

## CGI ATS 2.0R1: User Manual for DM's

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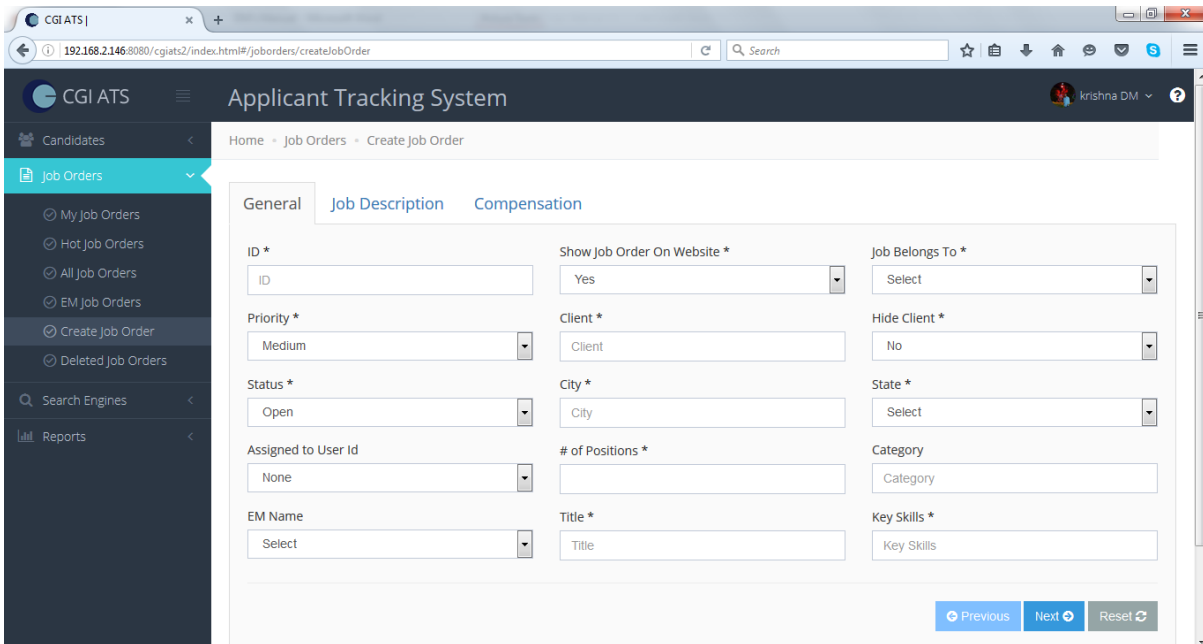
Date: July 2016

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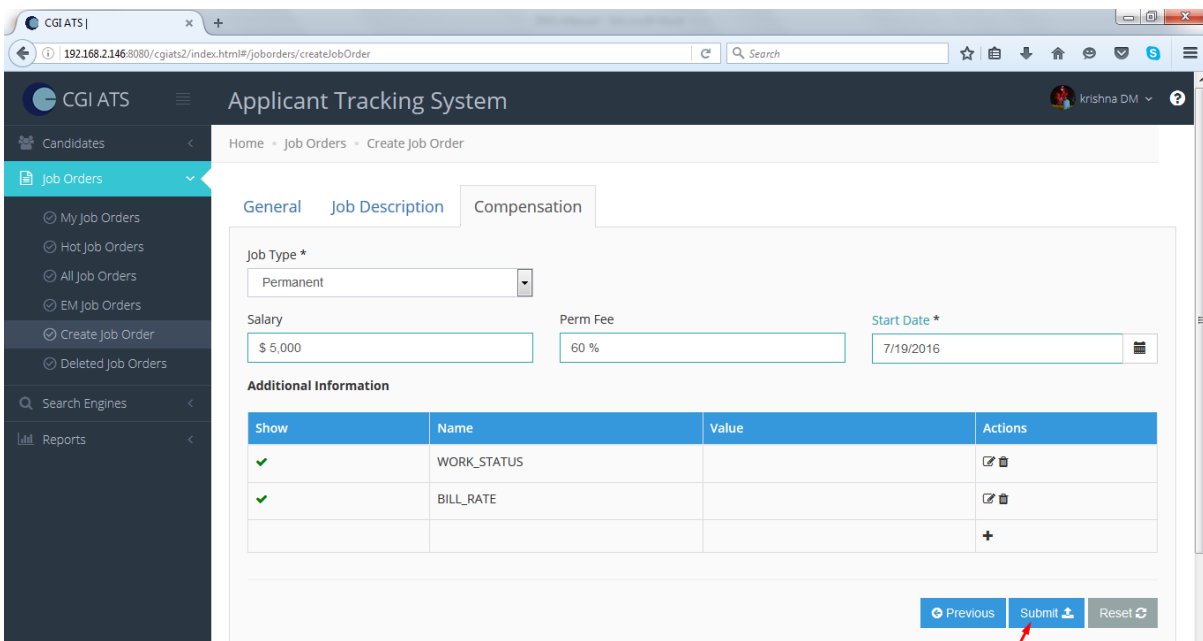
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## Create Job Order:

- Click on 'Create Job Order' sub menu of 'Job Orders' menu in sidebar link. Create job order page will be displayed.



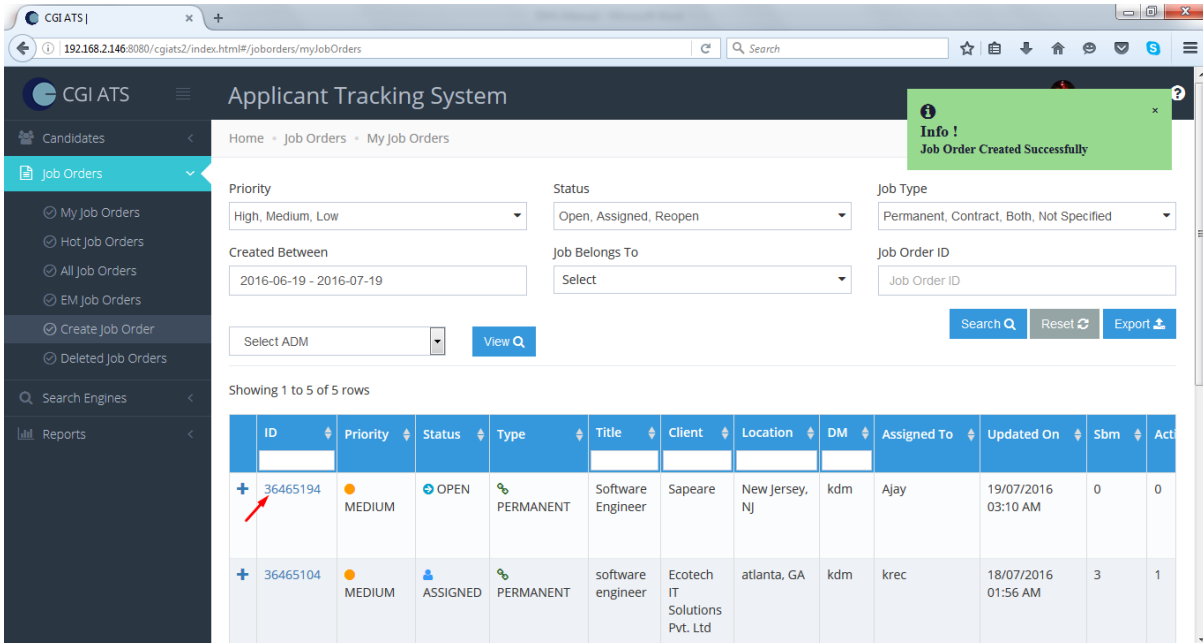
- Fill the required fields and click on 'Submit' button to create a job order.



Show	Name	Value	Actions
✓	WORK_STATUS		 
✓	BILL_RATE		 
			+

- On clicking on 'Submit' button page redirects to "My Job Orders" page and 'Job Order Created Successfully' message will be displayed.

- Table displays the newly created job order in the first row.



CGI ATS | Applicant Tracking System

Home » Job Orders » My Job Orders

Info ! Job Order Created Successfully

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

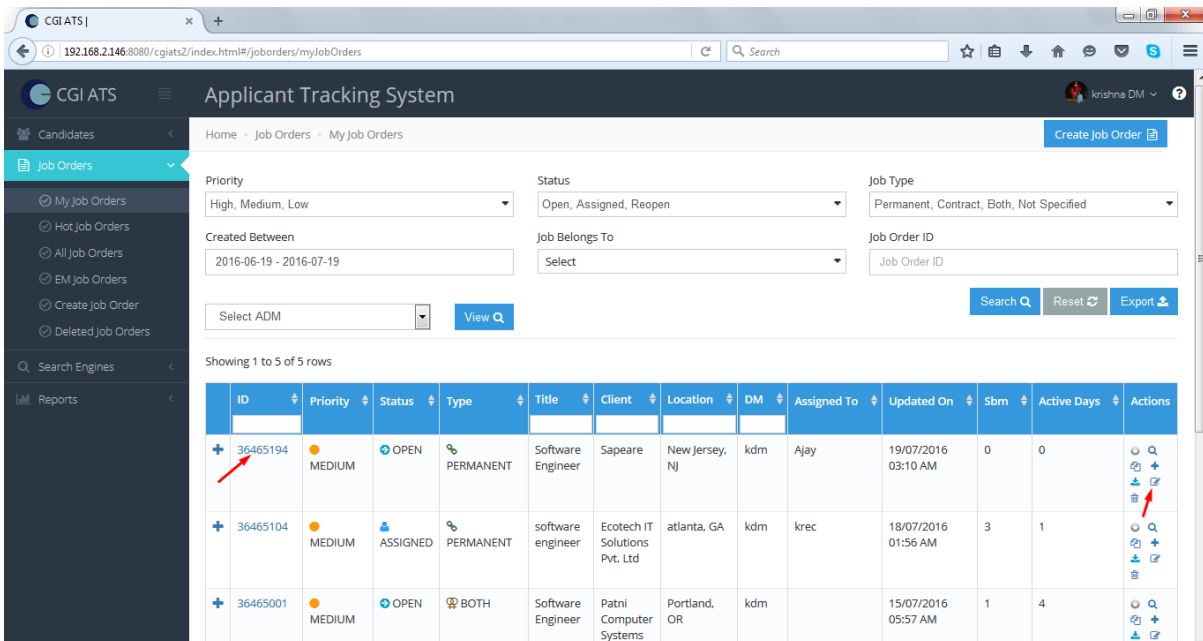
Select ADM | View Q | Search Q | Reset | Export

Showing 1 to 5 of 5 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Act
36465194	MEDIUM	OPEN	PERMANENT	Software Engineer	Sapeare	New Jersey, NJ	kdm	Ajay	19/07/2016 03:10 AM	0	0
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	18/07/2016 01:56 AM	3	1

## Update Job Order:

- Click on 'Edit job order' icon in Actions column of my job orders page to edit the job order and you can edit by clicking on ID also.



CGI ATS | Applicant Tracking System

Home » Job Orders » My Job Orders

Create Job Order

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

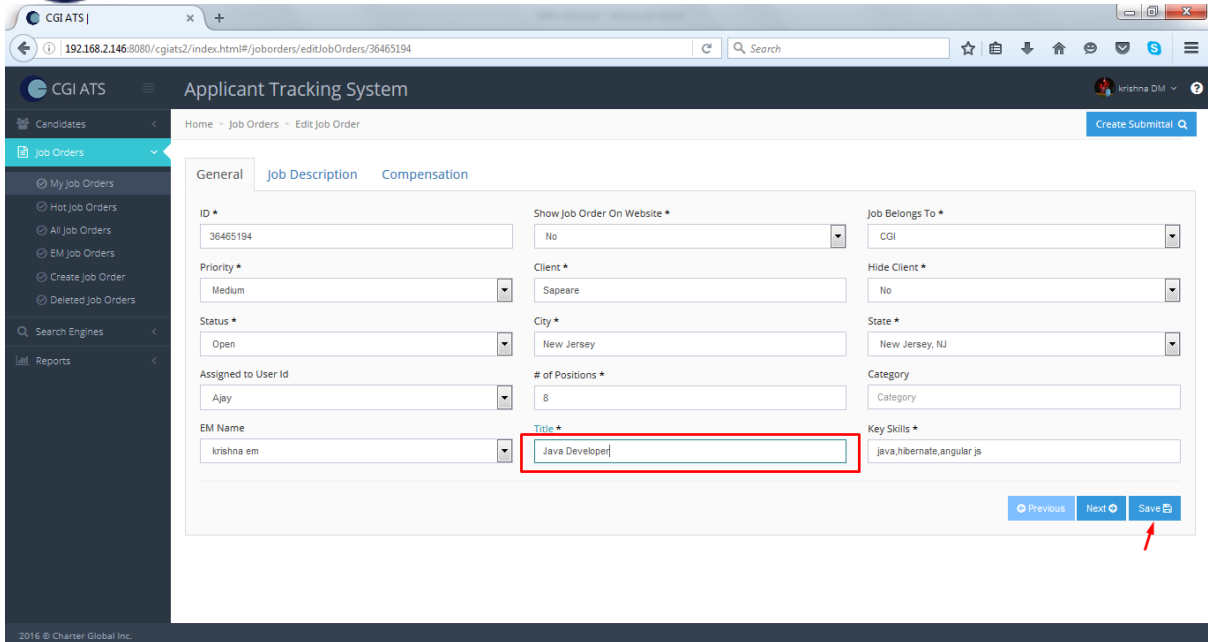
Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM | View Q | Search Q | Reset | Export

Showing 1 to 5 of 5 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465194	MEDIUM	OPEN	PERMANENT	Software Engineer	Sapeare	New Jersey, NJ	kdm	Ajay	19/07/2016 03:10 AM	0	0	Q + Edit job order
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	18/07/2016 01:56 AM	3	1	Q + Edit job order
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems	Portland, OR	kdm		15/07/2016 05:57 AM	1	4	Q + Edit job order

- Clicking on the 'Edit job order' icon, application redirects to edit job order page.
- Edit the job order and click on 'Save' button.



