

oorwin

AI-powered Talent Intelligent Platform

NPA Marketplace



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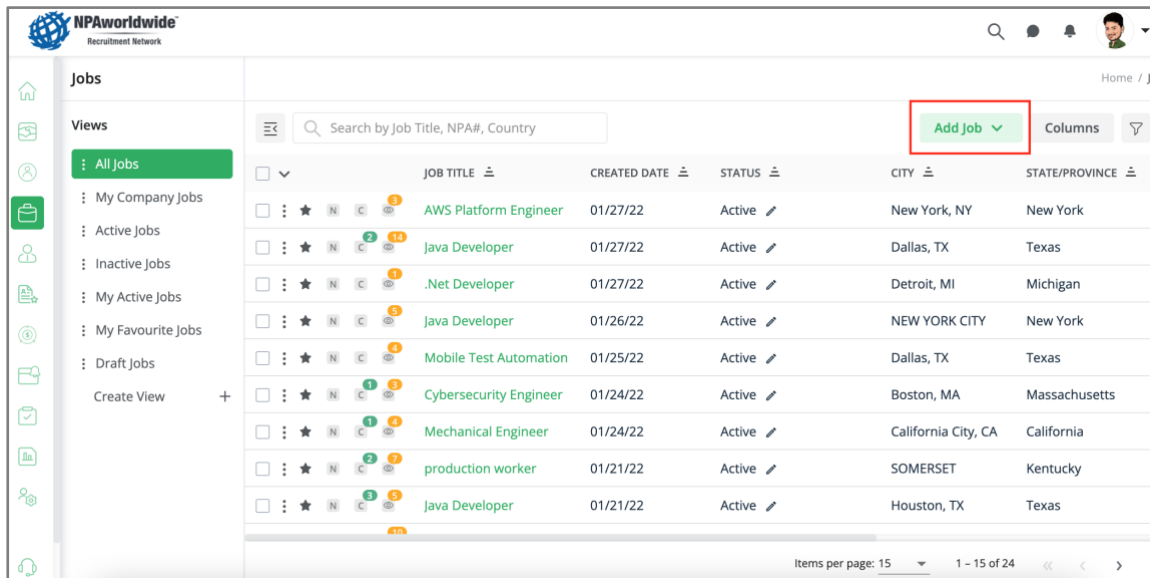
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1. Jobs Module

1.1. How to add a job?

Navigate to **Jobs module** -> Click on **Add Job** icon -> Select the following options to create a job.

- 1) Add Job Manually
- 2) Parse Attachment
- 3) Parse Text

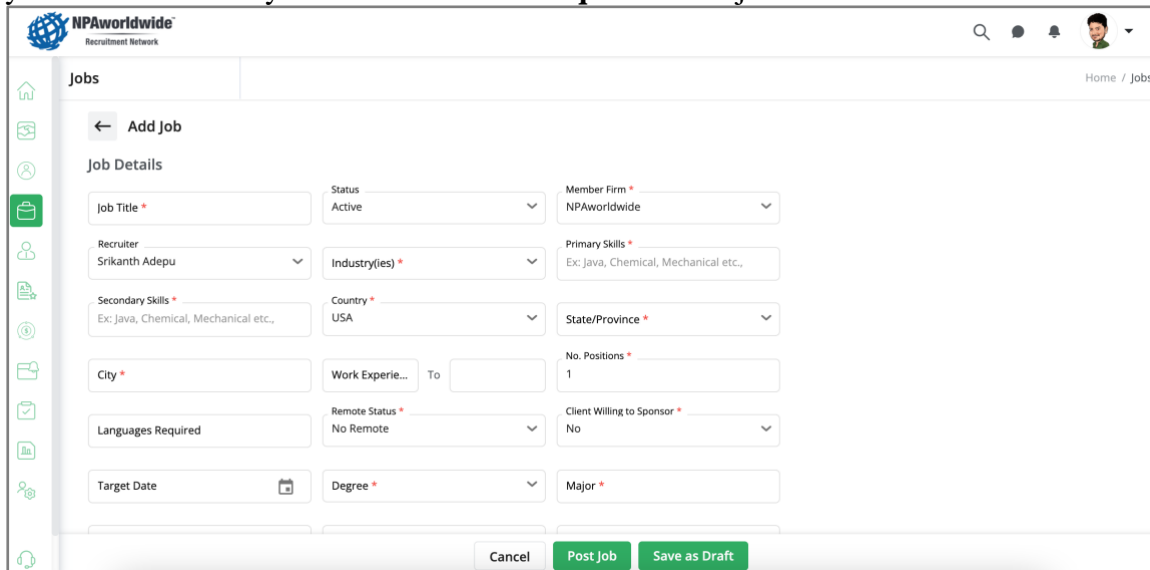


The screenshot shows the 'Jobs' module interface. A search bar at the top right contains the text 'Search by Job Title, NPA#, Country'. To its right is a green 'Add Job' button with a dropdown arrow, which is highlighted with a red box. Below the search bar is a table of job listings with columns for Job Title, Created Date, Status, City, and State/Province. The table contains several entries, including 'AWS Platform Engineer', 'Java Developer', and 'production worker'.

	JOB TITLE	CREATED DATE	STATUS	CITY	STATE/PROVINCE
<input type="checkbox"/>	AWS Platform Engineer	01/27/22	Active	New York, NY	New York
<input type="checkbox"/>	Java Developer	01/27/22	Active	Dallas, TX	Texas
<input type="checkbox"/>	.Net Developer	01/27/22	Active	Detroit, MI	Michigan
<input type="checkbox"/>	Java Developer	01/26/22	Active	NEW YORK CITY	New York
<input type="checkbox"/>	Mobile Test Automation	01/25/22	Active	Dallas, TX	Texas
<input type="checkbox"/>	Cybersecurity Engineer	01/24/22	Active	Boston, MA	Massachusetts
<input type="checkbox"/>	Mechanical Engineer	01/24/22	Active	California City, CA	California
<input type="checkbox"/>	production worker	01/21/22	Active	SOMERSET	Kentucky
<input type="checkbox"/>	Java Developer	01/21/22	Active	Houston, TX	Texas

Add Job Manually:

Navigate to **Jobs module** → Click on **Add Job** icon → Select the **Add Job Manually** → Here, you have to manually **enter all the fields required** for a job and then click on **Post Job**.



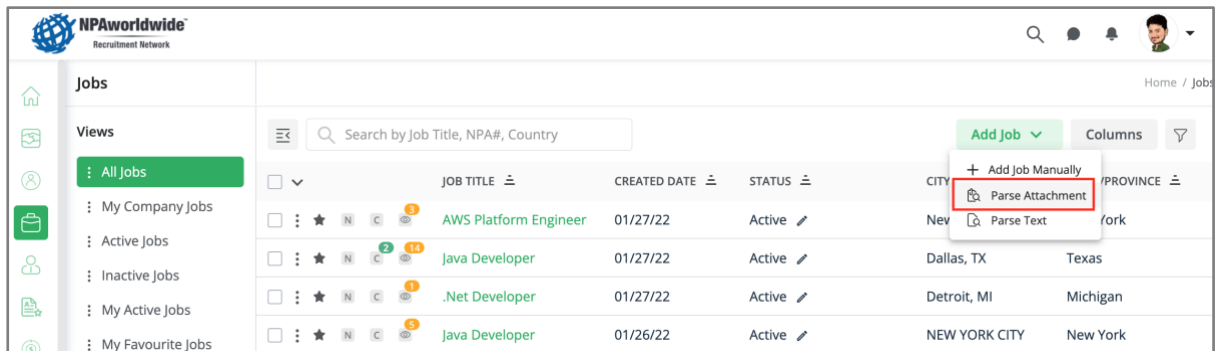
The screenshot shows the 'Add Job' form in the 'Jobs' module. The form is titled 'Add Job' and contains several sections for job details. The fields are as follows:

- Job Title ***: Text input field.
- Status**: Dropdown menu with 'Active' selected.
- Member Firm ***: Dropdown menu with 'NPAworldwide' selected.
- Recruiter**: Dropdown menu with 'Srikanth Adepu' selected.
- Industry(ies) ***: Dropdown menu.
- Primary Skills ***: Text input field with example text 'Ex: Java, Chemical, Mechanical etc.,'.
- Secondary Skills ***: Text input field with example text 'Ex: Java, Chemical, Mechanical etc.,'.
- Country ***: Dropdown menu with 'USA' selected.
- State/Province ***: Dropdown menu.
- City ***: Text input field.
- Work Experie... To**: Range input field.
- No. Positions ***: Text input field with '1' entered.
- Languages Required**: Text input field.
- Remote Status ***: Dropdown menu with 'No Remote' selected.
- Client Willing to Sponsor ***: Dropdown menu with 'No' selected.
- Target Date**: Calendar icon.
- Degree ***: Dropdown menu.
- Major ***: Text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Post Job', and 'Save as Draft'.

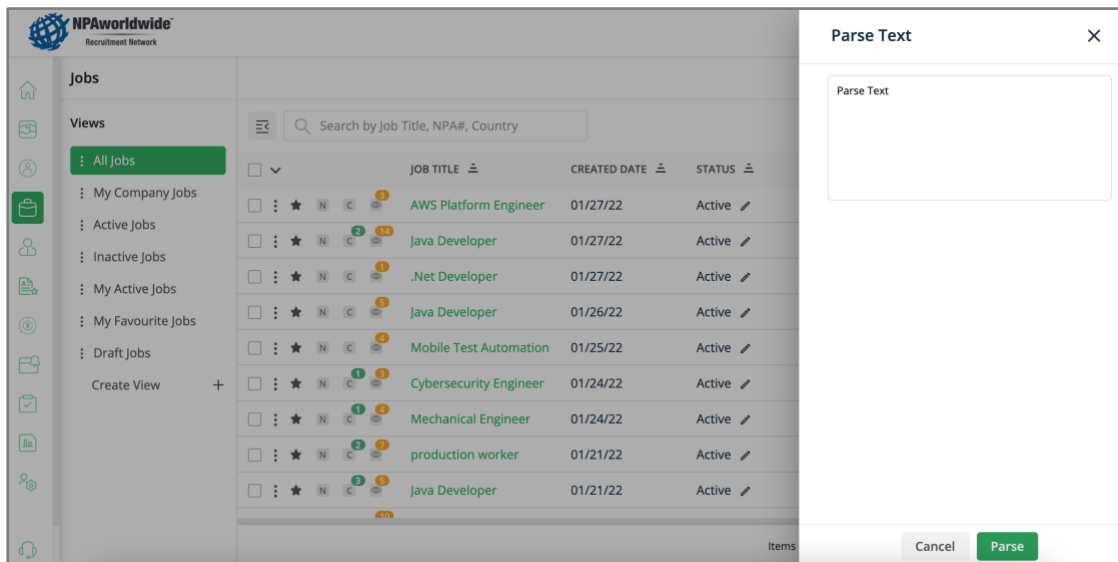
Parse Attachment:

Navigate to **Jobs module** → Click on **Add Job** icon → Select **Parse Attachment** → Browse the file to be attached from the internal drive of your computer (C/D/E/F) → Click on **OK**.



Parse Text:

Navigate to **Jobs module** -> Click on **Add Job** Icon -> Select **Parse Text** -> Copy the text from your notepad or word in your computer -> **Paste** or **Type** the text -> Click on **Parse**.

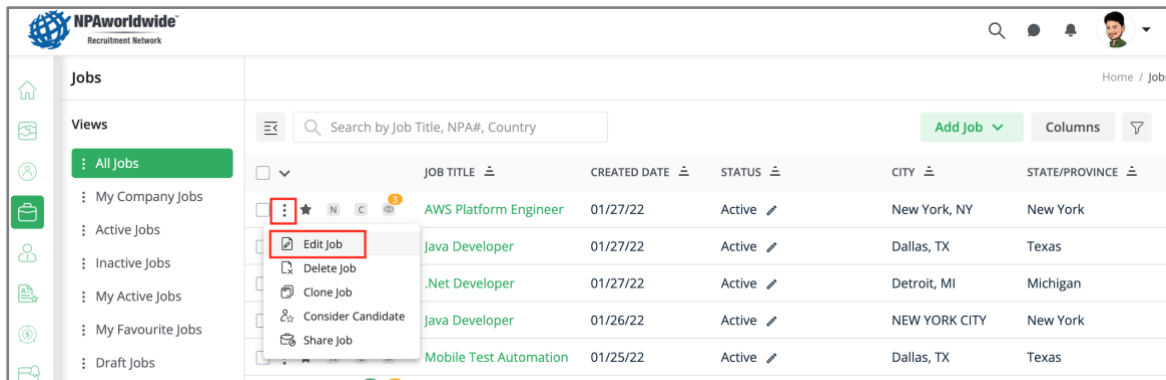


1.2.How to edit a job?

Navigate to **Jobs module** -> Click on **Job Title** -> Click on **edit icon from the bottom** -> Fill in the required details -> Click on **Post Job**.

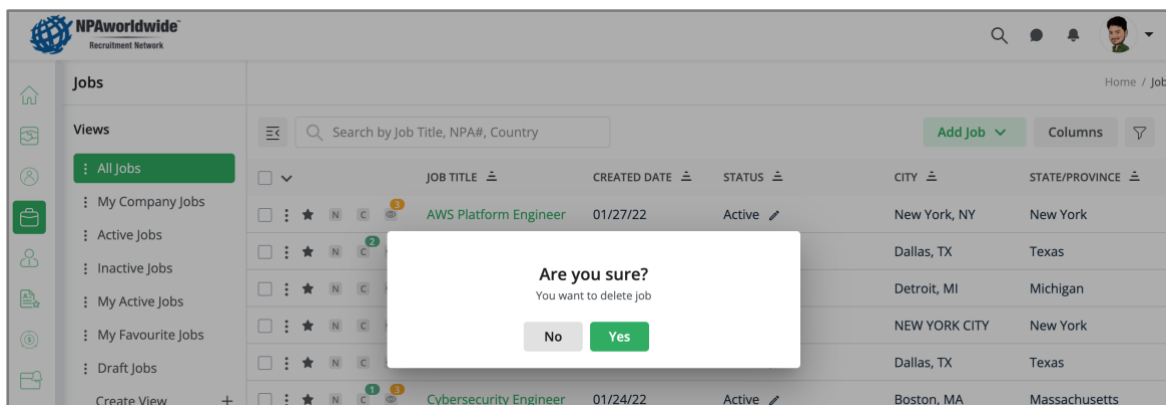
OR

Click on the **three dots icon of the job you wish to edit** -> Click on **Edit Job**.



1.3. How to delete a job?

Click on the **three dots of the job you wish to delete** -> Click on **Delete Job** -> A pop-up will be displayed -> Click on **Yes to delete**.



Note: Only the job owners will have the option to delete the job.

1.4. How to Draft a Job?

Draft is used while creating a job and wish not to publish in the marketplace due to insufficient details click on Save as Draft.

These Jobs will be shown in Draft Jobs view and will resume to update the Jobs details to publish.

The screenshot shows the 'Add Job' form in the NPAworldwide system. The form is titled 'Add Job' and includes the following fields:

- Job id: O0J-11763
- Job Title: (empty)
- Status: Active
- Member Firm: NPA Job Board
- Recruiter: Micheal David
- Industry(ies): (empty)
- Primary Skills: Ex: Java, Chemicals, Mechanical etc.,
- Secondary Skills: Ex: Java, Chemicals, Mechanical etc.,
- Country: USA
- State/Province: (empty)
- City: (empty)
- Work Experienc... To: (empty)
- No. Positions: 1
- Languages Required: (empty)
- Remote Status: No Remote
- Client Willing to Sponsor: No
- Target Date: (empty)
- Degree: (empty)
- Major: (empty)
- Relocation Paid: No
- Recruit From: Nationwide
- Hiring Contact: (empty)
- Relationship: (empty)

At the bottom right, there are three buttons: 'Cancel', 'Post Job', and 'Save as Draft'. The 'Save as Draft' button is highlighted with a red box.

1.5. How to clone a job?

Clone a job option is used for to re-create the similar job to publish instead of creating from the scratch.

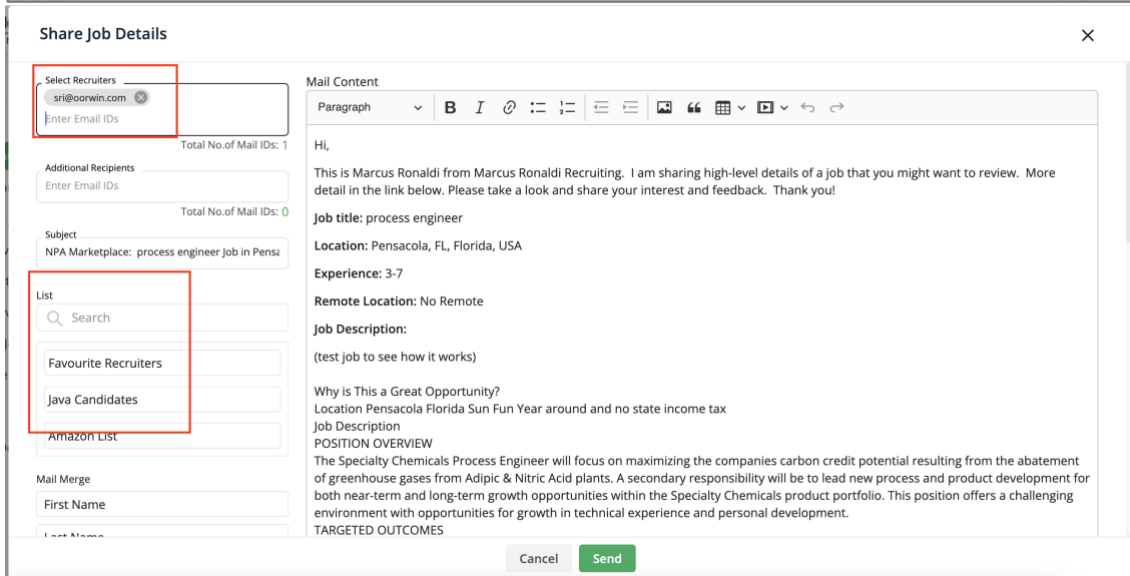
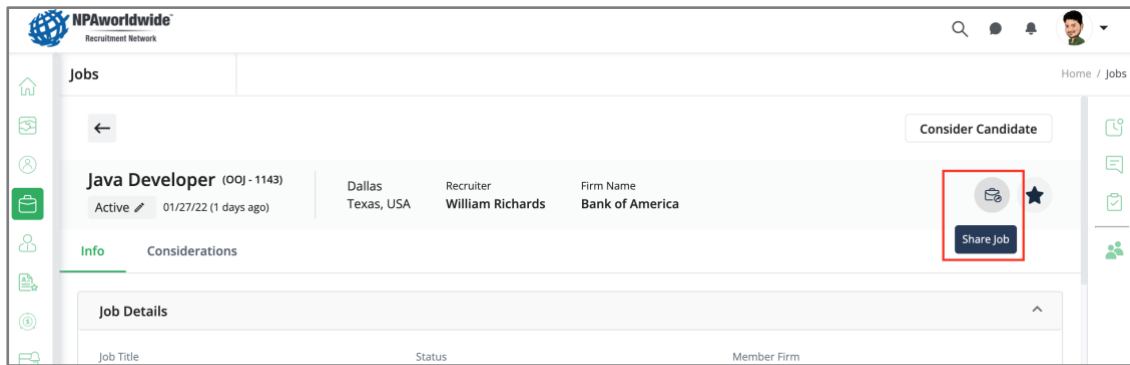
Click on the **three dots icon of the job you wish to clone** -> Click on **Clone a Job** -> A pop-up will be displayed -> Change the necessary details -> Click on **Post Job**.

