

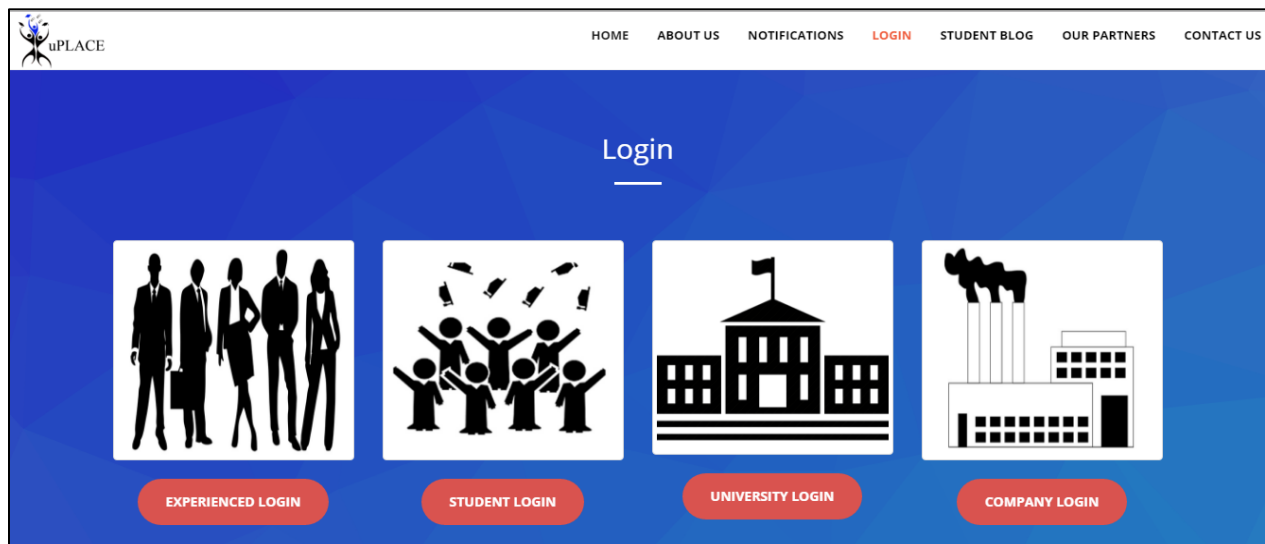
Placement officer's manual

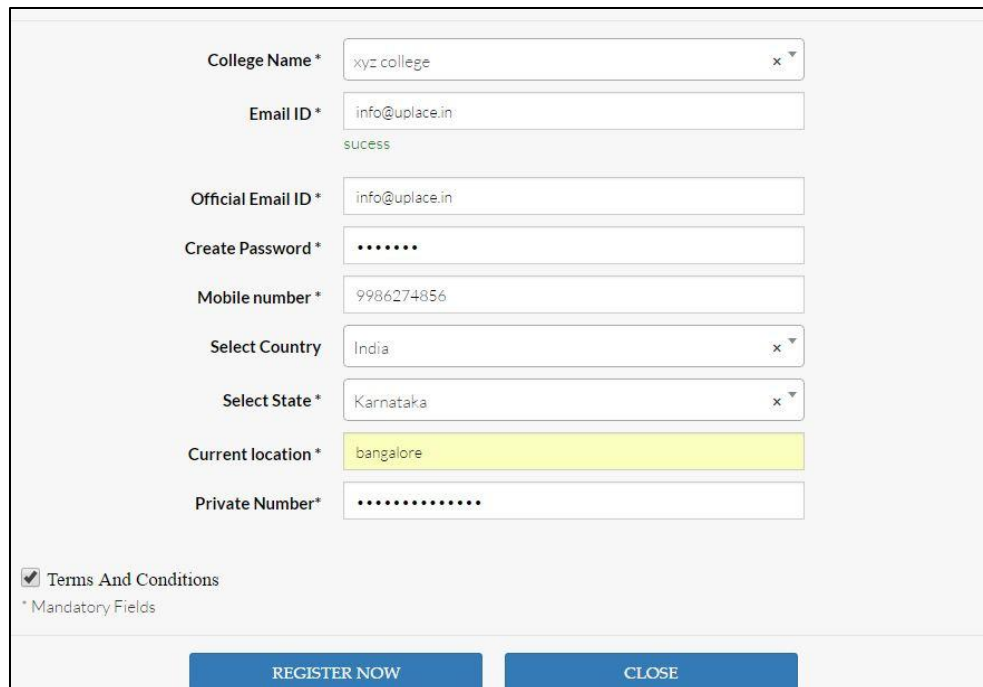
Phase 1: How to register!

