

# CGI ATS 2.0 R1: User's Manual v1.0

*for Recruiters and Admins*

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## Introduction

The following functionality has been implemented in New ATS

- Candidates / Resumes module
- Job Orders module
- Submittals module
- Search Engines module
- Reports module (Only Offer Letters, Fill Project details, Missing Data Info report of candidates).

New ATS URL: <http://182.18.158.28:8181/cgiats2/login.html>

The following functionality is NOT yet implemented in New ATS and use the Old ATS for this functionality.

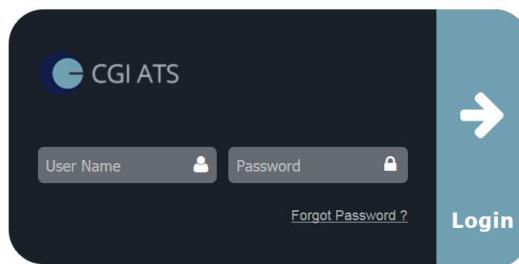
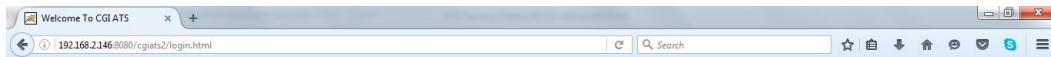
- Home / Dashboard reports
- India Job Orders module
- Settings module (Users, Configuration )
- Reports module (All other reports).

Old ATS URL:<http://182.18.158.28:8181/cgiats/login.jsp>

## How to Access:

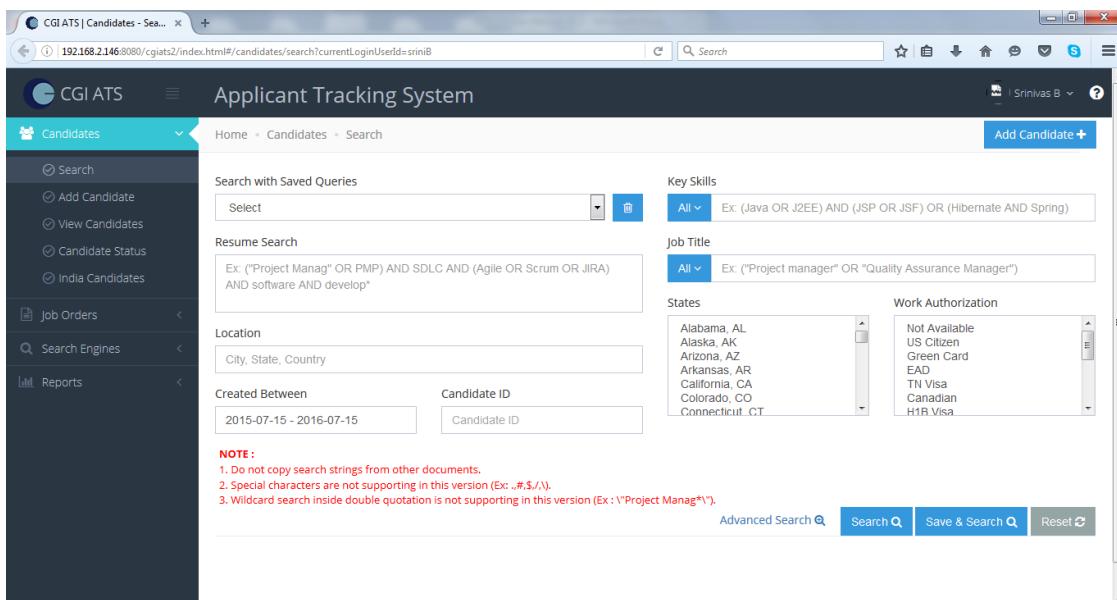
- You can directly access New ATS Application through below link

<http://182.18.158.28:8181/cgiats2/login.html>



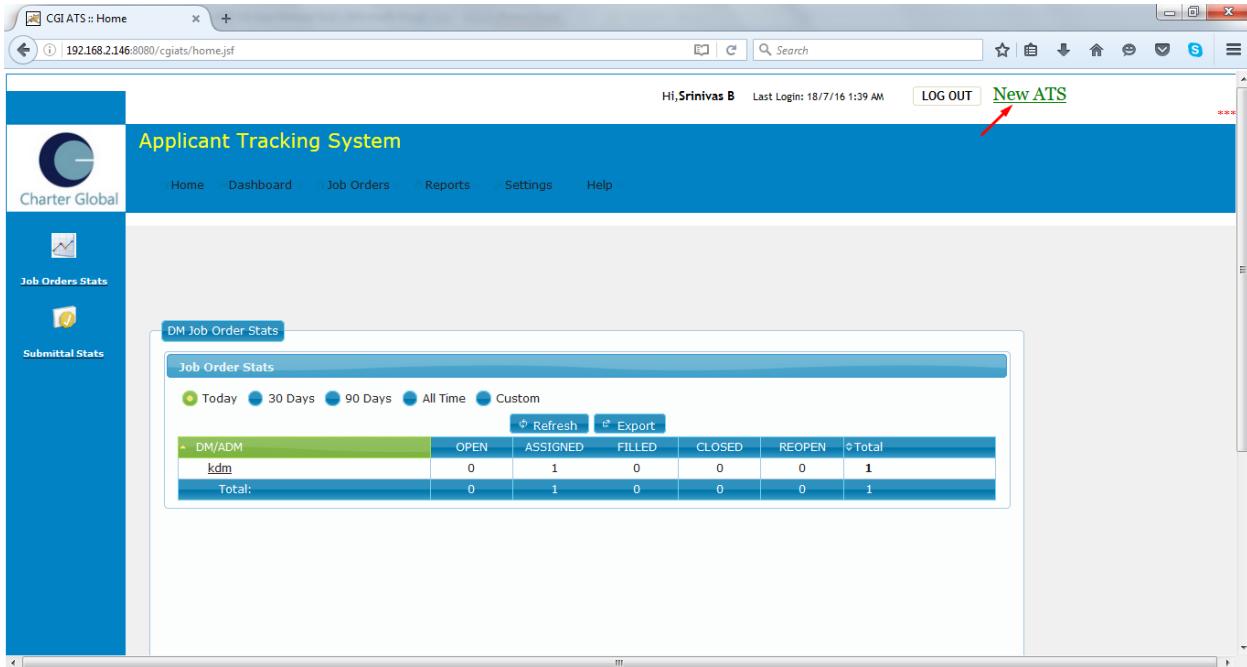
- Enter Username and Password and click on Login button. You will be navigated to the new ATS Application Candidate Search page.

*(Screen Shot given below)*



Old ATS URL:<http://182.18.158.28:8181/cgiats/login.jsp>

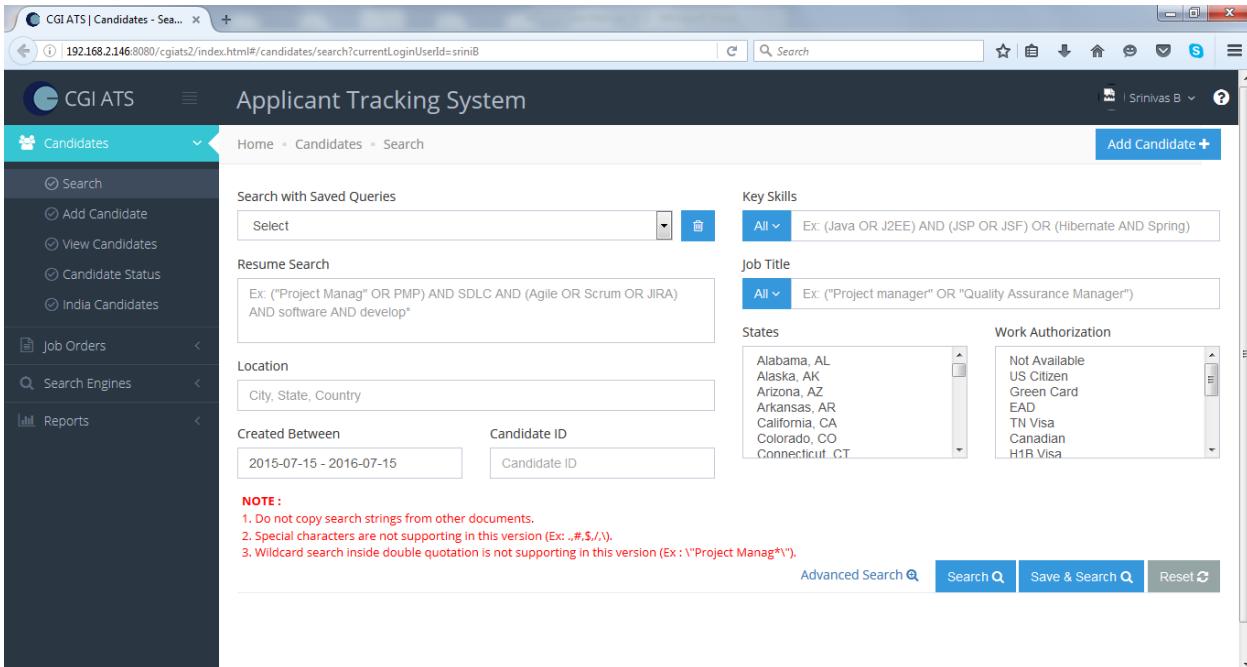
- Login to Old ATS application and Click on “New ATS” link on top-right corner.



The screenshot shows the 'CGI ATS :: Home' page at [192.168.2.146:8080/cgiats/home.jsp](http://192.168.2.146:8080/cgiats/home.jsp). The interface includes a sidebar with 'Charter Global' logo, 'Job Orders Stats', and 'Submittal Stats'. The main content area displays 'DM Job Order Stats' with a table showing job order counts for 'kdm'. The top right corner shows a user session 'Hi,Srinivas B Last Login: 18/7/16 1:39 AM' and a 'LOG OUT' button, with a red arrow pointing to the 'New ATS' link.

DM/ADM	OPEN	ASSIGNED	FILLED	CLOSED	REOPEN	Total
kdm	0	1	0	0	0	1
Total:	0	1	0	0	0	1

- Clicking on the “New ATS” link will navigate to the new ATS Application Candidate Search page.



The screenshot shows the 'CGI ATS | Candidates - Search' page at [192.168.2.146:8080/cgiats2/index.html#/candidates/search?currentLoginUserId=srinib](http://192.168.2.146:8080/cgiats2/index.html#/candidates/search?currentLoginUserId=srinib). The left sidebar has navigation links for 'Candidates', 'Job Orders', 'Search Engines', and 'Reports'. The main search area includes sections for 'Key Skills', 'Job Title', 'States', and 'Work Authorization', along with filters for 'Resume Search', 'Location', 'Created Between', and 'Candidate ID'. At the bottom, there is a note about search string limitations and buttons for 'Advanced Search', 'Search', 'Save & Search', and 'Reset'.

**NOTE :**

1. Do not copy search strings from other documents.
2. Special characters are not supporting in this version (Ex: ..#,\$./\).
3. Wildcard search inside double quotation is not supporting in this version (Ex : \"Project Manag\").

## How To Search Candidates ?

### Boolean Operators:

Boolean operators allow terms to be combined through logic operators. Lucene supports AND, "+", OR, NOT and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS). The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. This is equivalent to a union using sets. The symbol || can be used in place of the word OR. To search for documents that contain either "jakarta apache" or just "jakarta" use the query: "jakarta apache" jakarta or "jakarta apache" OR jakarta

#### AND :

The AND operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol && can be used in place of the word AND. To search for documents that contain "jakarta apache" and "Apache Lucene" use the query: "jakarta apache" AND "Apache Lucene"

#### + :

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a the field of a single document. To search for documents that must contain "jakarta" and may contain "lucene" use the query: +jakartalucene

#### NOT :

The NOT operator excludes documents that contain the term after NOT. This is equivalent to a difference using sets. The symbol !can be used in place of the word NOT. To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query: "jakarta apache" NOT "Apache Lucene" Note: The NOT operator cannot be used with just one term. For example, the following search will return no results: NOT "jakarta apache"

#### - :

The "-" or prohibit operator excludes documents that contain the term after the "-" symbol. To search for documents that contain "jakarta apache" but not "Apache Lucene" use the query: "jakarta apache" -"Apache Lucene"

## Grouping:

Lucene supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either "jakarta" or "apache" and "website" use the query:

(jakarta OR apache) AND website

This eliminates any confusion and makes sure you that website must exist and either term jakarta or apache may exist.

## Field Grouping:

Lucene supports using parentheses to group multiple clauses to a single field.

To search for a title that contains both the word "return" and the phrase "pink panther" use the query:

title:(+return +"pink panther")

## Escaping Special Characters:

Lucene supports escaping special characters that are part of the query syntax. The current list special characters are

+ - || !&& ( ) { } [ ] ^ " ~ \* ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

\(1\+1\)\:2

## Wildcard matching:

Search for any word that starts with "foo" in the title field.

title:foo\*

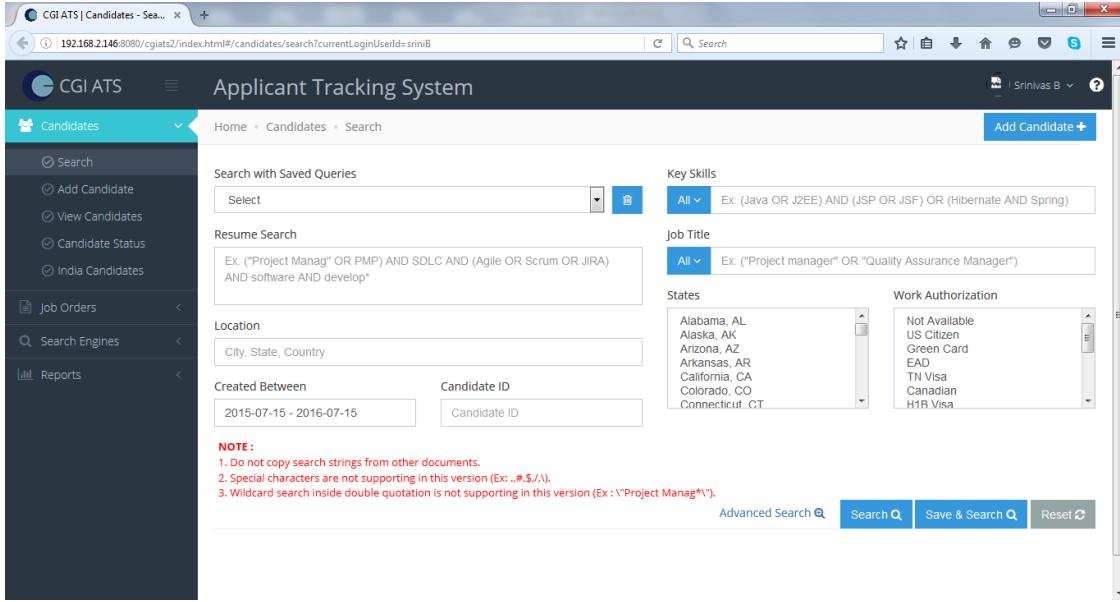
Search for any word that starts with "foo" and ends with bar in the title field.

title:foo\*bar

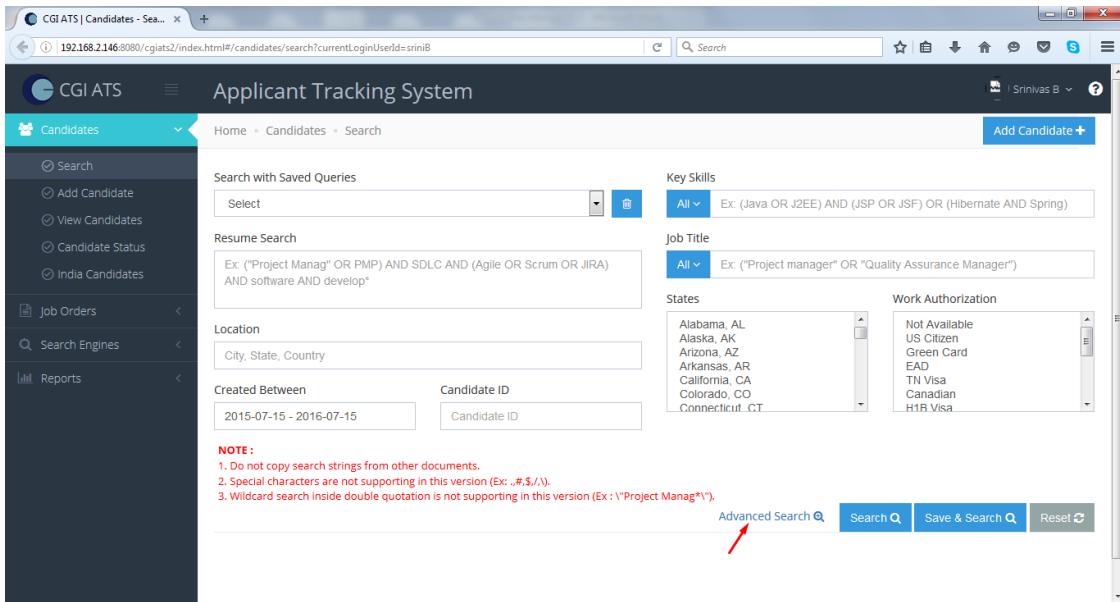
Note that Lucene doesn't support using a \* symbol as the first character of a search.

## Search Candidates:

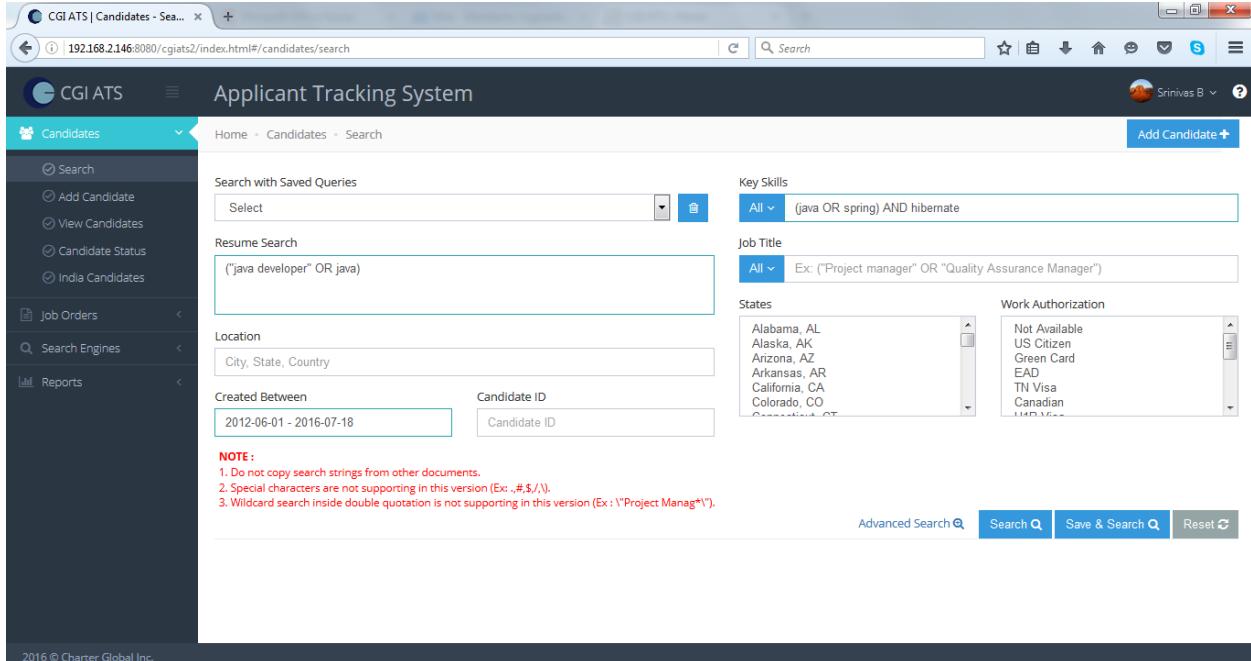
- In the Side navigation bar clicking on the “Candidates” link will open the submenu and further clicking on the “Search” link will load the Resume Search page. (*Screen Shot given below*)



- Clicking on the “Advanced Search” link provides the user with more options to search the candidates. (*Screen Shot given below*)



- Provide required search criteria for searching the candidates (Ex: "Resume Search", "Key Skills" etc.,) and click on 'Search' button. (*Screen Shot given below*)



**CGI ATS | Candidates - Sea...**

192.168.2.146:8080/cgiats2/index.html#/candidates/search

Search with Saved Queries  
Select

Resume Search  
("java developer" OR java)

Location  
City, State, Country

Created Between  
2012-06-01 - 2016-07-18

Candidate ID

Key Skills  
All (java OR spring) AND hibernate

Job Title  
All Ex: ("Project manager" OR "Quality Assurance Manager")

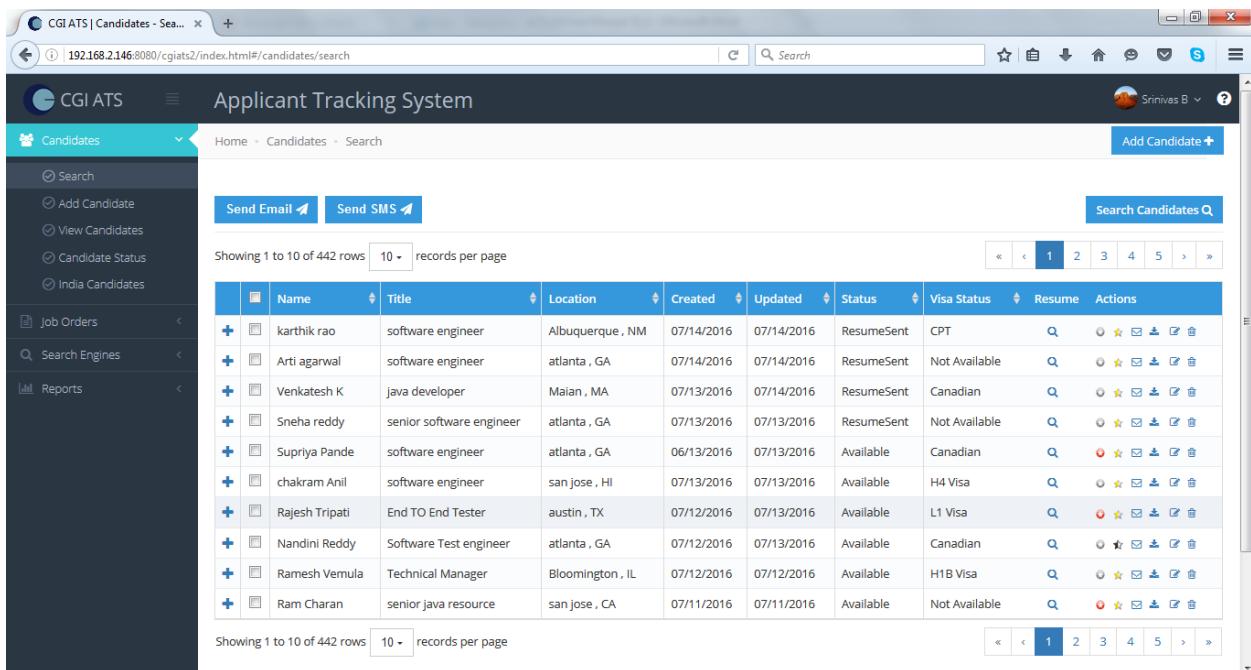
States  
Alabama, AL  
Alaska, AK  
Arizona, AZ  
Arkansas, AR  
California, CA  
Colorado, CO  
Connecticut, CT

Work Authorization  
Not Available  
US Citizen  
Green Card  
EAD  
TN Visa  
Canadian  
H1B Visa

**NOTE:**  
1. Do not copy search strings from other documents.  
2. Special characters are not supporting in this version (Ex: ,#,\$,/).  
3. Wildcard search inside double quotation is not supporting in this version (Ex : "Project Manag\*").

Advanced Search  Save & Search

- Once clicked on the search button the application will display all the candidates details that are matching the search criteria. (*Screen Shot given below*)



**CGI ATS | Candidates - Sea...**

192.168.2.146:8080/cgiats2/index.html#/candidates/search

Applicant Tracking System

Home - Candidates - Search

Add Candidate

Search Candidates

Show 1 to 10 of 442 rows  records per page

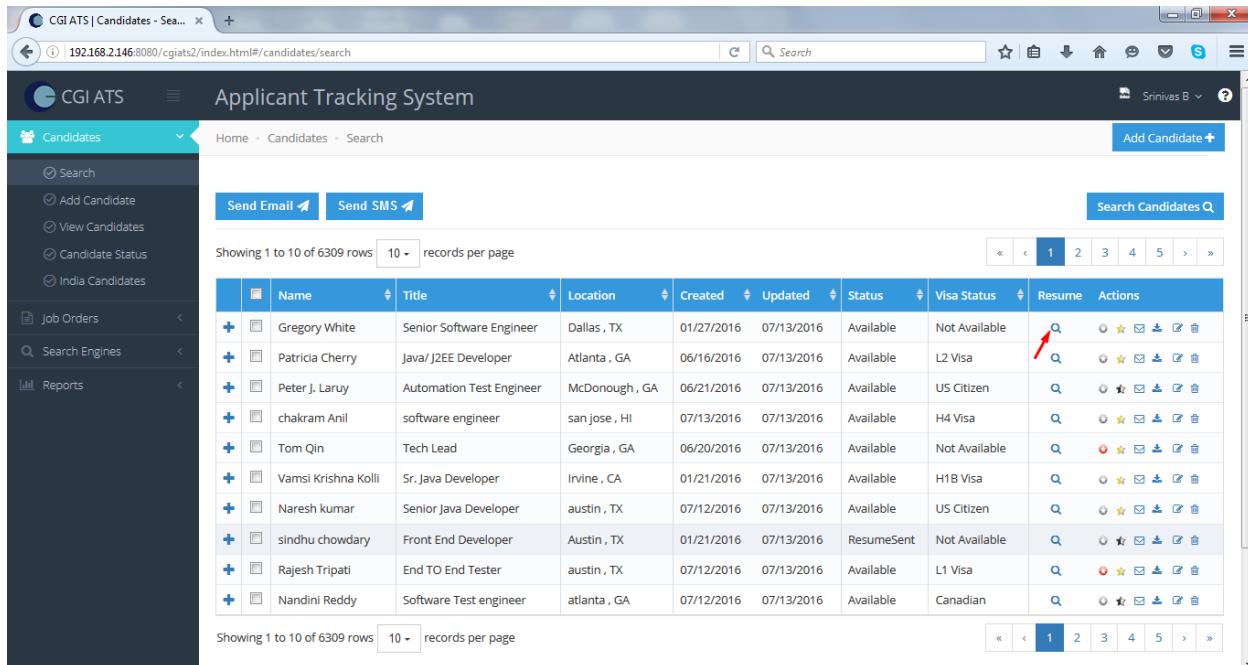
	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
<input type="checkbox"/>	karthik rao	software engineer	Albuquerque , NM	07/14/2016	07/14/2016	ResumeSent	CPT	<input data-bbox="1281 1488 1313 1516" type="button" value="Search"/> <input data-bbox="1281 1488 1313 1516" type="button" value="Edit"/> <input data-bbox="1281 1488 1313 1516" type="button" value="Delete"/>	
<input type="checkbox"/>	Arti agarwal	software engineer	atlanta , GA	07/14/2016	07/14/2016	ResumeSent	Not Available	<input data-bbox="1281 1531 1313 1558" type="button" value="Search"/> <input data-bbox="1281 1531 1313 1558" type="button" value="Edit"/> <input data-bbox="1281 1531 1313 1558" type="button" value="Delete"/>	
<input type="checkbox"/>	Venkatesh K	java developer	Maian , MA	07/13/2016	07/14/2016	ResumeSent	Canadian	<input data-bbox="1281 1573 1313 1600" type="button" value="Search"/> <input data-bbox="1281 1573 1313 1600" type="button" value="Edit"/> <input data-bbox="1281 1573 1313 1600" type="button" value="Delete"/>	
<input type="checkbox"/>	Sneha reddy	senior software engineer	atlanta , GA	07/13/2016	07/13/2016	ResumeSent	Not Available	<input data-bbox="1281 1615 1313 1643" type="button" value="Search"/> <input data-bbox="1281 1615 1313 1643" type="button" value="Edit"/> <input data-bbox="1281 1615 1313 1643" type="button" value="Delete"/>	
<input type="checkbox"/>	Supriya Pande	software engineer	atlanta , GA	06/13/2016	07/13/2016	Available	Canadian	<input data-bbox="1281 1657 1313 1685" type="button" value="Search"/> <input data-bbox="1281 1657 1313 1685" type="button" value="Edit"/> <input data-bbox="1281 1657 1313 1685" type="button" value="Delete"/>	
<input type="checkbox"/>	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa	<input data-bbox="1281 1700 1313 1727" type="button" value="Search"/> <input data-bbox="1281 1700 1313 1727" type="button" value="Edit"/> <input data-bbox="1281 1700 1313 1727" type="button" value="Delete"/>	
<input type="checkbox"/>	Rajesh Tripathi	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa	<input data-bbox="1281 1742 1313 1769" type="button" value="Search"/> <input data-bbox="1281 1742 1313 1769" type="button" value="Edit"/> <input data-bbox="1281 1742 1313 1769" type="button" value="Delete"/>	
<input type="checkbox"/>	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian	<input data-bbox="1281 1784 1313 1812" type="button" value="Search"/> <input data-bbox="1281 1784 1313 1812" type="button" value="Edit"/> <input data-bbox="1281 1784 1313 1812" type="button" value="Delete"/>	
<input type="checkbox"/>	Ramesh Vemula	Technical Manager	Bloomington , IL	07/12/2016	07/12/2016	Available	H1B Visa	<input data-bbox="1281 1826 1313 1854" type="button" value="Search"/> <input data-bbox="1281 1826 1313 1854" type="button" value="Edit"/> <input data-bbox="1281 1826 1313 1854" type="button" value="Delete"/>	
<input type="checkbox"/>	Ram Charan	senior java resource	san jose , CA	07/11/2016	07/11/2016	Available	Not Available	<input data-bbox="1281 1869 1313 1896" type="button" value="Search"/> <input data-bbox="1281 1869 1313 1896" type="button" value="Edit"/> <input data-bbox="1281 1869 1313 1896" type="button" value="Delete"/>	

Show 1 to 10 of 442 rows  records per page

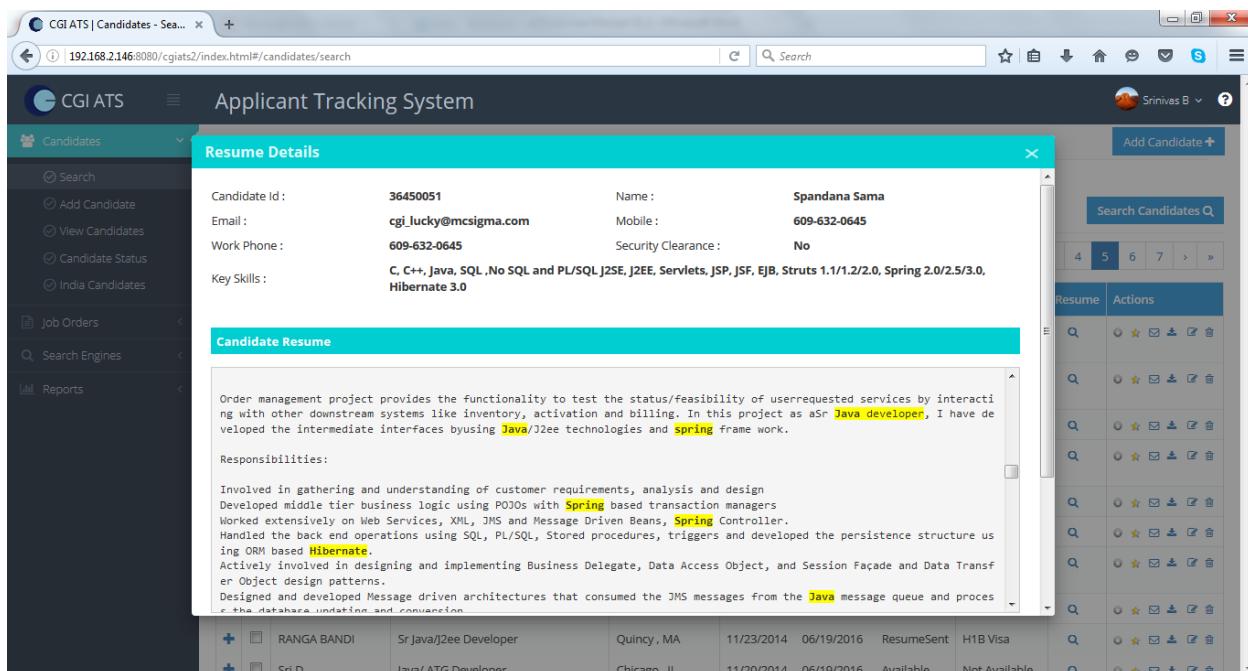
## Actions in Search Results Page:

### View Resume:

- Click on  'View details' icon to view Candidate Info along with the resume highlighting the key skills & Resume Search text. (*Screen Shot given below*)

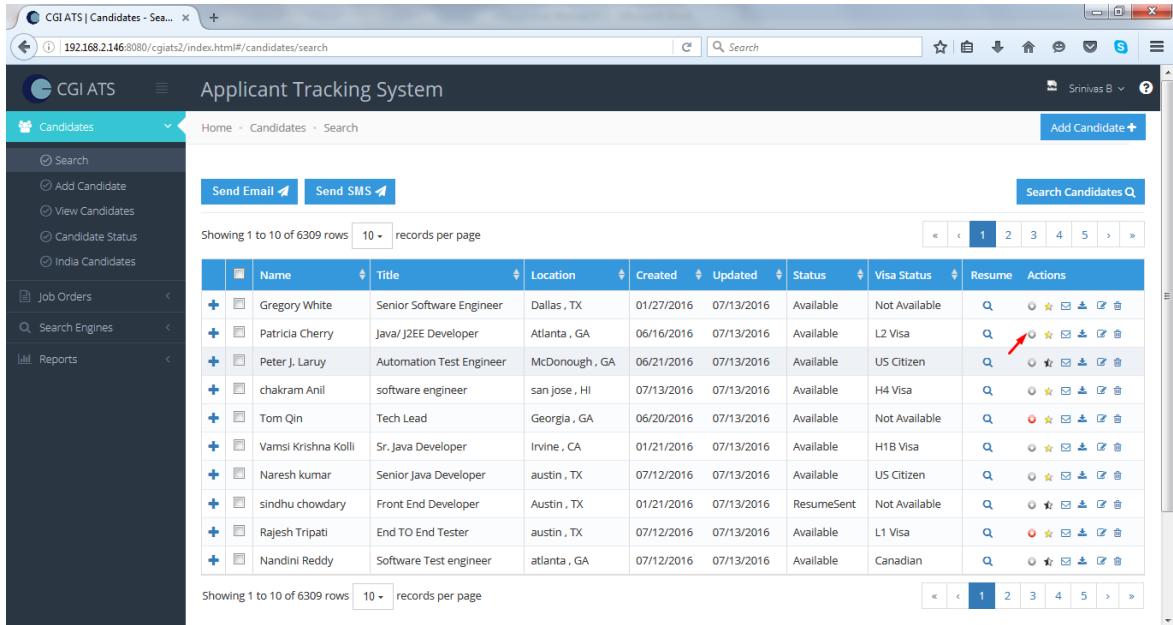


	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
[+]	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/13/2016	Available	Not Available		
[+]	Patricia Cherry	Java/ J2EE Developer	Atlanta , GA	06/16/2016	07/13/2016	Available	L2 Visa		
[+]	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen		
[+]	chakram Anil	software engineer	san Jose , HI	07/13/2016	07/13/2016	Available	H4 Visa		
[+]	Tom Qin	Tech Lead	Georgia , GA	06/20/2016	07/13/2016	Available	Not Available		
[+]	Vamsi Krishna Kolly	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa		
[+]	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen		
[+]	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available		
[+]	Rajesh Tripathi	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa		
[+]	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian		



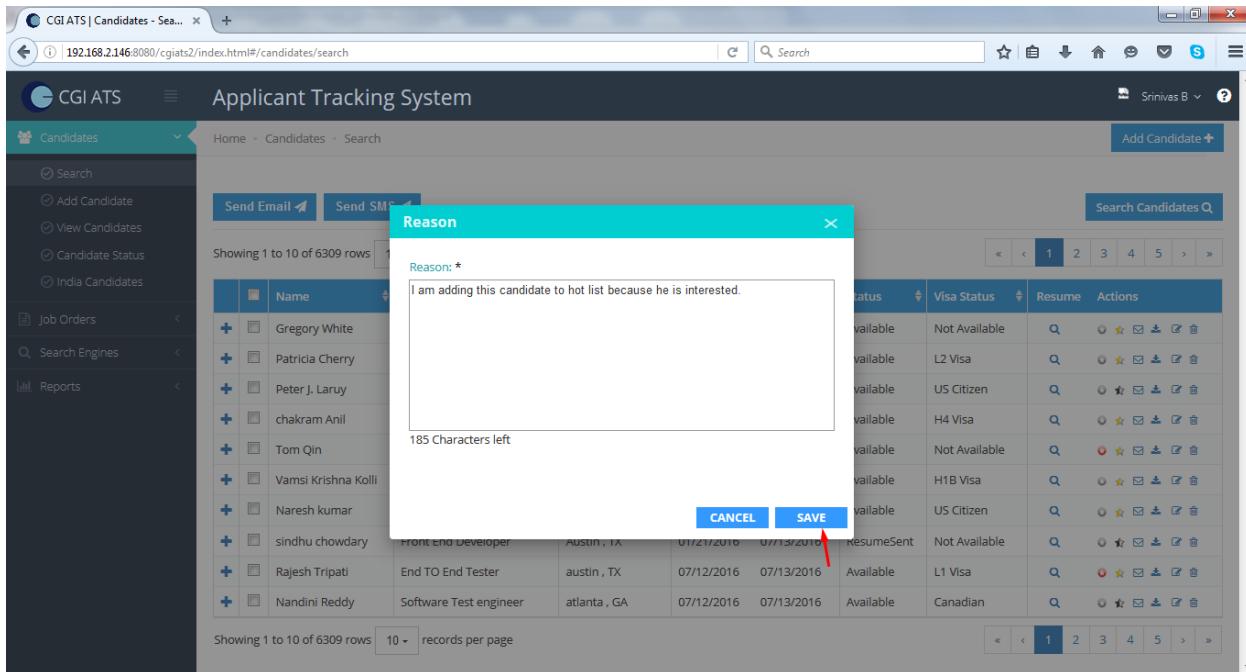
## Add to hot list:

- Click on  'Add to hotlist' icon to add candidate to hot list. (Screen Shot given below)



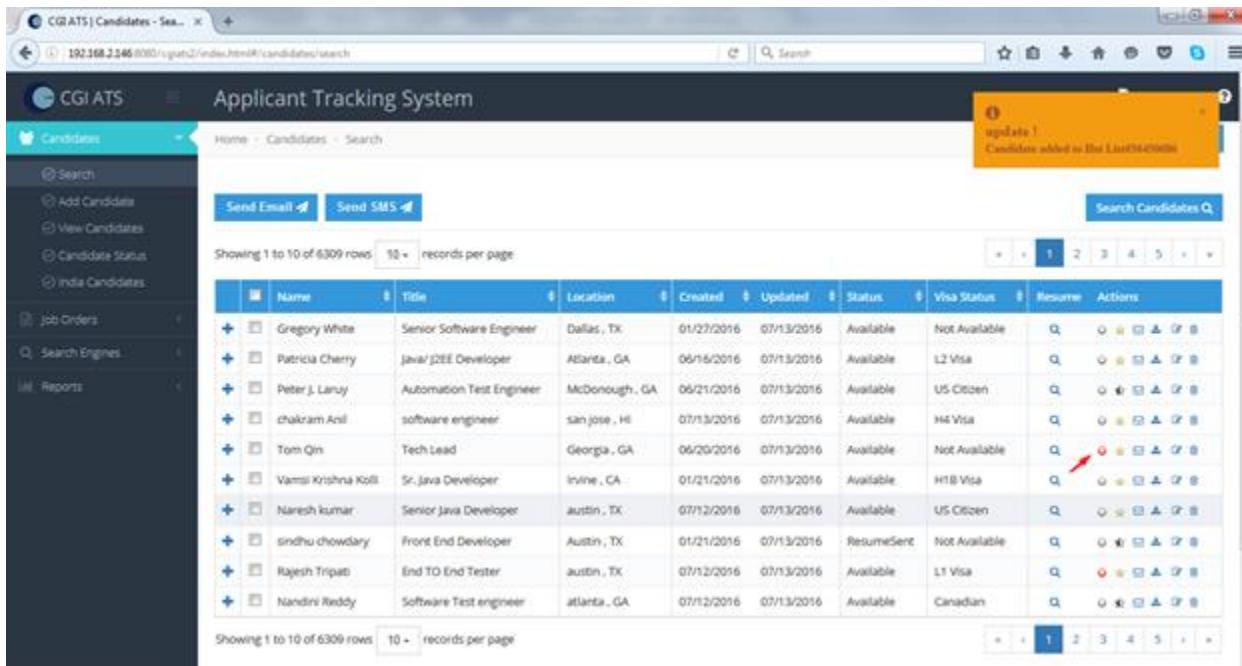
The screenshot shows the 'Candidates' search results page. The left sidebar includes links for Search, Add Candidate, View Candidates, Candidate Status, India Candidates, Job Orders, Search Engines, and Reports. The main area displays a table of candidates with columns for Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. The first candidate, Gregory White, has a red arrow pointing to the 'Add to hotlist' icon in the Actions column.