The screenshot shows the 'Jobs' list in the NPAworldwide system. The table has the following columns: JOB TITLE, CREATED DATE, STATUS, CITY, and STATE/PROVINCE. The 'Clone Job' option is highlighted in the context menu.

	JOB TITLE	CREATED DATE	STATUS	CITY	STATE/PROVINCE
<input type="checkbox"/>	AWS Platform Engineer	01/27/22	Active	New York, NY	New York
<input type="checkbox"/>	Java Developer	01/27/22	Active	Dallas, TX	Texas
<input type="checkbox"/>	.Net Developer	01/27/22	Active	Detroit, MI	Michigan
<input type="checkbox"/>	Java Developer	01/26/22	Active	NEW YORK CITY	New York
<input type="checkbox"/>	Mobile Test Automation	01/25/22	Active	Dallas, TX	Texas
<input type="checkbox"/>	Cybersecurity Engineer	01/24/22	Active	Boston, MA	Massachusetts
<input type="checkbox"/>	Mechanical Engineer	01/24/22	Active	California City, CA	California

1.6. How to share a job?

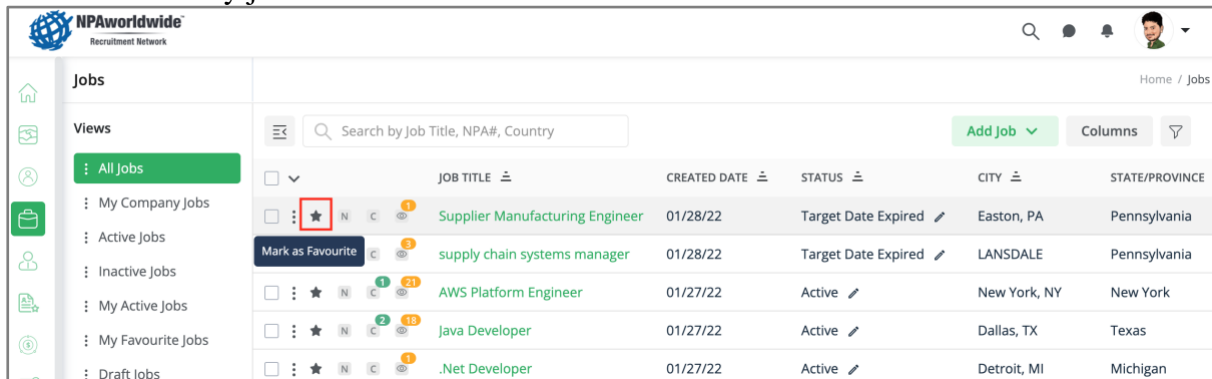
Click on **Job title** -> Click on **Share Job icon** -> A pop-up will be displayed -> In To Recruiter -> Enter the Recruiter mail id's or select the **recruiter's list/Favourite Recruiters** from the List menu -> Click on **Send**.



You can also share the Job from the **list view** -> Click on the **three dots** beside the **Job** you wish to share -> Click on **Share Job**.

1.7. How to mark a job as favourite?

Navigate to **Jobs module** -> Click on the **STAR icon** to mark as favourite. You can mark any job as favourite in both **list and detailed view**.



All the favourite jobs will be shown in the **My Favourite Jobs views menu**.

1.8. How to see all the views of a job?

Navigate to the **Jobs module** -> Click on the **eye icon** to see how many recruiters have viewed the job.

The screenshot shows the NPAworldwide Recruitment Network interface. In the 'Jobs' module, a job listing for 'AWS Platform Engineer' is selected. A pop-up window titled 'Views - AWS Platform Engine...' is displayed, showing a list of users who viewed the job. The 'Unique Views Only' checkbox is checked, and the total number of unique views is 21. The list of users includes Jane Doe, Veronica Blatt, and Tim Lane, along with their view dates and times.

To see the unique views, select the **unique view-only option**.

1.9. How to create a custom views filter?

Users can create customized views based on the selection criteria.

Navigate to **Jobs module** -> Click on either **Filter** or **Create View** -> A new pop will be displayed -> **Select the criteria** by choosing the Field, Condition, and Value -> Click on **Save As** -> Enter the **view name** -> Click on **Save**.

The screenshot shows the NPAworldwide Recruitment Network interface. In the 'Jobs' module, the 'Create View' button is highlighted. A dialog box titled 'Filter (1)' is displayed, allowing users to create a custom filter. The dialog box has three fields: 'Field' (Job Title), 'Condition' (includes any), and 'Value' (Java Developer). There is also an 'Add to My Alert' checkbox and buttons for 'Cancel', 'Apply', and 'Save As'.

Ex: If the user wants to see Java Developer jobs at Dallas, TX location.

Select field as Job title -> Put condition as – Included any -> Enter Value – Enter the Job title name

Click on + to select the location criteria as follows

Filter (2)
✕

AND

✕

Add to My Alert

1.10. How to customize the list view?

Navigate to **Jobs module** -> Click on **Columns** -> Select the columns -> Click on **Apply**.

In the customized columns, the users can change the position of the columns by **dragging them up and down**.

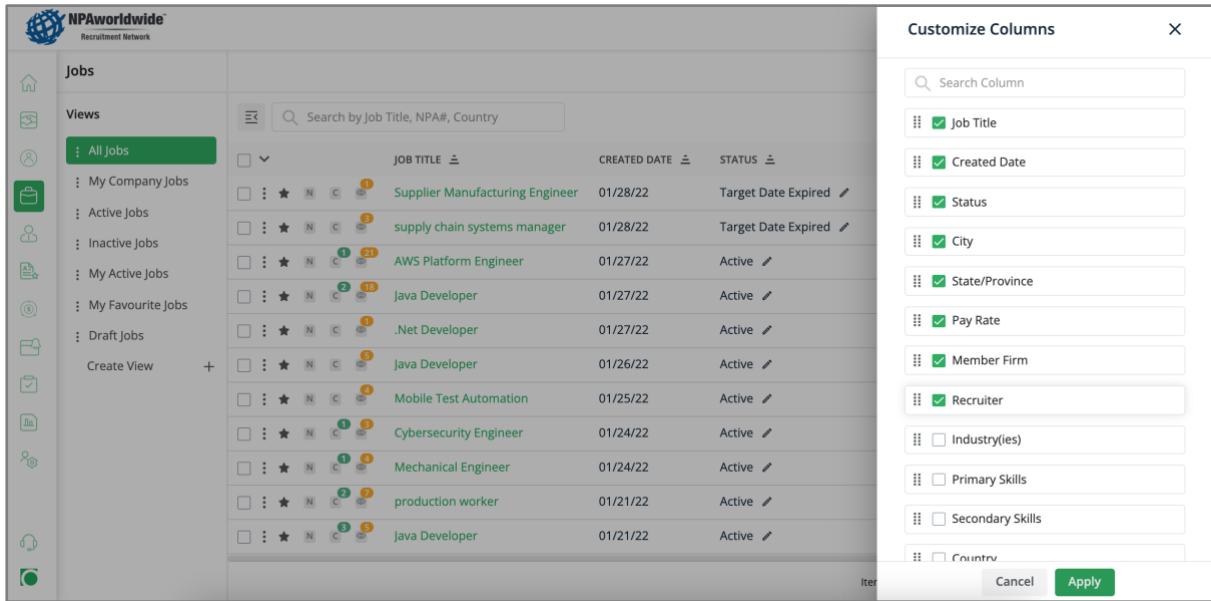
Home / Jobs

Jobs

Views

- All Jobs
- My Company Jobs
- Active Jobs
- Inactive Jobs
- My Active Jobs

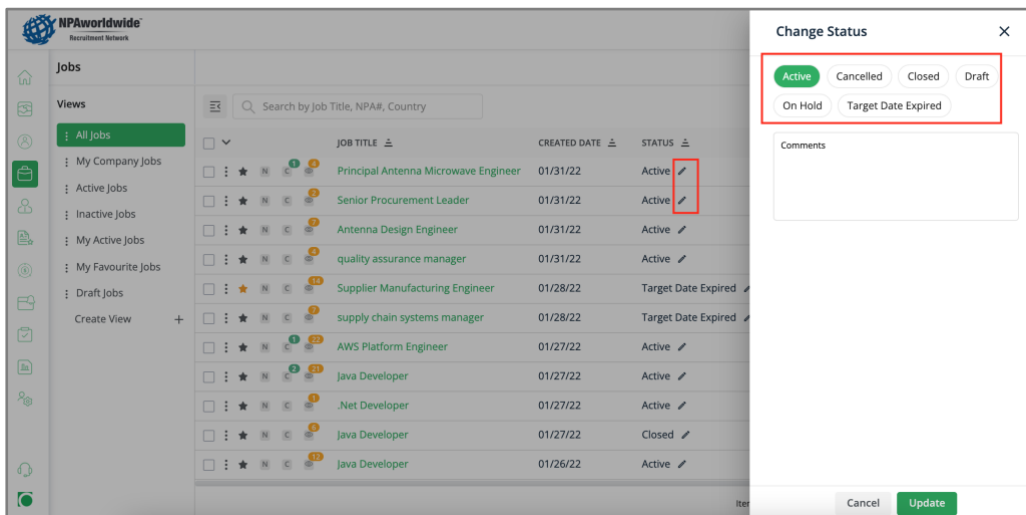
	JOB TITLE	CREATED DATE	STATUS	CITY	STATE/PROVINCE	PAY RATE
<input type="checkbox"/>	Supplier Manufacturing Engineer	01/28/22	Target Date Expired	Easton, PA	Pennsylvania	US Dollars 700
<input type="checkbox"/>	supply chain systems manager	01/28/22	Target Date Expired	LANSDALE	Pennsylvania	US Dollars 120
<input type="checkbox"/>	AWS Platform Engineer	01/27/22	Active	New York, NY	New York	US Dollars 150



1.11. How to change the status of a job?

The user can change the job status from the list view or detailed view.

Navigate to **Jobs module** -> In the **List view** -> Click on **Status** -> Click on **Edit** icon -> Select the **Status** -> Enter the comments -> Click on **Update**



1.12. What is Target Date Expired status?

The **Target date** field is used to set the Job closed date.

You can set the **Target date** for up to **90** days from the creation date. Once the Target date crosses, the job status will be automatically changes to “**Target Date Expired**” post that system will not allow the recruiters to submit/share the profile towards the job

All the Target date expired jobs will be considered as **Inactive** Jobs in the marketplace

However, system will allow to extend the target date anytime.

1.13. How to create custom folders?

What is a Custom Folder?

You can customize the name of each folder and determine which folders to combine to maximize the efficiency while managing saved items.

Navigate to **Jobs module** -> Select the **list of jobs** -> Click on **Batch Actions** -> Choose **Add to Folder** -> Enter the name -> Click on **Update**.

Me Only – This will be a private folder for the respective user

My Company – This will be public within the member recruiters

JOB TITLE	CREATED DATE	STATUS	CITY	STATE/PROV
Principal Antenna Microwave Engineer	01/31/22	Active	Richland	Washingt
Senior Procurement Leader	01/31/22	Active	Lansdale	Pennsylva
Antenna Design Engineer	01/31/22	Active	BRIGHTON	Michigan
quality assurance manager	01/31/22	Active	Denver, CO	Colorado
Supplier Manufacturing Engineer	01/28/22	Target Date Expired	Easton, PA	Pennsylva

Add to Folder
☰ ×

My Company Me Only

CANCEL
Update

Once the folder is created, you will find it in the Left Menu.

NPWorldwide
Recruitment Network

Jobs

Views

- ⋮ All Jobs
- ⋮ My Company Jobs
- ⋮ Active Jobs
- ⋮ Inactive Jobs
- ⋮ My Active Jobs
- ⋮ My Favourite Jobs
- ⋮ Draft Jobs
- ⋮ Create View +

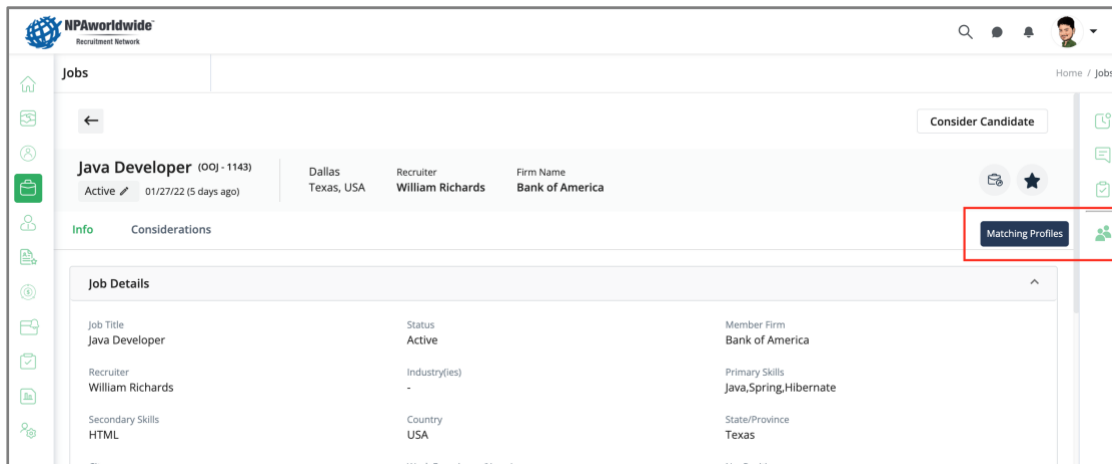
Folders

- ⋮ Java Developer Jobs

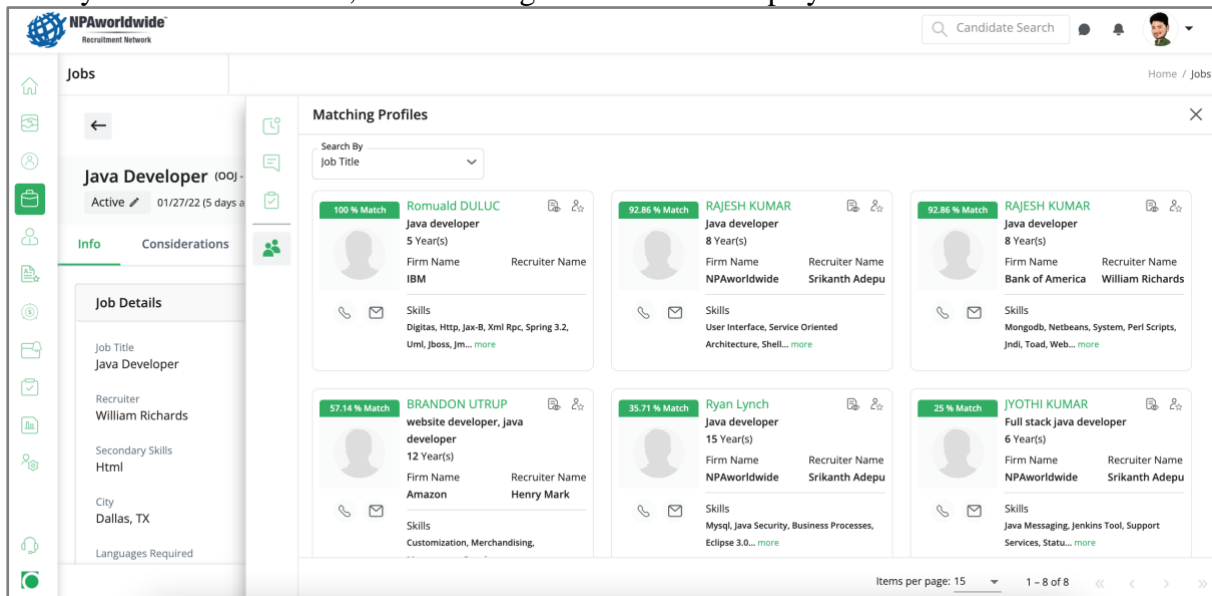
			JOB TITLE	CREATED DATE	STATUS	CITY	STATE/PROVINCE
<input type="checkbox"/>	⋮	★ N C 2 21	Java Developer	01/27/22	Active	Dallas, TX	Texas
<input type="checkbox"/>	⋮	★ N C 6	Java Developer	01/27/22	Closed	Dallas, TX	Texas
<input type="checkbox"/>	⋮	★ N C 12	Java Developer	01/26/22	Active	NEW YORK CITY	New York
<input type="checkbox"/>	⋮	★ N C 3 6	Java Developer	01/21/22	Active	Houston, TX	Texas
<input type="checkbox"/>	⋮	★ N C 1 23	Java Developer	12/20/21	Active	Dallas, TX	Texas
<input type="checkbox"/>	⋮	★ N C 5 10	Java Developer	12/07/21	Active	Dallas, TX	Texas

1.14. How to find out matching candidates

Navigate to **Jobs module** -> **Open the Job** -> Click on **Matching Profiles** -> You will see all matching profiles for the job based upon the criteria selected in the search by filter (Job title, Location, Primary Skills, Secondary Skills, Experience and Industry).



Once you click on the icon, the following screen will be displayed:



2. Candidates Module

2.1. How to add candidates?

You can add candidates in multiple ways.

- 1) Manual
 - 2) Parse Resume
- 1) Manual:**

To create a candidate manually, you first need to navigate to the **Candidates module** and click on **Add Candidates Manually**, as shown in the screenshot below.

The screenshot shows the NPWorldwide Recruitment Network interface. On the left, there is a sidebar with navigation icons and a 'Views' section containing 'All Candidates', 'My Company Candid...', 'Active Candidates', 'Inactive Candidates', 'My Active Candidates', 'My Favourite Candid...', and 'Draft Candidates'. The main area displays a table of candidates with columns for NAME, EMAIL, MOBILE, JOB TITLE, EXPERIENCE, and FIRM NAME. A red box highlights the 'Add Candidate' button in the top right, which has a dropdown menu open showing 'Add Candidate Manually' and 'Parse Resume' options.

NAME	EMAIL	MOBILE	JOB TITLE	EXPERIENCE	FIRM NAME
LEWIS THOMAS	manchu48b@gmail.com	+13026824200	Production manager	0	Premier Plac
Christopher Rebarchak	_rebarchak.chris@gma...	+15703285699	Design engineer	14	Premier Plac
ADEBAYO ADEYEMI	adesoar@gmail.com	+14138138585	Esg automotive	7	Executive Re
Rixin Xu	russb33609@yahoo.com	+12163383132	Mechanical engineer	13	Southern Re
LANCE GREEN	lance.green11@outloo...	+12814351780	Production / process...	7	Southern Re
Test Candidate	tgrad2011@yahoo.com	+16164556555	Senior IT Support An...	8	IBM
RAJESH KUMAR	skumar.java89@gmail...	+12149359559	Java developer	8	Bank of Am

Once you are in the 'candidates', form fill in all the required details & save (Mandatory * details must be filled).

