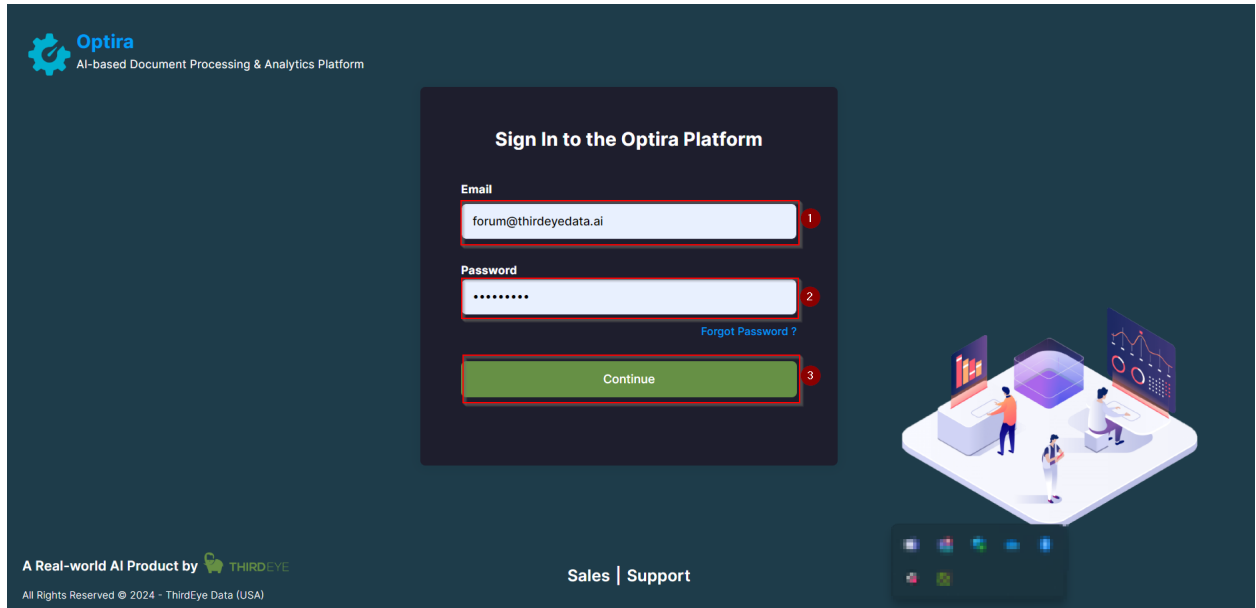
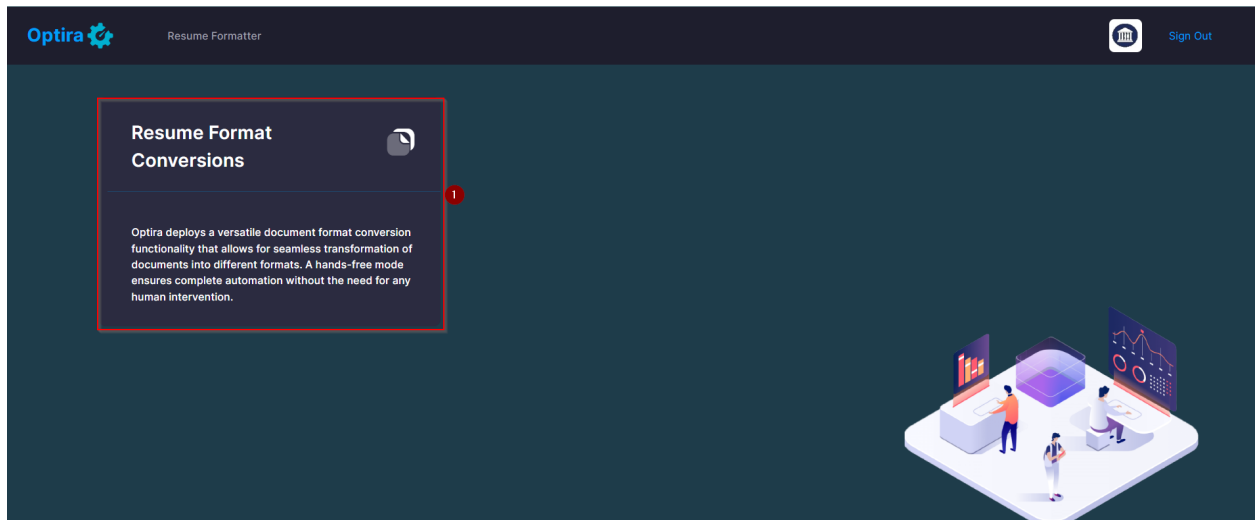


