

## Training Document for Consultancy

### Step1-


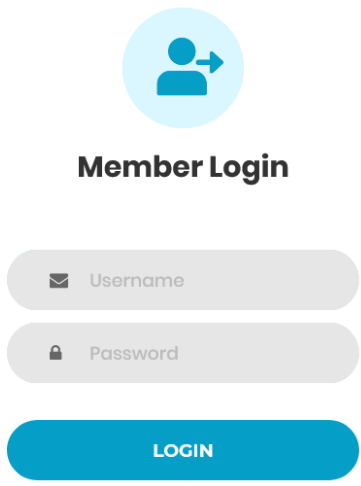
Username and password will be provided by admin to Consultancy.

### Step2-

Consultancy person login in portal with provided Username and password.

Portal Url -

<https://www.hr-suranigroup.com/>

The logo of Surani Group, featuring a golden eagle with spread wings perched on a shield with a large 'S', with the text 'SURANI GROUP' below it. The logo is centered within a light blue circle, which is surrounded by four small blue geometric shapes (square, triangle, circle, triangle) at the top, right, bottom, and left respectively.A member login form with a light blue background. At the top right is a circular icon containing a blue silhouette of a person with an arrow pointing right. Below this icon is the text 'Member Login'. Underneath are two input fields: the first is labeled 'Username' with an envelope icon, and the second is labeled 'Password' with a lock icon. At the bottom is a blue button with the text 'LOGIN' in white.


**Member Login**

Username

Password

**LOGIN**

### Step 3-

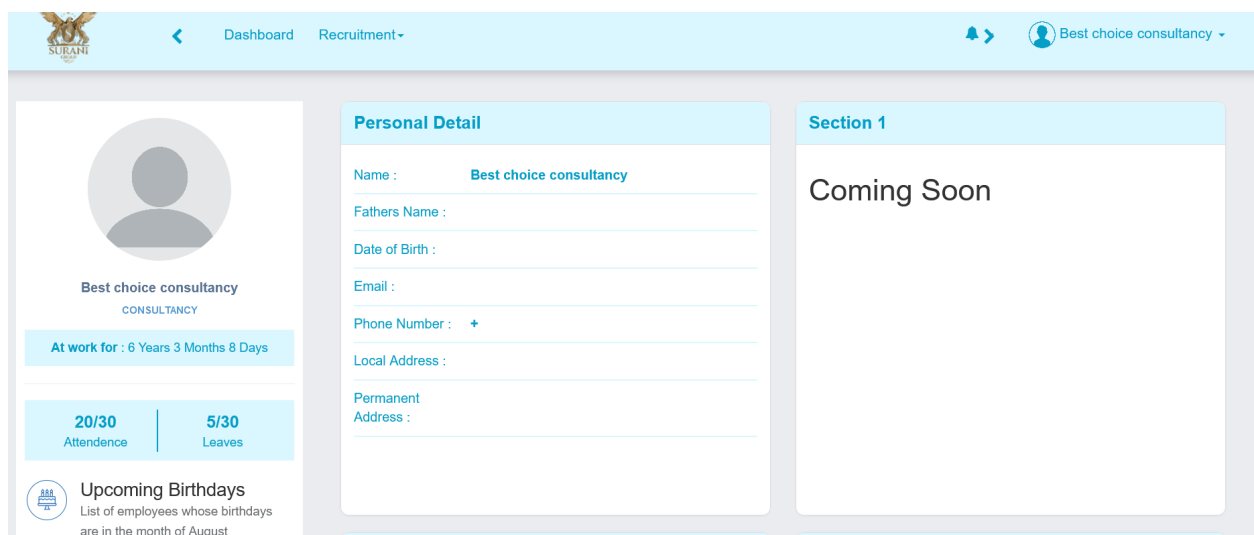


**Member Login**

**LOGIN**

**After Login ,**

Consultancy's person will have dashboard interface.



