



# Find Your Perfect Surveyor

Match outstanding talent with the world's most Reputable  
Companies

## Software Requirement Specification

**GRADUATE**

(Doc. ID: SRS/GRADUATE/01)

**Version 1.1**

Prepared by:



## Document Control

Date	Description		Author	Approved By
11/12/2017	Initial Draft	-	Rakesh Jethva	Amit Halai

### **Introduction:**

The **purpose** of the document is to collect and analyze all assorted ideas that have come up to define the system, its requirements with respect to consumers. In short, the **purpose** of this **SRS** document is to provide a detailed overview of our software product, its parameters, and goals.

### **Purpose:**

**GS** seeks the services of a specialist software vendor to retrofit the current front-end website page and build the back-end Electronic Resource Management (ERM) and collaboration system capable of assisting employers and candidates through the recruitment process. (The “**Project**”). The nominated organization should have internal capability, and should act as a trusted advisor during and through the process in order to successfully execute the project.

**GS** is looking for a competent, reliable and trustworthy organization to develop the project, becoming a trusted partner of **GS** both during and after the project delivery and operation process. The tenderer should demonstrate their ability through relevant examples and documentation.

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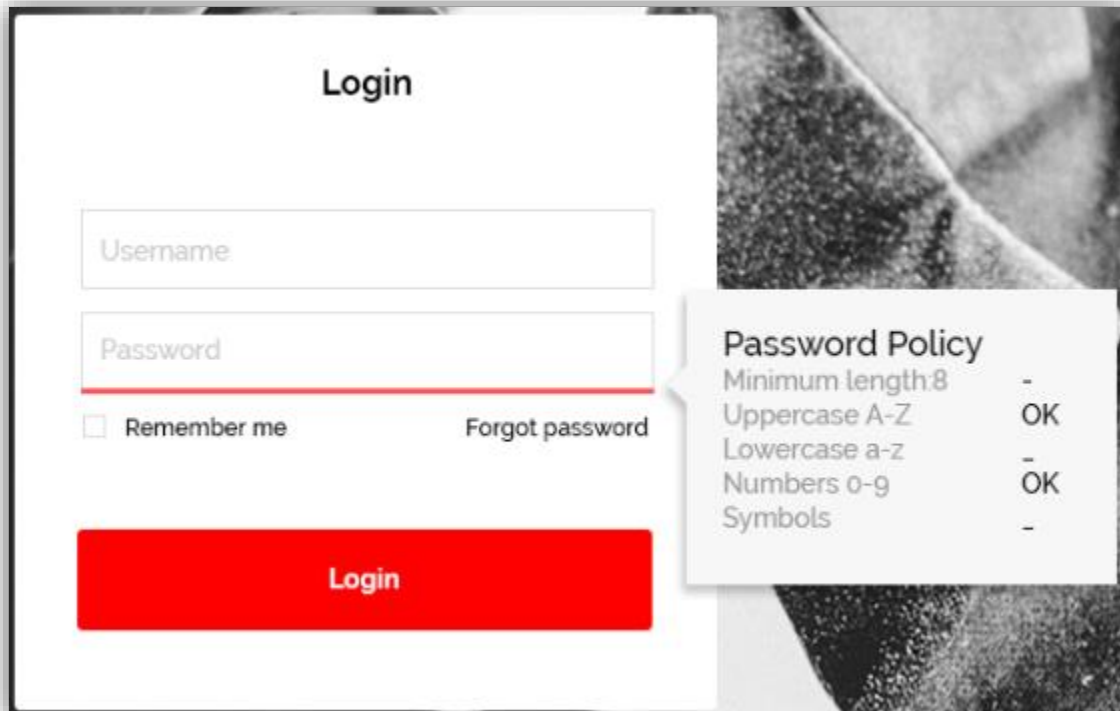
# 1. Admin Module

## 1.1. Admin Login

Using this screen admin can login to the site.

### 1.1.1. Functions & Operations

1. **Login Screen**– Username and password are required to Login.



**Login**

Username

Password

☐ Remember me [Forgot password](#)

**Login**

**Password Policy**

- Minimum length 8 -
- Uppercase A-Z OK
- Lowercase a-z OK
- Numbers 0-9 OK
- Symbols -

Field	Description	Validations
Username	Admin username	Required Max length 50
Password	Admin password	Required Max length 50
Remember Me	It will save admin credential into cookies	
Forgot Password	It is a link button when user clicks on it, it will open one popup with forgot password details.	
Login	Validate and if credential is correct then redirect to home page.	

**Function** – When user clicks on Login button it will first validate the user and if the password is correct system will send one email with location, IP address and browser details to admin's email Id.

## 1.2. Registration Verification

- Upon Login, Admin is directed to this screen. Using this screen admin can verify registered users. Admin can active or reject users using this screen. The System will send automatic email after activating or rejecting users.
- We give three status to identify candidates. New Registered, Active or, Rejected.

### 1.2.1. Functions & Operations

#### 2. Active / Inactive Registered users

<input type="checkbox"/>	User Name	Email	No. of Users	location	Date	Status	View
<input checked="" type="checkbox"/>	DINO Company	janny@dino.com	2	Liverpool	14-Apr-2016	✗	
<input type="checkbox"/>	Hewlett-Packard	Chin@hp.com	0	Kingston upon Hull	15-Apr-2016	✓	
<input type="checkbox"/>	Tata Consultancy Services	amar@tata.com	50	Oxford	14-Apr-2016	✓	
<input type="checkbox"/>	Amazon.com Inc.	robot@amazon.com	10	Winchester	14-May-2016	✓	
<input type="checkbox"/>	Computer Training Ltd	asha@CTL.com	3	Birmingham	14-Jun-2016	✗	
<input type="checkbox"/>	Oracle Corporation	hr.orga@oracle.com	0	Chester	14-Dec-2016	✓	
<input type="checkbox"/>	Data Center Manager	hela@datacenter.co.uk	6	Glouceste	14-Jan-2017	✓	
<input type="checkbox"/>	Administrative Analyst	sita.hr@administrativeanalyst.com	7	Liverpool	14-Feb-2017	✓	
<input type="checkbox"/>	Microsoft	ana.bill@hotmail.com	12	Oxford	14-Mar-2017	✓	
<input type="checkbox"/>	Msb Group	hrcv@msbc.com	64	London	14-Oct-2017	✓	
<input type="checkbox"/>	Hotel Taj	taniya@hotelaj.com	0	London	14-Nov-2017	●	

#### Functionality Description:

- **Search:** Admin can search candidates based on location, name, email, registered date etc.
- **Active:** This button allows admin to activate registered user into the site. When a user is registered in the site, the system will not allow to directly login, authentication would be required. So this screen displays all registered candidate's details and admin can activate those candidate who has using tick or Active button in front of their name.

We also give an option for multiple selection, so user can select multiple candidates and active all in one go. Also, upon activation by admin, the system will send one notification email to related user's registered emails.

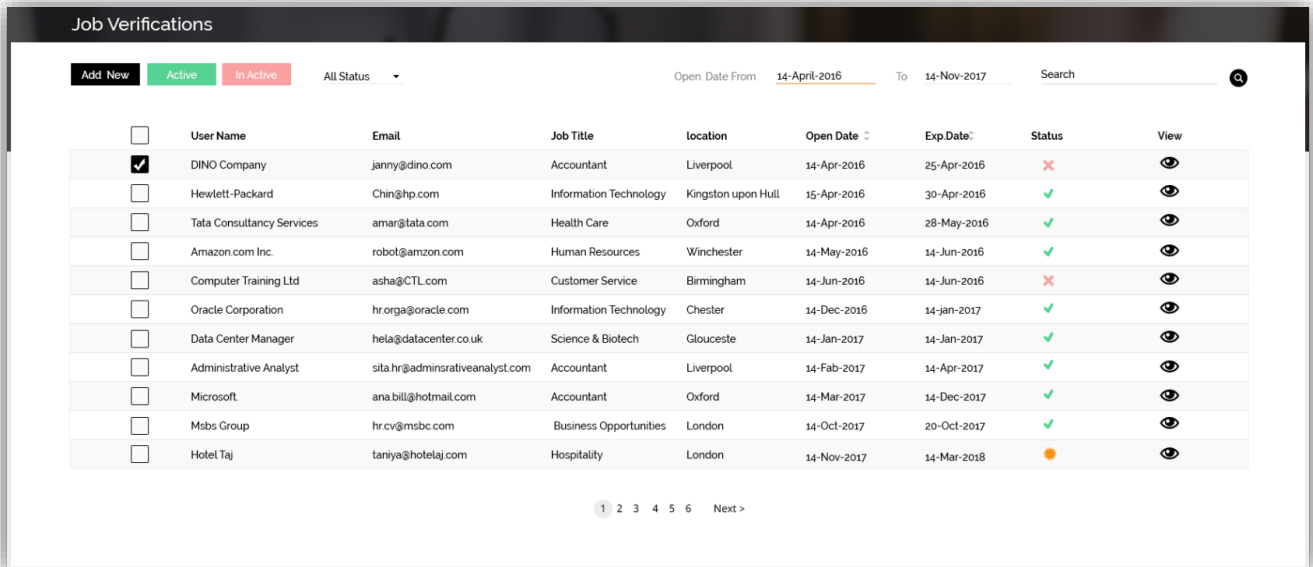
- **In Active:** This button will disable user login on the site. Admin can disable user login using a cross or an active button. It will also send a notification email to a user.



- **No. of Users:** There would be an option to change no of user login before admin Activate/Deactivate a user.
- **View user details:** When user click on this button, it will open one popup which contains all Candidate / Recruiter registration details.
- **Activate deleted users:** If someone account deleted by mistake, then admin can re-active again using this screen.

## 1.3. Job Verification

### 1.3.1. Functions & Operations



The screenshot displays the 'Job Verifications' interface. At the top, there are buttons for 'Add New', 'Active', and 'In Active', along with a status dropdown set to 'All Status'. On the right, there are filters for 'Open Date From' (14-April-2016) and 'To' (14-Nov-2017), and a search bar. The main table lists job verifications with the following data:

<input type="checkbox"/>	User Name	Email	Job Title	location	Open Date	Exp.Date	Status	View
<input checked="" type="checkbox"/>	DINO Company	janny@dino.com	Accountant	Liverpool	14-Apr-2016	25-Apr-2016	✗	
<input type="checkbox"/>	Hewlett-Packard	Chin@hp.com	Information Technology	Kingston upon Hull	15-Apr-2016	30-Apr-2016	✓	
<input type="checkbox"/>	Tata Consultancy Services	amar@tata.com	Health Care	Oxford	14-Apr-2016	28-May-2016	✓	
<input type="checkbox"/>	Amazon.com Inc.	robot@amazon.com	Human Resources	Winchester	14-May-2016	14-Jun-2016	✓	
<input type="checkbox"/>	Computer Training Ltd	asha@CTL.com	Customer Service	Birmingham	14-Jun-2016	14-Jun-2016	✗	
<input type="checkbox"/>	Oracle Corporation	hr.orga@oracle.com	Information Technology	Chester	14-Dec-2016	14-Jan-2017	✓	
<input type="checkbox"/>	Data Center Manager	hela@datacenter.co.uk	Science & Biotech	Gloucester	14-Jan-2017	14-Jan-2017	✓	
<input type="checkbox"/>	Administrative Analyst	sita.hr@administrativeanalyst.com	Accountant	Liverpool	14-Feb-2017	14-Apr-2017	✓	
<input type="checkbox"/>	Microsoft	ana.bill@hotmail.com	Accountant	Oxford	14-Mar-2017	14-Dec-2017	✓	
<input type="checkbox"/>	Msbis Group	hr.cv@msbc.com	Business Opportunities	London	14-Oct-2017	20-Oct-2017	✓	
<input type="checkbox"/>	Hotel Taj	taniya@hotelaj.com	Hospitality	London	14-Nov-2017	14-Mar-2018	●	

At the bottom of the table, there is a pagination control showing '1 2 3 4 5 6 Next >'.

