

Employee User Manual

Resume Upload

Nagarro Oracle Fusion HCM CloudSolution

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Getting Started

Instructions :

- HRIS can be accessed through the below mentioned Link on any of the browsers, preferably IE or Chrome

<https://ecqp.fs.ap2.oraclecloud.com>

- Continue Login to the application with the help of 'User Name' & 'Password' provided to you earlier through a mail from Oracle with Subject lines :

1.In case of New Joiners:

From Email- ecqp.hcm.sender@workflow.mail.ap2.cloud.oracle.com

Subject- "Congratulations - NewAccount has been created"

2.In case of Existing Employees:

From Email – Donotreply@oracle.com

Subject – Reset Password

Getting Started

Login to the application with the help of '**User Name**' & '**Password**' shared in a mail by Oracle

The screenshot shows the Oracle Fusion Applications login interface. At the top left, the text "ORACLE Fusion Applications" is displayed. The main content area has a light blue background. In the center, there is a white "Sign In" box. Inside this box, the text "Enter your single sign on user id and password" is at the top. Below it are two input fields: "User ID" and "Password". A "Sign In" button is located below the password field. At the bottom of the box is a link for "Forgot Password".

Three callout bubbles provide instructions:

- A bubble pointing to the "User ID" field contains the text: "User Name: as received in mail from HR".
- A bubble pointing to the "Sign In" button contains the text: "Click on Sign In".
- A bubble pointing to the "Password" field contains the text: "Password: as received in mail from HR".

At the bottom of the page, there is a language selection dropdown menu currently set to "English".

Getting Started

Upon first sign in you will be re-directed to **Identity Manager** page. Here, you need to reset your **Password** and **Security Questions** for future reference.

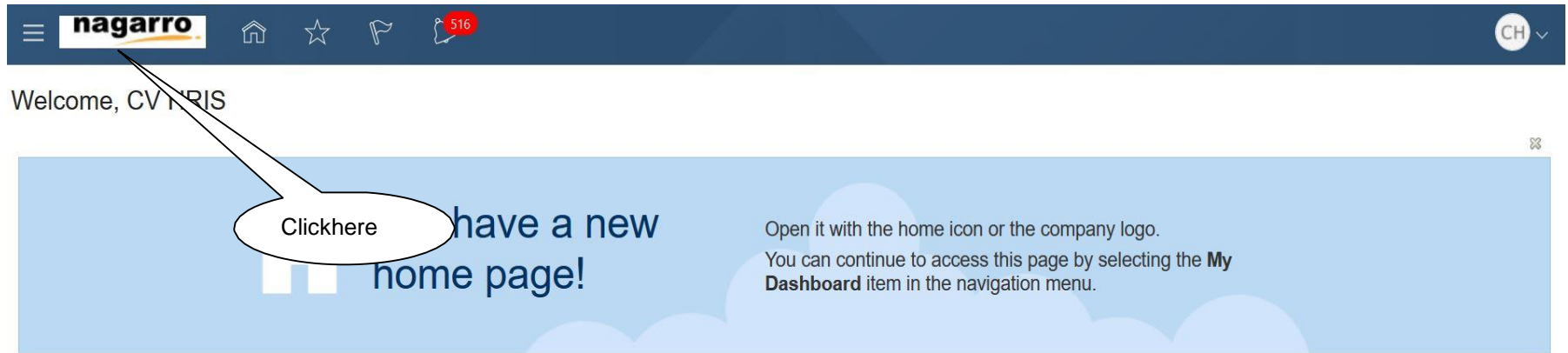
The screenshot shows the Oracle Identity Manager Password Management page. The page title is "Oracle Identity Manager" and the sub-header is "Password Management". The main heading is "Provide a new password." and the text "Your password will expire on May 7, 2019" is displayed. The form includes fields for "Old Password", "New Password", and "Re-Type New Password". A "Submit" button is located in the top right corner. A "Password Policy" section lists requirements: "Password must contain at least 1 lowercase letter(s)", "Password must contain at least 1 numeric character(s)", "Password must contain at least 1 uppercase letter(s)", "Password must start with an alphabetic character", and "Password must not match or contain user ID". Below the password fields, there is a section titled "Register challenge questions for your account" with three questions: "What is your mother's maiden name?", "What is the name of your pet?", and "What is the city of your birth?". Each question has a corresponding answer field. A "Submit" button is also present at the bottom right of the form.