FORUM RESUME FORMATTING

1.To login, go to the website <https://forumgroup.optira.ai/auth/> , then enter your **email** and **password**. Follow the steps shown in the screenshot below.

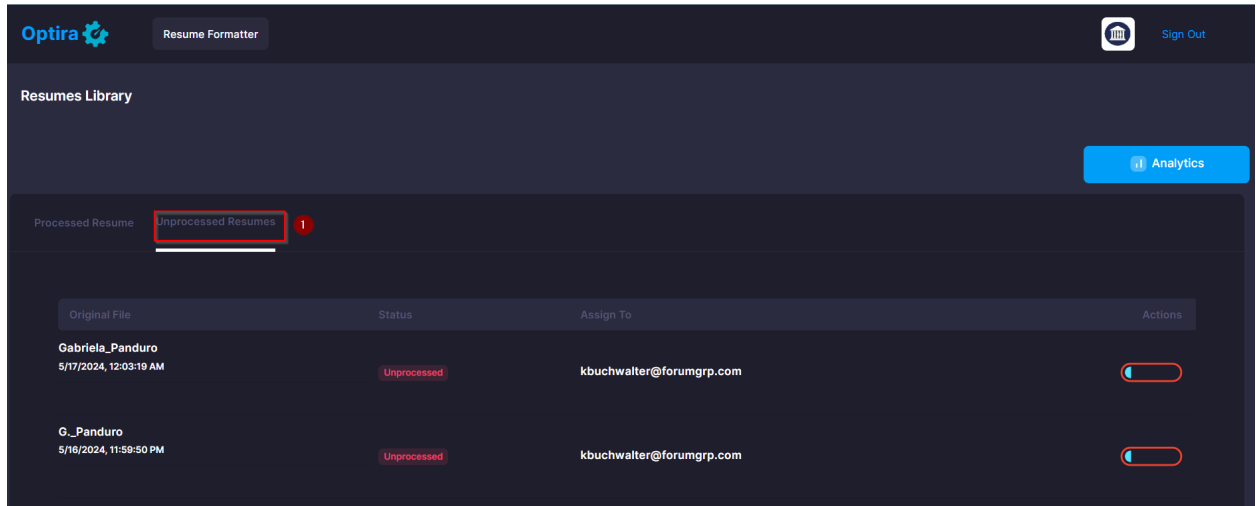


2.Click on “Resume Format” as shown below



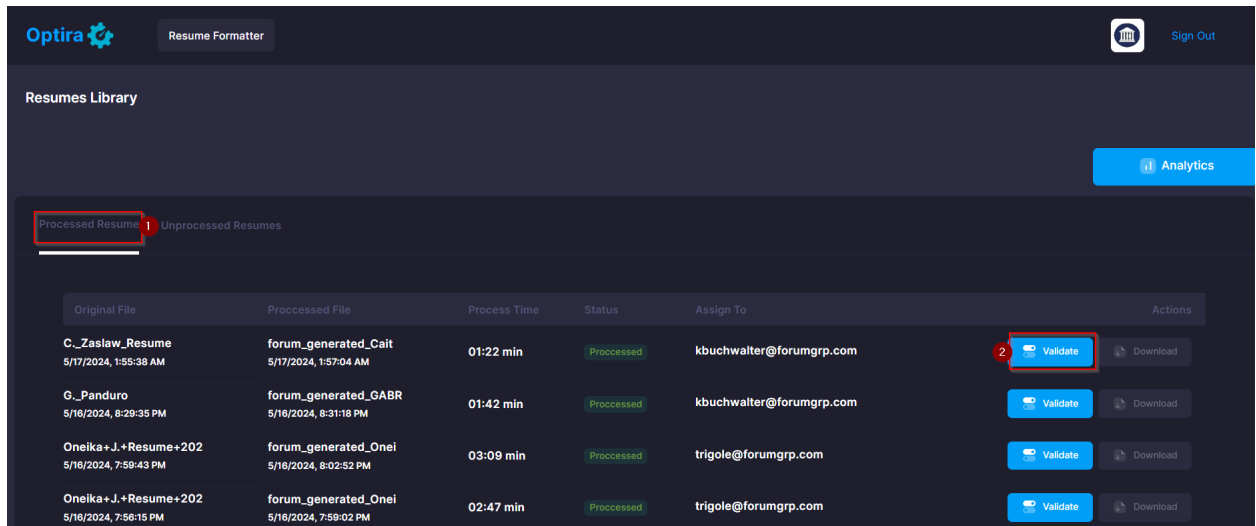
