 Novazzano ✗
- Site: MILANO ✗
- Site: Sede legale - Feres Demo ✗

TARGET CLIENT SEARCHES

- Search: metalmeccaniche 01/07/2020 ✗

The list of target clients is divided into 2 sections:

Manually entered -> Recipients added massively or individually via the button “Target client”;

Automatically inserted -> Recipients added automatically via linked searches.

4.3. Opportunities

4.3.1. Dashboard

The opportunity dashboard is useful for displaying the processing status of all opportunities by also showing the evolution of the selection processes related to them.

A set of filters is available for the display of opportunities:

The screenshot shows the NGAGE Opportunity Dashboard. At the top, there's a search bar with fields for 'Keyword', 'Location' (Zug), and 'Address' (Zürich Albulastrasse 57). Below the search bar are navigation tabs: 'Dashboard' (selected), 'Company', 'Opportunity' (with a count of 10+), 'Alerts', 'Job Radar', 'Mailing lists', and 'Exports'. A red box highlights the 'Opportunity' tab. Underneath these tabs are more filters: 'From date', 'to date', 'Opportunity type' (set to 'Open opportunities'), and 'Company', 'Site', 'You' dropdowns. Another red box highlights the 'Open opportunities' filter. The main content area displays a list of opportunities: '351 - Anfrage - Webentwickler' with a status of 'IN DELIVERY'. Below this, detailed information is shown for 'Company: Mikrohaus AG': Start date 28/05/2021, Expected closing date 31/05/2021, Expected value 10000, Success rate 80%. To the right, there's a section titled 'Activities' with a link to 'Linked Job Ads' for 'Webentwickler in Switzerland, Zürich, Zürich.Bahnhofstrasse 3'. At the bottom, there are sections for 'You' and 'Activities'.

N.B: the opportunity status filter is set to open opportunities by default. This filter groups all the statuses that come under “Open opportunities”:

- In delivery
- Candidate's summary sent
- Interview with the company.

Filter by keyword: search in the opportunity title and company name.

Filter by date: shows opportunities by date of insertion.

Filter by opportunity type: shows the opportunities of a given type, chosen from the dropdown list.

Filter by opportunity status: shows the opportunities in a given status, chosen from the dropdown list.

Company: token input filter that allows you to search for the name of the company whose opportunities you want to view.

Colleague and site: search based on hierarchies/sites/users groups.

You need to specify a range of dates; if you leave the fields empty, last month's opportunities are shown.

401 - Web developer 14 > 2 ✓ 4 14 3 1 0

Company: Alfras AG
Start date: 15/06/2022
Success rate: 80%

Vacancies: 1
Hired candidates: 0
Related selection processes: 1

INTERVIEW WITH THE COMPANY

Activities

Linked Job Ads
• Webentwickler in Switzerland, Zürich, Zürich,Bahnhofstrasse 3 14 > 2 ✓ 4 14 3 1 0

You

In the activity label, to the right of the string you will also see the paragraph Updates:

461 - Webentwickler 12 > 0 ✓ 6 14 2 3 1 0

Company: Mikrohaus AG
Start date: 30/10/2023
Success rate: 80%

Linked Searches
• Webentwickler in Switzerland, Zürich, Zürich Bahnhofstrasse 1

Linked Job Ads
• Project Manager IT in Switzerland, Ticino, Lugano, 12 > 0 ✓ .

INTERVIEW WITH THE COMPANY

Activities

UPDATES

New search created Arca24 Admin, 20/02/2024
New search created Arca24 Admin, 13/02/2024
Status changed from Candidate's summary sent to Interview with the company Arca24 Admin, 13/02/2024
Status changed from In delivery to Candidate's summary sent Arca24 Admin, 13/02/2024

The strings contain the ID and opportunity title followed by some counters representing the sum of the linked jobs and searches. They are a snapshot of the current status of the job offer and are updated in real time.

N.B: If you delete a search or a job advert for which you have submitted some candidates' summaries, those will still be counted.

The title of the opportunity links to the opportunity in the customer profile; the title of

the job advertisement and/or the linked search redirect the user to the step "Recruitment" of the clicked process.

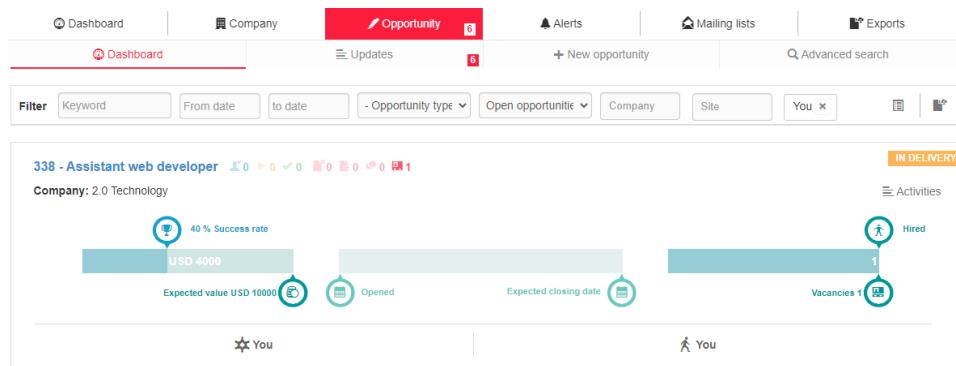
Icon ( Activities): by hovering the cursor over the word "Activitlies", linked **activities and updates** are shown.

Icon (): employer in charge of talent acquisition ("Sales").

Icon (): employer in charge of talent selection ("Delivery").

Icon (): allows you to export data to a CSV file.

Icon (): allows you to change the **view mode** of the opportunity data:



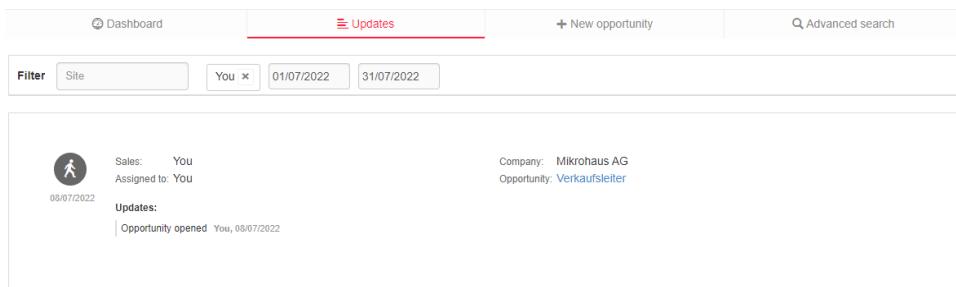
The first graph allows, if completed, to graphically display the achievement of the percentage of **Success Rate** in relation to the **Expected Value**.

The second graph makes it possible to display the current day in relation to the **opening date** and the **closing date** of the opportunity, showing at the same time at what point in the time range the activities "Candidate's summary sent" and "Interview with the company" were inserted.

The third chart compares the number of workers hired on the opportunity with the number of **vacancies** posted for the opportunity.

4.3.2. Updates

In this section, each employer displays updates on the opportunities in which he/she is involved, as the user with whom he/she is connected is in charge of talent acquisition or selection for the opportunity. The section contains a filter by site and colleague, which is based on the hierarchy. The number next to the tab title warns that there are notifications that have not been displayed.



4.3.3. New opportunity

This section allows you to enter an opportunity without opening the company profile, which will be chosen in the first field of the entry form. The fields to be filled in are the same as those found in "Add opportunity" within the company profile.

4.3.4. Advanced search

You can search for opportunities by **title** and **ID** or you can search for **all opportunities** in a given area.

Again, the search is started based on the fields below "Assigned site" and "Assigned colleague"; if necessary, choose "Select" to see everything.

The system proposes results with the possibility of using various filters:

Sorting by date or distance;

Filters on opportunities, such as status, type, colleague in charge of talent acquisition, colleague in charge of talent selection, activity, expected value and success rate;

Filters on activities, used to filter results based on planned activities directly related to the specific opportunity;

Filters on the company, to filter the list of opportunities based on the companies they are related to (sector, company type, site status, assigned site and colleague).

You can extract a CSV file with the results.

N.B.: the company filters related to site and assigned colleague work on the assignment fields of the company master data and not on the opportunity assignment fields, which are shown below the opportunity filter group, in the fields "Sales" and "Delivery".

4.4. Alerts

- Section Companies

The section presents a filter by site and users, based on sites/users groups.

Activities (section on the left): the system alerts the employer if there are companies on which he/she has not entered any activity for some time (the timeframe is customisable or defaults to three months and multiples thereof).

N.B.: Alerts relate to companies where the flag "Enable alerts" has been selected in the company profile.

Section Competitors (right-hand section):

Notifications on competitors (OPTIONAL MODULE*) in case data is entered on candidates who have worked or been interviewed by the company through a competitor.

**System**You have never contacted [Tech AG](#)[Ignore](#)**System**It has been 1 year(s) since you last contacted [Underground SA](#)[Ignore](#)

Un tuo collega ha aggiunto delle informazioni che ti potrebbero interessare:

Candidato: 18013 - Vincent Fierro (Programador php)

Concorrente:

Data: 27/02/2023 - 01/03/2023

- Section Feedback

In this section are displayed the following notifications:

- feedback entered by contact persons (icon with the two masks) to whom candidates have been sent via dossier, multymailing or proposal of candidates (this information is also sent by e-mail to the employer and shown in the ATS dashboard as a message). The time taken into account is the last 3 months.
- views made by a contact person (icon with the person) or by a generic mail (icon with the envelope) to which candidates have been sent via dossier, multymailing or proposal of candidates in the last 3 months. In these cases, the link "View similar candidates" enables to search for other candidates with similar characteristics to the one sent.

**292 - Jan Müller (Musterfirma AG)**

Candidate viewed 18257 - Monika Muster, this candidate has been seen by this company 6 times.

[View similar candidates](#)

4.5. Job Radar

It is possible to search for job offers published on external job portals and aggregators. Searches can be made by job role or competitor.

The screenshot shows the 'SEARCH NEW JOB ADVERTISEMENTS' section. It includes a search bar with 'Job title' and 'Insert the job title you are searching for (eg. Accountant, Programmer, Receptionist)' fields, and a 'Search' button. Below this is a 'WHERE?' section with a 'Country *' dropdown set to 'Switzerland', a 'City and address' input field containing 'Zürich Albulastrasse 57', and a 'Check on map' button. A slider indicates a radius from '0 km' to '30 km'. At the bottom right of this section is another 'Search' button.

Geolocation allows searches either by kilometer radius or by individual country, where it is not mandatory to enter a starting address.

In the results screen, job offers compatible with the search made are proposed. In addition, in each job advertisement the semantic tags identified are highlighted:

The screenshot shows the search results page with a total of 178 job ads. On the left, there are filter options: 'Filter job ads', 'Reset Filters', 'Order by' (set to 'date'), 'Location' (set to 'Address: Zürich Albulastrasse 57, from 0 km to 30 km far'), 'Filters' (with 'Exact company name' and 'Company name is different from' checkboxes), and 'Create an alert' (with a 'Save' button). The results are displayed in three cards:

- PetsOnly AG - System Integration Wizard (C++) ? Growing Startup,** Remote in 800 Zürich, ZH - 16/07/2022. Semantic tags: c/c++ programmer, system integrator, web programmer, system engineer, chief data officer. Description: We develop a smart home platform for pet owners where interconnected devices automate tasks in the everyday life of a pet owner and, simultaneously, monitor the? INDEED
- Webr AG - Head of Digital Analytics (80-100%, all genders)**, Hybrid remote in Zürich, ZH - 14/07/2022. Semantic tags: web programmer, web manager. Description: ...the strategic development of the unit as well as ownership of the operational, personnel and financial tasks. INDEED
- HSO Enterprise Solutions AG - Senior Developer - Microsoft Dynamics**, 8404 Winterthur - 14/07/2022. Semantic tags: verkaufsleiter, store manager. Description: Senior Developer - Microsoft Dynamics 365 F&SCM [?] Technische Umsetzung der Anforderungen unserer Kunden mit Dynamics 365 Aufnahme und Analyse von Geschäftsprozessen Entwicklung ERP-Lösungen mit Dynamics365 Unterstützung unserer Fachberater bei technischen Fragestellungen [?] Studium mit Schwerpunkt Informatik, Wirtschaftsinformatik, oder ähnlich Mehrjährige Erfahrung Software Development. JOBISJOB -

The job offers are updated once a day.

In the case of a search by role, it is also possible to filter by "Exact company name" or "Company name is different from" and to decide whether or not to display job advertisements related to staffing agencies.

By clicking "Save" in the section "Create an alert", it is possible to create an alert sending an email to the employer with title, date, city and links to new advertisements compatible with the search. A link is contained in the email to deactivate the alert.

Clicking on the job offer title in the string redirects you to the original site that published it, allowing you to retrieve the name of the company for which the job was posted.

The pen button to the far right of the job advert title allows the creation of an opportunity within the client, to speed up the registration of a new order/project or an active proposal for candidates.

A screenshot of a job search interface. On the left, there are filters for 'Order by' (set to 'date'), 'Location' (set to 'Zürich Albulastrasse 57'), and a distance slider from '0 km to 30 km far'. In the center, a job listing for 'PetsOnly AG - System Integration Wizard (C++) ? Growing Startup' is shown. The listing includes the job title, location ('Remote in 8001 Zürich, ZH - 16/07/2022'), and several semantic tags: 'c/c++ programmer', 'system integrator', 'web programmer', 'system engineer', and 'chief data officer'. Below the listing is a brief description: 'We develop a smart home platform for pet owners where interconnected devices automate tasks in the everyday life of a pet owner and, simultaneously, monitor the?'. A red pen icon is located to the right of the job title, with a tooltip 'Create opportunity'.

The pen button, which allows the creation of a linked opportunity, opens the opportunity completion window:

A screenshot of the Ngage software interface. At the top, there are navigation tabs: 'Dashboard', 'Company', 'Opportunity 10+' (highlighted in red), 'Alerts', 'Job Radar', 'Mailing lists', and 'Exports'. Below the tabs, there are sub-tabs: 'Dashboard', 'Updates', '10+' (highlighted in red), '+ New opportunity', and 'Advanced search'. A message box at the top states: 'You are generating an opportunity from a lead' and 'Lead details:'. The main area shows a summary of the opportunity data extracted from the linked job advert.

The screen shows all data extracted from the linked job advert, such as the company name, the job title, location, the job advert text, link, date and semantic tags.

A screenshot of the opportunity creation window. It displays the following data extracted from the job advert: 'along with the Req ID number listed in the job description. Your CV will be forwarded to the appropriate recruiter for review. Micron prohibits the use of child labor and complies with all applicable laws, rules, regulations, and other international and industry labor standards. Micron does not charge candidates any recruitment fees or unlawfully collect any other payment from candidates as consideration for their employment with Micron.' Below this, there is a bulleted list: 'Link: <https://it.indeed.com/rc/clk?jk=c672244160949864&fccid=be240c643a8631c5&vjs=3>', 'Date: 11/01/2022', and 'Tags: programmatore c/c++, programmatore web, programmatore firmware'.

The registration form of the opportunity is partially filled in in Ngage; the **title** and the **notes** on the opportunity are entered:

A screenshot of the Ngage opportunity registration form. The fields filled in are: 'Company *:' (259 - Mikrohaus AG), 'Opportunity title *:' (Web developer), 'Status *:' (In delivery), 'Expected closing date' (Expected closing date), 'Company site *:' (ZH, Zürich, Bahnhofstrasse 1), 'Opportunity type' (- Select -), 'Expected value CHF' (Expected value), 'Success rate (%)' (Success rate), 'Vacancies' (Vacancies), and 'Opportunity notes' (Our vision ist...). The notes field contains a rich text editor toolbar.

You can now complete the opportunity by entering the company (as in the tab "New

Opportunity") and linking it to the company profile chosen from the dropdown list. In case the company that published the advertisement is not in the database, you need to register it.

The order will be displayed within the company profile and can be linked to a selection process.

Open opportunities

407 - System Integration Wizard
for company site: ZH

Assigned to: Mrs. Arca24 Admin Success rate: 40%

Start date: 18/07/2022 Vacancies: 1

Note
Do you want to work in a high-paced environment where learning never stops and the opportunity to shape an early-stage startup that improves the lives of pets and their owners, will never be greater? Hear us out... About Us PetsOnly is an early-stage tech startup with initial funding. We develop a smart home platform for pet owners where interconnected devices automate tasks in the everyday life of a pet owner and, simultaneously, monitor the pet's health. Through the collection and processing of the data from the automation devices, we will potentially identify diseases early and provide health- and lifestyle-related advice to pet owners. The first product of the smart home platform will be the world's most intelligent cat door. This AI-operated cat door monitors the cat's behavior and prevents the cat from bringing home prey (i.e. mice, birds, etc.). Tasks We're looking for a System Integration Engineer with experience in IoT and computer vision projects developing mostly in C++. You will help us integrate and manage hardware components, optimize our AI algorithms and generally transition from the current prototype to the customer-ready product. Salary approx. 80'000 CHF depending on ESOP Requirements Experience with C++ Experience in setting up developer boards with hardware components Experience with Computer Vision Tasks Benefits Exceptional first employer grade ESOP (employee stock option plan) Remote working opportunities Excellent insurance (private) Why Should you apply As one of the first employees you will shape the future of this startup High paced environment with an exponential learning curve Every day looks different High flexibility & responsibility Enjoy the office next to Zurich HB & the refreshing Limmat Interested? Tell us why you want to join us in a short message and include your CV. The process includes 3 interview rounds: 1. 15 min Intro Call on Zoom 2. 1-2 h technical interview (Zoom / On-site) 3. Grab a beer together

Link to an ad **Link to a search**

4.6. Mailing List

This section allows you to create lists of companies/contact people to which you can send two types of bulk mail:

- Simple email, with text, images in the body of the mail and attachments;
- Email for "candidates proposals", containing links to proposed candidates.

This is how the page showing the employer's work is displayed:

Dashboard | Company | Opportunity 10+ | Alerts | Job Radar | **Mailing lists** | Exports

Filter Keyword Site You x From date to date

Total emails sent today: 0

	List name: Greetings list (119 - Admin Arca24)	Edit Delete
<input type="checkbox"/>	Companies: 8	
	Total number of contact people: 9	
	Total search: 2	
	Total past e-mails sent: 1	
	Last e-mail sent: 01/04/2022 09:00:00	
	Creation date:	

Keyword filter: it searches the title and comment field of the mailing lists on the page.

