## FORUM RESUME FORMATTING

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

Al-based Document Processing & Analytics Platform		
	Sign In to the Optira Platform	
	Email forum@thirdeyedata.ai	
	Password 2 Forgot Password ?	
	Continue 3	
A Real-world Al Product by 🐂 THIRDEYE		* * * * *
A Real-world AI Product by W THIRDEYE All Rights Reserved © 2024 - ThirdEye Data (USA)	Sales   Support	4 8

## 2.Click on "Resume Format" as shown below

Optira 🛟		sign sign	
	Resume Format Conversions		
	Optira deploys a versatile document format conversion functionality that allows for seamless transformation of documents into different formats. A hands-ree mode ensures complete automation without the need for any human intervention.		

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

Optira 🏠	Resume Formatter		Sign Out
Resumes Library			
			i Analytics
Processed Resume	Unprocessed Resumes		
Original File			Actions
Gabriela_Pandu 5/17/2024, 12:03:19		kbuchwalter@forumgrp.com	
G,_Panduro 5/16/2024, 11:59:50	PM	kbuchwalter@forumgrp.com	

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.

Optira 🤹 Resume Forma	atter				Sign Out
Resumes Library					
					Analytics
Processed Resume Unprocessed R					
CZaslaw_Resume 5/17/2024, 1:55:38 AM	forum_generated_Cait 5/17/2024, 1:57:04 AM	01:22 min		kbuchwalter@forumgrp.com	2 🔁 Validate 🔒 Download
GPanduro 5/16/2024, 8:29:35 PM	forum_generated_GABR 5/16/2024, 8:31:18 PM	01:42 min		kbuchwalter@forumgrp.com	🔁 Validate 🕞 Download
Oneika+J.+Resume+202 5/16/2024, 7:59:43 PM	forum_generated_Onei 5/16/2024, 8:02:52 PM	03:09 min		trigole@forumgrp.com	Calidate Download
Oneika+J.+Resume+202 5/16/2024, 7:56:15 PM	forum_generated_Onei 5/16/2024, 7:59:02 PM	02:47 min	Proccessed	trigole@forumgrp.com	😴 Validate 🕞 Download

• 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.

Optira 🏠 Resume Formatter		Sign Out
Back to Resumes Library View 2		Analytics
- Preview Document	Processed Resume	
$\equiv \text{RESUME.docx} \qquad 1 / 1   - 85\% +   (1) \diamond$	* 🖶 : Download PDF	i
Caitlin A. Zaslaw 16 Henchman Street – Boston, MA 02113 (617) 820 – 7771 caitlinzaslaw@gmail.com	Caitlin A. Zaslaw	The Forum Group
EDUCATION New England Law   Boston	Boston, MA	
Juris Doctor Expected May 2025 Evening Program Current GPA: 3.71; Class Rank: 6 out of 75 Recipient of Snattar Day O'Connor Merit Scholarship, 2021-2025 Recipient of Trustee Academic Scholarship, 2022-2023 o Awarded to individual achieving highest academic standing within their class Recipient of New England Scholar Award, Fall 2021-Present o Awarded to individual achieving highest academic standing within their class Recipient of New England Scholar Award, Fall 2021-Present o Awarded to individual achieving highest academic standing within their class Recipient of CALI Awards (Property I, Torts), Fall 2022, Fall 2021 o Awarded to individual with highest grade in class Recipient of Dan's List, Fall 2021-Present New England Law Review Associate Member, Fall 2023-Spring 2024 Article Editor, Fall 2023-Spring 2023 Case Comment completed Fall 2023, Note completed Spring 2024; Both Comment and Note award Quily Exempt from competing in write-on competition due to academic performance Responsible for 4-hours a week in addition to writing requirements	litigation, including drafting corres requests/responses, research, res Has attended trials in the Superior voluminous exhibits and trial prepa Manages schedules and all deadii clients (10+ insurance companies), litigation and insurance claims/inve	nes for 3+ attorneys, maintains positive relationship with all , keeping clients updated and informed through all steps of

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

Optira 🔅 Resume Formatter				Sign Out
Resumes Library				
				1 Analytics
Processed Resume Unprocessed Resumes				
Original File				Actions
CZaslaw_Resume 5/17/2024, 1:55:38 AM	forum_generated_Cait 5/17/2024, 1:57:04 AM	01:22 min	kbuchwalter@forumgrp.com	Validati
GPanduro 5/16/2024, 8:29:35 PM	forum_generated_GABR 5/16/2024, 8:31:18 PM	01:42 min	kbuchwalter@forumgrp.com	😒 Vuldale 💿 Download
Oneika+J.+Resume+202 5/16/2024, 7:59:43 PM	forum_generated_Onei 5/16/2024, 8:02:52 PM	03:09 min	trigole@forumgrp.com	😒 Valdate 💿 Download
Oneika+J.+Resume+202 5/16/2024, 7:56:15 PM	forum_generated_Onei 5/16/2024, 7:59:02 PM	02:47 min	trigole@forumgrp.com	😒 Vuldaie 💿 Download
J_resume_2024 5/16/2024, 7:55:27 PM	error_J_resume_2024 5/16/2024, 7:55:50 PM	00:19 min	trigole@forumgrp.com	😒 Valdale 💿 Download
Jasmine_Wilkinson 5/16/2024, 7:51:04 PM	error_Jasmine_Wilkin 5/16/2024, 7:53:17 PM	02:14 min	trigole@forumgrp.com	😒 Valisaie 💿 Download
Djidi_Diarra 5/16/2024, 8:55:16 PM	error_Djidi_Diarra 5/16/2024, 8:57:12 PM	01:56 min	trigole@forumgrp.com	😒 Vuldaie 💿 Download
forum generated Rick	forum generated Rick			