- ➔ Once you [college/university] choose to register with uPLACE, a unique private number is provided to them.

	xyz college	ADM2179601283		Activate
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- ➔ Upon activation from uPLACE admin, the college/ university would need to fill in the registration form by navigating from the main webpage , www.uplace.in





The image shows a registration form for the uPLACE system. The form is contained within a light gray rectangular box. It includes several input fields with labels and asterisks indicating mandatory fields. The fields are: College Name (with 'xyz college' entered), Email ID (with 'info@uplace.in' entered), Official Email ID (with 'info@uplace.in' entered), Create Password (with masked characters), Mobile number (with '9986274856' entered), Select Country (with 'India' selected), Select State (with 'Karnataka' selected), Current location (with 'bangalore' selected and highlighted in yellow), and Private Number (with masked characters). A small green 'success' message is visible below the Email ID field. At the bottom left, there is a checkbox for 'Terms And Conditions' which is checked, and a note '* Mandatory Fields'. At the bottom right, there are two blue buttons: 'REGISTER NOW' and 'CLOSE'.

College Name * xyz college x ▼

Email ID * info@uplace.in
success

Official Email ID * info@uplace.in

Create Password *

Mobile number * 9986274856

Select Country India x ▼

Select State * Karnataka x ▼

Current location * bangalore

Private Number*

☒ Terms And Conditions
* Mandatory Fields

REGISTER NOW CLOSE

- ➔ After filling the relevant details and furnishing the private number provided by uPLACE admin, click on register.
- ➔ Now the placement officer can start using all the tools available to him to make the placement process a pleasant one!


Phase 2: features and options

2.1: how to edit college details

- ➔ Upon successful registration, placement officer can login to their college account. Once logged in the placement office would be in a position to click on the edit profile option in right side top corner to edit few options.

University / College Details

Edit



College Name

Mobile Number

Email ID

Official Email ID

Location

XYZ COLLEGE


9986274856

info@uplace.in

info@uplace.in

bangalore, Karnataka, India

- ➔ College name and main email address would not be made editable for security reasons, rest of the features can be edited.

