



Recruitment Management

Version 1.0

Action Dashboard

- 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

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

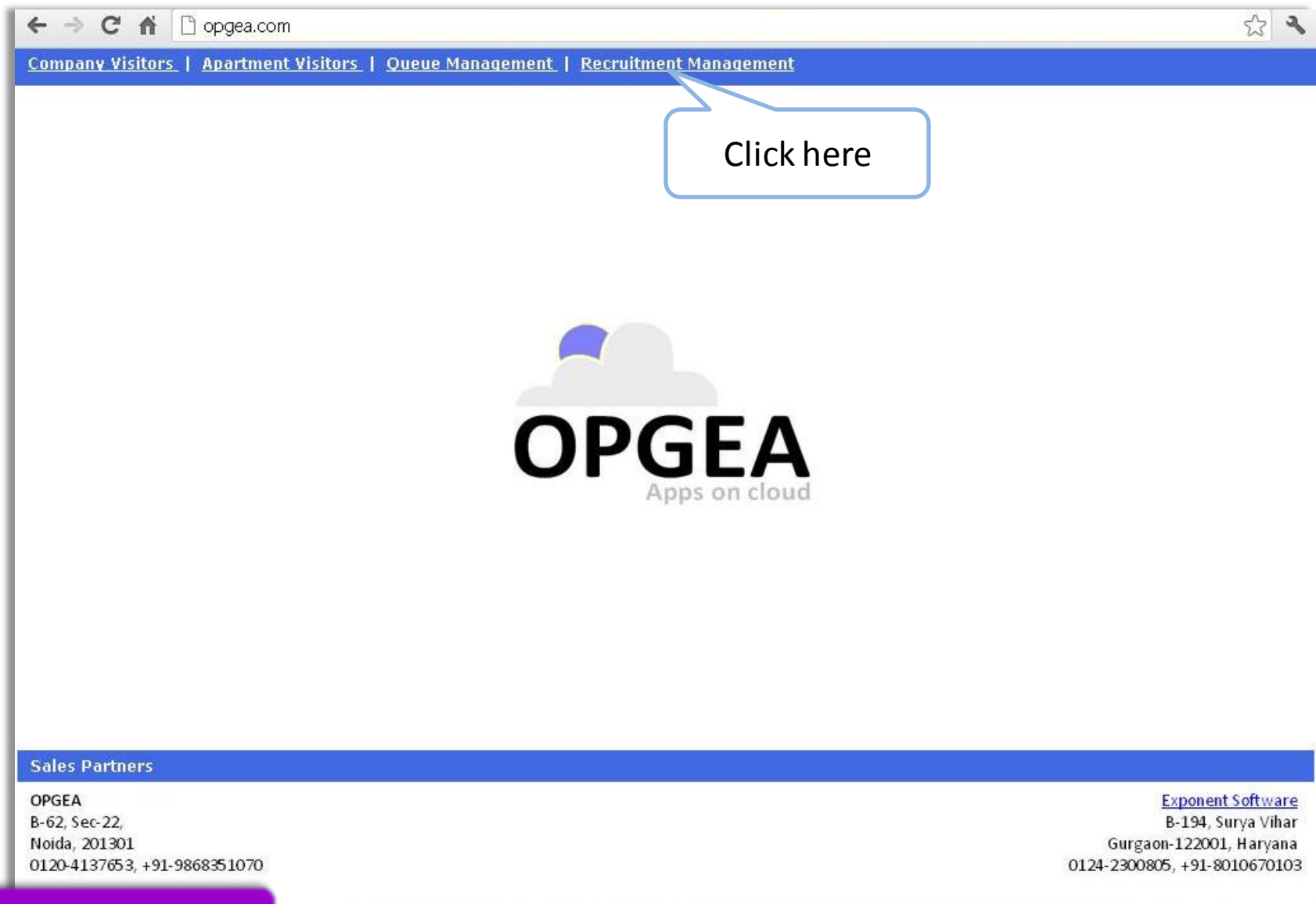
Advance Search

Pipeline Status

Employee Wise Report

Template Email

Email Configuration



← → ↻ 🏠 opgea.com/Cms/app/login ☆ 🔧

[Create Account](#) | [Guideline](#)

