

USER INSTRUCTIONS

SwiftRecruit AI

Tenant Application

Welcome to SwiftRecruit AI!

This comprehensive guide will walk you through the essential steps to optimize your recruitment process using SwiftRecruit AI.

DISCLAIMER

- **Use of the Platform:** SwiftRecruit AI is an online recruitment platform intended for connecting job seekers and employers. Users are expected to utilize the Platform for legitimate recruitment purposes only. Any misuse or unauthorized access to the Platform is prohibited.
- **Limitation of Liability:** The company behind SwiftRecruit AI shall not be liable for any direct, indirect, incidental, consequential, or special damages arising from the use of the Platform. This includes, but is not limited to, loss of data, business interruption, or financial losses.
- **No Warranty:** SwiftRecruit AI is provided "as is" without any warranties, express or implied. The company does not guarantee the accuracy, reliability, or completeness of the information provided on the Platform.
- **Assumption of Risk:** Users of SwiftRecruit AI acknowledge and assume any risks associated with the use of the Platform. The company is not responsible for any job offers, transactions, or interactions between users facilitated through the Platform.
- **User Responsibilities:** Users are responsible for maintaining the confidentiality of their account credentials and ensuring the accuracy of information provided on the Platform. It is recommended to verify the authenticity of job listings or employers independently.
- **Professional Advice Disclaimer:** SwiftRecruit AI does not provide professional career or legal advice. Users are encouraged to seek advice from qualified professionals regarding job applications, career decisions, or legal matters.

By using SwiftRecruit AI, you acknowledge that you have read, understood, and agreed to this disclaimer.

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1 PREFACE

1.1 Description of the user

The intended users of this user manual and the SwiftRecruit AI platform are:

- **Recruiters and Hiring Managers:** Individuals responsible for sourcing, evaluating, and hiring candidates for diverse job positions within their organizations.
- **Human Resources Personnel:** Professionals engaged in managing the recruitment process, handling candidate data, and contributing to the overall hiring strategy.
- **Administrators and Team Leads:** Those tasked with overseeing the utilization of SwiftRecruit AI within their respective teams or departments.
- **Small to Mid-sized Business Owners:** Entrepreneurs and business leaders seeking to optimize their recruitment processes and enhance their hiring outcomes.

1.2 Explanation of safety warnings

SwiftRecruit AI prioritizes data security and user privacy. To ensure a safe experience, users should maintain data confidentiality. Limit access to authorized personnel and avoid sharing personal or confidential data via unsecured channels.

1.3 Obtaining documentation and information

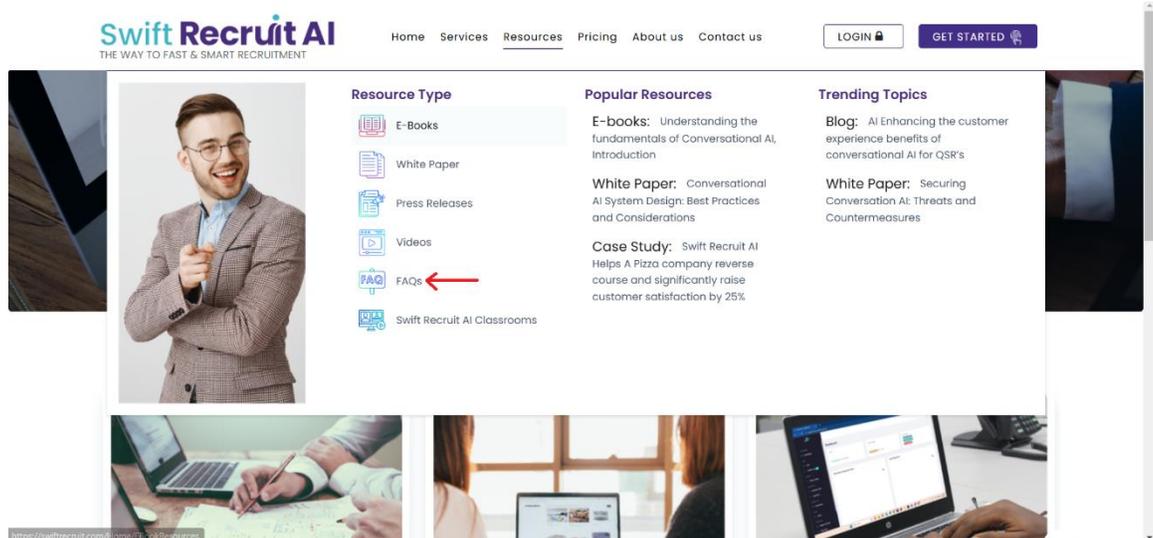
SwiftRecruit AI provides various resources and support channels to assist users in navigating the platform effectively:

1.3.1 User Manual:

Refer to this user manual for comprehensive guidance on using SwiftRecruit AI's features and functionalities. It covers step-by-step instructions, explanations, and tips to optimize your recruitment process.

1.3.2 Help Center:

Access the online Help Center available on the SwiftRecruit AI website. Here, you'll find FAQs, troubleshooting guides, and detailed articles addressing common queries and issues.



2 Description of the product

2.1 Purpose of the product

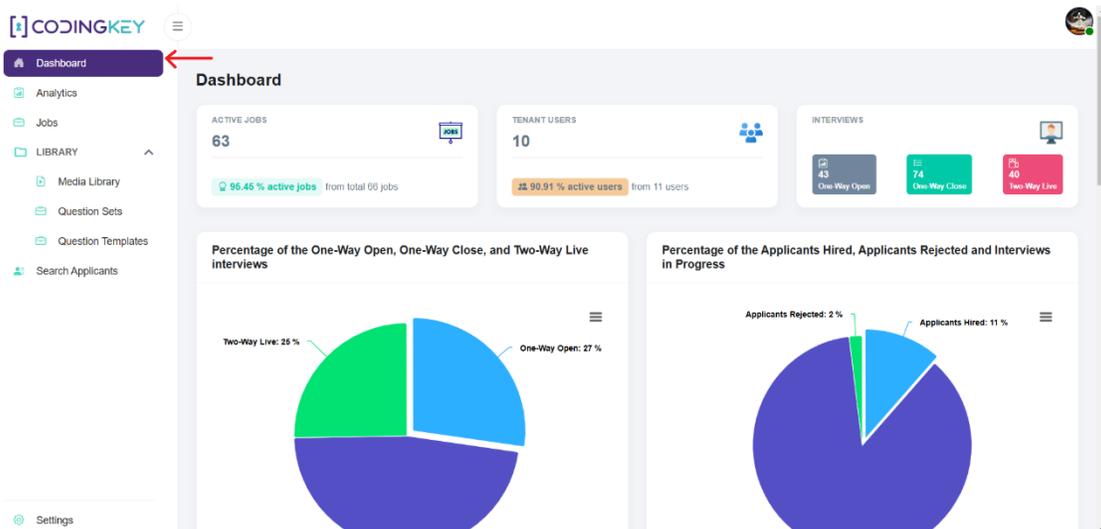
SwiftRecruit AI leverages AI-powered automation to streamline recruitment processes, centralizing candidate management, offering tailored job postings, diverse interview options, and data-driven insights. Its intuitive interface enhances efficiency, empowering informed hiring decisions.

2.2 Product elements

SwiftRecruit AI boasts essential features tailored to streamline the recruitment process:

2.2.1 Dashboard of Progress:

A unified dashboard offering a color-coded overview of hiring progress. Access candidate documents, videos, and question sets. The company logo will appear on the top left of page.



2.2.2 Job Creation:

Comprehensive job postings including title, description, salary, experience requirements, and more. Track candidate progress with color-coded status updates.

Job Title	Interviews	Applicants	Manager	Created Date	Location	Action
check randomization	1	1	Hashir Manzoor	November 28, 2024	Karachi	[Icons]
test all scenario fixed	2	2	Hashir Manzoor	November 28, 2024	Islamabad	[Icons]
ASIC/FPGA Engineer	7	8	Muhammad Asad	November 27, 2024	Karachi	[Icons]
Firmware Developer	8	9	Muhammad Asad	November 20, 2024	Karachi	[Icons]
Process Analyst	3	4	Muhammad Asad	November 20, 2024	Karachi	[Icons]

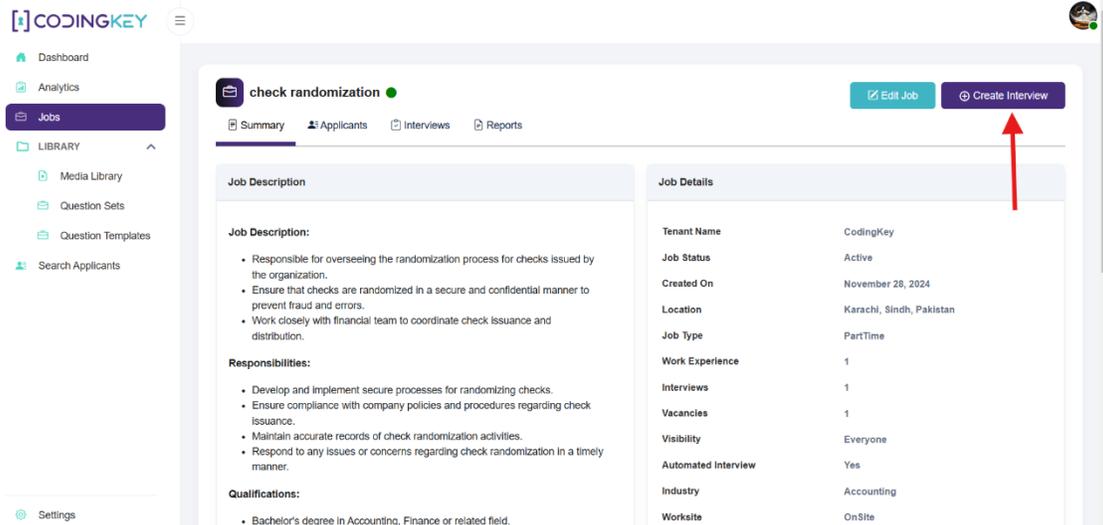
2.2.3 Question Sets:

Create custom questions in video or text format, easily shareable across multiple job postings.

Number	Question Set Title	Date
1	Check Randomization-Set	202411280937
2	Check Randomization	
3	Test All Cases Fixed-Set	202411280732
4	Test All Cases Fixed	
5	New 19 Questions-Set	202411271037
6	New 19 Questions-Set	202411201051
7	New 19 Questions	
8	19 Questions-Set	202411200637
9	19 Questions	

2.2.4 Create Interview:

Schedule various interview types—closed, open, and live interviews—for versatile candidate assessments.



The screenshot displays the CODINGKEY user interface. On the left is a navigation sidebar with options: Dashboard, Analytics, Jobs (highlighted), LIBRARY (Media Library, Question Sets, Question Templates), Search Applicants, and Settings. The main content area shows a job titled 'check randomization'. At the top right of this area are two buttons: 'Edit Job' and 'Create Interview', with a red arrow pointing to the latter. Below the buttons are tabs for 'Summary', 'Applicants', 'Interviews', and 'Reports'. The 'Job Description' section contains a detailed description, responsibilities, and qualifications. The 'Job Details' section is a table with the following data:

Job Details	
Tenant Name	CodingKey
Job Status	Active
Created On	November 28, 2024
Location	Karachi, Sindh, Pakistan
Job Type	PartTime
Work Experience	1
Interviews	1
Vacancies	1
Visibility	Everyone
Automated Interview	Yes
Industry	Accounting
Worksite	OnSite

2.2.5 Review Interview:

Interviews can be reviewed when the candidate has given the interview.

The screenshot shows the CODINGKEY interface for the 'Assistant Engineer' job. The 'Interviews' tab is active, displaying a table of interview records. Below this, the 'Interview Invites' section shows a list of invite statuses and a table of invite details. A red arrow points to the 'Review' button in the 'Review' column of the 'Interview Invites' table.

