

Optira Platform Flow Documentation

Platform Access and Login

1. **Visit the Optira Platform:**
 - Open your browser and navigate to: <https://threep.optira.ai>
2. **Login:**
 - Enter your registered **email** and **password**.
 - Click on the **Login** button to access the platform.

Resume Format Conversion

3. **Navigating to Resume Format Conversion:**
 - After successful login, click on the **Resume Format Conversion** option from the dashboard.
 4. **Tabs Overview:**
 - You will see three tabs:
 - **Unprocessed:** This tab displays all unprocessed resumes.
 - **Processed:** This tab contains resumes converted to **FCV format** with a button to generate the **EAR format**.
 - **EAR Resumes:** This tab lists all resumes converted to **EAR format**.
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Flow for Processing a Resume

Uploading a Resume

1. Click on the **Upload Resume** button.
2. Select the desired resume from your local machine.
3. Once uploaded, the resume will appear under the **Unprocessed** tab.

Processing a Resume

1. In the **Unprocessed** tab, find the resume you want to process.
2. Click on the **Process** button next to the desired resume.
3. The system will take approximately **50 seconds** to process the resume.
4. Once processed, the resume will move to the **Processed** tab, containing the **FCV format**.

Validating and Downloading the Resume

1. In the **Processed** tab:
 - Click on the **Validate** button to validate the processed resume.
 - To download the resume in **FCV format**, click the **Download** button.
2. To generate and download the **EAR format**:
 - Click the **Convert to EAR** button in the **Processed** tab.
 - Once the EAR format is generated, go to the **EAR Resume** tab.
 - Click the **Download** button next to the desired resume to download the **EAR format**.

Support Portal Information

For any queries, we provide a dedicated support portal to help you resolve issues and create support tickets.

Accessing the Support Portal

1. Open the support portal at: <https://optira.ai/3p-consulting-system-support/>.
2. **Login:**
 - Enter your credentials and click on the **Login** button.
3. **Creating a Support Ticket:**
 - After login, navigate to the **Ticket** section.
 - Click on **Create a New Ticket**.
 - Fill in the required details in the form.
 - Click on **Create a Ticket** to submit your query.