

CV Manager Documentation

Ver 1.0





No more data loss! Recruit the right one!

Online CV Manager is one of the most advanced online tools for processing candidates' data that provides cost efficiency for tracking and handling the applicants' data and the announcing vacancies.



Solution for any corporation size

- support clients with branch offices in different locations
- easy to use interface
- adaptive application form
- integration of the application form on your website



Characteristics of the System:

- import dynamically vacancies, descriptions and CVs
- manage CVs /Applications
- filter CVs with numerous criteria
- export any CV in PDF format
- restore the deleted CVs from the black list
- easy data access

This is a brief usage manual, to help you get started with CV Manager Suite, as quickly as possible.

CV Manager Suite is a web application, developed for easy and accurate CV manipulation for staff recruitment.

We developed a clean, elegant, user friendly and straightforward application interface, to maximize productivity, performance and provide maximum ease of use.

Plain and simple, do more with less, save time and resources and recruit easy and accurately your personnel.

First things first

To get started using the application visit the suite homepage:

www.cvmanager.gr

Accounts

To start using the application you must have an account.

A user account can be one of the following types:

- **Moderator – Customer Admin**
Each customer is initially provided with one administration account of his corporation. This account is called Moderator. Only the Moderator has full access to the company's management. There is only one Moderator account per customer.
- **Responsible**
A user that is created from a Moderator that can manipulate the CV List. Responsible users only have access to the CV List manipulation and are allowed to use the suite but not interfere with the administrative rights of a customer. A Moderator can create as many Responsible accounts as needed and can edit or delete a Responsible account at any point.

Main Navigation



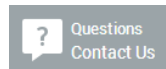
Use the circle arrow button positioned at the top left of any page to return to the last page you visited, or click the 'CV Manager Suite' header logo at any point, to redirect to the Home page.

User Interface

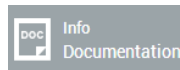
The application user interface is divided into 3 main sections :

1.The menu bar

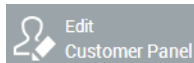
The menu bar is the gray toolbar always visible at the top of the suite.
A short description of the actions available starting from left:



- On the left of the top toolbar you will find the **Questions–Contact Us** button, so that you always have easy and instant access to communicating with us with support, suggestions or further clarifications regarding the suite



- The **Info–Documentation** button links to the current usage manual



- The **Customer Panel** button redirects to the customer home page



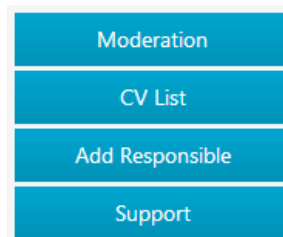
- **Logged user account management** is where you can change your account password



- **Log in** and **Log out** account actions

2.The sidebar

On the left portion of the screen you will find the button sidebar that provides you ease of access to various functions, *depending on your account permissions*.



- The **Moderation** button is only visible to the admin customer and redirects you to the customer moderation page. Edit and customize the specifications of your business. Change your company's name and description, as well as the details of your organization. You can add more than one organization and the positions currently available, or even remove them, to match the ones you currently possess. Simply use the Add Position and Add Organization button to insert information, or the circle x button next to a field to remove it. Also upload or change the uploaded logo of your company. All changes are submitted with the Apply Changes button.
- **CV List** is the main application for manipulating Cvs
- **Add Responsible** is where Moderators can add new Responsible users
- **Support** takes you to a contact form so we can assist with any problems you might encounter

3.The main window

The main page consists of three categories

CV Manager Suite

Apply your CV
User
Apply

CV Manager Demo Log in
Potential Client
Demo

Customer Log in
Customer
Login

Browse through the available vacancies of the selected Organization and Apply your Curriculum Vitae online

Have a look at the features of CV Manager Suite and take the free demo trial of the application

Customers login to your administration panel with your name and password

- 1) **Apply CV** : For users interested in applying their CV. Select the company of interest from the dropdown menu and clicking the Apply CV button to enter the full company profile, along with all the currently available positions. On clicking apply, you redirect to the pre-formatted CV form. Here enter all your qualifications and experience in a clean and easy manner, upload your photo and answer some specific applicant related questions. Fields with asterisk (*) are mandatory. On Education and Professional Experience fields, use the Add button to add more fields, or Remove to erase a field. Once you hit the Apply form button, the CV is submitted and stored in the applied company, awaiting for manipulation.