- After clicking on  'Add to hotlist' icon a dialog box is displayed to enter the reason to add the candidate to the hot list. After giving the valid reason click on the save button to add the candidate to hot list. (Screen Shot given below)



The screenshot shows the same search results page as above, but with a 'Reason' dialog box overlaid. The dialog box has a title 'Reason' and a text area containing the message 'I am adding this candidate to hot list because he is interested.'. Below the text area is a note '185 Characters left'. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons, with a red arrow pointing to the 'SAVE' button. The background candidate list is partially visible.

- Once the candidate is added to the hot list 'Candidate added to Hot List' message will be displayed on the top right corner of the page and the hot list icon  will change in red color  (Screen Shot given below)



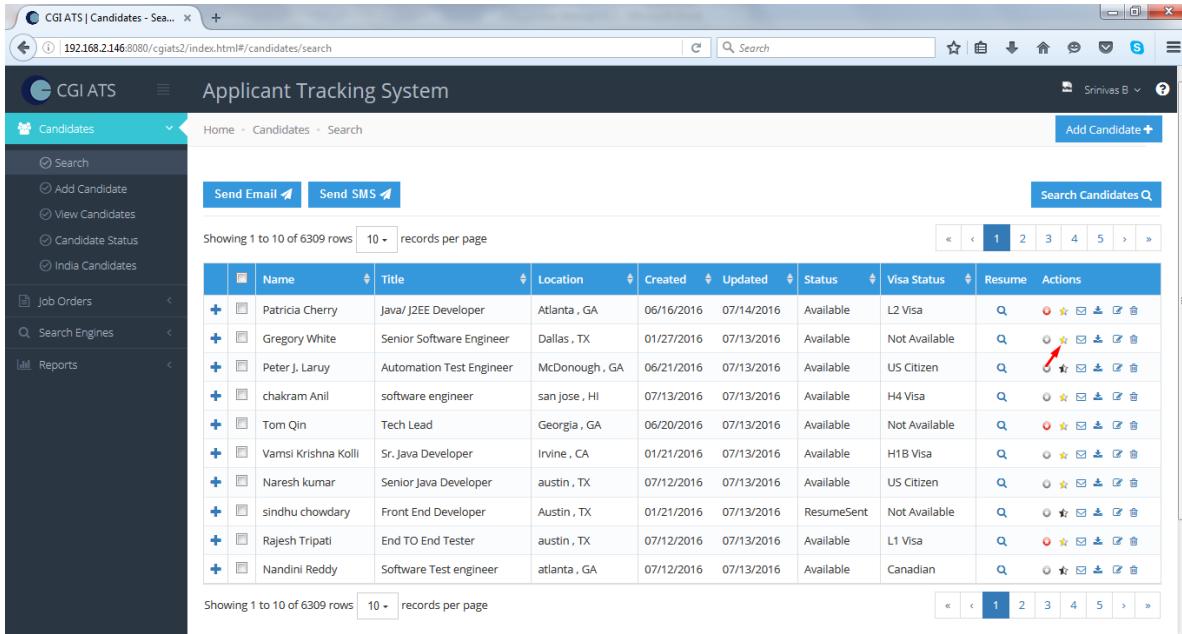
The screenshot shows a web-based Applicant Tracking System (ATS) interface. The title bar reads "CGI ATS Candidates - Search". The main header says "Applicant Tracking System". On the left, there's a sidebar with navigation links: "Candidates" (selected), "Search", "Add Candidate", "View Candidates", "Candidate status", "India Candidates", "Job Orders", "Search Engines", and "Reports". Below the sidebar is a search bar with "Send Email" and "Send SMS" buttons. The main content area displays a table of candidates. The table has columns for Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. The first few rows show candidates like Gregory White, Patricia Cherry, Peter J. Laruy, etc. A yellow notification bar at the top right says "Candidate added to Hot List 04400000". The "Actions" column for each candidate includes icons for edit, delete, and other operations. A red arrow points to the "Actions" icon for the first candidate, Gregory White.

	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/13/2016	Available	Not Available	    	
	Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/13/2016	Available	L2 Visa	    	
	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen	    	
	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa	    	
	Tom Qin	Tech Lead	Georgia , GA	06/20/2016	07/13/2016	Available	Not Available	    	
	Vamsi Krishna Kollu	Sr. Java Developer	Irving , CA	01/21/2016	07/13/2016	Available	H1B Visa	    	
	Nareesh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen	    	
	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeeSent	Not Available	    	
	Rajesh Tripathi	End To End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa	    	
	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian	    	

- In the same way we can remove the candidate from hot list.

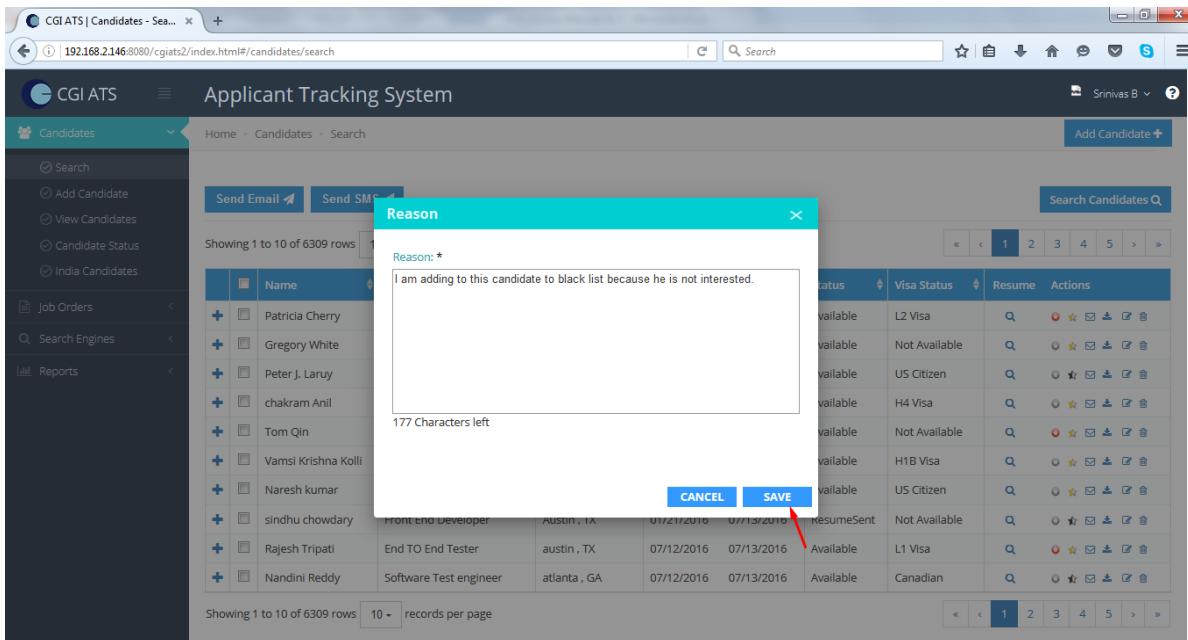
## Add to black list:

- Click on  'Add to black list' icon to add candidate to black list. (Screen Shot given below)



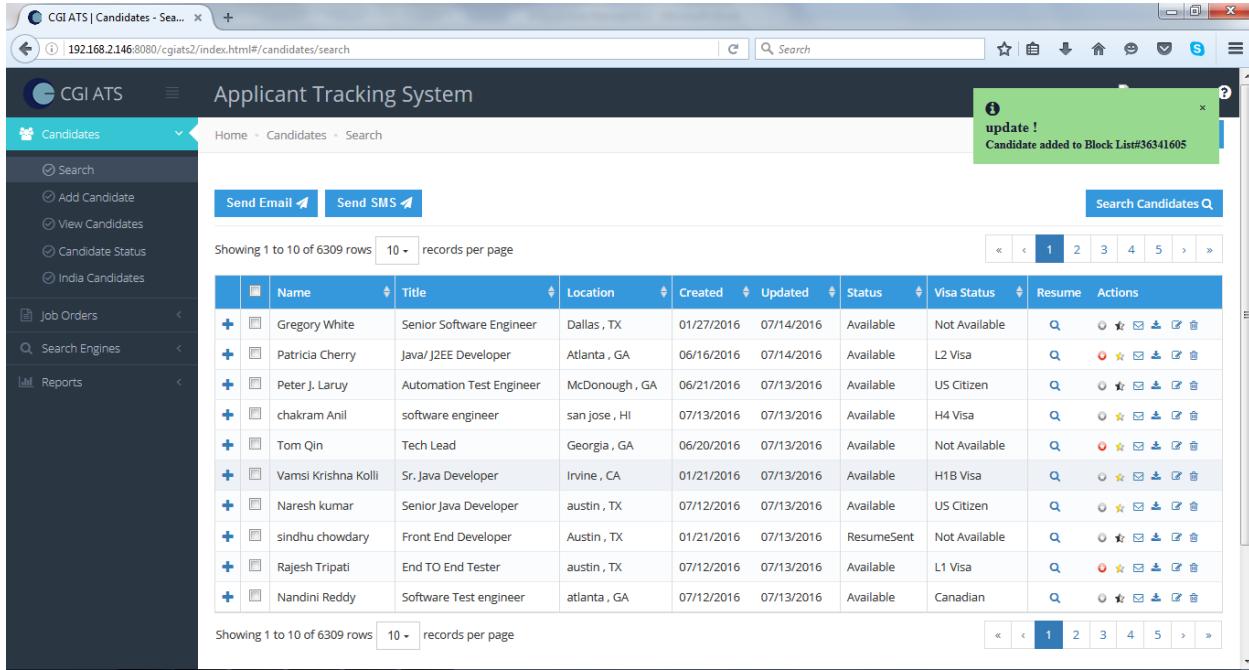
The screenshot shows the 'Candidates' search interface. On the left, there's a sidebar with links like 'Search', 'Add Candidate', 'View Candidates', etc. The main area displays a table of candidates with columns for Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. One row is highlighted, and a red arrow points to the 'Actions' column where the 'Add to Black List' icon is located.

- After clicking on  'Add to black list' icon a dialog box is displayed to enter the reason to add the candidate to the black list. After giving the valid reason click on the save button to add the candidate to black list. (Screen Shot given below)



The screenshot shows the same interface as above, but with a modal dialog box overlaid. The dialog has a teal header 'Reason' and a text area containing the text 'I am adding this candidate to black list because he is not interested.'. Below the text area is a note '177 Characters left'. At the bottom are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'SAVE' button. The background table of candidates is partially visible.

- Once the candidate is added to the black list 'Candidate added to Black List' message will be displayed on the top right corner of the page and the black list icon  will change in red black & white color  (*Screen Shot given below*)

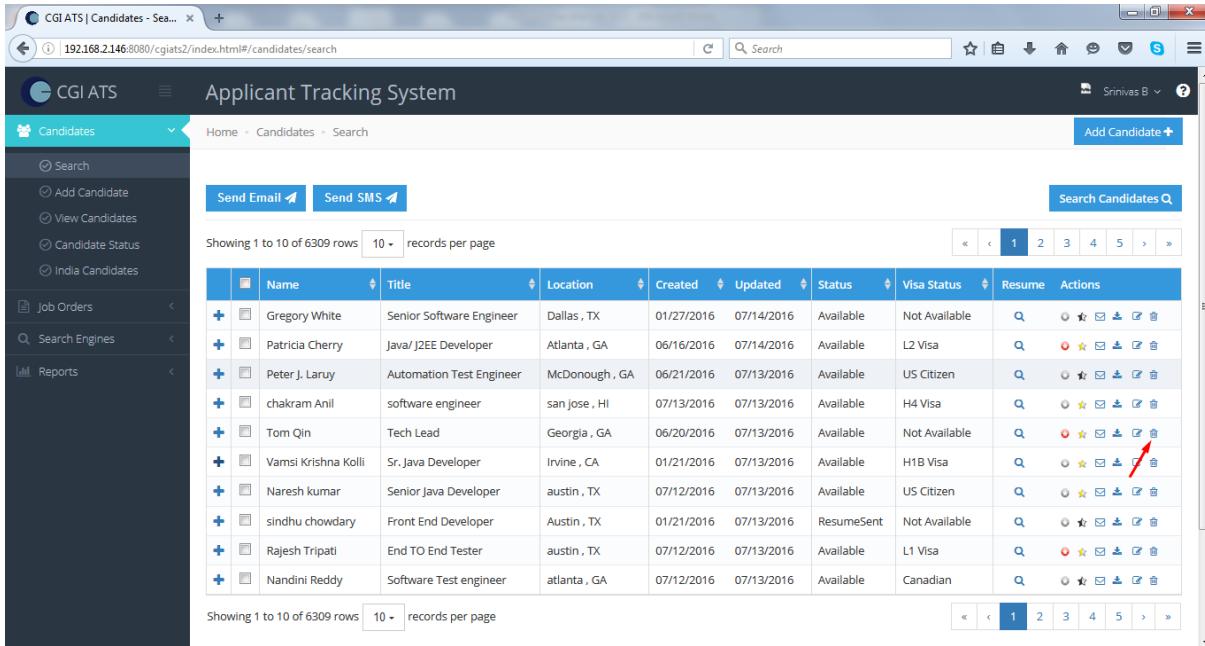


The screenshot shows a web browser window for 'CGI ATS | Candidates - Sea...' at the URL '192.168.2.146:8080/cgiats2/index.html#/candidates/search'. The main title is 'Applicant Tracking System'. On the left, there's a sidebar with 'Candidates' selected, showing options like 'Search', 'Add Candidate', 'View Candidates', 'Candidate Status', and 'India Candidates'. Below that are 'Job Orders', 'Search Engines', and 'Reports'. The main content area has buttons for 'Send Email' and 'Send SMS'. A green notification bar at the top right says 'update ! Candidate added to Block List#36341605'. Below it is a table of candidates with columns: Name, Title, Location, Created, Updated, Status, Visa Status, and Resume Actions. The first few rows include Gregory White (Senior Software Engineer, Dallas, TX), Patricia Cherry (Java/J2EE Developer, Atlanta, GA), Peter J. Laruy (Automation Test Engineer, McDonough, GA), chakram Anil (software engineer, san Jose, HI), Tom Qin (Tech Lead, Georgia, GA), Vamsi Krishna Koli (Sr. Java Developer, Irvine, CA), Naresh kumar (Senior Java Developer, austin, TX), sindhu chowdary (Front End Developer, Austin, TX), Rajesh Tripathi (End To End Tester, austin, TX), and Nandini Reddy (Software Test engineer, atlanta, GA). The 'Actions' column contains icons for each row.

- In the same way we can remove the candidate from Black list.

## Remove Candidate:

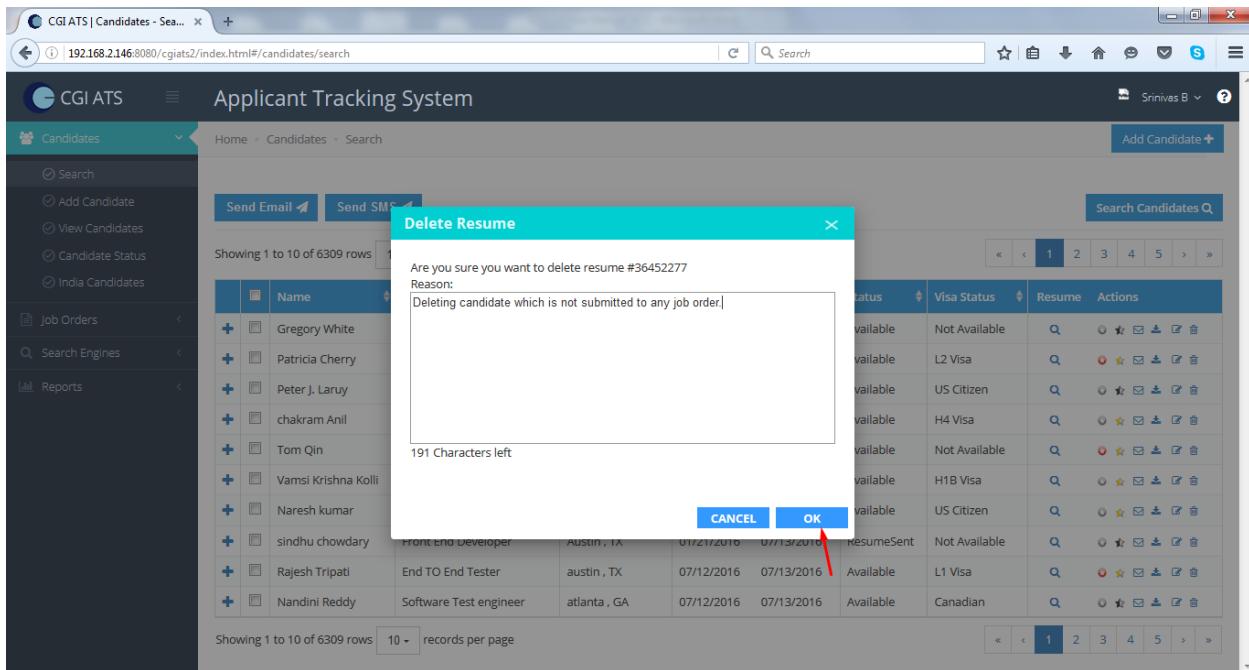
- Click on  'Remove' action icon button to delete candidate. (*Screen Shot given below*)



The screenshot shows the 'Candidates' search results page. The table lists 10 candidates out of 6309. The 'Actions' column contains icons for various operations, including a red-highlighted 'Remove' icon next to the first candidate's row.

	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
[+]	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available	[Icons]	[Remove Icon]
[+]	Patricia Cherry	Java/ J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa	[Icons]	[Remove Icon]
[+]	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen	[Icons]	[Remove Icon]
[+]	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa	[Icons]	[Remove Icon]
[+]	Tom Qin	Tech Lead	Georgia , GA	06/20/2016	07/13/2016	Available	Not Available	[Icons]	[Remove Icon]
[+]	Vamsi Krishna Kolli	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa	[Icons]	[Remove Icon]
[+]	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen	[Icons]	[Remove Icon]
[+]	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available	[Icons]	[Remove Icon]
[+]	Rajesh Tripathi	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa	[Icons]	[Remove Icon]
[+]	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian	[Icons]	[Remove Icon]

- After clicking on  'Remove' icon a dialog box is displayed to enter the reason to delete the candidate. After giving the valid reason click on the OK button to delete the candidate. (*Screen Shot given below*)



The screenshot shows the 'Delete Resume' dialog box over the candidate list. The dialog contains a confirmation message and a text input field with the reason for deletion. A red arrow points to the 'OK' button at the bottom right of the dialog.

**Delete Resume**

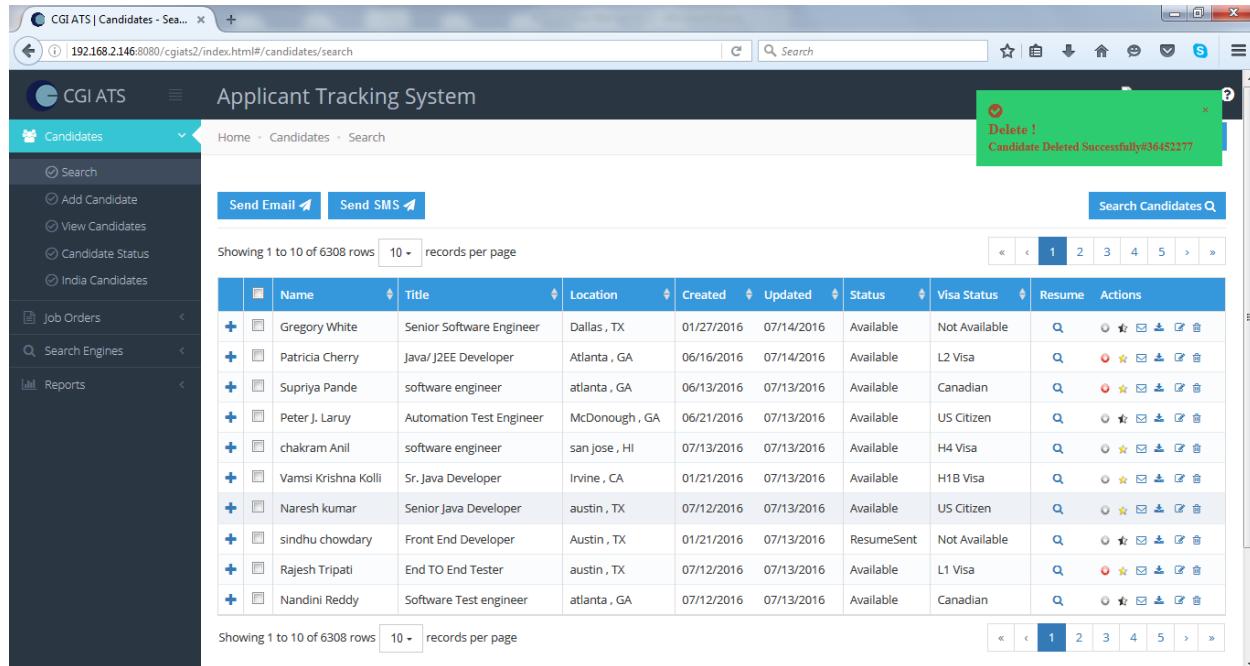
Are you sure you want to delete resume #36452277?

Reason:  
Deleting candidate which is not submitted to any job order|

191 Characters left

CANCEL      OK

- Once the candidate is deleted 'Candidate deleted successfully' message will be displayed on the top right corner of the page (*Screen Shot given below*)

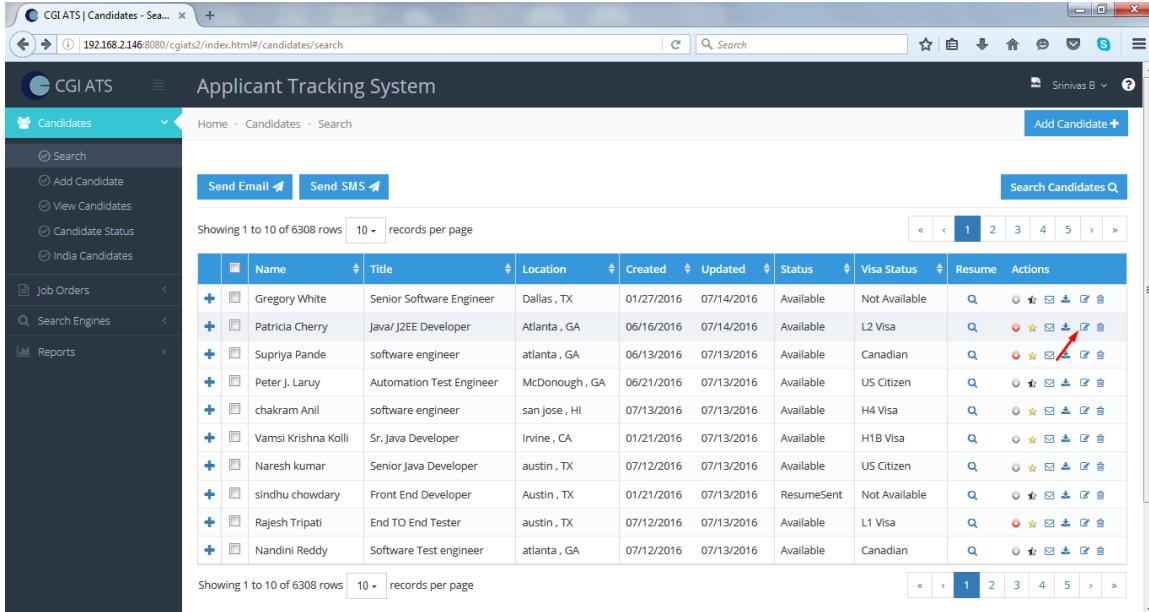


The screenshot shows the 'CGI ATS | Candidates - Sea...' page at the URL 192.168.2.146:8080/cgiats2/index.html#/candidates/search. The main content area displays a table of candidate records. A green notification bar at the top right says 'Delete ! Candidate Deleted Successfully#36452277'. The table has columns: Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. The data in the table is as follows:

	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions					
<input type="checkbox"/>	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available							
<input type="checkbox"/>	Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa							
<input type="checkbox"/>	Supriya Pande	software engineer	atlanta , GA	06/13/2016	07/13/2016	Available	Canadian							
<input type="checkbox"/>	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa							
<input type="checkbox"/>	Vamsi Krishna Kolli	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa							
<input type="checkbox"/>	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available							
<input type="checkbox"/>	Rajesh Tripathi	End To End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa							
<input type="checkbox"/>	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian							

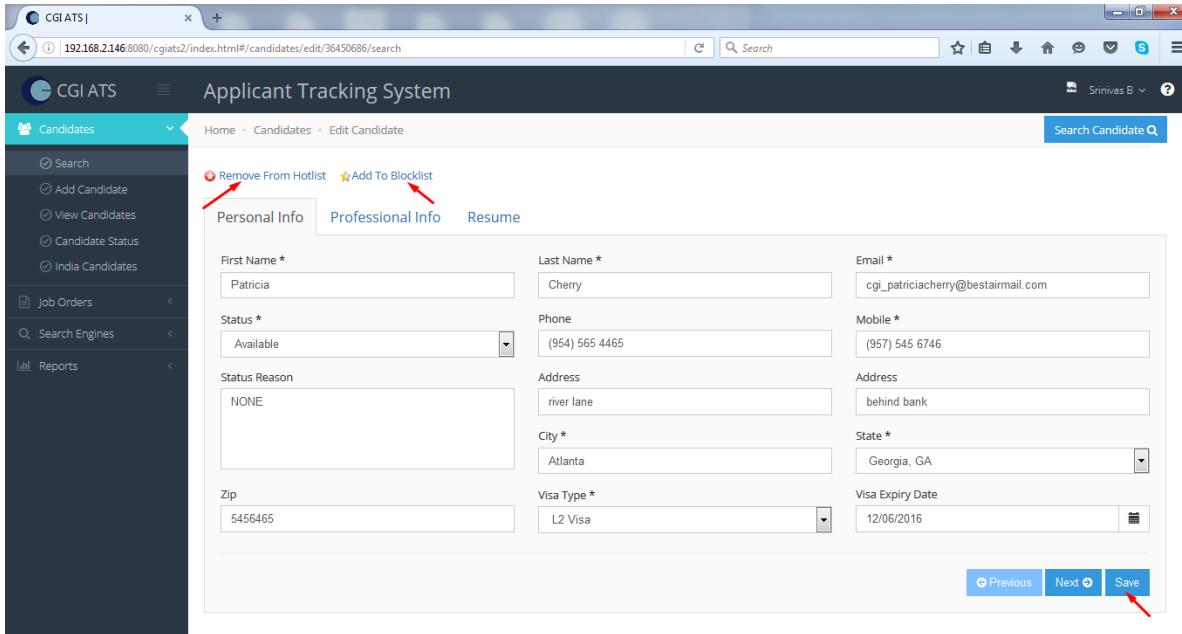
## Edit Candidate:

- Click on  'Edit Candidate' icon to edit the candidate info. (*Screen Shot given below*)



The screenshot shows the 'Candidates' search interface. On the left, there's a sidebar with links like 'Add Candidate', 'View Candidates', and 'Candidate Status'. The main area displays a grid of candidates with columns for Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. The first candidate, Gregory White, has a red arrow pointing to the edit icon in the 'Actions' column.

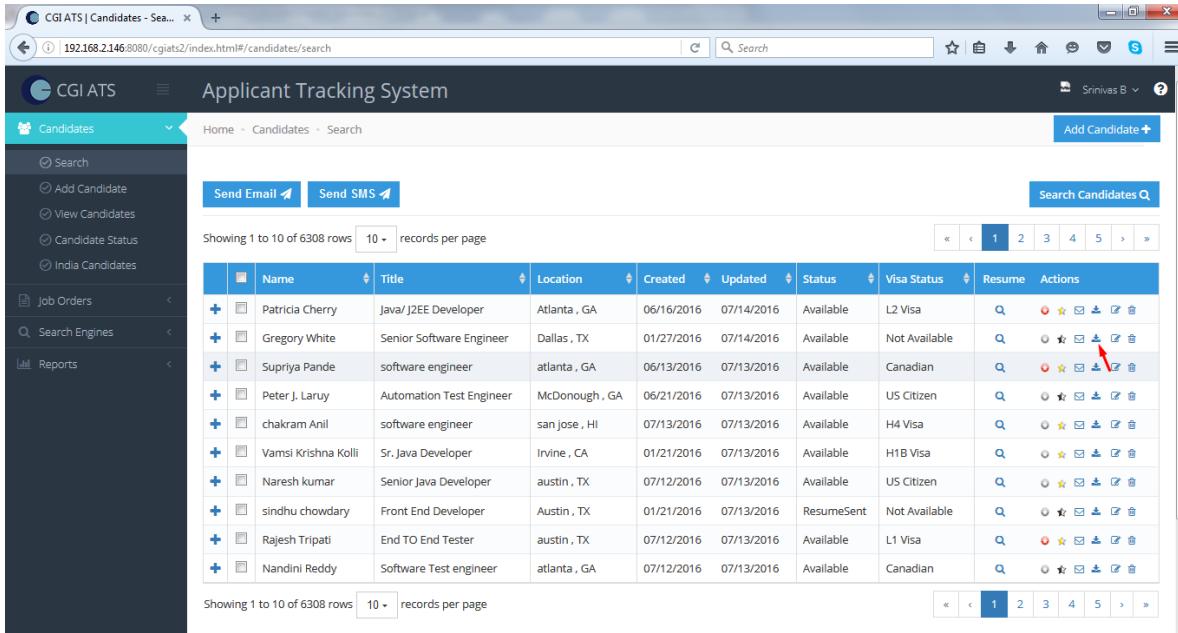
- Clicking on the  'Edit Candidate' icon will navigate to the Edit candidate page. Here we can edit the candidate information and also Add/Remove the candidate from Hot List or Black List and save the information by clicking on the Save button. (*Screen Shot given below*)



The screenshot shows the 'Edit Candidate' page for Patricia Cherry. It includes tabs for 'Personal Info', 'Professional Info', and 'Resume'. The 'Personal Info' tab is active. At the top of the form, there are buttons for 'Remove From Hotlist' and 'Add To Blocklist'. The main form contains fields for First Name, Last Name, Email, Status, Phone, Mobile, Address, City, State, Zip, Visa Type, and Visa Expiry Date. At the bottom right, there are 'Previous', 'Next', and 'Save' buttons, with a red arrow pointing to the 'Save' button.

