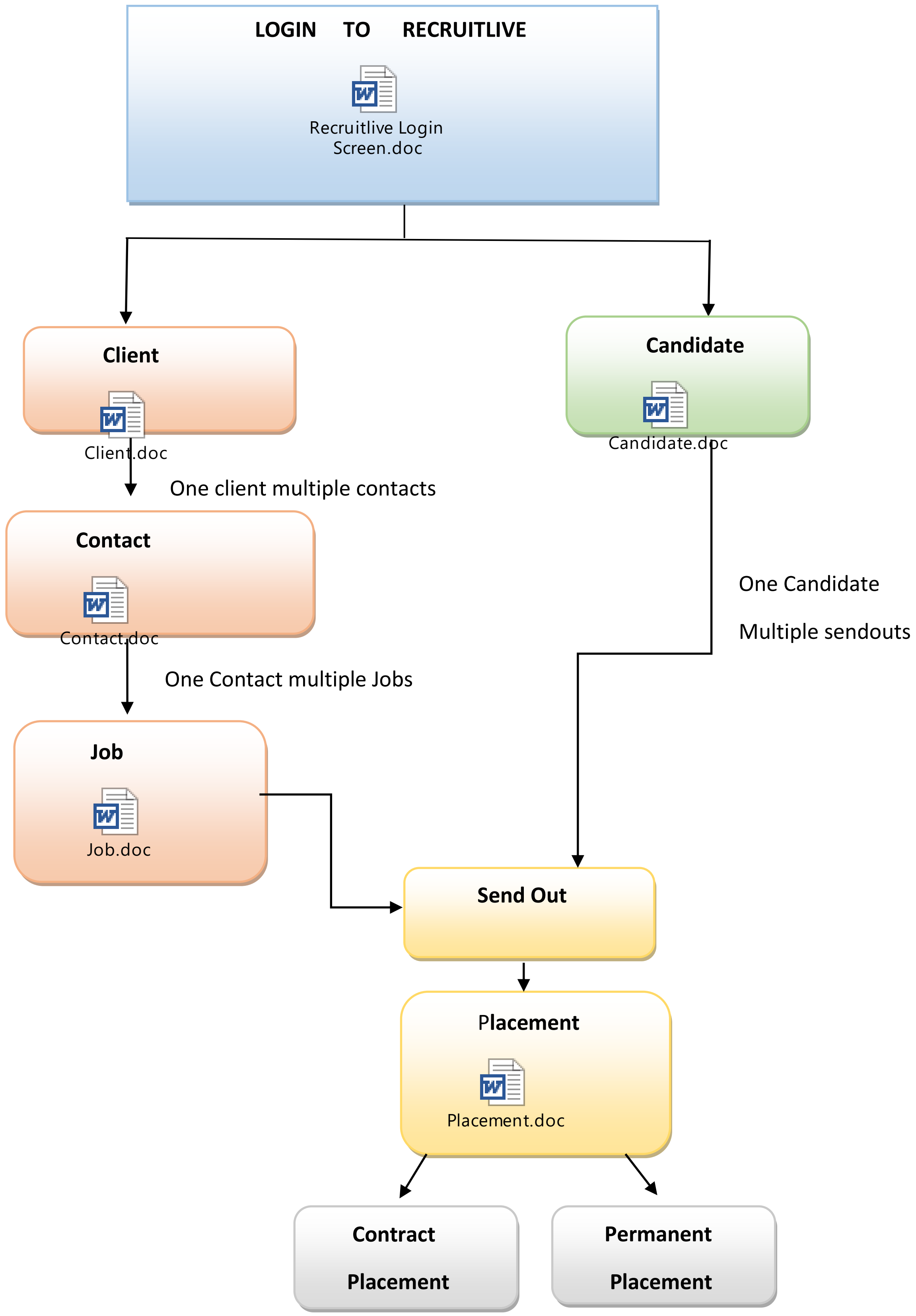
setting the standard
RECRUITLIVE™

Recruitlive Process flow:



1. Client Module

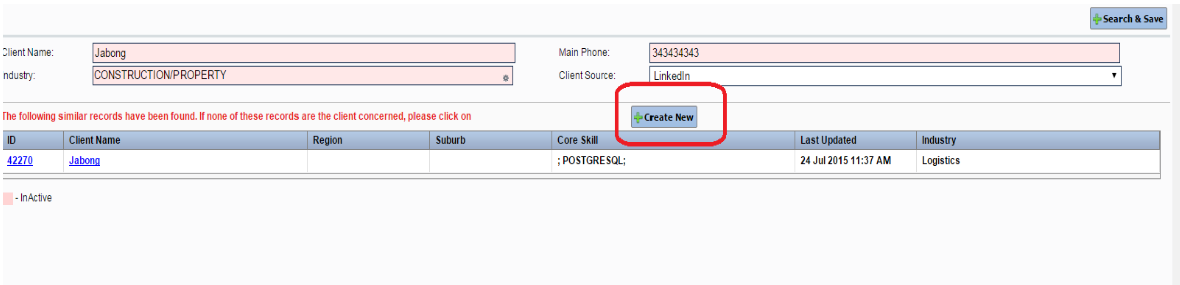
3.1 Create new Client

Under the main menu Client select the following in the ribbon bar.

New->Client

Enter the appropriate value in the client name and main phone. Industry field is a lookup field. Once you have selected appropriate values in the fields, Click on 'Search & Save'

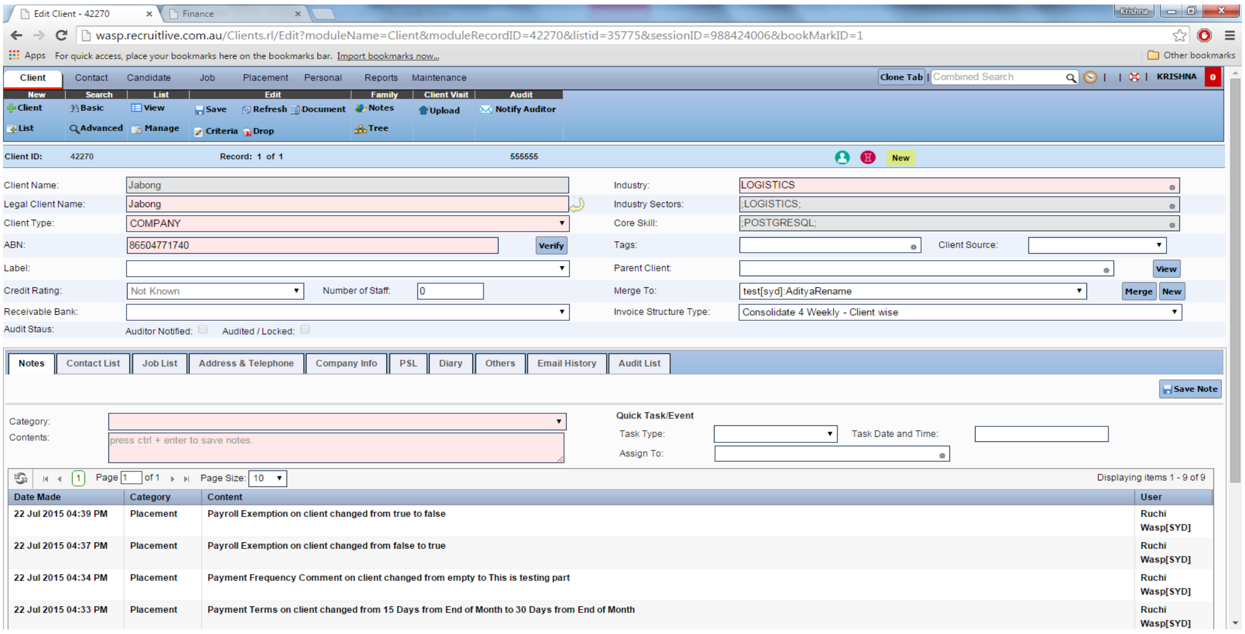
In case similar value exists in the database, system will list them in a list as shown below.



User can either select the appropriate one or click on 'Create New' to create a new one.

In case no similar records are found in the database, the record would be created and the following edit Client screen would be displayed.

setting the standard RECRUITLIVE™



The information required for the Client is arranged in different groups which are shown on screen as tab. Following are the tabs available on the client screen.

3.1.1. Actions in Ribbon Bar

3.1.1.1 Refresh

User can click on this button to reload the information for the selected client.

3.1.12 Drop

User can click on the 'Drop' button to drop the contact from the default loaded list

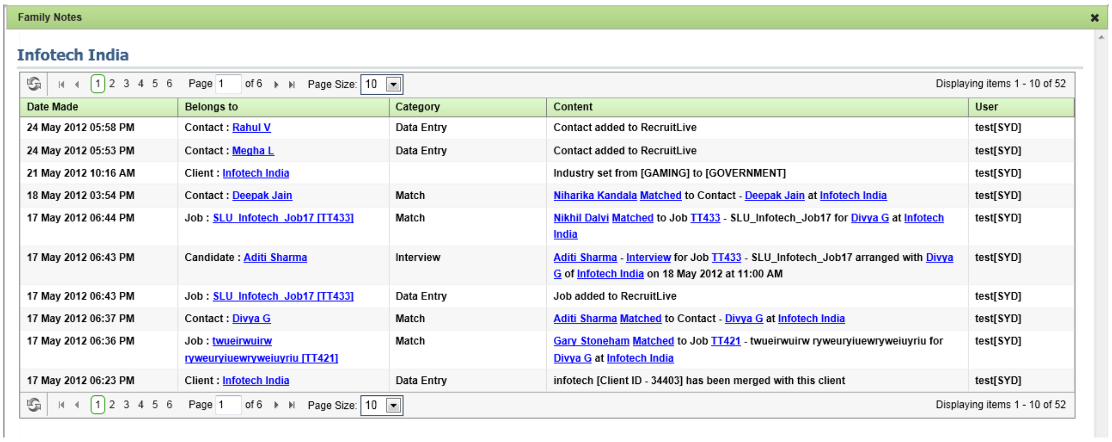
3.1.12 Manage Document

To upload documents for the loaded client, Click on Edit->Documents, the manage document window will be loaded

The screen shows the list of the documents uploaded for the client.You can select the desired category and upload the required document. Once uploaded the document would be available to view/download in the list.

3.1.12 Family->Notes/Tree

To view the notes related to the entire family of the loaded client, Click on Family->Notes



Family Notes

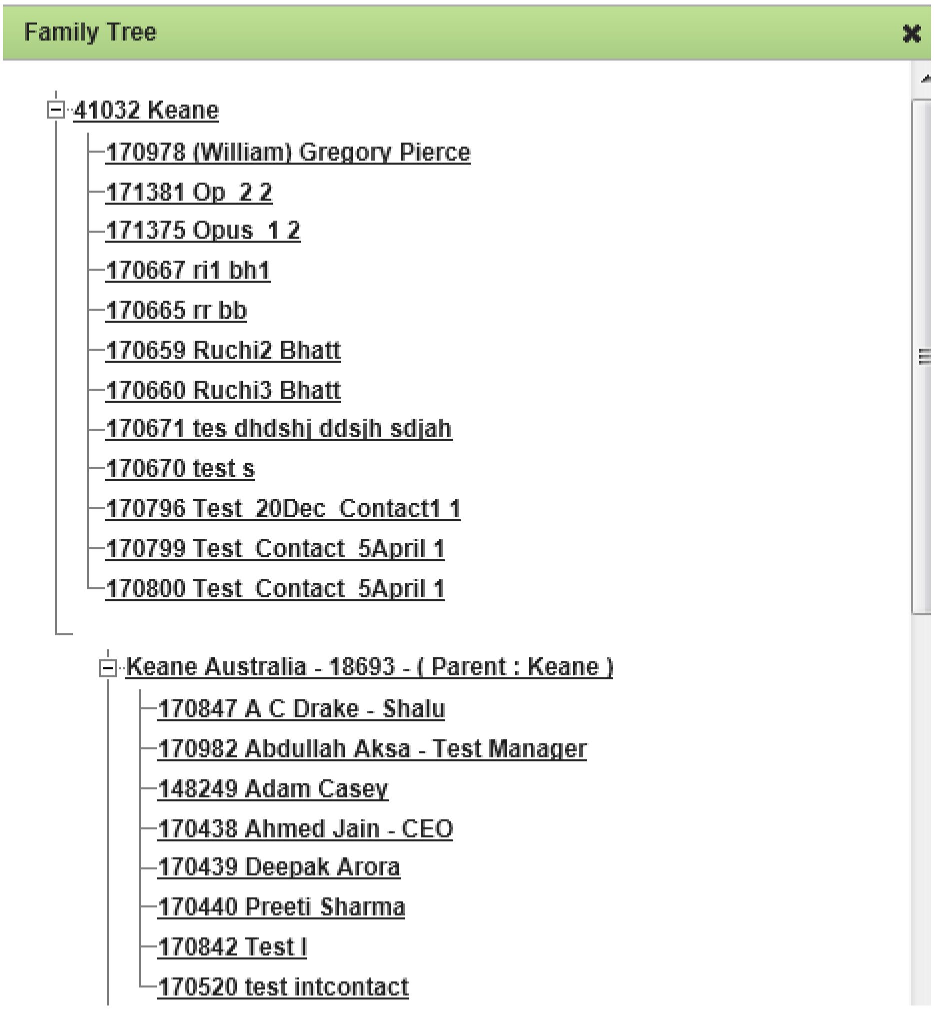
Infotech India

1 2 3 4 5 6 Page 1 of 6 Page Size: 10 Displaying items 1 - 10 of 52

Date Made	Belongs to	Category	Content	User
24 May 2012 05:58 PM	Contact : Rahul V	Data Entry	Contact added to RecruitLive	test[SYD]
24 May 2012 05:53 PM	Contact : Megha L	Data Entry	Contact added to RecruitLive	test[SYD]
21 May 2012 10:16 AM	Client : Infotech India		Industry set from [GAMING] to [GOVERNMENT]	test[SYD]
18 May 2012 03:54 PM	Contact : Deepak Jain	Match	Niharika Kandala Matched to Contact - Deepak Jain at Infotech India	test[SYD]
17 May 2012 06:44 PM	Job : SLU Infotech Job17 [TT433]	Match	Nikhil Dalvi Matched to Job TT433 - SLU_Infotech_Job17 for Divya G at Infotech India	test[SYD]
17 May 2012 06:43 PM	Candidate : Aditi Sharma	Interview	Aditi Sharma - Interview for Job TT433 - SLU_Infotech_Job17 arranged with Divya G of Infotech India on 18 May 2012 at 11:00 AM	test[SYD]
17 May 2012 06:43 PM	Job : SLU Infotech Job17 [TT433]	Data Entry	Job added to RecruitLive	test[SYD]
17 May 2012 06:37 PM	Contact : Divya G	Match	Aditi Sharma Matched to Contact - Divya G at Infotech India	test[SYD]
17 May 2012 06:36 PM	Job : twueirwuirw ryweuryiuewryweiuyriu [TT421]	Match	Gary Stoneham Matched to Job TT421 - twueirwuirw ryweuryiuewryweiuyriu for Divya G at Infotech India	test[SYD]
17 May 2012 06:23 PM	Client : Infotech India	Data Entry	infotech [Client ID - 34403] has been merged with this client	test[SYD]

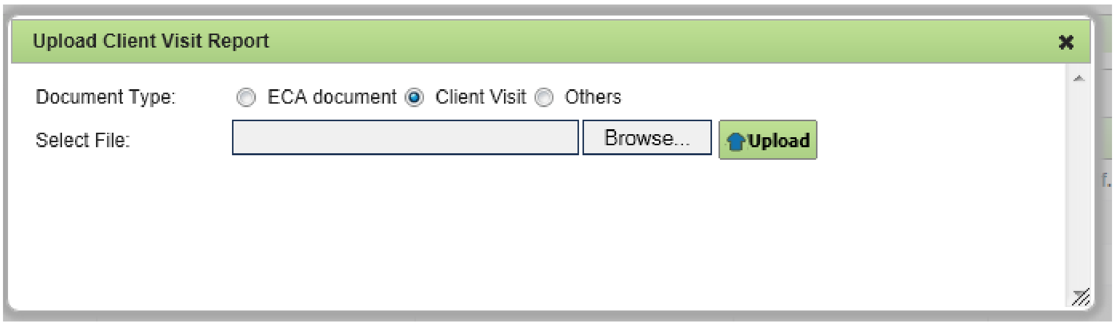
1 2 3 4 5 6 Page 1 of 6 Page Size: 10 Displaying items 1 - 10 of 52

To view the family tree, Click on Family->tree. This would show the hierarchy of the clients in the parent- child relationship in a tree form.



3.1.12 Client Visit->Upload

To upload the Client visit report, user can click on Client visit->Upload

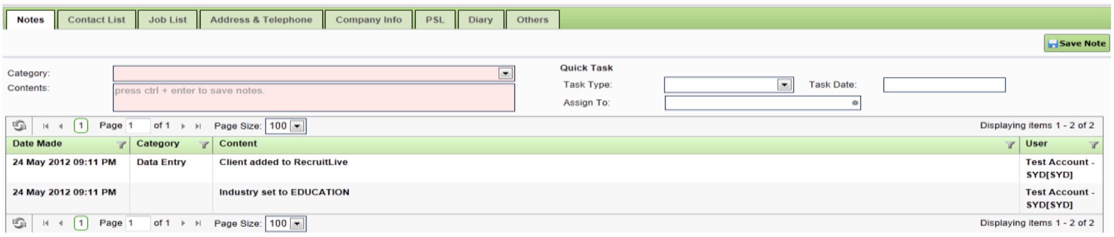


3.1.2 Tabs

3.1.2.1 Notes tab

This tab lists all the notes related to that client.