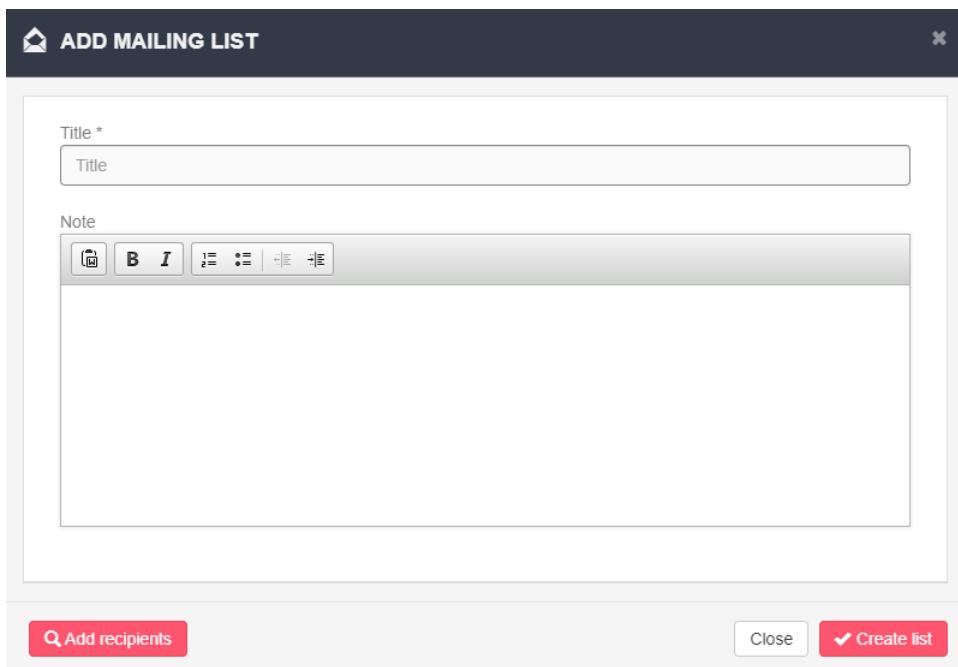
Filter by site and employer: it displays lists of colleagues, by site or by colleague, based on hierarchies.

Date filter: it extracts the lists created on the desired dates.

✉ : it allows you to assign the created list to a colleague.

🔍 : it starts a database search to populate a list, by moving the user to the advanced search page.

➕ : button to perform the **first step, create a new distribution folder (mailinglist)** in which to fill in the title and define the purpose in the note field.



Populating the mailing list

The **second step** is to populate the lists with the email addresses of the recipients; clicking on “New search”, on the magnifying glass icon at the top of the page, or on the list editing, by selecting “Add recipients”.

In this way it is possible to set up a search in the company database, which will then be used to fill the list of email addresses.

If a search is carried out for **all companies**, the result of the search, and thus the import of the emails addresses into the list, will only consist of the company emails (contained in the company profile).

If a search is carried out for **all contact people**, the result of the search, and thus the import of the emails addresses into the list, will contain both the company emails addresses and the emails of the contact people (contained in the contact person's tab).

Once the search has been carried out, the email addresses contained therein will be added to the mailing list via a cronjob that runs every 30 minutes (mailing lists are therefore not populated in real time).

Whenever new email addresses matching the parameters of the search linked to the mailing list are added to the database, these are automatically added to the list every 24 hours (again, mailing lists are not updated in real time).

Individual populating

Within the individual company profile or under the contact person string, it is possible to insert email addresses in one or more mailing lists. It is necessary to click on the appropriate button and then select the desired mailing lists.

257 - Micromaison SA

Phone: +41 0222222222 Website: https://www.micromaisonsa.ch

Sector: Information Technology Email address: info@micromaison.ch

Assigned site: Zürich Assigned colleague: Mrs. Arca24 Admin

Business generator: Mrs. Arca24 Admin Mailing list tag: Comunicazioni commerciali

Creation: 1 year(s) ago Last update: 3 week(s) ago

Noga code:
1. Not selected

ACTIVE CLIENT

Add this company to a mailing list

Name: 220 - Mr. Forrest La Grande

Phone: +41 0211111111 Mobile phone: +41 7800000000

Role of the contact person: Responsable RH

Email: forrestlagrande@ryta.com

Multimailing1: yes Multimailing2: yes Multimailing3: yes Multimailing4: yes Multimailing5: yes

Documents Options

Add to mailing list

Edit

Remove

Mass populating

In order to **import recipients into the one-off list**, just select the companies concerned and choose "Multimailing" from the mass actions. Next, select the mailing lists desired.

Start the search Results 4 selected 4 Companies

290 - Testkunde AG

Sector: Information Technology Number of sites: 1

Assigned site: Zürich Number of contact people: 1

Multimailing Total opportunities: 0

Assigned colleague: Mrs. Arca24 Admin

ACTIVE CLIENT

Number of sites: 0

Switzerland, Dottikon Not specified Not specified

Switzerland, Aargau, Dottikon

289 - Alfras AG

Sector: Information Technology Number of sites: 1

Size: 1-9 employee Number of contact people: 1

Assigned site: Zürich Total opportunities: 1

Assigned colleague: Mrs. Arca24 Admin

PROSPECT

Number of sites: 2

Switzerland, Novazzano Not specified Not specified

Automatic populating

This solution allows the mailing list to be automatically updated by linking database searches to it.

To assign a **search to a mailing list**, you have to start a search in the client module, by setting filters based on your needs, and link it to the mailing list selecting it from the appropriate section.

The screenshot shows the 'Assign' screen in the Arca24 software. On the left, there's a sidebar with checkboxes for 'Include contact people' and 'Include companies'. Below that are dropdowns for 'Target clients' and 'Include sites'. An 'Assignment title' field is present, followed by a red 'Assign' button. The main area shows two search results: '290 - Testkunde AG' (ACTIVE CLIENT) and '289 - Alfras AG' (PROSPECT). Each result includes a large letter icon (T for Testkunde, A for Alfras), basic company info like sector and size, and a summary table with site, contact people, opportunities, and assigned colleague details.

The flags “Include contact people” and “Include companies” allow you to choose which type of result you want to include in the mailing list.

When associating a search with a list, the system will automatically add new companies/contact people from the results to the mailing list. The cronjob updating the mailing list recipients runs **once a day**.

Mailing list management

In each mailing list, it is possible to view the number of recipients and the number of emails sent.

The screenshot shows a mailing list detail page. It displays the list name 'Greetings list (119 - Admin Arca24)', the number of companies (8), total contact people (9), and total search (2). It also shows the total past e-mails sent (1), last e-mail sent (01/04/2022 09:00:00), and creation date. There are 'Edit' and 'Delete' buttons at the top right.

By clicking on “Edit”, you can view the list of recipients in the list; you can also add new recipients by searching the database or even delete the list.

Remove company email addresses

MAILING LIST RECIPIENTS WITH VALID EMAIL ADDRESSES

AUTOMATICALLY INSERTED

- Company: Micromaison SA - info@micromaison.ch
- Company: TECHnology SA - technology@muster.ch
- Company: Mikrohaus AG - info.mikrohaus@beispiel.ch
- Company: Ma. Consulting AG - a.maiolo@arca24.com
- Company: Mc Simon AG - mcsimon@beispiel.ch
- Contact person: Alfred Raimondo - a.raimondo@arca24.com - Underground SA
- Contact person: Ralph Baecker - mr.alfredoraimondo@gmail.com - HR - Mikrohaus AG
- Contact person: Eric Eggers - ericeggers@jourrapide.com - HR - Mikrohaus AG
- Contact person: Francesca De Simone - f.desimone@arca24.com - Mikrohaus AG
- Contact person: Francesca Prova - f.provaarca24@gmail.com - Mikrohaus AG
- Contact person: Hans Muster - hans.muster@muster.ch - Geschäftsführer - Mikrohaus AG
- Contact person: Test Ansprechpartner - muster@muster.ch - Testkunde AG

MAILING LIST RECIPIENTS WITH INVALID EMAIL ADDRESSES

AUTOMATICALLY INSERTED

- Company: Underground SA
- Company: Alfras AG
- Company: Testkunde AG
- Contact person: Mark Muster - Underground SA
- Contact person: Mark Schneider - Alfras AG

Remove company email addresses: it allows you to exclude company email addresses (i.e. the generic ones entered in the company profile), in order to have a mailing list consisting only of contact people addresses.

Manually inserted: recipients added via the button "Add to mailing list" (option available both for contact people addresses and for company ones).

Automatically inserted: recipients added automatically via linked searches.

Mailing list recipients with invalid email addresses, both entered manually and automatically: it is advisable to check the email addresses of these recipients (e.g., absent email addresses or contact people removed).

Not assigned to me: all recipients entered in the mailing list who do not have the "owner" of the mailing list as assigned colleague are reported.

Sending emails

Two types of mailing list communication can be sent:

1. Simple email or SMS (OPTIONAL MODULE*)

Simply select the list, click the appropriate button and fill in the email fields to send an email:

The screenshot shows the NGAGE - ats crm report interface. At the top, there is a navigation bar with 'Filter', 'Keyword', 'Site', 'From date', 'to date', and search functions. Below this is a summary bar with 'Total emails sent today: 0' and various icons. The main area displays a list named 'Greetings list (119 - Admin Arca24)' with details: Companies: 8, Total number of contact people: 9, Total search: 2. It also shows statistics: Total past e-mails sent: 1, Last e-mail sent: 01/04/2022 09:00:00, and Creation date. A large modal window titled 'MULTIMAILING' is open, containing fields for 'Template' (dropdown menu), 'Subject *' (text input), 'Date *' (date input set to 18/07/2022), 'Hours' (dropdown menu), and 'Minutes' (dropdown menu). Below these fields is a 'Message' section with dynamic placeholder instructions: '[FIRST_NAME]: enters the name.', '[FAMILY_NAME]: enters the surname.', '[TITLE]: enters the title.', '[COMPANY_NAME]: in the case of an email to a client, it enters the company name.' At the bottom of the message area is a rich text editor toolbar with icons for bold, italic, underline, etc.

Template (OPTIONAL MODULE*): management function allowing you to set up and save pre-filled email templates in the system, which you can use when needed.

Subject: compulsory to fill in.

Sending date: define the date and time at which you want to start sending the mass mailings (using the fields "Date", "Hours", "Minutes").

N.B: multmails are sent via a cronjob; 150 mails are sent every half hour (e.g., there are 450 mails to be sent: 150 in the first half hour from the scheduled time, 150 in the next half hour, the last 150 in the following half hour).

For more details on the fields available for filling in the mail, see “Multimailing” in the candidate section (section “Mass actions”).

Message: it is possible to use dynamic links to write the email, so that the recipients are automatically filled in the message text, as indicated in the template.



[FIRST_NAME]: enters the name.
[FAMILY_NAME]: enters the surname.
[TITLE] enters the title.
[COMPANY_NAME]: in the case of an email to a client, it enters the company name.

You can also include an image in the message and attach files to the email; in the sender line you can enter the name and surname of the employer or site sending the communication, instead of just the e-mail address, which will be displayed by the recipient.

The signature is inserted automatically based on the completion of the appropriate field in the section "Account Management" -> "Personal" -> "Edit profile".

Choose images

+ Upload images (max 100 kb)

File attachments

+ Add file

Sender

Sender

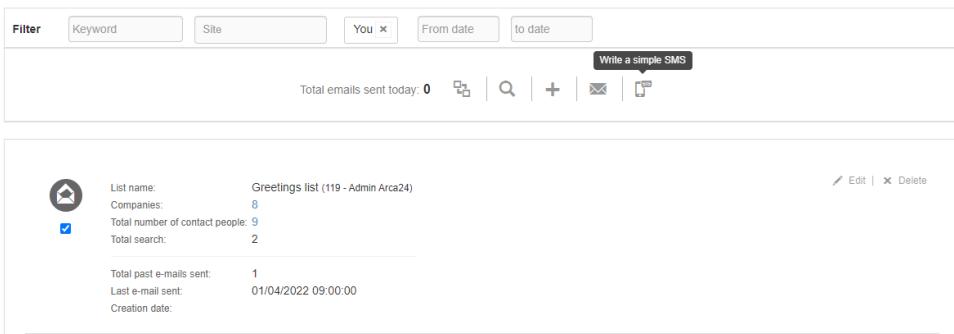
Signature

Arca24 Software DEMO
This is a technology demo
The graphic design of this demo can be highly customizable. This is only the graphic wireframe.

Close

Complete multimailing

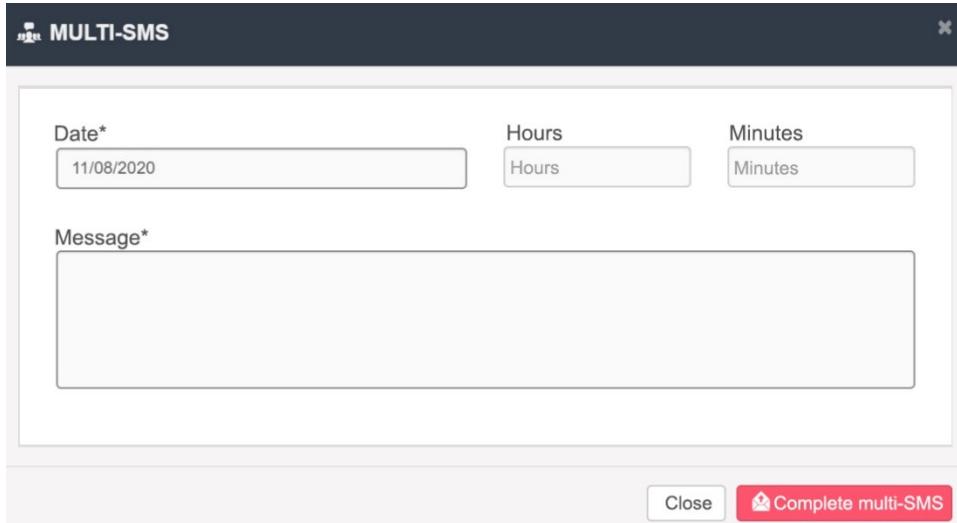
To send an SMS (*OPTIONAL MODULE), select the list and click 'Write a simple SMS':



List name: Greetings list (119 - Admin Arca24)
Companies: 8
Total number of contact people: 9
Total search: 2

Total past e-mails sent: 1
Last e-mail sent: 01/04/2022 09:00:00
Creation date:

As in emails, fill in the text, date and time of sending.



Date*
11/08/2020
Hours
Minutes

Message*

Close Complete multi-SMS

2. **Mail with candidate profiles** (*OPTIONAL MODULE): you need to move to advanced searches in the candidate module and search the candidates you want to propose in the database. Move the candidates to the **step “Selection”** and from there, using the appropriate button, add the chosen candidates to the mailing list.

N.B.: In the profiles of the candidates to be sent by mailing list, the tab “**Evaluation for multimailing**” needs to be compiled.

Once the candidates have been included in the list, return to the mailing list section and prepare the email. To do this, just click on “Scheduled mail”.



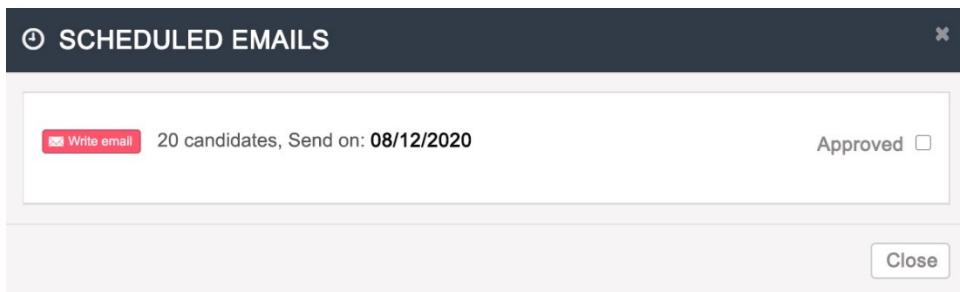
List name: Greetings list (119 - Admin Arca24)
Companies: 8
Total number of contact people: 9
Total search: 2

Total past e-mails sent: 2
Last e-mail sent: 19/07/2022 00:00:00
Creation date:

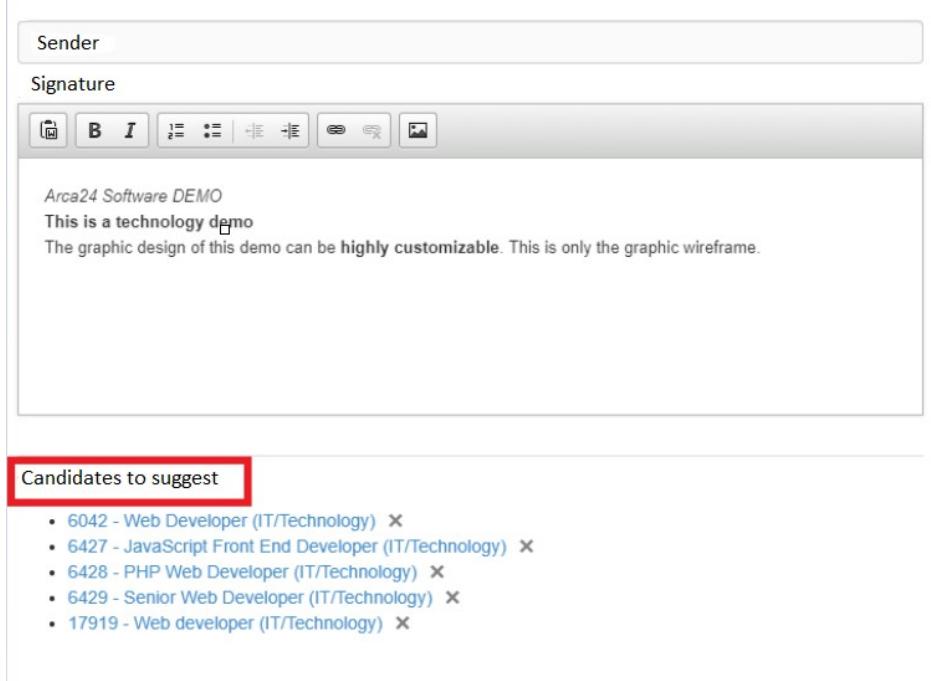
Note:
Merry Christmas

Scheduled emails (1) Edit Delete

From the screen that opens, you can view the list of mails to be prepared and, if applicable, the number of profiles included in the sending. Click on "Write email" to prepare the email:



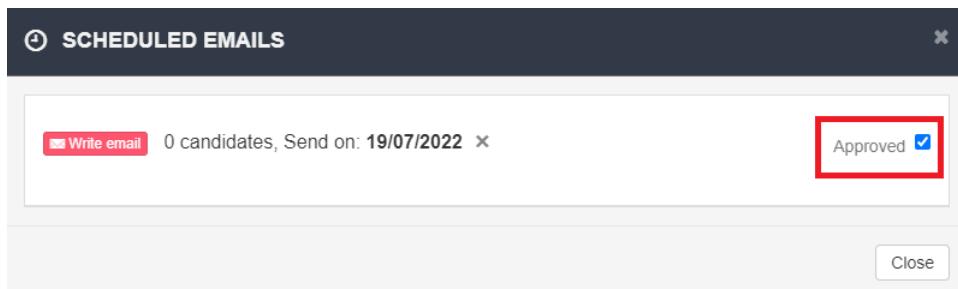
In this screen, you can enter the subject and text of the email, edit the sender and signature and view the list of profiles that will be sent to the recipients.