#### Functionality Description:

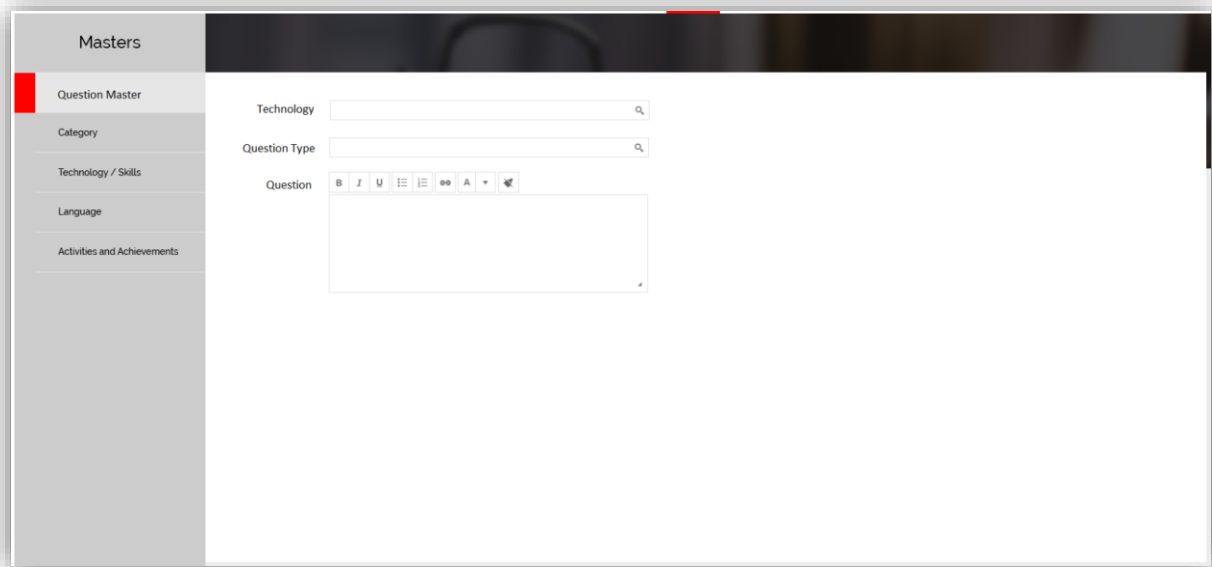
This screen will display all job posted by recruiters. Once admin will review and approved then it will display in candidates dashboard.

Multiple checkbox options is provided, hence admin can select out of multiple checkbox and approve as many he wants with one click.

- **Add New:** This option will allow admin to create a new job on behalf of any recruiter.
- **Active:** This button will allow admin to activate or reject jobs posted by a recruiter.
- **In-Active:** This button will de-activate/reject jobs, so it would not be displayed in candidate dashboard.
- **Search:** This will allow admin to search jobs based on title, location, dates etc.
- **View:** Using this option admin can review all job details.
- **Send notification:** When admin accept job system will send one email/message to the related recruiter. When admin can reject any job at that time one textbox is open for comment. The System will send an email with that comment, so they came to know why the job is rejected.

## 1.4. Masters

### 1.4.1. Functions & Operations



The screenshot displays the 'Masters' section of a software interface. On the left, a sidebar contains a list of options: 'Question Master' (highlighted with a red square), 'Category', 'Technology / Skills', 'Language', and 'Activities and Achievements'. The main area shows the 'Question Master' form with fields for 'Technology' (with a search icon), 'Question Type' (with a search icon), and a 'Question' text area with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, and Undo/Redo buttons).

#### Function Description:

##### 1. Qualification Master

Fields	Description	Validation
Qualification Name	Name of qualification or degree	Required Max length 150
The short name	Short name of qualification or degree.	Max length 25
Active	If an admin needs to remove some of the qualification temporary then set this in-active using this option.  It will be active in future.	True / False
Remarks	Extra textbox to write something about qualification.	Free text

##### 2. Category Master

Fields	Description	Validation
Category Name	Name of category	Required Max length 150
Short form	Short name of category	Max length 25
Active	Set active or in-active.	True / False

	In-Active records displays only for admin, not for candidate or recruiter.	
Remarks	Extra textbox to write something about category.	Free Text

### 3. Technology / Skills Master

Fields	Description	Validation
Technology Name	Name of technology	Required Max length 150
Short form	Short name of technology	Max length 25
Active	Set active, in-active.  In-Active records display only for admin, not for candidate or recruiter.	True / False
Remarks	Extra textbox to write something about technology.	Free text

### 4. Language Master

Fields	Description	Validation
Language Name	Name of Languages, English / Hindi / French / Japanese etc.	Required Max length 100
Short form	Short name of qualification	Max length 25
Active	Set active, in-active.  In-Active records display only for admin, not for candidate or recruiter.	True / False
Remarks	Extra textbox to write something about languages	Free text

### 5. Activity & Achievement Master

Fields	Description	Validation
Activity Name	Name of activity	Required Max length 150
Short form	Short name of activity	Max length 25
Active	Set active, in-active.	True / False

	In-Active records displays only for admin not for candidate or recruiter.	
Remarks	Free textbox to write something about activity	Free text

- Currently there are five masters available in admin module. It is not dynamic it is static. All these master data will populated while the candidate is registered or user posting jobs.
- Admin can easily add, update and remove records from this master.

## 1.5. Notifications

### 1.5.1. Functions & Operations

The screenshot shows a web interface for sending notifications. On the left is a sidebar with 'Notification' at the top, followed by 'Email' (highlighted with a red bar) and 'SMS'. The main area is for composing an email. It has fields for 'Email' (containing 'jone@gmail.com') and 'Subject' (containing 'Invitation to interview for the <job title> position at <company name>'). Below these is a rich text editor with a toolbar and a preview of the email content. The preview text is as follows:

Hello {name},

Thank you for applying to {company name}.

We were impressed by your application.

Your qualifications make you an excellent candidate for this role, so we would like to invite you for an interview (at our office / via Skype / via phone).

During the interview, we will explain more about this role, our company, and of course, get to know more about you.

[Insert any details about the interview: what the candidate needs to bring with them, important details about the location, what the interview will entail, and approximate length.]

Please tell us which of the following dates is most convenient for you:

-[Day, Time 1, place with address]

-[Day, Time 2, place with address]

-[Day, Time 3, place with address]

If you need to reach out to me before the interview, then please contact me at {contact information}

I look forward to meeting you.

At the bottom right of the main area are two buttons: 'Send Now' and 'Send Later'.

This screen will allow admin to send a notification to registered users.

#### Email

Fields	Description	Validation
Email	Email address, it will allow multiple emails separated by ‘,’.	Required
Subject	Email subject	Required Max length 500
Insert	To add candidate and recruiter email address	
Email Content	HTML email content	HTML text
Send Now	It will send email	
Send Later	It will send email in configure date	

## SMS

Fields	Description	Validation
Mobile Numbers	Mobile numbers, it will allow multiple mobile number separated by ‘,’.	Required
Insert	To add mobile numbers	
SMS Content	Free text	Free text
Send Now	It will send SMS	
Send Later	It will send SMS to configure date	

## 1.6. Settings

### 1.6.1. Functions & Operations

Setting

Email Template

About us

Terms & Conditions

Subject: Invitation to interview for the <job title> position at <company name>

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, Source code, Help.

Sample email content:

Hello {name},

Thank you for applying to {company name}.

We were impressed by your application.

Your qualifications make you an excellent candidate for this role, so we would like to invite you for an interview (at our office / via Skype / via phone).

During the interview, we will explain more about this role, our company, and of course, get to know more about you.

Insert any details about the interview: what the candidate needs to bring with them, important details about the location, what the interview will entail, and approximate length.

Please tell us which of the following dates is most convenient for you:

- {Day, Time 1, place with address}
- {Day, Time 2, place with address}
- {Day, Time 3, place with address}

If you need to reach out to me before the interview, then please contact me at {contact information}.

I look forward to meeting you.

Regards,

{Your name}

Save Clear

#### Functional Description:

This screen gives access to configuration and settings.

- **Email Templates:**

Using this option admin can create email templates which are used while sending any emails to candidate or recruiter. E.g. when a user is registered into the site system will send one welcome email which is drafted using this screen.

Fields	Description	Validation
Subject	Email subject	Required Max length 500
Email Content	Email HTML contents	Required
Save	It will save this template	
Clear	It will clear all text from content	

- **About Us:**

We give an option to configure about us page. We will give two option in about us page 1. Video and 2. About us text. Admin can configure or change both content using “About Us” screen. It will also support **YouTube videos**.



Fields	Description	Validation
About us content	Free textbox	Required
About us YouTube video Link	Free textbox (YouTube video web Link)	
Save	Save about us details	
Clear	Clear all text	

▪ **Terms & Conditions:**

In Terms & Condition setting, we will give an option to upload one PDF file and some text which shows Graduate terms and conditions. When user will change this, it will automatically reflect everywhere.

Fields	Description	Validation
Terms & Conditions Content	Free textbox	Required
Download file path	Option for upload file	
Save	Save terms & conditions	
Clear	Clear all details	

## 2. Candidate Module

### 2.1. Candidate Login

#### 2.1.1. Functions & Operations

**Login**

Username

Password

☐ Remember me      [Forgot password](#)

**Login**

Sign Up with your social accounts:

**g+** SIGN UP WITH GOOGLE

**f** SIGN UP WITH FACEBOOK

**in** SIGN UP WITH LINKED IN

OR

Not a member? [Sign up now!](#)

- **Remember Me**

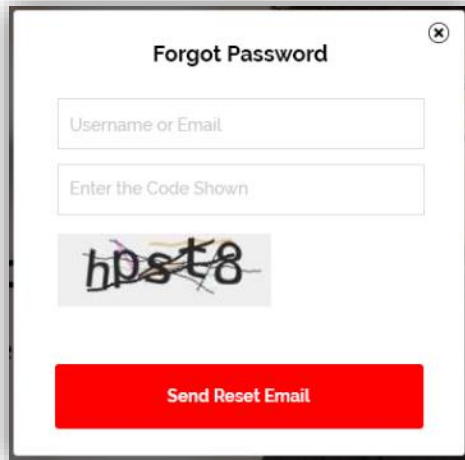
This option will save user password into the database and when user login next time, username and password will automatically fill into the controls.

Fields	Description	Validation
Username	Free textbox	Required Max length 50
Password	Free textbox	Required Max length 100
Remember	Allow saving user credential in cookies	True / False
Forgot Password	Link button to open forgot password popup	
Sign Up	Validate user and redirect to dashboard	
Login with Social Sites	Allow user to login using social site	

- **Forgot Password**

When user clicks on “Send Reset Email” button it will first check the email address in records. If it found then it will send reset password link to given email address.

User needs to open that link and then system will allow to change the password.



