# HRArchive
# User's manual
**Sheets 31**

2023

# ABSTRACT

The present user's manual describes the mass recruitment management system called *HRArchive*. The *HRArchive* system also includes HR analytics and predictive risk analysis capabilities. The *HRArchive* system is used by small and medium enterprises. The *HRArchive* system is based on self-learning neural networks and improves the quality of recruitment.

The present user's manual contains a description of the user's actions to search, storage, process, analyze and classify recruitment information in the *HRArchive* system.

The present user's manual contains the following chapters: Purpose of the *HRArchive* system; Software requirements; and User's operations in the *HRArchive* system.

# CONTENTS

**1. Purpose of the HRArchive system ........ 4**

1.1. Application of the HRArchive system ........ 4

1.2. Brief description of capabilities ........ 4

1.3. User requirements ........ 4

**2. Software requirements ........ 5**

**3. User's operations in the HRArchive system ........ 6**

3.1. Starting the HRArchive system ........ 6

3.2. Checking the HRArchive system ........ 6

3.3. User Interface ........ 6

3.4. User's operations in the HRArchive system ........ 10

3.4.1. Adding a vacancy ........ 10

3.4.2. Binding a candidate to a vacancy ........ 12

3.4.2.1. Binding a new candidate to a vacancy ........ 12

3.4.2.2. Binding an existing candidate to a vacancy ........ 13

3.4.3. Adding additional information about a candidate ........ 14

3.4.4. Inviting a candidate for an interview ........ 16

3.4.5. Sending a message to a candidate ........ 18

3.4.6. Inviting a candidate for a telephone interview ........ 19

3.4.7. Assigning the Think status to a candidate ........ 20

3.4.8. Sending a rejection notice to a candidate ........ 21

3.4.9. Sending a candidate for approval ........ 22

3.4.10. Sending a hire notice to a candidate ........ 23

3.4.11. How to edit information about a candidate ........ 24

3.4.12. How to view a resume ........ 25

3.4.13. How to download a resume ........ 26

3.4.14. How to add a candidate to the database ........ 26

3.4.15. How to bind a candidate to a vacancy ........ 26

3.4.16. How to process a candidate for approval ........ 27

3.4.17. How to delete a vacancy ........ 27

3.4.18. How to filter candidates ........ 28

3.4.19. How to use Calendar ........ 28

3.4.20. How to edit HR employee profile ........ 28

3.4.21. How to search in the HRArchive system ........ 29

3.4.22. How to change the UI Theme ........ 29

3.4.23. Logging out the HRArchive system ........ 30

**List of accepted abbreviations ........ 31**

# 1. PURPOSE OF THE HRARCHIVE SYSTEM

The *HRArchive* system is intended to be used in small and medium public and private enterprises when recruiting employees.

## 1.1. Application of the HRArchive system

The provided methods for searching, storing, processing, analyzing and classifying recruitment information are used by small and medium public and private enterprises to implement HR analytics, predictive risk analysis and HR service automation.

The *HRArchive* system provides:

– improvement of the quality of recruitment;
– risk analysis when deciding on the degree of suitability of a candidate for the vacancy;
– HR employees with tools for searching, storing, processing, analyzing and classifying recruitment information;
– HR employees with reliable information about candidates;
– quick communication between the candidate and the HR employee.

## 1.2. Brief description of capabilities

The *HRArchive* system has capabilities for:

– processing and analyzing of incoming information about candidates;
– forming a conclusion on the degree of suitability of the candidate for the vacancy;
– obtaining information about candidates from different types of files;
– obtaining information about candidates from third-party resources in the internet;
– entering information about former and current employees for comparative analysis;
– creating accounts divided by rights and roles for access to one or another part of the recruitment information;
– maintaining a calendar with event markings;
– notifying users participating in the event about its imminent start via SMS notifications, email notifications and instant messenger notifications;
– issuing recommendations on the selection of suitable candidates, taking into account the department, specifics and field of activity;
– using instant messengers to send information on behalf of the employer.

## 1.3. User requirements

The *HRArchive* system has an intuitive user interface which allows users to easily navigate the *HRArchive* system, to quickly recruit employees and to interact with candidates.

## 2. SOFTWARE REQUIREMENTS

Requirements for general software.

The PC of the user accessing the *HRArchive* system should include the following software:

- Firewall;
- Google Chrome browser or Alternative browser.

# 3. USER’S OPERATIONS IN THE HRARCHIVE SYSTEM

## 3.1. Starting the HRArchive system

To log into the *HRArchive* system, you need to register. You can login using the following steps:

- Launch an internet browser on your PC;
- Enter the URL of the *HRArchive* system into an address bar of the internet browser. This will cause the main page of the *HRArchive* system to open (see Fig. 1).

To log into the *HRArchive* system, you need to enter your login and password and to click [SIGN IN].

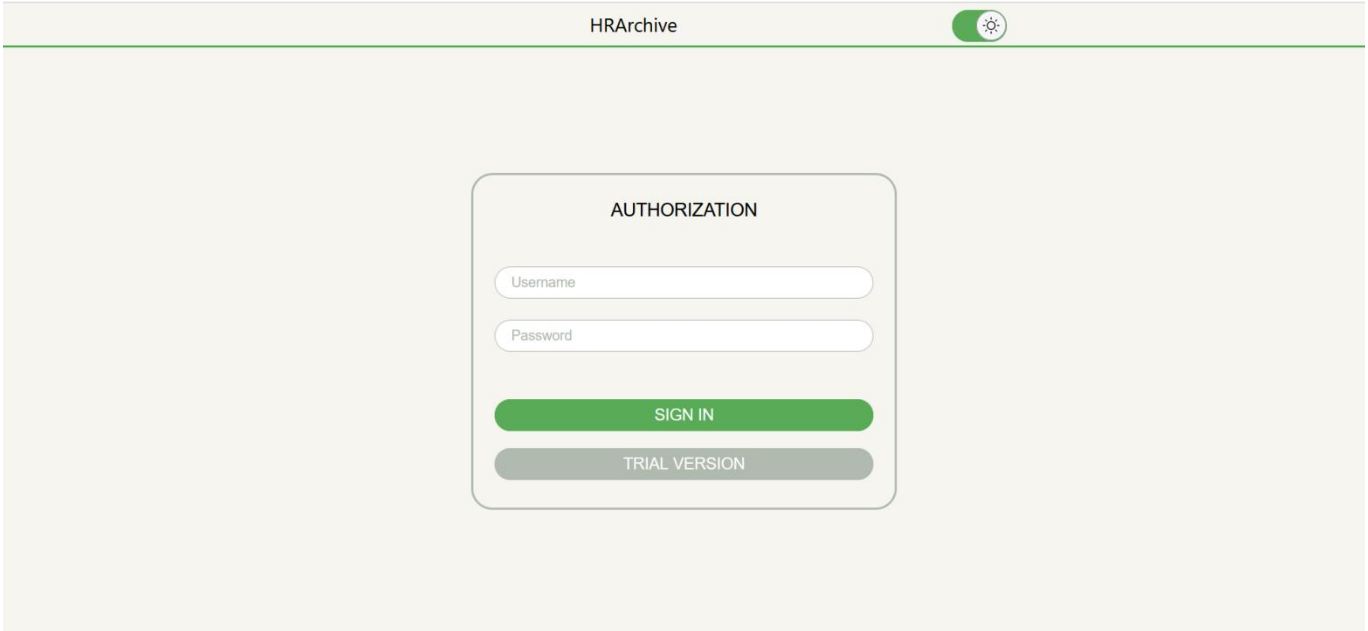



Figure 1. Main page of the *HRArchive* system.

## 3.2. Checking the HRArchive system

The *HRArchive* system is operational if the main page of the *HRArchive* system is displayed on the monitor screen, and if the login is carried out without indicating to the user information about an incorrect login or password.

## 3.3. User Interface

The *HRArchive* system consists of the following pages: *Vacancies*; *Company’s vacancies*; *Candidates*; *Candidates for approval*; *Calendar*; *Settings*; and *Global search*. To open any of these pages, you need to bring up the side menu by hovering your mouse over the icon  on the upper left corner of the screen. A detailed description of each of these pages is provided below.

The *Vacancies* page contains a table of vacancies created by the current user of the *HRArchive* system, as well as a list of candidates who responded to the selected vacancy (see Fig. 2).

The *Company’s vacancies* page contains a table of vacancies created by all users, as well as a list of candidates who responded to the selected vacancy (see Fig. 3). Otherwise, this page is identical to the *Vacancies* page.

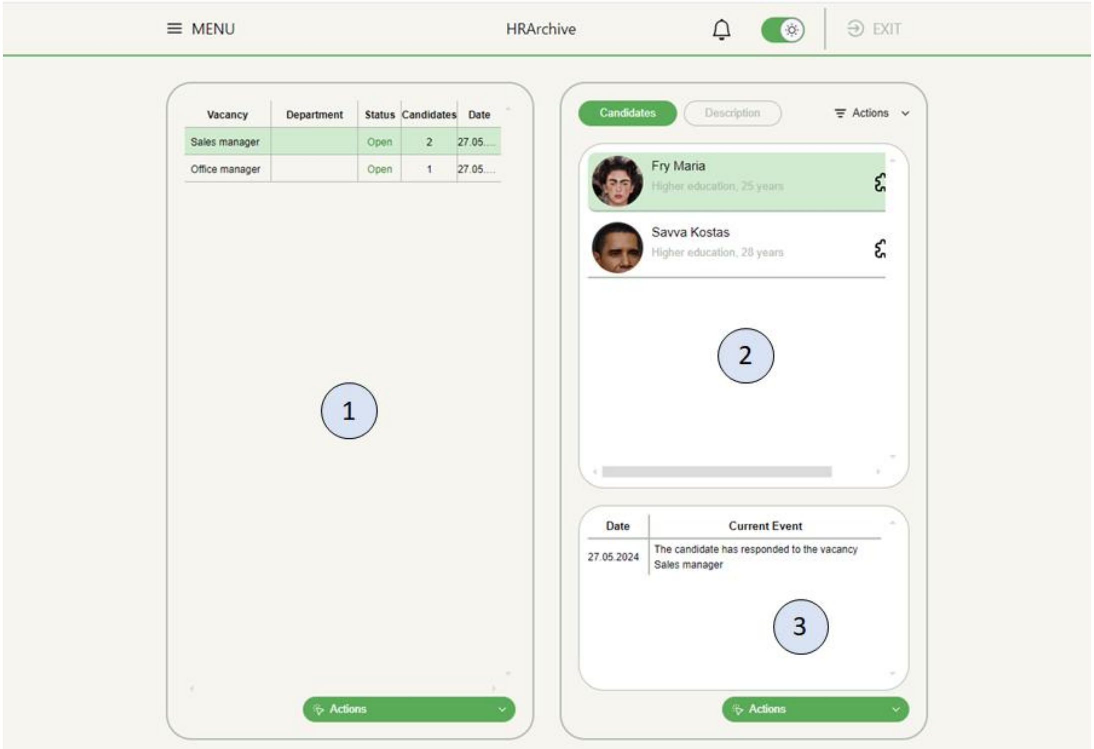
The *Candidates* page contains a table of candidates stored in the database (see Fig. 4).

The *Candidates for approval* page contains a table of candidates for approval by HR employees (see Fig. 5). On this page, you can invite the selected candidate for an interview, refuse him or her, or assign the selected candidate the *Think* status.

The *Calendar* page displays past and future events (see Fig. 6).