Whenever a new client is created sytem generated notes get stamped for that client with category as ‘Data Entry’ and appropriate description and date time stamp



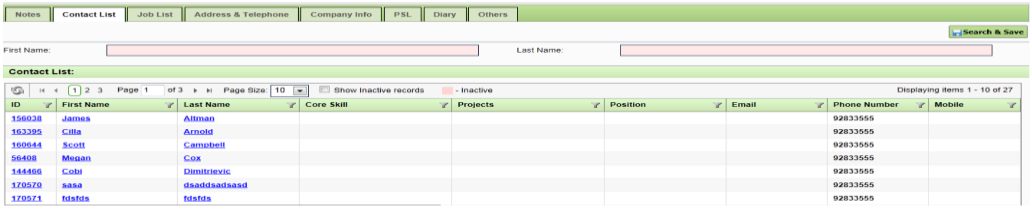
To enter any notes explicitly, you can select the desired category and enter the comments and click on ‘Save Note’. The values in the category lookup include

- Assessment
- Bad Info
- Data Entry
- Directions
- Good Info
- Leads
- New Sites
- PSL
- Resourced By

- Site Visit
- Terms

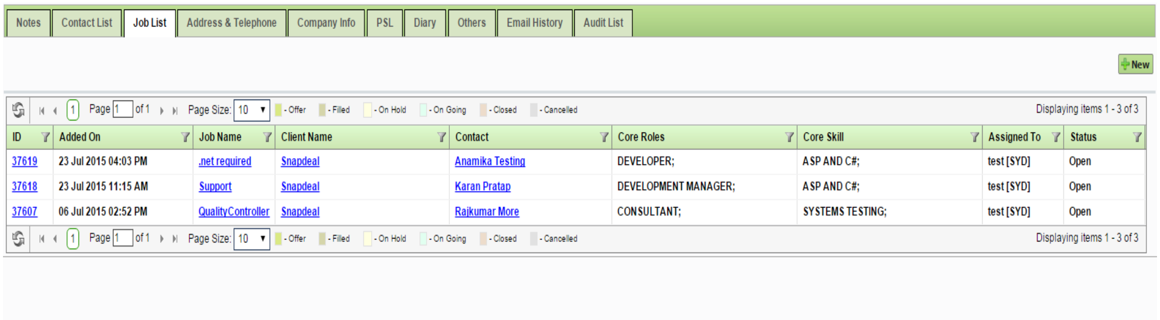
3.1.2 .2 Contact List tab

This tab lists all the contacts available for that client. It also provides the option to create a new contact for the selected client. You can enter the first Name , last Name and click on ‘Search & Save’.



3.1.2.3 Job List tab

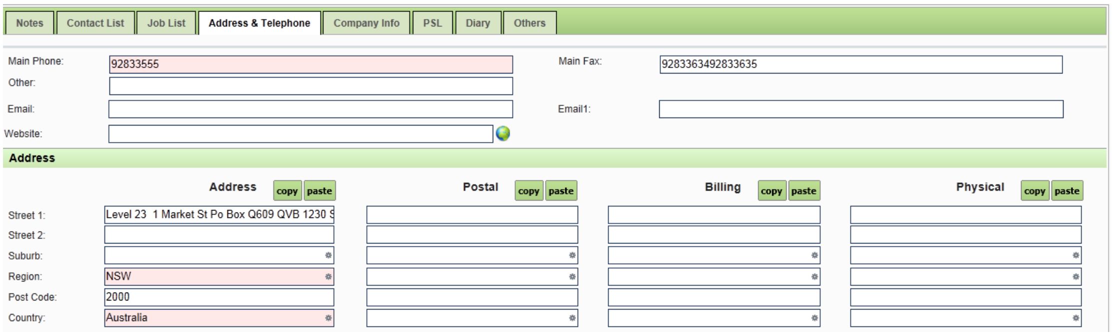
The job list tab lists the jobs created for that client. User can also create a new job by clicking on the button ‘New’ on the right top corner of grid.



3.1.2.4 Address & Telephone

This tab lists all the address related information required for the client. User can enter different types of address

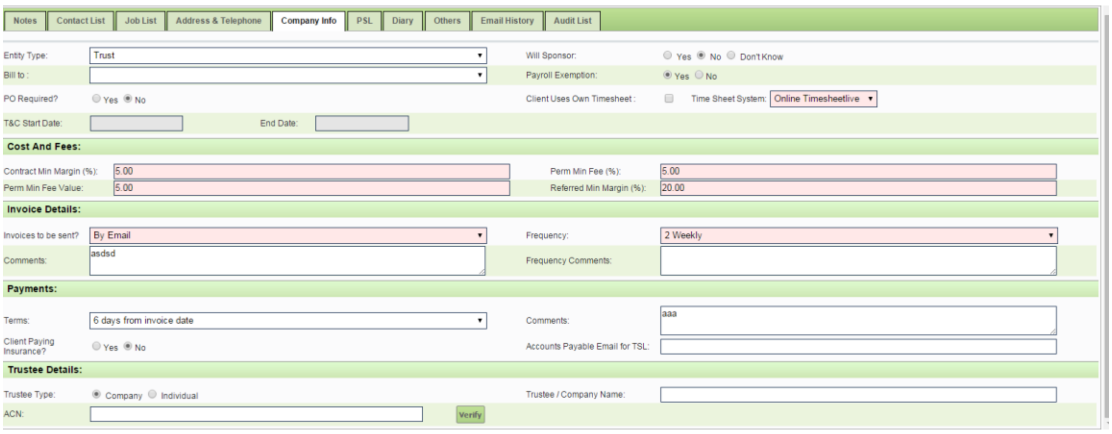
- Client Address
- Postal Address
- Billing Address
- Physical Address



System allows the option to 'Copy' one type of address to and 'Paste' in the desired one. For eg, In case the postal address is same as physical address, you can click on 'Copy' of Postal section and click on 'Paste' of Physical section.

3.1.2.5 Company Info

This tab lists down all the fields that are required for the Invoice and payments. This information is picked and shown in the placements made for the selected client.

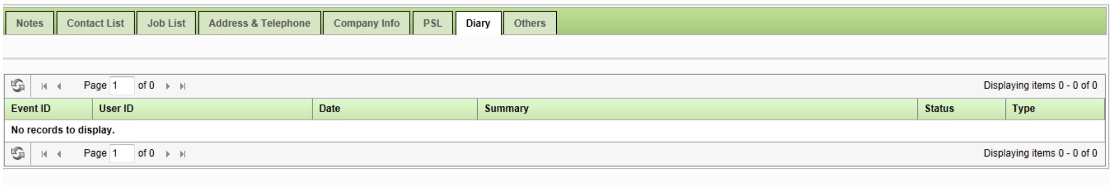


3.1.2.6 PSL

This tab lists the fields related to the is the Preferred Supplier.

3.1.2.7 Diary

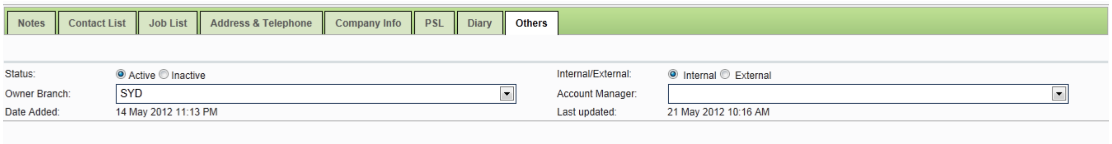
The diary tab lists down all the events/meetings scheduled for the client.



3.1.2.8 Others

This tab lists the fields related to status, Date added, last updated for the client.

The field 'Internal/External' defines whether the client is Internal or External. For the clients marked as 'Internal', the Contacts become Internal Contacts. The HR module of Recruitliveis available to only the internal contacts.

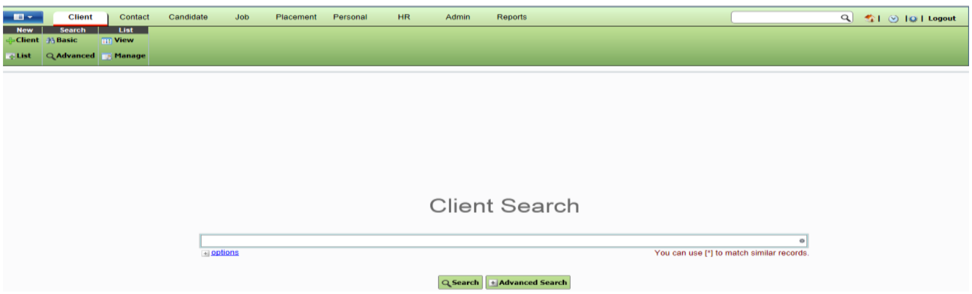


3.2 Search Client

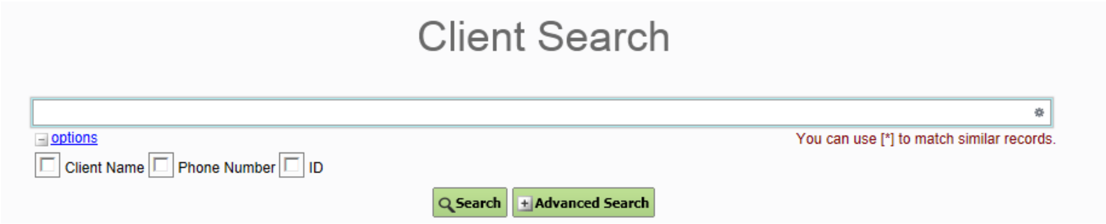
Across the modules Recruitlive provides 2 different search options

3.2.1 Basic Search

Click on Search->basic, the basic search screen gets loaded. As the user types in the desired name of the client, the system shows the existing clients with that name through the built in intellisense.

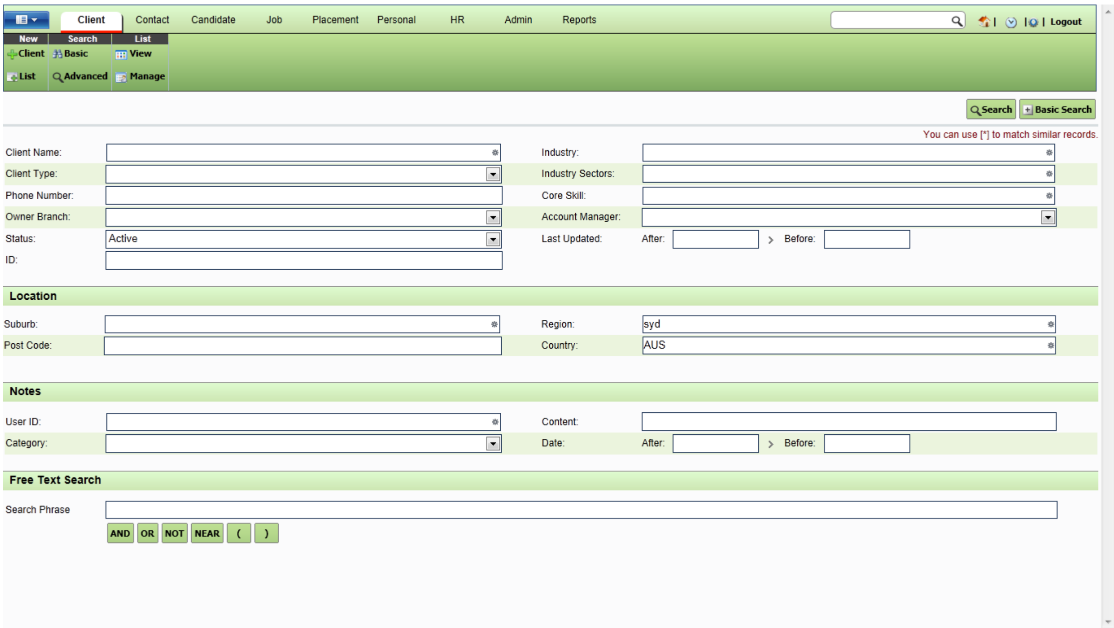


By default the value keyed in by the user is searched in the fields ‘Clientname’, Phonenumber, ID . In case you want the system to search in only 1 or more of the field, click on the options link and sleect the required checkbox.



3.2.2 Advance Search

To access the advance search, click on Search->Advance, and the following screen would be loaded.



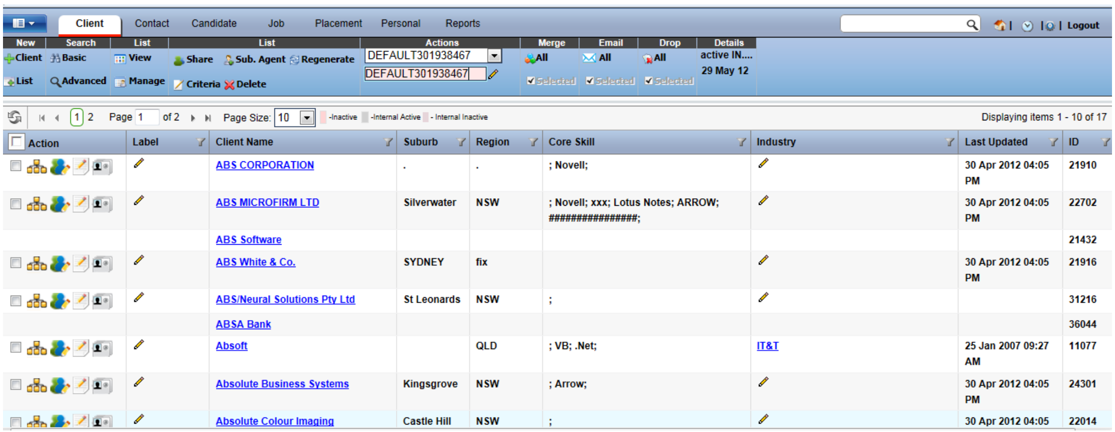
Advance search provides the various search option to search resume.

- Search criteria against various fields
- Free text search: You can search for keywords in the documents loaded for the client
- Boolean search: You can search for Booleans conditions like "C# and Sql server or (Asp.net)' in free text search
- Search within Notes: You have the option to search within the notes added for the client.

3.3 Create / View / Manage List

When the user clicks on the menu option List->View, the default list is loaded.

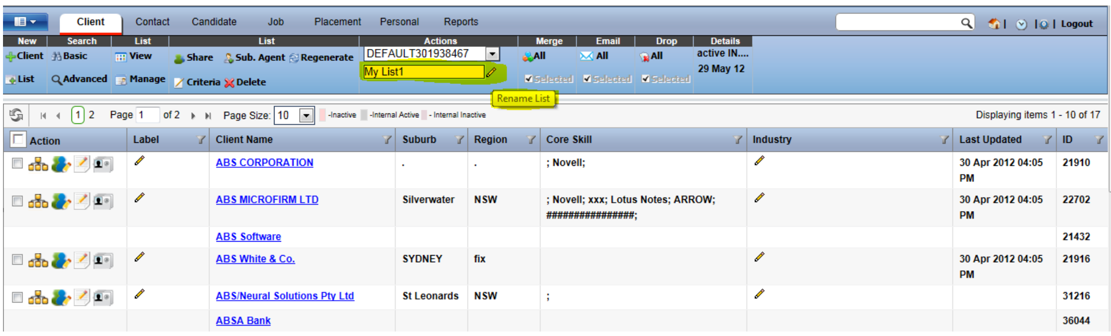
The results of the search screen are displayed in the list screen. The user can filter the list on any of the columns as desired.



3.3.1 Ribbon Bar options

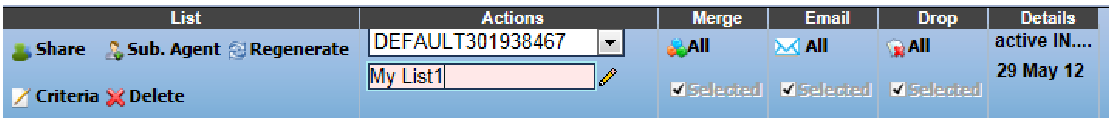
3.3.1.1. Rename List

In case you want to save the set of records for further use, you can type in the name in the text box and click on Rename list



3.3.1.2. Others

- The system allows the user to select the records in the list and do collective action on to the complete list or the selected records. The various available in the ribbon bar are 'Merge' to a new list, 'Delete' the records, send 'Email'



Subscribe search agent: The system allows the user to subscribe the search agent for a given list. Once he does this, he would get emails on the set frequency for any record added in the database which suffices the search criteria of the given list.