CGI ATS | Applicant Tracking System

Home > Job Orders > Edit Job Order

General Job Description Compensation

ID \* 36465194 Show Job Order On Website \* No Job Belongs To \* CGI

Priority \* Medium Client \* Sapeare Hide Client \* No

Status \* Open City \* New Jersey State \* New Jersey, NJ

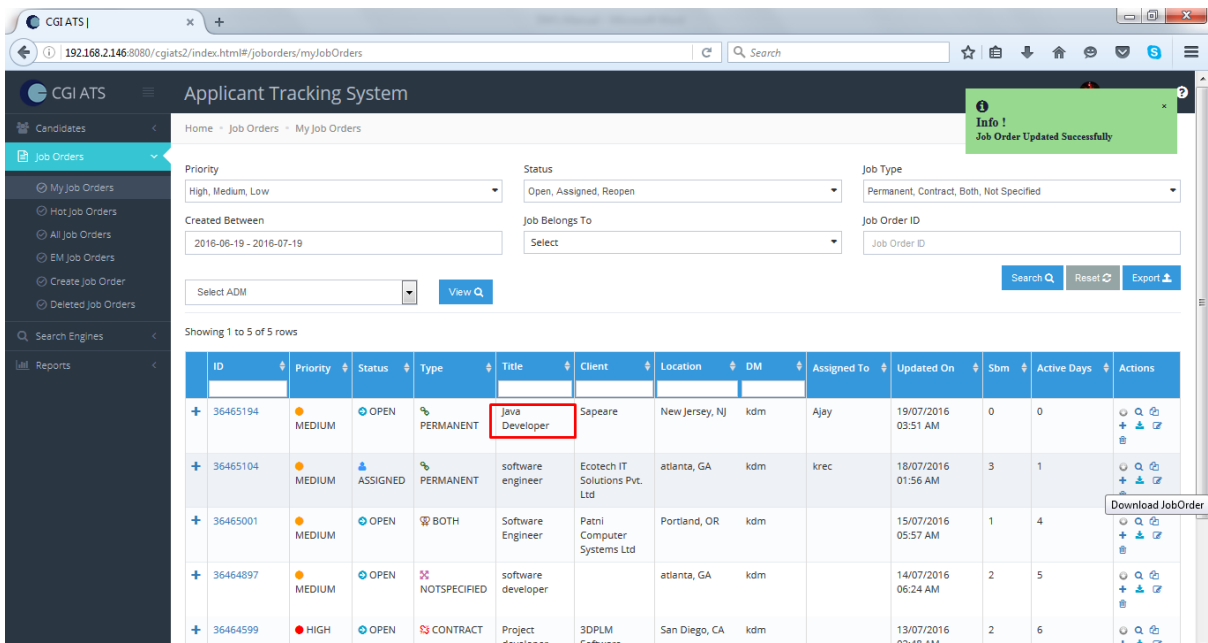
Assigned to User Id Ajay # of Positions \* 8 Category Category

EM Name krishna em Title \* Java Developer Key Skills \* java,hibernate,angular.js

Previous Next Save

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- After clicking on 'Save' button application redirects to "My job Orders" page with updated job order and 'Job Order Updated Successfully' message will be displayed.



CGI ATS | Applicant Tracking System

Home > Job Orders > My Job Orders

Info ! Job Order Updated Successfully

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

Created Between 2016-06-19 - 2016-07-19 Job Belongs To Select Job Order ID Job Order ID


Select ADM View Search Reset Export

Showing 1 to 5 of 5 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465194	MEDIUM	OPEN	PERMANENT	Java Developer	Sapeare	New Jersey, NJ	kdm	Ajay	19/07/2016 03:51 AM	0	0	+
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	18/07/2016 01:56 AM	3	1	+
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm		15/07/2016 05:57 AM	1	4	+
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	+
36464599	HIGH	OPEN	CONTRACT	Project developer	3DPLM Software	San Diego, CA	kdm		13/07/2016 02:48 AM	2	6	+

Download JobOrder

## Update Job Order Status:

- Click on  edit icon in the Actions column of "My Job Orders" page to change the job order status.

CGI ATS | Applicant Tracking System

Home > Job Orders > My Job Orders

Create Job Order

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM | View

Showing 1 to 5 of 5 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465194	MEDIUM	OPEN	PERMANENT	Java Developer	Sapeare	New Jersey, NJ	kdm	Ajay	19/07/2016 03:51 AM	0	0	+
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	18/07/2016 01:56 AM	3	1	+
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm		15/07/2016 05:57 AM	1	4	+
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	+
36464599	HIGH	OPEN	CONTRACT	Project developer	3DPLM Software	San Diego, CA	kdm		13/07/2016 02:48 AM	2	6	+

- Select the required status from the Status dropdown box and click on 'Save' button to update the job order status.

CGI ATS | Applicant Tracking System

Home > Job Orders > Edit Job Order

Create Submittal

General | Job Description | Compensation

ID: 36465194 | Show Job Order On Website: No | Job Belongs To: CGI

Priority: Medium | Client: Sapeare | Hide Client: No

Status: Closed (Selected) | City: New Jersey | State: New Jersey, NJ

# of Positions: 8 | Category: Category

Title: Java Developer | Key Skills: java,hibernate,angular.js

Previous | Next | Save

- On clicking on 'Save' button application navigates to 'My job orders' page and the status will be changed.

CGI ATS | Applicant Tracking System

Home > Job Orders > My Job Orders

Create Job Order

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM | View

Showing 1 to 8 of 8 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465194	MEDIUM	CLOSED	PERMANENT	Java Developer	Sapeare	New Jersey, NJ	kdm	Ajay	19/07/2016 05:38 AM	0	0	🔍 + 🗑️
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	18/07/2016 01:56 AM	3	1	🔍 + 🗑️
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm		15/07/2016 05:57 AM	1	4	🔍 + 🗑️
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	🔍 + 🗑️
36464825	MEDIUM	CLOSED	CONTRACT	software test engineer	SMS wire	atlanta, GA	kdm		14/07/2016 06:03 AM	1	5	🔍 + 🗑️

## Assign Job Order to Recruiter:

- Click on 'Edit' icon in 'My job orders' page and it will redirects to edit job order page.

CGI ATS | Applicant Tracking System

Home > Job Orders > My Job Orders

Create Job Order

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM | View

Showing 1 to 4 of 4 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	krec	19/07/2016 05:56 AM	3	1	🔍 + 🗑️
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	🔍 + 🗑️
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	🔍 + 🗑️



- Select 'Assigned' status from 'Status' dropdown box.

The screenshot shows the 'Applicant Tracking System' interface. The 'Status' dropdown menu is open, and 'Assigned' is selected. The form fields are as follows:

General		
ID *	36465104	Show Job Order On Website *
Priority *	Medium	Client *
Status *	Assigned	City *
Assigned to *	krishna em	# of Positions *
		Title *

Buttons: Previous, Next, Save

- Select the recruiter from 'Assigned to User Id' dropdown box and click on save button.

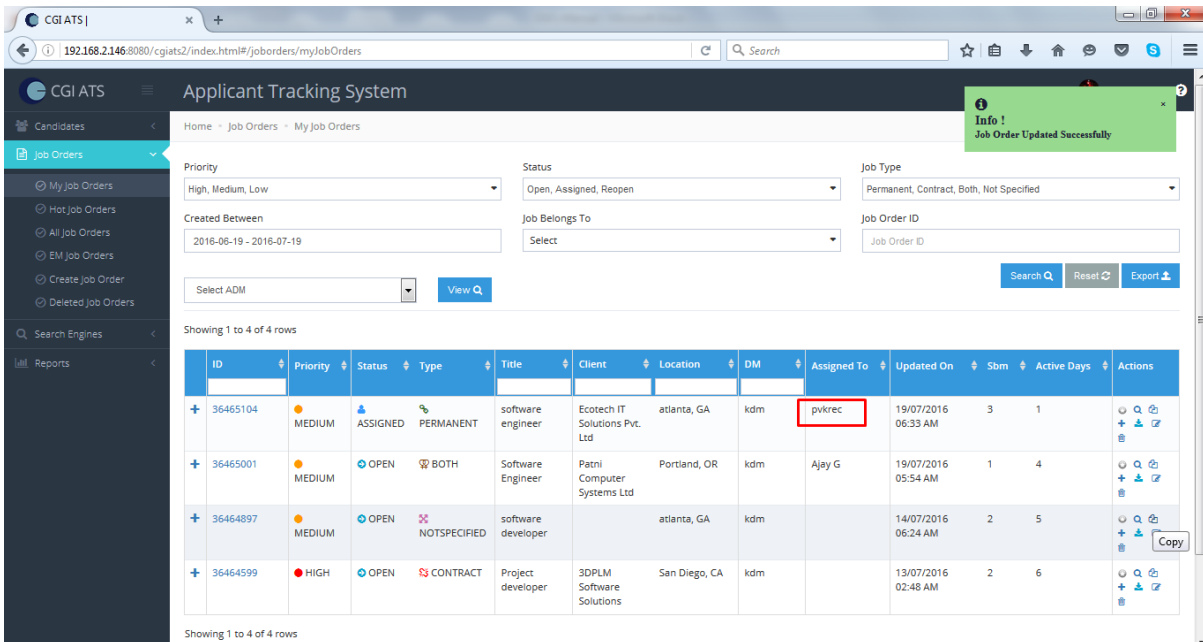
The screenshot shows the 'Applicant Tracking System' interface. The 'Assigned to User Id' dropdown menu is open, and 'pvkrec' is selected. The form fields are as follows:

General		
ID *	36465104	Show Job Order On Website *
Priority *	Medium	Client *
Status *	Assigned	City *
Assigned to User Id *	pvkrec	# of Positions *
		Title *

Buttons: Previous, Next, Save



- After clicking on 'Save' button application redirects to "My Job Orders" page and the selected recruiter name will be displayed in the 'Assigned To' column of 'My Job Orders' page.



CGI ATS | Applicant Tracking System

Home > Job Orders > My Job Orders

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID:


Select ADM | View | Search | Reset | Export

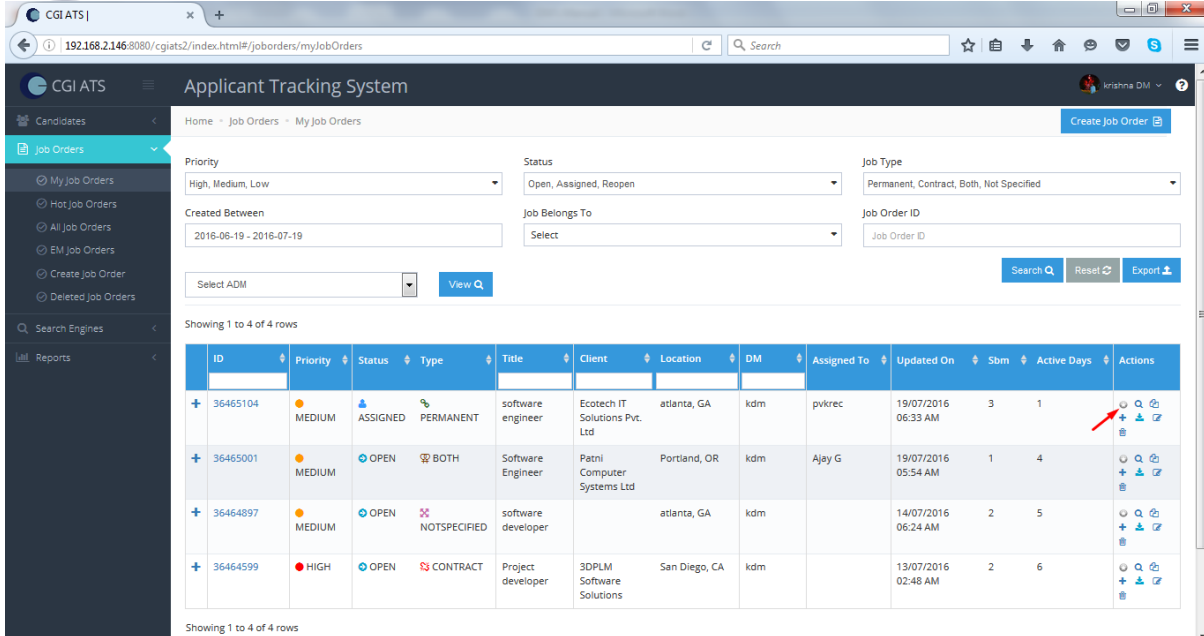
Showing 1 to 4 of 4 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:33 AM	3	1	+ - i
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	+ - i
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	+ - i
36464599	HIGH	OPEN	CONTRACT	Project developer	3DPLM Software Solutions	San Diego, CA	kdm		13/07/2016 02:48 AM	2	6	+ - i

Showing 1 to 4 of 4 rows

## Add Job Order to Hot List:

- Click on  'Add to hotlist' icon in Actions column of 'My job orders' table.