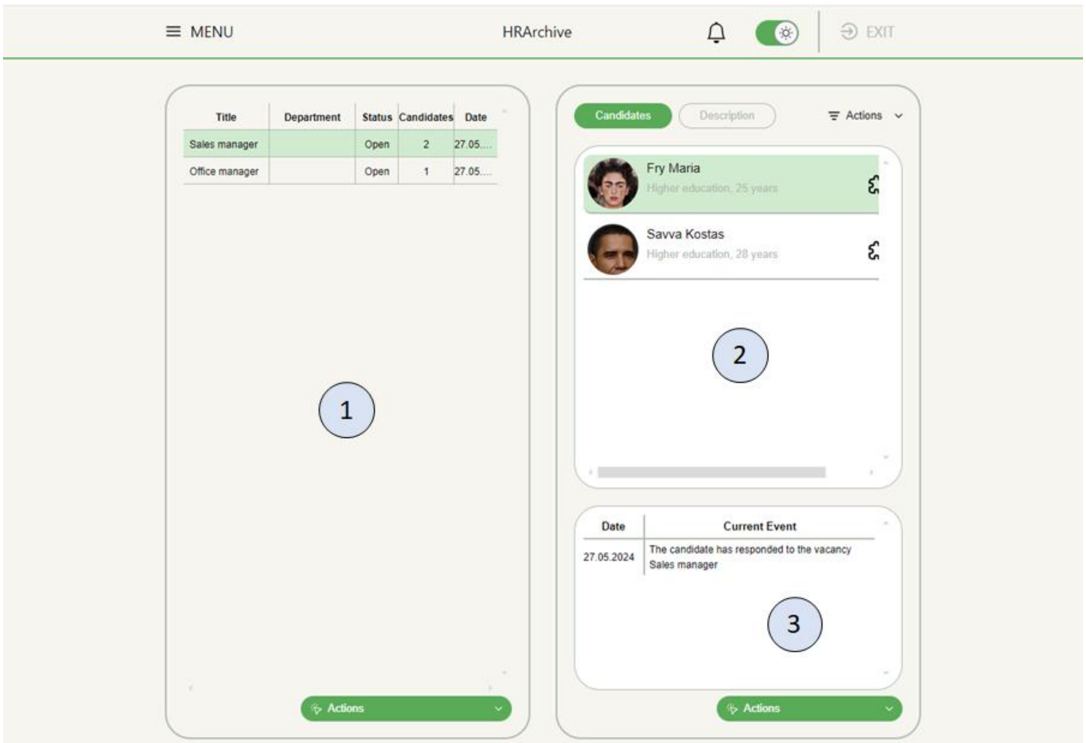
The *Settings* page contains information about the current user, which can be amended if necessary (see Fig. 7).

The *Global search* page is intended to search for information in the database and to display the information found (see Fig. 8).



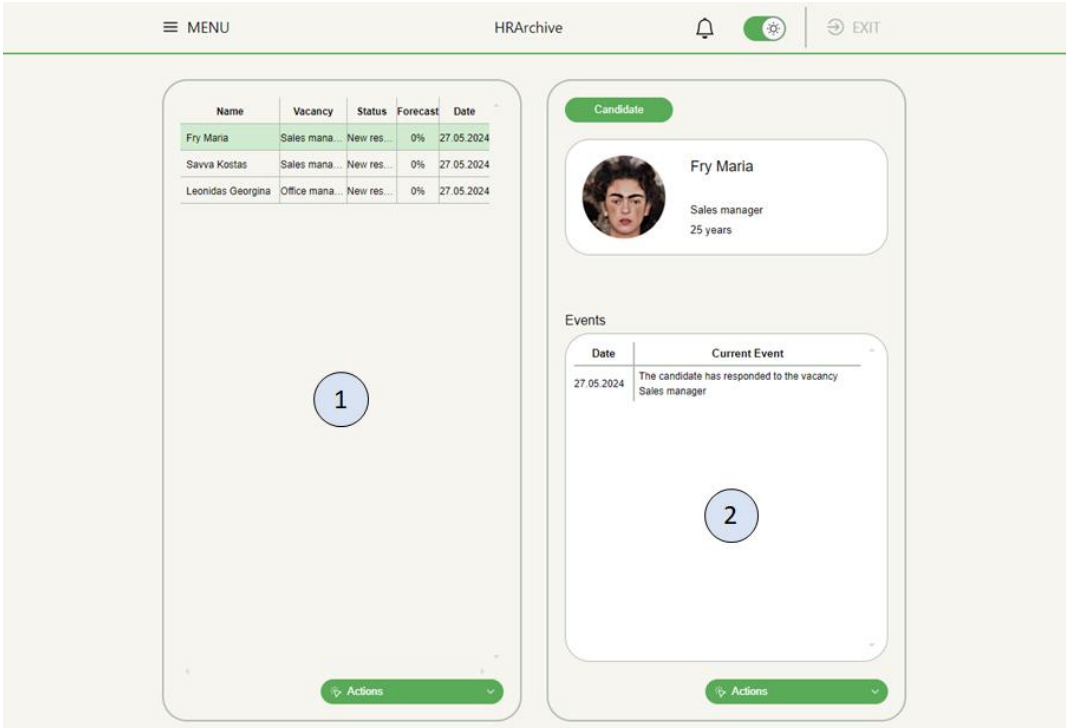

*Area 1 for displaying the table of vacancies;*
*Area 2 for displaying candidates who responded to the selected vacancy;*
*Area 3 for displaying an additional information about the candidate;*

Figure 2. *Vacancies* page.



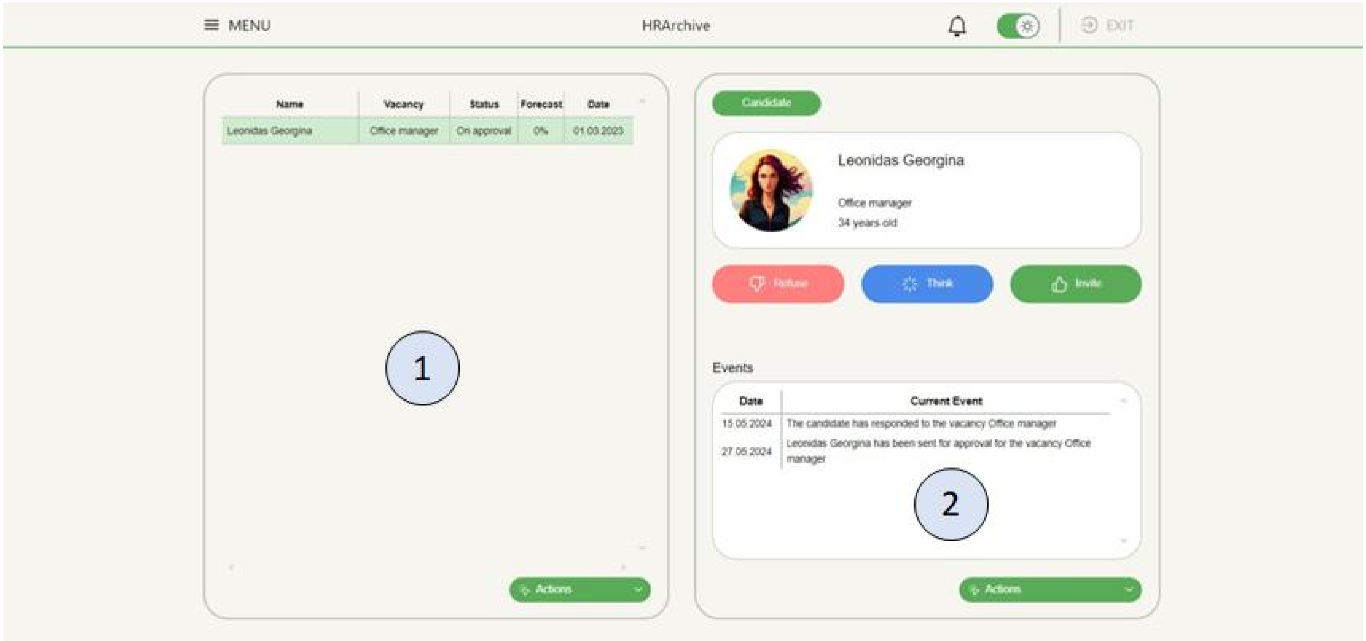
*Area 1 for displaying the table of vacancies;*
*Area 2 for displaying candidates who responded to the selected vacancy;*
*Area 3 for displaying an additional information about the candidate;*

Figure 3. *Company's vacancies* page.




*Area 1 for displaying the table of vacancies;*
*Area 2 for displaying events corresponding to the selected candidate;*

Figure 4. *Candidates* page.




*Area 1 for displaying the table of candidates for approval;*
*Area 2 for displaying events corresponding to the selected candidate, containing buttons that allow you to invite the selected candidate for an interview, refuse him or her, or assign the selected candidate the Think status;*

Figure 5. *Candidates for approval* page.

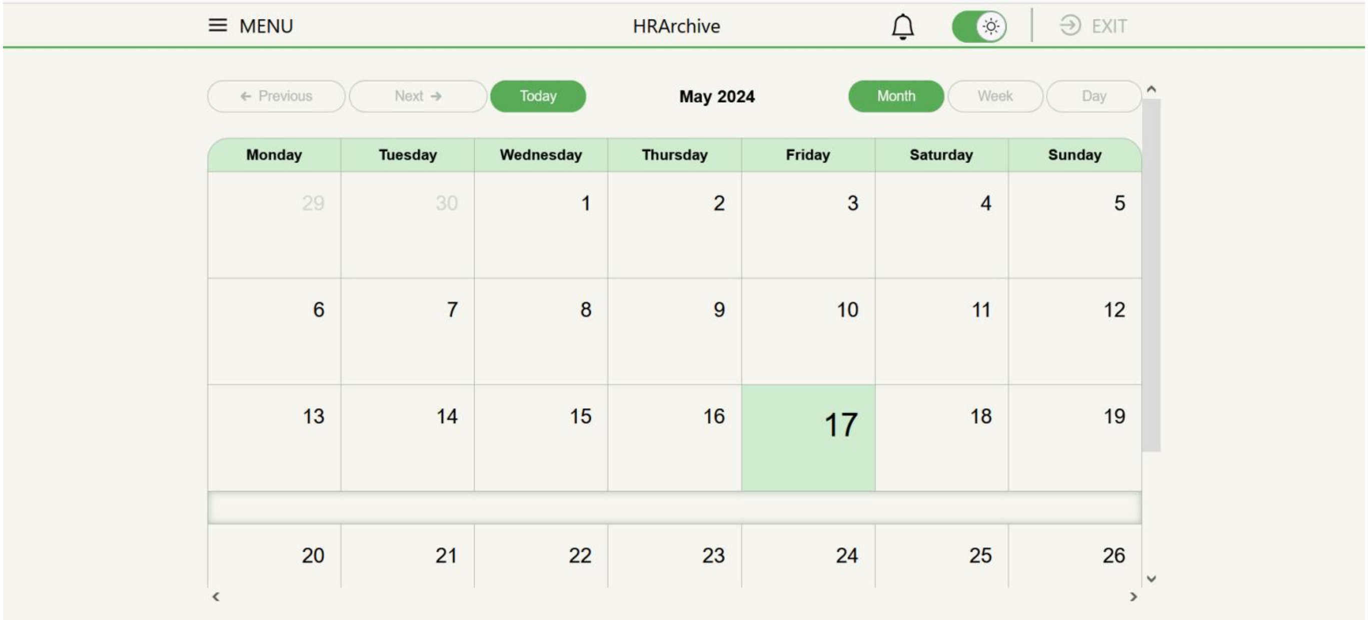



Figure 6. *Calendar* page.