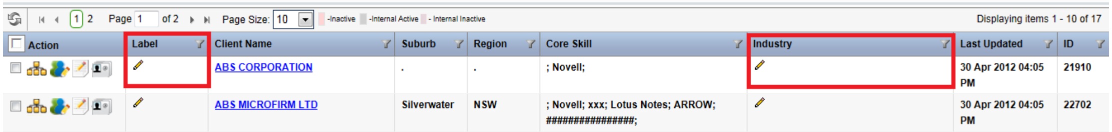
3.3.2 Quick Actions

For the given record in the row, system provides some quick actions in the left most columns like

- View Family tree
- View Family Notes
- Quick notes
- Quick address

The system allows the user to edit few of the columns from the list screen itself. They include

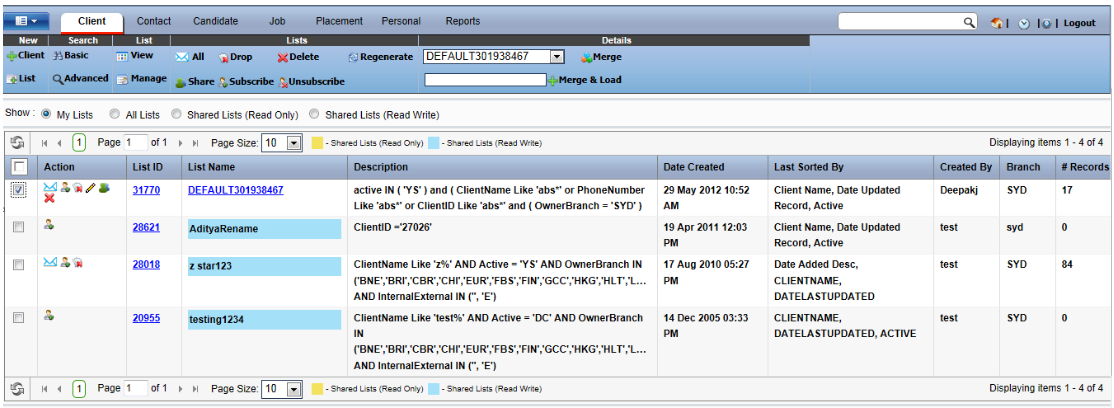
- Label
- Industry



3.3.3 Manage List

User can access this screen from List->Manage, The screen provides the user to perform collective action on the given list. Also the user can select the list and perform some collective actions on them. The actions include

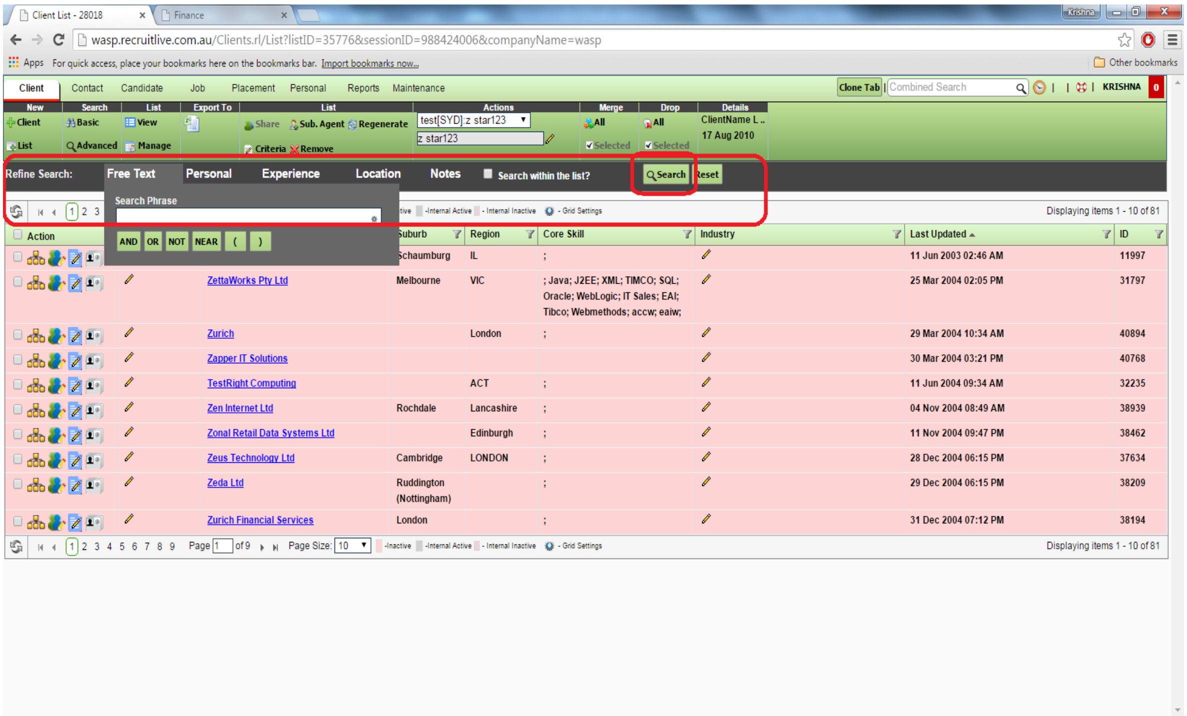
- Subscribe/ Unsubscribe search agent
- Delete
- Merge



3.3.4 Refine Search

User can carry out Refine Search in List. The screen provides black ribbon that had following filter criterias to refine the search requirements from the list:

- Free Text : Can search any text value
- Personal : Can search by Client Name and Phone
- Experience : Can search on Industry Sectors and Core Skills
- Location : Can seach in list by Post Code, Suburb, Region and Country
- Notes: Can search clients by Notes if any created, in the list

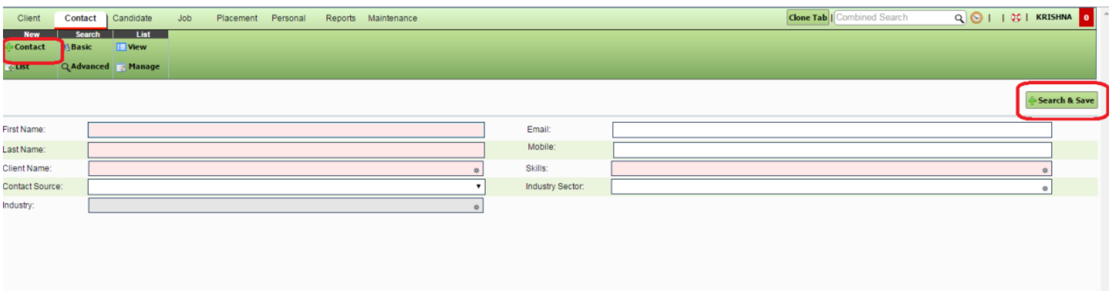


2. *Contact Module*

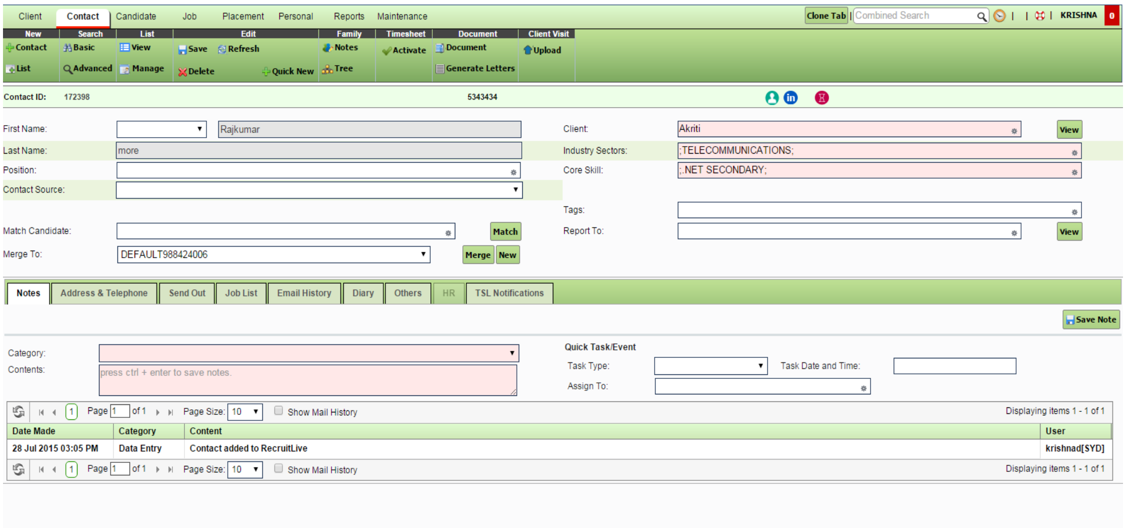
4.1 Create new Contact

Under the main menu Contact select the following in the ribbon bar.

New->Contact



Enter the appropriate value in the First name, Last Name, Client Name,Core skills, Contact Source, Industry, Mobile and Industry Sector. Click on 'Search & Save'. User will be navigated to Edit Contact screen.

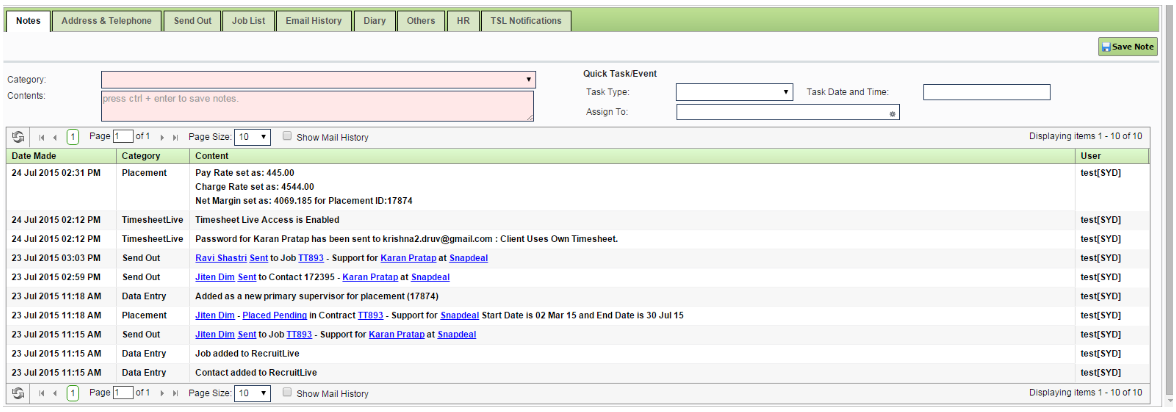


The information required for the Contact is arranged in different groups which are shown on screen as tab. Following are the tabs available on the contact screen.

4.1.1 Tabs

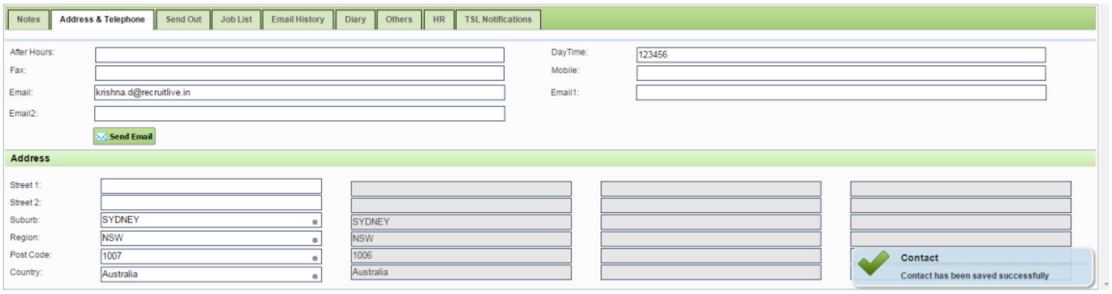
4.1.1.1 Notes tab

This tab lists all the notes related to that contact.



4.1.1 .2 Address & Telephone tab

This tab lists all the address related information required for the Contact. User can enter different types of address



4.1.1.3 Send Out List tab

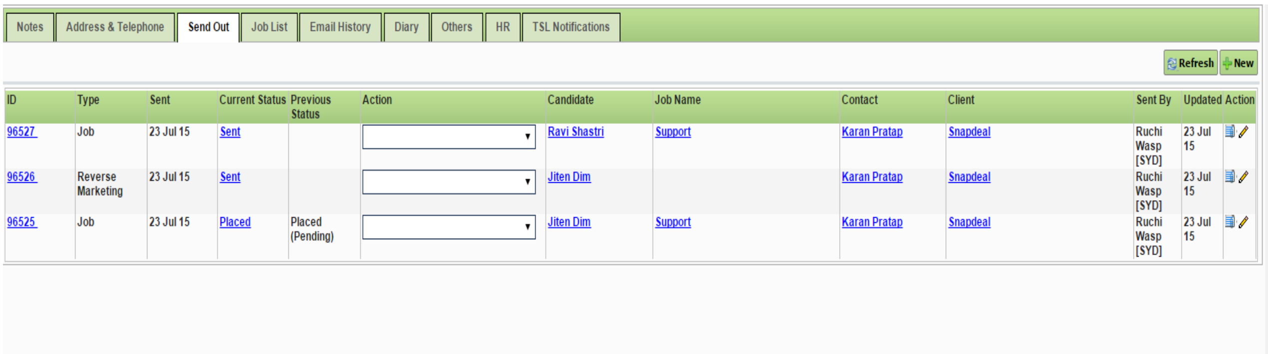
To create a new send out the following can be done

- User can select the candidate in Match Candidate lookup and click on 'Match'. The candidate would be added in send out tab with current status as 'Matched'.

Or

- Click on send out tab->Click on the 'New' button, select the candidate and Save. The record would be added with current status = 'Sent'.

  Once the send out is created, the send out tab would show the list of the same and the appropriate actions would be available to the user.



4.1.1.4 Job List tab

The job list tab lists the jobs created for that contact. User can also create a new job by clicking on the button 'New' on the right top corner of grid.

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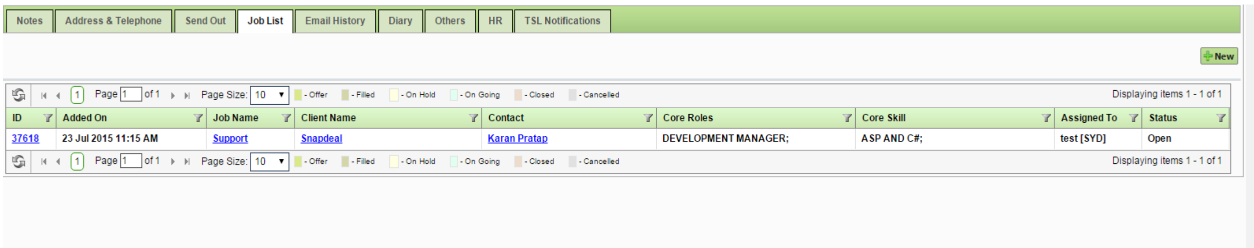

ID	Added On	Job Name	Client Name	Contact	Core Roles	Core Skill	Assigned To	Status
37618	23 Jul 2015 11:15 AM	Support	Snapdeal	Karan Pratap	DEVELOPMENT MANAGER;	ASP AND C#;	test [SYD]	Open

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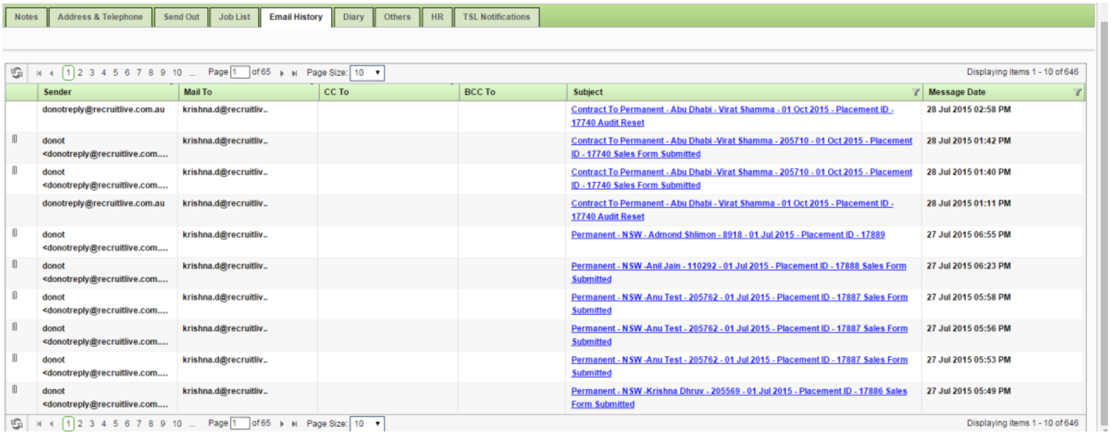
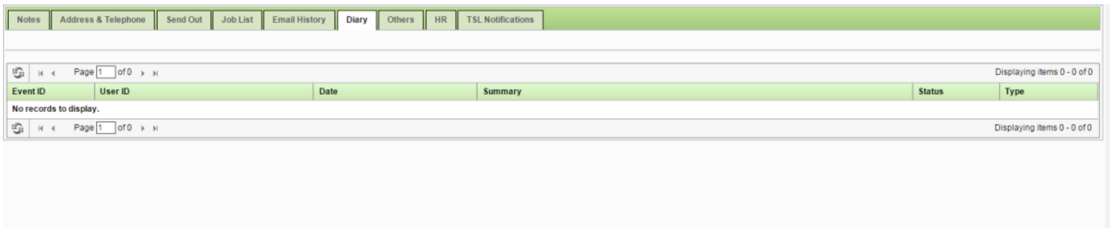
4.1.1.5 Email History

This tab lists all the emails sent by that contact through RL. Emails can be opened and viewed by clicking on Subject column.