Customers can also implement this form to their site with iframe. For further information on how to include this form in your website contact us via the application support form.



- 2) **Demo** : A full featured demonstration of the manager. Here you can manipulate dummy content CVs and get familiar with the user interface of CV Manager Suite. When clicking on Demo button, you redirect to the login screen, where username and password will be provided for accessing the system. We included the login step on the demo, so you can experience the full procedure of the application usage. After logging in with the demo account, you are in the main CV manipulation interface, where you can manage the dummy CV content any way you want. For further information on how to use the CV List Manager go to the regarding section below



- 3) **Login** : Start using CV Manager Suite. Connect to your account, by inputing your username and password. Directs to the login page and straight to the Customer homepage to get you working fast and easy.

Main Application – CV Manager

CV List

This is the CV Manipulation page. The page consists of three main categories for the applied CVs.



- **All Candidates** : Here all new candidates' CV applications are displayed, as well as the ones that haven't yet been examined. Every applicant's CV that is tagged as 'Pending' is awaiting for manipulation. This also includes the ones specified as 'Questionable'. Questionable are the candidates that require further examination before being accepted or rejected. We provided with this category for better organization of your applicants, so you can tag the ones you seem interested at first and clean easier your CV List, or even tag them as people that interest you and want to suggest to a colleague that will make the final recruitment decision, for parallel manipulation.
- **Accepted** : The CV List of the applicant that are qualified for the position. The list is displaying the CVs that are well suited for your requirements. Here you have all the information of the people that fit better to your current personnel needs
- **Rejected** : The list of applicants that don't fit your description or are not the best suited and qualified for the position. Also includes 'Repeated' category, which automatically moves double applications out of your CV List, to prevent confusion and delay.

The 'Total' next to the categories, provides you with the current sum number of all the CVs, of the selected category

All categories display the Number, Name, Responsible, Priority and Status of each candidate. You can at any point, change the displayed order of the CV candidates, ascending or descending, by clicking the arrow icon next to the field of your interest.

There is also the Action column, where you find 3 buttons. The buttons are explained with a small description next to their icon. First one is the 'PDF button'. When activated, it will open a new tab in your browser, that displays the specific CV as pdf file. Examine it thoroughly, print it or save from your browser to your PC, with right click -> Save as. The second one is a 'Delete' button, providing a quicker alternative to deleting an applicant, without entering the Edit tab and the third and last one, is the 'Ready' button, that locks a candidate when no further investigation needs to be done in his CV and the status decision is final.



On top of the page you have the search and filters fields.

Search Candidates	Region	Organisation	Position	Responsible	Priority	Status
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Search Candidates

Easily locate a specific candidate by search. Enter the candidates name to browse through the applicants and provide you with the CV's whose name matches your criteria.

Filters

You can filter the results according to your needs. Show only the results you require, by Location , Organization, Position, (account), Priority and Status.

Sort Results

Change the results displayed order, descending or ascending, by clicking the category you need sorted. Notice the arrow next to the category name changes direction according to the current sorting method

On the right we have the CV specific Panel with two options



Info: On this tab you can see the photo and full CV details of a candidate.

Manage: The main suite manipulation tab. Here you specify if a contact with the current applicant has been made, as well as the type of communication you had with supplementary comments. The Evaluation consists of a 1 to 5 grading system, as a means of providing the suitability of an applicant to current position. The Priority is also a 5 star method, that helps to prioritize specific CV entries examination. Finally Status is the current verdict of the evaluation of an applicant. An examined CV applicant is pending, accepted, rejected, questionable, deleted or repeated. You can place an applicant on the category you need with the ultimate purpose of having reached a final evaluation stage of the accepted ones that you need and the rest on the deleted/rejected category. Commit any change with the Update button or discard current changes with Cancel.

CV List Navigation

You can use your mouse to perform any action of the application and we have also added keyboard support for faster navigation. Browse the CV candidates of a category with the up and down arrow keys and also switch between Info and Manage tabs with the right and left arrow keys.

Don't hesitate to contact us with feature suggestions.

CONTACT

Technical Support: support@cvmanager.gr

General Questions: info@cvmanager.gr