The screenshot shows the same "SCHEDULED EMAILS" dialog box. A red box highlights the "Candidates to suggest" section, which contains a list of profiles:

- 6042 - Web Developer (IT/Technology) ×
- 6427 - JavaScript Front End Developer (IT/Technology) ×
- 6428 - PHP Web Developer (IT/Technology) ×
- 6429 - Senior Web Developer (IT/Technology) ×
- 17919 - Web developer (IT/Technology) ×

Once the email setting has been saved through the button “Save”, it is necessary to return to the edit mode and select the approval flag to allow the email to be sent. The flag is useful to check the email before sending; this check can be done by the user who scheduled the mail or by a colleague who is in his/her hierarchy.



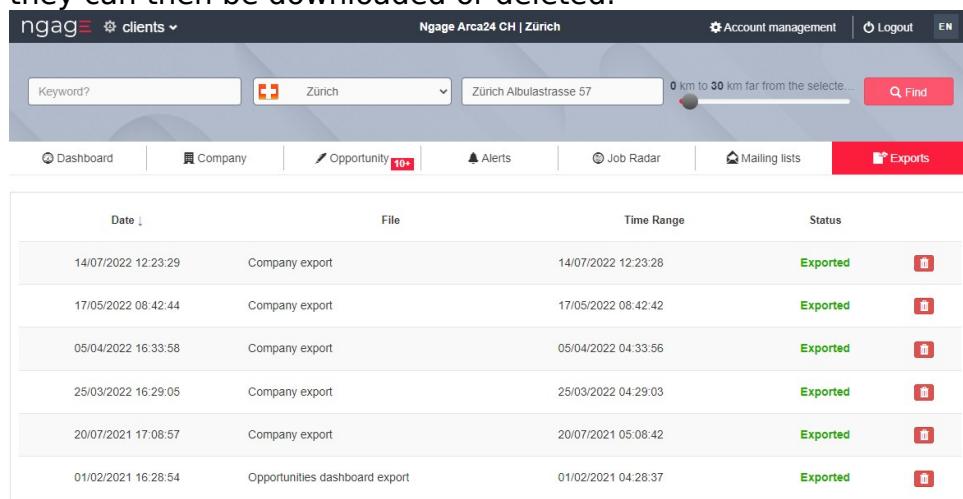
Within the activities of both the company and the candidate, multymailing will be tracked.

The mass email with the candidate proposal shows the notes on the candidates (compiled in the section “Evaluation for multymailing”) in the email text and allows the company contact person with access to the restricted area to leave his/her feedback.

N.B.: In case the recipient is a company email address or a contact person without access to the company area, the recipient can reply to the mail, but cannot leave any feedback.

4.7. Exports

In this section, all files exported from the various sections of the client module are saved; they can then be downloaded or deleted.



Date	File	Time Range	Status	Action
14/07/2022 12:23:29	Company export	14/07/2022 12:23:28	Exported	
17/05/2022 08:42:44	Company export	17/05/2022 08:42:42	Exported	
05/04/2022 16:33:58	Company export	05/04/2022 04:33:56	Exported	
25/03/2022 16:29:05	Company export	25/03/2022 04:29:03	Exported	
20/07/2021 17:08:57	Company export	20/07/2021 05:08:42	Exported	
01/02/2021 16:28:54	Opportunities dashboard export	01/02/2021 04:28:37	Exported	

4.8. More tools

JobArch.com

Jobarch is a software owned by Arca24 that allows you to have an external database, useful for searching profiles. You can post job vacancies or make searches on Jobarch, in the same way as Ngage, and import candidates via the ‘import’ button.

The screenshot shows the JobArch CRM interface. At the top, there are three main status boxes: 'Recruitment' (red bar), 'Interview' (grey bar, 0 candidates), and 'Selection' (grey bar, 0 candidates). Below the header, a search bar indicates a search for 'marketing specialist' in 'Italy, Lombardy, Milano'. On the left, there's a sidebar with 'Order by' set to 'Compatibility' and a 'Candidates' section where 'All candidates' is selected. The main results area shows a single job listing for '1008051 - Marketing Communication Manager Specialist'. This listing includes a profile icon, the job title, sector (Sales), role (Marketing / PR), working status (Employed), age (46), nationality (Italian), residence country (Italy), and residence region (Lombardy). There are also like and dislike buttons at the bottom right of the listing.

For more details, see the handbook NGAGE - jobarch - en

CVideo

N.B.: In order to access CVideo sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVideo SoftSkillLab - en.

ExaminLab

N.B.: In order to access ExaminLab sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVideo SoftSkillLab - en.

SoftSkillLab

N.B.: In order to access the SoftSkillLab sessions, it is necessary to enable the user's permission in the section "Permissions management".

For more details on the integration, see the handbook NGAGE - ExaminLab CVideo SoftSkillLab - en.

5. MODULE REPORTING

The module "Reporting" allows you to monitor all activities related to recruiting and sales KPIs, to check conversions (registrations and applications of candidates based on the application origin as well as on the number of hires), view active contracts and email logs, so as to check emails sent.

The screenshot shows the top navigation bar of the NGAGE reporting interface. It includes the 'ngage reporting' logo, the 'Ngage Arca24 CH | Zurich' company name, account management options, and a 'Logout EN' button. Below the main menu, there are several sub-menu items: 'Candidates', 'Companies', 'Administration', 'Data-log', 'Metrics', 'Exports', 'Selection' (which is underlined in red), 'Conversion', and 'Check competitor-candidates'.

5.1. Selection, Companies and Conversion

Reports layout

The screenshot shows the Talentum reporting interface with the 'Selection' report selected. The layout consists of eight report cards arranged in two rows of four. The top row contains 'SELECTION TOTAL', 'SEARCH TOTAL', 'ACTIVITY TOTAL', and 'JOBS ACTIVITY TOTAL'. The bottom row contains 'SEARCH ACTIVITY TOTAL', 'SELECTION SUMMARY (OLD)', 'SELECTION DETAIL (OLD)', and 'CANDIDATE ACTIVITY (OLD)'. Each card has a small icon and a title.

Clicking on the button with the title of the report opens the relevant screen; to return to the main menu, click on the icon On the right-hand side is the detailed description of the report content.

The screenshot shows the 'selection total' report screen. At the top, there are date range filters: 'date start' (2023-10-01), 'date end' (2023-11-13), and 'application date range' (2023-10-01 - 2023-11-13). Below the filters is a 'Go' button. To the right, there is a detailed description of the report: 'This report shows a detail of the job offers published or last updated in the selected date range according to the filters 'date start' and 'date end'. This report counts only applications received in the date range specified by the filter 'application date range'. Data can also be extracted per company site, per employer and per individual job offer. The report is based on the settings of the user hierarchy. The assigned site is that of the employer who owns the job offer.' A 'Manual' link is provided below the description, and a 'csv' download icon is on the far right.

Below the report description, a '[Manual](#)' link is displayed that opens a CSV file containing detailed descriptions of the contents of all fields represented in the RAWDATA, i.e. the report with as much detail as possible.

The Manual of this report contains the following columns:

- Name: The name of the field that is described on the line (e.g. Job post ID)
- Is Link: The link to the applicant or customer that is shown in the report at both
- Format: the format of the content of the column (e.g. Id-title shows the ID number and the title of the advertisement)
- Description: the column contains the exact description of the data shown in that box

A	B	C	D
name	is link	format	description
Job Post Id		id - title	Title of the job offer
Site			Company site of the employer assigned to the job offer
Employer Id		id - first name last name	Name of the employer assigned to the job offer
Opportunity Id		id - title	Opportunity linked to the job offer (only for software with the CRM module)
Online		yes/no	Job offer currently online or not
Job Location			Country in which the job offer is/was posted
Job Region			Region in which the job offer is/was posted
Sector			Sector of the job offer
Roles			Required position for the job offer
Percent Job			Required percentage of employment
Numb Vacancies			Number of available vacancies
Count Application			Total amount of applications received over the lifetime of the job offer
Date Deleted		dd-MM-yyyy hh:mm	Deletion date of the job offer
Last Update		dd-MM-yyyy hh:mm	Last update date of the job offer
Date Added		dd-MM-yyyy hh:mm	Date on which the job offer was created (if expired automatically, the date added is the date on which it was published again)
First Apply Date		dd-MM-yyyy hh:mm	Date on which the first application to the job offer was received
18			
19			
20	Confidential documentation copyrighted and owned by Arca24. It is forbidden any kind of unauthorized copy or transmission.		

To start the report extraction, enter a date range (from....to.....) on the left-hand side of the selected report, and click GO.

Only the "Selection total" report has the filter for "application date range", which is used to filter the result according to the date on which the applications took place.

To process the report, you can use the left-hand side:

1. Set the search filters; the filters "**Site**" and "**Employer**" are based on the sites/users groups; they can be pre-filled by default with the name of the person carrying out the search.

How to select filters properly

You need to use the magnifying glass icon to see the full list of entries you can select. You can:

- highlight one or more entries (by holding down the Ctrl key);
 - select all entries with the button "Select All";
 - reset the selected entries with the button "Clear".
- It is always necessary to confirm the filter setting by clicking on "**OK**". It is possible to reset the set filters by clicking on the "x" near each selected entry.
2. Click on "**Go**".

By using the appropriate icons in the top right-hand corner, you can extract a CSV file. The download is carried out in real-time.

N.B.: all data are displayed in real-time. This means that if the filters are not set correctly, there might be slowdowns/time-outs in the system.

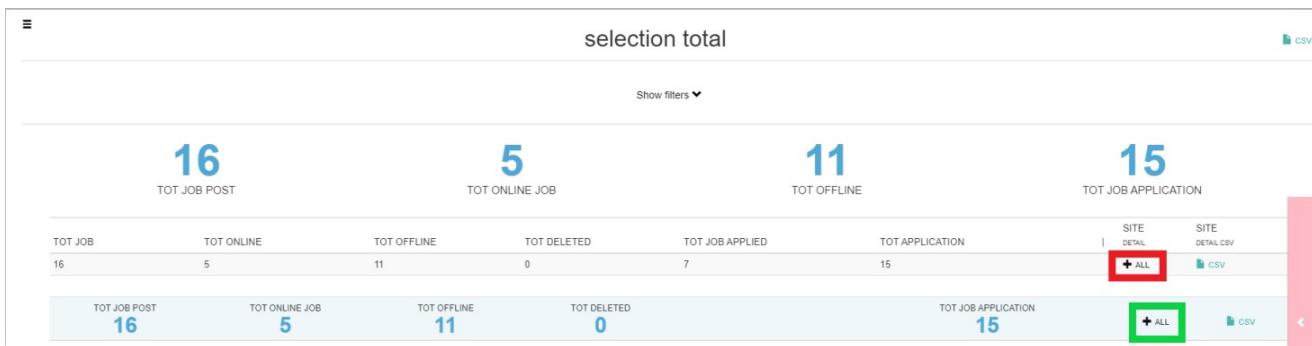
N.B.: all reports and the related interface are shown in English.

By clicking on the name of a candidate or customer within the statistics of the reporting section, you can open and view the candidate's and the customer's sheet directly.

5.1.1 Selection **SELECTION TOTAL**

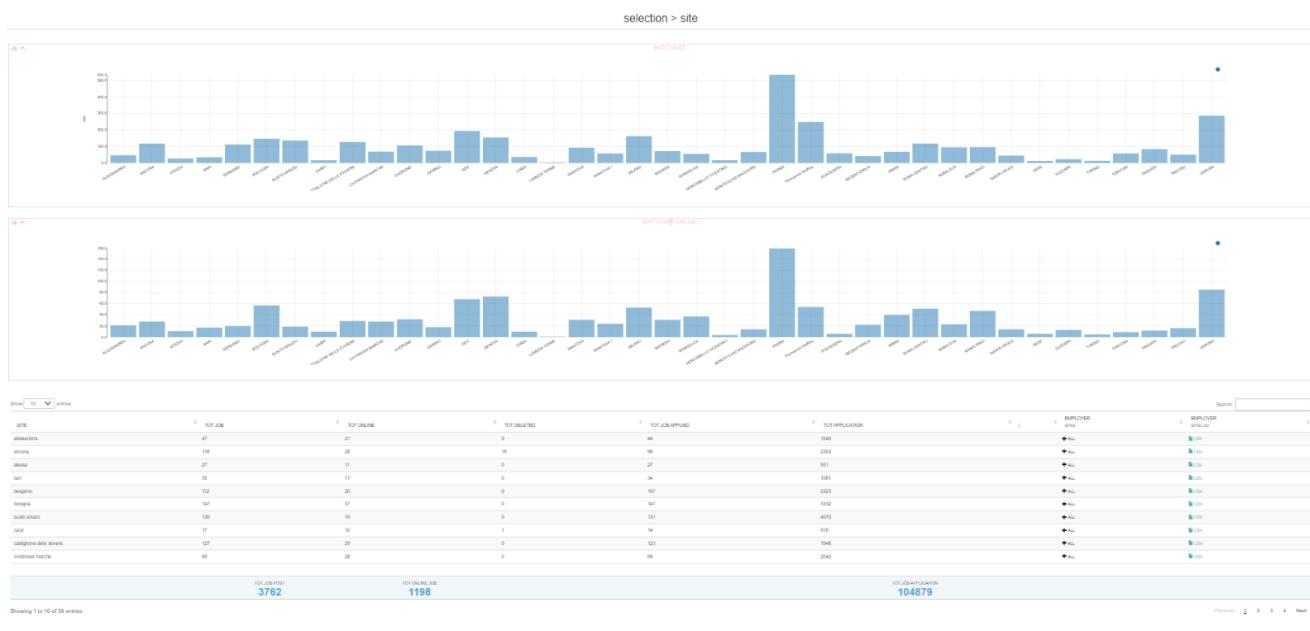
This drill down report enables you to firstly start with an overview of the advertisements created or updated in the selected date range, and then go into detail for each of them. The 'application date range' filters also includes the possibility of entering in date range the applications we want to display.

More precisely, in this report the total adverts, online adverts, offline adverts, deleted adverts, the number of adverts that received applications and the total number of applications according to the filter date range are shown.



1. Clicking on at "site detail" opens the split with respect to the sites on which the employer has visibility, clicking on CSV at "site detail csv" downloads the csv corresponding to the site detail.
2. Clicking on at the totals row opens the selection rawdata showing the details of each advertisement considered for the calculation of the totals shown in the selection total.

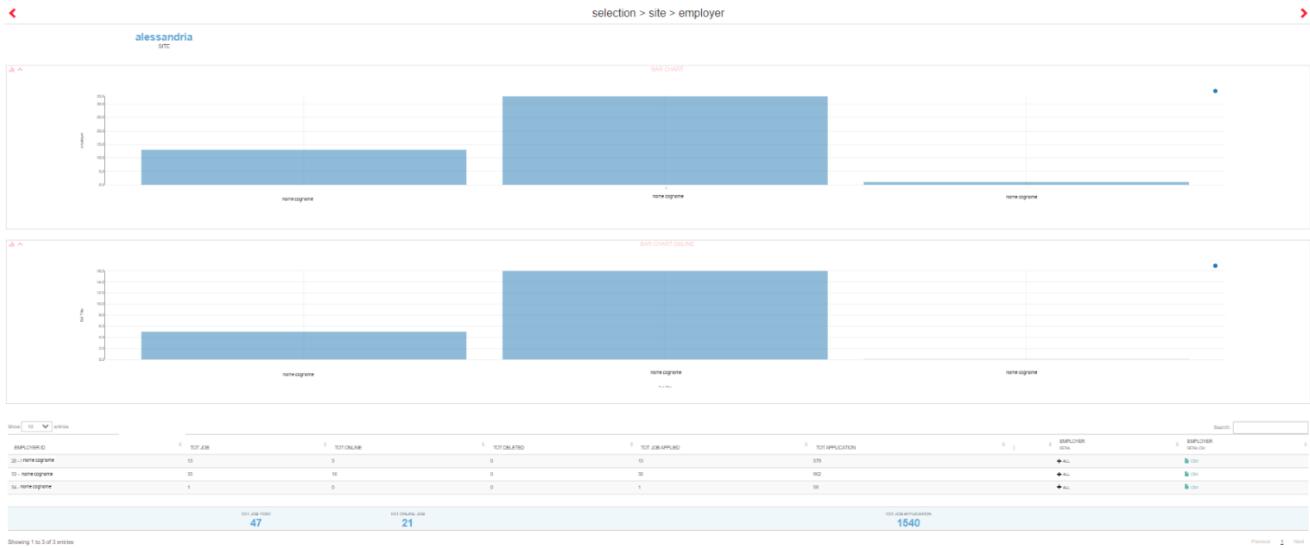
Site Detail



The charts show for each location: the number of total ads and online ads.

In the table, for each site: the total number of advertisements, online advertisements, deleted advertisements, the advertisements for which applications were received and the total number of applications. By clicking on you can open the employer detail, with the split for each employer in the location. Clicking on CSV under 'employer detail csv' downloads the csv corresponding to the employer detail.

Employer detail



The charts show for each employer: the number of total ads and online ads. In the table, for each employer: the total number of advertisements, online advertisements, deleted advertisements, the advertisements for which applications were received and the total

number of applications received. By clicking on **+ ALL** you can open the selection rawdata, with the details of each advertisement assigned to the specific user. Clicking on CSV under 'employer detail csv' downloads the csv corresponding to the selection rawdata filtered by employer.