 uPLACE

Welcome,
Admin

GENERAL


Admin Home

Students

User MailBox

Data for Company

University / College Profile



Information

Change Password

College Name

Email

Official Email

Mobile

Country

State

Current Location

xyz college

info@uplace.in

info@uplace.in

9986274856


India


Karnataka

bangalore

Edit Profile


www.uplace.in


uPLACE





Welcome,
Admin



GENERAL

Admin Home

Students


User MailBox


Data for Company



info@uplace.in

University / College Profile





Information

Change Password

Old Password

Old Password

New Password

New Password

Confirm Password

Confirm Password

Change Password

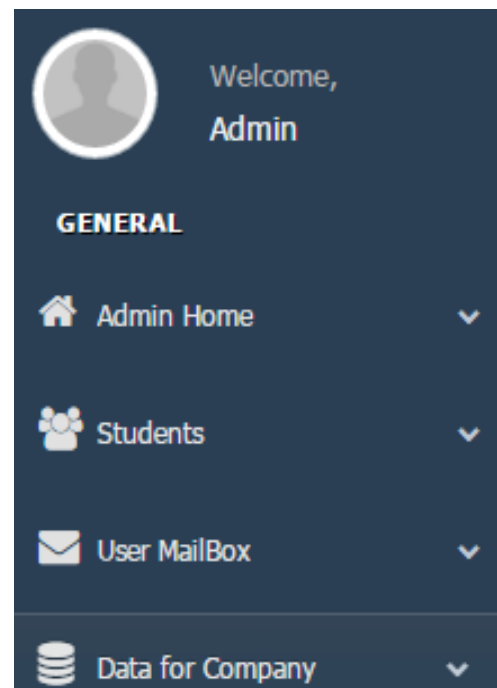
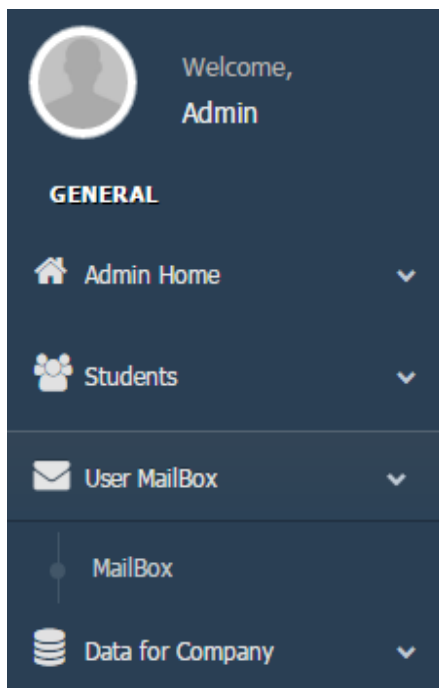
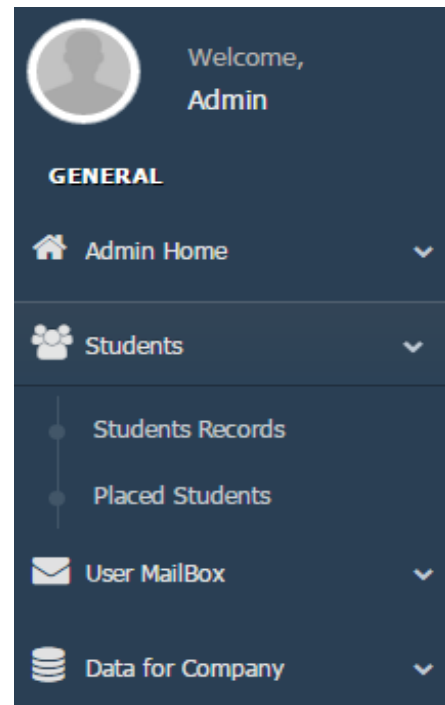
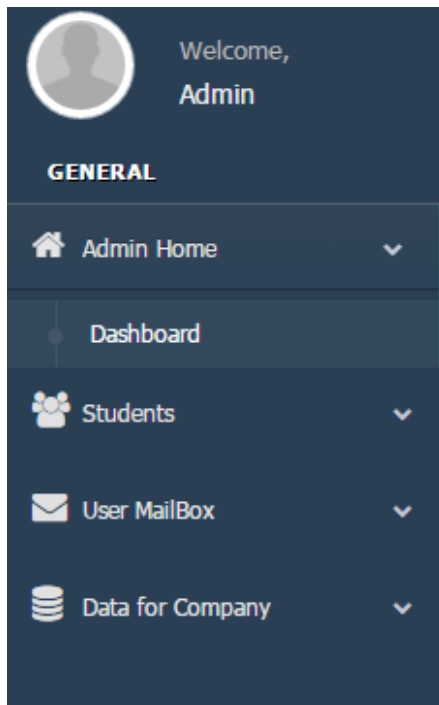
www.uplace.in