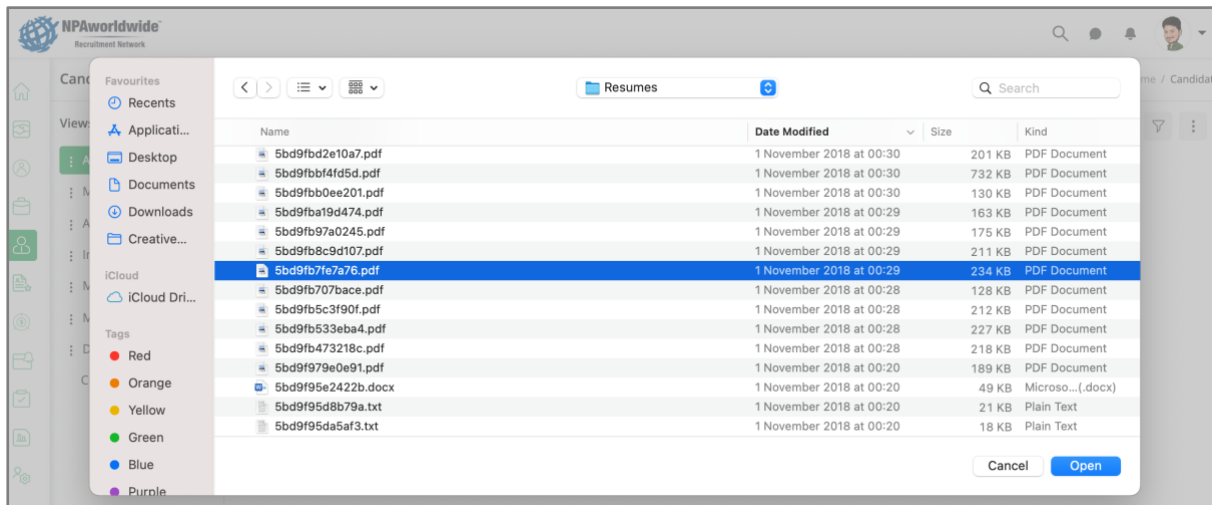
The screenshot shows the 'Add Candidate' form in the NPWorldwide system. The form is titled 'Add Candidate' and contains various input fields for personal details, contact information, and job-related data. The fields are organized into sections: Personal Details, Contact Information, and Job Information. The form includes fields for First Name, Last Name, Email, Phone, Mobile, Office Phone, Candidate Status, Firm Name, Recruiter, Work Authorization, Source, Years of Experience, Contact this candidate directly?, City, State/Province, Zip/Postal Code, Country, Skills, Ask for Referrals, LinkedIn Uri, Twitter Uri, Facebook Uri, Willing to relocate, and Security Clearance. There are buttons for 'Cancel', 'Post Candidate', and 'Save as Draft' at the bottom.

2) Parse Resume:

Navigate to **Candidates module** -> Click on **Add Candidate icon** -> Select **Parse Resume** -> Browse the file you wish to attach from the internal drive of your computer (C/D/E/F) -> Click on **OK**.

After you click on parse resume, a new window will open up, where you have to **select the resume to be attached**.

Note: Only .doc, .pdf, .txt formats are supported by the system.



After you select the resume, the system will parse the details. Then, you have to **verify all the details and save them.**

Personal Details

First Name * Chris
 Last Name * Pyles
 Email * perth@caddencrowe.com

Phone * +61 893225001
 Mobile * +61 893225001
 Office Phone * +61

Candidate Status * Available
 Firm Name * NPAworldwide
 Recruiter * Marcia Bateman

Work Authorization * Need H1
 Source * Direct Sourcing
 Years of Experience * 12

Contact this candidate directly? * Yes
 City * PERTH
 Country * Australia

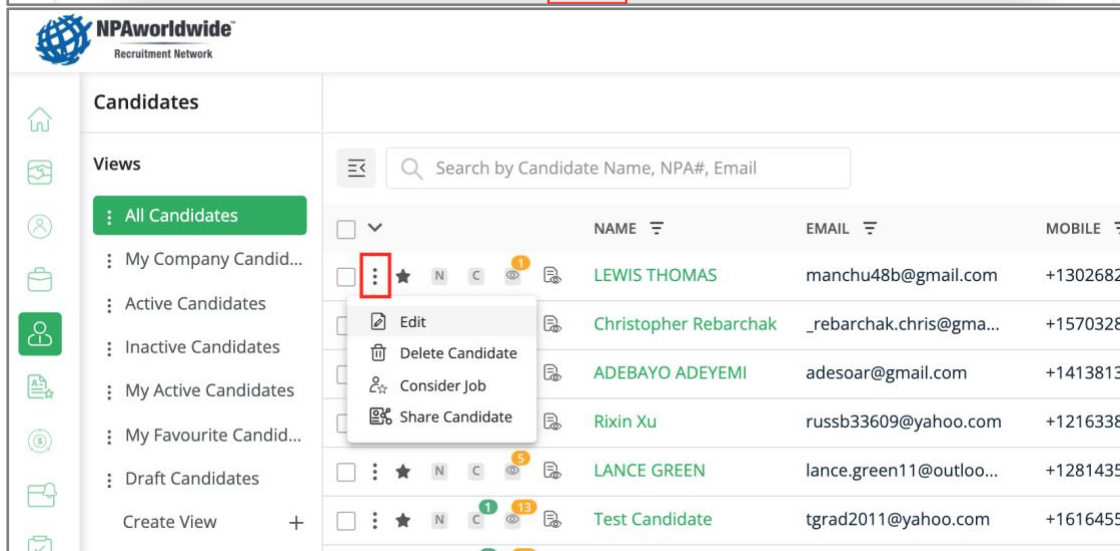
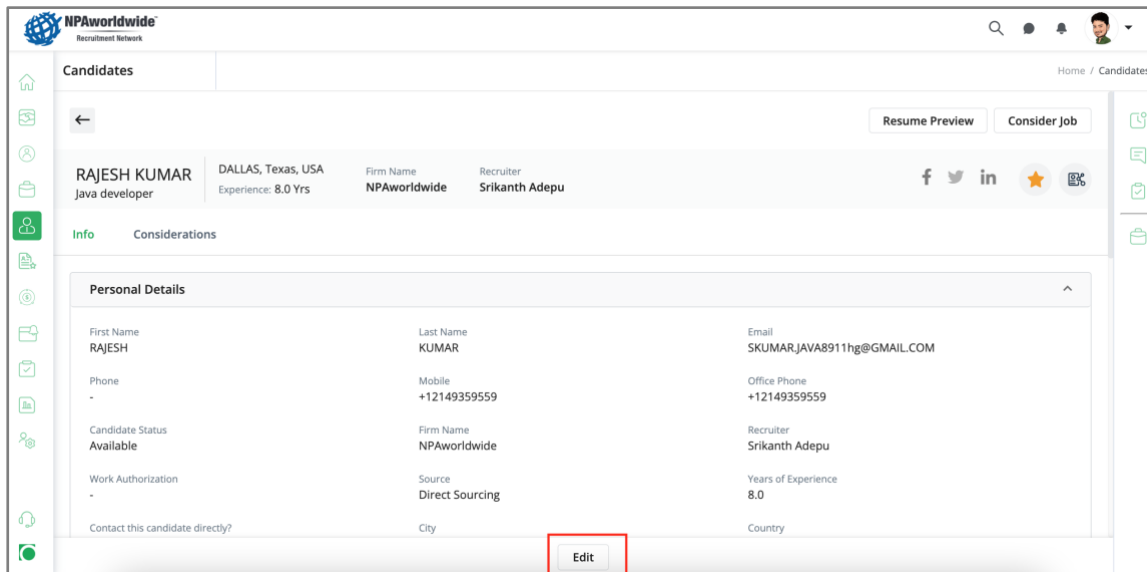
State/Province * Western Australia
 Zip/Postal Code * 1102
 Skills * PRODUCT DEVELOPMENT, MARKET TESTING, CONSTRUCTION CONTRACTS

Ask for Referrals *
 LinkedIn Url
 Twitter Url

Cancel Update

2.2.How to edit candidates?

Navigate to **Candidates module** → Click on **Name** → Click on **edit icon from the bottom** → Fill in the required details → Click on **post candidate** OR on **three dots icon beside the candidate you wish to edit** → Click on **Edit**.



2.3.How to Draft a candidate?

While creating a candidate in the marketplace and wish not to publish in the marketplace due to insufficient details click on Save as Draft.

These candidates will be shown in Draft candidates view and will resume to update the candidates details to publish.

NPWorldwide
Recruitment Network

Search

Candidates

← Add Candidate

Personal Details

Candidate ID *
OOC-30646

First Name *
Last Name *

Email *
Phone +1
Mobile * +1

Office Phone +1
Candidate Status Available
Recruiter * Micheal David

Firm Name * NPA Job Board
Work Authorization
Source Direct Sourcing

Years of Experience
Contact this candidate directly? *
City *

Country * USA
State/Province *
Zip/Postal Code

Skills *
Ex: Java, Chemicals, Mechanical etc.,
Ask for Referrals *
LinkedIn Uri

Cancel Post Candidate Save as Draft

2.4. How to delete a candidate?

Click on the **three dots icon** beside the candidate you wish to delete -> Click on **Delete Candidate** -> A confirmation pop up will be displayed on the screen -> Click on **Yes to delete**.

NPWorldwide
Recruitment Network

Candidates

Views

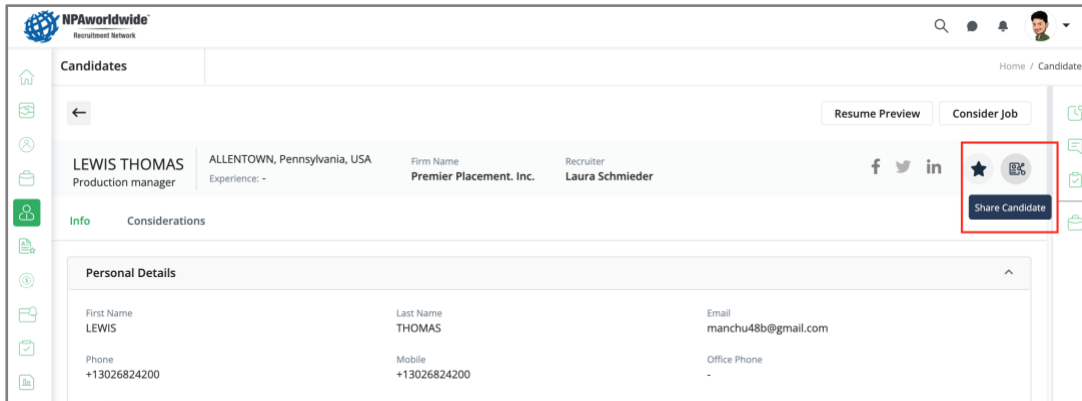
Search by Candidate Name, NPA#, Email

Add Candidate

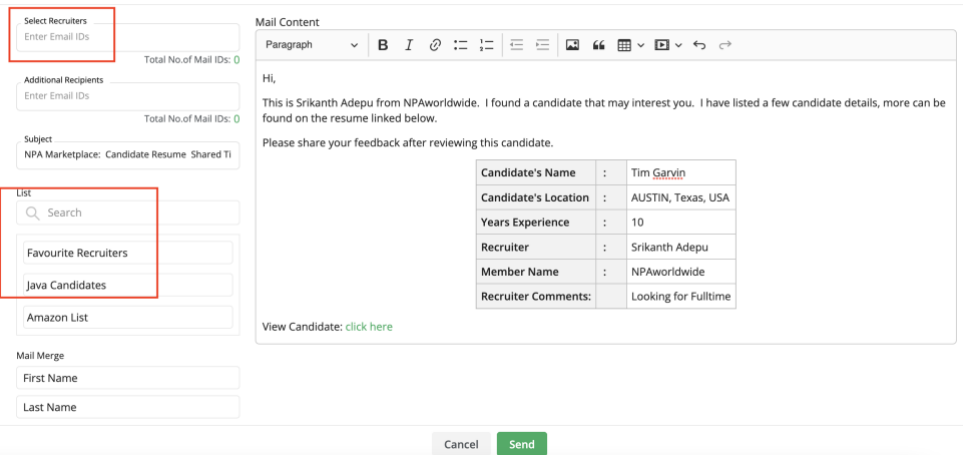
	NAME	EMAIL	MOBILE	JOB TITLE	YEARS OF E
<input type="checkbox"/>	LEWIS THOMAS	manchu48b@gmail.com	+13026824200	Production manager	0
<input type="checkbox"/>	Christopher Rebarchak	_rebarchak.chris@gma...	+15703285699	Design engineer	14
<input type="checkbox"/>	ADEBAYO ADEYEMI	adesoar@gmail.com	+14138138585	Esg automotive	7
<input type="checkbox"/>	Rixin Xu	russb33609@yahoo.com	+12163383132	Mechanical engineer	13
<input type="checkbox"/>	LANCE GREEN	lance.green11@outloo...	+12814351780	Production / process...	7
<input type="checkbox"/>	Test Candidate	tgrad2011@yahoo.com	+16164556555	Senior IT Support An...	8

2.5. How to share the candidate profile?

Click on **Candidate's name** -> Click on **Share Candidate** icon -> An email template will be open up with the candidate details -> To Recruiter -> Enter the **recruiter mail id's** or **recruiters' list/Favourite Recruiter** from the List menu and enter email id's in **Additional recipients'** field -> Click on **Send**.



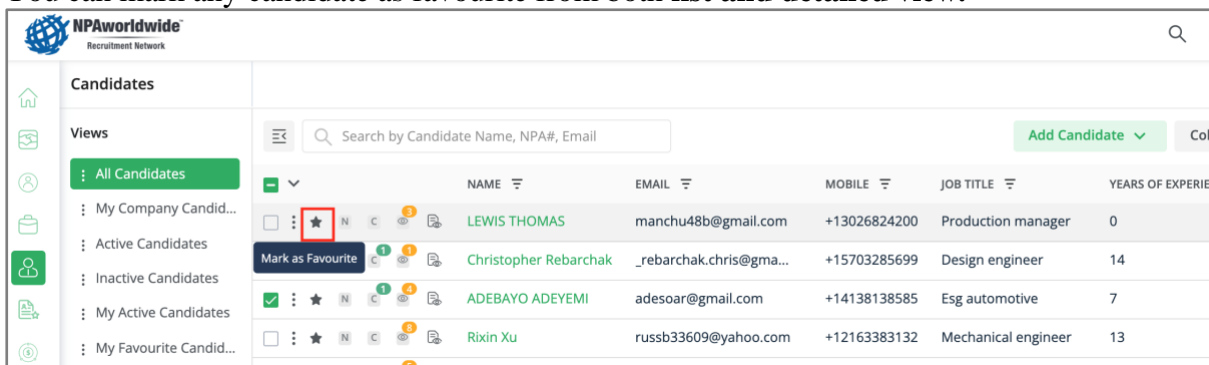
Share Candidate Details



You can also share the candidate resume from the **list view** -> Click on the **three dots** beside the **candidate** you wish to share -> Click on **Share Candidate**.

2.6. How to mark a candidate as a favourite?

Navigate to **Candidates module** -> Click on the **STAR icon** to mark as favourite. You can mark any candidate as favourite from both **list and detailed view**.



All the favourite candidates marked will be shown in the **My Favourite Candidates** views menu.

2.7. How to see all the views of a candidate?

Navigate to **Candidates module** -> Click on the **eye icon** to see how many recruiters have viewed the candidate profile.

The screenshot shows the NPAworldwide Candidates module interface. On the left, there's a sidebar with navigation options like 'All Candidates', 'My Company Candidates', 'Active Candidates', etc. The main area displays a table of candidates with columns for Name, Email, and Mobile. A red box highlights the 'Views' icon (an eye) next to the candidate 'RAJESH KUMAR'. To the right, a popup window titled 'Views - RAJESH KUMAR' is open, showing a list of users who have viewed the candidate's profile, including names like Sudhakar Goli, Gary Edwards, and William Richards, along with their view dates and times. The total number of views is 15.

To see the unique views, select the **unique view-only option**.

2.8. How to add notes for a candidate?

Navigate to the **Candidates module** ->. Beside the candidate name, you will find an **icon** or click on a candidate name to **view the candidate** -> After that, click on the **notes tab** -> Select the type as **meeting/ call, etc**.

Select the recruiter to notify after entering the notes, and save it.

The screenshot shows the NPAworldwide Candidates module interface. A red box highlights the 'Notes' icon (a notepad) next to the candidate 'RAJESH KUMAR'. To the right, a popup window titled 'Add Notes' is open. It has a 'Type' dropdown set to 'Notes' and a 'Notify To' dropdown. Below these is a rich text editor with a 'Paragraph' dropdown and various formatting options (bold, italic, link, etc.). There is a text area for entering notes and a file upload section with a 'Drag and Drop' area and a 'Browse' button. At the bottom, there are 'Cancel' and 'Save' buttons.

2.9. How to view the matching jobs?

Navigate to **Candidates module** -> Open the **candidate profile** -> Click on **Matching Jobs** -> You will see all matching jobs for the candidate based upon the criteria selected in the search by filter (Job title, Location, Primary Skills, Secondary Skills, Experience and Industry)

The screenshot shows the NPWorldwide Recruitment Network interface. The candidate profile for ASHOK KUMAR is displayed, including details like location (Dallas, TX, Texas, USA), experience (8.0 Yrs), firm name (Amazon), and recruiter (Henry Mark). The 'Matching Jobs' button is highlighted with a red box.