Title	Interview Level	Created Date	Expiry Date	Actions
Closed Interview	FirstInterview	November 29, 2024	February 12, 2025	[Edit] [Copy] [Lightning Bolt]

Applicant	Invite Date	Expiry Date	Status	Review	Evaluate	Summary
Asad Sabur	November 29, 2024	February 12, 2025	Completed	[Review]	[Evaluate]	[Summary]

2.2.6 Evaluate Interview:

Assess candidate performance when the candidate's interview is reviewed for comprehensive evaluations.

The screenshot shows the CODINGKEY interface for the 'Assistant Engineer' job. The 'Interviews' tab is active, displaying a table of interview records. Below this, the 'Interview Invites' section shows a list of invite statuses and a table of invite details. A red arrow points to the 'Evaluate' button in the 'Evaluate' column of the 'Interview Invites' table.

Title	Interview Level	Created Date	Expiry Date	Actions
Closed Interview	FirstInterview	November 29, 2024	February 12, 2025	[Edit] [Copy] [Lightning Bolt]

Applicant	Invite Date	Expiry Date	Status	Review	Evaluate	Summary
Asad Sabur	November 29, 2024	February 12, 2025	Reviewed	[Review]	[Evaluate]	[Summary]

2.2.7 Candidate Progress:

Tracking: Monitor each candidate's journey from application to hiring stages.

Applicant Name	Job Title	Invite Status	Interview Status	Invite Request	Invite Expiry
Nadir Siyam	Portfolio Manager (Chaman)	Completed	Not Evaluated	December 5, 2024	July 17, 2025
Regression Check	ASIC/FPGA Engineer (Karachi)	Accepted	Not Evaluated	December 4, 2024	December 11, 2024
Hashir bug	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 3, 2024	December 10, 2024
Hahsir Open ali	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 3, 2024	December 9, 2024
hashir check invite	Portfolio Manager (Sukkur)	Requested	Not Evaluated	December 3, 2024	December 10, 2024
Hashir closed	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 3, 2024	December 9, 2024
hashir car	Audio / Video all scenrio (Karachi)	Evaluated	Hired	December 2, 2024	December 9, 2024
Hashir Gym	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 2, 2024	December 9, 2024
Hashir audio	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 2, 2024	December 9, 2024
ALI Abbas	Audio / Video all scenrio (Karachi)	Accepted	Not Evaluated	December 2, 2024	December 9, 2024

2.2.8 Collaboration Tools:

Facilitate team collaboration by allowing multiple team members to engage in the hiring process.

2.2.9 Jobs:

View all created job postings and monitor their status, including candidate application statuses. Stay informed and organized with SwiftRecruit AI's comprehensive Jobs section.

Overview

The **Jobs** page provides tools for users to efficiently filter and export job-related data. These features enhance data accessibility and allow users to focus on specific job criteria.

Key Metrics

1. Filter Options:

- **Job Title:** Narrow down the job list by selecting specific job titles.
- **Created Date:** Use the **From** and **To** fields to filter jobs created within a particular date range.
- **Location:** Filter jobs by selecting specific countries.
- **Job Status:** Filter by the status of the job (e.g., Active, Inactive).

2. Export Data:

- The **Download CSV** button enables users to export filtered job data into a CSV format for offline analysis or reporting.

How to Access

1. Navigate to the Jobs Page:

- Click on the **Jobs** tab from the left sidebar to access the job management interface.

2. Use the Filter Button:

- The **Filter** button is located at the top of the page.
- Click the button to open a modal containing filter options for job-specific data.

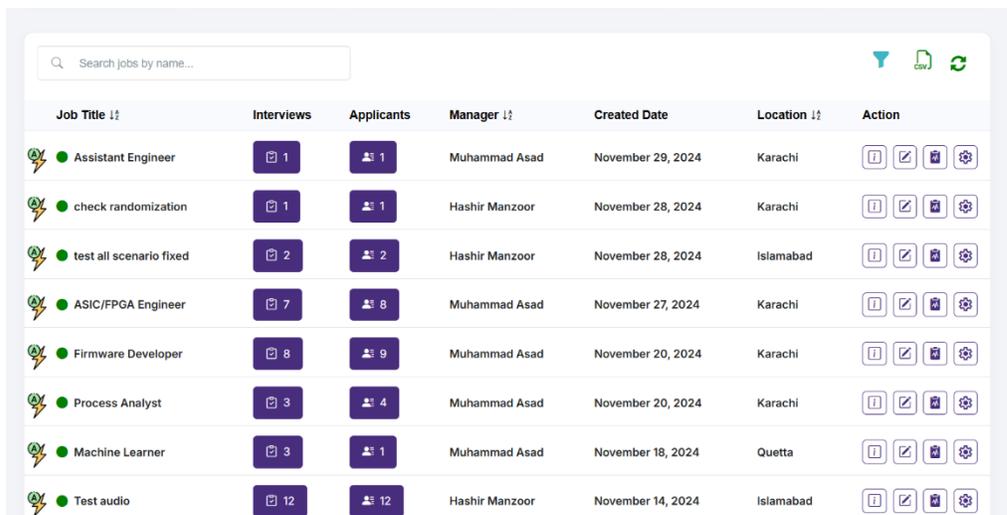
3. Export Data:

- After applying filters, use the **Download CSV** button to export the filtered data.

Usage Highlights

- **Filtering Jobs:**
 - Use any one or a combination of filter options to refine the list of jobs.
 - Select the **Apply** button to activate the filters or the **Clear** button to reset them.
- **Export Flexibility:**
 - After filtering, download the refined job list using the **Download CSV** button for further analysis.
- **Enhanced Reporting:**
 - Combine the filtering and exporting features to generate custom reports for internal or external stakeholders.

This feature enables users to manage and analyze job data more effectively, offering precise control over job-related information.



Job Title	Interviews	Applicants	Manager	Created Date	Location	Action
Assistant Engineer	1	1	Muhammad Asad	November 29, 2024	Karachi	[Icons]
check randomization	1	1	Hashir Manzoor	November 28, 2024	Karachi	[Icons]
test all scenario fixed	2	2	Hashir Manzoor	November 28, 2024	Islamabad	[Icons]
ASIC/FPGA Engineer	7	8	Muhammad Asad	November 27, 2024	Karachi	[Icons]
Firmware Developer	8	9	Muhammad Asad	November 20, 2024	Karachi	[Icons]
Process Analyst	3	4	Muhammad Asad	November 20, 2024	Karachi	[Icons]
Machine Learner	3	1	Muhammad Asad	November 18, 2024	Quetta	[Icons]
Test audio	12	12	Hashir Manzoor	November 14, 2024	Islamabad	[Icons]

2.2.10 Candidates:

Easily manage all candidate applications and track their progress through the recruitment process. View detailed candidate profiles, their CV and access their interview responses for thorough evaluation and decision-making.

Applicant Stages

All (8)
 Closed (0)
 Open (0)
 InProcess (8)

Interview Invites

✔ Ready for review

🔍
📄
🔄

Id [?]	Applicant [!]	Applied On [?]	Experience	Status [?]	Rating	Relevancy Score	Action
New <input type="checkbox"/> 21651	Asad Apply asadsabur+applyoutro... +923088858691	November 29, 2024	72 Months [?] 📄	InProcess	★ ★ ★ ★ ★	67% Match	<input type="button" value="I"/> <input type="button" value="📄"/>
New <input type="checkbox"/> 21650	Asad Live Apply asadsabur+liveapply@... +923088858691	November 29, 2024	0 Months [?] 📄	InProcess	★ ★ ★ ★ ★	33% Match	<input type="button" value="I"/> <input type="button" value="📄"/>
New <input type="checkbox"/> 21649	Asad Applied asadsabur+applied@g... +923088858691	November 29, 2024	0 Months [?] 📄	InProcess	★ ★ ★ ★ ★	33% Match	<input type="button" value="I"/> <input type="button" value="📄"/>
New <input type="checkbox"/> 21648	Assd Apply Intro asadsabur+introapply@... +923148217963	November 29, 2024	0 Months [?] 📄	InProcess	★ ★ ★ ★ ★	17% Match	<input type="button" value="I"/> <input type="button" value="📄"/>

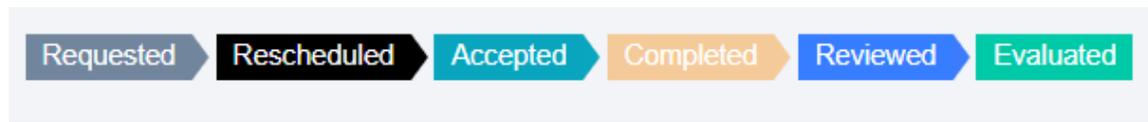
2.2.11 Search Applicant:

Efficiently search and filter through applicant profiles based on various criteria such as skills, experience, and qualifications. Utilize AI-powered resume parsing to extract relevant data from resumes, enabling targeted searches for specific criteria and accelerating the candidate selection process. Benefit from a relevancy score provided by the system, aiding in identifying candidates that best match your job requirements.

The screenshot shows the 'Search Applicants' interface in CODINGKEY. The sidebar on the left contains navigation links: Dashboard, Analytics, Jobs, LIBRARY (with sub-links for Media Library, Question Sets, and Question Templates), Search Applicants (highlighted), and Settings. The main content area is titled 'Search Applicants' and shows '146 Matches'. A filter panel on the left of the main area includes an 'Import' dropdown and several toggle filters: Job Title, Location, Years of Experience, Occupation Group, Education, Skills (selected), Languages, Management Level, and Keywords. A search input field contains the text 'html'. The results table lists the following candidates:

Name	Location	Experience	Relevancy Score
Omair Altaf Check crash	New York, New York, United States of America	3 Years	100%
Hashir Manzoor Customer Support Agent	Swabi, KPK, Pakistan	0 Years	0%
Nadir Syam Graphic Designer, Video Editor, Motion ...	Birmingham, Alabama, United States of America	6 Years	0%
wagaa taroog dot net developer	New Bedford, Massachusetts, United States of America	6 Years	0%

2.3 Consistent Legends for Interview Status



2.3.1 Explanation of Legends

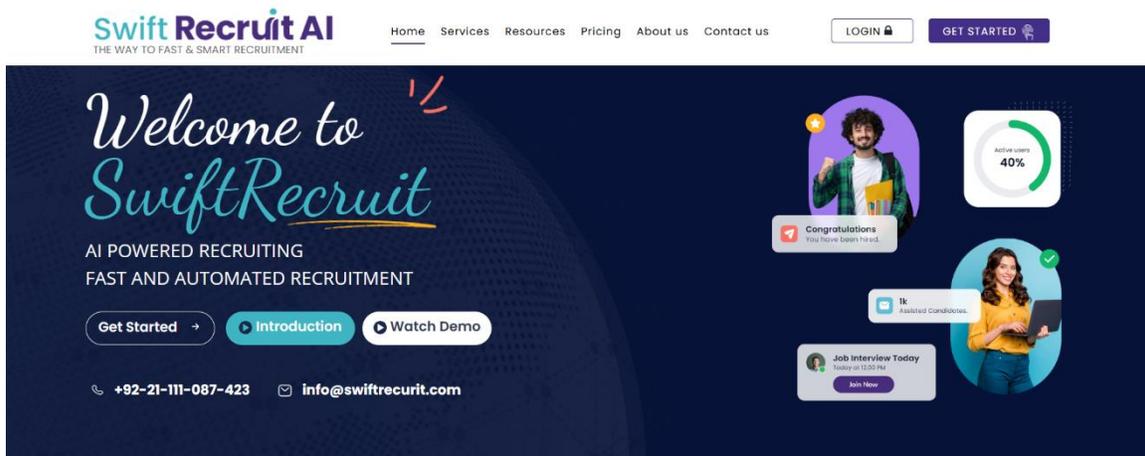
Symbol	Meaning
Requested	Interview has been requested or proposed
Rescheduled	Interview date or time has been changed from the originally scheduled slot by the candidate
Accepted	Candidate has accepted the proposed interview schedule
Completed	Interview process has been conducted and finished.
Reviewed	Interview performance is under review by the designated personnel.
Evaluated	Candidate's interview performance has been assessed or appraised.

