

A vertical sidebar on the left side of the page, set against a light blue background. It features a series of white dashed lines connecting various business-related icons. From top to bottom, the icons include: a handshake, a person icon in a circle, a glowing lightbulb, a globe with a red and green ring around it, a laptop with two hands typing on the keyboard, an envelope, a calendar, a cloud with gears, a document with a large yellow arrow pointing down, a padlock, and a magnifying glass. At the very bottom, there is a small line graph with three bars of increasing height.

experium

EXTRA SERVICES

QUICK USER'S GUIDE

www.experium.ru

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EXPERIUM GREETS YOU!

Extra services for Experium Software are being produced. They automatize day-to-day processes increasing efficiency and quality of work of HR-specialists and recruitment agencies' employees.

Enjoy the learning and welcome to the world of Experium!



EXTRA SERVICES "ENHANCED CAPABILITIES"

Job sites

This service gives an opportunity to publish vacancies at the leading job sites such as hh.ru, superjob.ru, job.ru, rabota.ru and others directly from the program as well as to import Ads and replies to the program. However, the program transforms the replies to persons' cards and adds the candidates who has replied to the appropriate SearchWorkSheet.

For publishing Ads on the project at the job site:

in the project card click on the button **"Project ads"** and then select a command **"Publish new ad"**. In the opened window tick job sites for publishing ads and click **"OK"** (Fig. 1).

Website	Authorization	Note
<input type="checkbox"/> Findy (company's site, landing pages, chat-bots)	✓	login/password set
<input type="checkbox"/> HeadHunter	✓	login/password set
<input type="checkbox"/> SuperJob	✗	login/password not set
<input type="checkbox"/> Zarplata.ru	✓	login/password set
<input type="checkbox"/> HeadHunter.kz (Kazakhstan)	✓	login/password set
<input type="checkbox"/> Rabota.by (Belarus)	✓	login/password set
<input type="checkbox"/> HeadHunter.uz (Uzbekistan)	✓	login/password set
<input type="checkbox"/> superjob.ua	✗	login/password not set
<input type="checkbox"/> avito.ru	✗	login/password not set

To publish the ad, Experium must log in to the web-site.
To enter login and password, double click the line with the web-site name using the left mouse button.

Fig. 1. Job sites for publishing Ads

Browser window with pages of vacancy placement at job sites will be opened, all information, indicated in the project card, will be automatically transformed to a form of vacancy description. If it is necessary, you can make changes in this form.

Finish a publishing procedure by clicking on the button **"Publish"** (Fig. 2). After ads will be placed at the job site you will be able to import candidates' replies to the project.

Ad publishing

In order to publish the ad on the selected web-sites you must press the button "Place/Publish" in every tab

HeadHunter

hh.ru

Type: Open | Billing type: Standard | Formalization: Empty

Vacancy name: Full-Stack Python & JavaScript Developer

Vacancy code:

Specialist fields: Specify industries (no more than 6)

Vacancies in city: Moscow

Proposed level of monthly income: 120000 200000 RUB

Fig. 2. Ad publishing

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Import of replies

Before importing replies on ads from job sites, import these ads to the program and connect them with the corresponding projects.

▾ **For importing ads to the program:**

in the right panel side of the program click on the button **"Import"** and in the opened window **"Import"** select a tab **"Ads"**, and then in the left upper corner of the window select a button **"Open"** and job sites for importing ads from.

The window with a list of non-imported ads will be opened (Fig. 3).

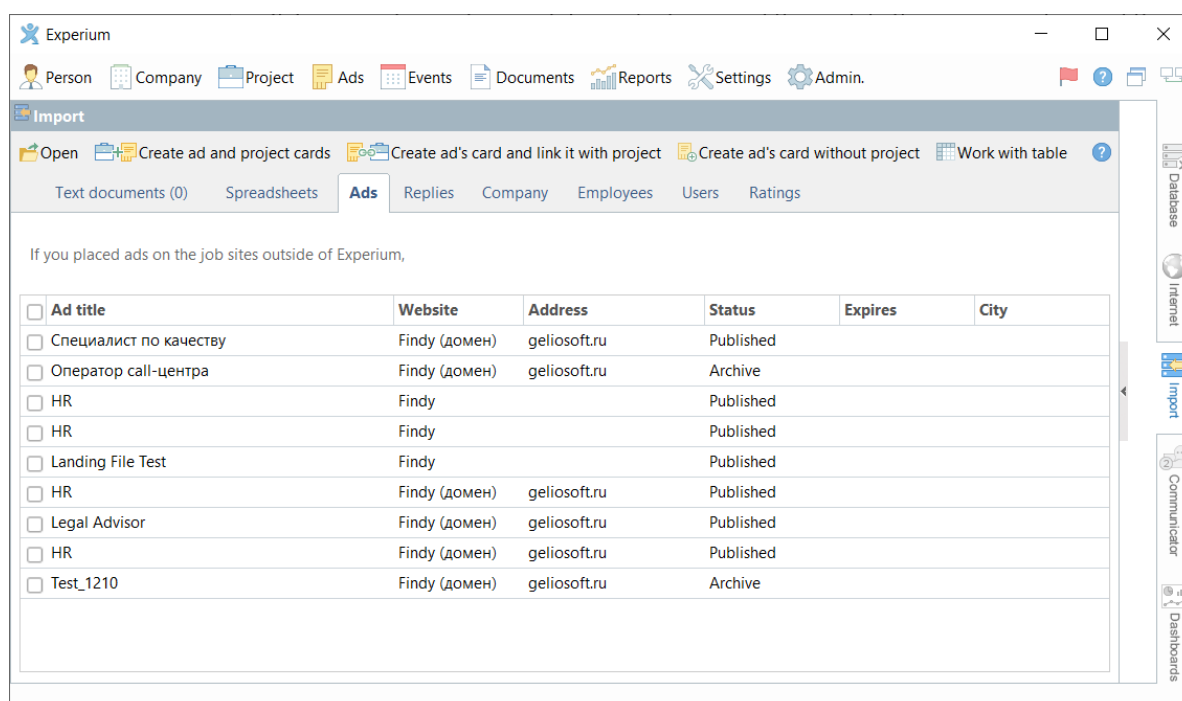




Fig. 3. Import Ads

Tick ads that you are going to import to the program and then click on one of the buttons in the window control panel:


imported ads will be used for creating a project card and corresponding ad card;

 Create ad and project cards

imported ads will be used for creating an ad card corresponding to one or several projects;

 Create ad's card and link it with project

imported ads will be used for creating an ad card without correspondence to any project.

 Create ad's card without project

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After finishing ads import the window **"Ad import results"** will be opened, here you can look through the cards of created projects and/or ads.

For importing applicants' replies on ads to the project:

in the right side program panel click on the button **"Import"** and in the opened window **"Import"** select a tab **"Replies"**, and then in the left upper corner of the window click on the button **"Open"** and tick the job site for importing replies from (Fig. 4).

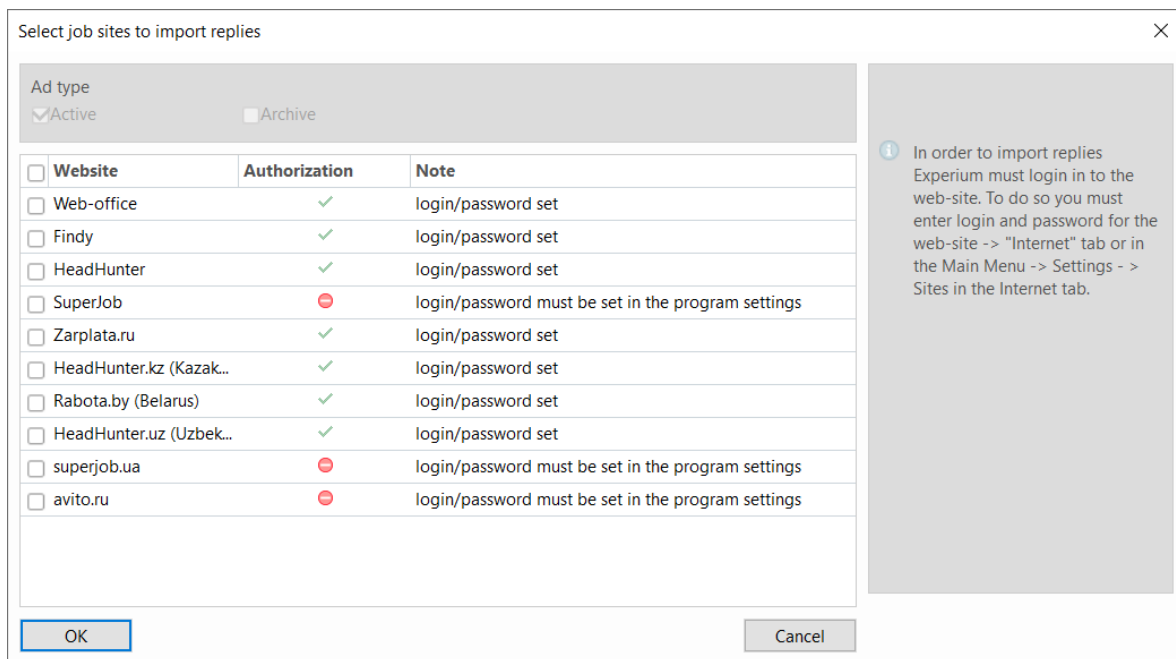


Fig. 4. Selection job sites to import replies

In the next window tick ads which applicants' replies should be imported from, click **"OK"** (Fig. 5).

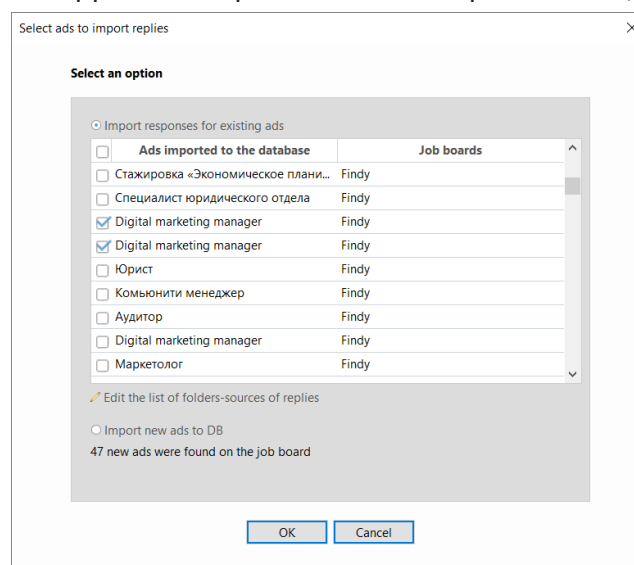



Fig. 5. Selection ads to import replies

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An information tab with applicants who has replied will be displayed in the window **"Import"**. If it is necessary, select a person whose data you will import to the project and then click on the button  **Import to Experium**

(Fig. 6).

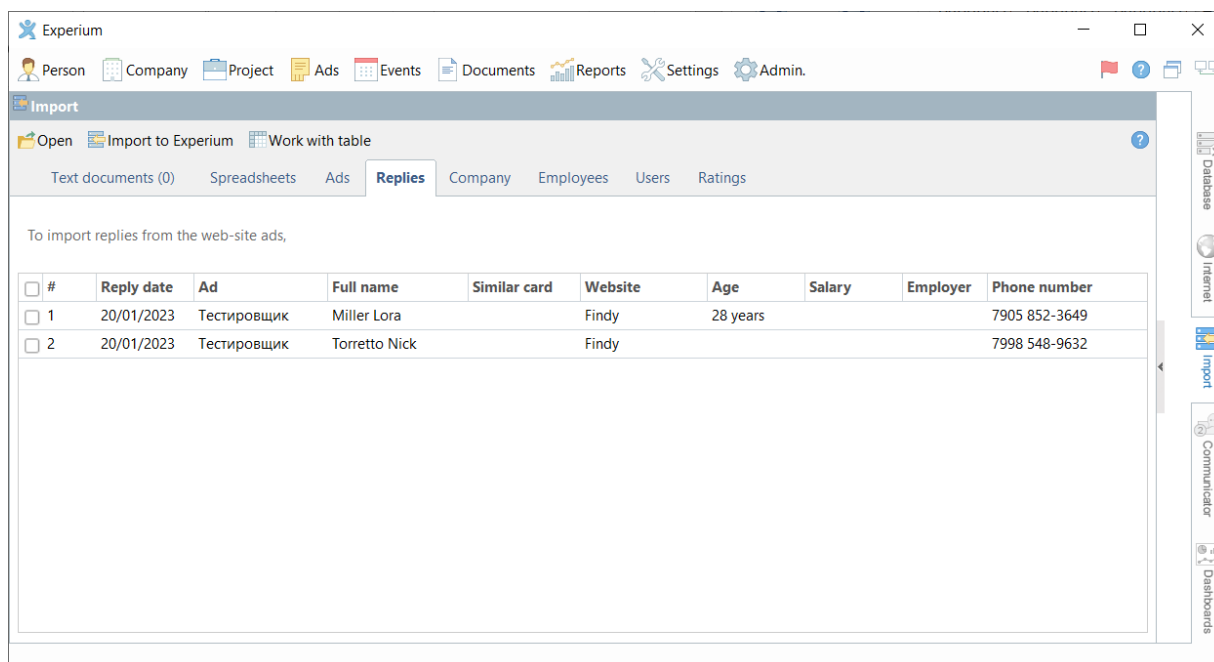


Fig. 6. Import replies

After finishing replies import the window with import results will be opened, here you can look through created cards of people. Moreover, information about applicants who has replied will be displayed in the corresponding SearchWorkSheet, in a tab **"Ads replies"**. If it is necessary, mark replies as **"processed"** or transfer an applicant to the project for further work with him (Fig. 7).