Once you click on the icon, the following screen will be displayed:

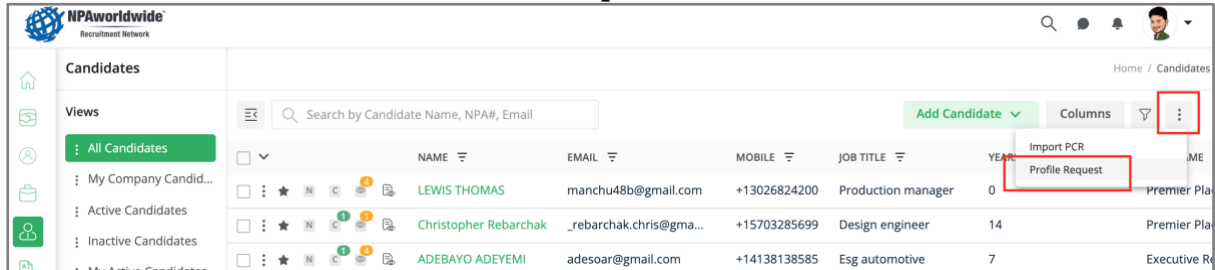
The screenshot shows the NPWorldwide Recruitment Network interface displaying the 'Matching Jobs' screen for ASHOK KUMAR. The screen displays a list of job opportunities with 100% match scores. The jobs listed are:

- Java Developer** (3-10 Year(s), Dallas, TX, Texas) - 100% Match - Bank of America - Recruiter Name: William Richards
- Java Developer** (Aerospace / Defense, 3-10 Year(s), Dallas, TX, Texas) - 100% Match - NPWorldwide - Recruiter Name: Srikanth Adepu
- Java Developer** (Information Technology, 8+ Year(s), NEW YORK CITY, New York) - 100% Match - Accolade - Recruiter Name: Anrielle Deletta
- Java Developer** (Information Technology, 2-8 Year(s), Houston, TX, Texas) - 100% Match - Staffing World Agency - Recruiter Name: Srikanth Adepu
- Java Developer** (Information Technology, 2-15 Year(s), Dallas, TX, Texas) - 100% Match - NPWorldwide - Recruiter Name: Srikanth Adepu
- Java Developer** (Information Technology, 3-10 Year(s), Dallas, TX, Texas) - 100% Match - IBM - Recruiter Name: [Not specified]

2.10. How to send profile update requests to the candidate, and what is its use?

Profile request is a feature that allows the recruiters to send an email to candidates requesting the details; which the candidates can fill and send back to the recruiter. Once the recruiter receives the information from the candidate, they can check and approve them. Post which, those details will be updated in the candidate records.

To send a profile request, navigate to the **Candidate's module** -> On your right-hand side, click on the **three dots icon** -> Click on **Profile Request** ->. Enter the **email ID**.



After this, click on the **required fields**, select the **star icon to make fields mandatory** & send the email.

Profile Request ✕

Email ID

Subject
Request for your details-Please Update

Notes

Candidate Details Additional Details

Note: Select the star symbol to mark mandatory feilds

Select All

* First Name

* Last Name

* Office Phone

* Phone

* Mobile

* Work Authorization

* Years of Experience

* City

* Country

Cancel
Send

2.11. How to Invite candidates?

Navigate to your **profile name on the top right** -> Click on **My Profile & Preferences** -> Click on **Invite Candidates** -> Click on **Copy to Clipboard**.

Click on the Email id to view the submitted details -> Review and fill all other mandatory fields -> Click on **Post candidate** button to save the record in the Marketplace.

The screenshot displays the NPAworldwide Recruitment Network interface. At the top, there is a search bar and a user profile icon. The main content area is divided into two sections. The top section shows a list of candidates with a search bar and a 'Candidates' button. The bottom section shows the details of a candidate, including personal information, contact details, and a 'Post Candidate' button.

Candidates

Submitted

Approved

Rejected

Awaiting

Search Email ID, Requested By

Candidates

EMAIL ID	REQUESTED BY	SENT ON	UPDATED ON
modi5917+1@gmail.com	Srikanth Adepu	01/31/2023 5:26 AM	01/31/2023 5:31 AM

Personal Details

Candidate ID * OOC-30647

First Name * Srikanth

Last Name * A

Email * modi5917+1@gmail.com

Phone +1

Mobile * +1 4696464410

Office Phone +1

Candidate Status

Recruiter * Srikanth Adepu

Firm Name * NPAworldwide

Work Authorization

Source

Years of Experience

Contact this candidate directly? *

City * Dale, TX

Country * USA

State/Province * Texas

Zip/Postal Code

Skills * Java Ex: Java, Chemicals, Mechanical

Ask for Referrals *

LinkedIn Url

Twitter Url

Facebook Url

Willing to relocate * No

Employment type *

Post Candidate

Reject

Candidate List

Back

2.13. How to Mask the candidates?

What is Masking:

A masked candidate is one that doesn't include the name of the applicant, or any other information that would allow the company to identify their Email and phone identity.

The Member Owner should enable the Mask candidates option from **Admin settings** -> **Company Profile** -> **General Details**.

All the candidates belongs to your firm will be masked in the marketplace upon clicking on reveal the details will be unmasked for the members.

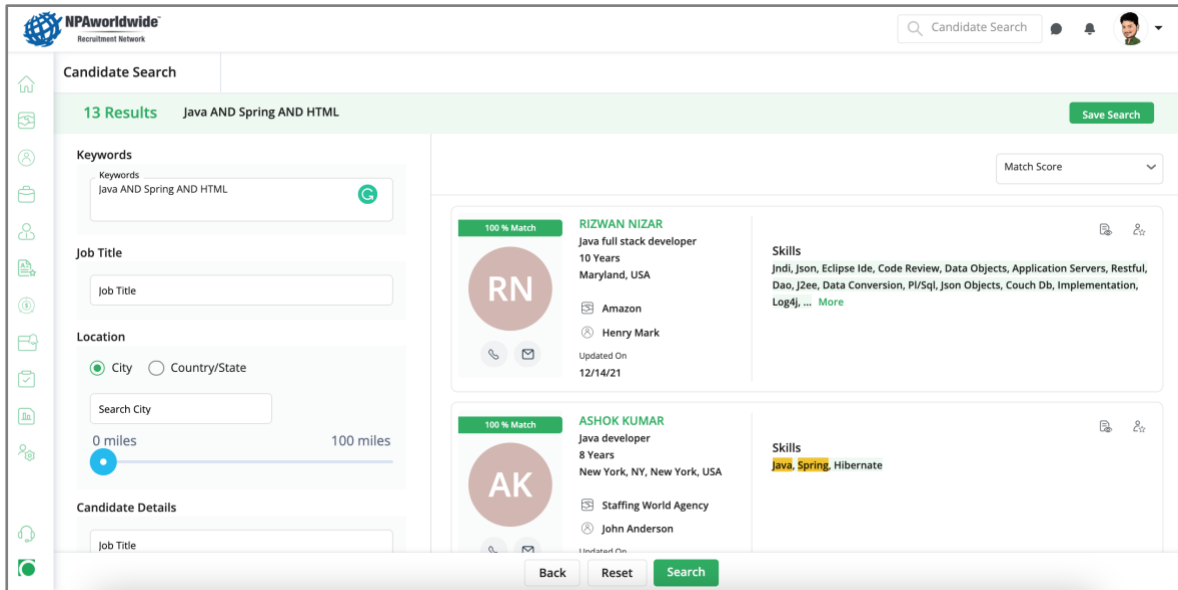
The screenshot shows the 'Company Profile' page for 'NPAworldwide Recruitment Network'. The 'Member Information' section contains various fields: NPA # (0001), Member Firm Name (NPA Job Board), Other Business Name(s), Business Phone (+1 6164556555), Website (www.npaworldwide.com), Member Firm Status (Active), Member Since (09/23/2011), Industry(ies), Country Of Operations (USA), Currency (US Dollars), Primary Skills (Ex: Java, Chemicals, Mechanical etc.), Secondary Skills (Ex: Java, Chemicals, Mechanical etc.), and Display to Members (Yes). A red box highlights the 'Mask Candidates' dropdown menu. Below this is the 'Member Firm Profile' section with a rich text editor containing 'NPA Job Board'. 'Cancel' and 'Save' buttons are at the bottom right.

2.14. How to search the candidates by skills/job title/location?

Click on **Candidate Search** on top right hand side -> Enter the **search criteria** -> Click on **Search** -> System will display all the matching candidates based upon the search criteria given.

The screenshot shows the 'Candidate Search' page. At the top right, there is a search bar with 'Candidate Search' and a user profile icon. Below this is a 'Recent Search' button. The main search area includes: 'Keywords' (Ex: Java AND HTML OR ("Java Frameworks")), 'Job Title' (Job Title), 'Location' (City/State selection, Search City, and a distance slider from 0 to 100 miles), and 'Candidate Details' (Job Title, Experience, and Employment Type). 'Reset' and 'Search' buttons are at the bottom.

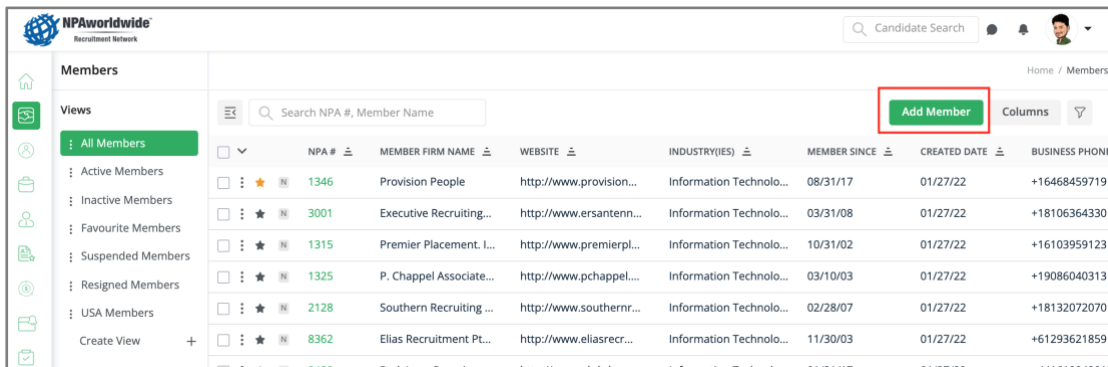
Once the candidate results are shown, recruiter can **screen the candidates** and request a **Consider a Job request**.



3. Members & Recruiters Module

3.1. How to add members?

Navigate to **Members module** -> Click on **Add Member** -> Enter the required fields -> Click on **Save**.



Note: Only the NPA Admin and Staff will have access to add members.

3.2.How to add recruiters?

Adding recruiters can be done in two ways.

- 1) Members
- 2) Recruiters

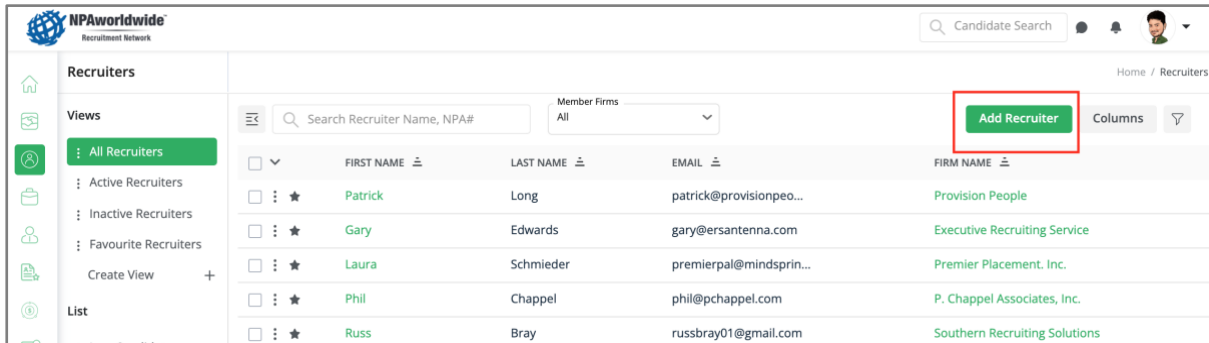
1) Members:

Navigate to **Members module** -> Open the member profile -> Click on **Recruiters Tab** -> Click on **Add Recruiter** -> Enter the required fields -> Click on **Save**.

	FIRST NAME	LAST NAME	EMAIL	FIRM NAME
<input type="checkbox"/>	Henry	Mark	modi5917@gmail.com	Amazon
<input type="checkbox"/>	Richardson	R	modi5917+1@gmail.com	Amazon
<input type="checkbox"/>	Adam	Gilcris	agilcris@yahoo.com	Amazon

2) Recruiters:

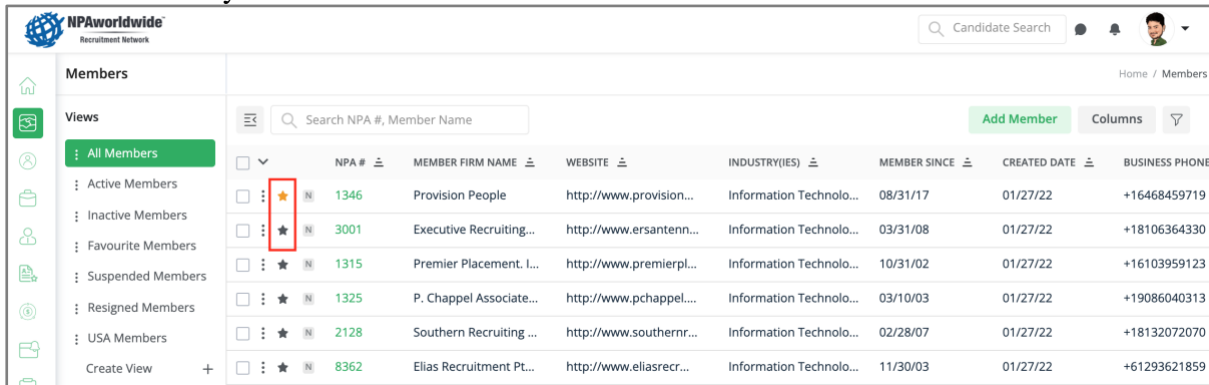
Navigate to **Recruiters module** -> Click on **Add Recruiter** -> Enter the required details -> Click on **Save**.



Once the details are saved, an activation email will be sent to the recruiter to activate the account.
Note: Only the NPA Admin and Staff will have access to add members.

3.3. How to mark a member as favourite?

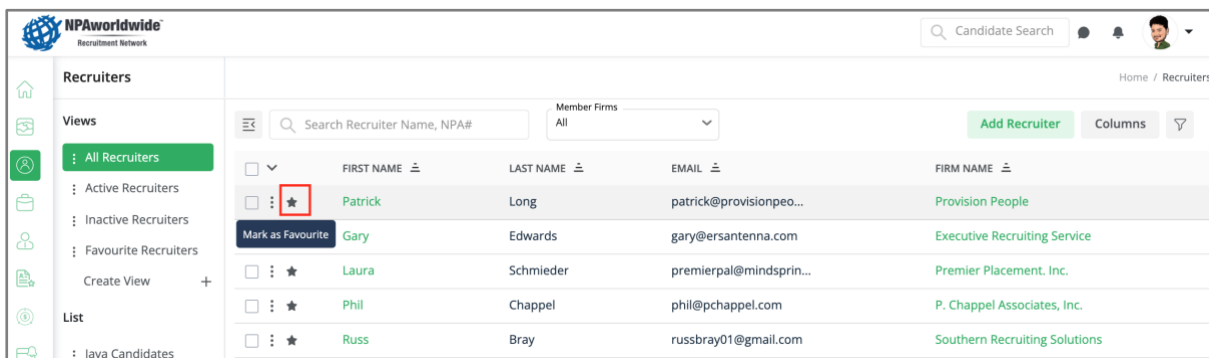
Navigate to **Members module** -> Click on the **STAR icon** to mark as favourite.
 You can mark any member as favourite from both **list and detailed view**.



All the favourite members marked will be shown in the **My Favourite Members view menu**.

3.4. How to mark a recruiter as favourite?

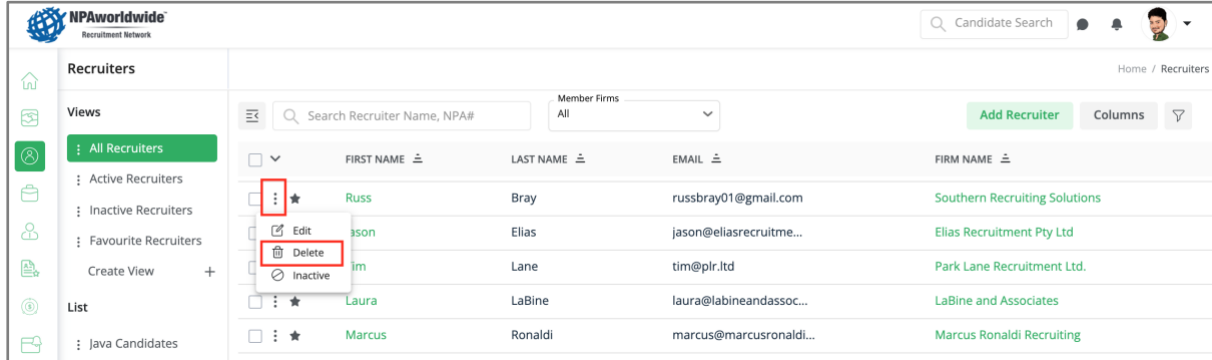
Navigate to **Recruiters module** -> Click on the **STAR icon** to mark as favourite.
 You can mark any Recruiter as Favourite from both **list and detailed view**.



All the favourite recruiters marked will be shown in the **My Favourite Recruiters views menu**.

3.5. How to delete the recruiters?

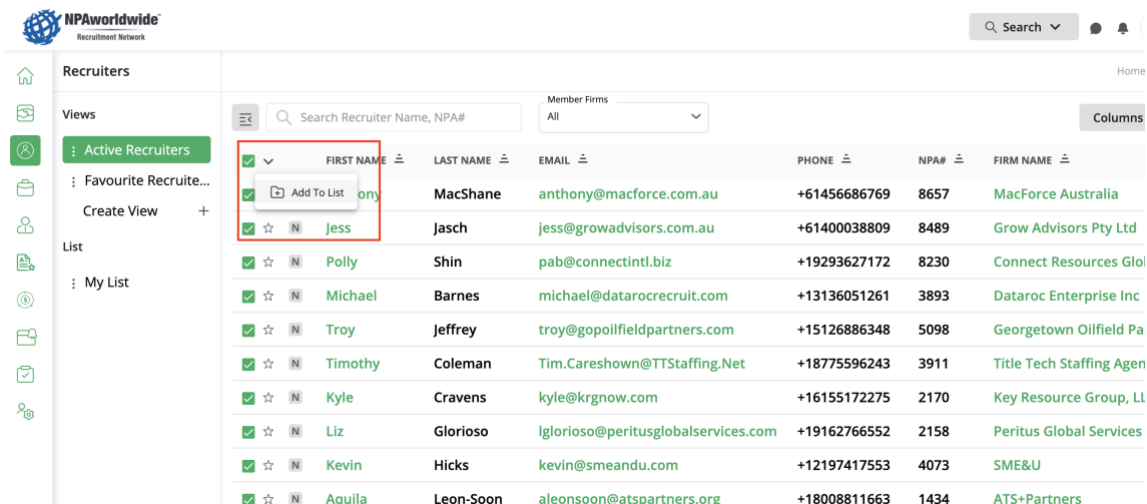
Navigate to **Recruiters** module -> Click on **three dots icon** beside the recruiter name -> Click on **Delete** -> Click on **Yes**.

