

ARRMC ONLINE RECRUITMENT MANAGEMENT SYSTEM

ADMIN

I. Homepage

The homepage of the **ARMMC Online Recruitment Management System (ORMS)** for administrators provides a dashboard for managing recruitment processes. The interface has a blue header with the system title and an **Administrator** profile section on the right.

1. Navbar Navigation (Up Left)

Update User: The **Update User** modal allows administrators to update user information efficiently. It is accessible via the **Users** section in the navigation bar and provides options for

Features & Fields:

- **Profile Picture Upload**
 - Users can upload a new profile image by clicking the "Choose File" button.
- **User Details:**
 - **Name:** Editable field to update the user's full name.
 - **Division & Department:** Dropdowns to assign the user to a specific **division** and **department** within the organization.
 - **Username:** Displays the current username (editable).
 - **Password:** Field to update the user's login password (hidden for security).
 - **User Type:** Dropdown to assign roles, such as **Super Admin**, **Admin**, or **User**.
- **Action Buttons:**
 - **Save:** Confirms and applies the changes.
 - **Cancel:** Discards changes and closes the modal.

2. Sidebar Navigation (Left Panel)

- **Home:** Returns to the dashboard.
- **Applications:** Manages job applications.
- **Vacancy:** Lists available job openings.
 - **Vacancy List**
 - **Posting of Vacancy**
- **Status Category:** Categorizes application statuses.
- **Division:** List of Division.
 - **Division List**
 - **Department List**
- **Users:** Manages system users.
- **Settings:** Allows for system configuration.
- **Logout:** Go back to the Login page of Admin.

3. Main Dashboard (Center Panel)

- A welcome message for the administrator.
- Two primary statistics displayed in colored cards:
 - **New Applicants (Gradient Color):** Shows the number of new applicants. If you click you will go to the **Application page**.
 - **Active Vacancies (Gradient Color):** Displays the current number of job openings. If you click you will proceed to the **Vacancy page**.
 - **Division (Gradient Color):** Shows the total number of divisions within the organization, ensuring clear departmental structure. If you click you will proceed to the **Division page**.
 - **Department (Gradient Color):** Provides an overview of the number of departments under which job vacancies are categorized. If you click you will proceed to the **Department page**.

Applications Over Time

A bar chart presents a visual representation of recruitment trends over the months.

Features of the Graph:

- Displays monthly data trends for applications and vacancies.
- Uses different colors to represent New Applicants, Active Vacancies, Divisions, and Departments for clear differentiation.
- Helps administrators analyze recruitment flow and make data-driven decisions.

II. Application Page

The **Application List** page of the **ARMMC Online Recruitment Management System (ORMS)** provides an overview of job applications and their statuses.

Key Features:

1. **Application List Table (Center Panel)**
 - **Columns:**
 - **Number:** Sequential identifier for applicants.
 - **Applicant Information:** Displays the applicant's name and the position they applied for.
 - **Status:** Indicates the current stage of the applicant (e.g., "New," "Passed II," "For Final Interview").
 - **Action:** Options to **View**, **Update**, or **Delete** each application.
 - **View button**, The View button allows you to view the applicant's information and resume document.
 - **Update button**, The Edit button allows you to edit the applicant information displayed in the View button.
 - **Delete button**, it is where you can remove applicant entries for the job.

2. **Position Filter and Search (Above the Table)**
 - **Position Dropdown:** Filter applications by specific job positions.
 - **Search Box:** Allows quick searching for applicants by name or other details.
3. **Right Sidebar – Status Filters**
 - Provides quick access to applications based on their statuses:
 - All, New, For Initial Interview, Passed/Failed stages, For Pooling, Job Offer, Hired, Withdraw Application.
4. **Add New Applicant Button (Top Right)**
 - A blue **+ New Applicant** button for adding new candidate entries.

III. Vacancy

The **Vacancy List** page of the **ARMMC Online Recruitment Management System (ORMS)** provides an overview of available job openings and their statuses.

Key Features:

1. Vacancy List Table (Submenu)

Columns:

- **(Number:** Sequential identifier for job postings.
- **Vacancy Information:** Displays the job title and description.
- **Availability:** Indicates the number of open positions.
- **Status:** Shows whether the job posting is **Active** (green) or **Closed** (red).
- **Action:** Options to **View**, **Update**, or **Delete** each job listing.
 - The **View Button** allows you to view the requirements for the specific job.