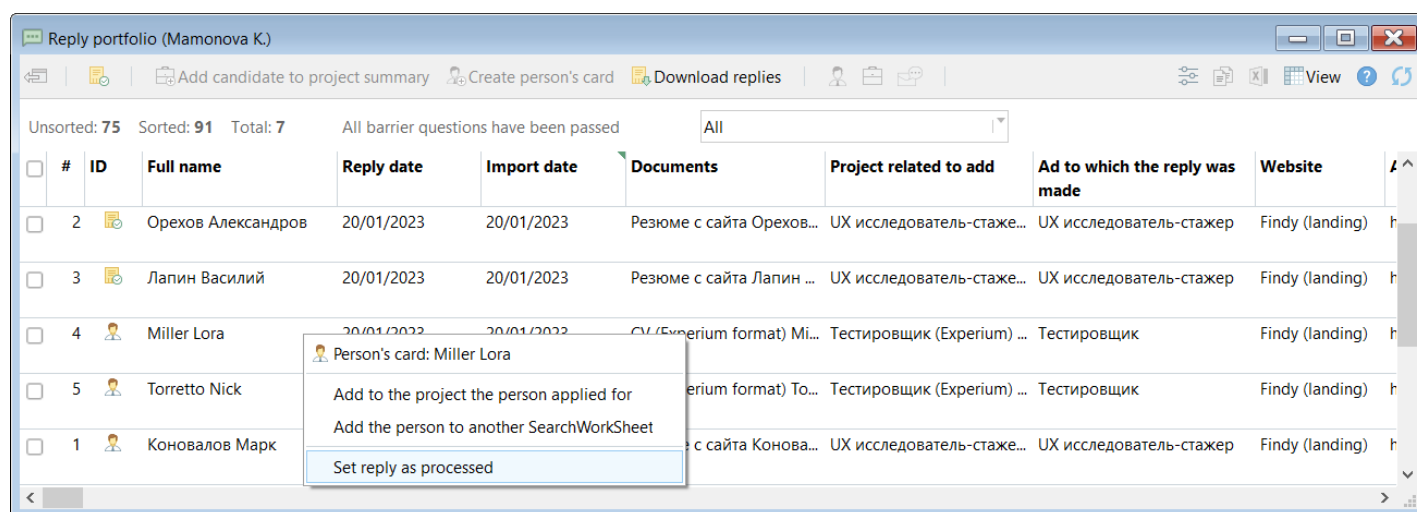


Fig. 7. Mark replies as "processed"

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CV parsing

If you found an interesting CV at the job site, it was sent to you by e-mail or it is already on a disk of your computer as a text file, you can save it in your database as a filled person's card by one click.

- For working with this extra service it is required to install **"Data import module"** at your computer. After that the button **"Import to Experium"** will appear on a tool bar of **MS Word**.

After clicking on this button in the main window of the program **"Document parsing module"** will be opened, here you can edit information in the card's fields and in the text of CV and look through cards of possible duplicates (Fig. 8).

Fig. 8. Document parsing module

If there are no duplicates, then you can create a new person card.

If the person's double is already in the database, then the **"Potential duplicates"** window will open, in which you can check the matches and select one of the options offered by the program:

- create a new card;
- attach a document to the chosen duplicate's card;
- merge with the selected duplicate card. (Fig. 9)

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Potential duplicates

— Delete URL

	Email	Phone number	Type	Last name	First name	Middle name	Sex	Date of Birth	Citizenship	Address	URL
<input checked="" type="checkbox"/>			Card	Izmaylova	Alfiya		Ж			Russia, Moscow	

Matching fields in the card of the supposed duplicate (4)
 Last name
 First name
 Sex
 Addresses

☒ Create new person's card
☒ I confirm that Experium doesn't have the right card and I don't create the duplicate's card
☒ Open the document parsing module (for editing)
When creating a new card from the cards of duplicates found in the database, all telephones except the working one will be deleted
☐ Add the document to the selected duplicate
If the scan detects that the imported document has already been saved in the person's card the duplicate will not be downloaded again
☐ Merge with selected duplicate

OK

Fig. 9. Potential duplicates

Also, there is an opportunity in the program to import CV using embedded browser.

For this on the right side panel click on the button "Internet" and select necessary job site. Open CV that you need and in the window control panel click on the button "CV/Profile parsing".

The program parses information from CV by more than 35 fields of the person's card: last name, name, middle name, sex, age, date of birth, nationality, professional experience, education, source and date of entry to the system, country, region, city, district (metro station), phone number, language skills with indicating of level, e-mail, web-page, messenger, etc.

Data import

Experium gives an opportunity to import any number of CV in text formats and data about applicants/ organizational structure of the company/ employees/ users from files in MS Excel format by one click.

Import of text documents' data

For mass CV import to the program on the right side panel click on the button "Import", then select a tab "Text documents" (Fig. 10).

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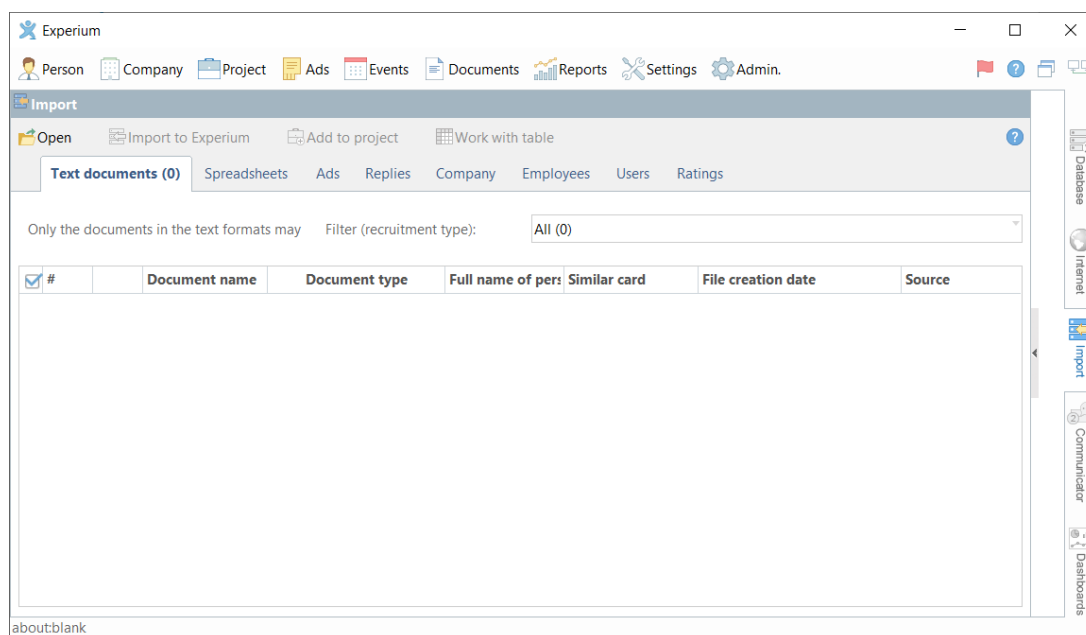


Fig. 10. Tab Import text documents

Using the button **"Open"** in the left upper corner of the window select a folder with text documents from a disk of your computer (Fig. 11).

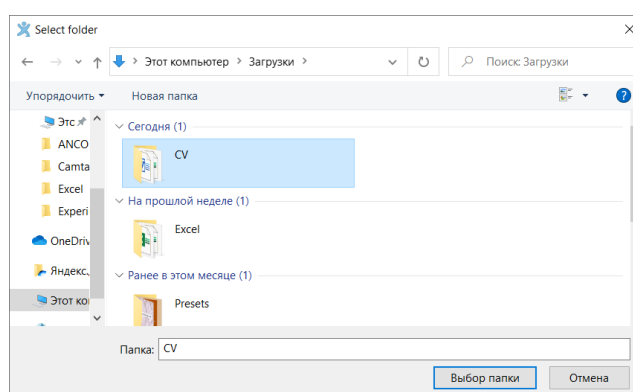


Fig. 11. Selection of the folder

While importing text documents from a folder in the window **"Documents import"**, a tab with data about applicants and duplicates will appear (Fig. 12).

Manually or using a command select people whose data you would like to import to the program and click on the button **Import to Experium**

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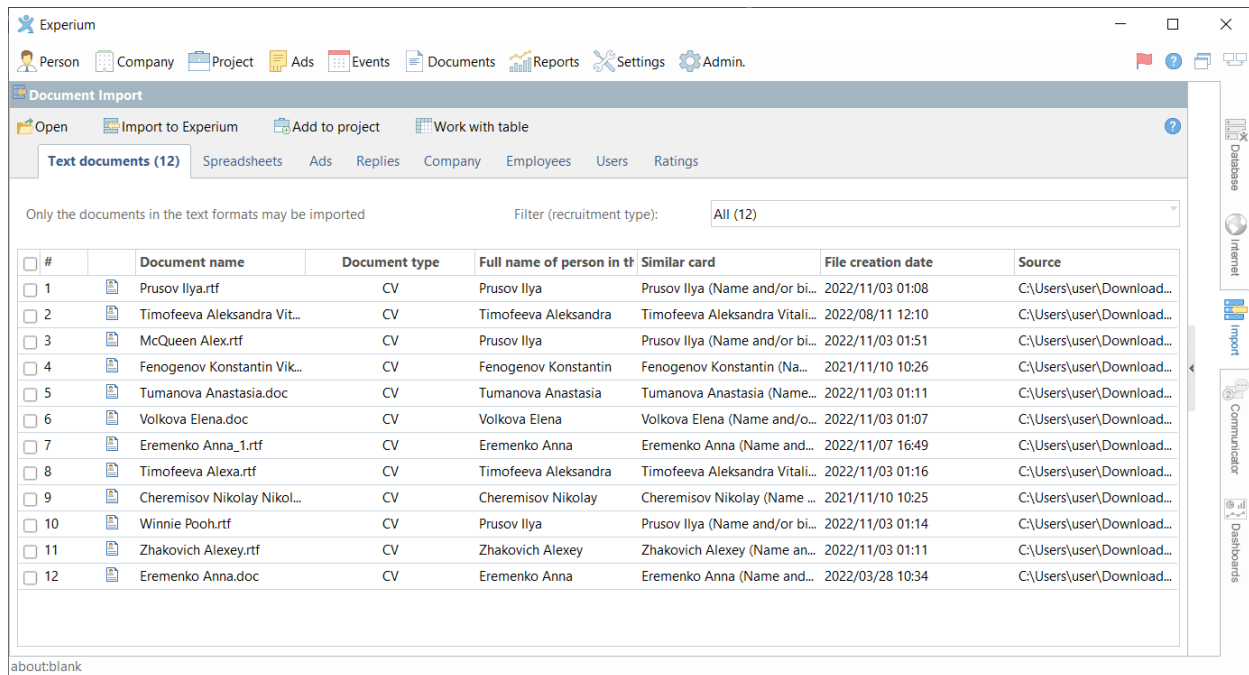


Fig. 12. Import text documents

➤ If it is necessary, in the opened window change settings of import and click on the button "Start database import" (Fig. 13).

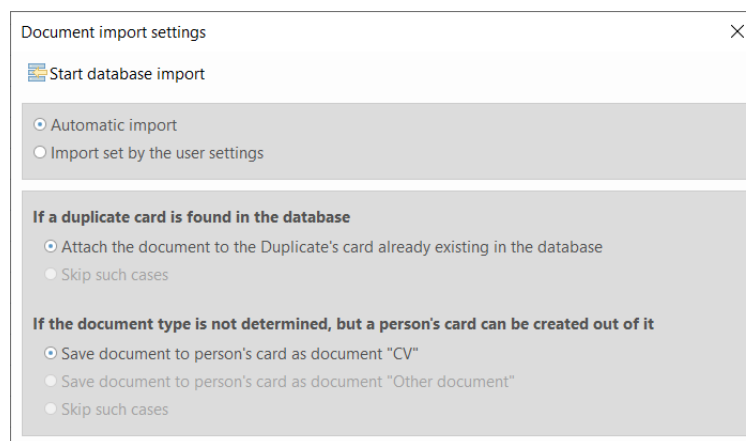


Fig. 13. Settings window for importing documents

The window "Import results" will be opened, here you can look through created cards and transfer applicants to the project for the further work with them (Fig. 14)

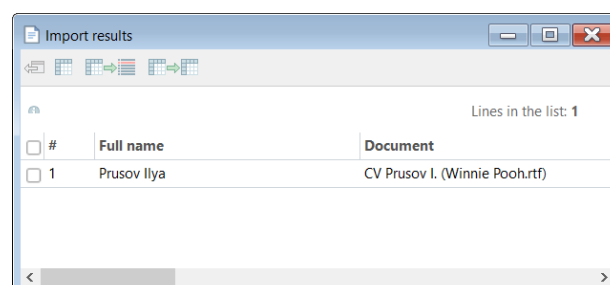


Fig. 14. Import results

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Import of spreadsheets data

For importing data about applicants from the file in Excel format

on the right side panel click on the button **"Import"**, then in the opened window select a tab **"Spreadsheets"**. Using a button **"Open"** in the left upper corner of the window select a necessary file from a disk of your computer.