uPLACE

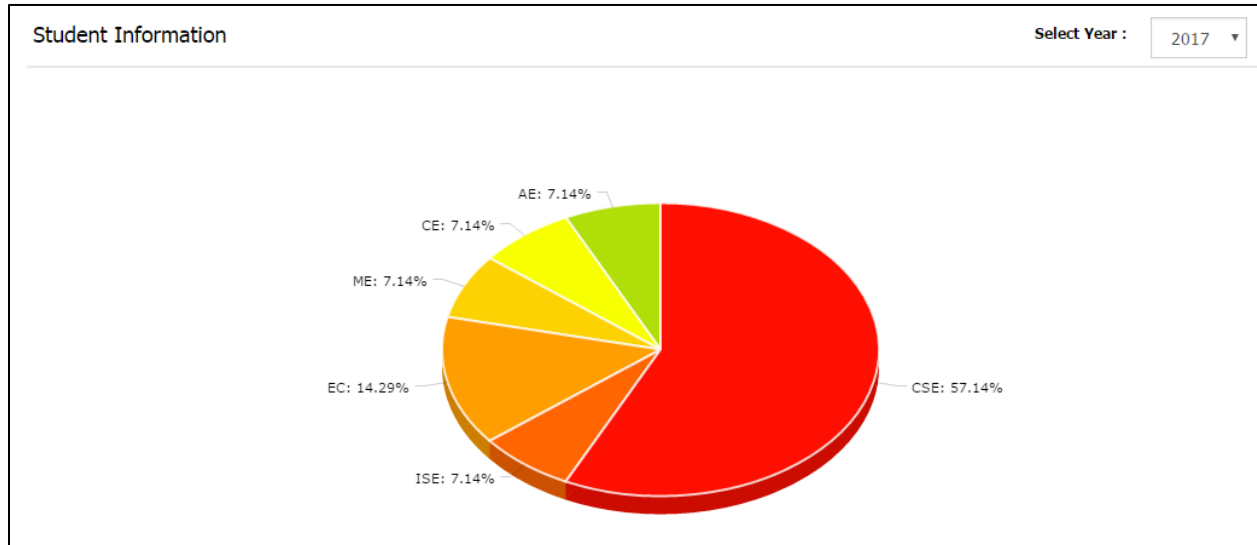
2.2: Left menu options

2.2.1: Admin home

➔ Upon login, the placement officer would be presented with an easy to navigate left menu options as follows...



- ➔ Dash board would present the placement officer an overview showcasing the number of students in each branch in a pie chart mode, he can also select relevant years using the available drop down menu.



- ➔ Dashboard also allows the placement officer to send the push notifications to his students

Send Notification

Subject

Message (200 Words Only)

List of Notification Sent 0

Notification Not Found

2.2.2: Student records

- ➔ The student tab in the left menu presents two options, student's records and placed student's option.
- ➔ Student records can be sorted with the click of a button using the options, branch, passing year, percentage, placed/not placed as per the company's request ,visiting college for campus recruitment
- ➔ Once search option is executed, the placement officer would be presented with below 4 options:
 1. Save link [this can be sent directly to the participating company]
 2. Print data [this would print all the data in a printer or can be saved as pdf]
 3. Copy [copies all the data to the clipboard]
 4. Excel [saves all the data in excel directly]

Search Students

Branch: Passing Year: Percentage %: Placed / Not Placed:

Student List

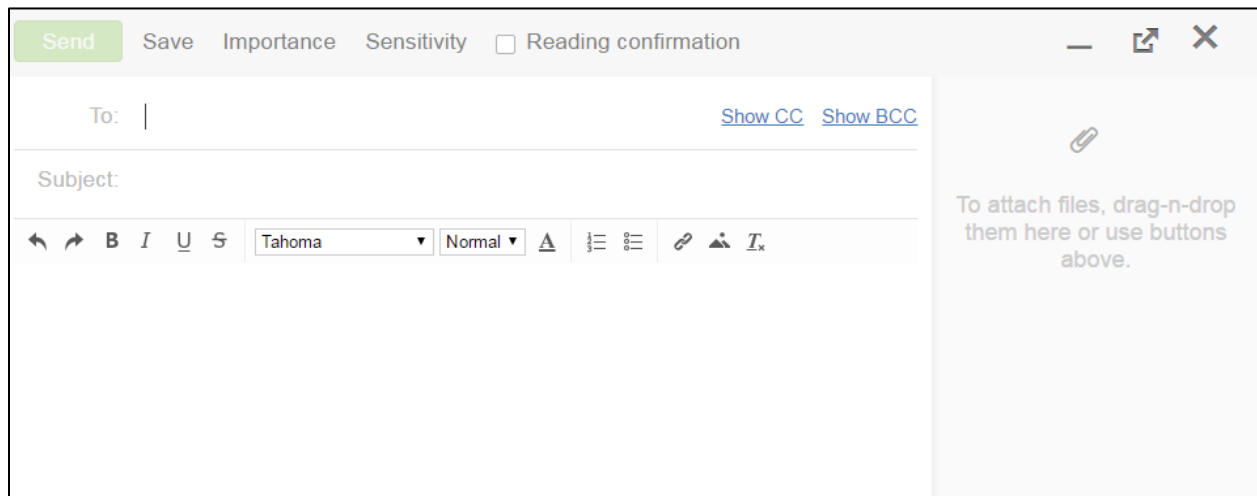
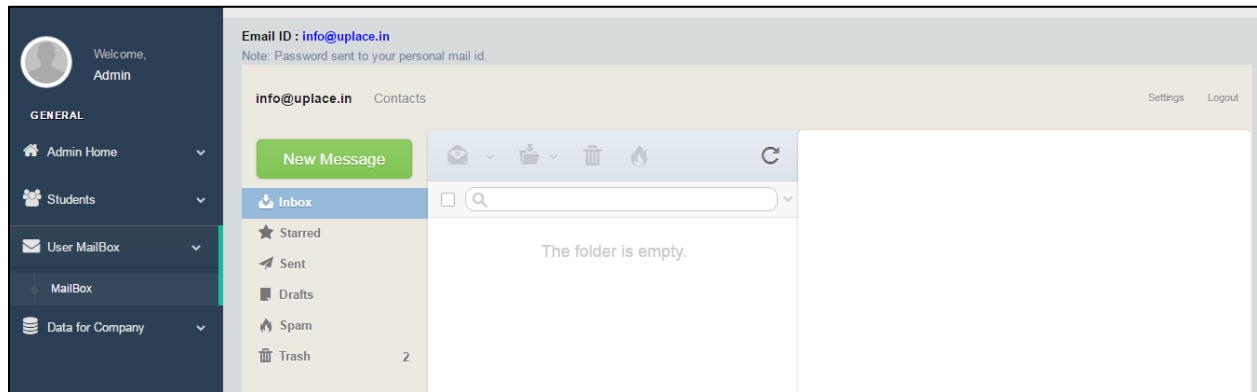
Show 10 entries Search:

Action	Student Name	USN	Email ID	Mobile	Gender	College Name	Branch	Passed Year
<input type="button" value="X"/> <input type="button" value="View Profile"/>	XYZSTUDENT1	1XY16CS100	xyzstudent1@xyz.com	9986275896	male	xyz college	Computer Science & Engineering	2017
<input type="button" value="X"/> <input type="button" value="View Profile"/>	XYZSTUDENT2	1XY16CS101	Xyzstudent2@xyz.com	9985874632	female	xyz college	Electronics & Communication Engineering	2017

- ➔ Placed students tab, provides an option to the placement officer to upload the student's details who are already placed, to provide equal opportunity to other students who are not placed yet. [format for uploading the file would be provided to placement officer]

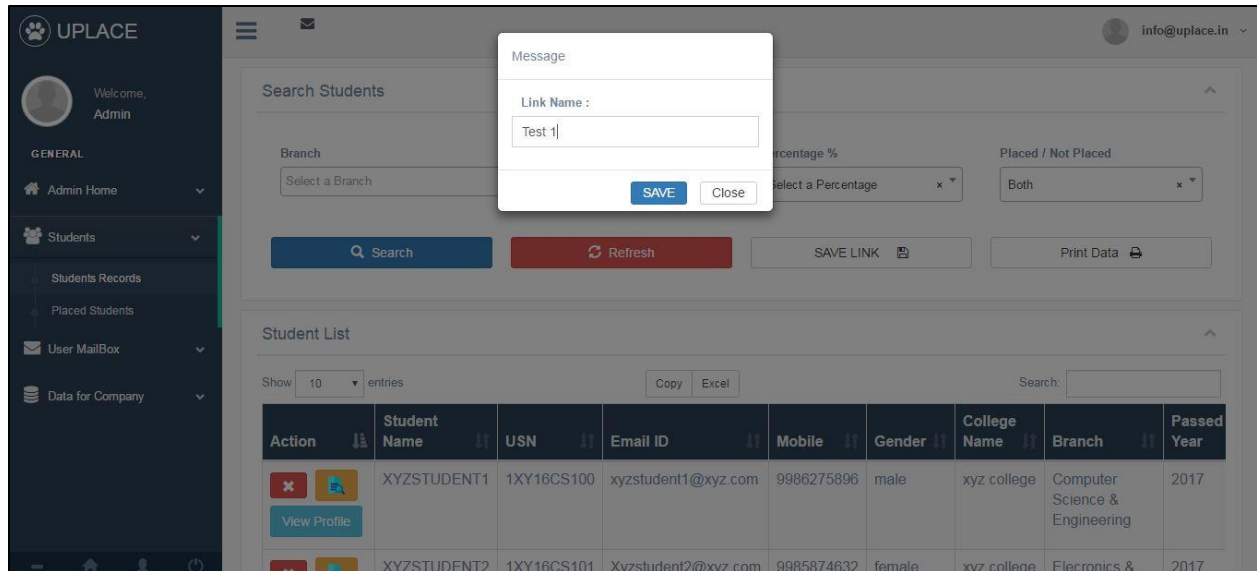
2.2.3: user mail box

- ➔ Upon registering, uPLACE provides a unique email ID to all the colleges, which a placement officer can utilize to communicate with the HR associates from the companies who are interested in campus placement drive.