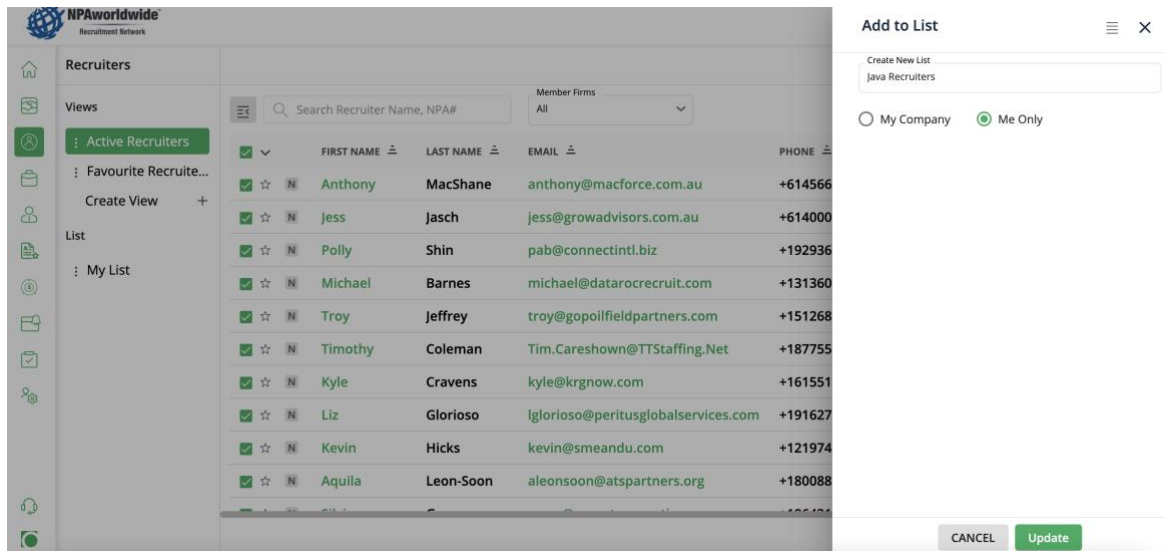


Note: Only the NPA Admin/Staff will have delete access.

3.6. How to create the recruiters list?

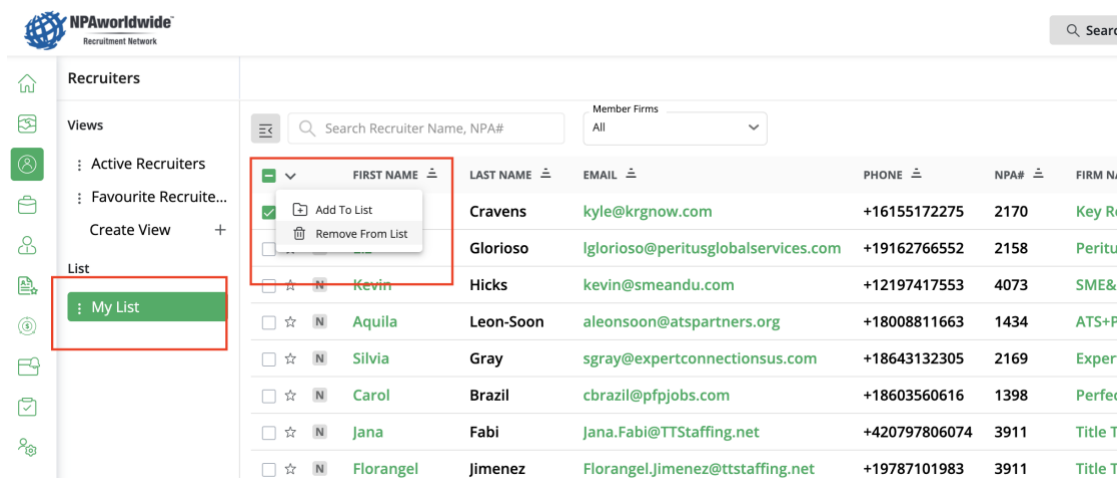
Navigate to **Recruiters** module -> Select the **Recruiters** -> Click on **Batch icon** -> **Add to List** -> Enter the **List name** -> Click on **Update**





3.7. How to remove the recruiters from the List?

Navigate to **Recruiters** module -> Click on **List Name** -> Select the **Recruiters** -> Click on **Batch icon** -> Click on **Remove from List**.



3.8. How to search the Recruiters by specialities/location?

Click on **Recruiter Search** on top right hand side -> Enter the **search criteria** -> Click on Search -> System will display all the matching recruiters based upon the search criteria given.

The screenshot shows the NPAworldwide Recruitment Network interface. The main search form is titled "Recruiter Search" and includes the following sections:

- Keywords:** A text input field labeled "Recruiter description".
- Location:** Radio buttons for "City" (selected) and "Country/State". Below is a "Search City" input field and a distance slider from "0 miles" to "100 miles".
- Recruiter Details:**
 - Primary Specialty(ies): Text input with example "Ex: Chemical Processing, Manufacturing, Sales & Marketing, etc".
 - Secondary Specialty(ies): Text input with example "Ex: Chemical Processing, Manufacturing, Sales & Marketing, etc".
 - Jobs/Candidates/Both: A dropdown menu.
 - Industry(ies): A dropdown menu.
 - Types of placements worked on: A dropdown menu.

A search dropdown menu is open in the top right corner, showing options: "Search", "Job Search", "Candidate Search", and "Recruiter Search" (highlighted with a red box). A "Recent Search" button is also visible.

4. Considerations Module

4.1. How to consider a job to a candidate?

Navigate to **Jobs module** -> Click on **Job title** -> Click on **Consider Candidate** -> A new window will open with a list of candidates available.

Here, you can **search the candidate** with candidate name, NPA #, member name, and recruiter -> Click on **Candidate Name** -> You will be navigated to a new page where you can **view job details** before submitting -> After you verify all your details, click on **Send**.

A Consideration request email with an approval link will be sent to the candidate recruiter. The status of the consideration will be updated as **Submitted/Applied**. Please find the below screenshots for your reference.

The screenshot shows the NPAworldwide Recruitment Network interface. At the top, there is a search bar for 'Candidate Search' and a user profile icon. The main content area displays a job listing for 'Java Developer (OOJ - 1143)' in Dallas, Texas, USA, recruited by William Richards from Bank of America. A red box highlights the 'Consider Candidate' button in the top right corner of the job listing. Below the job title, there are tabs for 'Info' and 'Considerations'. The 'Job Details' section shows the job title, status (Active), member firm (Bank of America), recruiter (William Richards), and industry (Java, Spring, Hibernate).

The 'Consider Candidate' modal window displays a search bar and a table of candidates. The table has columns for Candidate Name, Job Title, Location, Member, Recruiter, and Created Date.

CANDIDATE NAME	JOB TITLE	LOCATION	MEMBER	RECRUITER	CREATED DATE
LEWIS THOMAS	Production manager	ALLENTOWN, Pennsylvania	Premier Placement. Inc.	Laura Schmieder	01/31/22
Christopher Rebarchak	Design engineer	WHITE HAVEN, Pennsylvania	Premier Placement. Inc.	Laura Schmieder	01/31/22
ADEBAYO ADEYEMI	Esg automotive	Westland, MI, Michigan	Executive Recruiting Service	Gary Edwards	01/31/22
Rixin Xu	Mechanical engineer	PEARLAND, Texas	Southern Recruiting Solutions	Russ Bray	01/29/22
LANCE GREEN	Production / process engineer	Sugarland, Texas	Southern Recruiting Solutions	Russ Bray	01/29/22
Test Candidate	Senior IT Support Analyst	OTTAWA, Ontario	IBM	Jane Doe	01/28/22

The 'Consider - Job' modal window shows an email composition form. The 'To' field is filled with 'mbateman@npaworldwide.com'. The subject is 'Consider job quality assurance manager for candidate RAJ'. The email body contains a message to Srikanth Adepu regarding a candidate for a quality assurance manager position. A table of candidate details is included in the email body. The 'Select Columns' section on the left has checkboxes for 'Jobs - Job Title', 'Jobs - Employment Type', 'Jobs - City', 'Jobs - Country', and 'Jobs - Member Firm', all of which are checked. The 'Select Attachments' section shows an attachment named 'Dice_Resume_Cv_Rajesh_Kumar.docx'. The 'Send' button is highlighted in green.

Hi Srikanth Adepu,

We found RAJESH KUMAR suitable for the quality assurance manager position we are working to fill. We would like to know if we can consider this candidate for the job below. Please accept/reject and offer feedback as appropriate.

Job Title	Employment type	City	Country	Member Firm	Recruiter
quality assurance manager	Full Time/Direct Hire	Denver, CO	USA	NPAworldwide	Marcia Bateman

Please click on the below link to view the consideration details to Accept or Reject the request.

[Click Here](#)

Select Attachments

Drag and Drop
or you can [browse](#) and find a file here

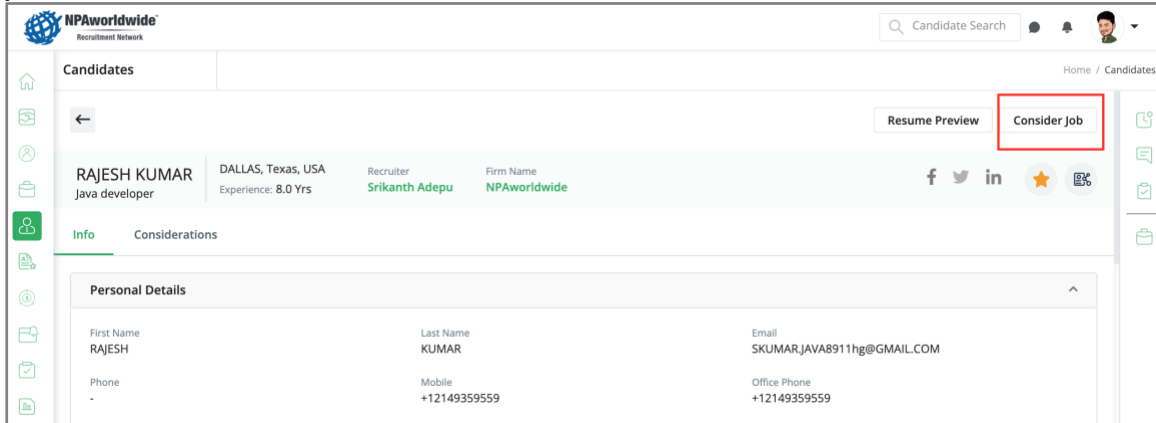
Dice_Resume_Cv_Rajesh_Kumar.docx

4.2. How to consider a candidate for a job?

Navigate to **Candidate module** -> Click on **Candidate Name** -> Click on **Consider a Job**, and a new window will open with a list of jobs available.

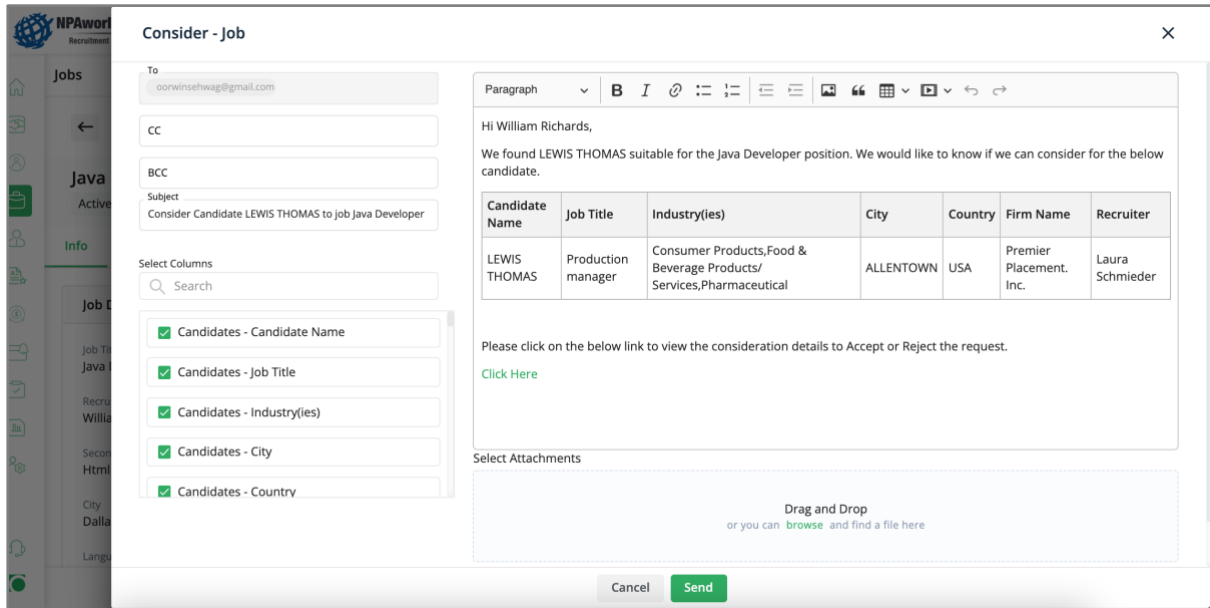
You can search the **job with job title**, NPA #, member name, and recruiter -> Click on **job title** -
 > You will be redirected to a new page where you can **view candidate details** before submitting -
 > After you verify all details, click on **Send**.

A consideration request email with an approval link will be sent to the job recruiter. The status of the consideration will be updated as **Submitted/Applied**. Please find the below screenshots for your reference.



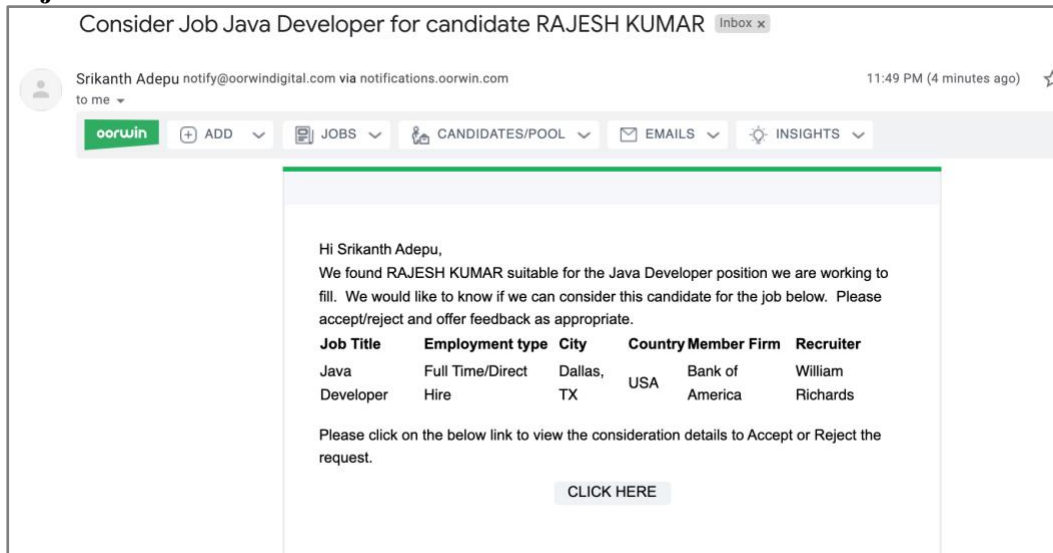
The 'Consider Job' modal window contains a search bar with the placeholder text 'Search by Job title, NPA#, Member Name, Recruiter'. Below the search bar is a table listing various job opportunities:

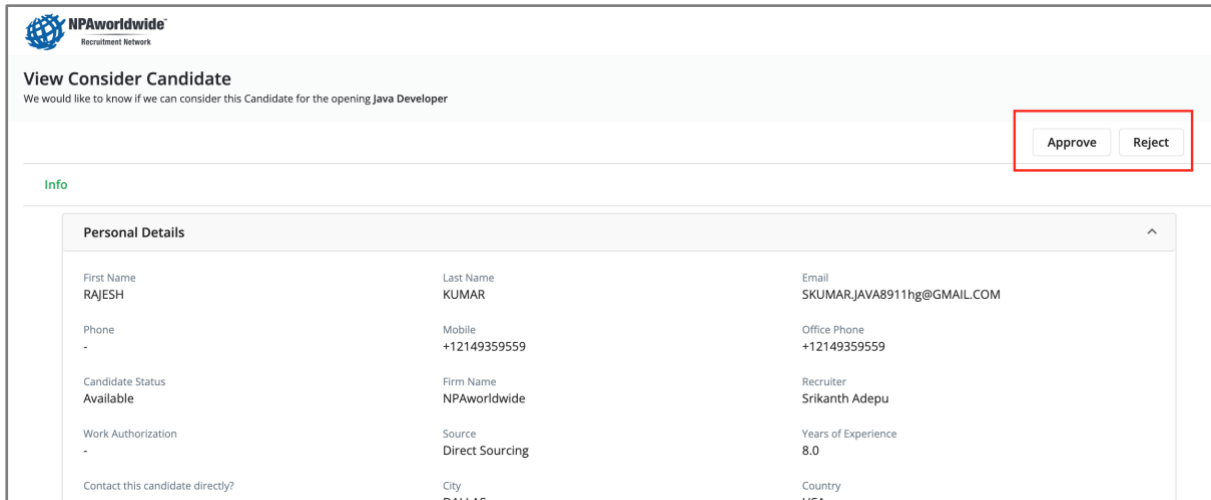
JOB TITLE	LOCATION	MEMBER	RECRUITER	CREATED DATE
Principal Antenna Microwave Engineer	Richland, Washington	Executive Recruiting Service	Gary Edwards	01/31/22
Senior Procurement Leader	Lansdale, Pennsylvania	Premier Placement. Inc.	Laura Schmieder	01/31/22
Antenna Design Engineer	BRIGHTON, Michigan	Executive Recruiting Service	Gary Edwards	01/31/22
quality assurance manager	Denver, CO, Colorado	NPAworldwide	Marcia Bateman	01/31/22
Supplier Manufacturing Engineer	Easton, PA, Pennsylvania	Premier Placement. Inc.	Laura Schmieder	01/28/22
supply chain systems manager	LANSDALE, Pennsylvania	Premier Placement. Inc.	Laura Schmieder	01/28/22
AWS Platform Engineer	New York, NY, New York	Park Lane Recruitment Ltd.	Tim Lane	01/27/22
Java Developer	Dallas, TX, Texas	Bank of America	William Richards	01/27/22
.Net Developer	Detroit, MI, Michigan	Amazon	Henry Mark	01/27/22



4.3.How to accept/reject the consideration?

Once the consideration request is initiated, an email with an approval link will be sent to the **Job Recruiter or Candidate Recruiter**. **Click Here to view the consideration request details** -> Click on **Approve** to accept the request or **Reject** to decline the request. Upon accept/reject, an acknowledgment email will be sent. Automatically, the consideration status from **Submitted/Applied** will be changed to **Accepted or Rejected**.