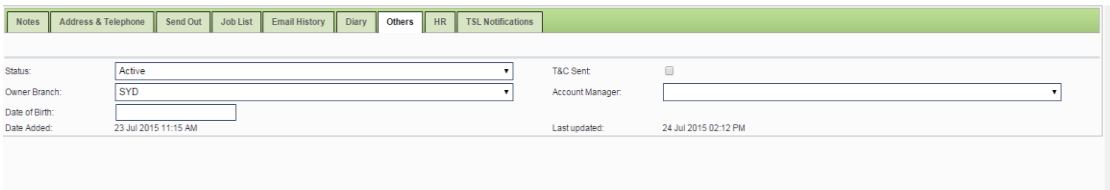
4.1.1.6 Diary

The diary tab lists down all the events/meetings scheduled for the contact.



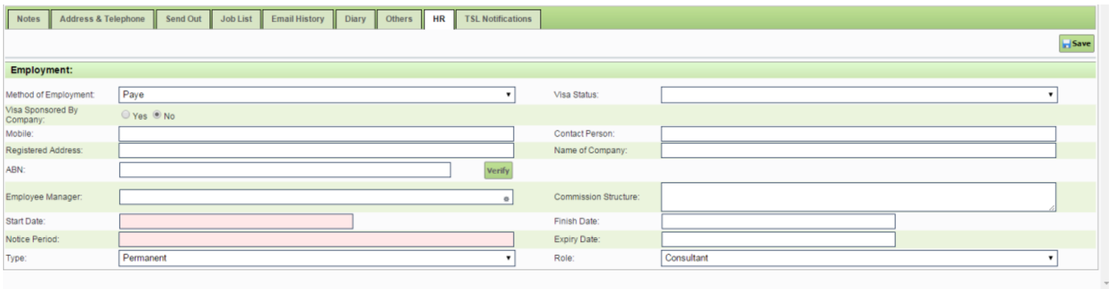
4.1.1.7 Others

This tab lists the fields related to status, Date added, last updated, Branch of contact and his/her Account Manager as well as Date of Birth for the contact.



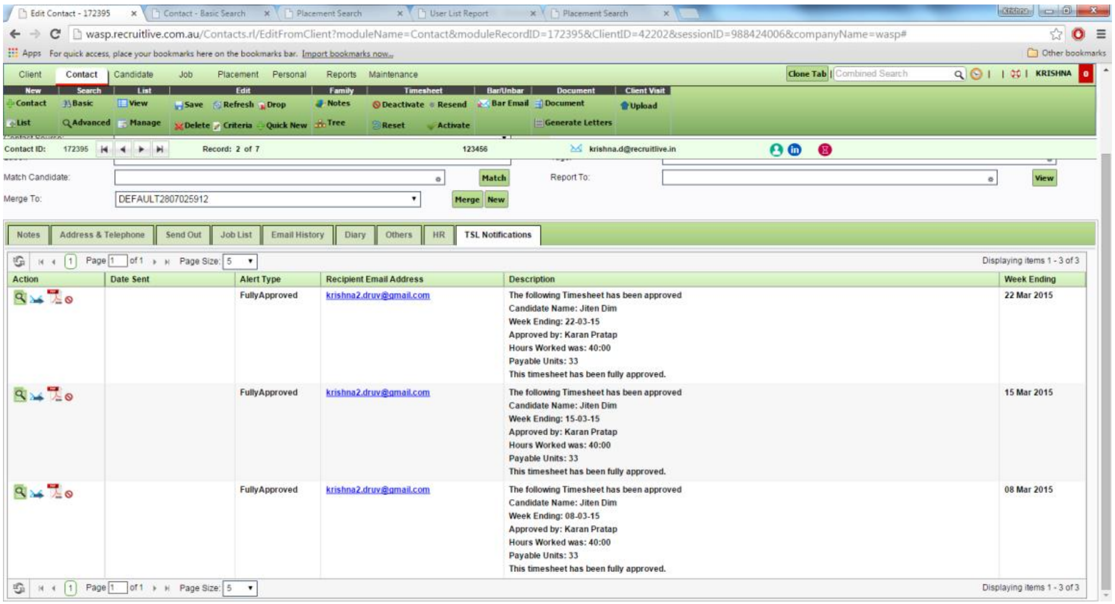
4.1.1.8 HR

This tab list all HR related details for that contact



4.1.1.9 TSL Notifications

This tab list all TimeSheet Live Notifications if any of them is sent or received.

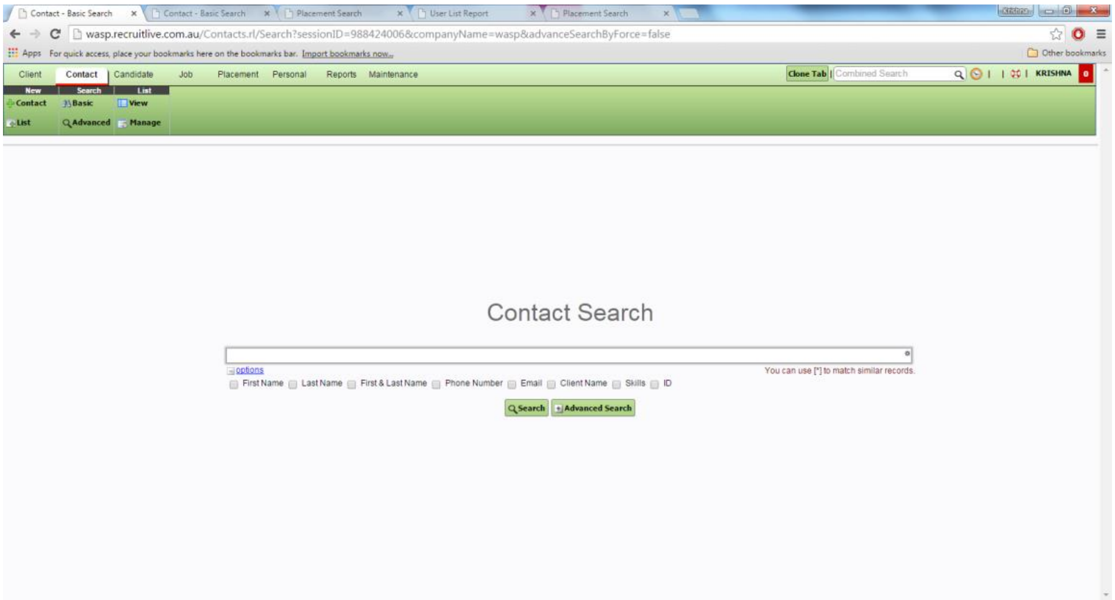


4.2 Search Contact

Across the modules Recruitlive provides 3 different search options

4.2.1 Basic Search

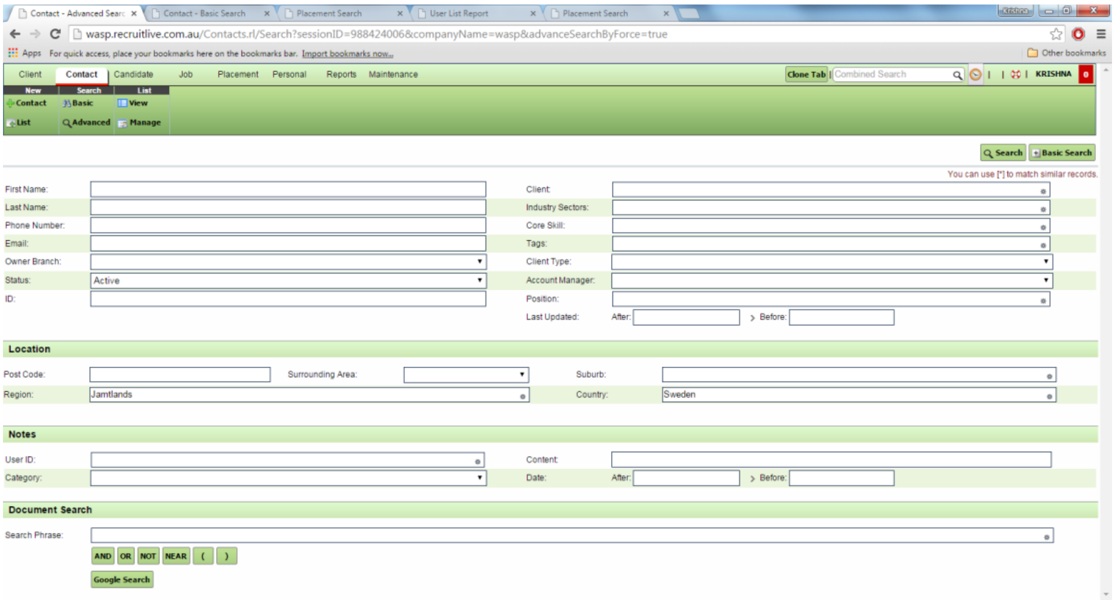
Click on Search->basic, the basic search screen gets loaded. As the user types in the desired name of the contact, the system shows the existing contact with that name through the built in intellisense.



By default the value keyed in by the user is searched in the fields 'First & Last Name', First Name, Last Name, Phone number, Email, Client Name, ID . In case you want the system to search in only 1 or more of the field, click on the options link and select the required checkbox.

4.2.2 Advance Search

To access the advance search, click on Contact →Search->Advance, and the following screen would be loaded.

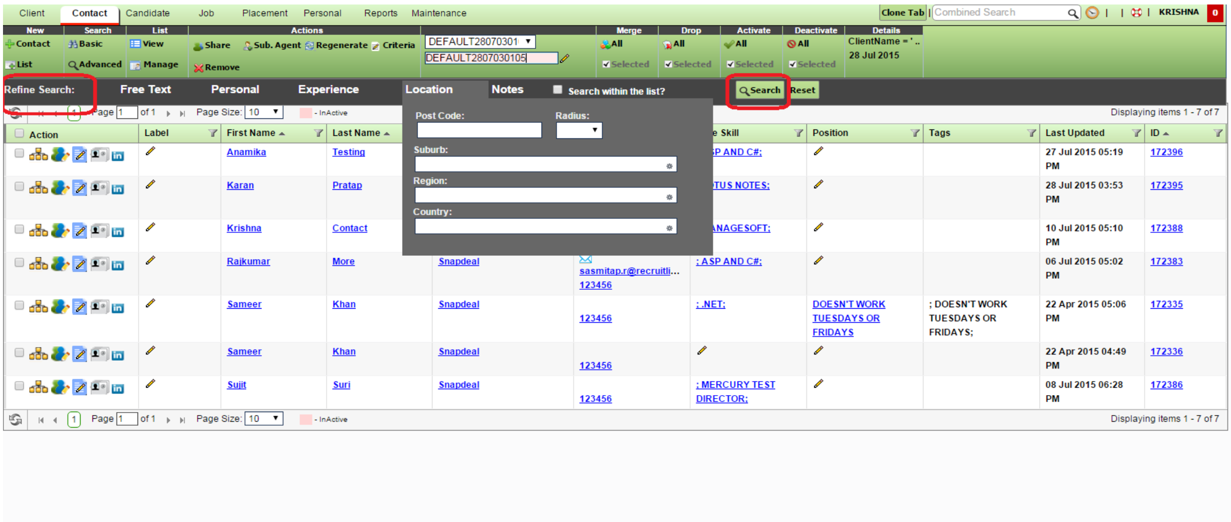


Advance search provides the various search option to search resume.

- Search criteria against various fields
- Free text search: You can search for keywords in the documents loaded for the client
- Boolean search: You can search for Booleans conditions like "C# and Sql server or (Asp.net)' in free text search
- Search within Notes: You have the option to search within the notes added for the client.

4.2.3 Refine Search

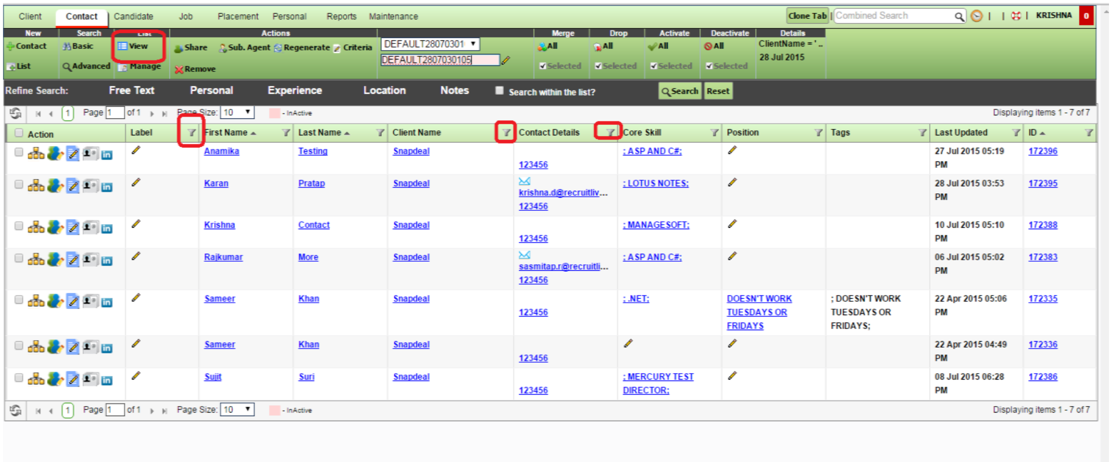
This kind of search can be applied on Contact List. When we open any contact list there is option to refine the search in the list.


Client
Contact
Candidate
Job
Placement
Personal
Reports
Maintenance
Clone Tab
Combined Search
KRISHNA
Refine Search:
Free Text
Personal
Experience
Location
Notes
Search within the list?
Search
Reset
Post Code:
Radius:
Suburb:
Region:
Country:
Action
Label
First Name
Last Name
Skill
Position
Tags
Last Updated
ID
Displaying items 1 - 7 of 7

4.3 *Create / View / Manage List*

When the user clicks on the menu option List->View, the default list is loaded.

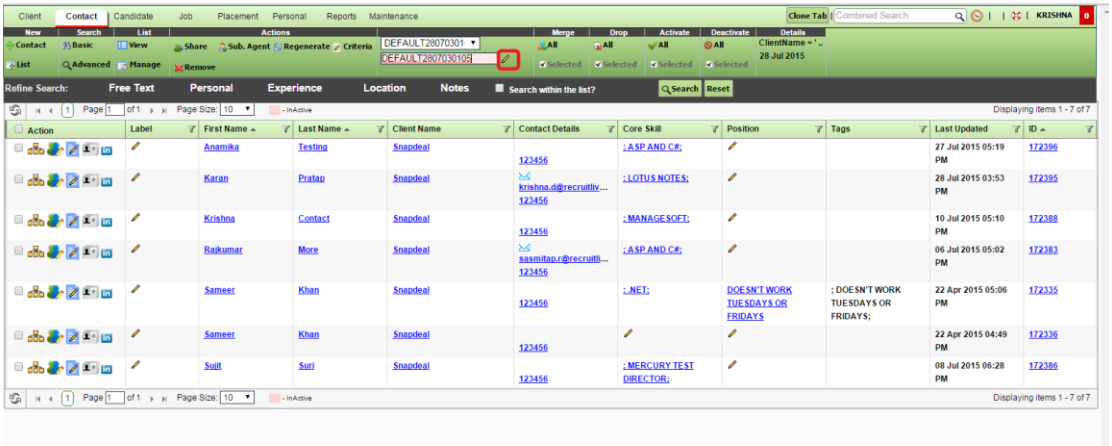
The results of the search screen are displayed in the list screen. The user can filter the list on any of the columns as desired.



4.3.1 Ribbon Bar options

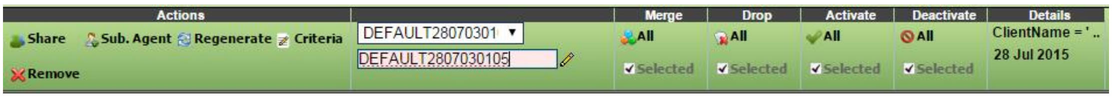
4.3.1.1. Rename List

In case you want to save the set of records for further use, you can type in the name in the text box and click on Rename list



4.3.1.2. Others

- The system allows the user to select the records in the list and do collective action on to the complete list or the selected records. The various available in the ribbon bar are 'Merge' to a new list, 'Delete' the records, Activate, Deactivate

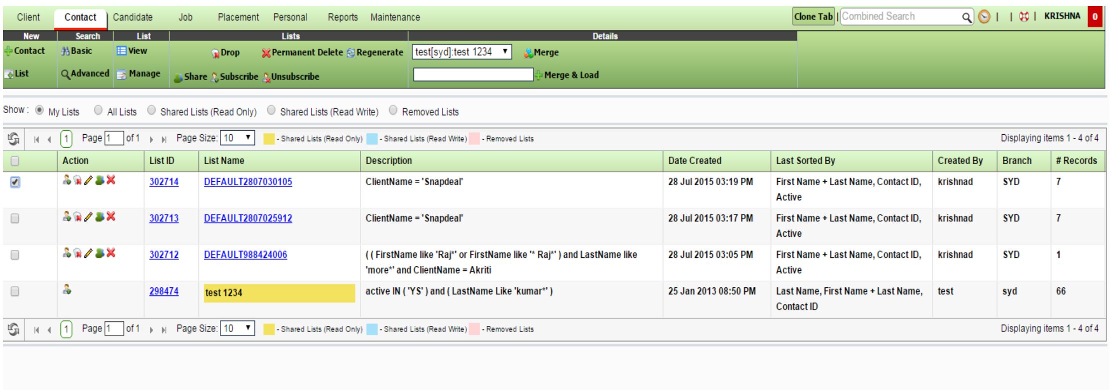


Subscribe search agent: The system allows the user to subscribe the search agent for a given list. Once he does this, he would get emails on the set frequency for any record added in the database, which suffices the search criteria of the given list.