3 Preparation

To make the most of SwiftRecruit AI, follow these steps for efficient usage:

3.1 Step 1: Getting Started

- Open your web browser and navigate to swiftrecruit.com.
- On the homepage, locate and click on the 'Get Started' button.



- You will be directed to the sign-up page where you can create your account and access Swift Recruit's features and services.

3.2 Step 2: Account Setup:

Begin by creating an account



Swift Recruit
THE WAY TO FAST & SMART RECRUITMENT

Why Choose Swift Recruit?

We are the quickest and highest tech hiring platform available in today's remote and hybrid world.

Sign Up

Tenant Information

Name*

Tenant Phone *

+92

Country * **Tenant Email ***

Subscription *

Free

[Save & Continue](#)

Already have an account? [Sign In here](#)



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Log In

Welcome back! Please enter your details.

User Name

Password*

Remember me Forgot Password?

[Sign In](#)

Don't have an account yet? [Sign up here](#)

3.3 Step 3: Profile Completion:

Ensure your profile information is complete and accurate, providing necessary details that enhance your candidacy.

Dashboard / Account

My profile

- My Profile
- My Company
- User Management
- User Groups
- Plans & Billing
- Tenant Industry Settings
- Bonus Settings
- Skills
- Job Titles
- Rejection Reasons

Profile information Edit

Avatar



Full name [ⓘ]

Khuram Shahzad

Email

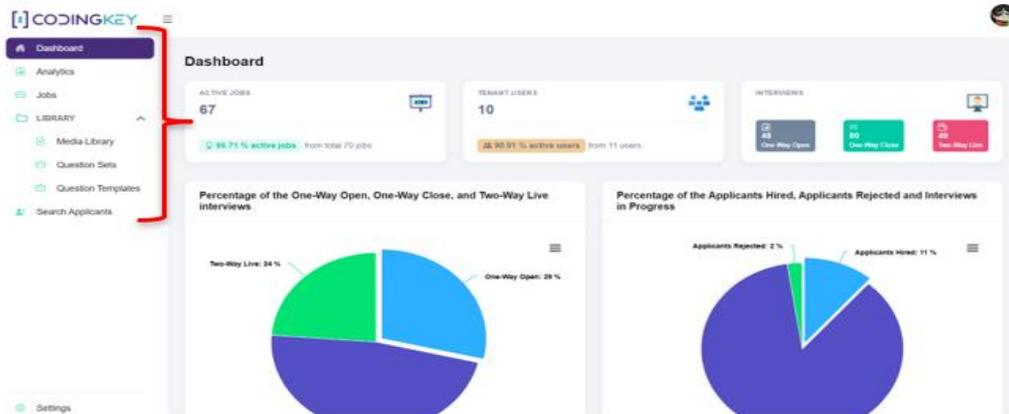
khurram.shahzad.1@codingkey.com

Phone (Optional)

+91 98 11 68 84

3.4 Step 4: Navigation Familiarization:

Explore the different sections of SwiftRecruit AI, such as question sets, job creation and interview areas, to familiarize yourself with the platform's layout and functionalities.



4 How to use the product

4.1 Step 1: Account Setup

- Sign up

Join SwiftRecruit AI's platform by registering your account. Begin leveraging powerful recruitment features to streamline your hiring process.



Swift Recruit
THE WAY TO FAST & SMART RECRUITMENT

Why Choose Swift Recruit?
We are the quickest and highest tech hiring platform available in today's remote and hybrid world.

Sign Up

Tenant Information

Name *

Tenant Phone *

Country * **Tenant Email ***

Subscription *

[Save & Continue](#)

Already have an account? [Sign in here](#)



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Why Choose Swift Recruit?
We are the quickest and highest tech hiring platform available in today's remote and hybrid world.

Sign Up

Tenant Admin (Administration account for management)

Admin Email *

First Name * **Last Name ***

Phone *

Password * **Confirm Password ***

Weak (should be atleast 8 characters.)

[Create an account](#)

[Back](#)

Already have an account? [Sign in here](#)

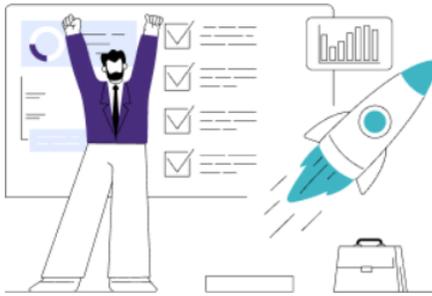


Step 1: Registration

An email has been sent you with activation link, please check your email for confirmation link and confirm your account.

Step 2: Account Activation

Please note, when you will confirmed your email address, In next step you need to make payment of subscription, Once payment has been done your account will get activated.



Account activated

Your email has been confirmed and your account has been activated.

Login

Swift Recruit AI

Hi Hashir!

Thank you for registering.

We are thrilled to have you with us!



For security reasons, please help us by verifying your email address.

[Ready to Get Started?](#)

Just click on the button to verify your email, and we're good to go.

[Verify Now!](#)

support@tc-bpo.com

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 **Debit or Credit Card**

Powered by **PayPal**

- Login



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Why Choose Swift Recruit?
We are the quickest and highest tech hiring platform available in today's remote and hybrid world.

Log In

Welcome back! Please enter your details.

User Name

Password*

Remember me [Forgot Password?](#)

Sign In

Don't have an account yet? [Sign up here](#)

4.2 Step 2: Create Questions

Craft Questions: Navigate to 'Question Templates', create questions aligned with specific job requirements and candidate evaluation criteria.

- Click the '**Create Question**' button to start the question creation process.
- The system will display options to select a question type from a dropdown menu.
- After selecting the question type, you can configure various settings to customize the question:
 - **Re-attempts**: Set the number of re-attempts allowed for users to attempt the question. Options include:
 - 0 re-attempts (no retry)
 - 1, 2, 3, or more re-attempts.
 - **Think Time**: Set the time (in seconds) users will have to read the question before answering.
 - **Answer Time**: Set the time (in seconds or minutes) allowed for the user to submit their answer after the question is displayed.

4.2.1 Edit Questions

Once you need to modify an existing question, follow these steps:

- Click the '**Edit Question**' button to make changes to an existing question.
 - The **same options** are available for editing, including:
 - Re-attempts
 - Think Time
 - Answer Time
 - Options (for Grammar and Multiple-Choice questions)
 - **Note**: The **question content type cannot be changed**. For example, you cannot change a Grammar question into a Comprehension question.



Create Question



Question Content Type *

Basic

Question Type *

Text Audio Video

Answer Type *

Text Audio Video

Question Title *

Type question title

Description *

Normal **B** **I** **U** **↶** **☰** **☷** **☹** **☺** **☹**

|

0/3000

Tags (Optional)

Question tag

Preferences

Select number of re-attempts, answer time and question think time against specific questions

Set number of re-attempts *

1

Answer time in seconds *

30

Question think time in seconds *

30

Cancel

Save →

4.3 Step 3: Craft Question Sets

Question Set Formation: In 'Question Sets,' organize your created questions into sets for easy access when creating job postings.

4.3.1 View Question set

- **Question Sets** page displays all existing question sets in the system.
- Clicking on a question set allows users to view the questions contained within that specific set.

4.3.2 Create Question set

There is also a **Create Question Set** button for creating new question sets. Clicking the **Create Question Set** button opens an interface with two tabs: **Questions** and **Question Sets**.

- The **Questions** tab shows all individual questions in the system, allowing users to add or remove questions from the current question set.
- The **Question Sets** tab displays questions already added to other question sets, enabling users to include or exclude these questions in the current question set.

4.3.3 Edit Question set

On the **View Question Set** page, there is an **Edit Question Set** button.

The **Edit Question Set** functionality includes the same two tabs, **Questions** and **Question Sets**, with similar features for adding and removing questions as described for the create functionality.

All changes made during editing or creating question sets are reflected immediately upon saving.

- Dashboard
- Analytics
- Jobs
- LIBRARY
 - Media Library
 - Question Sets**
 - Question Templates
- Search Applicants



Create Question Set



Name Question Set *

Description *

B / *I* U ~~S~~ `[]` x^2 x_2 Normal 14 Font

0 / 800

Add questions

Questions Question Sets

Comprehension Question

Hello friend, my name is Hashir Mansoor and I am recording this audio for testing purple to check either the text of audio file is populating in create question field or not. Thank you.



- this is audio / video 1
- this is audio / video 2
- this is audio / video 3

Attempts: 1 Time limit: 300 Think time: 300

Comprehension Question

I love staying at a hotel. When I arrive at a hotel, I go to reception to check in. I tell them my name and they give me the key or the card to enter my room. You need to tell them your name because they need to check the reservation. Sometimes you have to fill in a form with your name and details like where you live, you need to sign it too. If you go to a hotel, you can book a single room for one person or a double room for two people. You can choose a room with a view of the sea, the gardens, the mountains, or the pool. The rooms which have good views are normally more expensive. If your room is on the 1st floor, you will need to take the lift or elevator. In American English, the staff working



Cancel Save →

4.4 Step 4: Job Creation

Let's begin creating the job by entering the important details and information needed for job creation.

The screenshot shows the 'Jobs' management interface in the CODINGKEY system. A red arrow points to the 'Create Job' button in the top right corner. The dashboard provides a summary of job statistics and a list of active jobs.

Job Title	Interviews	Applicants	Manager	Created Date	Location	Action
check randomization	1	1	Hashir Manzoor	November 28, 2024	Karachi	[Icons]
test all scenario fixed	2	2	Hashir Manzoor	November 28, 2024	Islamabad	[Icons]
ASIC/FPGA Engineer	7	8	Muhammad Asad	November 27, 2024	Karachi	[Icons]
Firmware Developer	8	9	Muhammad Asad	November 20, 2024	Karachi	[Icons]
Process Analyst	3	4	Muhammad Asad	November 20, 2024	Karachi	[Icons]

4.4.1 Job Creation - Add Job Basic Details

[i] CODINGKEY 

[Dashboard](#)

[Analytics](#)

Jobs

LIBRARY 

[Media Library](#)

[Question Sets](#)

[Question Templates](#)

[Search Applicants](#)

[Settings](#)



Add Job Basics



Select Industry *

Select...

