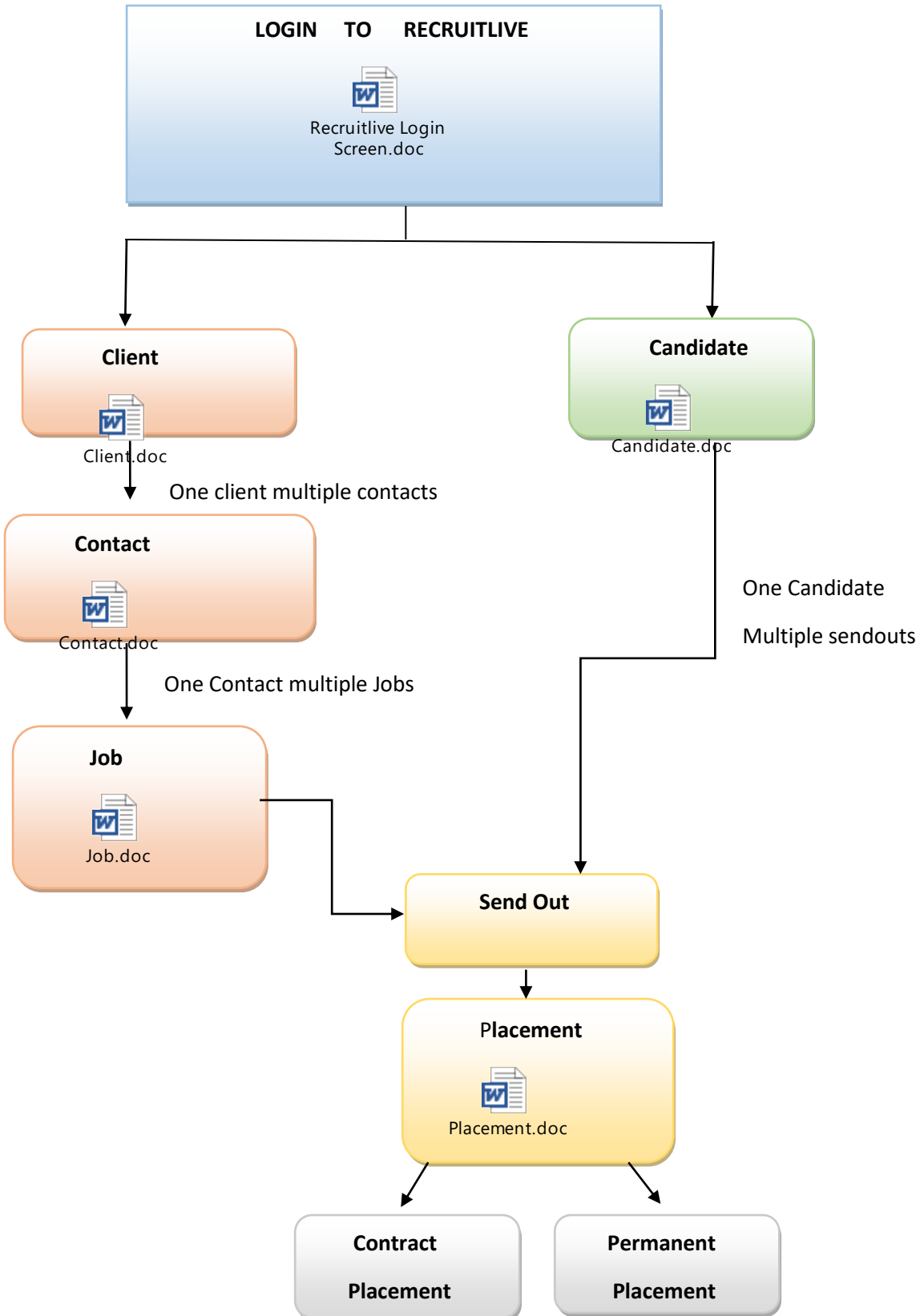




Recruitlive Process flow:



1. Client Module

3.1 Create new Client

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

New->Client

The screenshot shows the 'Client' ribbon bar with the 'New' group expanded to show 'Client'. The 'Search & Save' button is highlighted in red. Below the ribbon bar, the form fields for 'Client Name', 'Industry', 'Main Phone', and 'Client Source' are visible.

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.

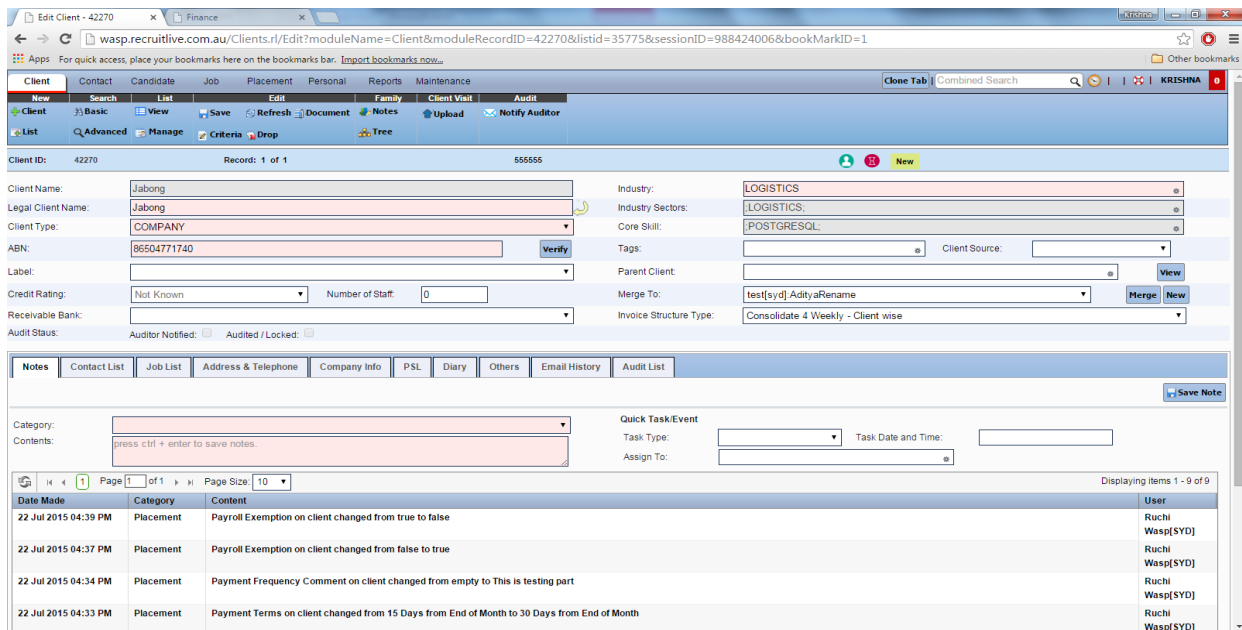
The screenshot shows the search results for the client 'Jabong'. The 'Create New' button is highlighted in red. Below the search results, a table lists similar records.

ID	Client Name	Region	Suburb	Core Skill	Last Updated	Industry
42270	Jabong			; POSTGRESQL;	24 Jul 2015 11:37 AM	Logistics

Legend: ■ - InActive

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.



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.

3.1.1.2 Drop

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

3.1.1.2 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

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 ryweuryuerywueiyuriu [TT421]	Match	Gary Stoneham Matched to Job TT421 - twueirwuirw ryweuryuerywueiyuriu 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]

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.