- The **Update Button** allows you to change job vacancy details such as position name, availability, posting date, deadline, and status. You can edit the description using the built-in editor.
 - The **Delete Button** allows you to delete the entire job vacancy including its details.
- **Search and Pagination**
 - A **search box** allows filtering of job listings.
 - Pagination controls at the bottom for navigating through multiple listings.
- **+ New Vacancy Button (Top Right)**
 - Allows administrators to add new job openings.

2. Posting of Vacancy (Submenu): Displays all current job openings with essential details:

- **Vacancy Title & Description**
- **Status (Active/Inactive)**
- **Date Posted**
- **Application Deadline**
- **Actions Menu (for managing vacancies)**
 1. **Search & Filter:** A search bar allows administrators to quickly find specific job postings, improving efficiency in vacancy management.
 2. **Pagination Control:** The system supports pagination to navigate through multiple vacancies when the list grows.
 3. **Post New Vacancies Button:** A blue button labeled "+ Post New Vacancies" enables administrators to create and add new job postings seamlessly.
 4. **Actions Menu:** Each job posting has an ellipsis (three-dot) menu under the Action column, which likely provides options such as:
 - **Edit Vacancy**
 - **Deactivate or Delete Vacancy**
 - **View Details**

IV. Division

The **Division** page allows administrators to manage different divisions within the organization efficiently. It provides a structured view of all existing divisions, along with their descriptions and management options.

Key Features:

1. Division List Menu

Column:

- Displays all divisions with essential details:
- Division Name (e.g., Medical Center Chief, Nursing, Finance)
- Description (Brief information about each division)
- Actions Menu (For managing each division)
- Search & Filter:

2. **Pagination Control:** The system supports pagination for seamless navigation when managing multiple divisions.
3. **New Division Button:** A blue "+ New Division" button allows administrators to create and add new divisions with relevant descriptions.
4. **Actions Menu:** Each division entry has an ellipsis (three-dot) menu under the Action column, which likely includes options to:
 - **Edit Division Details**
 - **Delete Division**
 - **View More Information**

2. Department List

The **Department Management** page provides administrators with tools to oversee and organize various departments under different divisions. It ensures a structured approach to managing departmental information within the recruitment system.

Key Features:

1. Department List Table:

Displays all existing departments with relevant details:

- Department Name (e.g., Sample Department, Nursing, Finance)
- Description (Brief details about the department's purpose)
- Division (The higher-level division each department belongs to)
- Actions Menu (For managing each department)
- Search & Filter:

2. **Pagination Control:** Supports pagination to navigate through multiple department entries efficiently.
3. **New Department Button:** A blue "+ New Department" button allows administrators to create and add new departments under specific divisions.
4. **Actions Menu:** Each department has an ellipsis (three-dot) menu under the Action column, likely offering options to:
 - **Edit Department Details**
 - **Delete Department**
 - **View More Information**

V. Status Category

This is the **Status Category Management** page of the **ARMMC Online Recruitment Management System**.

Key Features:

1. **Status Form (Left Panel)**
 - Allows administrators to **add** a new status by entering a name in the text box and clicking **Save**.
 - A **Cancel** button is available to discard the input.
2. **Status Category List (Right Panel)**
 - Displays different **recruitment status categories**, including:
 - **For Initial Interview**
 - **PASSED II**
 - **FAILED II**
 - **For Final Interview**
 - **PASSED FI**
 - **FAILED FI**
 - **FOR POOLING**

- **Job Offer**
 - **Hired**
 - **Withdraw Application**
- Each **Status Category** has an ellipsis (three-dot) menu under the Action column, likely offering options to:
 - **Update**
 - **Delete**

V. Users

This is the **User Management** page of the ARMMC Online Recruitment Management System.

Key Features:

1. User List Table

- Displays registered users with the following details:
 - **Name:** "Administrator"
 - **Username:** "admin"
- Each **User** has an ellipsis (three-dot) menu under the Action column, likely offering options to:
 - **Update Option:** when clicked, a form will prompt where you can edit the user information/credentials such as name, username, password, and a user type drop-down menu where you can choose staff or admin.
 - **Delete Option:** when clicked, a confirmation to delete the user will be prompt and will ask you if you are affirmative to proceed deleting the user or not.

2. New User Button

- Located at the top-right, allows administrators to **add new users**.

VI. Settings

This is the Site Settings page of the ARMMC Online Recruitment Management System.

Key Configurable Settings:

1. System Name:

- Currently set as "ARMMC | Online Recruitment Management System".

2. Email Contact:

- hrmo@armmc.doh.gov.ph (likely for recruitment-related inquiries).