Job Title *

No job title found, to add job title click on add button ⊕ Add More

Number of people hire for this job *

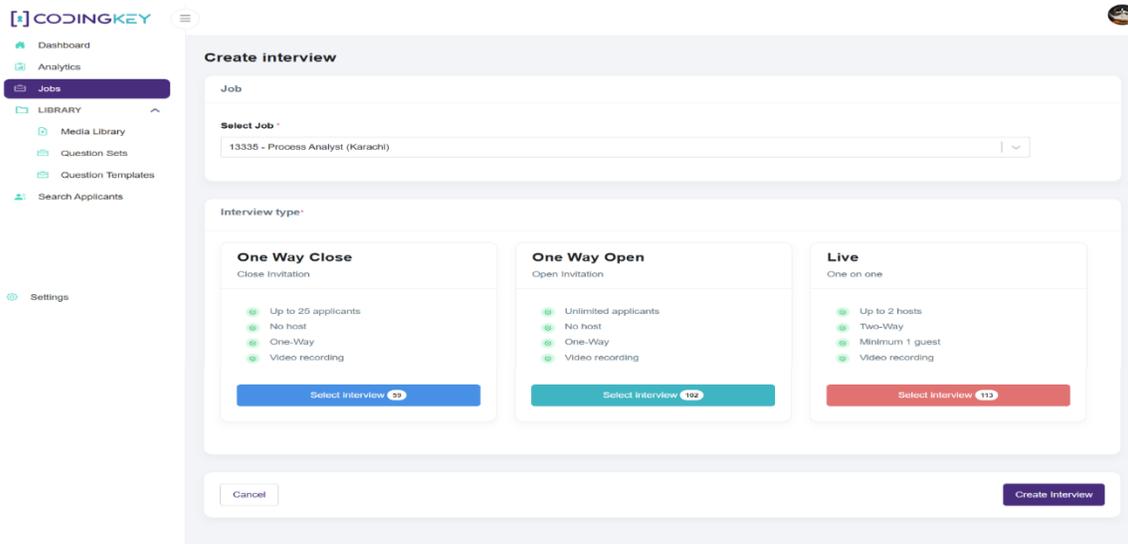
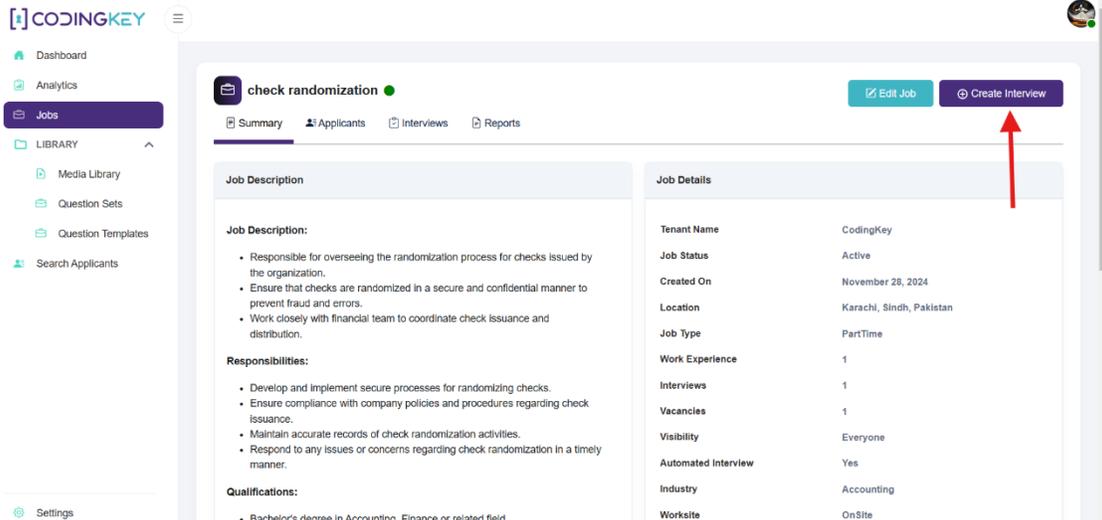
1

Continue →

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4.5 Step 5: Interview Setup

Create Interview: After job creation, generate an interview (One-way open, One-way close & Live) by clicking 'Create an Interview'.



4.6 Step 6: Candidate Interview Review

4.6.1 Review Interview:

Once candidates complete their interviews, access the 'Review Interview' button to evaluate their performance and responses.

- The **Review Interview** button opens a modal displaying a list of questions associated with the interview.
- Question types include **Basic**, **Comprehension**, and **Grammar** questions.
- Users can click the **Auto Rating** button to automatically rate answers, except for **Grammar** questions, which cannot be auto-rated.
- An **Overall Comments** section is provided for evaluators to add general feedback about the interview.
- Each question has a **Review** button that opens another modal to review the specific answer.

4.6.1.1 Review Answer

- In the **Review Answer** modal, the answer is displayed alongside fields for **Rating** and **Comments**.
- **Grammar** answers are auto-rated by the system and cannot be manually rated by the user.
- The review system ensures a streamlined evaluation process while maintaining consistency in scoring.

Review Interview

Process Analyst

Nadir Siyam
asadsabur@gmail.com
Completed

Interview Rating	Interview Status	Requested Date	Interview Type	Resume
3.9	Completed	November 20, 2024	One-Way Close	

⚠️ Preview Feature: The auto-review rating feature is in the preview version. Currently, we only support the English language for this feature.

Question Title	Auto Rating	Content Type	Question/Answer Type	Reviewers	Avg. Rating	Review
Testing question one recording	Rate	Basic	Audio/ Text	0	0	
Testing question recording two	Rate	Basic	Audio/ Audio	0	0	

4.7 Step 7: Interview Evaluation

Evaluate Interviews: After reviewing candidate interviews, use the evaluation tools provided to assess candidate suitability based on their interview performance.

Evaluate Interview

Firmware Developer

 **Asad Sabur**
asadsabur+asad@proton.me
Reviewed

Would you like to mark this Interview Failed or passed?
 Passed Failed

Do you want to enter a disposition for this applicant?
 Yes No

Would you like to mark this applicant as hired or rejected?
 Hired Rejected

What is the reason for rejection?
Worked and moved from one sector to another

Would you like to send an email to the applicant?
 Yes No

4.8 Summary of Interview

Once interview is reviewed or evaluated, access the 'Summary of Interview' section to review their performance and feedback.

- The Summary of Interview section displays a modal containing the applicant's profile details, such as name, job title, email, and interview request date.
- The Interview Information section includes the interview status, overall rating, and type of interview conducted (e.g., One-Way Close).
- A Reviews section lists individual reviewers, allowing evaluators to view feedback or comments provided by each reviewer.
- Each reviewer entry includes a drop-down option to expand and review detailed comments or feedback for the candidate
- The Overall Comments section consolidates feedback from all reviewers, providing a comprehensive evaluation of the candidate
- Star ratings or numerical scores are used to visually represent the candidate's performance.

Review Summary Of Interview

Admin Finance

Applicant Profile

Nadir Siyam

Job Title: Admin Finance | Interview Status: Reviewed

Email: asadsabur@gmail.com | Interview Rating: ★★★★★

Requested Date: December 9, 2024 | Interview Type: One-Way Close

Reviews

Sr No.	Reviewer Name
1	@System
2	hashir.manzoor@codingkey.com
3	AI

Overall Comments

Sr No.	Reviewer Name	Comments
1	@System	
2	hashir.manzoor@codingkey.com	
3	AI	

Settings | © 2024 SwiftRecruit. | Privacy Policy / Terms

4.9 Edit Job

- The **Edit Job** feature allows users to modify existing job details, with all the same actions and options available as during job creation.
- Users can make changes to job details, including job title, description, industry, and other fields

4.10 Clone Job

- The **Clone Job** feature allows users to create a new job by duplicating an existing one.
- When a job is cloned, the original job becomes inactive, and the newly created job may either retain the same options as the original job or allow the tenant to make changes.
- All the actions that can be performed during job creation, such as editing fields and customizing job details, are also available during job cloning.

Swift Recruit AI

Dashboard
Analytics
Jobs
LIBRARY
Media Library
Question Sets
Question Templates
Search Applicants
Settings

Jobs

Create Job 42%

TOTAL JOBS	PUBLIC JOBS	PRIVATE JOBS	I AM INVOLVED	ACTIVE	INACTIVE
75	62	13	25	72	3

Search jobs by name...

Job Title	Interviews	Applicants	Manager	Created Date	Location	Action
React Dev	1	2	Hashir Manzoor	December 11, 2024	Karachi	[Edit] [Clone]
React JSX	1	1	Hashir Manzoor	December 11, 2024	Karachi	[Edit] [Clone]
new cases 11/12	4	9	Hashir Manzoor	December 11, 2024	Karachi	[Edit] [Clone] [Settings]
React Snr Developer	1	5	Hashir Manzoor	December 11, 2024	Karachi	[Edit] [Clone]
Admin Finance	2	4	Muhammad Asad	December 6, 2024	Karachi	[Edit] [Clone] [Settings]

4.11 Video Library

The **Media Library** section is accessible via the navigation menu under **Library**. This section allows users to manage and organize multimedia content, including audio and video files.

1. Audio

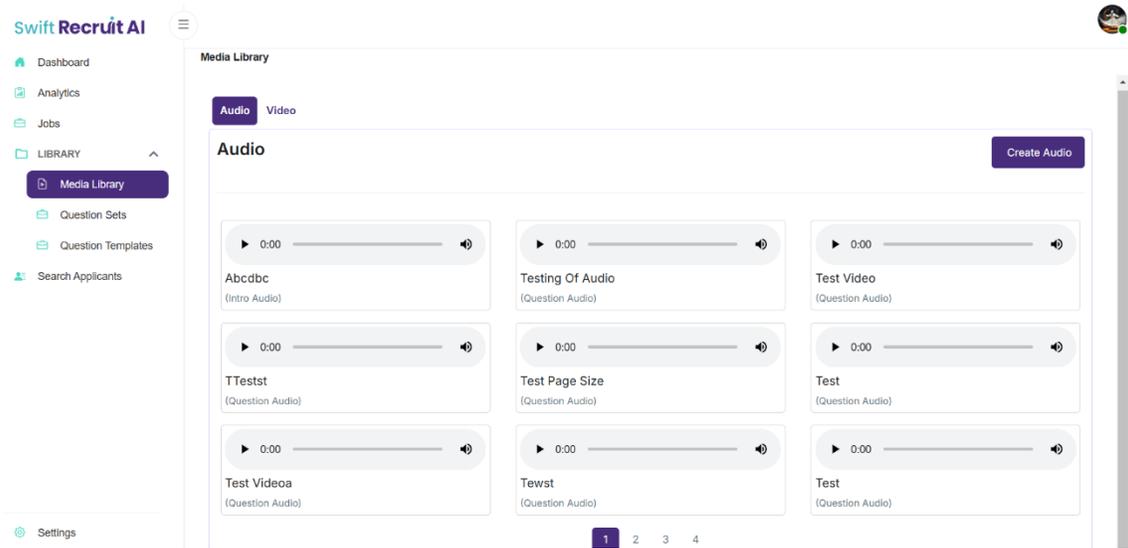
- Displays a list of uploaded or recorded audio files. Each file is represented with:
 - A playback control for previewing the audio.
 - The title of the audio file, followed by its type (e.g., *Intro Audio*, *Question Audio*).

2. Video

- Displays a similar list format for uploaded or recorded video files when clicked.

Features

- **Create Audio/Video:**
 - Located at the top-right corner of the interface, the **Create Audio** (or corresponding **Create Video**) button allows users to upload or record new media files.
- **Pagination:**
 - The list is divided into pages for easy navigation, with a pagination control at the bottom of the interface. Users can navigate through pages to view more media files.



4.11.1 Create Audio/Video

This screen enables users to record or upload multimedia files for use in the **Media Library**.

Input Fields

1. Title:

- A text field where the user can enter a descriptive title for the media file.

2. Category:

- A dropdown menu with the following options:
 - **Intro:** Suitable for introductory media.
 - **Outro:** For concluding media.
 - **Question:** For media containing questions.