4.3.3 Manage List

User can access this screen from List->Manage, The screen provides the user to perform collective action on the given list. Also the user can select the list and perform some collective actions on them. The actions include

- Subscribe/ Unsubscribe search agent
- Permanent Delete
- Regenerate
- Drop List
- Merge

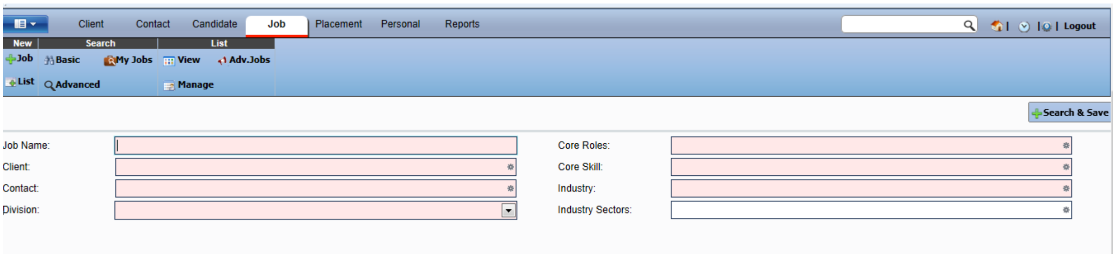


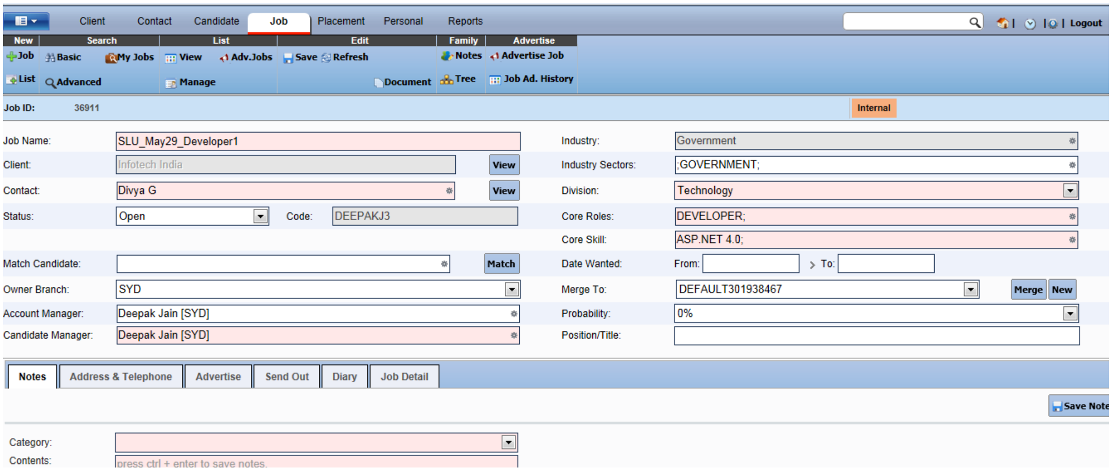
3. Job Module

This module allows the user to create jobs /send outs and new placements

6.1 Create a new job

From the job menu select New->Job, the following screen would be displayed.





6.2 Create a new job send out

To create a new send out the following can be done

- User can select the candidate in Match Candidate lookup and click on 'Match'. The candidate would be added in send out tab with current status as 'Matched'.

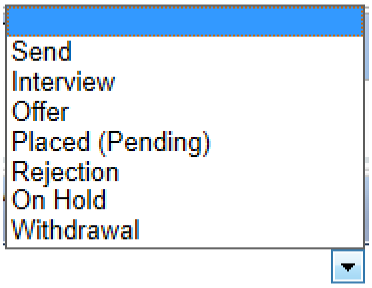
Or

- Click on send out tab->Click on the 'New' button, select the candidate and Save. The record would be added with current status = 'Sent'.

  Once the send out is created, the send out tab would show the list of the same and the appropriate actions would be available to the user.

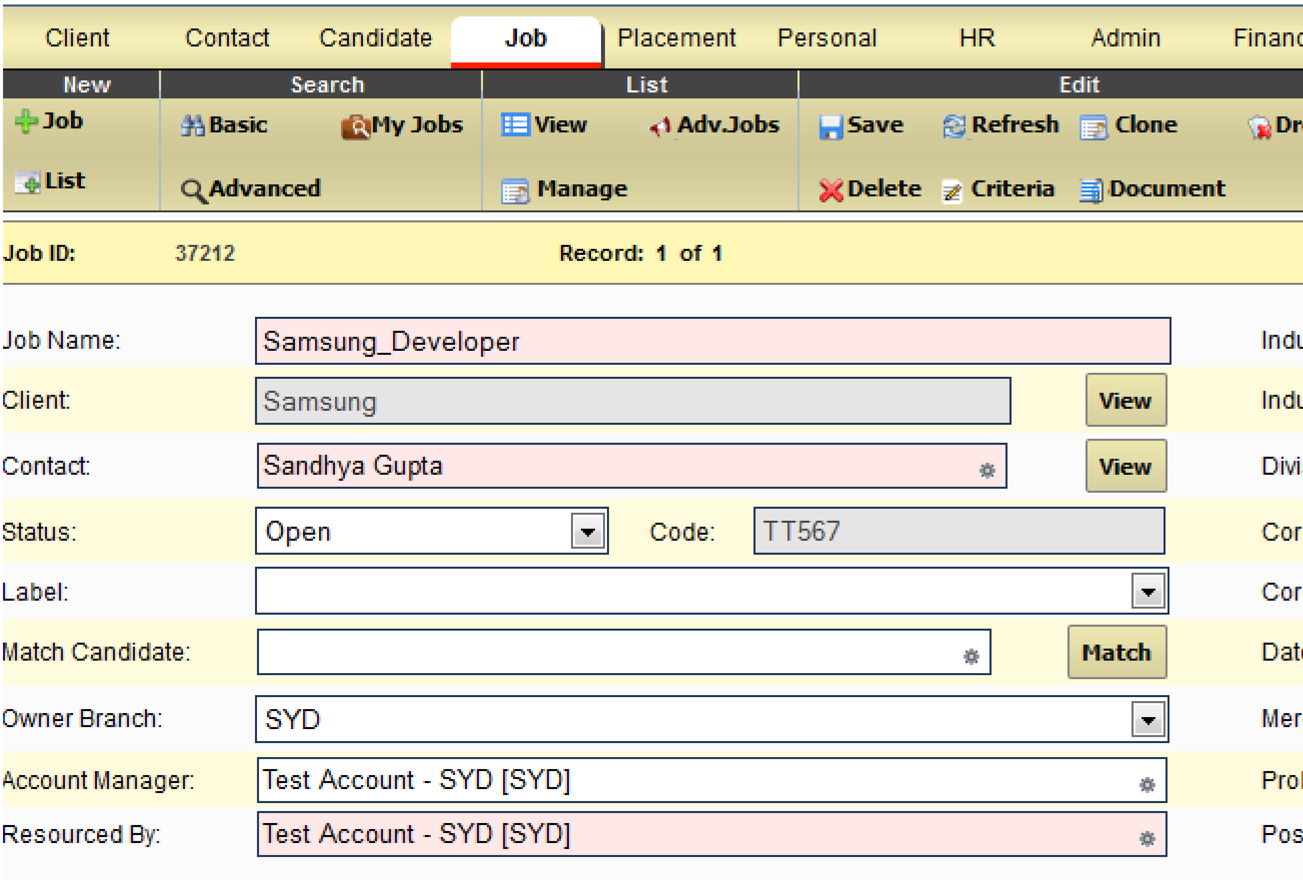
6.3 Actions for send outs

System allows the following actions for the records displayed in send out tab



6.4 Advertise a Job

1. Go to Job->Search -> enter the required details->Click on Search
2. The Edit Job screen will come up
3. In the ribbon bar, go to Advertise section and select**'Advertise Job'**.



Or

Go to 'Advertise' tab -> Click on the ***'Advertise Job'*** button.

setting the standard
RECRUITLIVE™

Notes | Address & Telephone | **Advertise** | Send Out | Diary | Job Detail | Job Ad Response

List of Templates:

ID	Template	Edit	Clone Templ
Sorry No Record Found !			

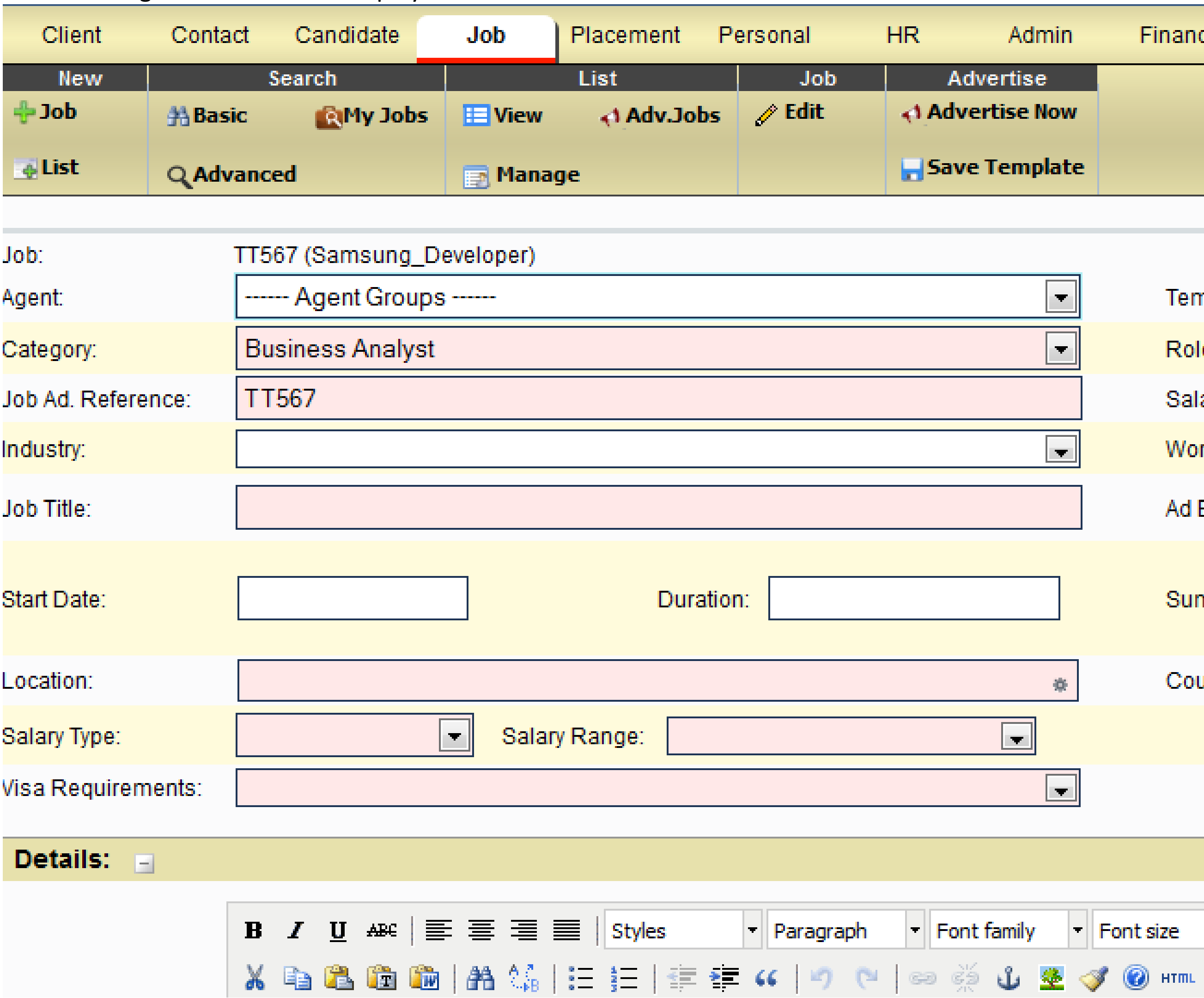
Seek Counter:

# Total Job Postings Setup	# Total Job Postings Used	# Postings a
Sorry No Record Found !		

Advertised History:

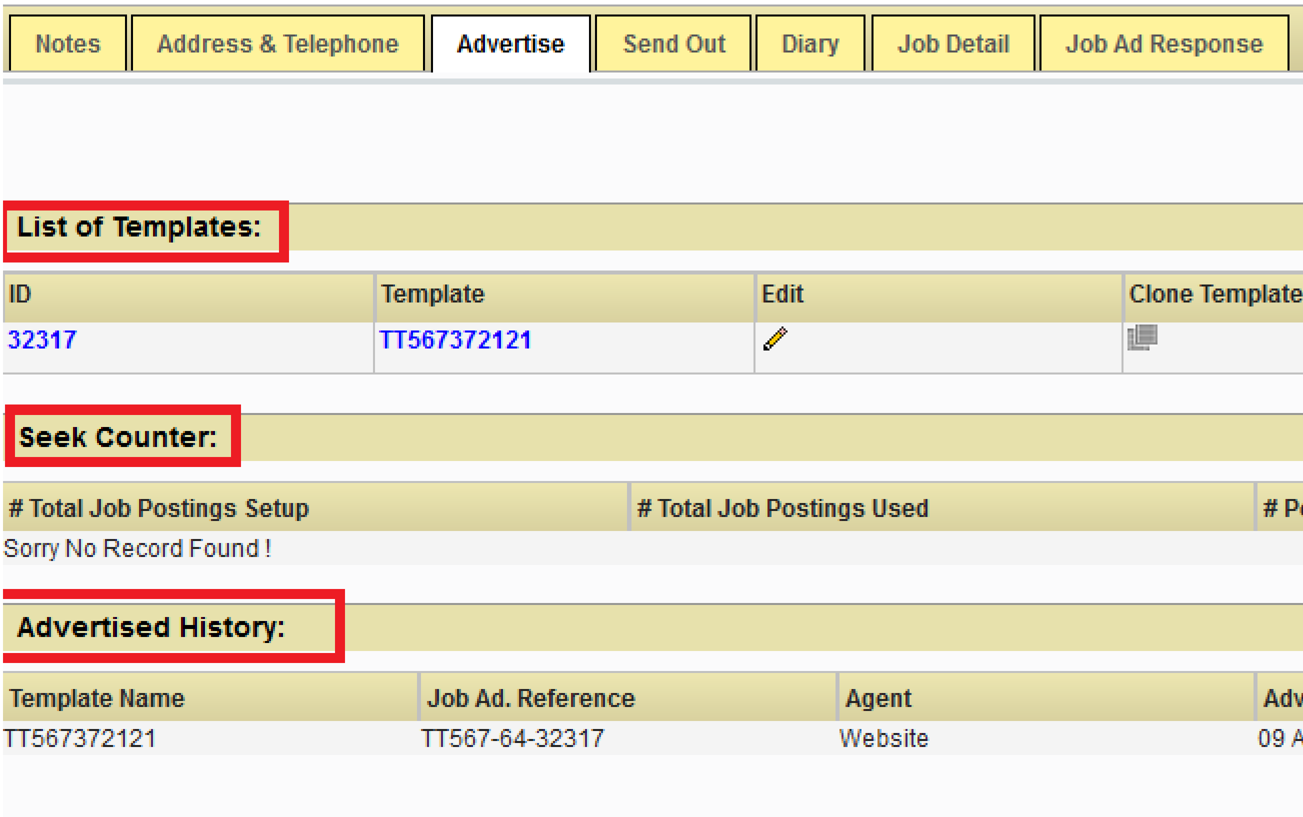
Template Name	Job Ad. Reference	Agent	Adv on
Sorry No Record Found !			

The following screen would be displayed.