## Download Resume:

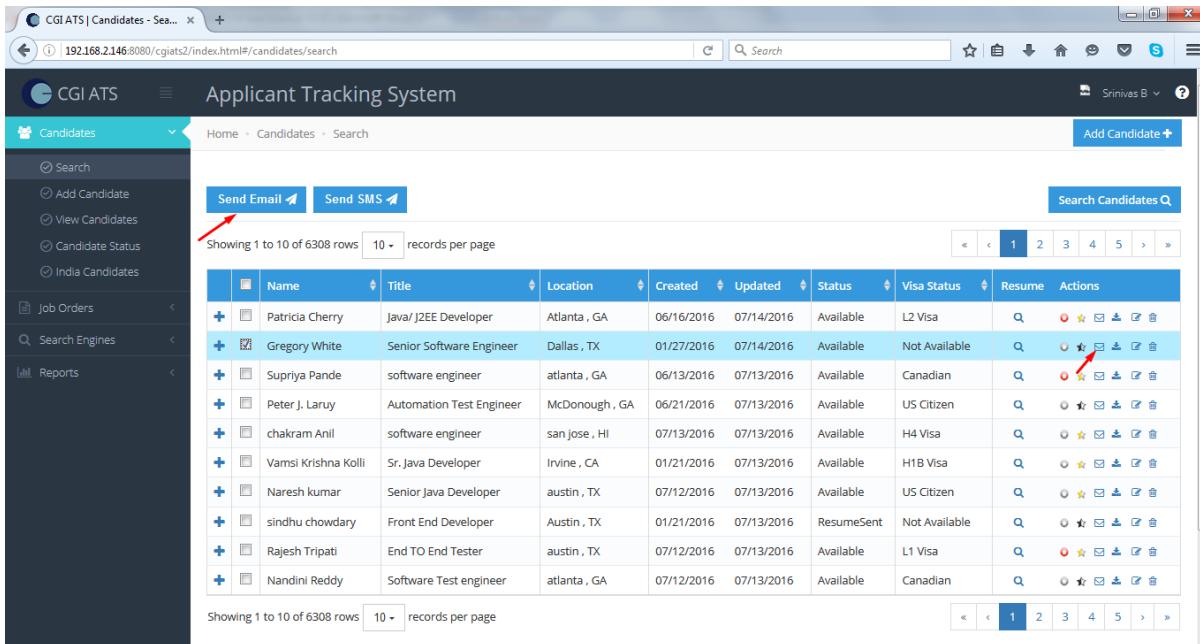
- Click on  'Download' icon to download candidate resume. (*Screen Shot given below*)



	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions					
<input type="checkbox"/>	Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa							
<input type="checkbox"/>	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available							
<input type="checkbox"/>	Supriya Pande	software engineer	atlanta , GA	06/13/2016	07/13/2016	Available	Canadian							
<input type="checkbox"/>	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa							
<input type="checkbox"/>	Vamsi Krishna Kollu	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa							
<input type="checkbox"/>	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available							
<input type="checkbox"/>	Rajesh Tripati	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa							
<input type="checkbox"/>	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian							

## Send Mail:

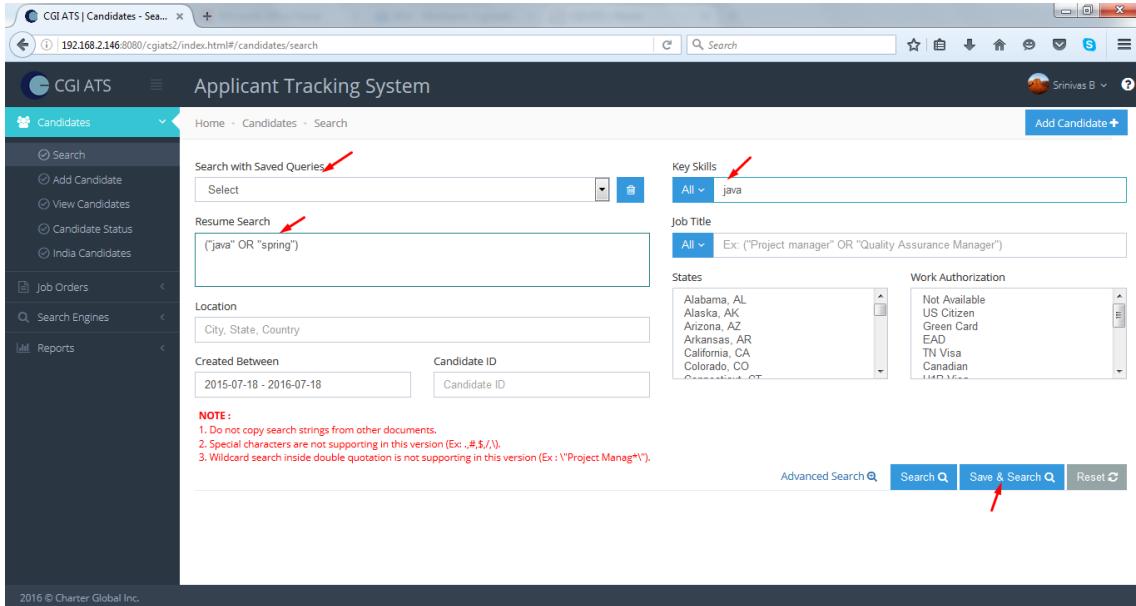
- Click on  'Email' icon to send an Email to candidate. We can send Email to multiple candidates (max 99 candidates) by selecting the check boxes and clicking on the "Send Email" button. (*Screen Shot given below*)



	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions					
<input type="checkbox"/>	Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa							
<input checked="" type="checkbox"/>	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available							
<input type="checkbox"/>	Supriya Pande	software engineer	atlanta , GA	06/13/2016	07/13/2016	Available	Canadian							
<input type="checkbox"/>	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/21/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	chakram Anil	software engineer	san jose , HI	07/13/2016	07/13/2016	Available	H4 Visa							
<input type="checkbox"/>	Vamsi Krishna Kollu	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa							
<input type="checkbox"/>	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen							
<input type="checkbox"/>	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available							
<input type="checkbox"/>	Rajesh Tripati	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa							
<input type="checkbox"/>	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian							

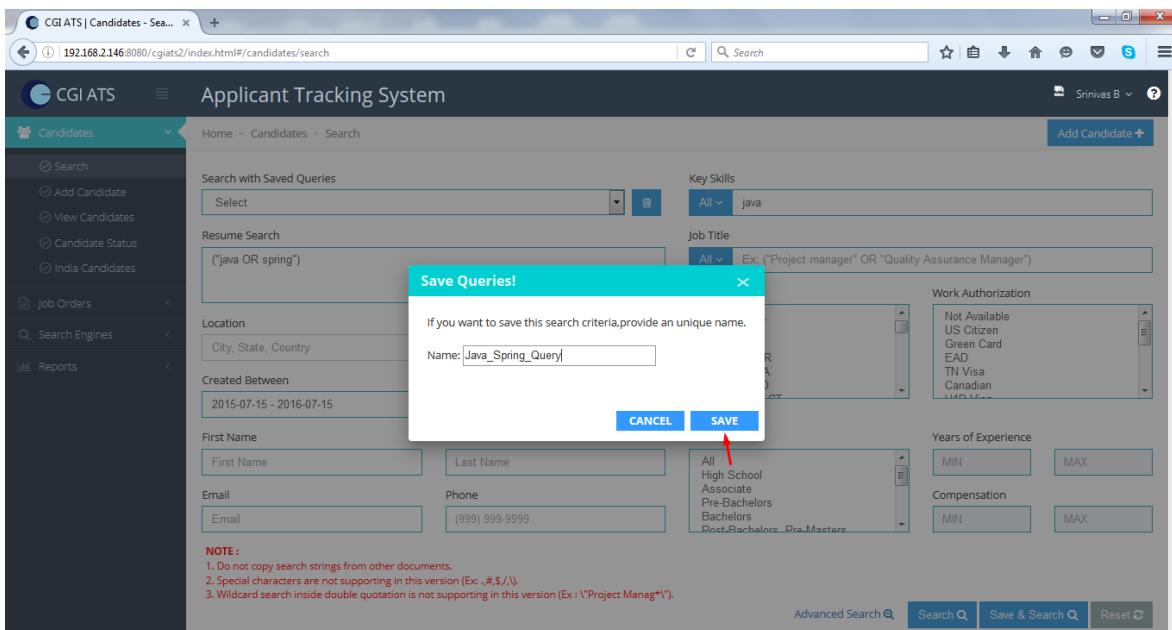
## Saved Queries:

- In search page user can save frequently used search criteria via 'Saved Queries' functionality
- User needs to enter all the search criteria details (ex: Key Skills, Resume search, date range etc.,) and click on 'Save & Search' button. (*Screen Shot given below*)



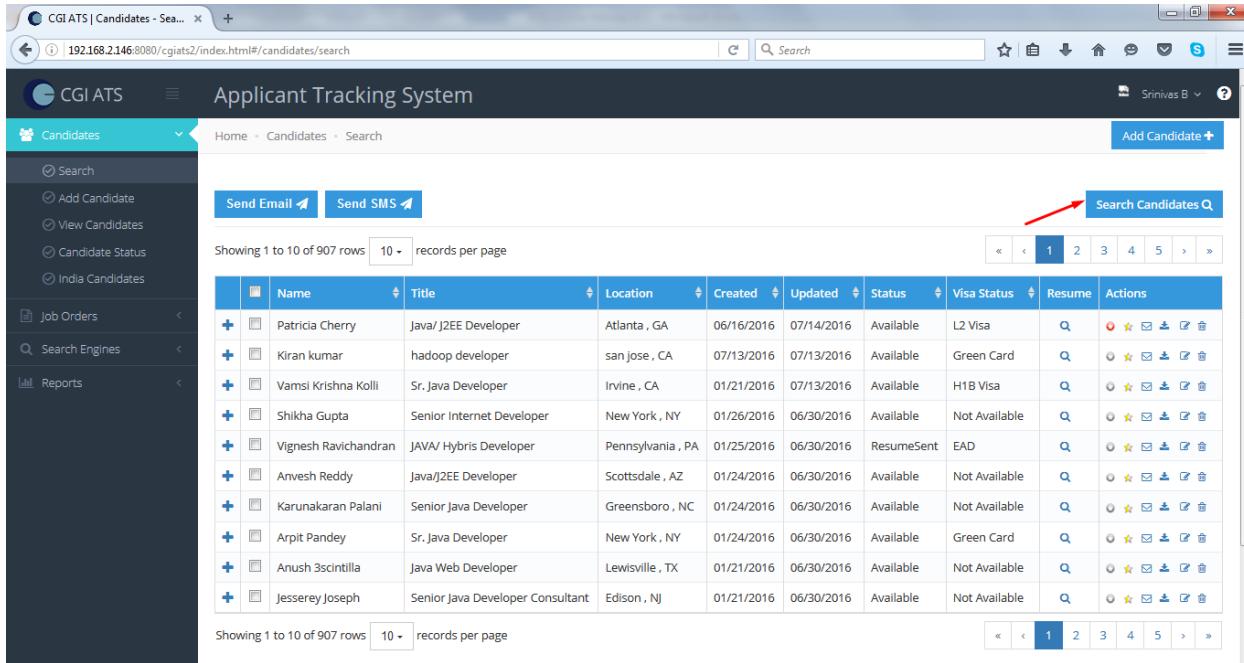
The screenshot shows the 'Candidate Search' page of the Applicant Tracking System. On the left, there's a sidebar with links like 'Candidates', 'Search', 'Add Candidate', 'View Candidates', 'Candidate Status', and 'India Candidates'. The main search area has several fields: 'Search with Saved Queries' (with a dropdown menu), 'Key Skills' (set to 'All' with 'java' typed in), 'Resume Search' (containing the query '(java OR spring)'), 'Job Title' (set to 'All' with 'Ex: ("Project manager" OR "Quality Assurance Manager")'), 'Location' (empty), 'States' (dropdown menu listing Alabama, AL, Alaska, AK, Arizona, AZ, Arkansas, AR, California, CA, Colorado, CO, Connecticut, CT), 'Work Authorization' (dropdown menu listing Not Available, US Citizen, Green Card, EAD, TN Visa, Canadian, Mexican), and 'Years of Experience' (dropdown menu listing All, High School, Associate, Pre-Bachelors, Bachelors, Post-Bachelors, Pro-Masters). At the bottom, there are buttons for 'Advanced Search', 'Search', 'Save & Search' (which has a red arrow pointing to it), and 'Reset'.

- After clicking the 'Save & Search' button a dialogue box will be displayed where the user can enter the query name and save it. (*Screen Shot given below*)



This screenshot shows the same search interface as above, but with a modal dialog box titled 'Save Queries!' overlaid. The dialog asks 'If you want to save this search criteria, provide an unique name.' with a text input field containing 'Java\_Spring\_Query'. It has 'CANCEL' and 'SAVE' buttons, with 'SAVE' also having a red arrow pointing to it. The background search fields are identical to the first screenshot.

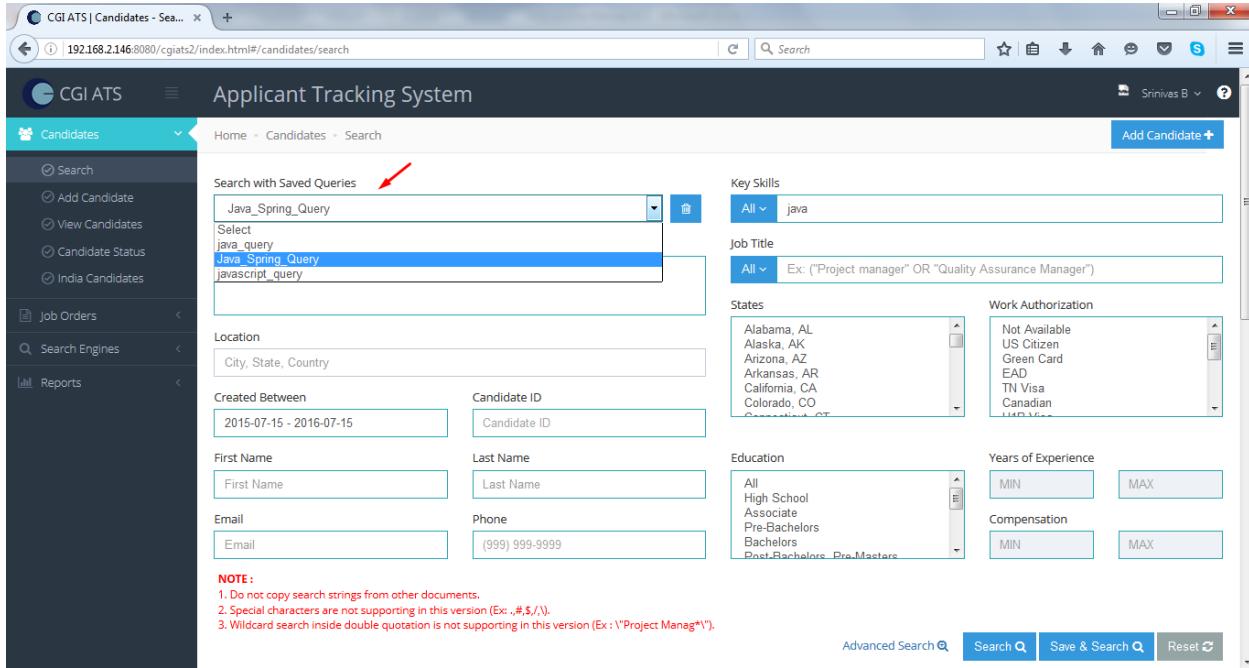
- After giving the query name clicking on the “save” button, the application will save the search criteria with the given name and displays the search result. Click on the “Search Candidates” button to go back to the search page. (*Screen Shot given below*)



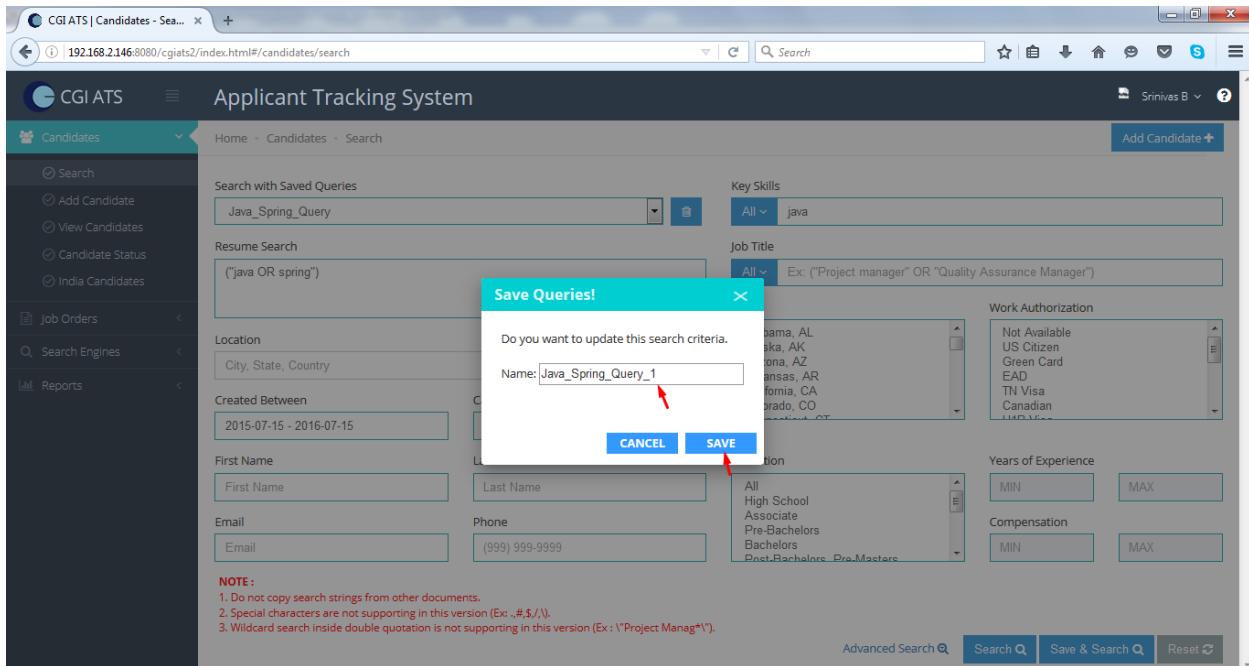
The screenshot shows the 'CGI ATS | Candidates - Sea...' page at the URL 192.168.2.146:8080/cgiats2/index.html#/candidates/search. The page title is 'Applicant Tracking System'. On the left, there's a sidebar with links like 'Candidates', 'Job Orders', 'Search Engines', and 'Reports'. The main content area has buttons for 'Send Email' and 'Send SMS'. Below them is a table showing candidate details: Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. A red arrow points to the 'Search Candidates Q' button at the top right of the table header. The table shows 10 rows of data.

	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
[+]	Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa		
[+]	Kiran kumar	hadoop developer	san jose , CA	07/13/2016	07/13/2016	Available	Green Card		
[+]	Vamsi Krishna Kolly	Sr. Java Developer	Irvine , CA	01/21/2016	07/13/2016	Available	H1B Visa		
[+]	Shikha Gupta	Senior Internet Developer	New York , NY	01/26/2016	06/30/2016	Available	Not Available		
[+]	Vignesh Ravichandran	JAVA/ Hybris Developer	Pennsylvania , PA	01/25/2016	06/30/2016	ResumeSent	EAD		
[+]	Anvesh Reddy	Java/J2EE Developer	Scottsdale , AZ	01/24/2016	06/30/2016	Available	Not Available		
[+]	Karunakaran Palani	Senior Java Developer	Greensboro , NC	01/24/2016	06/30/2016	Available	Not Available		
[+]	Arpit Pandey	Sr. Java Developer	New York , NY	01/24/2016	06/30/2016	Available	Green Card		
[+]	Anush 3scintilla	Java Web Developer	Lewisville , TX	01/21/2016	06/30/2016	Available	Not Available		
[+]	Jesserey Joseph	Senior Java Developer Consultant	Edison , NJ	01/21/2016	06/30/2016	Available	Not Available		

- In the 'Search with Saved Queries' dropdown options you can see the query name that you have saved earlier.
- We can also update the existing query name & search criteria by selecting the query name from the dropdown and changing the search criteria options.
- After changing the search criteria clicking on the “save and search” button will display a dialogue box giving the option to change the existing query name and save it.
- We can also just change the query name with the same search criteria. (*Screen Shot given below*)



The screenshot shows the 'CGI ATS' search interface. In the top left, there's a sidebar with links like 'Candidates', 'Job Orders', 'Search Engines', and 'Reports'. The main area has a title 'Applicant Tracking System' and a 'Search' section. A red arrow points to the 'Search with Saved Queries' dropdown, which contains items such as 'Java\_Spring\_Query', 'Select', 'java\_query', 'Java Spring Query', and 'javascript\_query'. Other search filters include 'Key Skills' (All, java), 'Job Title' (All, Ex: ("Project manager" OR "Quality Assurance Manager")), 'States' (Alabama, AL, etc.), 'Work Authorization' (Not Available, US Citizen, Green Card, EAD, TN Visa, Canadian), 'Education' (All, High School, Associate, Pre-Bachelors, Bachelors, Post-Bachelors, Pro-Masters), 'Years of Experience' (MIN, MAX), and 'Compensation' (MIN, MAX). At the bottom, there are buttons for 'Advanced Search', 'Search', 'Save & Search', and 'Reset'.



This screenshot is similar to the one above, showing the search interface. However, a modal dialog titled 'Save Queries!' is overlaid. It contains a message: 'Do you want to update this search criteria.' Below it is a text input field with the value 'Name: Java\_Spring\_Query\_1'. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'SAVE' button. The background search interface elements are visible but dimmed.

- After changing the existing query name and clicking on the save button, the application will display the search result based on the new search criteria.
- Now click on the “search candidate” button to go back to the search page and in the “Search with saved Quires” dropdown you can see the query name updated with the new name. (*Screen Shot given below*).

CGI ATS | Candidates - Sea... 192.168.2.146:8080/cgiats2/index.html#candidates/search

Srinivas B ?

### Applicant Tracking System

Home · Candidates · Search Add Candidate +

**Candidates**

- Search
- Add Candidate
- View Candidates
- Candidate Status
- India Candidates

**Job Orders**

**Search Engines**

**Reports**

Search with Saved Queries  

Select  
java\_query  
**Java\_Spring\_Query\_1**  
javascript\_query

Key Skills All java

Job Title All Ex: ("Project manager" OR "Quality Assurance Manager")

States Alabama, AL  
Alaska, AK  
Arizona, AZ  
Arkansas, AR  
California, CA  
Colorado, CO  
Connecticut, CT  
Delaware, DE  
Florida, FL  
Georgia, GA  
Hawaii, HI  
Idaho, ID  
Illinois, IL  
Indiana, IN  
Iowa, IA  
Kansas, KS  
Kentucky, KY  
Louisiana, LA  
Maine, ME  
Maryland, MD  
Massachusetts, MA  
Michigan, MI  
Minnesota, MN  
Mississippi, MS  
Missouri, MO  
Montana, MT  
Nebraska, NE  
Nevada, NV  
New Hampshire, NH  
New Jersey, NJ  
New Mexico, NM  
New York, NY  
North Carolina, NC  
North Dakota, ND  
Ohio, OH  
Oklahoma, OK  
Oregon, OR  
Pennsylvania, PA  
Rhode Island, RI  
South Carolina, SC  
South Dakota, SD  
Tennessee, TN  
Texas, TX  
Utah, UT  
Vermont, VT  
Virginia, VA  
Washington, WA  
West Virginia, WV  
Wisconsin, WI  
Wyoming, WY

Work Authorization Not Available  
US Citizen  
Green Card  
EAD  
TN Visa  
Canadian

Location City, State, Country

Created Between 2015-07-15 - 2016-07-15 Candidate ID

First Name Last Name

Email Phone (999) 999-9999

Education All High School Associate Pre-Bachelors Bachelors Post-Bachelors Pro-Masters

Years of Experience MIN MAX

Compensation MIN MAX

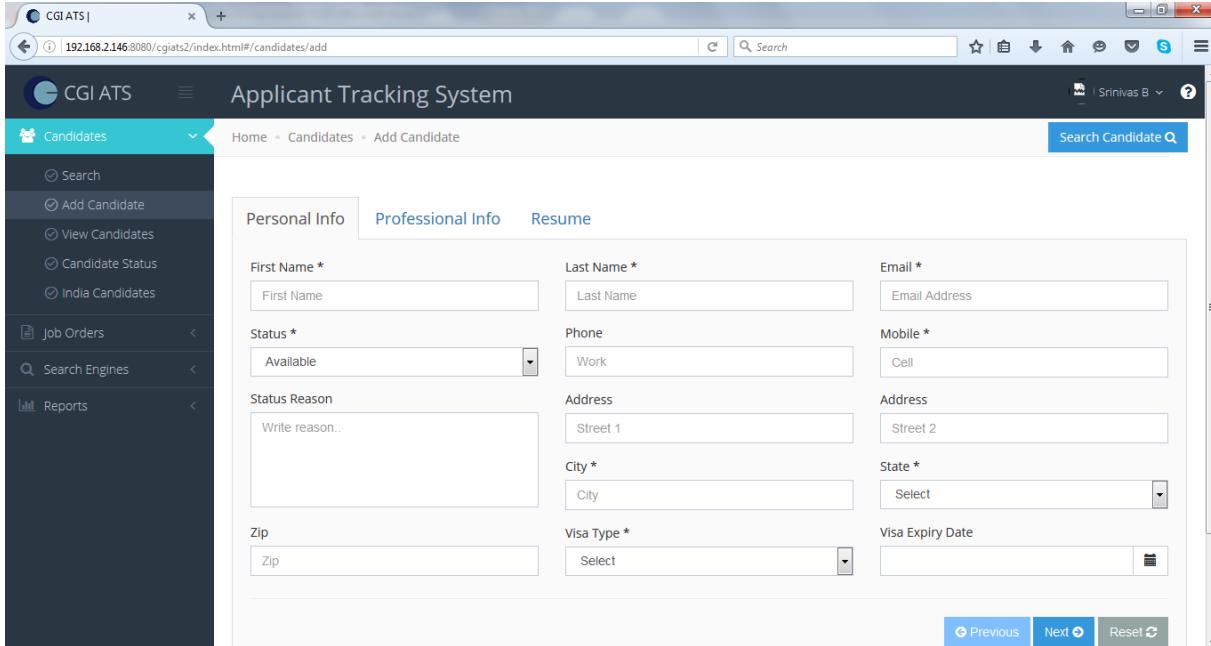
**NOTE :**

- Do not copy search strings from other documents.
- Special characters are not supporting in this version (Ex: ., #, \$, /, \).
- Wildcard search inside double quotation is not supporting in this version (Ex : "Project Manag\*").

Advanced Search  Search  Save & Search  Reset 

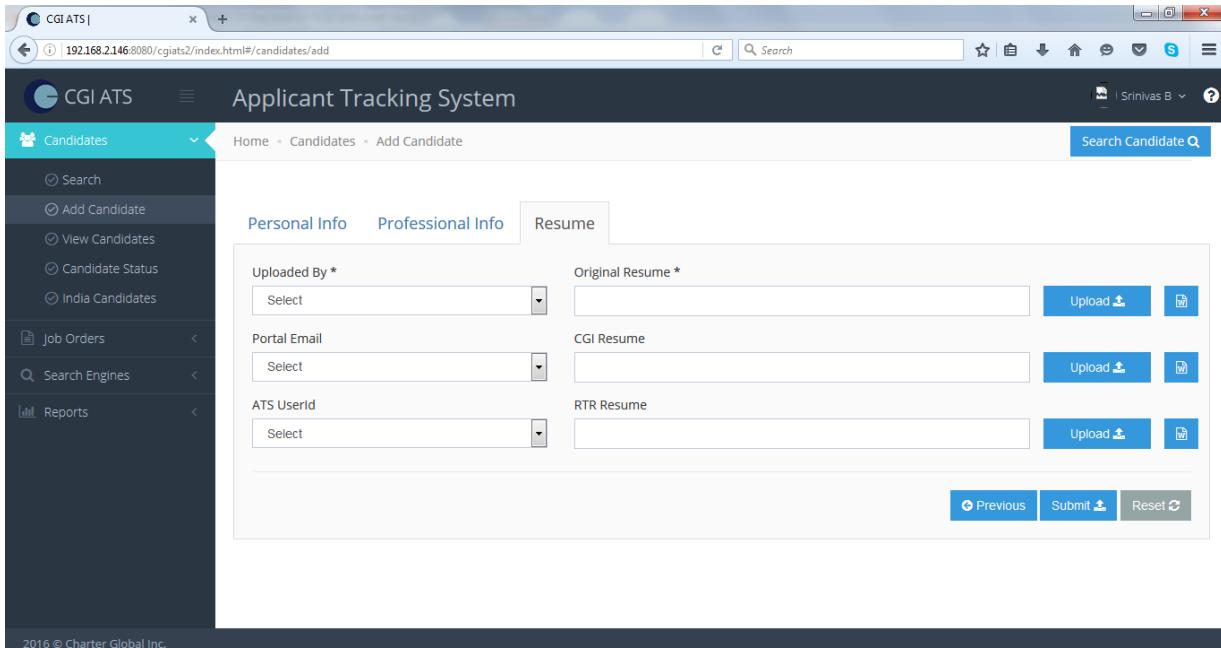
## Add/Create Candidate

- Clicking on the "Add Candidate" link in the side bar will navigate to the Add Candidate page. (*Screen Shot given below*).



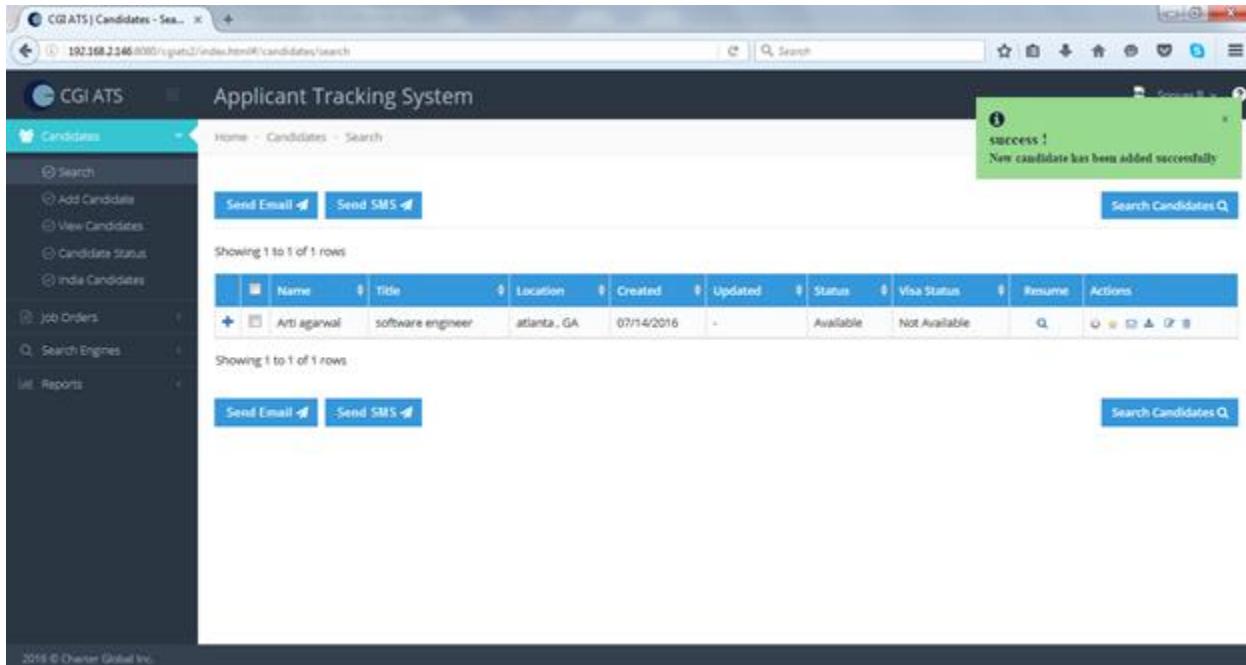
The screenshot shows the 'Add Candidate' form in the CGI ATS system. The left sidebar has a 'Candidates' menu with options like Search, Add Candidate, View Candidates, Candidate Status, India Candidates, Job Orders, Search Engines, and Reports. The main content area has tabs for Personal Info, Professional Info, and Resume. The Personal Info tab is selected. It contains fields for First Name, Last Name, Email, Status (dropdown: Available), Phone, Mobile, Status Reason (text area: Write reason...), Address, City, Zip, Visa Type (dropdown: Select), and Visa Expiry Date. At the bottom are buttons for Previous, Next, and Reset.

- In the Add Candidate page enter the details of the candidates, upload the resumes and click on the "Submit" button (*Screen Shot given below*).



The screenshot shows the 'Add Candidate' form with the 'Professional Info' tab selected. It includes fields for Uploaded By (dropdown: Select), Original Resume (file input), Portal Email (dropdown: Select), CGI Resume (file input), ATS Userid (dropdown: Select), and RTR Resume (file input). Each resume field has an 'Upload' button and a file icon. Navigation buttons at the bottom are Previous, Submit, and Reset.

- After clicking on the “Submit” button the candidate will be added & “Candidate added successfully” message will be displayed on the top right corner of the page & navigate to the “candidates created today” page. (*Screen Shot given below*).



The screenshot shows the 'CGI ATS | Candidates - Search' page. The URL in the address bar is 192.168.2.246:8080/cgias/2/index.html#/candidates/search. The main title is 'Applicant Tracking System'. On the left, there's a sidebar with 'Candidates' selected, showing options like 'Search', 'Add Candidate', 'View Candidates', etc. Below it are 'Job Orders' and 'Search Engines'. At the bottom of the sidebar is a copyright notice: '© 2016 © Charter Global Inc.'.

In the center, there's a success message: 'success ! New candidate has been added successfully'. Below this, there are buttons for 'Send Email' and 'Send SMS'. A table displays one candidate: Name (Arti agarwal), Title (software engineer), Location (atlanta, GA), Created (07/14/2016), Updated (-), Status (Available), Visa Status (Not Available), and Resume (link). There are also 'Actions' buttons. Below the table, another message says 'Showing 1 to 1 of 1 rows'.

## Edit Candidate:

- Clicking on the  icon in the candidate search result table shall navigate to the respective candidate edit page with the fields auto populated allowing the user to edit the information. (*Screen Shot given below*).

CGI ATS | Candidates - Search

192.168.2.146:8080/cgiats2/index.html#/candidates/search

Applicant Tracking System

Srinivas B

Candidates

Search

Add Candidate

View Candidates

Candidate Status

India Candidates

Job Orders

Search Engines

Reports

Send Email

Send SMS

Search Candidates

Show 1 to 10 of 191724 rows 10 records per page

Name Title Location Created Updated Status Visa Status Resume Actions

+ Venkatesh K	java developer	Malan , MA	07/13/2016	07/14/2016	Available	L1 Visa						
+ Patricia Cherry	Java/J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa						
+ Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available						
+ Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen						
+ sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available						
+ Karthik Amudala		Des Moines , IA	06/30/2016	07/13/2016	ResumeSent	H1B Visa						
+ Donald Daniel	software engineer	Milwaukee , WI	06/30/2016	07/13/2016	ResumeSent	US Citizen						
+ Rajesh Tripati	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa						
+ Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian						
+ Hemanth Unknown	Sr UI/UX Developer	Atlanta , GA	06/20/2016	07/13/2016	Available	Not Available						

Show 1 to 10 of 191724 rows 10 records per page

CGI ATS | Candidates - Edit Candidate

192.168.2.146:8080/cgiats2/index.html#/candidates/edit/3666473/search

Applicant Tracking System

Srinivas B

Candidates

Search

Add Candidate

View Candidates

Candidate Status

India Candidates

Job Orders

Search Engines

Reports

Add To Holist Add To Blocklist

Personal Info Professional Info Resume

First Name \* Last Name \* Email \*

Venkatesh K. venky@gmail.com

Status \* Phone Mobile \*

Available (954) 654 6546 (955) 455 4545

Status Reason Address Address

NONE Street 1 Street 2

City \* State \*

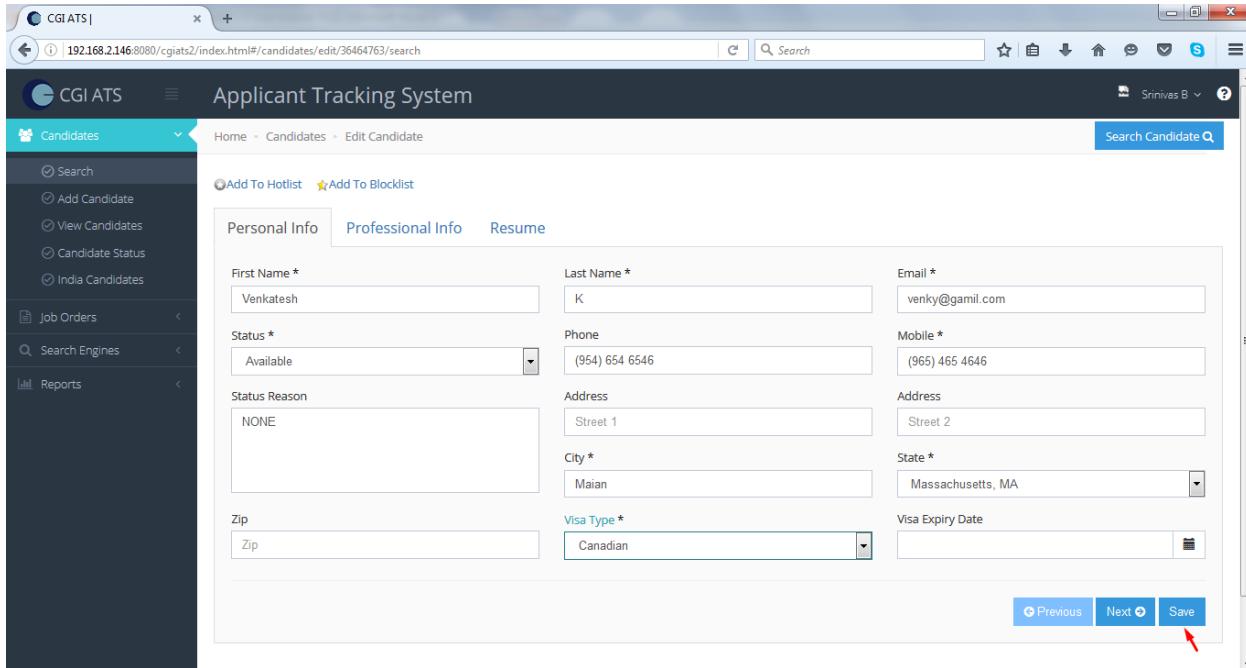
Malan Massachusetts, MA

Zip Zip Visa Type \*

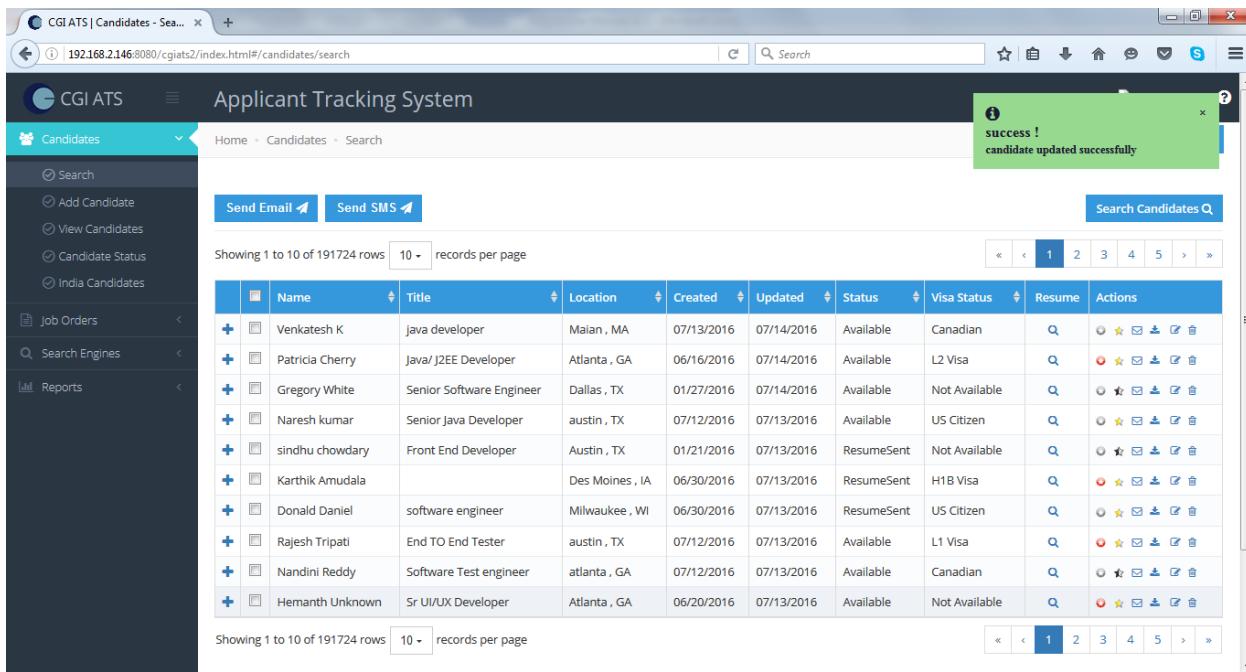
Zip Canadian Visa Expiry Date

Previous Next Save

- After editing the necessary fields click on “Save” button.
- After clicking on the save button the candidates details will be saved, “Candidate updated successfully” message will be displayed on the top right corner of the page & will navigate to the search result page (*Screen Shot given below*).