Fields	Description	Validation
Username or Email	Free textbox	Required Max length 150
Captcha Code	Free textbox	Required Max length 8
Send Reset Email	It will send update password link to registered user email address.	

- **Send Reset Email**

This option is used when user forgot his credential. This will work based on registered email address. The user needs to enter his registered email address into the first textbox. The System will match that registered email to records. If it is found then it will send one link into his email for change password.

If the user forgot his email address then he needs to send a query to admin.

- **Account Highlighted Notification**

If someone not log in for 3 months then the system will automatically send one email to that user with stating that they will be deleted if they do not use the system.

## 2.2. Sign Up / Registration

Using this option recruiter and candidate can register on this site. The registration process is divided into several steps.

### 2.2.1. Functions & Operations

The first screenshot shows the 'Sign UP' form. It has three input fields: 'First Name', 'Last Name', and 'Work Email'. Below these fields is a red button labeled 'Get Started'.

The second screenshot shows the 'Complete your account' form. It has a dropdown menu for 'Country', a 'Password' field, and a 'I Want to:' section with two buttons: 'I want to hire' and 'I want to work'. Below these is a text field for 'Mark Zuckerberg' and another for 'hpst8'. There is a Captcha image showing the text 'hpst8'. Below the Captcha is a checkbox for 'Yes! Send me genuinely Useful emails every now and then to help me get the most out of Graduate' and a checked checkbox for 'Yes, I understand and agree to the Graduate Terms of Service, including the User Agreement and Privacy Policy.' Below these is a red button labeled 'Next'.

Fields	Description	Validation
First Name	Free textbox	Required Max length 150
Last Name	Free textbox	Required Max length 150
Work Email	Free textbox	Required Max length 150
Country	Dropdown for Selection	Required
Password	Free textbox	Required Max length 150
Captcha	Free textbox	Required Max length 8

Terms & Conditions	Check / un-check	True / False
Next	It will save basic details and move to next steps.	

- Get Started:

Registration process starts by filling these detail.

- Country: Select country for your job.
- Password: We have added some password policy like minimum 8 characters, 1 special, 1 numeric and 1 upper case character.
- I want to hire: Registration process is common for both recruiter and candidates. So this option is for a recruiter who wants to hire candidates.
- I want to work: This option for candidate who searching jobs.
- Captcha: We will give captcha code in registration to avoid such automation.

## 2.3. Personal Information

Mark Zuckerberg

## Introduce Yourself :)

Personal Information
Education Details
Work Experience
Languages
Achievement and activities
Upload your video resume

Mobile

DOB

Country

Nationality

City

Status

Driving License

Gender




Current sponsorship / Visa status

Save

Submit

Field	Description	Validations
Mobile	Free textbox	Required Max length 50
DOB	Date selection, calendar	Required
Gender	Selection dropdown	Required
Country	Selection dropdown	Required
Nationality	Selection dropdown	Required
City	Selection dropdown	Required
Status	Selection dropdown	Required
Driving License	Selection dropdown	Required
VISA	Free textbox	
Availability	Selection dropdown (Immediately/ Under 1 month / 2— 6 months/ 6 months+)	Required
Photo	Upload	Required
Remarks / Summary	Free textbox	

## 2.4. Contact Details

Field	Description	Validations
Mobile	Free textbox	Required Max length 50
Email Address	Free textbox	Required Max length 500
Remarks / Summary	Free textbox	

## 2.5. Education Details

Mark Zuckerberg

# Introduce Yourself :)

[Personal Information](#) | **[Education Details](#)** | [Work Experience](#) | [Languages](#) | [Achievement and activities](#) | [Upload your video resume](#)

**Name**

**Qualification**

**Grade**

**Completion**

**Learning Type**

+Add More

Save

Submit

Field	Description	Validations
Degree Type (Most Recent)	Selection Dropdown <ul style="list-style-type: none"> <li>High School or equivalent</li> <li>Apprenticeship</li> <li>Vocational</li> <li>Certification</li> <li>Bachelor's Degree</li> <li>Master's Degree</li> <li>Post Graduate Diploma</li> <li>Unspecified</li> <li>N/A</li> <li>Other</li> </ul>	Required
Degree Major	Selection dropdown <ul style="list-style-type: none"> <li>Architecture</li> <li>Bid Management</li> <li>Building Surveying</li> <li>Project Management</li> <li>Facilities Management</li> <li>Quantity Surveying</li> <li>Valuation Surveying</li> </ul>	Required



	<ul style="list-style-type: none"> <li>• <i>Rural Surveying</i></li> <li>• <i>Land/Geometrics surveyors</i></li> <li>• <i>Party Wall Surveying</i></li> <li>• <i>Public Sector</i></li> <li>• <i>Infrastructure</i></li> <li>• <i>Land Surveying</i></li> <li>• <i>Minerals &amp; Waste Management</i></li> <li>• <i>Property Management</i></li> <li>• <i>Conservation &amp; Heritage</i></li> <li>• <i>Environment</i></li> <li>• <i>Construction</i></li> <li>• <i>Planning &amp; Development</i></li> <li>• <i>Commercial Property</i></li> <li>• <i>Residential Property</i></li> <li>• <i>General Practice</i></li> <li>• <i>Finance &amp; Investment</i></li> <li>• <i>Non- Cognate/Other</i></li> </ul>	
Month and Year of Completion	Calendar	Required
Grading System	Dropdown selection <ul style="list-style-type: none"> <li>• <i>GPA</i></li> <li>• <i>UK System</i></li> <li>• <i>Australian System</i></li> <li>• <i>Percentage</i></li> <li>• <i>Other</i></li> </ul>	Required
Grade	Dropdown selection <ul style="list-style-type: none"> <li>• <i>A</i></li> <li>• <i>B</i></li> <li>• <i>C</i></li> <li>• <i>D</i></li> <li>• <i>E</i></li> <li>• <i>Fail</i></li> <li>• <i>91 – 100%</i></li> <li>• <i>81 – 90%</i></li> <li>• <i>71 – 80%</i></li> <li>• <i>61 – 70%</i></li> <li>• <i>51 – 60%</i></li> <li>• <i>41 – 50%</i></li> <li>• <i>&lt;50%</i></li> <li>• <i>Other</i></li> </ul>	Required
Languages	Plug in – Automatic	Required

+ Add More	Button to add more educational details.	
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## 2.6. Work Experience

The screenshot shows a web form titled 'Introduce Yourself :)' for Mark Zuckerberg. The form has several tabs: 'Personal Information', 'Education Details', 'Work Experience' (which is active), 'Languages', 'Achievement and activities', and 'Upload your video resume'. Below the tabs, there is a question: 'Do you have any previous work experience? (If you do not have any previous work experience, Please use This section to describe any volunteering experience or academic achievements you may have till date)'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this, there are input fields for 'Company Name', 'Position', 'Exp From', 'Exp To', and 'Till Date'. There is also a checkbox for 'Till Date'. Below these fields is a large text area for 'Description'. At the bottom of the form, there are two buttons: 'Save' and 'Submit'.

Field	Description	Validations
Company Name	Free textbox	Required Max length 150
Position	Free textbox	Required Max length 150
Experience from	Calendar for select date	
Experience To	Calendar for select date	
Till Date	Yes / No	True / False
Description	Free textbox	
+ Add More	Button to add more educational details.	

- **Company Name**  
Add company name
- **Position**  
Position in company based on experience
- **Experience from/to**

Mentioned experience from and to date. When user clicks on that text box it will open small calendar for date selection. The User needs to select the date from that calendar.

- **Description**

Add some experience description.

## 2.7. Languages

The screenshot shows a web form titled 'Mark Zuckerberg Introduce Yourself :)'. The form has a red header. Below the header, there are tabs: 'Personal Information', 'Education Details', 'Work Experience', 'Languages' (selected), 'Achievement and activities', and 'Upload your video resume'. The 'Languages' tab contains two rows of fields. The first row has 'Languages\*' (with 'English' selected), 'Written\*' (with 'Expert' selected), 'Spoken\*' (with 'Beginner' selected), and 'Read\*' (with 'Midway' selected). The second row has the same labels but with 'Please select' dropdown menus. There is an '+Add More' link in red. At the bottom, there are 'Save' and 'Submit' buttons.

Field	Description	Validations
Languages	Dropdown for selection (English, Hindi, French, Japanese etc.)	Required
Written	Dropdown for selection (Basic/Fluent/Native)	Required
Spoken	Dropdown for selection (Basic/Fluent/Native)	Required
Read	Dropdown for selection (Basic/Fluent/Native)	Required
+ Add More	Button to add more language details.	

- **Save**

It will save all language details.

- **Submit**

It will save all the details and move into next steps.

## 2.8. Achievement and Activities

Mark Zuckerberg  
**Introduce Yourself :)**

Personal Information   Education Details   Work Experience   Languages   **Achievement and activities**   Upload your video resume

Hobbies and Sport ▾   Eg. Football, Scuba diving, Photography (up to 5 activities separated by comma)

+Add More

Save   Submit

Field	Description	Validations
Activities	Dropdown for selection (Hobbies, Sports, Honours, Achievements, Awards, Publications, Recognitions)	Required
Remarks	Free textbox	Required
+ Add More	Button to add more hobbies.	

- **Activities**

This dropdown contains two items Hobbies and Sports. Based on this selection user needs to update description in another textbox.

- **+Add More**

This option will allow the user to add multiple hobbies and sports details.

- **Save**

It will save your activity details and allow you to add more

- **Submit**

It will save all activity details and move to next step.

## 2.9. Upload your video resume

Mark Zuckerberg

### Introduce Yourself :)

Personal Information Education Details Work Experience Languages Achievement and activities **Upload your video resume**

Website Link (You can use this space to add links to your online portfolio, website, Link)

Eg. Football, Scuba diving, Photography (up to 5 activities separated by comma)

Save Submit

### ○ Hobbies and Sports

In this option, user needs to upload his video resume. Here user need to add that video WEB LINK like YouTube etc.

This video will be reviewed by Admin while accepting this registration. We also have given an option for the recruiter to review candidate's video resume.

Field	Description	Validations
Video Resume	Browse video file	

After completing the registration process, the system will send below notifications.

1. Send email notification to registered user with welcome message
2. Send email notification to GradSur Admin with some registration details.