OPGEA
Apps on cloud

Login

Passkey

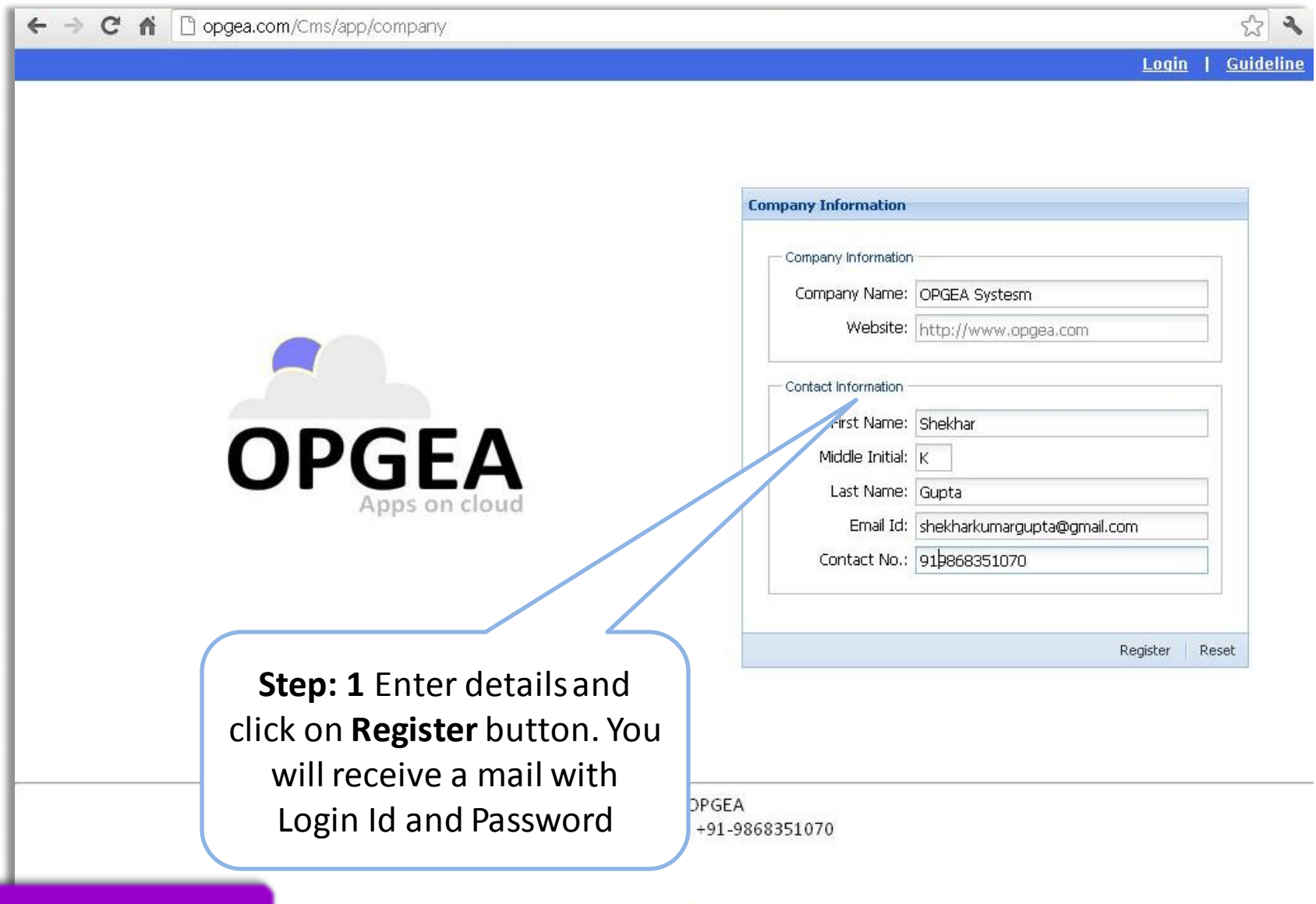
Login Id: ⓘ

Password:

[Login](#) [Reset](#)

Powered By: OPGEA
Contact: 0120-4137653, +91-9868351070


Click here



The screenshot shows a web browser window with the URL `opgea.com/Cms/app/company`. The page features the OPGEA logo on the left and a registration form on the right. The form is titled "Company Information" and contains two sections: "Company Information" and "Contact Information". The "Company Information" section has fields for "Company Name" (filled with "OPGEA System") and "Website" (filled with "http://www.opgea.com"). The "Contact Information" section has fields for "First Name" (filled with "Shekhar"), "Middle Initial" (filled with "K"), "Last Name" (filled with "Gupta"), "Email Id" (filled with "shekharkumargupta@gmail.com"), and "Contact No." (filled with "919868351070"). At the bottom of the form are "Register" and "Reset" buttons. A callout box points to the "Register" button with the text: "Step: 1 Enter details and click on **Register** button. You will receive a mail with Login Id and Password".

← → ↻ 🏠 opgea.com/Cms/app/company ☆ 🔧

Login | Guideline


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Company Information

Company Information

Company Name: OPGEA System

Website: http://www.opgea.com

Contact Information

First Name: Shekhar

Middle Initial: K

Last Name: Gupta

Email Id: shekharkumargupta@gmail.com

Contact No.: 919868351070

Register Reset

Step: 1 Enter details and click on **Register** button. You will receive a mail with Login Id and Password

OPGEA
+91-9868351070



Login

Passkey

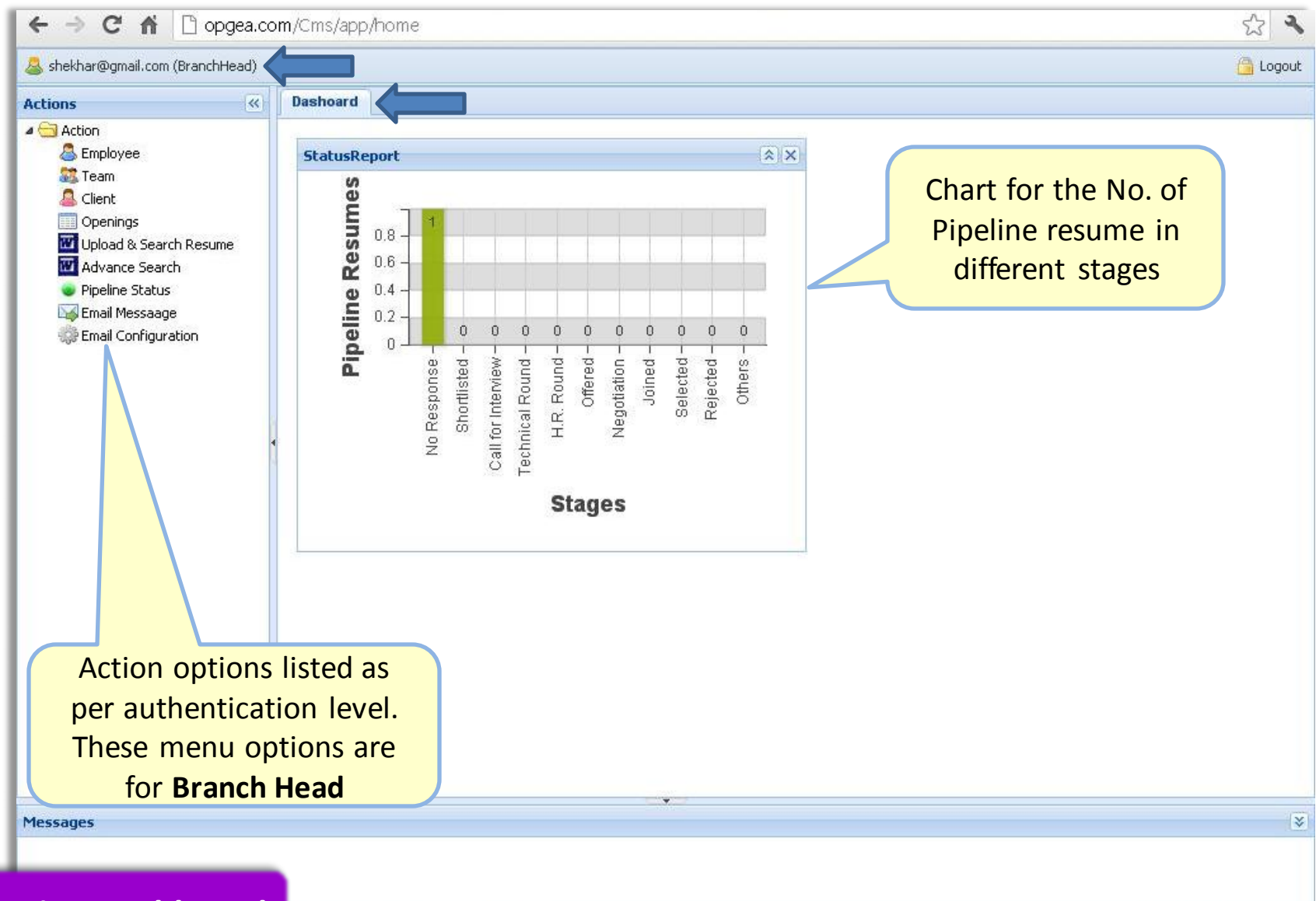
Login Id:

Password:

Step: 1 Enter the login credential and click on **Login** Button

Powered By: OPGEA
Contact: 0120-4137653, +91-9868351070

Action Dashboard



Create Branch

opgea.com/Cms/app/home

shekhar@gmail.com (CEO) Logout

CEO Logged In

Actions

- Action
 - Branch
 - Designation
 - Pipeline Stage
 - Employee
 - Team
 - Client
 - Operations
 - Upload Search Resume
 - Advance Search
 - Pipeline Status
 - Email Wise Report
 - Email Page
 - Email Duration

Dashboard **Branch**

Branch Information

Branch Info

Branch Type: BRANCH_OFFICE

Branch Name: OPGEA Hire

Street1: A-62, 1st, Floor

Street2: Sec - 62

Country: India

City: Noida

Zip Code: 201301

Branch Head Info

First Name: Rajesh

Middle Initial:

Last Name: Mishra

Email: rajesh1@gmail.com

Contact No: 9868351070

Branch List

Refresh

Id	Branch Name	Address	Branch Head
1	OPGEA Systems Noida	B-62, 2nd Floor Sec - 22 City: Noida Country: India Pincode: 201301	
2	OPGEA Hire Noida	A-62, 1st, Floor Sec - 62 City: Noida Country: India Pincode: 201301	Rajesh Mishra rajesh1@gmail.com 9868351070

Step: 1 Click on Branch Menu

Step: 2 Enter the Branch and Branch Head Details and Click on Save Button

Save Reset

Messages

Action Dashboard

Note: Branch can only be created by CEO.

Create Designation

CEO Logged In

shekhar@gmail.com (CEO) Logout

opgea.com/Cms/app/home

Actions

- Action
- Branch
- Designation
- Pipeline Stage
- Employee
- Team
- Client
- Operations
- Upload Search Resume
- Advanced Search
- Pipeline Status
- Employee Wise Report
- Email Page
- Email Integration

Create Designation

Designation Name:

Recruiter

Designation List

Add New Remove Refresh

Name
Recruiter
Sr. Recruiter
Team Leader
Manager
Sr. Manager
Branch Head
CEO

Save Reset

Step: 1 Click on Designation Menu

Step: 2 Enter the Designation Name and Click on Save Button

Note: Designation can only be created by CEO and the Same Designation Title will be apply to all the branches.

Action Dashboard

Create Pipeline Stages

CEO Logged In

Step: 1 Click on Pipeline Stages

Step: 2 Enter Stage No. and Stage Name and Click on Save Button

Action Dashboard

Note: Pipeline Stages can only be created by CEO and the Same Pipeline Title will be apply to all the branches.

opgea.com/Cms/app/home

shekhar@gmail.com (CEO)

Logout

Dashboard Branch

Create Pipeline Stages

Step No.: 9

Pipeline Stage Name: Selected

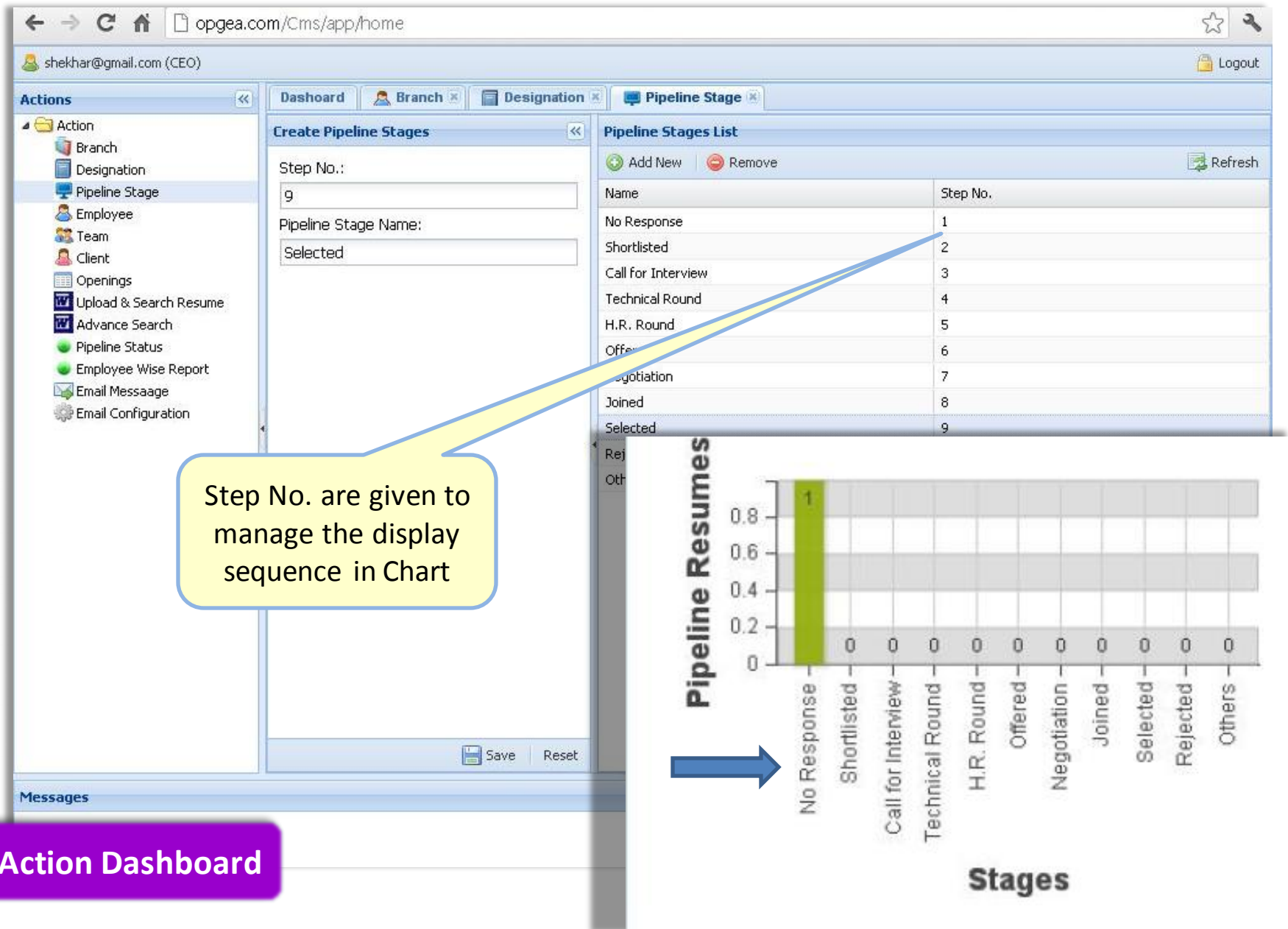
Pipeline Stages List

Add New Remove Refresh

Name	Step No.
No Response	1
Shortlisted	2
Call for Interview	3
Technical Round	4
H.R. Round	5
Offered	6
Negotiation	7
Joined	8
Selected	9
Rejected	10
Others	11