The screenshot shows the 'Edit Candidate' page of the CGI ATS system. The left sidebar has 'Candidates' selected. The main area has tabs for 'Personal Info', 'Professional Info', and 'Resume'. The 'Personal Info' tab is active. Fields include First Name (Venkatesh), Last Name (K), Email (venky@gamil.com), Status (Available), Phone ((954) 654 6546), Address (Street 1), City (Maian), State (Massachusetts, MA), Zip, Visa Type (Canadian), and Visa Expiry Date. Buttons at the bottom include 'Previous', 'Next', and 'Save' (highlighted with a red arrow).

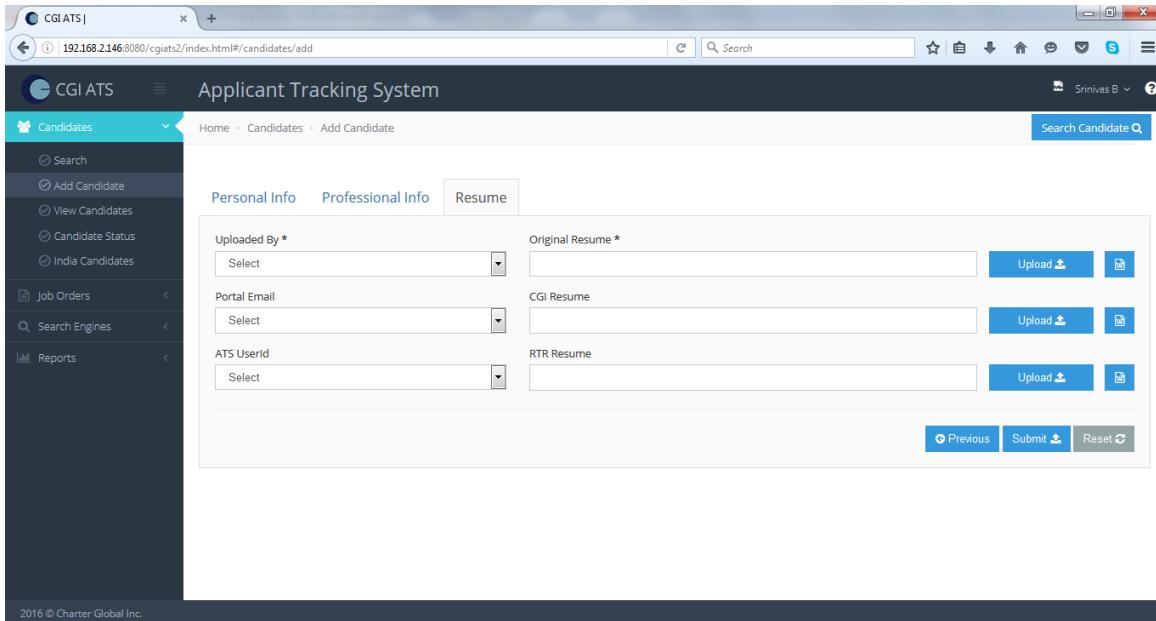


The screenshot shows the 'Search Candidates' page of the CGI ATS system. The left sidebar has 'Candidates' selected. The main area has buttons for 'Send Email' and 'Send SMS'. Below is a table showing 10 records per page. The columns are: Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. The first few rows show candidates like Venkatesh K, Patricia Cherry, Gregory White, etc. A green success message box is visible in the top right corner.

	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions			
+	Venkatesh K	java developer	Maian , MA	07/13/2016	07/14/2016	Available	Canadian					
+	Patricia Cherry	Java/ J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa					
+	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available					
+	Naresh kumar	Senior Java Developer	austin , TX	07/12/2016	07/13/2016	Available	US Citizen					
+	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available					
+	Karthik Amudala		Des Moines , IA	06/30/2016	07/13/2016	ResumeSent	H1B Visa					
+	Donald Daniel	software engineer	Milwaukee , WI	06/30/2016	07/13/2016	ResumeSent	US Citizen					
+	Rajesh Tripati	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa					
+	Nandini Reddy	Software Test engineer	atlanta , GA	07/12/2016	07/13/2016	Available	Canadian					
+	Hemanth Unknown	Sr UI/UX Developer	Atlanta , GA	06/20/2016	07/13/2016	Available	Not Available					

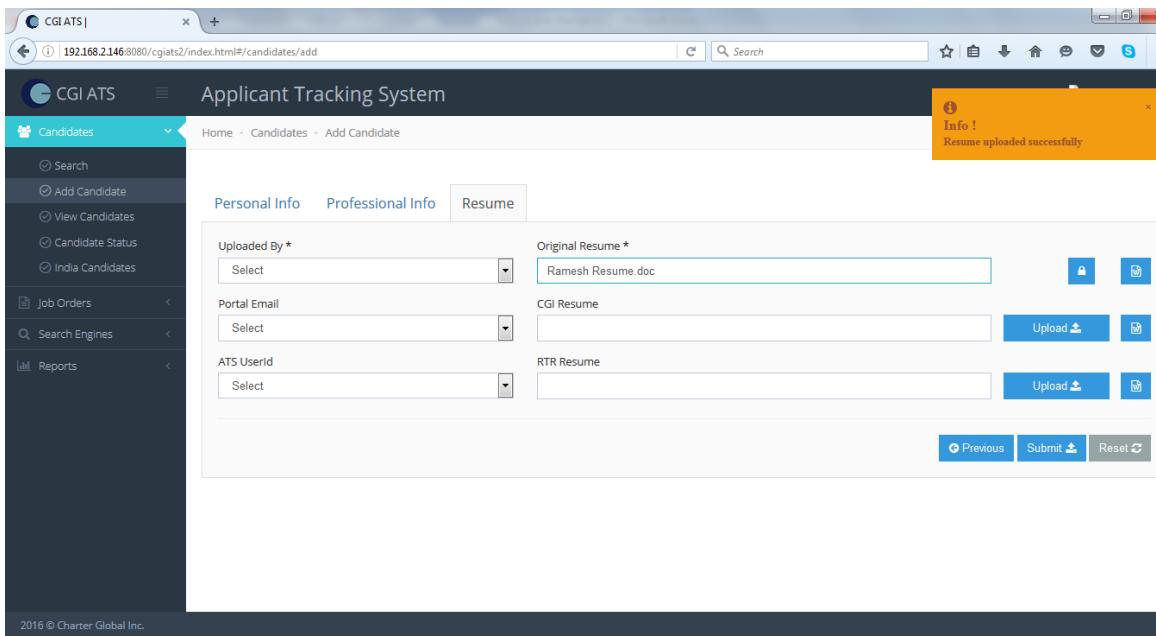
## Upload Resume:

- In the “Add Candidate” or “Edit Candidate” page click on the last tab “Resume” which provides the options to upload the candidate resumes, (*Screen Shot given below*).



The screenshot shows the 'Add Candidate' form in the CGI ATS system. The 'Resume' tab is active. The 'Original Resume' field contains the path 'Ramesh Resume.doc'. There are three file input fields: 'Original Resume', 'CGI Resume', and 'RTR Resume', each with an 'Upload' button and a small icon.

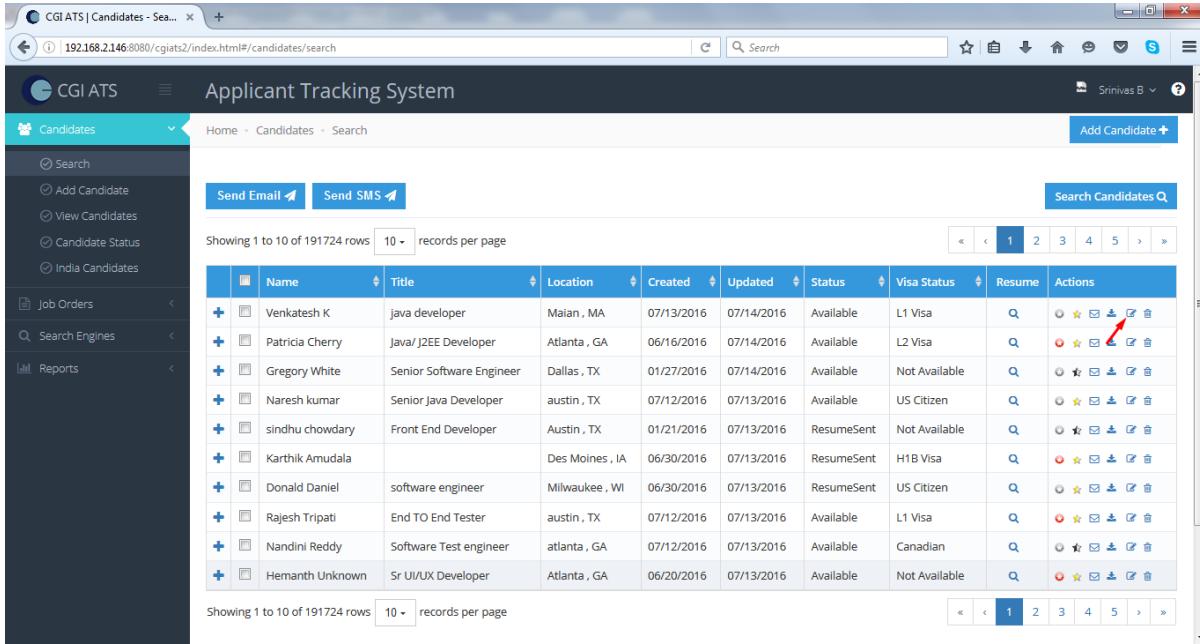
- Click on the “Upload” button to select the resume to be uploaded for that candidate.
- After the resume is uploaded “Resume uploaded successfully” message will be displayed on the top right corner of the page. (*Screen Shot given below*).



The screenshot shows the same 'Add Candidate' form as before, but now an orange info box in the top right corner displays the message 'Info ! Resume uploaded successfully'. The rest of the form and its data remain the same as in the previous screenshot.

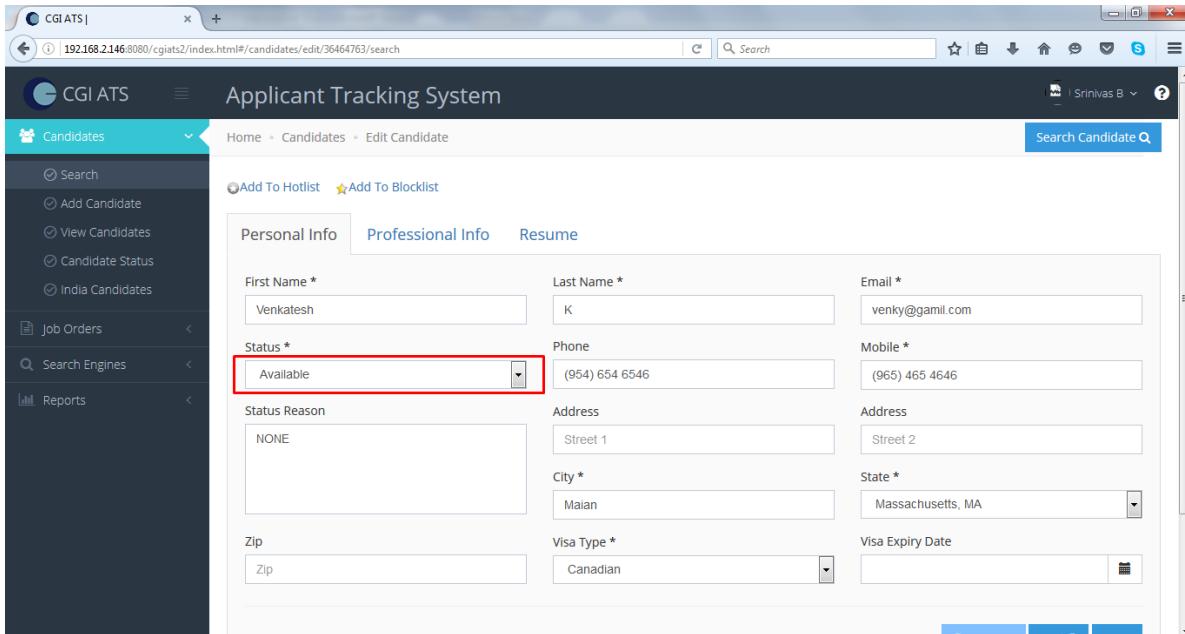
### Set/Update status:

- Click on “Edit” icon in search results table to edit the respective candidate details.  
*(Screen Shot given below).*

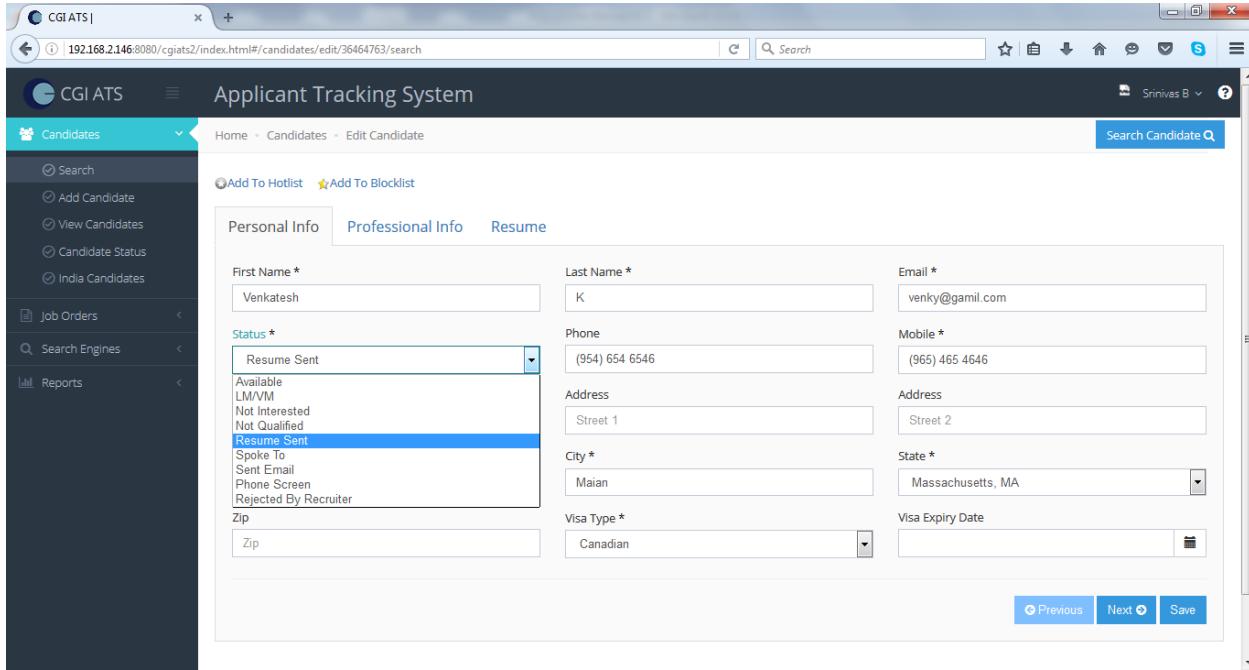


The screenshot shows the 'Candidates' search results page. The left sidebar includes links for Search, Add Candidate, View Candidates, Candidate Status, India Candidates, Job Orders, Search Engines, and Reports. The main area displays a table of candidates with columns: Name, Title, Location, Created, Updated, Status, Visa Status, Resume, and Actions. Each row has an 'Edit' icon (pencil) in the Actions column. The table shows 10 rows out of 191,724.

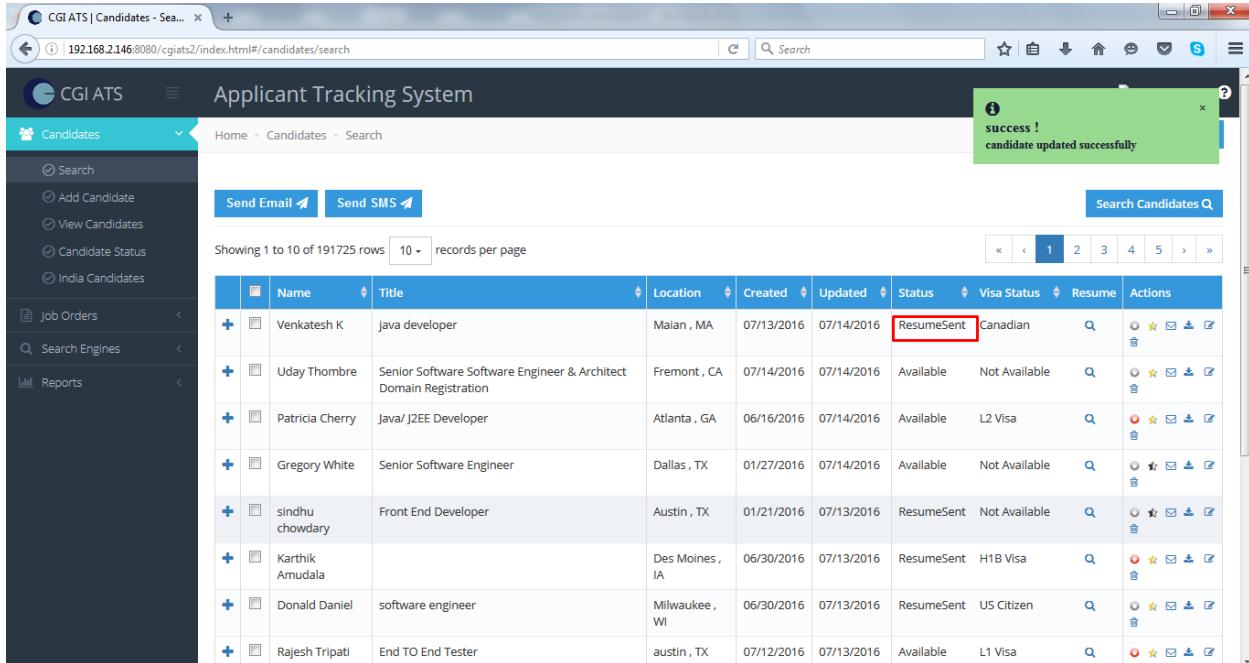
- In the candidate Edit page there is a “status” dropdown field which allows the user to change the candidate status. Select the appropriate status for that candidate and click on the save button. *(Screen Shot given below).*



The screenshot shows the 'Edit Candidate' page. The left sidebar is identical to the previous search page. The main form has tabs for Personal Info, Professional Info, and Resume. Under Personal Info, there is a 'Status' dropdown menu with options: Available, Unavailable, On Hold, and Pending. The 'Available' option is selected and highlighted with a red box. Other fields include First Name (Venkatesh), Last Name (K), Email (venky@gmail.com), Phone ((954) 654 6546), Mobile ((965) 465 4646), Address (Street 1, Street 2), City (Maian), State (Massachusetts, MA), Zip, Visa Type (Canadian), and Visa Expiry Date. Buttons at the bottom include Previous, Next, and Save.



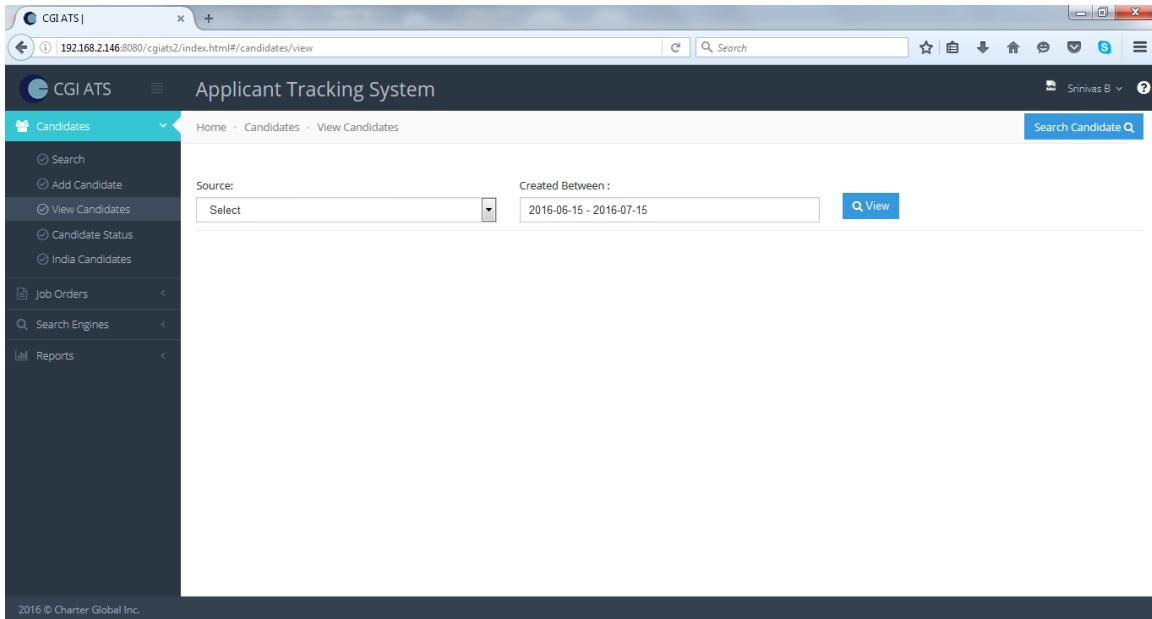
- Clicking on the save button changes the candidate status to the new status and “candidate updated successfully” message will be displayed on the top right corner of the page and navigates to the search result page. (*Screen Shot given below*).



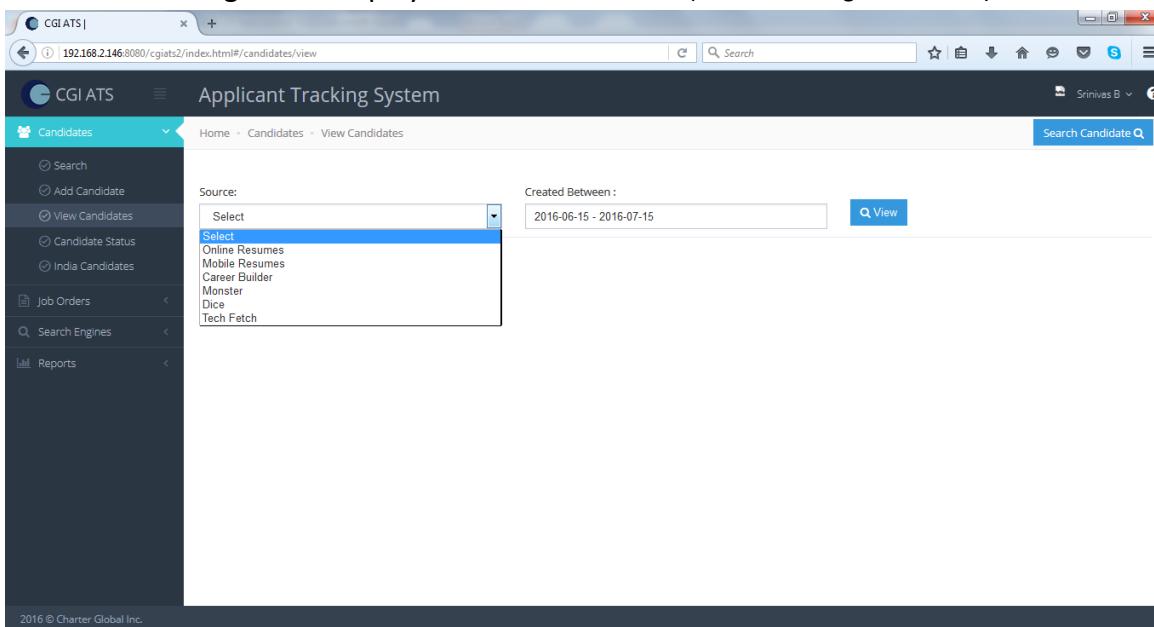
	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
+	Venkatesh K	java developer	Maian , MA	07/13/2016	07/14/2016	ResumeSent	Canadian		
+	Uday Thombre	Senior Software Software Engineer & Architect Domain Registration	Fremont , CA	07/14/2016	07/14/2016	Available	Not Available		
+	Patricia Cherry	Java/ J2EE Developer	Atlanta , GA	06/16/2016	07/14/2016	Available	L2 Visa		
+	Gregory White	Senior Software Engineer	Dallas , TX	01/27/2016	07/14/2016	Available	Not Available		
+	sindhu chowdary	Front End Developer	Austin , TX	01/21/2016	07/13/2016	ResumeSent	Not Available		
+	Karthik Amudala		Des Moines , IA	06/30/2016	07/13/2016	ResumeSent	H1B Visa		
+	Donald Daniel	software engineer	Milwaukee , WI	06/30/2016	07/13/2016	ResumeSent	US Citizen		
+	Rajesh Tripati	End TO End Tester	austin , TX	07/12/2016	07/13/2016	Available	L1 Visa		

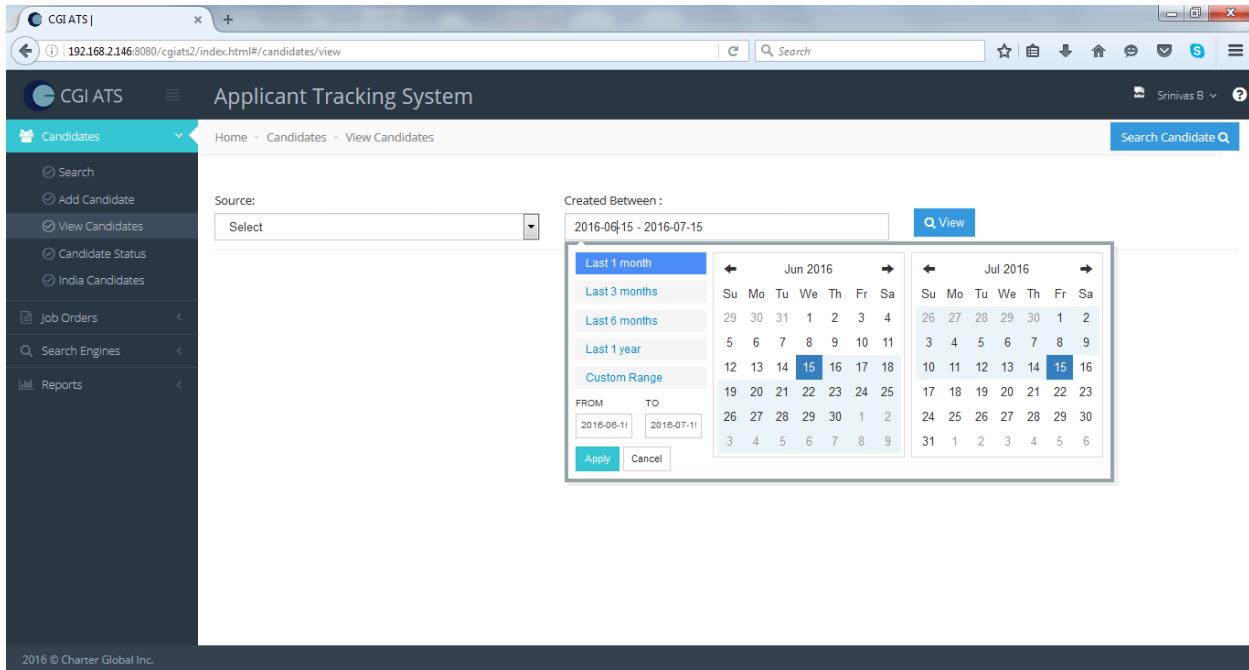
## View Candidates by Source:

- Clicking on the "View Candidates" link in the side bar navigates to view candidates page. (*Screen Shot given below*).



- In the view candidates page select the “Source” from the dropdown and provide the date range for what period you want to view the candidate and click on the view button.
- Clicking on the view button gets the candidates details based on the “Source” and the “date range” and displays them in the table. (*Screen Shot given below*).





CGI ATS | 192.168.2.146:8080/cgiats2/index.html#/candidates/view

Search Candidate

Srinivas B ?

Applicant Tracking System

Candidates

- Search
- Add Candidate
- View Candidates**
- Candidate Status
- India Candidates
- Job Orders
- Search Engines
- Reports

Source: Select

Created Between: 2016-06-15 - 2016-07-15

Last month Jun 2016 Last 3 months

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Custom Range

FROM	TO
2016-06-11	2016-07-11

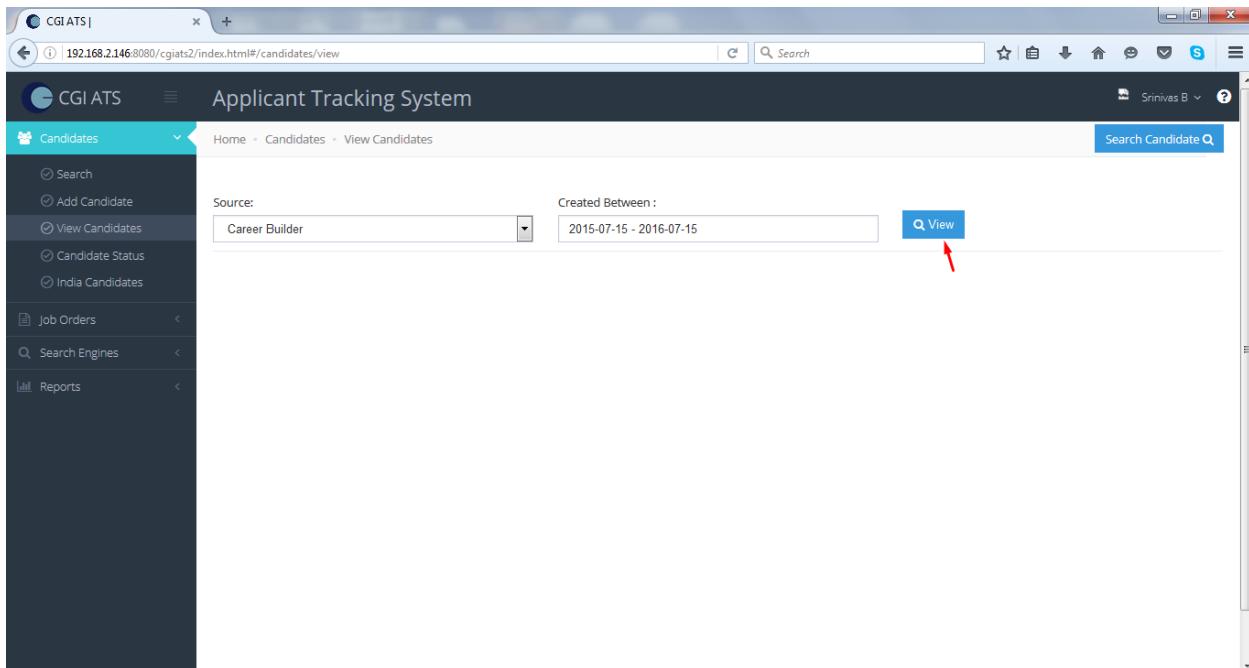
Apply Cancel

Last 6 months Last 1 year

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Jul 2016

View



CGI ATS | 192.168.2.146:8080/cgiats2/index.html#/candidates/view

Search Candidate

Srinivas B ?

Applicant Tracking System

Candidates

- Search
- Add Candidate
- View Candidates**
- Candidate Status
- India Candidates
- Job Orders
- Search Engines
- Reports

Source: Career Builder

Created Between: 2015-07-15 - 2016-07-15

View

CGI ATS | 192.168.2.146:8080/cgiats2/index.html#/candidates/view

## Applicant Tracking System

Srinivas B ?

**Candidates**

- Search
- Add Candidate
- View Candidates**
- Candidate Status
- India Candidates

**Job Orders**

**Search Engines**

**Reports**

Source: Career Builder Created Between : 2015-07-15 - 2016-07-15 **View**

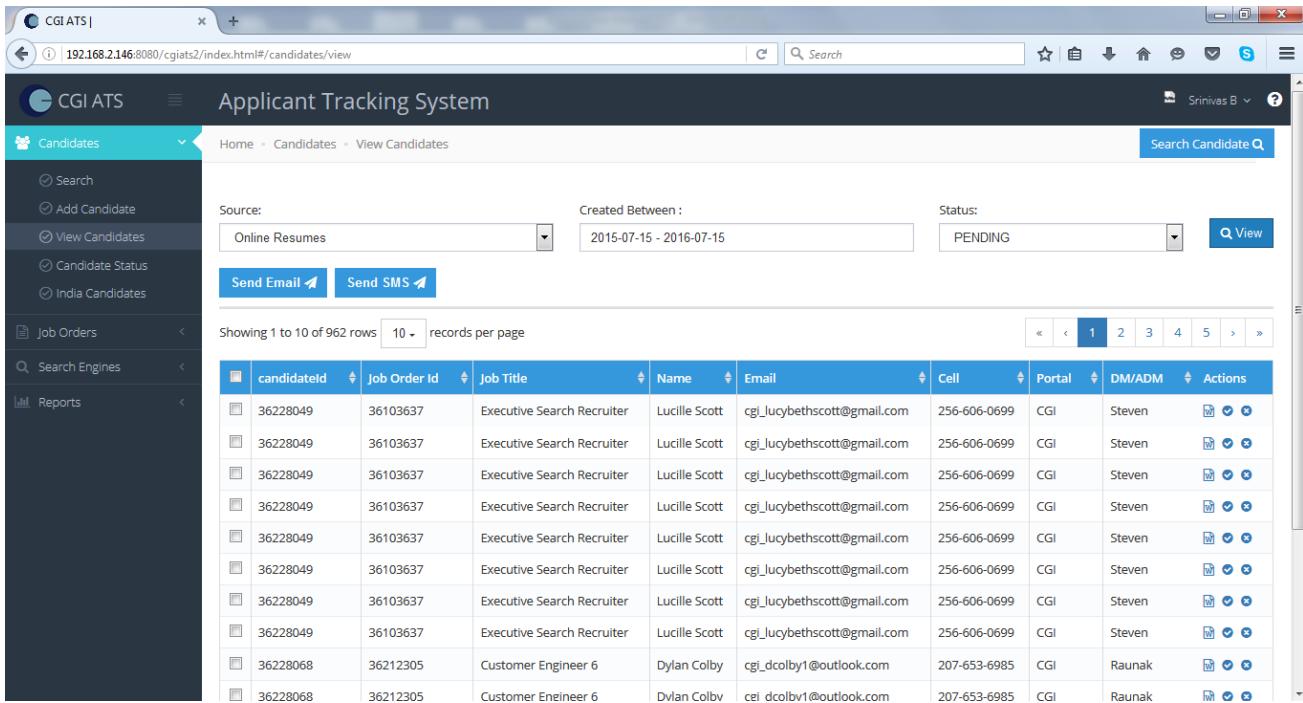
**Send Email** **Send SMS**

Showing 1 to 10 of 944 rows **10** records per page

#	Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions		
1	Sravan kumar	software engineer	san jose , AL	07/12/2016	07/15/2016	Available	Not Available				
2	Aravind swamy	software engineer	atlanta , GA	07/13/2016	07/15/2016	ResumeSent	Not Available				
3	Arti agarwal	software engineer	atlanta , GA	07/15/2016	07/15/2016	ResumeSent	Not Available				
4	siva nayak	software engineer	atlanta , GA	07/14/2016	-	Available	US Citizen				
5	Ravi Ardesha	Sr. Java/J2EE & Web Developer	Charlotte , NC	07/14/2016	07/14/2016	Available	Not Available				
6	srikanth veeraboina	Java Developer	San Diego , CA	07/14/2016	07/14/2016	Available	Not Available				
7	Peter J. Laruy	Automation Test Engineer	McDonough , GA	06/22/2016	07/14/2016	Available	US Citizen				
8	Rajesh Tripathi	End TO End Tester	austin , TX	07/13/2016	07/14/2016	Available	L1 Visa				
9	Manikanta V	software engineer	atlanta , GA	07/13/2016	-	Available	Canadian				
10	John Myers	java developer	Franklin, IN , IN	07/08/2016	07/12/2016	ResumeSent	US Citizen				

## Online Resumes:

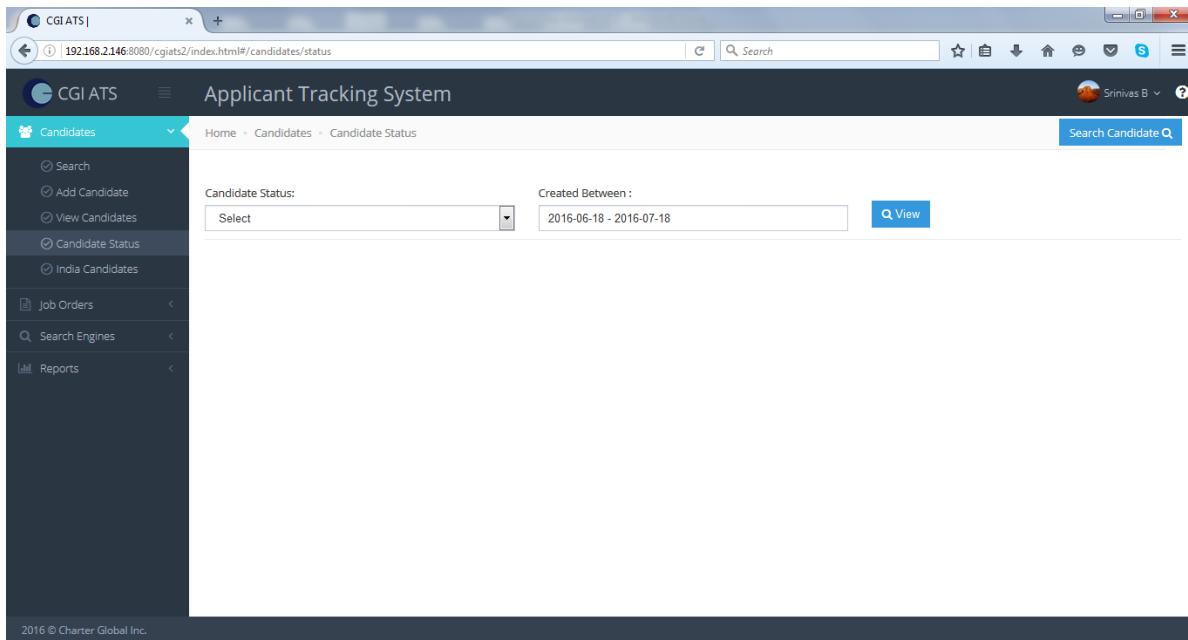
- Clicking on the “View Candidates” link in the sidebar navigates to the view candidates page.
- Select “Online resumes” from the source dropdown, select the date range for which period you want to view the candidates and also select the status from the status dropdown and click on the view button.
- Clicking on the view button displays the candidates based on the date range and the status given by the user. (*Screen Shot given below*).



