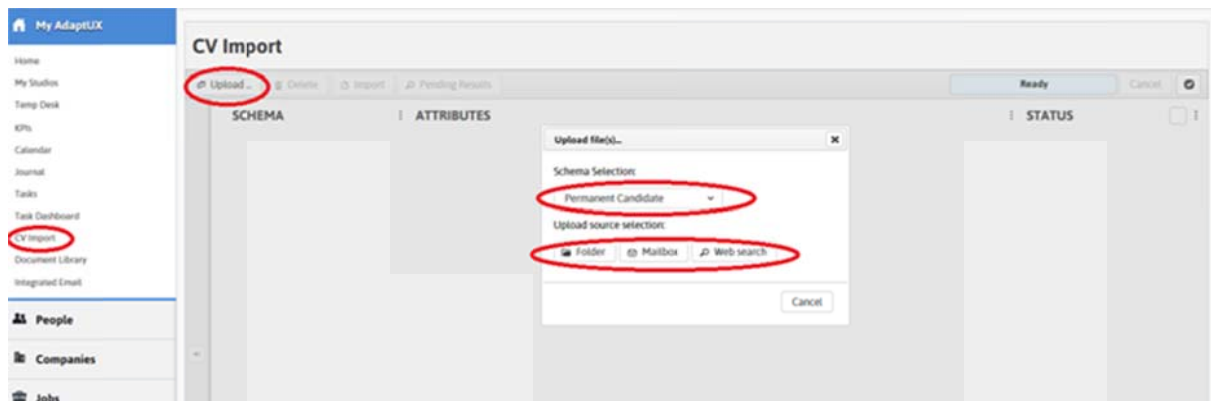




HOW TO CREATE A CANDIDATE BY CV IMPORT

Click on CV import=>Upload=>Select if perm, temp or contract
candidate=>Upload CV from 1 of the 3 options displayed

(If you select folder just upload the cv from your computer, if you select
mailbox first go on your outlook select the email with the cv and click on
mailbox, a window will display on the right bottom side of the page, click "ok")



Wait until the CV will appear then click on the CV

The screenshot shows the 'CV Import' window. At the top, there are tabs: 'Upload ...', 'Delete', 'Import', and 'Pending Results'. On the right, there are buttons for 'Ready', 'Cancel', and a refresh icon. Below the tabs, there are three main sections: 'SCHEMA', 'ATTRIBUTES', and 'STATUS'. The 'SCHEMA' section has a dropdown menu set to 'Permanent Candidate'. The 'ATTRIBUTES' section shows a document named 'Laura Amin CV 1.pdf' with a red circle around it and a red arrow pointing to it. The 'STATUS' section shows 'Detected' with a checkbox.

A window will display on the left side (this window is made purposely to check info are correct first) , fill/amend all missing mandatory details

This screenshot shows the 'CV Import' window with a detailed form on the left side for checking and filling in mandatory details. The form is divided into sections: 'Personal' and 'Address'. The 'Personal' section includes fields for 'First Name' (Laura), 'Middle Name', 'Last Name' (Amin), 'Status' (Active), 'Perm' (Y), 'Full Name' (Laura Amin), and 'Reg Status'. The 'Address' section includes fields for 'Address Line 1 (Pri.)' (23 Oliver Road), 'Locality (Primary)', 'City/Town (Primary)' (London), 'County (Primary)', 'Post Code (Primary)' (NW26TY), 'Country (Primary)' (UNITED KINGDOM), and 'Search Location' (LONDON). The main area of the window shows the 'SCHEMA' dropdown set to 'Permanent Candidate', the 'ATTRIBUTES' section with 'Laura Amin CV 1.pdf' and 'lauraamin@hotmail.com', and a 'Document Preview' section showing a snippet of the CV content. The 'STATUS' section shows 'Modified'.

Once the info are checked, tick the box on the right side =>Import

This screenshot shows the 'CV Import' window with the 'Import' button highlighted by a red circle and a red arrow. The 'SCHEMA' dropdown is set to 'Permanent Candidate', and the 'ATTRIBUTES' section shows 'Laura Amin CV 1.pdf'. The 'STATUS' section shows 'Detected' with a checkbox that is now checked, indicated by a red circle and a red arrow.

Please wait until the actual CV disappears from the page and once disappeared click on searches=>saved result=>imported result=>click on the actual candidate's name and you'll be redirected to the actual profile