OPGEA

Apps on cloud

Recruitment Management

Version 1.0

Action Dashboard

Major Highlights

- Creating Branches and Teams
- Action performed on Authentication Level
- Hierarchal work allotment

  Branch Head => Team Leader => Recruiter
- Easy & Advance Search
- Search Resume from different branches
- Duplicate resume checks
- Pipeline Status
- No physical resume download required for viewing and sending to client

Action Dashboard

Action Dashboard

Create Account

Login

Home Page

Branch

Designation

Pipeline Stages

Employee

Team

Client

Create Opening and Assign to Team

Opening Allotment to Employee

Upload and Search Resume

View And Send Resume

Advance Search

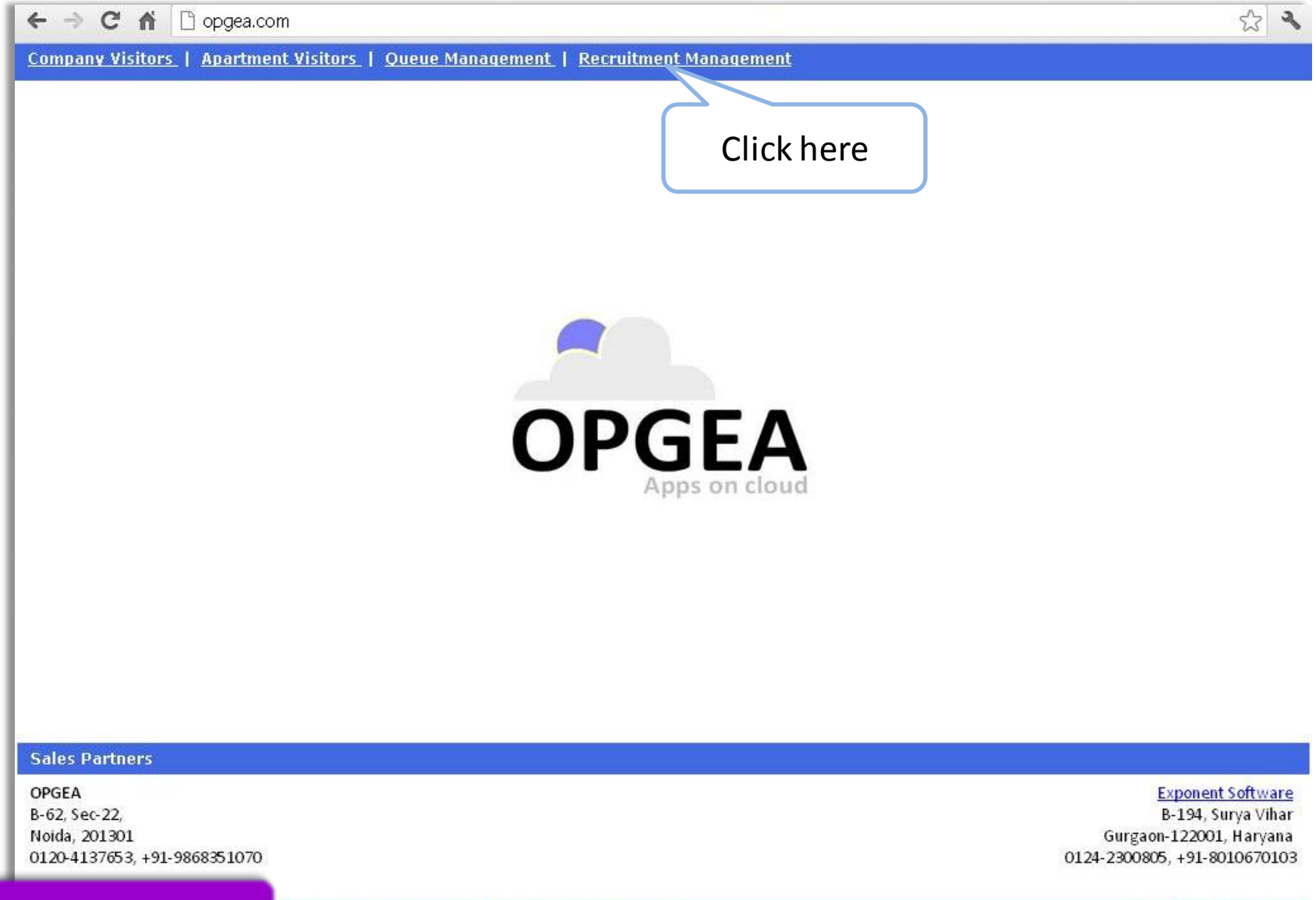
Pipeline Status

Employee Wise Report

Template Email

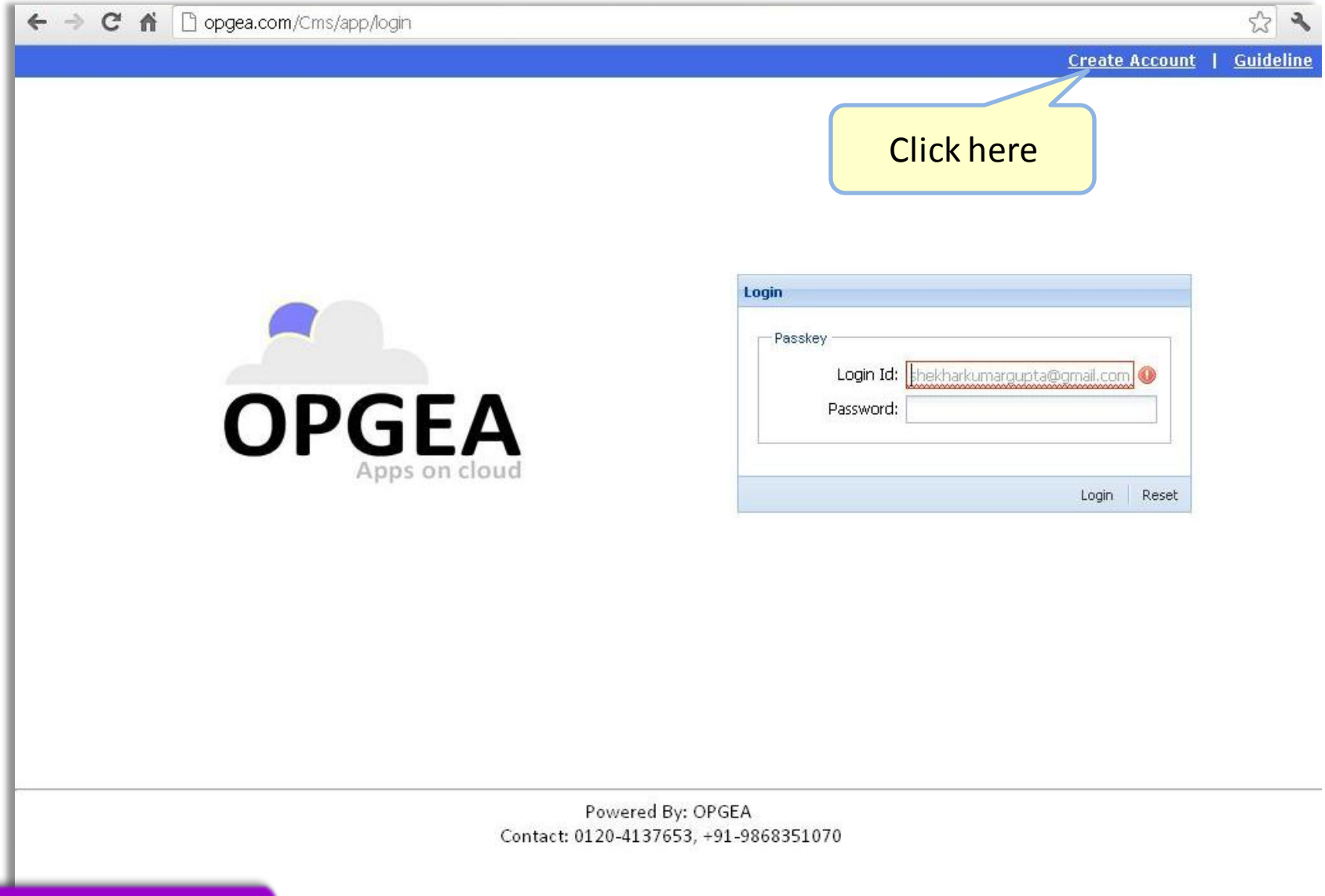
Email Configuration

Create Account



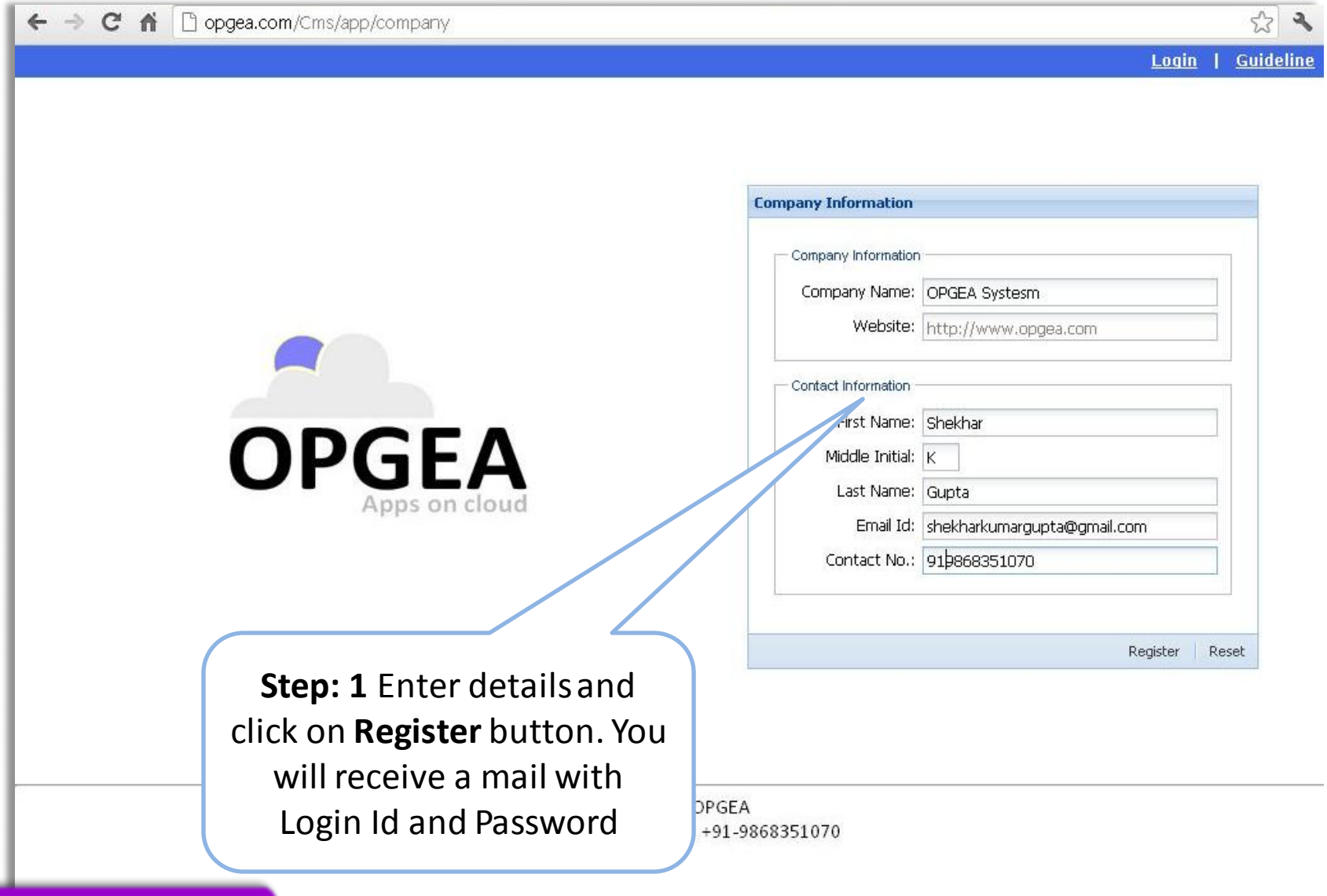
Action Dashboard

Create Account

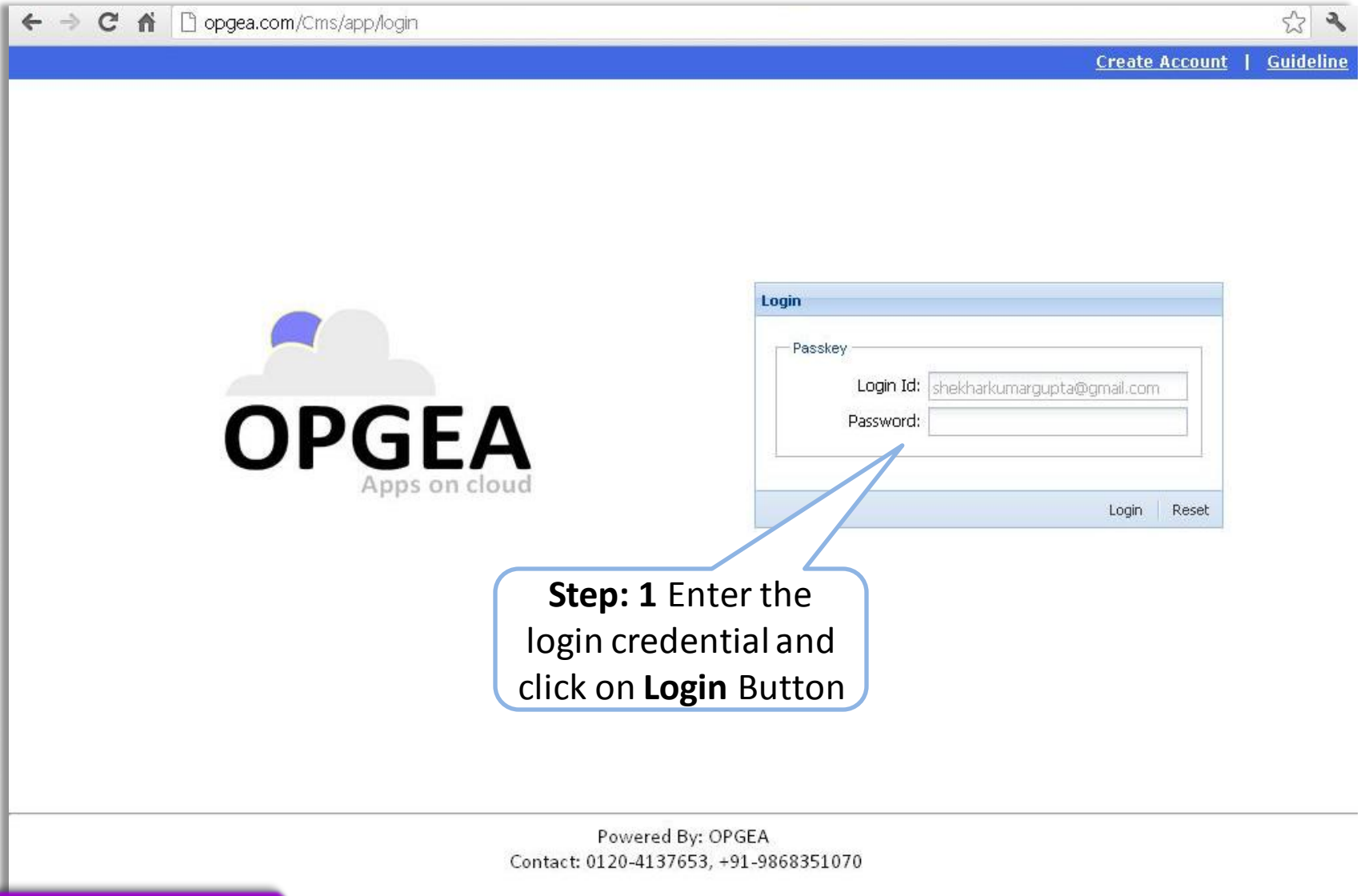


Action Dashboard

Create Account

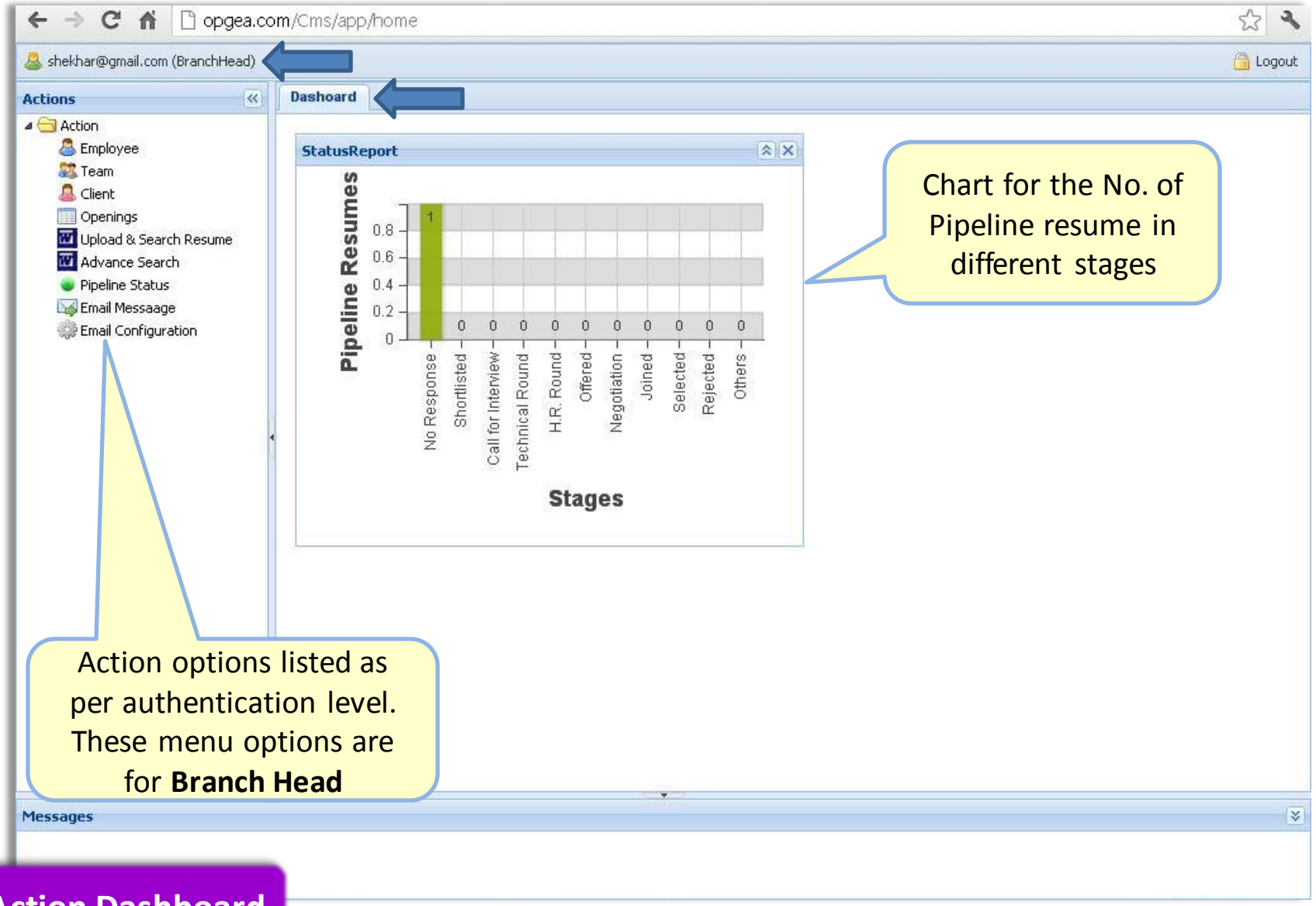


Login



