USER GUIDE · VERSION 1

Recruitment

Hiring from start to finish: an outlet asks for a new position, management approves it, applicants apply on their phone, interviewers score them, and an approver signs off the offer.

1. What it is for
2. Apply for a job
3. Take the test and book your interview
4. Request a new position
5. Approve a position request
6. Open a job posting
7. Review applications and shortlist
8. Give interview feedback
9. Make the hiring decision and approve the offer
10. Manage interviews from the admin screens
11. Set interviewer availability
12. Set up outlets, panels and approvers
13. Settings, roles and the application form

What it is for

For: Everyone

Recruitment replaces the paper job application and the chain of approvals around it. One hire goes through these steps:

1. **An outlet manager asks for a position** on a request form, for example "one Store Supervisor for Penang".
2. **Management approves or rejects the request** from a link sent to them on WhatsApp.
3. **HR opens a job posting** from the approved request. It appears on your company's careers page.
4. **Applicants apply on their phone.** They need no account. The app scores each application. A high score shortlists the applicant at once: they take a short personality test (if the job has one) and pick an interview time.
5. **Interviewers rate the applicant.** The key interviewer, the one who decides for that outlet, recommends hiring or not and, for a hire, types in the offer terms.
6. **An approver checks the offer and signs it** on their phone. The applicant gets the offer letter on WhatsApp.

HR can also shortlist, schedule and decide by hand in the admin screens.

Who uses it

Person	What they do	How they get in
Applicants	Apply, take the test, book an interview	The careers page and WhatsApp links. No account.
Requisition Requester (role)	Asks for a new position	The request page, with a code sent to their phone
Management Approver (role)	Approves or rejects position requests	A WhatsApp link, with a code sent to their phone
Interviewers	Rate applicants after the interview	The admin screens, signed in
Approvers	Make the hiring decision and sign the offer	A WhatsApp link, with a code sent to their phone

Person	What they do	How they get in
Hr Admin (role)	Runs job postings, applications and setup	The admin screens: the Recruitment web address with **/admin** at the end

Interviewers and approvers are picked per outlet (see "Set up outlets, panels and approvers"). An interviewer needs an account whose role lets them open applications and their interviews (see "Settings, roles and the application form").

What it needs

- **A WhatsApp sending service.** Every invitation, phone code, approval link, reminder and offer goes out through it. SMS goes through the same service. Without it, the app writes the messages into its own log and nobody receives them. Your system administrator connects it.
- **Outlets** with an address, an interview panel and approvers. HR enters them on the **Outlets** page.
- **Staff accounts** for HR, interviewers and approvers, each with a phone number. Adding a person needs your system administrator: the **Users** page does not open today, even for Hr Admin.

What needs other outside services

Feature	Needs	Without it
Interviewer free time read from Google Calendar	Google Calendar, set up by your administrator	Use the weekly schedule typed into the app instead
Suggested Questions on the interview feedback page	An AI service, and the server's background tasks running	The box keeps showing "Generating tailored questions..."
AI Screenings (an AI chats with the applicant on WhatsApp)	An AI service and a second WhatsApp connection on the **WhatsApp Session** page	Not available
External Test assessments	Your company's online test service	Use the built-in DISC test only
Interview reminders and automatic rejections	The server's background tasks running	Not sent

Applicants can switch the screens to English, Bahasa Melayu, Chinese, Bengali or Nepali with the **EN** button at the top.

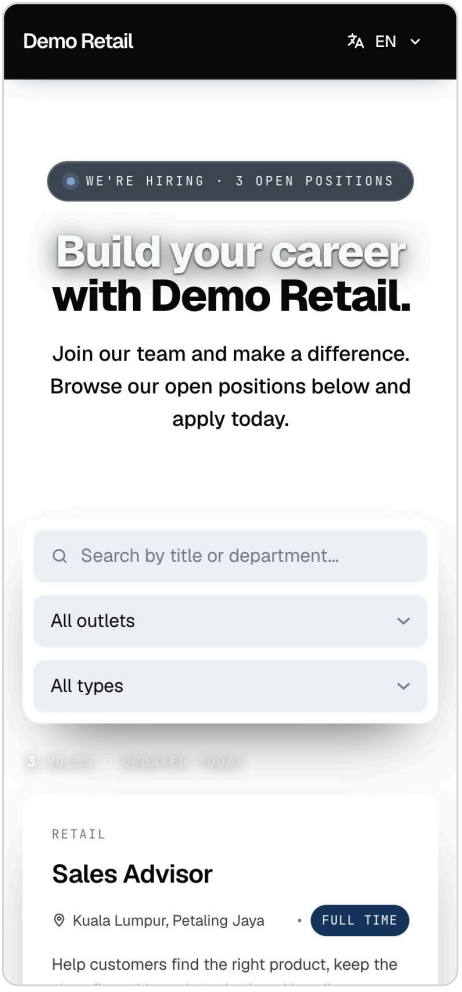
RECRUITMENT

Apply for a job

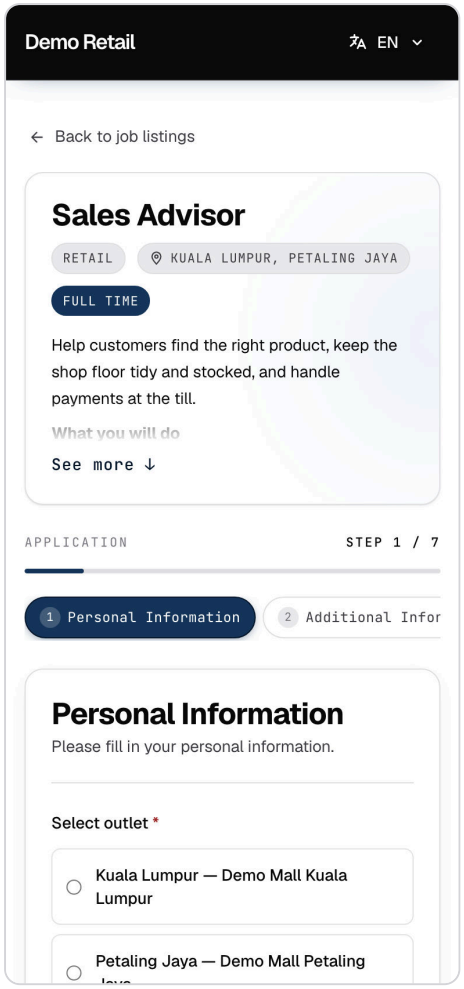
For: Applicants

You apply on your phone. You do not need an account or a password. Have your identity card number, your school and work history, and a copy of your resume ready. It takes about 20 minutes.