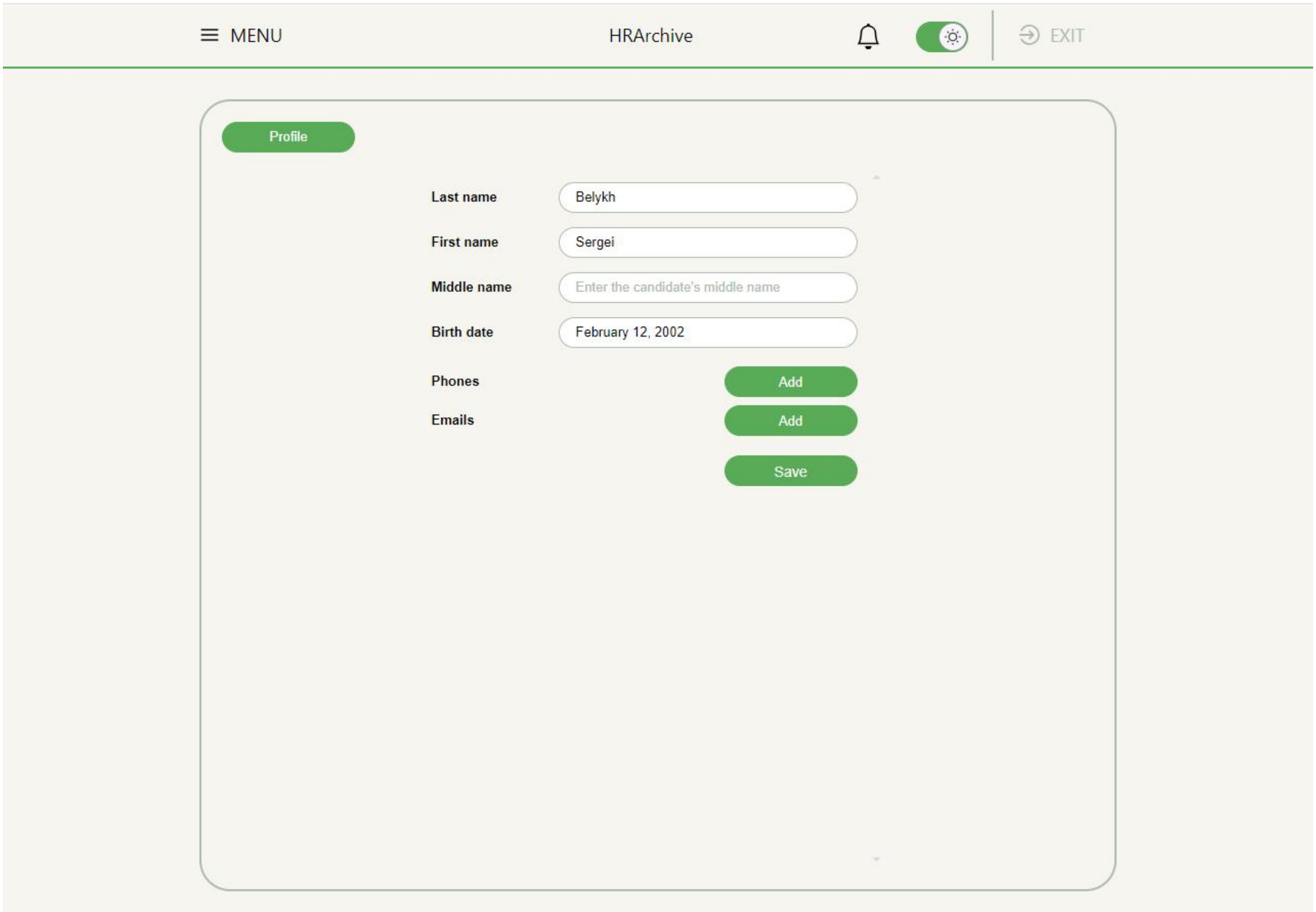



Figure 7. *Settings* page.

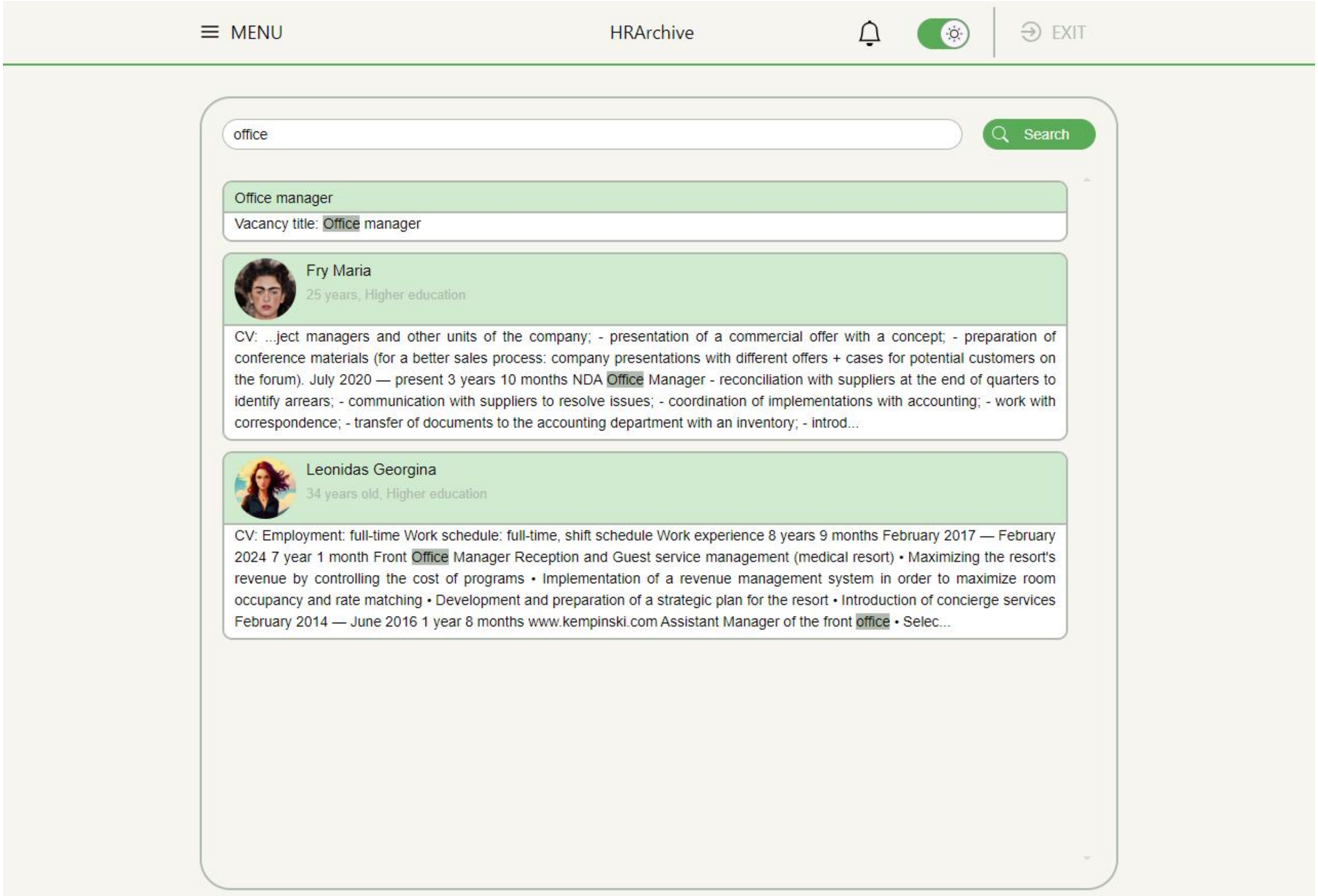



Figure 8. *Global search* page.

## 3.4. User's operations in the HRArchive system

### 3.4.1. Adding a vacancy

To add a vacancy, you need to bring up the side menu by hovering your mouse over the icon  on the upper left corner of the screen and to select the *Vacancies* menu item. The *Vacancies* page is shown in Fig. 9.

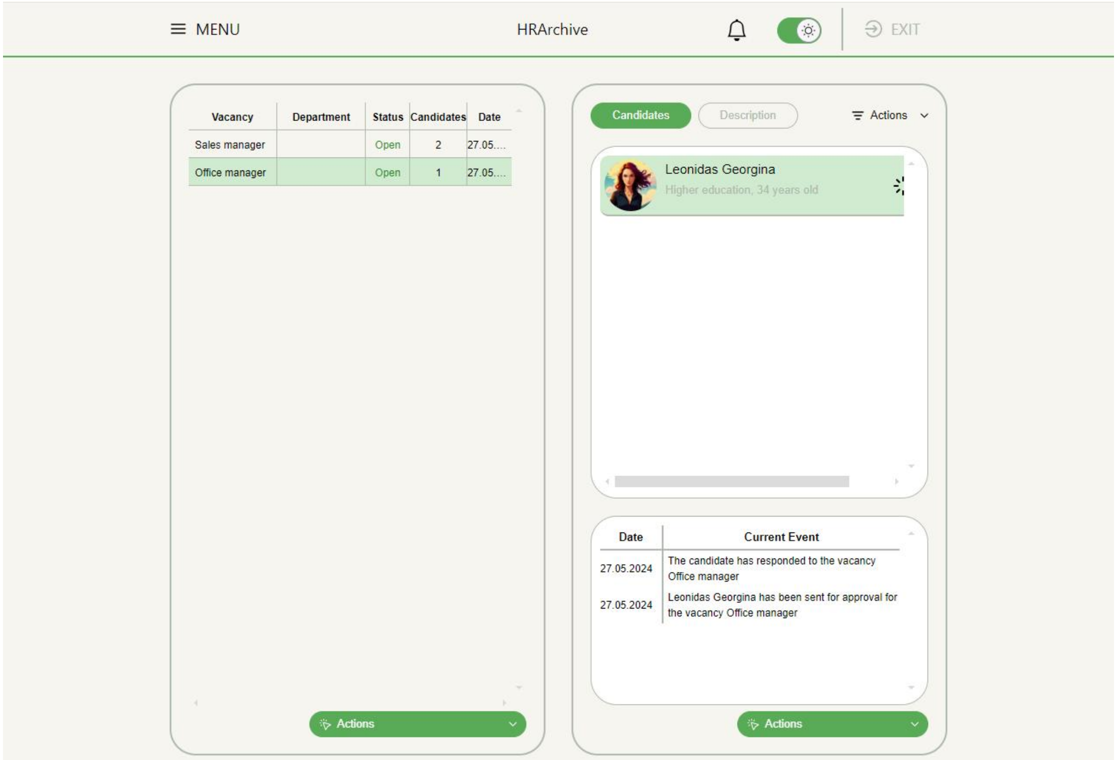



Figure 9. *Vacancies* page.

On the *Vacancies* page, you can add a vacancy. You need to click the 

button located on the middle part of the screen. Then in the drop-down menu you need to click [Add vacancy] (see Fig. 10). After that, a new row is added to the table located on the left part of the screen (see Fig. 11).

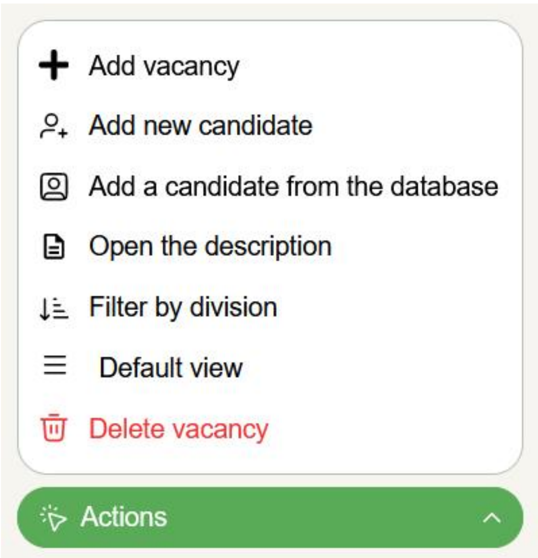



Figure 10. Drop-down menu.


Figure 11. New vacancy in the table.

To add a detailed description of the vacancy, you need to click the row with the created vacancy and open the *Description* tab on the right part of the screen or to click the Actions button located on the right part of the screen and click the Open the description button. On the *Description* tab, you can enter a name of the vacancy and its description, and you can select a department, a status and skills from the drop-down lists. After that you need to click [Save] (see Fig. 12).

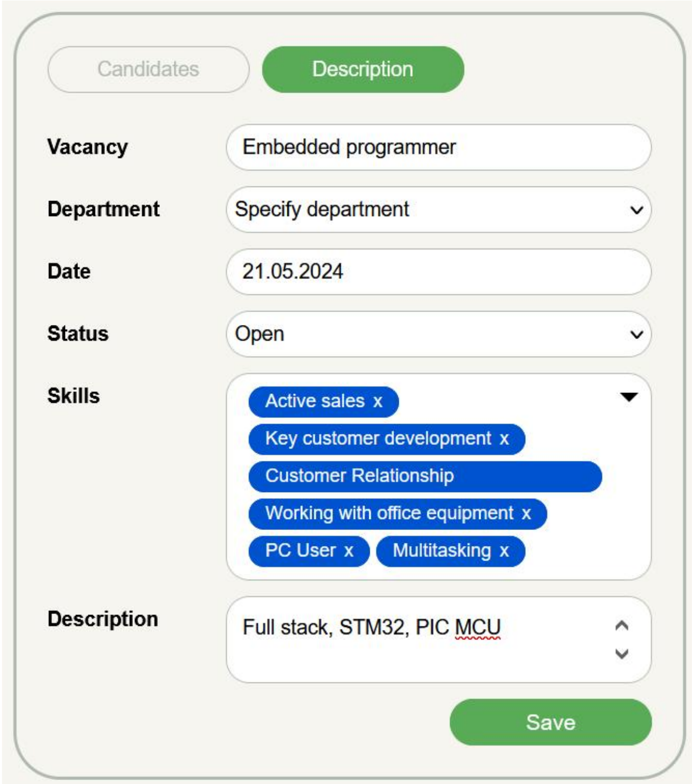



Figure 12. *Description* tab.