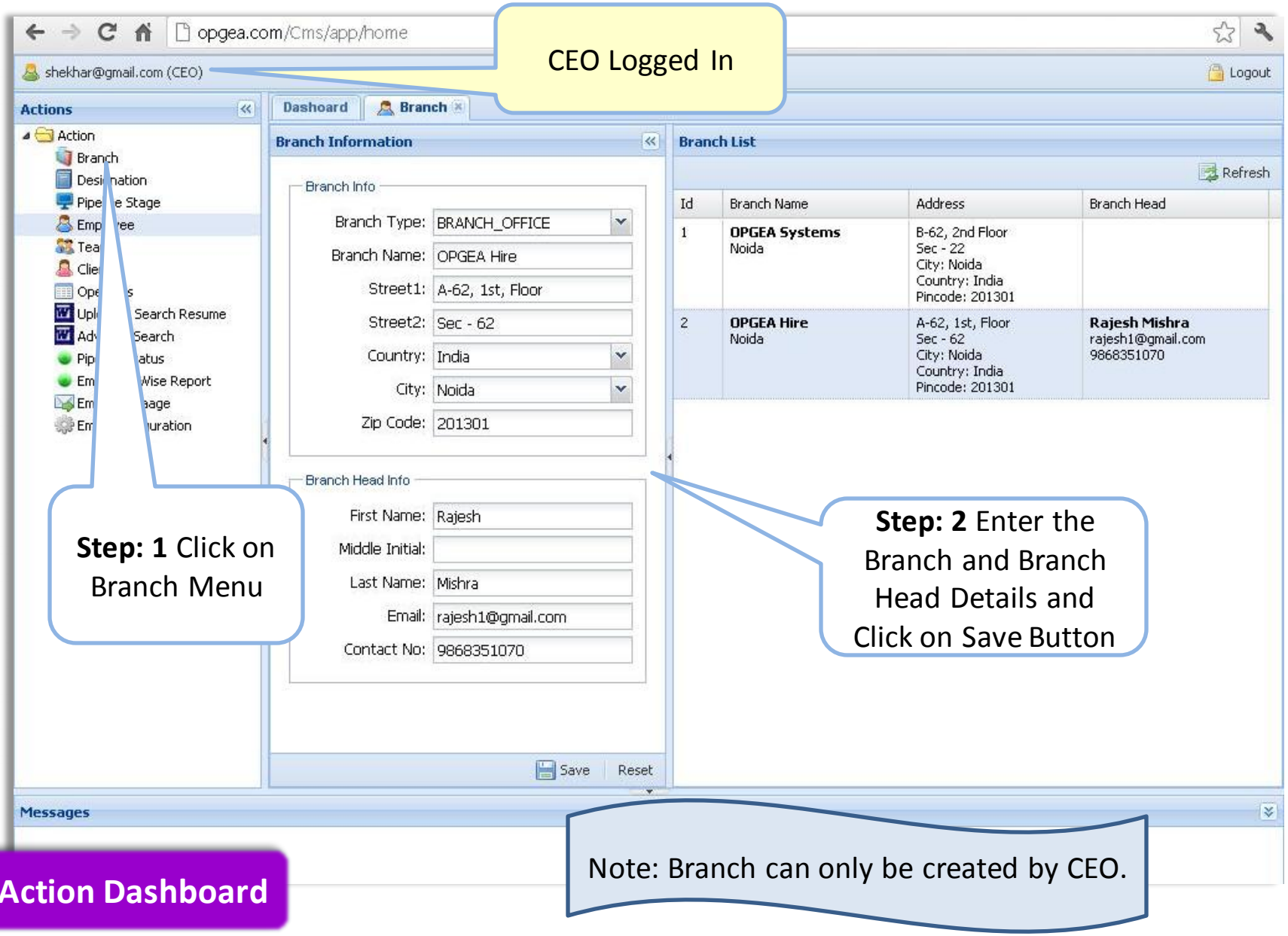
Action Dashboard

Home Page

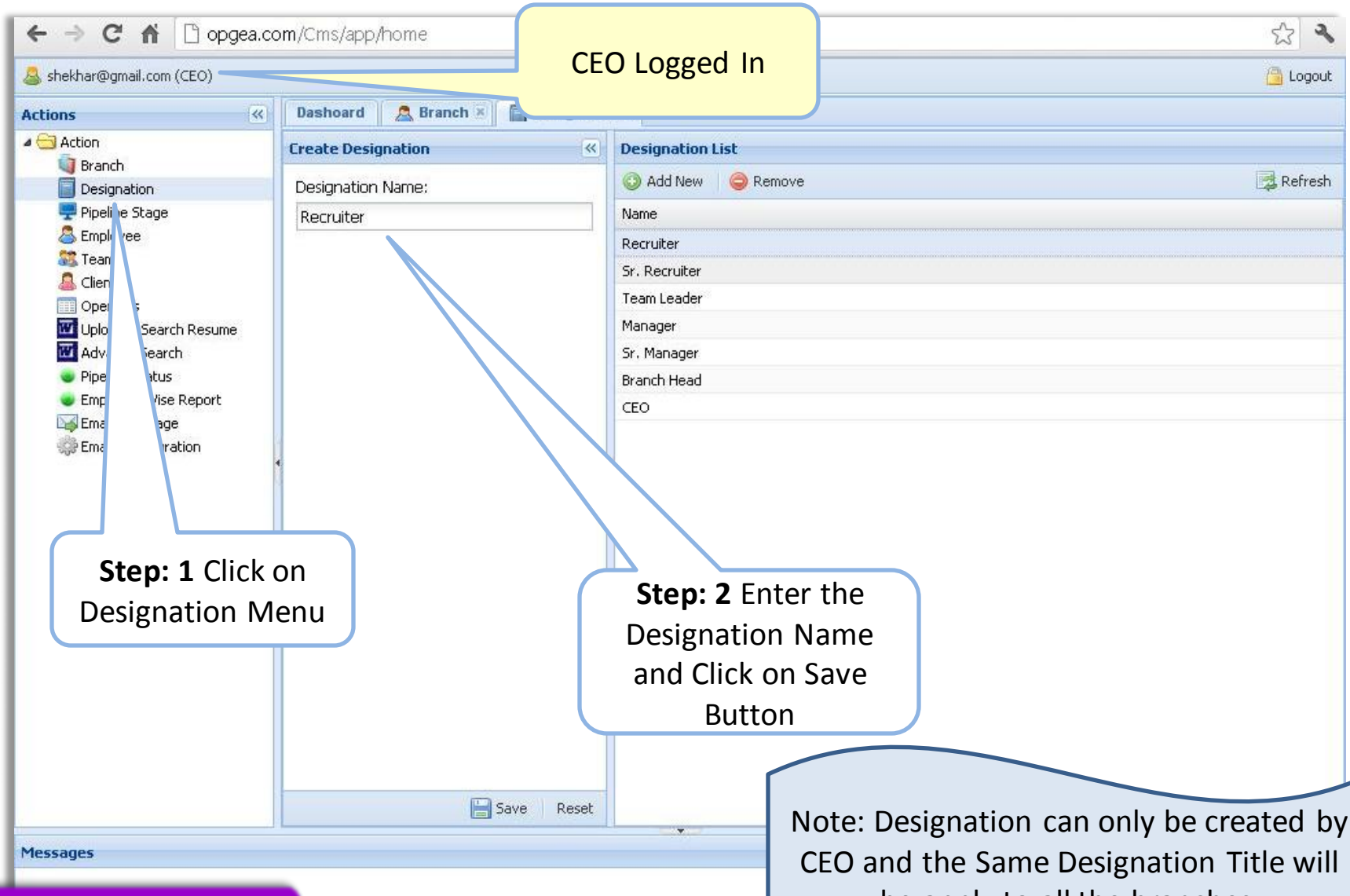


Action Dashboard

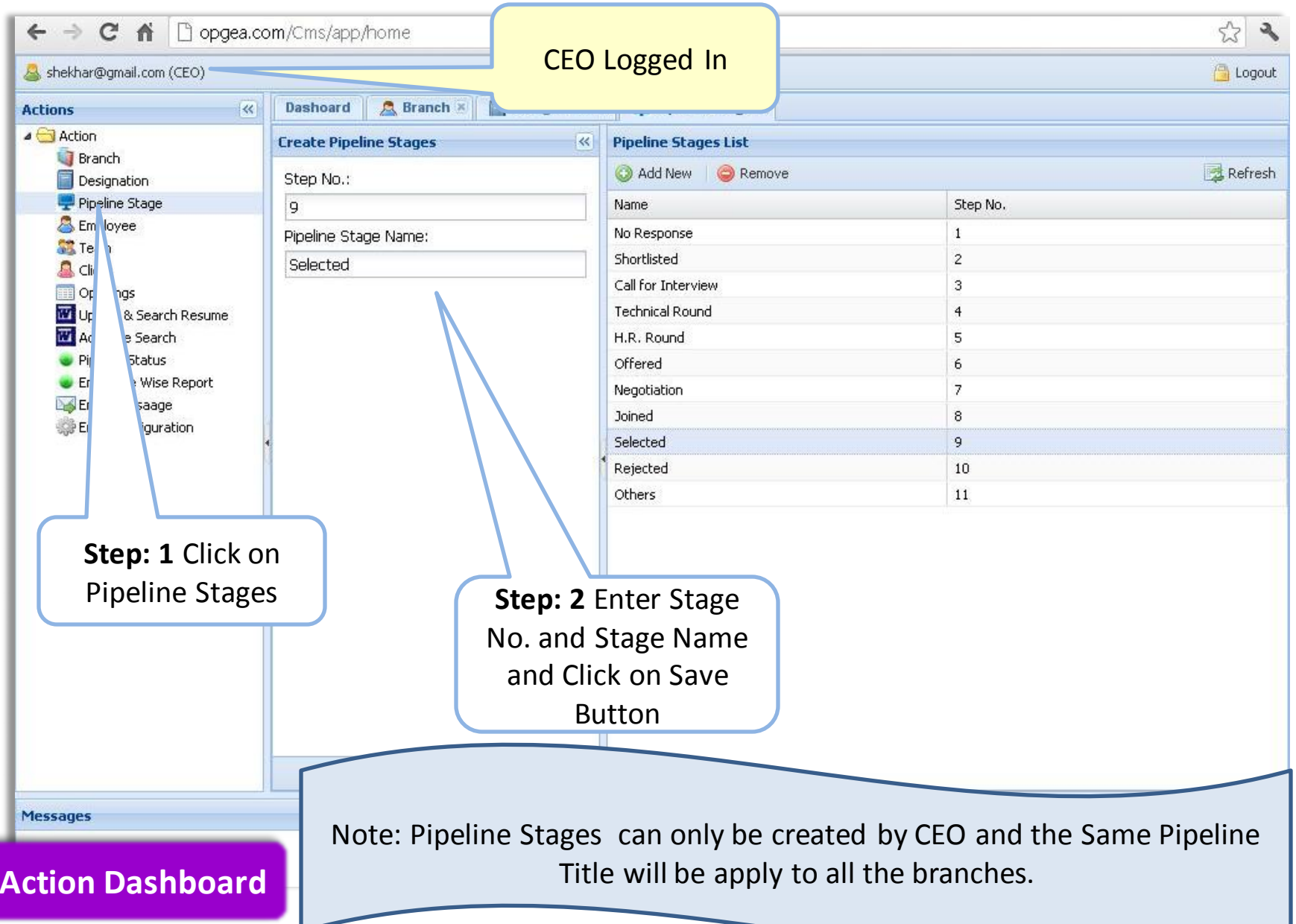
Create Branch



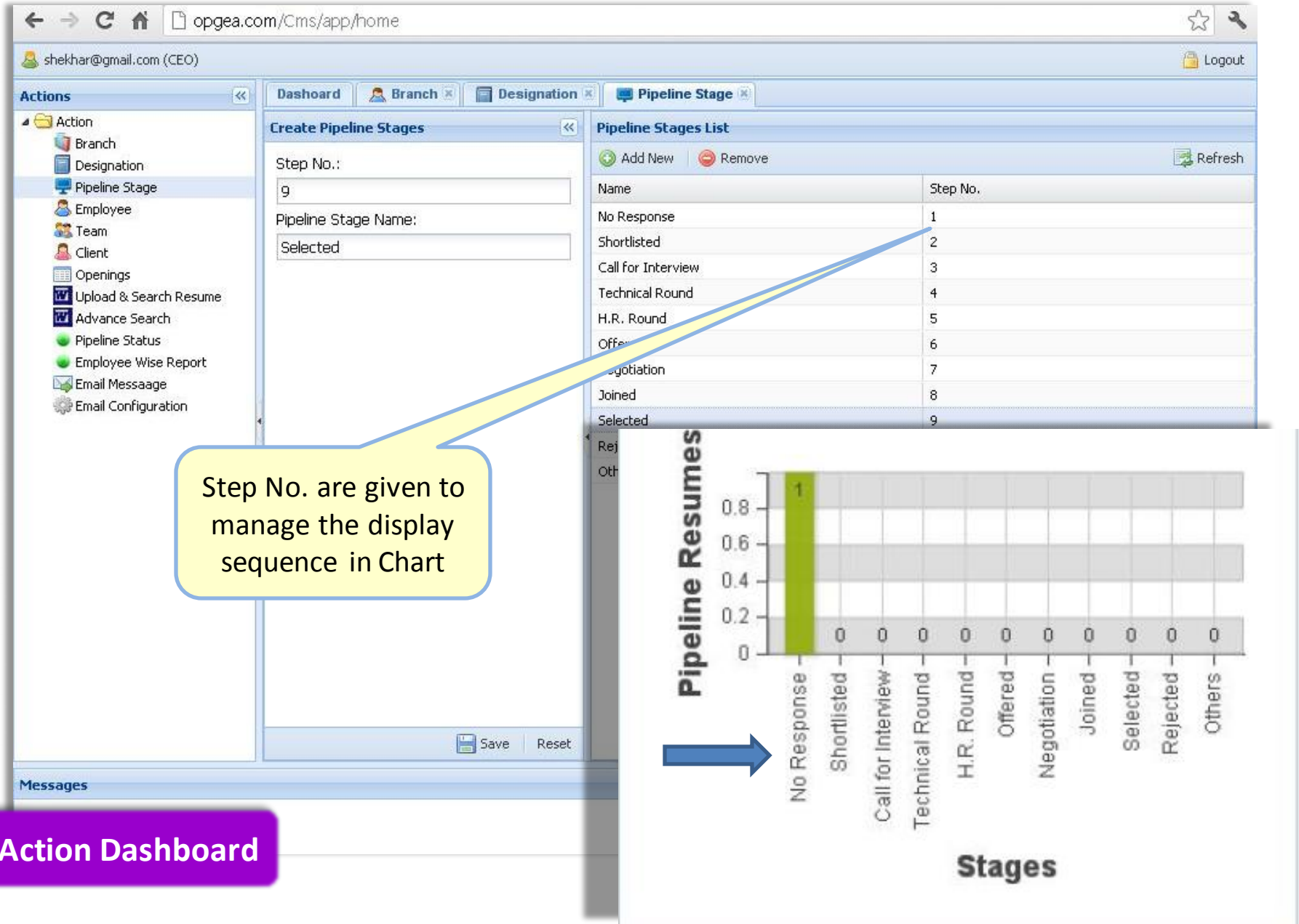
Create Designation



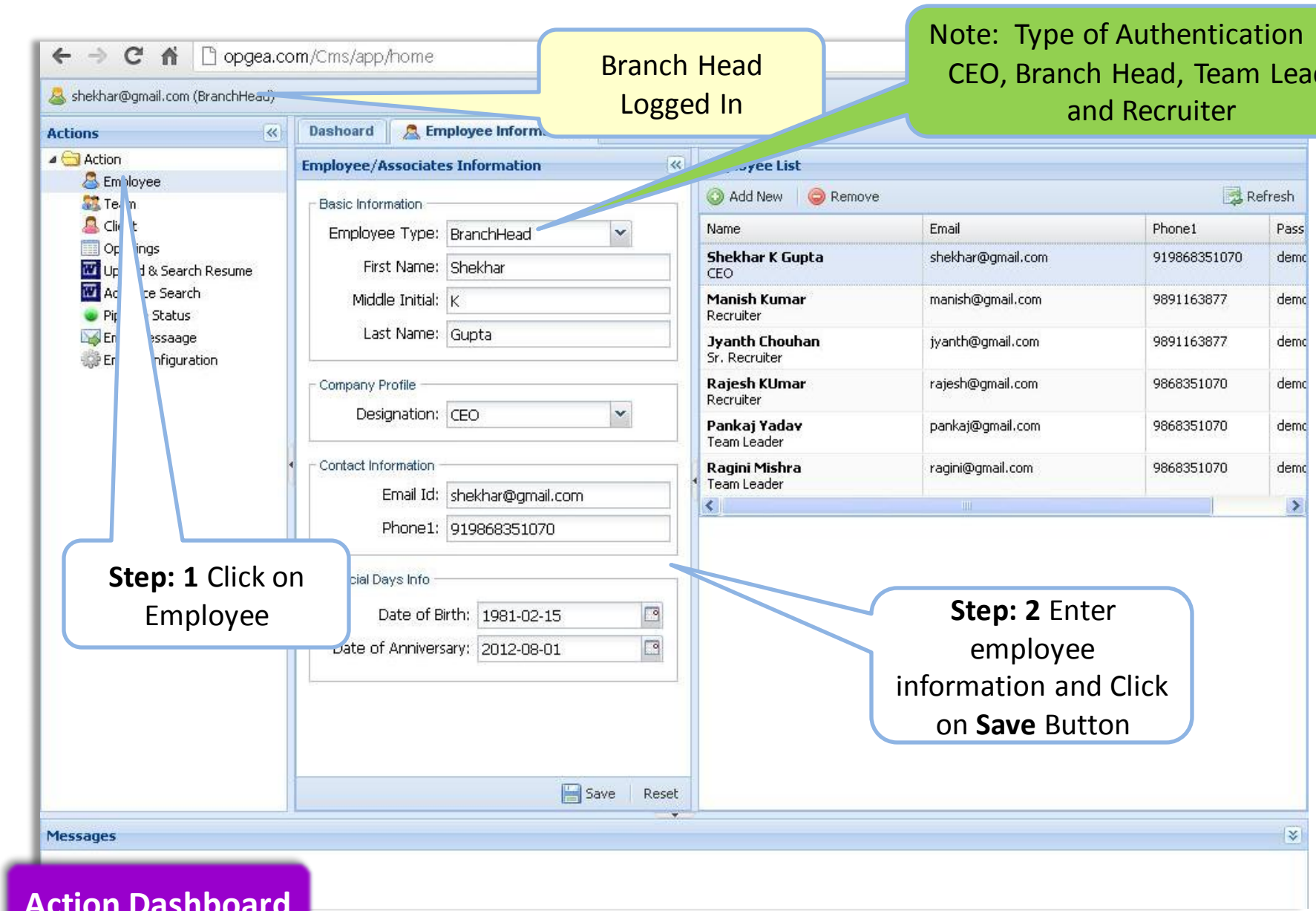
Create Pipeline Stages



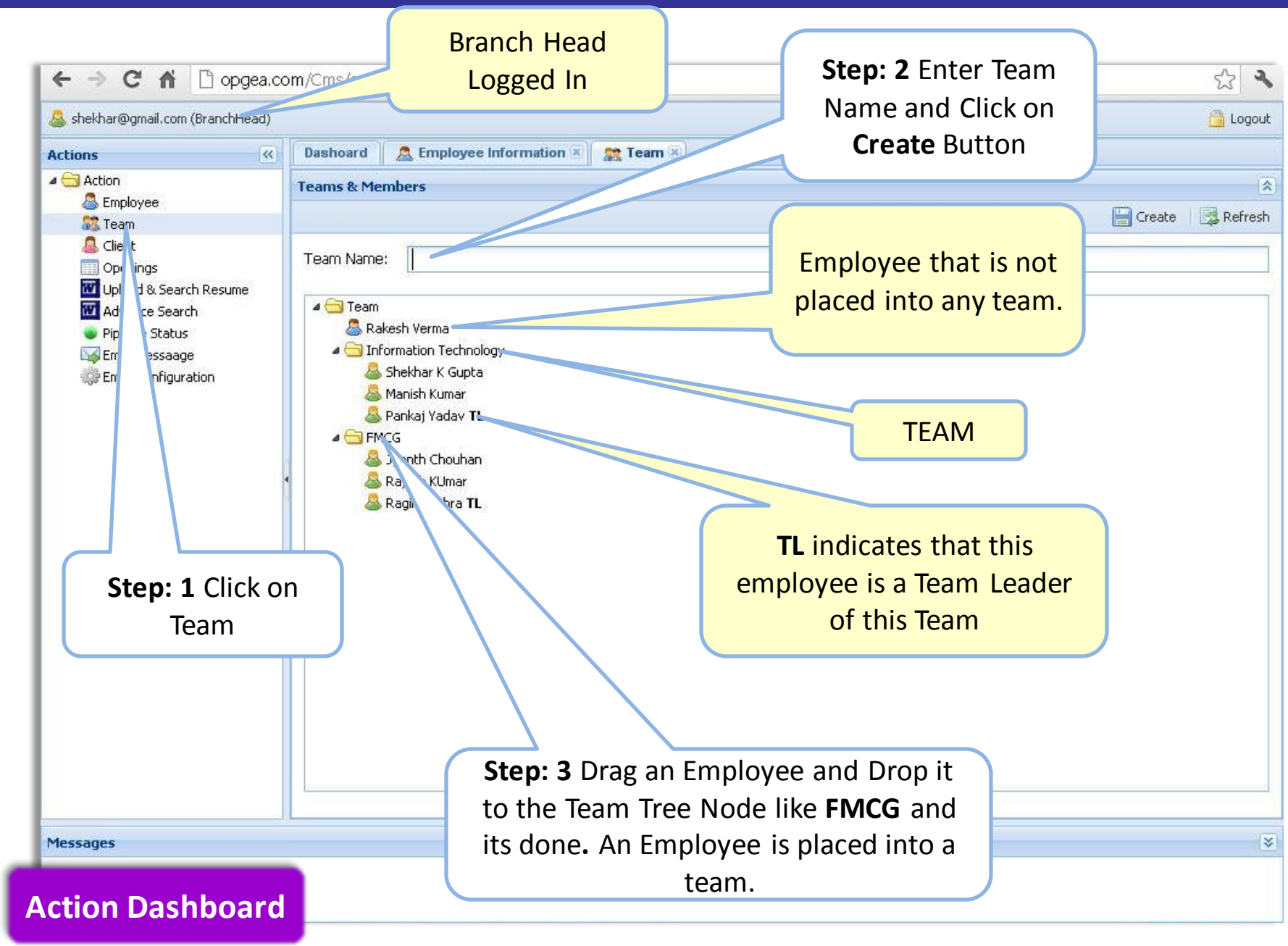
Create Pipeline Stages



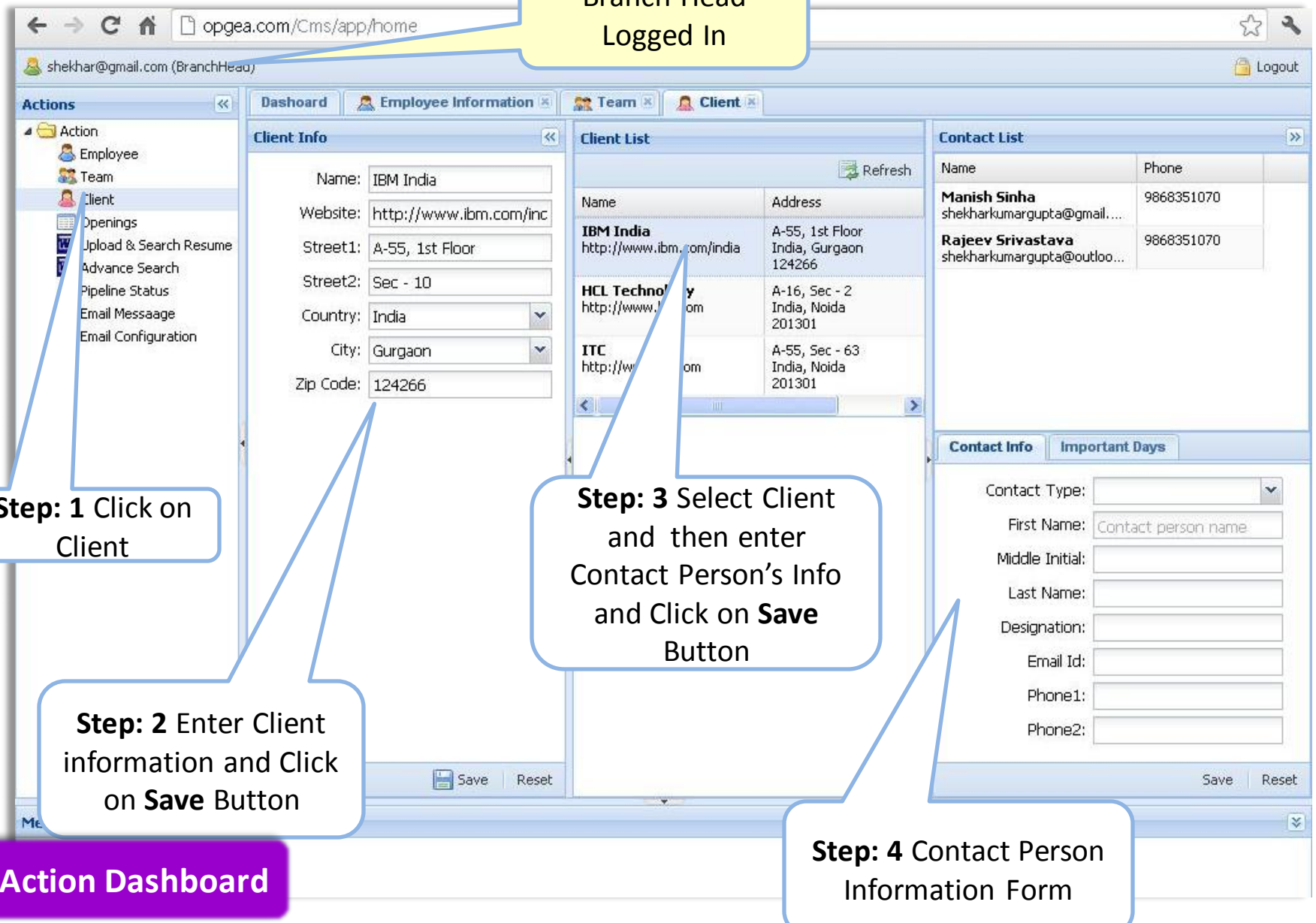
Create Employee



Create Team

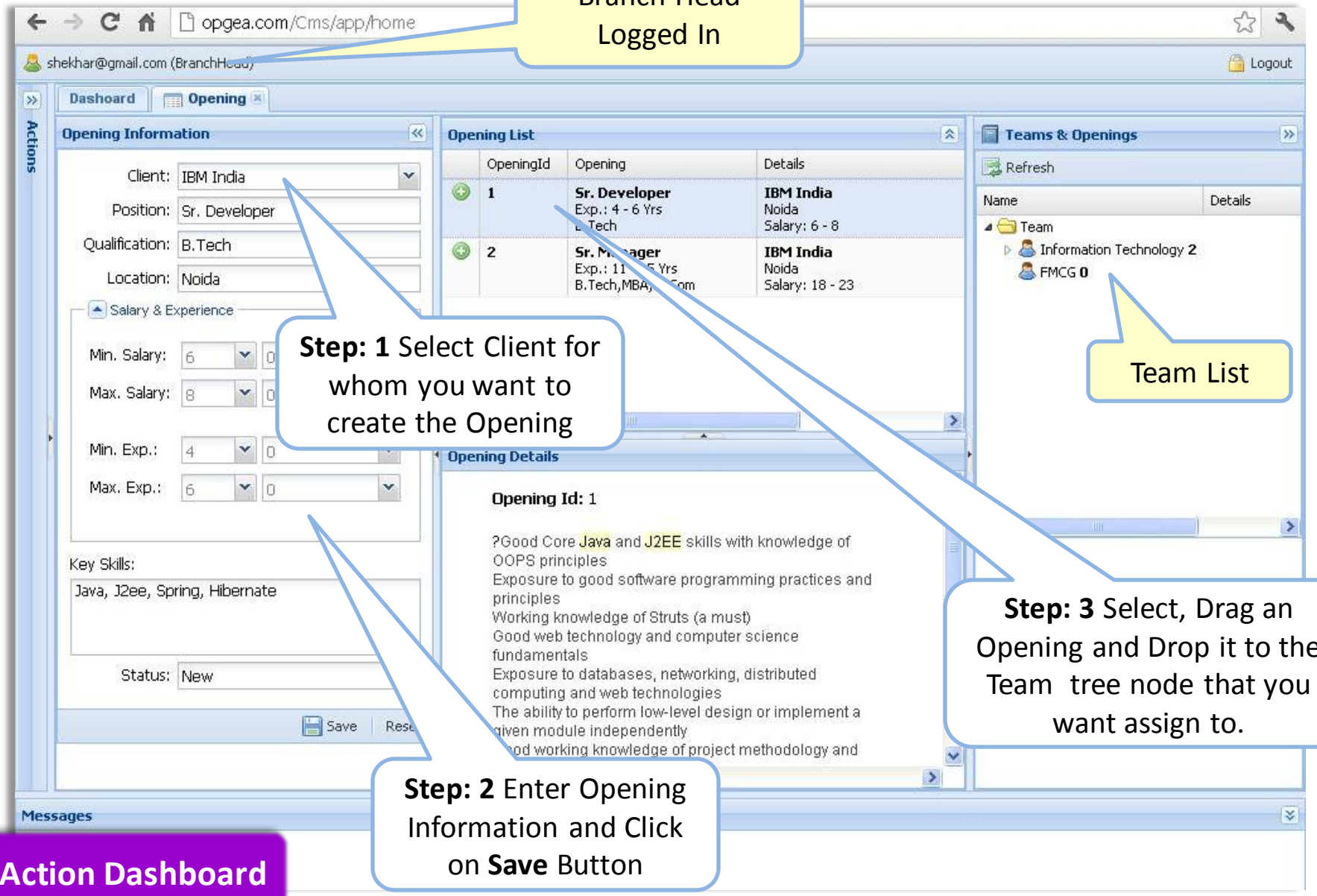

Branch Head Logged In
Step: 2 Enter Team Name and Click on Create Button
Employee that is not placed into any team.
TEAM
TL indicates that this employee is a Team Leader of this Team
Step: 1 Click on Team
Step: 3 Drag an Employee and Drop it to the Team Tree Node like FMCG and its done. An Employee is placed into a team.
shekhar@gmail.com (BranchHead)
Logout
Actions
Action
Employee
Team
Dashboard
Employee Information
Team
Teams & Members
Create
Refresh
Team Name:
Team
Rakesh Verma
Information Technology
Shekhar K Gupta
Manish Kumar
Pankaj Yadav TL
FMCG
Messages
Action Dashboard