1. Open the careers page your company shared. Each open job has an **Apply Now** button. Use **Search**, **All outlets** and **All types** to narrow the list.

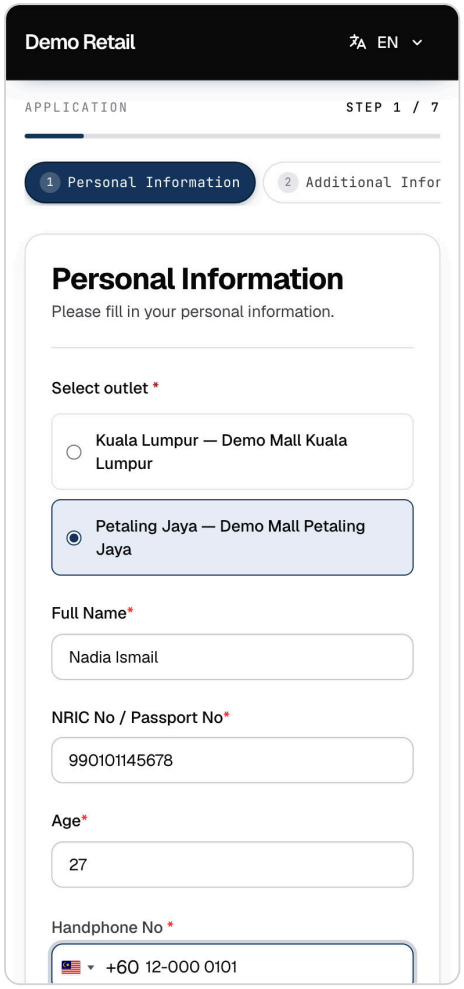


2. Press **Apply Now** on the job you want. Read the job description; press **See more** to read all of it.

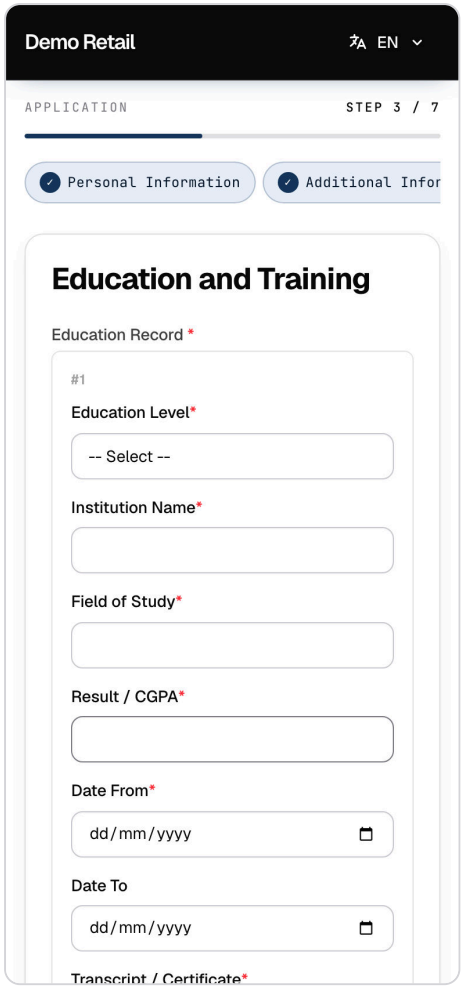


3. The form has 7 parts, shown at the top as **Step 1 / 7** and so on: Personal Information, Additional Information, Education and Training, Language Proficiency, Employment Details, Document Uploads and Authorization. A red star means the answer is required.

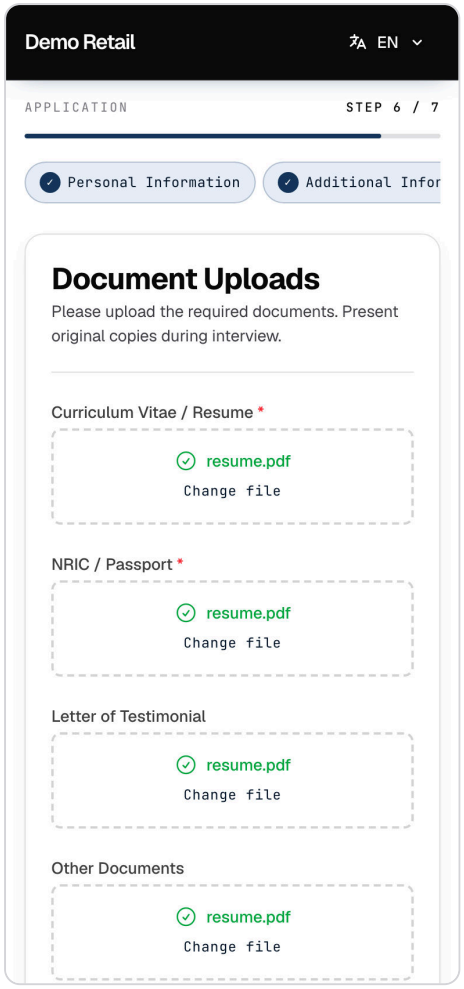
   In **Personal Information**, first choose the outlet you want to work at under **Select outlet**, then fill in your details. **Age** fills in by itself from your identity card number.



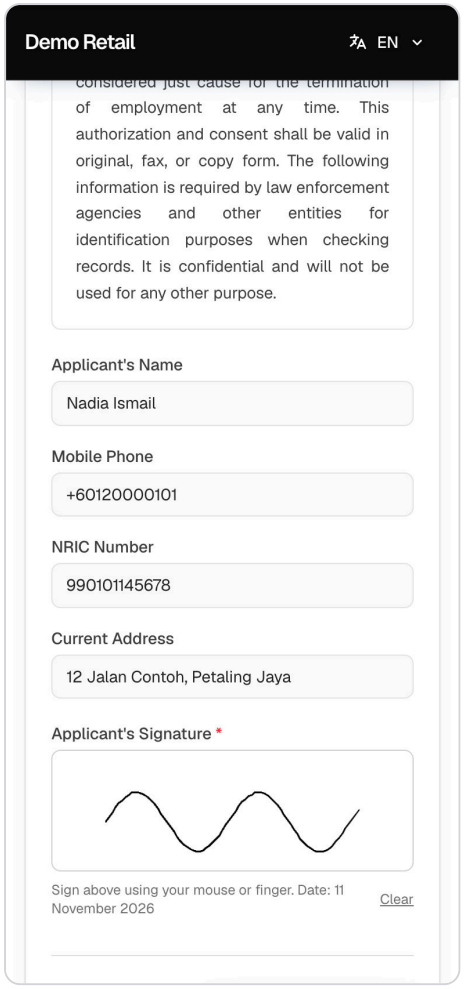
4. Press **Continue** at the bottom of each part. If something is missing, the part stays open and the empty field is marked.
5. Where you can list more than one school or job, press **Add another** for each extra one.