Annotations on the screenshot:

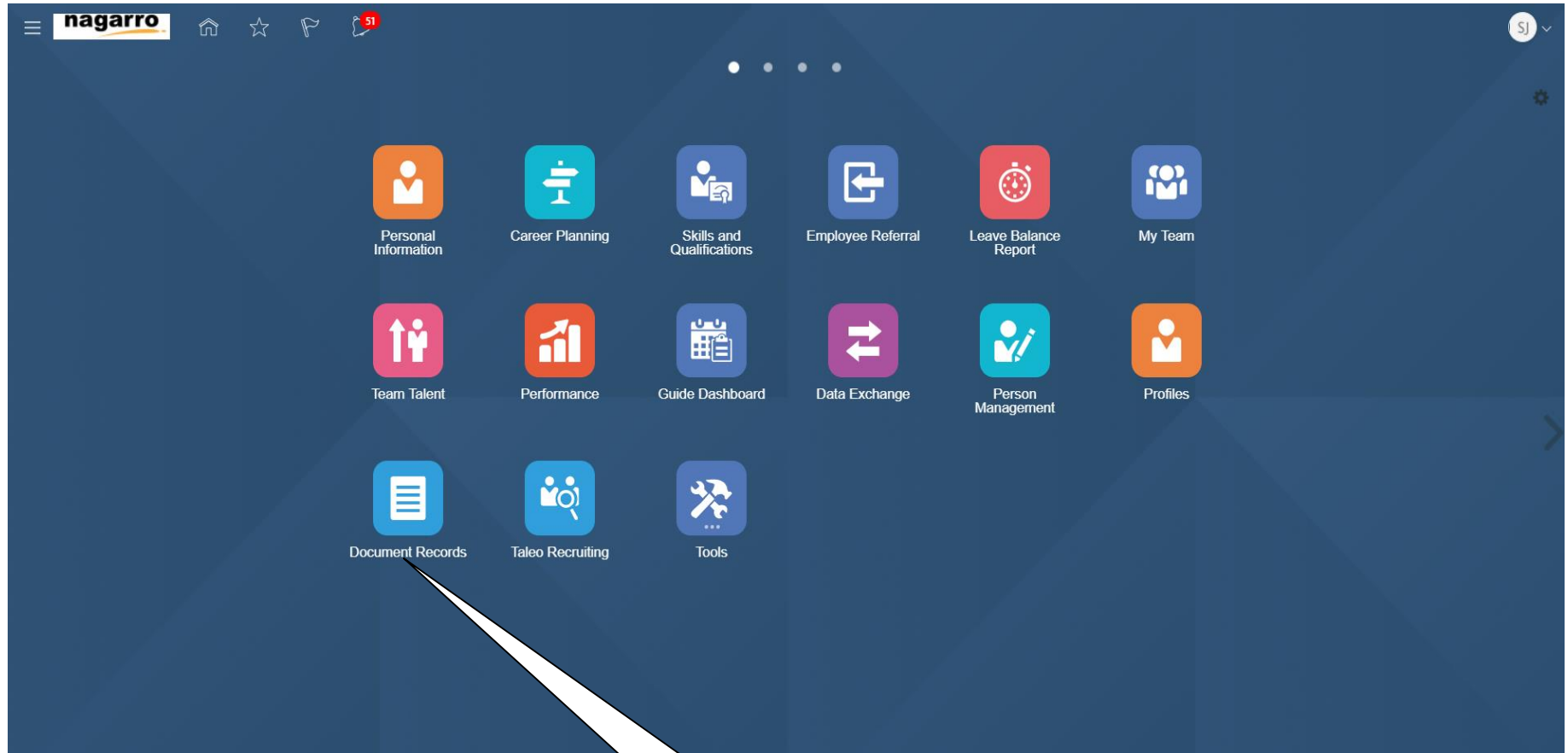
- A speech bubble pointing to the "Old Password" field: "Enteryouold password"
- A speech bubble pointing to the "New Password" field: "Key in your newpassword"
- A bracket pointing to the answer fields for the challenge questions: "Values of your SecurityQuestion"