Messages

Create Pipeline Stages



Create Employee

Branch Head
Logged In

Note: Type of Authentication Like:
CEO, Branch Head, Team Leader
and Recruiter

Step: 1 Click on
Employee

Step: 2 Enter
employee
information and Click
on **Save** Button

Action Dashboard

opgea.com/Cms/app/home

shekhar@gmail.com (BranchHead)

Actions

- Action
- Employee
- Team
- Client
- Opportunities
- Upload & Search Resume
- Advance Search
- Pipeline Status
- Employee Message
- Employee Configuration

Dashboard **Employee Information**

Employee/Associates Information

Basic Information

Employee Type: BranchHead

First Name: Shekhar

Middle Initial: K

Last Name: Gupta

Company Profile

Designation: CEO

Contact Information

Email Id: shekhar@gmail.com

Phone1: 919868351070

Special Days Info

Date of Birth: 1981-02-15

Date of Anniversary: 2012-08-01

Employee List

Add New Remove Refresh

Name	Email	Phone1	Pass
Shekhar K Gupta CEO	shekhar@gmail.com	919868351070	demo
Manish Kumar Recruiter	manish@gmail.com	9891163877	demo
Jyanth Chouhan Sr. Recruiter	jyanth@gmail.com	9891163877	demo
Rajesh Kumar Recruiter	rajesh@gmail.com	9868351070	demo
Pankaj Yadav Team Leader	pankaj@gmail.com	9868351070	demo
Ragini Mishra Team Leader	ragini@gmail.com	9868351070	demo

Save Reset

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.

Action Dashboard

opgea.com/Cms/

shekhar@gmail.com (Branchhead)

Logout

Actions

- Action
- Employee
- Team
- Client
- Opportunities
- Upload & Search Resume
- Advance Search
- Pipeline Status
- Email Message
- Email Configuration

Dashboard Employee Information Team

Teams & Members

Create Refresh

Team Name:

Team

- Rakesh Verma
- Information Technology
 - Shekhar K. Gupta
 - Manish Kumar
 - Pankaj Yadav TL
- FMCG
 - Jyoti Chouhan
 - Raj K. Kumar
 - Ragini Sharma TL

Messages

Branch Head
Logged In

Step: 1 Click on
Client

Step: 2 Enter Client
information and Click
on **Save** Button

Action Dashboard

Step: 3 Select Client
and then enter
Contact Person's Info
and Click on **Save**
Button

Step: 4 Contact Person
Information Form

The screenshot displays the 'opgea.com/Cms/app/home' web application. The user 'shekhar@gmail.com (BranchHead)' is logged in. The interface includes a top navigation bar with 'Logout' and a left sidebar with 'Actions' (Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status, Email Message, Email Configuration). The main area has tabs for 'Dashboard', 'Employee Information', 'Team', and 'Client'. The 'Client' tab is active, showing 'Client Info' and 'Client List' sections. The 'Client Info' form contains fields for Name, Website, Street1, Street2, Country, City, and Zip Code, with 'IBM India' entered. The 'Client List' table shows three clients: IBM India, HCL Technology, and ITC. The 'Contact List' section shows two contacts: Manish Sinha and Rajeey Srivastava. The 'Contact Info' form is visible at the bottom right, with fields for Contact Type, First Name, Middle Initial, Last Name, Designation, Email Id, Phone1, and Phone2. The 'Save' and 'Reset' buttons are present at the bottom of the forms.

Name	Address
IBM India http://www.ibm.com/india	A-55, 1st Floor India, Gurgaon 124266
HCL Technology http://www.hcl.com	A-16, Sec - 2 India, Noida 201301
ITC http://www.itc.com	A-55, Sec - 63 India, Noida 201301

Name	Phone
Manish Sinha shekharkumargupta@gmail.com	9868351070
Rajeey Srivastava shekharkumargupta@outlook.com	9868351070

Contact Info	Important Days
Contact Type: <input type="text"/>	
First Name: <input type="text" value="Contact person name"/>	
Middle Initial: <input type="text"/>	
Last Name: <input type="text"/>	
Designation: <input type="text"/>	
Email Id: <input type="text"/>	
Phone1: <input type="text"/>	
Phone2: <input type="text"/>	

Create Opening & Assign to Team

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

Branch Head
Logged In

The screenshot shows a web application interface for managing job openings. The browser address bar shows 'opgea.com/Cms/app/home' and the user is logged in as 'shekhar@gmail.com (BranchHead)'. The interface has a sidebar with 'Dashboard' and 'Opening' tabs. The main area is divided into three panels: 'Opening Information', 'Opening List', and 'Teams & Openings'.

Opening Information Panel: Contains form fields for Client (IBM India), Position (Sr. Developer), Qualification (B.Tech), Location (Noida), Salary & Experience (Min. Salary: 6, Max. Salary: 8, Min. Exp.: 4, Max. Exp.: 6), Key Skills (Java, J2ee, Spring, Hibernate), and Status (New). There are 'Save' and 'Reset' buttons at the bottom.

Opening List Panel: A table with columns 'OpeningId', 'Opening', and 'Details'. It contains two entries:

OpeningId	Opening	Details
1	Sr. Developer Exp.: 4 - 6 Yrs B.Tech	IBM India Noida Salary: 6 - 8
2	Sr. Manager Exp.: 11 - 15 Yrs B.Tech, MBA, ...	IBM India Noida Salary: 18 - 23

Teams & Openings Panel: Shows a tree structure under 'Team' with nodes 'Information Technology 2' and 'FMCG 0'.

Opening Details Panel: Shows details for 'Opening Id: 1', including skills like 'Good Core Java and J2EE skills with knowledge of OOPS principles'.

Annotations:

- Step: 1** Select Client for whom you want to create the Opening (points to the Client dropdown in the Opening Information panel).
- Step: 2** Enter Opening Information and Click on **Save** Button (points to the Save button in the Opening Information panel).
- Step: 3** Select, Drag an Opening and Drop it to the Team tree node that you want assign to. (points to the Opening List table and the Team tree node).