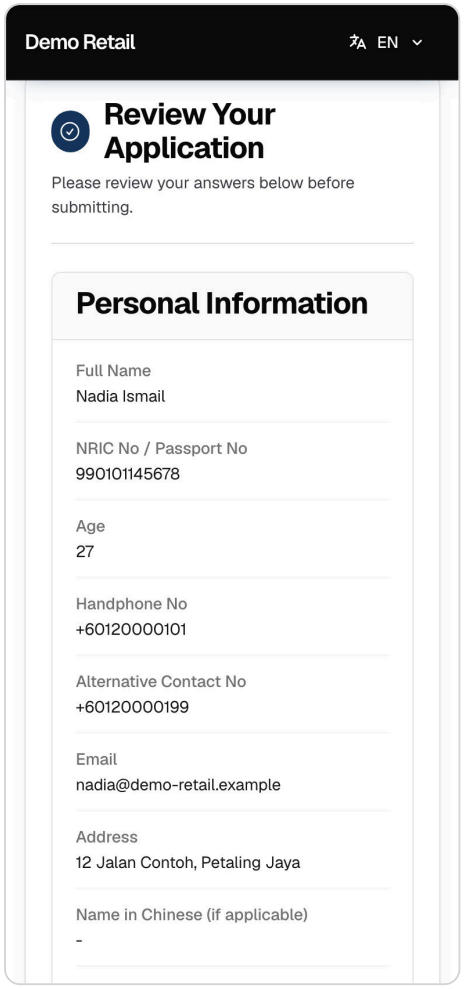
6. In **Document Uploads**, press **Click to upload** under each item and choose a photo or file from your phone. A green tick and the file name show when it is in. Press **Change file** to replace it.



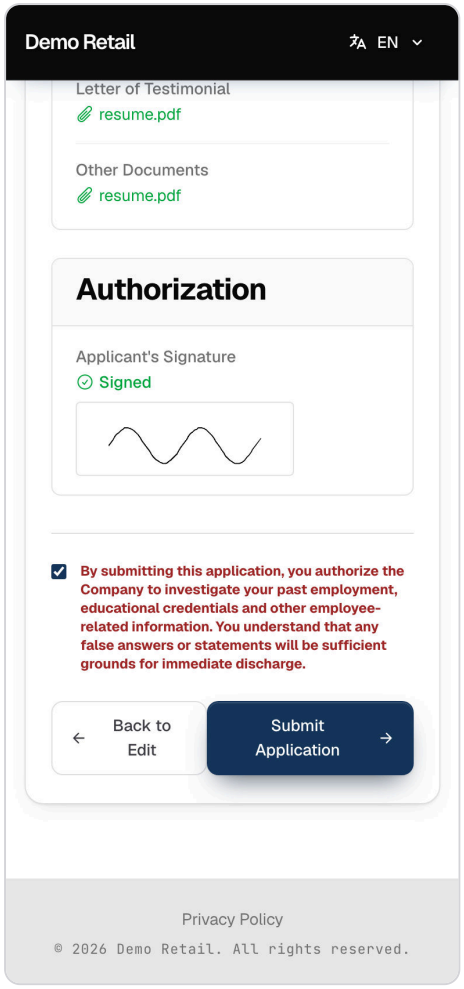
7. In **Authorization**, read the text, check your name, phone, identity card number and address, and sign in the box with your finger. Press **Clear** to sign again. Then press **Review Application**.



8. On **Review Your Application**, check every answer. Press **Back to Edit** to change something.

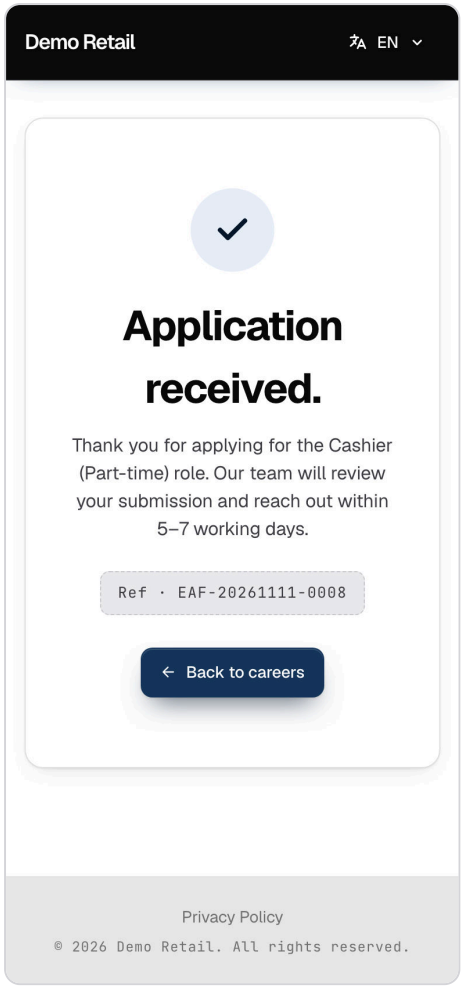


9. At the bottom, tick the box that lets the company check your past jobs and education, then press **Submit Application**.



What happens next

- **If your application scores high enough for that job**, the screen goes straight on to the next step: see "Take the test and book your interview". Stay on the page.
- **Otherwise** you see **Application received.** with a reference number (it starts with **EAF-**). Keep it. HR reviews the application and contacts you.



- If your company has set a minimum score for the job and your application is below it, you get a WhatsApp message saying you were not selected, 2 days later by default.