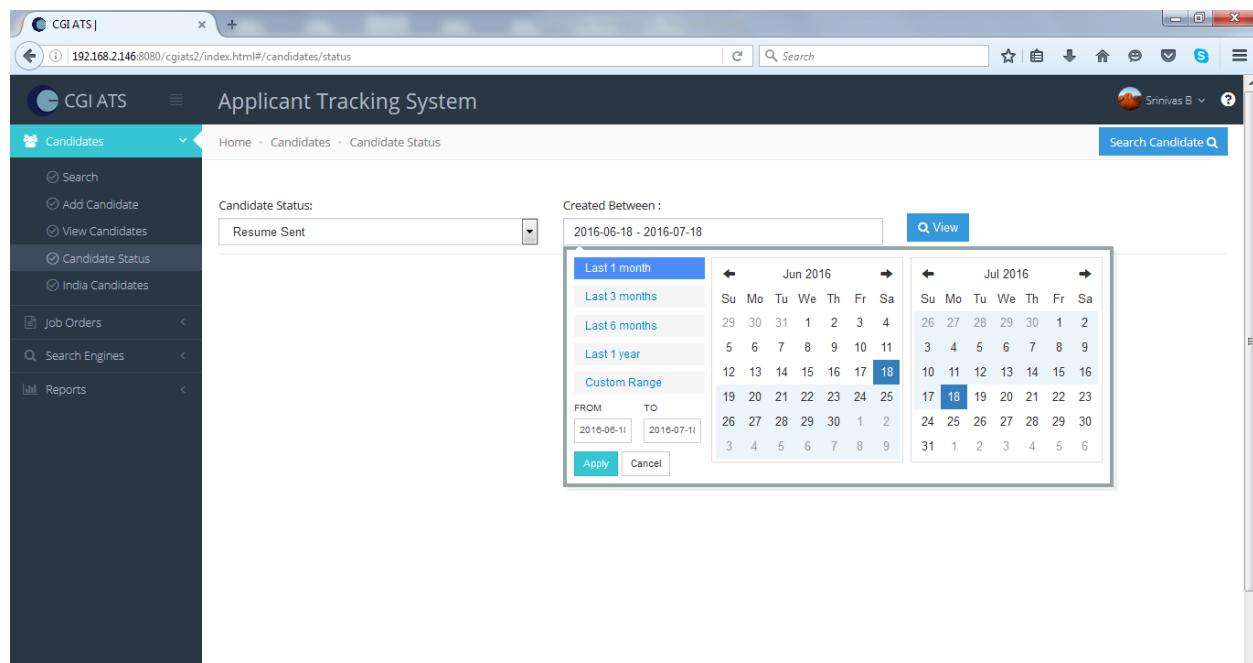
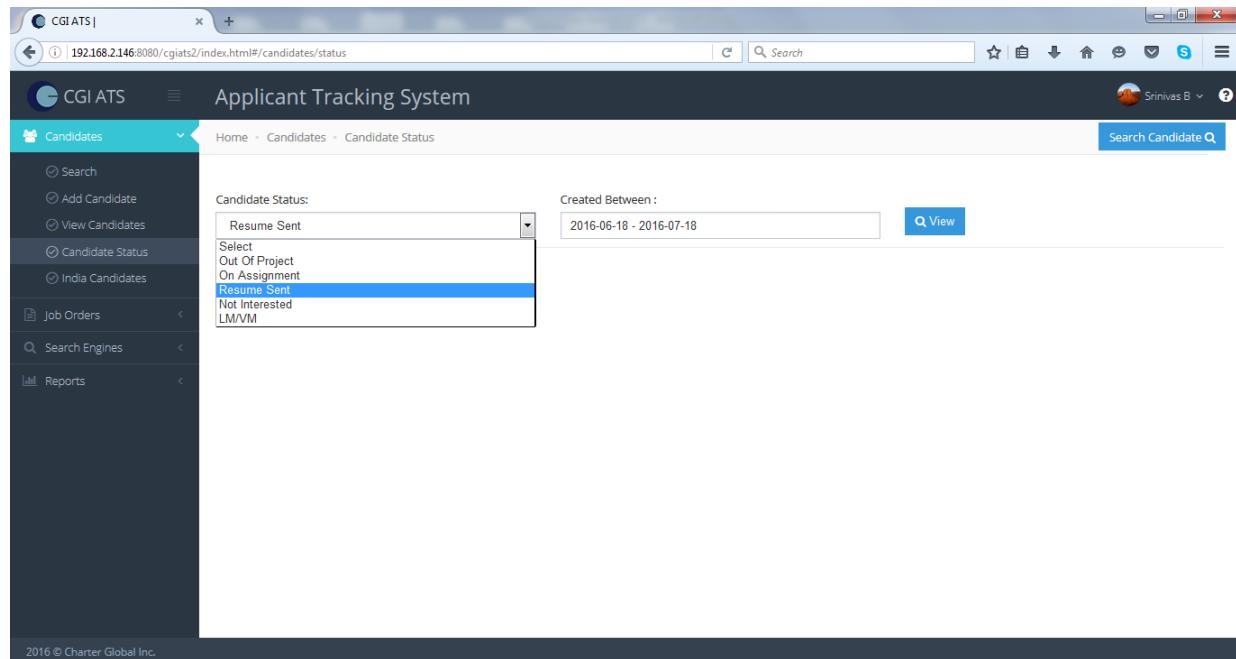
Candidate ID	Job Order ID	Job Title	Name	Email	Cell	Portal	DM/ADM	Actions
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228049	36103637	Executive Search Recruiter	Lucille Scott	cgi_lucybethscott@gmail.com	256-606-0699	CGI	Steven	
36228068	36212305	Customer Engineer 6	Dylan Colby	cgi_dcolby1@outlook.com	207-653-6985	CGI	Raunak	
36228068	36212305	Customer Engineer 6	Dylan Colby	cgi_dcolby1@outlook.com	207-653-6985	CGI	Raunak	

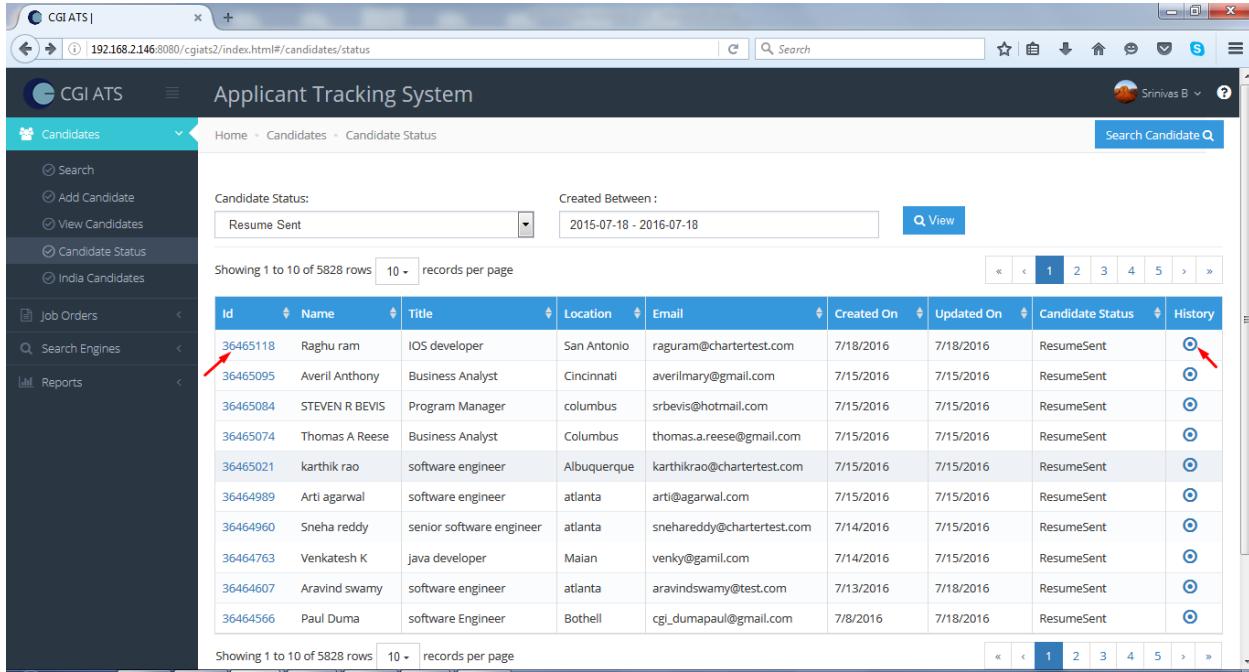
## View Candidates by Status :

- Clicking on the " Candidates Status" link in the side bar navigates to view candidates page. (*Screen Shot given below*).



- In the candidate status page select the “candidate status” from the dropdown and provide the date range for what period you want to view the candidate and click on the view button.
- Clicking on the view button gets the candidates details based on the “candidate status” and the “date range” and displays them in the table. (*Screen Shot given below*).

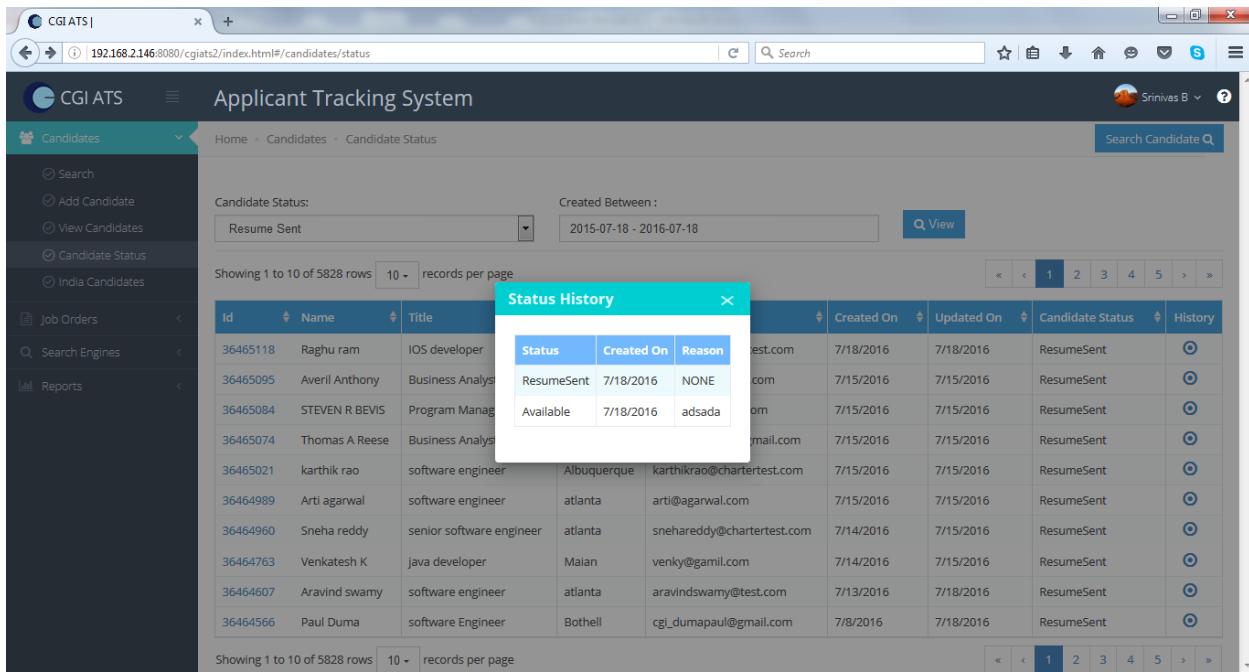




The screenshot shows the 'Candidate Status' page of the CGI ATS system. The left sidebar includes links for Candidates, Job Orders, Search Engines, and Reports. The main area displays a table of candidates with columns for Id, Name, Title, Location, Email, Created On, Updated On, Candidate Status, and History. The 'History' column contains small circular icons. A red arrow highlights the icon next to the first candidate's entry.

ID	Name	Title	Location	Email	Created On	Updated On	Candidate Status	History
36465118	Raghuram	IOS developer	San Antonio	raguram@chartertest.com	7/18/2016	7/18/2016	ResumeSent	
36465095	Averil Anthony	Business Analyst	Cincinnati	averilmary@gmail.com	7/15/2016	7/15/2016	ResumeSent	
36465084	STEVEN R BEVIS	Program Manager	columbus	srbevis@hotmail.com	7/15/2016	7/15/2016	ResumeSent	
36465074	Thomas A Reese	Business Analyst	Columbus	thomas.a.reese@gmail.com	7/15/2016	7/15/2016	ResumeSent	
36465021	karthik rao	software engineer	Albuquerque	karthikrao@chartertest.com	7/15/2016	7/15/2016	ResumeSent	
36464989	Arti agarwal	software engineer	atlanta	arti@agarwal.com	7/15/2016	7/15/2016	ResumeSent	
36464960	Sneha reddy	senior software engineer	atlanta	snehareddy@chartertest.com	7/14/2016	7/15/2016	ResumeSent	
36464763	Venkatesh K	java developer	Malan	venky@gamil.com	7/14/2016	7/15/2016	ResumeSent	
36464607	Aravind swamy	software engineer	atlanta	aravindswamy@test.com	7/13/2016	7/18/2016	ResumeSent	
36464566	Paul Duma	software Engineer	Bothell	cgi_dumapaul@gmail.com	7/8/2016	7/18/2016	ResumeSent	

- Clicking on the “Status History” icon a dialogue box will be displayed showing the current and previous status of the Candidate. (*Screen Shot given below*).

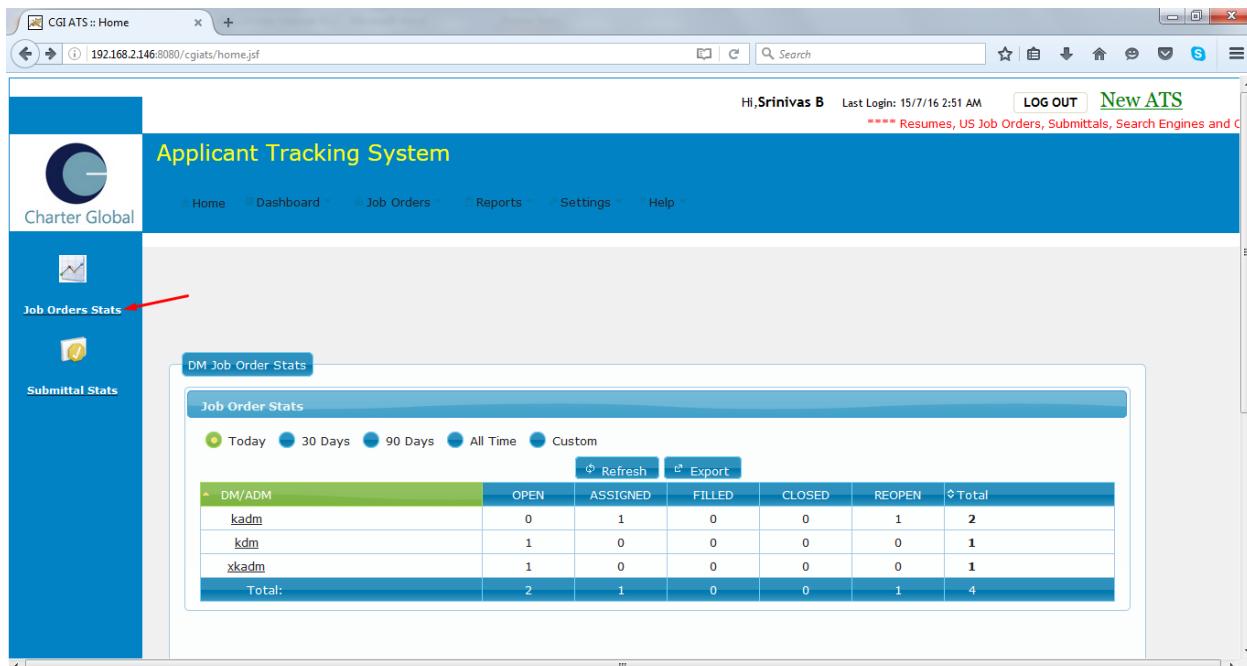


The screenshot shows the 'Candidate Status' page with a modal dialog box titled 'Status History' overlaid. This dialog box contains a table with columns for Status, Created On, and Reason. It lists three entries for the first candidate: 'ResumeSent' on 7/18/2016 with 'NONE' reason, 'Available' on 7/18/2016 with 'adsada' reason, and a previous entry that is partially visible.

Status	Created On	Reason
ResumeSent	7/18/2016	NONE
Available	7/18/2016	adsada

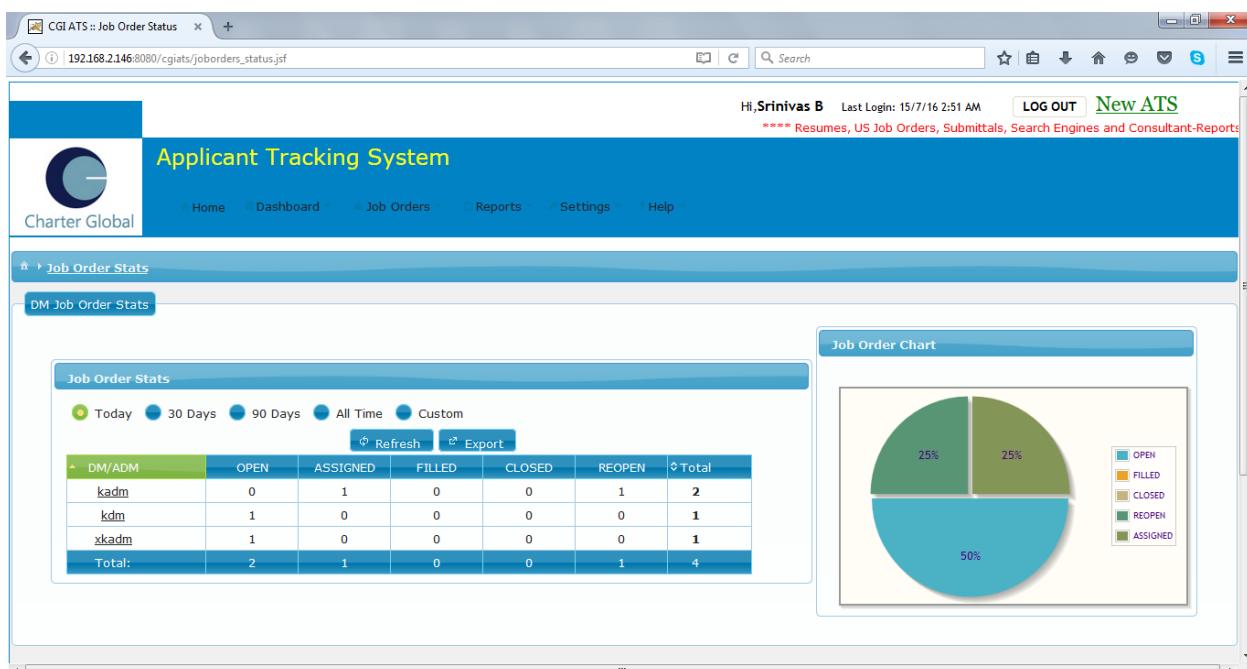
## Job Order Stats:

- When Click on Job Order stats button from side bar navigation, it will go directly to Job Order Stats, the application provides the job counts that are available for your team. (*Screen Shot given below*).

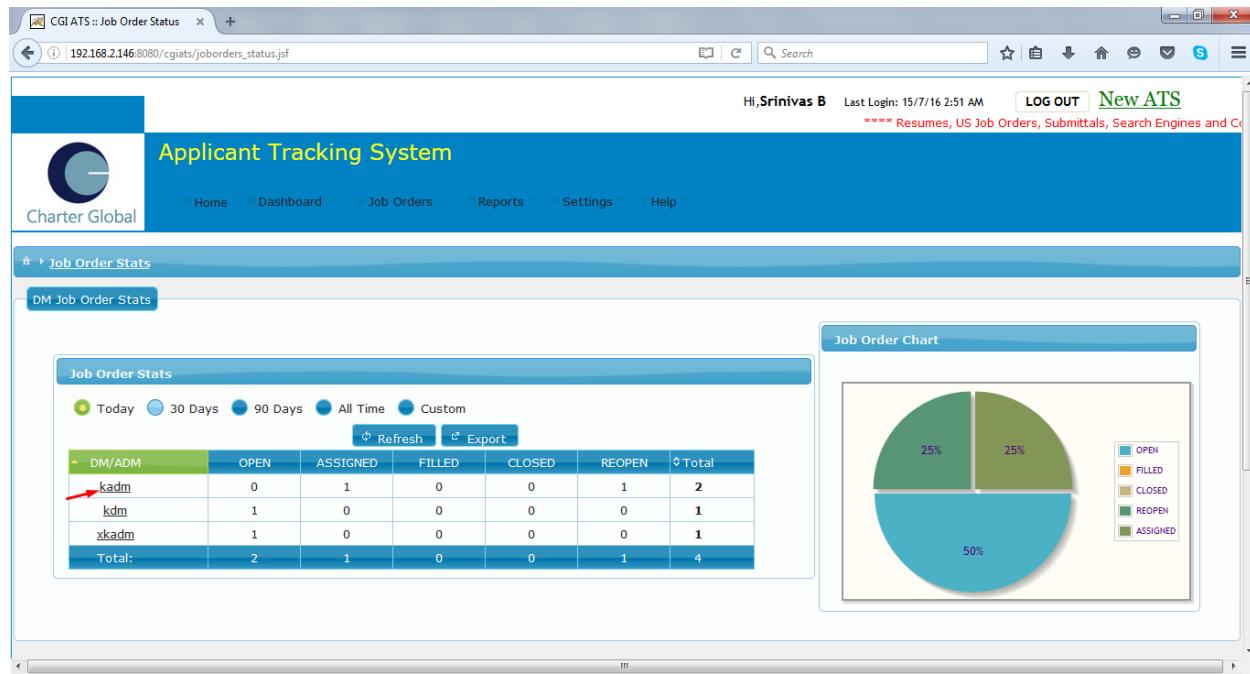


The screenshot shows the Charter Global Applicant Tracking System interface. The top navigation bar includes links for Home, Dashboard, Job Orders, Reports, Settings, and Help. The user is logged in as 'Hi,Srinivas B' with a last login of '15/7/16 2:51 AM'. There is a 'LOG OUT' button and a 'New ATS' link. Below the navigation, there are two main sections: 'DM Job Order Stats' and 'Job Order Stats'. The 'Job Order Stats' section is highlighted with a blue background. It contains a table showing job counts for different categories: OPEN, ASSIGNED, FILLED, CLOSED, REOPEN, and Total. The table data is as follows:

Category	OPEN	ASSIGNED	FILLED	CLOSED	REOPEN	Total
DM/ADM	0	1	0	0	1	2
kadm	1	0	0	0	0	1
xkadm	1	0	0	0	0	1
Total:	2	1	0	0	1	4



The screenshot shows the Charter Global Applicant Tracking System interface, specifically the 'Job Order Status' page. The top navigation bar and user information are identical to the previous screenshot. The main content area features a 'Job Order Stats' section and a 'Job Order Chart'. The 'Job Order Stats' section displays the same job count table as the previous screenshot. The 'Job Order Chart' is a pie chart showing the percentage distribution of job statuses: OPEN (50%), FILLED (25%), CLOSED (25%), REOPEN (0%), and ASSIGNED (0%).



**Job Order Stats**

Today    30 Days    90 Days    All Time    Custom

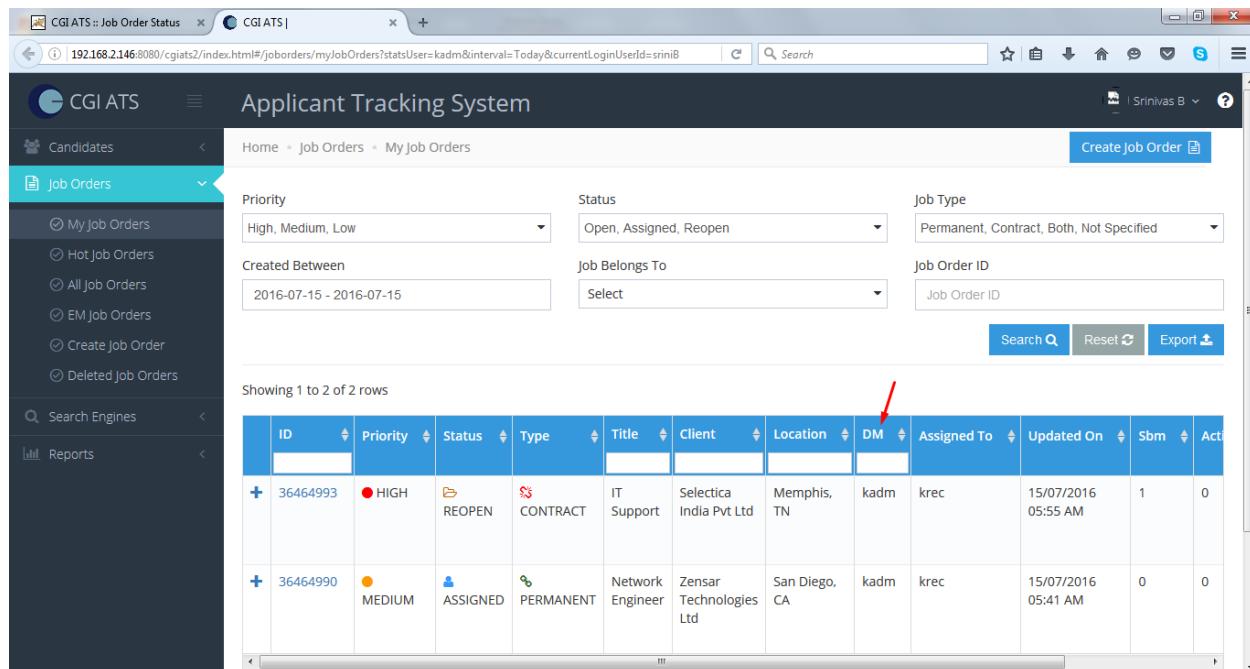
Refresh    Export

DM/ADM	OPEN	ASSIGNED	FILLED	CLOSED	REOPEN	Total
kadm	0	1	0	0	1	2
kdm	1	0	0	0	0	1
xkadm	1	0	0	0	0	1
Total:	2	1	0	0	1	4

**Job Order Chart**

Status	Percentage
OPEN	50%
FILLED	0%
CLOSED	0%
REOPEN	25%
ASSIGNED	25%

- When click on DM/ADM link in job orders stats page it will navigates to my job orders page of New ATS Application in new tab. (Screen Shot given below).



**Job Orders**

Priority: High, Medium, Low    Status: Open, Assigned, Reopen    Job Type: Permanent, Contract, Both, Not Specified

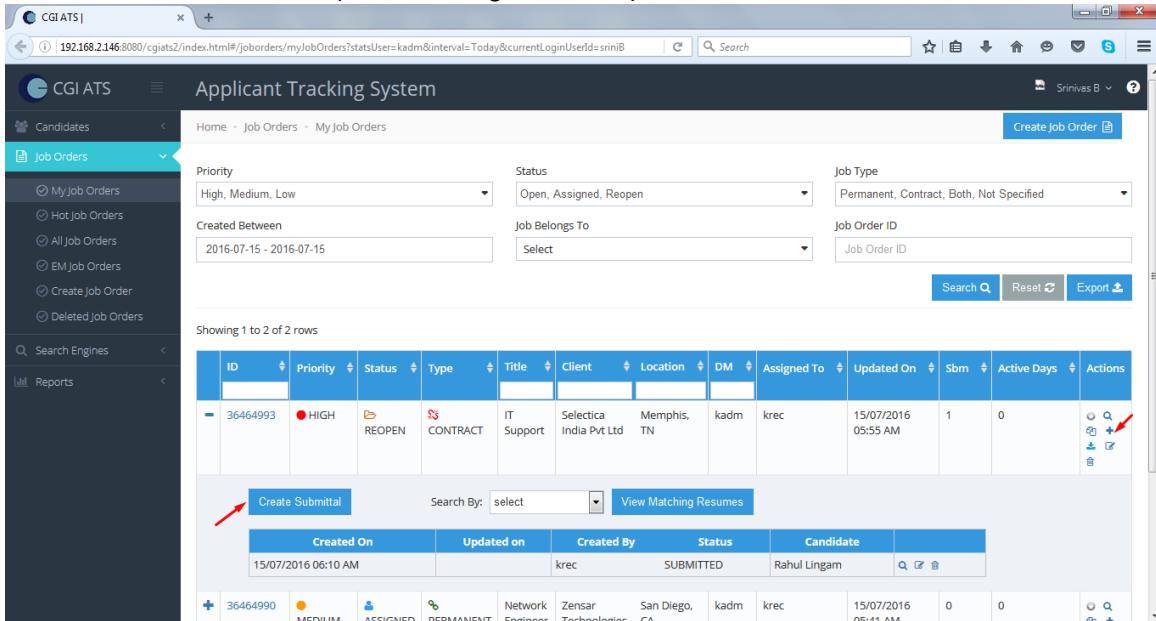
Created Between: 2016-07-15 - 2016-07-15    Job Belongs To: Select    Job Order ID: Job Order ID

Search Q    Reset R    Export D

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Act
36464993	HIGH	REOPEN	CONTRACT	IT Support	Selectica India Pvt Ltd	Memphis, TN	kadm	krec	15/07/2016 05:55 AM	1	0
36464990	MEDIUM	ASSIGNED	PERMANENT	Network Engineer	Zensar Technologies Ltd	San Diego, CA	kadm	krec	15/07/2016 05:41 AM	0	0

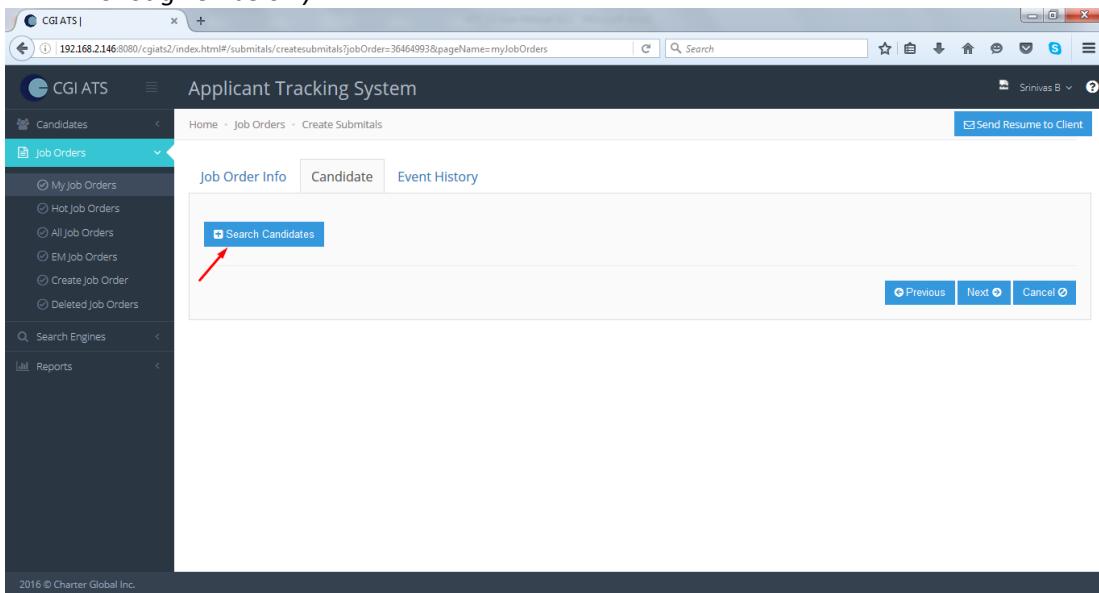
## Create Submittal:

- Clicking on 'My Job Orders' link in 'Job Orders' menu in the sidebar navigates to the my job order page displaying the current users job orders.
- Click on the **+** icon to expand the respective job order row and then click on the create submittal button. (*Screen Shot given below*).

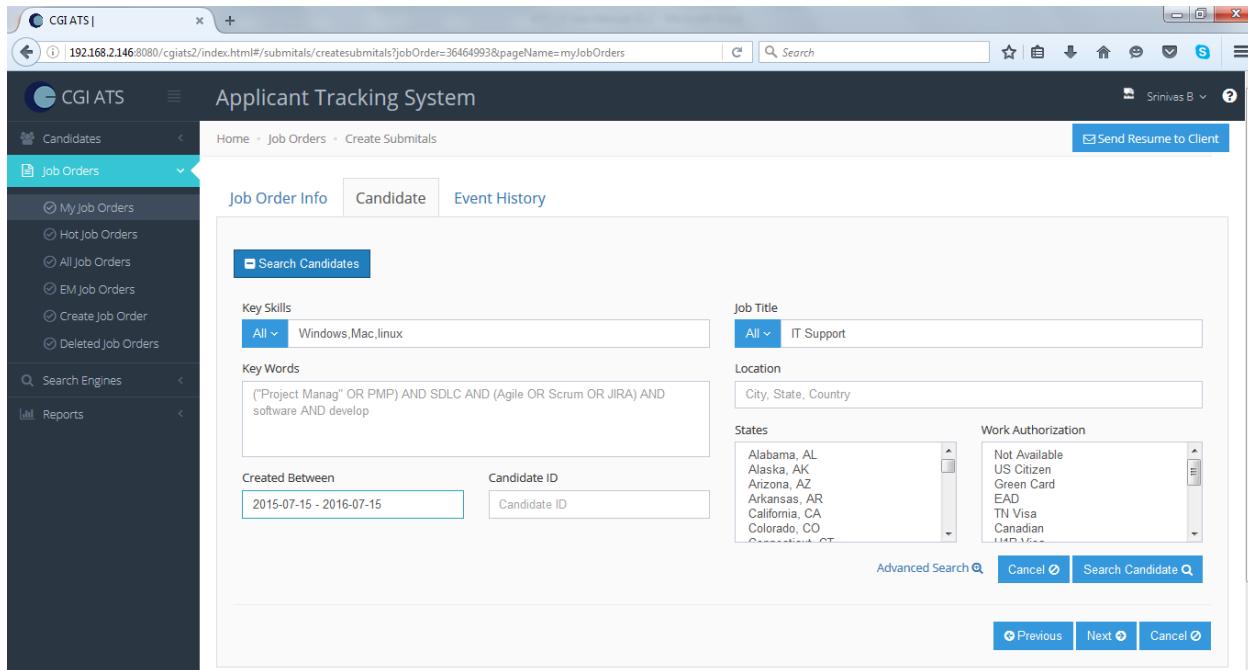


The screenshot shows the 'Job Orders' section of the CGI ATS interface. A specific job order row for ID 36464993 is expanded, revealing detailed information such as Priority (High), Status (REOPEN), Type (CONTRACT), Title (IT Support), Client (Selectica India Pvt Ltd), Location (Memphis, TN), and Assigned To (kadm). Below this table, there are buttons for 'Create Submittal' (highlighted with a red arrow) and 'View Matching Resumes'. At the bottom of the expanded row, there is another table with columns for Created On, Updated on, Created By, Status, and Candidate, showing the same data for the job order.