Options for Media Creation

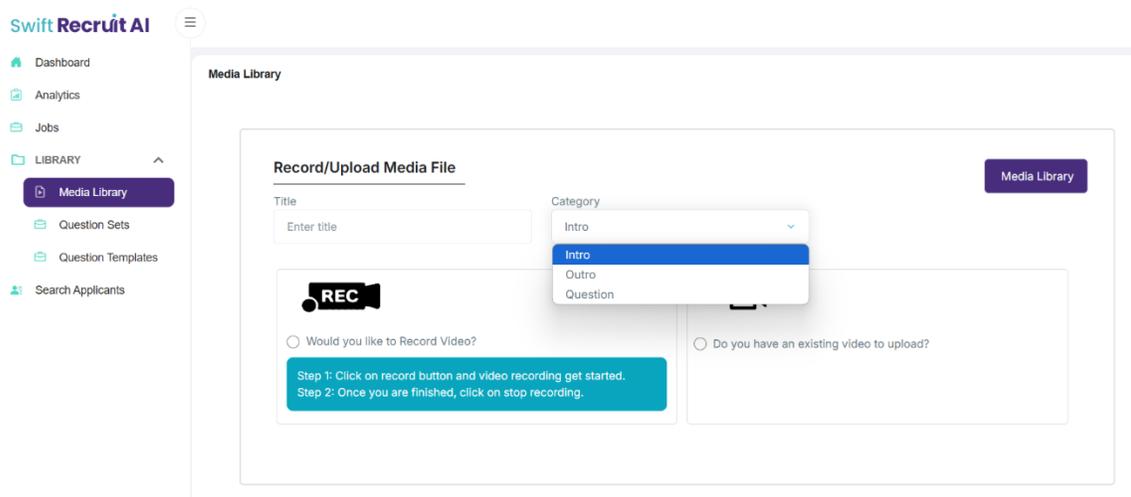
• Record Video:

- Selecting this option allows users to record a new video.
- **Granting Microphone and Camera Access:**
 - Ensure your browser has permissions enabled for accessing the microphone and camera.

- When prompted by the browser, click "Allow" to enable access.
- If permissions were previously denied:
 1. Go to your browser's settings.
 2. Locate the privacy or permissions section.
 3. Find the website and enable microphone and camera access.
- **Recording Instructions:**
 - **Step 1:** Click the "Record" button to start recording.
 - **Step 2:** Once recording is complete, click "Stop Recording" to save.
- **Upload Existing Video:**
 - Selecting this option allows users to upload a pre-existing video file.

Navigation

- **Media Library:**
 - A button at the top-right corner of the screen that redirects back to the **Media Library** main screen.



4.11.2 Preview Audio/Video

After successfully recording or uploading media (audio or video), users can access the **Preview** feature to review the file before proceeding.

Preview Modal

The **Preview Modal** provides users with an interface to play back their recorded or uploaded media. The modal includes:

1. **Audio Preview:**

- A media player that displays:
 - A **play/pause** button to control playback.
 - A **progress bar** to track playback duration.
 - **Volume control** to adjust audio levels.
- Allows users to confirm the quality and content of the audio before proceeding.

2. **Video Preview** (if applicable):

- A video player with the following controls:
 - **Play/Pause** button.
 - **Progress bar** to track video duration.
 - **Volume and full-screen options** (if supported).
- Ensures users can visually verify the uploaded/recorded content.

Action Buttons

After previewing, users can take the following actions using the buttons displayed below the media player:

1. **Preview:**

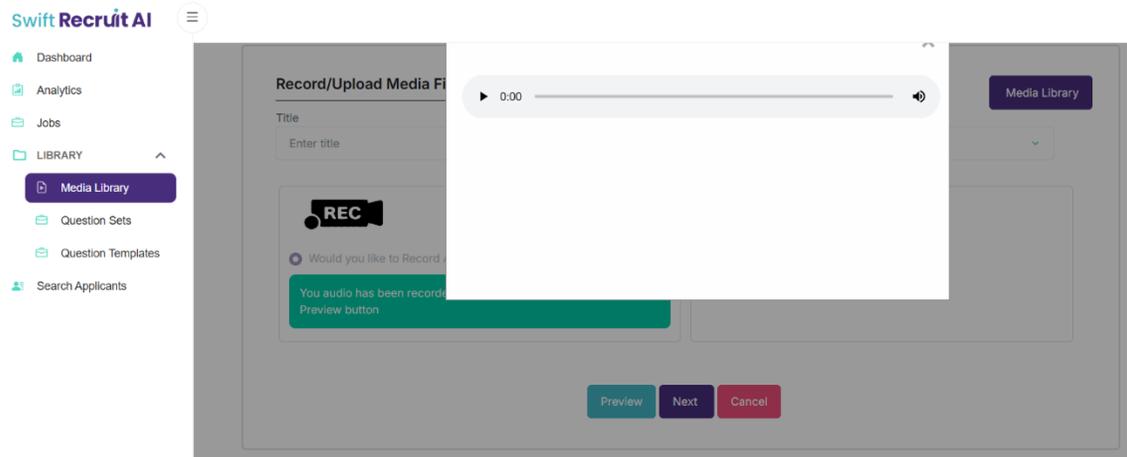
- Reopens the **Preview Modal** to review the media as many times as needed.

2. **Next:**

- Confirms that the media is satisfactory and moves to the next step in the process.

3. **Cancel:**

- Discards the current media file and resets the recording/upload process, allowing the user to try again.



4.11.3 Transcription

After uploading or recording **question-type** media (audio or video), the system redirects users to the **Transcription Page**, where they can generate, edit, or manually input the transcript.

Key Features:

1. Automatic Transcription:

- Users can choose between two transcription services:
 - **Whisper** (OpenAI-based transcription).
 - **Azure Speech** (Microsoft transcription service).
- Once a service is selected, the transcript is generated automatically and displayed in the text area.

2. Manual Transcription and Editing:

- Users can manually input the transcript or edit the generated transcript directly in the text editor.
- The editor allows full control over text formatting and correction.

3. Clear Transcript:

- A **Clear** button is available to delete the current transcript in the editor, allowing users to restart the transcription process manually or through a service.

Action Buttons

The transcription page provides three action buttons to navigate the process:

1. **Back:**

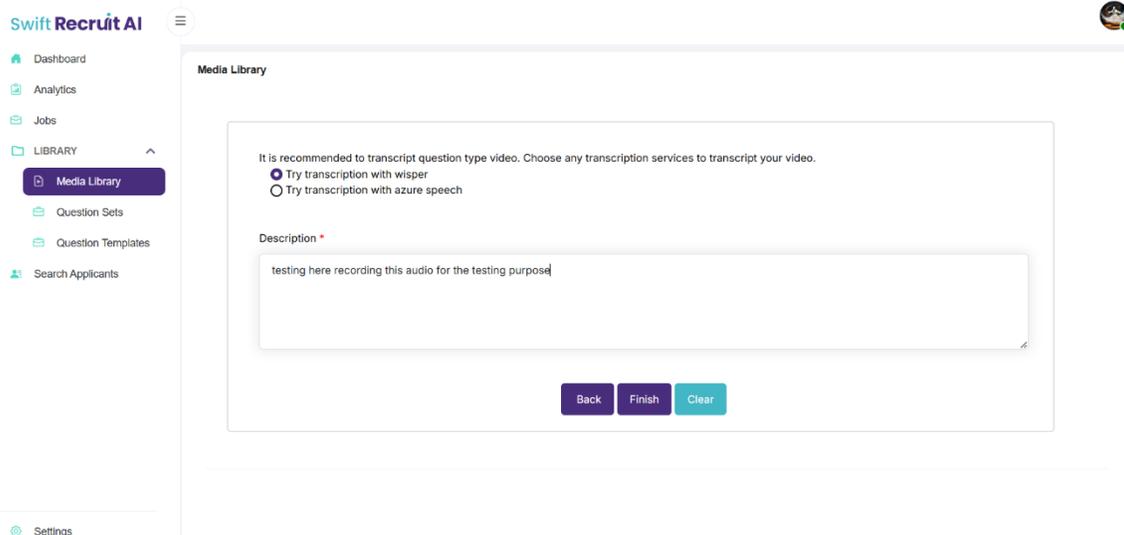
- Returns to the previous page (recording/upload or preview page) for any required adjustments.

2. **Finish:**

- Confirms the transcription is complete and submits the transcript along with the question-type media for further processing.
- Ensures that both the media and transcript are saved in the system.

3. **Clear:**

- Deletes all text in the transcription editor, resetting it for a new manual or automatic transcription attempt.



The screenshot displays the 'Media Library' interface in the Swift Recruit AI application. On the left, a navigation sidebar includes links for Dashboard, Analytics, Jobs, LIBRARY (with a sub-link for Media Library), Question Sets, Question Templates, and Search Applicants. The main content area is titled 'Media Library' and contains a message: 'It is recommended to transcript question type video. Choose any transcription services to transcript your video.' Below this message are two radio button options: 'Try transcription with wisper' (selected) and 'Try transcription with azure speech'. A text input field labeled 'Description' contains the text 'testing here recording this audio for the testing purpose'. At the bottom of the main content area, there are three buttons: 'Back', 'Finish', and 'Clear'. A user profile icon is visible in the top right corner of the interface.

5 Reporting and Analytics

This section provides detailed insights into the various metrics and performance indicators available within the application. Users can utilize these tools to track, analyze, and optimize recruitment processes. Each subsection outlines the specific analytics available.

5.1 Jobs analytics

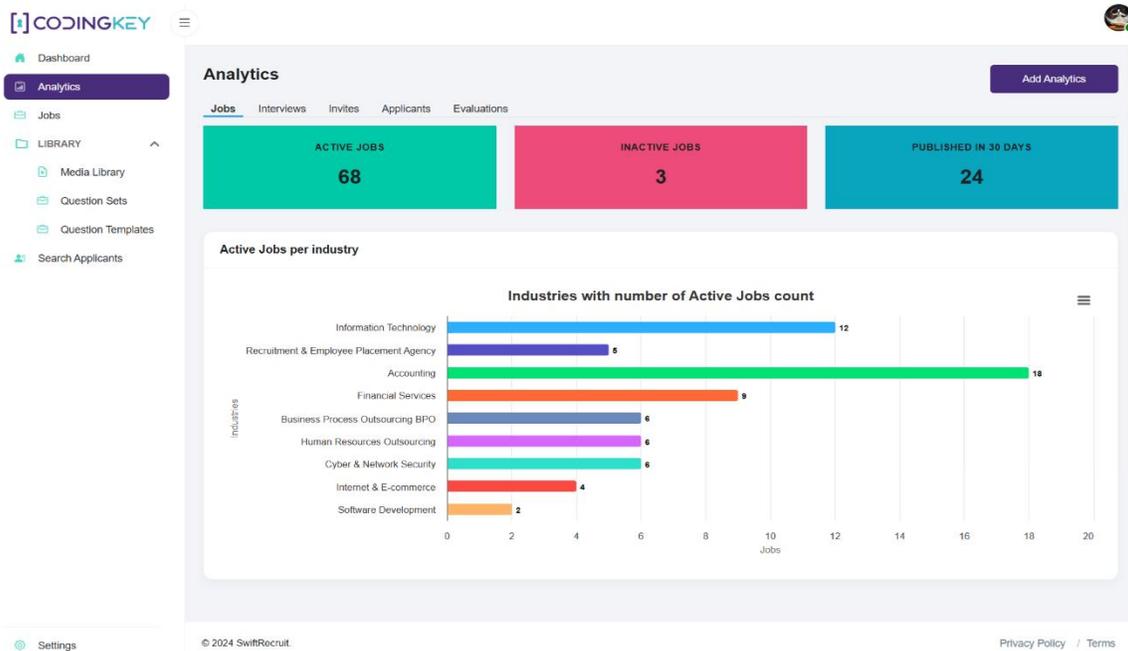
Overview: Displays detailed data on job postings, including their status, visibility, and performance.

Key Metrics:

- Number of active, inactive, and recent job postings.
- Industry wise active job postings

How to Access:

- Navigate to the **Analytics** section, then select **Jobs**.