RECRUITMENT

Take the test and book your interview

For: Applicants

You reach this step in one of two ways:

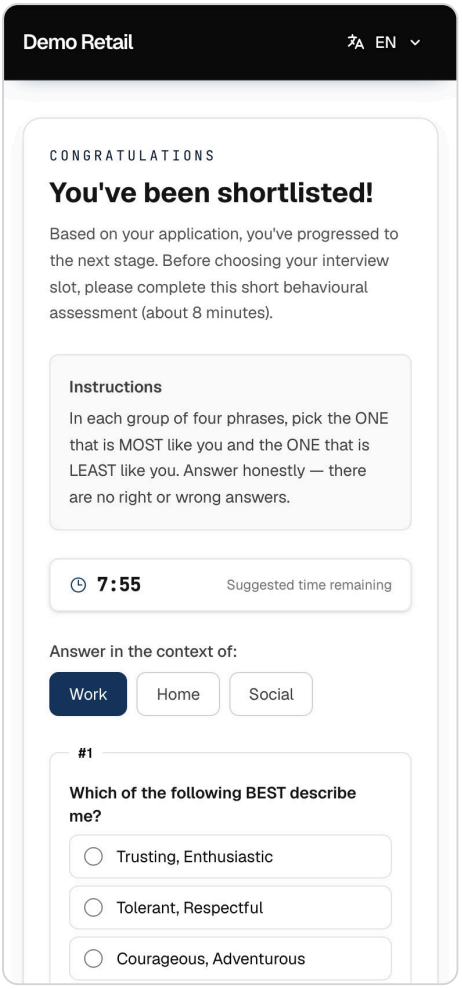
- **Straight after applying**, when your application scored high enough. The page opens by itself.
- **From a WhatsApp message** when HR shortlists you later. Press the link in the message.

If you were shortlisted straight after applying, finish this step before you close the page. No WhatsApp link is sent in that case. If you closed it, ask HR to send you the link.

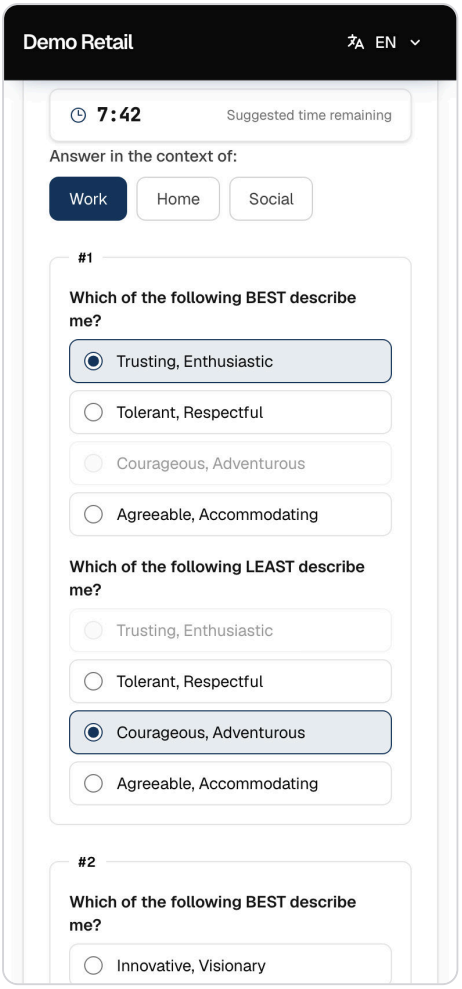
The personality test

Some jobs ask for a short personality test first (DISC, about 8 minutes). If the job has none, you go straight to the dates.

1. Read **Instructions**. Under **Answer in the context of:**, choose **Work**, **Home** or **Social**.



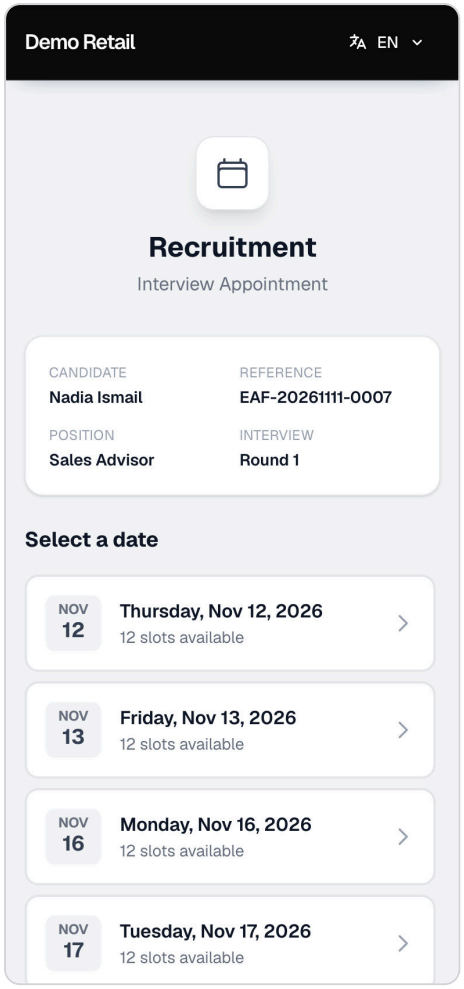
2. Each numbered group has four phrases. Under **Which of the following BEST describe me?** pick the one most like you. Under **Which of the following LEAST describe me?** pick the one least like you. The same phrase cannot be both.



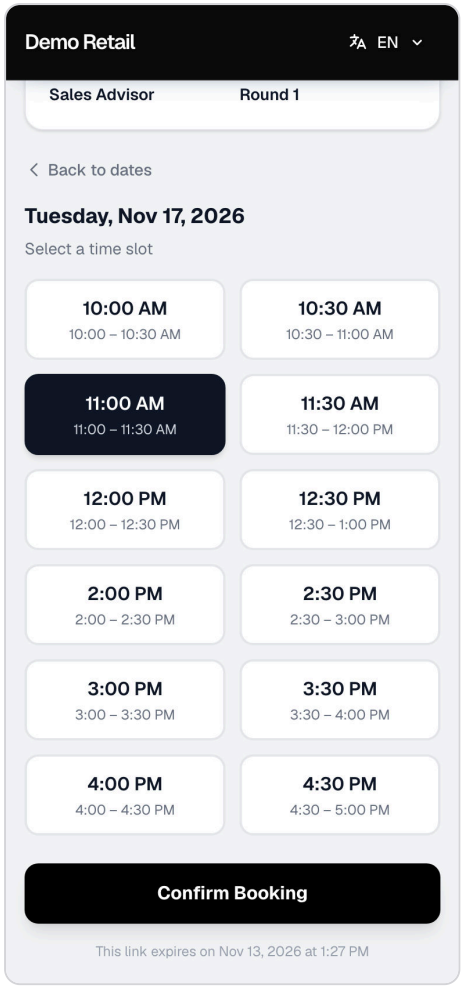
3. Answer every group, then press **Submit & Continue**. The timer is a guide only; you can finish after it runs out. There are no right or wrong answers.