Resume Upload

After signing in the application, you will land on the **Home Page** of the application.
Click on **Nagarro Logo**

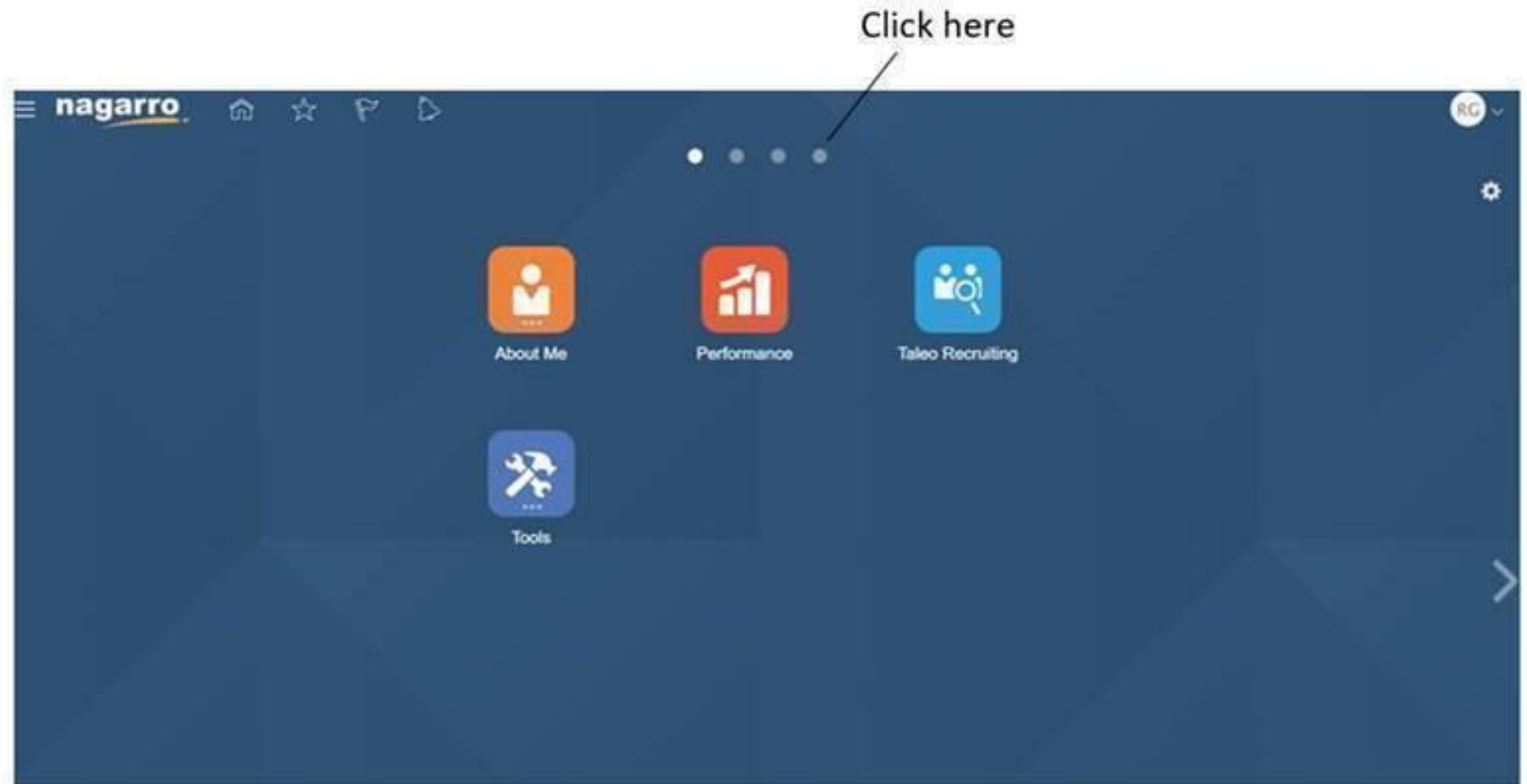


Click on **Document Records** Icon



Click on Document
Records

In case, you are unable to find Document Records Icon, click on the last dot and search Manage Document Records