Action Dashboard

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

Action Dashboard

OpeningId	Opening	Details	Status
1	Sr. Developer Exp.: 4 - 6 Yrs B.Tech	IBM India Noida Salary: 6 - 8	5
2	Sr. Manager Exp.: 11 - 15 Yrs	IBM India Noida	5

Opening Details:

Opening Id: 1

Max. Salary: 8

Min. Exp.: 4

Max. Exp.: 6

Key Skills: Java, J2ee, Spring, H...

Functional Area: Application Programming, Maintenance

Role:

Save Close

Opening Allotment to Employee

Team Leader
Logged In

Actions

- Action
 - Job Allotment
 - Upload & Search Resume
 - Advance Search
 - Profile Status
 - Email Message

Step: 1 Click on
Job Allotment

Dashoard

Job Allotment

Opening List

Refresh

Opening	Details
Opening Id: 1 Sr. Developer Exp.: 4 - 6 Yrs	IBM India Noida Salary: 6 - 8
Opening Id: 2 Sr. Manager Exp.: 11 - 15 Yrs	IBM India Noida Salary: 18 - 25

Opening Details

Opening Id: 1

?Good Core Java and J2EE skills with knowledge of OOPS principles
Exposure to good software programming practices and principles
Working knowledge of Struts (a must)
Good web technology and computer science fundamentals
Exposure to databases, networking, distributed computing and web technologies
The ability to perform low-level design or implement a given module independently
Good working knowledge of project methodology and processes
Salary:
Not Disclosed by Recruiter
Industry:
IT Software, Software Services

Members & Openings

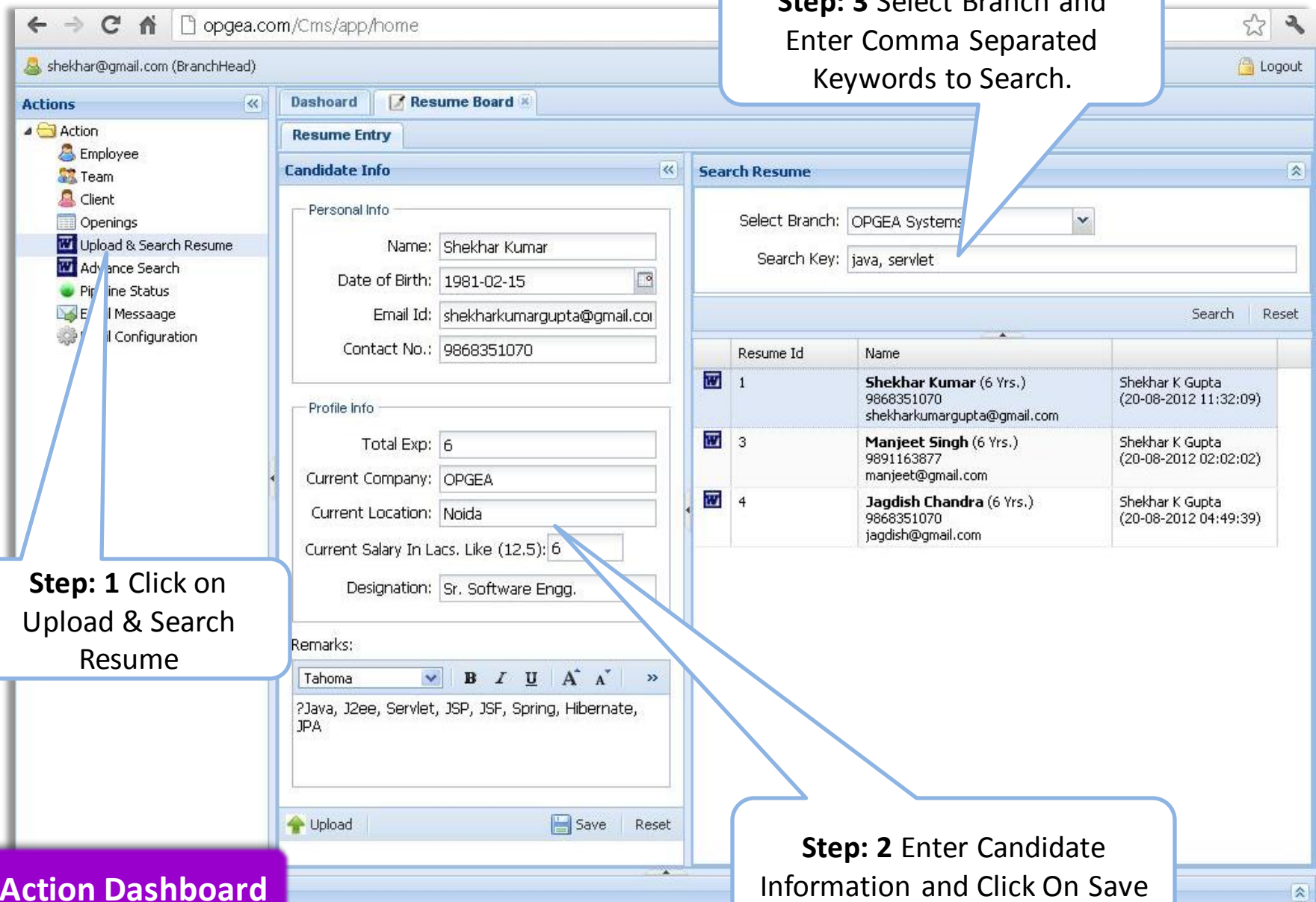
Refresh

Name	Details
Members	
Shekhar K Gupta 2	
Manish Kumar 0	
Pankaj Yadav TL 0	

Step: 2 Select, Drag an
Opening and Drop it to the
Members tree node that
you want assign to.

Action Dashboard

Upload And Search Resume



The screenshot shows the OPGEA Systems Resume Board interface. The left sidebar contains an 'Actions' menu with options: Action, Employee, Team, Client, Openings, Upload & Search Resume (highlighted), Advance Search, Pipeline Status, Email Message, and Mail Configuration. The main area is divided into 'Resume Entry' and 'Search Resume' sections. The 'Resume Entry' section has a 'Candidate Info' form with fields for Personal Info (Name, Date of Birth, Email Id, Contact No.) and Profile Info (Total Exp, Current Company, Current Location, Current Salary In Lacs. Like (12.5), Designation). The 'Search Resume' section has a 'Select Branch' dropdown (OPGEA Systems) and a 'Search Key' input field (java, servlet). Below the search fields is a table of search results.