Dashboard Recruitment

Best choice consultancy

At work for : 6 Years 3 Months 8 Days

20/30 Attendance | 5/30 Leaves

Upcoming Birthdays  
List of employees whose birthdays are in the month of August

**Personal Detail**

Name : Best choice consultancy

Fathers Name :

Date of Birth :

Email :

Phone Number : +

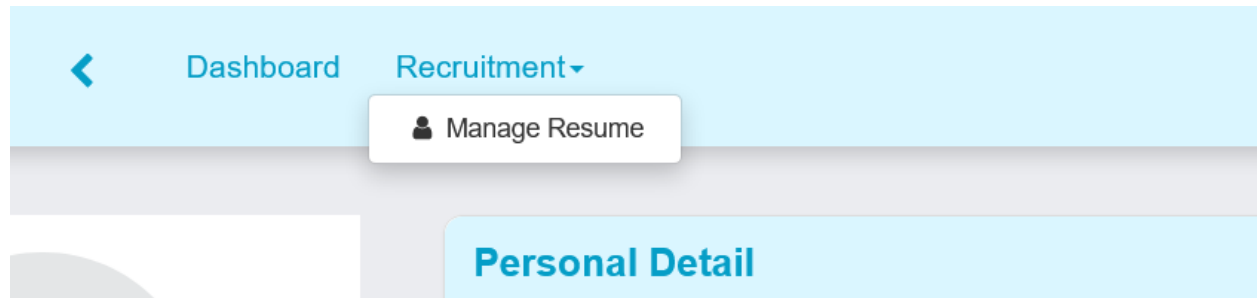
Local Address :

Permanent Address :

**Section 1**

Coming Soon

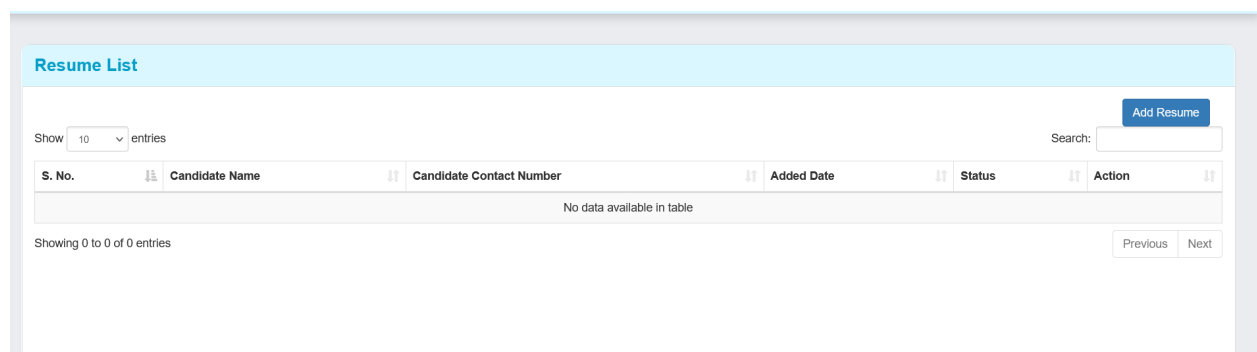
**In the top menu , he will get Recruitment.**



And after clicking , he will get the Manage Resume Option.

#### Step4-

IN Manage Resume Interface,

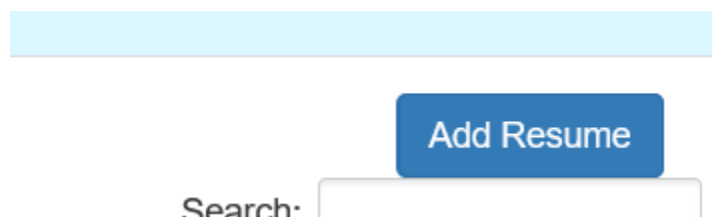


He will get the option to add ,edit and see a list of resumes.