The window **"Correspondence of table data to the person's card fields"** will be opened, here it is required to check the data and then click **"OK"**. For this in each column select appropriate meaning from the drop-down list (Fig. 15).

Correspondence of table data to the person's card fields

Compare the values of table columns and the fields in the person's card.

In order to do so select corresponding value from the drop-down list in each column.

If the correspondence is not found select the following:
 - <ignore> to save the column information in a document attached to the card
☒ Set as a header the row #
 Start data import from the row #

#	Full name	Last name	Employer	Position	Date of Birth	Sex	Contact phone	Lodging
1	Name	Last Name	Company	Position	Date of birth	Gender	Phone number	email
2	Nicole	Brick	Mars	KAM	10.10.1995	f	+790098563225	Brick@test.com
3	Robbie	Smith	Ballons	HR		m		smith@test.com
4	Barbara	Cotton	Mars	HR	01.01.2000	f		cotton@test.com

OK

Fig. 15. Correspondence of table data to the person's card fields

If a correspondence isn't found, select:

- **<Ignore>**, for saving information from a column of the document attached to the card;
- **<Delete>**, for not saving information from a column of the document attached to the card.

While importing data from spreadsheet in the window **"Import"** a table with data about applicants and duplicates will appear.

Manually or using command select people whose data should be imported to the program and click on the button **Import to Experium**

The window **"Import results"** will be opened; here you can look through created cards and transfer applicants to the project for the further work with them.

Import of company's structure

For importing organizational structure of the company from the file in Excel format on the right side panel click on the button **"Import"**, and then in the opened window select a tab **"Company"** (Fig. 16).

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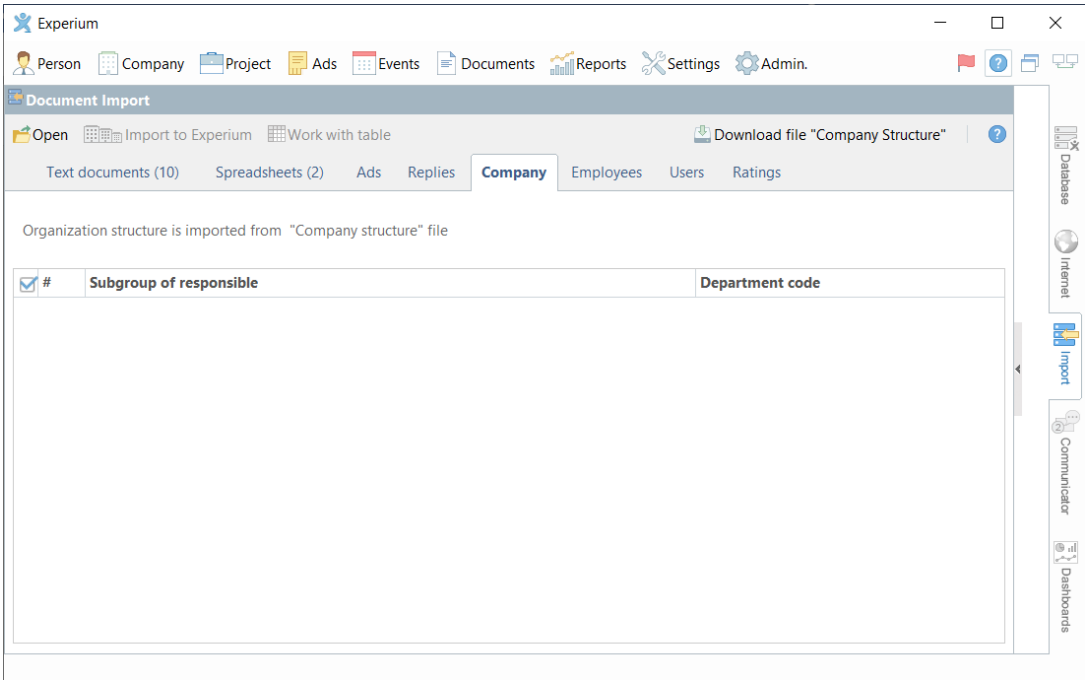


Fig. 16. Import Company’s structure

In the opened window **"Import"** download and fill in the file **"Company’s structure"** (button **"Download file "Company’s structure"** in the right corner of the menu). All columns of the worksheet are required for filling in.

Then, using the button **"Open"** in the left upper corner of the window select this filled file from a disk of your computer.

The window **"Correspondence between table data and fields in the company’s card"** will be opened, here it is necessary to check data and select a type of the company’s structure (line or hierarchical), then press **"OK"** (Fig. 17).

Correspondence between table data and fields in the company's card

1

Compare the values of table columns and the fields in the company's card.

Type of structure

☐ Linear

☒ Hierarchical

Separator

☒ Set as a header the row #


Start data import from the row #

#	Division / Department	Department code
1	Organizational unit (including the full path)	Code (organizational unit)
2	Adrenalin / Mocow	1.1
3	Adrenalin / Mocow / HR	1.1.1
4	Adrenalin / Mocow / IT	1.1.2
5	Adrenalin / Mocow / Product	1.1.3
6	Adrenalin / Saint-Petersburg	2.1
7	Adrenalin / Saint-Petersburg / IT	2.1.1
8	Adrenalin / Saint-Petersburg / Product	2.1.2

OK

Fig. 17. Correspondence of data in the table with fields in the company card

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In the window **"Documents import"** a worksheet with data about the company’s structure will be displayed. Manually or using command select which data you would like to import to the program and click on the button  (Fig. 18).

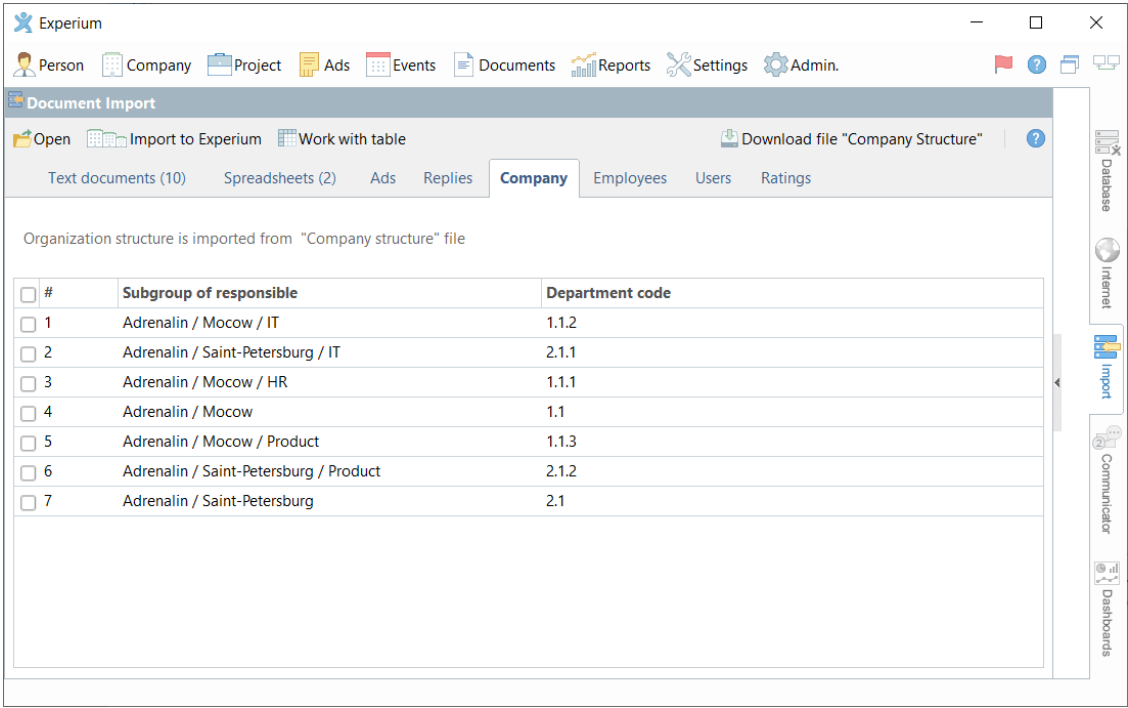


Fig. 18. Documents import

The window **"Select company"** will be opened, here it is necessary to select a company’s card is required to be added to the actual organizational structure (Fig. 19).

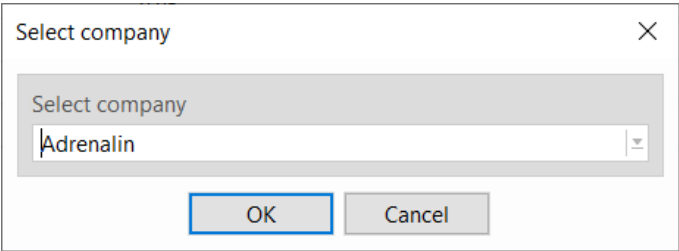


Fig. 19. Select company

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After import finishing the company's structure will be added to the corresponding company's card (Fig. 20).

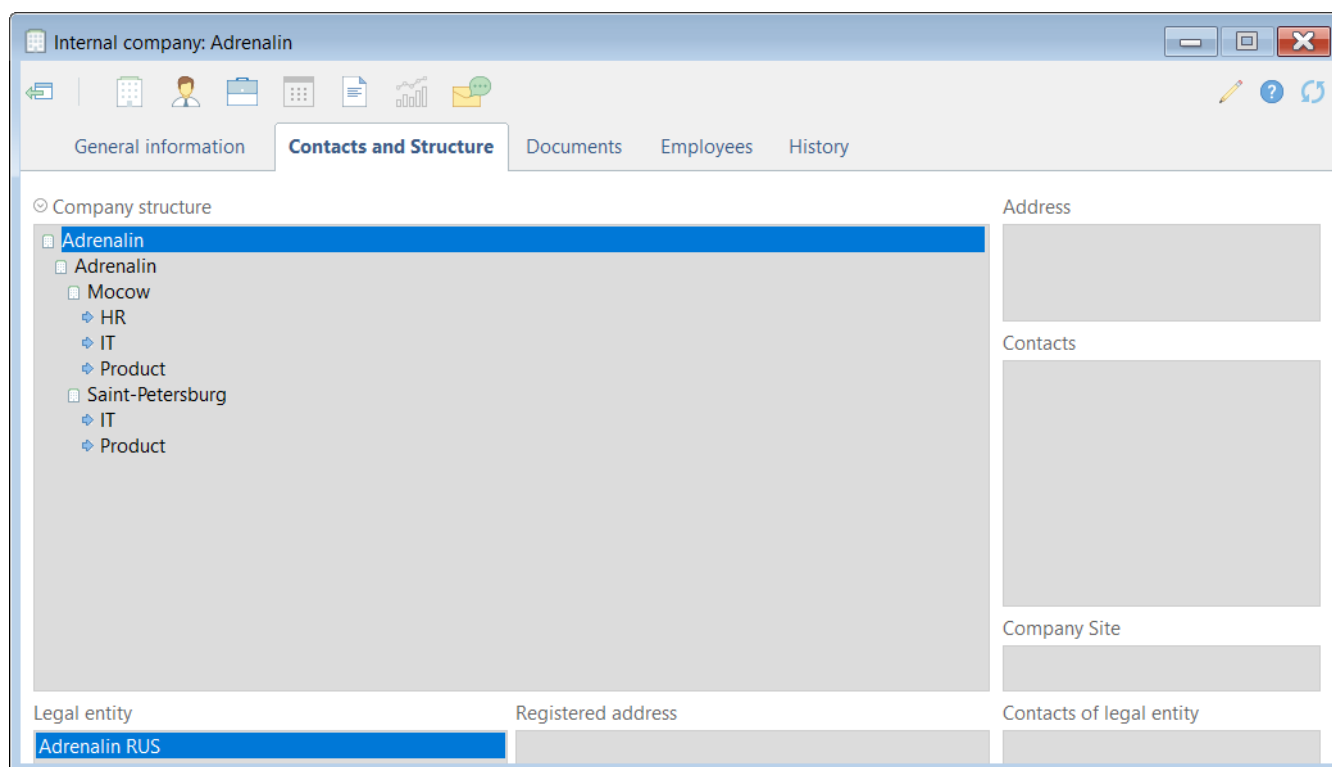


Fig. 20. Imported Company's structure

Import of employees' data

! Before importing employees' data import organizational company's structure to the program through a tab "Company".

For importing a list of the company's employees from a file in Excel format

on the right side panel click on the button "Import", then select a tab "Employees". In the opened window "Import" download and fill in the file "Employees" (button "Download file "Employees" in the right corner of the menu). Worksheet columns "Full name", "E-mail", "External DB code", "Unit ID", "Start of work" and "Position" are required for filling in.

Then using a button "Open" in the left upper corner of the window select this filled file from a disk of your computer.

The window "Correspondence of table data to the person's card fields" will be opened, here it is required to check the data and click "OK". For this in each column select appropriate meaning from the drop-down list (Fig. 21).

