**There will be 4 types of model in software**

1. Manpower requirement from company
2. Calling to candidates
3. Sending candidates to company
4. Interview Schedule

**Manpower Requirement from Company:**

1. Requisition form is attached in Excel sheet for your reference
2. Points which are needed to discuss with you
   1. How Vacancy status can be updated later and how we can track the person who updated the same

**Calling to Candidates:**

1. Calling sheet form is attached in Excel Sheet for your reference
2. There should be a copy option where any mobile number is putted in search command so last record can be retrieved and copy
3. Points which are needed to discuss with you
   1. How we can track the record if anyone change any particular entry
   2. Option to delete the entry and how to track deleted data.

**Sending candidates to company:**

1. Candidate shared to company form is attached in Excel sheet for your reference
2. In this form only those data should be seen whose calling remarks updated as “Interested”
3. Points which are needed to discuss with you
   1. Candidates feedback & remarks will be updated later

**Interview Schedule:**

1. Interview schedule form is attached in Excel sheet for your reference
2. After clicking on interview schedule, there should be a two search buttons (One is Search by mobile number) (Another is Search by Name) In that search only those candidates whose database stored in Shared candidates to company and as soon as search and click button to fill the data so necessary filed should be filled as per last calling sheet data.
3. Points which are needed to discuss with you:
   1. Status of interview will be updated later, so need your opinion in it
   2. Option to delete the entry and how to track deleted data.

**Master Creations**

**Employee Master Creation:**

1. Employee master creation should have basic all details like:
   1. Name
   2. Father’s Name
   3. Spouse Name
   4. Current Address
   5. Permanent Address
   6. Aadhar Number
   7. PAN Number
   8. Date of Joining
   9. Other Remarks
2. Creation rights should have with only administrator
3. Points which are needed to discuss:
   1. Priti Sahu (DA), Anjali Yadav (PS)

**Company Master Creation:**

1. Company master creation should have basic all details like:
   1. Name of company
   2. Industry selection from industry master
   3. Complete Address
   4. Base Location
   5. Short Name of company
2. Creation rights should have with only administrator

**Other all Master Creations:**

1. Rights can be delegated by administrator to selected employee
2. Position should have drag option of department (In simple words position should be come under departments head)

**Other points which are needed to take care:**

1. While making entry ¾ window should have entry part and ¼ should present data (Eg. If anyone calls and that guy doesn’t pick the call and he/she calls after some time so at the below window instantly can be seen and speak to him/her without any delay.
2. Any field drag should have auto search word (Eg. If anyone searching Accounts then search should be as below):

* Accounts Executive
* Assistant Accounts
* Asst. Manager – Accounts
* Accounts Manager
* Finance & Accounts Manager

1. All master should contain the creator ID to identify who has created that and also should have date of creation
2. In all master creation there should be an option where bulk excel data can be imported
3. Old calling data import generation should be in different form
4. Points which are needed to discuss
   1. If anyone calls randomly to ask about vacancy so he/she gives basic details then how we can feed the same

**Reporting Related:**

Below are basic reports which are needed:

1. Manpower Requirements:
   1. Company wise
   2. Position wise
   3. Location wise
   4. Open / Close / Hold wise
   5. Detailed report (Only Administrator should have rights)
2. Calling Data:
   1. Day wise
   2. Employee wise
   3. Company wise
   4. City wise
   5. Current CTC wise
   6. Source wise
   7. Position wise
   8. Department wise
   9. Male / Female wise
   10. Require a special filtered report where mobile number repetition should not be there
3. Candidates shared data:
   1. Company wise
   2. Candidate wise
   3. Employee wise
   4. Feedback wise
   5. Blank feedback wise
4. Interview Reports:
   1. Day wise
   2. Employee wise
   3. Company wise
   4. Status wise
5. Other reports
   1. Report by Name / Number where we can see entire activity of any particular person, who called first, when called, for which company and for which company he went for the interview with status, everything.
   2. Report where for any particular position & company how many candidates we spoke and how many we sent for the interview and how many turned up for the interview

**Special note:**

1. Report rights I will update you till what employee can see
2. The authorized report can be seen by employee but should not have download option expect one report as below point.
3. Will require one report where after putting command the export should be in txt format (Will explain you that report in detail)