Click on **the icon** beside your name

The screenshot displays the Nagarro HR system interface. At the top, there is a dark blue header with the Nagarro logo and navigation icons. Below the header is a row of eleven colorful icons representing different HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. On the left side, there is a dark sidebar with two main menu items: 'Manage Document Records' and 'Document Expiration Summary'. The main content area is titled 'Manage Document Records: Sonam Jain' and includes a search bar with the text 'All Documents' and a 'Show Filters' button. A callout bubble with the text 'Click here' points to a small icon located next to the name 'Sonam Jain' in the header of the main content area.

Manage Document Records: Sonam Jain

Search All Documents X Show Filters +

Click here

Click on **OK**

The screenshot displays the Nagarro HR system interface. At the top, there is a dark blue header with the Nagarro logo, navigation icons, and a user profile icon labeled 'SJ'. Below the header is a row of eleven icons representing different HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. On the left side, there is a dark sidebar with two menu items: 'Manage Document Records' and 'Document Expiration Summary'. The main content area is titled 'Manage Document Records: Sonam Jain'. It features a search bar with 'All Documents' selected, a 'Show Filters' button, and a message 'No data to display.' A 'Select Person' dialog box is open in the center, showing a search field with 'Jain, Sonam' and two buttons: 'OK' and 'Cancel'. A callout bubble with the text 'ClickOk' points to the 'OK' button.

Manage Document Records: Sonam Jain

Search All Documents x Show Filters +

No data to display.

Select Person

Person Jain, Sonam

OK Cancel

ClickOk

Click on **the + sign**

The screenshot displays the Nagarro HR system interface. The top navigation bar includes the Nagarro logo, home, star, and flag icons, and a notification bell with 51 alerts. Below this is a row of 11 icons representing various HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. The left sidebar contains two main sections: 'Manage Document Records' and 'Document Expiration Summary'. The main content area is titled 'Manage Document Records: Sonam Jain'. It features a search bar with 'All Documents' and a 'Show Filters' button with a plus sign. A callout bubble with the text 'Click here' points to the plus sign. Below the search bar, it states 'No data to display.'

Manage Document Records: Sonam Jain

Search All Documents x Show Filters +

No data to display.

Click here

TYPE RESUME in the document type

The screenshot shows the Nagarro HR system interface. The top navigation bar includes the Nagarro logo, home, star, and flag icons, and a notification badge with '51'. Below the navigation bar is a row of 11 icons representing different HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. The left sidebar contains two main sections: 'Manage Document Records' and 'Document Expiration Summary'. The main content area is titled 'Create Document Record' and features a 'Document Information' section. Within this section, the 'Document Type' dropdown menu is highlighted with a callout bubble that says 'Type Resume Here'. The top right of the form contains buttons for 'Printable Page', 'Save', 'Submit', and 'Cancel'.

Manage Document Records

Document Expiration Summary

Create Document Record

Document Information

* Document Type

Type Resume Here

Printable Page Save Submit Cancel

Select **RESUME** in the document type

The screenshot displays the Nagarro HR system interface. At the top, a dark blue header contains the Nagarro logo, navigation icons (home, star, flag, and a notification bell with '51'), and a user profile icon labeled 'SJ'. Below the header is a horizontal menu with ten icons and their corresponding labels: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. On the left side, a dark sidebar contains two main sections: 'Manage Document Records' (with a document icon) and 'Document Expiration Summary' (with a document and clock icon). The main content area is titled 'Create Document Record' and includes a 'Document Information' section. Within this section, there is a dropdown menu for 'Document Type' with 'Resume' selected. The dropdown menu is open, showing 'Resume Resume' as the selected option and 'More...' as another option. A callout bubble with the text 'Click here' points to the 'Resume Resume' option. In the top right corner of the main content area, there are four buttons: 'Printable Page', 'Save' (with a dropdown arrow), 'Submit', and 'Cancel'.