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Correspondence of table data to the person's card fields

1 Compare the values of table columns and the fields in the person's card.

In order to do so select corresponding value from the drop-down list in each column.

If the correspondence is not found select the following:
 - <Ignore> to save the column information in a document attached to the card
☒ Set as a header the row #

Start data import from the row #

#	Full name	Sex	City	Department code	Position	Start of work	Contact phone	Work email	Level of education	Last name	First name
1	Full name	Sex	City	Department code	Position	Start of work	Contact phone	Work email	Level of education	Last name	First name
2	Donald Duck	m	New York	1.2	Economist	01.01.2020	+19008562349	duck@adrenaline.com			
3	Henry Moore	m	Moscow	1.1	HR		+79058456321	moore@adrenaline.com			
4	Lola Rabbit	f	St. Petersburg	2.1	IT developer	01.10.2018	+79856321473	rabbit@adrenaline.com	high		

OK

Fig. 21. Correspondence of table data to the person's card fields

If a correspondence isn't found, select:

- <Ignore>, for saving information from a column of the document attached to the card;
- <Delete>, for not saving information from a column of the document attached to the card.

In the window **"Documents import"** a worksheet with data about employees and duplicates will be displayed. Manually or using a command select people whose data should be imported to the program and click on the button **Add to employees** (Fig. 22).

Experium

Person Company Project Ads Events Documents Reports Settings Admin.

Document Import

Open Add to employees Change employers Work with table Download "Employees" file

Text documents (0) Spreadsheets Ads Replies Company **Employees** Users Ratings

Employee import is done from the file "Employees and ratings"

#	Full name of	Sir	Se	Da	Cit	Address	Position	Start of wo	End of	Departm	Phone number	Email
<input checked="" type="checkbox"/> 1	Duck Donald		M			United States, New York,	Economist	01/2020		1.2	(1900) 856-2349 (cont.)	duck@adrenaline.com (work
<input checked="" type="checkbox"/> 2	Rabbit Lola		F			United States, St. Peters...	IT developer	10/2018		2.1	(7985) 632-1473 (cont.)	rabbit@adrenaline.com (wor
<input checked="" type="checkbox"/> 3	Moore Henry		M			Russia, Moscow,	HR			1.1	(7905) 845-6321 (cont.)	moore@adrenaline.com (wo

Fig. 22. Import employees

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The window **"Select company"** will be opened, here it is necessary to select a company, unit or department actual employees are employed to (Fig. 23).

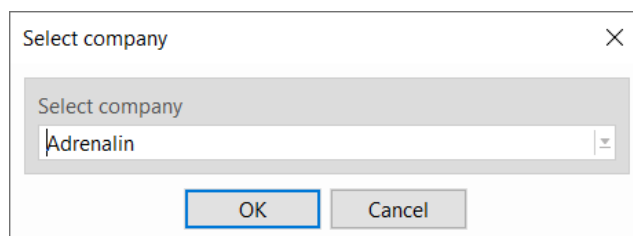


Fig. 23. Select company

After import finishing employees will be added to the corresponding company's card, selected units and departments (Fig. 24).

Internal company: Adrenalin			
General information Contacts and Structure Documents Employees History			
Full name	Position	Subgroup of responsible	Works from
Chernysheva Anna	Официант		
Duck Donald	Economist	Moscow/Product	01/2020
Mi Slov	Консультант по красоте		01/2021
Moore Henry	HR	Moscow/HR	02/2015
Rabbit Lola	IT developer	Saint-Petersburg/IT	10/2018
Аветисян Армина Ара...	Аккаунт-менеджер B2B		02/2022
Ананова Мария Алекс...	Digital marketing manager	IT	03/2021
Андропова Валентин...	HRD		10/2022
Афлетонова Эльвина	Менеджер по работе с Маркетпле...		11/2021
Ашуов Кайрат Зикено...	Менеджер программы АПФ		
Барышева Наталия	чсмячсм		09/2022
Бордей Сергей	Продавец консультант		09/2022
Бычкова Евгения Евге...	Менеджер по ключевым клиентам		03/2020
Верхотурова Дарья	Уборщик хомячковых клеток		09/2022
Вишневыский Игорь Се...	Уборщик хомячковых клеток		09/2022
Власова Тамара Алек...	Уборщик хомячковых клеток		09/2022

Fig. 24. Company's employees

EXTRA SERVICES "ENHANCED CAPABILITIES"

Import of users' data

For users' data import on the right side panel click on the button "Import", and then select a tab "Users".

 **Only employees which are already been imported to the own company's card can be added to users.**

Using a button "Open" in the left upper corner of the window download a list of the own company's employees. For this in the opened window "Select your own company" select a company of which employees' list is required to be downloaded (Fig. 25).

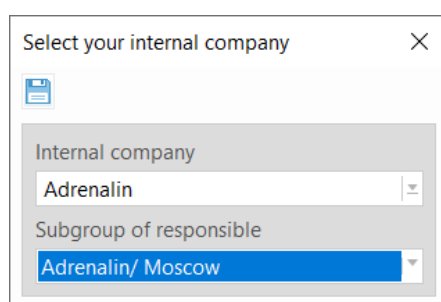



Fig. 25. Select your own company

In the window "Documents import" a worksheet with data about employees will be displayed. Manually or using a command select employees who are required to be added to the users and click on the button  (Fig. 26).

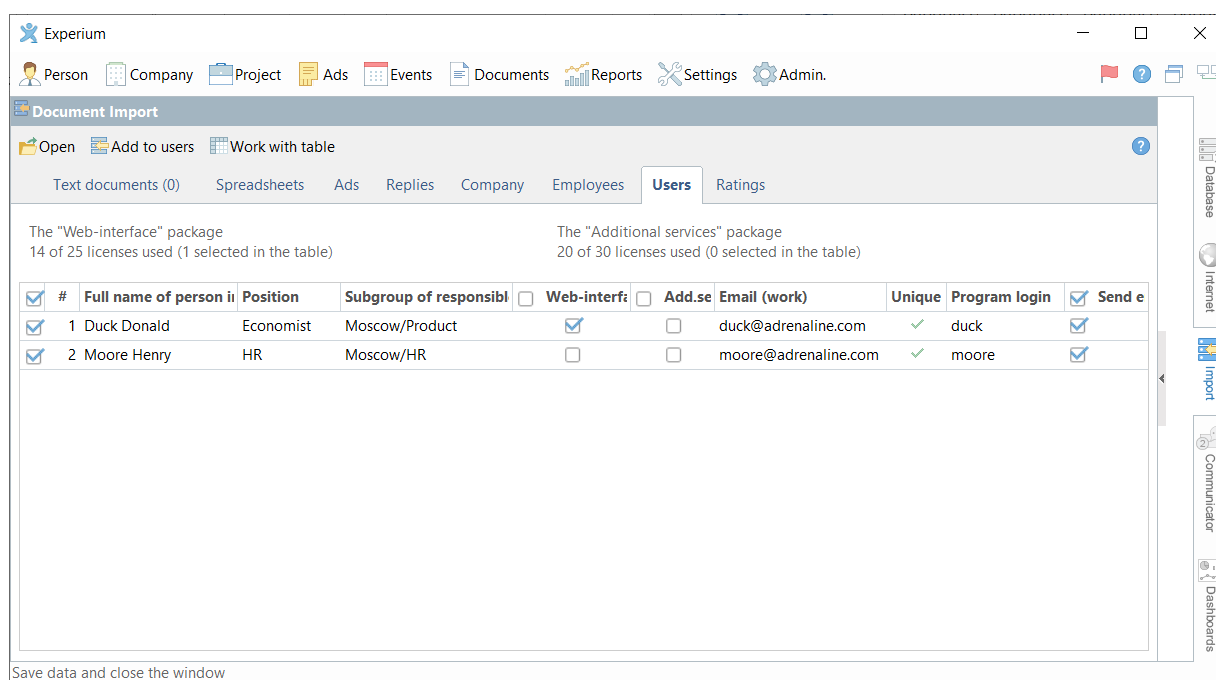


Fig. 26. Import users

After import finishing the window "Import results" will be opened, here you can look through a list of new users and information whether an employee was sent an e-mail with login/password for the program and a link for registration in Web-interface.

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Import of ratings

For importing ratings of the company's employees from a file in Excel format on the right site panel click on the button "Import", and then select a tab "Ratings".

In the opened window "Import" download and fill in the file "Employees ratings" (button "Download file "Employees ratings" in the right corner of the menu). Worksheet columns "Rating" and "External DB code" are required to be filled in.

Next using the button "Open" in the left upper window select this filled file from a disk/desktop of your computer.

The window "Correspondence of table data to the person's card fields" will be opened, here it is required to check the data and click "OK". For this in each column select appropriate meaning from the drop-down list (Fig. 27).

Correspondence of table data to the person's card fields

Compare the values of table columns and the fields in the person's card.

In order to do so select corresponding value from the drop-down list in each column.

If the correspondence is not found select the following:

- <Ignore> to save the column information in a document attached to the card.
- <Delete> if you do not want to save the column information in a document attached to the card.

☒ Set as a header the row #

Start data import from the row #

#	Full name	Department code	Work email	Position	Start of work	Citizenship	Sex
1	Full name	Department code	Work email	Position	Start of work	Citizenship	Sex
2	Abakumov Olesya	034	abakumova@yandex.ru	Training manager	01.01.2018		
3	Fetisov Yulia	035	fetisova@mail.ru	Sales manager	01.01.2018		
4	Galiullina Airat	014	airat@gmail.com	HR	01.01.2018		
5	Ivakhnenk Andrey	036	andre@yahoo.com	Developer	01.01.2018		
6	Kashleva Mikhail	030	kashlev@mail.ru	Head of IT Department	01.01.2018		
7	Knyazeva Oleg	015	knyazev@yandex.ru	QA	01.01.2018		

OK


Fig. 27. Correspondence of table data to the person's card fields

EXTRA SERVICES "ENHANCED CAPABILITIES"

▾ If a correspondence isn't found, select:

- **<Ignore>**, for saving information from a column of the document attached to the card;
- **<Delete>**, for not saving information from a column of the document attached to the card.

A worksheet with employees' ratings will be displayed in the window **"Documents import"**. Manually or using a command select people whose data is required to be imported to the program and click on the button

 **Add rating to the employee** (Fig. 28).

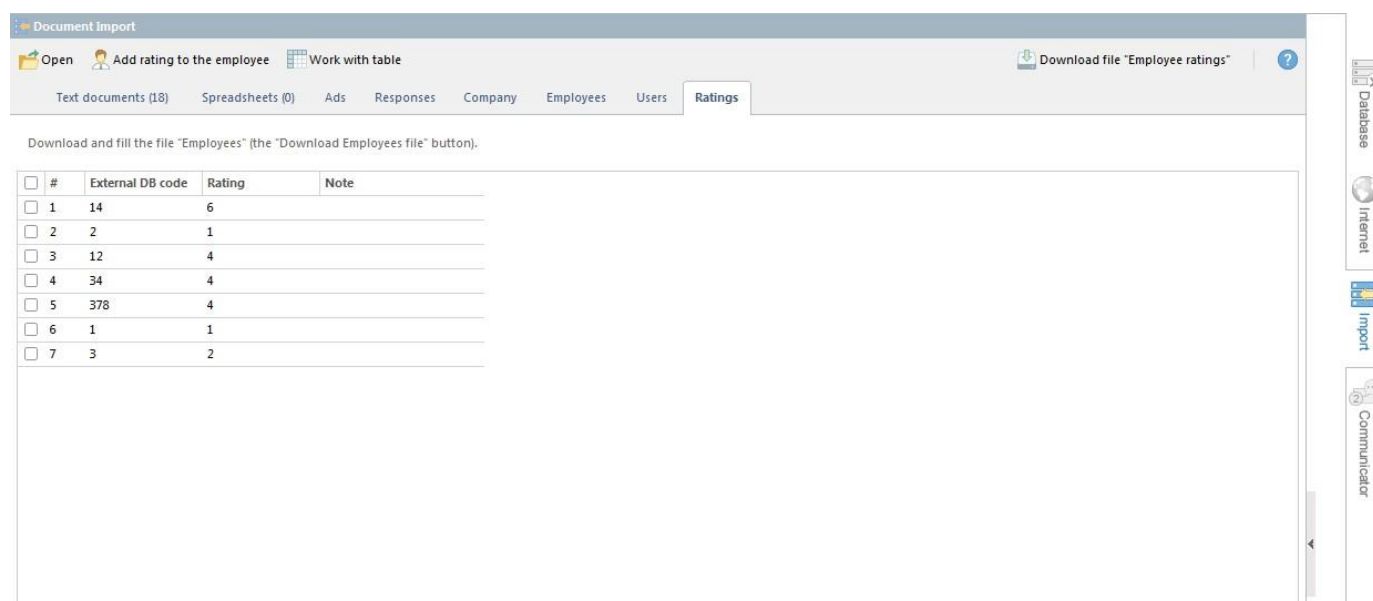


Fig. 28. Import ratings

The window **"Rating in the person's card"** will be opened, here it is necessary to select a rating's name and period of its duration (Fig. 29).