- Clicking on the “create Submittal” button navigates to the create submittal page.
- In the candidate tab click on the search candidate button to get the search fields (*Screen Shot given below*).



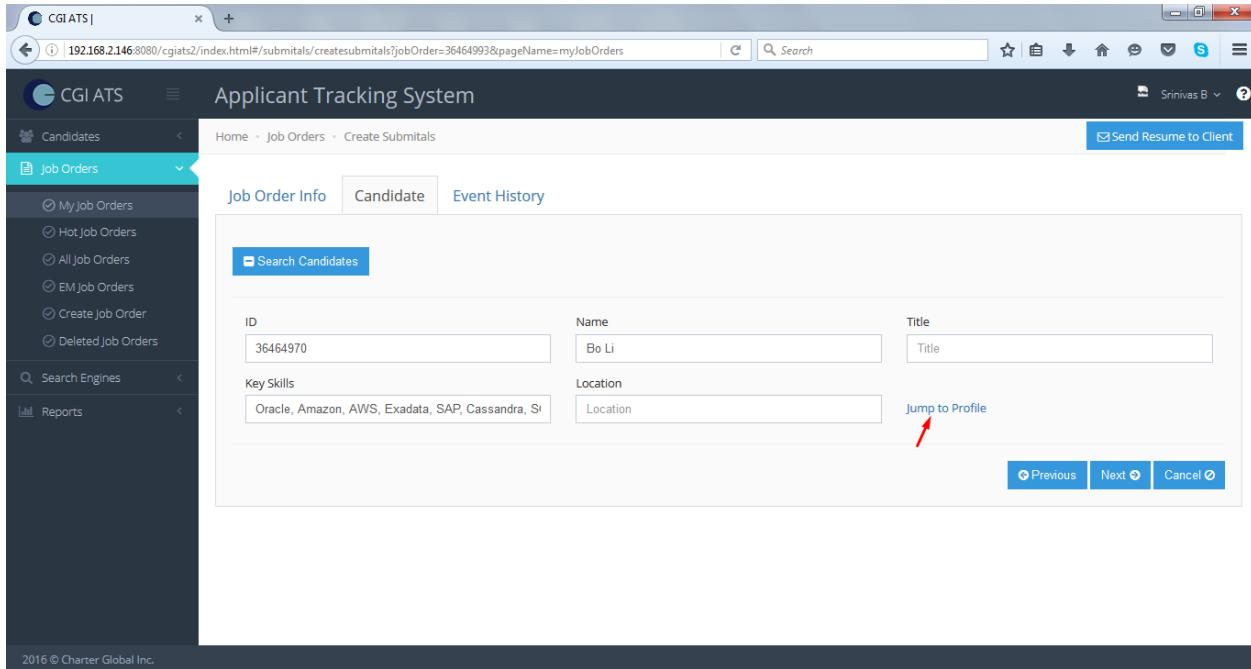
The screenshot shows the 'Create Submittal' page. It features tabs for 'Job Order Info', 'Candidate' (which is active and highlighted with a red arrow), and 'Event History'. Under the 'Candidate' tab, there is a search bar labeled 'Search Candidates' with a magnifying glass icon. At the bottom right of the page, there are navigation buttons for 'Previous', 'Next', and 'Cancel'.



- Provide the relevant key words and click on 'Search Candidate' button to get the candidates list. (*Screen Shot given below*).

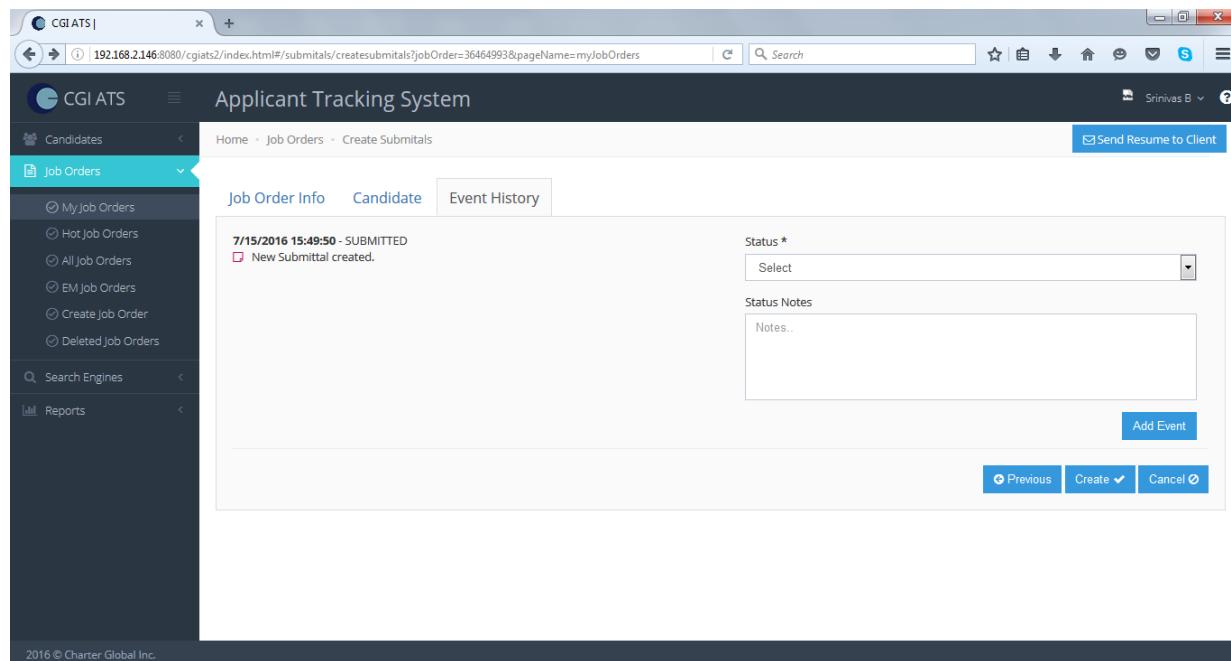
Showing 1 to 10 of 923 rows <input type="button" value="10"/> records per page								
Id	Name	Title	Location	Created	Updated	Status	Visa Status	Actions
36464970	Bo Li		-	07/13/2016	07/13/2016	Available	Green Card	
36464969	Bo Li		-	07/13/2016	07/13/2016	Available	Green Card	
36464968	Ramesh Kumar	Devops Engineer/Admin	-	07/13/2016	07/13/2016	Available	Not Available	
36464967	Bo Li		-	07/13/2016	07/13/2016	Available	Green Card	
36464963	Anantha Krishna	AWS/DevOps Engineer	-	07/13/2016	07/13/2016	Available	H1B Visa	
36464961	Bo Li		-	07/13/2016	07/13/2016	Available	Green Card	
36346118	MIHIR JARIWALA	Sr. Informatica Developer	-	02/04/2016	06/30/2016	Available	Not Available	
36339686	Karthik Hrishikesh	Manager, Engineering	-	01/26/2016	06/30/2016	Available	Not Available	
36337627	mitesh shah	Technical Project Manager	-	01/21/2016	06/30/2016	Available	Not Available	
36336001	David B Schmid	Sr. Functional Analyst	-	01/21/2016	06/30/2016	Available	Not Available	

- Select the Candidate for which the submittal has to be created. Once the candidate is selected the candidate table gets collapsed and the pre populated candidates fields will be displayed with a “jump to profile” link. By clicking that link will navigate to the candidate edit page. (*Screen Shot given below*).



The screenshot shows a web browser window for the "CGI ATS" system. The URL is 192.168.2.146:8080/cgjats2/index.html#/submittals/createsubmittals?jobOrder=36464993&pageName=myJobOrders. The title bar says "Applicant Tracking System". The left sidebar has a "Job Orders" section with various filters like "My Job Orders", "Hot Job Orders", etc. The main content area has tabs for "Job Order Info", "Candidate", and "Event History". Under "Job Order Info", there's a search bar for "Search Candidates" and fields for "ID" (36464970), "Name" (Bo Li), "Title" (Title), "Key Skills" (Oracle, Amazon, AWS, Exadata, SAP, Cassandra, Si), and "Location". A red arrow points to a blue "Jump to Profile" button. At the bottom are "Previous", "Next", and "Cancel" buttons.

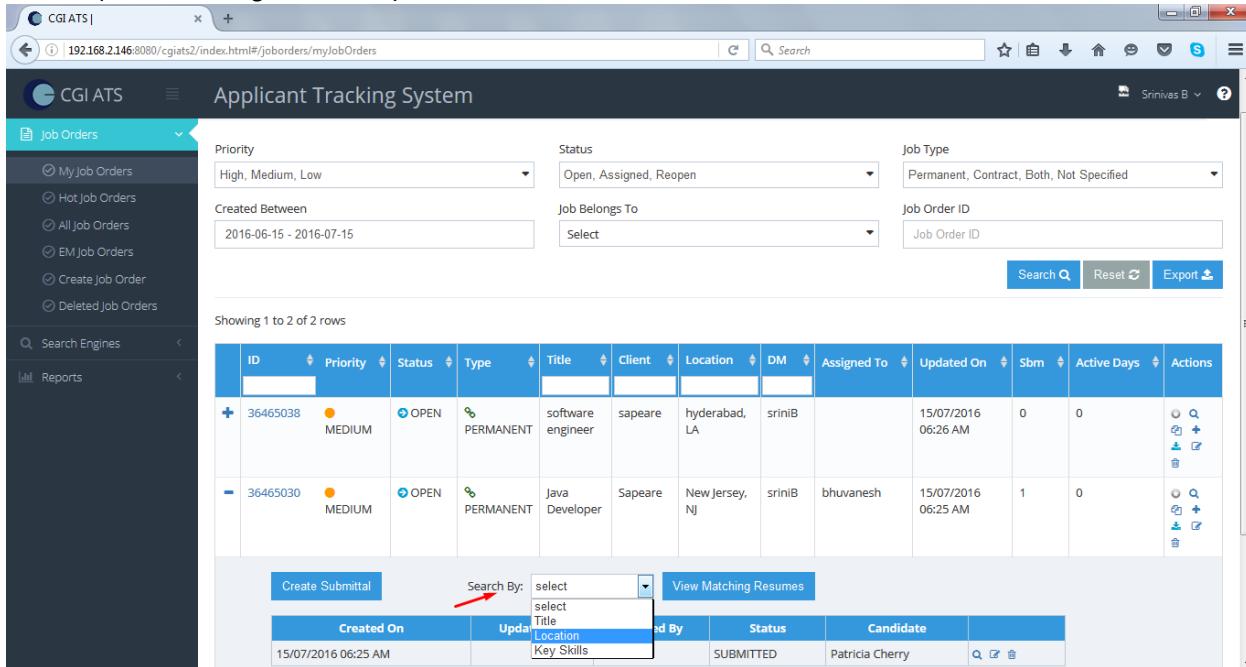
- In the Event History tab select the appropriate status for the submittal, give the notes and click on the create button.
- After clicking on the create button the application shall navigate to the respective job order page. (*Screen Shot given below*).



The screenshot shows the CGI ATS Application Tracking System interface. The left sidebar includes links for Candidates, Job Orders (selected), Search Engines, and Reports. The main content area displays 'Job Order Info' and 'Event History' tabs. Under 'Event History', it shows a log entry: '7/15/2016 15:49:50 - SUBMITTED' and 'New Submittal created.' Below this, there are fields for 'Status \*' (a dropdown menu currently set to 'Select') and 'Status Notes' (a text area containing 'Notes..'). At the bottom right of the main content area are buttons for 'Add Event', 'Previous', 'Create ✓', and 'Cancel ✖'. The top navigation bar shows the URL '192.168.2.146:8080/cgiats2/index.html#/submittals/createsubmittals?jobOrder=36464993&pageName=myJobOrders' and a search bar.

## View Matching Resumes:

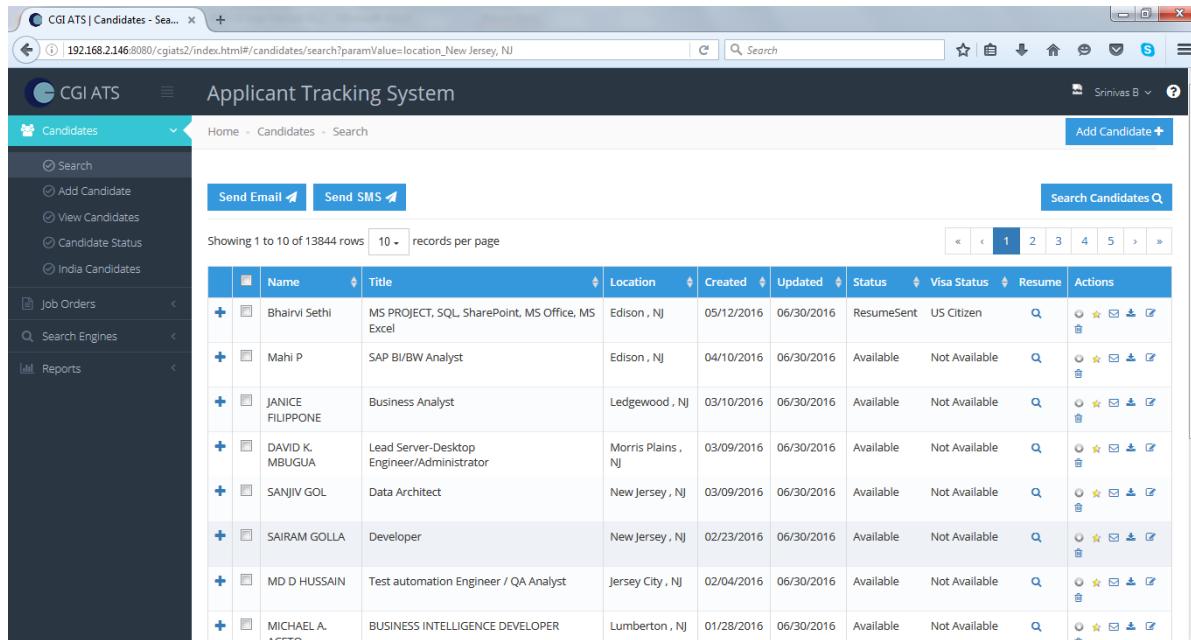
- In the Job orders page expand the respective row and click on the ‘Search by’ drop down. Select one option from the drop down and click on the “View Matching Records” (*Screen Shot given below*).



The screenshot shows the 'Job Orders' section of the Applicant Tracking System. It includes filters for Priority (High, Medium, Low), Status (Open, Assigned, Reopen), Job Type (Permanent, Contract, Both, Not Specified), and Created Between (2016-06-15 - 2016-07-15). The search results grid displays two rows of job orders. At the bottom, there is a 'Search By' dropdown menu with options: select, select, Location, and Key Skills. A red arrow points to the 'Location' option in the dropdown.

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465038	MEDIUM	OPEN	PERMANENT	software engineer	sapeare	hyderabad, LA	sriniB		15/07/2016 06:26 AM	0	0	<span>View Matching Resumes</span>
36465030	MEDIUM	OPEN	PERMANENT	Java Developer	Sapeare	New Jersey, NJ	sriniB	bhuvanesh	15/07/2016 06:25 AM	1	0	<span>View Matching Resumes</span>

- Clicking on the “view matching records” button navigates to the search page displaying the matching records based on the selection. (*Screen Shot given below*).

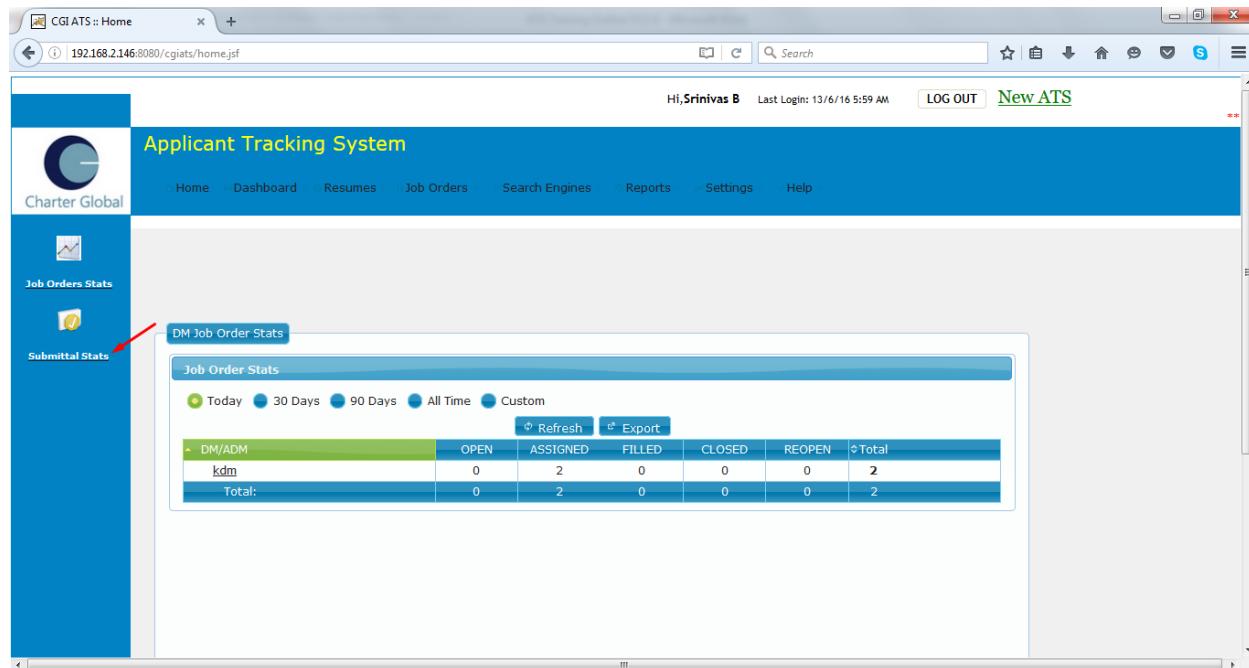


The screenshot shows the 'Candidates' search page. It includes buttons for 'Send Email' and 'Send SMS'. The search results grid displays 10 of 13844 rows. At the bottom, there is a 'Search By' dropdown menu with options: select, select, Location, and Key Skills. A red arrow points to the 'Location' option in the dropdown.

Name	Title	Location	Created	Updated	Status	Visa Status	Resume	Actions
Bhairvi Sethi	MS PROJECT, SQL, SharePoint, MS Office, MS Excel	Edison , NJ	05/12/2016	06/30/2016	ResumeSent	US Citizen	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
Mahi P	SAP BI/BW Analyst	Edison , NJ	04/10/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
JANICE FILIPPONE	Business Analyst	Ledgewood , NJ	03/10/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
DAVID K. MBUGUA	Lead Server/Desktop Engineer/Administrator	Morris Plains , NJ	03/09/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
SANJIV GOLI	Data Architect	New Jersey , NJ	03/09/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
SAIRAM GOLLA	Developer	New Jersey , NJ	02/23/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
MD D HUSSAIN	Test automation Engineer / QA Analyst	Jersey City , NJ	02/04/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>
MICHAEL A. ARCEO	BUSINESS INTELLIGENCE DEVELOPER	Lumberton , NJ	01/28/2016	06/30/2016	Available	Not Available	<span>View Matching Resumes</span>	<span>View Matching Resumes</span>

## Submittal stats:

- Clicking on Submittal Stats link in the sidebar navigates to Submittal Stats page. (*Screen Shot given below*).



Hi, Srinivas B Last Login: 13/6/16 5:59 AM LOG OUT New ATS

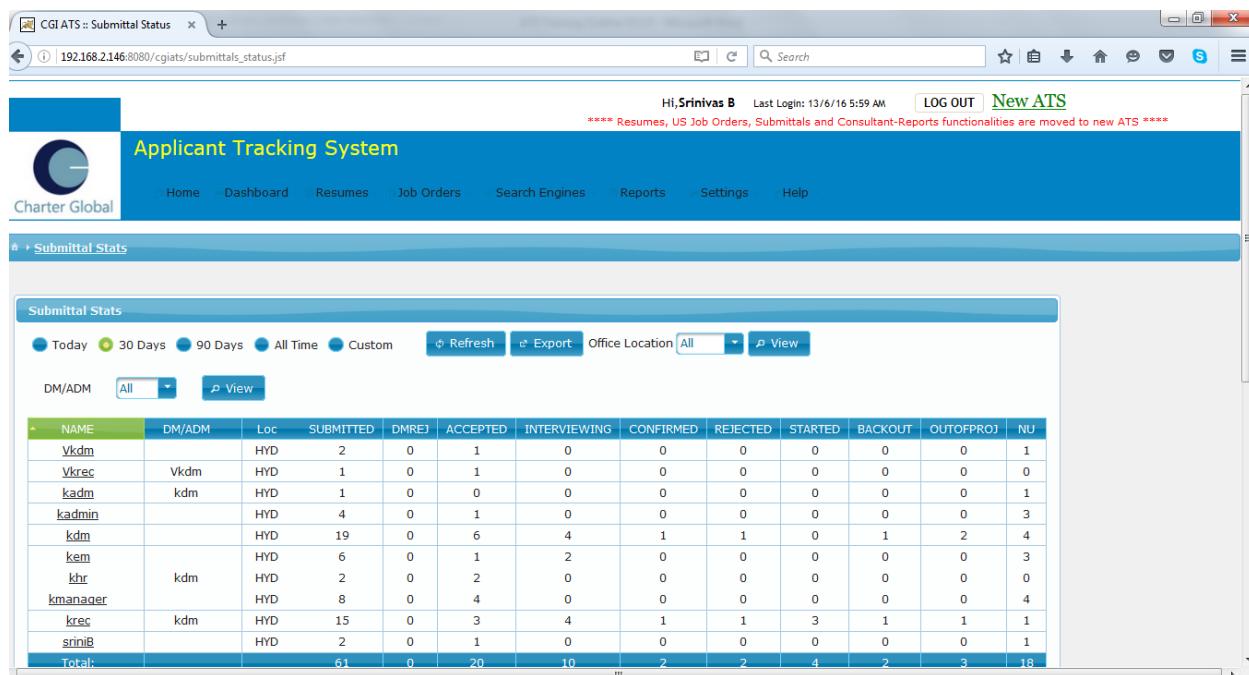
Applicant Tracking System

Charter Global

Job Orders Stats

Submittal Stats

DM/ADM	OPEN	ASSIGNED	FILLED	CLOSED	REOPEN	Total
kdm	0	2	0	0	0	2
Total:	0	2	0	0	0	2



Hi, Srinivas B Last Login: 13/6/16 5:59 AM LOG OUT New ATS

\*\*\* Resumes, US Job Orders, Submittals and Consultant-Reports functionalities are moved to new ATS \*\*\*

Applicant Tracking System

Charter Global

Submittal Stats

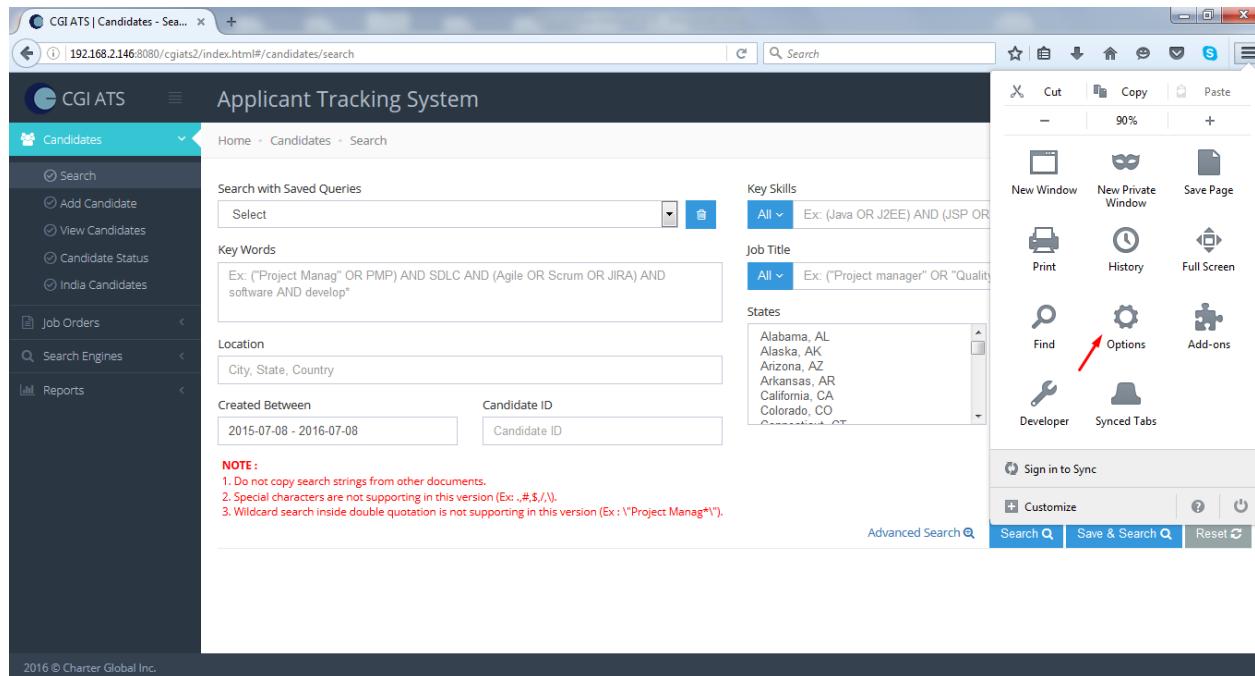
NAME	DM/ADM	Loc	SUBMITTED	DMREQ	ACCEPTED	INTERVIEWING	CONFIRMED	REJECTED	STARTED	BACKOUT	OUTOFFPRO	NU
vkdm	Vkdm	HYD	2	0	1	0	0	0	0	0	0	1
Vkrec	Vkdm	HYD	1	0	1	0	0	0	0	0	0	0
kadm	kdm	HYD	1	0	0	0	0	0	0	0	0	1
kadmin		HYD	4	0	1	0	0	0	0	0	0	3
kdm		HYD	19	0	6	4	1	1	0	1	2	4
kem		HYD	6	0	1	2	0	0	0	0	0	3
khr		HYD	2	0	2	0	0	0	0	0	0	0
kmanager		HYD	8	0	4	0	0	0	0	0	0	4
krec	kdm	HYD	15	0	3	4	1	1	3	1	1	1
srinivB		HYD	2	0	1	0	0	0	0	0	0	1
Total:			61	0	20	10	2	2	4	2	3	18

## Search Engines/ Job Portals:

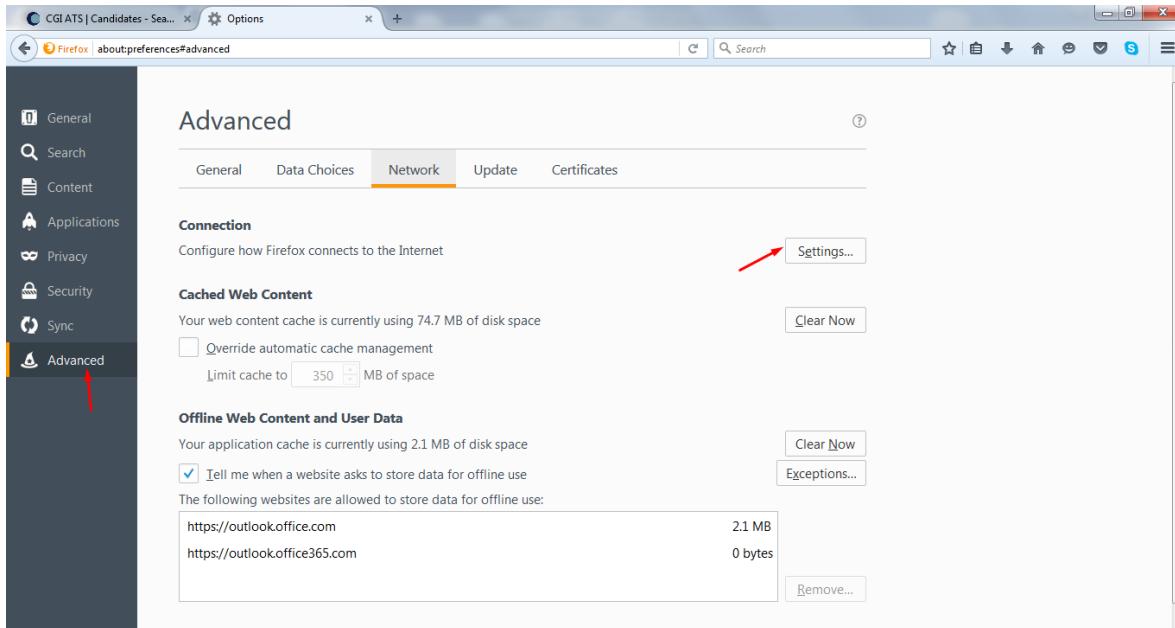
### Browser Proxy configuration:

Please configure the HTTP Proxy in the browser of Remote machine assigned to you, before using the Job Portals by following the below steps. This will be generally done by your local IT Team. This is required to get the resumes you viewed in Job Portals into ATS application.

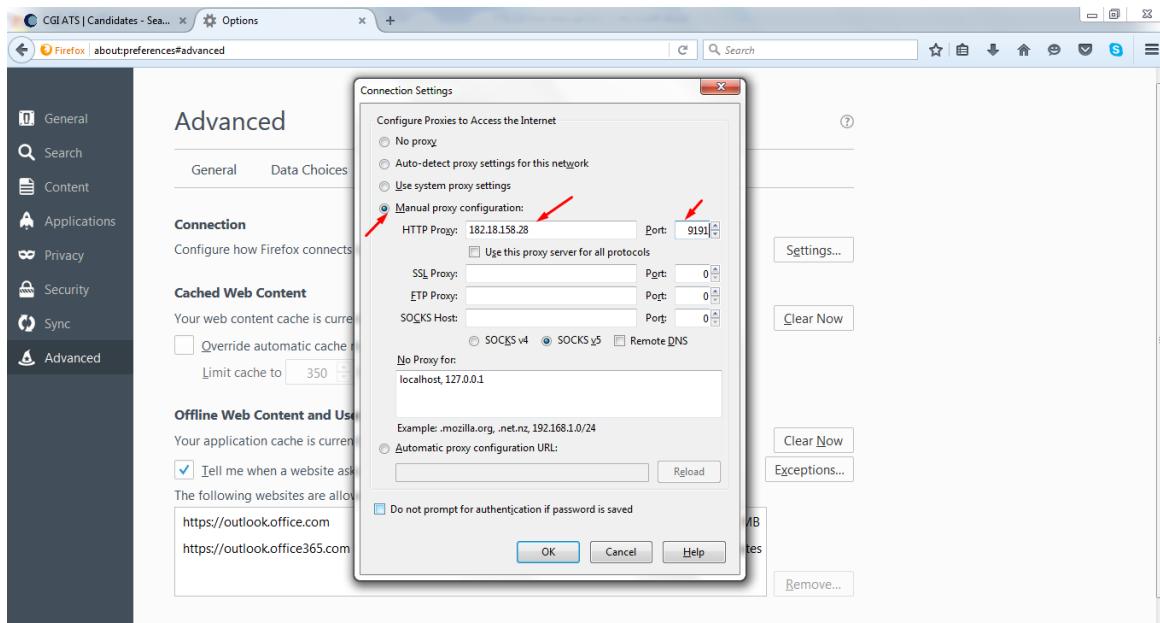
- Click on 'Options' button the browser data will be shown in new tab. (*Screen Shot given below*).



- Click on 'Advanced' and then click on the "network" tab and then click on the "settings" button. (*Screen Shot given below*).

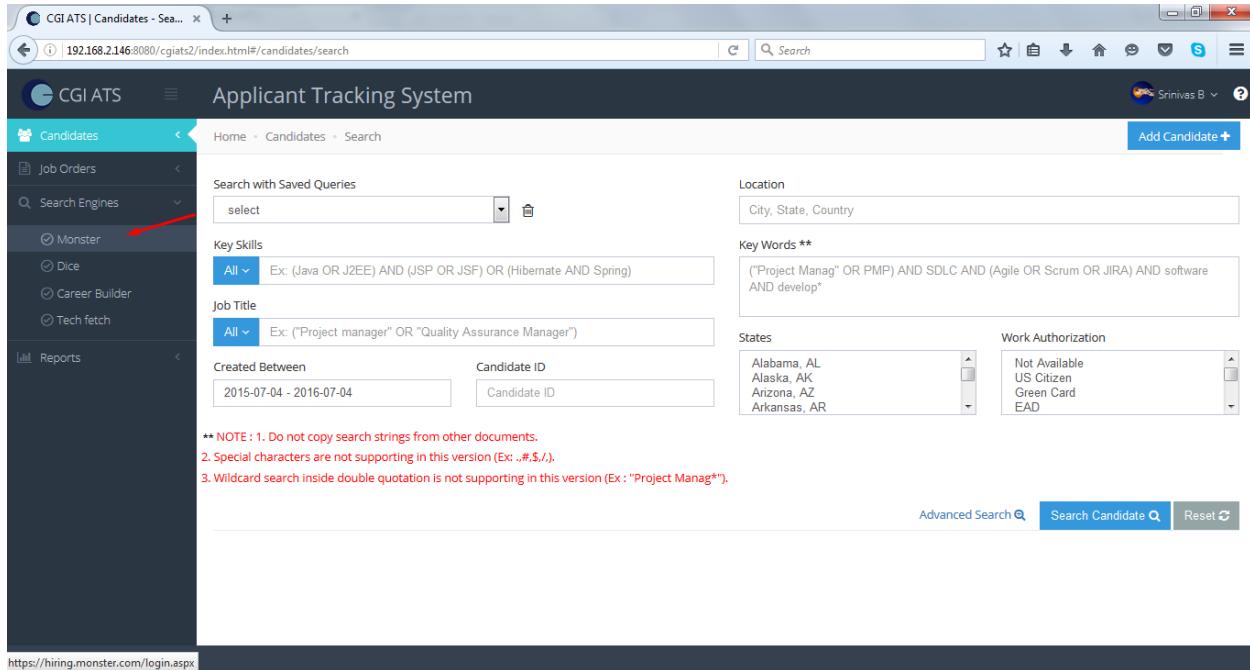


- Select 'Manual proxy configuration' radio button and in the HTTP Proxy input field provide the IP Address of the ATS production machine, i.e. 182.18.158.28 and Port number should be 9191. And click on "OK" button. (*Screen Shot given below*).

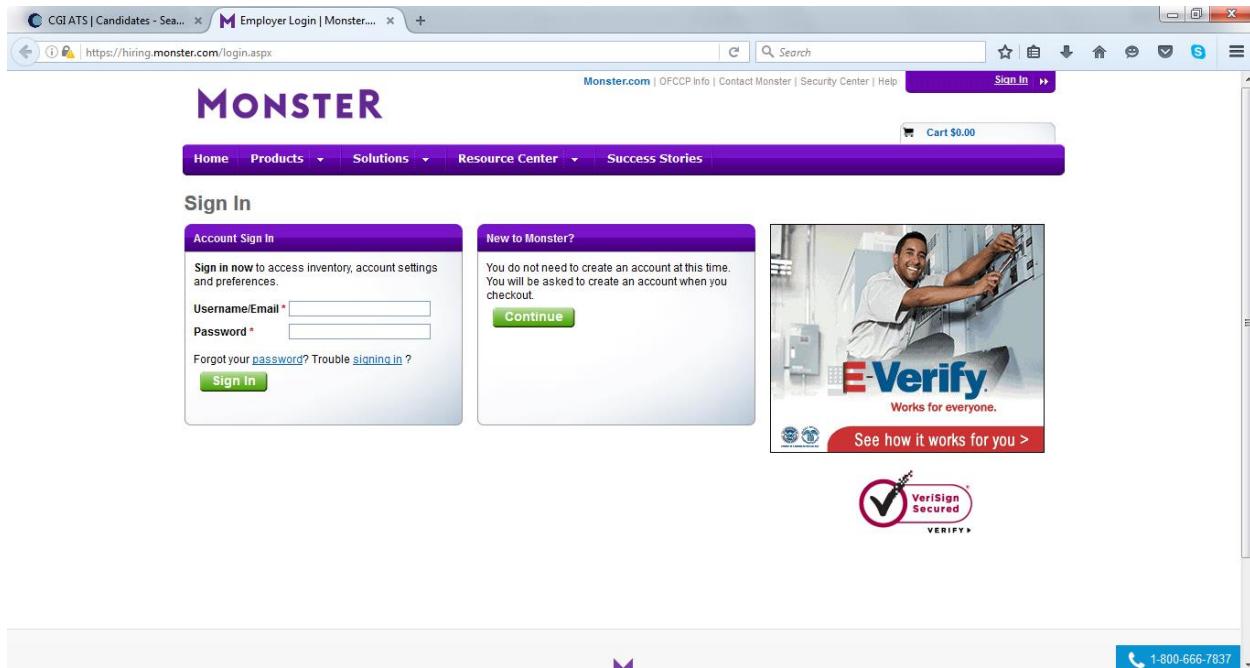


## Monster:

- Clicking on 'Monster' link from the "Search Engines" menu in the sidebar will navigate the user to monster login page in new tab.