If candidate is not login within 5 days, than system will send one notification email to that client with login deactivate message. ("If you not login into you system within 5 days, it will be deactivated")

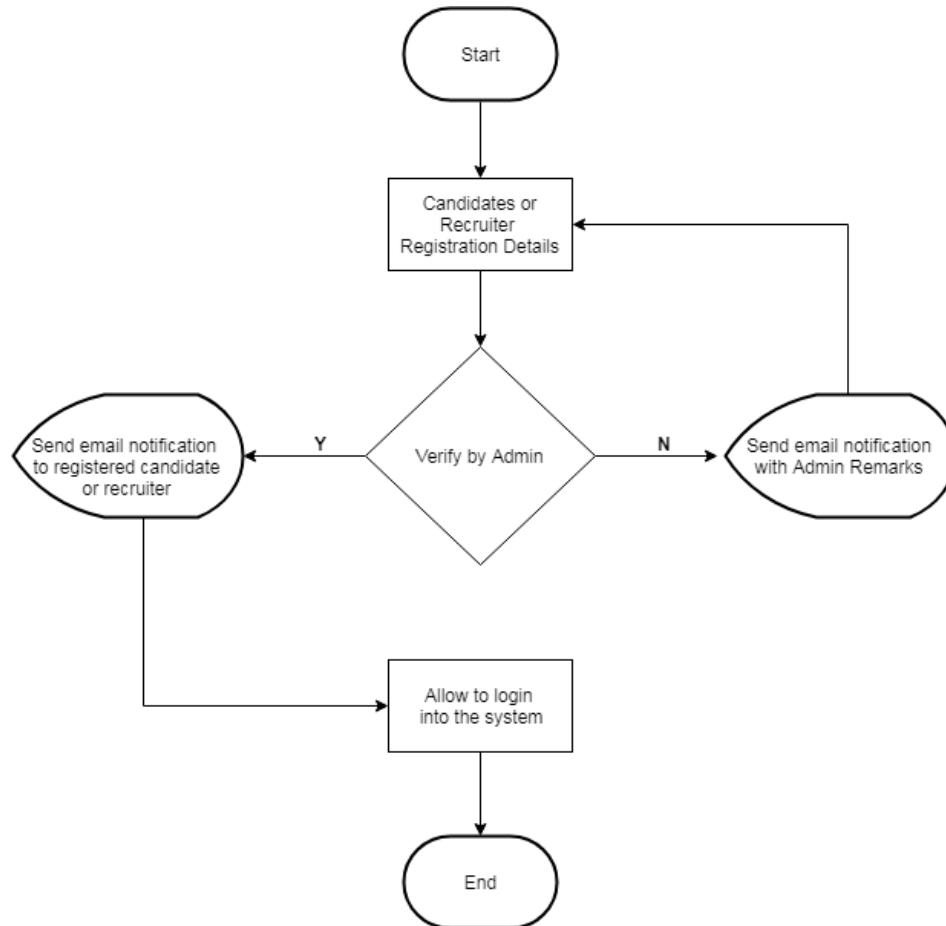
## 2.10. Employer Registration

Field	Description	Validations
Username	Free textbox	Required Max length 100
Surname	Free textbox	Required Max length 100
Company Name	Free textbox	Required Max length 200
Add Logo	Attachment	
Type of Business	Selection dropdown <ul style="list-style-type: none"> <li>• <i>Architecture</i></li> <li>• <i>Bid Management</i></li> <li>• <i>Building Surveying</i></li> <li>• <i>Project Management</i></li> <li>• <i>Facilities Management</i></li> <li>• <i>Quantity Surveying</i></li> <li>• <i>Valuation Surveying</i></li> <li>• <i>Rural Surveying</i></li> <li>• <i>Land/Geometrics surveyors</i></li> <li>• <i>Party Wall Surveying</i></li> <li>• <i>Public Sector</i></li> <li>• <i>Infrastructure</i></li> <li>• <i>Land Surveying</i></li> <li>• <i>Minerals &amp; Waste Management</i></li> <li>• <i>Property Management</i></li> <li>• <i>Conservation &amp; Heritage</i></li> <li>• <i>Environment</i></li> <li>• <i>Construction</i></li> <li>• <i>Planning &amp; Development</i></li> <li>• <i>Commercial Property</i></li> <li>• <i>Residential Property</i></li> <li>• <i>General Practice</i></li> <li>• <i>Finance &amp; Investment</i></li> <li>• <i>Other</i></li> </ul>	Required
Size of Business	Selection dropdown <ul style="list-style-type: none"> <li>• <i>Self Employed</i></li> <li>• <i>1-10</i></li> <li>• <i>11-50</i></li> <li>• <i>51-200</i></li> <li>• <i>201-500</i></li> <li>• <i>501-1,000</i></li> <li>• <i>1,001-5,000</i></li> <li>• <i>5,001-10,000</i></li> </ul>	Required



	<ul style="list-style-type: none"> <li>• 10,000+</li> </ul>	
Add Logo	Attachment	
Add corporate video	Free textbox. YouTube video link	Required
Why us?	Free textbox <ul style="list-style-type: none"> <li>• Career Growth</li> <li>• Fun Environment</li> <li>• Competitive Compensation</li> <li>• Industry Leader</li> <li>• Travel Opportunities</li> <li>• Flexible Working Environment</li> <li>• Learning &amp; Development</li> <li>• Social Responsibility</li> <li>• Multinational Operations</li> <li>• Biggest &amp; Best projects</li> <li>• Job Security</li> <li>• Award Winning Organisation</li> </ul>	
Country	Selection dropdown	Required
City	Selection dropdown	Required
Area code	Free textbox	Required
Email Address	Free textbox	Required
Mobile Number	Free textbox	Required

## 2.11. Process Flow



## **2.12. Help**

### **2.12.1. Email Customer Service**

In this help topic, will explain how the customer email service is working.

### **2.12.2. Frequently asked questions**

In FAQ will give some common questions with an answer which help both candidates and recruiter.

### **2.12.3. How to create job listing**

Will give stepwise description to post the job. If required we also create one video for this. So it will help recruiter to post their job.

### **2.12.4. How to get more candidates**

Will give that how to search employees.

### **2.12.5. My current membership plan**

It will display membership plan details

### **2.12.6. Integration with Job boards? How does it work?**

### **2.12.7. Integration with social media site? How does it work?**

It is purely for recruiters for posting their job on social media sites. Will explain the details how to posting job on social media sites.

### **2.12.8. How to search employee using keyword / tag / technology / education / achievement etc.**

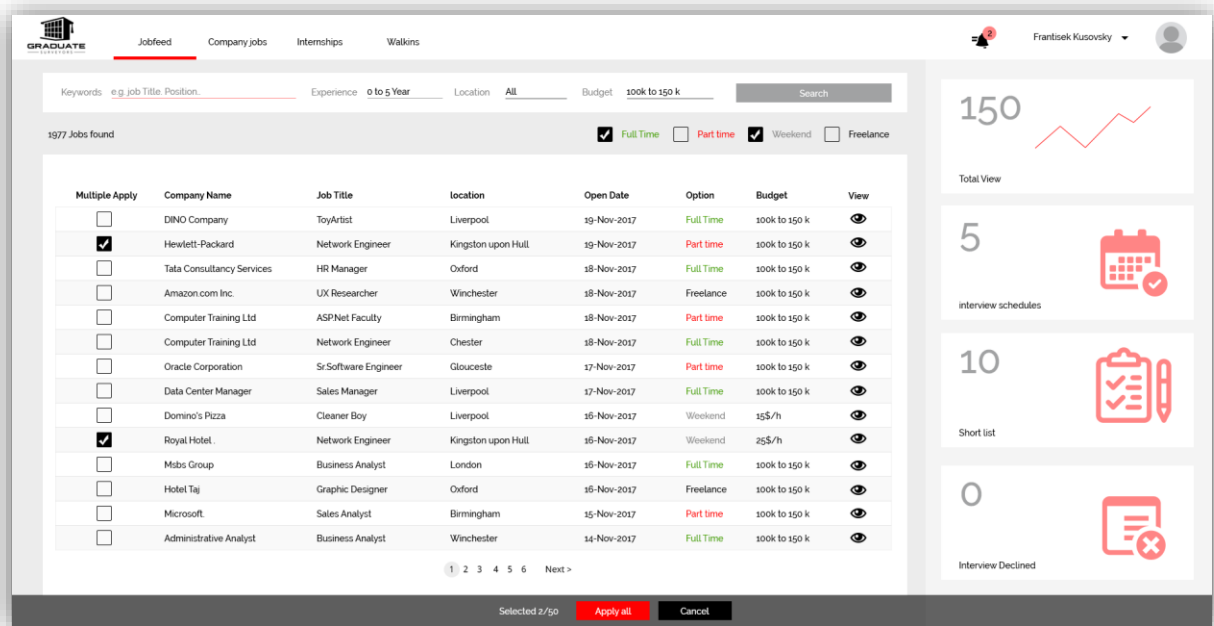
Will explain how to search employee based on keyword, tag, technology, education, and achievement. Will also define that how categorized the selected employees, notifications, alerts etc.

### **2.12.9. CV details**

Will explain the CV format.

## 2.13. Candidate Dashboard

### 2.13.1. Functions & Operations



This is candidate's dashboard. It will show below listed items.

- **Notifications:**

In this screen, top right area will display user notification. User notification will cover Live Chat text, Emails, if the recruiter has selected user for interview and some other queries sent by admin or recruiter. All the details are displayed when a user clicks on that icon.

- **Search Area:**

Candidate can search job-based on Keyword or technology, experience, location or salary.

- **Job Listing:**

This list will display all jobs posted by the recruiter. The checkbox with a different colour tick will indicate how many jobs are already applied by a candidate.

- **Total View:**

This count will show how many recruiters will review your details. When clicking on it, it will display the details.

- **Interview Schedules:**

This count will show that which recruiters have scheduled your interview. When clicking on it, it will display details.

- **Short Listed:**

This count will show how many recruiters have shortlisted you for your applied jobs.

- **Interview Declined:**

This count will show who have declined you for your applied jobs.

## 2.14. Job Details

While clicking on view link button in the grid it will open job details.

**GRADUATE** Jobfeed Company jobs Internships Walkins

**DELL** Company : Dell Inc. Job Title : Chief External Officer Website : www.dell.com

**Company Brief**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

**Role**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

**Requirement**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

**Monica Smith**

HR Executive-IT Recruitment  
HR Systems Pvt.Ltd.  
7437 Race Road  
Hanover, MD 21076  
410 560 7700  
888 519 0776

[Send Query to Recruiter](#)

Email id

Query

**Hiring Manager** Monica Smith

**Open Date** 1 - Feb- 2017

**Close Date** 31 - Mar - 2017

**Compensation** \$150 k - \$180 k

**Job Type** Full Time

**No. of Openings** 1

**Posted in** Chief External Officer

**Job Code** 284886

**Location** London

**View** 104

**Applications** 10

- **Job Details**

This screen will contain all job details like description, technologies, requirements, roles, address etc.

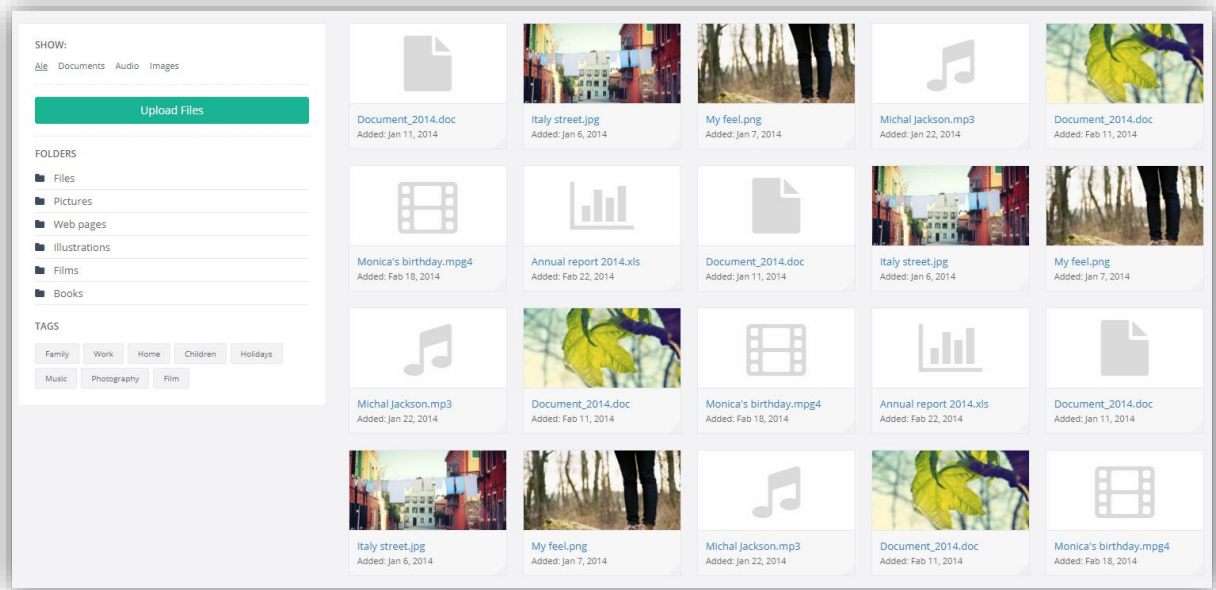
- **Send Query to Recruiter**

Using this option user can send the query to the recruiter. When recruiter logs in, this query automatically displays in his notification. There is also an option for sending a query via email.