Family Tree	
[-] 41032 Keane	
[-] 170978 (William) Gregory Pierce	
[-] 171381 Op 2 2	
[-] 171375 Opus 1 2	
[-] 170667 ri1 bh1	
[-] 170665 rr bb	
[-] 170659 Ruchi2 Bhatt	
[-] 170660 Ruchi3 Bhatt	
[-] 170671 tes dhdsjh ddsih sdjah	
[-] 170670 test s	
[-] 170796 Test 20Dec Contact1 1	
[-] 170799 Test Contact 5April 1	
[-] 170800 Test Contact 5April 1	
[-] Keane Australia - 18693 - (Parent : Keane)	
[-] 170847 A C Drake - Shalu	
[-] 170982 Abdullah Aksa - Test Manager	
[-] 148249 Adam Casey	
[-] 170438 Ahmed Jain - CEO	
[-] 170439 Deepak Arora	
[-] 170440 Preeti Sharma	
[-] 170842 Test I	
[-] 170520 test intcontact	

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 system generated notes get stamped for that client with category as 'Data Entry' and appropriate description and date time stamp

Date Made	Category	Content	User
24 May 2012 09:11 PM	Data Entry	Client added to RecruitLive	Test Account - SYD(SYD)
24 May 2012 09:11 PM	Data Entry	Industry set to EDUCATION	Test Account - SYD(SYD)

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'.

Notes Contact List Job List Address & Telephone Company Info PSL Diary Others									
First Name: <input type="text"/> Last Name: <input type="text"/> Search & Save									
Contact List:									
ID	First Name	Last Name	Core Skill	Projects	Position	Email	Phone Number	Mobile	
156038	James	Allman					92833555		
183295	Cuba	Arnold					92833555		
180648	Suzon	Cannibell					92833555		
98408	Rhodes	Cox					92833555		
144466	Cobi	Dimitrievic					92833555		
170570	sasa	daaddadsaad					92833555		
170571	tsafsa	tsafsa					92833555		

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.

Notes Contact List Job List Address & Telephone Company Info PSL Diary Others Email History Audit List									
New									
ID	Added On	Job Name	Client Name	Contact	Core Roles	Core Skill	Assigned To	Status	
37619	23 Jul 2015 04:03 PM	.net required	Snapdeal	Anamika Testing	DEVELOPER;	ASP AND C#;	test [SYD]	Open	
37618	23 Jul 2015 11:15 AM	Support	Snapdeal	Karan Pratap	DEVELOPMENT MANAGER;	ASP AND C#;	test [SYD]	Open	
37607	06 Jul 2015 02:52 PM	QualityController	Snapdeal	Raikumar More	CONSULTANT;	SYSTEMS TESTING;	test [SYD]	Open	



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

Notes	Contact List	Job List	Address & Telephone	Company Info	PSL	Diary	Others	
Main Phone:	<input type="text" value="92833555"/>		Main Fax:	<input type="text" value="9283363492833635"/>				
Other:	<input type="text"/>		Email:	<input type="text"/>				
Email:	<input type="text"/>		Email1:	<input type="text"/>				
Website:	<input type="text"/>							
Address								
	Address <input type="button" value="copy"/> <input type="button" value="paste"/>		Postal <input type="button" value="copy"/> <input type="button" value="paste"/>		Billing <input type="button" value="copy"/> <input type="button" value="paste"/>		Physical <input type="button" value="copy"/> <input type="button" value="paste"/>	
Street 1:	<input type="text" value="Level 23 1 Market St Po Box Q609 QVB 1230 \$"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Street 2:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Suburb:	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Region:	<input type="text" value="NSW"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Post Code:	<input type="text" value="2000"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Country:	<input type="text" value="Australia"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	

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.

Notes	Contact List	Job List	Address & Telephone	Company Info	PSL	Diary	Others	Email History	Audit List
Entity Type:	<input type="text" value="Trust"/>			Will Sponsor:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know				
Bill to:	<input type="text"/>			Payroll Exemption:	<input checked="" type="radio"/> Yes <input type="radio"/> No				
PO Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No			Client Uses Own Timesheet:	<input type="checkbox"/> Time Sheet System <input type="checkbox"/> Online Timesheetive				
T&C Start Date:	<input type="text"/>		End Date:	<input type="text"/>					
Cost And Fees:									
Contract Min Margin (%):	<input type="text" value="5.00"/>			Perm Min Fee (%):	<input type="text" value="5.00"/>				
Perm Min Fee Value:	<input type="text" value="5.00"/>			Referred Min Margin (%):	<input type="text" value="20.00"/>				
Invoice Details:									
Invoices to be sent?	<input type="text" value="By Email"/>			Frequency:	<input type="text" value="2 Weekly"/>				
Comments:	<input type="text" value="asdsd"/>			Frequency Comments:	<input type="text"/>				
Payments:									
Terms:	<input type="text" value="5 days from invoice date"/>			Comments:	<input type="text" value="aaa"/>				
Client Paying Insurance?	<input type="radio"/> Yes <input checked="" type="radio"/> No			Accounts Payable Email for TSL:	<input type="text"/>				
Trustee Details:									
Trustee Type:	<input checked="" type="radio"/> Company <input type="radio"/> Individual			Trustee / Company Name:	<input type="text"/>				
ACN:	<input type="text"/>			<input type="button" value="Verify"/>					



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 Recruitlive is 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.

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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.

Client Search

[options](#)You can use [*] to match similar records.

Client Name Phone Number ID

🔍 Search ➕ Advanced Search



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.

Action	Label	Client Name	Suburb	Region	Core Skill	Industry	Last Updated	ID
		ABS CORPORATION	.	.	; Novell;		30 Apr 2012 04:05 PM	21910
		ABS MICROFIRM LTD	Silverwater	NSW	; Novell; xxx; Lotus Notes; ARROW; #####;		30 Apr 2012 04:05 PM	22702
		ABS Software						21432
		ABS White & Co.	SYDNEY	fix			30 Apr 2012 04:05 PM	21916
		ABS/Neural Solutions Pty Ltd	St Leonards	NSW	;			31216
		ABSA Bank						36044
		Absoft		QLD	; VB;.Net;	IT&T	25 Jan 2007 09:27 AM	11077
		Absolute Business Systems	Kingsgrove	NSW	; Arrow;		30 Apr 2012 04:05 PM	24301
		Absolute Colour Imaging	Castle Hill	NSW	;		30 Apr 2012 04:05	22014

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'

List	Actions	Merge	Email	Drop	Details
Share Sub. Agent Regenerate	DEFAULT301938467 <input type="text" value="My List1"/>	All	All	All	active IN.... 29 May 12
Criteria Delete		<input checked="" type="checkbox"/> Selected	<input checked="" type="checkbox"/> Selected	<input checked="" type="checkbox"/> Selected	



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

Action	Label	Client Name	Suburb	Region	Core Skill	Industry	Last Updated	ID
		ABS CORPORATION	.	.	; Novell;		30 Apr 2012 04:05 PM	21910
		ABS MICROFIRM LTD	Silverwater	NSW	; Novell; xxx; Lotus Notes; ARROW; #####;		30 Apr 2012 04:05 PM	22702