CGI ATS | Applicant Tracking System

Home - Job Orders - My Job Orders

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

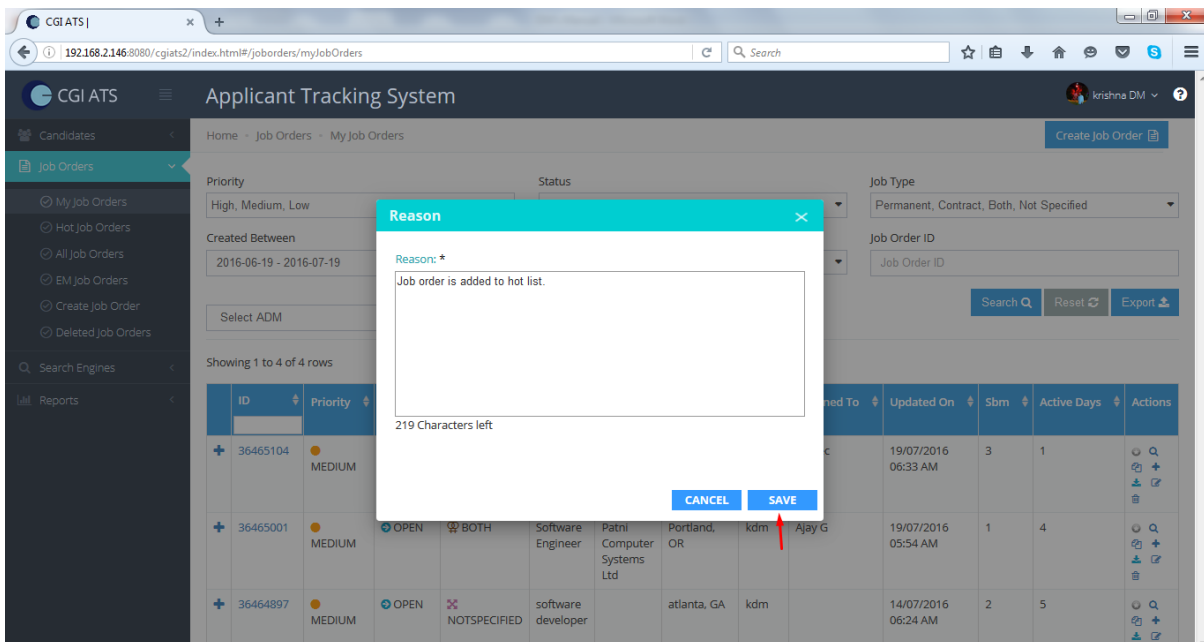
Select ADM | View

Showing 1 to 4 of 4 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:33 AM	3	1	+ (Add to hotlist)
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	+ (Add to hotlist)
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	+ (Add to hotlist)
36464599	HIGH	OPEN	CONTRACT	Project developer	3DPLM Software Solutions	San Diego, CA	kdm		13/07/2016 02:48 AM	2	6	+ (Add to hotlist)

Showing 1 to 4 of 4 rows

- On clicking on 'Add to hotlist' icon a reason dialog box will be displayed.
- Enter the reason and click on 'Save' button to add the job order to hot list.



CGI ATS | Applicant Tracking System

Home - Job Orders - My Job Orders

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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM

Showing 1 to 4 of 4 rows

**Reason**



Reason: \*

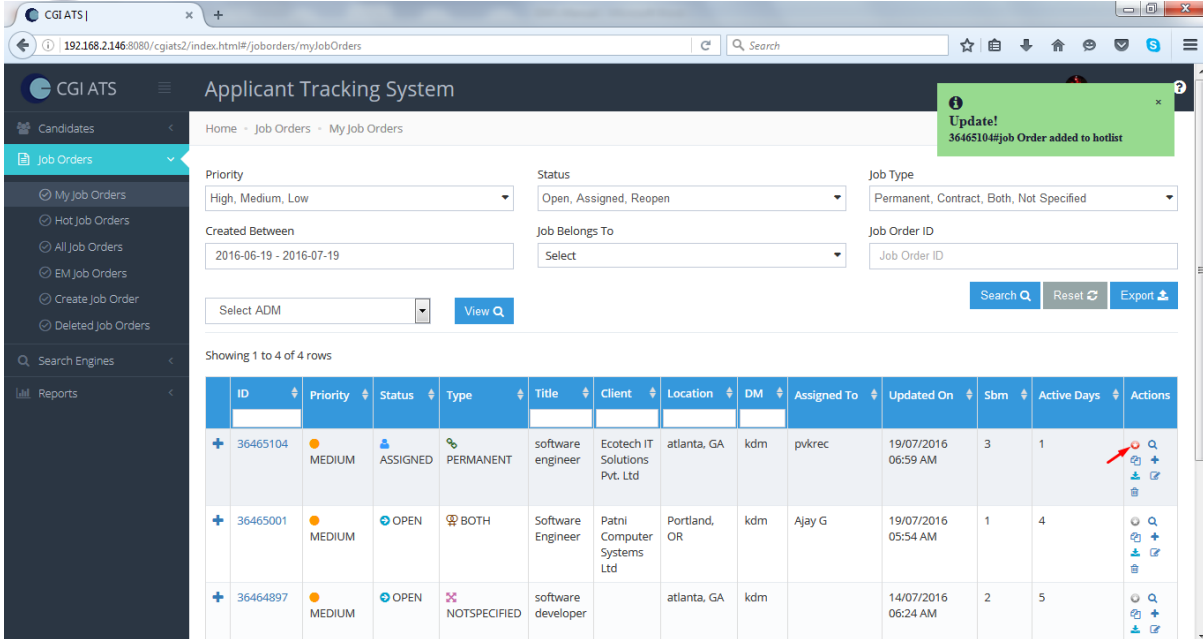
Job order is added to hot list.

219 Characters left

CANCEL SAVE

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:33 AM	3	1	+ (Add to hotlist)
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	+ (Add to hotlist)
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	+ (Add to hotlist)

- After clicking on 'Save' button a mail will be sent to all the recruiters and the update message 'Job Order added to hotlist' is displayed.
- Corresponding job order 'Add to hotlist' icon  changes to  which indicates the particular job order is hot job order.



**Update!**  
36465104 job Order added to hotlist

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

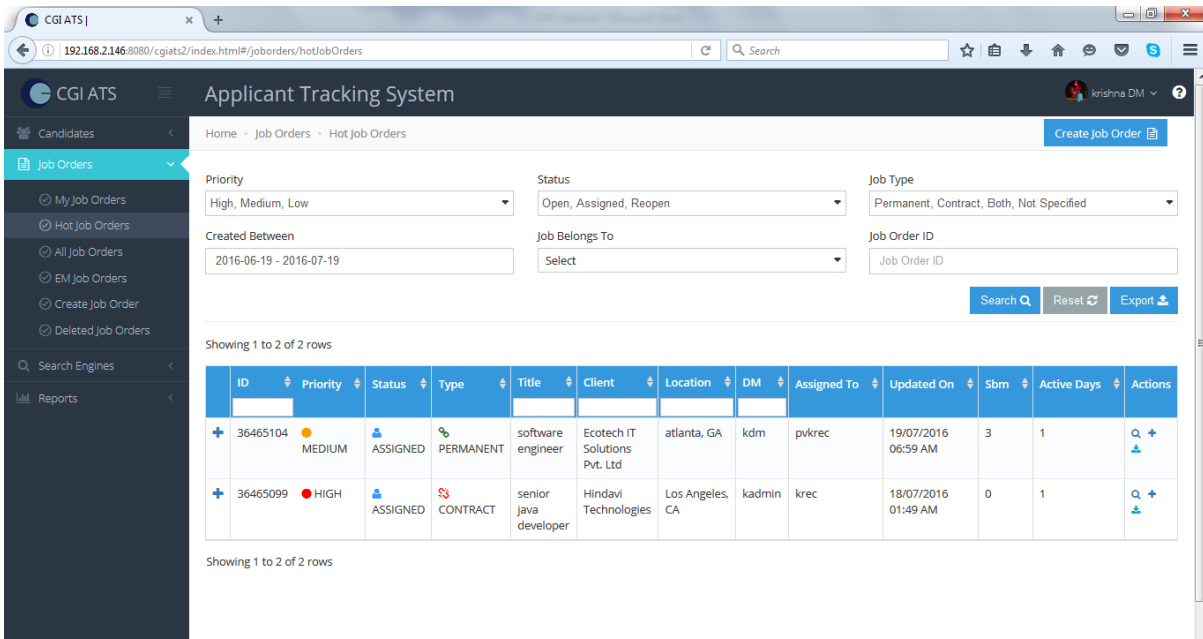
Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM [View Q] [Search Q] [Reset] [Export]

Showing 1 to 4 of 4 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:59 AM	3	1	[Q] [+] [x]
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	[Q] [+] [x]
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	[Q] [+] [x]

➤ Click on 'Hot Job Orders' sub menu of 'Job Orders' in sidebar link to view hot job orders.



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

Created Between: 2016-06-19 - 2016-07-19 | Job Belongs To: Select | Job Order ID: Job Order ID

[Search Q] [Reset] [Export]

Showing 1 to 2 of 2 rows

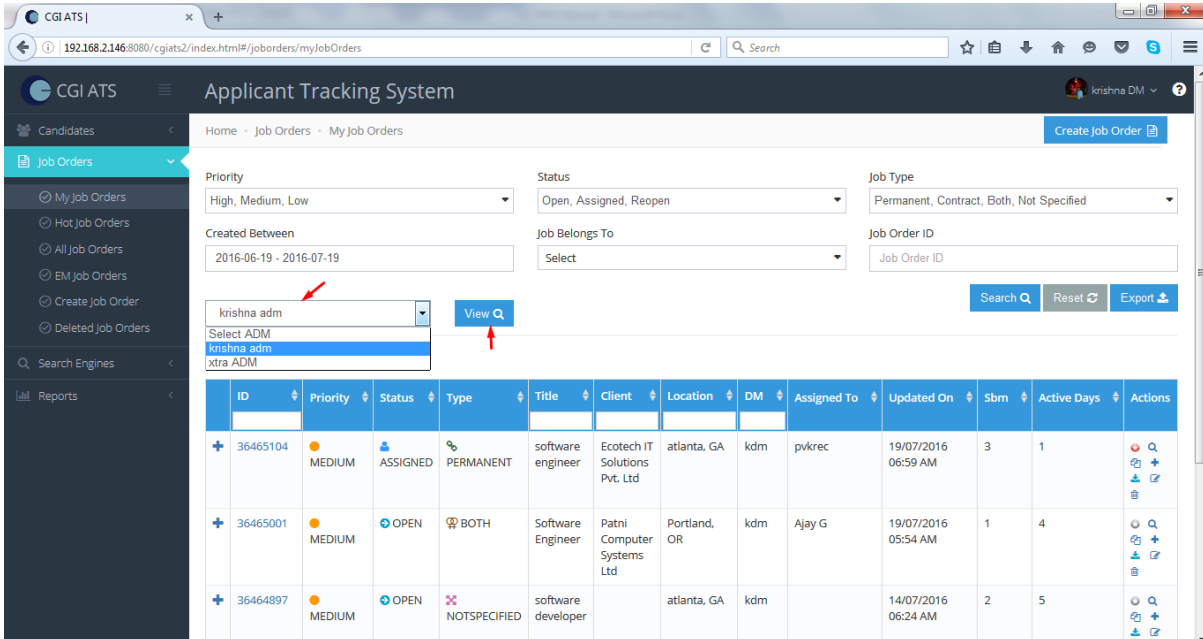
ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:59 AM	3	1	[Q] [x]
36465099	HIGH	ASSIGNED	CONTRACT	senior java developer	Hindavi Technologies	Los Angeles, CA	kadmin	krec	18/07/2016 01:49 AM	0	1	[Q] [x]

Showing 1 to 2 of 2 rows

## View ADM's Job Orders:

➤ Click on 'My Job Orders' link under 'Job Orders' menu in sidebar link.

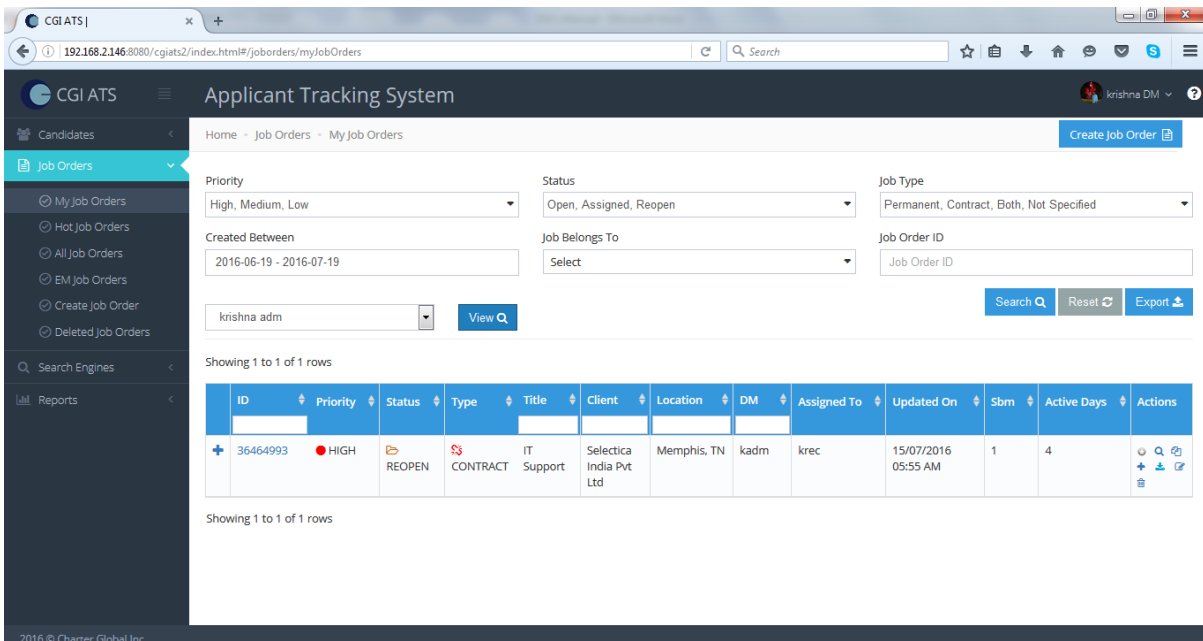
- Select ADM from 'Select ADM' dropdown box and click on 'View' button to view selected ADM's job orders.