- **Apply:** By clicking on this button, it will open one form which contains current job details. The User need to fill that form and submit all the details. Once it is submitted system will send one notification email to the candidate as well as recruiter. This email will use email templates which are configured in master.

## 2.15. Candidate DMS

### 2.15.1. Functions & Operations



- **Upload Files**

By clicking on this button it will open a popup for browsing file to upload. Once a file is uploaded, it will display in the list.

We also have given tag option while uploading any document which helps in the search.

- **Search by Tags**

All tags which are created by the user will be available here. The user can search document based on a tag.

- **Preview**

There is one small icon available in each document option in a menu called preview. When user clicks on that icon it will display preview on right-hand side.









- **Delete**







There is one small icon available in each document option called delete. When user clicks on that icon it will ask to confirm the deletion of the document, if user confirm then it will delete that document.

## 2.16. Candidate Forum

### 2.16.1. Functions & Operations

Below screen lists all forum topics created by admin. It also displays total views, posts and subtopics. If user clicks on this title, it will open one detail page which displays all user post and other details.

General subjects				Total posts: 325,800
	<b>General Discussion</b> Talk about sports, entertainment, music, movies, your favorite color, talk about anything.	1216 Views	368 Topics	140 Posts
	<b>Introductions</b> New to the community? Please stop by, say hi and tell us a bit about yourself.	890 Views	120 Topics	154 Posts
	<b>Announcements</b> This forum features announcements from the community staff. If there is a new post in this forum, please check it out.	680 Views	124 Topics	61 Posts
	<b>Staff Discussion</b> This forum is for private, staff member only discussions, usually pertaining to the community itself.	1450 Views	652 Topics	572 Posts
Other subjects				Total posts: 17,806,600
	<b>Lorem Ipsum is simply dummy text.</b> Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).	1516 Views	238 Topics	180 Posts
	<b>There are many variations of passages</b> If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the	1766 Views	321 Topics	42 Posts
	<b>The standard chunk of Lorem Ipsum</b> Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet.	765 Views	90 Topics	11 Posts
	<b>Lorem Ipsum, you need to be sure there</b> Internet tend to repeat predefined chunks as necessary, making this the	2550 Views	122 Topics	92 Posts

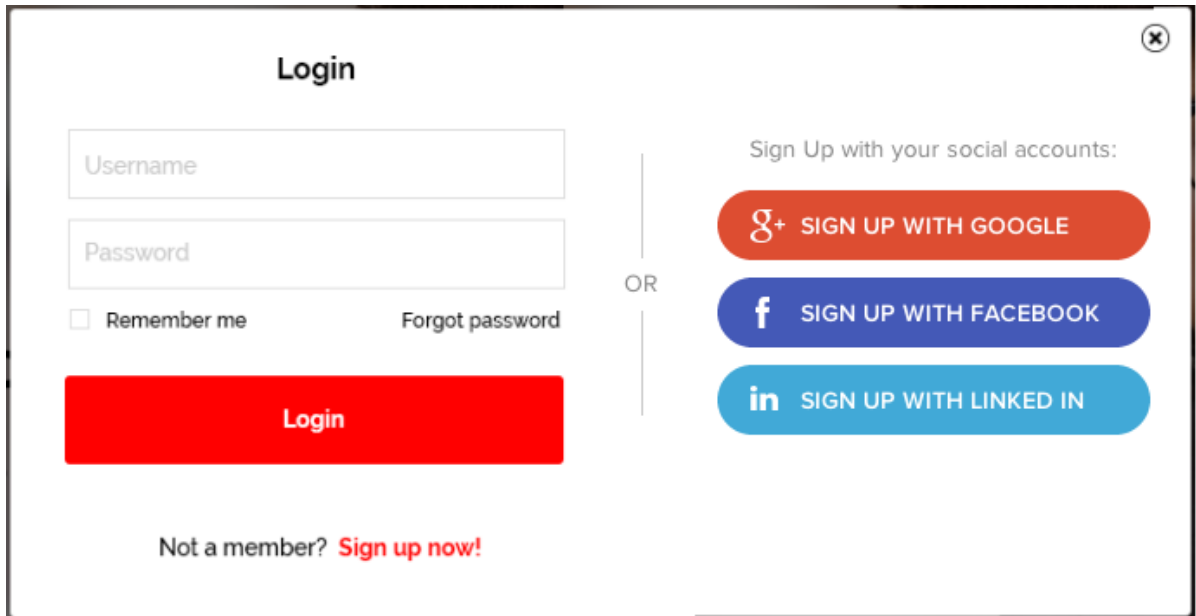
General discussion - Announcements - Free talks			
	<b>The standard chunk of Lorem Ipsum</b> Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32. - Mike Smith CEO, Zender Inc.		
	<b>There are many variations of passages of Lorem Ipsum available</b> Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures. - Alex Kutter Designer, Kutter Company		
	<b>Hampden-Sydney College in Virginia</b> All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures. - Monica Jackson UI developer		
	<b>Suffered alteration in some form,</b> All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures. - John Ken UX/UI developer		
	<b>Latin words, combined with a handful of mode</b> Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy.  Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like). - Adam Smith CEO		



## 3. Recruiter Module

### 3.1. Recruiter Login

Using below screen recruiter can login to the site.



The image shows a 'Login' form for a recruiter. It features a title 'Login' at the top center. Below the title, there are two input fields: 'Username' and 'Password'. To the right of these fields is a vertical line with the word 'OR' in the middle. To the right of the 'OR' line, there are three social media login buttons: 'SIGN UP WITH GOOGLE' (red), 'SIGN UP WITH FACEBOOK' (blue), and 'SIGN UP WITH LINKED IN' (light blue). Below the 'Username' and 'Password' fields, there is a checkbox labeled 'Remember me' and a link labeled 'Forgot password'. A large red 'Login' button is positioned below the 'Remember me' checkbox. At the bottom of the form, there is a link that says 'Not a member? Sign up now!'.

- **Remember Me**

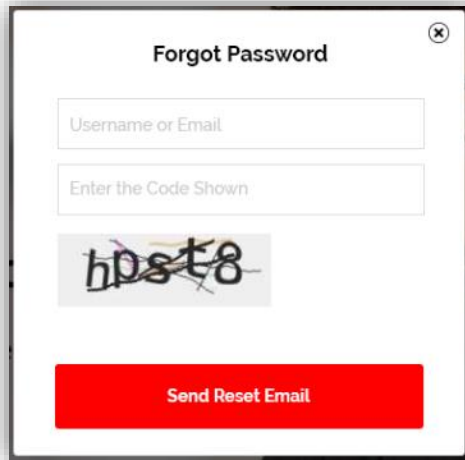
This option will save user password into the database and when user login next time, username and password will automatically fill into the controls.

Fields	Description	Validation
Username	Free textbox	Required Max length 50
Password	Free textbox	Required Max length 100
Remember	Allow saving user credential in cookies	True / False
Forgot Password	Link button to open forgot password popup	
Sign Up	Validate user and redirect to dashboard	
Login with Social Sites	Allow user to login using social site	

- **Forgot Password**

When user clicks on “Send Reset Email” button it will first check the email address in records. If it found then it will send reset password link to given email address.

The User needs to open that link and then the system will allow changing the password.



Fields	Description	Validation
Username or Email	Free textbox	Required Max length 150
Captcha Code	Free textbox	Required Max length 8
Send Reset Email	It will send update password link to registered user email address.	

- **Send Reset Email**

This option is used when user forgot his credential. This will work based on registered email address. The user need to enter his registered email address into first textbox. The system will match that registered email into records. If it is found then it will send one link to his email for change password.

If the user forgot his email address then he needs to send a query to admin.

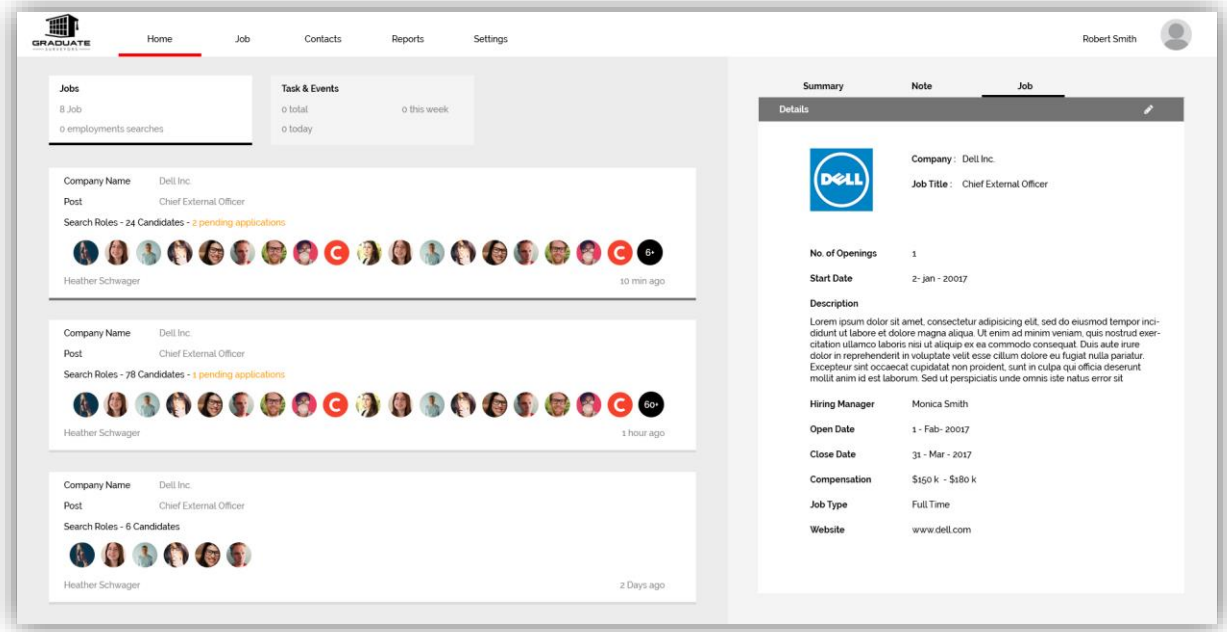
- **Account Highlighted Notification**

If someone does not log in for 3 months then system will automatically send one email to that user stating that it will be delete if not in use.

## 3.2. Recruiter Dashboard

This is recruiter dashboard which helps to find out candidates and some more functionalities.