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

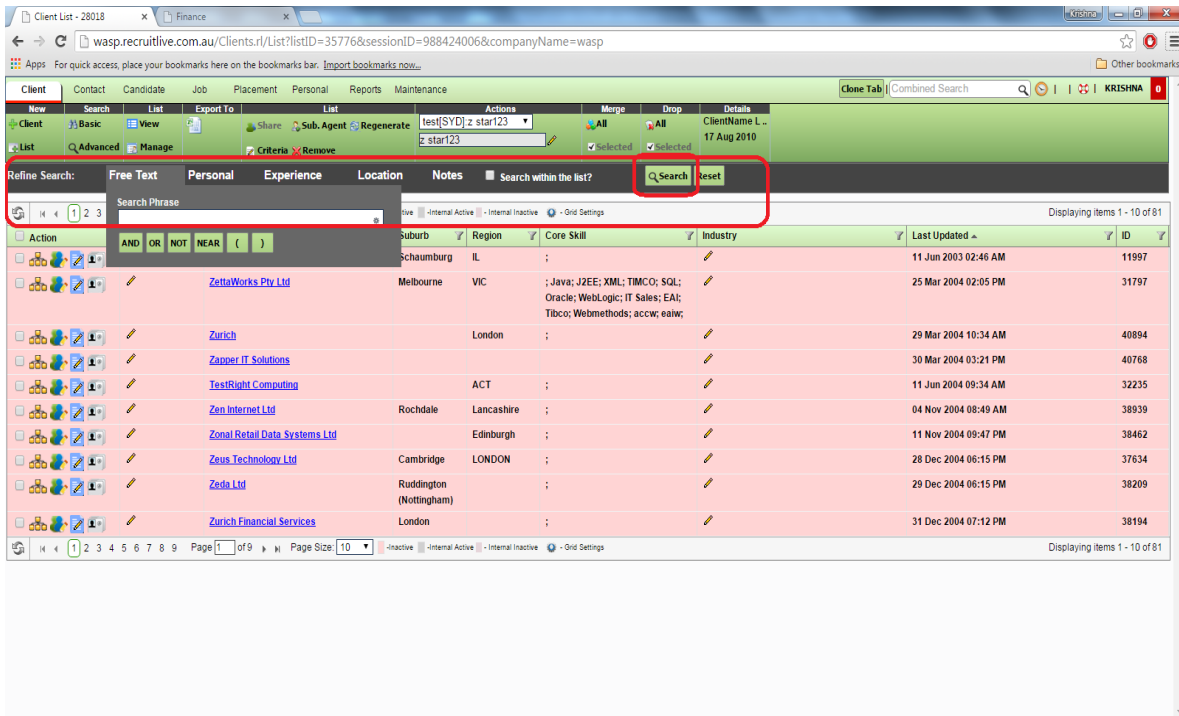
- Subscribe/ Unsubscribe search agent
- Delete
- Merge

Action	List ID	List Name	Description	Date Created	Last Sorted By	Created By	Branch	# Records
	31770	DEFAULT301938467	active IN ('YS') and (ClientName Like 'abs' or PhoneNumber Like 'abs' or ClientID Like 'abs' and (OwnerBranch = 'SYD')	29 May 2012 10:52 AM	Client Name, Date Updated Record, Active	Deepakj	SYD	17
	28621	AdityaRename	ClientID ~'27026'	19 Apr 2011 12:03 PM	Client Name, Date Updated Record, Active	test	syd	0
	28018	z star123	ClientName Like 'z%'; AND Active = 'YS' AND OwnerBranch IN ('BNE','BRI','CBR','CHI','EUR','FBS','FIN','GCC','HKG','HLT','L...	17 Aug 2010 05:27 PM	Date Added Desc, CLIENTNAME, DATELASTUPDATED	test	SYD	84
	20855	testing1234	ClientName Like 'test%'; AND Active = 'DC' AND OwnerBranch IN ('BNE','BRI','CBR','CHI','EUR','FBS','FIN','GCC','HKG','HLT','L...	14 Dec 2005 03:33 PM	CLIENTNAME, DATELASTUPDATED, ACTIVE	test	SYD	0

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 search in list by Post Code, Suburb, Region and Country
- Notes: Can search clients by Notes if any created, in the list

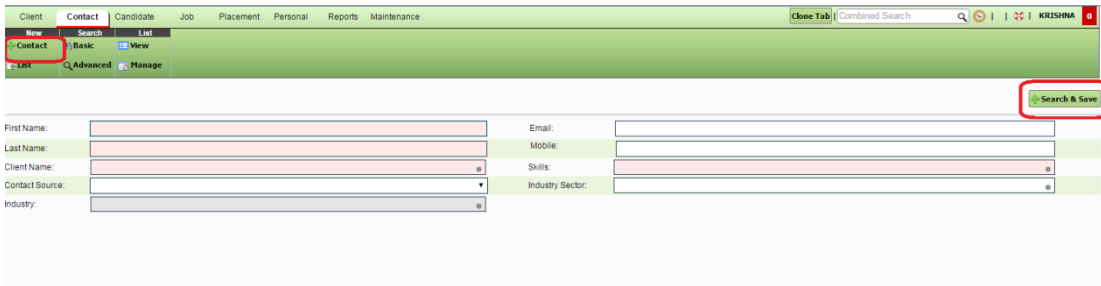


2. Contact Module

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.

Date Made	Category	Content	User
28 Jul 2015 03:05 PM	Data Entry	Contact added to RecruitLive	krishnad[SYD]
24 Jul 2015 02:31 PM	Placement	Pay Rate set as: 445.00 Charge Rate set as: 4544.00 Net Margin set as: 4069.185 for Placement ID:17874	test[SYD]
24 Jul 2015 02:12 PM	TimesheetLive	Timesheet Live Access is Enabled	test[SYD]
24 Jul 2015 02:12 PM	TimesheetLive	Password for Karan Pratap has been sent to krishna2.druv@gmail.com : Client Uses Own Timesheet.	test[SYD]
23 Jul 2015 03:03 PM	Send Out	Ravi Shastri Sent to Job TT893 - Support for Karan Pratap at Snapdeal	test[SYD]
23 Jul 2015 02:59 PM	Send Out	Jiten Dim Sent to Contact 172395 - Karan Pratap at Snapdeal	test[SYD]
23 Jul 2015 11:58 AM	Data Entry	Added as a new primary supervisor for placement (17874)	test[SYD]
23 Jul 2015 11:18 AM	Placement	Jiten Dim - Placed Pending in Contract TT893 - Support for Snapdeal Start Date is 02 Mar 15 and End Date is 30 Jul 15	test[SYD]
23 Jul 2015 11:15 AM	Send Out	Jiten Dim Sent to Job TT893 - Support for Karan Pratap at Snapdeal	test[SYD]
23 Jul 2015 11:15 AM	Data Entry	Job added to RecruitLive	test[SYD]
23 Jul 2015 11:15 AM	Data Entry	Contact added to RecruitLive	test[SYD]

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



Notes | Address & Telephone | Send Out | Job List | Email History | Diary | Others | HR | TSL Notifications

After Hours: DayTime:
 Fax: Mobile:
 Email: Email1:
 Email2:

[Send Email](#)

Address

Street 1:
 Street 2:
 Suburb:
 Region:
 Post Code:
 Country:

Contact
Contact has been saved successfully

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.

Notes | Address & Telephone | **Send Out** | Job List | Email History | Diary | Others | HR | TSL Notifications

[Refresh](#) [New](#)

ID	Type	Sent	Current Status	Previous Status	Action	Candidate	Job Name	Contact	Client	Sent By	Updated	Action
96527	Job	23 Jul 15	Sent		<input type="text"/>	Ravi Shastri	Support	Karan Pratap	Snapdeal	Ruchi Wasp [SYD]	23 Jul 15	
96526	Reverse Marketing	23 Jul 15	Sent		<input type="text"/>	Jiten Dim		Karan Pratap	Snapdeal	Ruchi Wasp [SYD]	23 Jul 15	
96525	Job	23 Jul 15	Placed	Placed (Pending)	<input type="text"/>	Jiten Dim	Support	Karan Pratap	Snapdeal	Ruchi Wasp [SYD]	23 Jul 15	

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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Notes | Address & Telephone | Send Out | Job List | Email History | Diary | Others | HR | TSL Notifications

[New](#)

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

Displaying Items 1 - 1 of 1

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.