4.4. How to change the status of consideration?

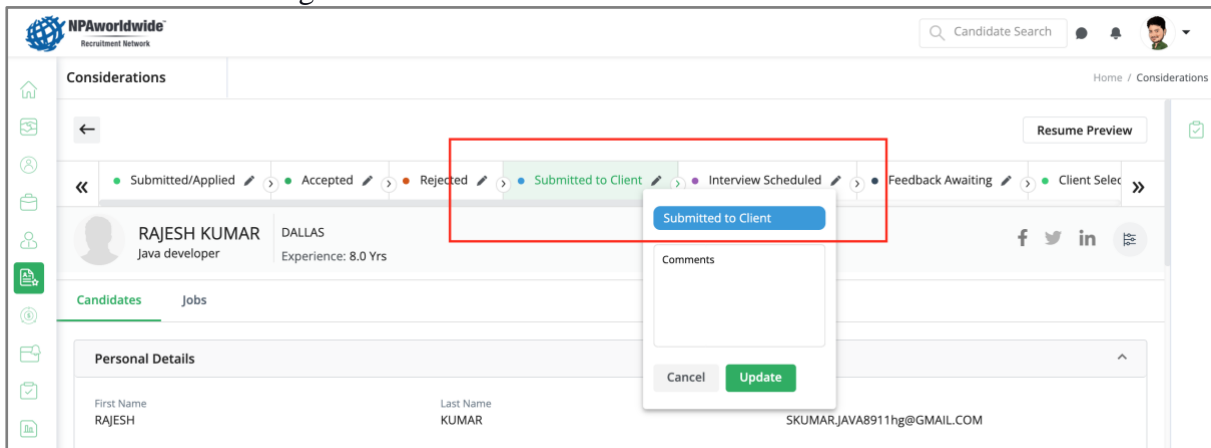
Navigate to **Considerations module** -> Click on **Candidate Name** -> You can see the consideration status bar -> Click on **Pencil icon on the status list** -> Enter the comments -> Update.

For Example:

If you wish to change the status to "Submitted to client."

Click on the pencil icon -> Enter the comments -> Click on **Update**.

The status will be changed to **Submitted to client**.



5. Splits Module

5.1. How to create a split?

Navigate to **Splits module** → Click on **Add** → Enter the required details → Click on **Save**.

The screenshot shows the NPAworldwide Splits module interface. The top part displays a table of splits with columns: JOB TITLE, ACCEPTANCE DATE, JOB LOCATION, SALARY, CLIENT FEE, FEE AMOUNT, CANDIDATE NAME, and PLACEMENT. A red box highlights the 'Add' button in the top right corner of the table. The bottom part shows the 'Split Details' form with fields for Split ID, Job Title, Candidate Name, Candidate Email, Location, Industry(ies), Primary Skills, Secondary Skills, Candidate Re-location, Acceptance Date, Candidate Start Date, Expected Payment Date, Date Paid, Placement Type, Currency, Salary, Client Fee%, Fee Amount, and NPA Brokerage Fee. The 'Save' button is highlighted in green.

JOB TITLE	ACCEPTANCE DATE	JOB LOCATION	SALARY	CLIENT FEE	FEE AMOUNT	CANDIDATE NAME	PLACEMENT
Test Engineer	02/01/22	San Diego, CA	100000	20	20000	Mickey Mouse	Direct
Chemical Engineer	01/28/22	Dallas, TX,32325,43,...	10000	25	2500	Micheal	Direct
Java Developer	01/27/22	Dallas, TX	100000	25	25000	RAJESH KUMAR	Direct
Java Developer	01/31/22	Dallas, TX	120000	25	30000	ASHOK KUMAR	Direct
Processing Engineer	01/28/22	Chicago, IL	100000	25	25000	Romuald DULUC	Direct
Mobile Test Automati...	01/27/22	Dallas, TX	0	0		Sri Sai	Contract
SAP Analyst	01/26/22	Dale, TX,34013,43,29,...	100000	25	25000	Srikanth	Direct

6. My Alerts

6.1. How to create My Alerts for jobs/candidates?

Alerts can be created in two different ways –

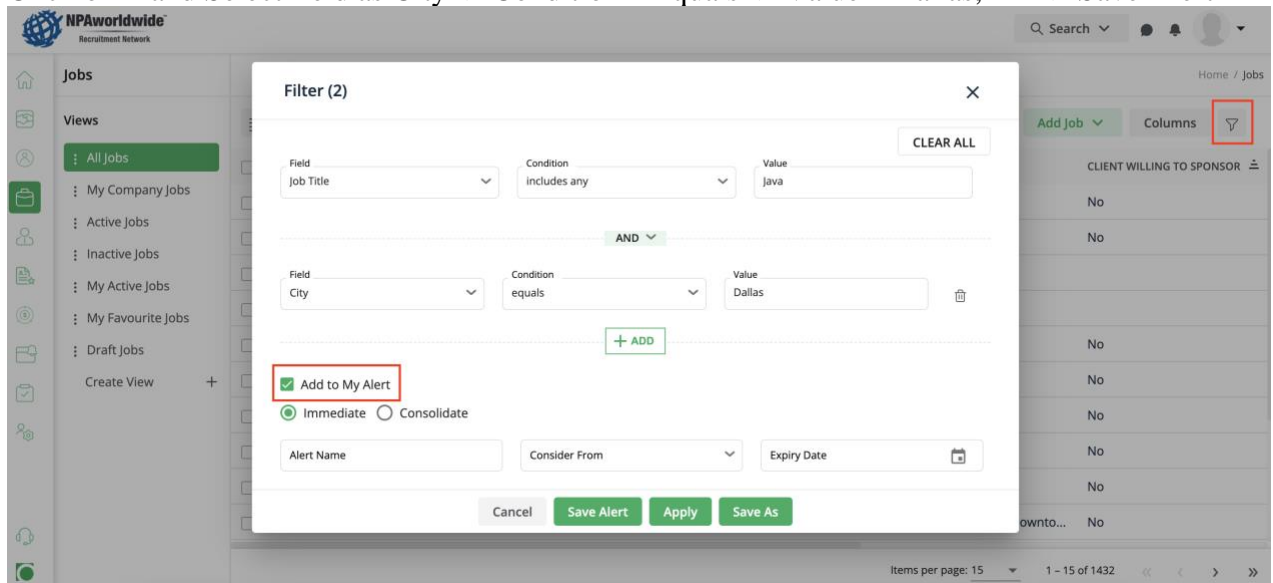
6.1.1 Jobs/Candidates - Filter

Navigate to **Jobs/Candidates** -> Click either on **Filter or Create View** -> A pop up will be displayed on the screen -> **Select the criteria** by choosing the Field, Condition and Value -> **Select the Add to My Alert** -> Choose Immediate/Consolidate type -> Enter the details like Name, Start date and Expiry date(optional) -> **Save Alert**.

Ex: If the user wants to create an alert for Java Developer title at Dallas, TX location.

Select field as Job title -> Condition – Includes any -> Value –> Enter the Job title name

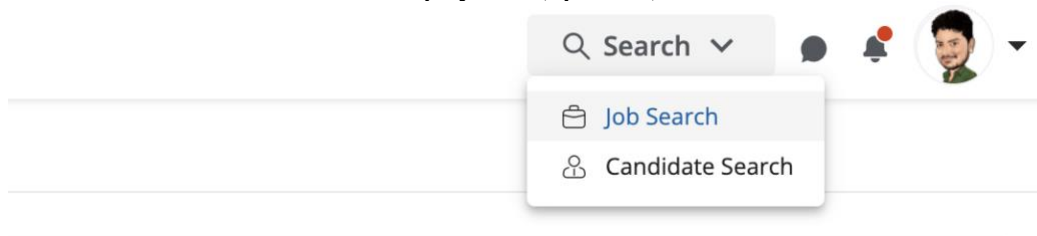
Click on + and Select field as City -> Condition – Equals -> Value – Dallas, TX -> Save Alert



The Alerts created will be shown in the **My Alerts** module.

6.1.2 Jobs/Candidate search

Navigate to **Jobs/Candidates Search** on to right -> Enter the criteria by choosing the Fields -> Click on Search button -> System will display the records as per search criteria -> Select the Add to My Alert -> Choose Immediate/Consolidate type -> Enter the details like Name, Start date and Expiry date(optional) -> Save Alert



The screenshot displays the NPAworldwide Recruitment Network interface. The main section is titled 'Job Search' and shows '3 Results' for 'Chemical Engineer' in an 'Active' state. The search filters include 'Skills' (Chemical Engineer), 'Location' (City/Country/State, Search City, 0 miles to 100 miles), and 'Job Details' (Job Title, Languages). Two job listings are shown:

- Chemical Engineer (Plant Engineer)**: Biotechnology/ Life Sciences, Chemical, Pharmaceutical; 7-20 Year(s); Milwaukee, Wisconsin, USA; Firm Name: Advanced Search Group, Inc.; Updated On: 04/19/2022; Recruiter Name: Mike Fogarty; Primary Skills: Process Engineering, Project Engineering, Maintenance, Plant Engineering, **Chemical Engineering**; Secondary Skills: Supervisory Skills; Match Score: 100%.
- Sales Manager - Chemical Industry - Hunter Farmer**: Building Materials, Chemical, Sales; 10-20 Year(s); Sydney South, New South Wales, Australia; Firm Name: Kingscroft Consulting Pty Ltd; Updated On: 05/17/2022; Recruiter Name: Garry King; Match Score: 78.85%.

The 'Add to My Alert' button for the first job is highlighted with a red box. A second screenshot shows the 'Add to My Alert' modal form, which includes:

- Radio buttons for Immediate and Consolidate.
- Input field for 'Alert Name'.
- 'Consider From' dropdown menu.
- 'Expiry Date' field with a calendar icon.
- 'Cancel' and 'Save Alert' buttons.

After creating an alert, a notification email will be sent, in case any Job or Candidate matches with the alert created.

6.2. How to view the created My Alerts?

Navigate to the **My Alerts module** -> You will see all the alerts displayed on the screen -> Click on **Count** to view the jobs/candidates list.

The screenshot shows the NPAworldwide Alerts module interface. On the left, there is a sidebar with navigation icons and a 'Views' section containing 'All My Alerts', 'Active My Alerts', and 'Inactive My Alerts'. The main area displays a list of active alerts. The first alert, 'New Java Candidates', has a toggle switch set to 'Active' and a count of '13' candidates circled in red. Other alerts include 'SAP Jobs' (1 job) and 'Java Developer Jobs' (6 jobs). Each alert card shows the 'Expiry Date' (01/30/22) and 'Created By' (Srikanth Adepu).

6.3. How to make My Alerts inactive?

Navigate to **My Alerts module** -> Click on the **Toggle button** to make the alert inactive. Once the alert gets Inactive, no new jobs/candidates will be added.

This screenshot shows the same Alerts module interface as above, but the 'New Java Candidates' alert's toggle switch is now turned off, indicating it is inactive. The count of candidates is now '13'. The other alerts remain active.

6.4. How to edit My Alerts?

Navigate to **My Alerts module** -> Click on actions icon -> Edit -> Make the changes if required -> Click on Update.

Alerts

Views

- All My Alerts
- Active My Alerts
- Inactive My Alerts

Search by Alert Name All

Active

Java Candidates

Candidates **31**

Expiry Date: 03/16/2022 | Created By: Micheal David

Filter (1) CLEAR ALL

Field: Job Title | Condition: includes any | Value: Java

+ ADD

Add to My Alert

Immediate Consolidate 06:00 PM

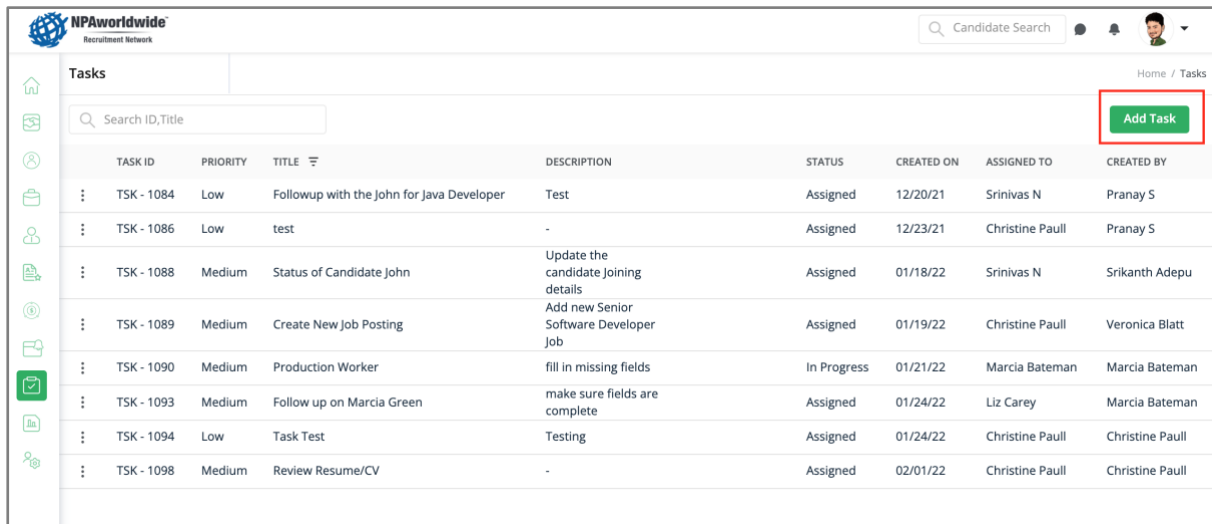
Alert Name: Java Candidates | Consider From: All | Expiry Date: 03/16/2022

Cancel Update

7. Tasks

7.1. How to create a task?

Navigate to **Tasks module** -> Click on **Add Task** -> Enter the required fields, and assign the task to follow recruiters -> Click on **Save**.



NPWorldwide Recruitment Network

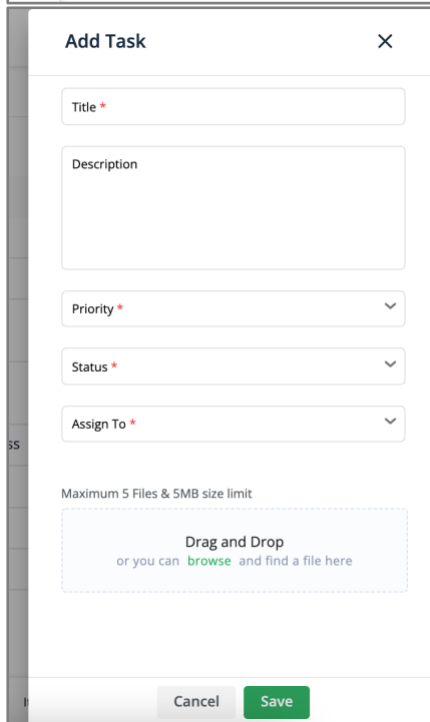
Candidate Search

Home / Tasks

Search ID, Title

Add Task

TASK ID	PRIORITY	TITLE	DESCRIPTION	STATUS	CREATED ON	ASSIGNED TO	CREATED BY
TSK - 1084	Low	Followup with the John for Java Developer	Test	Assigned	12/20/21	Srinivas N	Pranay S
TSK - 1086	Low	test	-	Assigned	12/23/21	Christine Paull	Pranay S
TSK - 1088	Medium	Status of Candidate John	Update the candidate joining details	Assigned	01/18/22	Srinivas N	Srikanth Adepu
TSK - 1089	Medium	Create New Job Posting	Add new Senior Software Developer Job	Assigned	01/19/22	Christine Paull	Veronica Blatt
TSK - 1090	Medium	Production Worker	fill in missing fields	In Progress	01/21/22	Marcia Bateman	Marcia Bateman
TSK - 1093	Medium	Follow up on Marcia Green	make sure fields are complete	Assigned	01/24/22	Liz Carey	Marcia Bateman
TSK - 1094	Low	Task Test	Testing	Assigned	01/24/22	Christine Paull	Christine Paull
TSK - 1098	Medium	Review Resume/CV	-	Assigned	02/01/22	Christine Paull	Christine Paull



Add Task

Title *

Description

Priority *

Status *

Assign To *

Maximum 5 Files & 5MB size limit

Drag and Drop
or you can [browse](#) and find a file here

Cancel Save

An email will be sent to the assigned user about the task assigned.

7.2. How to change the status of a task?

Navigate to the **Tasks module** -> Click on **three dots icon beside the Task ID** -> Click on **Edit** -> Change the **Status** -> Click on **Save**.

TASK ID	PRIORITY	TITLE
TSK - 1084	Low	Followup with the John for Java Developer
TSK - 1086	Low	test
TSK - 1088	Medium	Status of Candidate John
TSK - 1089	Medium	Create New Job Posting

8. Profile Setup

8.1. Profile - My Profile & Preferences – Personal Details/Profile Picture?

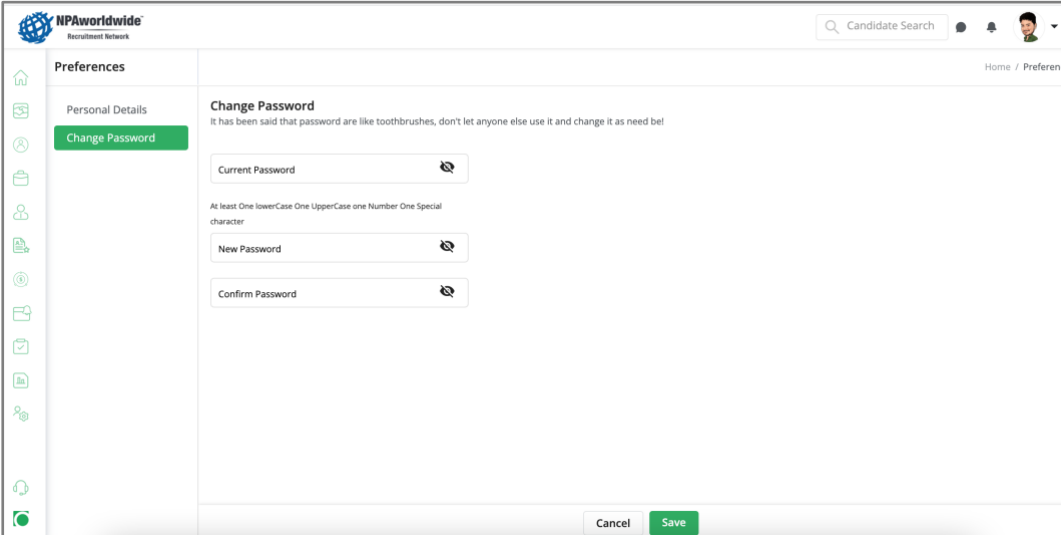
Navigate to your **profile name on the top right side of the panel** → Click on **My Profile & Preferences** → Click on **Edit** → Update your profile picture, contact & location details.

The top screenshot shows the 'Tasks' page with a table of tasks. A user profile dropdown menu is open in the top right corner, showing the user's name 'Srikanth Adepu' and email 'sri@oorwin.com'. The 'My profile & Preferences' option is highlighted with a red box.

The bottom screenshot shows the 'Preferences' page. The 'Personal Details' section is active, displaying the user's profile picture and name 'Srikanth Adepu' with the role 'SUPER ADMINISTRATOR'. To the right, the 'My Details' section shows contact and professional information. The 'Edit Details' button is highlighted with a red box.

8.2.Profile - My Profile & Preferences – Change Password

Navigate to your **profile name on the top right** -> Click on **My Profile & Preferences** -> Click on **Change Password** -> **Enter and confirm** new password -> Click on **Save**.



