

# Module Administration

Administration of this module consists of populating the page look ups and filtration criteria as well as the letter templates.

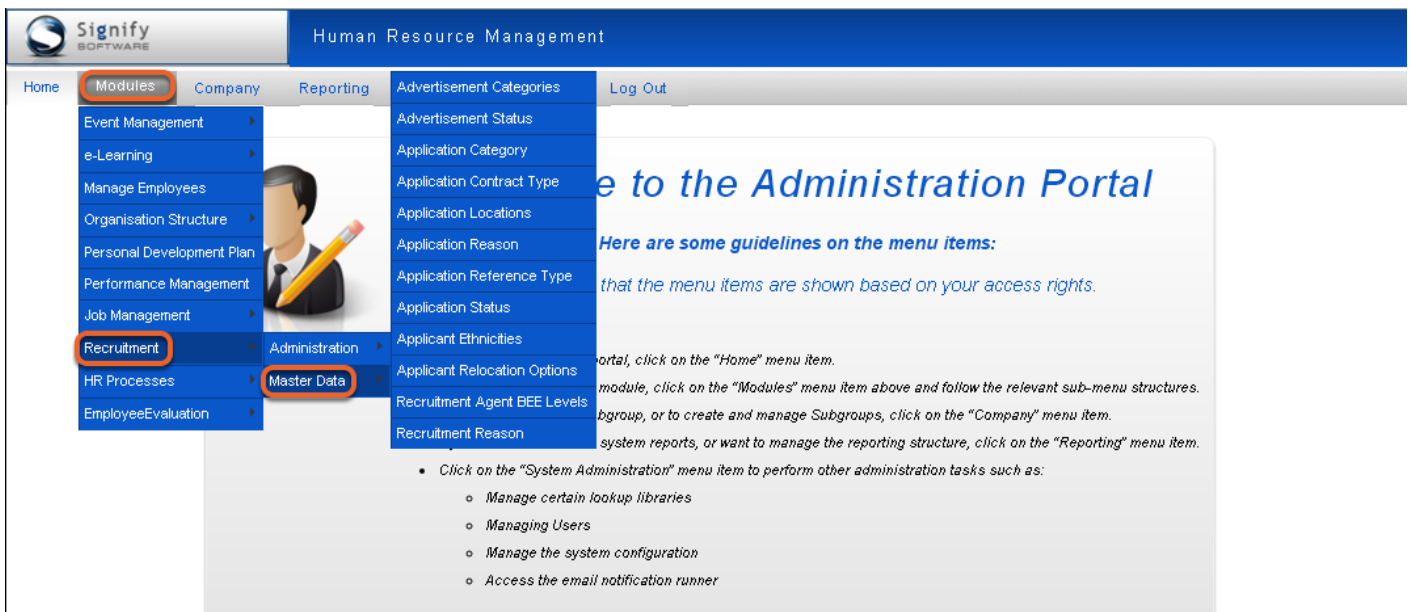
## Master Data

From the Home page:

- Click **System Administration** on the **Administration Menu**.

**Please note:** If you do not see this option it means you do not have system administration rights.

- Click **Modules | Recruitment | Master Data** to display the list of master data items



The screenshot shows the Signify Software Human Resource Management interface. The top navigation bar includes 'Home', 'Modules', 'Company', 'Reporting', 'Advertisement Categories', and 'Log Out'. The 'Modules' menu is expanded, showing options like 'Event Management', 'e-Learning', 'Manage Employees', 'Organisation Structure', 'Personal Development Plan', 'Performance Management', 'Job Management', 'Recruitment', 'HR Processes', and 'EmployeeEvaluation'. The 'Recruitment' menu is further expanded to show 'Administration' and 'Master Data', both of which are highlighted with red boxes. A central panel titled 'Welcome to the Administration Portal' provides guidelines on menu items, such as 'Click on the "System Administration" menu item to perform other administration tasks such as: Manage certain lookup libraries, Managing Users, Manage the system configuration, Access the email notification runner'.