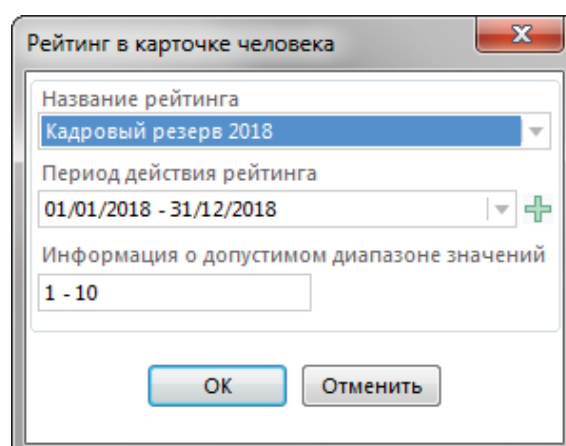


Fig. 29. Rating in the person's card

After import finishing ratings will be assigned to the appropriate employees.

EXTRA SERVICES "ENHANCED CAPABILITIES"

E-mails and SMS

This service gives an opportunity to send e-mails and SMS to candidates, clients, colleagues from the Experium Software.

While writing an e-mail the program will automatically fill in the addressee's name and contact address/phone number from the **"Person's card"** as well as a signature of the sender – Experium Software user.

You can write a text of e-mail in free form or use convenient preset patterns which if necessary can be edited and set: from **"Interview invitation"** and **"Document(s) from Experium HR software to the Line Manager"** to **"Job offer"** and **"Congratulations on successful completion of the probationary period"**.

For sending an e-mail from the Person's or Company's card:

in the card's control panel click on the button **"Communicator"** and in the drop-down menu select a required command.

The message window will be opened, here you can edit e-mail/phone number of an addressee, message text, attach a document and put the necessary contact person in copy (Fig. 30).

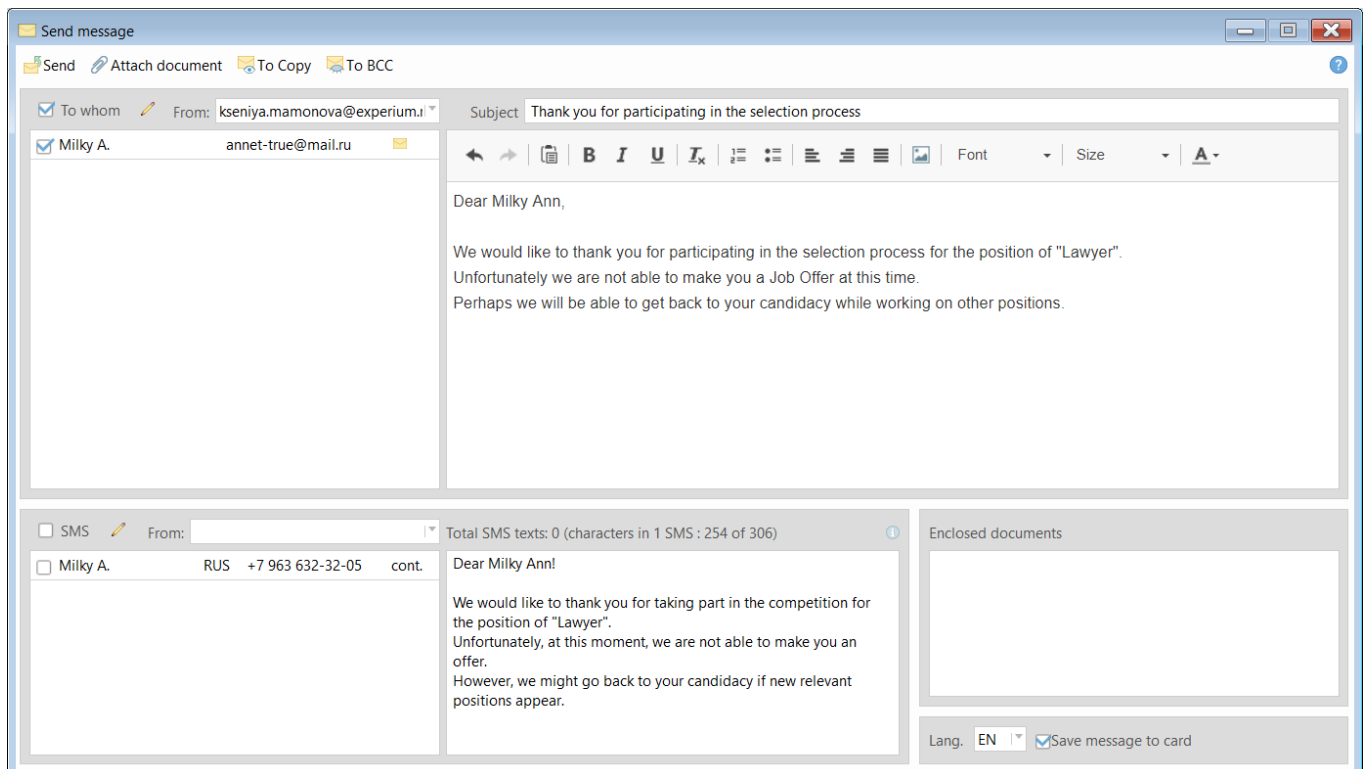


Fig. 30. Send message

EXTRA SERVICES "ENHANCED CAPABILITIES"

For sending an e-mail from the SearchWorkSheet:

it is necessary to click with the right-mouse button on a line with the applicant's full name and in the drop-down menu select a command **"Send a message to a person (email/ SMS)"**.

All sent e-mails are saved in the program. They will be automatically attached to the corresponding **"SearchWorkSheet"**, **"Person's card"** and **"Company's card"**. Also, there is an opportunity to look through e-mails sent through the definite period or date in a tab **"Messages"** in your **"Communicator"** (Fig. 31).

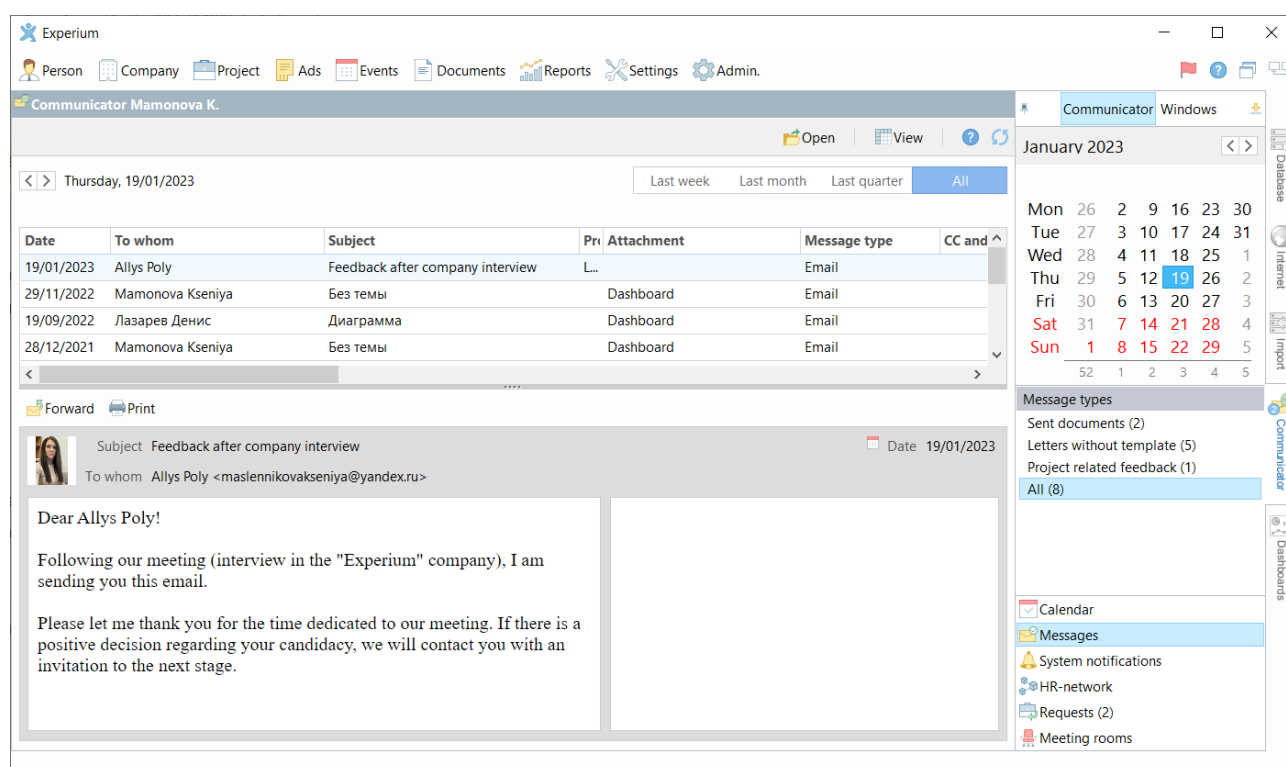


Fig. 31. Messages

HR-net

HR-net is a communication service which lets the users of Experium Software in different companies to link each other **"from program to program"** on-line.

HR-net is for communication of HR-Managers and employees of Recruitment agencies and it gives an opportunity for client and provider to work in integrated electronic space.

HR-net automates all stages of client's and provider's communication during their joint work on the project. Only users registered in Experium HR-net can use this service.

HR-net users can send each other from one program to another recruitment requests, CV, documents and cards of the people, inform each other about the work with sent candidates, schedule events and exchange messages (Fig. 32).

EXTRA SERVICES "ENHANCED CAPABILITIES"

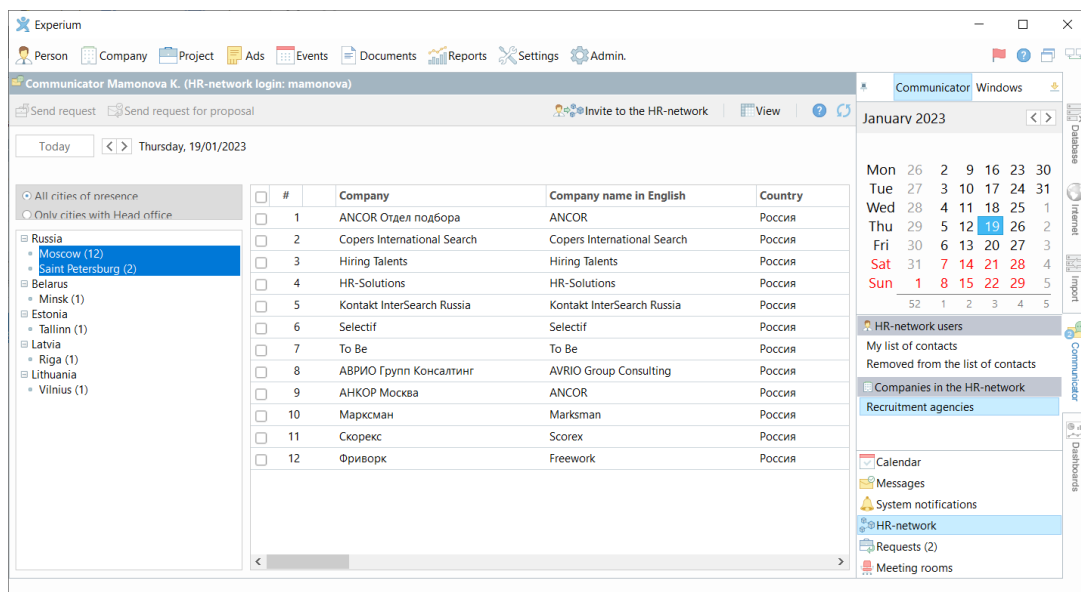


Fig. 32. HR-Network

➤ **For registration in HR-net,**

click on the button **"Settings"** on the program control panel and in the drop-down menu select a command **"Experium HR-net"**. In the opened window click on the button **"Registration"** and after filling in the form click **"Send data"**.

➤ **Send a request on adding to the Contact list:**

if your client or provider works in Experium Software, find out which login he uses in Experium HR-net and send him a request on adding to the Contact list (**Communicator** → **HR-net** → menu → button **"Add contact"**) (Fig. 33).

Search for a person in the Experium HR-network

Send request

Person's login in the HR-network
sokolova

Search results
Full Name: Шахова Анна Юрьевна
Company: Nestle
Company head office: Москва

Dear sokolova.I would like to add you to my list of contacts.Then, we will be able to work together on the projects and share cards of people, documents and messages sending them from one program to another using the Experium HR-network!Sincerely,Мамонова Ксения

Data transferred with the invitation

Data from your profile in the Experium HR-network:

Full Name: Мамонова Ксения
Company: Geliosoft
Position: менеджер по обучению
City: Санкт-Петербург

You may transmit additional data about yourself:

☒ Date of Birth 13/06/1981
☒ Email kseniya.mamonova@experium.ru

Fig. 33. Send request

EXTRA SERVICES "ENHANCED CAPABILITIES"

A request will come to your business-partner's program and as soon as he accepts it you will receive a notification.

Highlighting the person in the Contact list you can see all communication with him: sent and received e-mails, requests, documents and notifications.

Send a request on recruitment to the recruitment agency through HR-net:

HR-Manager can send a request on project to a consultant by highlighting an employee of the recruitment company in the contact list, clicking on the button **"Send a request"** and selecting a project from the list.

An employee of the recruitment company will receive a request right to the program, open a request card, click on **"Accept to work"** or **"Decline request"** and HR-manager will receive the appropriate notification (Fig. 34).