Step: 1 Click on Upload & Search Resume

Step: 2 Enter Candidate Information and Click On Save

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

Resume Id	Name	
1	Shekhar Kumar (6 Yrs.) 9868351070 shekharkumargupta@gmail.com	Shekhar K Gupta (20-08-2012 11:32:09)
3	Manjeet Singh (6 Yrs.) 9891163877 manjeet@gmail.com	Shekhar K Gupta (20-08-2012 02:02:02)
4	Jagdish Chandra (6 Yrs.) 9868351070 jagdish@gmail.com	Shekhar K Gupta (20-08-2012 04:49:39)

Action Dashboard

Upload And Search Resume

The screenshot shows the OPGEA CMS application interface. The browser address bar displays `opgea.com/Cms/app/home`. The user is logged in as `shekhar@gmail.com (BranchHead)`. The interface includes a sidebar with navigation links: Action, Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status, Email Message, and Email Configuration. The main content area has tabs for Dashboard and Resume Board. The Resume Board tab is active, showing a 'Resume Entry' section with a 'Candidate Info' form and a 'Search Resume' section. The 'Candidate Info' form includes fields for Name, Date of Birth, Email Id, Contact No., and Designation. The 'Search Resume' section has a 'Select Branch' dropdown and a 'Search Key' input field. A table displays search results with columns for Resume Id, Name, and a timestamp. An 'Upload Resume' dialog box is open, showing a 'Browse File' section with a text input field containing `C:\fakepath\Shekhar Resume.doc` and a 'Browse...' button. The dialog also features an 'Upload' button with a green arrow icon and a 'Reset' button. A callout box points to the 'Upload' button with the text: **Step: 4 Browse the resume (.doc) and Click on Upload**.

Step: 4 Browse the resume (.doc) and Click on Upload

Action Dashboard

The screenshot displays the OPGEA Systems Resume Board. The left sidebar contains the following navigation options:

- Actions
 - Employee
 - Team
 - Client
 - Openings
 - Upload & Search Resume
 - Advance Search
 - Pipeline Status
 - Email Message
 - Email Configuration

The main area is divided into two sections:

- Candidate Info**: Contains fields for Personal Info (Name: Shekhar Kumar, Date of Birth: 1981-02-15, Email Id: shekharkumargupta@gmail.com, Contact No.: 9868351070) and Profile Info (Total Exp: 6, Current Company: OPGEA).
- Search Resume**: Includes a dropdown for 'Select Branch' (OPGEA Systems) and a 'Search Key' field (java, servlet). Below the search fields is a table of resumes.

The table of resumes is as follows:

Resume Id	Name	Details
1	Shekhar Kumar (6 Yrs.) 9868351070 shekharkumargupta@gmail.com	Shekhar K Gupta (20-08-2012 11:32:09)
3	Manjeet Singh (6 Yrs.) 9891163877 manjeet@gmail.com	Shekhar K Gupta (20-08-2012 02:02:02)
4	Jagdish Chandra (6 Yrs.) 9868351070 jagdish@gmail.com	Shekhar K Gupta (20-08-2012 04:49:39)

A callout box points to the resume icon (a small 'W' in a blue square) next to Resume Id 1, with the text: **Step: 1 To View the Resume Click on this Icon**

At the bottom of the interface, there is a 'Remarks' section with a text area containing: ?Java, J2ee, Servlet, JSP, JSF, Spring, Hibernate, JPA. Below this are buttons for 'Upload', 'Save', and 'Reset'.

When you click on that Icon
this screen appears.

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

Action Dashboard

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Actions', contains a list of icons and labels: Action, Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status, Email Message, and Email Configuration. The main content area has a top navigation bar with 'Dashboard' and 'Resume Board' tabs. Below this, there's a 'Resume Entry' section with a sub-tab '(1) Shekhar Kumar'. The 'Opening Details' section shows a 'Send' button with a green envelope icon. Below this is a purple 'Remarks' box containing the text '?Java, J2ee, Servlet, JSP, JSF, Spring, Hibernate, JPA'. The main content area displays the resume details for 'Shekhar Kumar', including contact information, IT skills, present company name, current CTC, expected CTC, joining time, work experience, and project details.

Shekhar Kumar
C/o- Dinesh Singh Rana
Opp. Block J, Sec- 22
Noida (U.P.)-201301
shekharkumar Gupta@gmail.com
Mob: +91-9868351070
IT SKILLS : Core Java, Swing, Servlet 2.3, JSP 2.0, JSF, EJB3.0,
Spring 2.5, Struts, Ajax, GWT, JPA, Hibernate.

Present company name : SourcePundit InfoSystem
Current CTC : 4 LPA.
Expected CTC : 6 LPA
Joining Time : 10 Days
Work Experience : 4 Yrs.

SourcePundit InfoSystem: Jul 2010 to Till
From **JULY 2010 to Till**, I am working with **SourcePundit InfoSystem (Delhi)** as a Sr. Software Developer.

PROJECT DETAILS
NAME : CRM
Technology : Spring, JPA(ORM), ExtJS, JavaScript, Ajax, MySQL
Description : The project is a Product of SourcePundit InfoSystems which is all about helping the company to keep

The screenshot shows a web application interface for managing resumes. The browser address bar displays `opgea.com/Cms/app/home`. The user is logged in as `shekhar@gmail.com (BranchHead)`. The interface includes a sidebar with an **Actions** menu containing options like Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status, Email Message, and Email Configuration. The main content area is titled **Resume Board** and shows a **Resume Entry** for **(1) Shekhar Kumar**. The **Opening Details** section displays **Resume Id: 1** and a form with the following fields: **Opening:** Sr. Developer, **Contact Person:** shekharkumargupta@gmail.com, and a **Message:** field containing the text "Kindly check the resume and revert us AS...". A toolbar with various text formatting options is visible above the message field. At the bottom of the form, there are buttons for **Load Template Message**, **Send**, and **Cancel**. The text "all about helping the company to keep" is partially visible below the message field. A purple box in the bottom left corner is labeled **Action Dashboard**.

Step: 3 Select the Opening for which you want to send the resume

Step: 4 Select contact person to whom you want to send the resume

Step: 5 Click on this button to Load the predefined message.