3.Now, you can navigate to view both processed and unprocessed resumes.

- Click on **"Unprocessed Resumes"** to access the unprocessed ones. Likewise, click on **"Processed Resumes"** to view the processed ones



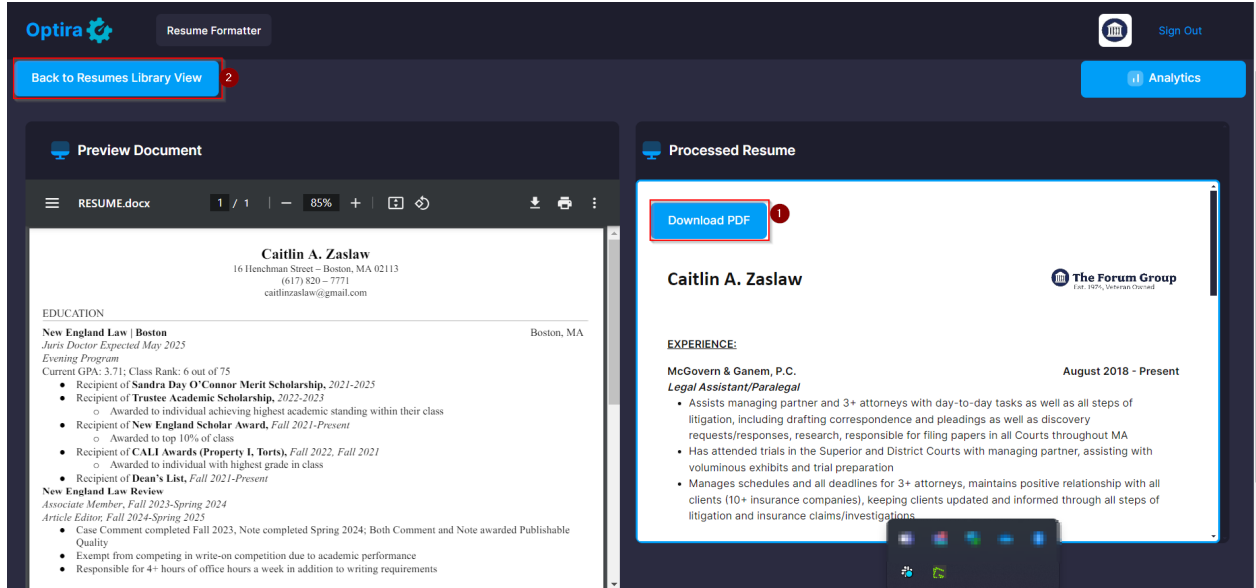
4. In the processed resumes section, select the **"Validate"** option.