Create Client

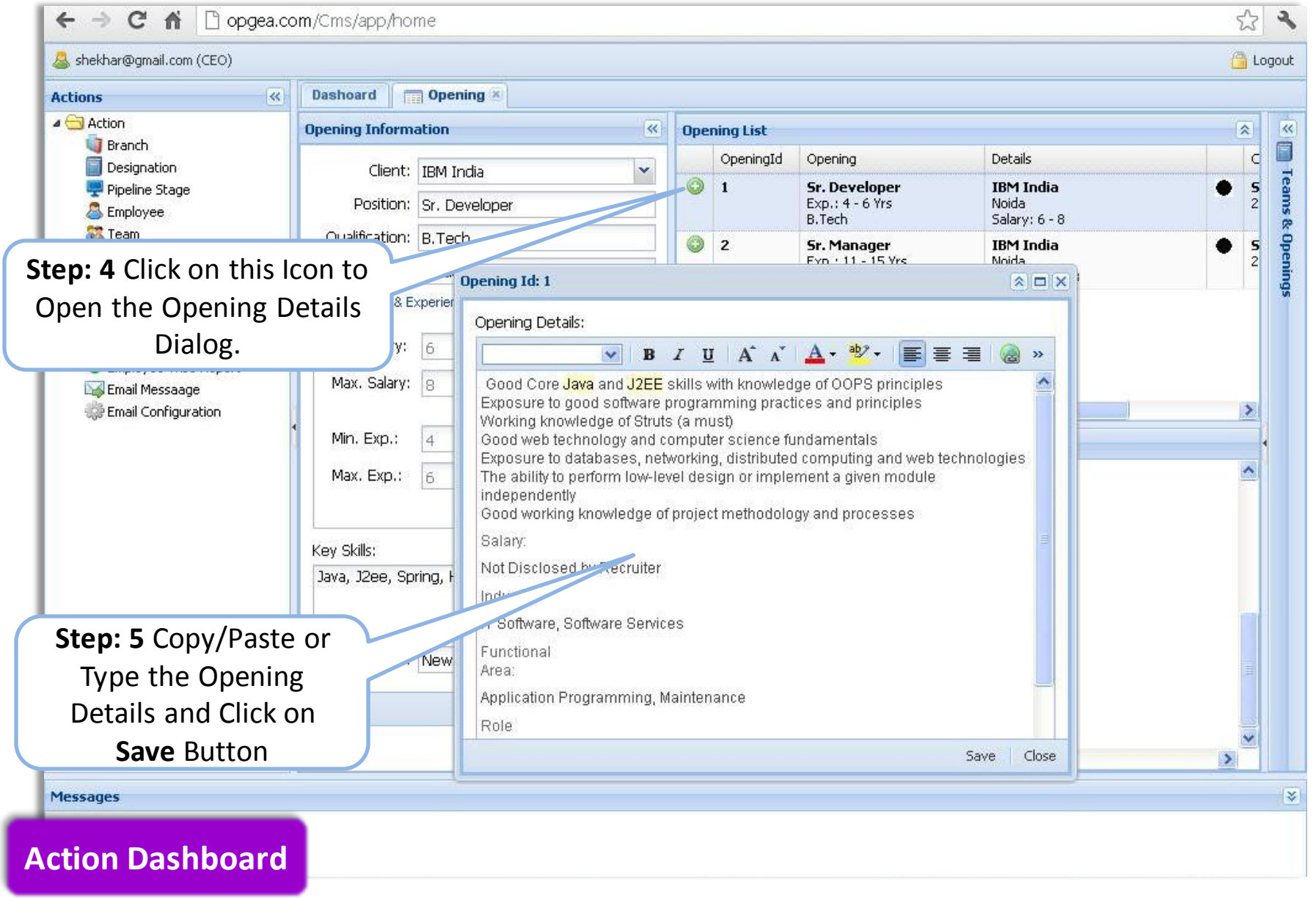


Create Opening & Assign to Team

Click on **Opening** Action Menu to open this screen



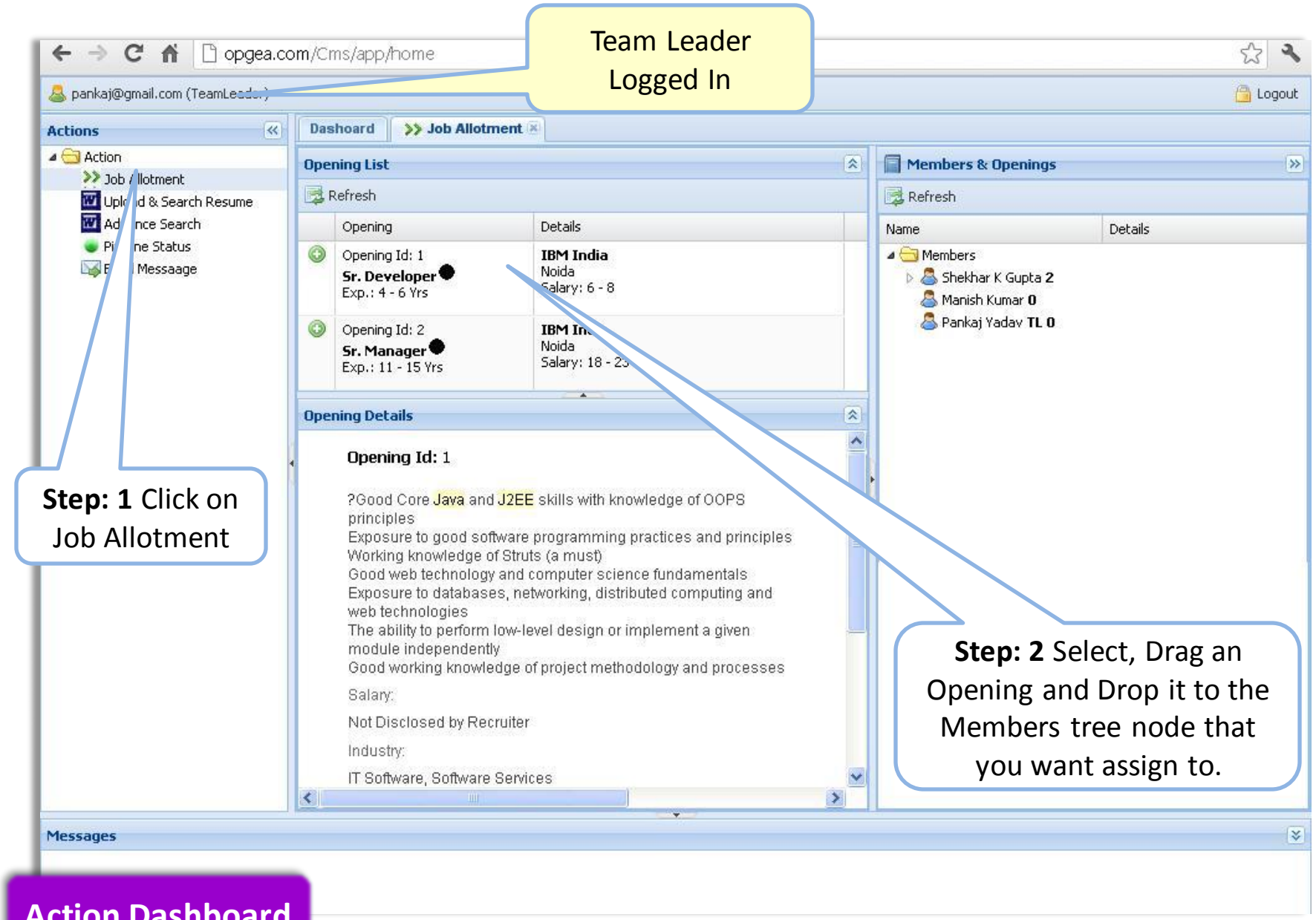
Create Opening & Assign to Team



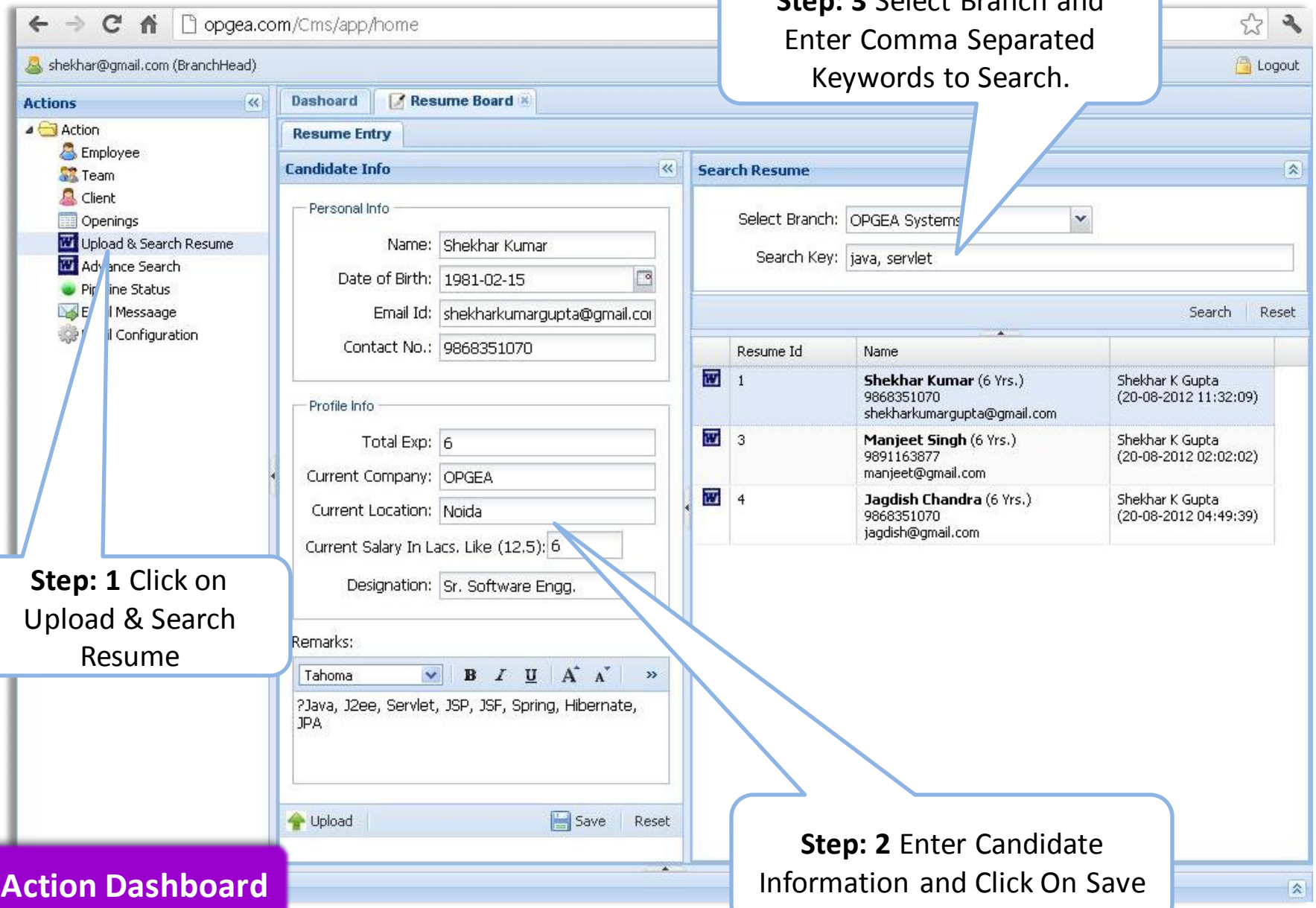
Step: 4 Click on this Icon to Open the Opening Details Dialog.

Step: 5 Copy/Paste or Type the Opening Details and Click on **Save** Button

Opening Allotment to Employee



Upload And Search Resume



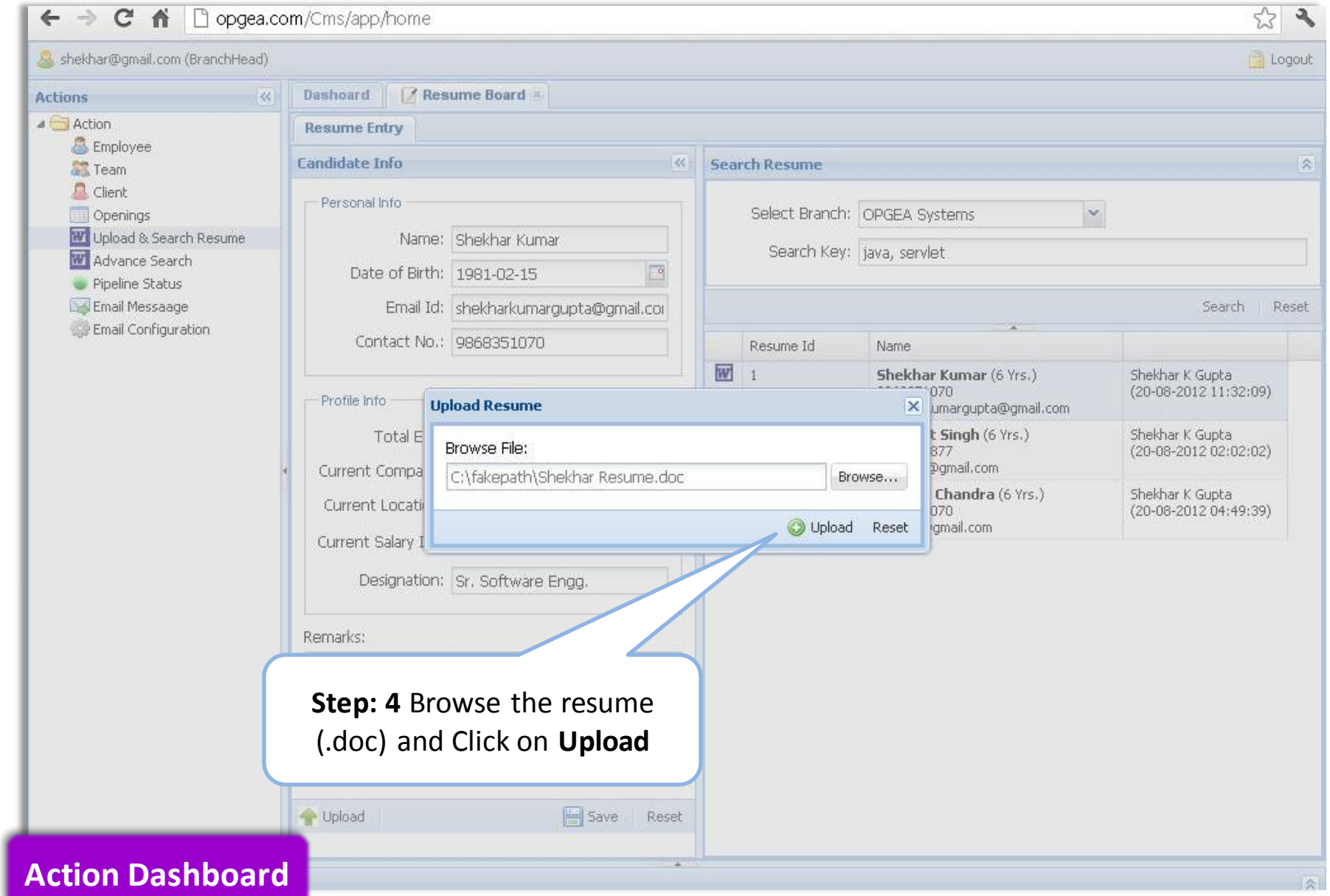
Step: 3 Select Branch and Enter Comma Separated Keywords to Search.