Selection rawdata

Please note: If opened via employer detail, it is filtered for the selected employer. If opened directly from selection total, no filtering by employer is applied (so you will see the details of all ads on which the logged-in employer has visibility).

selection rawdata													
Show <input type="button" value="10"/> entries <input type="text"/> Search													
JOB POST ID	SITE	EMPLOYER ID	OPPORTUNITY ID	ONLINE	JOB LOCATION	JOB REGION	SECTOR	ROLES	PERCENT JOB	NUMB VACANCIE	COUNT APPLICATION	DATE DELETED	LAST UPDATE
22589 - contabile	alessandria	20 - Nome cognome	2375 - contabile	yes	italy	piedmont	metalworking industry	administration / payroll	100%	1	5	2023-03-13 15:49:24	
21919 - impiegato/a paghe e contributi	alessandria	20 - Nome cognome	2018 - impiegato/a ufficio paghe	yes	italy	piedmont	other	administration / payroll	100%	1	38	2023-03-03 08:49:17	
21915 - operario/a di produzione metalmeccanica	alessandria	20 - Nome cognome	2015 - operario/a di produzione metalmeccanica	yes	italy	piedmont	metalworking industry	production / operations	100%	1	22	2023-03-01 09:52:44	
21908 - impiegato/a contabile	alessandria	20 - Nome cognome	2014 - impiegato/a contabile	yes	italy	piedmont	chemical industry	administration / payroll	100%	1	23	2023-03-01 09:31:39	
21906 - operario/a addetto/a alla preparazione vernici	alessandria	20 - Nome cognome	183 - perito chimico	yes	italy	piedmont	chemical industry	production / operations	100%	1	101	2023-02-20 09:55:24	
19197 - tecnico frigorista	alessandria	20 - Nome cognome		no	italy	piedmont	electronics industry / automations	production / operations	100%	1	1	2023-02-28 23:06:03	
19122 - operario/a addetto/a alla preparazione vernici	alessandria	20 - Nome cognome		no	italy	piedmont	chemical industry	production / operations	100%	1	59	2023-02-28 23:06:02	
18771 - operario/a di fonderia	alessandria	20 - Nome cognome		no	italy	piedmont	manufacturing	production / operations	100%	1	28	2023-02-20 23:05:10	
18839 - operario/a di produzione alimentare	alessandria	20 - Nome cognome		no	italy	piedmont	food industry	production / operations	100%	1	194	2023-02-20 23:05:03	
18176 - addetto/a ufficio acquisti	alessandria	20 - Nome cognome		no	italy	piedmont	electronics industry / automations	sales management / sales	100%	1	23	2023-02-01 23:04:19	

Showing 1 to 10 of 13 entries

Previous 1 2 Next

The following is shown for each advertisement: location ID and title, employer, opportunity (*valued only CRM module active*), online (yes/no), country and region, sector, role, hourly availability, vacancies, application number, deletion date (if deleted), last modification date, date of creation of the advertisement (in the case of an automatically expired offer, the date added is the date on which it was re-published) and date of the first application received.

SEARCH TOTAL

Drill-down report showing the details of all searches (saved and unsaved) created or last updated in the selected date range according to the 'start date' and 'end date' filters.

Data can also be extracted per company site, per employer and per individual search performed. Only searches whose last update date does not exceed 24 months are shown. The assigned site is that of the employer who owns the search.

In the Search Total, the total searches, the deleted searches, the number of candidates present in step 2 "Interview" of the searches under examination, the number of candidates moved to step 3 "Selection" for the searches under examination are shown, depending on the date filter and the visibility of the employer that is carrying out the extraction.

≡

search total

CSV

Show filters ▾

13100

TOT SEARCH

15

TOT DELETED

356

IN INTERVIEW STEP

309

IN SELECTION STEP

TOT SEARCH

TOT DELETED

IN INTERVIEW STEP

IN SELECTION STEP

SITE
DETAILSITE
DETAIL CSV

13100

15

356

309

+ ALL

CSV

TOT SEARCH

TOT DELETED

IN INTERVIEW STEP

IN SELECTION STEP

+ ALL

CSV

13100**15****356****309**

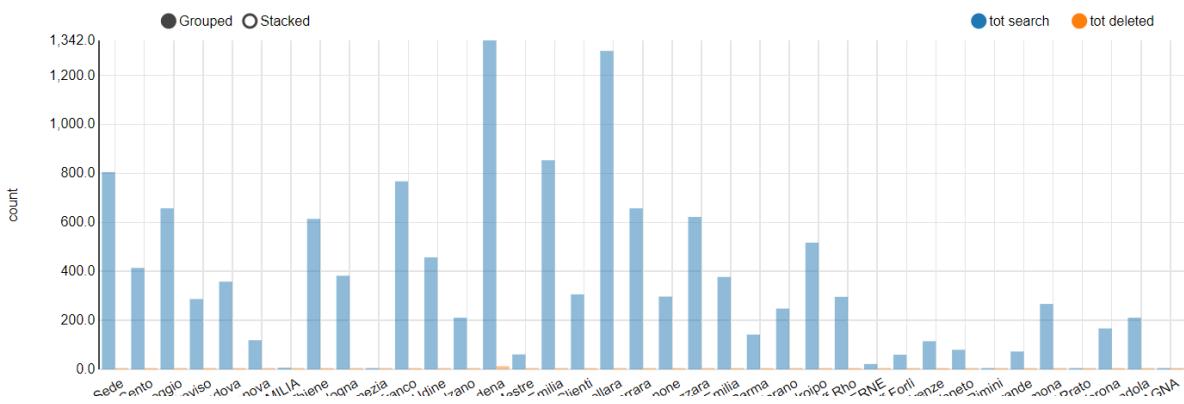
1. Clicking on **+ ALL** next to “site detail” opens the split with respect to the sites on which the employer has visibility, clicking on CSV at "site detail csv" downloads the csv corresponding to the site detail
2. Clicking on **+ ALL** next to the totals row, the search rawdata is opened showing the detail of each search based on the totals shown in the search total

Site Detail

search > site

|| ^

BAR CHART



Show 10 entries Search:

SITE	TOT SEARCH	TOT DELETED	IN INTERVIEW STEP	IN SELECTION STEP	EMPLOYER DETAIL	EMPLOYER DETAIL CSV
sede	805	0			+ ALL	
uff.	414	1	18	8	+ ALL	
uff.	657	0		16	+ ALL	
uff.	287	0	2	11	+ ALL	
uff.	358	0		11	+ ALL	
uff.	119	0			+ ALL	
sel	7	0			+ ALL	
uff.	614	0			+ ALL	
uff.	382	0		12	+ ALL	
uff.	1	0			+ ALL	

TOTAL SEARCH **13102** TOTAL DELETED **15** TOTAL INTERVIEW STEP **356** TOTAL SELECTION STEP **309**

The graphs show for each venue: the number of searches and the number of deleted searches. The charts show for each location: the total number of searches, the total number of deleted searches, the number of candidates moved to step 2 "Interview", the number of candidates moved to step 3 "Selection".

By clicking on **+ ALL** you can open the employer detail, with the split for each employer in the location. Clicking on CSV under "employer detail csv" downloads the csv corresponding to the employer detail.

Employer Detail



The graphs show for each employer: the number of searches and the number of deleted searches. In the table, for each location: the total number of searches, the total number of deleted searches, the number of candidates moved to step 2 "Interview", the number of candidates moved to step 3 "Selection".

By clicking on **+ ALL** you can open the search rawdata, with the details of each search

assigned to the specific user. Clicking on CSV under "employer detail csv" downloads the csv corresponding to the search rawdata filtered by employer.

Search rawdata

Please note: If opened via employer detail, it is filtered for the selected employer. If opened directly from search total, no filtering by employer is applied (so you will see the details of all searches on which the logged-in employer has visibility).

The screenshot shows a table titled 'search rawdata' with the following columns: SEARCH ID, TITLE, KEYWORD, SITE, EMPLOYER ID, OPPORTUNITY ID, SEARCH LOCATION, SEARCH REGION, SEARCH TYPE, and IN INTERVIEW STEP. There are three rows of data:

SEARCH ID	TITLE	KEYWORD	SITE	EMPLOYER ID	OPPORTUNITY ID	SEARCH LOCATION	SEARCH REGION	SEARCH TYPE	IN INTERVIEW STEP
512800	saldatori	italy, emilia-romagna, cento via della canapa, 54	uff.cento	207 - caterina querzoli		italy	emilia-romagna	all	
518485	operaio per mes	italy, emilia-romagna, sasso marconi	uff.cento	207 - caterina querzoli		italy	emilia-romagna	all	1
521949	ferramenta -	italy, emilia-romagna, san	uff.cento	207 - caterina		italy	emilia-	all	

For each search, the following is shown: ID and title, keyword entered in search, location, employer, opportunity (*valued only CRM module active*), country and region, search type, number of candidates in step 2 and 3, date of deletion, date of search update, date of search entry.

ACTIVITY TOTAL

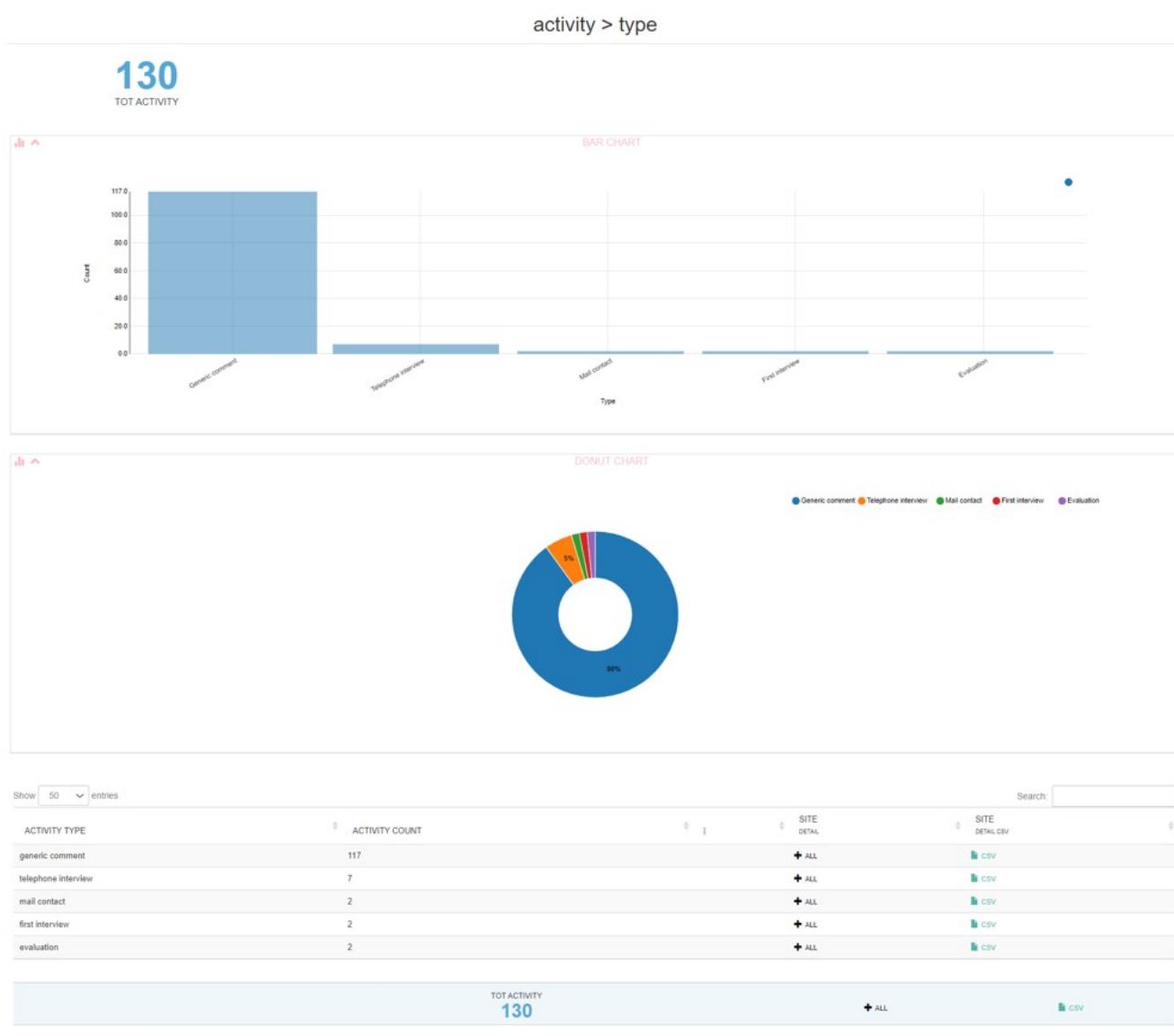
This drill down report enables you to start from an overview of the activities manually entered on candidates and get to the detail of each activity. The results take into account the filter date and visibility of the employer who is performing the extraction.

The screenshot shows a summary table with a total of 130 TOT ACTIVITY. Below it is a detailed filter section with columns for ACTIVITY COUNT, TYPE DETAIL, and SITE DETAIL, each with a '+ ALL' button and a CSV download link. At the bottom, there is a note 'Showing 1 to 1 of 1 entries' and navigation links 'Previous 1 Next'.

1. Clicking on **+ ALL** next to "type detail" opens the split with respect to the types of activities entered on which the logged in employer has visibility, clicking on CSV at "type detail csv" downloads the csv corresponding to the type detail.

2. Clicking on **+ ALL** next to "site detail" opens the split with respect to the sites on which the employer has visibility, clicking on CSV at "site detail csv" downloads the csv corresponding to the site detail.
3. Clicking on **+ ALL** next to the totals row opens the activity rawdata showing the details of each advertisement considered for the calculation of the totals shown in the activity total.

Type Detail

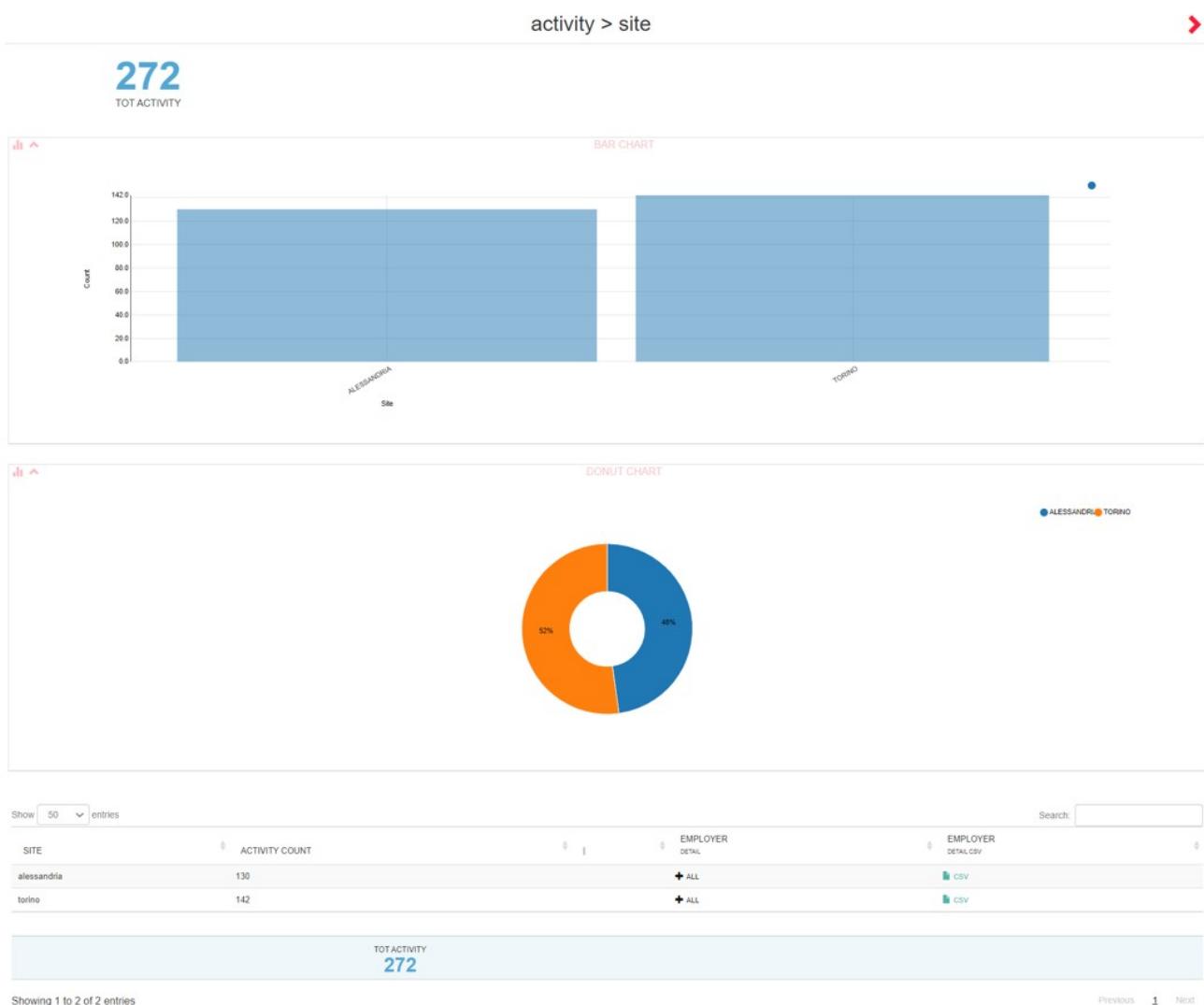


The charts show the number of activities per type and the percentage of the total. The

table for each type of activity shows the number of activities entered.

Clicking on [+ ALL](#) next to 'site detail' opens the split by site; clicking on CSV at 'site detail csv' downloads the csv corresponding to the site detail.

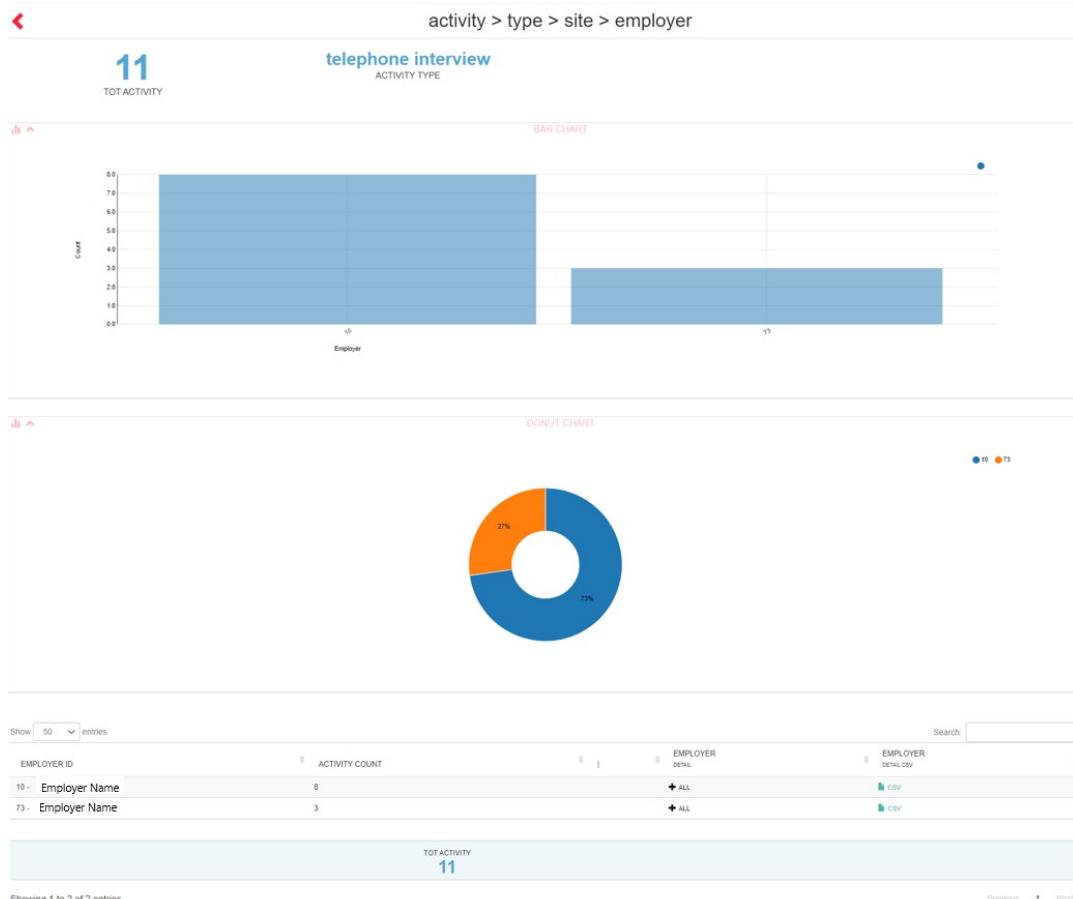
Site detail



The graphs show the number of activities per venue and the percentage of the total. In the table, the total number of activities entered is shown for each location. If the report is

opened by activity type it will be prefILTERed by activity type. Clicking on **+ ALL** next to "employer detail" opens the split by employer; clicking on CSV at "employer detail csv" downloads the csv corresponding to the employer detail.