5.2 Interviews analytics

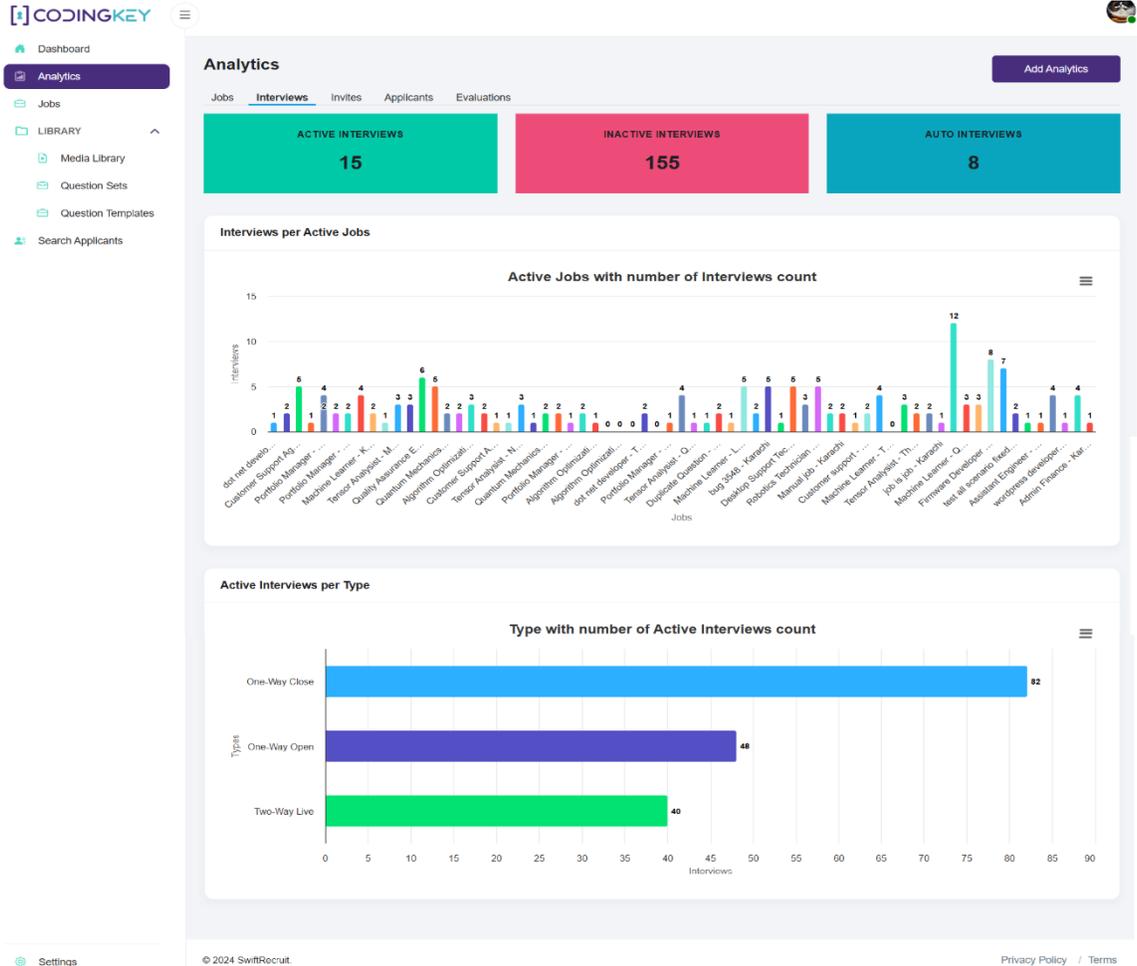
Overview: Tracks the progress and outcomes of interviews conducted through the system.

Key Metrics:

- Number of active, inactive, and auto interviews.
- Interviews per active jobs
- Active interviews with respect to interview types

How to Access:

- Navigate to the **Analytics** section, then select **Interviews**.



5.4 Applicant's analytics

Overview

The Applicants Analytics section provides detailed insights into the performance of job postings in terms of applicant engagement, helping recruiters understand application trends and optimize their hiring strategies.

- **Key Metrics:**
 - Total Applicants: Displays the cumulative count of applicants across all jobs.
 - Shortlisted Applicants: Highlights the number of applicants selected for further consideration.
 - Applicants in Last 7 Days: Showcases the number of applications received in the past week.
 - Applicants per Active Job: Provides a graphical representation of the number of applicants for each active job.
- **How to Access:**
 - Navigate to the Analytics section in the left menu.
 - Select the Applicants tab to view the analytics dashboard.
- **Features:**
 - A bar chart that visualizes the number of applicants per active job, categorized by job titles or other filters.
 - A tabular view listing applicant details such as First Name, Last Name, Email, and Job Title.
 - Search filters to view applicants based on specific job titles or date ranges.
- **Additional Options:**
 - Download the applicant data in CSV format using the Export or Column Options button.

5.5 Evaluations analytics

Overview:

Provides insights into the evaluation outcomes of job applications, helping track the hiring process and overall evaluation progress.

Key Metrics:

- Total number of evaluations by status: *Hired, Not Evaluated, Failed, and Rejected.*
- Evaluation count distribution for each status.
- Quick visual analysis of the hiring funnel.

How to Access:

- Navigate to the **Analytics** section in the sidebar menu.
- Select the **Evaluations** tab to view the corresponding metrics and graphical representation.

Usage Highlights:

- Monitor the number of candidates evaluated and their outcomes.
- Assess the progress of evaluations with a focus on hiring success rates.
- Quickly identify gaps, such as a high number of *Not Evaluated* applicants.



5.6 Add Analytics Filter

Overview

The **Add Analytics** feature allows users to customize the types of analytics displayed on the dashboard by enabling or disabling specific data metrics. This ensures that users can focus on the most relevant insights for their requirements, improving the efficiency of data monitoring and analysis.

Key Metrics

The modal accessed via the **Add Analytics** button includes toggles for the following analytics categories and their metrics:

- **Jobs:** Total Active Jobs, Total Inactive Jobs, Jobs Published in 30 Days, Jobs per Industry.
- **Interviews:** Total Active Interviews, Total Inactive Interviews, Total Auto Interviews, Interviews per Job, Interviews per Type.
- **Invites:** Invites Per Status, Reviews Per Job.
- **Applicants:** Total Applicants, Shortlisted Applicants, Applicants in 7 Days, Applicants per Job.
- **Evaluations:** Evaluation Per Status.

How to Access

1. **Navigate to the Analytics Section:**
 - Click on the **Analytics** tab from the left sidebar to access the Analytics dashboard.
2. **Locate the Add Analytics Button:**
 - The **Add Analytics** button is prominently located in the top-right corner of the dashboard.
3. **Open the Modal:**
 - Click the **Add Analytics** button to open a modal containing all the customizable metrics grouped by categories.

Usage Highlights

- **Customization:**
 - Enable or disable specific metrics by toggling the switches next to the desired options.
 - Selected analytics will be displayed in the main dashboard.

- **User-Friendly:**
 - The intuitive toggle system allows for quick changes without requiring advanced configuration.
- **Flexibility:**
 - Adjust analytics at any time to suit changing reporting needs or focus areas.

The screenshot displays the Swift Recruit AI Analytics dashboard. A 'Select Analytics' modal window is open, allowing users to toggle various analytics categories. The background shows a bar chart titled 'Evaluation per Status' with categories: Hired (blue), NotEvaluated (purple), Rejected (0), and Failed (5). Another bar chart on the right shows a value of 192. The 'Select Analytics' modal lists the following categories and metrics:

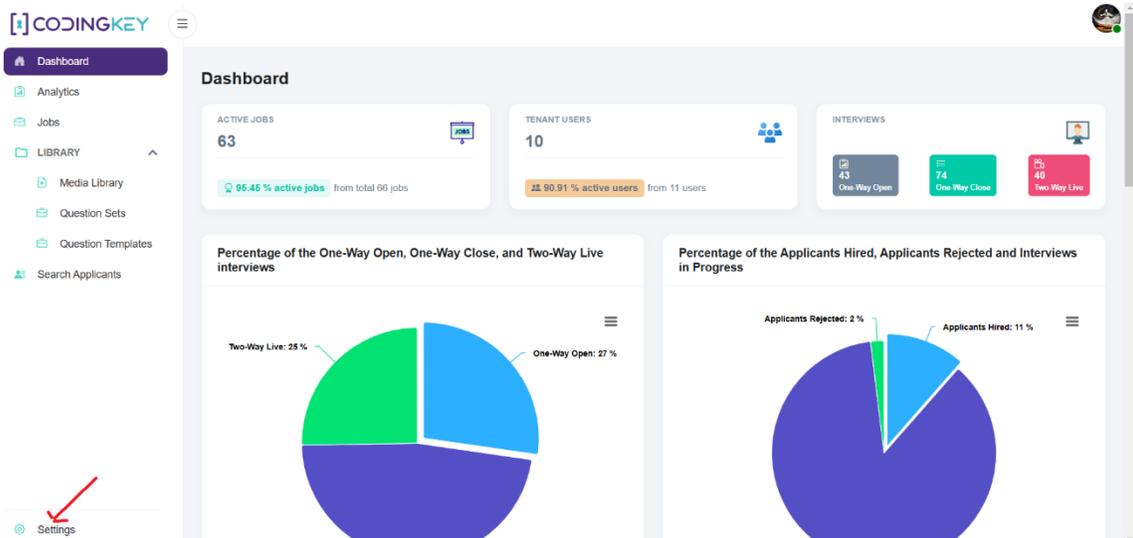
- Jobs**
 - Total Active Jobs
 - Total InActive Jobs
 - Job Published in 30 days
 - Jobs per Industry
- Interviews**
 - Total Active Interviews
 - Total InActive Interviews
 - Total Auto Interviews
 - Interviews per Job
 - Interviews per Type
- Invites**
 - Invites Per Status
 - Reviews Per Job
- Applicants**
 - Total Applicants
 - ShortListed Applicants
 - Applicants in 7 days
 - Applicants per Job
 - Applicants
- Evaluations**
 - Evaluation Per Status

The modal includes a 'Close' button at the bottom right. The background dashboard includes a sidebar with navigation options: Dashboard, Analytics, Jobs, LIBRARY (Media Library, Question Sets, Question Templates), and Search Applicants. The footer contains 'Settings', '© 2024 SwiftRecruit', and 'Privacy Policy / Terms'.

6 User Settings

Overview:

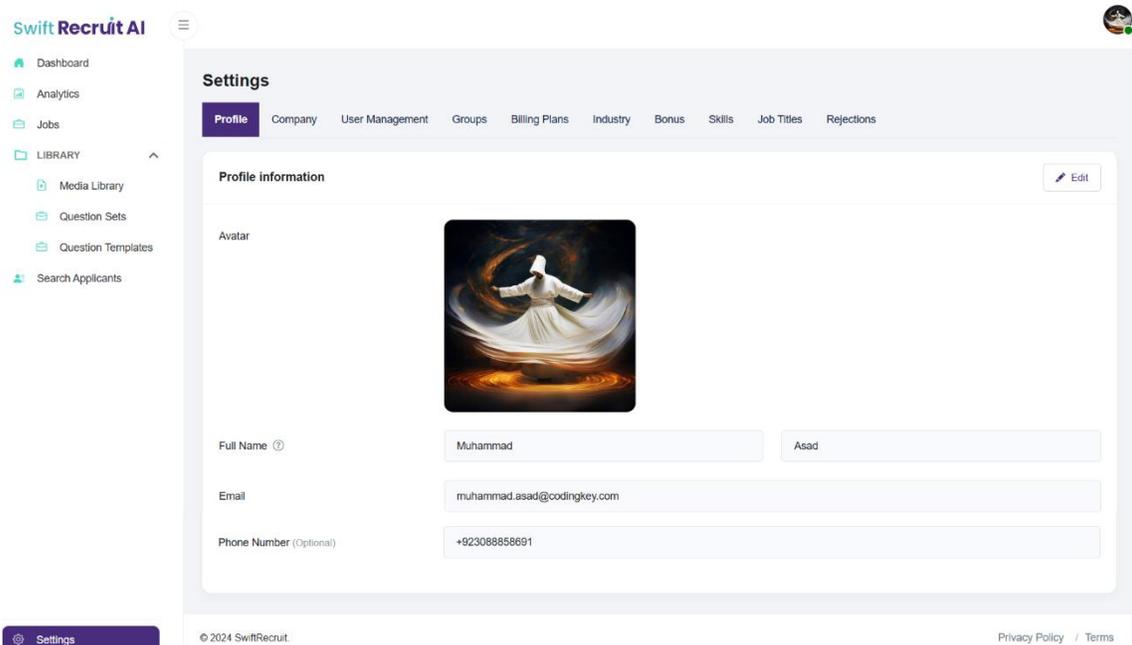
- The settings button is accessible in two locations: at the bottom of the sidebar and through the user profile button at the top of the page.
- The Profile tab allows users to manage personal details and update their user profile information.
- The Company tab enables users to maintain and edit the company profile, including key organizational details.
- The User Management tab is used for creating, updating, and assigning roles such as tenant admins or tenant users to specific individuals.
- The Groups tab provides functionality for organizing tenants into groups for streamlined management.
- The Billing Plans tab allows users to view and purchase subscription plans suitable for their organization's requirements.
- The Industry tab is designed for adding or updating industries relevant to the organization's job postings.
- The Bonus tab enables users to define and manage bonus structures for pay-related purposes.
- The Skills tab allows users to add skills that are essential for job roles or candidate evaluations.
- The Job Titles tab is used to associate job titles with specific industries, ensuring organized recruitment data.
- The Rejections tab lets users define rejection reasons for use during candidate evaluation and decision-making processes.