The screenshot shows the 'Applicant Tracking System' interface. The left sidebar contains navigation links: Candidates, Job Orders (selected), My Job Orders, Hot Job Orders, All Job Orders, EM Job Orders, Create Job Order, Deleted Job Orders, Search Engines, and Reports. The main content area has filters for Priority (High, Medium, Low), Status (Open, Assigned, Reopen), Job Type (Permanent, Contract, Both, Not Specified), Created Between (2016-06-19 - 2016-07-19), Job Belongs To (Select), and Job Order ID. A dropdown menu for 'Select ADM' is open, showing 'krishna adm' as the selected option. A red arrow points to the 'View' button next to the dropdown. Below the filters is a table of job orders.

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465104	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	pvkrec	19/07/2016 06:59 AM	3	1	[Icons]
36465001	MEDIUM	OPEN	BOTH	Software Engineer	Patni Computer Systems Ltd	Portland, OR	kdm	Ajay G	19/07/2016 05:54 AM	1	4	[Icons]
36464897	MEDIUM	OPEN	NOTSPECIFIED	software developer		atlanta, GA	kdm		14/07/2016 06:24 AM	2	5	[Icons]

- Clicking on 'View' button table displays corresponding ADM's job orders.

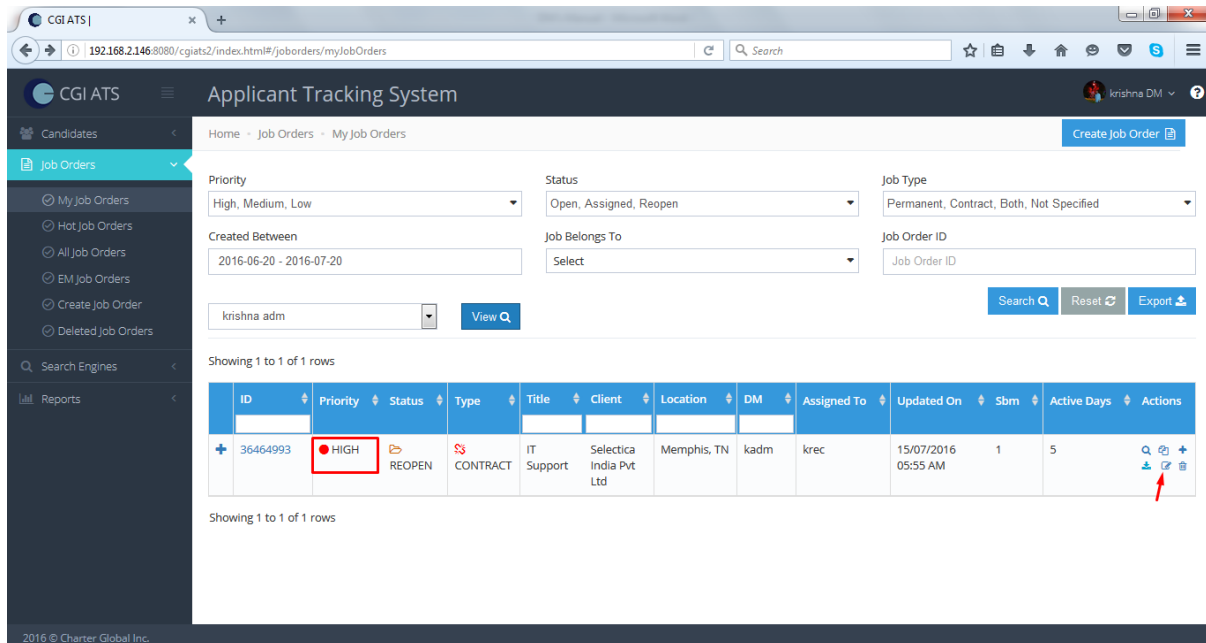


The screenshot shows the same interface as the previous one, but the 'View' button has been clicked. The table now displays only the job orders for the selected ADM 'krishna adm'. The table shows 1 row of data.

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36464993	HIGH	REOPEN	CONTRACT	IT Support	Selectica India Pvt Ltd	Memphis, TN	kadm	krec	15/07/2016 05:55 AM	1	4	[Icons]

## Update ADM's Job Orders:

- Click on  'Edit Job Order' icon in 'My job orders' table to edit the ADM's job order.



CGI ATS | Applicant Tracking System


Home - Job Orders - My Job Orders

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

Created Between: 2016-06-20 - 2016-07-20 | Job Belongs To: Select | Job Order ID: | Job Order ID:

krishna adm View Q Search Q Reset Export

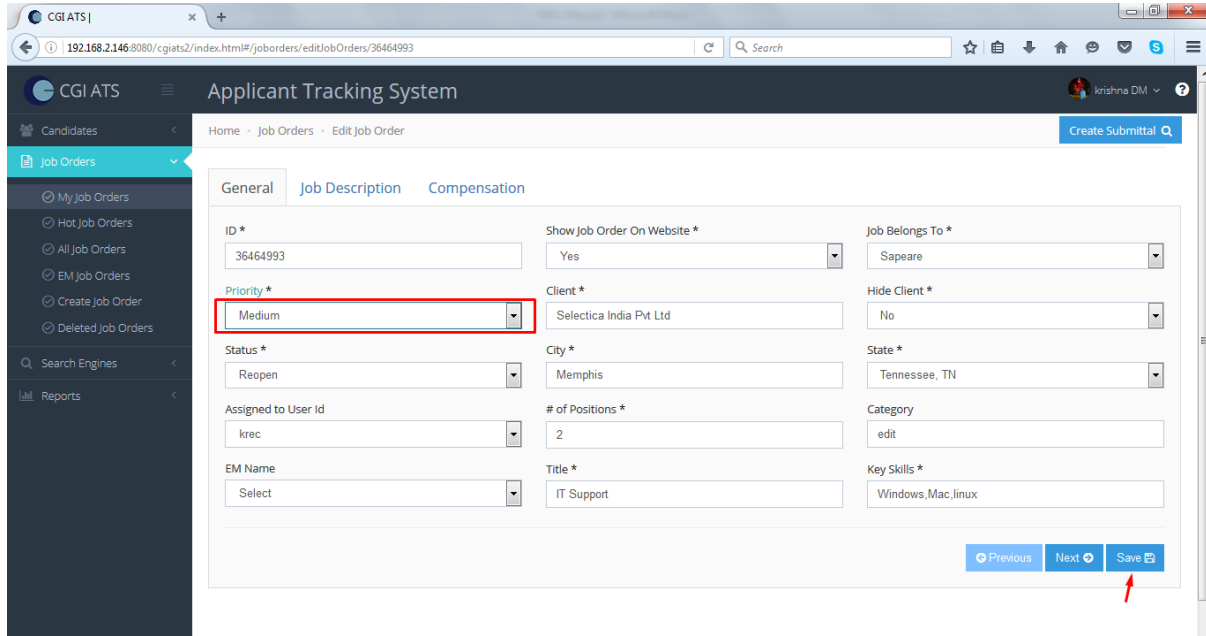
Showing 1 to 1 of 1 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36464993	HIGH	REOPEN	CONTRACT	IT Support	Selectica India Pvt Ltd	Memphis, TN	kadm	krec	15/07/2016 05:55 AM	1	5	

Showing 1 to 1 of 1 rows

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- Clicking on 'Edit Job Order' icon application navigates to edit job order page.
- You can edit required fields in that job order, after editing click on 'Save' button.



CGI ATS | Applicant Tracking System

Home - Job Orders - Edit Job Order

Create Submittal

General Job Description Compensation

ID \* 36464993 | Show Job Order On Website \* Yes | Job Belongs To \* Sapeare

Priority \* Medium | Client \* Selectica India Pvt Ltd | Hide Client \* No

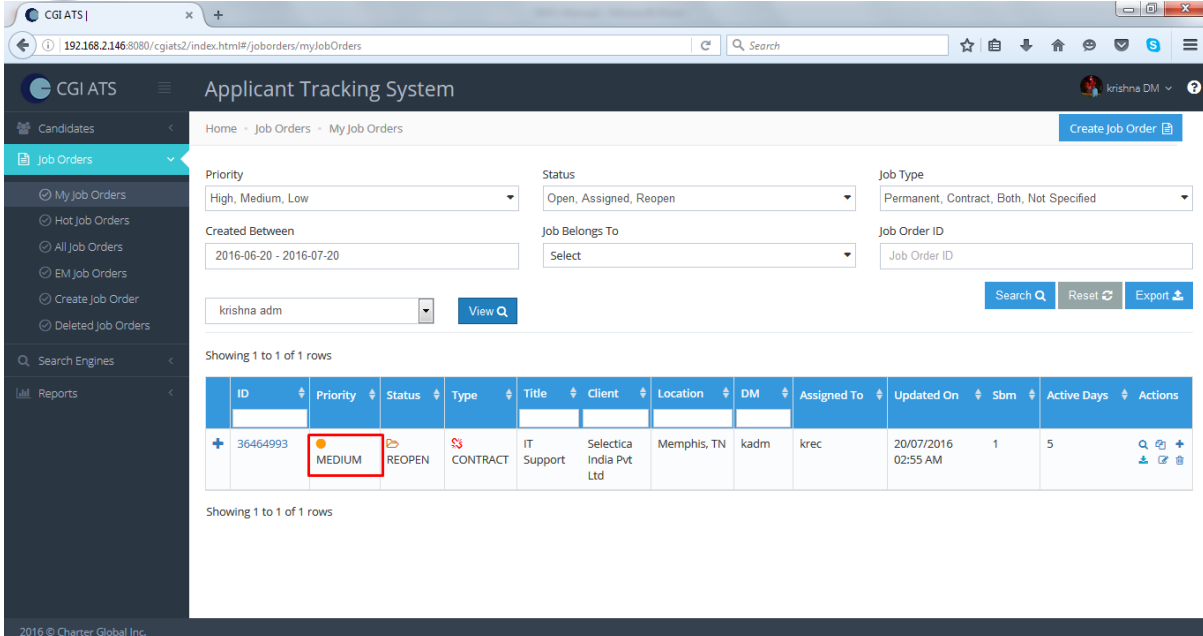
Status \* Reopen | City \* Memphis | State \* Tennessee, TN

Assigned to User Id krec | # of Positions \* 2 | Category edit

EM Name Select | Title \* IT Support | Key Skills \* Windows, Mac, linux

Previous Next Save

- Clicking on 'Save' button application navigates to 'My Job Orders' page, the corresponding job order data will be updated.



CGI ATS | Applicant Tracking System

Home - Job Orders - My Job Orders

Create Job Order

Priority: High, Medium, Low

Status: Open, Assigned, Reopen

Job Type: Permanent, Contract, Both, Not Specified

Created Between: 2016-06-20 - 2016-07-20

Job Belongs To: Select

Job Order ID: Job Order ID

Search View Reset Export

Showing 1 to 1 of 1 rows

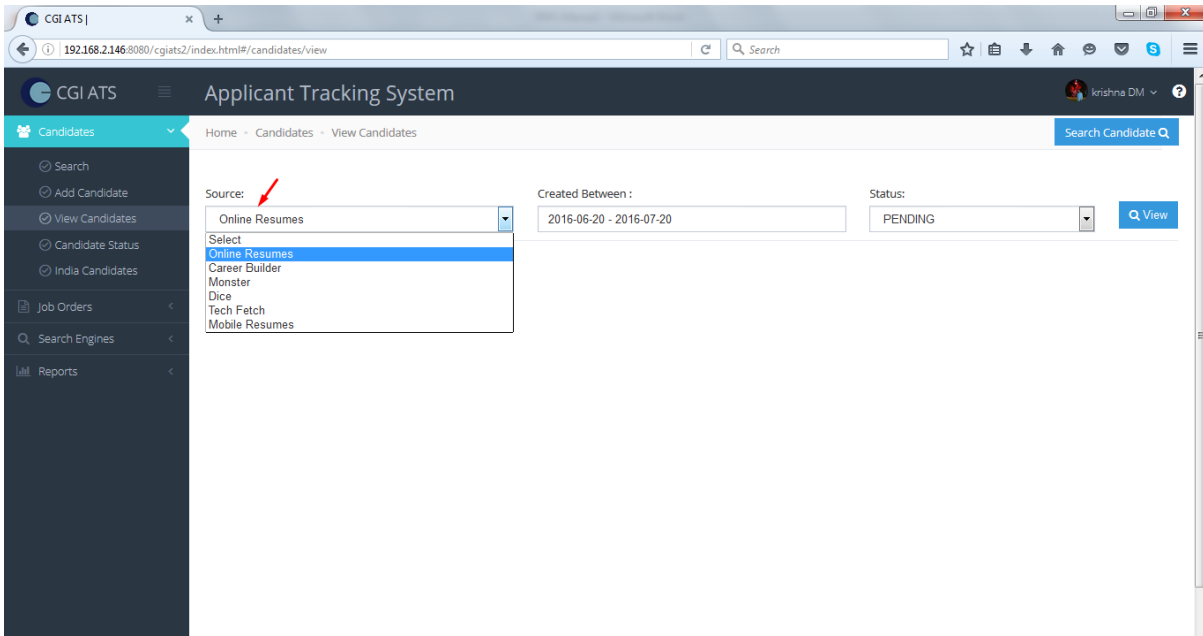
ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36464993	MEDIUM	REOPEN	CONTRACT	IT Support	Selectica India Pvt Ltd	Memphis, TN	kadm	krec	20/07/2016 02:55 AM	1	5	View Edit Delete

Showing 1 to 1 of 1 rows

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## Online Resumes functionality (Approve and Reject):

- Click on 'View Candidates' under 'Candidates' menu in sidebar link. View candidates page will be opened.
- Select 'Online Resumes' in Source dropdown box, date from 'Created Between' date range and status 'PENDING' from 'Status' dropdown box.
- After selecting all the fields click on 'View' button.