Employer detail



For each employer, the number of activities (possibly prefILTERed by type/location) is shown. Clicking on **+ ALL** next to "employer detail" opens the activity rawdata; clicking on CSV at "employer detail csv" downloads the csv corresponding to the activity rawdata.

Activity rawdata

Please note: If opened via employer detail it is filtered for the selected employer. If opened directly from activity total, no filters are applied per employer (so you will see the details of all activities on which the logged-in employer has visibility).

activity rawdata

Search: <input type="text"/>										
EMPLOYER ID	SITE	CANDIDATE ID	CLIENT ID	REFERENT ID	OPP.TY ID	INVOLVED EMPLOYER	STEPS ID	AGENDA TYPE	DATE START	DATE END
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 14:46:00	2023-03-01 15:16:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 14:53:00	2023-03-01 15:23:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 15:14:00	2023-03-01 15:44:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 15:41:00	2023-03-01 16:11:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 16:01:00	2023-03-01 16:31:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-01 16:52:00	2023-03-01 17:22:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-02 10:13:00	2023-03-02 10:43:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-02 10:29:00	2023-03-02 10:59:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-02 10:30:00	2023-03-02 11:00:00
20 - filiale alessandria	alessandria	ID - Candidate Name	ID - Client name	ID - Referent name	ID - Opportunity name	ID - Shared activity employer	ID - Job/search name	generic comment	2023-03-02 10:30:00	2023-03-02 11:00:00

Showing 1 to 10 of 272 entries

Previous 1 2 3 4 5 ... 26 Next

For each activity is shown employer and assigned location, candidate, employer with whom the activity is shared, advertisement/search to which the activity is linked, activity type, start and end date. For installations with CRM and for activities where provided for, the columns CLIENT ID, REFERENT ID, OPP.TY ID, with customer, referrer and opportunity linked to the activity, are displayed.

JOBS ACTIVITY TOTAL

Drilldown report showing the detail of the activities carried out within an advertisement, based on the filter start date and end date. The report is based on the employer's visibility.

jobs activity total			CSV
Show filters ▾		Search: <input type="text"/>	
346	TOT JOB POST	6016	TOT ACTIVITY COUNT
Show 10 entries			
JOB POST	ACTIVITY COUNT	CANDIDATE DETAIL	CANDIDATE DETAIL CSV
1001 - impiegato/a tecnico	7	+ ALL	CSV
103 - operario/a su tre turni	20	+ ALL	CSV
1066 - operai di fonderia	1	+ ALL	CSV
1073 - idraulico	4	+ ALL	CSV
1002 - addetto/a piazzista macchine movimento terra	7	+ ALL	CSV
113 - hr generalist stage - staff interno	9	+ ALL	CSV
1143 - manutentore elettronico meccanico addetto al service	2	+ ALL	CSV
1178 - magazzinieri utilizzo transpallet	1	+ ALL	CSV
1246 - addetto pulizia banchi e strutture turistiche	1	+ ALL	CSV
127 - fresatore	2	+ ALL	CSV
TOT ACTIVITY COUNT		6016	+ ALL CSV

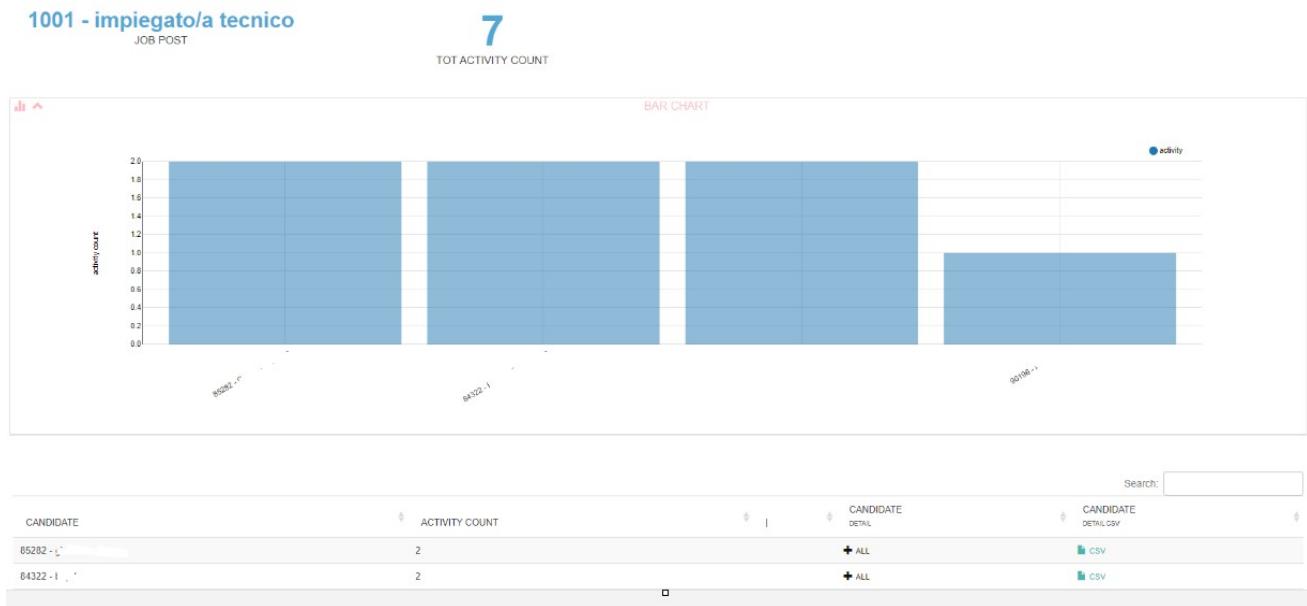
Showing 1 to 10 of 346 entries

Previous 1 2 3 4 5 ... 35 Next

Clicking on **+ ALL** next to 'candidate detail' opens the split showing the activities performed within the individual vacancy, divided by candidate; clicking on CSV at 'candidate detail csv' downloads the corresponding csv.

Jobs activity Candidate

jobs activity > candidate



Clicking on **+ ALL** next to "candidate detail" opens the split against the jobs activity rawdata on the individual candidate, with details for: job number and title, job status (online yes/no), candidate id and name, type of activity, activity notes (if any), start and end date of the activity, creation date of the activity (often different from the start date as activities are programmable)

Jobs activity rawdata

jobs activity rawdata

Show 500 entries							Search:		
JOB POST	IS ONLINE	CANDIDATE	ACTIVITY TYPE	NOTE	DATE START	DATE END	DATE ADDED		
100 - impiegato/a tecnico	yes	85282-gianluca		[action]: [changed status from] [non lavorato] [to] contattato[for]: impiegato/a tecnico [in] italia, emilia-romagna, ravenna	2023-09-21 09:57:53	2023-09-21 09:57:53	2023-09-21 09:57:53		
100* - impiegato/a tecnico	yes	85282-gianluca	generic comment		2023-09-21 09:57:00	2023-09-21 10:27:00	2023-09-21 09:58:08		

Showing 1 to 2 of 2 entries

Previous 1 Next

SEARCH ACTIVITY TOTAL

Drilldown report showing the detail of the activities performed within the saved searches, according to the filter start and end date. Data can also be extracted per candidate. The report is based on the employer's visibility.

search activity total					
Show filters ▾					
2744 TOT SEARCHES	205 TOT SAVED	7959 TOT ACTIVITY COUNT			
Show <input type="button" value="200"/> entries					
SEARCH	IS SAVED	ACTIVITY COUNT		CANDIDATE DETAIL	CANDIDATE DETAIL CSV
5704 - apa	no	1		+ ALL	
12598 - autista	no	1		+ ALL	
14775 - italy, veneto, verona via dei perlar 2	no	1		+ ALL	
26836 - elena pagnotta	no	1		+ ALL	
46491 - operatore socio sanitario	no	13		+ ALL	
49246 - magazziniere	yes	1		+ ALL	
49921 - daniele randazzo	no	4		+ ALL	
52110 - randazzo	no	1		+ ALL	
55703 - infermiere	yes	1		+ ALL	
56496 - daniele randazzo	no	1		+ ALL	

Clicking on next to at 'candidate detail' opens the split showing the activities performed within the individual saved search, divided by candidate; clicking on CSV at 'candidate detail csv' downloads the corresponding csv.

Search activity Candidate

search activity > candidate					
SEARCH					
46491 - operatore socio sanitario <small>SEARCH</small>	13 TOT ACTIVITY COUNT				
+ ALL					
CANDIDATE	ACTIVITY COUNT		CANDIDATE DETAIL	CANDIDATE DETAIL CSV	
181130 - domenico fumagalli	1		+ ALL		
301055 - domenico fumagalli	1		+ ALL		
576751 - clinzia lusuardo	3		+ ALL		
532401 - giovanni ronchese	2		+ ALL		
53469 - diego uribe	2		+ ALL		
535124 - paola ronchese	1		+ ALL		
535156 - sonia ronchese	1		+ ALL		
542359 - ivana cicali	1		+ ALL		
521001 - stela ronchese	1		+ ALL		
TOT ACTIVITY COUNT 13					

Clicking on next to 'candidate detail' opens the split with respect to the search activity rawdata on the individual candidate, with details for: search number and title, search status (saved or unsaved), candidate id and name, activity type, activity notes (if any), activity start and end date, activity creation date (often different from the start date as activities are programmable).

Search activity rawdata

search activity rawdata

SEARCH	IS SAVED	CANDIDATE	ACTIVITY TYPE	NOTE	DATE START	DATE END	DATE ADDED
5304 - operatore socio sanitario	no	5304 - giovanni	[action] - [changed status from] [non lavorato] [to] contattato[for]: operatore socio sanitario [in] italia, veneto, padova via ugo basili 5		2023-10-17 08:44:08	2023-10-17 08:44:08	2023-10-17 07:44:08
5304 - operatore socio sanitario	no	5304 - giovanni	telephone interview		2023-10-17 08:44:00	2023-10-17 09:14:00	2023-10-17 07:46:23

SELECTION SUMMARY (OLD)

selection summary

milano SITE

JOB AD VS SEARCH FOR MILANO

EMPLOYER	TOT JOB AD	TOT ONLINE	TOT OFFLINE	JOB AD FROM OPPORTUNITY	JOB AD FROM SEARCH	JOB AD WITH APPLICATION	TOT APPLICATION	AVG DURATION DAYS	TOT SAVED SEARCH	SEARCH FROM OPPORTUNITY
2 - arca24 software srl	3	1	2	2	0	3	5	89	3	2
601 - italimpianti	2	0	2	1	0	1	1	39	0	0
680 - deme srl	0	0	0	0	0	0	0	11	0	0
685 - valerina srl	2	0	2	2	0	1	1	92	0	0
690 - antrea srl	2	0	2	0	0	0	0	34	0	0
710 - giuly da porto	1	1	0	0	0	1	1	0	0	0

TOT JOB AD FOR SITE: 10 TOT ONLINE FOR SITE: 2 TOT OFFLINE FOR SITE: 8 JOB AD FROM OPPORTUNITY FOR SITE: 5 JOB AD FROM SEARCH FOR SITE: 0 JOB AD WITH APPLICATION FOR SITE: 6 TOT APPLICATION FOR SITE: 8 AVERAGE DURATION DAYS FOR SITE: 58 TOT SAVED SEARCH FOR SITE: 14 SEARCH FROM OPPORTUNITY FOR SITE: 11

Showing 1 to 8 of 8 entries

TOTAL JOB AD COUNT: 10 TOTAL JOB AD ONLINE: 2 TOTAL JOB AD OFFLINE: 8 TOTAL APPLICATION COUNT: 8 AVERAGE JOB AD DURATION: 58 TOT SAVED JOB AD COUNT: 14

The report shows a summary of the **job offers and the saved searches** in DB in the database by site and employer, according to the date filters "Start date - End date". For each employer, you can see the total number of online and offline job ads, the number of job ads linked to an opportunity as well as to a saved search, the number of job ads that received at least one application and the total number of applications. The average duration of job advertisements in calendar days is then shown: the result refers to calendar days (weekends and non-working days included over 24 hours). Moreover, you can see the number of saved searches and of those linked to an opportunity.

SELECTION DETAIL (OLD)

milano
SITE

Show 100 entries Search:

EMPLOYER	ROW TYPE	IS ONLINE	TITLE	LINKED SEARCH	DURATION DAYS	OPPORTUNITY	JOB LOCATION	APPLICATION COUNT	DATE ADDED
2 - arca24 software demo	search	x	15174 - vghgh			524 - vghgh	it		2022-12-06
2 - arca24 software demo	search	x	15157 - contabile			488 - contabile	it		2022-10-25
2 - arca24 software demo	search	x	15135 - test or				it		2022-09-14
2 - arca24 software demo	search	x	15106 - test				it		
2 - arca24 software demo	search	x	15095 - contabile			489 - contabile	it		
2 - arca24 software demo	job ad	y	1076 - responsabile it		83	497 - responsabile it	it		2022-07-27
2 - arca24 software demo	job ad	n	1075 - front-end developer		92	496 - sviluppatore web	it		2022-07-13
2 - arca24 software demo	job ad	n	1074 - commessa		0	496 - sviluppatore web	it		2023-02-20
2 - arca24 software demo	job ad	n	1056 - sviluppatore web		92		it		
2 - arca24 software demo	job ad	n	1055 - full stack developer		123	466 - full stack developer	it		
651 - test arca24	job ad	n	1083 - impiegato/impiegata commerciale		0	506 - impiegato commerciale	it		
651 - test arca24	job ad	n	1071 - barista		76		it		
680 - demo all	search	x	15162 - da lead a colloquio con cliente			517 - da lead a colloquio con cliente	it		2022-09-20
680 - demo all	search	x	15137 - prova proposte attive				it		

APPLIED FILTERS
milano
 SITE DATE START 2022-07-13 DATE END 2023-02-20

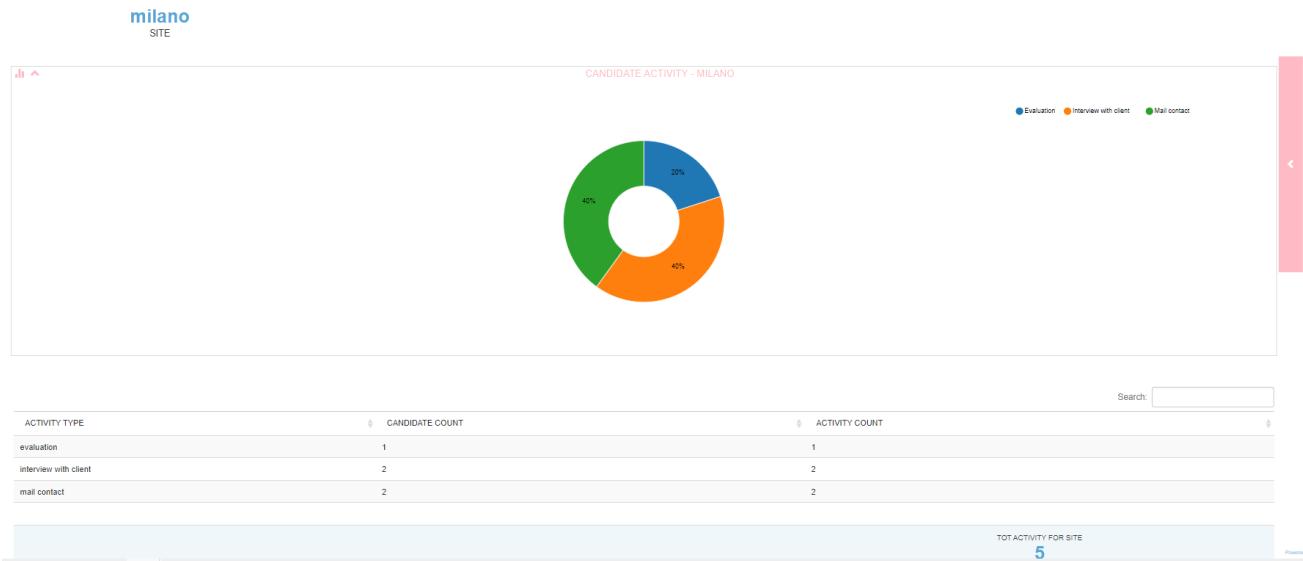
REPORT DESCRIPTION
 Shows the detail about job offers and searches by site and by employer created in the Date range selected in the Date Start - Date End criteria filter.
 The report shows only online applications and no manual assignment coming from recruiters

The report shows the details of **each job offer and saved search** based on the date filters "Start date - End date".

The following aspects are taken into account: site and employer, process type (job advert/saved search), whether the job is online (Yes, No and "X" for searches), title, ID of the linked opportunity, linked search from which the job was published (for job ads), duration of the vacancy, country, job location, applications received (for job ads), creation date.

CANDIDATE ACTIVITY (OLD)

Filtering by site, employer, activity type and dates, the report shows the number of activities divided by type and number of candidates involved for each site.



N.B.: In all activity type reports, emails sent by the system (envelope icon) are also counted in the activity type "Mail Contact". Emails sent via multymailing are not counted.

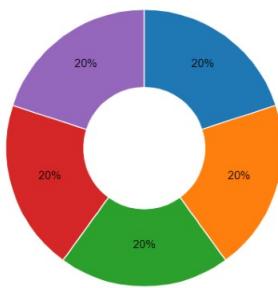
EMPLOYER ACTIVITY (OLD)

EMPLOYER

2 - ARCA24 SOFTWARE DEMO

EMPLOYER ACTIVITY - 2 - ARCA24 SOFTWARE DEMO

- Evaluation
- First interview
- Generic comment
- Mail contact
- Telephone interview

Search:

Activity Type	Candidate Count	Activity Count
Evaluation	1	1
First interview	1	1
Generic comment	1	1
Mail contact	1	1
Telephone interview	1	1

Tot Activity For Employer 5

Showing 1 to 5 of 5 entries

Totals:

Search:

Tot Activity For Site 5

The report shows the types of activities carried out on the candidates by site and by employer on the dates chosen.

This report allows you to select multiple employers before launching the search, returning a result for each employer and not for the total number of activities.