Manage Document Records

Document Expiration Summary

Create Document Record

Document Information

* Document Type Resume

Resume Resume

More...

Click here

Printable Page Save Submit Cancel

Type Email-ID in the name column

nagarro

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Personal Information

Career Planning

Skills and Qualifications

Employee Referral

My Team

Team Talent

Performance

Data Exchange

Person Management

Profiles

Document Records

Manage Document Records

Document Expiration Summary

Create Document Record

Printable Page Save Submit Cancel

Document Information

Document Type

Resume

Country

All Countries

Category

Resume

Subcategory

Document Details

Code

GLB_RESUME_2018-9-6-10-27

Context Value

Name

Attachments

Actions View + x

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

Type Email-ID here

Click on the + sign

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Personal Information Career Planning Skills and Qualifications Employee Referral My Team Team Talent Performance Data Exchange Person Management Profiles Document Records

Manage Document Records Document Expiration Summary

Create Document Record

Printable Page Save Submit Cancel

Document Information

* Document Type Resume Category Resume
Country All Countries Subcategory

Document Details

* Code GLB_RESUME_2018-9-6-10-27 Context Value
Name sonam.jain@nagarro.com

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.					
Columns Hidden 1					

Click here

Choose your resume file to upload

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Personal Information Career Planning Skills and Qualifications Employee Referral My Team Team Talent Performance Data Exchange Person Management Profiles Document Records

Manage Document Records Document Expiration Summary

Create Document Record

Printable Page Save Submit Cancel

Document Information

* Document Type Resume Category Resume
Country All Countries Subcategory

Document Details

* Code GLB_RESUME_2018-9-6-10-27 Context Value
Name sonam.jain@nagarro.com

Attachments

Actions View + X

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Choose File No file chosen			Sonam Jain	06-Sep-2018 4:00 PM

Rows Selected 1 Columns Hidden 1

Choose file to upload

Once your resume gets uploaded, click on **submit**

The screenshot shows the 'Create Document Record' interface in the Nagarro system. The top navigation bar includes the Nagarro logo and various icons for different HR functions. The left sidebar contains 'Manage Document Records' and 'Document Expiration Summary'. The main form area is divided into three sections: Document Information, Document Details, and Attachments.

Document Information:

- Document Type: Resume
- Country: All Countries

Document Details:

- Code: GLB_RESUME_2018-9-6-10-27
- Name: sonam.jain@nagarro.com

Attachments:

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Nagarro Standard Resume Template.docx	Nagarro Standard Resum		Sonam Jain	06-Sep-2018 4:00 PM

At the bottom of the Attachments section, it shows 'Rows Selected: 1' and 'Columns Hidden: 1'.

In the top right corner of the form, there are buttons for 'Printable Page', 'Save', 'Submit', and 'Cancel'. A callout bubble with the text 'Click here' points to the 'Submit' button.

You will receive certain warnings, Click on **Yes**

The screenshot displays the Nagarro HR system interface. The top navigation bar includes the Nagarro logo, home, star, and notification icons (51). Below the navigation bar are icons for various HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records.

The main content area is titled "Create Document Record". It contains several sections: "Document Information", "Document Details", and "Attachments".

A warning dialog box is displayed in the center of the screen. The dialog box has a yellow warning icon and the title "Warning". The text inside the dialog box reads: "The request will be submitted. Do you want to continue? (HRC-1035163)". Below the text is a section labeled "Approvers" with a plus icon. At the bottom of the dialog box are "Yes" and "No" buttons.

The "Document Information" section includes fields for "Document Type" (Resume), "Country" (All India), "Category" (Resume), "Subcategory", and "Context Value".

The "Document Details" section includes fields for "Code" (GLE) and "Name" (sonam.jain@nagarro.com).