6.1 User Profile

6.1.1 View profile:

- The Profile tab displays the user's profile picture, full name split into two parts (first name and last name, without headings), email address, and phone number.
- The email address field is visible but cannot be edited or modified.



The screenshot shows the 'Settings' page in the Swift Recruit AI application. The left sidebar contains navigation options: Dashboard, Analytics, Jobs, LIBRARY (with sub-items: Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and has a sub-tab 'Profile' selected. Other tabs include Company, User Management, Groups, Billing Plans, Industry, Bonus, Skills, Job Titles, and Rejections. The 'Profile information' section features an 'Avatar' field with a placeholder image of a person in a white robe, and an 'Edit' button. Below the avatar are three input fields: 'Full Name' (split into 'Muhammad' and 'Asad'), 'Email' (muhammad.asad@codingkey.com), and 'Phone Number (Optional)' (+923088858691). The footer includes a 'Settings' button, copyright information '© 2024 SwiftRecruit', and links for 'Privacy Policy' and 'Terms'.

6.1.2 Edit profile:

- Users can edit their profile information by clicking the **Edit Profile** button.
- The **Edit Profile** functionality allows changes to the user's profile picture, first name, last name, and phone number.
- Updates to the user's profile are automatically reflected in the system once changes are saved.

- Dashboard
- Analytics
- Jobs
- LIBRARY
 - Media Library
 - Question Sets
 - Question Templates
- Search Applicants

Profile information

Avatar

Profile Photo



Choose File No file...osen

Full Name [?]

Full name

Email

Phone Number (Optional)

Cancel Save changes

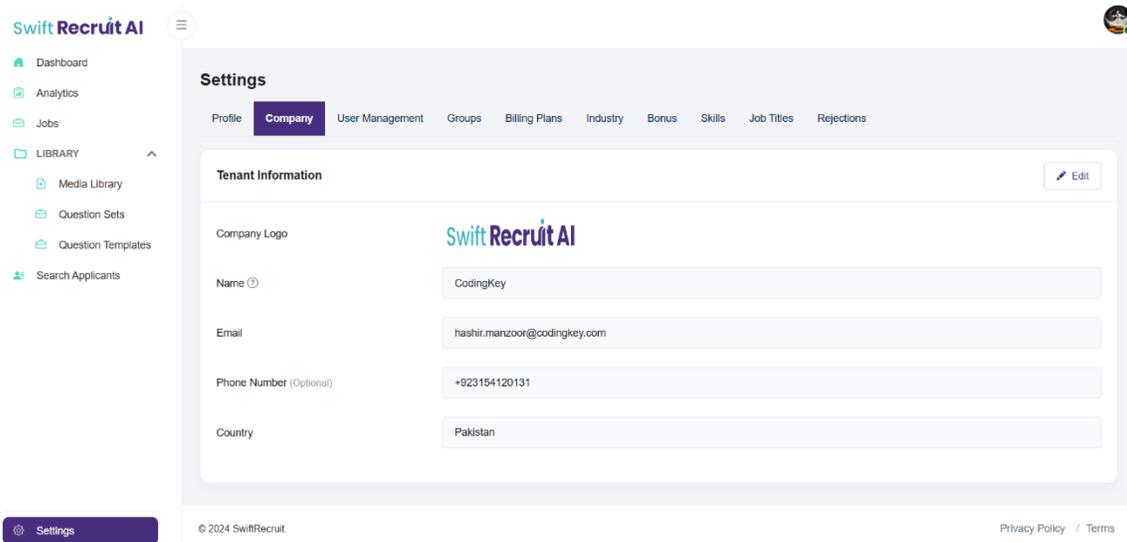
Asad

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6.2 Company Profile

6.2.1 View Company Profile

- The **Company** tab displays the company logo, company name, email address, country, and phone number.
- The email address and country fields are visible but cannot be edited or modified.



The screenshot displays the Swift Recruit AI user interface. On the left is a navigation sidebar with options: Dashboard, Analytics, Jobs, LIBRARY (Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and has a sub-tab 'Company' selected. Below the sub-tabs are 'Tenant Information' and 'Edit' buttons. The 'Tenant Information' section contains four input fields: 'Name' (CodingKey), 'Email' (hashir.manzoor@codingkey.com), 'Phone Number (Optional)' (+923154120131), and 'Country' (Pakistan). At the bottom, there is a 'Settings' button, a copyright notice '© 2024 SwiftRecruit', and links for 'Privacy Policy' and 'Terms'.

6.2.2 Edit Company Profile

- Users can update company-related details by clicking the **Edit Profile** button.
- The **Edit Profile** functionality allows changes to the company logo, company name, and phone number.
- Any updates made to the company profile are immediately reflected in the system once changes are saved.

- Dashboard
- Analytics
- Jobs
- LIBRARY
 - Media Library
 - Question Sets
 - Question Templates
- Search Applicants

Settings

- Profile
 - Company**
 - Users
- Tenant Information**
- Company Logo
- Name
- Email
- Phone Number (Optional)
- Country

Company Logo 

Choose File No file chosen

Name

Email

Phone Number (Optional)

Country

Cancel Save changes

- Titles
- Rejections

Edit

6.3 User Management

6.3.1 View User

- The **User Management** tab displays a list of all users created after the tenant's creation. The user who created the tenant will not be listed here.
- Users cannot edit their own profiles while logged in from their account.

S. No.	Name & Email	Role	Status	Action
1	Khuram Shahzad khuram.shahzad.1@codingkey.com	Tenant Admin	Active	
2	Hammad Ali hammad9244@codingkey.com	Tenant Admin	Active	
3	Muhammad Asad muhammad.asad@codingkey.com	Tenant Admin	Active	
4	Abdul Hameed abdul.hameed@codingkey.com	Tenant User	Active	
5	Muhammad Azeem muhammad.azeem@codingkey.com	Tenant Admin	Active	
6	Arif Arain muhammad.arif@codingkey.com	Tenant Admin	Inactive	
7	Sabir Qayum Sabir.Qayum@codingkey.com	Tenant User	Active	

6.3.2 Create User

- A new user can be added by clicking the **Create User** button, which opens a form for entering user details.
- The **Create User** form includes fields for the user's full name, username, phone number, role, status, and password.
- The **Create User** form includes **Cancel** and **Save** buttons to either discard or confirm the new user creation.

The screenshot shows the 'Create User' form within the 'Settings' section of the Swift Recruit AI application. The left sidebar contains navigation options: Dashboard, Analytics, Jobs, LIBRARY (with sub-items: Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and has tabs for Profile, Company, User Management (selected), Groups, Billing Plans, Industry, Bonus, Skills, Job Titles, and Rejections. The 'Create User' form includes the following fields: Full Name (split into First name and Last name), Username (pre-filled with 'abdul.hameed' and '@codingkey.com'), Phone Number (with a country code dropdown set to '+1'), Role (radio buttons for Tenant Admin and Tenant User), Status (radio buttons for Active and Inactive), and Password (masked with dots). 'Cancel' and 'Save' buttons are located at the bottom right of the form.

6.3.3 Edit User

- An **Edit User** button is available for each listed user, allowing modifications to their details.
- The **Edit User** form contains the same fields as the create user form, but the **Username** and **Password** fields cannot be changed.

The screenshot shows the 'Edit User' form within the 'Settings' section of the Swift Recruit AI application. The layout is identical to the 'Create User' form, but the 'Username' and 'Password' fields are disabled. The form contains the following fields: Full Name (split into 'Demo' and 'Admin'), Email (pre-filled with 'demo@codingkey.com'), Phone Number (with a country code dropdown set to '+92 308 8858891'), Role (radio buttons for Tenant Admin and Tenant User), and Status (radio buttons for Active and Inactive). 'Cancel' and 'Update' buttons are located at the bottom right of the form.

6.4 Manage User Groups

The **Groups** tab displays a list of all created groups, with an option to create a new group using the **Create Group** button.

6.4.1 View Group

- Users can click on a group to view its members, where details such as **Name**, **Email**, **Role**, and **Status** of the added users are displayed.
- A **Back** button is available to navigate back to the list of groups.

The screenshot displays the Swift Recruit AI interface. The top section shows the 'Settings' page with the 'Groups' tab selected. A '+ Create User Group' button is visible in the top right. Below this, four group cards are shown:

- Group 1: Two member, Members: 2, Active
- Group 2: 6 members, Members: 6, Active
- Group 3: Single member, Members: 1, Active
- Group 4: Demo, Members: 2, Active

The bottom section shows the 'Group Members' view for a selected group. It features a table with the following data:

S. No.	Name & Email	Role	Status
1	Muhammad Asad muhammad.asad@codingkey.com	Tenant Admin	Active
2	Hashir Manzoor hashir.manzoor@codingkey.com	Tenant Admin	Active

Additional elements include a 'Back' button at the bottom right of the table, an 'Edit' button in the top right of the table, and a 'Settings' button in the bottom left of the interface. The footer contains '© 2024 SwiftRecruit' and 'Privacy Policy / Terms'.

6.4.2 Edit Group

- The **Edit Group** button allows modifications to the group details and members.
- In the **Edit Group** section, a list of all users is displayed, enabling users to add or remove members from the group.
- Users can also edit the group name, description, and status in the **Edit Group** section.
- The **Edit Group** section includes a **Back** button to cancel changes and return to the group list and an **Update** button to save the changes.

The screenshot displays the 'Edit Group' interface in the Swift Recruit AI system. On the left is a sidebar with navigation links: Dashboard, Analytics, Jobs, LIBRARY (with a sub-menu for Media Library, Question Sets, and Question Templates), and Search Applicants. The main content area is titled 'Group Members' and features an 'Edit Group' form. The form includes three input fields: 'Name' (containing 'Two member'), 'Description' (containing 'This group has 2 QA members'), and 'Status' (with radio buttons for 'Active' and 'Inactive'). Below the form is a table of group members with the following data:

S. No.	Select	Name & Email	Role
1	<input type="checkbox"/>	Khuram Shahzad khuram.shahzad.1@codingkey.com	Tenant Admin
2	<input type="checkbox"/>	Hammad Ali hammad9244@codingkey.com	Tenant Admin
3	<input checked="" type="checkbox"/>	Muhammad Asad muhammad.asad@codingkey.com	Tenant Admin
4	<input type="checkbox"/>	Muhammad Aslam muhammad.aslam@codingkey.com	Tenant Admin

At the bottom right of the form area are two buttons: 'Back' and 'Update'. The 'Update' button is highlighted in purple. The footer of the page includes a 'Settings' button on the left and copyright information '© 2024 SwiftRecruit' and links for 'Privacy Policy' and 'Terms' on the right.