APPLICATION DETAIL (OLD)

This documentation is Arca24.com SA's exclusive ownership and contains confidential information and copyrighted material. For this reason, it is forbidden any kind of its disclosure, transmission to third parties, total or partial reproduction, copy and/or modification, use for own or third party's purposes and publication by any mean.

application detail			CSV
Show filters ▾			
milano SITE	2023-01 january AD MONTH		
APPLY MONTH	JOB POST ID	COUNT UNIQUE APPLICATION	
2023-01 january	1006 - manutentore elettromeccanico	1	
	UQ JOB AD SITE MONTH	TOT APPLY SITE	
	1	1	

Showing 1 to 1 of 1 entries

The filters to be set concern the site(s) and the period of creation of the job advertisement. **For each job published in the selected period**, each row shows how many candidates applied in that month and, if applicable, in the following months in which the job was online.

SELECTION ACTIVITY (OLD)

selection activity			CSV
Show filters ▾			
1056 - sviluppatore web JOB POST	6400 - alessio panicucci CANDIDATE		
AGENDA ID	ACTIVITY TYPE	NOTE	DATE START DATE END DATE ADDED
27393	interview with client	cfsdcfddy	2023-02-20 11:52:00 2023-02-20 12:22:00 2023-02-20 11:53:01
27394	[action]: [changed status from] contattato [to] colloquialo[for]: sviluppatore web [in] italia, lombardia, varese		2023-02-20 11:53:04 2023-02-20 11:53:04 2023-02-20 11:53:04
			TOT ACTIVITY CANDIDATE
			1

Using the filters by job, candidate ID and start/end date of activity, it is possible to extract **all the activities, both carried out manually and automatically, done on each candidate for each job ad**.

The table shows the type of activity (in the case of manual activities) as well as the comments, the start/end date and the adding date. It is therefore useful to track the selection process carried out for each candidate and for each job advert.

DOSSIER DETAILS

This report shows the details of the dossiers sent by the system in the date range selected according to the filters “start date” and “end date”. Data can also be extracted by company location and/or employer. The report is based on the settings of the user hierarchy.

The table shows, by Branch, the employer who sent the dossier, the date it was sent, the recipient customer, the candidate sent, the text of the e-mail, any linked contract (contract ID, customer, duration), the ID of the ad/search and/or linked opportunity.

milano-perm						
SITE						
Show 10 entries <input type="button" value="▼"/> Search: <input type="text"/>						
EMPLOYER	DATE SENT	CLIENT	CANDIDATE	NOTE	CONTRACT INFO	JOB POST ID
533-admin admin	2023-01-09	291-easy tech sa	6618-nicole.sari	[action]: [dossier sent] web developer / php developer[sent to]: [easy tech sa] (/worker_crm/viewcompanyclient.php?id=291) tania.fuss@muster.ch (tania fuss)	1085	527
533-admin admin	2023-01-09	291-easy tech sa	17995-karl muster	[action]: [dossier sent] full-stack developer[sent to]: [easy tech sa] (/worker_crm/viewcompanyclient.php?id=291) tania.fuss@muster.ch (tania fuss)	1085	527
533-admin admin	2023-01-09		6618-nicole.sari	[action]: [dossier sent] web developer / php developer[sent to]:	1085	527
533-admin admin	2023-01-09		17995-karl muster	[action]: [dossier sent] full-stack developer[sent to]:	1085	527
533-admin admin	2023-01-13	290-tech data srl	17995-karl muster	[action]: [dossier sent] full-stack developer[sent to]: [tech data srl] (/worker_crm/viewcompanyclient.php?id=290) m.garavaglia@arca24.com (mauro gara)	1084	501
533-admin admin	2023-01-17	283-arca24 novazzano	17995-karl muster	[action]: [dossier sent] full-stack developer[sent to]: [arca24 novazzano] (/worker_crm/viewcompanyclient.php?id=283) referente.arca24@gmail.com (referente test)	1084	501

Showing 1 to 6 of 6 entries

Previous 1 Next

TOTAL
6

N.B.: an email related to a candidate's summary can contain several links to candidates. Furthermore, for each candidate several candidates' summaries can be sent to several companies.

The CSV file can be extracted from the upper right corner of the page; it shows the data for all the locations selected in the filters, according to the hierarchy.

CANDIDATE VIA MULTIMAILING

The report shows the number of candidates sent as active proposals via mailing list in the date range selected with the filters "Start date - End date". In detail: for each site and employer, the number of candidates proposed and the number of clients to whom active proposals were sent is shown. At the bottom, you can see the total number of candidates sent via mailing list on the given site.

candidate via multymailing						
csv						
Show filters <input type="button" value="▼"/>						
filiale	di brescia	SITE	PROPOSED CANDIDATE COUNT	CLIENT COUNT	TOTAL CANDIDATE PROPOSED FOR SITE	
96-elisa			2	108	2	

Showing 1 to 1 of 1 entries

In the upper right corner, the button [csv](#) enables the extraction of the Csv file with the data shown in the table.

5.1.2 Companies

For information on the interface, see previous section.

CLIENT TOTAL

This documentation is Arca24.com SA's exclusive ownership and contains confidential information and copyrighted material. For this reason, it is forbidden any kind of its disclosure, transmission to third parties, total or partial reproduction, copy and/or modification, use for own or third party's purposes and publication by any mean.

16
0

Drilldown report showing the number of all clients created within the entered start and end dates.

Click on the **+ ALL** below “Client Type Detail” to display the breakdown of clients by type; click on the CSV symbol to download the file containing the corresponding data.

client > type

15

TOT CLIENT



Show 50 entries		Search:	
CLIENT TYPE	CLIENT COUNT	SITE DETAIL	SITE DETAIL CSV
prospect	6	+ ALL	CSV
active client	6	+ ALL	CSV
suspect	3	+ ALL	CSV

TOT CLIENT
15

CSV

Showing 1 to 3 of 3 entries Previous 1 Next

The report gives visibility according to company hierarchies.

N.B.: Even from "Client Type" it is possible to continue opening the detail splits as described below.

Site detail

Click on below "Client Site Detail" to display the split of clients by site; click on the CSV symbol to download the file containing the corresponding data.

client > site

1
TOT CLIENT

BAR CHART

DONUT CHART

Show 50 entries

SITE	CLIENT COUNT	EMPLOYER DETAIL	EMPLOYER DETAIL CSV
milano	1	+ ALL	CSV

TOT CLIENT
1

Showing 1 to 1 of 1 entries Previous 1 Next

Search:

SITE DETAIL	SITE DETAIL CSV
+ ALL	CSV

CSV

Previous 1

Employer detail

Click on under "Employer Detail" to display the split of the indicated clients by assigned colleague; click on the CSV symbol to download the file containing the corresponding data.

Clicking on under "Employer detail" will display the split Client Rawdata with the following data: Employer id, site, type of client, client id with company name, company sector, country, date of registration in database, number of company locations, number of registered opportunities, number of activities, number of hired candidates, total

number of contracts and active contracts, date on which the first contract was concluded.



client rawdata

client rawdata													
Employer ID	Site	Client Type	Company ID	Company Sector	Residence Country	Date Added	Branch Count	Oppty Count	Activity Count	Worker Count	Contract Count	Active Contract	First Contract Date
2 - arca24 software demo	milano	suspect	287 - fake demo	other	it	2022-06-23 13:18:35	1	0	0	0	0	0	
2 - arca24 software demo	milano	suspect	288 - arca manu	journalism	it	2022-07-18 08:09:04	1	0	0	0	0	0	
2 - arca24 software demo	milano	prospect	289 - vincilio s.r.l	information technology	it	2022-08-22 10:51:50	1	1	2	0	0	0	
2 - arca24 software demo	milano	active client	290 - tech data srl	information technology	it	2022-08-24 10:32:50	1	2	2	1	1	1	2023-02-01
2 - arca24 software demo	milano	active client	299 - manuela snc	employment placement agencies/recruiting	it	2022-12-06 14:58:51	1	1	1	1	1	1	2022-12-26

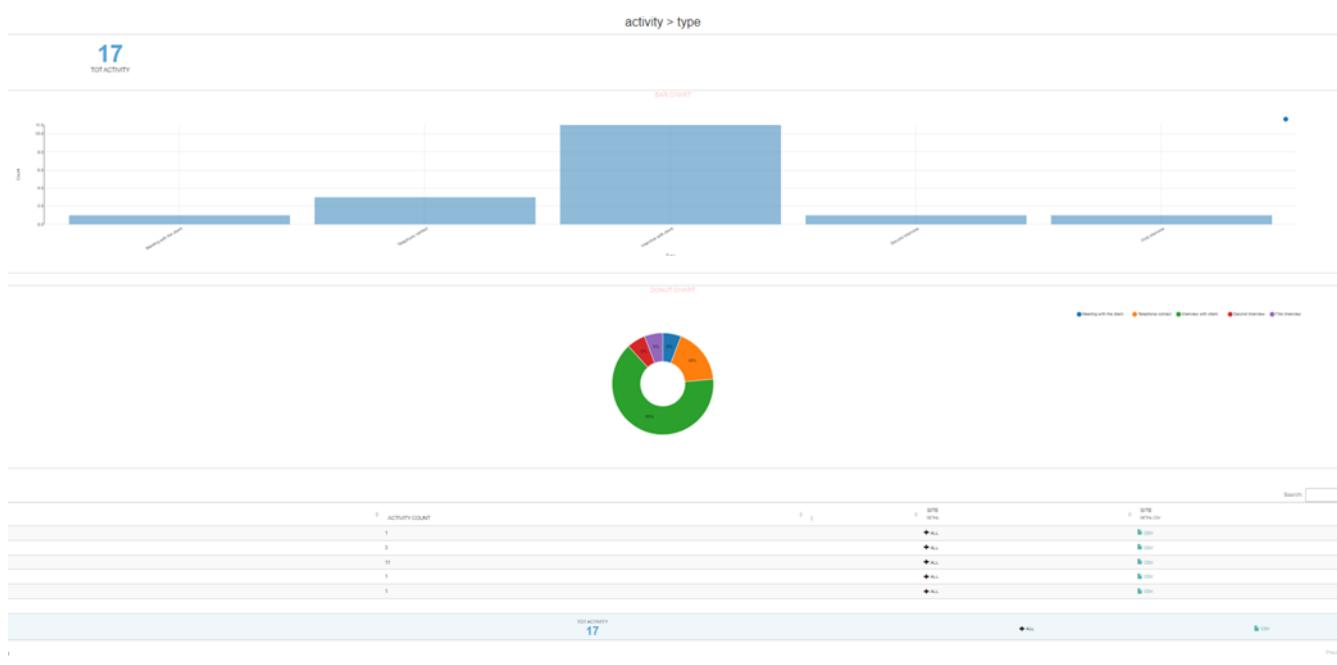
Showing 1 to 5 of 5 entries

Previous 1 Next

ACTIVITY TOTAL

Drilldown report showing the total number of activities created on a date between the start date/end date filter dates. This filter takes into account all the activities whose date of creation in the database is included in the time range specified in the fields "start date" and "end date".

Click on the **+ ALL** below **Type Detail** to display the split showing the number of activities by type. Use the CSV symbol to download the file containing the corresponding data.



Site detail

Click on **+ ALL** below **Site Detail** to display the split showing the number of activities by site; click on **+ ALL** below **Employer detail** to display the activity for each individual employer at the selected site.

Employer detail

Clicking on **+ ALL** under **Employer detail** displays the split showing the activity rawdata, which shows: employer ID, site, candidate ID, client ID, client type, referrer ID, opportunity ID, employer to whom the activity was shared, selection process ID, activity type, start date and end date.

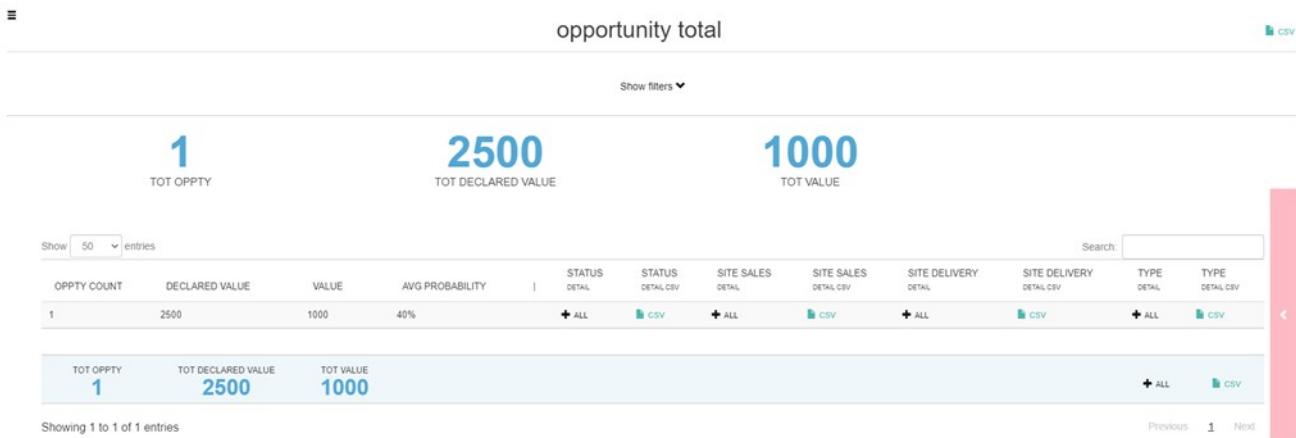
Client Type Detail

Click on **+ ALL** below **Client Type Detail** to display the split showing the number of activities by client type. Click on the CSV symbol to download the file containing the data corresponding to this string. Clicking on **+ ALL** under Site detail displays the split on the site, then the employer and finally the rawdata.

OPPORTUNITY TOTAL

The drilldown-report shows the total data related to opportunities managed on clients. The report brings together the previous opportunity reports for "Site", "Status", "Delivery" and "Sales" in a single initial selection.

The filter available only consists of two dates (**opportunities entered from/to**) and reads the date on which the opportunity was entered into the system; the result displayed also considers all deleted or cancelled opportunities.

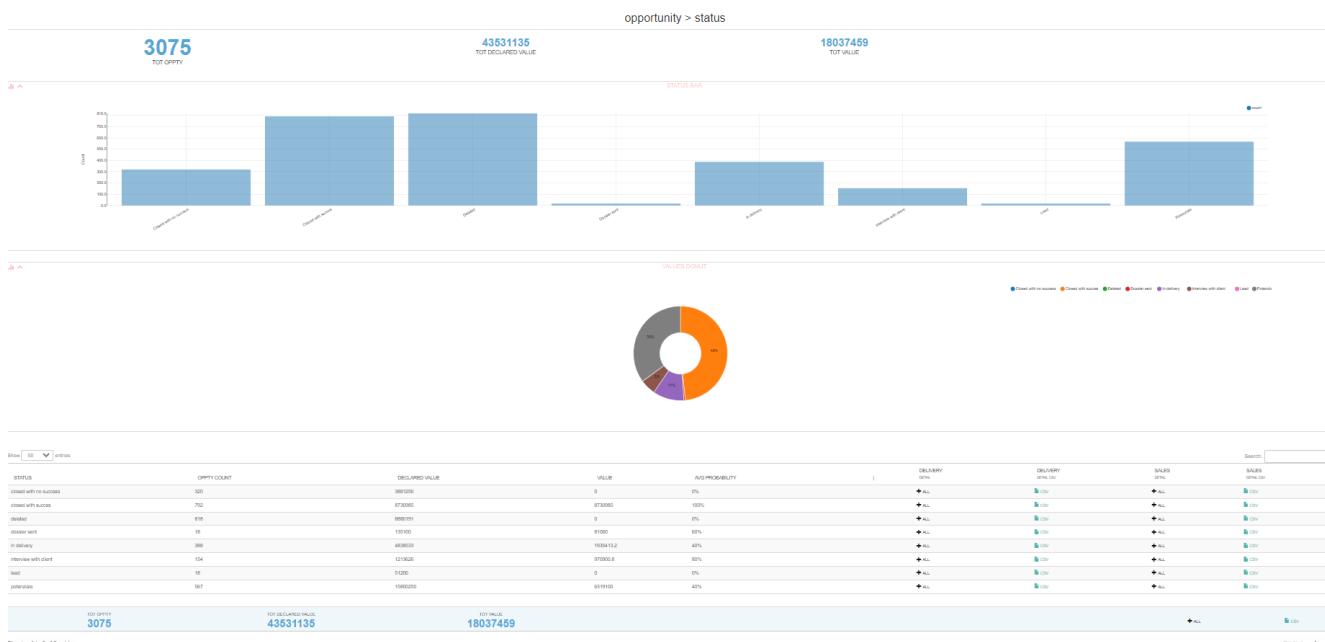


Status detail

Click on **+ ALL** below **Status Detail** to display the split showing the number of

opportunities divided by **status**, with the following details: the expected value, the weighted value of the opportunity based on the current success rate, the success percentage; clicking on the CSV symbol you can download the file containing the corresponding data.

In the report there are buttons to display the detail of the sites by delivery and sales; for each of these sites you can see the details by employer and the raw data.



Site detail

By clicking on below **Site Sales** you will see the split that shows the number of opportunities based on the site of the acquiring employer, with the following details: site, expected value, actual value, success percentage; by clicking on the CSV symbol you can download the file containing the corresponding data.

Clicking on below **Site Delivery** displays the split showing the number of opportunities based on the employer's site to the "delivery" field with the following details: site, number of opportunities, expected value, actual value, success percentage; by clicking on the CSV symbol it is possible to download the file containing the corresponding data.

Clicking on below **Type Detail** displays the split showing the number of opportunities divided by type, with the following details: number of opportunities for each type, expected value, actual value, success percentage; clicking on the CSV symbol it is possible to download the file containing the corresponding data.

Opportunity rawdata

The rawdata shows all data in maximum detail for the opportunities examined in the chosen date filter.