Request: Web-Designer (Geliosoft) 23/09/2021

✓ Accept to work ✗ Decline request

Client company	Related to project	Status	Date sent
Geliosoft		Under consideration	23/09/2021
Client	Position	Finish before	Duration
Набатов Д.	Web-Designer	30/10/2021	483 days
Qty			2
Subgroup of responsible	City	Responsible	
	Moscow	Mamonova K.	
Presence in the budget	Reason for opening	Replaced employee	
no	new		
Classifier	Foreign languages	Recipients	
	English (Fluent)	Мамонова Ксения (Geliosoft)	
Salary Min/Max	Currency	Gross/Net	C&B
12000 14000	EUR	Net	VHI, mobile payment
			Probation period
			90 days
Experience requirements		Responsibilities	
Logical thinking and creativity Experience in design from 3 years Technical knowledge of layout (for easy communication)		Development of a design concept for an online platform Development of ui-standards, interfaces Prototyping interfaces and web pages	
Sex	Age from-to	Work experience	
any	from 18 under 45	3 years	
Education		Personal qualities	
higher		Desirable - a graduate of tech High responsibility and self-discipline	
Employer	Work schedule	Employment type	
At employer's	Full-time	Full	

Fig. 34. Accept/ Decline request

EXTRA SERVICES "ENHANCED CAPABILITIES"

Send a candidate's CV to HR-manager:

If an employee of the recruitment company will accept a request, a project will be created in his program, he will be able to send candidates on this project directly to the HR-manager's SearchWorkSheet. There is a command **"Send CV to the client by HR-network"** in the SearchWorkSheet of the recruitment agency (Fig. 35).

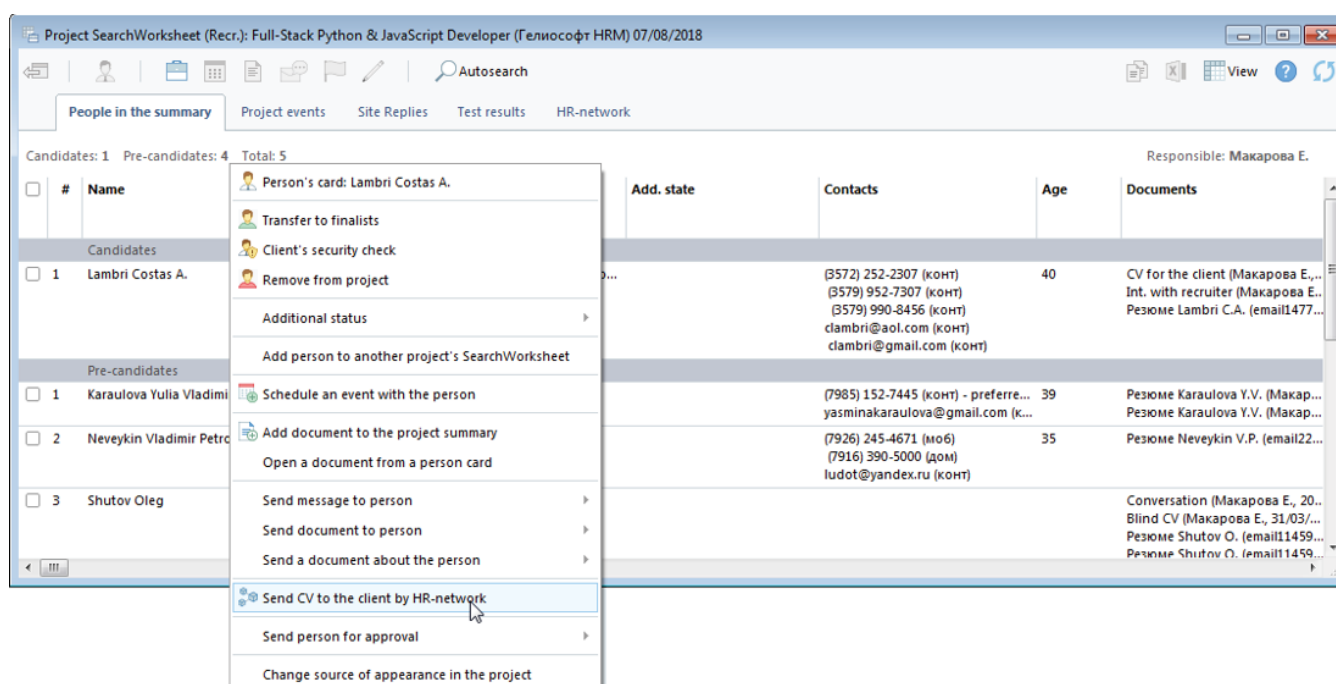


Fig. 35. Send CV to the client by HR-network

Work with candidates in the SearchWorkSheet:

Candidate's CV sent from the Recruitment Agency's SearchWorkSheet will come directly to the HR-manager's SearchWorkSheet. For getting CVs received through HR-net, in the SearchWorkSheet of HR-manager there is a tab **"HR-net"** (Fig. 36).

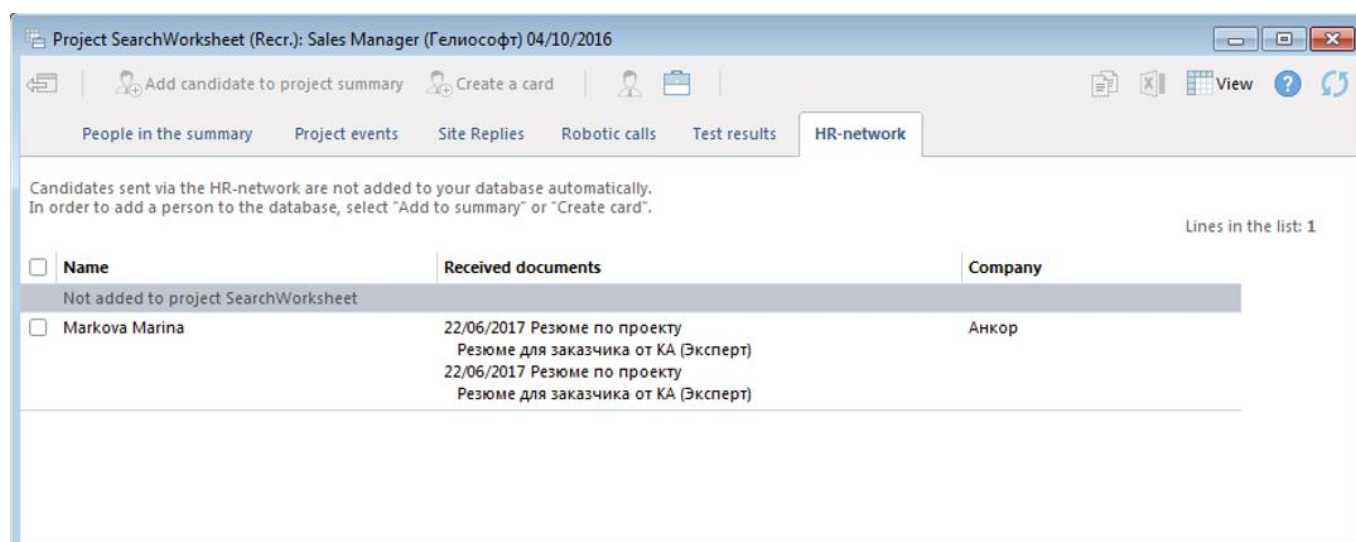


Fig. 36. HR-network in SearchWorkSheet

EXTRA SERVICES "ENHANCED CAPABILITIES"

➤ In the tab "**HR-net**" HR-manager can always see what and when the Recruitment Agency has sent a candidate.

HR-manager can at once look through the card of sent candidate and his CV in a tab "**HR-net**", or can add him to the tab "**People in the summery**" in any necessary status (Pre-candidate/Candidate/Finalist).

Adding a sent candidate to the SearchWorkSheet HR-manager can tick "**Notice a consultant of the Recruitment Agency**" and to the SearchWorkSheet of the Recruitment Agency's consultant will come a corresponding notification. It will be displayed in the column "**Work with a person**".

After receiving a notification about person's status change in HR-manager's SearchWorkSheet (for example, a candidate's transfer to a finalist) a consultant of the Recruitment Agency can click on the notification and a person will be transfer to a finalist in his SearchWorkSheet.

Besides CV, a consultant of the Recruitment Agency and HR-manager can send to each other any documents from the Person's or Project's cards.

➤ *For sending an instant message:*

You can send instant messages to people from the contact list. For this just highlight a person in the contact list and click on the button "**Send a message to a person (email/ SMS)**".

EXTRA SERVICES "ENHANCED CAPABILITIES"

Merge of duplicates (people/ companies)

This service gives an opportunity to integrate duplicates of people and companies.

To merge duplicate cards of persons:

in the person's card click on the button **"Person"** and select a command **"Merge with another person's card"**. In the opened window select the full name of the person which you want to integrate a duplicate card with and click **"OK"** (Fig. 37).

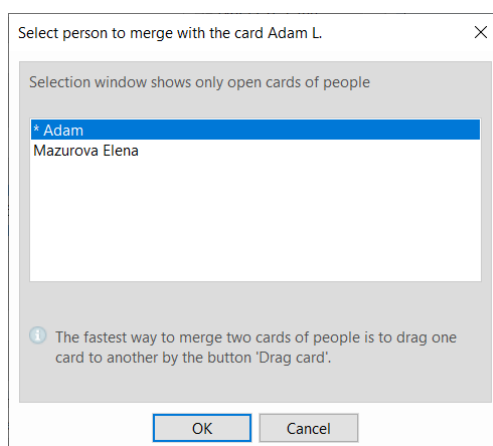


Fig. 37. Merge with another person's card

Only opened cards of people are displayed in the selection window.
The quickest way to merge two cards of people – to move one card into another using the button "Drag card".

The window **"Module for combining duplicates"** will be opened, here it's required to select which personal data, professional experience and education data will be saved in the person's card & only data that doesn't match in 2 cards is displayed). Comments from both cards will be integrated automatically.

Then for information integration click on the button **"Merge"** in the left upper corner (Fig. 38).

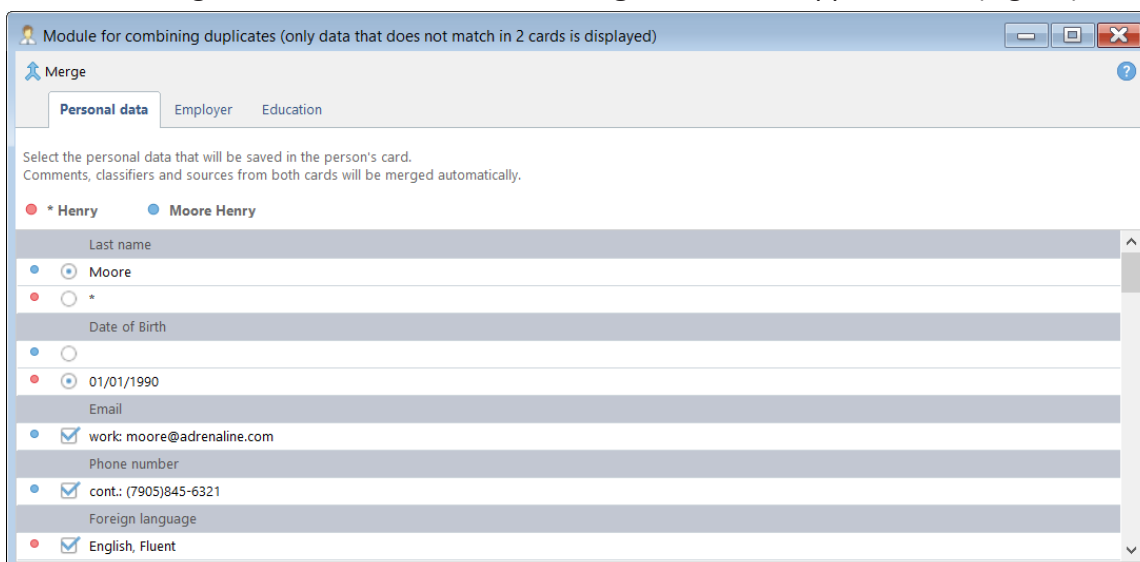


Fig. 38. Module for combining duplicates

EXTRA SERVICES "ENHANCED CAPABILITIES"

➤ **To merge duplicates of companies’ cards:**
in the work area open cards of the companies required to be merged. Using the button **"Drag card"** move one Company’s card into another and in the opened window select a further action by clicking on the button **"Merge"** (Fig. 39).