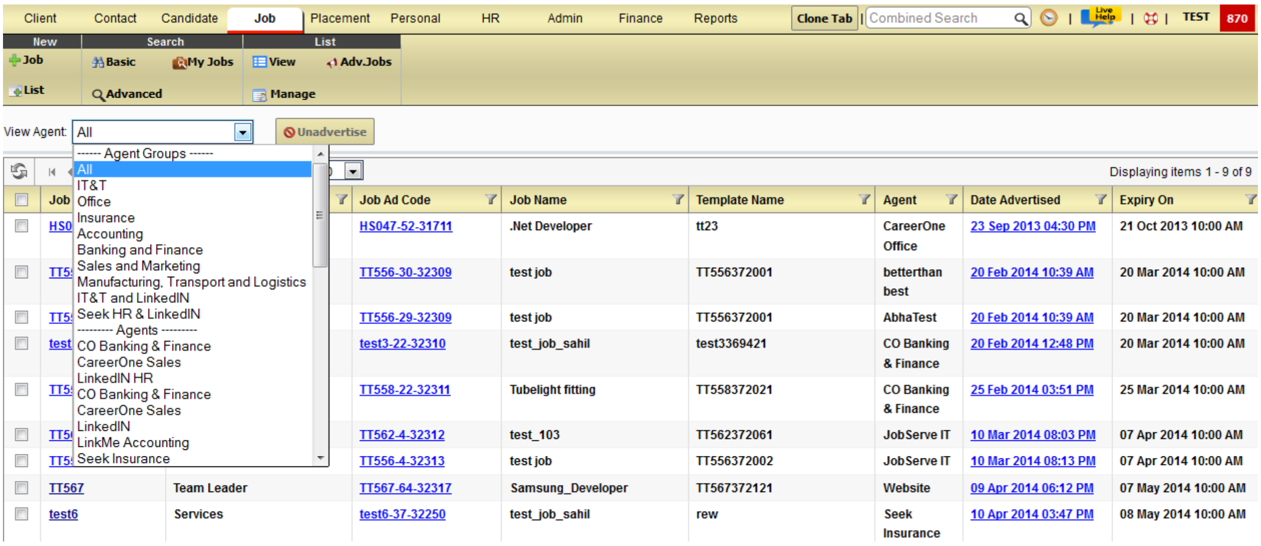
4. Select the **agent group / agent** and fill other mandatory details:
    1. Agent group has more than one agent linked with it.
    2. When you select agent, the job will be advertised for that agent only
    3. When you select Agent Group, the job will be advertised for all the agents in that group.
5. Click on **'Save Template'** in the ribbon bar->Advertise section
6. The template will be saved.
7. Click on **'Advertise Now'** in the ribbon Bar ->Advertise section
8. The job will be send for advertisement.
9. **Expiry Date = Advertised Date+ 30 days**.
10. The details would be visible on the **'Edit Job**' screen -> **Advertise tab**
11. This will display 3 section
    1. **List of templates** for the job will be displayed. You can click on
    2. **Advertised History:** This will display the job advertisement history.

3. **Seek Counter:** In case the agent is seek, the following details would be visible
    1. # Total Job Postings setup
    2. # Total Job Postings used
    3. #Postings available for use
    4. # You have consumed



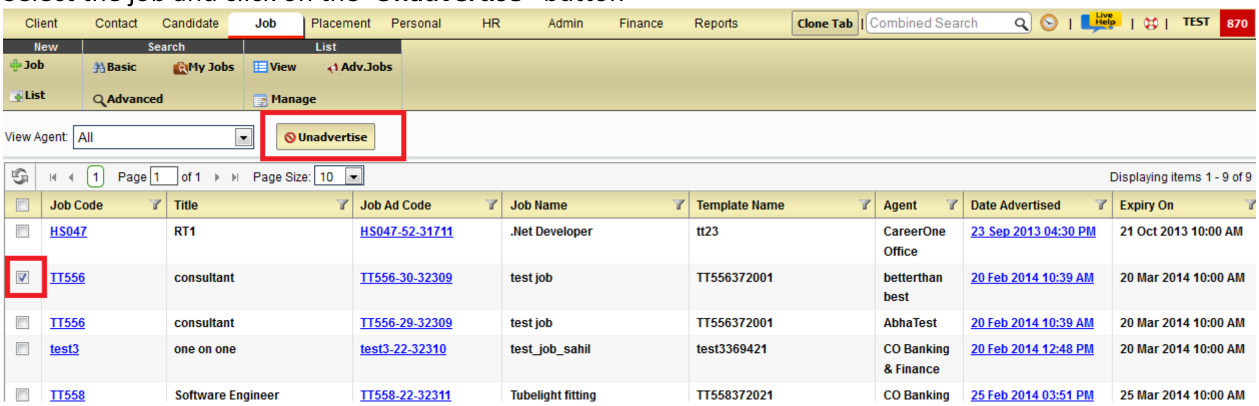
6.5 *View list of Advertised jobs*

- Go to **Job->List ->Adv job**
- Select 'All' or a specific agent from the drop down.
- The list of jobs would be displayed to you.



6.6 'Unadvertise' a job

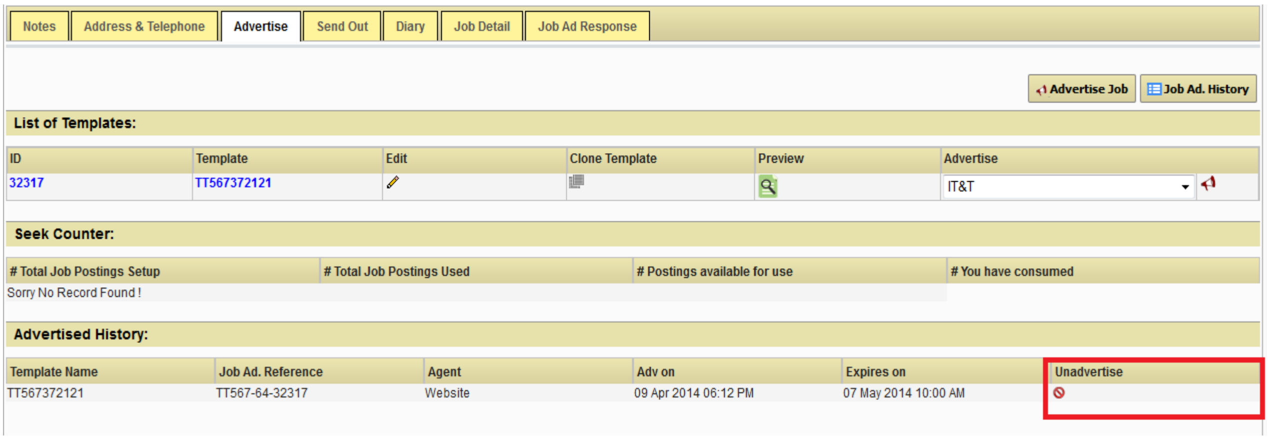
1. Go to **Job->'Adv Job's**-> find the job
2. Select the job and click on the **'Unadvertise'** button



3.

Alternatively

1. Go to **Job->Search job->Edit job** screen will be displayed
2. Click on the **'Advertise' tab**
3. In the section **'Advertised History'** -> Go to last column **'Unadvertise'**

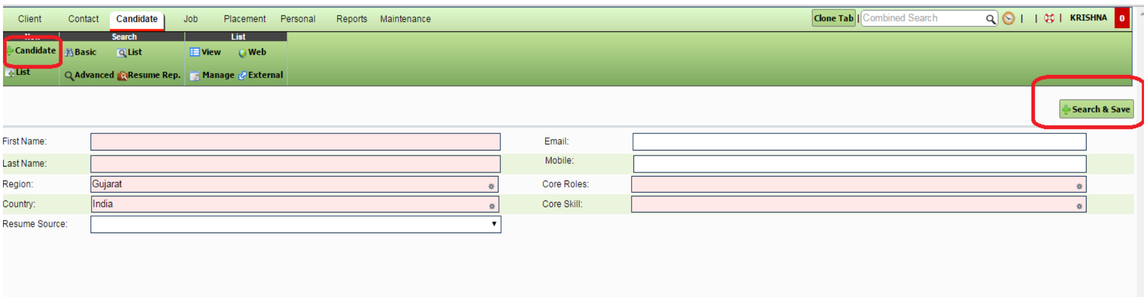


4. *Candidate Module*

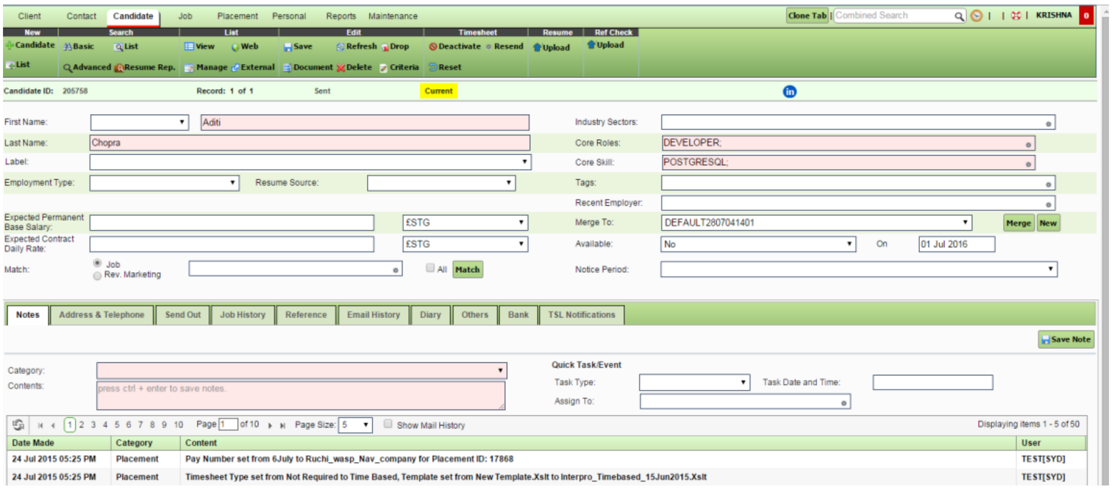
5.1 Create new Candidate

Under the main menu Candidate select the following in the ribbon bar.

New->Candidate



Enter the appropriate value in the First name, Last Name, Region , Country, Core skills, Core Roles, Email, Mobile and Resume Source. Click on 'Search & Save'. User will be navigated to Edit Candidate screen.

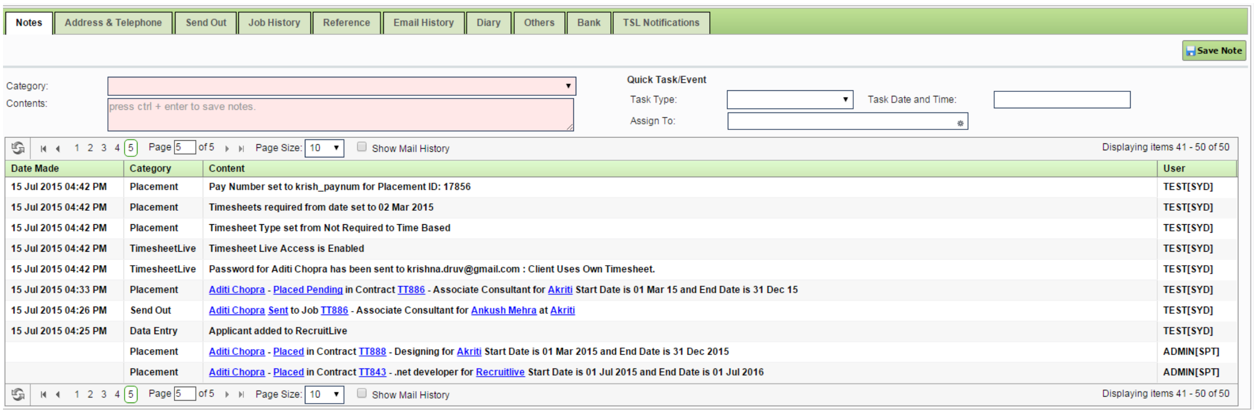


The information required for the Candidate is arranged in different groups which are shown on screen as tab. Following are the tabs available on the Candidate screen.

5.1.1 Tabs

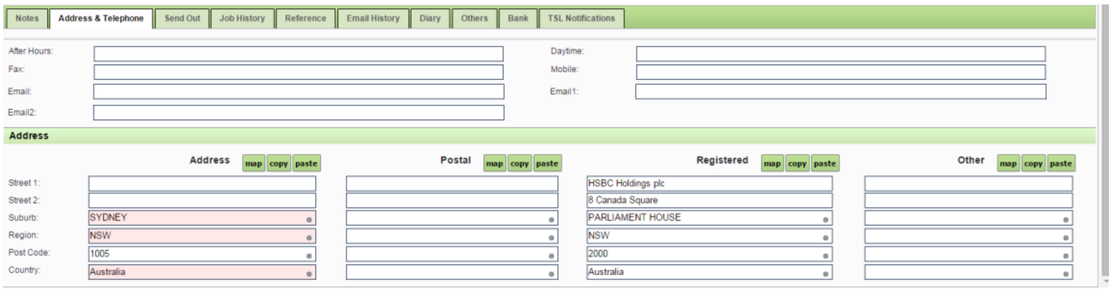
5.1.1.1 Notes tab

This tab lists all the notes related to that candidate. New note can also be created explicitly.



5.1.1 .2 Address & Telephone tab

This tab lists all the address related information required for the Contact. User can enter different types of address. User can also Copy/ Paste the address on various columns.



5.1.1.3 Send Out List tab

This tab lists all the send outs done for that particular candidate.

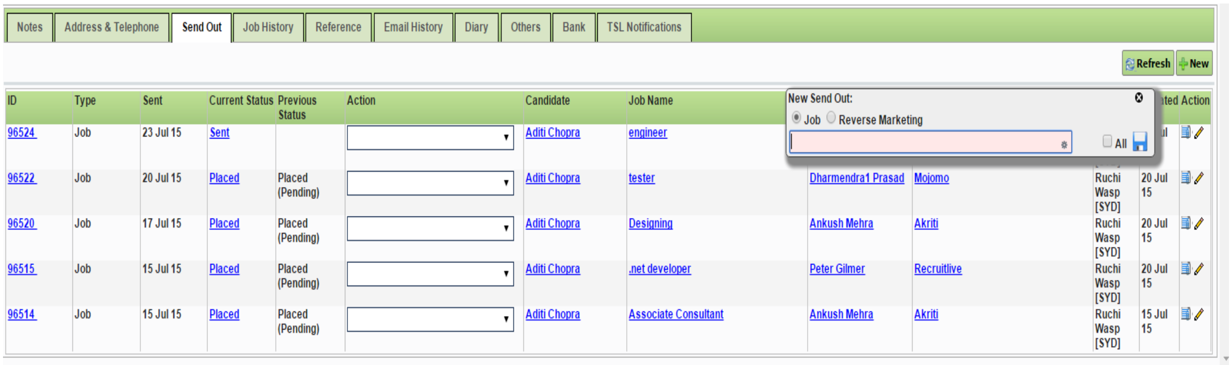
To create a new send out the following can be done

- User can select the candidate in Match Job lookup and click on 'Match'. The candidate would be added in send out tab with current status as 'Matched'.

Or

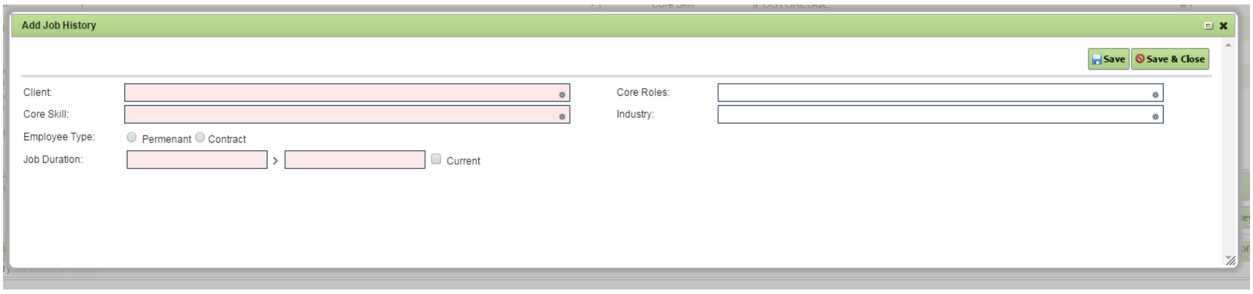
- Click on send out tab->Click on the 'New' button, select the candidate and Save. The record would be added with Current Status = 'Sent'.

  Once the send out is created, the send out tab would show the list of the same and the appropriate actions would be available to the user.



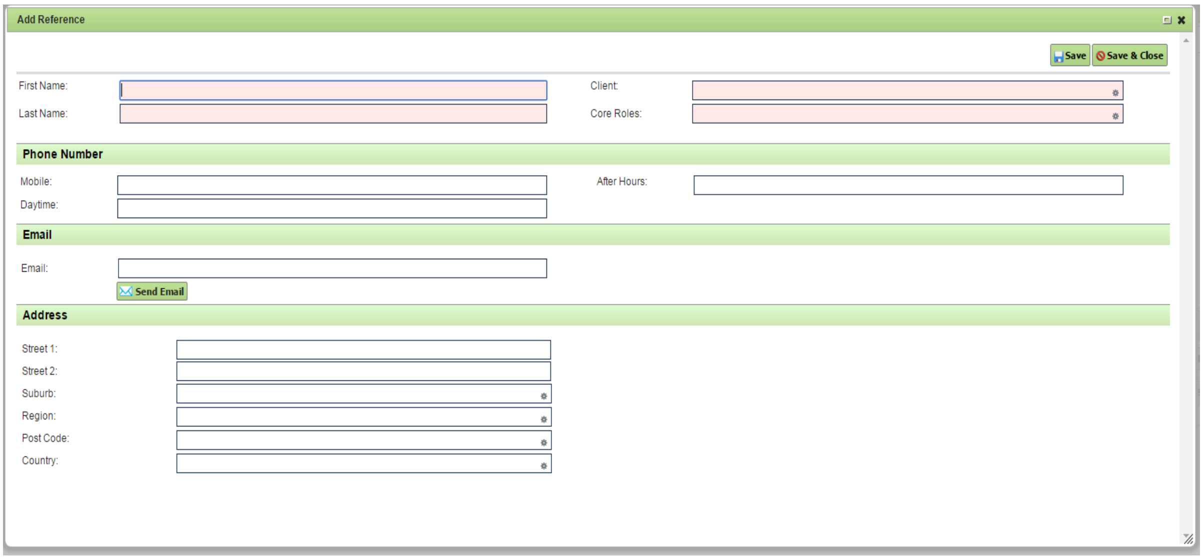
5.1.1.4 Job History tab

The Job History tab lists the job history of the candidate added by the user for reference. User can add Job History by clicking on the button 'New' on the right top corner of grid.