### 3.2.1. Functions & Operations

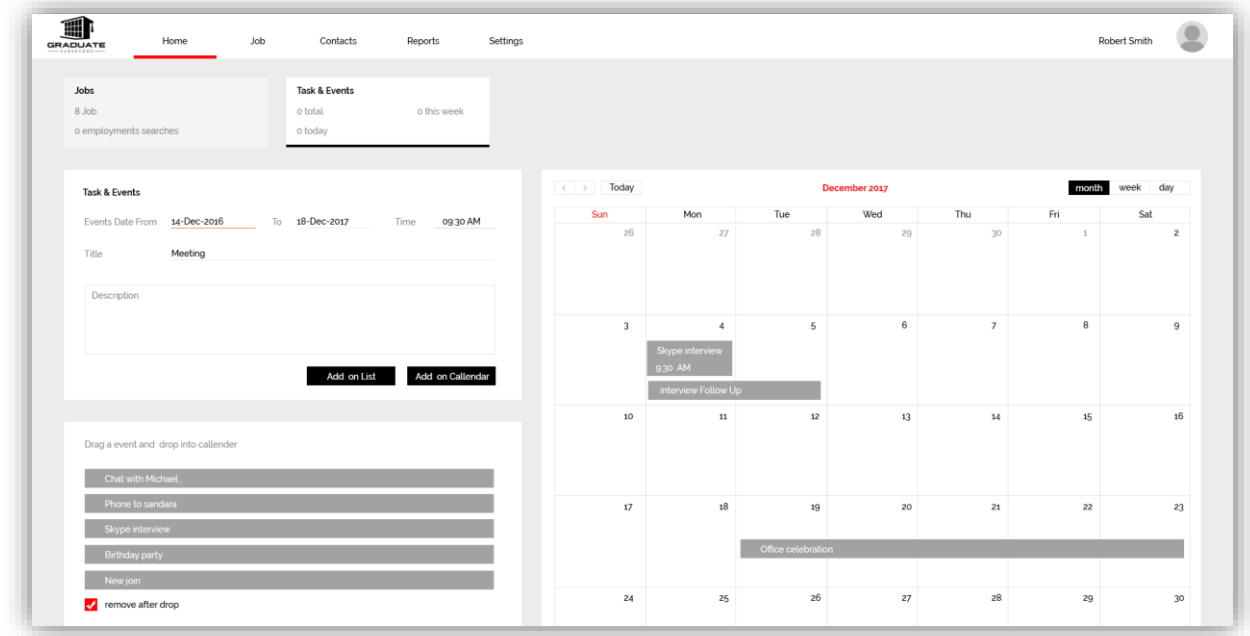


#### Functional Description:

##### 1. Job List:

- This screen will display all jobs added by recruiters.
- It displays job title and all latest employee's photographs who have recently applied for those jobs.
- The Last button of each job will display all employee list who applied for related jobs.
- Right-hand side of the screen is displayed which contains job description and other details.
  - Summary :It will display job summary
  - Notes: It will display current job-related notes.
  - Job

## 2. Task & Events



This screen will display Calendar, Task & Event list and entry screens.

### A. Calendar

The Calendar will display all task & events which schedule by the user. There is also an option available while registration so as to sync personal email into this calendar. So if the user already configures his personal email with this account then it will display all details in this calendar.

The User can also view the calendar by Month, Week & Day wise.

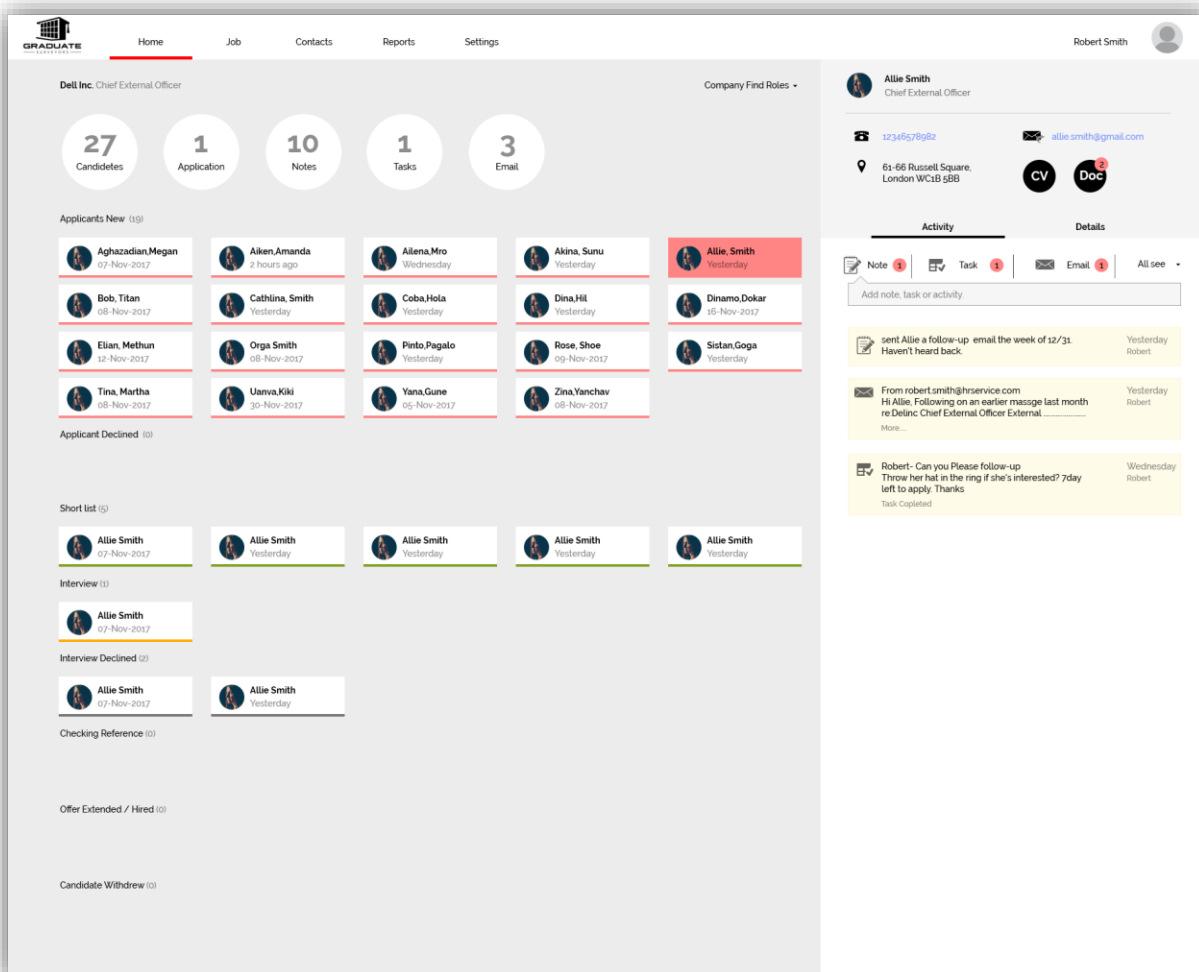
By default it will display current day and month selection.

### B. Task & Event Entry

Using this option user will create task & events.

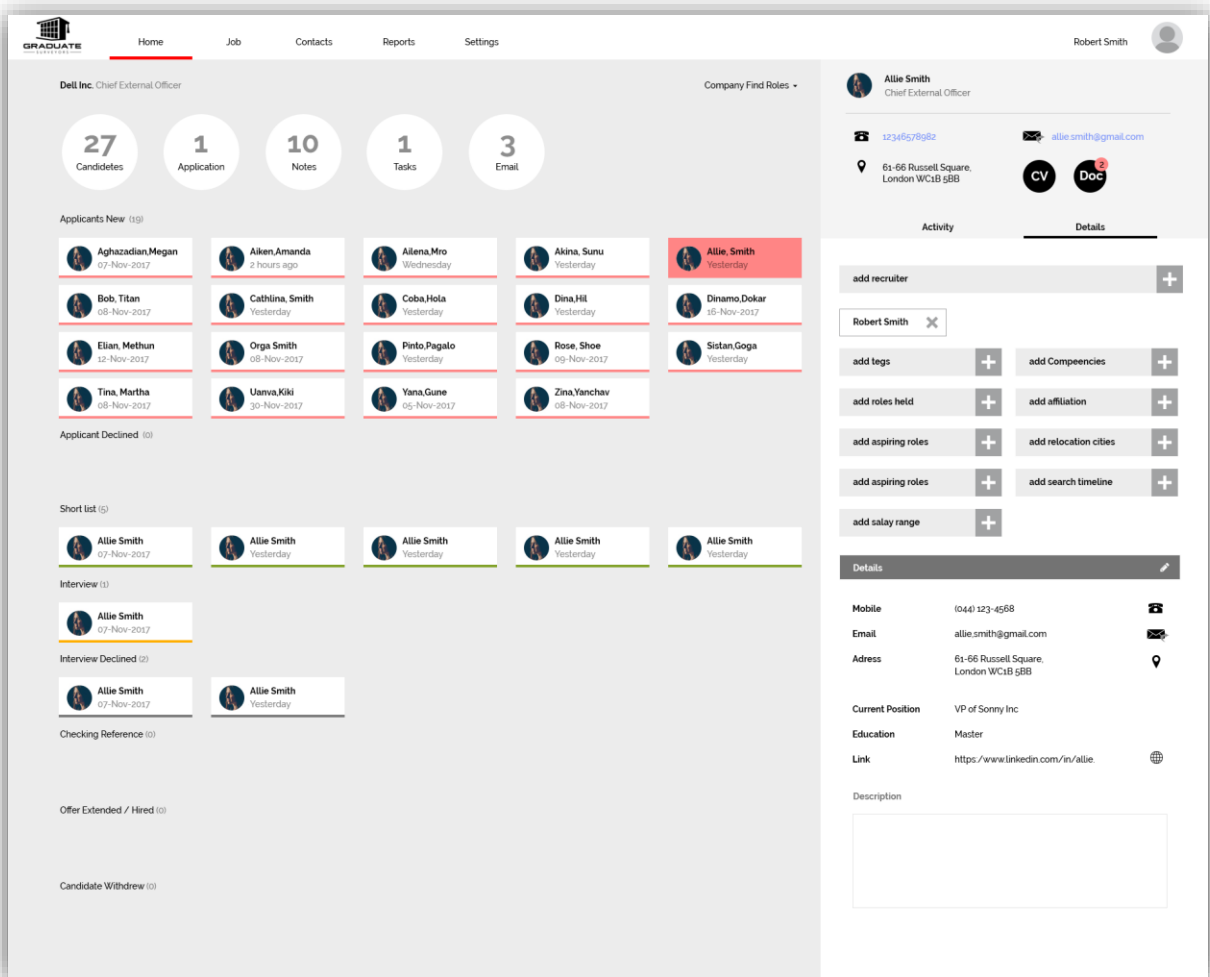
### C. Task & Event List

It will display all task & events and the user can drag & drop that event or task in the calendar.



### ○ Job Details / Activity

- Display employee details with its status like new applied, shortlisted, interview, interview rejected, and checking the reference, hired and withdraw.
- This screen will also display the count of total candidates, applications, no of notes, no of tasks and no of email sent for this particular jobs.
- The user can add notes, schedule task and send SMS related to this job.
- The user can filter activity details based on last status option. If it selects all then it will display all notes, task and email details otherwise it also display selected items.




## ○ Job Details / Details

- We give an option to add some tag or other details for employees
- We have also given an option to display other employee details like Mobile, Email, Address, Educations etc.
- In this screen, we have also given an option for CV and Doc. The CV button will download CV for this employee and the Doc button will display all document of the selected employee.