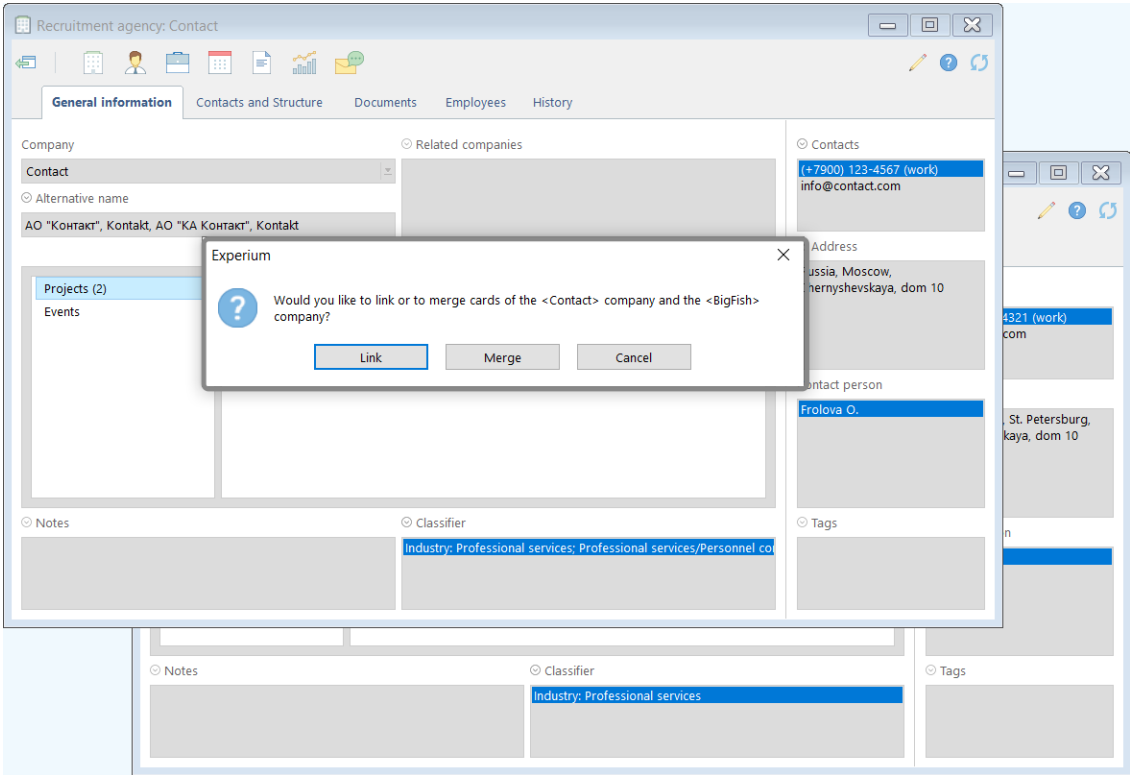


Fig. 39. Merge company’s cards

The window **"Company unification module"** will be opened, here it’s required to select a name and type of the company, structure and contact information which will be saved in the new company’s card. All other information including projects, documents and events will be saved from the two cards.
Then for information unification click on the button **"Merge"** in the left upper corner of the window (Fig. 40).

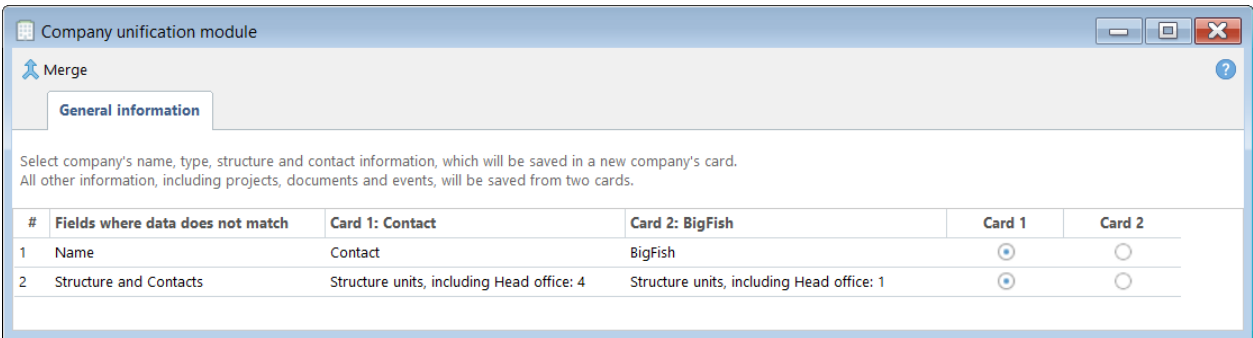


Fig. 40. Company unification module

EXTRA SERVICE "PROJECT ACCESS RESTRICTIONS"

The bundle includes four additional services:

1. Project access restrictions;
2. Hiding projects;
3. Working with pre-candidates / candidates from other people's projects;
4. Working with finalists from other people's projects.

For connecting the user to the "Project access restrictions"

click the **"Admin"** button, select the **"User profile"** command in the drop-down menu and change the permissions for the employee in the window that opens.

Project access restrictions

In the user's permissions you must specify what kind of projects he can see.

Project hiding

In the user's permissions tick **"It is allowed to hide own projects"**.

For hiding the project from other users in the project card, click the **"Project"** button and select the **"Hide project card"** command in the drop-down menu (Fig. 41).

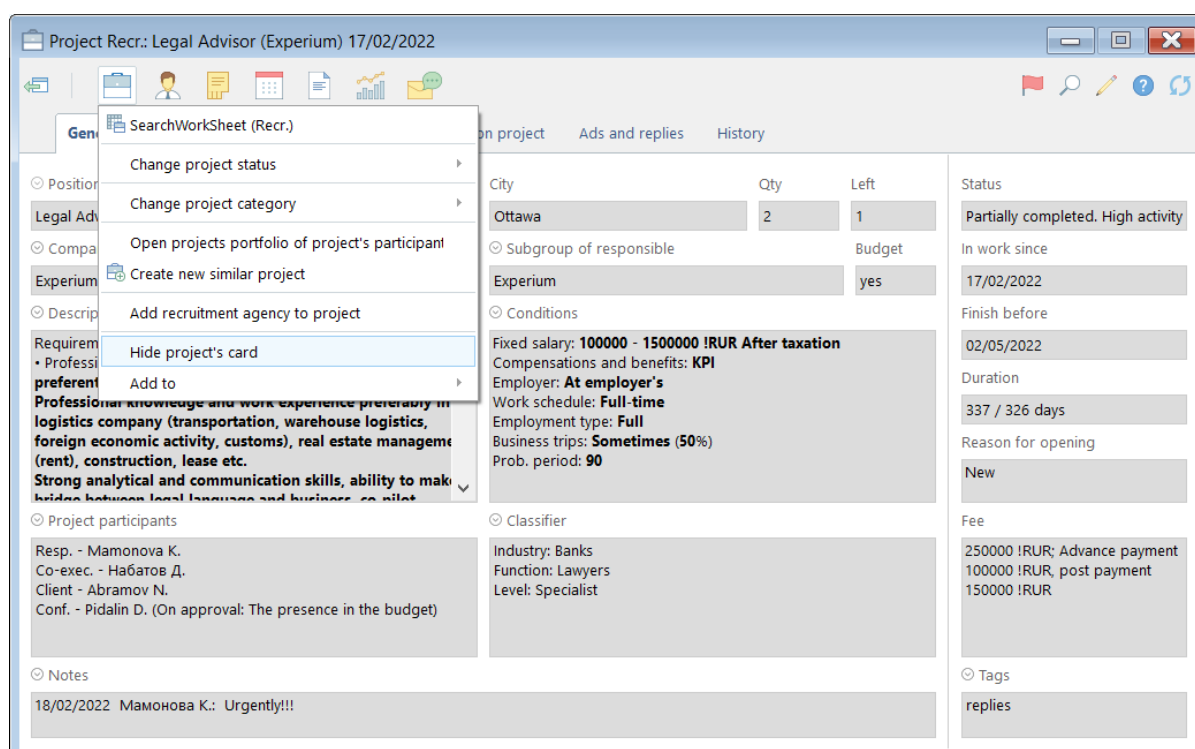


Fig. 41. Hide project card

EXTRA SERVICE "PROJECT ACCESS RESTRICTIONS"

- For making the project visible again click the button **"Project"** in the project's card and select the command **" Make project visible for other users "** in the drop-down menu (Fig. 42).

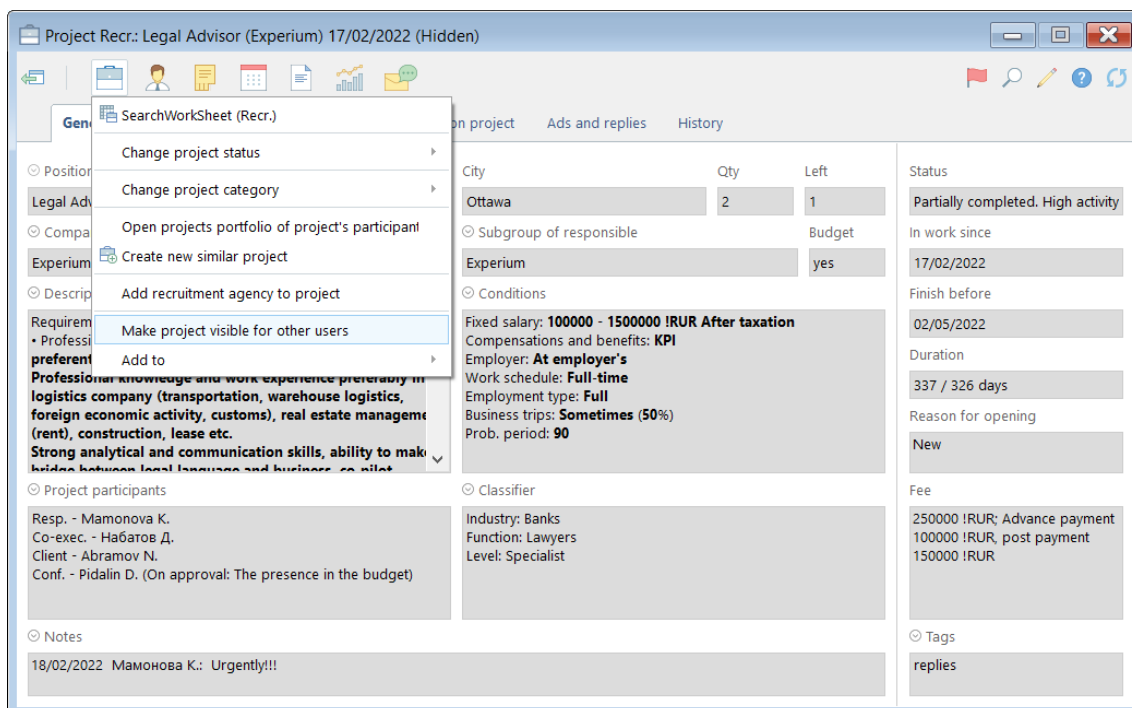


Fig. 42. Make project visible for other users

Work with pre-candidates/ candidates from other users' projects

In the user's permissions tick **"You cannot add to your projects pre-candidates and candidates from others' projects"**.

Work with finalist from other users' projects

In the user's permissions tick **"You cannot add to your projects finalists from others' projects"**.

EXTRA SERVICE "MEETING ROOMS"

This extra service allows user to book more than two meeting rooms while planning the events in the program. There is also an opportunity to create the groups of meeting rooms for individual offices of the company.

Thus, in the "**Communicator**", in the section "**Meeting rooms**" each user can view the schedule to meeting rooms on the required date indicating event and user's name (Fig. 43).

The screenshot shows the Experium Communicator interface. The top navigation bar includes icons for Person, Company, Project, Ads, Events, Documents, Reports, Settings, and Admin. Below this is a sub-header 'Communicator Mamonova K.' and a 'Book' button. The main area displays a calendar for November 2021, with a table showing meeting room availability for various floors (Yellow, Green, Red, Розовая, Голубая) and times. The table shows that the Yellow (Floor 1) room is booked for the times 13:00-13:30, 13:30-14:00, and 14:00-14:30 by user Евдохина Е. В. The right sidebar contains a list of groups and a list of meeting rooms.

Time	Yellow (Floor 1)	Green (Floor 1)	Red (Floor 1)	Розовая (Floor 2)	Голубая (Floor 2)
8.00 - 8.30					
8.30 - 9.00					
9.00 - 9.30					
9.30 - 10.00					
10.00 - 10.30					
10.30 - 11.00					
11.00 - 11.30					
11.30 - 12.00					
12.00 - 12.30					
12.30 - 13.00					
13.00 - 13.30	Евдохина Е. В.				
13.30 - 14.00	Евдохина Е. В.				
14.00 - 14.30	Евдохина Е. В.				
14.30 - 15.00					
15.00 - 15.30					
15.30 - 16.00					
16.00 - 16.30					

Fig. 43. Meeting rooms

EXTRA SERVICE "MULTILINGUAL INTERFACE"

This extra service allows to work in the program with interfaces in Russian and in English.

▾ For changing program interface language:

at the mail control panel of the program click on the button "**Settings**" and in the drop-down menu select a command "**Language**". In the opened window select the required language of the interface (Fig. 44).

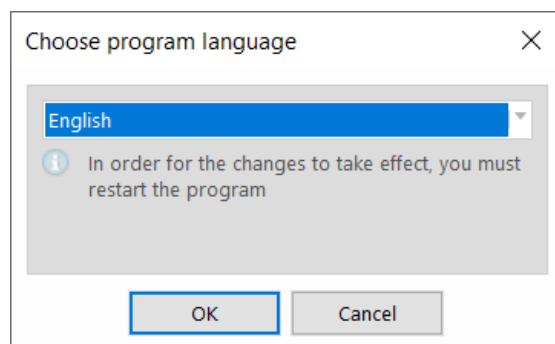


Fig. 44. Changing language



The change will take force the next time you launch the program.

EXTRA SERVICE "WEB-INTERFACE"

Service Web-interface is for HR-managers and line managers of the company who works with the projects using Web-browser.