Book your interview

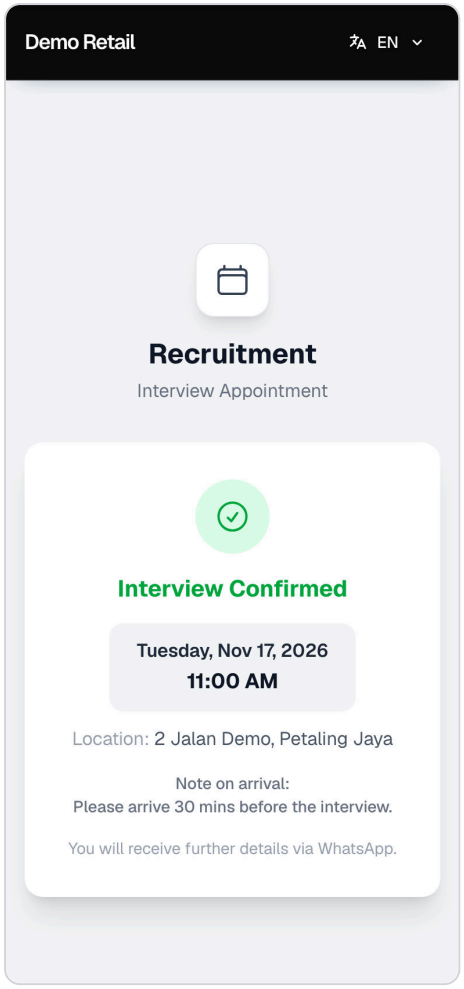
4. Under **Select a date**, press a day. Each day shows how many time slots are free.



5. Press a time under **Select a time slot**, then press **Confirm Booking**. Press **Back to dates** to pick another day.



6. **Interview Confirmed** shows the date, time and the outlet's address. Take a screenshot of it.



Good to know

- The page says "You will receive further details via WhatsApp." Today no message is sent when you book. You get WhatsApp reminders 24 hours and 2 hours before the interview, if your company has them switched on.
- The link expires; the date is at the bottom of the page ("This link expires on..."), 48 hours after it was sent by default. If it has expired, ask HR to send a new one.
- To change your interview time after booking, ask HR. They can send you a new link.

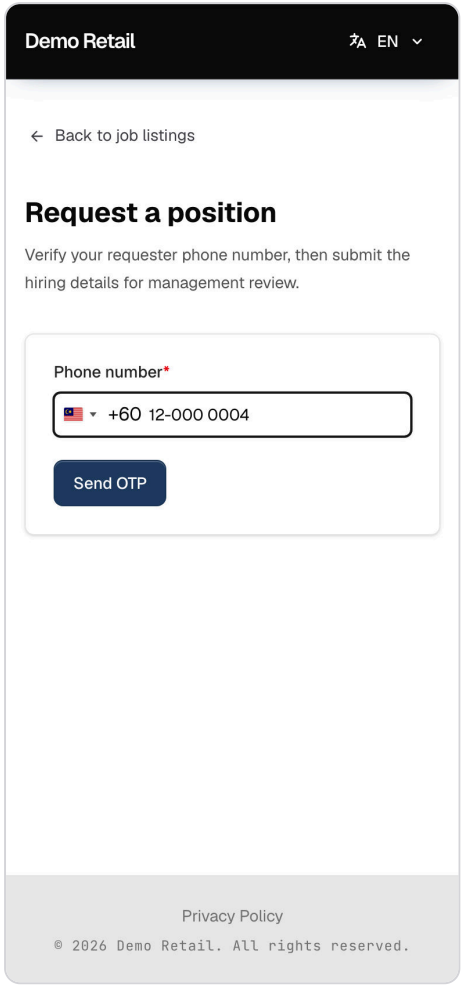
RECRUITMENT

Request a new position

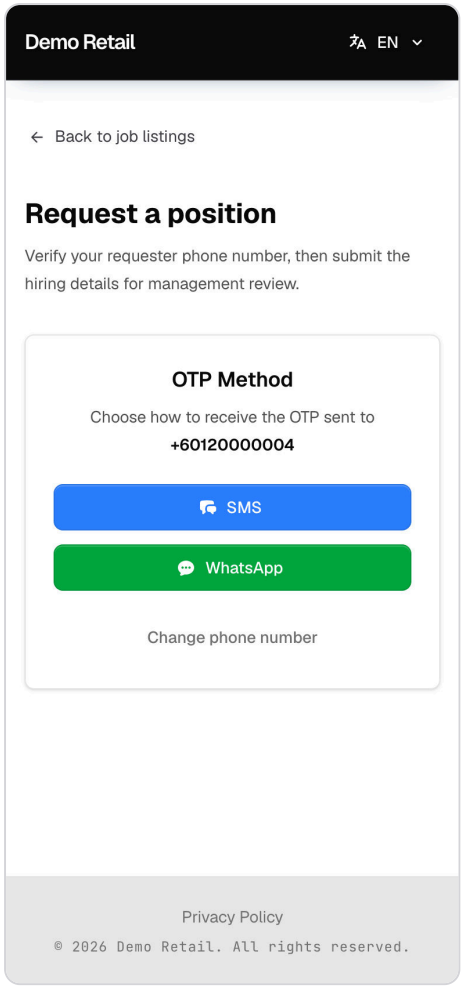
For: Outlet managers

Use this when your outlet needs to hire. Your request goes to management for approval. Your account needs the **Requisition Requester** role and your phone number; ask HR if you are not set up. HR gives you the web address of the request page.

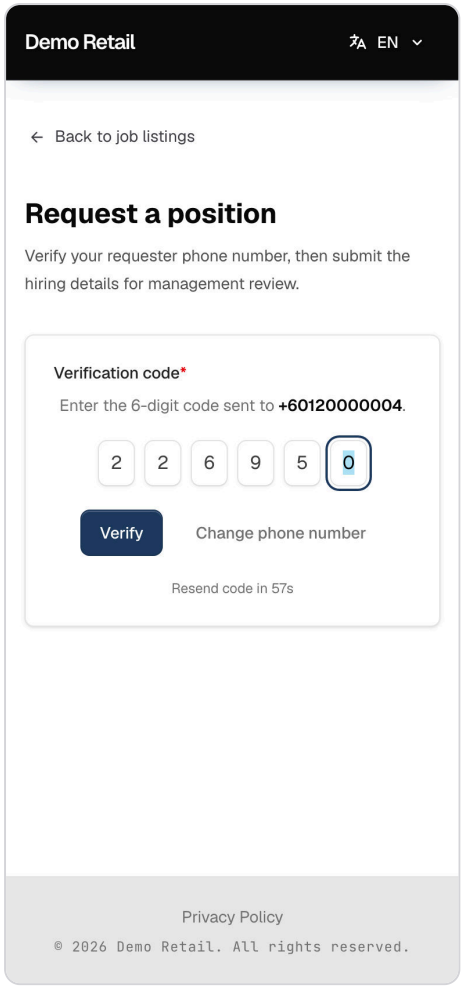
1. Open the request page. Type your phone number under **Phone number** and press **Send OTP** (OTP, a one-time code).