Step: 6 Click on send to send the email attached with resume.

opgea.com/Cms/app/home

shekhar@gmail.com (BranchHead) Logout

Actions

- Action
- Employee
- Team
- Client
- Openings
- Upload & Search Resume
- Advance Search**
- Pipeline Status
- Email Message
- Email Configuration

Dashboard **Advance Search**

Search **Result**

Branch:
OPGEA Systems

Key Skills:
java, spring, hibernate And/OR: AND

Qualification:
B.Tech, MCA And/OR: AND

Location:
Noida, Gurgaon, Delhi And/OR: OR

Salary Between:
6 8

Experience Between:
4 6

Search Reset

Messages

Action Dashboard

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

Step 1 Click on Pipeline Status

Step 2 Select Client

Step 3 Select Opening

Step 4 Select the Pipeline Resume

Action Dashboard

Pipeline status of Candidate with information like pipelined by whom.

The screenshot shows a web application interface for managing a recruitment pipeline. The top navigation bar includes a 'Logout' button. The left sidebar contains an 'Actions' menu with options like Branch, Designation, Pipeline Stage, Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status (highlighted), Employee Wise Report, Email Message, and Email Configuration. The main content area is divided into three sections: 'Opening List', 'Pipelined Resumes', and 'Pipeline History'. The 'Opening List' section shows a dropdown for 'Client' set to 'IBM India' and a table of job openings. The 'Pipelined Resumes' section shows a table of candidates who have applied for the selected opening. The 'Pipeline History' section shows a timeline of events related to the candidate's application process.

Opening	Details
Opening Id: 1 Sr. Developer Exp.: 4 - 6 Yrs	IBM India Noida Salary: 6 - 8
Opening Id: 2 Sr. Manager Exp.: 10 - 15 Yrs	IBM India Noida Salary: 18 - 23

Resume Id	Name	Status	Pipelined By
2	Amit Kumar (6 Yrs.) 9891163877 amit@gmail.com	No Response	Shekhar K Gupta (20-08-2012 11:49:20)
1	Shekhar Kumar (6 Yrs.) 9868351070 shekharkumargupta@gm...		Shekhar K Gupta (20-08-2012 01:58:56)
3	Manjeet Singh (6 Yrs.) 9891163877 manjeet@gmail.com		Shekhar K Gupta (20-08-2012 02:02:43)
4	Jagdish Chandra (6 Yrs.) 9868351070 jagdish@gmail.com		Shekhar K Gupta (20-08-2012 04:54:36)

Remarks	
No Response ?We have got no response till now.	Shekhar K Gupta 20-08-2012 12:40:45
Shortlisted Candidate has been shortlisted. Client will inform us about the Interview venue details within this week.	Shekhar K Gupta 22-08-2012 11:51:16

The screenshot shows a web application interface for managing recruitment pipelines. The top navigation bar includes a home icon, the URL 'opgea.com/Cms/app/home', a user profile 'shekhar@gmail.com (CEO)', and a 'Logout' button. A left sidebar lists various actions like Branch, Designation, Pipeline Stage, Employee, Team, Client, Openings, Upload & Search Resume, Advance Search, Pipeline Status, Employee Wise Report, Email Message, and Email Configuration. The main dashboard area is divided into sections: 'Opening List' with a client filter set to 'IBM India' and a table of openings; 'Refresh' button; 'Pipelined Resumes' table; and a detailed view for 'Pipeline Id: 1, Resume Id: 2'. This detailed view includes a 'Pipeline Status' dropdown set to 'Call for Interview', a 'Comment' text area with a rich text editor, and a 'Save' button. A 'Messages' section is at the bottom. Five callout boxes provide step-by-step instructions: Step 5 (click icon), Step 6 (select status), Step 7 (enter text), and another Step 5 (click Save).

Step: 5 Click on this icon

Step: 6 Select Status

Step: 7 Enter Text that you want to write

Step: 5 Click on Save

Action Dashboard

Opening	Details
Opening Id: 1 Sr. Developer Exp.: 4 - 6 Yrs	IBM India Noida Salary: 6 - 8

Resume Id	Name	Status	Pipelined By
2	Amit K (6 Yrs.) 989116... amit@...ail.com	Shortlisted	Shekhar K Gupta (20-08-2012 11:49:20)
			Shekhar K Gupta (20-08-2012 01:58:56)
			Shekhar K Gupta (20-08-2012 02:02:43)
			Shekhar K Gupta (20-08-2012 04:54:36)

Pipeline Id: 1, Resume Id: 2

Pipeline Status: Call for Interview

Comment:

Candidate has been called for the interview on 04-08-2012 at

HCL Technology
Sec - 2
Noida 201301

Contact Person: Riddhi Aggrawal

Save Close

Shekhar K Gupta
20-08-2012 12:40:45

Shekhar K Gupta
22-08-2012 11:51:16

Candidate has been shortlisted. Client will inform us about the Interview venue details within this week.

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

List of Pipelined Resumes by a particular Team

Pipeline History of a particular Resume

Action Dashboard

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

The screenshot shows a web application interface for generating reports. At the top, there are tabs for 'Dashboard', 'Pipeline Status', and 'Employee Wise Report'. The 'Employee Wise Report' tab is active. On the left, there is a sidebar with a tree view showing a hierarchy: 'Team' (Rakesh Verma) and 'Information Technology' (Shekhar K Gupta, Manish Kumar, Pankaj Yadav TL, FMCG). The main area is divided into sections: 'Search Criteria' with fields for 'From Date' (2012-08-01), 'To Date' (2012-08-31), and 'Select Stage'; 'Graphical View' with 'Show' and 'Reset' buttons; 'Pipelined Resumes' table; and 'Pipeline History' section.

Resume Id	Name	Status	Pipelined By
2	Amit Kumar (6 Yrs.) 9891163877 amit@gmail.com	Shortlisted	Shekhar K Gupta (20-08-2012 11)
1	Shekhar Kumar (6 Yrs.) 9868351070 shekharkumargupta@gm...		Shekhar K Gupta (20-08-2012 01)
3	Manjeet Singh (6 Yrs.) 9891163877 manjeet@gmail.com		Shekhar K Gupta (20-08-2012 02)
4	Jagdish Chandra (6 Yrs.) 9868351070 jagdish@gmail.com		Shekhar K Gupta (20-08-2012 04)

The 'Pipeline History' section shows a 'Remarks' field with the text 'No Response' and 'We have got no response till now.' Below it, a 'Shortlisted' section contains the text 'Candidate has been shortlisted' and 'Client will inform us about the Interview venue details within this week.'

Employee Wise Report

The screenshot shows a web application interface for generating an Employee Wise Report. The browser address bar displays 'opgea.com/Cms/app/home'. The user is logged in as 'shekhar@gmail.com (CEO)'.

The dashboard has three tabs: 'Dashboard', 'Pipeline Status', and 'Employee Wise Report'. The 'Employee Wise Report' tab is active.