The "Attachments" section shows a table with columns: Type, File Name or URL, Title, Description, Attached By, and Attached Date. The table contains one row with the following data: Type: File, File Name or URL: Nagarro Standard Resume Template.docx, Title: Nagarro Standard Resum, Description: , Attached By: Sonam Jain, Attached Date: 06-Sep-2018 4:00 PM. Below the table, it shows "Rows Selected: 1" and "Columns Hidden: 1".

Click on **Ok**

The screenshot shows the Nagarro HR system interface. The top navigation bar includes the Nagarro logo, home, star, and flag icons, and a notification bell with 51 alerts. Below this is a row of 11 icons representing different HR functions: Personal Information, Career Planning, Skills and Qualifications, Employee Referral, My Team, Team Talent, Performance, Data Exchange, Person Management, Profiles, and Document Records. The left sidebar contains 'Manage Document Records' and 'Document Expiration Summary'. The main content area is titled 'Create Document Record' and contains several sections: 'Document Information' with fields for Document Type (Resume), Country (All Countries), Category (Resume), and Subcategory; 'Document Details' with fields for Code (GLB_RESUME_2018-9-6-...), Name (sonam.jain@nagarro.com), and Context Value; and 'Attachments' which includes a table of document records. A 'Confirmation' dialog box is overlaid on the form, displaying the message 'The request was submitted.' and an 'OK' button.

Create Document Record

Document Information

Document Type: Resume
Country: All Countries
Category: Resume
Subcategory:

Document Details

* Code: GLB_RESUME_2018-9-6-...
Name: sonam.jain@nagarro.com
Context Value:

Attachments

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Nagarro Standard Resume Template.docx	Nagarro Standard Resum		Sonam Jain	06-Sep-2018 4:00 PM

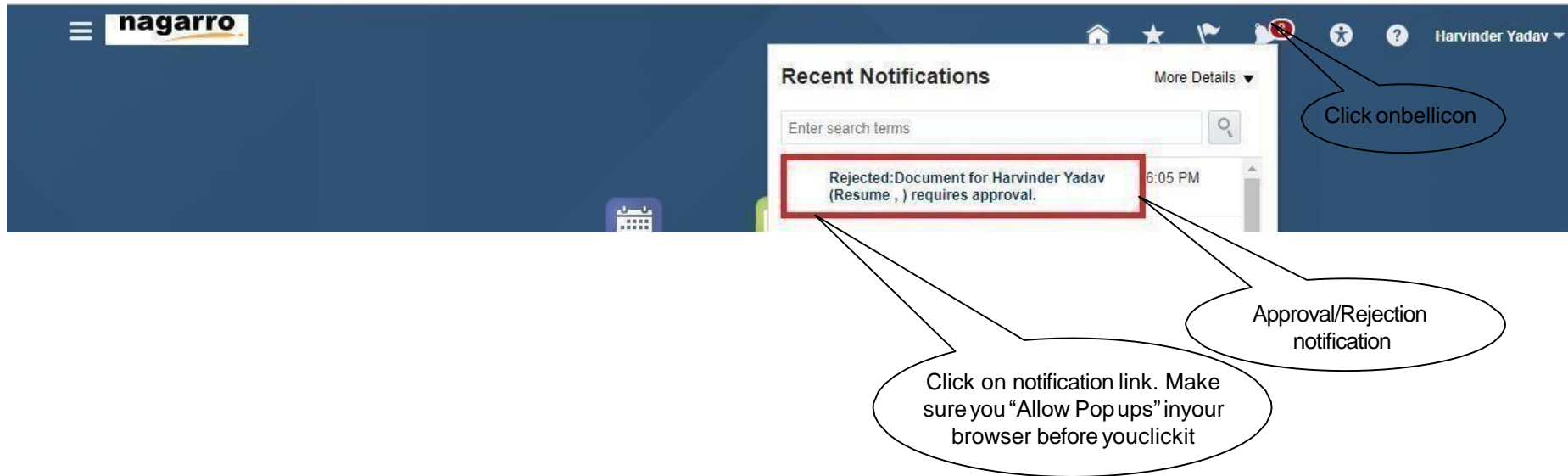
Rows Selected: 1 Columns Hidden: 1

Confirmation: The request was submitted. OK

Resume submission approval / rejection Notification

Resume submission approval / rejection Notification

You will get a notification on approval/rejection done by **Nagarro Resume team** to your HRIS account and to your email account by Oracle



Resume submission approval / rejection Notification

Notification in **HRIS account**. You can re-upload resume after making changes as per the comments received in the rejection mail from oracle-

Document for Harvinder Yadav (Resume ,) requires approval.