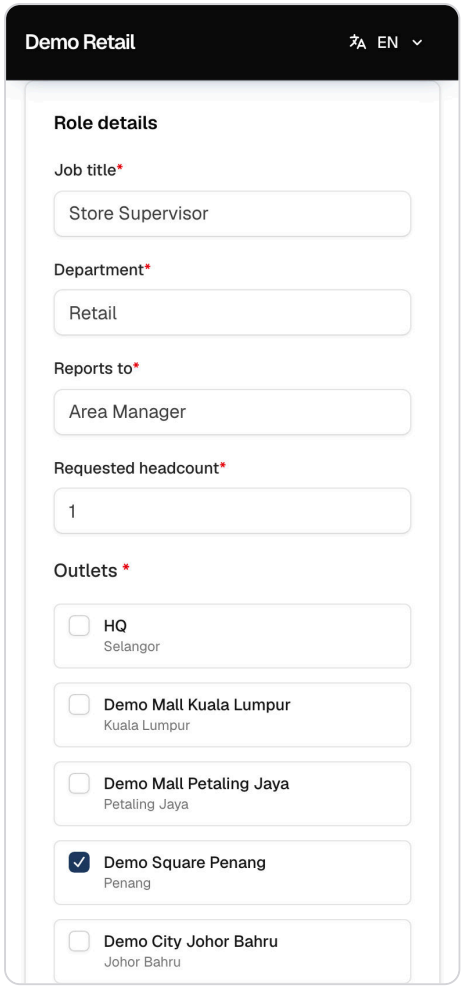
2. Choose **WhatsApp** or **SMS**.



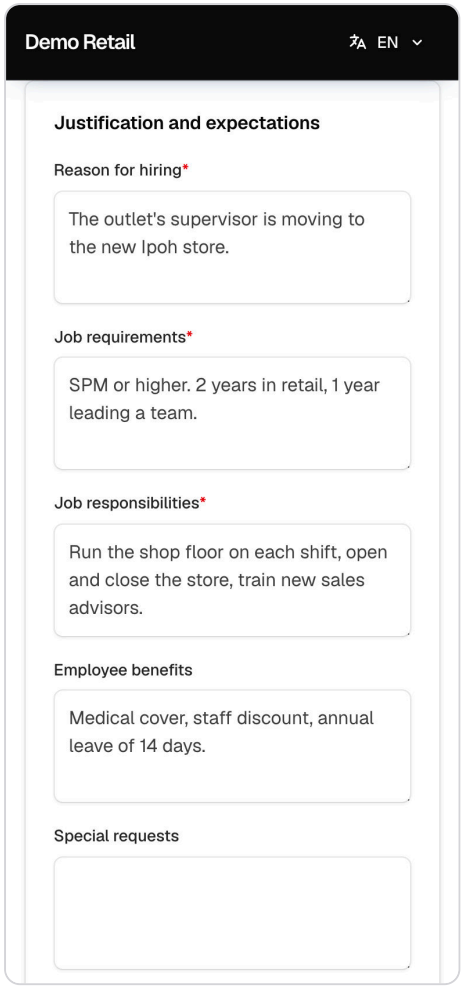
3. Type the 6-digit code under **Verification code** and press **Verify**. The code works for 10 minutes. If it does not arrive, wait for the countdown and press **Resend Code**.



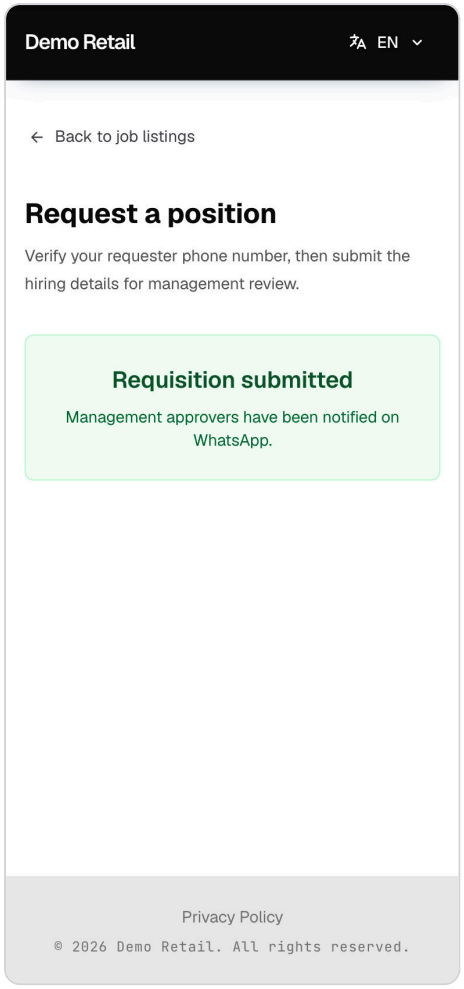
4. Fill in the form. Everything with a red star is required.
    - **Role details**: **Job title**, **Department**, **Reports to**, **Requested headcount** (how many people), and tick the **Outlets** that need them.
    - **Employment details**: **Recruitment type** (**New position** or **Replacement**; for a replacement, name the person under **Replacement person**), **Employment type**, **Position level**, **Anticipated start date**, **Minimum years experience** and **Minimum education level**.
    - **Compensation and workplace**: **Salary min**, **Salary max**, **Allowance**, **Working location** and **Working hours**.



- **Justification and expectations**: **Reason for hiring**, **Job requirements**, **Job responsibilities**, and if you like **Employee benefits** and **Special requests**. HR copies the responsibilities into the job advert.