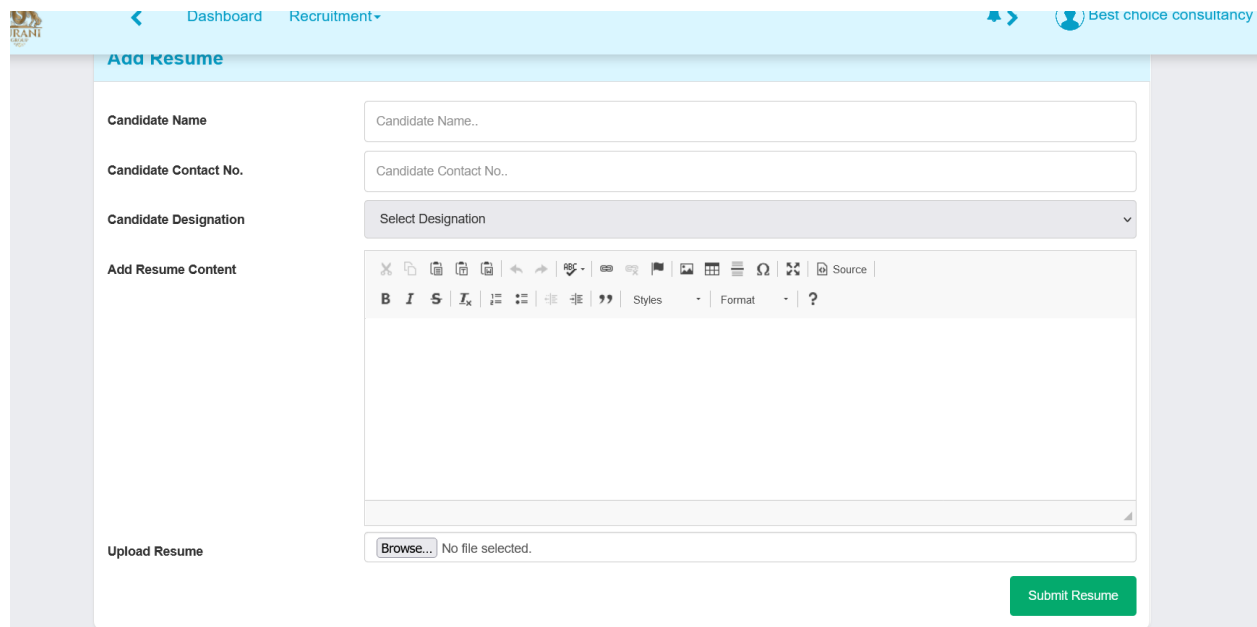
#### Step5-

Add Resume.

Just click on the Add Resume button in top right.



He will have an interface to add a resume.



The screenshot shows a web application interface for adding a resume. The top navigation bar includes a logo, a 'Dashboard' link, a 'Recruitment' dropdown, and a user profile for 'best choice consultancy'. The main form is titled 'Add Resume' and contains the following fields:

- Candidate Name:** A text input field with placeholder text 'Candidate Name..'
- Candidate Contact No.:** A text input field with placeholder text 'Candidate Contact No..'
- Candidate Designation:** A dropdown menu with the text 'Select Designation' and a downward arrow.
- Add Resume Content:** A rich text editor with a toolbar containing icons for bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and source. Below the toolbar is a large text area for entering the resume content.
- Upload Resume:** A file upload section with a 'Browse...' button and the text 'No file selected.'

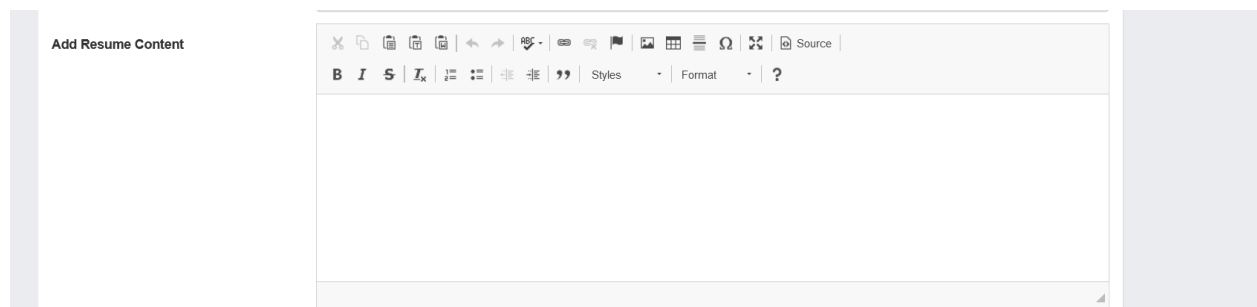
A green 'Submit Resume' button is located at the bottom right of the form.

To add resume,

He needs to enter Candidate name , Candidate Number Candidate Designation, Add Resume Content and last upload resume.

**Note-**

**1- Add Resume Content is very important for Future Process so I told Consultancy's person to copy and paste resume Content in Editor.**



This image is a close-up of the 'Add Resume Content' section of the form. It shows the label 'Add Resume Content' on the left and the rich text editor on the right. The editor's toolbar includes icons for bold, italic, strikethrough, underline, bulleted list, numbered list, link, unlink, and source. The text area below the toolbar is empty and ready for input.

**2- Upload resume in doc or pdf format only.**