CGI ATS | Applicant Tracking System

Home - Candidates - View Candidates

Search Candidate

Source: Online Resumes

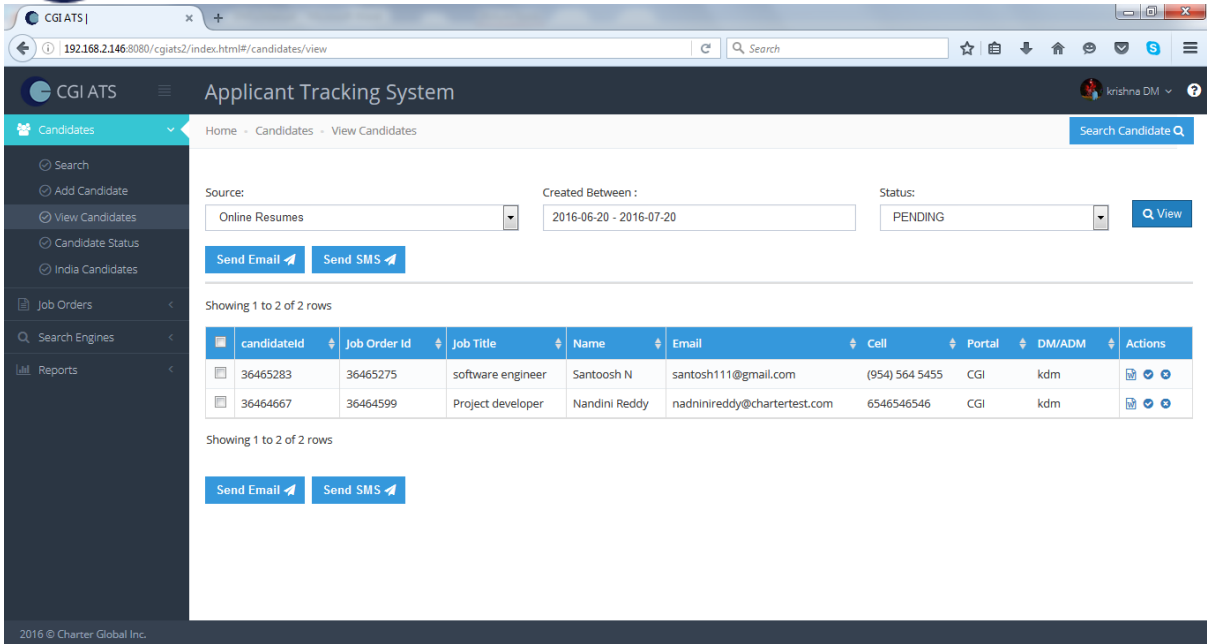
Created Between: 2016-06-20 - 2016-07-20

Status: PENDING

View

Select  
Online Resumes  
Career Builder  
Monster  
Dice  
Tech Fetch  
Mobile Resumes

- Clicking on 'View' button Online Resumes will be shown in the table.



CGI ATS | Applicant Tracking System







Home - Candidates - View Candidates

Search Candidate

Source: Online Resumes Created Between : 2016-06-20 - 2016-07-20 Status: PENDING View

Send Email Send SMS

Showing 1 to 2 of 2 rows


candidateId	Job Order Id	Job Title	Name	Email	Cell	Portal	DM/ADM	Actions
36465283	36465275	software engineer	Santoosh N	santosh111@gmail.com	(954) 564 5455	CGI	kdm	  
36464667	36464599	Project developer	Nandini Reddy	nadninireddy@chartertest.com	6546546546	CGI	kdm	  

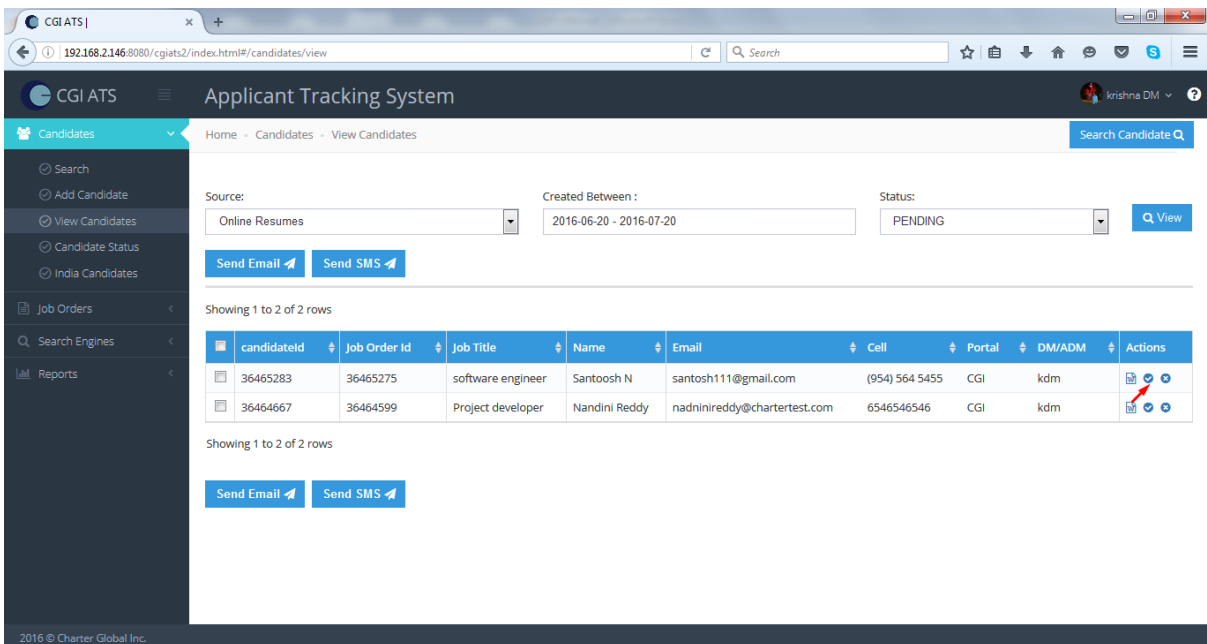
Showing 1 to 2 of 2 rows

Send Email Send SMS

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## Approve:

- Click on  'Approve' icon in Actions column of view candidates 'Online Resumes' table.



CGI ATS | Applicant Tracking System







Home - Candidates - View Candidates

Search Candidate

Source: Online Resumes Created Between : 2016-06-20 - 2016-07-20 Status: PENDING View

Send Email Send SMS

Showing 1 to 2 of 2 rows

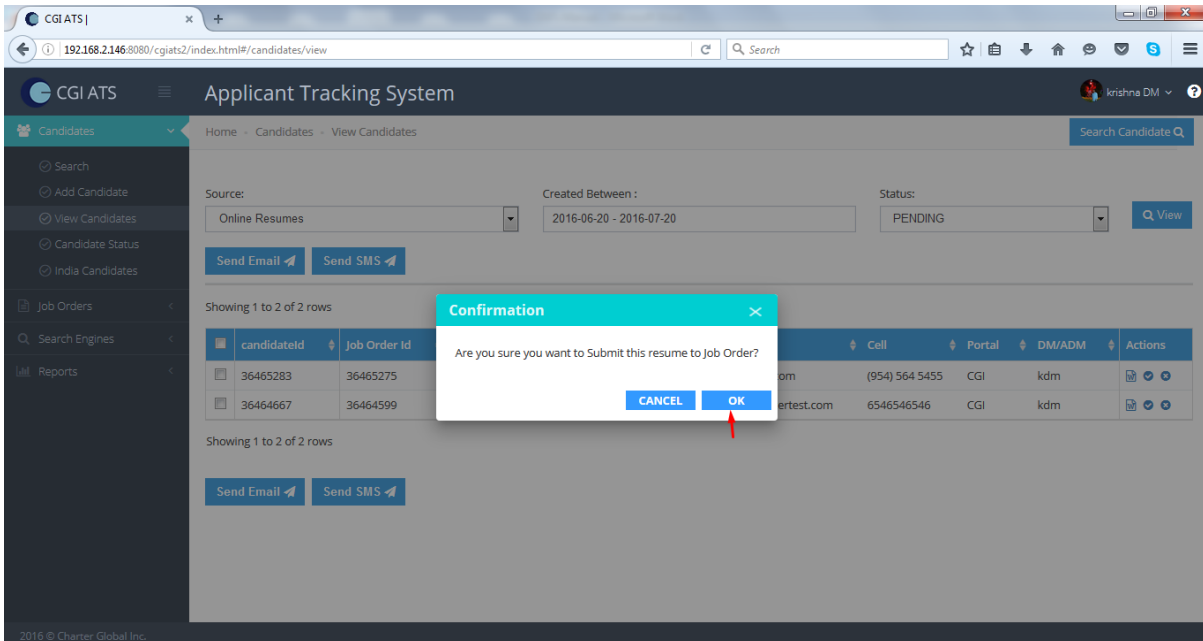
candidateId	Job Order Id	Job Title	Name	Email	Cell	Portal	DM/ADM	Actions
36465283	36465275	software engineer	Santoosh N	santosh111@gmail.com	(954) 564 5455	CGI	kdm	  
36464667	36464599	Project developer	Nandini Reddy	nadninireddy@chartertest.com	6546546546	CGI	kdm	  

Showing 1 to 2 of 2 rows

Send Email Send SMS

2016 © Charter Global Inc.

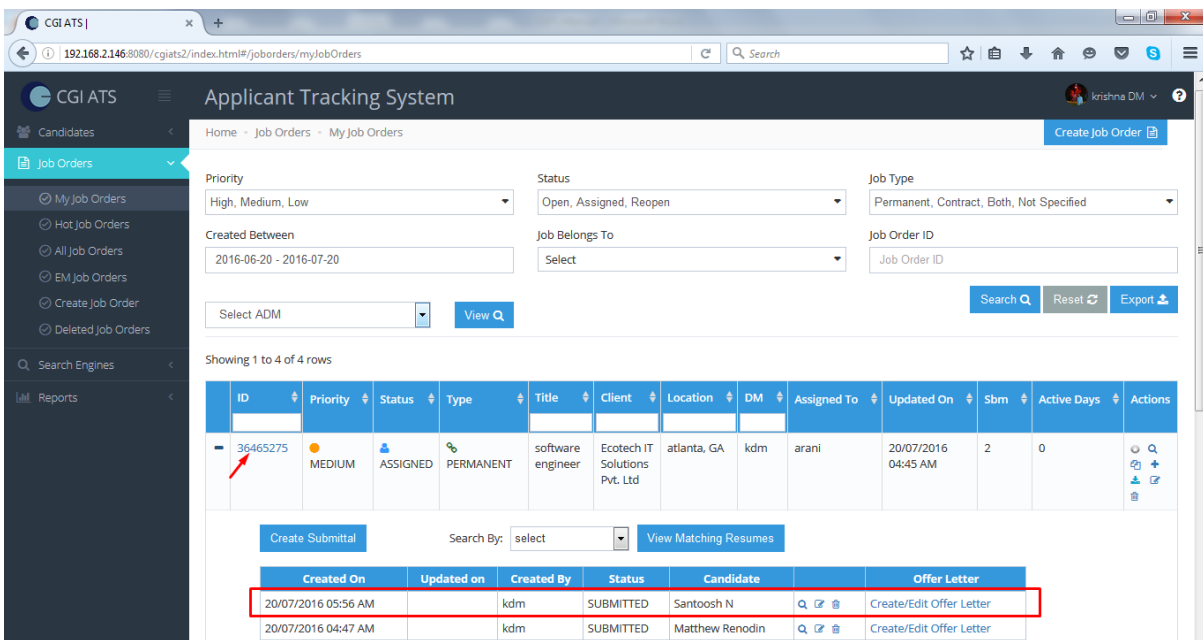
- Clicking on Approve icon a confirmation dialog box will be displayed with 'Are you sure want to submit this resume to Job Order' message then click on 'OK' message.



The screenshot shows the 'View Candidates' page in the CGI ATS. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to Submit this resume to Job Order?'. The dialog has 'CANCEL' and 'OK' buttons. A red arrow points to the 'OK' button. The background shows a table of candidates with columns for candidate ID, job order ID, cell, portal, DM/ADM, and actions.

candidateId	Job Order Id	Cell	Portal	DM/ADM	Actions
36465283	36465275	(954) 564 5455	CGI	kdm	[Icons]
36464667	36464599	6546546546	CGI	kdm	[Icons]

- After clicking on 'OK' button 'The selected candidate Id is approved' message will be displayed.
- Open 'My Job Orders' link under 'Job Orders' menu in sidebar link the corresponding Job order id is submitted with that resume as shown below.



The screenshot shows the 'My Job Orders' page in the CGI ATS. It displays a table of job orders and a table of submitted resumes. A red arrow points to the job order ID 36465275 in the first table. The second table shows the submitted resumes for that job order.


ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465275	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	arani	20/07/2016 04:45 AM	2	0	[Icons]

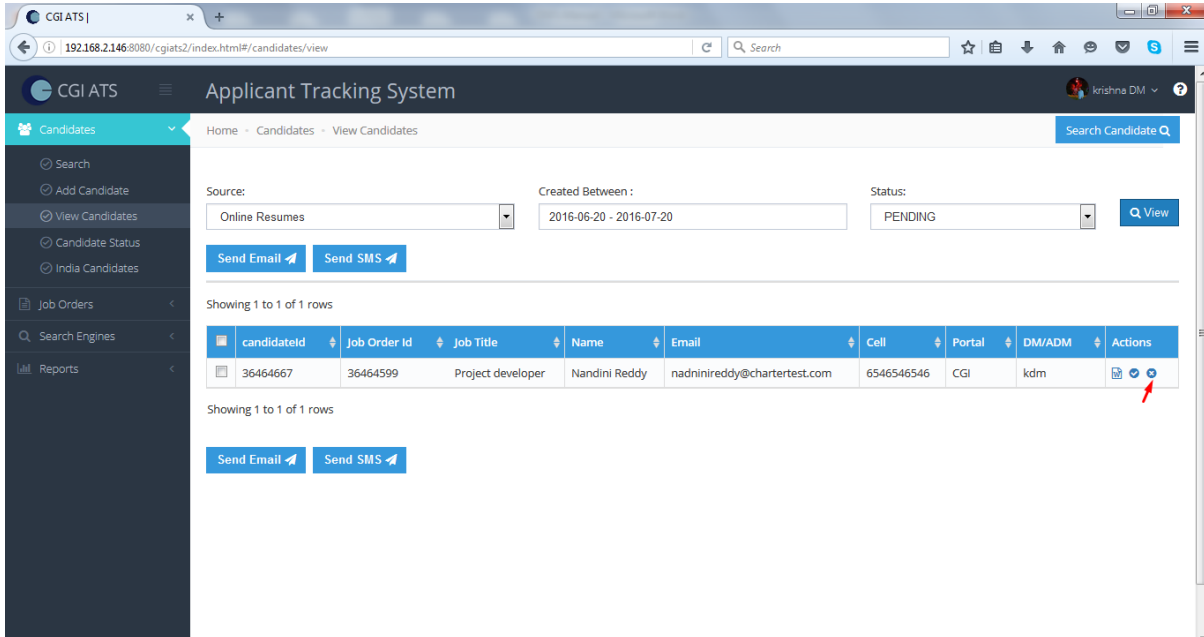
  

Created On	Updated on	Created By	Status	Candidate	Offer Letter
20/07/2016 05:56 AM		kdm	SUBMITTED	Santoosh N	Create/Edit Offer Letter
20/07/2016 04:47 AM		kdm	SUBMITTED	Matthew Renodin	Create/Edit Offer Letter



## Reject:

- Click on  'Reject' icon in Actions column of View Candidates 'Online Resumes' table.



CGI ATS | Applicant Tracking System


Home - Candidates - View Candidates

Search Candidate

Source: Online Resumes Created Between: 2016-06-20 - 2016-07-20 Status: PENDING View

Send Email Send SMS

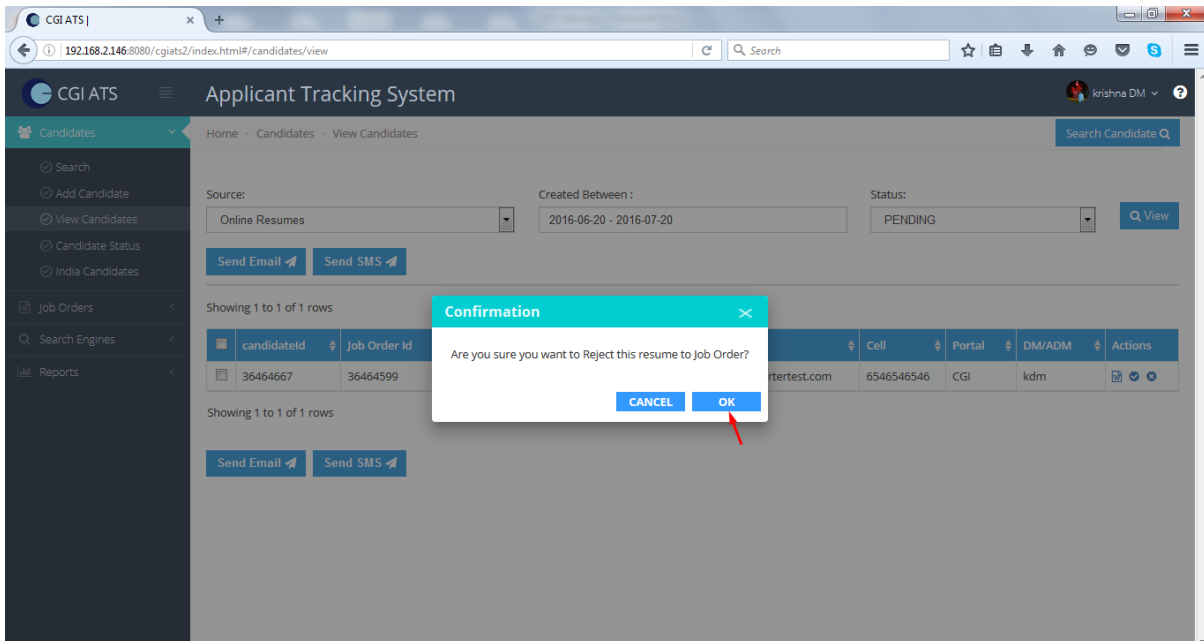
Showing 1 to 1 of 1 rows

candidateId	Job Order Id	Job Title	Name	Email	Cell	Portal	DM/ADM	Actions
36464667	36464599	Project developer	Nandini Reddy	nadninireddy@chartertest.com	6546546546	CGI	kdm	

Showing 1 to 1 of 1 rows

Send Email Send SMS

- Clicking on 'Reject' icon a Confirmation dialog box will be displayed with 'Are you sure you want to Reject this resume to Job Order' message then click on 'OK' button to reject that job order.



CGI ATS | Applicant Tracking System


Home - Candidates - View Candidates

Search Candidate

Source: Online Resumes Created Between: 2016-06-20 - 2016-07-20 Status: PENDING View

Send Email Send SMS

Showing 1 to 1 of 1 rows

candidateId	Job Order Id	Job Title	Name	Email	Cell	Portal	DM/ADM	Actions
36464667	36464599	Project developer	Nandini Reddy	nadninireddy@chartertest.com	6546546546	CGI	kdm	

Showing 1 to 1 of 1 rows

Send Email Send SMS

**Confirmation**


Are you sure you want to Reject this resume to Job Order?

CANCEL OK




- Clicking on 'OK' button 'The selected candidate Id is rejected' message will be displayed and the record is deleted from the table.

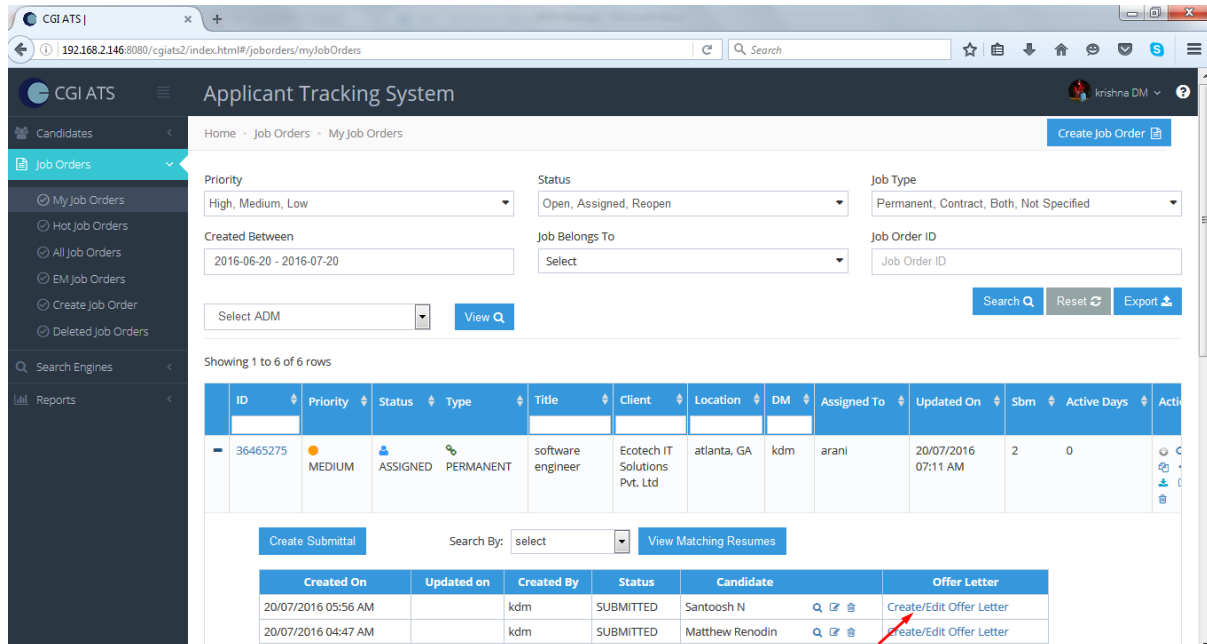
## Create Offer Letter:

- Click on  Row Expansion icon in 'My Job Orders' table.

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Actions
36465275	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	arani	20/07/2016 07:11 AM	2	0	
36464693	MEDIUM	REOPEN	NOTSPECIFIED	Administratortor app	Honeywell Automation India Ltd	san jose, CA	kdm		20/07/2016 06:23 AM	0	7	
36465293	MEDIUM	OPEN	PERMANENT	Hadoop Developer	IBM	Hyderabad, IL	kdm	bhuvanesh	20/07/2016 06:10 AM	0	0	



- Clicking on  Row Expansion icon a sub table will be displayed with submittals which are created to that particular job order.
- In that sub table click on 'Create/Edit Offer Letter' link to create offer letter.



CGI ATS | Applicant Tracking System

Home - Job Orders - My Job Orders

Create Job Order

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

Created Between: 2016-06-20 - 2016-07-20 | Job Belongs To: Select | Job Order ID: Job Order ID

Select ADM | View Q | Search Q | Reset | Export

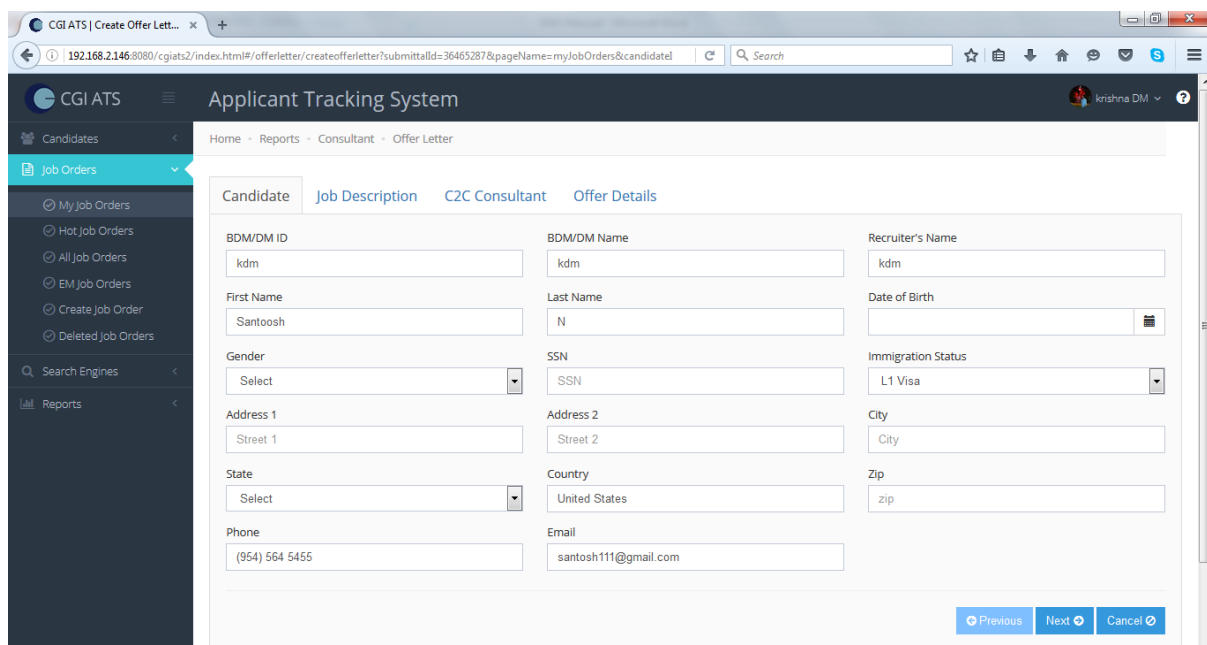
Showing 1 to 6 of 6 rows

ID	Priority	Status	Type	Title	Client	Location	DM	Assigned To	Updated On	Sbm	Active Days	Act
36465275	MEDIUM	ASSIGNED	PERMANENT	software engineer	Ecotech IT Solutions Pvt. Ltd	atlanta, GA	kdm	arani	20/07/2016 07:11 AM	2	0	

Create Submittal | Search By: select | View Matching Resumes

Created On	Updated on	Created By	Status	Candidate	Offer Letter
20/07/2016 05:56 AM		kdm	SUBMITTED	Santoosh N	Create/Edit Offer Letter
20/07/2016 04:47 AM		kdm	SUBMITTED	Matthew Renodin	Create/Edit Offer Letter

- Clicking on 'Create/Edit Offer Letter' application navigates to create offer letter page.



CGI ATS | Create Offer Lett...

Home - Reports - Consultant - Offer Letter

Candidate | Job Description | C2C Consultant | Offer Details

BDM/DM ID: kdm | BDM/DM Name: kdm | Recruiter's Name: kdm

First Name: Santoosh | Last Name: N | Date of Birth: [Calendar Icon]

Gender: Select | SSN: SSN | Immigration Status: L1 Visa

Address 1: Street 1 | Address 2: Street 2 | City: City

State: Select | Country: United States | Zip: zip

Phone: (954) 564 5455 | Email: santosh111@gmail.com

Previous | Next | Cancel



- Fill the required fields and click on 'Create Offer Letter' to create offer letter

CGI ATS | Create Offer Lett...

192.168.2.146:8080/cgiats2/index.html#/offerletter/createofferletter?submittalId=36465287&pageName=myJobOrders&candidateId

CGI ATS Applicant Tracking System

Home - Reports - Consultant - Offer Letter

Candidate Job Description C2C Consultant Offer Details

Offer From ☐ Charter Global ☐ Red Galaxy ☒ Sapeare ☐ Other

Benefits: All W2 full-time Employees are eligible \*

☐ Category 1(Salaried) ☐ Category 2(Hourly)

☐ EE Electing Medical(s) ☐ EE Electing Medical

☐ EE Waiving Medical(s) ☐ EE Waiving Medical

Relocation Benefits ☐ Airfare ☐ 1 Week motel ☐ 1 Week meals ☐ 1 Week rental/cab

Any Exceptions

Any Special Instructions

\* Full-Time employee = Employees working an average of 30 hours or more per week.