## Master Data Descriptions

### Advertisement Related Master Data:

- Advertisement Categories
  - Categories can be defined according to preference. Generally categories defined as departments
- Advertisement Status

- Values used to indicate the different statuses of an application. Examples are: Not Submitted, Invited, Appointed, Cancelled etc. These fields can be edited, but no new fields can be added.
- Recruitment Reason
  - The reason why a position is being advertised. Examples are: New Position, Previous Incumbent Resigned, and Restructuring

### **Application Related Master Data:**

- Application Category
  - Values used to indicate the different categories applications could be in. Examples are: Group A, Group B. Professional, Manager, Technical, etc.
  - These fields can be viewed, edited, added and deleted
- Application Contract Type
  - A new recruitment contract type can be created here. This information will be displayed
- Application Locations
  - A new location for positions can be created here. This information will be displayed
- Application Reason
  - Values used to indicate the different reasons people can put forward why they are applying for a position. Examples are: Promotion, Change of Environment, Job Exposure etc.
- Application Reference Type
  - Values used to indicate the different types of references (or relationships) that can potentially be used in support of an application. Examples are: Former Colleague, Current Manager, Friend etc.
- Application Status
  - Values used to indicate the different statuses of an application. Examples are: Not Submitted, Invited, Appointed, Cancelled etc. These fields can be edited, but no new fields can be added.

### **Applicant Related Mater Data:**

- Applicant Ethnicities
  - Applicant ethnicities can be created here. This information will be displayed
- Applicant Relocation Options
  - Applicant relocation options can be created here. This information will be displayed

### **Recruitment Agent Related Master Data:**

- Recruitment Agent BEE Status
  - Recruitment Agent BEE Levels can be created and edited here
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# Configure Letter Templates

- Click **System Administration** on the **Administration Menu**.
- Click **Modules** | **Recruitment** | **Administration** | **Configure Letter Types**

Signify SOFTWARE Human Resource Management

Home Modules Company Reporting System Administration Log Out

Event Management  
e-Learning  
Manage Employees  
Organisation Structure  
Personal Development Plan  
Performance Management  
Job Management  
Recruitment  
HR Processes  
EmployeeEvaluation

Administration  
Master Data  
Configure Letter Types

Advertised Positions  
Source of CVs  
Recruitment Agents  
Recruitment Agencies

*Welcome to the Administration Portal*

*Here are some guidelines on the menu items:*

*Please note that the menu items are shown based on your access rights.*

*On the main portal, click on the "Home" menu item.*

*To access a specific module, click on the "Modules" menu item above and follow the relevant sub-menu structures.*

*To access a specific Subgroup, or to create and manage Subgroups, click on the "Company" menu item.*

*To access the system reports, or want to manage the reporting structure, click on the "Reporting" menu item.*

*To perform other administration tasks such as:*

- *Manage certain lookup libraries*
- *Managing Users*
- *Manage the system configuration*
- *Access the email notification runner*

## List of Letters

- The following page is displayed:

The list of letters is loaded by Signify Software and additional templates can only be added by Signify.



Displays a list of the possible e-mail types that can be sent to applicants applying for a position. The e-mail types can be made available for sending to applicants and their display name changed.

Action	Letter Type	Description	Item Order	Available for sending	Default
<a href="#">View/Edit</a>	Application Confirmation Letter	Application Confirmation Letter	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 1	Recruitment Custom Letter 1	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 2	Recruitment Custom Letter 2	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 3	Recruitment Custom Letter 3	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 4	Recruitment Custom Letter 4	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 5	Recruitment Custom Letter 5	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Recruitment Custom Letter 6	Recruitment Custom Letter 6	<input type="text" value="1"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">View/Edit</a>	Regret Letter	Regret Letter	<input type="text" value="2"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View/Edit</a>	Interview Letter	Interview Letter	<input type="text" value="3"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#)

# Configure Letter Type Detail

Letters can be edited. To edit a letter:

- Click on the **view/edit** hyperlink in the Action column next to the relevant letter you would like to edit.
- The following page will be displayed

Configure Letter Type Detail

## Edit Letters

- Change the **letter type** and or **description** if applicable
- Specify the order e.g. if 1, then this will be the first option to display in the letter dropdown in the Applications Received Page .
- Tick if the letter must be available for sending if ticked then it will display in the dropdown option of letters that can be sent to the candidates located in the Applications Received page.

- [Recruitment](#) | [Administration](#) | [Advertised Positions](#) | [Click Here to... View/Edit Applications](#)
- Tick if this letter should be the default letter type to be selected in the letter dropdown.
- Click Save to save the modifications made
- An example of the dropdown option on the Applications Received Page:

## Edit Letters

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