- This will allow you to examine the processed resume and compare it with your original input resume and the forum-formatted resume.

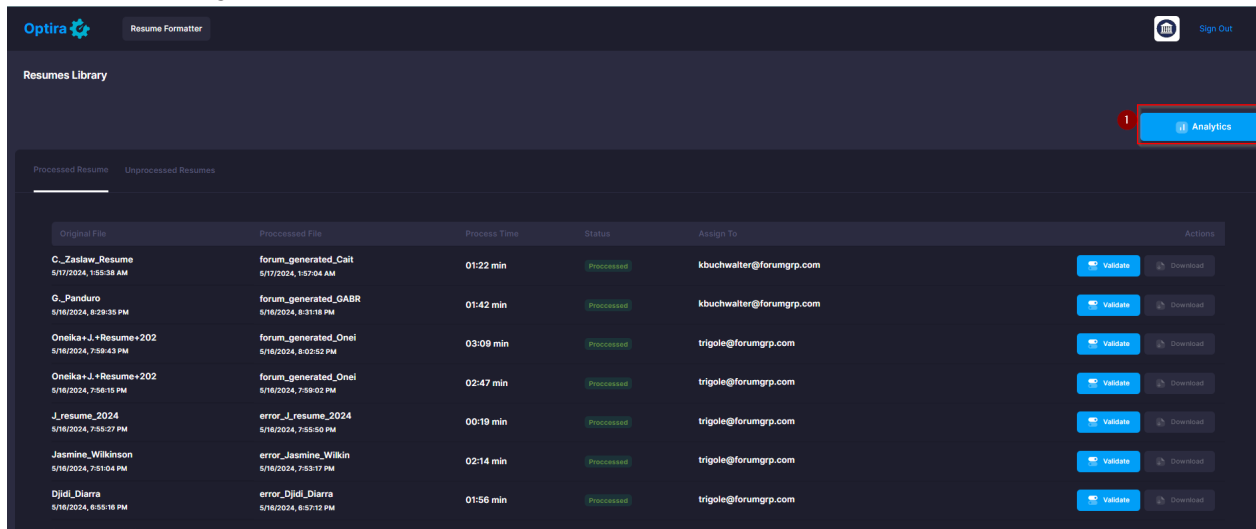


- After comparing and checking the resume, you can download the **PDF** version of the resume as shown in the screenshot below.

- To return to the previous page, simply click on the **"Back to Resumes Library View"** option, as indicated in the image below.



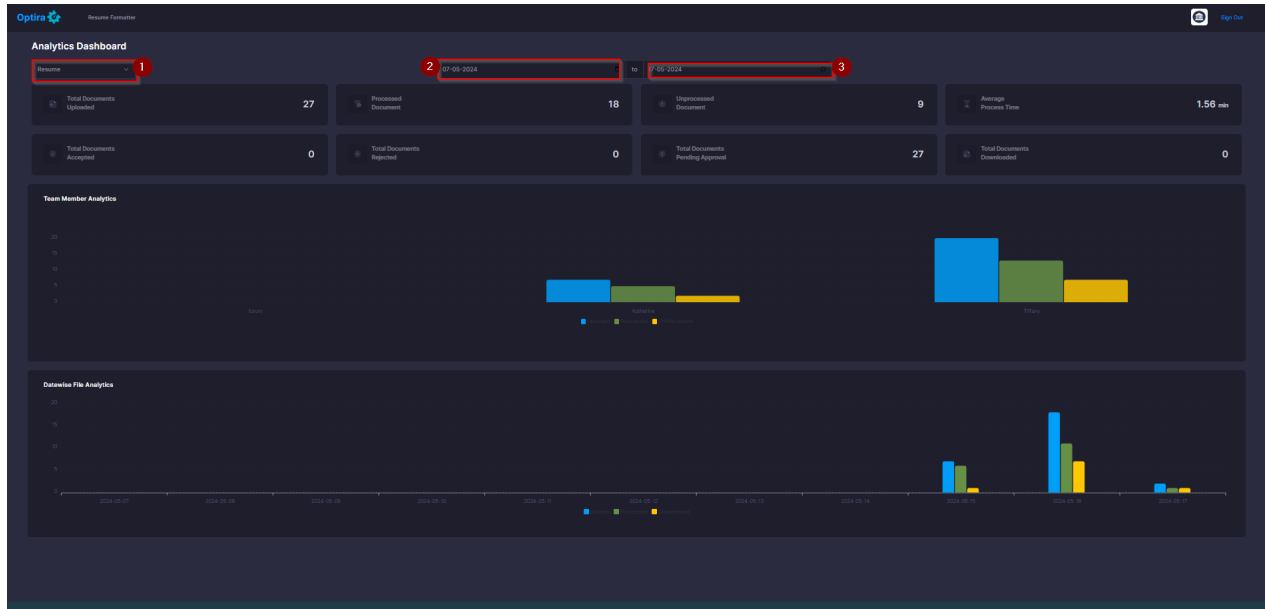
5. Click on **"Analytics"** option as shown below screenshot