3. Contact Number:

- +62 8948 1263 (a phone number for applicants or system users to reach out).

4. About Content:

- Describes the system as being developed by the IMIS Section to digitize the job hiring process under the Human Resources Management Office.

5. Image Upload Section:

- Allows uploading an image, possibly for branding or a system logo.

6. Save Button:

- To confirm any changes made to the settings.

Process Flow Description:

Step	Process	Description
1	Admin Login	Admin logs into the system and the system verifies the credentials.
2	Access the admin dashboard	If the credentials are verified, the admin can access the dashboard which contains sidebar navigation and

		statistical overview (graph and pie chart).
3	Navigate using sidebar	Admin uses the left panel to access different sections: Applications, Vacancy, Status Category, Users, and Settings.
Managing Applications		
4	Go to applications page	Admin clicks “Applications” from the sidebar to manage job applications.
5	View applicant list	A table displays applicant details, including name, position applied for, and application status.
6	Filter or search applicants	Admin can use the dropdown to filter by position or the search box to find specific applicants.
7	View applicant details	Clicking “View” opens an applicant’s profile, including personal details and uploaded documents.
8	Edit applicant information	Clicking “Edit” allows modification of applicant details.
9	Update application status	Admin can change an applicant’s status using the right sidebar (e.g., “New,” “For Interview,” “Hired”).
10	Delete an applicant	Clicking “Delete” removes an applicant’s entry from the system after confirmation.
11	Add new applicant	Clicking “+ New Applicant” allows the admin to manually add a candidate.
Managing Job Vacancies		
12	Go to vacancy page	Admin clicks “Vacancy” from the sidebar to manage job postings.
13	View vacancy list	A table displays job vacancies with details like job title, availability, and status.
14	Search or filter job vacancies	Admin can search for job postings or filter based on availability or status.
15	View vacancy details	Clicking “View” shows job requirements and position details.
16	Edit a job vacancy	Clicking “edit” allows modification of job titles, availability, deadlines, and description.

17	Close or reopen a vacancy	Admins can change a job status from “hiring” to “closed” or vice versa.
18	Delete a job vacancy	Clicking “delete” removes a job posting from the system after confirmation.
19	Add a new vacancy	Clicking “+ New Vacancy” allows the admin to create a new job posting.
Managing Division		
20	Trigger Dropdown	The admin can click the dropdown and it will display Division List and Department List
21	View Division List	Admin can view the Division List by clicking it from the dropdown.
22	Add New Division	Admin can add a new division by clicking the top right button on the panel and add details such as division name and description.
23	View a Division	Admin can view details such as Position and description by clicking the View button on ellipsis.
24	Update a Division	Admin can update details such as division name and description by clicking the Update button on ellipsis.
25	Delete a Division	Admin can delete an entire division by clicking the Delete button on ellipsis and after confirming.
Managing Department		
26	View Department List	Admin can view the Department List by clicking it from the dropdown.
27	Add New Department	Admin can add a new department by clicking the top right button on the panel and add details such as department name, which division, and description.
28	View a Department	Admin can view details such as department name and description by clicking the View button on ellipsis.
29	Update a Department	Admin can update details such as division name, which division and description by clicking the Update button on ellipsis.
30	Delete a Department	Admin can delete an entire department by clicking the Delete button on ellipsis and after confirming.

Managing Status Categories		
31	Go to status category page	Admin clicks “status category” from the sidebar to manage recruitment statuses.
32	View status list	A table displays different recruitment statuses (e.g., “for interview,” “hired,” “withdrawn”).
33	Add a new status	Admins enter a new status in the text box and click “save”.
34	Edit an existing status	Clicking “edit” allows modification of a status name.
34	Delete a status	Clicking “delete” removes a status category from the system.
Managing Users		
35	Go to user management page	Admin clicks “users” from the sidebar to manage system users.
36	View user list	A table displays registered users with names, usernames, and roles.
37	Edit user details	Clicking “edit” opens a form to update user information, roles (admin/staff), and password.
38	Delete a user	Clicking “delete” prompts a confirmation before removing the user
39	Add a new user	Clicking “+ new user” allows the admin to create a new system.
Configuring Systems Settings.		
40	Go to settings page	Admin clicks “settings” from the sidebar to configure the system.
41	Edit system information	Admin can modify the system name, email contact, and phone number.
42	Update about content	Admin can edit the system description under the “about content” section.
44	Upload system logo	Admin can upload an image for branding purposes.
45	Save changes	Clicking “save” confirms and applies any changes made to the settings.