### 3.4.2. Binding a candidate to a vacancy

#### 3.4.2.1. Binding a new candidate to a vacancy

To bind a new candidate to the vacancy, you need to select the required vacancy by clicking the row of this vacancy in one of the tables of vacancies. Then click the Actions button located on the middle part of the screen. Then in the drop-down menu you need to click the Add new candidate button. After that, in the pop-up window you can select a resume to upload (see Fig. 13).


Figure 13. Pop-up window for uploading the resume of a new candidate.

You can upload docx, doc, rtf and pdf files. To upload a resume, you need to click [Browse…]. After that, you can select a resume file, and then you need to double-click the resume file or to click the resume file and click [Open] to upload the selected resume file. The name of the uploaded resume file is displayed in the pop-up window to the right of [Browse…]. After that, you need to click [Send]. Once the resume file is uploaded, the data from the selected resume file is displayed on the left part of the screen (see Fig. 14). If there are similar resume files in the database, similar candidates will be displayed on the right part of the screen.

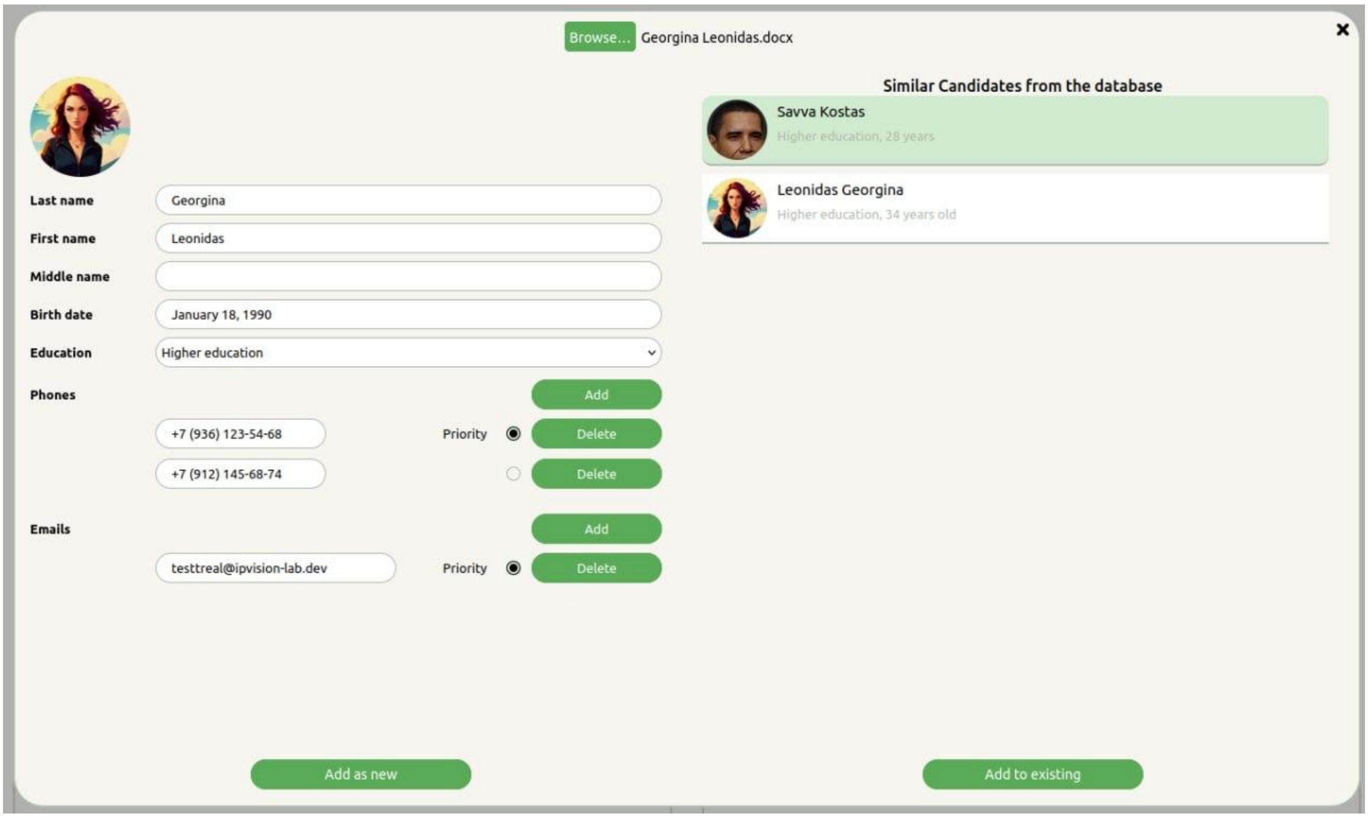



Figure 14. Screen with data from the uploaded resume file.

On this screen, you can add an additional phone number or email address. To add the additional phone number, you need to click [Add] located to the right of the *Phones* line. Once the text field located below the phone number indicated in the resume file is displayed, you can enter the additional phone number. To add the additional email address, you need to click [Add] located to the right of the *Emails* line. Once the text field located below the phone number indicated in the resume file is displayed, you can enter the additional email address. If necessary, you can change the priority of phone number or email address by clicking the  radio button. After that, the radio button is changed to the 

radio button. This radio button indicates that the phone number or email address actually exists. If necessary, a phone number or email address can be deleted by clicking [Delete] located to the right of the phone number or email address.

If all the required data about the candidate are entered, you need to click [Add as new]. After that, the window according to Fig. 14 closes, and for the selected vacancy the number of candidates increases by one in the *Candidates* tab of the right part of the *Vacancies* page, the status of the candidate is changed to the *New response* status, and the icon to the right of the candidate's name is also changed to the  icon.

### 3.4.2.2. Binding an existing candidate to a vacancy

To bind an existing candidate to the vacancy, you need to select the required vacancy by clicking the row of this vacancy in one of the tables of vacancies. Then click the 

button located on the middle part of the screen. Then in the drop-down menu you need to click the 

button. After that, the pop-up window for adding the existing candidate is displayed (see Fig. 15).

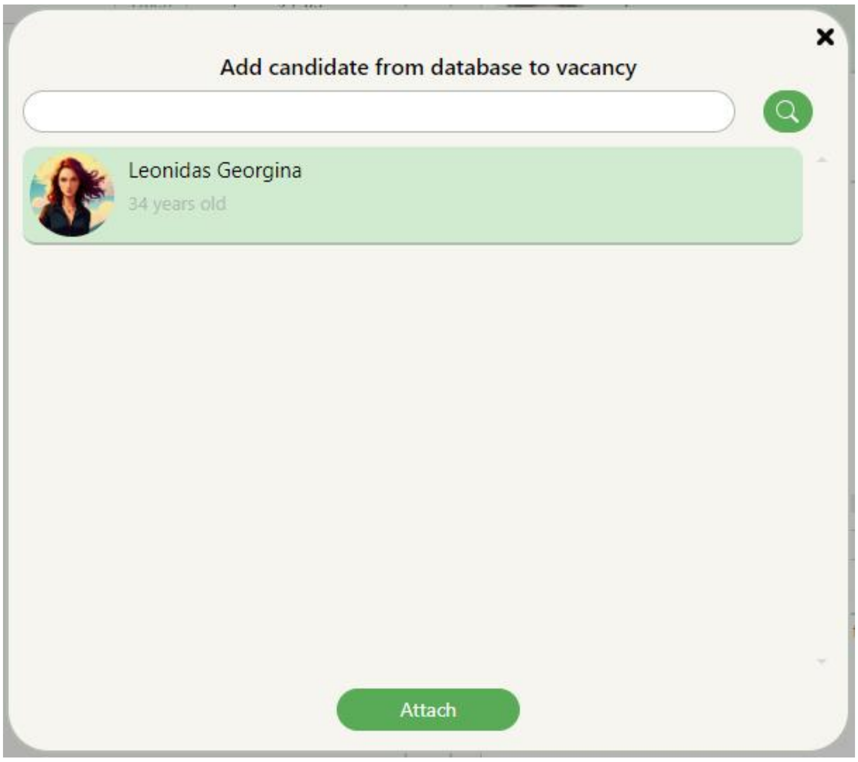



Figure 15. Pop-up window for adding an existing candidate.

In this pop-up window you need to select the required candidate by clicking the candidate's icon and then by clicking [Attach]. After that, the pop-up window according to Fig. 15 closes, and for the selected vacancy the number of candidates increases by one in the *Candidates* tab of the right part of the *Vacancies* page.

If a candidate for the vacancy is successfully added using one of the above methods, a percentage value will be displayed to the right of the candidate's name. The percentage value reflects how suitable the candidate is for the vacancy in accordance with the results of processing the resume by the neural network. This percentage value is shown as an icon, e.g. 13.

### 3.4.3. Adding additional information about a candidate

On the *Vacancies* page, *Company's vacancies* page, *Candidates* page and *Candidates for approval* page, you can add additional information about the candidate. A process of adding this information on the *Vacancies* and *Company's vacancies* pages distinguishes from a process of adding this information on the *Candidates* and *Candidates for approval* pages. On the *Vacancies* and *Company's vacancies* pages, you need to select the vacancy and the candidate whose information you want to add. Then click the Actions button located on the right part of the screen and click the Add comment button. After that, a message type selection area and a text field are displayed on the left part of the screen. You need to select the *Add Comment* message type from the drop-down list and to enter the message in the text field (see Fig. 16).

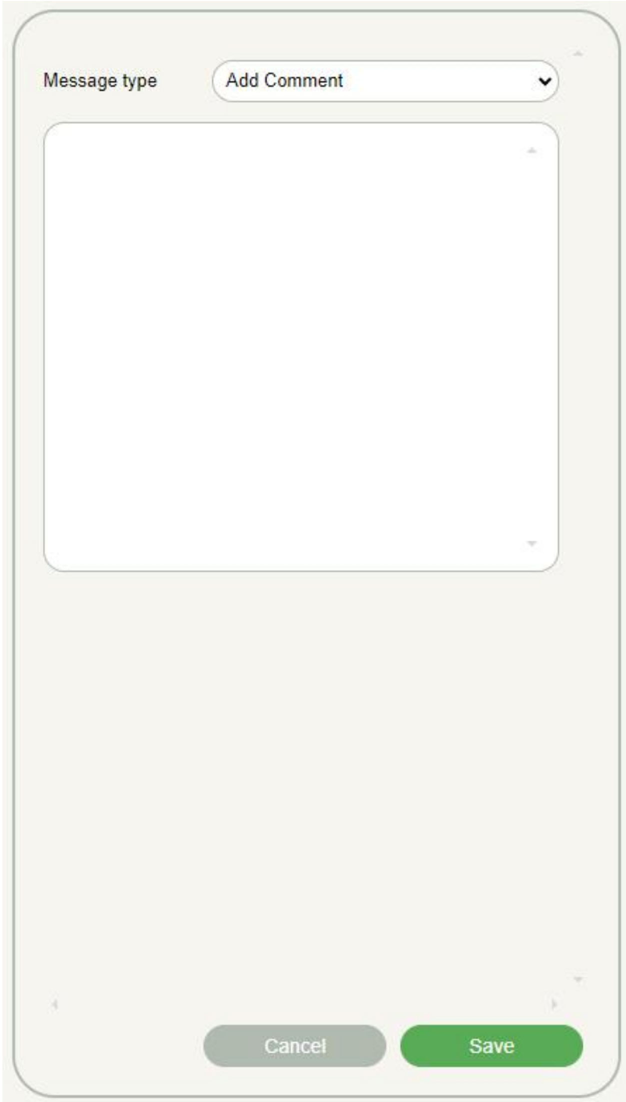



Figure 16. Adding additional information about the candidate on the *Vacancies* and *Company's vacancies* pages.

After selecting the *Add Comment* message type from the drop-down list and entering the message in the text field, you need to click [Save]. After that, for the selected candidate the entered information is displayed on the bottom part of the screen (see Fig. 17).


Figure 17. Additional information about the candidate is shown.

To cancel entering additional information about the candidate on the *Vacancies* and *Company's vacancies* pages, you need to click [Cancel]. After that, the window according to Fig. 16 closes, and the table of vacancies is displayed.

To add additional information about the candidate on the *Candidates* and *Candidates for approval* pages, you need to select the candidate on the left part of the screen. Then click the 

button located on the right part of the screen and click the Add comment button. After that, a text field are displayed on the right part of the screen. You can enter a text in the text field (see Fig. 18).

