Below is a well-formatted version of the document optimized for Google Docs, maintaining a professional and clean structure with clear headings, bullet points, and concise instructions. The content has been retained as provided, with formatting enhancements for readability and usability. Note that I've corrected the email address in the "Need More Help?" section to reflect the updated name "Admin XBA" instead of "VizaMaster."

Admin XBA User Guide

This guide provides simple, step-by-step instructions to help you navigate your new Admin XBA recruitment management system. Designed for ease of use, this guide is straightforward, even for users unfamiliar with modern web applications.

Getting Started

Logging In

1. Open your web browser (e.g., Chrome, Firefox, or Edge).
2. Enter the website address provided by your administrator.
3. Input your username (typically your email address).
4. Enter your password.
5. Click the "Sign In" button.

If you forget your password:

- Click "Forgot Password?" below the login form.
- Enter your email address.
- Check your email for reset instructions.
- Create a new password when prompted.

Main Sections of the Website

The Dashboard (Home Page)

Upon logging in, you'll land on the Dashboard, your command center for key information at a glance.

What You'll See:

- Summary Cards: Display total applicants, active cases, and other key metrics.
- Charts: Visual representations of applicant data.
- Date Selector: Adjust the time period for displayed data (e.g., last month, last 3 months).

How to Use It:

- Click any chart to view detailed information.
- Use the Date Selector in the top-right corner to change the time period.
- Data updates automatically to reflect the most current information.

Applicant Management

This section is where you'll manage your recruitment cases.

How to Find It:

- Click "Applicants" in the left-side menu.

What You Can Do:

- View All Applicants:
  - See a table listing all applicants, with each row representing one applicant.
- Search for Applicants:
  - Type a name, email, or ID in the search box at the top.
  - The list updates automatically to show matching results.
- Filter Applicants:
  - Click the "Filter" button above the table.
  - Select options like country, status, or partner agency.
  - Click "Apply" to view filtered results.
- Sort the List:
  - Click any column header (e.g., "Name" or "Status").
  - Click once to sort ascending (A to Z); click again for descending (Z to A).
- View Applicant Details:
  - Click an applicant's name to open their full profile.
- Perform Actions on Multiple Applicants:
  - Check the boxes next to applicant names.
  - Use the action buttons that appear above the table.

Applicant Profile Page

Clicking an applicant's name opens their complete profile.

What You'll Find:

- Personal Information: Contact details, identification, etc.

- Application Status: Current stage in the recruitment process.
- Documents: All files related to the applicant.
- Comments: Notes from you and your colleagues.
- Activity History: Record of changes and updates.

Common Tasks:

- Update Status:
  - Locate the status dropdown menu.
  - Select the new status.
  - Changes save automatically.
- Add a Comment:
  - Scroll to the Comments section.
  - Type your note in the text box.
  - Click "Add Comment".
  - Colleagues will be notified of your comment.
- View and Manage Documents:
  - Go to the Documents section.
  - Click a document name to view it.
  - Use the download button (↓) to save to your computer.
  - Use the upload button (+) to add new documents.

Country and Partner Views

Organize applicants by country or partner agency.

How to Use:

- Click "Countries" in the side menu to view applicants by country.
- Click "Partners" to view applicants by partner agency.
- Select a specific country or partner to filter applicants.

Special Features

File Management

- Uploading Documents:
  - Navigate to the applicant’s profile.
  - Go to the Documents section.
  - Click the "Upload" or "+" button.
  - Select the file from your computer.
  - Choose the document type (e.g., passport, visa application).
  - Click "Upload".
- Downloading Documents:
  - Locate the document in the list.

    - Click the download button (↓).
    - The file will save to your computer's download folder.

Comments and Alerts

- Adding Comments:
    - Go to the applicant's profile.
    - Find the Comments section.
    - Type your message.
    - Click "Add Comment".
- Checking Alerts:
    - Look for the bell icon (🔔) at the top of the screen.
    - A red number indicates new alerts.
    - Click the bell to view alerts.
    - Click an alert to go directly to the relevant applicant.

Switching Languages

To use the system in another language:

1. Click your profile picture or initials in the top-right corner.
2. Select "Language" from the dropdown menu.
3. Choose your preferred language (English or Russian).
4. The page will refresh in the selected language.

Common Questions

Q: How do I create a new applicant?

A: Click the "Add New" button at the top of the Applicants page, then fill in the required information.

Q: How do I know if someone has added a comment?

A: A red notification will appear on the bell icon (🔔) at the top of the screen.

Q: Can I export applicant information?

A: Yes! Use the "Export" button above the applicant table to export data as Excel or PDF.

Q: What if I can't see certain features?

A: Permissions vary by user role. Contact your administrator if you need access to additional features.