Notes	Address & Telephone	Send Out	Job List	Email History	Diary	Others	HR	TSL Notifications																																																																		
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4.1.1.6 Diary

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

Notes	Address & Telephone	Send Out	Job List	Email History	Diary	Others	HR	TSL Notifications												
<p>Page 1 of 0</p> <table border="1"> <thead> <tr> <th>Event ID</th> <th>User ID</th> <th>Date</th> <th>Summary</th> <th>Status</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td colspan="6">No records to display.</td> </tr> </tbody> </table> <p>Page 1 of 0</p>									Event ID	User ID	Date	Summary	Status	Type	No records to display.					
Event ID	User ID	Date	Summary	Status	Type															
No records to display.																				

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.

Notes	Address & Telephone	Send Out	Job List	Email History	Diary	Others	HR	TSL Notifications
<p>Status: Active</p> <p>Owner Branch: SYD</p> <p>Date of Birth: <input type="text"/></p> <p>Date Added: 23 Jul 2015 11:15 AM</p> <p>T&C Sent: <input type="checkbox"/></p> <p>Account Manager: <input type="text"/></p> <p>Last updated: 24 Jul 2015 02:12 PM</p>								

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.

Action	Date Sent	Alert Type	Recipient Email Address	Description	Week Ending
		FullyApproved	krishna2.druv@gmail.com	The following Timesheet has been approved Candidate Name: Jiten Dim Week Ending: 22-03-15 Approved by: Karan Pratap Hours Worked was: 40:00 Payable Units: 33 This timesheet has been fully approved.	22 Mar 2015
		FullyApproved	krishna2.druv@gmail.com	The following Timesheet has been approved Candidate Name: Jiten Dim Week Ending: 15-03-15 Approved by: Karan Pratap Hours Worked was: 40:00 Payable Units: 33 This timesheet has been fully approved.	15 Mar 2015
		FullyApproved	krishna2.druv@gmail.com	The following Timesheet has been approved Candidate Name: Jiten Dim Week Ending: 08-03-15 Approved by: Karan Pratap Hours Worked was: 40:00 Payable Units: 33 This timesheet has been fully approved.	08 Mar 2015

4.2 Search Contact

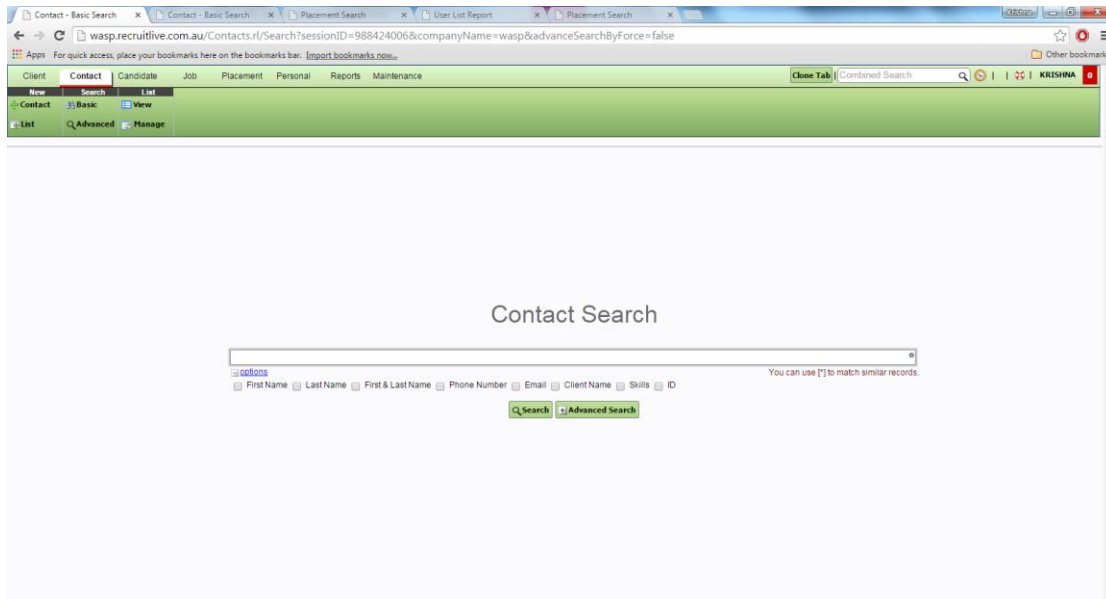
Across the modules Recruitlive provides 3 different search options

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.

setting the standard

RECRUITLIVE™



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

New Search List Actions Details
Contact Basic View Share Sub. Agent Regenerate Criteria DEFAULT28070301 Merge Drop Activate Deactivate ClientName - ...
List Advanced Manage Remove DEFAULT2807030109 Selected Selected Selected Selected 28 Jul 2015

Refine Search: Free Text Personal Experience Location Notes Search within the list? Search Reset

Action	Label	First Name	Last Name	Post Code:	Radius:	Skill	Position	Tags	Last Updated	ID
		Anamika	Testina			ASP AND C#			27 Jul 2015 05:19 PM	172386
		Karan	Pratap			JAVA NOTES			28 Jul 2015 03:53 PM	172385
		Krishna	Contact			ORACLE			10 Jul 2015 05:10 PM	172388
		Raikumar	More	Snapdeal		ASP AND C#			06 Jul 2015 05:02 PM	172383
		Sameer	Khan	Snapdeal	123456	.NET	DOESN'T WORK TUESDAYS OR FRIDAYS	DOESN'T WORK TUESDAYS OR FRIDAYS	22 Apr 2015 05:06 PM	172335
		Sameer	Khan	Snapdeal	123456				22 Apr 2015 04:49 PM	172336
		Sujit	Suri	Snapdeal	123456	MERCURY TEST DIRECTOR			08 Jul 2015 06:28 PM	172386

Page 1 of 1 | Page Size: 10 | In-Active | 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.

Action	Label	First Name	Last Name	Client Name	Contact Details	Core Skill	Position	Tags	Last Updated	ID
		Anamika	Testina	Snapdeal	123456	:ASP AND C#;			27 Jul 2015 05:19 PM	172396
		Karan	Pratap	Snapdeal	krishna.d@recruitl... 123456	:LOTUS NOTES;			28 Jul 2015 03:53 PM	172395
		Krishna	Contact	Snapdeal	123456	:MANAGE SOFT;			10 Jul 2015 05:10 PM	172388
		Rajkumar	More	Snapdeal	sasm@rapr@recruiti... 123456	:ASP AND C#;			06 Jul 2015 05:02 PM	172383
		Sameer	Khan	Snapdeal	123456	:.NET;	DOESN'T WORK TUESDAYS OR FRIDAYS	: DOESN'T WORK TUESDAYS OR FRIDAYS;	22 Apr 2015 05:06 PM	172335
		Sameer	Khan	Snapdeal	123456				22 Apr 2015 04:49 PM	172336
		Suili	Suiri	Snapdeal	123456	:MERCURY TEST DIRECTOR;			08 Jul 2015 06:28 PM	172386

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

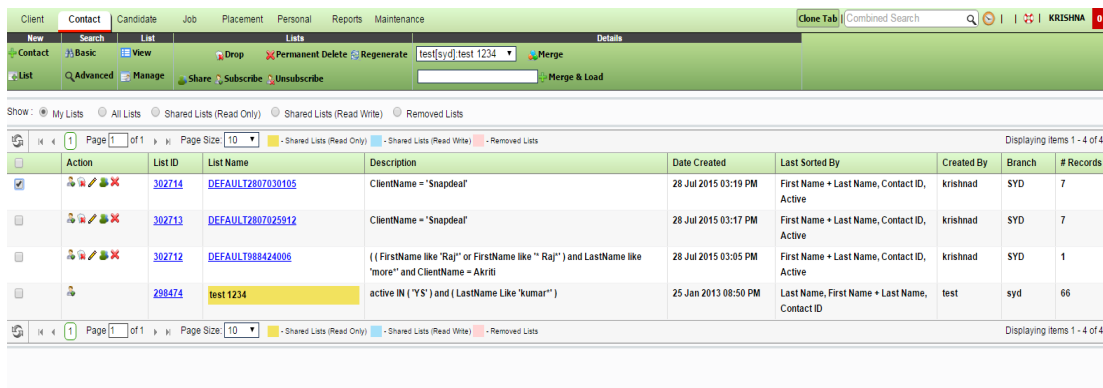


Subscribe search agent: The system allows the user to subscribe the search agent for a given list. Once he does this, he would get emails on the set frequency for any record added in the database, which suffices the search criteria of the given list.