○ CV

The user will register with his detail and the details will automatically convert into a standard CV format.



**Mark Zuckerberg**  
Accounting Manager

### About Me

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

### Personal Information

Email	markzuckerberg@newlook.com	Mobile	+00 123456789
DOB	23 Jan 1977	Gender	Man
Address	32 Chesterton Rd, Cambridge	City	London
Pin	CB4 3AX	Country	United Kingdom
Nationality	British	Status	citizenship
Driving License	Yes	License	KCYe83o1

### Education Details

Name	Cambridge University	Name	Waldegrave School
Qualification	MBA Accounting and Finance	Qualification	Accounting
Grade	A	Grade	A
Completion	1 Jun 2004 to 30 May 2006	Completion	1 Jun 2001 to 30 May 2004
Learning Type	Full Time	Learning Type	Full Time

### Work Experience

Company Name	Dell Inc.	Company Name	Cambridge University
Position	Accounting and Finance	Position	Accounting and Finance
Exp From	1 Jun 2008 to 30 May 2006	Exp From	1 Jun 2006 to 30 May 2008
Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



### Languages

Languages	English	Written	Expert	Spoken	Beginner	Read	Midway
Languages	French	Written	Midway	Spoken	Beginner	Read	Midway

### Achievement and activities

Hobbies and Sport: Football, Scuba diving, Photography

### Upload your video resume

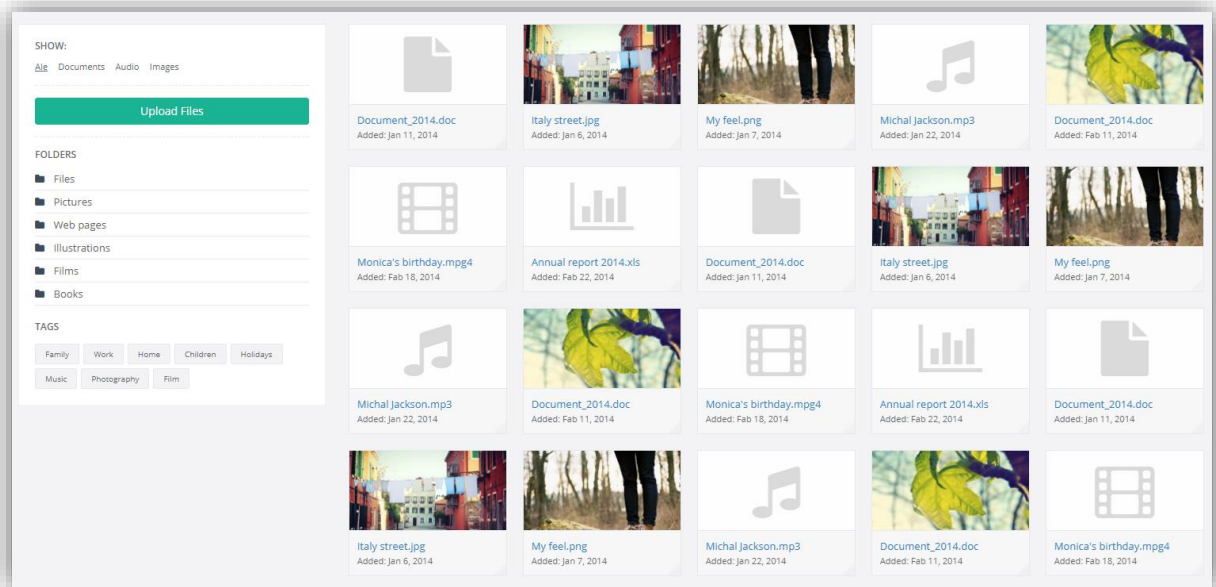





- **Docs**

This displays all documents related to jobs. The user can upload job documents as per his requirements.

This same screen available for candidates as well. In candidate user, it displays his own documents like his degrees, some certifications, achievements etc.



- **Upload Files**

By clicking on this button it will open one popup for browsing the file for upload. Once the upload is completed, it will display in this list.

We also give tag option while uploading any document which helps while searching.

- **Search by Tags**

All tags which are created by the user will be available here. The user can search document based on tag.

- **Preview**

There is one small icon available in each document option called preview. When user clicks on that icon it will display a preview on right-hand side.

- **Delete**

There is one small icon available in each document option called delete. When user clicks on that icon confirmation would be required to delete a document, if user confirms then the document would be deleted.

## 3.3. Job Creation

### 3.3.1. Functions & Operations

#### Job Entry screen

The 'New Job' screen is a form for creating a new job entry. It features a sidebar on the left with 'Other actions'. The main form area contains the following fields and controls:

- Company:** Text input field with a search icon.
- Job Title:** Text input field with a search icon.
- Name \*:** Text input field, marked as required.
- No. Of Openings:** Text input field.
- Start Date:** Text input field with a calendar icon.
- Locations:** Text input field, followed by a yellow star icon, the text 'Business', and minus/plus buttons.
- Websites:** Text input field, followed by a yellow star icon, the text 'Description', and minus/plus buttons.
- Related Contacts:** Text input field with a search icon, followed by a yellow star icon, the text 'Sales/Client Contact', and minus/plus buttons.
- Description:** Rich text editor with formatting options (B, I, U, bulleted list, numbered list, link, unlink, A, color picker) and a large text area.

At the bottom right, there are 'Cancel' and 'OK' buttons.

This screen will display job detail. The user needs to fill-up all the details. This details will display in candidates dashboard.

Field	Description	Validations
Job Title	Free textbox	Required Max length 500
Sector	Selection dropdown <ul style="list-style-type: none"><li>Building Surveying</li><li>Bid Management</li><li>Project Management</li><li>Facilities Management</li><li>Quantity Surveying</li><li>Valuation Surveying</li><li>Rural Surveying</li><li>Land/Geometrics surveyors</li><li>Party Wall Surveying</li></ul>	Required

	<ul style="list-style-type: none"> <li>Public Sector</li> <li>Infrastructure</li> <li>Land Surveying</li> <li>Minerals &amp; Waste Management</li> <li>Property Management</li> <li>Conservation &amp; Heritage</li> <li>Environment</li> <li>Construction</li> <li>Planning &amp; Development</li> <li>Commercial Property</li> <li>Residential Property</li> <li>General Practice</li> <li>Finance &amp; Investment</li> <li>Non-Cognate/Other</li> </ul>	
Country	Selection dropdown	Required
City	Selection dropdown	Required
About the role	Free textbox	Required Max length 500
Job Requirements	Free textbox	Required Max length 500
Availability	Dropdown selection <ul style="list-style-type: none"> <li>Immediately</li> <li>3-6 Months</li> <li>6+ Months</li> </ul>	Required
Experience Required	Yes/No	Required
Compensation	Currency. (Range)	
Currency	Dropdown selection <i>(It will display all currency code)</i>	Required
Type	Dropdown selection <ul style="list-style-type: none"> <li>Annual</li> <li>Quarterly</li> <li>Monthly</li> <li>Weekly</li> <li>Contract</li> <li>Other</li> </ul>	Required
Application closing date	Calendar	Required
Skills Required	Dropdown list for multiple selection <ul style="list-style-type: none"> <li>Pre-Contract</li> <li>Post Contract</li> <li>Tendering</li> <li>Procurement/Supply Chain</li> <li>Bidding/RFP</li> <li>Client Facing</li> </ul>	Required

	<ul style="list-style-type: none"> <li>• <i>Report Writing</i></li> <li>• <i>Project Governance</i></li> <li>• <i>Contract Solutions</i></li> <li>• <i>Contract Law</i></li> <li>• <i>Contract Administration</i></li> <li>• <i>Lease Negotiation</i></li> <li>• <i>Major Projects</i></li> <li>• <i>Fit Out Projects</i></li> <li>• <i>Refurbishments</i></li> <li>• <i>Hotels</i></li> <li>• <i>Residential</i></li> <li>• <i>Hospitality</i></li> <li>• <i>Restaurants</i></li> <li>• <i>Infrastructure Projects</i></li> <li>• <i>Sales</i></li> <li>• <i>Business Development</i></li> <li>• <i>CAD/BIM</i></li> <li>• <i>Commercial Management</i></li> <li>• <i>Client Facing</i></li> <li>• <i>Team Leader</i></li> </ul>	
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**Ok/Save:**

Clicking this button will save this job with all the details. This job is not yet to display into candidates dashboard, it needs to approve by admin.

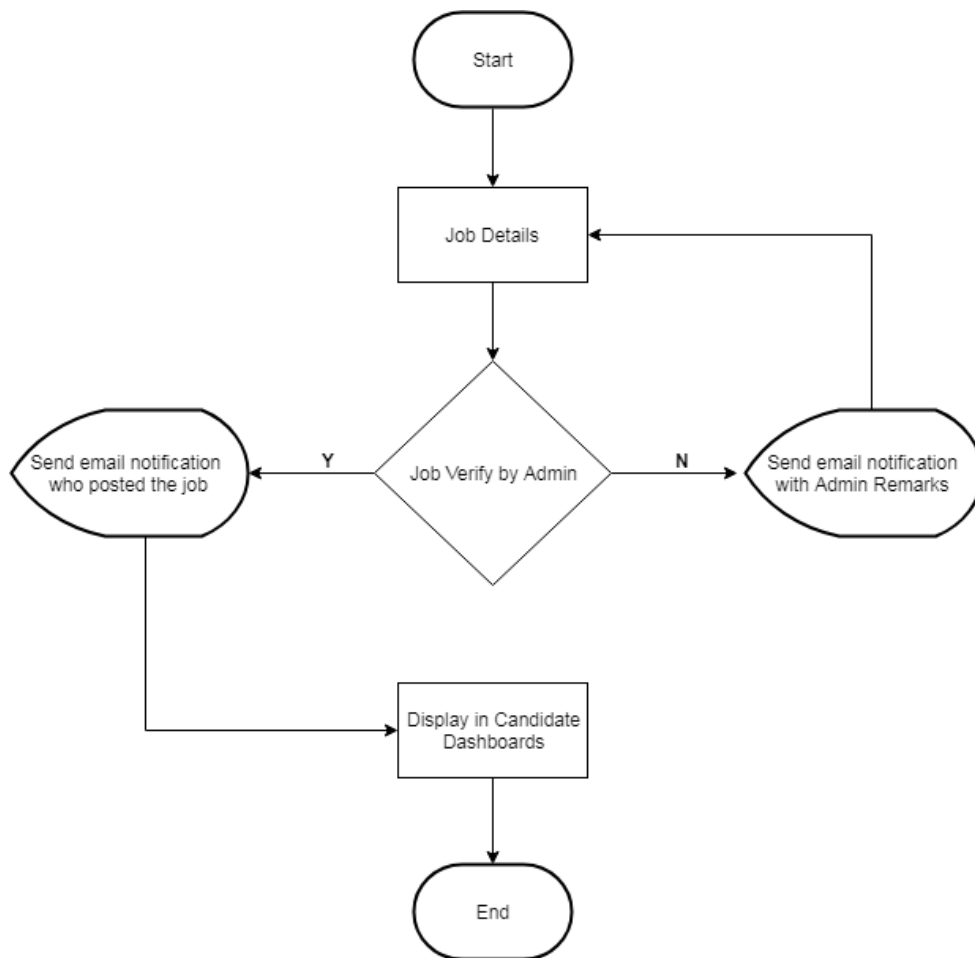
The system will also send one email notification to Admin with this job details. It will display into the admin Job List. Admin needs to login into admin panel and approve the job. Once it approved, the system will send a notification email to the recruiter for this job verification.

