RECRUITPRO - SOFTWARE DOCUMENTATION

**Lead:**

Teampro Employee will meet people at trade events and advertise the product/service.Initially the status of the lead will be “**Open”.**After communicating with the lead if the lead is satisfied with the services provided the lead status will be changed to “**Converted”** which means the Lead is converted to Customer.

**Customer:**

On clicking the customer to converted button which is at the top right corner of the Lead you will be directed to the Customer Page and then Customer will be created.

**Project:**

You can create a Project and divide it into multiple assignable Job Description.A Project generally has a broad scope and hence can be divided into job description. Whilst each job description within a Project can be assigned to an individual or a group of individuals, the assignment can also be done on a project level.These job descriptions can be created from a Project itself or a job description can be created separately as well.These Project Against job description count in Project Dashboard.These project against a **candidate status Total Preliminary Selection count,Total Feedback pending count,Total Submission Pending count,Total Shortlist Count,Total number of vacancy count,Total J**ob Description **count automatically update in project.**

**Job Description:**

**A job description is an independent assignment or a unit of a Project that defines a particular actionable assigned to an individual.These job description against candidate Status Preliminary Selection count,Feedback pending count,Submission Pending,Shortlist Count automatically update in job description.**

**Candidate:**

**A Candidate is an independent assignment or a unit of a Project and Job Description that defines a particular actionable assigned to an individual.**You can set the status manually and also it will be updated automatically based on your actions against the mobilization. A Candidate Status Proposed PSL move on Mobilization.

**Mobilization:**

ACandidate

**Sub Agent:**

Each candidate will have a sub agent.The count of the number of candidate who get confirmed under a project can be viewed as proposed PSL.

**Sales Order:**

**Sales Invoice:**