On the left, the 'Teams & Members' section shows a tree structure with 'Team' and 'Information Technology' (containing Rakesh Verma, Shekhar K Gupta, Manish Kumar, Pankaj Yadav TL, and FMCG). A 'Refresh' button is present.

The 'Search Criteria' section includes fields for 'From Date' (2012-08-01), 'To Date' (2012-08-31), and 'Select Stage' (a dropdown menu). Below these is a 'Graphical View' button, which is highlighted by a callout box. To the right of this button are 'Show' and 'Reset' buttons.

The 'Pipelined Resumes' table lists the following data:

Resume Id	Name	Status	Pipelined By
2	Amit Kumar (6 Yrs.) 9891163877 amit@gmail.com	Shortlisted	Shekhar K Gupta (20-08-2012 11)
1	Shekhar Kumar (6 Yrs.) 9868351070 shekharkumargupta@gm...		Shekhar K Gupta (20-08-2012 01)
3	Manjeet Singh (6 Yrs.) 9891163877 manjeet@gmail.com		Shekhar K Gupta (20-08-2012 02)
4	Jagdish Chandra (6 Yrs.) 9868351070 jagdish@gmail.com		Shekhar K Gupta (20-08-2012 04)

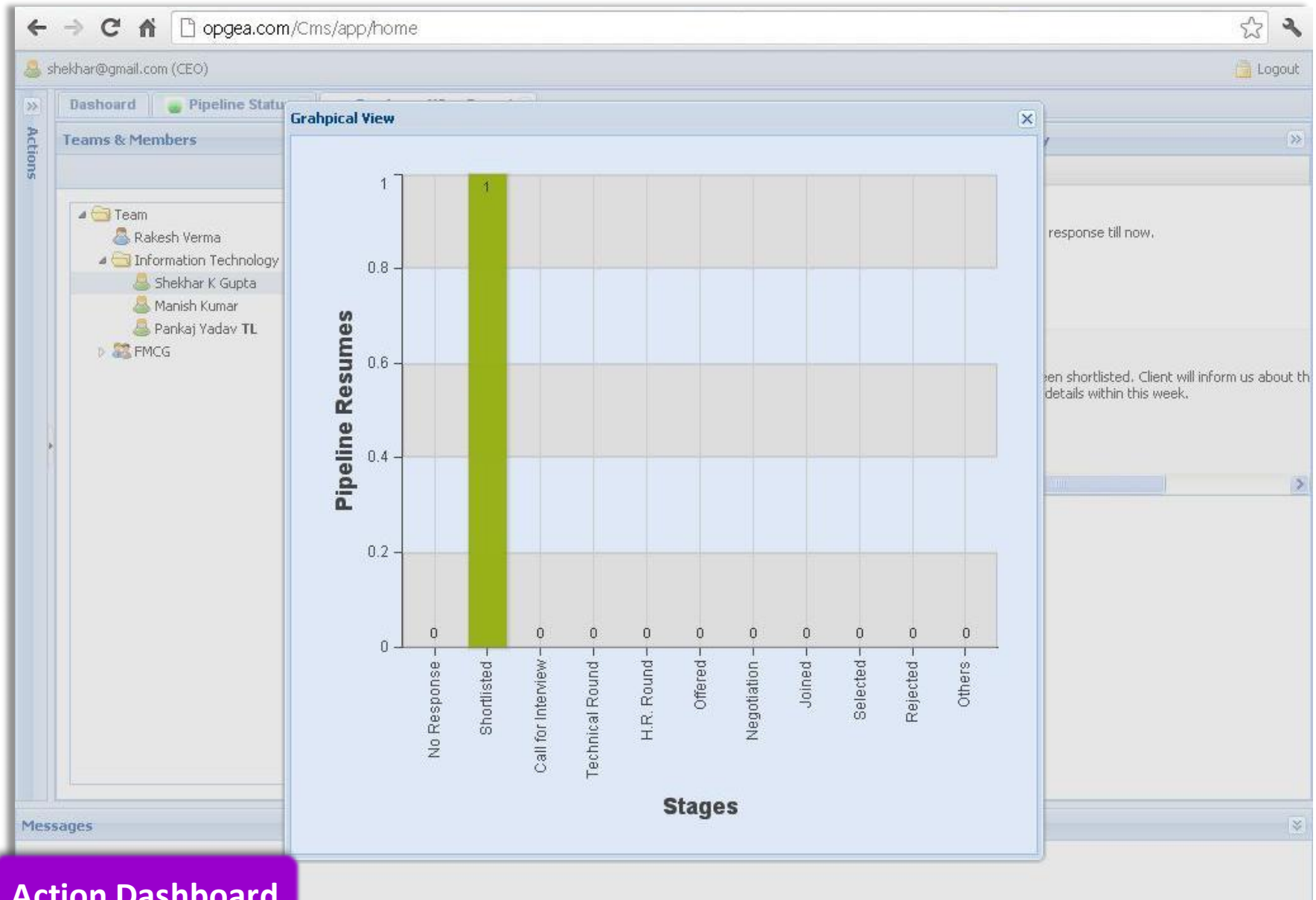
The 'Pipeline History' section on the right shows 'Remarks' with the text 'No Response' and 'We have got no response till now.' Below this, the 'Shortlisted' section states: 'Candidate has been shortlisted. Client will inform us about th Interview venue details within this week.'

A callout box points to the 'Graphical View' button with the text: 'Step: 5 Click on Graphical View Button to generate Chart'.

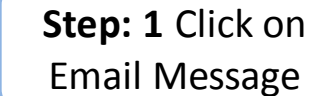
The 'Messages' section is at the bottom of the dashboard.

Action Dashboard

Employee Wise Report



Action Dashboard



Step: 2 Enter the message and click on **Save**

Basically you use this message when you send resume to the clients. So that each mail should go in a same format.

Email Configuration

opgea.com/Cms/app/home

shekhar@gmail.com (BranchHead) Logout

Actions

- Action
 - Employee
 - Team
 - Client
 - Openings
 - Upload & Search Resume
 - Advance Search
 - Pipeline Status
 - Email Message
 - Email Configuration**

Dashboard | **Email Message** | **Email Configuration**

Email Id: shekharkumargupta@gmail.com

Password: *****

SMTP Host Name: smtp.gmail.com

Port No.: 25

Step: 1 Click on Email Message

Step: 2 Enter the details and click on **Save**

These information are required due you would like to send emails to the client through your own email id so that you can receive the reply emails.

Load Save Reset

Messages

Action Dashboard

Thanks a lot

www.opgea.com

Action Dashboard