Opportunity rawdata - Google Chrome
ngage-ch.arca24.careers/reportico/run.php?xml=opportunity_rawdata.xml&execute_mode=EXECUTE&target_format=HTML&target_show_body=1&project=common_client&MANUAL_da...

opportunity rawdata

Show 50 entries Search:

OPPORTUNITY ID	SALES SITE	SALES EMPLOYER	DELIVERY SITE	DELIVERY EMPLOYER	DATE ADDED	DATE FOR CLOSE	COMPANY NAME	OPPORTUNITY TYPE	STATUS	DECLARED VALUE	VALUE	PROBABILITY PERCENT
469-project manager	zürich	875 - vittoria cagna	zürich	875 - vittoria cagna	2024-02-19 17:19:04		327 - emea gaming.sa	research and selection	interview with client	20000	16000	80%

CANDIDATE VIEWS TOTAL

The report shows a detail of candidate views following the sending of dossiers or multimailing to either a specific contact person or a generic e-mail address. The report is based on the settings of the hierarchy of the user who sent the dossier or multimailing and on the hierarchy of the client's profile. The assigned site is that of the employer who sent the dossier or the multimailing. The extracted data is based on the date on which the dossier or multimailing was sent according to the filters 'date start' and 'date end'.

candidate views total

Show filters

199 TOT VIEWS	158 FROM REFERENT	41 FROM GENERIC MAIL
-------------------------	-----------------------------	--------------------------------

Show 10 entries Search:

TOT VIEWS	UNIQUE CANDIDATE	UNIQUE JOB ADS	UNIQUE SEARCH	UNIQUE COMPANY	FROM REFERENT	FROM GENERIC MAIL	FROM REFERENT SITE DETAIL	FROM REFERENT SITE DETAIL CSV	FROM GENERIC SITE DETAIL	FROM GENERIC SITE DETAIL CSV
199	83	39	17	27	158	41	+ ALL		+ ALL	

TOT VIEWS 199	FROM REFERENT 158	FROM GENERIC MAIL 41	+ ALL	+ ALL
-------------------------	-----------------------------	--------------------------------	-------	-------

Showing 1 to 1 of 1 entries Previous 1 Next

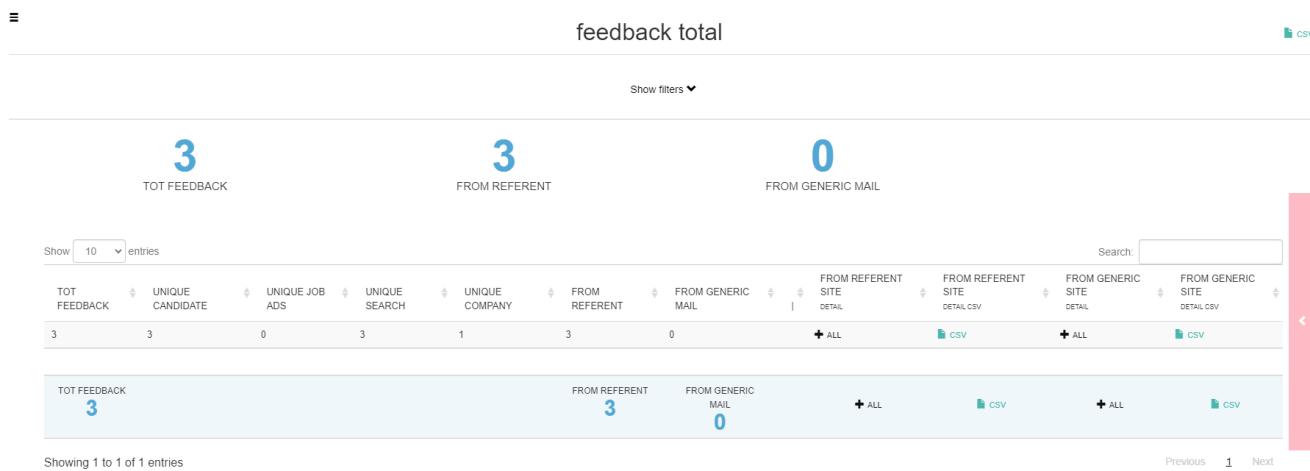
In the top right-hand corner, you will find the for extracting the file with the results based on the following data: total number of views, number of unique candidates, number of unique job advertisements, number of unique searches, number of unique companies, number of contact person who made the views, number of e-mail addresses who made the views.

Click on **+ ALL** below **From Referent Site** to display the split showing the total number of views, divided according to the **site** of the sending employer; then it is possible to expand the detail by employer of the site and afterwards to display the rawdata detail for the individual employer. Clicking on the CSV symbol it is possible to download the file containing the corresponding data.

Click on **+ ALL** for **From Generic Site** to display the split showing the total number of views, divided according to the **site** of the sending employer; then it is possible to expand the detail by site employer and afterwards to display the **rawdata** detail for the individual employer. Clicking on the CSV symbol you can download the file containing the corresponding data.

FEEDBACK TOTAL

The report shows a detail of feedback received by either the specific contact person or the generic e-mail address. The extracted data is based on the date on which the feedback was received according to the filters "date start" and "date end". The report is based on the settings of the user hierarchy. The assigned site is that of the employer who sent the dossier or the multymailing for which the feedback was received.



In the top right-hand corner is a CSV icon for the extraction of the file with the results according to the following data: total feedback, number of unique candidates, number of unique job advertisements, number of unique searches, number of unique companies, number of contact people who gave feedback, number of e-mail addresses who gave feedback.

Click on **+ ALL** below **From Referent Site** to display the split showing the total feedback, divided according to the **site** of the sending employer; then it is possible to expand the detail by employer of the site and, on the individual employer, display the **rawdata**; clicking on the CSV symbol you can download the file containing the corresponding data.

Clicking on **+ ALL** relating to **From Generic Site** will display the split showing the total feedback, divided according to the location of the employer who sent the generic e-mail, followed by the possibility of expanding the detail by site employer and, on the individual employer, displaying the **rawdata** detail. Clicking on the CSV symbol will download the file containing the corresponding data.

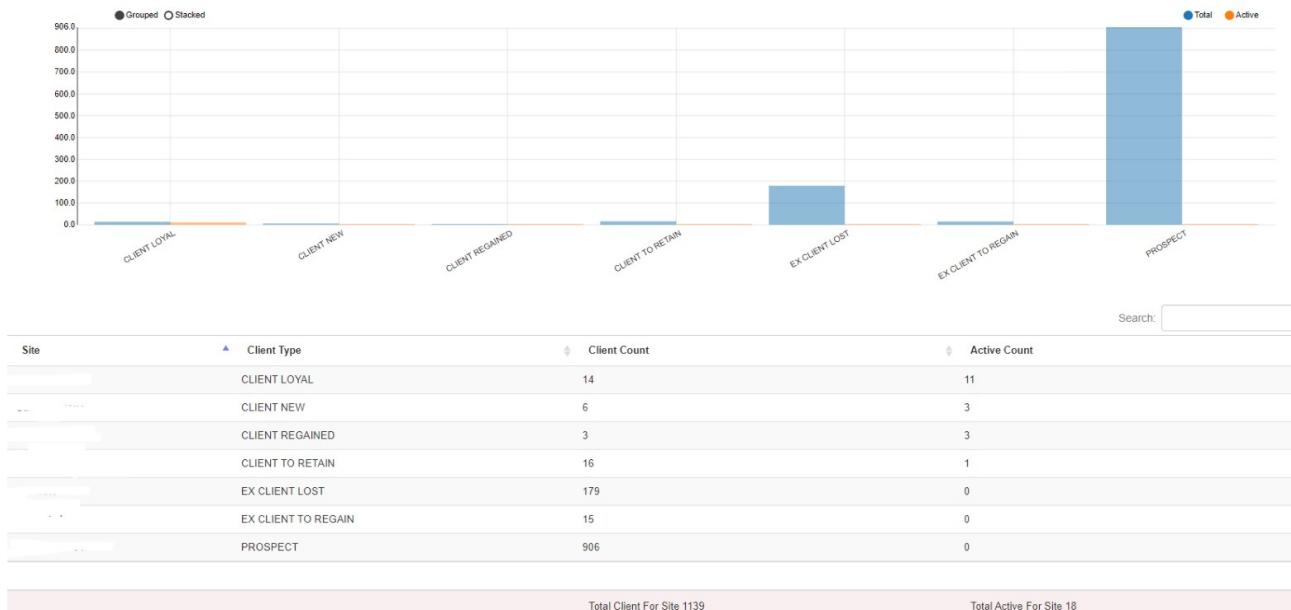


feedback from contact person rawdata

Show 10 entries Search:

EMPLOYER ID	SITE	CANDIDATE ID	JOB POST ID	SEARCH ID	REFERENT ID	BRANCH NAME	COMPANY ID	TYPE	DATE NOTIFY
1 - admin admin	sede	120100 - manu.armi		5077	1 - referente test arca24	1 - headq	2 - arca24 test 1	feedback	2023-09-14 09:29:13
1 - admin admin	sede	5 - candidato 2 arca24		2176	1 - referente test arca24	1 - headq	2 - arca24 test 1	feedback	2023-09-14 09:28:50
1 - admin admin	sede	273 - candidato test		102216	1 - referente test arca24	1 - headq	2 - arca24 test 1	feedback	2023-09-14 09:28:09

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)
CLIENT SUMMARY (OLD)


For each site, the report shows the number of clients by type and, of these, how many are active customers.

N.B.: the site refers to the employer who created the contract for that client.

N.B.: as explained in the report legend, the client types are as follows:

- PROSPECT -> no contract available;
- CLIENT NEW -> contracts only available on the current year, or on the current year and more than 3 years ago;
- CLIENT LOYAL (fidelized) -> clients who have had contracts in the 365 days preceding the start date and also have active contracts in the start date/end date period;

- CLIENT TO RETAIN (to be retained) -> contracts available 2 years ago, but no contracts in the current year;
- CLIENT REGAINED (regained) -> contracts available in the current year and 3 years ago;
- EX CLIENT TO REGAIN (to be regained) -> contracts available 3 years ago;
- EX CLIENT LOST (lost) -> contracts available over 3 years ago.

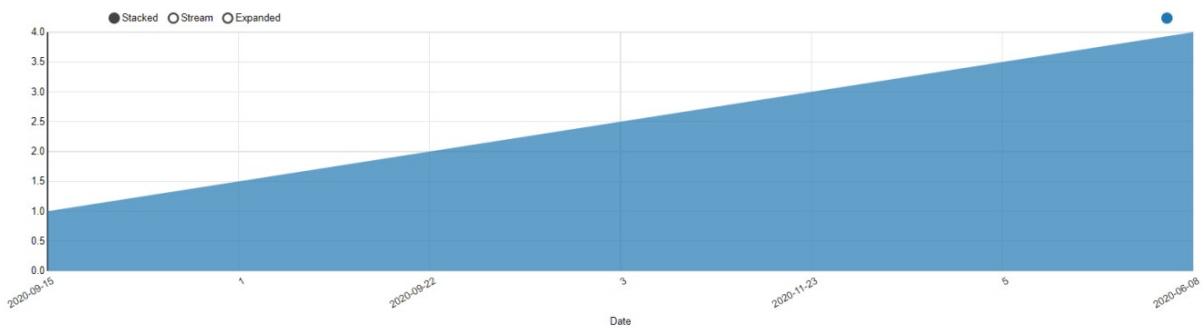
CLIENT DETAIL (OLD)

Site	Client Type	Client	Employer	Contract Count	Contract Current Y	Contract 2Y Ago	Contract 3Y Ago	Contract Beyond 3Y	Active Contract
NOME SEDE	CLIENT LOYAL	9781 - RAGIONE SOCIALE	ID -NOME EMPLOYER	521	25	32	29	435	4
NOME SEDE	CLIENT TO RETAIN	7476 - RAGIONE SOCIALE	ID -NOME EMPLOYER	231	0	1	22	208	0
NOME SEDE	CLIENT LOYAL	11382 - RAGIONE SOCIALE	ID -NOME EMPLOYER	193	27	8	19	139	12
NOME SEDE	CLIENT TO RETAIN	8935 - RAGIONE SOCIALE	ID -NOME EMPLOYER	177	0	18	12	147	1
NOME SEDE	EX CLIENT LOST	7774 - RAGIONE SOCIALE	ID -NOME EMPLOYER	172	0	0	0	172	0

The report shows the **details of the clients**: type, company name, employer and assigned site, the number of total contracts, those created in the last year, those created two, three or more than three years ago and the active contracts in the chosen period. The latter is assigned according to the field “Client.Date.Ref”.

N.B.: Years are calculated from “Client.Date.Ref.” backwards. The year is counted based on 365 days.

NEW CLIENT ADDED (OLD)



Show 10 entries

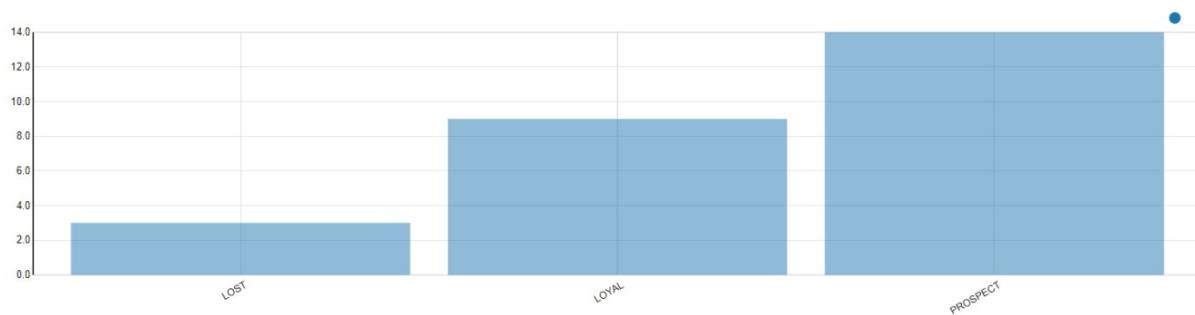
Search:

Site	Employer	Client	Contract Count	First Contract Start
NOME SEDE	108- NOME EMPLOYER	17523 - RAGIONE SOCIALE	1	2020-09-15
NOME SEDE	108- NOME EMPLOYER	17913 - RAGIONE SOCIALE	2	2020-09-22
NOME SEDE	108-I NOME EMPLOYER	18267 - RAGIONE SOCIALE	1	2020-11-23
NOME SEDE	25- NOME EMPLOYER	17064 - RAGIONE SOCIALE	1	2020-06-08

Tot Client Count For Site 4

The report shows new clients with contracts in a date range. The string displays the following data: site, employer, client ID, company name, the number of contracts and the date of the first contract created.

CLIENT ACTIVITY (OLD)

Search:

Site	Event Type	Client Type	Event Count	Client Count
NOME SEDE	MEETING	LOST	3	2
NOME SEDE	MEETING	LOYAL	9	4
NOME SEDE	MEETING	PROSPECT	14	9

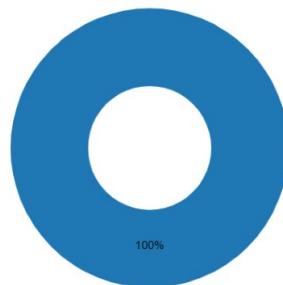
The report shows the type of activity recorded by site, how many times the activity was entered and for how many clients. The table also shows the type of activity, the number of activities, the number of customers involved.

EMPLOYER CLIENT ACTIVITY (OLD)

EMPLOYER

2 - ARCA24 SOFTWARE DEMO

2 - ARCA24 SOFTWARE DEMO ACTIVITY

 Mail contact

Search:

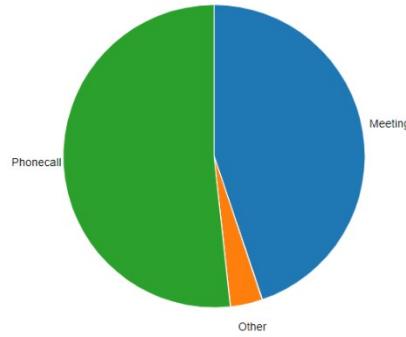
Event Type	Client Count	Event Count
Mail contact	1	1

Total Event For Employer 1

Showing 1 to 1 of 1 entries

The report allows you to select several employers before launching the search, but it returns a result per individual employer and not per total number of activities.

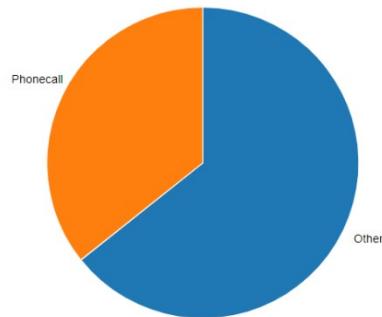
ACTIVITY ON PROSPECT (OLD)



Site	Event Type	Client Type	Event Count	Client Count
Brescia	Meeting	PROSPECT	13	11
Brescia	Other	PROSPECT	1	1
Brescia	Phonecall	PROSPECT	15	12

The report shows the detail of all activities on prospects; for each type of activity, the relevant counter and the number of clients on which that type of activity was entered are shown. That is useful to monitor activities that aim to increase the number of clients.

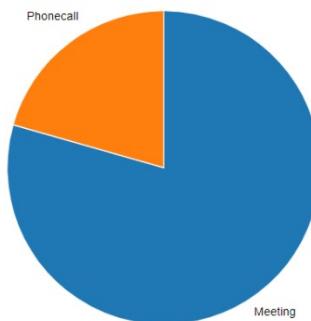
ACTIVITY ON CLIENT TO REGAIN (OLD)



					Search:
Site	Event Type	Client Type	Event Count	Client Count	
Milano	Other	TO REGAIN	9	3	
Milano	Phonecall	TO REGAIN	5	1	

The report shows the detail of all activities on clients to regain; for each type of activity, the relevant counter and the number of clients on which that type of activity was entered are shown. That is useful to monitor the activities entered on clients to recover and/or lost ones.

ACTIVITY ON CLIENT ACTIVE (OLD)

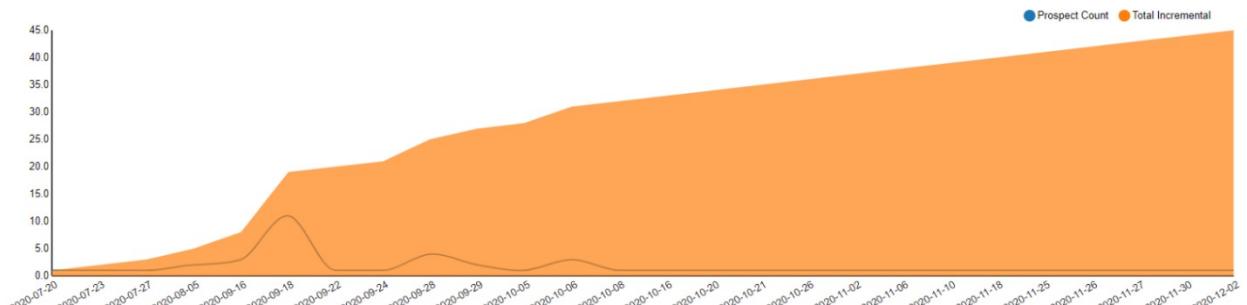


					Search:
Site	Event Type	Client Type	Event Count	Client Count	
Brescia	Meeting	ACTIVE	27	11	
Brescia	Phonecall	ACTIVE	7	7	

The report shows the detail of all activities on active clients; for each type of activity, the relevant counter and the number of clients on which that type of activity was entered are

shown. That is useful to monitor the activities entered on clients who have an active contract on the day chosen in the field "Client.Date.Ref".