5. Press **Submit requisition**. You see **Requisition submitted**.



Good to know

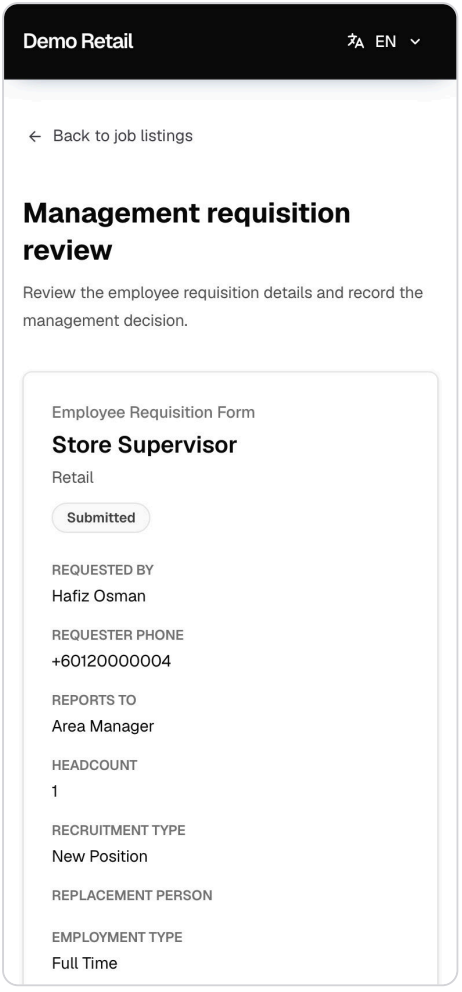
- Every person with the **Management Approver** role gets a WhatsApp link to your request. The first one to decide settles it.
- You are not told the result. Ask HR, or open **Requisitions** in the admin screens if your account can sign in there: the **Status** column shows **Submitted**, **Management Approved** or **Management Rejected**.
- "This phone number is not authorized to submit requisitions." means your account does not have the **Requisition Requester** role, or has a different phone number. Ask HR.
- HR can also enter a request for you: **Requisitions**, then **New requisition**, in the admin screens.

Approve a position request

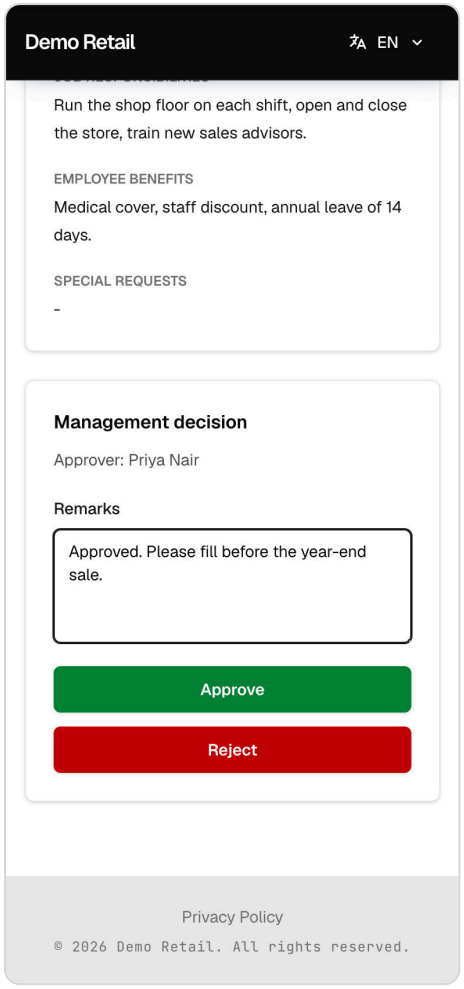
For: Management approvers

When an outlet asks for a new position, you get a WhatsApp message with a link. It works for 7 days. You need the **Management Approver** role and your phone number on your account.

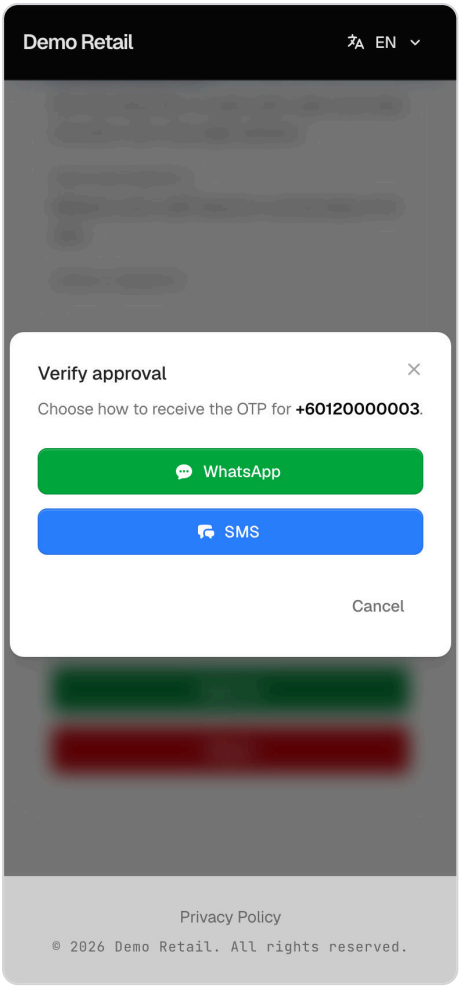
1. Press the link. **Management requisition review** shows the whole request: job, headcount, salary range, outlets, the reason for hiring and the job requirements.



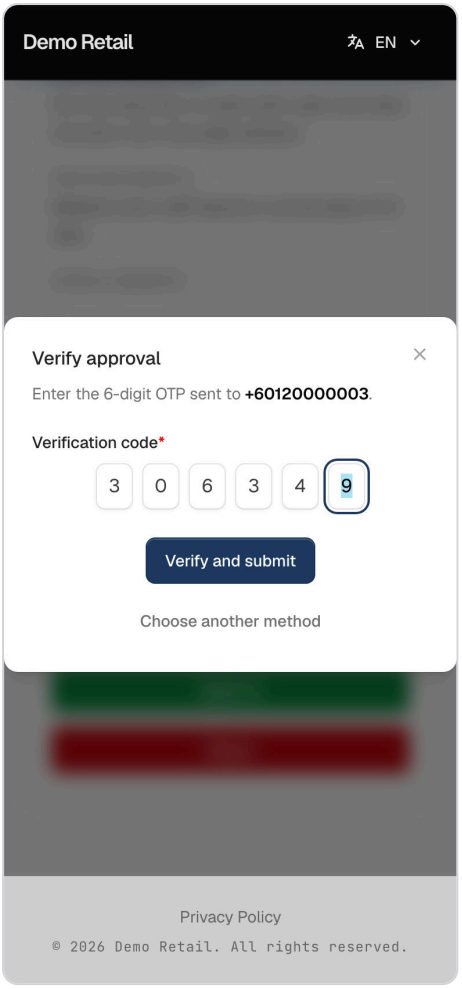
2. Scroll to **Management decision**. Type a note under **Remarks** if you want to, then press **Approve** or **Reject**.