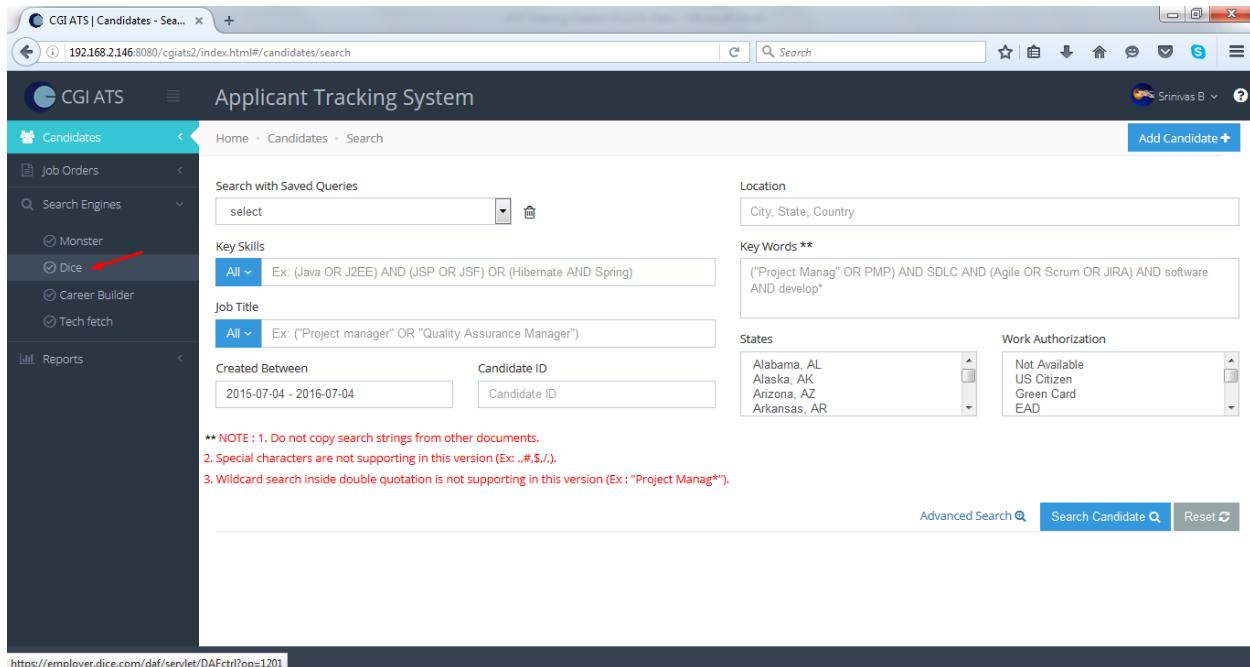
The screenshot shows the 'Candidate' search interface of the CGI ATS system. On the left, a sidebar lists 'Job Orders', 'Search Engines' (with 'Monster' highlighted by a red arrow), 'Dice', 'Career Builder', and 'Tech fetch'. The main search area includes fields for 'Key Skills' (set to 'All'), 'Job Title' (set to 'All'), 'Created Between' (set to '2015-07-04 - 2016-07-04'), 'Candidate ID', 'Location' (set to 'City, State, Country'), 'Key Words \*\*' (set to '(Project Manager OR PMP) AND SDLC AND (Agile OR Scrum OR JIRA) AND software AND develop\*'), 'States' (listing Alabama, AL; Alaska, AK; Arizona, AZ; Arkansas, AR), and 'Work Authorization' (listing Not Available, US Citizen, Green Card, EAD). Below the search form, there are three notes: 1. Do not copy search strings from other documents. 2. Special characters are not supporting in this version (Ex: #,\$,/). 3. Wildcard search inside double quotation is not supporting in this version (Ex : "Project Manager\*"). At the bottom are buttons for 'Advanced Search', 'Search Candidate', and 'Reset'.



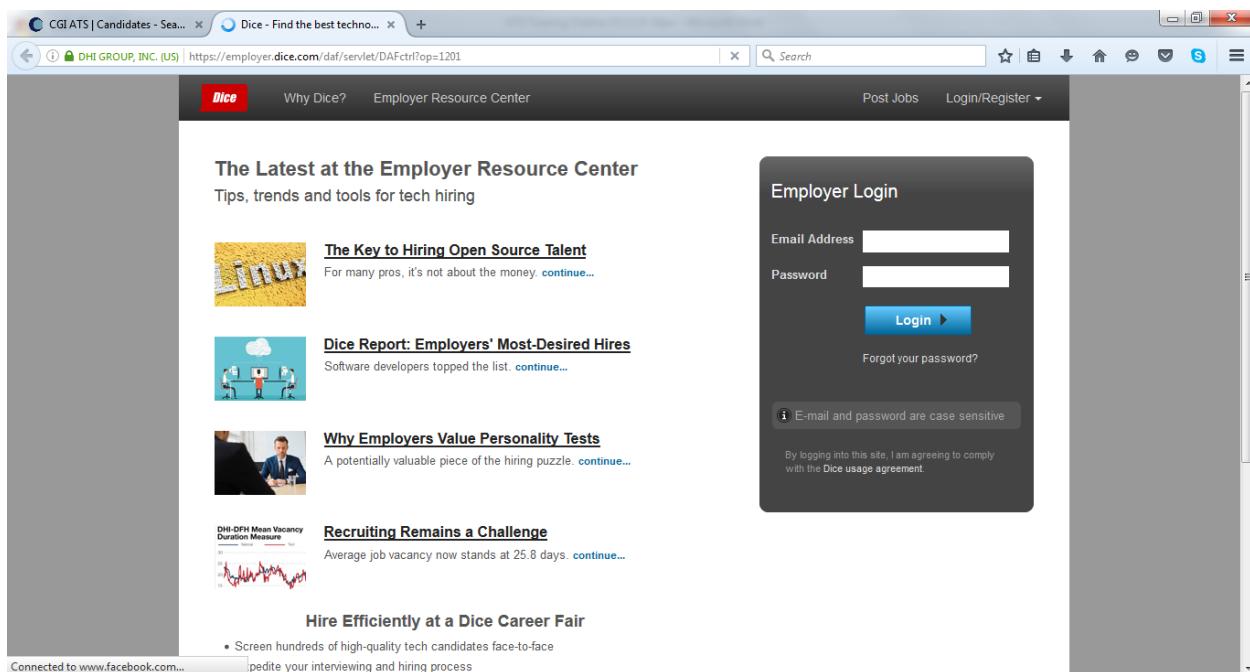
The screenshot shows the 'Employer Login' page on Monster.com. The URL in the address bar is https://hiring.monster.com/login.aspx. The page features a purple header with the 'MONSTER' logo and navigation links for Home, Products, Solutions, Resource Center, and Success Stories. A 'Sign In' button is located in the top right corner. The main content area contains two forms: 'Account Sign In' (with fields for Username/Email and Password, and links for forgot password and trouble signing in) and 'New to Monster?' (with a note about creating an account at checkout and a 'Continue' button). To the right of these forms is an advertisement for 'E-Verify' with the text 'Works for everyone.' and a link 'See how it works for you >'. At the bottom right is a VeriSign Secured logo. The footer includes a phone icon and the number 1-800-666-7837.

## Dice:

- Clicking on 'Dice' link from the "Search Engines" menu in the sidebar will navigate the user to Dice login page in new tab.



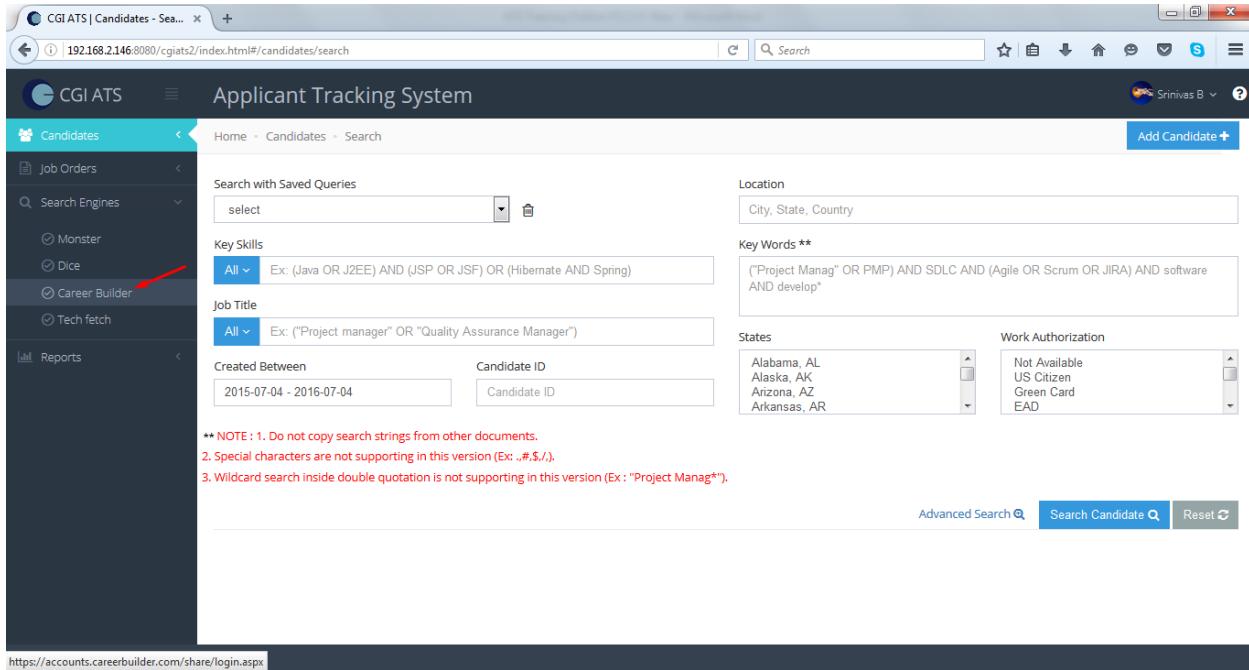
The screenshot shows the 'Candidate' search interface in the CGI ATS system. On the left, a sidebar lists search engines: Monster, Dice (which is selected and highlighted with a red arrow), Career Builder, and Tech fetch. The main search form includes fields for 'Key Skills' (Ex: Java OR J2EE) AND (JSP OR JSF) OR (Hibernate AND Spring), 'Job Title' (Ex: ("Project manager" OR "Quality Assurance Manager")), 'Created Between' (2015-07-04 - 2016-07-04), 'Candidate ID', 'Location' (City, State, Country), 'Key Words \*\*' (Ex: ("Project Manag" OR PMP) AND SDLC AND (Agile OR Scrum OR JIRA) AND software AND develop\*), 'States' (Alabama, AL; Alaska, AK; Arizona, AZ; Arkansas, AR), and 'Work Authorization' (Not Available; US Citizen; Green Card; EAD). Below the search form are three notes: 1. Do not copy search strings from other documents. 2. Special characters are not supporting in this version (Ex: #,\$,/). 3. Wildcard search inside double quotation is not supporting in this version (Ex: "Project Manag\*"). At the bottom are 'Advanced Search' and 'Search Candidate' buttons.



The screenshot shows the Dice website's Employer Resource Center. It features a sidebar with links like 'Why Dice?', 'Employer Resource Center', 'Post Jobs', and 'Login/Register'. The main content area has a heading 'The Latest at the Employer Resource Center' with sub-headings 'Tips, trends and tools for tech hiring', 'The Key to Hiring Open Source Talent' (with a Linux icon), 'Dice Report: Employers' Most-Desired Hires' (with a cloud icon), 'Why Employers Value Personality Tests' (with a person icon), 'Recruiting Remains a Challenge' (with a graph icon), and 'Hire Efficiently at a Dice Career Fair' (with a list icon). To the right is a dark-themed 'Employer Login' form with fields for 'Email Address' and 'Password', a 'Login' button, a 'Forgot your password?' link, and a note about case sensitivity. At the bottom of the login form is a checkbox for agreeing to the Dice usage agreement.

## Career Builder:

- Clicking on 'Career Builder' link from the "Search Engines" menu in the sidebar will navigate the user to career builder login page in new tab.



CGI ATS | Candidates - Sea... 192.168.2.146:8080/cgiats2/index.html#/candidates/search

Applicant Tracking System

Candidates

Job Orders

Search Engines

- Monster
- Dice
- Career Builder**
- Tech fetch

Reports

Location

City, State, Country

Key Skills

All Ex: (Java OR J2EE) AND (JSP OR JSF) OR (Hibernate AND Spring)

Job Title

All Ex: ("Project manager" OR "Quality Assurance Manager")

Created Between

2015-07-04 - 2016-07-04

Candidate ID

Key Words \*\*

("Project Manag" OR PMP) AND SDLC AND (Agile OR Scrum OR JIRA) AND software AND develop\*

States

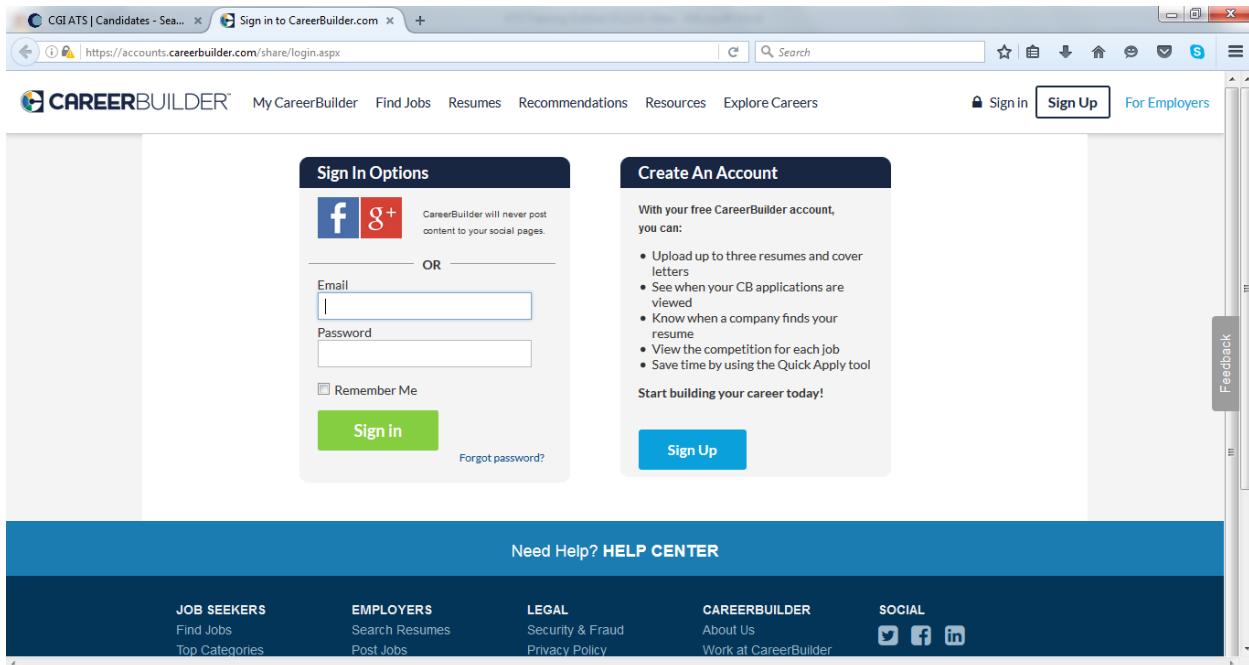
Alabama, AL  
Alaska, AK  
Arizona, AZ  
Arkansas, AR

Work Authorization

Not Available  
US Citizen  
Green Card  
EAD

Advanced Search  Search Candidate  Reset

<https://accounts.careerbuilder.com/share/login.aspx>



CGI ATS | Candidates - Sea... Sign in to CareerBuilder.com https://accounts.careerbuilder.com/share/login.aspx

CAREERBUILDER My CareerBuilder Find Jobs Resumes Recommendations Resources Explore Careers

Sign in Sign Up For Employers

Feedback

Sign In Options

Facebook Google+  
OR

Email   
Password

Remember Me

**Sign in**

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Create An Account

With your free CareerBuilder account, you can:

- Upload up to three resumes and cover letters
- See when your CB applications are viewed
- Know when a company finds your resume
- View the competition for each job
- Save time by using the Quick Apply tool

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**Sign Up**

Need Help? **HELP CENTER**

**JOB SEEKERS**  
Find Jobs  
Top Categories

**EMPLOYERS**  
Search Resumes  
Post Jobs

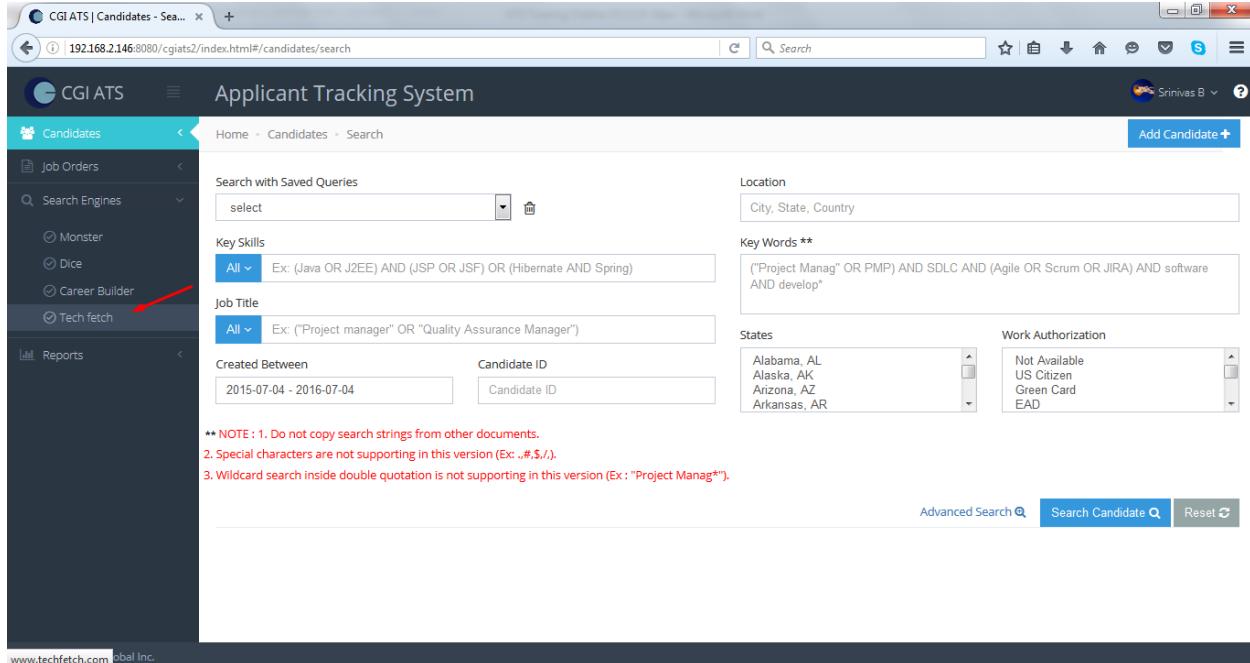
**LEGAL**  
Security & Fraud  
Privacy Policy

**CAREERBUILDER**  
About Us  
Work at CareerBuilder

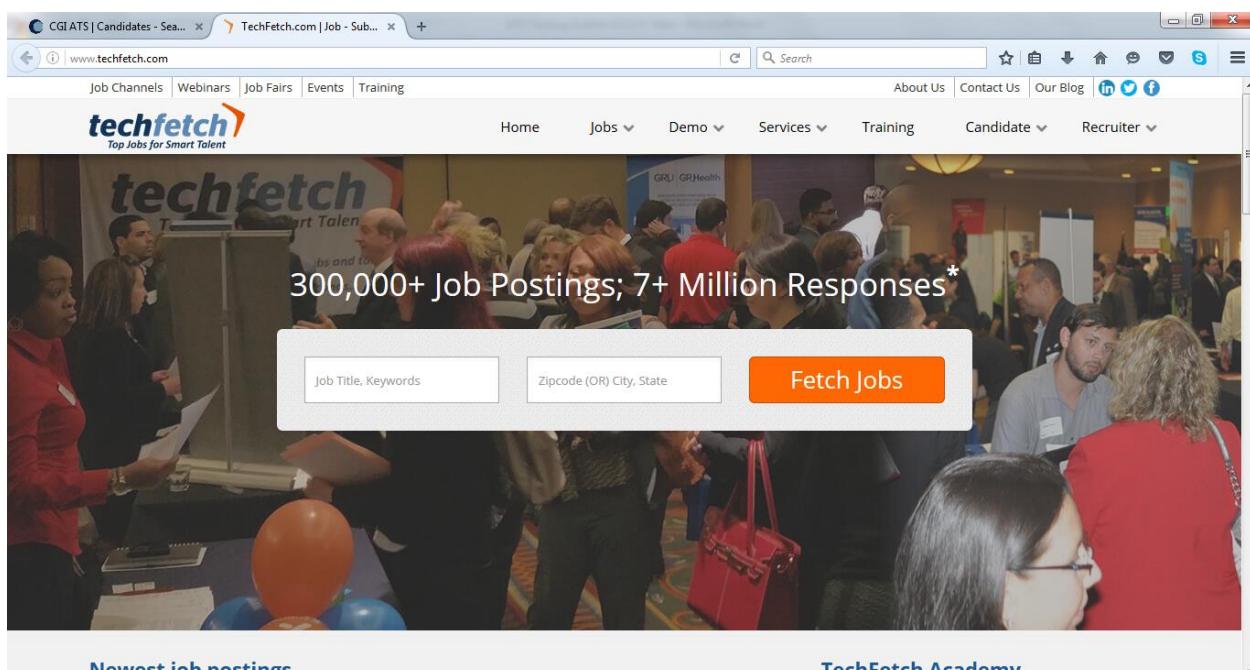
**SOCIAL**

## Tech fetch:

- Clicking on 'Tech Fetch' link from the “Search Engines” menu in the sidebar will navigate the user to Tech Fetch login page in new tab.



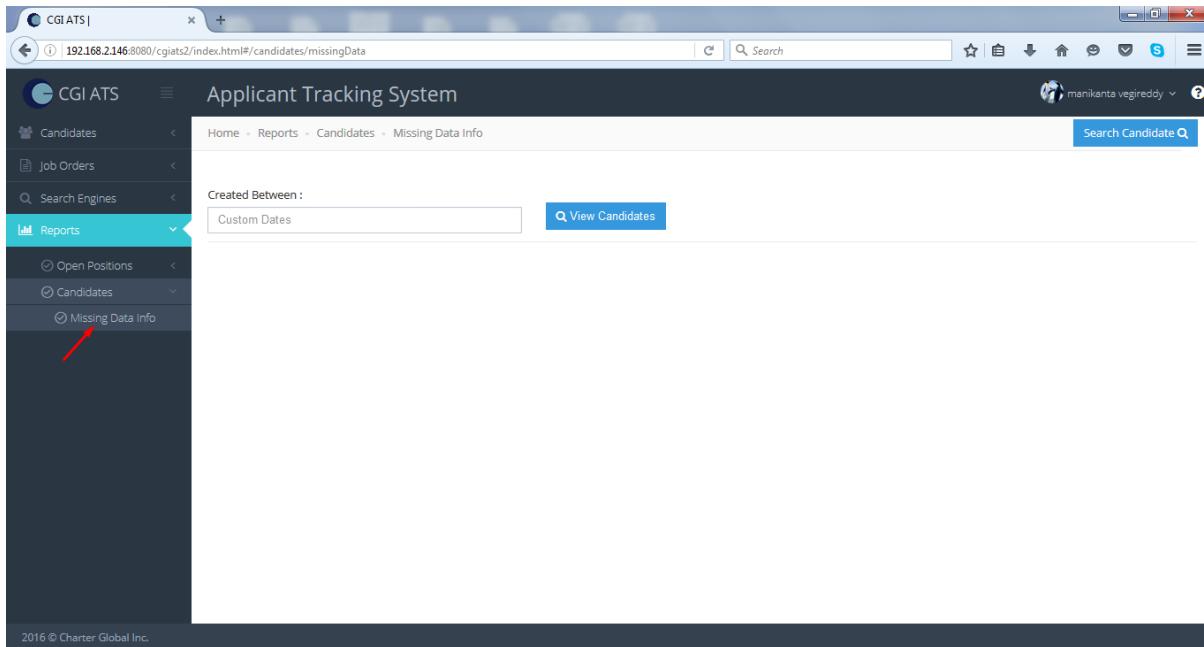
The screenshot shows the 'CGI ATS | Candidates - Sea...' window. In the left sidebar under 'Search Engines', the 'Tech fetch' option is highlighted with a red arrow. The main search form includes fields for 'Key Skills' (e.g., 'Ex: Java OR J2EE) AND (JSP OR JSF) OR (Hibernate AND Spring)'), 'Job Title' (e.g., 'Ex: ("Project manager" OR "Quality Assurance Manager")'), 'Created Between' (e.g., '2015-07-04 - 2016-07-04'), 'Candidate ID', 'Location' (e.g., 'City, State, Country'), 'Key Words \*\*' (e.g., '(Project Manager" OR PMP) AND SDLC AND (Agile OR Scrum OR JIRA) AND software AND develop)'), 'States' (e.g., 'Alabama, AL; Alaska, AK; Arizona, AZ; Arkansas, AR'), and 'Work Authorization' (e.g., 'Not Available; US Citizen; Green Card; EAD'). Below the search form are notes about search string limitations and three buttons: 'Advanced Search', 'Search Candidate', and 'Reset'.



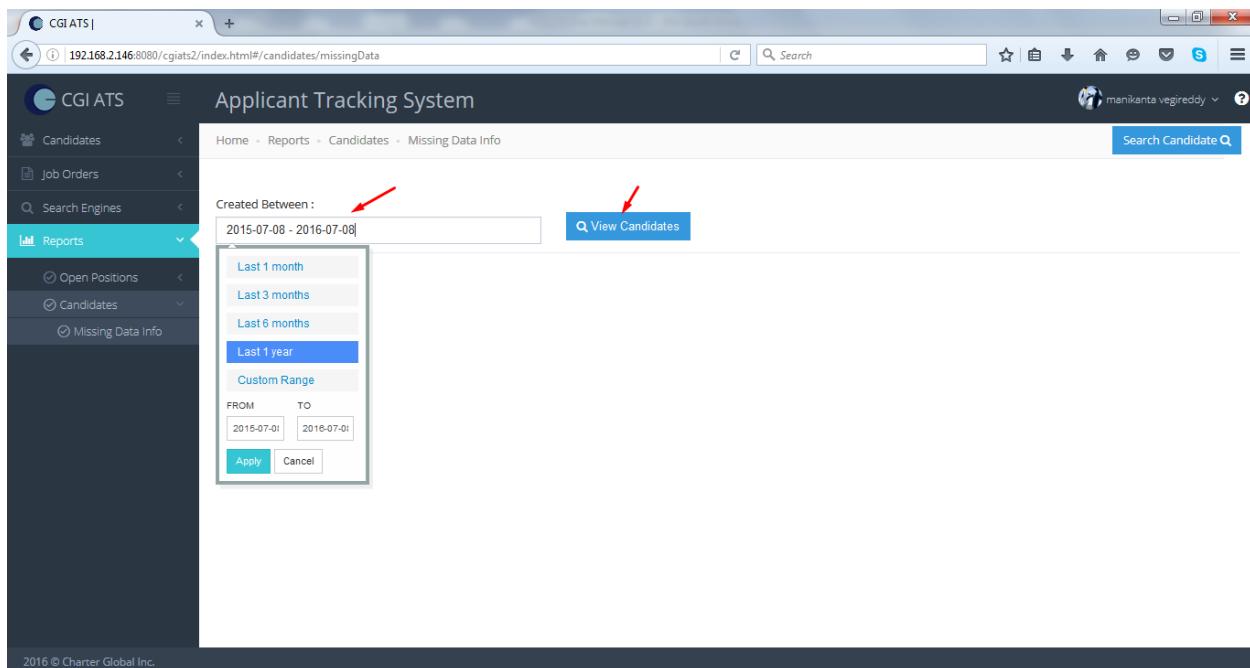
The screenshot shows the 'TechFetch.com | Job - Sub...' window. At the top, there's a navigation bar with links like 'Job Channels', 'Webinars', 'Job Fairs', 'Events', 'Training', 'About Us', 'Contact Us', 'Our Blog', and social media icons. The main content features a large banner with the text 'techfetch Top Jobs for Smart Talent' and '300,000+ Job Postings; 7+ Million Responses\*'. Below the banner is a search bar with fields for 'Job Title, Keywords' and 'Zipcode (OR) City, State', and an orange 'Fetch Jobs' button. At the bottom, there are two sections: 'Newest job postings' on the left and 'TechFetch Academy' on the right.

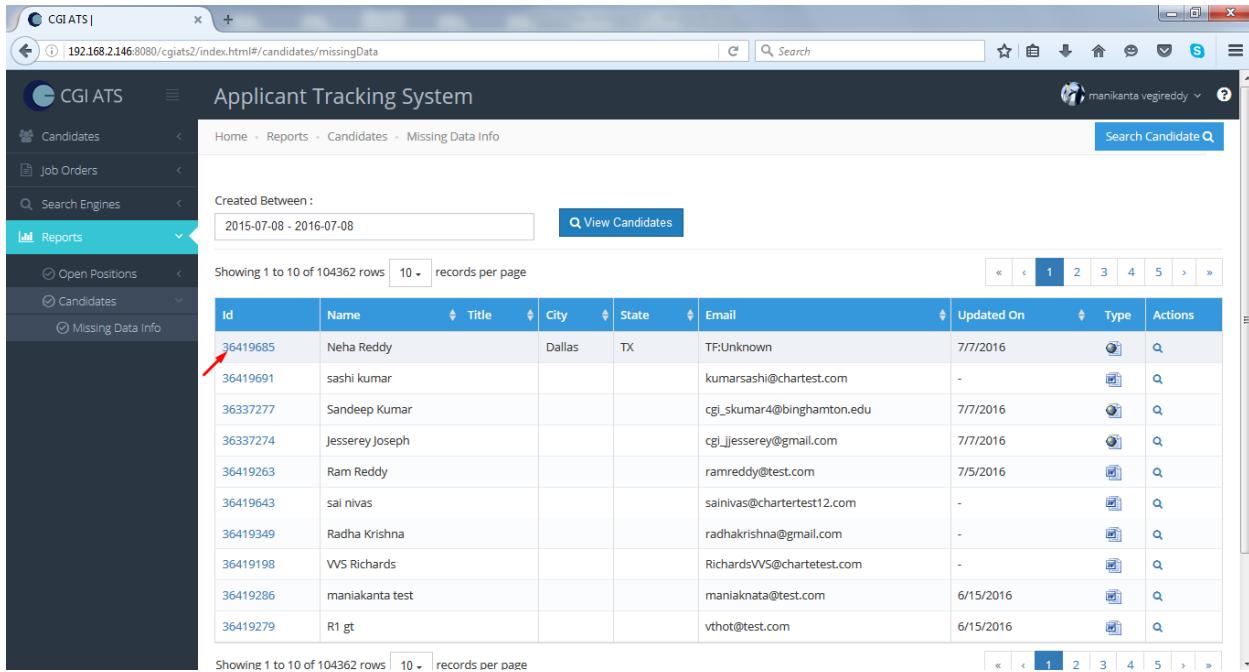
## Update missing data of Candidates:

- Click on 'Missing Data Info' link in Reports menu under Candidates submenu will navigate to the missing info page. (*Screen Shot given below*).



- Select the date range in the “created Between” field and clicking on the “view candidate” button shall display the missing info records. (*Screen Shot given below*).

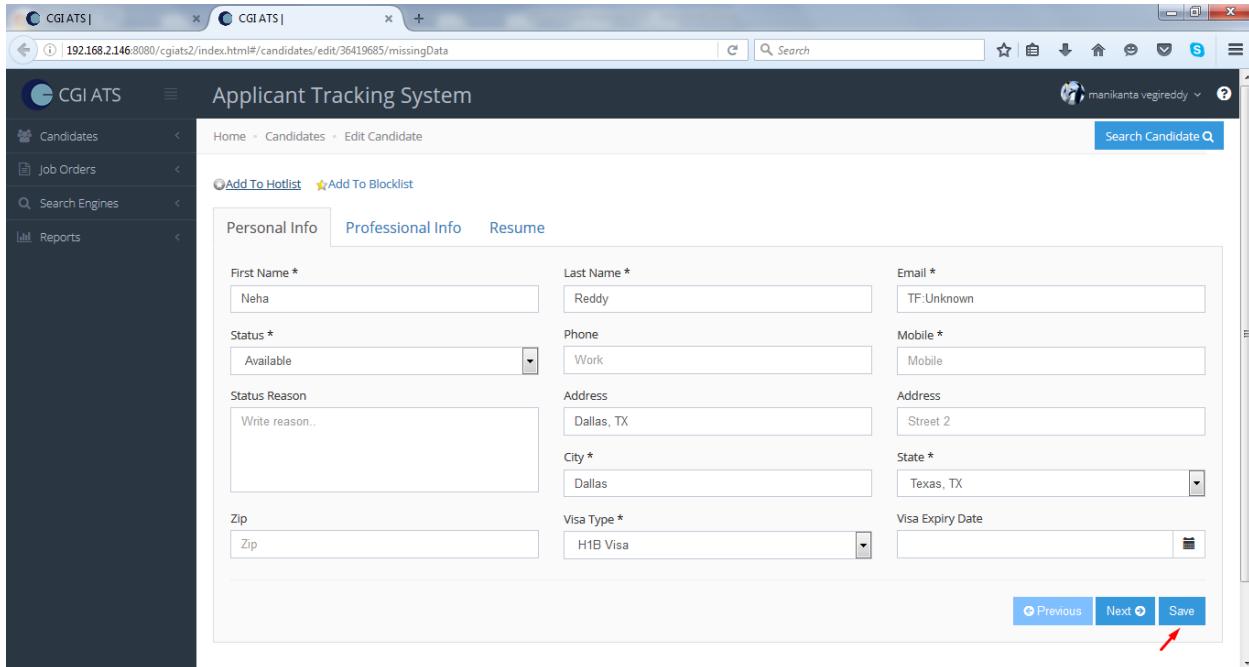




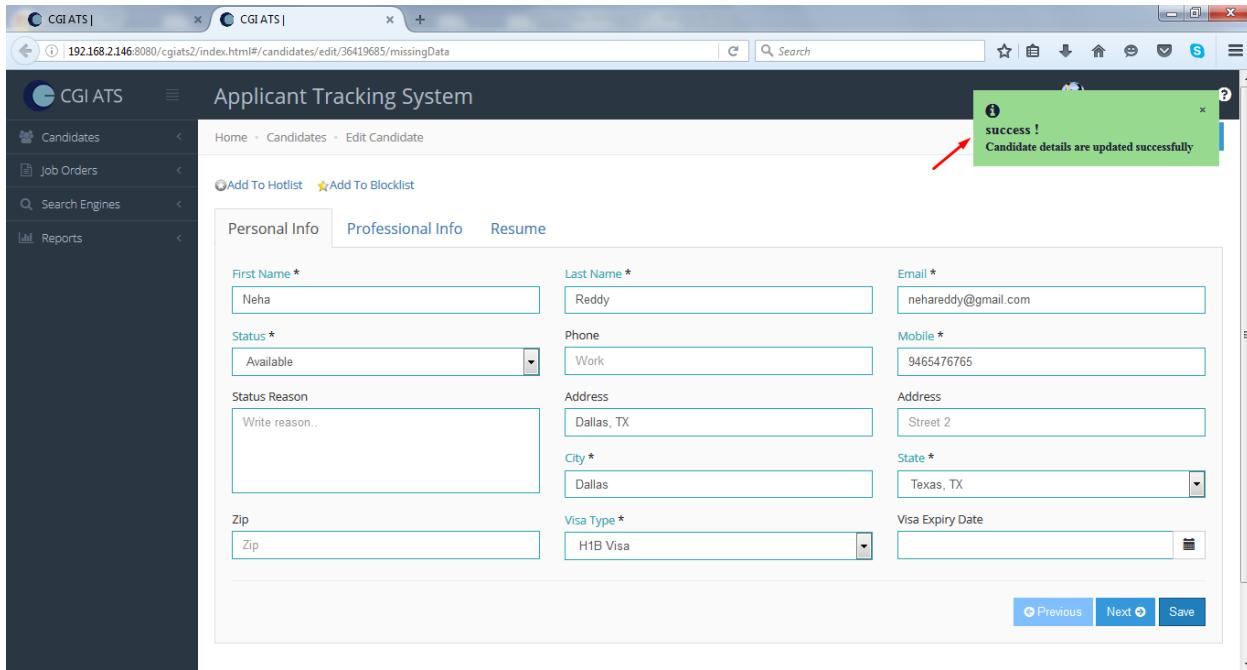
The screenshot shows a list of candidates in the 'Missing Data Info' section of the ATS. The table has columns for Id, Name, Title, City, State, Email, Updated On, Type, and Actions. The 'Actions' column contains icons for edit and search. A red arrow points to the 'Id' column of the first row, which contains the value '36419685'. The first row also contains the name 'Neha Reddy', title 'Dallas', state 'TX', email 'TF:Unknown', and update date '7/7/2016'.