6.4.3 Create Group

- In the **Create Group** section, users can add the group name, description, status, and select users to be added to the group.
- The **Create Group** section includes a **Back** button to cancel changes and return to the group list and an **Save Changes** button to save the changes.
- Groups created are immediately reflected in the **Groups** tab once saved.

- Dashboard
- Analytics
- Jobs
- LIBRARY
 - Media Library
 - Question Sets
 - Question Templates
- Search Applicants

Settings

Profile Company User Management **Groups** Billing Plans Industry Bonus Skills Job Titles Rejections

Create Group

Name *

Description *

Status * Active Inactive

Select	Name & Email	Role	Status
<input type="checkbox"/>	Khuram Shahzad khuram.shahzad.1@codingkey.com	Tenant Admin	● Active
<input type="checkbox"/>	Hammad Ali hammad9244@codingkey.com	Tenant Admin	● Active
<input type="checkbox"/>	Muhammad Aslam muhammad.aslam@codingkey.com	Tenant Admin	● Active

6.5 View Billing Plans

- The **Billing Plans** tab displays details of the subscription purchased by the tenant.
- Users can view the **Subscription Type**, indicating the plan purchased.
- The **Created By** field shows the name of the user who initiated the subscription.
- The **Subscription Date** indicates when the subscription was activated.
- The **Expiry Date** shows when the subscription will end or needs renewal.
- All subscription details are displayed in a clear and organized manner for easy reference.

The screenshot displays the Swift Recruit AI interface. On the left is a navigation sidebar with options: Dashboard, Analytics, Jobs, LIBRARY (Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and has a sub-tab 'Billing Plans' selected. Below the sub-tabs is a table titled 'Subscriptions' with the following data:

S. No.	Subscription Type	Created By	Subscription Date	Expiry Date
1	Enterprise	@system	October 30, 2024	December 31, 2024

At the bottom of the page, there is a 'Settings' button on the left, a copyright notice '© 2024 SwiftRecruit' in the center, and links for 'Privacy Policy' and 'Terms' on the right.

6.6 Industry

6.6.1 View Industry

- The **Industry** tab allows users to create new industries and manage existing ones.
- The details of industries, such as title, description, and status, are shown in the list for quick reference and management.

The screenshot displays the 'Settings' page in the Swift Recruit AI application, with the 'Industry' tab selected. The left sidebar contains navigation options: Dashboard, Analytics, Jobs, LIBRARY (Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and includes sub-tabs: Profile, Company, User Management, Groups, Billing Plans, Industry (active), Bonus, Skills, Job Titles, and Rejections. The 'Industry Information' section contains a form with the following fields:

- Title ***: A text input field labeled 'Industry name' with a 'Help me write an industry description' button below it.
- Short Description ***: A text area labeled 'Industry description'.
- Status ***: A radio button selection for 'Active' (selected) and 'Inactive'.

A 'Save' button is located at the bottom right of the form. Below the form is a list of existing industries:

Industries
Information Technology
Recruitment & Employee Placement Agency
Accounting
Financial Services
Business Process Outsourcing BPO
Human Resources Outsourcing
Cyber & Network Security
Internet & E-commerce
Software Development

6.6.2 Create Industry

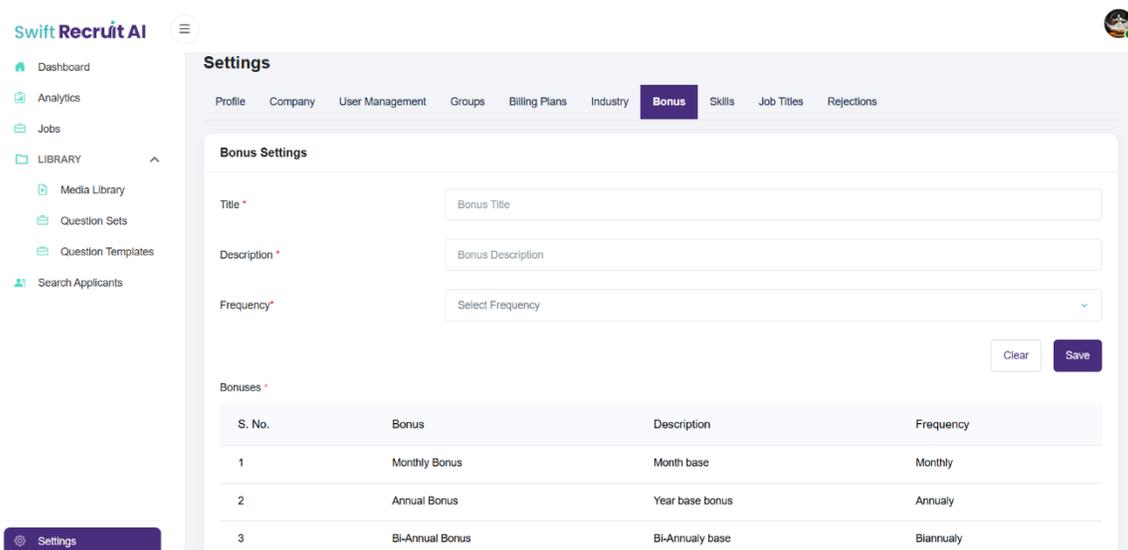
- Users can create an industry by entering the **Title**, writing a manual **Description**, or generating the description using AI tools.
- The **Status** field lets users specify whether the industry is active or inactive.
- A **Save** button is available to confirm and save the newly created industry.
- A list of created industries is displayed, providing an overview of all existing industries.

6.7 Bonus

The **Bonus** tab displays a list of all created bonuses, showing details such as **Bonus Name**, **Description**, and **Frequency**.

6.7.1 Create Bonus

- Users can create a new bonus by entering the **Bonus Name**, providing a **Description**, and selecting a **Frequency** for the bonus.
- The **Create Bonus** form includes **Clear** and **Save** buttons, allowing users to either reset the form or save the bonus details.
- Newly created bonuses are immediately added to the list of bonuses and displayed in the **Bonus** tab.
- The interface ensures easy management and organization of bonus details.



Bonus Settings

Title *

Description *

Frequency*

Bonuses *

S. No.	Bonus	Description	Frequency
1	Monthly Bonus	Month base	Monthly
2	Annual Bonus	Year base bonus	Annualy
3	Bi-Annual Bonus	Bi-Annualy base	Biannualy

6.8 Skills

The **Skills** tab displays a list of all created skills.

6.8.1 Search a skill

- A filter field allows users to search for a specific skill by entering an alphabet or part of the skill name.
- The Apply Filter button is used to perform the search based on the entered text.
- The Clear button resets the filter field and displays the full list of skills again.

The screenshot shows the Swift Recruit AI interface. On the left is a navigation sidebar with options: Dashboard, Analytics, Jobs, LIBRARY (Media Library, Question Sets, Question Templates), and Search Applicants. The main content area is titled 'Settings' and has tabs for Profile, Company, User Management, Groups, Billing Plans, Industry, Bonus, Skills (selected), Job Titles, and Rejections. A 'Filteration' dialog box is open, containing a search input field with 'All Skills' and buttons for 'Apply Filters' and 'Clear'. Below the dialog is a 'Skills' section with a '+ Create Skill' button and a table. The table has columns for Skill Title, Created Date, and Created By. It lists five skills, all created on December 12, 2022, by @system.

Skill Title	Created Date	Created By
	December 12, 2022	@system

6.8.2 Create skill

- The **Create Skill** button allows users to add a new skill by providing the **Skill Name**.
- The **Create Skill** form includes **Cancel** and **Save** buttons, enabling users to either discard or confirm the creation of the new skill.
- Newly created skills are immediately added to the skills list and displayed in the **Skills** tab.



- Dashboard
- Analytics
- Jobs
- LIBRARY
 - Media Library
 - Question Sets
 - Question Templates
- Search Applicants

Settings

← Back

- Profile
- Company
- User Management
- Groups
- Billing Plans
- Industry
- Bonus
- Skills**
- Job Titles
- Rejections

Create Skill

Skill *

Cancel

Save

6.9 Job Titles

The **Job Titles** tab displays all created job titles, including the **Job Title Name**, **Description**, and the **Industry Name** in which the job title was created.

6.9.1 Search Job Title

- Two filter fields allow users to search for job titles by **Job Title Name** and select an **Industry** from a dropdown or search across all industries.
- Users can search for matching skills by entering part of the skill name.
- The **Apply Filters** button applies the selected filters to search job titles, while the **Clear** button resets the filters.

The screenshot displays the 'Job Titles' settings page in the Swift Recruit AI interface. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links for Dashboard, Analytics, Jobs, LIBRARY (with sub-links for Media Library, Question Sets, Question Templates, and Search Applicants), and Settings. The main content area is titled 'Settings' and features a horizontal tabbed interface with tabs for Profile, Company, User Management, Groups, Billing Plans, Industry, Bonus, Skills, Job Titles, and Rejections. The 'Job Titles' tab is selected and highlighted. Below the tabs is a 'Filteration' section with two input fields: 'All Jobtitles' and 'All Industries'. To the right of these fields are 'Apply Filters' and 'Clear' buttons. Below the filteration section is a table titled 'Job Titles' with a '+ Create Job Title' button in the top right corner. The table has three columns: 'Job Title', 'Short Desc', and 'Industry Title'. The table contains six rows of data:

Job Title	Short Desc	Industry Title
ASIC/FPGA Engineer	ASIC/FPGA Engineer	Recruitment & Employee Placement Agency
Admin Finance	Admin Finance	Financial Services
Algorithm Optimization for Quantum Systems	Algorithm Optimization for Quantum Systems	Business Process Outsourcing BPO
Assistant Engineer	Assistant Engineer	Information Technology
Audio / Video all scenario	Audio / Video all scenario	Accounting

6.9.2 Create Job Title

- The **Create Job Title** button allows users to add a new job title by selecting an **Industry** and a **Question Set** from dropdowns and entering the **Job Title Name**.
- The **Create Job Title** form includes **Cancel** and **Save** buttons, enabling users to either discard or save the new job title details.
- Newly created job titles are added to the list and displayed in the **Job Titles** tab once saved.

Settings

← Back

Profile Company User Management Groups Billing Plans Industry Bonus Skills **Job Titles** Rejections

Create Job Title

Industries * Information Technology

Question Sets * six question fix

Job Title * Job Title

Cancel

Save

6.10 Rejections

- The **Rejections** tab displays all existing rejection reasons.
- Each rejection reason can be marked as active or inactive based on its status.

6.10.1 Create Reason of Rejection

- Users can create a new rejection reason by entering a **Title**, **Description**, and **Status** for the rejection.
- The **Save** button is used to save the newly created rejection reason.
- Newly created rejection reasons are immediately added to the list and displayed in the **Rejections** tab.

The screenshot shows the Swift Recruit AI interface. On the left is a navigation menu with items: Dashboard, Analytics, Jobs, LIBRARY (with a sub-menu: Media Library, Question Sets, Question Templates), and Search Applicants. A 'Settings' button is at the bottom left. The main content area is titled 'Settings' and has a sub-menu with: Profile, Company, User Management, Groups, Billing Plans, Industry, Bonus, Skills, Job Titles, and Rejections (which is highlighted). The 'Rejections' section contains a form titled 'Reasons of Rejection' with the following fields:

- Title ***: Text input field with placeholder 'Title of Rejection Reason'.
- Description ***: Text input field with placeholder 'Description of Rejection Reason'.
- Is Active ***: Radio button selection with 'Active' selected and 'InActive' as an option.

A 'Save' button is located to the right of the form. Below the form is a table of existing rejection reasons:

Reasons of Rejection	Status
Worked and moved from one sector to another Worked and moved from one sector to another	<input checked="" type="checkbox"/>
Do not follow the company's hiring procedure Do not follow the company's hiring procedure	<input type="checkbox"/>