▲ Details

Assignee harvinder839

Assigned Date 28-Jul-2017 5:59 PM

Outcome Task Completed - Rejected

Task Number 217812

▲ Recommended Actions

▲ Document Details

The transaction details are no longer available here because the approval process is complete.

▲ Related Links

▲ Comments

No data to display

▲ Attachments

No data to display

Resume submission approval / rejection Notification

Notification in Email account




Fri 7/28/2017 6:06 PM

Nagarro HR <ecqp.hcm.sender@workflow.mail.ap2.cloud.oracle.com>

Rejected: Document for Harvinder Yadav (Resume ,) requires approval.

To  Harvinder Yadav

 If there are problems with how this message is displayed, click here to view it in a web browser.

Document for Harvinder Yadav (Resume ,) requires approval.

Details

Assignee harvinder839

Assigned Date 28-Jul-2017 5:59 PM

Outcome Task Completed - Rejected

Task Number 217812

Recommended Actions

Document Details

The transaction details are no longer available here because the approval process is complete.

Related Links

Resume submission approval / rejection Notification

If your submission is approved, you can go back to **Manage Document Records** to see approved/uploaded copy of Resume

The screenshot displays the Nagarro application interface. At the top, there's a navigation bar with the Nagarro logo and user information 'Sonam Jain'. Below this, a dashboard shows four main sections: Data Exchange, Document Records (highlighted), Person Management, and Profiles. The 'Manage Document Records: Unnat Agarwal' section is active, showing a search bar with 'Person Name copy' and a 'Show Filters' button. A table of document records is displayed below, with a callout pointing to a specific record.

Document Name	Document Type	Attachments
GLB_RESUME_2017-9-29-9-31-26	Resume	Resume - Unnat Agarwal.doc

Document Number: 3143701

Category: Resume

To Date

You can view approved copy of your resume here

Resume important **Guidelines** – Please check before upload

- ✓ Passportsize photograph
- ✓ Picture should be clicked in formal clothes only
- ✓ The background of the photograph should be white
- ✓ Current role in the company
- ✓ Total years of work experience
- ✓ Brief experiences summary highlighting expertise and skills, and domains worked on
- ✓ Trainings/ Certifications, if any
- ✓ Technical Skills: Programming and scripting languages, Frameworks, tools, and libraries, Servers and platforms, Databases and BI, Devices and OS, etc.
- ✓ Education Degree, Specialization, Institute Name and Location Awards, if any
- ✓ We do not reveal client name or any IP specific information (Company name, Client name, brand name etc.) in resume so request you to please do not mention any IP specific information in your resume, just use **generic name** e.g. Educational portal, Business portal, etc.
- ✓ Make sure projects should be in **reverse chronological order** i.e. the latest one should be on top, then the other ones

Resume important **Guidelines** – Contd.

✓ **All projects**, below details are required for *each* project

- **Generic project Title**- e.g. Planning Management System
- **Generic client description** e.g. Client is a leading response management company, responding to over 1400 events per year and training thousands of responders through its training programs, drills and exercises
- **Duration**— e.g. October 2016— January 2017
- **Project overview (brief)**- e.g. Project involved the development of web based planning management system based on Liferay. It provided web based plan management, automated revision records, integrated contact information, e-mail notifications and PDF plan downloads
- **Technologies**: e.g. Liferay, Adobe CQ5, Sitecore, Oracle Eloqua, Kentico

✓ **Responsibilities**: e.g.

- Responsible for development of key modules such as automated revision records, dynamic PDF generation, and import contact routine
- Involved in database designing and programming

Thank you