Step: 1 Click on Upload & Search Resume

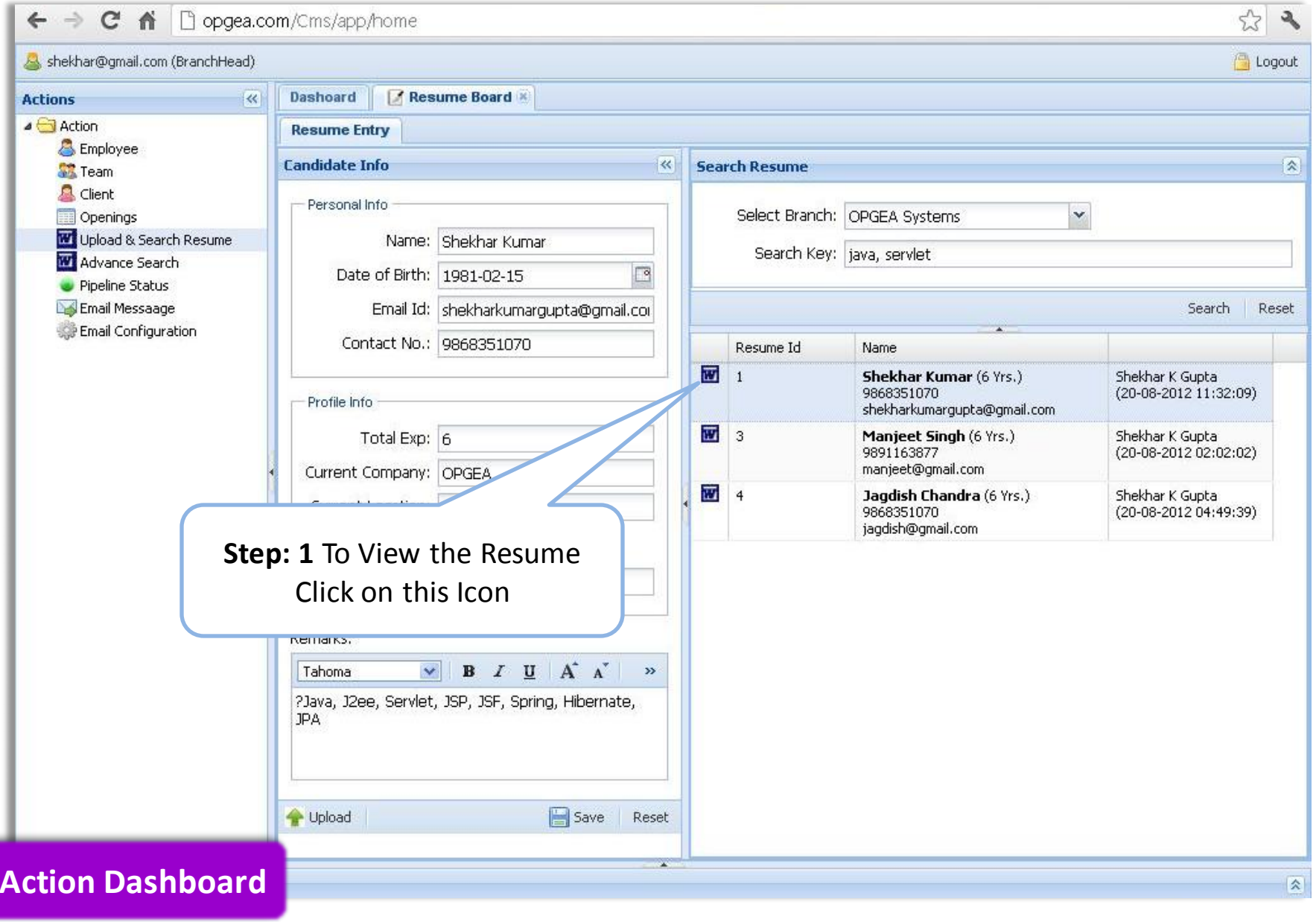
Step: 2 Enter Candidate Information and Click On Save

Action Dashboard

Upload And Search Resume

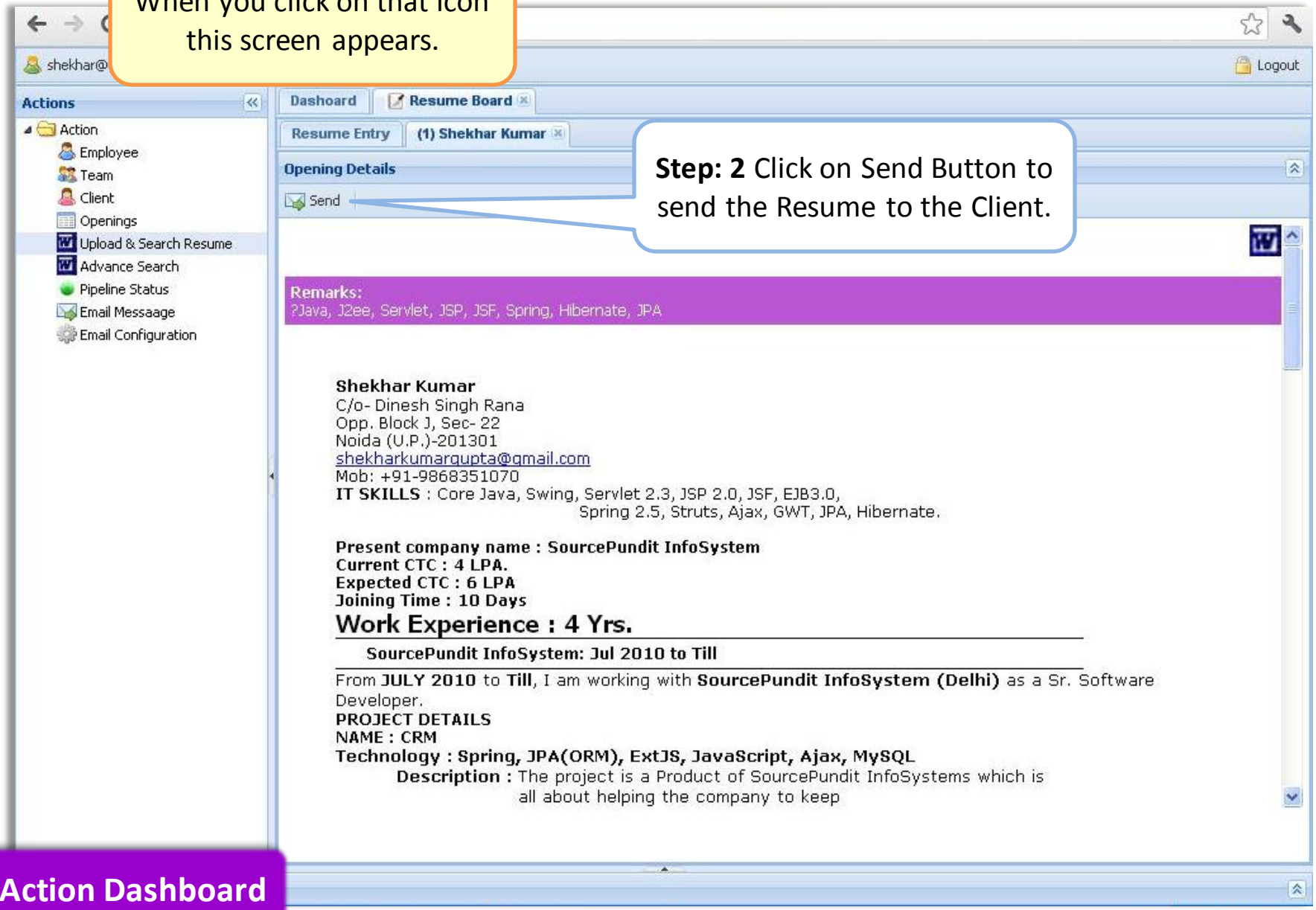


View and Send Resume



View and Send Resume

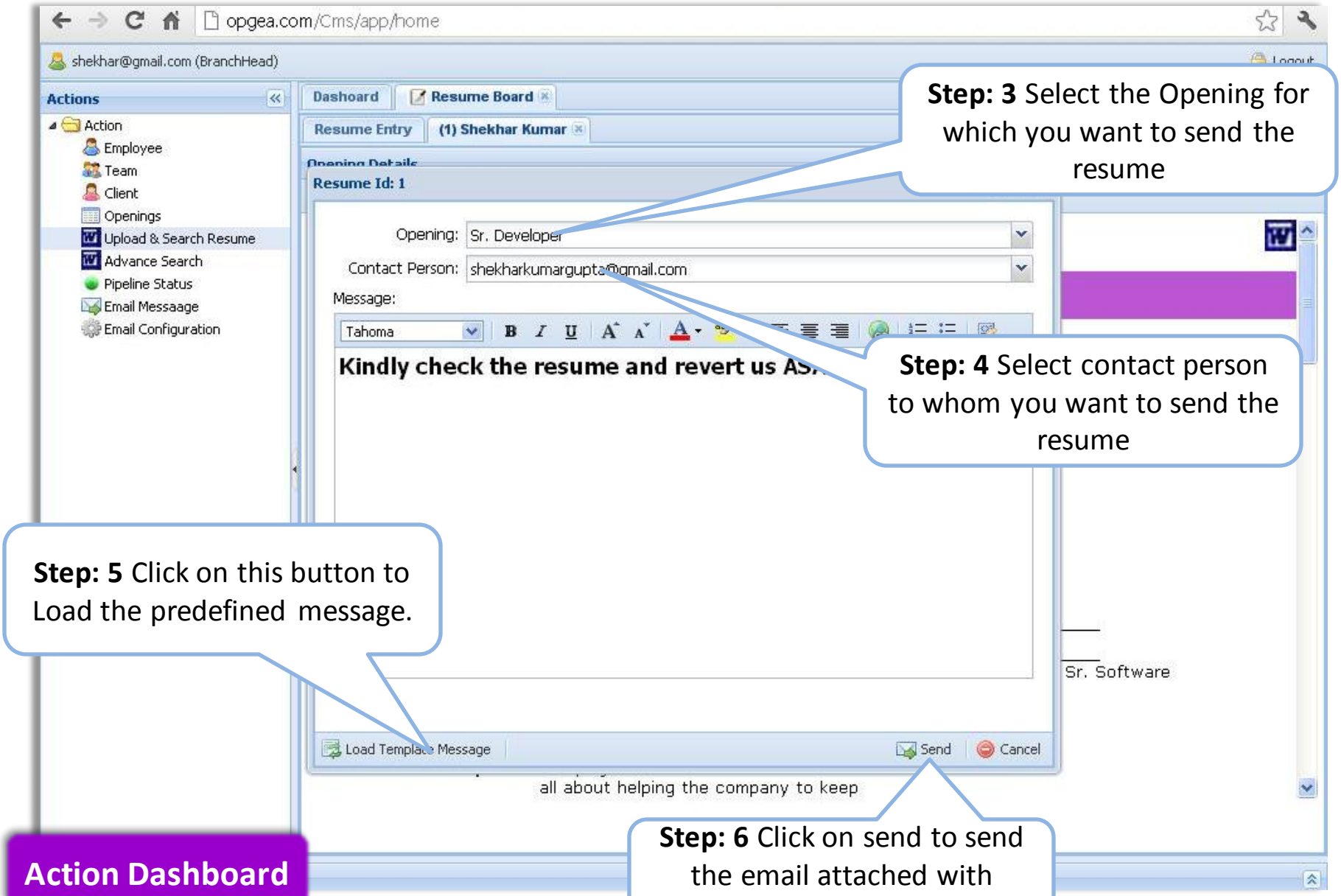
When you click on that Icon this screen appears.



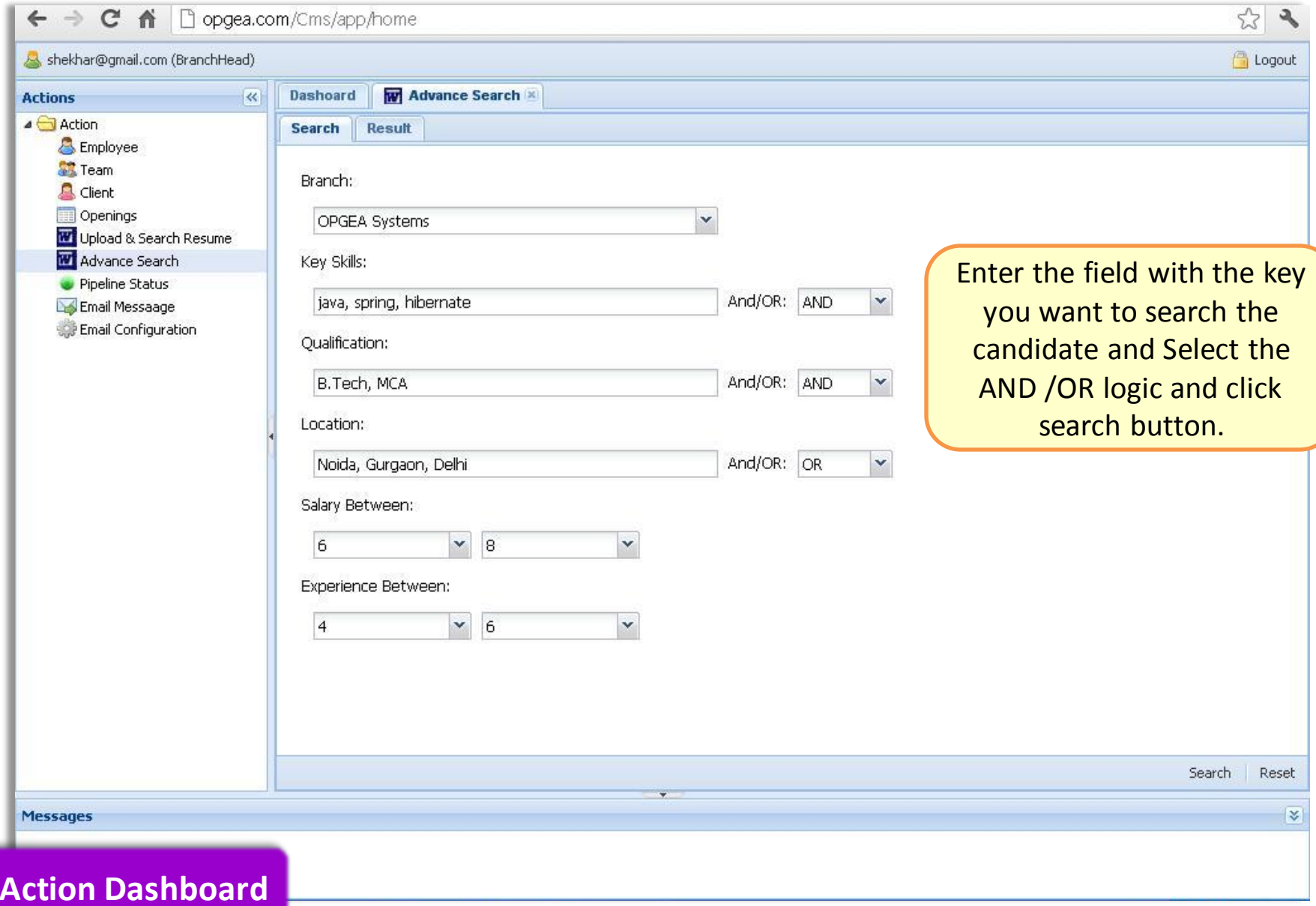
Step: 2 Click on Send Button to send the Resume to the Client.