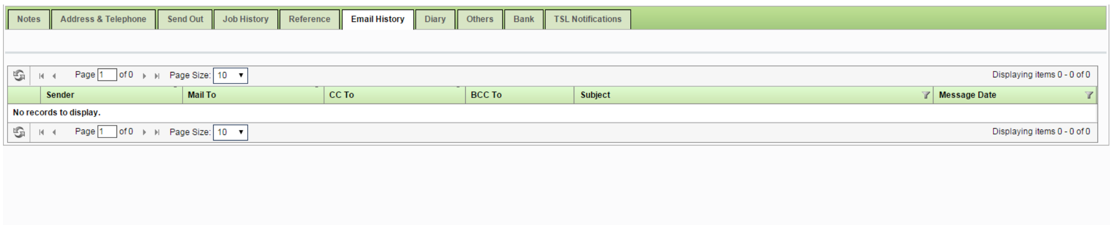
5.1.1.5 Reference tab

The Reference tab in Candidate screen is used to list all the reference for that candidate. On click on New, References can be added for that Candidate.



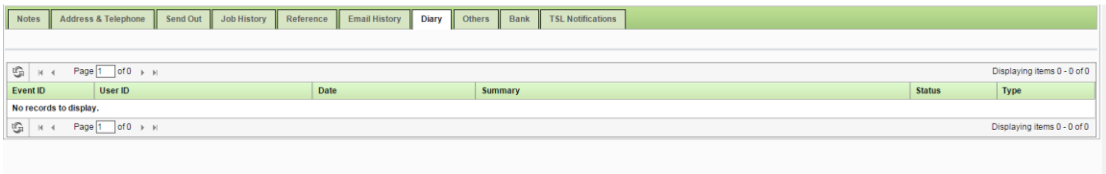
5.1.1.6 Email History

This tab lists all the emails sent by that candidate through RL. Emails can be opened and viewed by clicking on Subject column.



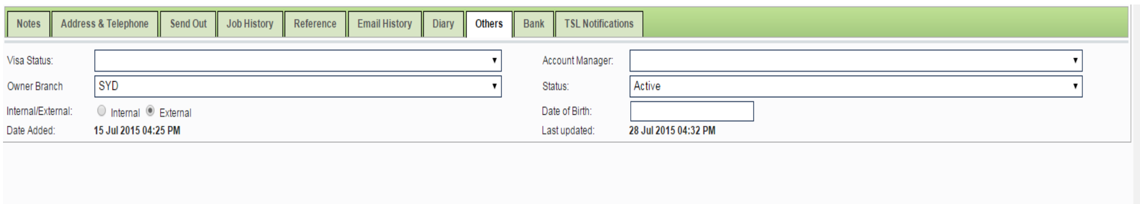
4.1.1.6 Diary

The diary tab lists down all the events/meetings scheduled for the Candidate.



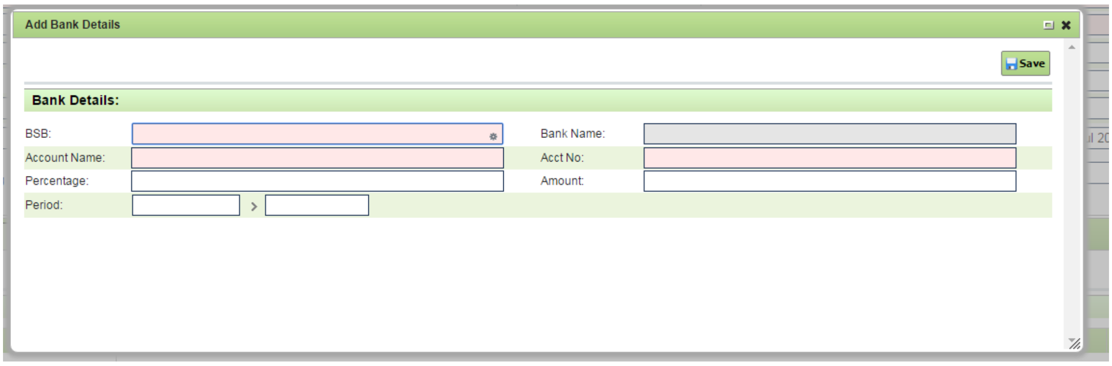
4.1.1.7 Others

This tab lists the fields related to status, Date added, last updated, Branch of contact and his/her Account Manager as well as Date of Birth for the contact.



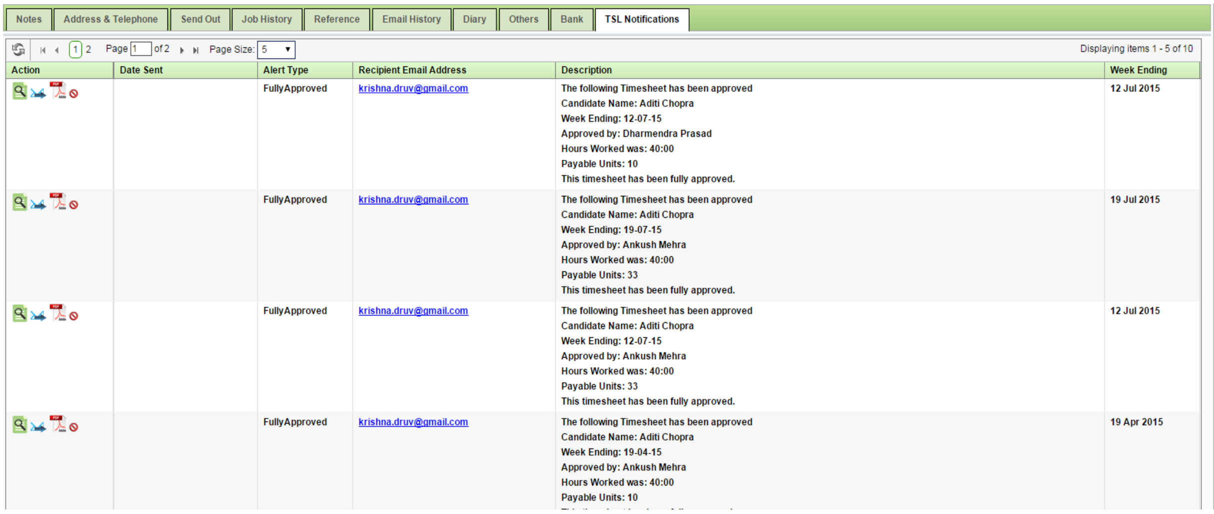
4.1.1.8 Bank

This tab list all Bank related details for that Candidate. New Bank Details can be added for that candidate.



4.1.1.9 TSL Notifications

This tab list all TimeSheet Live Notifications if any of them is sent or received.

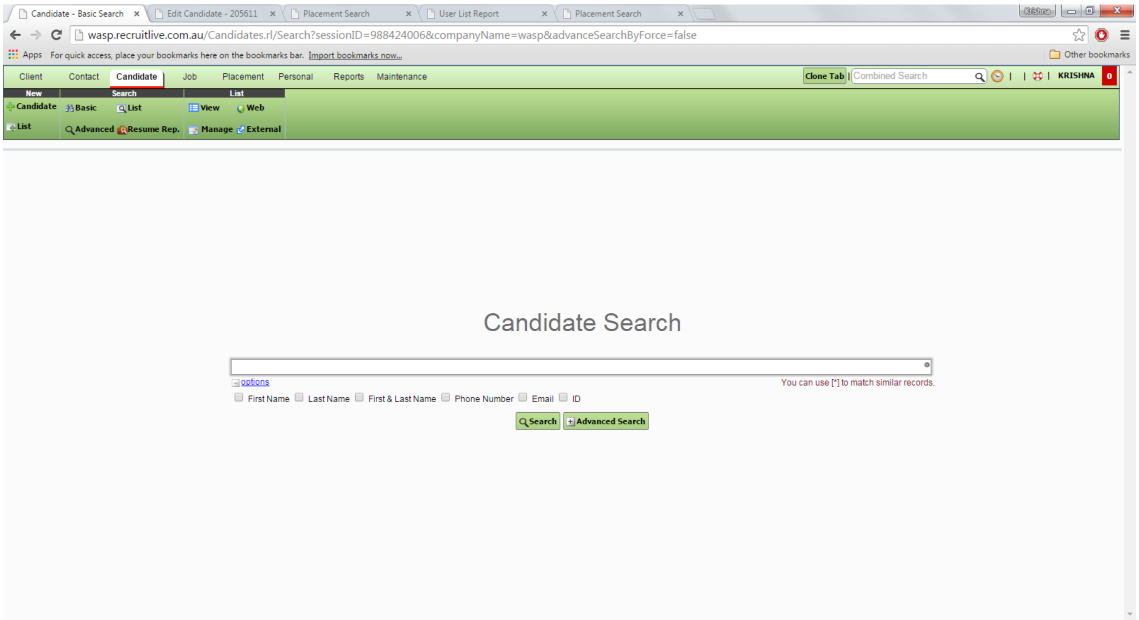


5.2 Search Candidate

Across the modules, Recruitlive provides three different search options

5.2.1 Basic Search

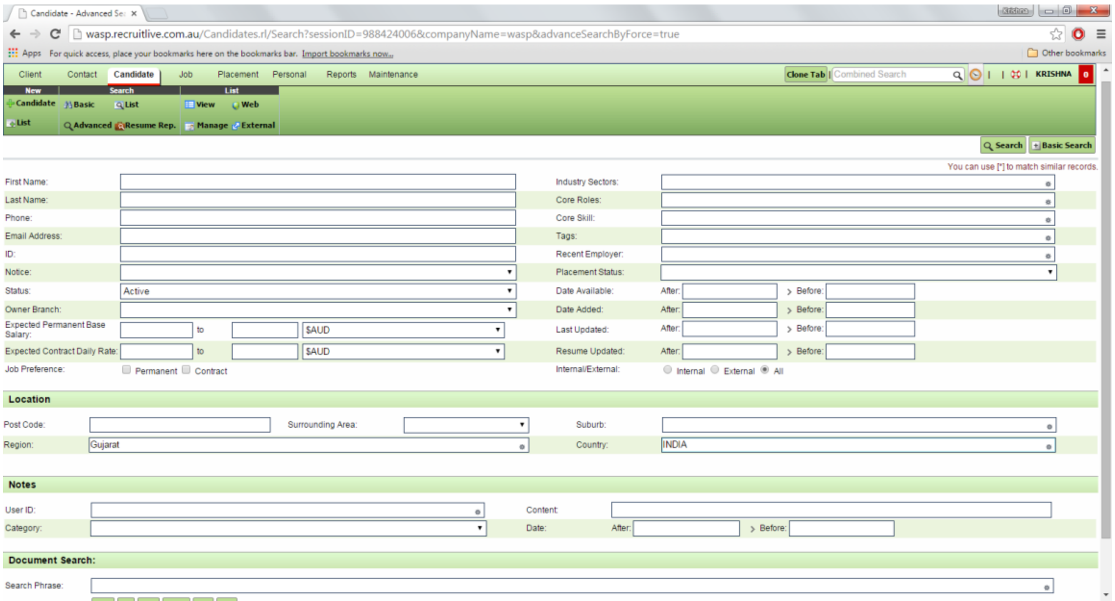
Click on Search->basic, the basic search screen gets loaded. As the user types in the desired name of the contact, the system shows the existing candidate with that name through the built in Intellisense.



By default the value keyed in by the user is searched in the fields ‘First & Last Name’, First Name, Last Name, Phone number, Email, ID . In case you want the system to search in only one or more of the field, click on the options link and select the required checkbox.

5.2.2 Advance Search

To access the advance search, click on Candidate →Search->Advance, and the following screen would be loaded.



Advance search provides the various search option to search resume.

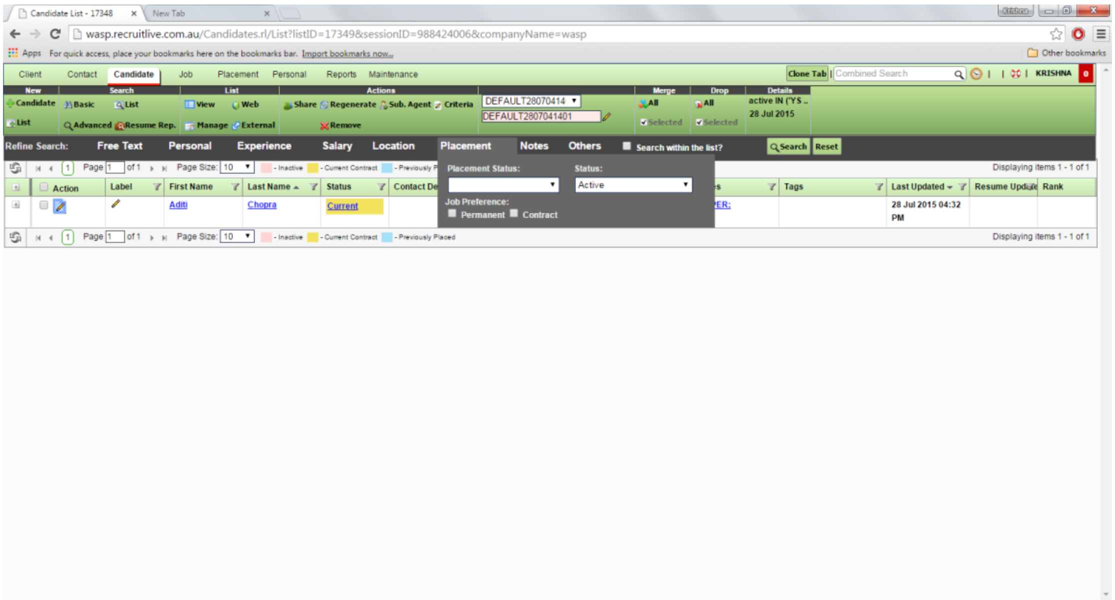
- Search criteria against various fields
- Free text search: You can search for keywords in the documents loaded for the client
- Boolean search: You can search for Booleans conditions like "C# and Sql server or (Asp.net)' in free text search
- Search within Notes: You have the option to search within the notes added for the client.

5.2.3 Refine Search

User can carry out Refine Search in List. The screen provides black ribbon that had following filter criterias to refine the search requirements from the list:

- Free Text : Can search any text value
- Personal : Can search by First Name, Last Name, Email Address and Phone
- Experience : Can search on Industry Sectors ,Core Skills, Core Roles, Tags and Recent Employer.
- Salary : Search can be refined on the basis of Salary also mentioned in Candidate details.
- Placement : Candidates can be filter on the basis if any placement is created with its own status and placement status.

- Location : Can search in list by Post Code, Suburb, Region and Country
- Notes: Can search clients by Notes if any created, in the list.
- Others: This criteria includes the filter by the date when the candidate was last updated or resume was updated etc.



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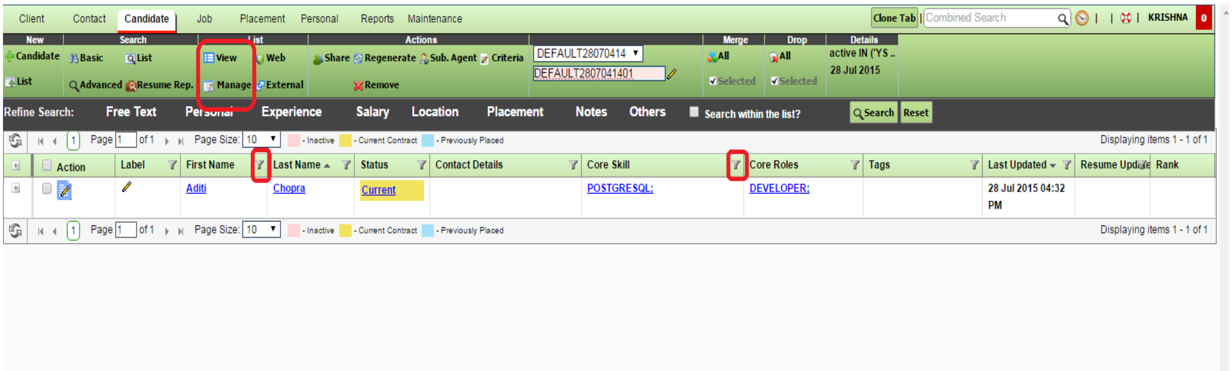
5.3 *Create / View / Manage List*

When the user clicks on the menu option List->View, the default list is loaded.