After this process, the job will be displayed in candidate dashboard and candidates can apply for this job.

**Cancel:**

It will clear all the details.

### 3.3.2. Process Flow



## 3.4. User Profile

### 3.4.1. Functions & Operations

Find in Settings...

**PERSONAL SETTINGS**

- My Profile
- My Settings & Preferences
- My Templates

**SUBSCRIPTION**

- Users
- Purchase

**My Profile**

**User Details**

First Name: Rakesh

Last Name: Jethwa

Initials:

Login ID: [Change Your Login ID...](#)

Password: [Change Your Password...](#)

Time Zone: Select your time zone

Display Color:

**Email Signature**

B I U Font Size

#### 1. My Profile

This screen will display login user details. All these screen fields are depending on user type (Admin, Normal user). Based on user type it will display setting options.

Field	Description	Validations
First Name	Free textbox	Required Max length 100
Last Name	Free textbox	Required Max length 100
Initials	Free textbox	Required Max length 50
Login ID	Free textbox	Required Max length 100
Password	Free textbox	Required Max length 100
Time zone	Dropdown	
Display Colour	Dropdown	
Email Signature	HTML editor	

## 2. My Settings & Preferences:

- **API Key:**

If user has subscribed for an API then the system will send one unique API key to that user. Using that API key that user can extract data from GradSur.

- **Email Connection: (Optional)**

It will use user personal credential to send email through an application.

## 3. My Templates

- **Email Templates: (Optional)**

When an email is send using application the user needs to configure email template like selection, rejection, interview etc. So using this screen admin can configure his default email templates.

## 4. Users

- **Manage license user account.**

Using this option admin can create users.

## 5. Purchase

- Licenses

This is an idea for counting license price.

- Payment

This is just an idea of payment online. It may change as per payment methods.

Purchase

Licenses

Annual Licenses

3

▲▼

Monthly Licenses

0

▲▼

\$69 each per month, \$2,484 per year

\$2,484 due on 1/2/2018

Payment

eCheck

Credit Card

First Name

Last Name

Address

First Name

Last Name

Address 1

Credit Card Number

Address 2

Expiration

CW

Month

Year

CW

City

State

City

State

Zip Code

Country

Zip


United States

Referral Code

Apply

☐ I have read and agreed to the [Crelate terms and conditions](#)

Purchase

 **MPS**  
BUSINESS CENTRE  
Innovating Solutions

56



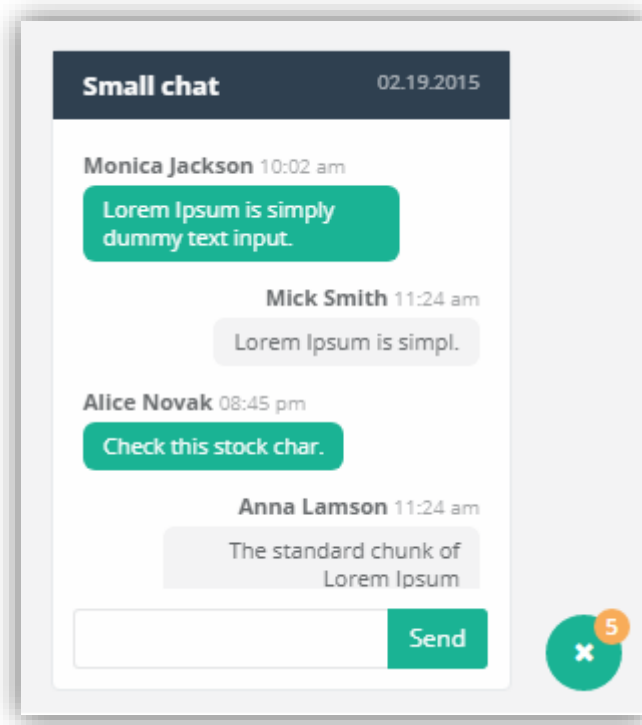
## 4. Other Functions

### 4.1. Live Chat

This screen will allow the user to chat with recruiter or admin for any job related or any other query. If recruiter is offline then it will show this text on his notification when user back to online.

There is also functionality for send SMS or email text if user is offline.

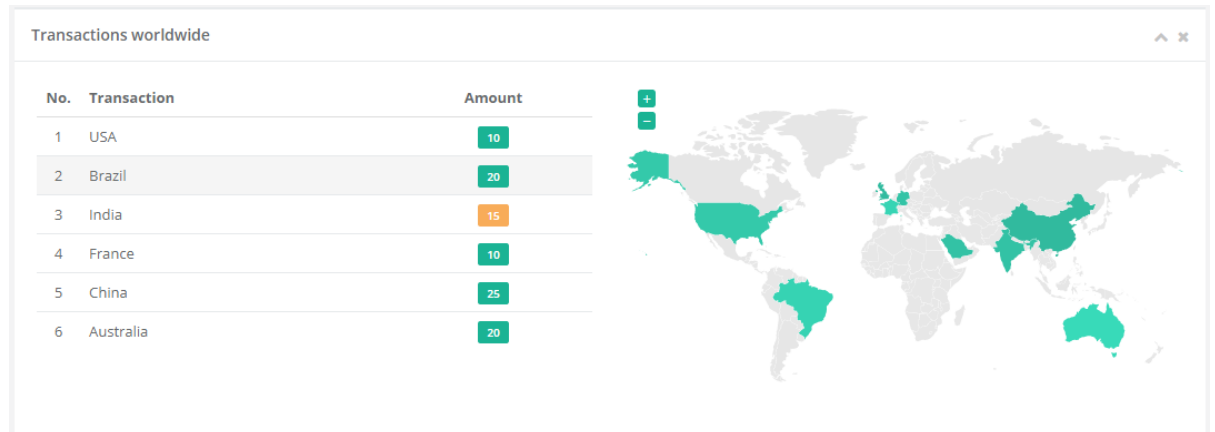
All this chat details is saved in the database, so admin can check these details anytime.



## 5. Reports

### 5.1.1. Transactions Worldwide

This report displays worldwide user count.



### 5.1.2. Top Performing Account

This report displays top performing account based on job offer and selecting employees.

### 5.1.3. Today's Visitors

This report displays today's login user counts.

### 5.1.4. Number of Support Questions

This count displays how many questions ask by users. When click on that widget it will open on popup with full details.

### 5.1.5. Number of Employers

This count will display total number of employers.

### 5.1.6. Number of Candidates

This count will display total number of candidates.

### 5.1.7. New Registrations

This count will shows new registration. When click on that widget, it will open one popup with full details.

## 6. Advertisement

- We have introduced this module for generating revenue
- The admin can add and configure advertisement into the site using admin module.
- The system will send advertise notifications to admin for Start, Stop and, Renew.
- Below list of fields are considered into advertisement.

Field	Description	Validations
Advertisement Name	Free textbox	Required Max length 500
Page name	Dropdown for selection	Required
Page position	Dropdown for selection	Required
Start date	Calendar	Required
End date	Calendar	Required
Active	Flag	True / False

## 7. API Configuration

We have introduced API for sending data. Any third party recruiter company if approaches GradSur for candidate data, with mutual agreement they can to call API and extract GradSur candidate details which is configured by Admin.

We will give an option to admin which they want to include in API call.

1. Personal Details
2. Education Details
3. Work Experience
4. Languages
5. Achievement and activities
6. Resume (GradSur)

Based on above options, if Admin can select item no 1,2 & 3 then whenever any recruiter is call API then system will return details for only three items 1,2 and 3.

## 8. Job Board Integration

We will integrate below Job Boards into the application for posting jobs in Recruiter panel for publishing jobs in different platforms

1. Robert Half
2. Dice (UK)
3. Dice (USA)
4. CareerBuilder
5. Guardian Jobs (UK)
6. Rate My Placement
7. Grad connection (Aus)
8. Seek (Aus)
9. Indeed
10. Jobsite
11. Target Jobs (UK)
12. Milk Round (UK)
13. Reed
14. Glass door Premium
15. Snag Job
16. Monster
17. Simply Hired
18. Craigs List
19. Google Jobs
20. Total Jobs
21. RICS recruit
22. Workopolis
23. Zip Recruiter
24. Graduate-jobs

## 9. Payment Gateways

With regards to payment Gateways, it is advised that as this is a Global Recruitment platform we will have to have separate gateways for each region.

- ➔ World Pay
- ➔ Allied Wallet
- ➔ PayPal
- ➔ Sage Pay

This will also have impact on accounting/Tax/Entity registration.

## 10. Google Analytics

- Google Analytics is a freemium web analytics service offered by Google that tracks and reports website traffic.
- Google launched the service in November 2005 after acquiring Urchin.
- Google Analytics is now the most widely used web analytics service on the Internet.
- Google Analytics is offered also in two additional versions: the subscription-based **Google Analytics 360**
- Integrated with AdWords, users can now review online campaigns by tracking landing page quality and conversions (goals). Goals might include sales, lead generation, viewing a specific page, or downloading a particular file.
- Google Analytics' approach is to show high-level, dashboard-type data for the casual user, and more in-depth data further into the report set. Google Analytics analysis can identify poorly performing pages with techniques such as funnel visualization, where visitors came from (referrers), how long they stayed on the website and their geographical position. It also provides more advanced features, including custom visitor segmentation.
- Google Analytics e-commerce reporting can track sales activity and performance. The e-commerce reports shows a site's transactions, revenue, and many other commerce-related metrics.

## 11. Membership Plan Details

There are four types of membership plans available below with its functionalities.

1. Try it for free - ***Employers can see candidate full profile but no names. They can create and display full profile but cannot execute service. They need to upgrade package. See below.***

- Employer Dashboard
- Access to advertising space
- Smartphone friendly (iOS / Android)
- Access to candidate's database
- Filtered People Search

2. Beginner - ***Monthly (£99.99) or Yearly Plan (£960) (20% discount)***

- 1 Job per month
- Access to candidate's database
- Full Application Tracking
- Interview scheduling
- Filtered People Search
- Email & calendar integration
- Smartphone friendly (iOS / Android)
- Hiring Reports and Analytics
- Access to User Forums
- Access to advertising space

3. Pro - ***Monthly (£249.99) or Yearly Plan (£2,400) (20% discount)***

- 3 Jobs per month
- Social Media Integration
- Access to candidate's database
- Full Application Tracking
- Interview scheduling
- Filtered People Search
- Email & calendar integration
- Smartphone friendly (iOS / Android)



- Hiring Reports and Analytics
- Access to User Forums
- Access to advertising space

4. Enterprise - **Monthly (£499.99) or Yearly Plan (£4,800) (20% discount)**

- Post unlimited jobs
- Expert Talent Duration
- Premium job boards Integration
- Social Media Integration
- Access to candidate's database
- Full Application Tracking
- Priority Phone, email & chat support
- Interview scheduling
- Filtered People Search
- Email & calendar integration
- Smartphone friendly (iOS / Android)
- Hiring Reports and Analytics
- Access to User Forums
- Access to advertising space

## 12. Glossary

Term	Definition
<b>SRS</b>	It is a description of a software system to be developed
<b>API</b>	Application Programming Interface - set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service
<b>GradSur</b>	Graduate Surveyors Team
<b>CV</b>	Curriculum Vitae or Resume
<b>CAPTCHA</b>	A CAPTCHA is a type of challenge-response test used in computing to determine whether or not the user is human.