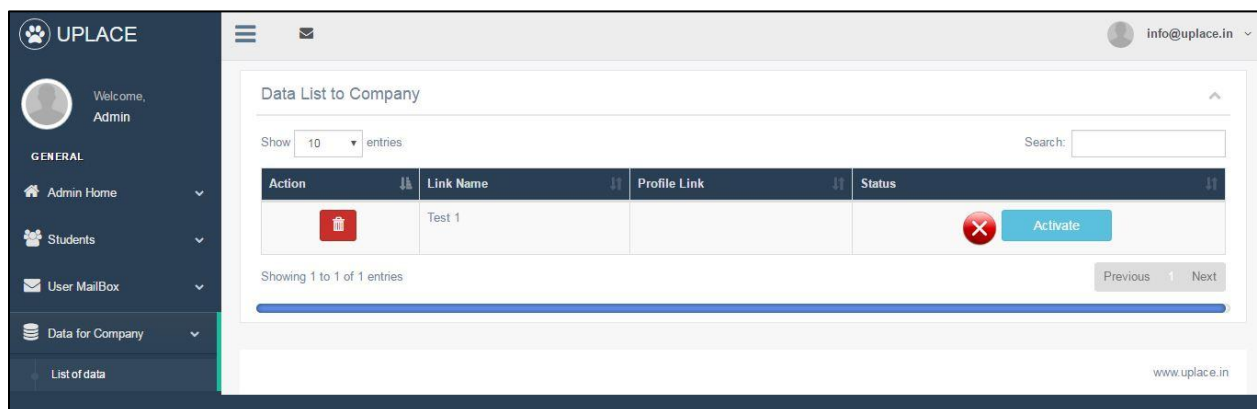


2.2.4: Data for company

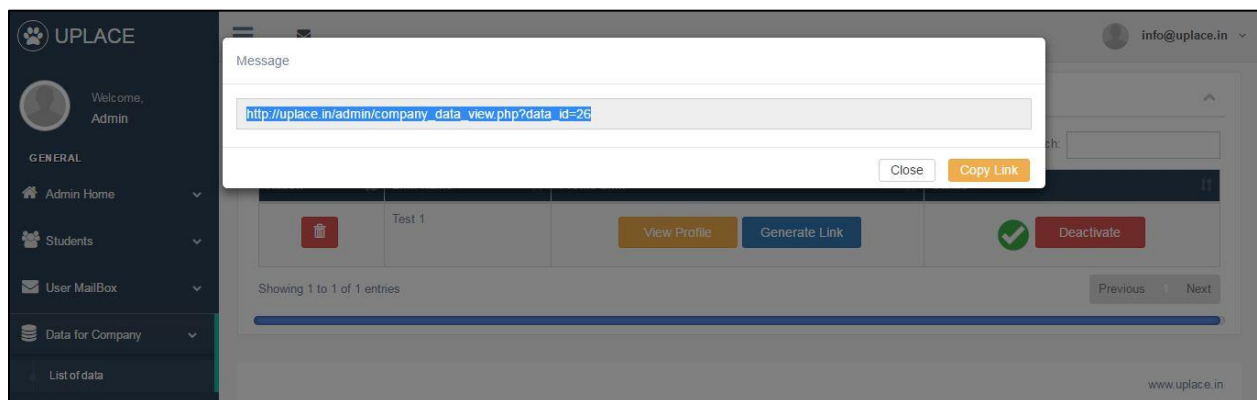
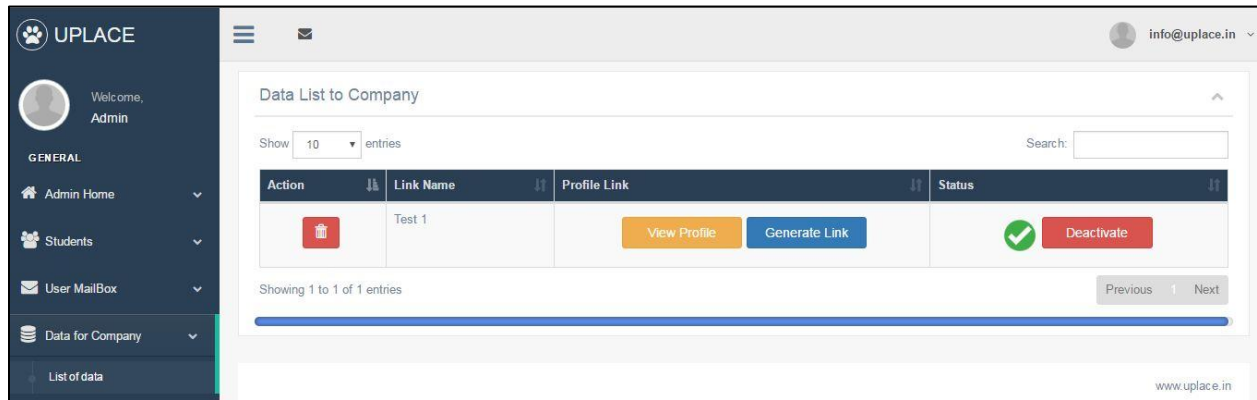
- ➔ Yet another unique feature of uPLACE in aiding the placement activity is an option to save the custom search, which can be used later for any other company by the placement officer!
- ➔ In the student record tab, once a custom search is carried out, placement officer can click on save link and give it a name for future remembrance.