NEW PROSPECT ADDED (OLD)



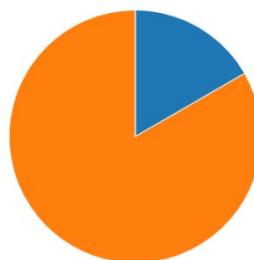
Search:

Site	Client Type	Date Added	Prospect Count
Verona	PROSPECT	2020-07-20	1
Verona	PROSPECT	2020-07-23	1
Verona	PROSPECT	2020-07-27	1
Verona	PROSPECT	2020-08-05	2
Verona	PROSPECT	2020-09-16	3

The report shows all new prospects added. In the graphs, the blue line counts the daily entries of new prospects, while the yellow one sums the entries of each day, displaying the incremental value.

OPPORTUNITY STATUS PER SALES (OLD)

Closed with succes In delivery



Search:

Site	Status	Opportunity Count
Parma	Closed with succes	1
Parma	In delivery	5

Total Opportunity For Site 6

The report shows the number of opportunities divided by status, according to the date range entered and based on the site of the employer in charge of the opportunity acquisition (sales manager).

OPPORTUNITY STATUS PER DELIVERY (OLD)



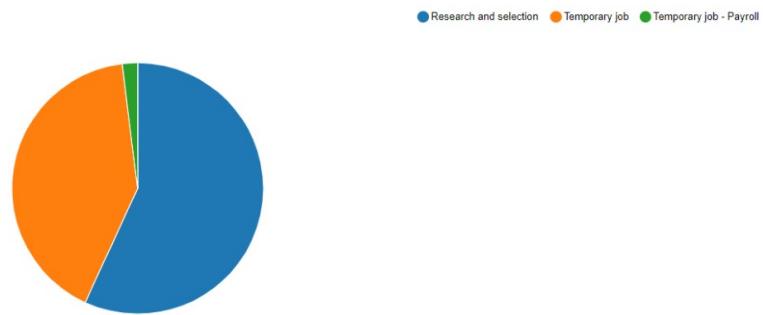
Opportunity Count		
Site	Status	Opportunity Count
Mestre	Closed with no success	3
Mestre	Closed with success	14
Mestre	In delivery	18

Search:

Total Opportunity For Site 35

The report shows the number of opportunities divided by status, according to the date range entered and based on the site of the employer in charge of talent selection ("delivery" manager).

OPPORTUNITY TYPE PER SALES (OLD)



Site	Opportunity Type	Job Ad Count	Search Count	Opportunity Count
Bergamo	Research and selection	18	0	29
Bergamo	Temporary job	14	0	21
Bergamo	Temporary job - Payroll	1	0	1

Search:

Tot Announce For Site 33

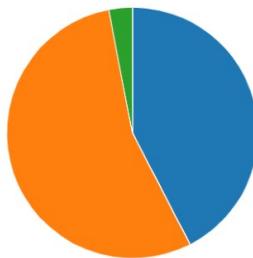
Tot Search For Site 0

Tot Opportunity For Site 51

The report shows the number of opportunities divided by status and counters on linked jobs/searches based on the site of the employer in charge of opportunity acquisition (sales manager).

OPPORTUNITY TYPE PER DELIVERY (OLD)

● Research and selection ● Temporary job ● Temporary job - Payroll

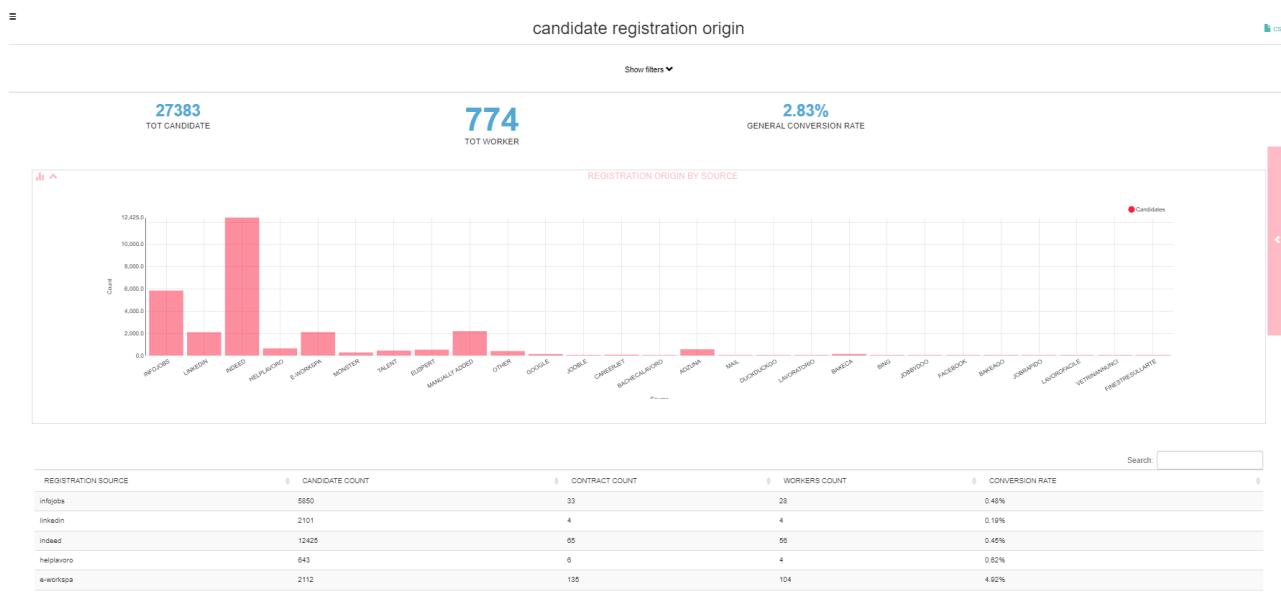


Search:

Site	Opportunity Type	Job Ad Count	Search Count	Opportunity Count
Bergamo	Research and selection	11	0	14
Bergamo	Temporary job	12	0	18
Bergamo	Temporary job - Payroll	1	0	1

The report shows the number of opportunities divided by status and counters on linked jobs/searches based on the site of the employer in charge of talent selection ("delivery" manager).

5.1.3 Conversion CANDIDATE REGISTRATION ORIGIN



The report shows the origin of applicants who registered in the system from the 'User From' date to the 'User Date To' date, and of these it counts the number of contracts created (regardless of the contract validity date).

The overall conversion rate shows the employment rate of users who registered in the database for the first time in the selected time period.

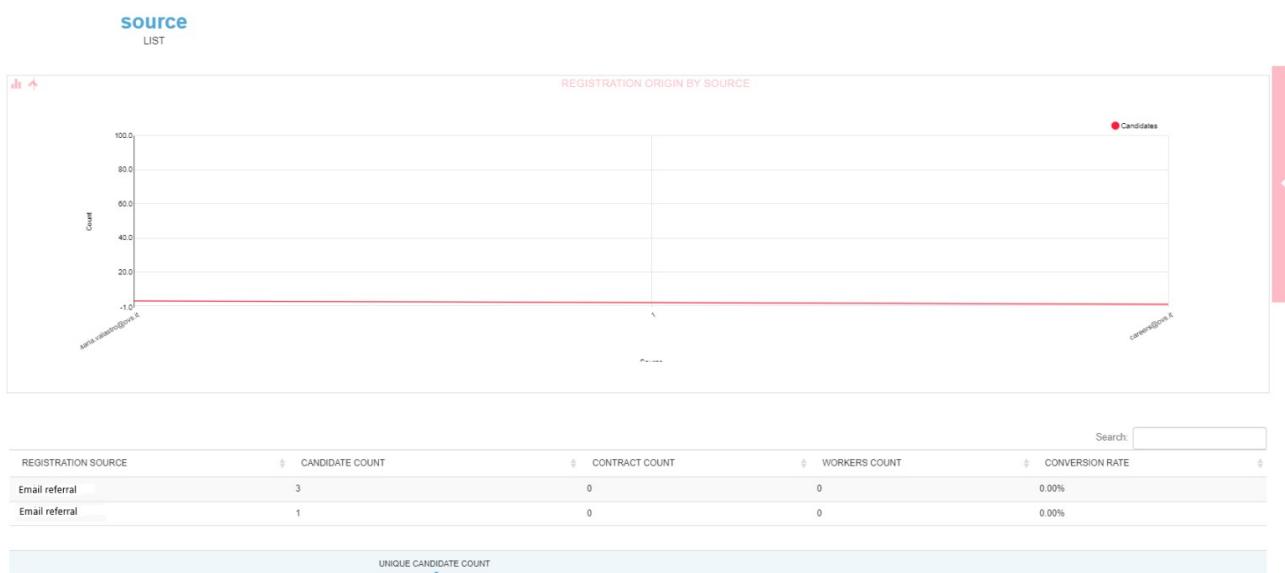
In particular, the table shows:

- The registration origin of the candidates
- The number of candidates per origin
- The number of contracts created per origin
- The number of contracted candidates (workers)
- The conversion rate for each registration origin (Number of contracted workers/Total candidates per origin)*100

Mode “Job Agent”: within all the conversion reports, the source //www.job-agent shows the number of candidates who have applied to a job as a result of receiving an email through the function “Job Agent”.

N.B.: Candidates are considered as public platform data and cannot be attributed to any site/employer; as a result, this report does NOT have visibility based on corporate hierarchy.

REFERRAL CANDIDATE REGISTRATION ORIGIN/APPLICATION ORIGIN



The referral module allows you to track, for candidates who register from a link shared by an employee, the company employee who suggested a specific advertisement/spontaneous application to the company. The report shows the e-mail address of the employee who suggested the application, for each, how many candidates have registered, how many contracts and workers there are and the conversion rate.

Please note: Installations without the Referral module will not be able to extract the report.

CANDIDATE INTERNAL ORIGIN



The internal origin refers to the **custom field** "Source" in the candidate registration form filled in by the employers. If your software version does not have that custom field, you will read the string "SOURCE NOT COMPILED"/"NO SOURCE" instead of the origin.

The report shows the origin of the candidates manually registered by the employer according to the dropdown customization in the candidate registration form.

N.B.: In this section, the filters relating to the site and employer who registered the candidates are also available.

CANDIDATE APPLICATION ORIGIN

APPLICATION SOURCE	CANDIDATE COUNT	JOB ADS COUNT	APPLICATION COUNT	WORKER COUNT	CONVERSION RATE
bachecalavoro	3	3	3	0	0.00%
bakeca	6	3	6	0	0.00%
careerjet	2	2	2	0	0.00%
...	52	36	64	1	1.92%
google	10	8	10	1	10.00%
helpavoro	16	12	16	0	0.00%
included in selection process	37	14	38	4	10.81%
indeed	1026	71	1093	36	3.51%
infojobs	645	76	819	45	6.98%
other	2	2	2	0	0.00%
talent	3	3	3	1	33.33%

TOTAL CANDIDATE FOR SITE **1802** TOTAL JOB ADS FOR SITE **230** TOTAL APPLICATION FOR SITE **2056**

The report shows for each source site and according to the date of the 'Application Data from' and 'Application Data to' filter, the number of candidates who applied, the number of job advertisements for which at least one application was received and the number of applications. It also shows how many candidates have/had contracts (regardless of the date of validity of the contract). At the bottom of the page, you will find the non-unique total count of applicants and the non-unique count of job offers (if an advertisement is published on several portals, it will be counted several times).

N.B.: only the candidate's application is taken into account. If you hired a person, thus he/she has just one contract, but he/she had applied from three different portals, that is counted three times.

N.B.: data visibility is based on company hierarchy.

MULTIPOSTING

Portal	Type	Job Post Count
All organic feeds	free	169
Bakeca.it	advertised	160
Facebook	social	29
Helplavoro.it	advertised	169
Indeed.com	advertised	50
Linkedin	social	16
Monster.it	advertised	7

The report, which is based on the filter by site, shows the job status (all/online jobs) and the posting date as well as the number of jobs published on each feed.

N.B.: If a job is put offline and published again, it is counted only once, because the system considers the job ad ID.

5.2. Check competitor-candidates

Candidate name:	Competitor name:	Company name:
18012 - Penélope Aguilera Rosario (Programador)	gi group	2.0 Technology
6457 - Candidato test arca24 (addetto alla selezione del personale)	gi group	N/A

The report shows the list of candidates for whom at least one event with a competitor has been entered. That provides an overview of competitors' activities in relation to candidates. The filters are based on the following data: start/end date of the event, competitor name (dropdown menu if entered in the section for administration set-up, or text field if entered from the field "Competitor name" when not listed), role, company, site and colleague who entered the event. The lists can be exported into a CSV file.

5.3.Data-log

Emails check

The screenshot shows a dashboard with a navigation bar at the top. The 'Data-log' tab is active. Below the navigation bar is a search bar labeled 'Check e-mails'. Underneath are several filter buttons: 'All', 'Email type', 'Active on the date', 'Recipient filter', and 'Message body filter'. A 'Reset Filters' button is also present. The main area displays three email logs:

- Email 1:** To: eva.b.herrill425@gmail.com, Email type: CRONJOB_REF_SEARCH, Date: 19/07/2022 12:30:18. Preview: [en_GB]Hello, We have new interesting profiles for you! Here below you can find new interesting candid...
- Email 2:** To: staffingglobal@arca24.com, Email type: CRONJOB_EMP_SEARCH, Date: 19/07/2022 12:30:13. Preview: [it_IT]Gentile Utente, Abbiamo buone notizie! Di seguito trovi nuovi candidati che corrispondono alla...
- Email 3:** To: dominique.gosselin@muster.cINSERT_CANDIDATE, Email type: CRONJOB_REF_SEARCH, Date: 19/07/2022 09:34:09. Preview: [fr_FR]Bonjour, Merci pour votre inscription chez Talentum arca24.com. Ce mail contient vos données ...

In this section it is possible to check the logs referring to the emails sent. The list below shows the recipient email address, the type of email sent, date and time of sending and the text of the email. The following filters are available: site, email type, sending date, recipient (type email address) and keyword in the email text.

Email

statistics

The screenshot shows a dashboard with a navigation bar at the top. The 'Email statistics' tab is active. Below the navigation bar is a search bar labeled 'Check e-mails'. Underneath are two filter buttons: 'Email type' and 'Active on the date'. A 'Reset Filters' button is also present. The main area displays three email logs:

- Email 1:** Creation date: 19/07/2022, Type: COMPLETE_CANDIDATE. Details link.
- Email 2:** Creation date: 18/07/2022, Type: COMPLETE_CANDIDATE. Details link.
- Email 3:** Creation date: 17/07/2022, Type: COMPLETE_CANDIDATE. Details link.

N.B. This section is only filled in on software versions connected to Splio, with a dedicated or shared universe.

The report shows email statistics by date and email type. The number of mails covered and the percentage of total emails is shown for each case. The cases are listed below.

Success: emails delivered to the recipient.

Blocked: emails blocked on receipt.

Soft bounce: the server refuses emails delivery (temporary problem).

Hard bounce: the server refuses emails delivery (permanent problem).

Opening: total openings of the email. If the same recipient opens the same message several times, the count is incremented with each opening. Results are divided by the device from which the opening is made (tablet, mobile phone, other devices).

Unique opening: total number of recipients who have opened the mail. If the same recipient opens the same message several times, the opening is counted only once.

Clicks: if there are links in the email, the total number of clicks is counted. The count is divided by device (tablet, mobile phone, other devices).

Unique clicks: number of recipients who have made at least one click.

% clicks on opening: comparison between total openings and total clicks.

% clicks opening by users: comparison between the number of clicks and the openings made by the individual user.

Spam: mail categorized as spam by the recipient's mailbox.

SMS statistics (OPTIONAL MODULE*)

SMS statistics		
<input type="checkbox"/> Check e-mails	<input type="checkbox"/> Email statistics	<input checked="" type="checkbox"/> SMS statistics
<input type="checkbox"/> Active on the date		
<input type="checkbox"/> Reset Filters		
	Creation date: 18/07/2022 14:30:13	Phone number: 1912103737
	Creation date: 01/07/2022 18:33:12	Phone number: 93492822610
	Creation date: 30/06/2022 18:01:35	Phone number: 93287136303
		Status: DONE

The report shows the date and time the SMS were sent, the recipient's number and the sending status. The statuses are "done" (sending completed), "waiting for callback" and "soft" (message went into soft bounce). They can be filtered by date.

WS log (OPTIONAL MODULE*)

If web services with a third-party software are active, the logs related to calls made/received are visible. This section is therefore used to check what data has been sent from one software to another, to see the answers to the call and to check for potential errors. These types of logs bear the word "ERROR": candidate import error, client export error, etc.). The list can be filtered by log type, date and/or keyword.

WS log		
<input type="checkbox"/> Check e-mails	<input type="checkbox"/> Email statistics	<input type="checkbox"/> SMS statistics
<input type="checkbox"/> WS type	<input type="checkbox"/> Date	<input type="checkbox"/> Keyword
<input type="checkbox"/> Reset Filters		
	Creation date: 18/07/2022 11:33:34	Type: INVOICE RECEIPTS IMPORT
	Creation date: 15/07/2022 09:01:32	Type: INVOICE RECEIPTS IMPORT
	Creation date: 13/07/2022 13:32:14	Type: INVOICE RECEIPTS IMPORT
	Creation date: 12/07/2022 15:33:45	Type: INVOICE RECEIPTS IMPORT

5.4 Active employees (*OPTIONAL MODULE**)

In this section you can view the list of all active employees. In the candidate string the contract details are displayed. The ones highlighted in red are the ones expiring the following day to the current date. The ones in pink are the ones expiring from 2 days after the current date to the following week (ex: if today's number is 06, all profiles whose contract will expire between 08 and 13 inclusive will be highlighted in pink).

With reference to the list, you can:

- Export data to a CSV file, which can be downloaded from the exports panel described at the following paragraph;
- Send mass SMS (*OPTIONAL MODULE);
- Send mass emails to candidates;
- Insert an opportunity linked to an individual contract.

The filters are as follows:

- Order by
 - Active contracts from (contract start date)
 - Active contracts until (contract end date)
 - Last name
- Active contracts from/until: those active on the current date are shown by default
- Start date from/to: contract start date between the dates indicated
- End date from/to: contract end date between the dates indicated
- Branch: branch of the colleague who entered the contract
- Company data (company name and site): filter by the company on which the contract was entered
- Candidate: filter by employee's contract ID

Selection | Companies | Data-log | **Active employees** | Conversion | Exports

Order by ▾
Order by
- Select -

Filters reset Filters

Filter by date Export Start multimailing Opportunity

TOTAL: 4, 3, 4, 1.33

Employee ID	Name	Company	Role	From date	Site
18012	Rosario Penélope Aguilera	Talentum arca24.com	hr	16/07/2022	Talentum arca24.com Bern
17992	Neto José	Test	hr	08/07/2022	Talentum arca24.com Milano
18010	Regalado Alonso	2.0 Technology	Programador	24/05/2022	Ngage arca24.com Washington
6457	Test Arca24 Candidato	Talentum arca24.com	dfg	07/11/2018	Talentum arca24.com Milano

Contract details

Branch

Company data

5.4. Exports

In this section, CSV files originating from the extractions requested in the other tabs of this module can be downloaded. Text elements (e.g., note fields) with max. 300 characters will also be printed as CSV file.