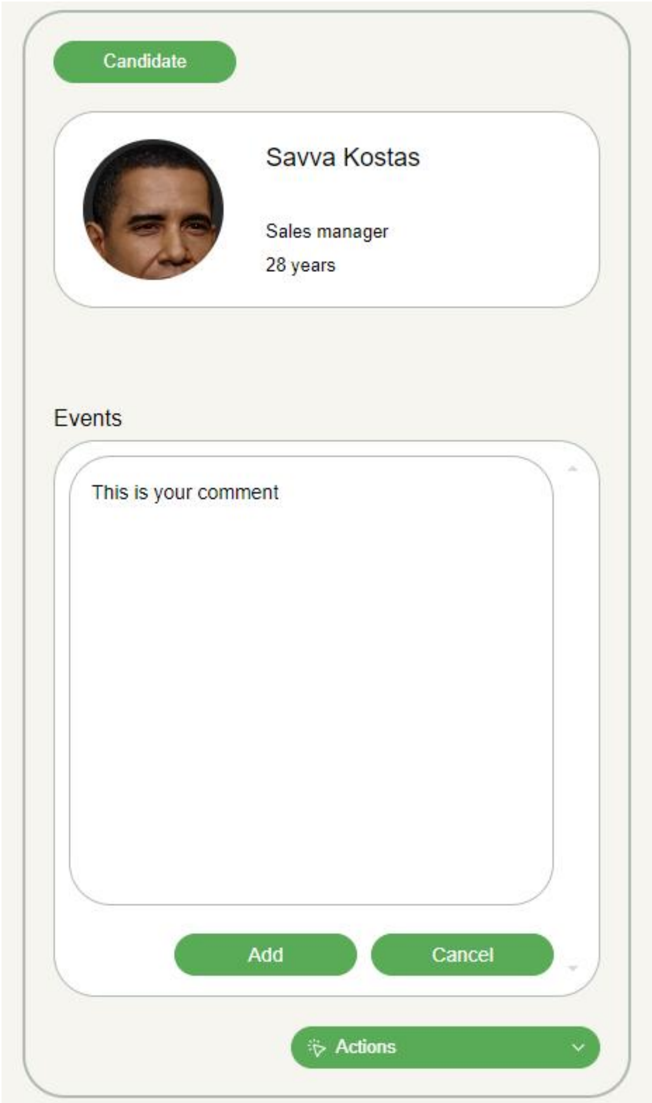


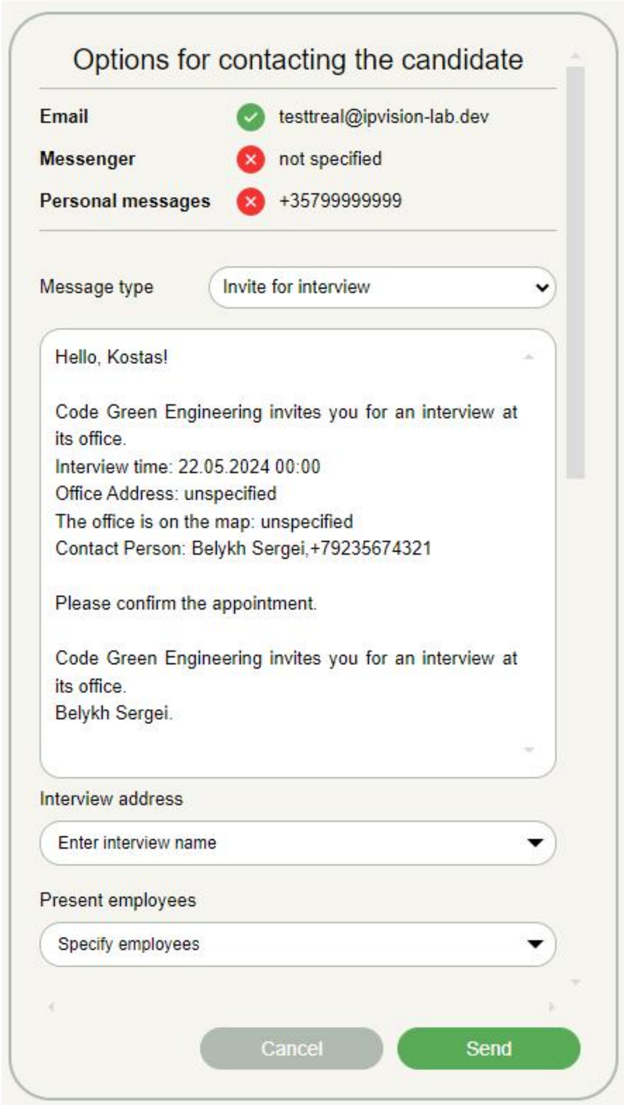

Figure 18. Adding additional information about the candidate on the *Candidates* and *Candidates for approval* pages.

After entering the text, you need to click [Add]. After that, for the selected candidate the entered information is displayed on the right part of the screen.

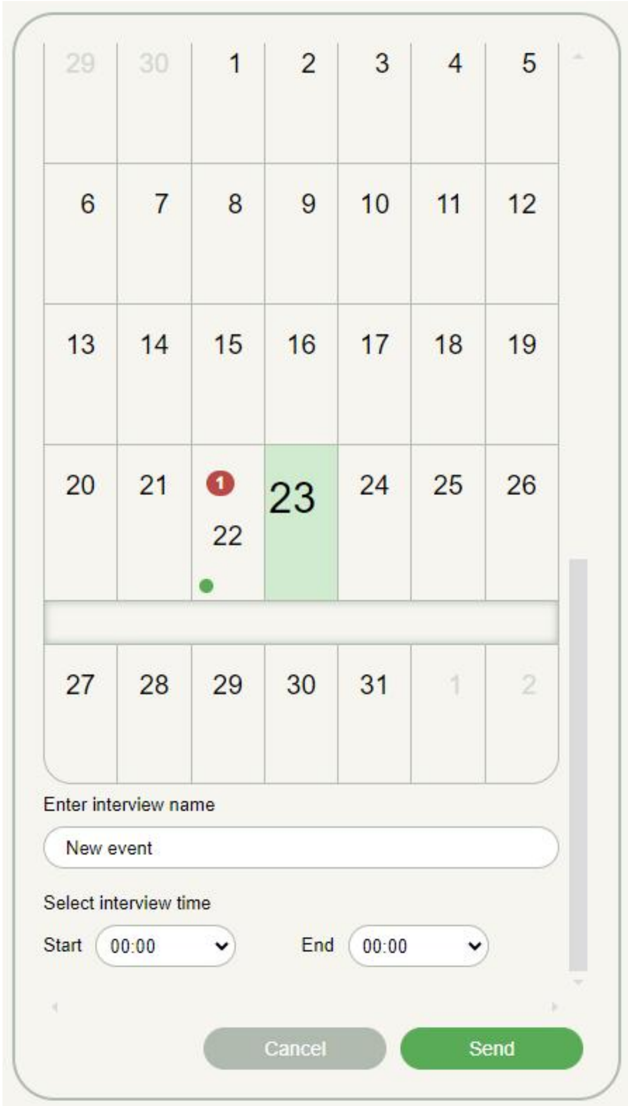
To cancel entering additional information about the candidate on the *Vacancies* and *Company's vacancies* pages, you need to click [Cancel]. After that, the text field according to Fig. 18 closes.

### 3.4.4. Inviting a candidate for an interview

On the *Vacancies* and *Company's vacancies* pages, you can invite a candidate for an interview. To invite the candidate for an interview, you need to select the vacancy in the left part of the page and to select the candidate in the right part of the page. Then click the Actions button located on the right part of the screen and click the Add comment button. You need to select the *Invite for interview* message type from the drop-down list in the left part of the page. After that, the fields displaying contact information about the candidate, the text field with a template for a welcome letter, the drop-down list for selecting an interview address, the drop-down list for selecting employees which can present at the interview and a calendar for selecting the date and time of the interview are displayed on the left part of the screen (see Fig. 19). To confirm options for contacting with the candidate, you need to click the corresponding icons: the icon to confirm the selected option, and the icon to withdraw the selected option. Then you need to select the interview address and employees from the corresponding drop-down lists. You can also enter a name of the interview and indicate the date and time of the interview. To select the date, you need to click the corresponding cell in the calendar area. To select the previous or next month, you can click [Previous] or [Next]. The current date can be selected by clicking [Today]. To select the time of the interview, you need to select the time of the *Start* field and the time of the *End* field. After entering all required information, you need to click [Send]. After that, the status of the candidate is changed to the *Interview* status, and the icon to the right of the candidate's name is changed to the  icon.




a)



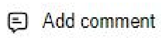

b)

Figure 19. Entering information to invite the candidate for an interview (a) and selecting a date of the interview (b).

To cancel inviting the candidate, you need to click [Cancel]. In this case, the window according to Fig. 19 closes, and the table of vacancies is displayed.

### 3.4.5. Sending a message to a candidate

To send a message to the candidate on the *Vacancies* and *Company's vacancies* pages, you need to select the vacancy and the candidate by clicking the rows in the corresponding tables. Then click the 

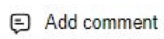
button located on the right part of the screen and click the 

button. You need to select the *Send Message to candidate* message type from the drop-down list in the left part of the page. After that, the fields displaying contact information about the candidate and the text field for entering the message are displayed on the left part of the screen (see Fig. 20). To confirm options for contacting with the candidate, you need to click the corresponding icons: the  icon to confirm the selected option, and the  icon to withdraw the selected option. You can send the message by clicking [Send]. To cancel sending the message, you can click [Cancel].


Figure 20. Sending a message to the candidate.

### 3.4.6. Inviting a candidate for a telephone interview

To contact a candidate by phone, a telephone interview has been implemented. You can invite the candidate for the telephone interview on the *Vacancies* and *Company's vacancies* pages. You need to select the vacancy and the candidate by clicking the rows in the corresponding tables. After that, you need to click the 

button located on the right part of the screen and to click the 

button. Then you need to select the *Phone interview* message type from the drop-down list in the left part of the page. After that, the fields displaying contact information about the candidate and the text field with a template for a welcome letter are displayed on the left part of the screen (see Fig. 21). If necessary, you can correct the template before sending. To confirm options for contacting with the candidate, you need to click the corresponding icons: the  icon to confirm the selected option, and the  icon to withdraw the selected option. You can send the invite by clicking [Send]. After that, the status of the candidate is changed to the *Phone interview* status, and the icon to the right of the candidate's name is changed to the  icon. To cancel sending the invite, you can click [Cancel].

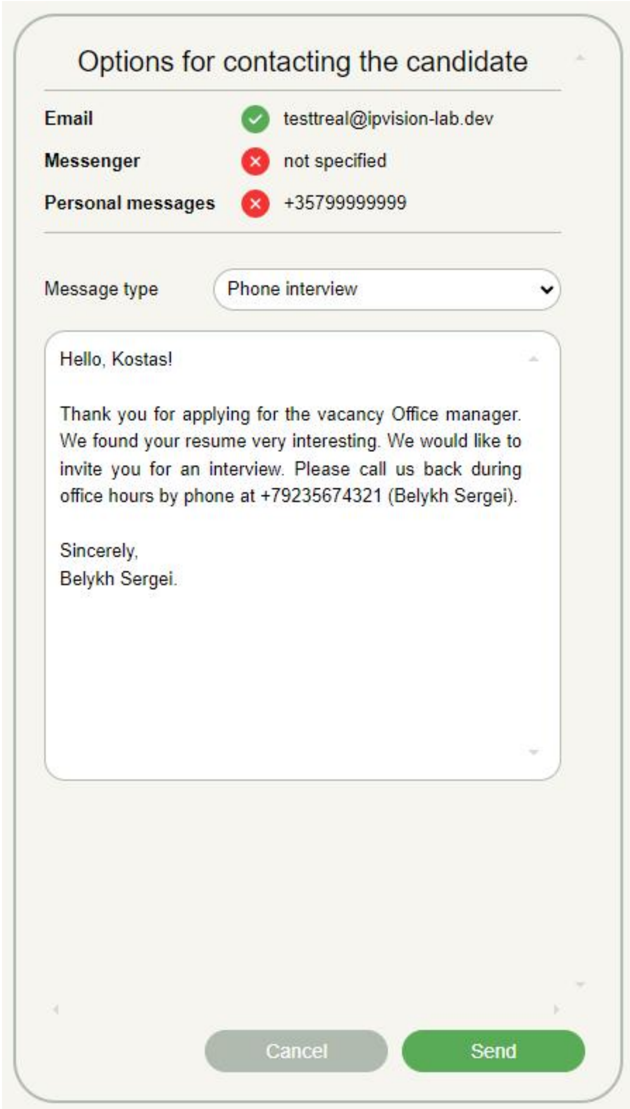
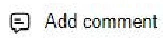
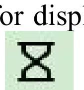



Figure 21. Inviting the candidate for a telephone interview.