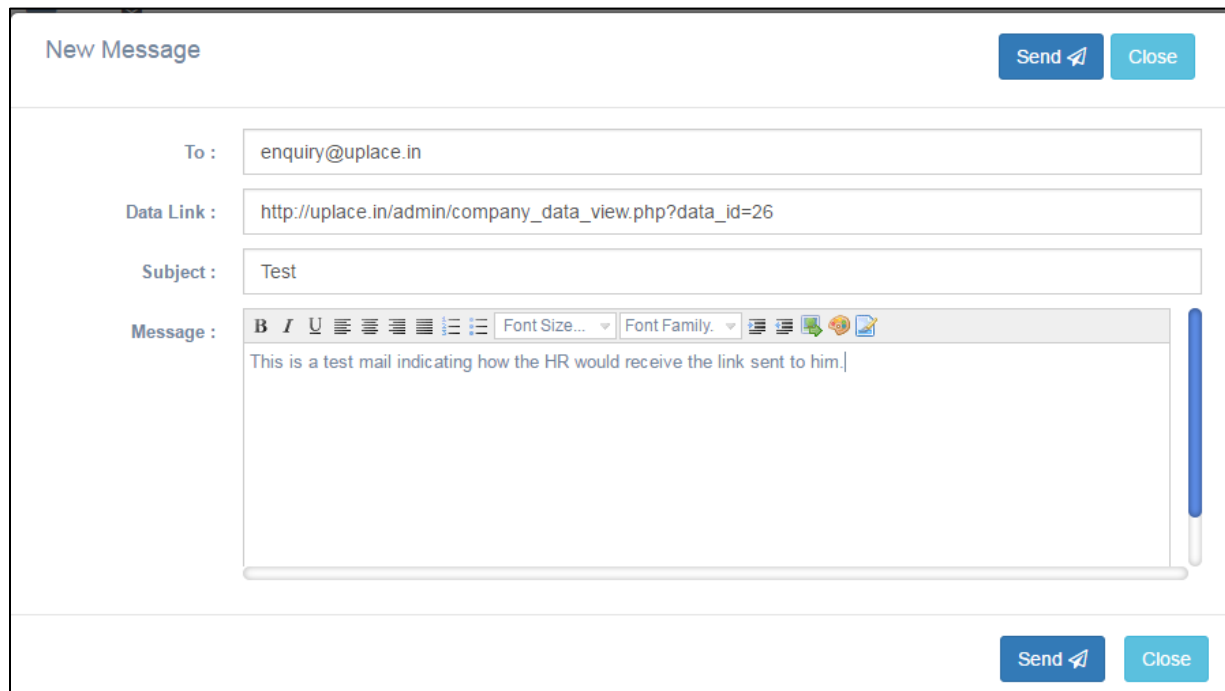
- ➔ The above saved list would be made available to the placement office in the list of data section under data for company.