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:

- 1. Total Documents Uploaded
- 2. Total Documents Pending Approval
- 3. Total Documents Rejected
- 4. Total Documents Downloaded

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

Optira 🏠 Resure Formatter			Sign Out
Analytics Dashboard	2 (0.05-2024 to 10		
Total Documents     Uptoxided     Total Document     Document	18 Perpresent	9 Averago Process Time	1.56 min
Total Documents Accepted 0 Rejected	n O Pred Decements D Pred Decements	27     Total Documents  Downloaded	
Team Member Analytics			
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Dutwine The Analysis			
20		•	
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ै <u> </u>	2014 d9 10 2014	N 2024-66-15 2024-65-10 2024-65-17	

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

Optira 🕻	Resume Formatter					Sign Out
Tea	m Member Analytics					
			Katherine	•	Tiffany	
			Katherine			
Dat 2	ewise File Analytics					
					1.	
			-05-11 2024-05-12 20 Cloads Processed Unprocessed		2024-05-15 2024-05-16	2024-05-17

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."

Optira 🍻 Resume Formatter				1 Sign Out
The Forum Group Team Member's Folders Athenticate New Azure Folder				forum mial forum@thirdeyedata.al
				+ Assign F My Team 2
Source Folder				Azure Analytics
Unprocessed Resumes - KB	Processed Resumes - KB	kbuchwalter@forumgrp.com	Template1	Authenticate Edit View Analytics
Unprocessed Resumes - TR	Processed Resumes - TR	trigole@forumgrp.com	Template1	Authenticate Edit View Analytics

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.

Optira 🏠 Resume Formatter				Sign Out
The Forum Group Team Members Create New Team Member				
				+ Add Member
User Name User				
Katherine kbuc	chw Create Team M	ember for The Forum Group	yab	Edit Member View Analytics
Tiffany trigo	ole∉ Member Email	2 kbuchwalter@forumgrp.com	que	Edit Member View Analytics
	Member Name	Katherine 3		
	Password			
	Member Type	Admin S		
		Save 6		

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.

Optira 🏠 Resume Formatter				Sign Out
The Forum Group Team Members Create New Team Member				
				+ Add Member
User Name				2
Katherine	kbuchwalter@forumgrp.com	admin	The Forum Group	Edit Member     View Analytics
Tiffany	trigole@forumgrp.com	admin	The Forum Group	Edit Member View Analytics
4				
🦉 👥 🖬 Q 🗖 1	🗰 🔽 📄 💼 🧑 🚖 🔮	• 🖶 🖬 刘	💋 🛃 🚳 📕 🛌	へ 🕃 OP ENG 奈 印) 🗊 15:02 📮 🍕

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."

Optira 촱 Resume Formatter				1 💼 Sign Out
The Forum Group Team Member's Folders Athenticate New Azure Folder				forum [7:6a] forum@thirdeyedata.al
				+ Assign F My Team Azure Analytics 2
Source Folder				
Unprocessed Resumes - KB	Processed Resumes - KB	kbuchwalter@forumgrp.com	Template1	Authenticate Edit View Analytics
Unprocessed Resumes - TR	Processed Resumes - TR	trigole@forumgrp.com	Template1	Authenticate Ext View 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.

Optira 🏠 Resume Formatter		Sign Out
The Forum Group Team Member's Folders Attenticate New Atten Folder		• + Assign Folders and Template to Team Member
Unprocessed Resumes - KB Processed Resu	Assign Folders and Template to Team Member	Authenticate Edit View Analytics
Unprocessed Resumes - TR Processed Resu		Authenticate Edit View Analytics
	Source Folder	
	Destination Folder Peake provide the todar name	
	Template v 5	
	Save	

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.

Optira 🤹 Resume Form					Sign Out
The Forum Group Team Member Athenticate New Azure Folder	r's Folders				+ Assign Folders and Template to Team Member
Source Folder					
Unprocessed Resumes - K	18	Processed Resumes - KB	kbuchwalter@forumgrp.com	Template1	Authenticate Edit View Analytics
Unprocessed Resumes - T	R	Processed Resumes - TR	trigole@forumgrp.com	Template1	Authenticate Edit View Analytics