6. Once you're in the Analytics section, choose the **"Resume"** option. Then, specify the date range by adding dates from and to in the date range selector. After doing so, you'll receive the following details:

- Total Documents Uploaded
- Total Documents Pending Approval
- Total Documents Rejected
- Total Documents Downloaded

5. Total Documents Accepted
6. Average Process Time
7. Unprocessed Documents
8. Processed Documents.



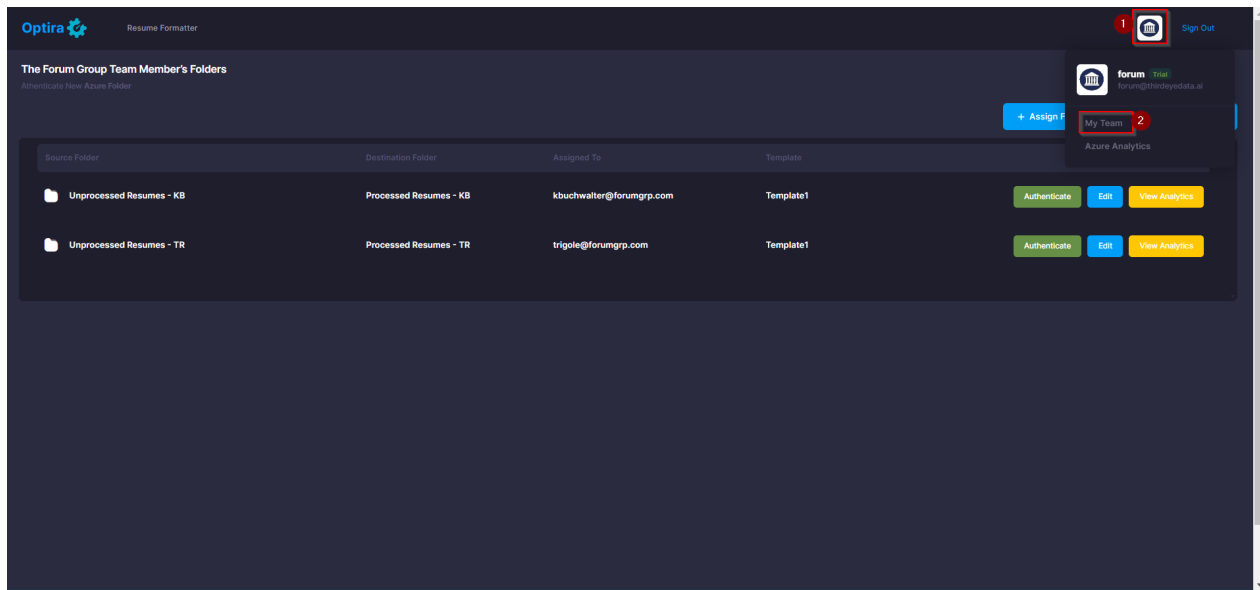
7. You can now review the Datewise File Analytics and Team Member Analytics by referring to the screenshot below