The screenshot shows the 'Change Password' form in the NPAworldwide Recruitment Network. The form is titled 'Change Password' and includes a note: 'It has been said that password are like toothbrushes, don't let anyone else use it and change it as need be!'. Below the note are three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. A password strength indicator is located between the 'New Password' and 'Confirm Password' fields, stating: 'At least One lowerCase One UpperCase one Number One Special character'. The form has a 'Cancel' button and a green 'Save' button at the bottom right. The left sidebar shows 'Change Password' as the selected option under 'Personal Details'.

9. Settings

9.1.Company Profile

General Settings:

Here, members can add their company details.

Navigate to **Admin Settings** -> Click on **Company Profile menu** -> Choose **General Details**.

Company Profile

Home / Settings / Company Profile

Member Information

NPA # * OOM-1000 Member Firm Name * NPWorldwide Other Business Name(s) * NPA

Business Phone * +1 6164556555 Website * https://npaworldwide.com Member Firm Status * Active

Member Since * 6/2/1997 Industries * Non-Profit / Community / Social S... Country Of Operations * USA

Currency * US Dollars Mask Candidates * Yes Primary Skills * PHP, PHP Applications, JMeter, Performance Testing

Secondary Skills * Java, J2EE Web Services Display to Members * Fee Schedule and Guarantee * NPaworldwide HQ does not have a fee

Member Firm Profile

Paragraph **B I** [Link] [List] [Table] [Image] [Video] [Undo] [Redo]

Locally, regionally, and internationally, NPaworldwide connects independent recruitment firms to facilitate split placements. NPaworldwide is the oldest recruiter network of its kind. Headquartered in the USA, member recruiting firms are located throughout Europe, Asia, Australia, Africa and the Americas.

Cancel Save

Branding:

Members can add the logo for email communications.

Click on **Upload Picture** (as per the resolution) and click on **Save**.

Company Profile

General Details

Branding

Locale Information

Branding

Upload company logos to be used for branding in the platform.

Company Logo [512px x 512px]

Upload your Company Logo
Drag & drop or [browse](#) your file here.

Locale Information:

Members can add locale information such as date format, time zone, time format -> Click on **Save**.

9.2. Configurations

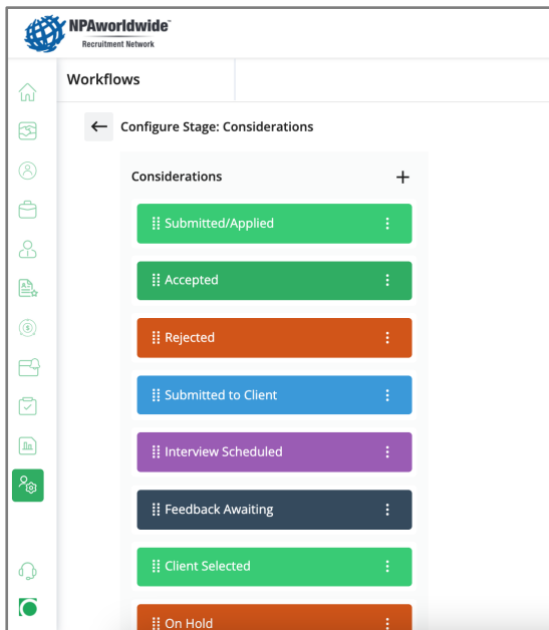
Keywords:

Navigate to **Admin Settings** -> Click on **Configurations** -> Choose **Keywords** -> Select the module -> Expand the **keyword type** -> Click on **Add** -> Enter the name -> Click on **Save**.

Note: Only NPA Admins will have access to Keywords.

Workflows:

The considerations statuses will be configured in Workflows. NPA admins can create new status or modify the current status.

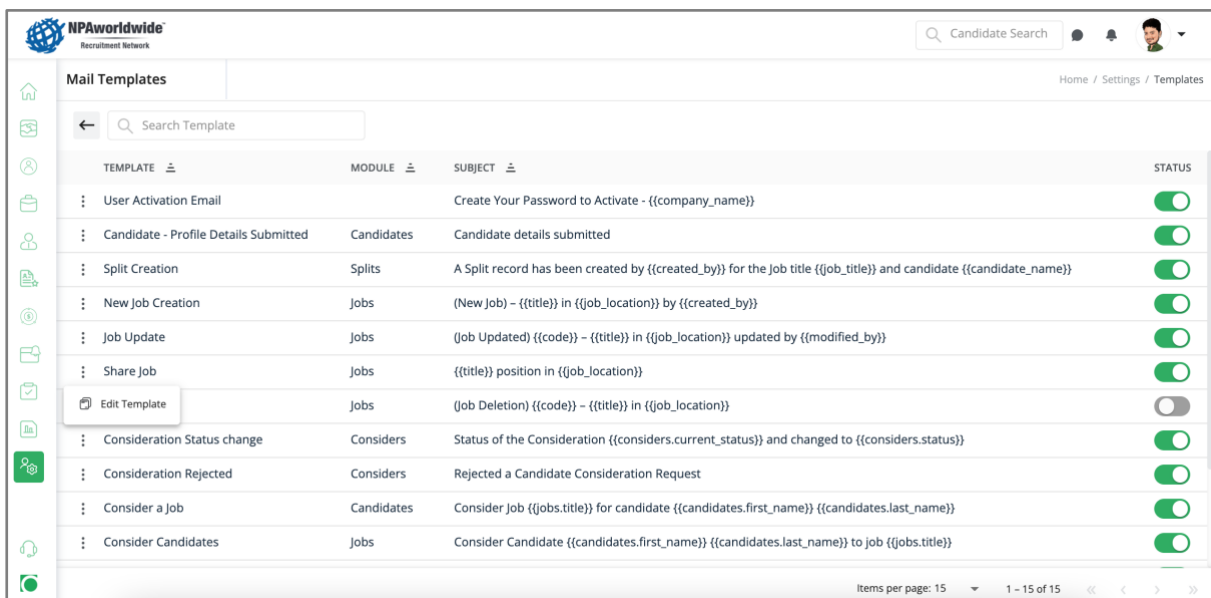


Note: Only NPA admins will have access to Workflows.

Mail Templates:

You can **switch on the notification emails** based on the action. You can also **edit the template as per your requirement**.

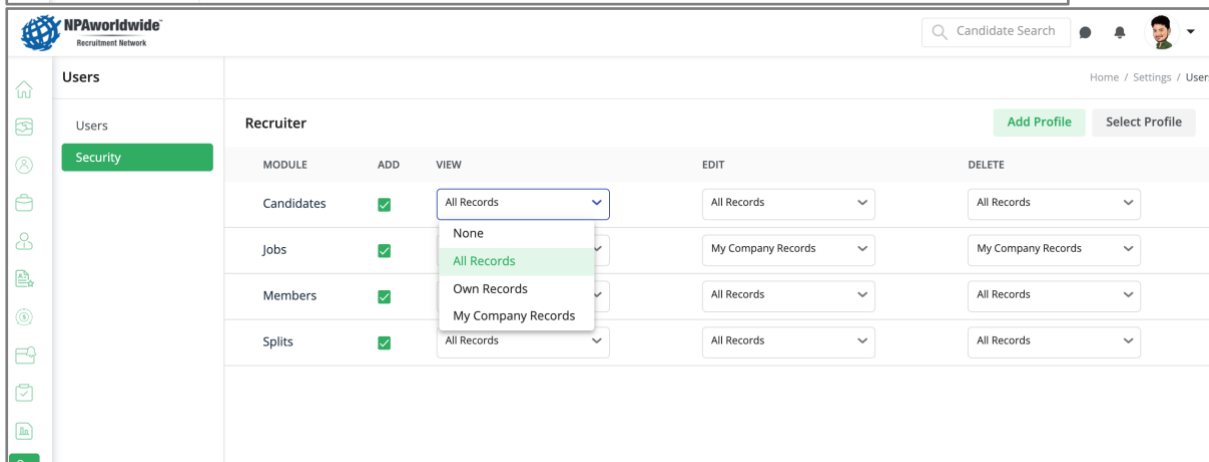
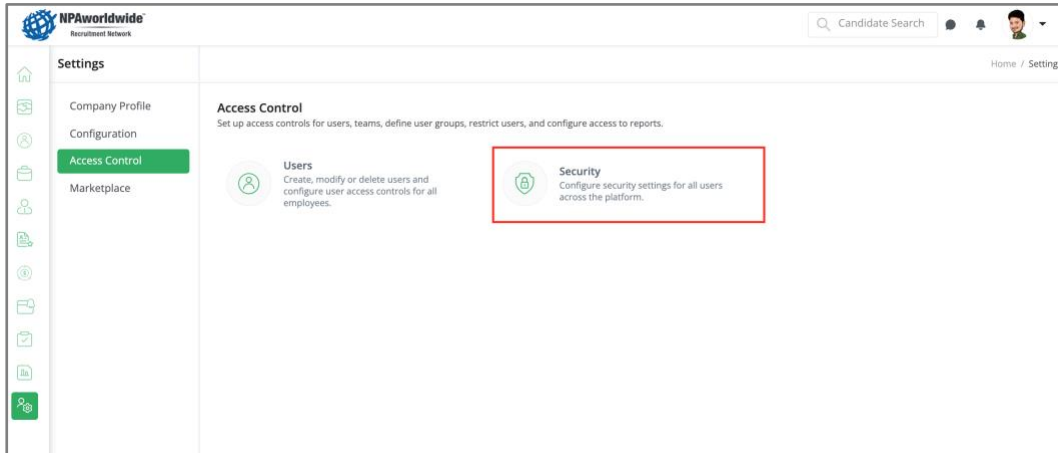
Once you have finished an activity, you will **receive an email with the same template**. Click on **Switch off**, if you do not wish to get an email notification.



9.3. Access Control

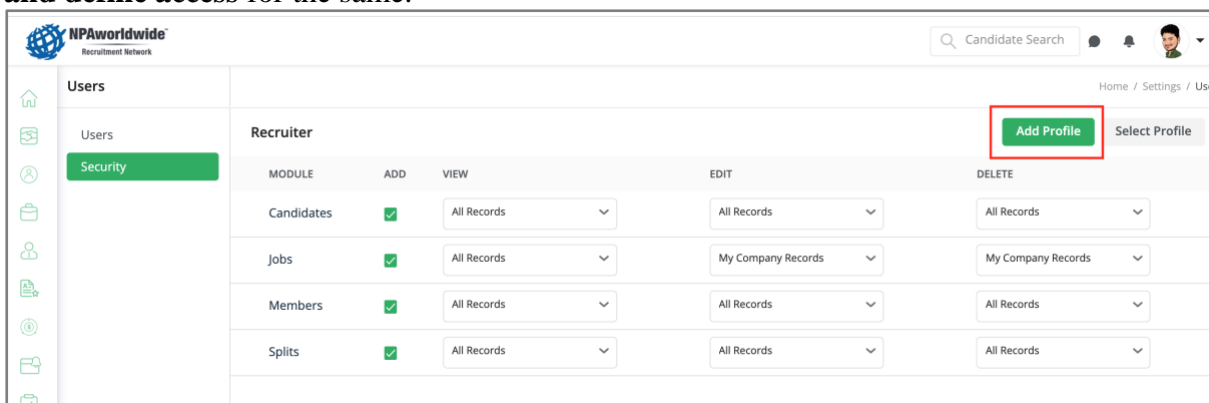
Access controls – Security:

Navigate to **Settings** -> Click on **Access Controls** -> Choose **Security** -> Here you can give a set of accesses and permissions based on the roles and assign them to the recruiter.



How to set up access controls?

Navigate to **Settings** -> Click on **Access controls** -> Choose **Security** -> Click on **Add Profile**
 You can add a new **job role/profile/designation** and give it a name. Here, you can also **restrict and define access** for the same.



Add Profile
✕

Is Admin

Cancel
Save

Select the profile for which you wish to set the permissions or restrictions.

Select Profile & Role
✕

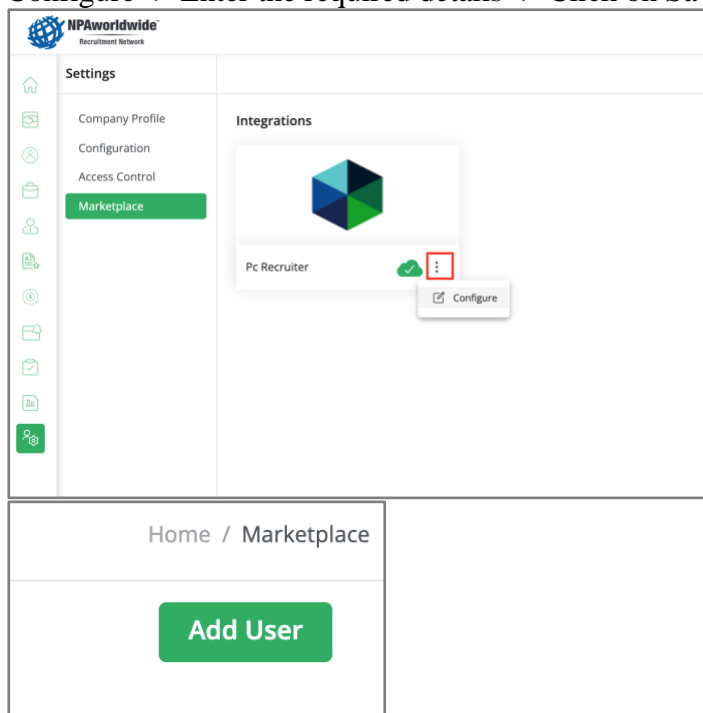
- Recruiter (1) ⋮
- NPA Coordinator (0) ⋮
- Manager (0) ⋮
- Researcher (0) ⋮

You can set up the access permissions & restrictions by using the terms **Add, View, Edit, Delete** options and segregate them as **Own records, All records, My Company records**.

10. Marketplace

10.1. PCR Integration

Members who are using PC Recruiter ATS can integrate with the Marketplace.
Navigate to Admin Settings -> Choose Marketplace -> Click on PC Recruiter -> Click on Configure -> Enter the required details -> Click on Save.



Add User ✕

Pc Recruiter ▼ Database Name*

Username* Password* 🗑️

App ID* Api Key*

Notify To ▼

Note: Jobs once saved in PC Recruiter will take 15-20 mins to reflect in Market place.

Cancel Save

Jobs added in PCR will be automatically added to **Draft Jobs - Marketplace in Jobs**.

To import the candidates from PCR,

Navigate to **Candidates' module** -> Click on the **three dots icon on the top right hand side** ->

Click on **Import PCR** -> Select the **date range** -> Click on **Save**.

Add Candidate Columns 🔍 ⋮

E	YEARS OF EXPERIEN	ME
tion manager	0	Premier Pla

Import PCR

Profile Request

Import PCR Candidates ✕

Import your PCRecruiter candidates to Marketplace

Choose a timeframe from the dropdown and click import Candidates button

The Imported Candidates will be shown in Draft Candidates

ALL ▼

ALL

Today

Yesterday

This Week

Last 7 Days

This Month

Last Month

Last 90 Days

Cancel
Save

Candidates will be migrated and saved as Draft Candidates.

10.2. JobAdder Integration

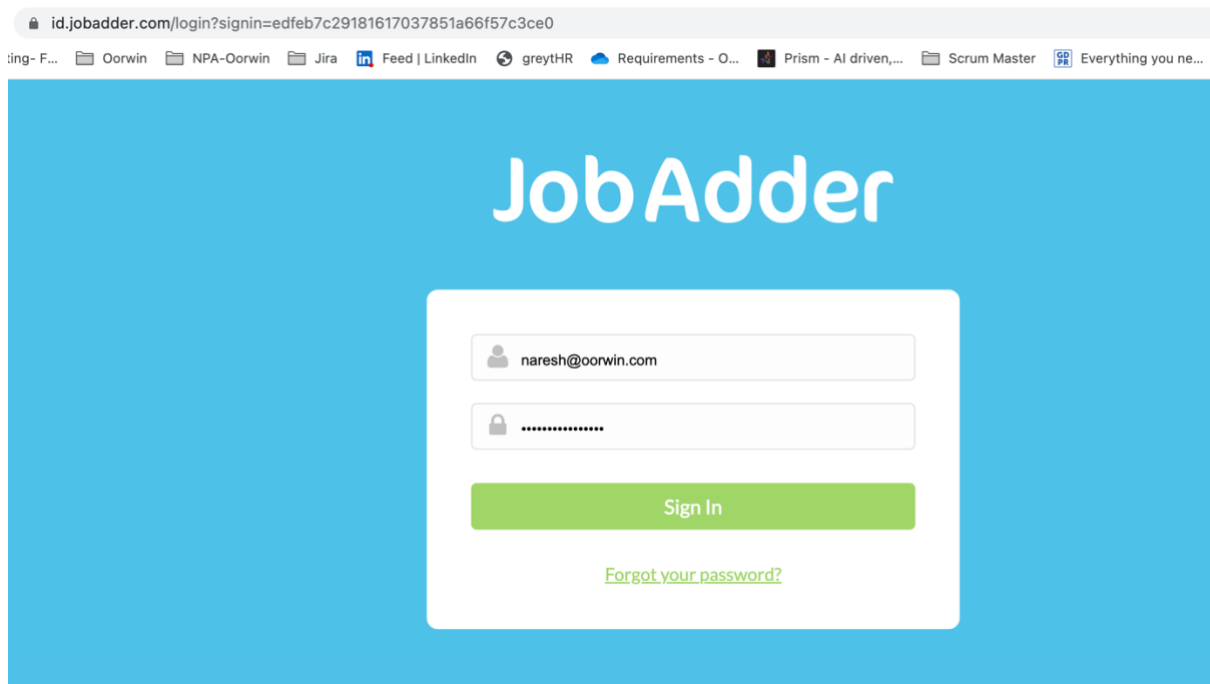
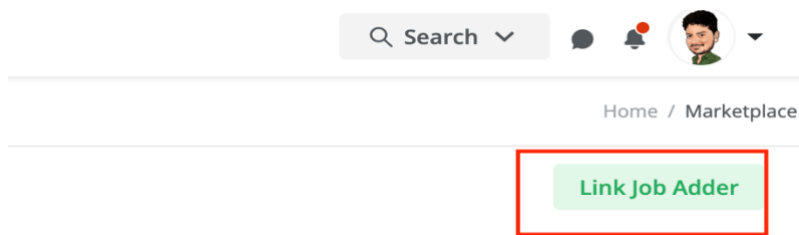
Step 1 – The JobAdder user has to reach out JobAdder Account Manager to enable the NPAmarketplace to their account.

Step 2 – The user has to connect the JobAdder account with NPAmarketplace.

Go to Admin Settings -> Marketplace – Job Adder Configure -> Link Job Adder -> Enter Job Adder credentials - Accept.