### 3.4.7. Assigning the Think status to a candidate

On the basis of the results of the resume analysis or interview, the candidate can be assigned the *Think* status. In order to indicate this status, you need to select the vacancy and the candidate on the *Vacancies* and *Company's vacancies* pages by clicking the rows in the corresponding tables. After that, you need to click the 

button located on the right part of the screen and to click the 

button. Then you need to select the *Think* message type from the drop-down list in the left part of the page. After that, the text field available for entering text is displayed on the left part of the screen (see Fig. 22). To assign the *Think* status, you need to enter the text and click [Send]. On the right part of the screen, the text entered in the text field is then displayed in the area for displaying information about the candidate, and the icon to the right of the candidate's name is changed to the  icon. To cancel assigning the *Think* status, you can click [Cancel]. The area according to Fig. 22 closes, and the table of vacancies is displayed.

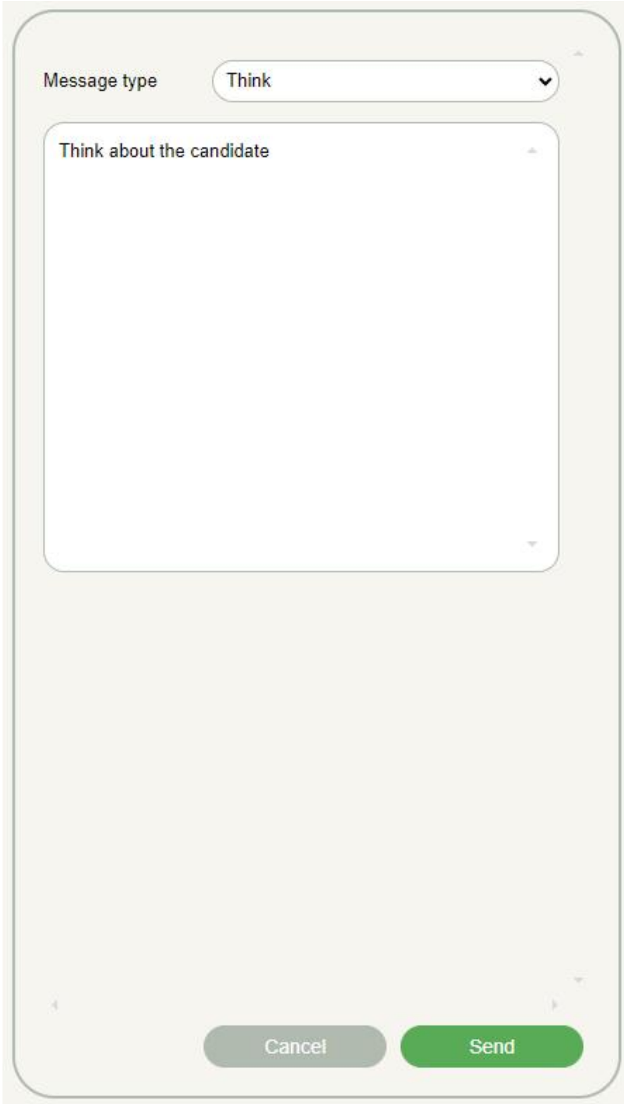
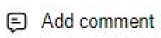
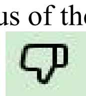



Figure 22. Assigning the *Think* status to the candidate.

### 3.4.8. Sending a rejection notice to a candidate

On the *Vacancies* and *Company's vacancies* pages, you can reject the candidate who does not pass the interview successfully. You need to select the vacancy and the candidate by clicking the rows in the corresponding tables. Then click the 

button located on the right part of the screen and click the 

button. Then you need to select the *Reject* message type from the drop-down list in the left part of the page. After that, the fields displaying contact information about the candidate and the text field with a template for a reject letter are displayed on the left part of the screen (see Fig. 23). If necessary, you can correct the template before sending. To confirm options for contacting with the candidate, you need to click the corresponding icons: the  icon to confirm the selected option, and the  icon to withdraw the selected option. You can send the reject letter by clicking [Send]. After that, the status of the candidate is changed to the *Reject* status, and the icon to the right of the candidate's name is changed to the  icon.

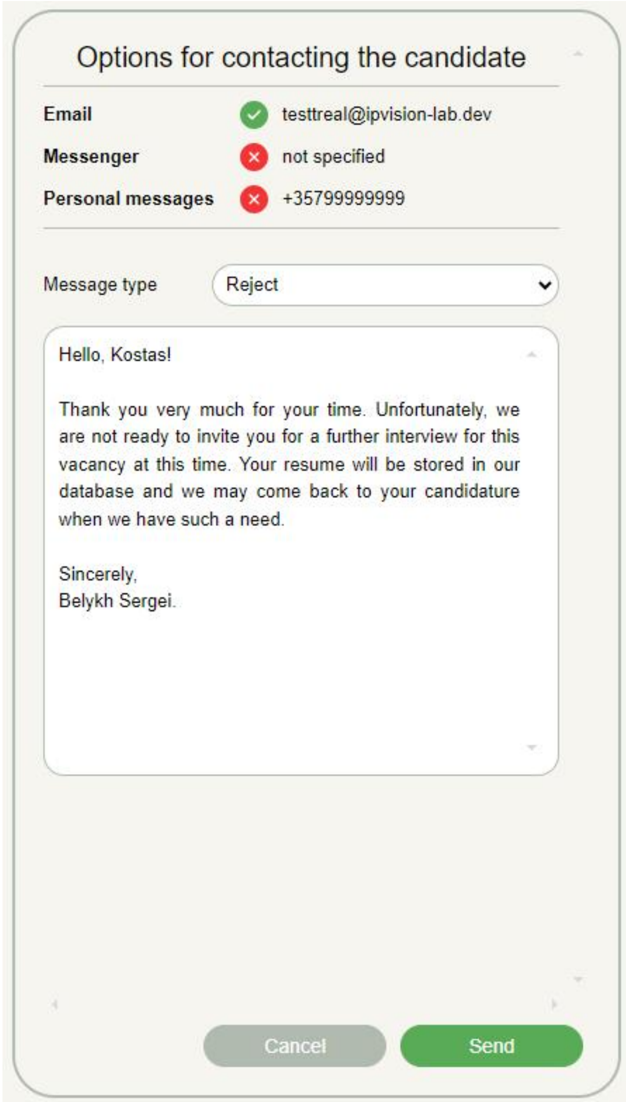
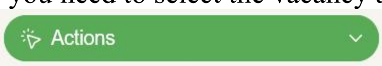


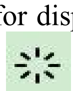

Figure 23. Sending a rejection notice to the candidate.

To cancel sending the rejection letter, you can click [Cancel]. The area according to Fig. 23 closes, and the table of vacancies is displayed.

### 3.4.9. Sending a candidate for approval

You can approve the candidate with other employees before hiring. On the *Vacancies* and *Company's vacancies* pages, you need to select the vacancy and the candidate by clicking the rows in the corresponding tables. Then click the 

button located on the right part of the screen and click the 

button. Then you need to select the *Send for approval* message type from the drop-down list in the left part of the page. After that, the text field with a letter template for approval is displayed on the left part of the screen. In the drop-down list below, you also need to select the employees which who must approve the candidate (see Fig. 24). After selecting the employees, you need to click [Send]. On the right part of the screen, the text entered in the letter template is then displayed in the area for displaying information about the candidate, and the icon to the right of the candidate's name is changed to the  icon. On the *Candidates for approval* page, the number of candidates increases by one in the table on the right part of the screen.

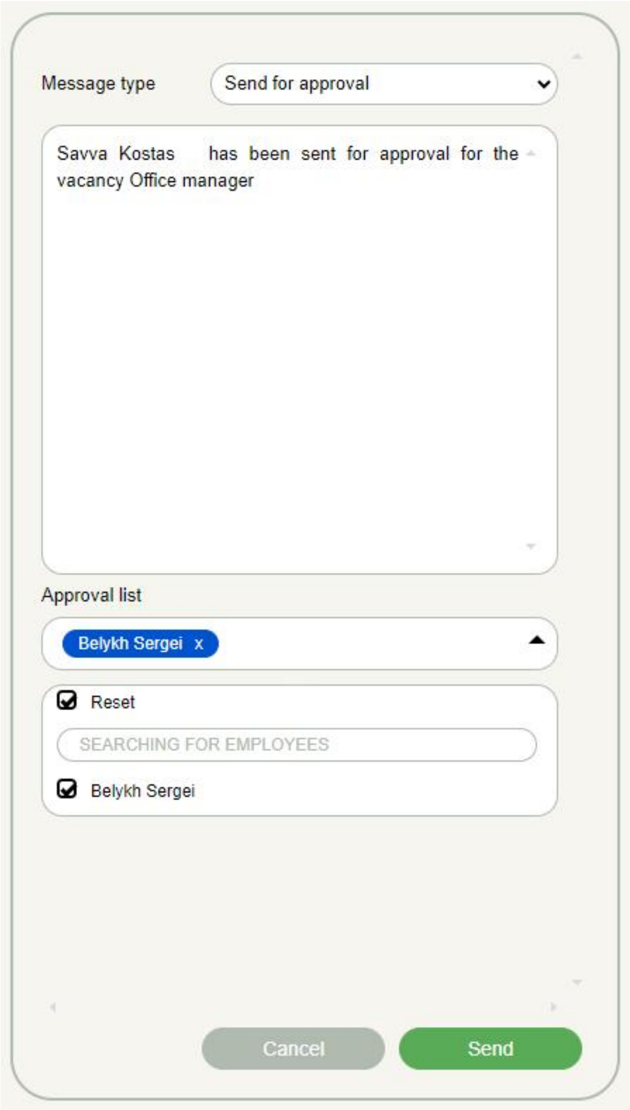
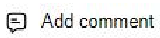



Figure 24. Sending a candidate for approval.

To cancel sending the candidate for approval, you can click [Cancel]. The area according to Fig. 24 closes, and the table of vacancies is displayed.

### 3.4.10. Sending a hire notice to a candidate

If you decide to hire a candidate, the candidate should be notified. To send a hire notice to the candidate, you need to select the vacancy and the candidate by clicking the rows in the corresponding tables. Then click the 

button located on the right part of the screen and click the 

button. Then you need to select the *Hire* message type from the drop-down list in the left part of the page. After that, the fields displaying contact information about the candidate and the text field with a template for a hire letter are displayed on the left part of the screen (see Fig. 25). If necessary, you can correct the template before sending. To confirm options for contacting with the candidate, you need to click the corresponding icons: the  icon to confirm the selected option, and the  icon to withdraw the selected option. You can send the hire letter by clicking [Send]. After that, the status of the candidate is changed to the *Hire* status, and the icon to the right of the candidate's name is changed to the  icon.

To cancel sending the hire letter, you can click [Cancel]. The area according to Fig. 25 closes, and the table of vacancies is displayed.

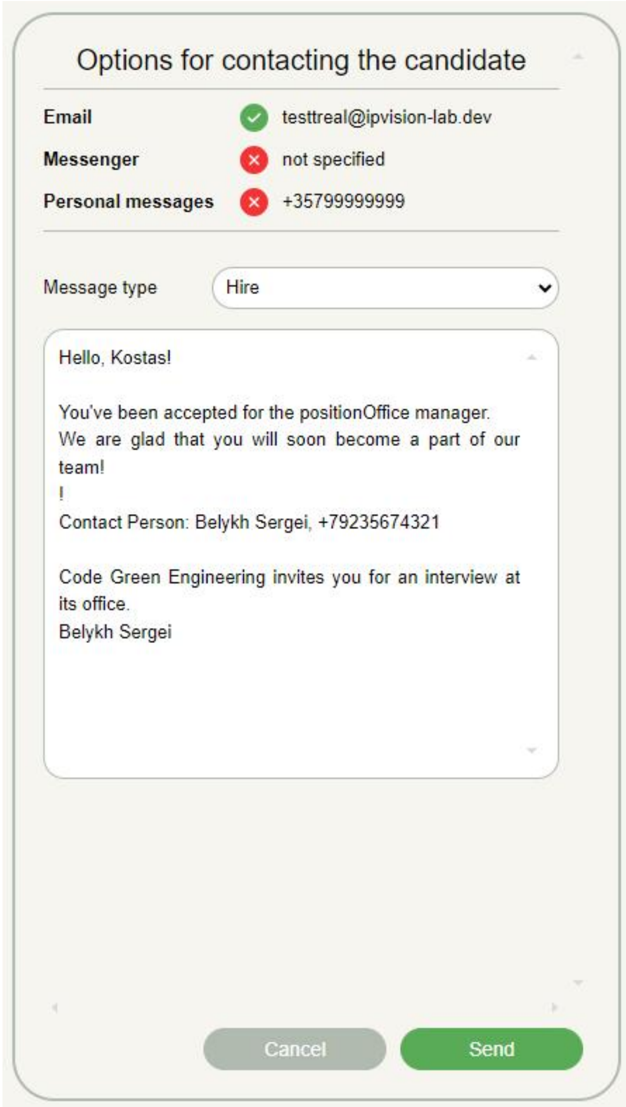



Figure 25. Sending a hire notice to a candidate.