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.

The screenshot shows the 'Job' form in the RECRUITLIVE system. The form is divided into several sections:

- Job Information:** Job Name, Client, Contact, Division.
- Core Roles and Skills:** Core Roles, Core Skill, Industry, Industry Sectors.
- Match Candidate:** Match Candidate field with a 'Match' button.
- Owner and Account Information:** Owner Branch, Account Manager, Candidate Manager.
- Additional Fields:** Date Wanted (From/To), Merge To, Probability, Position/Title.
- Notes Section:** A tabbed interface with 'Notes' selected, containing a 'Category' dropdown and a 'Contents' text area.

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

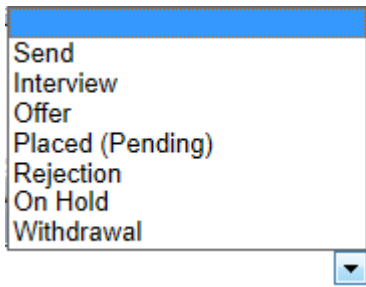
- Click on send out tab->Click on the 'New' button, select the candidate and Save. The record would be added with current status = 'Sent'.

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.

Notes Address & Telephone Advertise Send Out Diary Job Detail										
ID	Type	Sent	Current Status	Previous Status	Action	Candidate	Job Name	Contact	Client	Sent By Updated Action
94880	Job	29 May 12	Matched			Deepika Mani	SLU_May29_Developer1	Divya G	Infotech India	Deepak Jain [SYD] 29 May 12

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**'.

Client	Contact	Candidate	Job	Placement	Personal	HR	Admin	Finance
New		Search		List		Edit		
Job	Basic	My Jobs	View	Adv. Jobs	Save	Refresh	Clone	Dr
List	Advanced	Manage		Delete	Criteria	Document		
Job ID: 37212		Record: 1 of 1						
Job Name:	<input type="text" value="Samsung_Developer"/>							Indu
Client:	<input type="text" value="Samsung"/>	View		Indu				
Contact:	<input type="text" value="Sandhya Gupta"/>	View		Divi				
Status:	<input type="text" value="Open"/>	<input type="text" value="Code: TT567"/>	Cor					
Label:	<input type="text"/>							Cor
Match Candidate:	<input type="text"/>	Match		Dat				
Owner Branch:	<input type="text" value="SYD"/>	Mer						
Account Manager:	<input type="text" value="Test Account - SYD [SYD]"/>	Pro						
Resourced By:	<input type="text" value="Test Account - SYD [SYD]"/>	Pos						

Or

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



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.

Client	Contact	Candidate	Job	Placement	Personal	HR	Admin	Financial
New	Search		List	Job	Advertise			
+ Job	Basic	My Jobs	View	Adv.Jobs	Edit	Advertise Now		
List	Advanced		Manage			Save Template		

Job: TT567 (Samsung_Developer)

Agent: ----- Agent Groups -----

Category: Business Analyst

Job Ad. Reference: TT567

Industry:

Job Title:

Start Date: Duration:

Location: *

Salary Type: Salary Range:

Visa Requirements:

Details: -

B I U ABC | **Styles** | **Paragraph** | **Font family** | **Font size**

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

Notes	Address & Telephone	Advertise	Send Out	Diary	Job Detail	Job Ad Response
List of Templates:						
ID	Template	Edit	Clone Template			
32317	TT567372121					
Seek Counter:						
# Total Job Postings Setup	# Total Job Postings Used	# P	Sorry No Record Found !			
Advertised History:						
Template Name	Job Ad. Reference	Agent	Adv			
TT567372121	TT567-64-32317	Website	09 A			

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.



Client		Contact	Candidate	Job	Placement	Personal	HR	Admin	Finance	Reports	Clone Tab	Combined Search	TEST	870																																																																						
New		Search		List																																																																																
Job		Basic		My Jobs		View		Adv.Jobs																																																																												
List		Advanced		Manage																																																																																
View Agent: All Unadvertise																																																																																				
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Insurance Accounting Banking and Finance	TT556-30-32309	test job	TT556372001	betterthan best	20 Feb 2014 10:39 AM	20 Mar 2014 10:00 AM																																																																														
Sales and Marketing Manufacturing, Transport and Logistics	TT556-29-32309	test job	TT556372001	AbhaTest	20 Feb 2014 10:39 AM	20 Mar 2014 10:00 AM																																																																														
IT&T and LinkedIn	test3-22-32310	test_job_sahil	test3369421	CO Banking & Finance	20 Feb 2014 12:48 PM	20 Mar 2014 10:00 AM																																																																														
Seek HR & LinkedIn Agents	TT558-22-32311	Tubelight fitting	TT558372021	CO Banking & Finance	25 Feb 2014 03:51 PM	25 Mar 2014 10:00 AM																																																																														
CO Banking & Finance CareerOne Sales LinkedIn HR	TT562-4-32312	test_103	TT562372061	JobServe IT	10 Mar 2014 08:03 PM	07 Apr 2014 10:00 AM																																																																														
CO Banking & Finance CareerOne Sales LinkedIn	TT556-4-32313	test job	TT556372002	JobServe IT	10 Mar 2014 08:13 PM	07 Apr 2014 10:00 AM																																																																														
LinkMe Accounting	TT567-64-32317	Samsung_Developer	TT567372121	Website	09 Apr 2014 06:12 PM	07 May 2014 10:00 AM																																																																														
Seek Insurance	test6-37-32250	test_job_sahil	rew	Seek Insurance	10 Apr 2014 03:47 PM	08 May 2014 10:00 AM																																																																														