[Previous](#) [Create Offer Letter](#) [Cancel](#)

- Clicking on the "Create Offer Letter" button will create an offer letter and send an email to HR Team and the application will navigate to the "Offer letter page" displaying "Offer Letter Created Successfully" message on top right corner of the page.

CGI ATS |

192.168.2.146:8080/cgiats2/index.html#/offerletter/offerLetterReports

CGI ATS Applicant Tracking System

Home - Reports - Consultant - Offer Letters

Created Between 2016-06-20 - 2016-07-20 [Search](#) [Reset](#) [Export](#)

Showing 1 to 3 of 3 rows

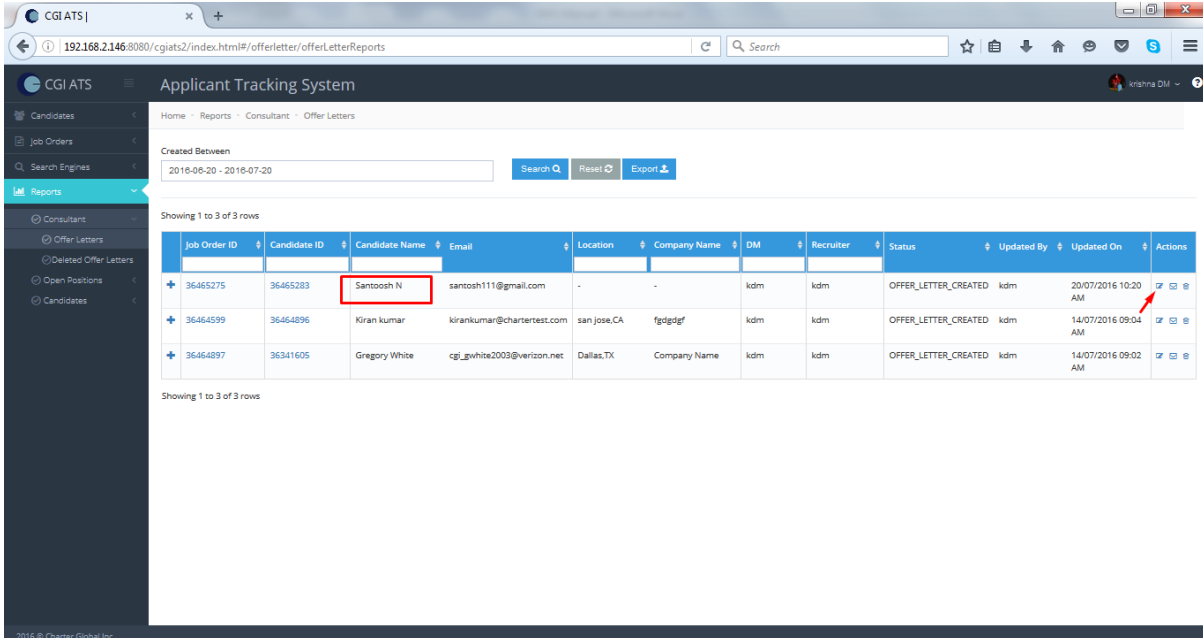
Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	U
36465275	36465283	Santoosh N	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_CREATED	kd
36464599	36464896	Kiran kumar	kirankumar@chartertest.com	san jose,CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kd
36464897	36341605	Gregory White	cgl_gwhite2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kd

Showing 1 to 3 of 3 rows

2016 © Charter Global Inc.

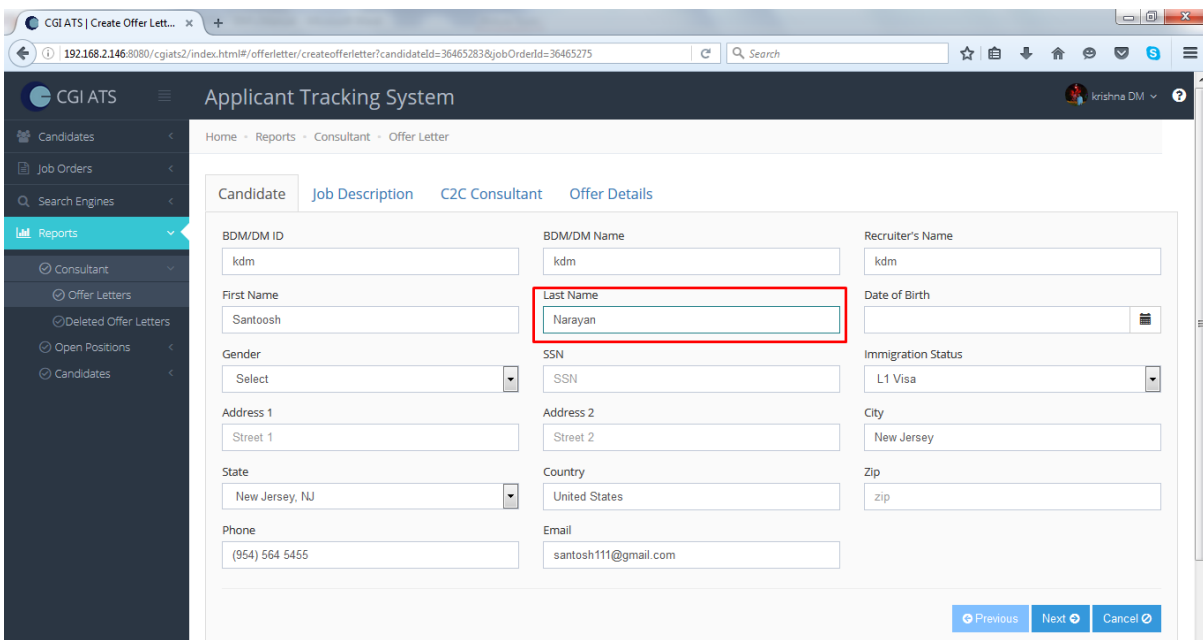
## Edit Offer Letter:

- Click on 'Offer Letters' sub menu in 'Consultant' menu under "Reports" link in sidebar then offer letter page will be loaded.
- Click on 'Edit' icon in Actions column of "Offer Letter" table.



Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated On	Actions
36465275	36465283	Santosh N	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_CREATED	kdm	20/07/2016 10:20 AM	<a href="#">Edit</a> <a href="#">Delete</a>
36464599	36464896	Kiran kumar	kirankumar@charterest.com	san Jose,CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM	<a href="#">Edit</a> <a href="#">Delete</a>
36464897	36341605	Gregory White	cgi_white2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM	<a href="#">Edit</a> <a href="#">Delete</a>

- Clicking on 'Edit' icon in the "Offer Letter" page application navigates to "Create Offer Letter" page.



**CGI ATS | Create Offer Lett...**

192.168.2.146:8080/cgiats2/index.html#/offerletter/createofferletter?candidateId=36465283&jobOrderId=36465275

Applicant Tracking System

Home - Reports - Consultant - Offer Letter

**Candidate** Job Description C2C Consultant Offer Details

BDM/DM ID: kdm BDM/DM Name: kdm Recruiter's Name: kdm

First Name: Santosh Last Name: Narayan Date of Birth:

Gender: Select SSN: SSN Immigration Status: L1 Visa

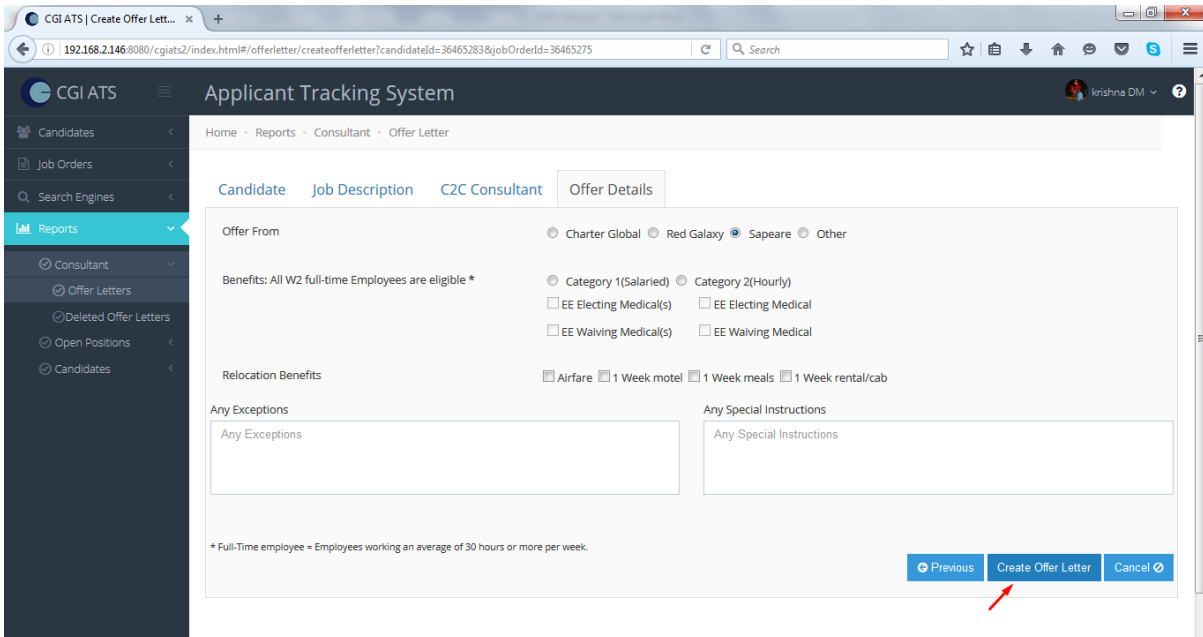
Address 1: Street 1 Address 2: Street 2 City: New Jersey

State: New Jersey, NJ Country: United States Zip: zip

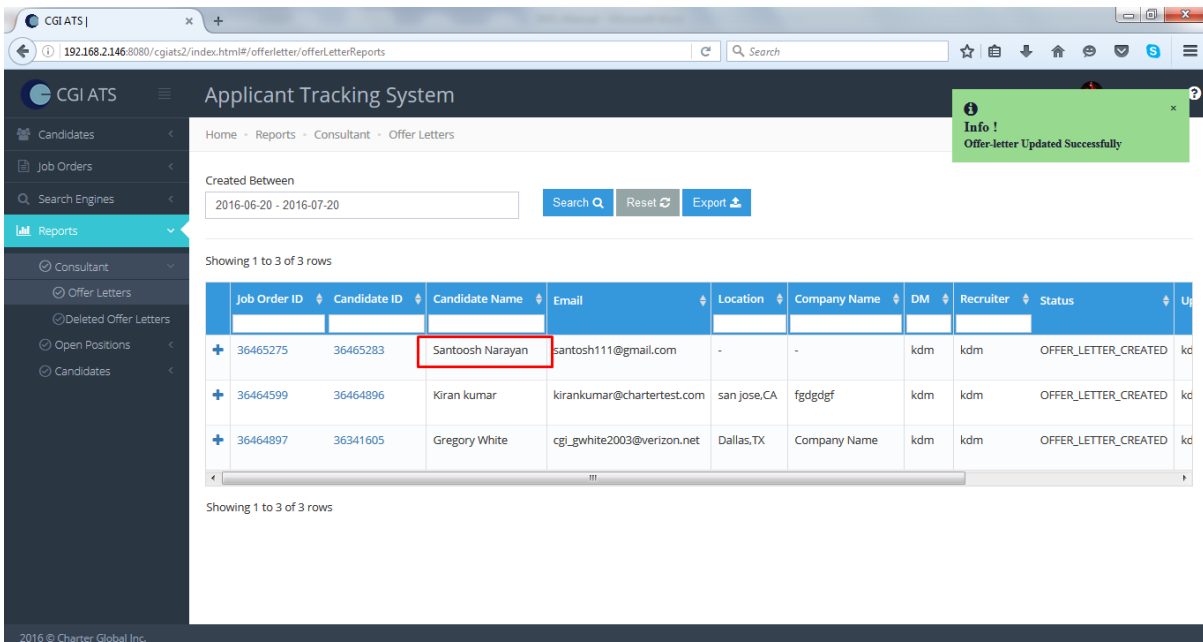
Phone: (954) 564 5455 Email: santosh111@gmail.com

[Previous](#) [Next](#) [Cancel](#)

- Edit the required fields and click on "Create Offer Letter" button to edit the offer letter.