### 3.4.11. How to edit information about a candidate

On the *Vacancies* page, *Company's vacancies* page, *Candidates* page and *Candidates for approval* page, you can edit information about the candidate. To edit this information, you need to select the vacancy and the candidate by clicking the rows in the corresponding tables (for the *Candidates* and *Candidates for approval* pages you only need to select the candidate). Then click the Actions button located on the right part of the screen and click the Edit candidate button. In the opened window (see Fig. 26), if necessary, you can edit the following text fields: *Last name*, *First name*, *Middle name*, *Phones* and *Emails*. If necessary, you can add an additional phone number or email address. To add the additional phone number, you need to click [Add] located to the right of the *Phones* line. Once the text field located below the phone number indicated in the resume file is displayed, you can enter the additional phone number. To add the additional email address, you need to click [Add] located to the right of the *Emails* line. Once the text field located below the phone number indicated in the resume file is displayed, you can enter the additional email address. If necessary, you can change the priority of phone number or email address by clicking the radio button. After that, the radio button is changed to the Priority radio button. This radio button indicates that the phone number or email address actually exists. If necessary, a phone number or email address can be deleted by clicking [Delete] located to the right of the phone number or email address. After editing the required fields, you need to click [Save]. After that, the window according to Fig. 26 closes.

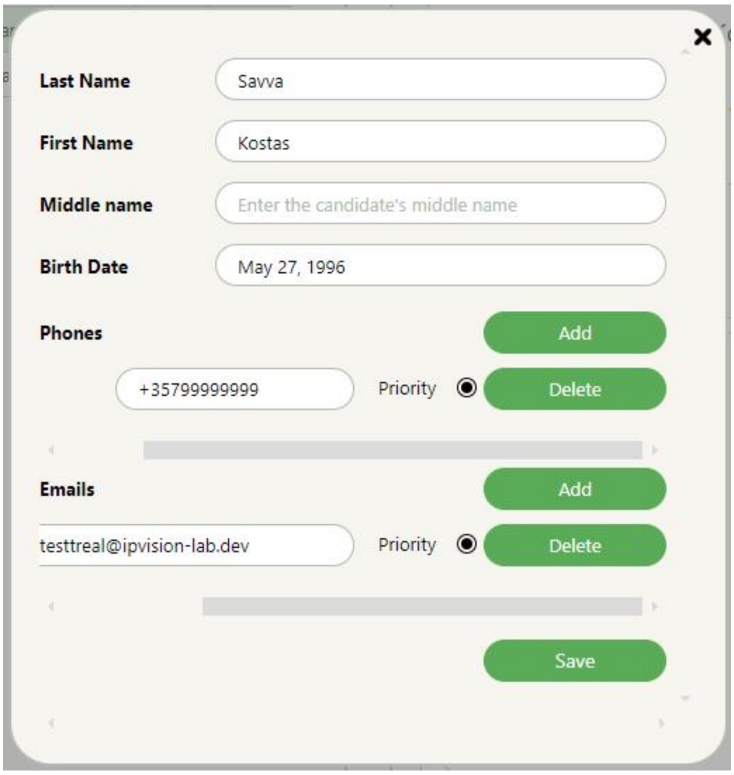



Figure 26. Window for editing information about the candidate.

### 3.4.12. How to view a resume

On the *Vacancies* page, *Company's vacancies* page, *Candidates* page and *Candidates for approval* page, you can view a resume from the database. To view the resume of the candidate, you need to select the vacancy and the candidate by clicking the rows in the corresponding tables (for the *Candidates* and *Candidates for approval* pages you only need to select the candidate). Then click the 

button located on the right part of the screen and click the 

button. After that, a standard window for viewing a text file is displayed (see Fig. 27). To navigate through the resume and to change the view of the resume, you can use the standard tools provided by the viewer. After viewing the resume, you need to click anywhere on the page except the document display area to exit the viewer.

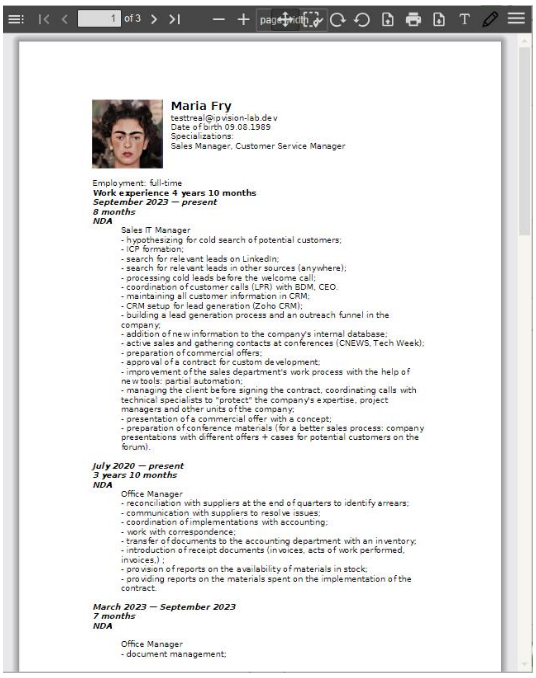


Figure 27. Viewer for viewing the resume.

### 3.4.13. How to download a resume

The *HRArchive* system allows you to download a resume file to your PC. This can be done on the *Vacancies* page, *Company's vacancies* page and *Candidates for approval* pages. By opening one of the above pages, you need to select the vacancy and the candidate (on the *Vacancies* page and *Company's vacancies* pages) or only the candidate (on the *Candidates for approval* page). Then click the Actions button located on the right part of the screen and click the Download resume button. In the standard window for saving a file, you need to select the directory in which the file will be stored and, if necessary, to change the name of the resume file. After that, you need to click [Save] in this window (for various browser settings, the file can be saved automatically). Once the download process is complete, the resume file will be available for viewing and editing on your PC.

### 3.4.14. How to add a candidate to the database

The database of candidates is created by adding the candidate when you create a vacancy (see item 3.4.2) or by adding the candidate on the *Candidates* page. On the *Candidates* page you need to click the Actions button located on the middle part of the screen. Then in the drop-down menu you need to click the Add new candidate button. In the window for selecting a file, you need to click [Browse…]. Once the standard window for selecting a file is displayed. In the standard window for opening a file, you need to select the directory in which the resume file is stored. Then you need to double-click the resume file or to click the resume file and click [Open]. The name of the uploaded resume file is displayed in the pop-up window to the right of [Browse…]. After that, you need to click [Open]. Once the resume file is uploaded, the data from the resume file is displayed on the left part of the screen. If there are similar resume files in the database, similar candidates will be displayed on the right part of the screen. To change the *Last name*, the *First name*, the *Middle name*, the *Birthday*, the *Education*, the *Phones* and the *Emails*, you need to perform actions described in item 3.4.2.1.

### 3.4.15. How to bind a candidate to a vacancy

The *HRArchive* system allows you to select a specific candidate from the database and to bind this candidate to a specific vacancy. To bind the candidate, you need to select the candidate on the *Vacancies* page by clicking the row in the table on the right part of the screen. Then click the Actions button located on the middle part of the screen and click the Bind to vacancy button. In the *Add candidate from database to vacancy* window, from the drop-down list you can select the vacancy to which you want to bind the candidate (see Fig. 28).

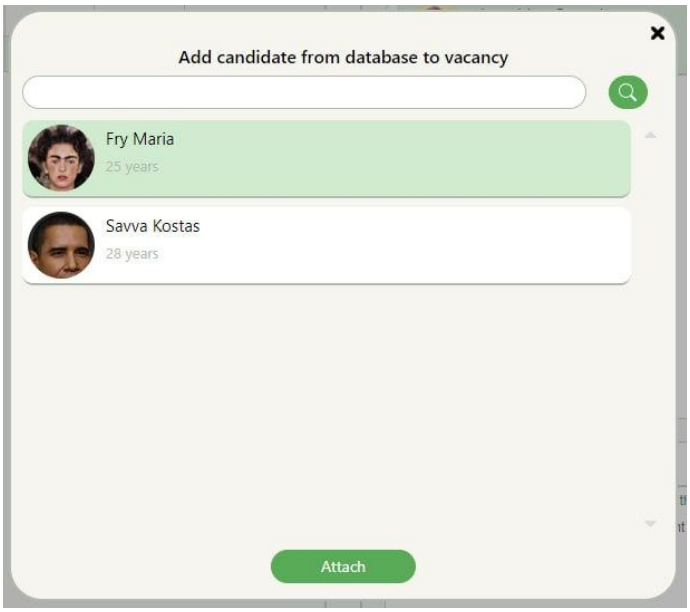



Figure 28. Binding a candidate to a vacancy.

After selecting the vacancy, you need to click [Attach]. If the candidate is successfully bindded, information about the candidate in the table on the right part of the screen will be changed, e.g. the *Date*, *Status*, *Vacancy* and *Prediction* columns will be changed.

### 3.4.16. How to process a candidate for approval

You can choose to hire or reject the candidate for approval, or to decide on the candidate for approval later. On the *Candidates for approval* page you can quickly notify the candidate for approval what decision has been made regarding him or her. To notify the candidate you need to select the candidate in the table on the left part of the screen.

If you want to hire the candidate, you need to click the Invite button. Alternatively, click the Actions button located on the middle part of the screen and click the Invite button. After that, the message indicating that the status has changed to *Hire* is displayed in the area for displaying information about the candidate.

If you want to reject the candidate, you need to click the Refuse button. Alternatively, click the Actions button located on the middle part of the screen and click the Refuse button. After that, the message indicating that the status has changed to *Reject* is displayed in the area for displaying information about the candidate (see Fig. 29).

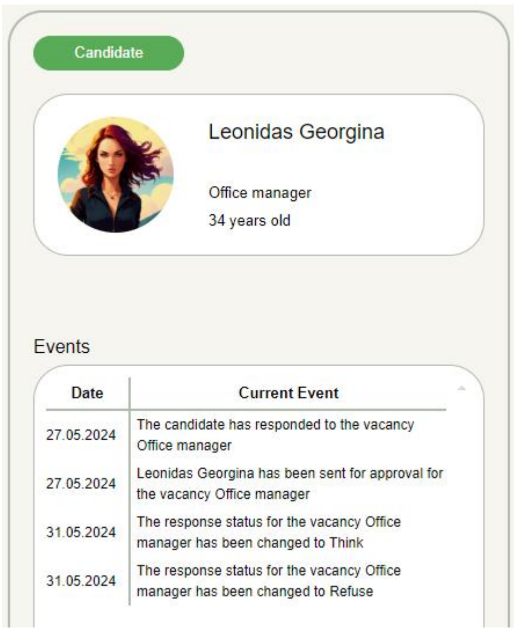



Figure 29. A message indicating that the status has changed to *Reject*.

If you want to decide on the candidate later, you need to click the Think button. Alternatively, click the Actions button located on the middle part of the screen and click the Think button. After that, the message indicating that the status has changed to *Think* is displayed in the area for displaying information about the candidate (Fig. 29).

### 3.4.17. How to delete a vacancy

The *HRArchive* system allows you to delete the vacancy. On the *Vacancies* and *Company's vacancies* pages, you need to select the vacancy by clicking the row in the table. Then click the Actions button located on the middle part of the screen and click the Delete vacancy button. After that, the selected vacancy disappears from the table of vacancies.

### 3.4.18. How to filter candidates

To quickly and easily navigate through candidates on the *Vacancies* and *Company's vacancies* pages, you can filter the candidates by the status, e.g. by the *New response*, *Reject*, *Interview*, *Telephone interview*, *Think*, *On approval* and *Hire* statuses. To filter the candidates by a particular status, you need to select the vacancy by clicking the row in the table. Then click the 

button. In the drop-down list of filtering statuses you can select the required ones (see Fig. 30).