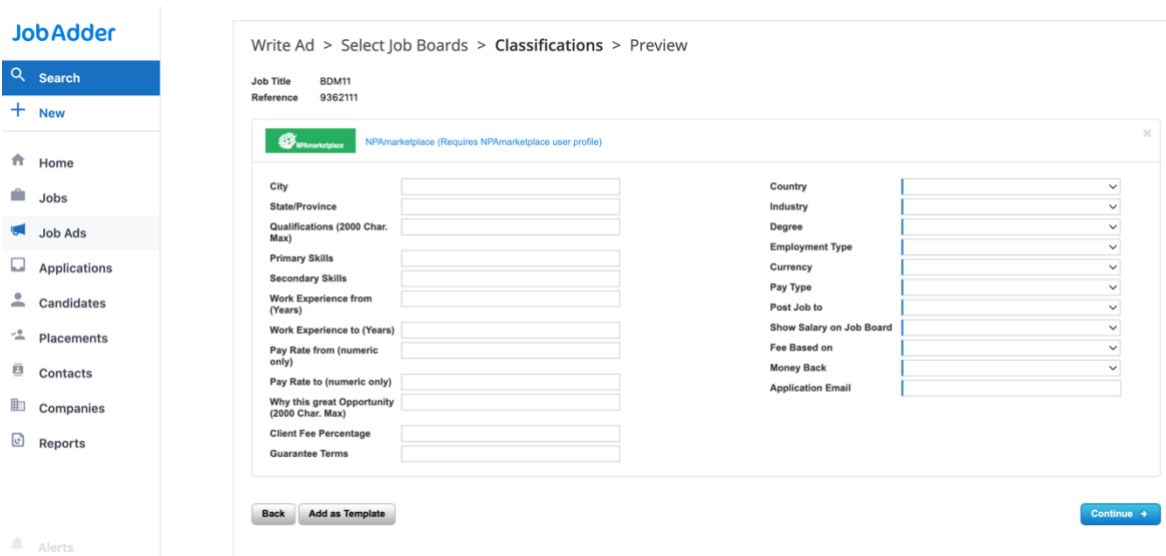
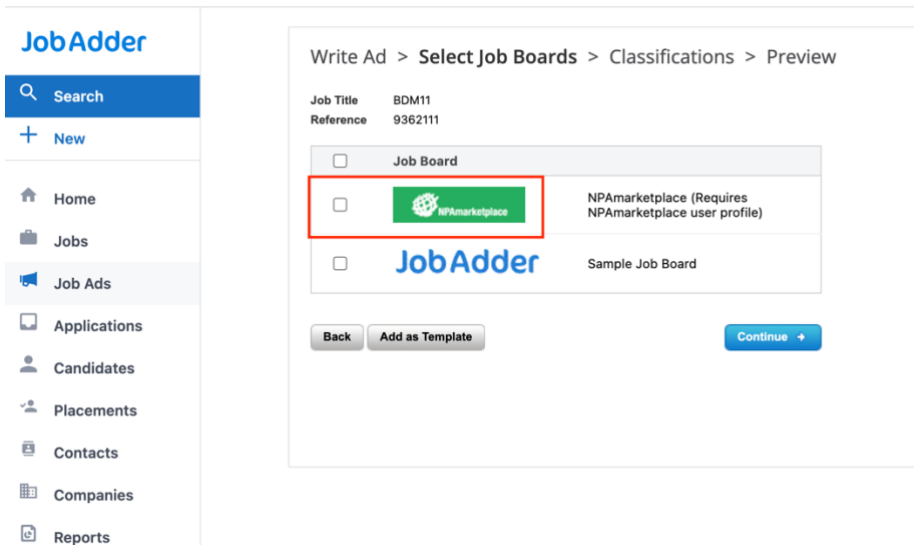
Note: Only Member Admin will Link the JobAdder account.

The screenshot shows the NPAmarketplace Admin Settings page. The left sidebar contains a navigation menu with 'Marketplace' highlighted. The main content area is titled 'Integrations' and displays two integration cards: 'Pc Recruiter' (with a green checkmark) and 'Job Adder' (with a download icon). A red box highlights the 'Configure' button on the Job Adder card. The top right of the page shows a search bar and user profile information.



Step 3

Login to Job Adder -> Create Job Ads -> Select NPAmarketplace -> Fill all the Mandatory fields -> Post now. The Job will be successfully posted in the Marketplace.



Note: The user has to add Jobads credits to the NPAmarketplace

10.3. Oorwin Integration

To integrate Marketplace with Oorwin or vice-versa.

The member has to reach out to oorwin support team to request for the integration.

Oorwin Support will enable the Marketplace to customer Oorwin account.

Login to **Oorwin** Account -> **Navigate** to **Marketplace** -> **Job Boards** category -> Select **NPAworldwide** -> Select the **Action Type (Job Posting, Job Search & Resume Search)** -> Enable the **access** to the users.

The screenshot shows the Oorwin Marketplace interface. On the left, a sidebar menu is visible with 'Resume Search', 'Job Posting' (highlighted), and 'Job Search'. The main content area is titled 'ACCOUNTS' and shows a table with the following data:

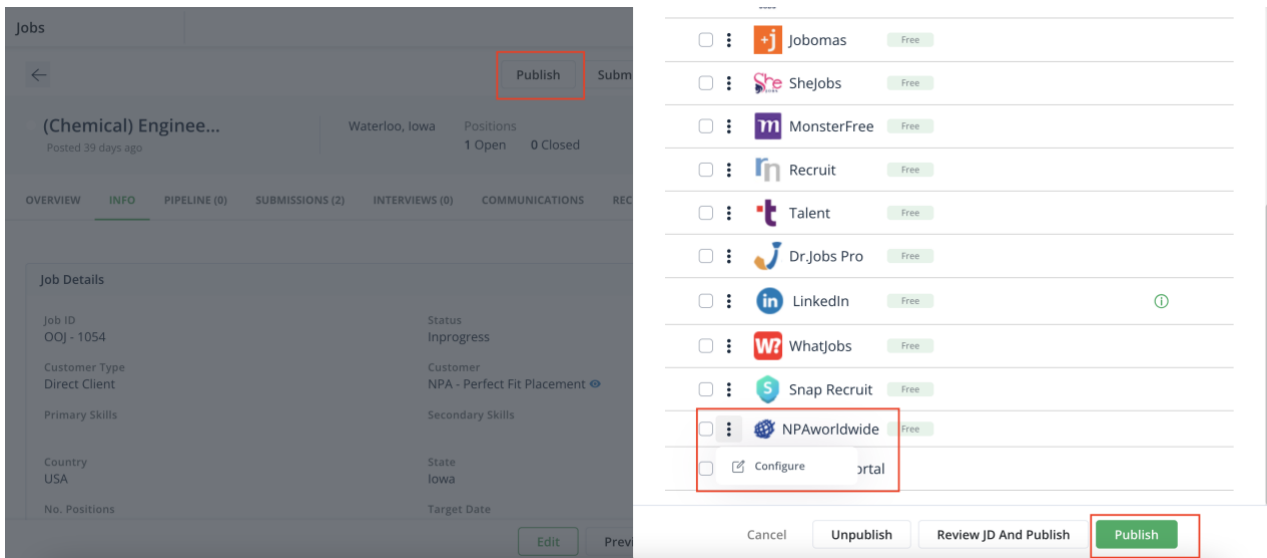
JOB BOARD NAME	NO. OF USERS	ACCESS
NPAworldwide	4	<input checked="" type="checkbox"/>

Oorwin -> Marketplace Integration workflow :

The users can publish the Jobs and Candidates from Oorwin to Marketplace directly.

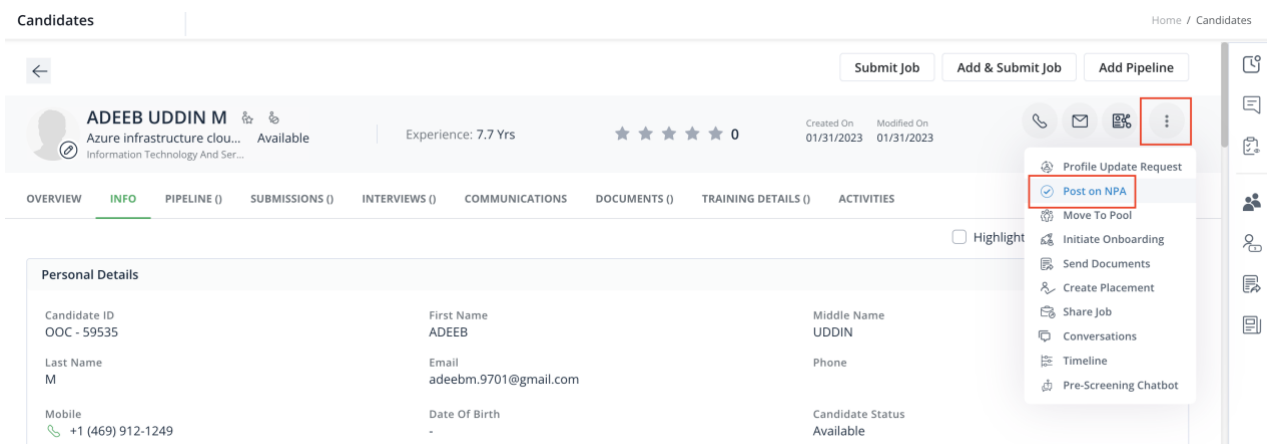
Upon the configuring the marketplace details in oorwin account.

Navigate to **Jobs** -> Select the **Job** -> Click on **Publish** icon -> Select the **NPAworldwide** from the list -> Fill all the mandatory details of Marketplace-> Click on **Publish** -> The job will be successfully posted in the Marketplace.



Similar to Jobs the users can also post the candidates from oorwin to Marketplace.

Select the candidate -> Click on 3 dots icon -> Click on **Post on NPA** -> Upon clicking on Post on NPA, a new pop-up- page will be opened and all fill the required details -> Click on Post. The candidate will be successfully published in the Marketplace.



The users can search the **Jobs** or **candidates** of **Marketplace** from **Oorwin Advance search**.

Use search strings, filters to fetch the jobs or candidates.

Easily migrate the Jobs/Candidates directly into ATS by a single click.

The screenshot shows the 'Advanced Search' interface of the NPA Marketplace. At the top, there is a navigation bar with a hamburger menu, a dropdown for 'Candidates', a search input field, and an 'Advanced Search' button. Below this, there is a secondary search bar with a back arrow, a 'Configure Portal Accounts' dropdown, and another search input. The main content area has tabs for 'INTERNAL', 'NPAMARKETPLACE', and 'INTEGRATED SEARCH'. Underneath, there are links for 'RESUME SEARCH (DAILY: 1000)' and 'JOB SEARCH (DAILY:1000)'. The 'Keywords' section features a text input field. The 'Location' section includes radio buttons for 'City/Zip' (selected) and 'Country/State', a text input field, and a distance slider ranging from 0 to 100 miles.

NPAmarketplace -> Oorwin Integration workflow:

The Recruiters of Marketplace can migrate the following details into ATS

- **Members & Recruiters**
- **Jobs**
- **Candidates**

Members & Recruiters:

Navigate to Members or Recruiters -> Open the record -> Click on **Post to Oorwin** -> The member record will be migrated into ATS as account.

The screenshot shows the 'Members' page for Grammar INC. The page includes a search bar, navigation icons, and a 'Post to Oorwin' button highlighted with a red box. Below the member name, there are tabs for 'Info', 'Recruiters', 'Jobs', and 'Candidates'. The 'Info' tab is selected, showing member information in a table format.

Member Information		
NPA #	Member Firm Name	Other Business Name(s)
1037	Grammar INC	-
Business Phone	Website	Member Firm Status
+12039307686	http://grammarusa.com	Active

Jobs:

Navigate to Jobs -> Select the Job -> Click on **Post to Oorwin** -> the job will be posted on **Oorwin**.

The recruiters can able to post any job from Marketplace to oorwin.

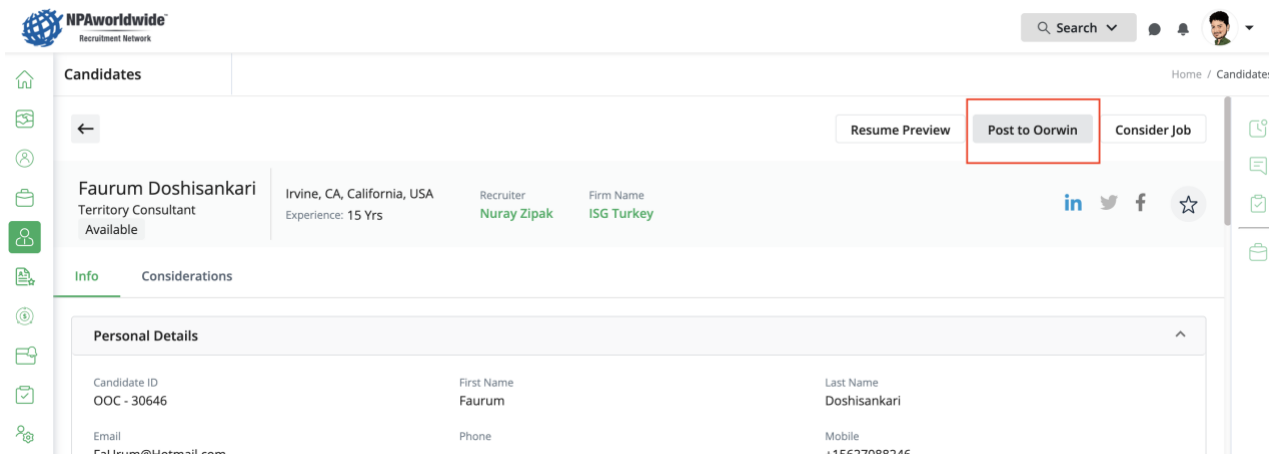
The screenshot shows the 'Jobs' page for Commercial Head (OOJ - 11765). The page includes a search bar, navigation icons, and a 'Post to Oorwin' button highlighted with a red box. Below the job title, there are tabs for 'Info' and 'Considerations'. The 'Info' tab is selected, showing job details in a table format.

Job Details		
Job Id	Job Title	Status
OOJ - 11765	Commercial Head	Active

Candidates:

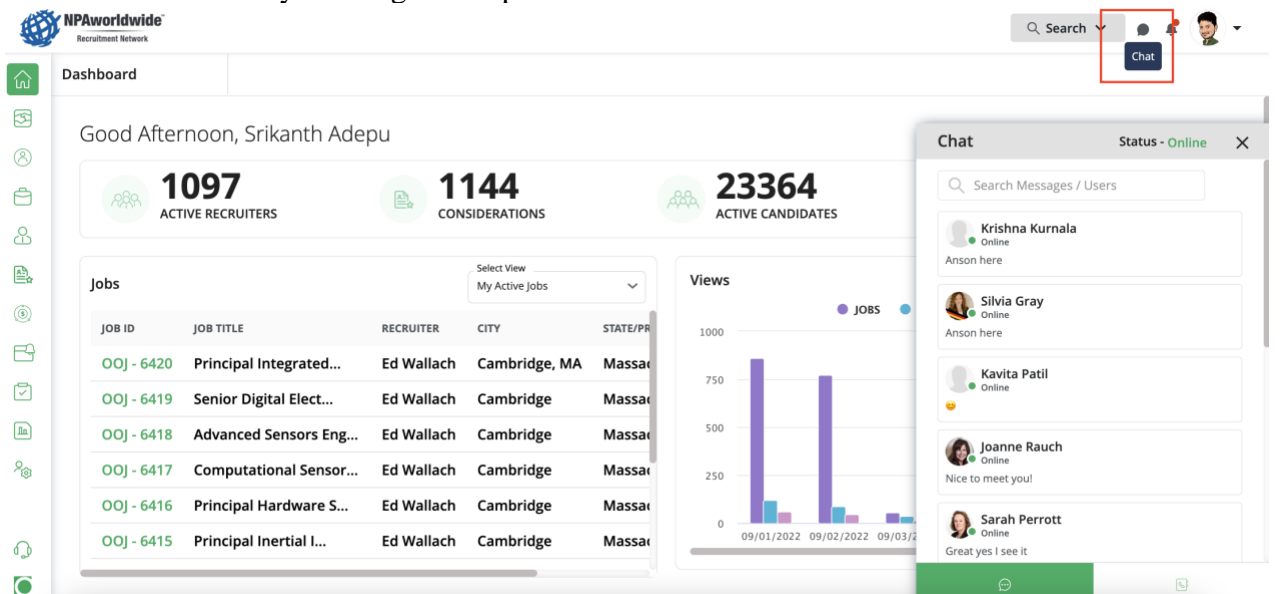
Navigate to Candidates -> Select the Candidate -> Click on **Post to Oorwin** -> the candidate will be posted on **Oorwin**.

The recruiters can able to post any candidate from Marketplace to oorwin.



11. Chat Messenger

The users can **chat** with all the recruiters within the Marketplace. Initiate a new chat by clicking on the phonebook icon.



12. Mobile App Installation

12.1. How to install mobile app for IOS & Android

IOS Installation:

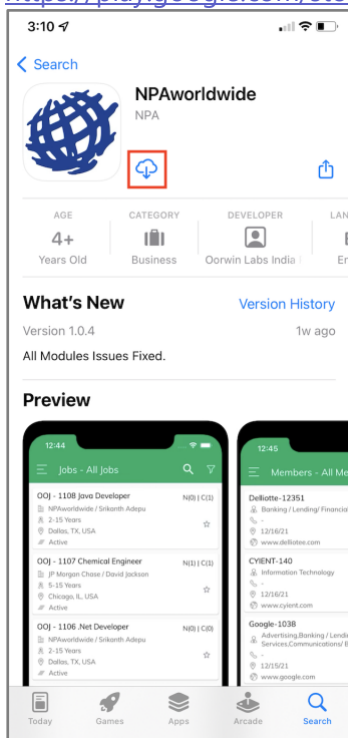
Open App Store -> Search with NPWorldwide – Click on Download or Click on below link to download the App.

<https://apps.apple.com/us/app/npaworldwide/id1601078174>

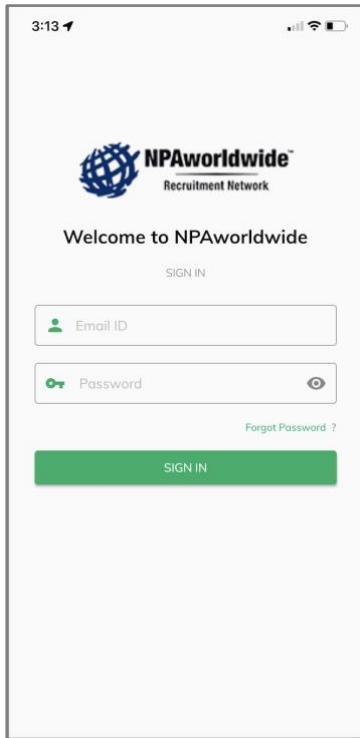
Android Installation:

Open Playstore – Search with NPWorldwide -> Click on download or please click on below link to download.

<https://play.google.com/store/apps/details?id=com.oorwin.npa>



Once after downloading the app, open the app and login with the credentials.



THANK YOU



AI-powered Talent Intelligent Platform