8. The superadmin indeed has the authority to add new team members, edit their information, and check their analytics.

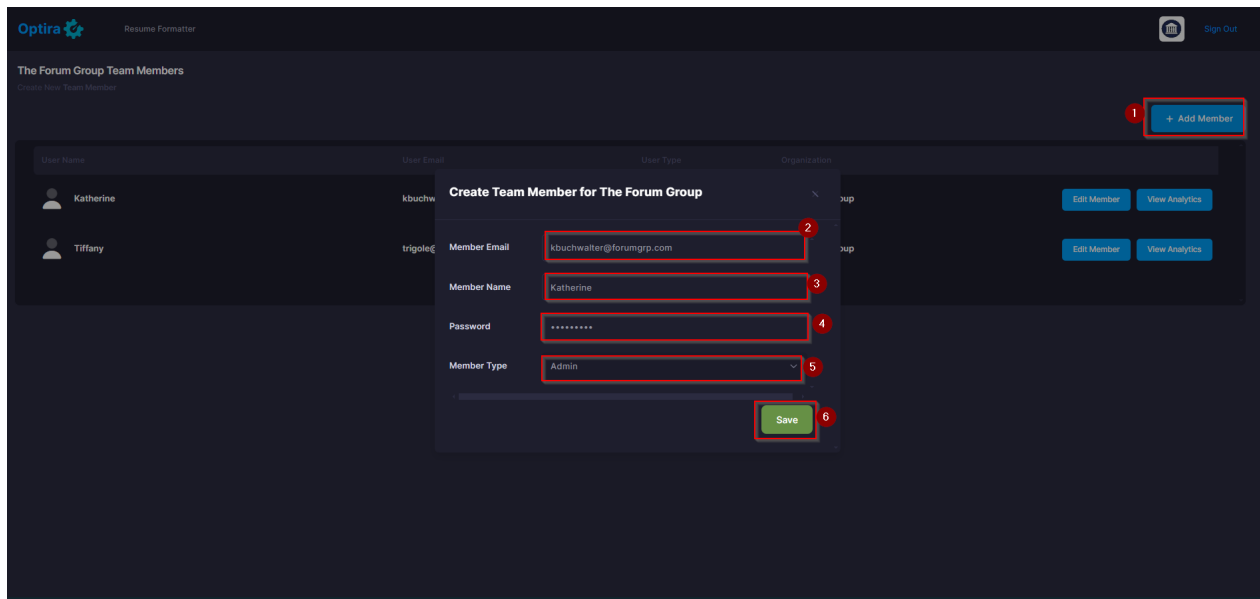
To access **"My Team,"** follow these steps:

1. Click on the logo icon, as indicated in the screenshot.
2. Next, click on **"My Team."**



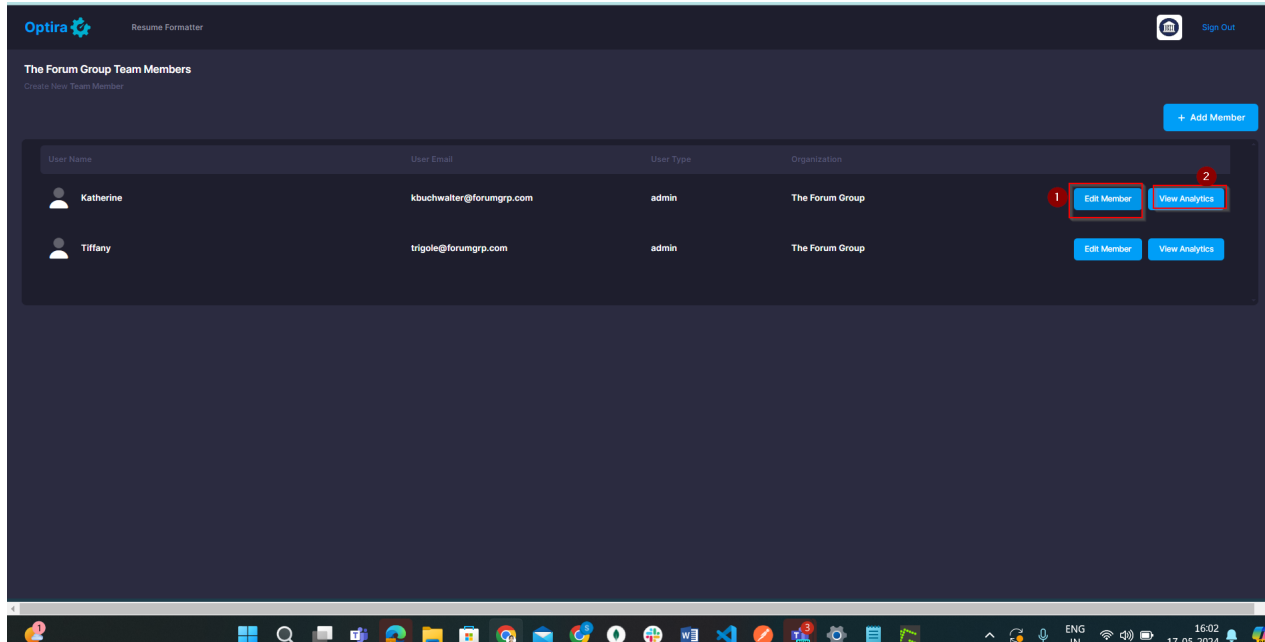
8.a) Once you've entered "My Team," you'll see the screen depicted in the screenshot. Follow these steps to add a new member:

1. Click on **"Add Members."**
2. Fill in all the required details for the new member.
3. Click **"Save"** to finalize the addition.



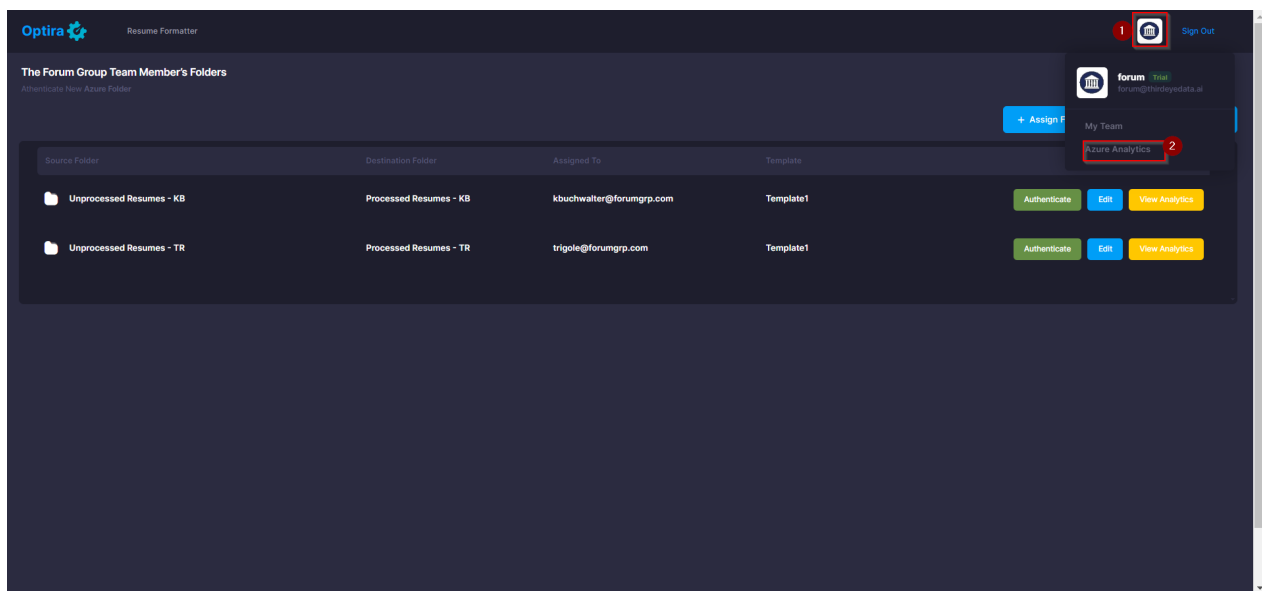
8.b) 1. To edit existing team member details:

- Click on **"Edit Member."**
 - Make the necessary changes to the team member's details.
2. Click on **"Analytics"** to view the analytics of your team.



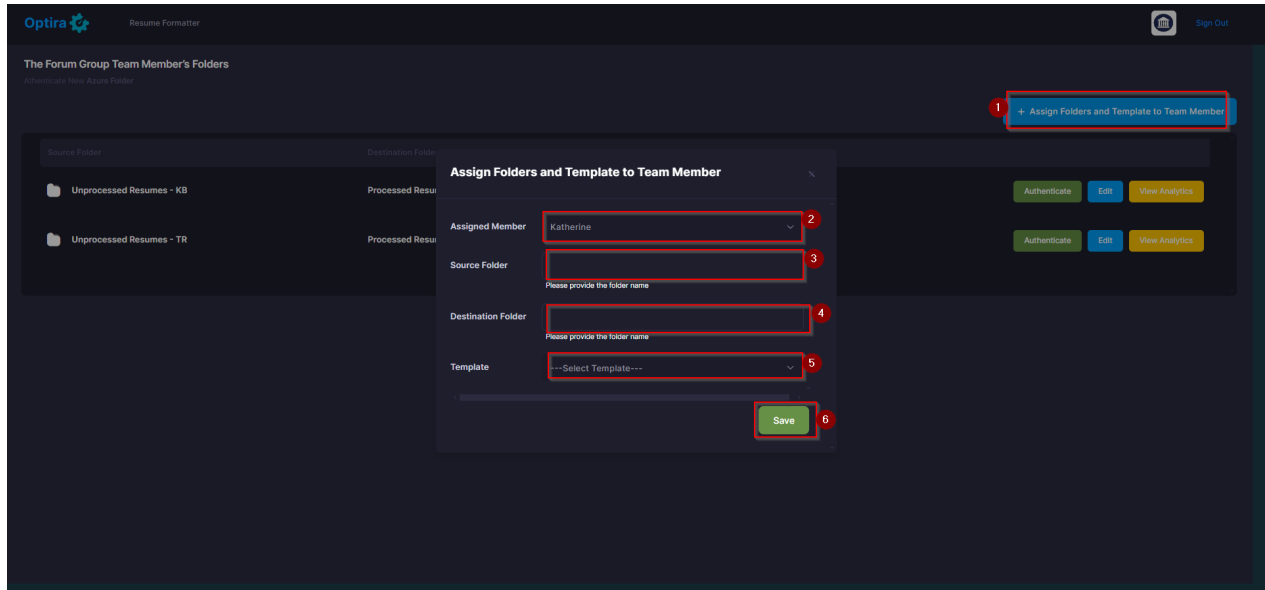
9. To access "Azure Analytics" follow these steps:

3. Click on the logo icon, as indicated in the screenshot.
4. Next, click on "Azure Analytics."



9.a) Click on "Assign Folders and Template to Team Member" as shown in the screenshot.

- Fill in all the details, including Assigned Member, Source Folder, Destination Folder, Template.
- Save the configuration.



9.b) You have three options: Authenticate, Edit, and View Analytics.

1. Click on **"Authenticate"** to authenticate your OneDrive folders.
2. Select **"Edit"** to modify the information provided.
3. For analytics, click on **"View Analytics."** Once clicked, you'll be able to access analytics data.