Action Dashboard

View and Send Resume



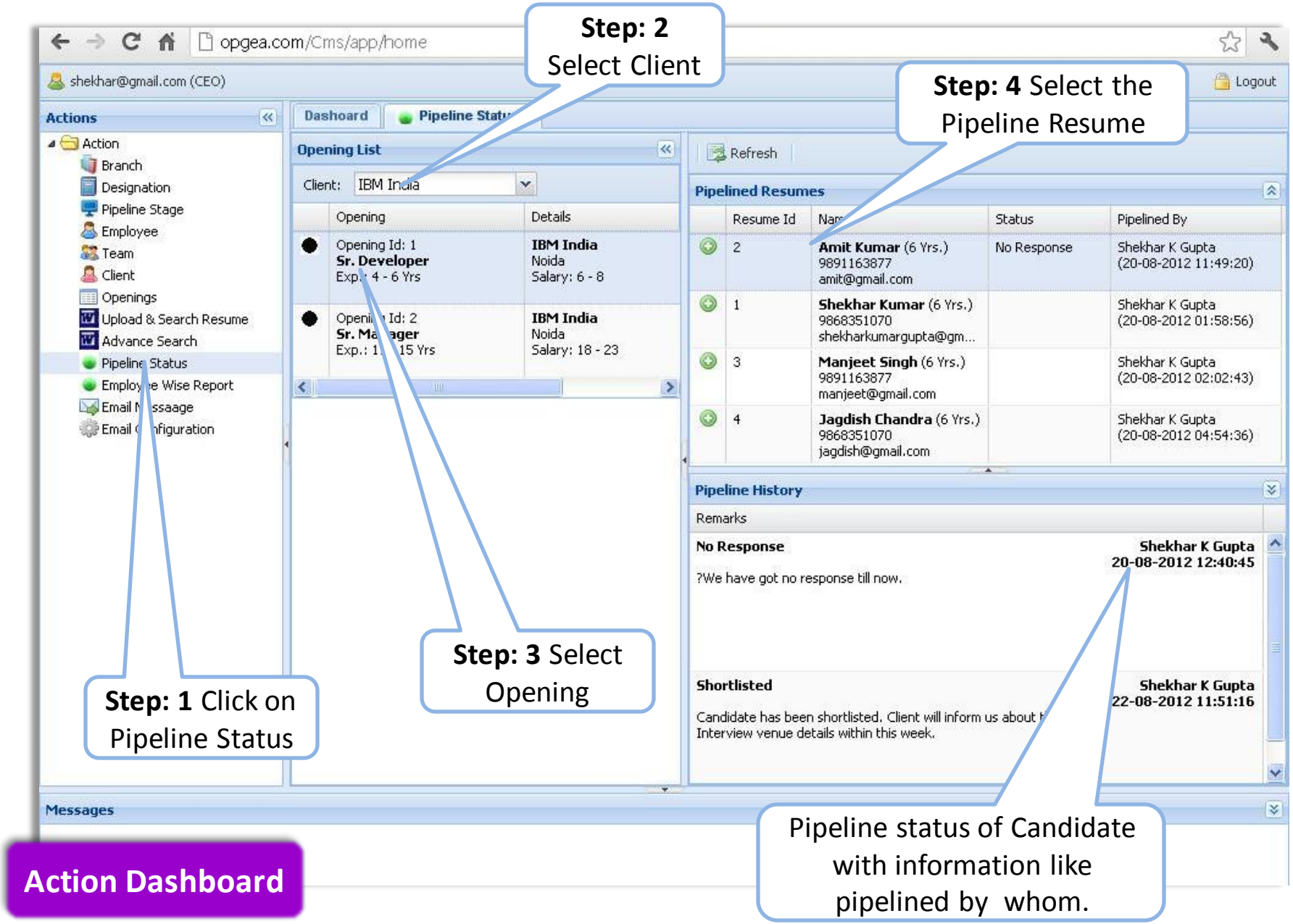
Advance Search



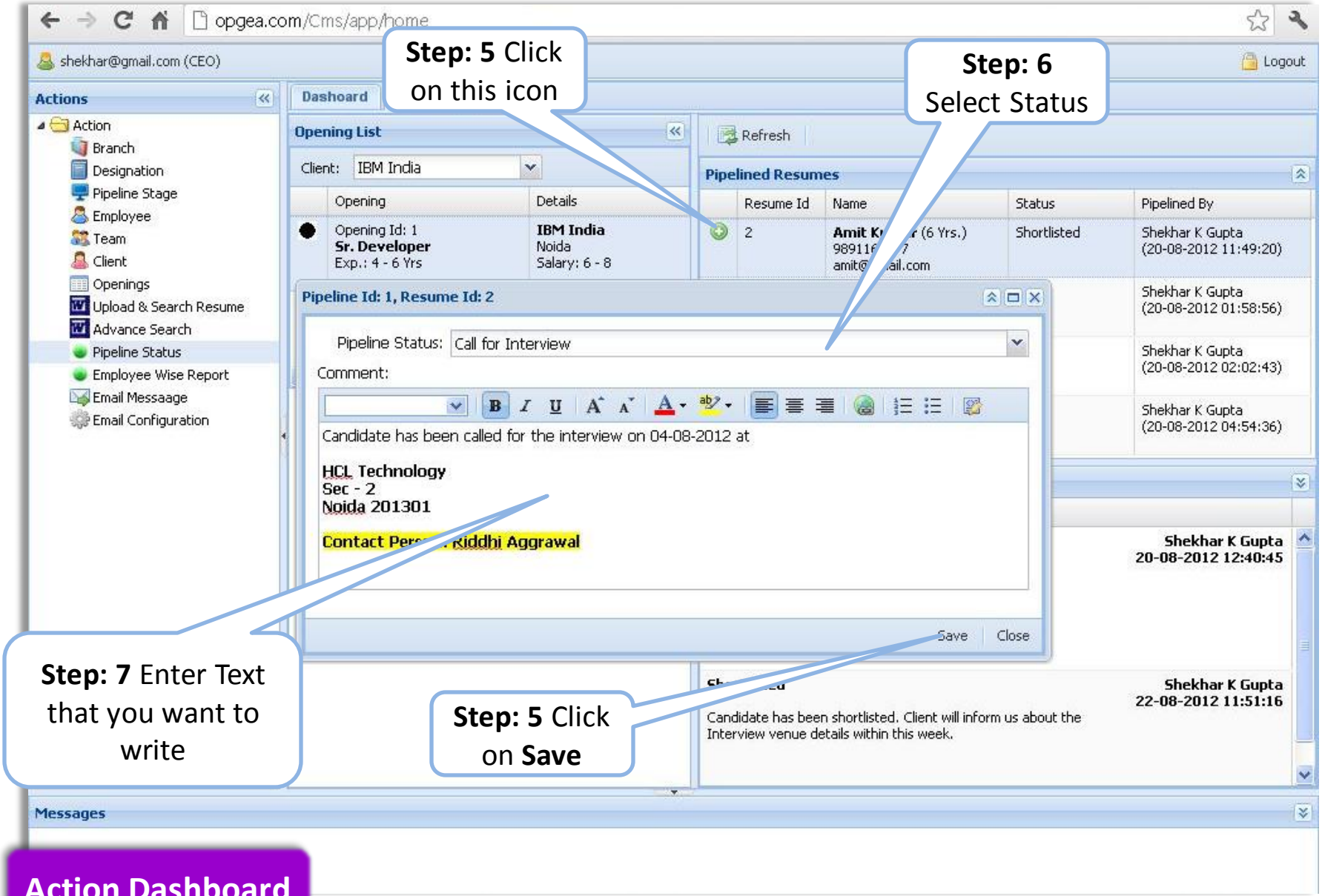
Enter the field with the key you want to search the candidate and Select the AND /OR logic and click search button.

Action Dashboard

Pipeline Status



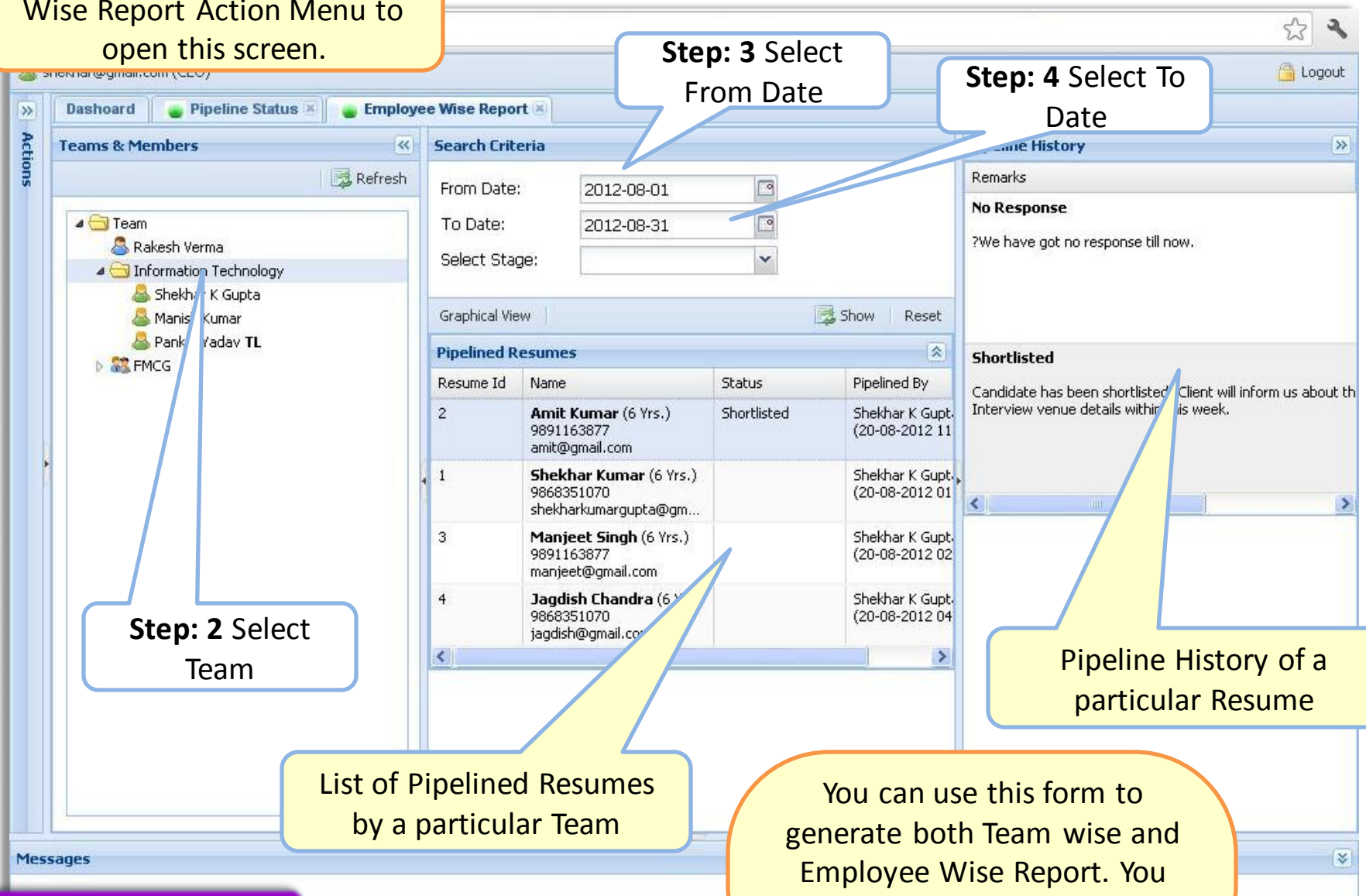
Pipeline Status



Action Dashboard

Employee Wise Report

Step: 1 Click on Employee Wise Report Action Menu to open this screen.