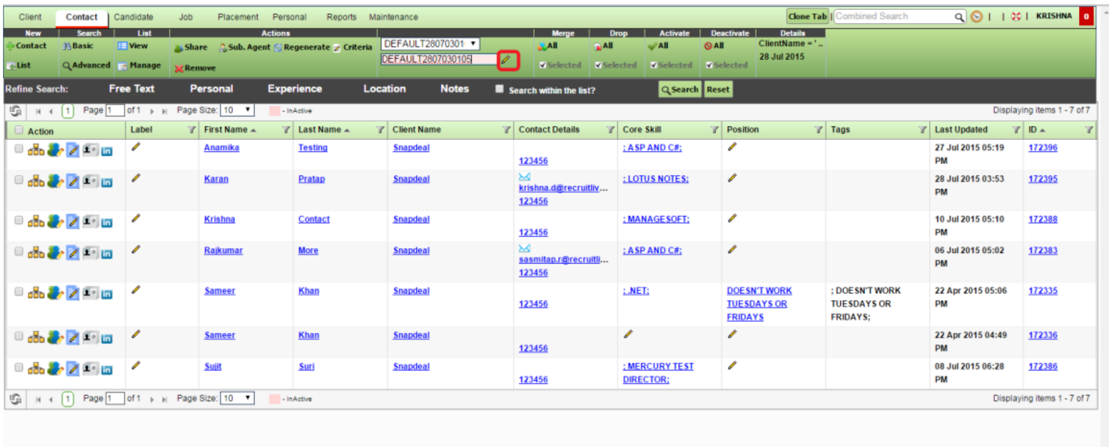
The results of the search screen are displayed in the list screen. The user can filter the list on any of the columns as desired.



5.3.1 Ribbon Bar options

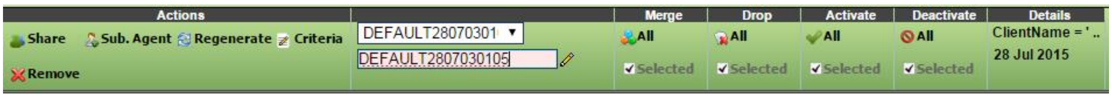
5.3.1.1. Rename List

In case you want to save the set of records for further use, you can type in the name in the text box and click on Rename list



5.3.1.2. Others

- The system allows the user to select the records in the list and do collective action on to the complete list or the selected records. The various available in the ribbon bar are ‘Merge’ to a new list, ‘Delete’ the records, Activate, Deactivate

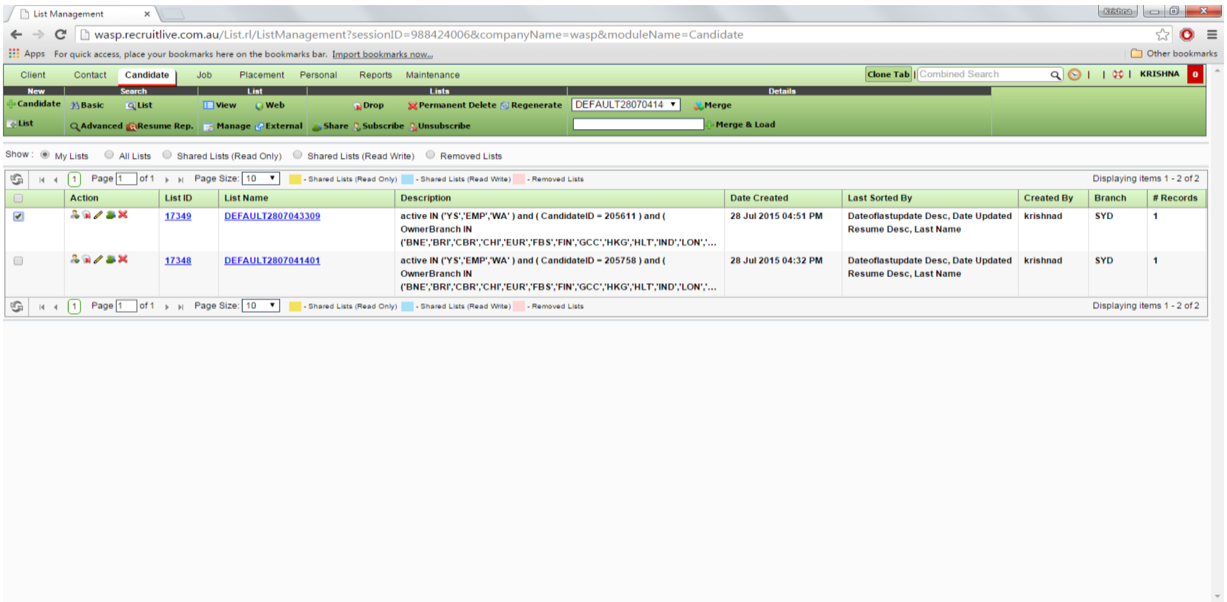


Subscribe search agent: The system allows the user to subscribe the search agent for a given list. Once he does this, he would get emails on the set frequency for any record added in the database which suffices the search criteria of the given list.

5.3.3 Manage List

User can access this screen from List->Manage, The screen provides the user to perform collective action on the given list. Also the user can select the list and perform some collective actions on them. The actions include

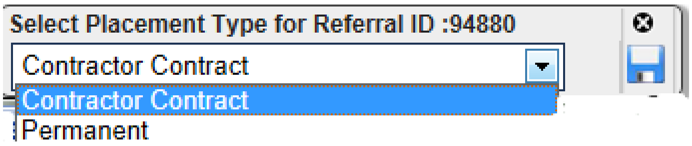
- Subscribe/ Unsubscribe search agent
- Permanent Delete
- Regenerate
- Drop List
- Merge



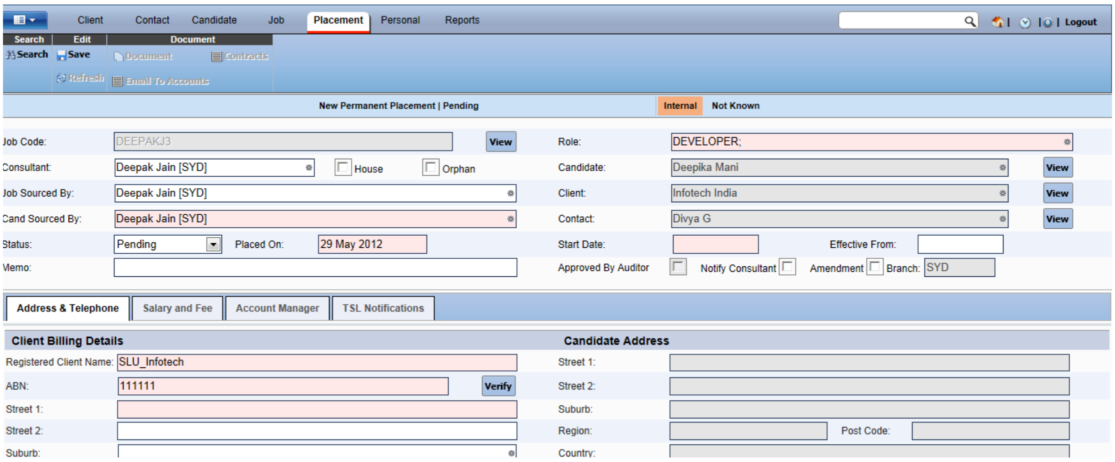
5. Placement

4.2.1 Create new Placement

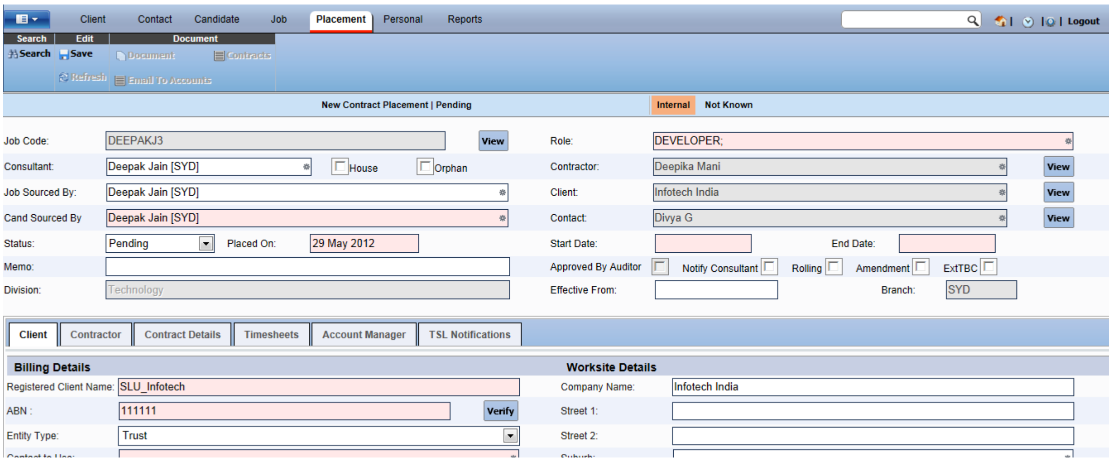
Search for the job->go to send out tab-> for the desired record, select action = 'Placement'.



4.2.1.1 Permanent Placement



4.2.1.2 Contractor Placement

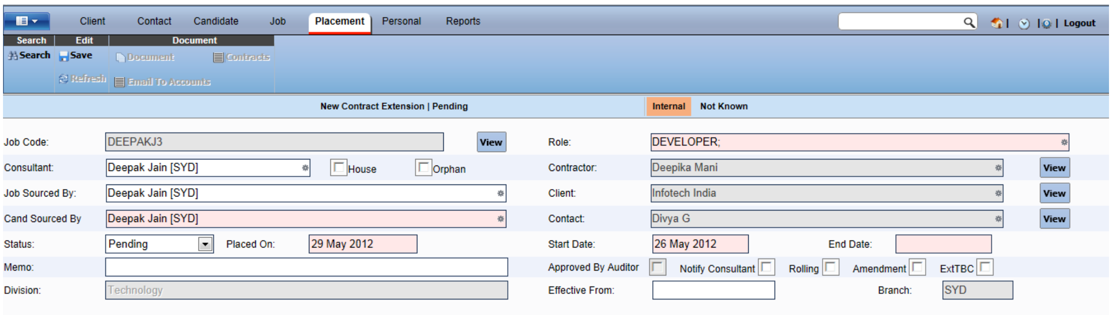


The menu options in the ribbon bar are enabled once the placement is saved.

4.2.1.3 Contract extension

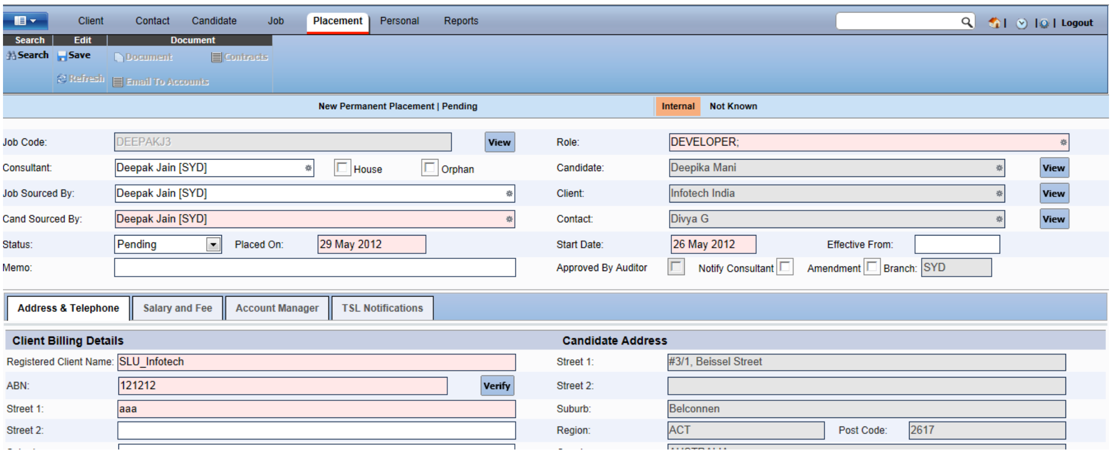
Go to Job->Edit->Send out tab

For the desired contractor placement, select action = Contract extension, the screen is loaded with all the details. User is required to enter the end date and save.



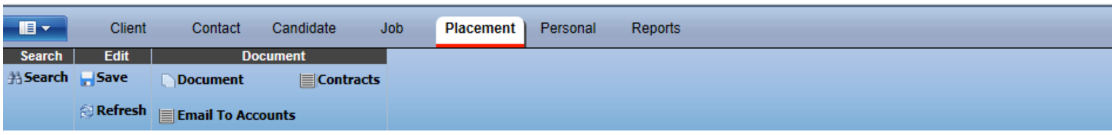
4.2.1.4 Contract to Permanent extension

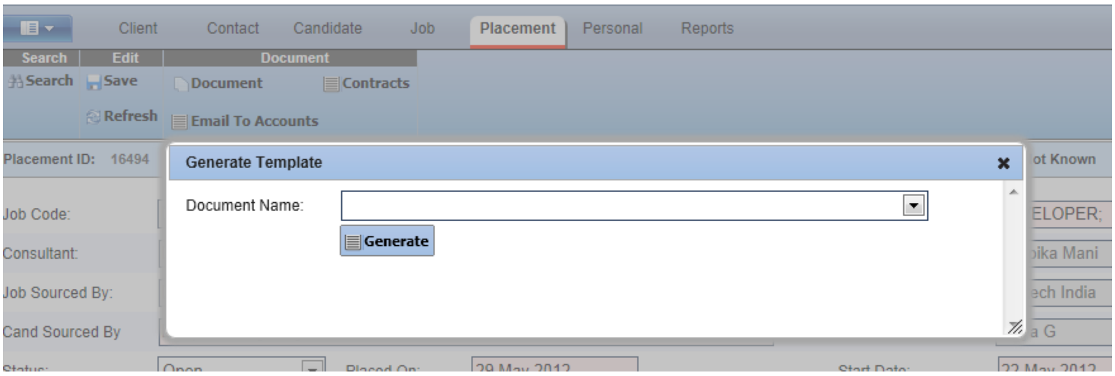
Go to Job->Edit->Send out tab->For the desired record select action ='Contract to Permanent'->Enter the details->Save



4.2.2 Generate Sales Form

Once the placement is saved, the option to generate the sales form would be enabled in the ribbon bar.



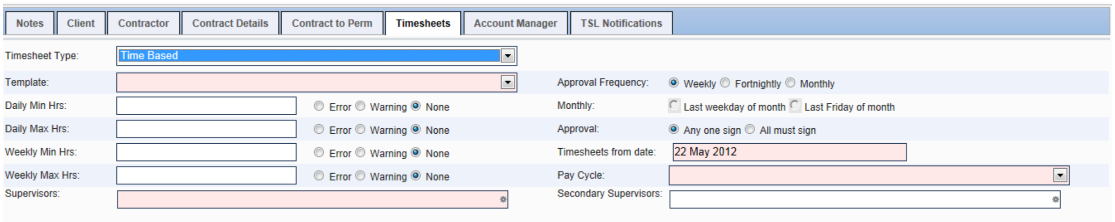


Click on Document->Email to Accounts-> list of available templates would be displayed->Choose the appropriate one and click on 'Generate'.

4.2.3 Configure TimesheetLive

For the contractor to be able to use Timesheet Live,

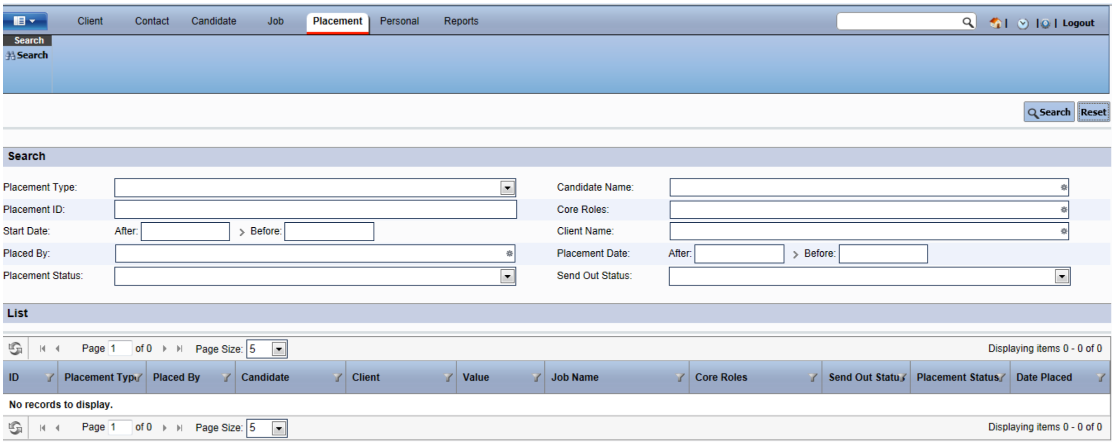
Go to placement ->Timesheet tab and enter the appropriate information->save



4.2.4 Search Placement

The search screen provides the option to search the placements based on various criteria's.

Placement->Search



4.2.5 Automated Sales Form Audit Process

Sales from audit process is automated by way of automated communication between various stake holders like Customer Care/Accounts/Payroll.