Web-interface is available at www.experium.net.

For entering Web-Interface it is required to use login and password indicated upon registration in HR-net.

Web-Interface for line managers

For sending a request to HR-Manager for a vacancy, in the left side panel click on the button "Send Request" (Fig. 45).

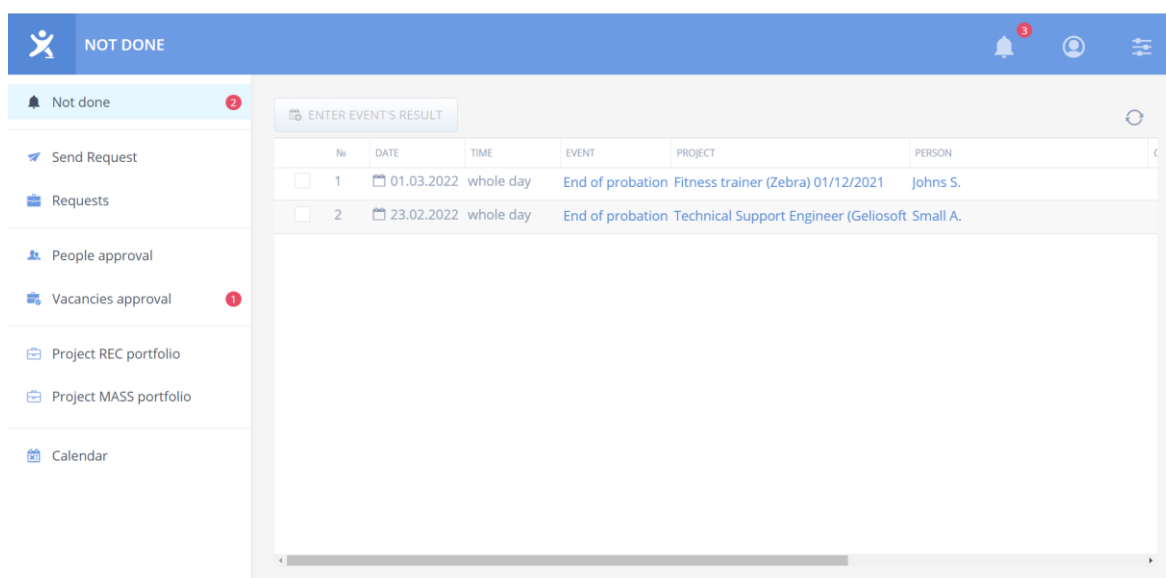


Fig. 45. Web-interface

The form for filling in a new request will be opened.

It's required to indicate: name of vacancy, number of opened positions and HR-manager whom you send a request for a vacancy (Fig. 46).

EXTRA SERVICE "WEB-INTERFACE"

SEND REQUEST

Not done 1

Send Request

Requests

People approval 6

Vacancies approval 1

Project REC portfolio

Calendar

HR-manager

* Full name: Мамонова Ксения

General information

* Company: Geliosoft

Department: Choose department ...

* Position: Web-Designer

Town: Moscow

* Quantity: 2

Close Before: 30.10.2021

Presence in the Budget: no yes

Reason of Opening: new replacement декрет перевод

Working conditions

Salary min-max: 12 000 14 000 EUR

Before taxation After taxation

Compensations and Benefits: VHI, mobile payment

Probation, days: 90

Employer: At employer's Long-distantly

Work Schedule: Full-time

Employment Type: Full

EXTRA SERVICE "WEB-INTERFACE"

SEND REQUEST

8

Not done

1

Send Request

Requests

People approval

6

Vacancies approval

1

Project REC portfolio

Calendar

Requirements for a candidate

Experience Requirements:

Logical thinking and creativity
Experience in design from 3 years
Technical knowledge of layout (for easy communication with developers)
Experience not only in the initial launch, but also in the development of sites / services

Responsibilities:

Development of a design concept for an online platform
Development of ui-standards, interfaces
Prototyping interfaces and web pages
Work on the information structure together with a copywriter
Development of promo pages

Education:

higher

Education's comment:

Desirable - a graduate of technical universities

Personal Qualities:

High responsibility and self-discipline

Foreign languages:

English

Fluent

Choose language ...

Sex:

any

female

male

Age:

18

45

Yrs of Exp.:

3 years

Additional Information:

Urgent project

SEND REQUEST

Fig. 46. Request

EXTRA SERVICE "WEB-INTERFACE"

After filling the form click on the button **"Send Request"**.

All requests sent from Web-interface are displayed in **Requests Portfolio**.

In order to approve or reject a vacancy sent for approval by the HR Manager, click the **"Vacancies"** button in the **"Approval"** section in the left sidebar.

To view information about the vacancy, left-click on the vacancy title. In the opened window select **"Approve"** or **"Reject"** and, if necessary, leave a comment for the HR-Manager (Fig. 47).

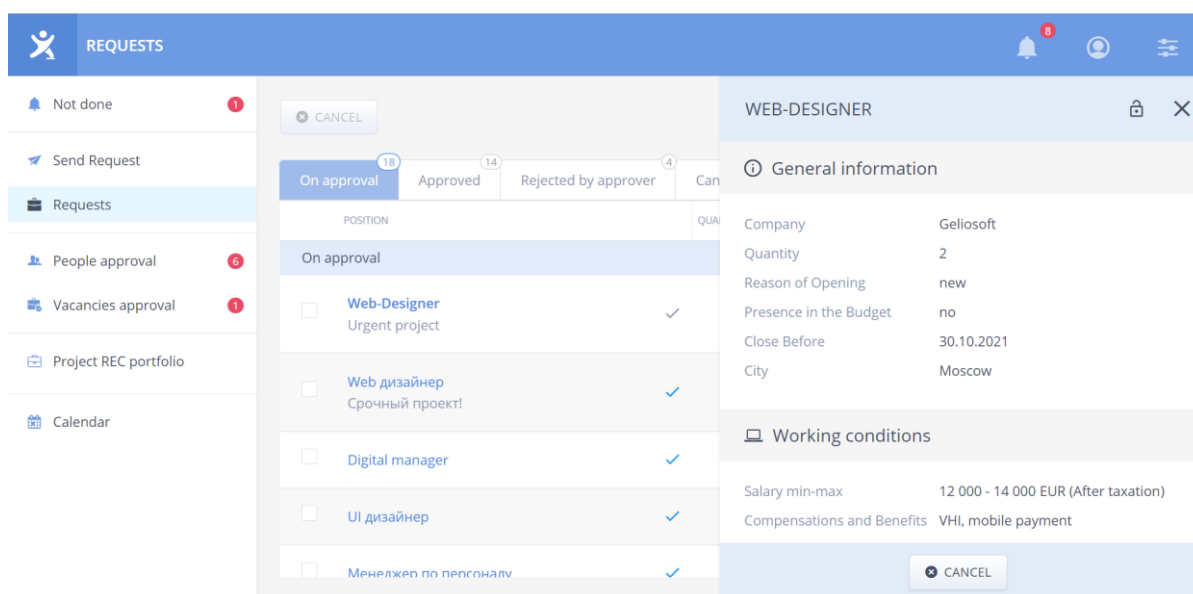


Fig. 47. Requests Portfolio

In order to approve or reject a person sent for approval by the HR Manager, click the **"Person"** button in the **"Approval"** section in the left sidebar.

To view information about the person, left-click on the person's name. In the opened window select **"Approve"** or **"Reject"** and, if necessary, leave a comment for the HR-Manager (Fig. 48).

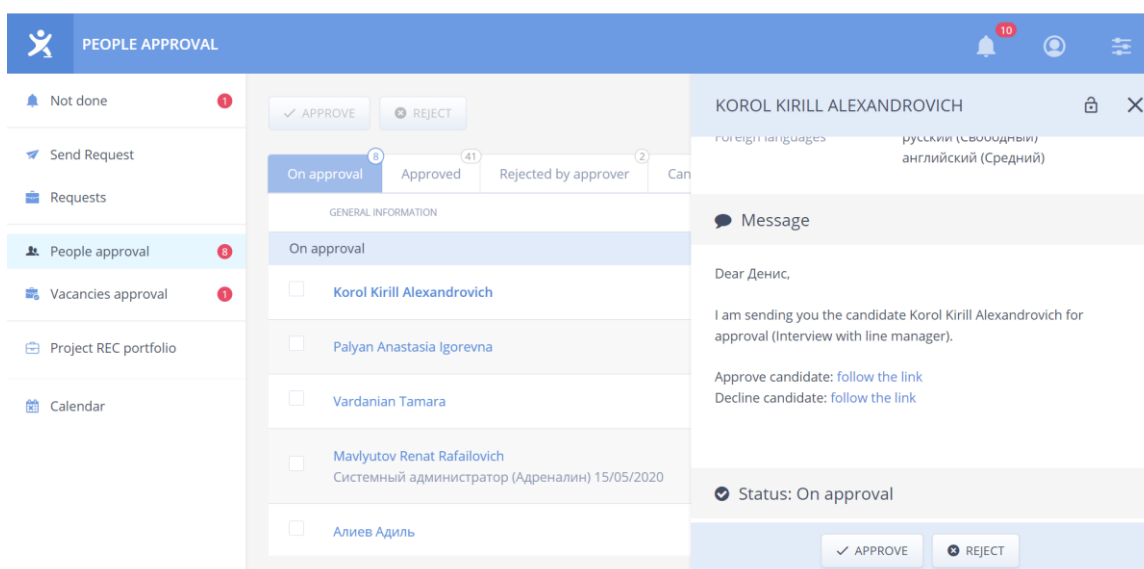


Fig. 48. People approval

EXTRA SERVICE "WEB-INTERFACE"

Web-Interface for HR managers

For opening **Projects Portfolio** in the left side control panel click on the button "**Projects Portfolio**" (Fig. 49).

No	POSITION TITLE	NUMBER	CITY	COMPANY	STATUS	CLOSE BEFORE
Status: Request						
1	Accountant	1	Moscow	Geliosoft	Request	
Status: In progress. High activity						
1	Legal Advisor	2	Ottawa	Experium	In progress. High activity	
2	IT-Designer	2	St. Petersburg	Experium	In progress. High activity	
3	IT-Recruiter	2	Moscow	Geliosoft	In progress. High activity	28.02.2022

Fig.49. Projects Portfolio

For opening **SearchWorkSheet** click with the left mouse-button on the name of the vacancy in the Projects Portfolio (Fig. 50).

No	NAME	STATUS	ADD. STATE	CONTACTS
Finalists				
1	Fedorov Lev	accepted Job Offer		(7999) 860-170
Candidates				
1	Kuzmin Nikolay Vladimirovich	17/02/2022 Transferred to Candidates		653-8977 (кон)
2	Sarkisyan Liya	17/02/2022 Transferred to Candidates		
Pre-candidates				
1	Panteleev Vlad	17/02/2022 Added to Pretendents		(7914) 258-581
2	Sokolova Svetlana	17/02/2022 Added to Pretendents		(7999) 977-177
3	Votintseva Viktoria	17/02/2022 Added to Pretendents		(8916) 000-000

Fig. 50. SearchWorkSheet

EXTRA SERVICE "WEB-INTERFACE"

▾ To schedule an event with the person,

in the SearchWorkSheet put a tick in the check-box in front of the name of a person you need to schedule an event with and in the upper field of the tab click on the button **"Schedule an event"**.

In the opened window fill in all the necessary information with indicating a type of the event and click on the button **"Save"** (Fig. 51).

Schedule an event with the person: Sarkisyan Liya

* Type
Interview with a line manager

* Date
17.02.2022

All day

* Start time
15:00

* End Time
16:00

* Responsible for the event (enters result)
Набатов Денис

* Line manager
Мамонова Ксения

Event participants

Note
Teams

SAVE

Fig. 51. Schedule an event

Scheduled event will be displayed in the SearchWorkSheet in the column **"Work with a person"**.

EXTRA SERVICE "WEB-INTERFACE"

▾ For adding an event's results,

click with the left mouse-button on the name of the event in the SearchWorkSheet in the column **"Work with a person"**.

In the opened window click on the button **"Add the event's result"** and fill in the special form (Fig. 52).

The screenshot shows a web form titled "Interview (supervisor) Legal Advisor (Experium) 17/02/2022". The form has a header bar with a title and a close button. Below the header, there are four buttons: "SAVE SHORT RESULT", "FREE FORM", "FILL FORM" (which is highlighted with a blue border), and "FILE". The form contains several input fields: "Date" with the value "17.02.2022" and a calendar icon; "Line manager" with the value "Мамонова К."; "Candidate" with the value "Sarkisyan L."; and "Position" with the value "Legal Advisor (Experium) 17/02/2022". There are two text areas: "Information (Line manager)" and "Info from candidate", both with a small icon in the bottom right corner. At the bottom left, there is a blue button labeled "SAVE EVENT RESULT". At the bottom right, there is a button labeled "CLOSE".

Fig. 52. Event's result

CONCLUSION

Thanks for reading this guide on working with Experium software!

- If you have unanswered questions, please, contact us: **+7 (495) 783-66-03**
- If you have any feedback on the program, please, send us an e-mail to info@experium.ru

***WE CREATE A PROGRAM FOR PROFESSIONALS
WITH PROFESSIONALS!***