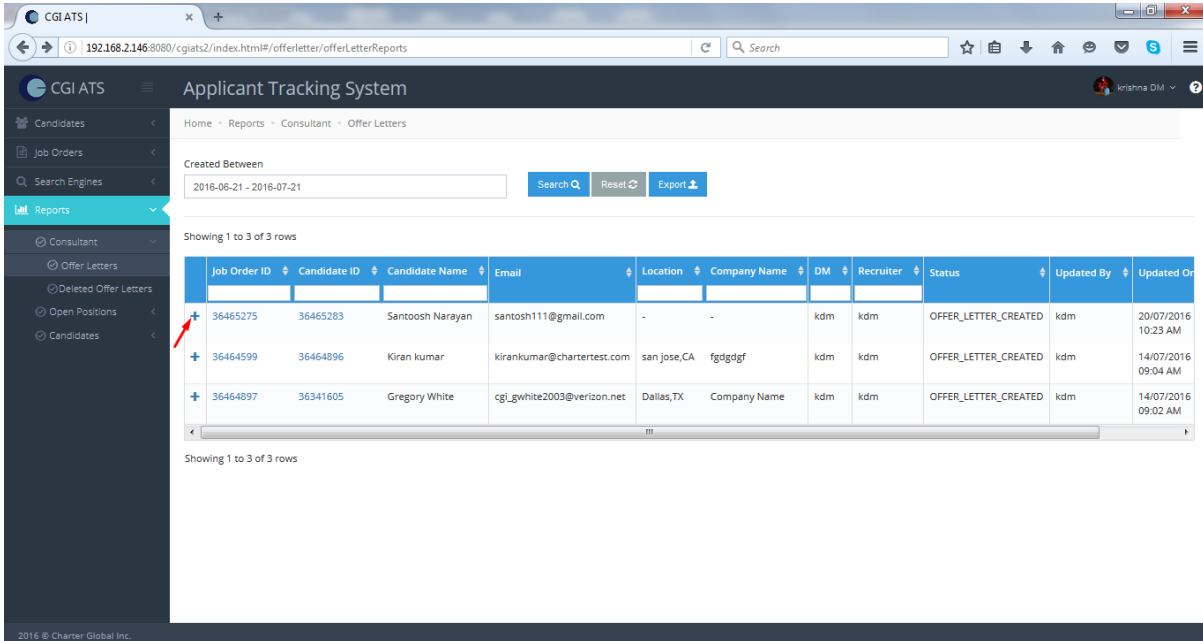
- Clicking on "Create Offer Letter" button application navigates to "Offer Letter" page with the updated data and 'Offer Letter Updated Successfully' message will be displayed.



Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By
36465275	36465283	Santoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_CREATED	kd
36464599	36464896	Kiran kumar	kirankumar@chartertest.com	san jose,CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kd
36464897	36341605	Gregory White	cgi_gwhite2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kd

## Update Offer Letter Status:

- Click on "Reports" link in sidebar and click on "Consultant" menu under "Reports" and click on "Offer Letters" sub menu which navigates to Offer Letters page.
- In offer letters page click on  Row Expansion icon of a particular Offer Letter to which you want to update the status.



CGI ATS | Applicant Tracking System

Home > Reports > Consultant > Offer Letters


Created Between: 2016-06-21 - 2016-07-21 [Search] [Reset] [Export]

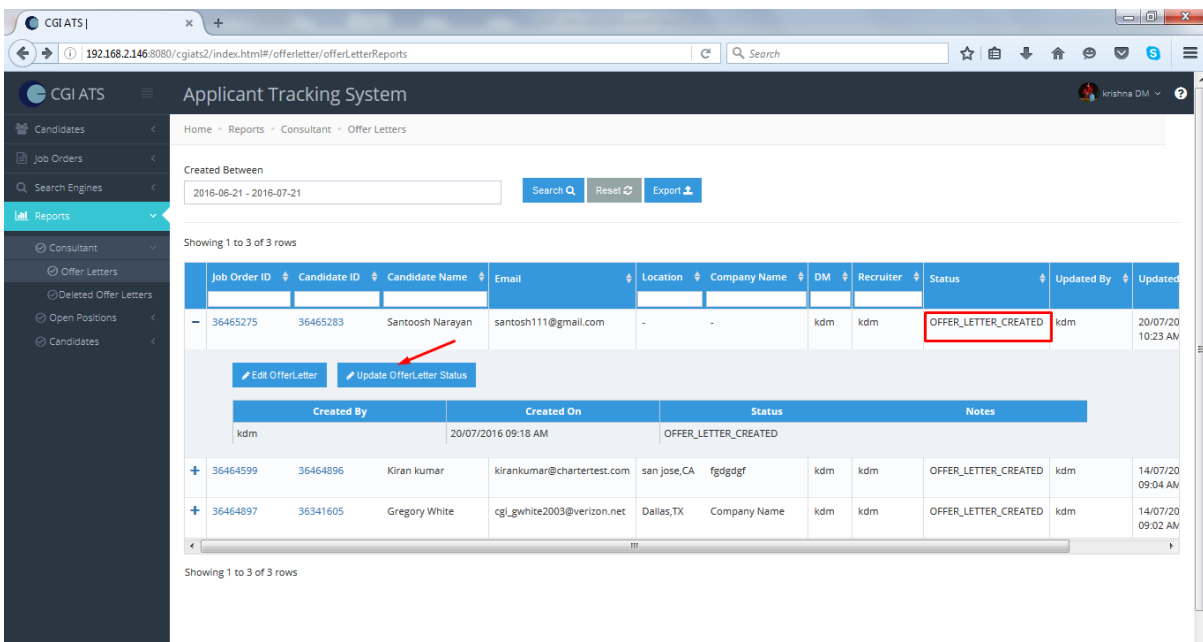
Showing 1 to 3 of 3 rows

Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated On
36465275	36465283	Santoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_CREATED	kdm	20/07/2016 10:23 AM
36464599	36464896	Kiran kumar	kirankumar@chartertest.com	san jose,CA	fgdgdgdf	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM
36464897	36341605	Gregory White	cgi_gwhite2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM

Showing 1 to 3 of 3 rows

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- Clicking on  Row Expansion icon "Update OfferLetter Status" button will be shown in the row expansion and click on that button.



CGI ATS | Applicant Tracking System

Home > Reports > Consultant > Offer Letters

Created Between: 2016-06-21 - 2016-07-21 [Search] [Reset] [Export]

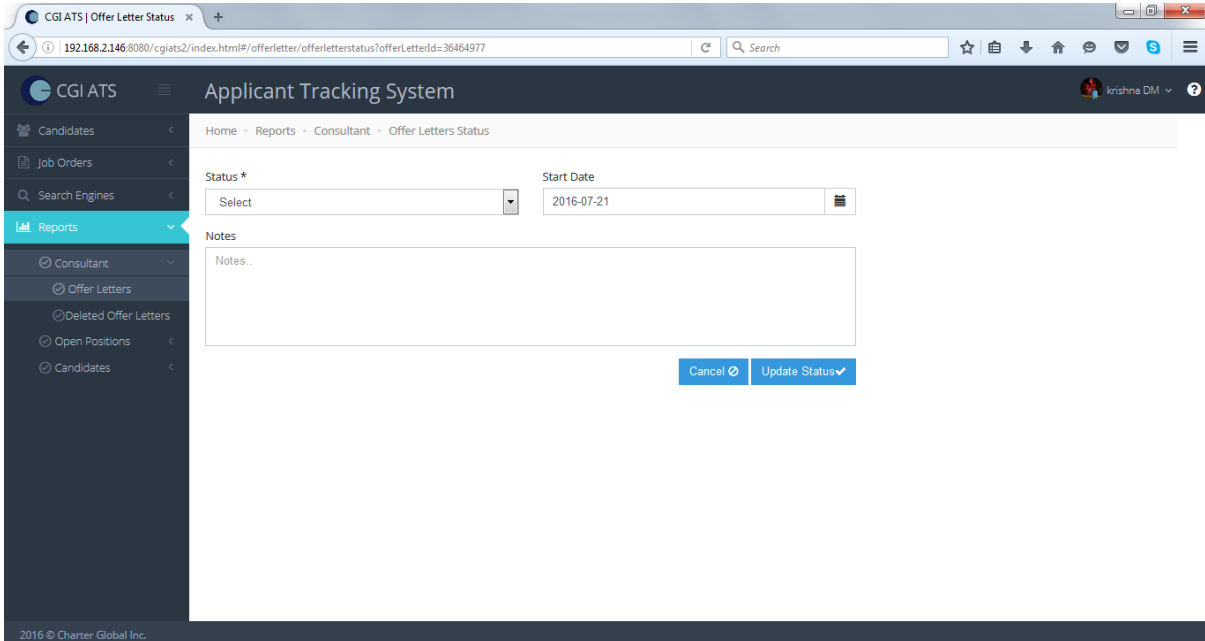
Showing 1 to 3 of 3 rows

Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated On
36465275	36465283	Santoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_CREATED	kdm	20/07/2016 10:23 AM
36464599	36464896	Kiran kumar	kirankumar@chartertest.com	san jose,CA	fgdgdgdf	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM
36464897	36341605	Gregory White	cgi_gwhite2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM

Showing 1 to 3 of 3 rows

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- Clicking on the "Update OfferLetter Status" button application navigates to "Offer Letters Status" page.



CGI ATS | Offer Letter Status

192.168.2.146:8080/cgiats2/index.html#/offerletter/offerletterstatus?offerLetterId=36464977

CGI ATS Applicant Tracking System

Home > Reports > Consultant > Offer Letters Status

Status \*  
Select

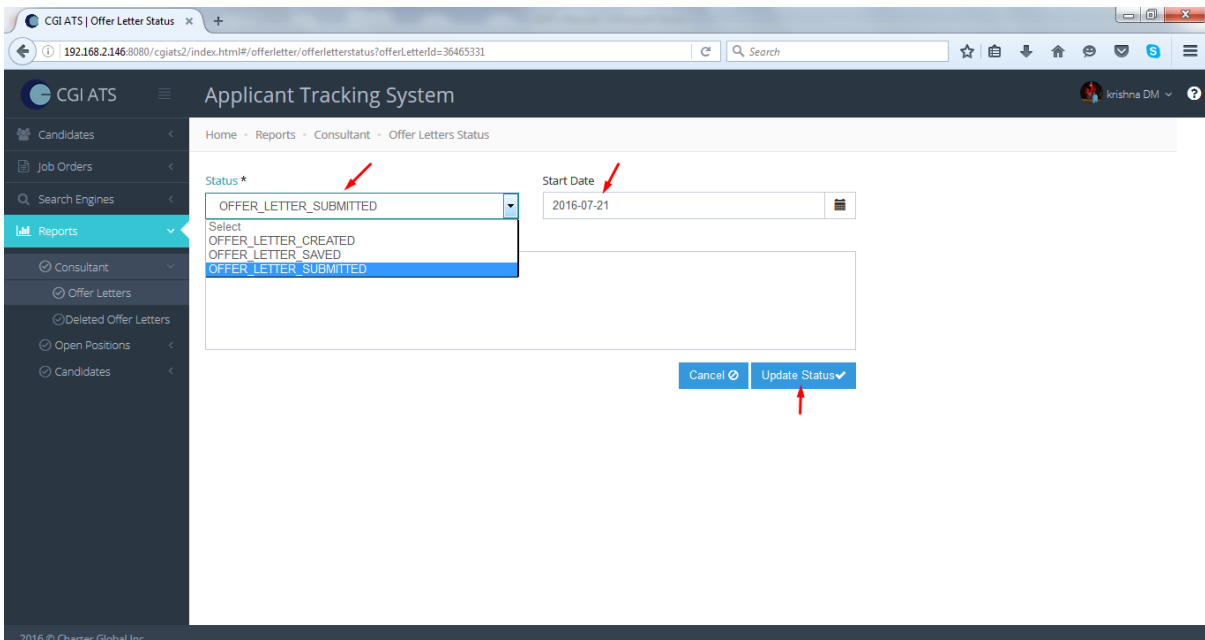
Start Date  
2016-07-21

Notes  
Notes..

Cancel Update Status

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- In "Offer Letters Status" page select the required status from 'Status' dropdown box, date from 'Start Date' date range and click on "Update Status" button to update the offer letter status.



CGI ATS | Offer Letter Status

192.168.2.146:8080/cgiats2/index.html#/offerletter/offerletterstatus?offerLetterId=36465331

CGI ATS Applicant Tracking System

Home > Reports > Consultant > Offer Letters Status

Status \*  
OFFER\_LETTER\_SUBMITTED

Start Date  
2016-07-21

Notes

Cancel Update Status

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- Clicking on the "Update Status" button application navigates to "Offer Letters" page and the updated status will be displayed in 'Status' column of offer letter table for the particular offer letter.

CGI ATS | Applicant Tracking System

Home > Reports > Consultant > Offer Letters

Created Between: 2016-06-21 - 2016-07-21 [Search] [Reset] [Export]

Showing 1 to 3 of 3 rows

Job Order ID	Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated
36465275	36465283	Santoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_SUBMITTED	kdm	21/07/2016 02:32 AM
36464599	36464896	Kiran kumar	kirankumar@chartertest.com	san jose, CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM
36464897	36341605	Gregory White	cgl_gwhite2003@verizon.net	Dallas, TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM

Showing 1 to 3 of 3 rows

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## Send Offer Letter to HR:




- Click on  'Send Offer Letter' icon in the "Offer Letter" table.

CGI ATS | Applicant Tracking System

Home > Reports > Consultant > Offer Letters

Created Between: 2016-06-21 - 2016-07-21 [Search] [Reset] [Export]

Showing 1 to 3 of 3 rows

Candidate ID	Candidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated On	Actions
36465283	Santoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_SUBMITTED	kdm	21/07/2016 02:32 AM	
36464896	Kiran kumar	kirankumar@chartertest.com	san jose, CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM	
36341605	Gregory White	cgl_gwhite2003@verizon.net	Dallas, TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM	

Showing 1 to 3 of 3 rows

2016 © Charter Global Inc.



- Clicking on the 'Send Offer Letter' action icon a mail will be send to 'HR' and "Offer Letter Send Successfully" message will be displayed.

CGI ATS | Applicant Tracking System

Home > Reports > Consultant > Offer Letters

Created Between: 2016-06-21 - 2016-07-21 [Search] [Reset] [Export]

Showing 1 to 3 of 3 rows

andidate Name	Email	Location	Company Name	DM	Recruiter	Status	Updated By	Updated On	Actions
intoosh Narayan	santosh111@gmail.com	-	-	kdm	kdm	OFFER_LETTER_SUBMITTED	kdm	21/07/2016 02:32 AM	[Icon]
ran kumar	kirankumar@chartertest.com	san jose,CA	fgdgdg	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:04 AM	[Icon]
regory White	cgi_gwhite2003@verizon.net	Dallas,TX	Company Name	kdm	kdm	OFFER_LETTER_CREATED	kdm	14/07/2016 09:02 AM	[Icon]

Showing 1 to 3 of 3 rows

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Info !

Offer-letter Send Successfully