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

Client		Contact	Candidate	Job	Placement	Personal	HR	Admin	Finance	Reports	Clone Tab	Combined Search	TEST	870																																																
New		Search		List																																																										
Job		Basic		My Jobs		View		Adv.Jobs																																																						
List		Advanced		Manage																																																										
View Agent: All Unadvertise																																																														
Page 1 of 1 Page Size: 10																																																														
<table border="1"> <thead> <tr> <th>Job Code</th> <th>Title</th> <th>Job Ad Code</th> <th>Job Name</th> <th>Template Name</th> <th>Agent</th> <th>Date Advertised</th> <th>Expiry On</th> </tr> </thead> <tbody> <tr> <td>HS047</td> <td>RT1</td> <td>HS047-52-31711</td> <td>.Net Developer</td> <td>tt23</td> <td>CareerOne Office</td> <td>23_Sep 2013 04:30 PM</td> <td>21 Oct 2013 10:00 AM</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>TT556</td> <td>consultant</td> <td>TT556-30-32309</td> <td>test job</td> <td>TT556372001</td> <td>20 Feb 2014 10:39 AM</td> <td>20 Mar 2014 10:00 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TT556</td> <td>consultant</td> <td>TT556-29-32309</td> <td>test job</td> <td>TT556372001</td> <td>20 Feb 2014 10:39 AM</td> <td>20 Mar 2014 10:00 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>test3</td> <td>one on one</td> <td>test3-22-32310</td> <td>test_job_sahil</td> <td>test3369421</td> <td>20 Feb 2014 12:48 PM</td> <td>20 Mar 2014 10:00 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TT558</td> <td>Software Engineer</td> <td>TT558-22-32311</td> <td>Tubelight fitting</td> <td>TT558372021</td> <td>25 Feb 2014 03:51 PM</td> <td>25 Mar 2014 10:00 AM</td> </tr> </tbody> </table>															Job Code	Title	Job Ad Code	Job Name	Template Name	Agent	Date Advertised	Expiry On	HS047	RT1	HS047-52-31711	.Net Developer	tt23	CareerOne Office	23_Sep 2013 04:30 PM	21 Oct 2013 10:00 AM	<input checked="" type="checkbox"/>	TT556	consultant	TT556-30-32309	test job	TT556372001	20 Feb 2014 10:39 AM	20 Mar 2014 10:00 AM	<input type="checkbox"/>	TT556	consultant	TT556-29-32309	test job	TT556372001	20 Feb 2014 10:39 AM	20 Mar 2014 10:00 AM	<input type="checkbox"/>	test3	one on one	test3-22-32310	test_job_sahil	test3369421	20 Feb 2014 12:48 PM	20 Mar 2014 10:00 AM	<input type="checkbox"/>	TT558	Software Engineer	TT558-22-32311	Tubelight fitting	TT558372021	25 Feb 2014 03:51 PM	25 Mar 2014 10:00 AM
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<input type="checkbox"/>	TT558	Software Engineer	TT558-22-32311	Tubelight fitting	TT558372021	25 Feb 2014 03:51 PM	25 Mar 2014 10:00 AM																																																							

- 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'**



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

Advertise Job | Job Ad. History

List of Templates:

ID	Template	Edit	Clone Template	Preview	Advertise
32317	TT567372121				IT&T

Seek Counter:

# Total Job Postings Setup	# Total Job Postings Used	# Postings available for use	# You have consumed
Sorry No Record Found!			

Advertised History:

Template Name	Job Ad. Reference	Agent	Adv on	Expires on	Unadvertise
TT567372121	TT567-64-32317	Website	09 Apr 2014 06:12 PM	07 May 2014 10:00 AM	

4. Candidate Module

5.1 Create new Candidate

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

New->Candidate

Client | Contact | **Candidate** | Job | Placement | Personal | Reports | Maintenance

Clone Tab | Combined Search | KRISHNA

Candidate | Basic | List | View | Web

List | Advanced | Resume Rep. | Manage | External

Search & Save

First Name: | Email:

Last Name: | Mobile:

Region: | Core Roles:

Country: | Core Skill:

Resume Source:

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.

Date Made	Category	Content	User
24 Jul 2015 05:25 PM	Placement	Pay Number set from 6July to Ruchl_wasp_Nav_company for Placement ID: 17868	TEST[SYD]
24 Jul 2015 05:25 PM	Placement	Timesheet Type set from Not Required to Time Based, Template set from New Template.Xslt to Interpre_Timebased_15Jun2015.Xslt	TEST[SYD]

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.

ID	Type	Sent	Current Status	Previous Status	Action	Candidate	Job Name	Send Out	Created Action
96524	Job	23 Jul 15	Sent			Aditi Chopra	engineer	Job	
96522	Job	20 Jul 15	Placed	Placed (Pending)		Aditi Chopra	tester	Dharmendra Prasad Mojomo	Ruchi Wasp [SYD] 20 Jul 15
96520	Job	17 Jul 15	Placed	Placed (Pending)		Aditi Chopra	Designing	Ankush Mehra Akriti	Ruchi Wasp [SYD] 20 Jul 15
96515	Job	15 Jul 15	Placed	Placed (Pending)		Aditi Chopra	.net developer	Peter Gilmer Recruitlive	Ruchi Wasp [SYD] 20 Jul 15
96514	Job	15 Jul 15	Placed	Placed (Pending)		Aditi Chopra	Associate Consultant	Ankush Mehra Akriti	Ruchi Wasp [SYD] 15 Jul 15

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.



The 'Add Job History' form includes the following fields and options:

- Client: [Text Input]
- Core Skill: [Text Input]
- Employee Type: Permanent Contract
- Job Duration: [Text Input] > [Text Input] Current
- Core Roles: [Text Input]
- Industry: [Text Input]

Buttons: Save, Save & Close

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.

The 'Add Reference' form includes the following fields and sections:

- First Name: [Text Input]
- Last Name: [Text Input]
- Client: [Text Input]
- Core Roles: [Text Input]
- Phone Number** section:
 - Mobile: [Text Input]
 - Daytime: [Text Input]
 - After Hours: [Text Input]
- Email** section:
 - Email: [Text Input]
 - Send Email: [Button]
- Address** section:
 - Street 1: [Text Input]
 - Street 2: [Text Input]
 - Suburb: [Text Input]
 - Region: [Text Input]
 - Post Code: [Text Input]
 - Country: [Text Input]

Buttons: Save, Save & Close



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.

Notes	Address & Telephone	Send Out	Job History	Reference	Email History	Diary	Others	Bank	TSL Notifications
Page 1 of 0 Page Size 10 Displaying Items 0 - 0 of 0									
Sender	Mail To	CC To	BCC To	Subject	Message Date				
No records to display.									
Page 1 of 0 Page Size 10 Displaying Items 0 - 0 of 0									

4.1.1.6 Diary

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

Notes	Address & Telephone	Send Out	Job History	Reference	Email History	Diary	Others	Bank	TSL Notifications
Page 1 of 0 Displaying Items 0 - 0 of 0									
Event ID	User ID	Date	Summary	Status	Type				
No records to display.									
Page 1 of 0 Displaying Items 0 - 0 of 0									

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.

Notes	Address & Telephone	Send Out	Job History	Reference	Email History	Diary	Others	Bank	TSL Notifications
Visa Status: <input type="text"/>	Account Manager: <input type="text"/>								
Owner Branch: SYD	Status: Active								
Internal/External: <input type="radio"/> Internal <input checked="" type="radio"/> External	Date of Birth: <input type="text"/>								
Date Added: 15 Jul 2015 04:25 PM	Last updated: 28 Jul 2015 04:32 PM								

4.1.1.8 Bank

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



Add Bank Details
✖

Bank Details:

BSB:	<input type="text"/>	Bank Name:	<input type="text"/>
Account Name:	<input type="text"/>	Acct No:	<input type="text"/>
Percentage:	<input type="text"/>	Amount:	<input type="text"/>
Period:	<input type="text"/> > <input type="text"/>		

4.1.1.9 TSL Notifications

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

Notes	Address & Telephone	Send Out	Job History	Reference	Email History	Diary	Others	Bank	TSL Notifications
Displaying items 1 - 5 of 10									
Action	Date Sent	Alert Type	Recipient Email Address	Description					Week Ending
		FullyApproved	krishna.druv@gmail.com	The following Timesheet has been approved Candidate Name: Aditi Chopra Week Ending: 12-07-15 Approved by: Dharmendra Prasad Hours Worked was: 40:00 Payable Units: 10 This timesheet has been fully approved.					12 Jul 2015
		FullyApproved	krishna.druv@gmail.com	The following Timesheet has been approved Candidate Name: Aditi Chopra Week Ending: 19-07-15 Approved by: Ankush Mehra Hours Worked was: 40:00 Payable Units: 33 This timesheet has been fully approved.					19 Jul 2015
		FullyApproved	krishna.druv@gmail.com	The following Timesheet has been approved Candidate Name: Aditi Chopra Week Ending: 12-07-15 Approved by: Ankush Mehra Hours Worked was: 40:00 Payable Units: 33 This timesheet has been fully approved.					12 Jul 2015
		FullyApproved	krishna.druv@gmail.com	The following Timesheet has been approved Candidate Name: Aditi Chopra Week Ending: 19-04-15 Approved by: Ankush Mehra Hours Worked was: 40:00 Payable Units: 10					19 Apr 2015