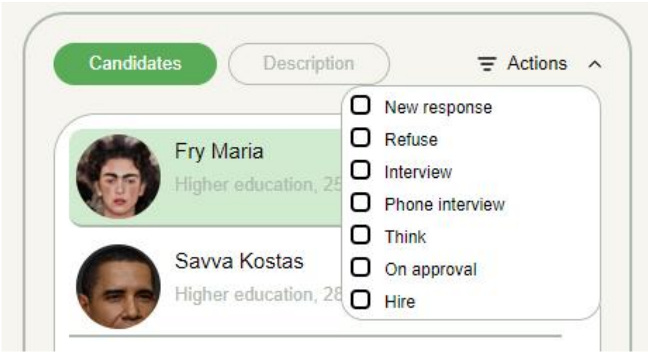



Figure 30. Filtering candidates.

### 3.4.19. How to use Calendar

The calendar is used to view past and future events. The *Calendar* page allows you to select the month, week and day. To view events for the current month, you need to click [Month]. If you want to view events within the week or day, you can click [Week] or [Day], respectively. To select the previous or next month, you can click [Previous] or [Next]. The current date can be selected by clicking [Today]. Fig. 31 shows the current week as an example of a calendar display.

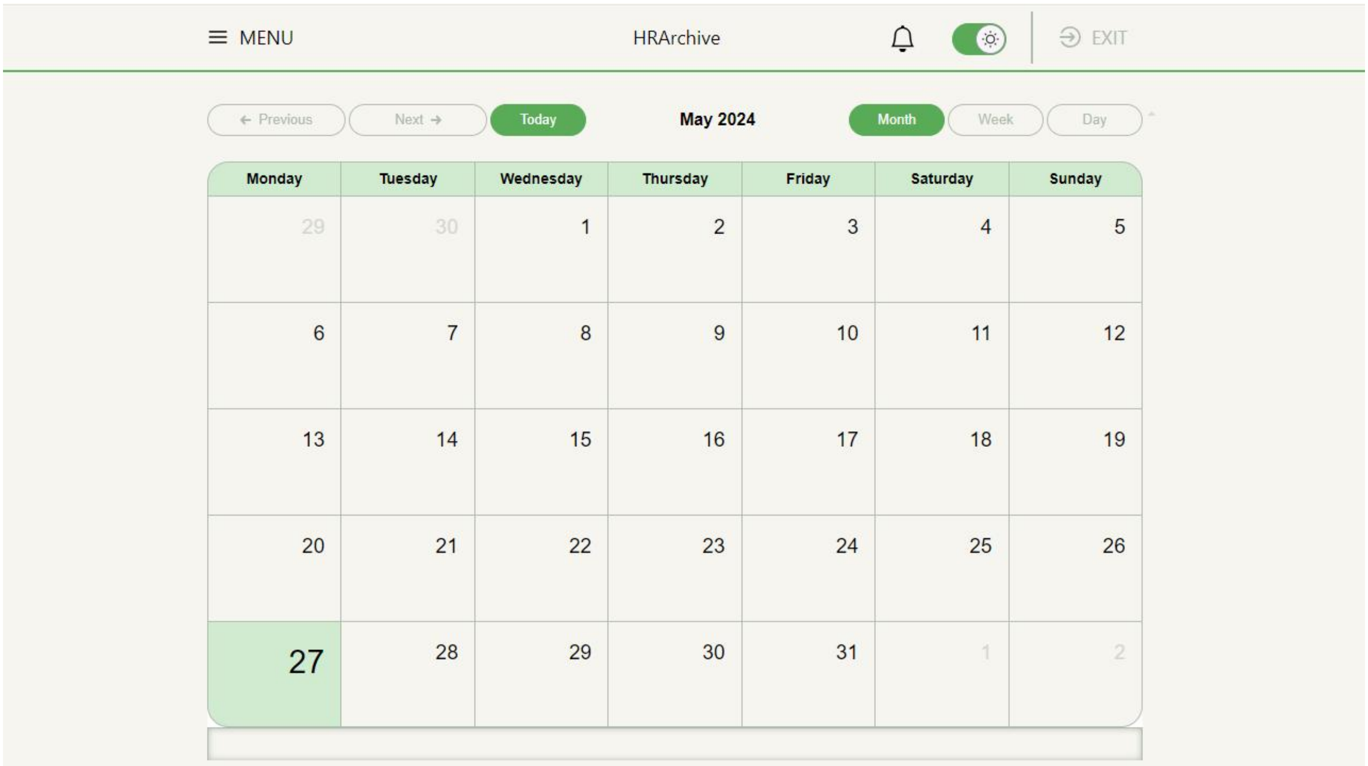



Figure 31. Displaying the current week of the *Calendar* page.

### 3.4.20. How to edit HR employee profile

The *HRArchive* system allows you to edit information indicated in your profile. To edit your profile, you need to select the *Settings* page. In this page you can edit the full name and the birthday, as well as add, delete or change the phone number and the email address. To edit your full name, you need to enter the current data in the corresponding text fields. To edit your birthday, you need to click in the *Birthday* field to bring up the calendar and to select a new date. To add your phone number, you need to click [Add] located to the right of the *Phones* line. Once the text field in the *Phones* area is displayed, you can enter the phone number. If you have more than one phone number, you can indicate the priority of phone number by clicking the  radio button. After that, the radio button is changed to the 

radio button. This radio button indicates that the phone number actually exists. If necessary, a phone number can be deleted by clicking [Delete] located to the right of the phone number. Likewise, you can edit, add and delete your email addresses.

### 3.4.21. How to search in the HRArchive system

On the *Global search* page you can find the information you need. You need to enter a word or phrase in the text field and to click the 

button. If the 

button is disabled, you must enter text in the text field. When the *HRArchive* system finds matches, the page interface will display all results with the text entered in the text field highlighted in those results (see Fig. 32).

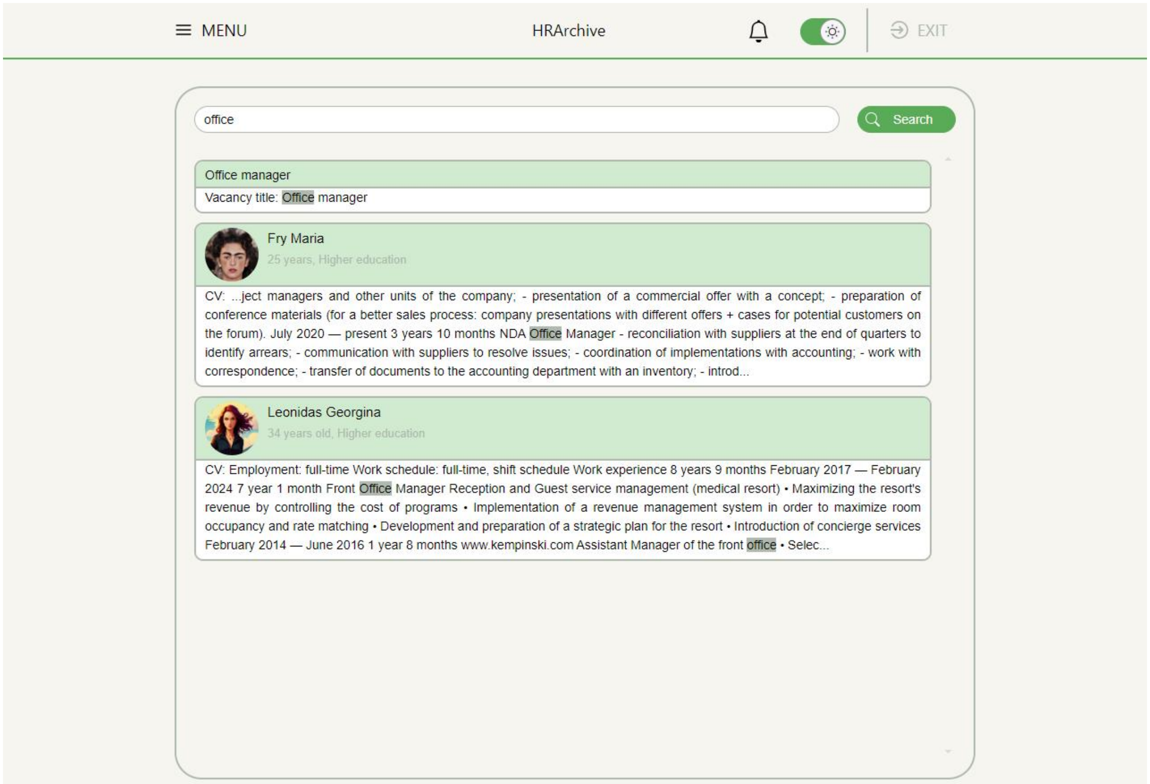



Figure 32. Displaying search results.

### 3.4.22. How to change the UI Theme

You can change the theme of the user interface of the *HRArchive* system. On the top part of the screen, you need to click the  button to set the dark theme. To set the light theme, you need to click the  button. The *Company's vacancies* page displayed in the dark theme is shown in Fig. 33.

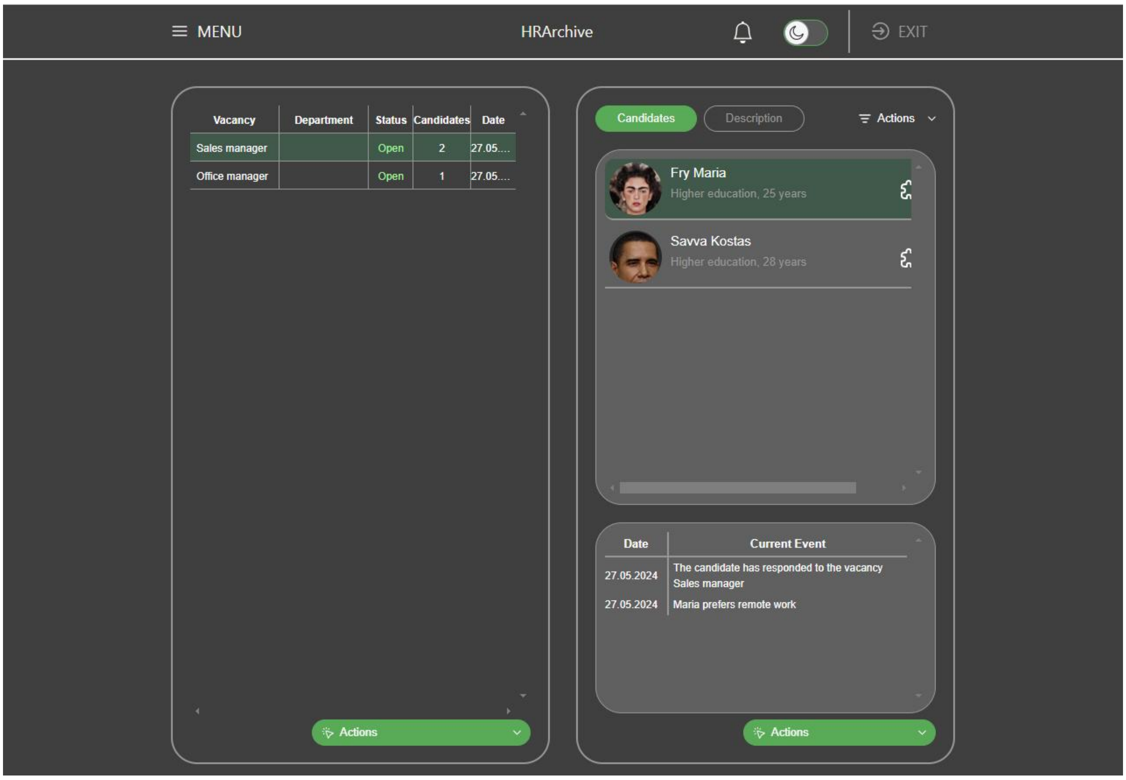



Figure 33. The dark theme of UI.

### 3.4.23. Logging out the HRArchive system

You can log out of the *HRArchive* system by using the following methods:

1. You need to bring up the side menu by hovering your mouse over the icon  on the upper left corner of the screen, and then click [Sign out]; or

2. You need to click the  button or 

button in the upper right corner of the screen.

After that, you log out of the *HRArchive* system, and the page according to Fig. 1 is displayed.

## LIST OF ACCEPTED ABBREVIATIONS

| | |
|---|---|
| HR | Human Resources |
| URL | Uniform Resource Locator |
| PC | Personal computer |