Step: 3 Select From Date

Step: 4 Select To Date

Step: 2 Select Team

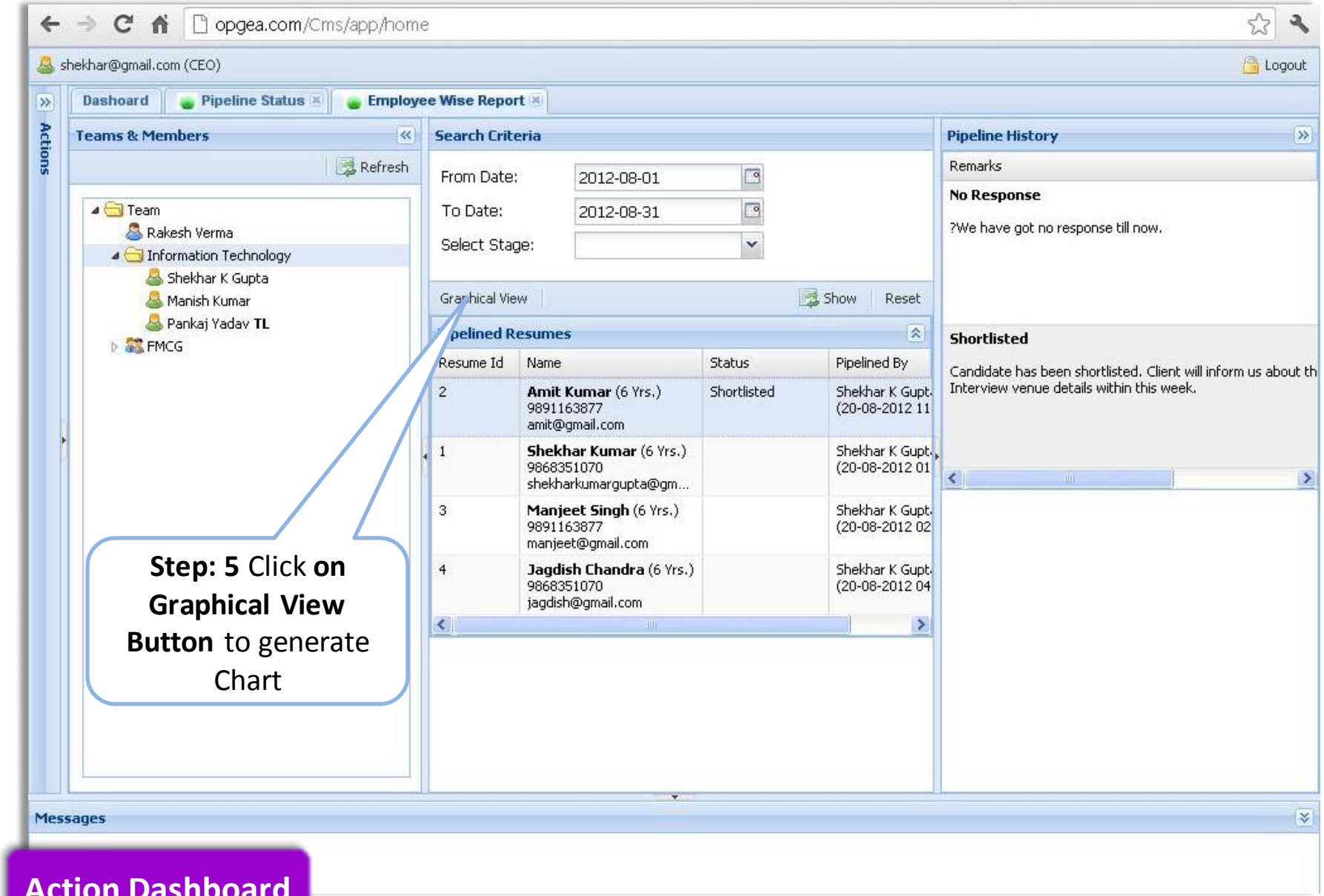
Pipeline History of a particular Resume

List of Pipelined Resumes by a particular Team

You can use this form to generate both Team wise and Employee Wise Report. You just have to Select a particular employee.

Action Dashboard

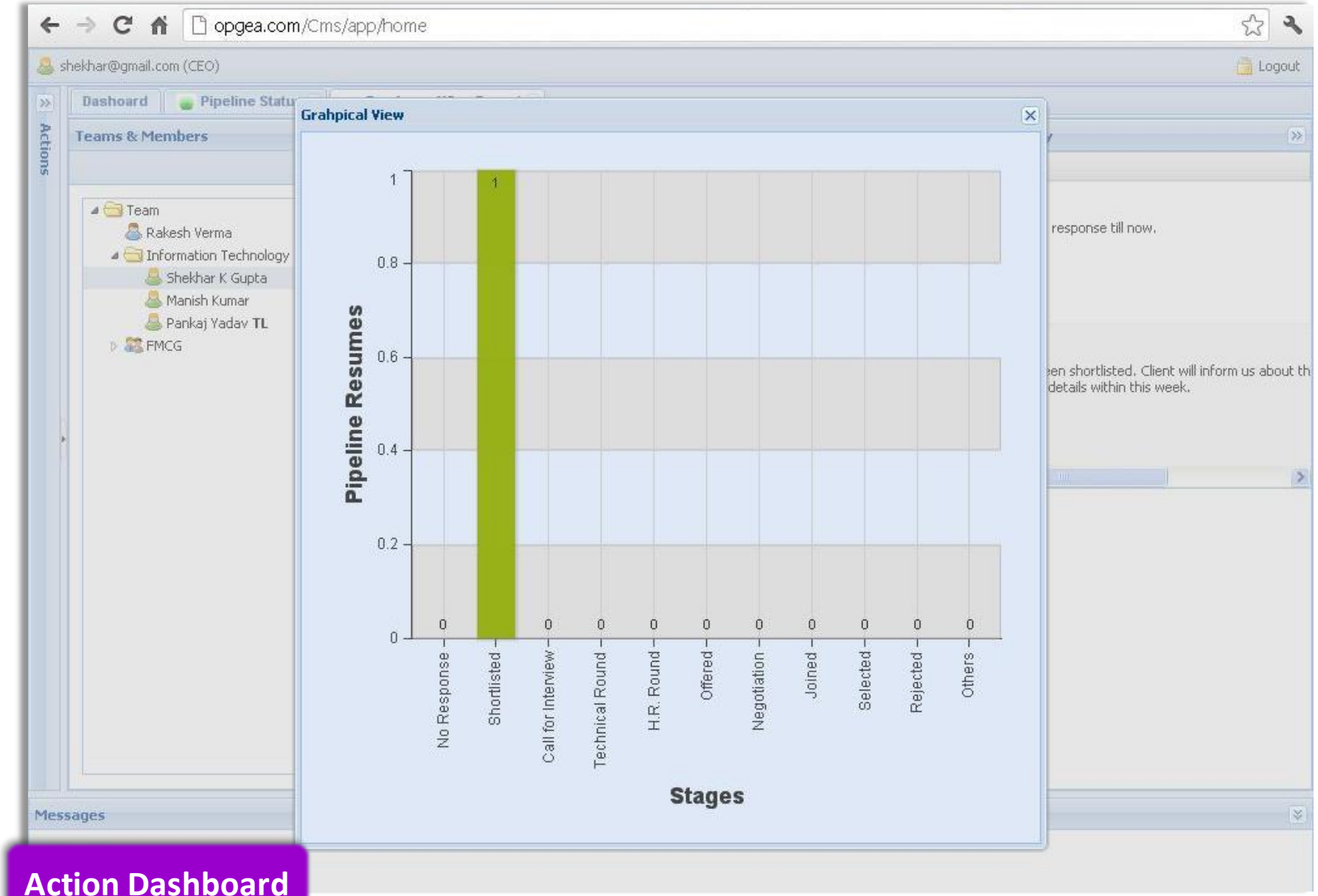
Employee Wise Report



Step: 5 Click **on Graphical View Button** to generate Chart

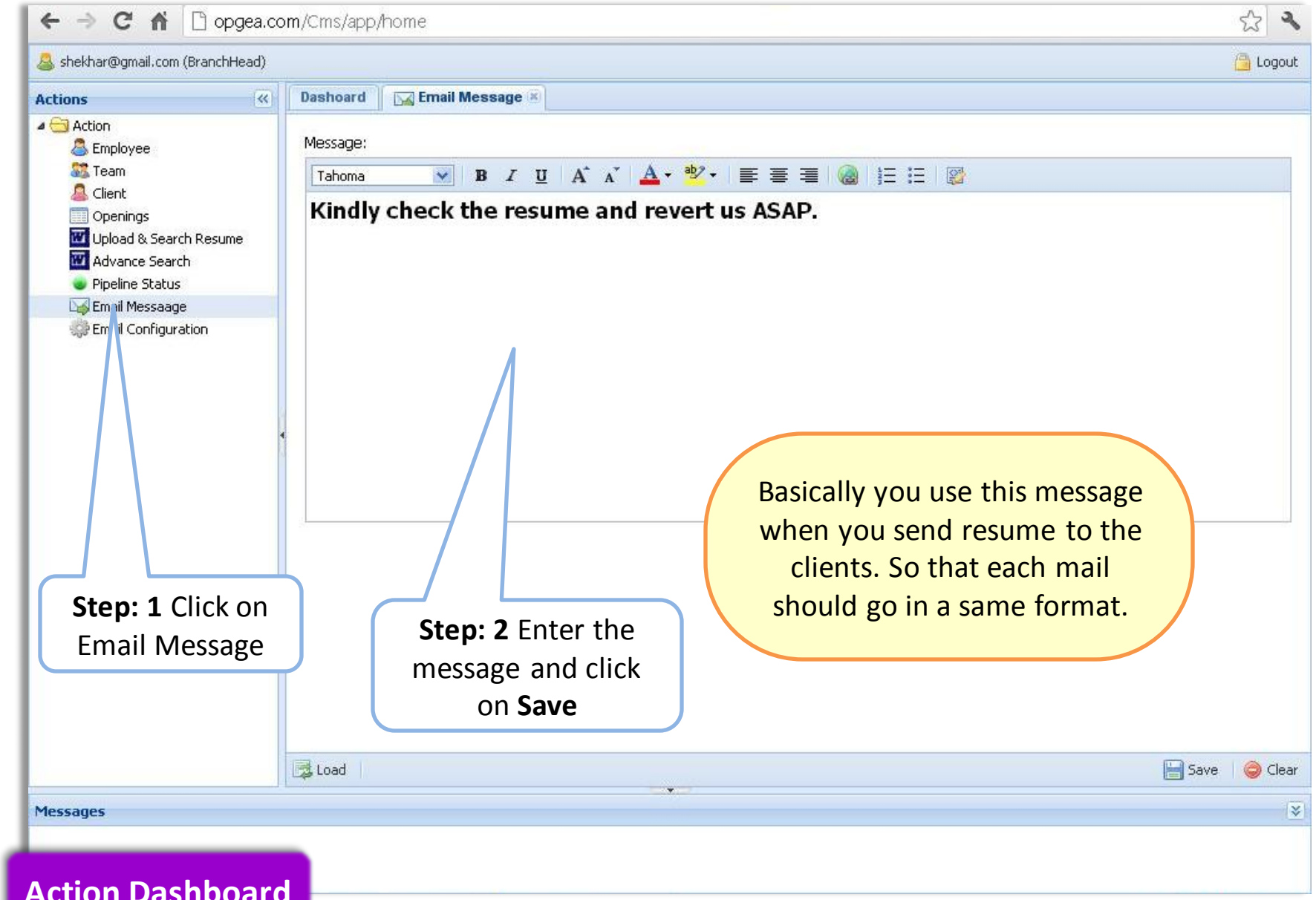
Action Dashboard

Employee Wise Report

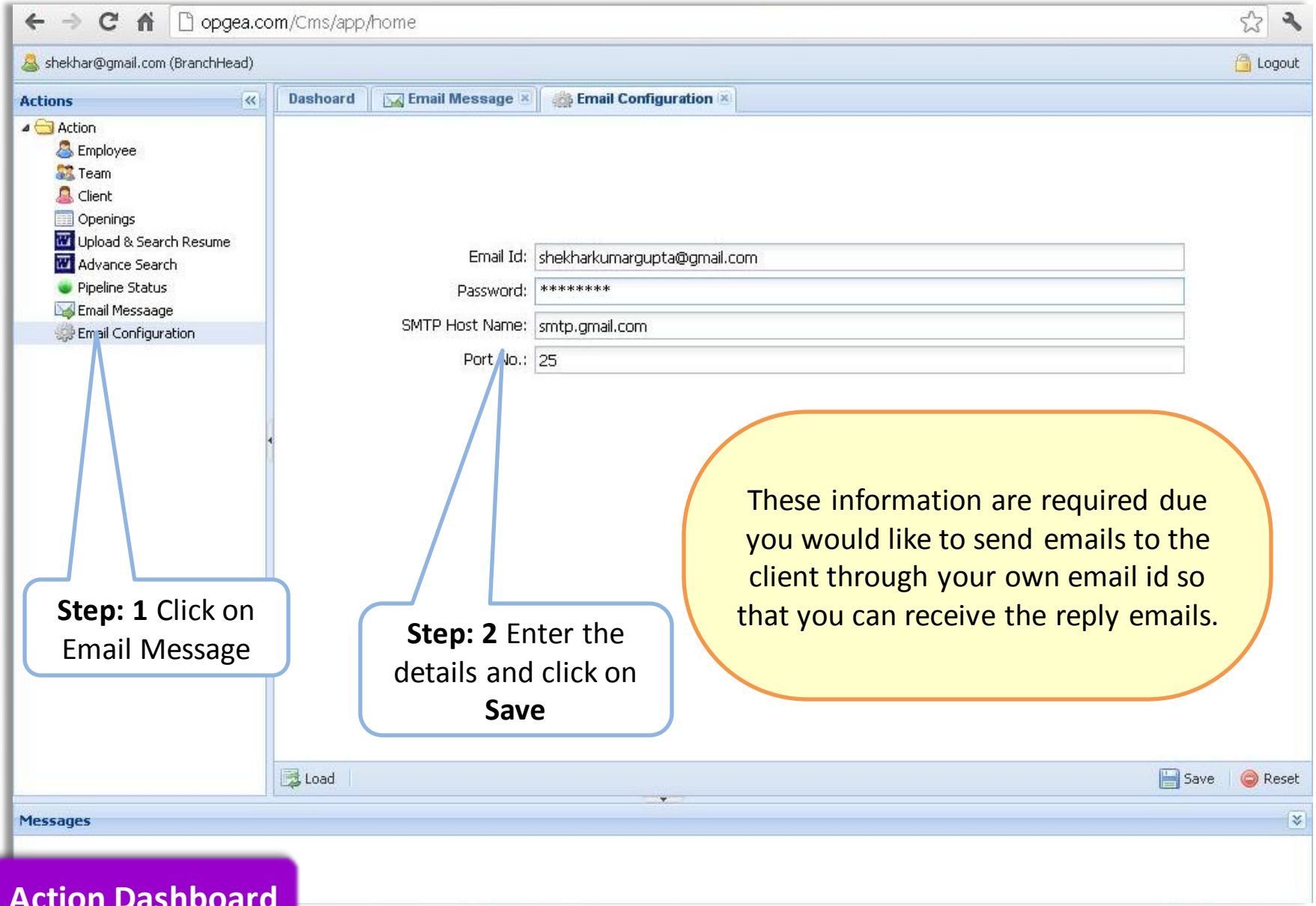


Action Dashboard

Email Template



Email Configuration



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Thanks a lot

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