5.2 Search Candidate

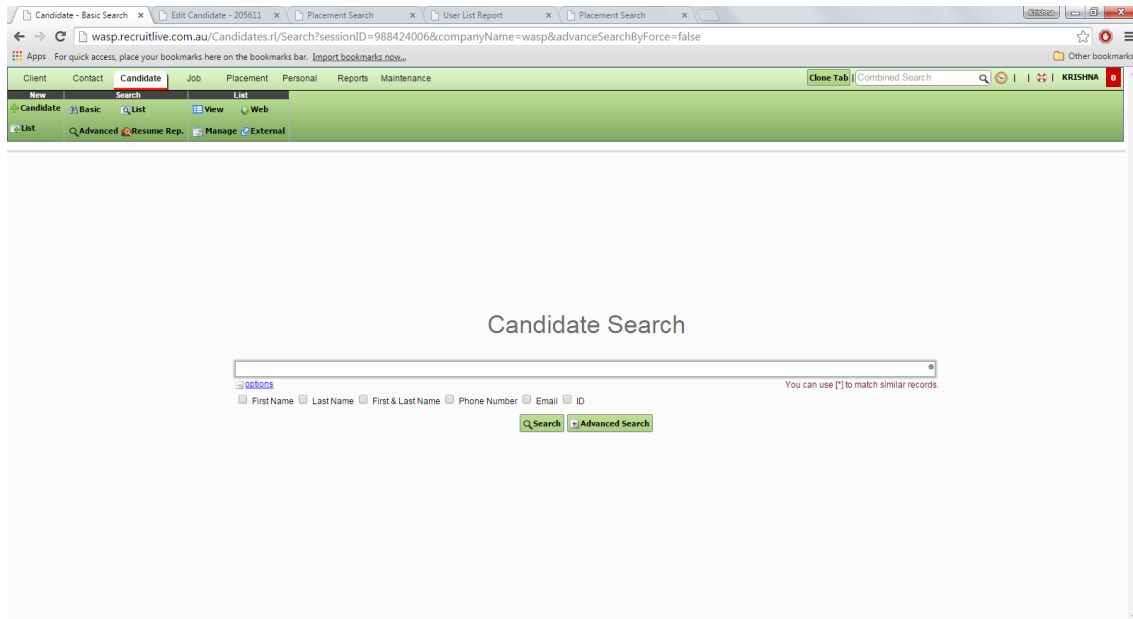
Across the modules, Recruitlive provides three different search options

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.

setting the standard

RECRUITLIVE™



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.

The screenshot displays the RecruitLive web application interface. The browser address bar shows the URL: `wasp.recruitlive.com.au/Candidates.r/Lists?listID=17349&sessionID=988424006&companyName=wasp`. The page title is "Candidate List - 17348".

The interface includes a navigation menu with tabs for Client, Contact, Candidate, Job, Placement, Personal, Reports, and Maintenance. The "Candidate" tab is active. Below the navigation menu, there are several action buttons: New, Search, List, View, Web, Share, Regenerate, Sub. Agent, Criteria, Merge, Drop, and Details. A search bar is present with the text "DEFAULT28070414" and "DEFAULT2807041401".

The main content area features a "Refine Search" section with filters for Free Text, Personal, Experience, Salary, Location, Placement, Notes, and Others. Below this, there is a table with columns for Action, Label, First Name, Last Name, Status, Contact, Tags, Last Updated, Resume Updated, and Rank. The table displays one candidate with the following details:

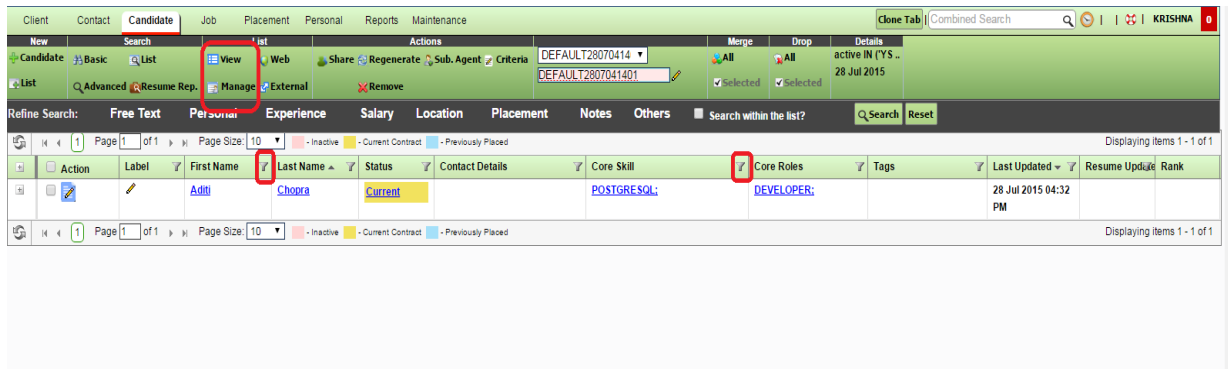
Action	Label	First Name	Last Name	Status	Contact	Tags	Last Updated	Resume Updated	Rank
	Aditi	Chopra	Current	Active			28 Jul 2015 04:32 PM		

The interface also includes pagination controls at the bottom, showing "Page 1 of 1" and "Page Size 10".

5.3 Create / View / Manage List

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

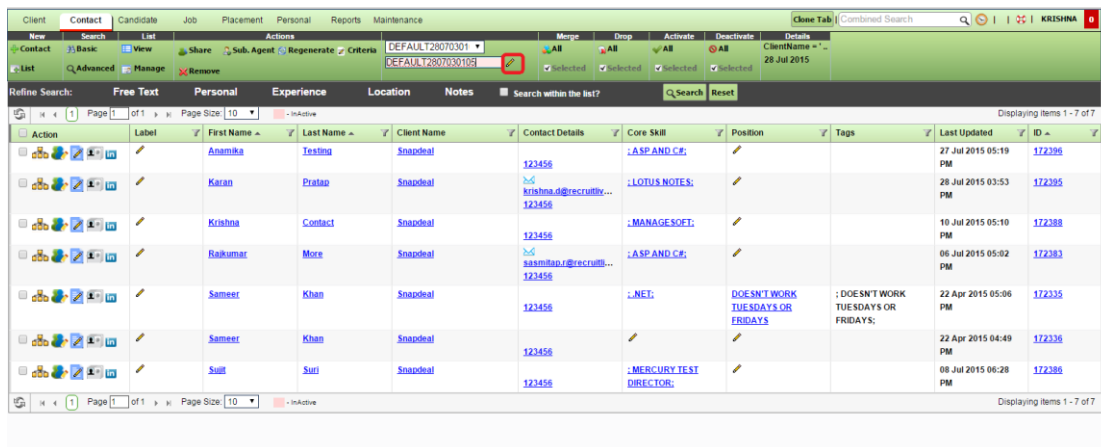
The results of the search screen are displayed in the list screen. The user can filter the list on any of the columns as desired.