- ➔ Upon clicking the **activate** button, the placement office would options to view the saved profiles and also to generate the link. This link can be mailed to the HR associates of participating company and it would have a validity of 15 days from the date of generation.



- ➔ Once the generated link is copied as shown above and upon closing the popup, the placement officer can directly click on the mail button option provided at the top of the screen and paste the link and furnish other relevant details

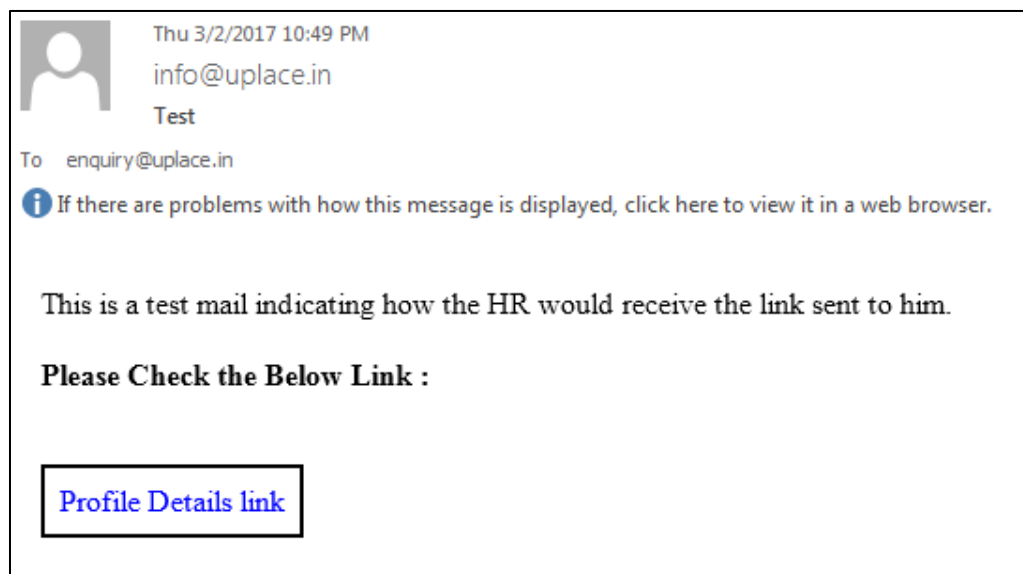


The screenshot shows a 'New Message' window with the following fields and content:

- To :** enquiry@uplace.in
- Data Link :** http://uplace.in/admin/company_data_view.php?data_id=26
- Subject :** Test
- Message :** This is a test mail indicating how the HR would receive the link sent to him.

The message body includes a rich text editor with formatting options (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Font Size, Font Family, Link, Unlink, Image, Video, Audio, Table) and a vertical scrollbar on the right.

- ➔ Upon delivery of the email, the recipient would get to see the following...







- ➔ View of the link from the browser[typically a HR's view with access to student's details]

← → ↻ 🏠 uplace.in/admin/company_data_view.php?data_id=26 ☆ ⚙

Student Information List
Duration of Page (15 Days) : 14-03-2017

Show entries Search:

Action	Student Name	USN	Email ID	Mobile	Gender	College Name	Branch	Passed Year	Percent %	Resume
View Profile	XYZSTUDENT2	1XY16CS101	Xyzstudent2@xyz.com	9985874632	female	xyz college	Electronics & Communication Engineering	2017	70	
View Profile	XYZSTUDENT1	1XY16CS100	xyzstudent1@xyz.com	9986275896	male	xyz college	Computer Science & Engineering	2017	65	
View Profile	XYZSTUDENT3	1XY16CS102	Xyzstudent3@xyz.com	2358745698	male	xyz college	Mechanical Engineering	2017	56	
View Profile	XYZSTUDENT4	1XY16CS103	Xyzstudent4@xyz.com	8596478563	female	xyz college	Civil Engineering	2017	51	

Showing 1 to 4 of 4 entries Previous 1 Next

➔ A HR can check both the profile view and download the resume of the student for any additional details.

END of the document