ID	Name	Title	City	State	Email	Updated On	Type	Actions
36419685	Neha Reddy	Dallas	TX		TF:Unknown	7/7/2016		
36419691	sashi kumar				kumarsashi@chartest.com	-		
36337277	Sandeep Kumar				cgi_skumar4@binghamton.edu	7/7/2016		
36337274	Jesserey Joseph				cgi_ljesserey@gmail.com	7/7/2016		
36419263	Ram Reddy				ramreddy@test.com	7/5/2016		
36419643	sai nivas				sainivas@chartertest12.com	-		
36419349	Radha Krishna				radhakrishna@gmail.com	-		
36419198	VVS Richards				RichardsVVS@chartest.com	-		
36419286	manikanta test				maniaknata@test.com	6/15/2016		
36419279	R1 gt				vthot@test.com	6/15/2016		

- Clicking on Candidate Id will navigate to edit candidate page of that respective candidate in new tab.
- After entering the Missing info of the candidate click on the save button shall display “candidate updated successfully” message on the top right corner of the page (*Screen Shot given below*).



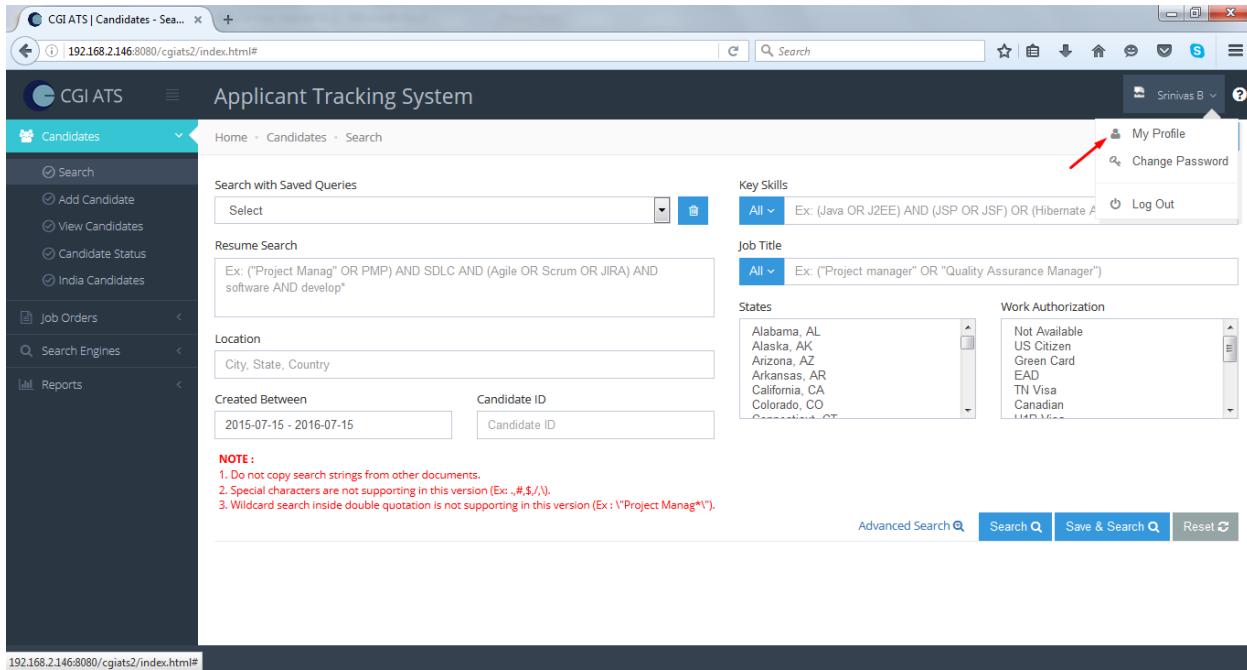
The screenshot shows the 'Edit Candidate' page for candidate ID 36419685. The page is divided into three tabs: Personal Info (selected), Professional Info, and Resume. The 'Personal Info' tab contains fields for First Name (Neha), Last Name (Reddy), Email (TF:Unknown), Status (Available), Phone (Work), Mobile (Mobile), Status Reason (Write reason...), Address (Dallas, TX), City (Dallas), State (Texas, TX), Zip, Visa Type (H1B Visa), and Visa Expiry Date. At the bottom right of the form, there are 'Previous', 'Next', and 'Save' buttons. A red arrow points to the 'Save' button.



The screenshot shows the 'Edit Candidate' page in the CGI ATS system. The 'Personal Info' tab is selected. A green success message box at the top right states: 'success ! Candidate details are updated successfully'. The form fields include First Name (Neha), Last Name (Reddy), Email (nehareddy@gmail.com), Status (Available), Phone (Work), Mobile (9465476765), Address (Dallas, TX), City (Dallas), State (Texas, TX), Zip, Visa Type (H1B Visa), and Visa Expiry Date. Navigation buttons for Previous, Next, and Save are at the bottom.

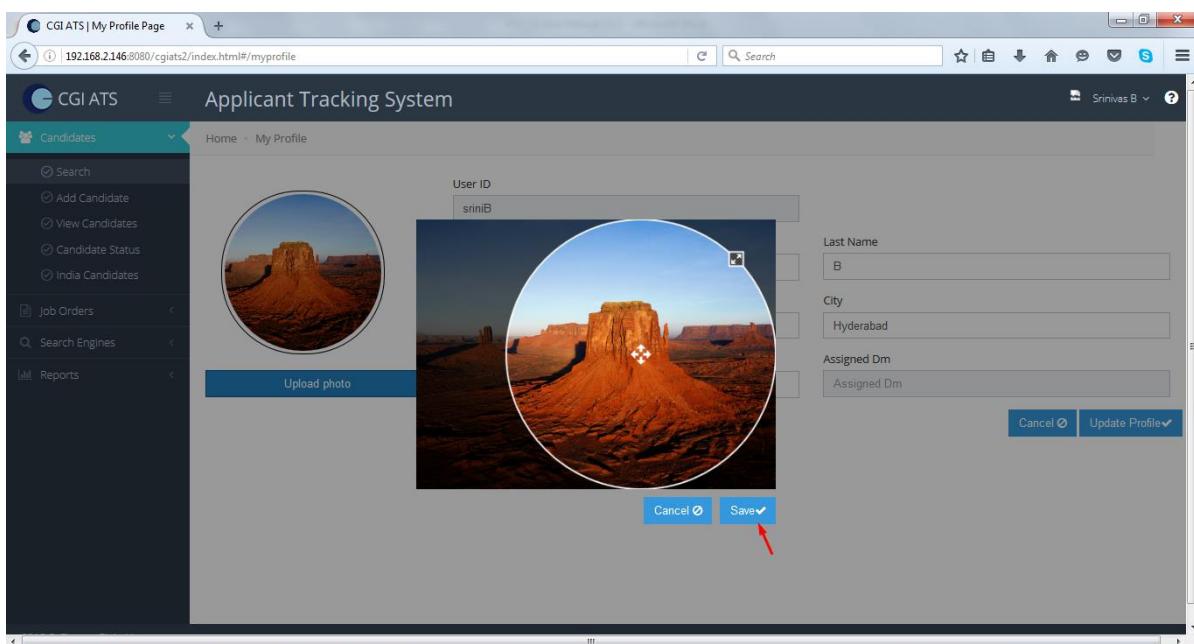
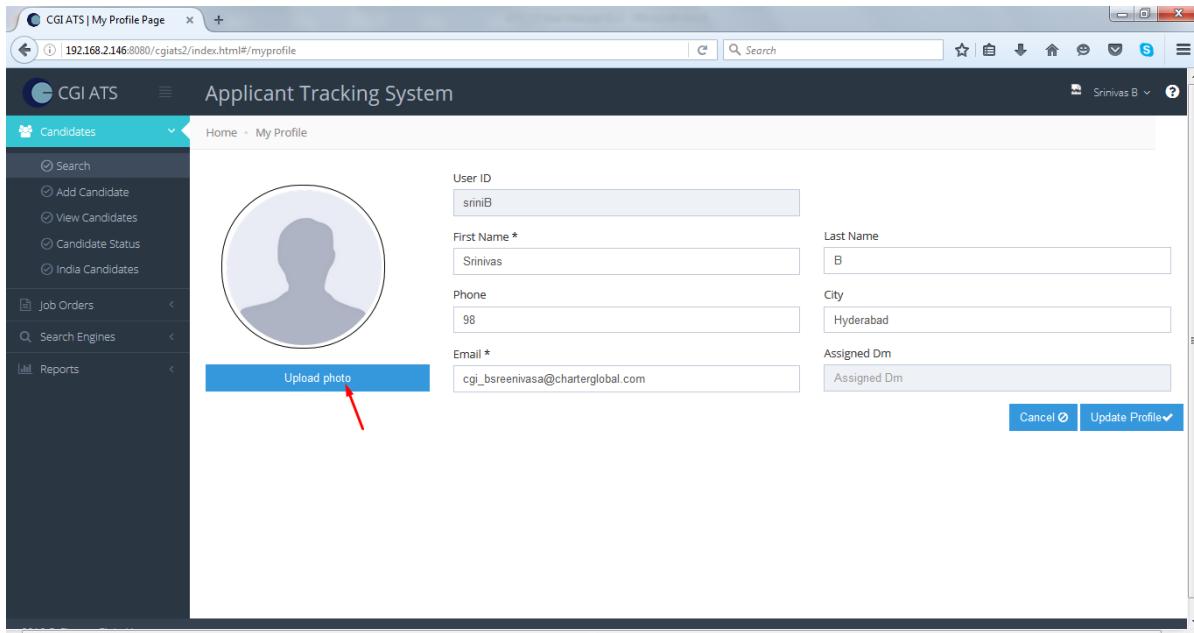
## Update Profile:

- Click on 'My Profile' link will navigate to profile page. (Screen Shot given below).

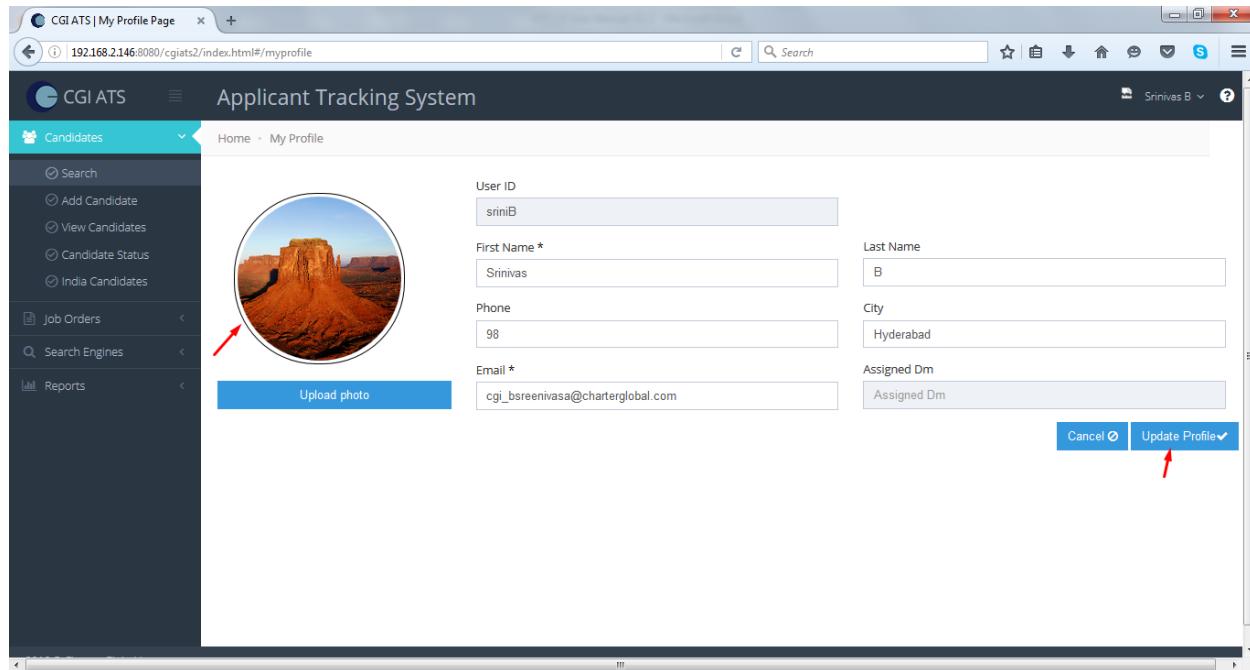


The screenshot shows the main navigation bar of the CGI ATS system. The 'Candidates' menu is expanded, showing options like Search, Add Candidate, View Candidates, Candidate Status, and India Candidates. On the far right of the navigation bar, there is a dropdown menu with four items: 'My Profile' (highlighted with a red arrow), 'Change Password', and 'Log Out'. Below the navigation bar, there are search and filter fields for resume search, key skills, job title, location, created between dates, candidate ID, states, and work authorization. Buttons for Advanced Search, Search, Save & Search, and Reset are at the bottom.

- In the profile page you can update your details and also upload the profile picture.
- Clicking on the upload button provides an option to select and image and after selecting and image the selected image will be displayed in a dialogue box giving the user to crop the image as required.
- After selecting the image click on “Save” button to upload the picture. (*Screen Shot given below*).



- Update the details in the given input fields and click on the profile button to save the details and update the profile. (*Screen Shot given below*).



CGI ATS | My Profile Page

192.168.2.146:8080/cgiats2/index.html#/myprofile

CGI ATS

Applicant Tracking System

Candidates

- Search
- Add Candidate
- View Candidates
- Candidate Status
- India Candidates

Job Orders

Search Engines

Reports

Home - My Profile

User ID: sriiniB

First Name \*: Srinivas

Last Name: B

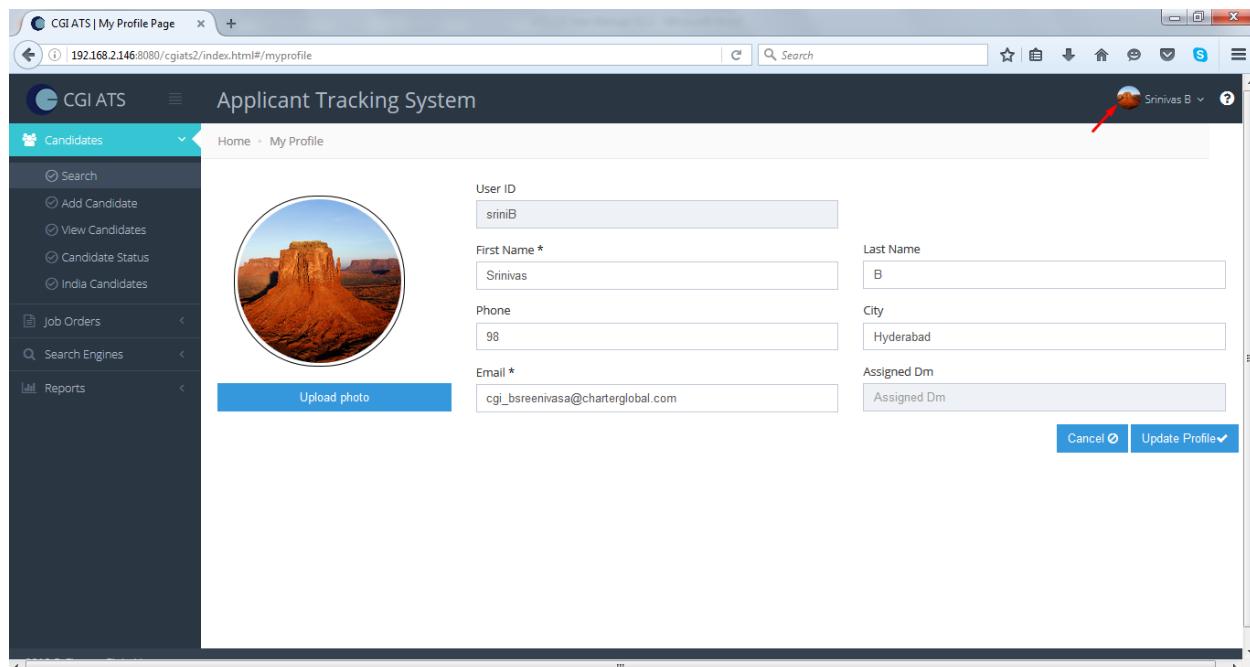
Phone: 98

City: Hyderabad

Email \*: cgi\_bsreenivasa@charterglobal.com

Assigned Dm: Assigned Dm

Cancel ✖️ | Update Profile ✓️



CGI ATS | My Profile Page

192.168.2.146:8080/cgiats2/index.html#/myprofile

CGI ATS

Applicant Tracking System

Candidates

- Search
- Add Candidate
- View Candidates
- Candidate Status
- India Candidates

Job Orders

Search Engines

Reports

Home - My Profile

User ID: sriiniB

First Name \*: Srinivas

Last Name: B

Phone: 98

City: Hyderabad

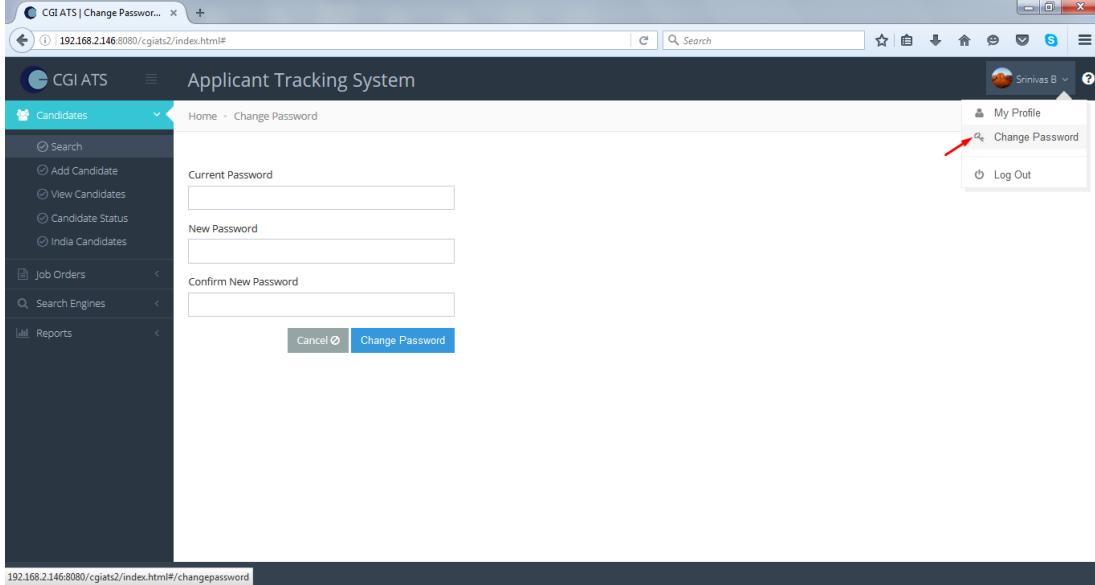
Email \*: cgi\_bsreenivasa@charterglobal.com

Assigned Dm: Assigned Dm

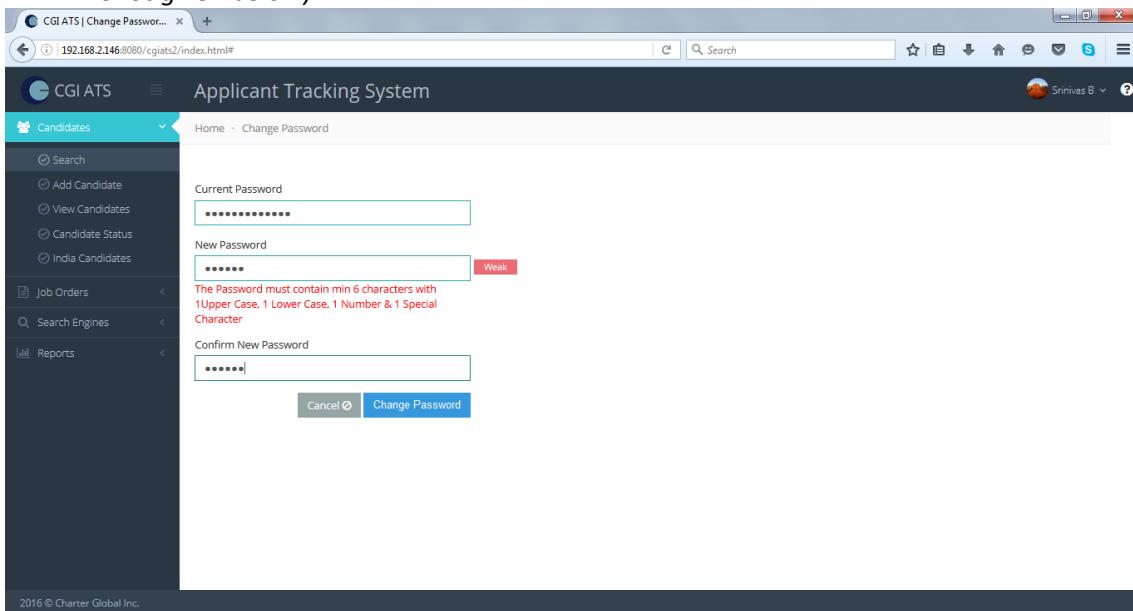
Cancel ✖️ | Update Profile ✓️

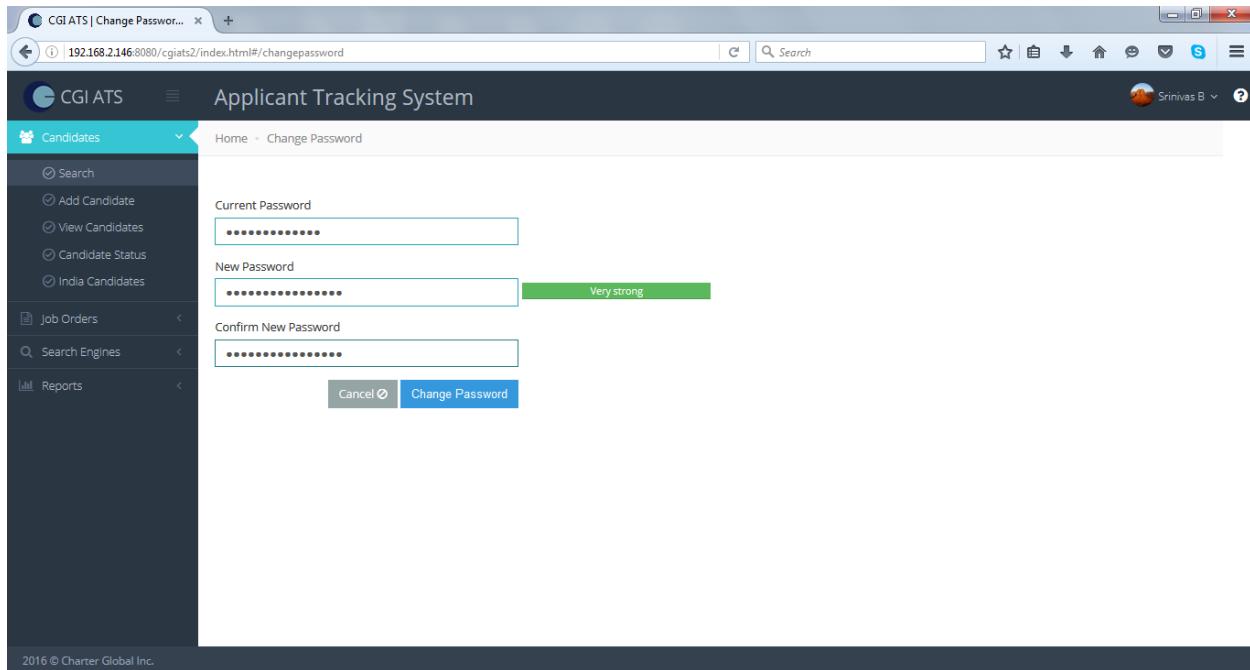
## Change password:

- Clicking on 'Change Password' link will navigate to the change password page.
- Provide the existing password and give the new password and confirm new password. (*Screen Shot given below*).



- The new password should be minimum of 6 characters containing at least 1 Uppercase, 1 Lowercase, 1 Number and 1 Special character.
- Based on the password the password meter displays the strength as weak, strong etc.,
- After entering the details click on change password button. The application will change the password and navigate to the login screen to login with the new password. (*Screen Shot given below*).

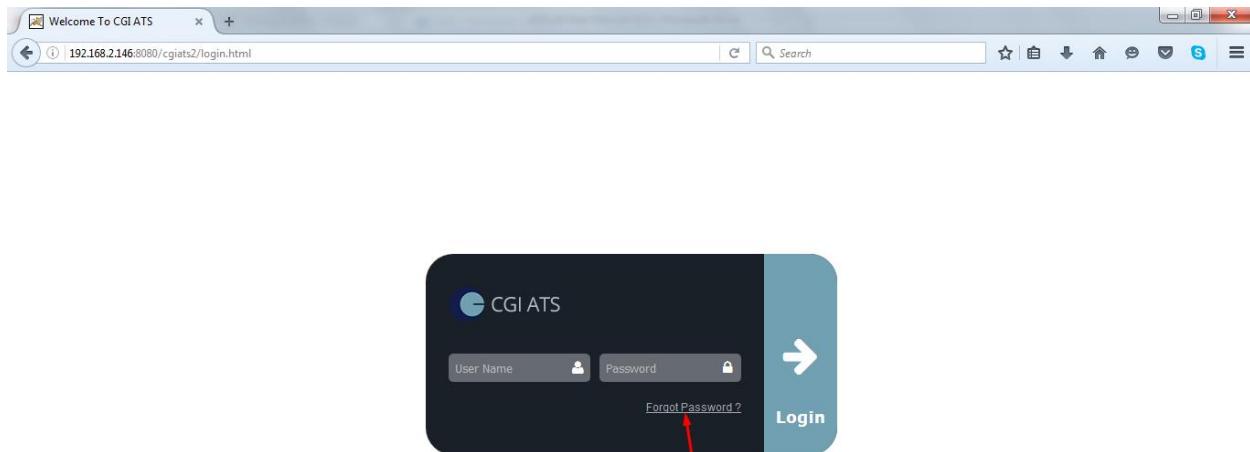




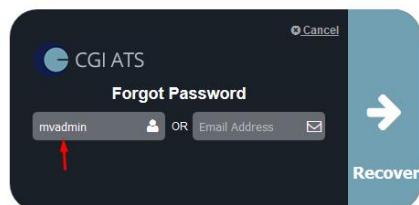
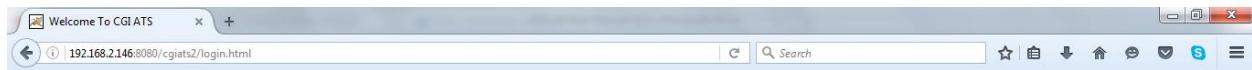
The screenshot shows the 'Change Password' page of the CGI ATS system. On the left, there's a sidebar with navigation links: Candidates (Search, Add Candidate, View Candidates, Candidate Status, India Candidates), Job Orders, Search Engines, and Reports. The main area has three input fields: 'Current Password' (filled with dots), 'New Password' (filled with dots), and 'Confirm New Password' (filled with dots). Below these is a progress bar showing 'Very strong'. At the bottom are 'Cancel' and 'Change Password' buttons.

### Forgot Password:

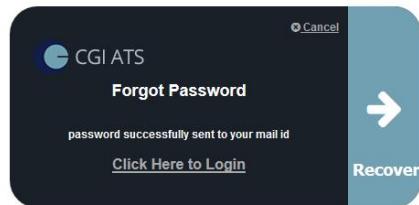
- When you forgot the password click on 'Forgot Password' link in login page. (*Screen Shot given below*).



- Clicking on the “forgot password link” will display forgot password options.
- Provide your username or email address and click on Recover button (*Screen Shot given below*).

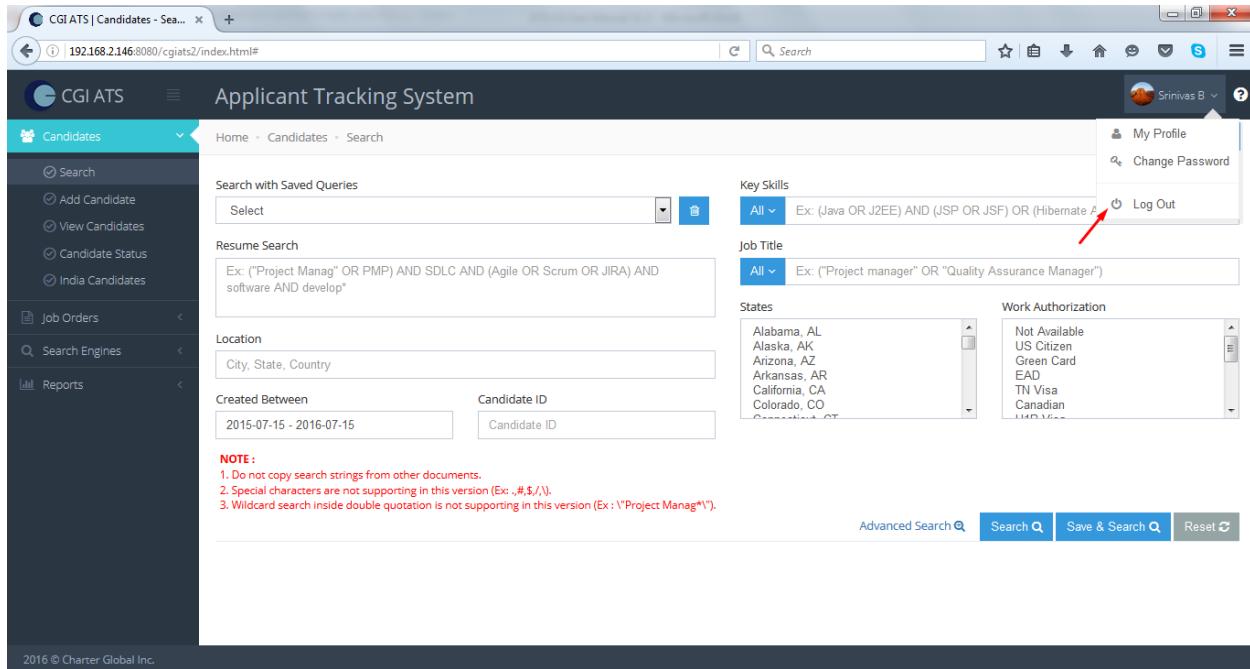


- Clicking the “Recover Password” button will send a temporary password to the registered email id and a confirmation message will be displayed with a link to go back to the login page. (*Screen Shot given below*).



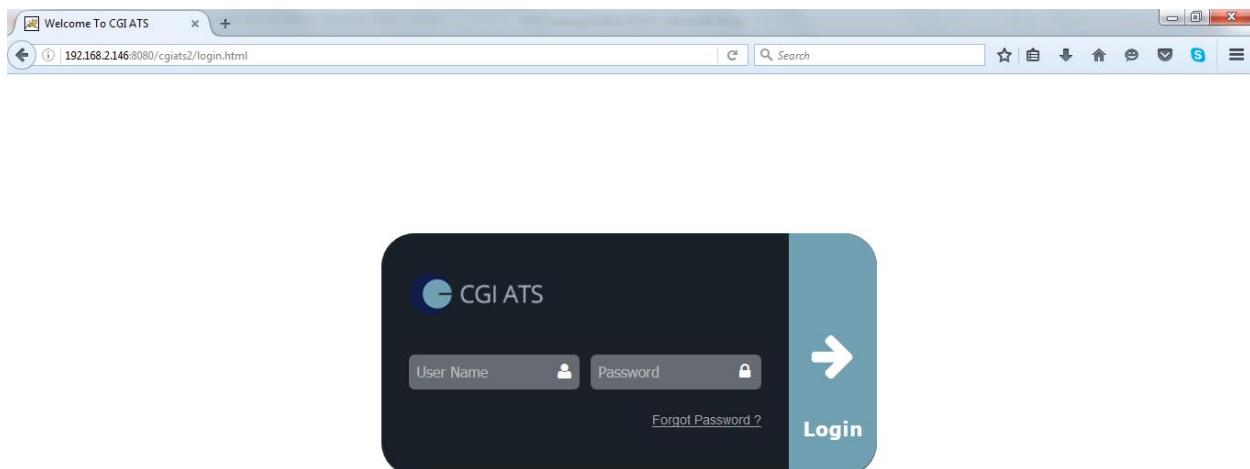
### Log out:

- Click on logout button to logout the application. (*Screen Shot given below*).



The screenshot shows the CGI ATS Candidate search interface. At the top right, there is a user profile for "Srinivas B" with options for "My Profile", "Change Password", and a red-highlighted "Log Out" button. Below the header, there are search filters for "Key Skills" (with a dropdown set to "All" and a search term "Ex: (Java OR J2EE) AND (JSP OR JSF) OR (Hibernate A"), "Job Title" (with a dropdown set to "All" and a search term "Ex: ("Project manager" OR "Quality Assurance Manager")"), "States" (listing Alabama, AL; Alaska, AK; Arizona, AZ; Arkansas, AR; California, CA; Colorado, CO), and "Work Authorization" (listing Not Available, US Citizen, Green Card, EAD, TN Visa, Canadian). On the left, there is a sidebar with links for Candidates, Job Orders, Search Engines, and Reports. At the bottom, there is a note about search strings and a row of buttons for "Advanced Search", "Search", "Save & Search", and "Reset".

- After the application is logout the user will be navigated to the login screen (*Screen Shot given below*).



The screenshot shows the CGI ATS login page. It features a dark header with the text "Welcome To CGI ATS" and the address "192.168.2.146:8080/cgiats2/login.html". Below the header is a form with fields for "User Name" and "Password", both with lock icons. There is a "Forgot Password ?" link and a large blue "Login" button with a white arrow pointing right.

## Role based access/permissions:

### Recruiter's access/permissions:

**Dashboard menu:** Dice Job board, Job Order Stats, Resume Stats, Submittal Stats.

**Resumes menu:** Search Candidates, Create Candidates, View Candidates (Career builder, Monster, Dice, TechFetch).

**Job Orders:** View Job Orders, Create Submittal and Edit Submittal.

**Search Engines:** Dice, Monster, Career builder

**Reports:** Active Accounts, Job Portals (Dice), Resumes, Submittal, Portal Views, Submittal Summary report.

**Recruiter's doesn't have access/permissions:** Which are Create Job Order, Edit Job Order, Delete Job Order, Download Job Order, Copy Job Order, Export Job Orders list, Create Offer letter, Edit offer letter, Online Resumes and Mobile Resumes

**Reports:** Awards, Login Info, Resume Audit logs, Onsite Visits, Consultant, Monthly Quotas, Activity Report, Job Status Report, Submittal History, Sapeare Report and Search Audit logs.

### DM's access/permissions:

DM's have all the access/permissions including recruiters permissions and also some extra permissions.

Which are Online Resumes, Mobile Resumes, Create Job Order, ViewADM Job Orders, Edit Job Order, Delete Job Order, Download Job Order, Copy Job Order, Export Job Orders list, Create Offer letter and Edit offer letter.

Reports: Awards, Login Info, Resume Audit logs, Onsite Visits, Consultant, Monthly Quotas, Activity Report, Job Status Report, Sapeare Report and Search Audit logs.

**DM's doesn't have access/permissions:** which are Candidates (started and OutOfProj) and Submittal history Reports.

#### HR's access/permissions:

Search Candidates, Create Candidates, View Candidates (Career builder, Monster, Dice, TechFetch), View Job Orders, Create Submittal and Edit Submittal.

Search Engines: Dice, Monster, Career builder

Reports menu: Including DM's access/permissions and also some extra permissions. Which are Consultant (info), Candidates (started and OutOfProj)

HR's doesn't have access/permissions for Online Resumes, Mobile Resumes, Create Job Order, Edit Job Order, Sapeare report and Submittal History.

#### EM's access/permissions:

EM's have all the access/permissions including DM's access except offer letter creation.

In Home page of the application displays all the DM's Job Orders stats.

**EM's doesn't have access/permissions:** which are Candidates (started and OutOfProj) and Submittal history Reports.

#### Manager's access/permissions:

Manager's have access/permissions for View Job Orders, Create Submittal. In Home page of the application displays Branch wise Job orders stats.

Awards, Login Info, Active Accounts, Activity reports, Resumes, Submittals, Job status Report, Sapeare report and Submittal summary reports showing in Reports module.

**Manager's doesn't have access/permissions:** Create Job Order, Edit Job Order, Delete Job Order, Download Job Order, Copy Job Order, Export Job Orders list, Create Offer letter, Edit offer letter, Online Resumes and Mobile Resumes.

Reports: Resume Audit logs, Onsite Visits, Consultant, Monthly Quotas, Submittal History and Search Audit logs.

#### Admin's access/permissions:

Admin's have all the access/permissions including DM's permissions except Offer letter Creation, Edit offer letter and Consultant reports.

Some more features available for Admin's, which are Home page of the application displays all the DM's Job Orders stats. In Reports module shows submittal history report and shows portal resumes (Submitted and All).