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

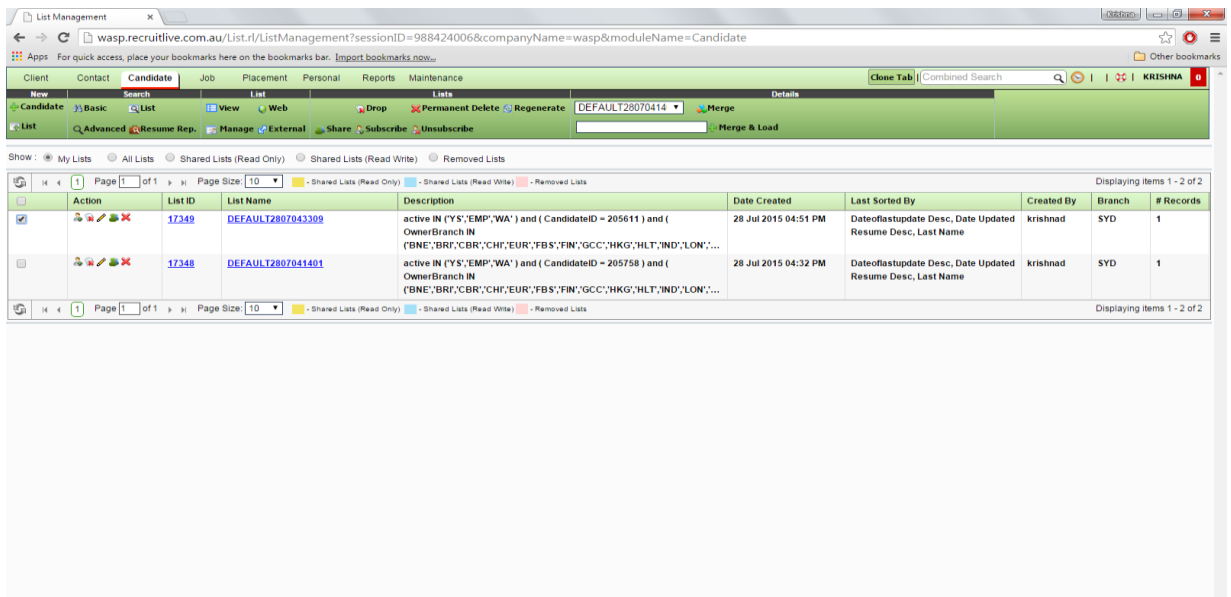


Subscribe search agent: The system allows the user to subscribe the search agent for a given list. Once he does this, he would get emails on the set frequency for any record added in the database which suffices the search criteria of the given list.

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'.

Select Placement Type for Referral ID :94880

Contractor Contract

Contractor Contract

Permanent

4.2.1.1 Permanent Placement

Client Contact Candidate Job **Placement** Personal Reports

Search Edit Document

33 Search Save Document Contracts

Refresh Email To Accounts

New Permanent Placement | Pending Internal Not Known

Job Code: DEEPAKJ3 View Role: DEVELOPER

Consultant: Deepak Jain [SYD] House Orphan Candidate: Deepika Mani View

Job Sourced By: Deepak Jain [SYD] Client: Infotech India View

Cand Sourced By: Deepak Jain [SYD] Contact: Divya G View

Status: Pending Placed On: 29 May 2012 Start Date: Effective From:

Memo: Approved By Auditor Notify Consultant Amendment Branch: SYD

Address & Telephone Salary and Fee Account Manager TSL Notifications

Client Billing Details **Candidate Address**

Registered Client Name: SLU_Infotech Street 1:

ABN: 111111111 Verify Street 2:

Street 1: Suburb:

Street 2: Region: Post Code:

Suburb: Country:

4.2.1.2 Contractor Placement

Client Contact Candidate Job **Placement** Personal Reports

Search Edit Document

33 Search Save Document Contracts

Refresh Email To Accounts

New Contract Placement | Pending Internal Not Known

Job Code: DEEPAKJ3 View Role: DEVELOPER

Consultant: Deepak Jain [SYD] House Orphan Contractor: Deepika Mani View

Job Sourced By: Deepak Jain [SYD] Client: Infotech India View

Cand Sourced By: Deepak Jain [SYD] Contact: Divya G View

Status: Pending Placed On: 29 May 2012 Start Date: End Date:

Memo: Approved By Auditor Notify Consultant Rolling Amendment EXTBC

Division: Technology Effective From: Branch: SYD

Client Contractor Contract Details Timesheets Account Manager TSL Notifications

Billing Details **Worksite Details**

Registered Client Name: SLU_Infotech Company Name: Infotech India

ABN: 111111111 Verify Street 1:

Entity Type: Trust Street 2:

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

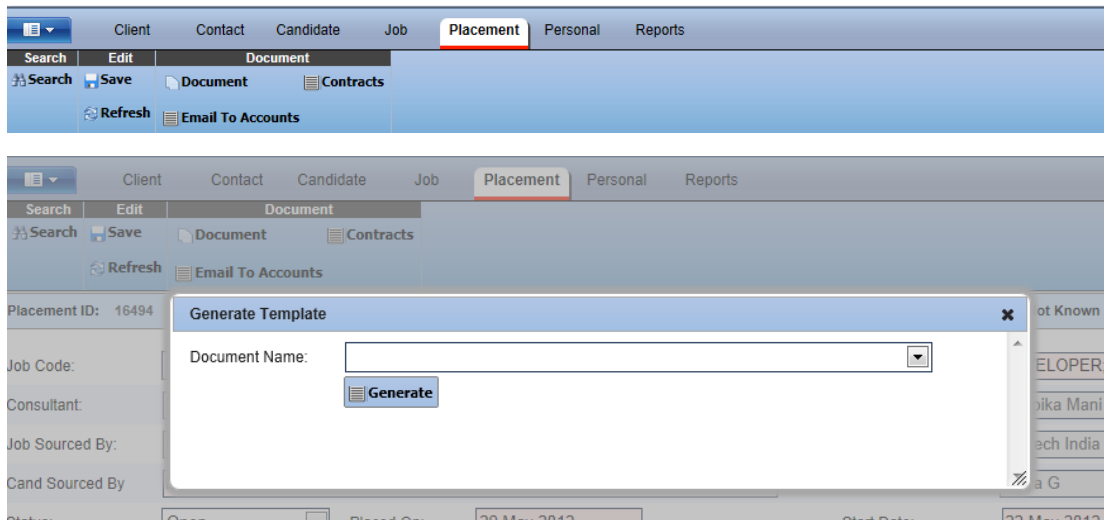
For the desired contractor placement, select action = Contract extension, the screen is loaded with all the details. User is required to enter the end date and save.

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.

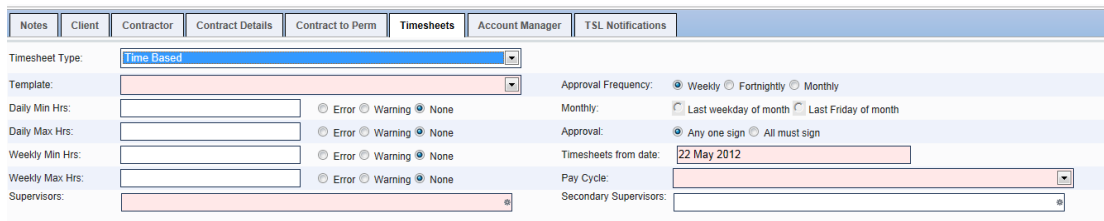


Click on Document->Email to Accounts-> list of available templates would be displayed->Choose the appropriate one and click on 'Generate'.

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



Client Contact Candidate Job **Placement** Personal Reports

Search Search

Search

Placement Type: Candidate Name:

Placement ID: Core Roles:

Start Date: After: Before: Client Name:

Placed By: Placement Date: After: Before:

Placement Status: Send Out Status:

List

Page 1 of 0 Page Size 5 Displaying items 0 - 0 of 0

ID	Placement Type	Placed By	Candidate	Client	Value	Job Name	Core Roles	Send Out Status	Placement Status	Date Placed
No records to display.										

Page 1 of 0 Page Size 5 Displaying items 0 - 0 of 0

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.