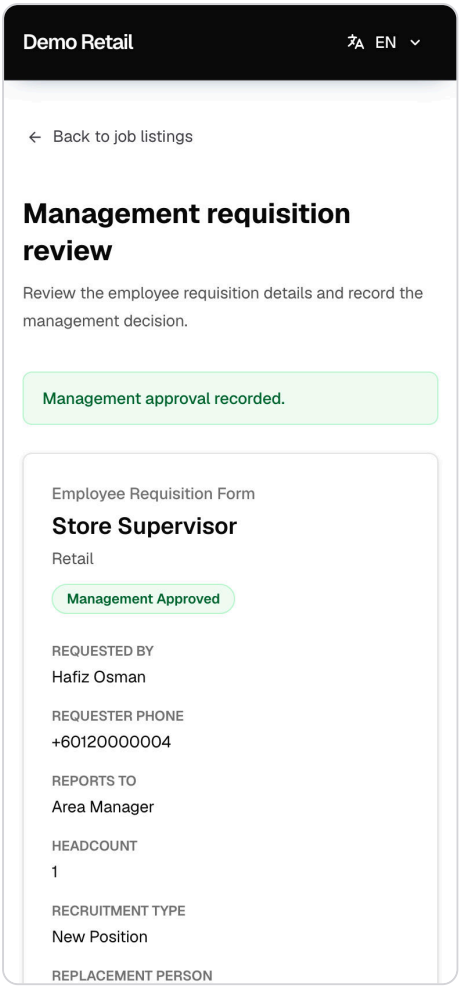
3. **Verify approval** opens. Choose **WhatsApp** or **SMS** to get a code on your phone.



4. Type the code under **Verification code** and press **Verify and submit**. Press **Choose another method** if the code does not come.



5. You see **Management approval recorded.** and the status changes to **Management Approved** (or **Management Rejected**).



Good to know

- Every Management Approver gets the same request. Once one of you decides, the others' links show "This request was already approved by..." with the name and time.
- An approved request lets HR open the job posting. Nobody else is told automatically; tell the outlet manager yourself if they are waiting.
- **"Approval link expired"**: the 7 days have passed. The page tells you to ask HR for a fresh link, but the app has no way to send one today, and no approve button in the admin screens. The outlet manager has to send the request again.
- No signature is collected on this page. The phone code is the proof.

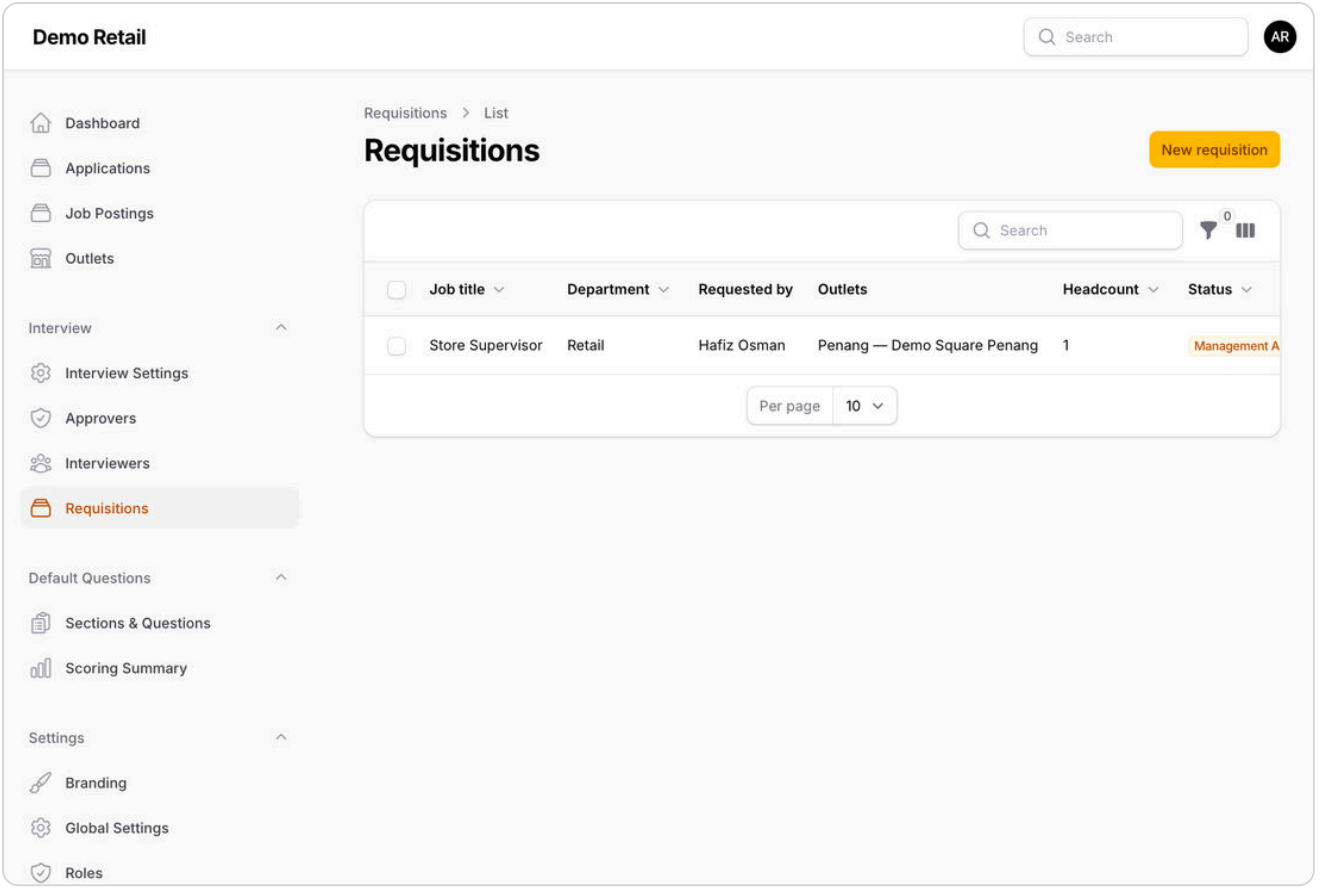
RECRUITMENT

Open a job posting

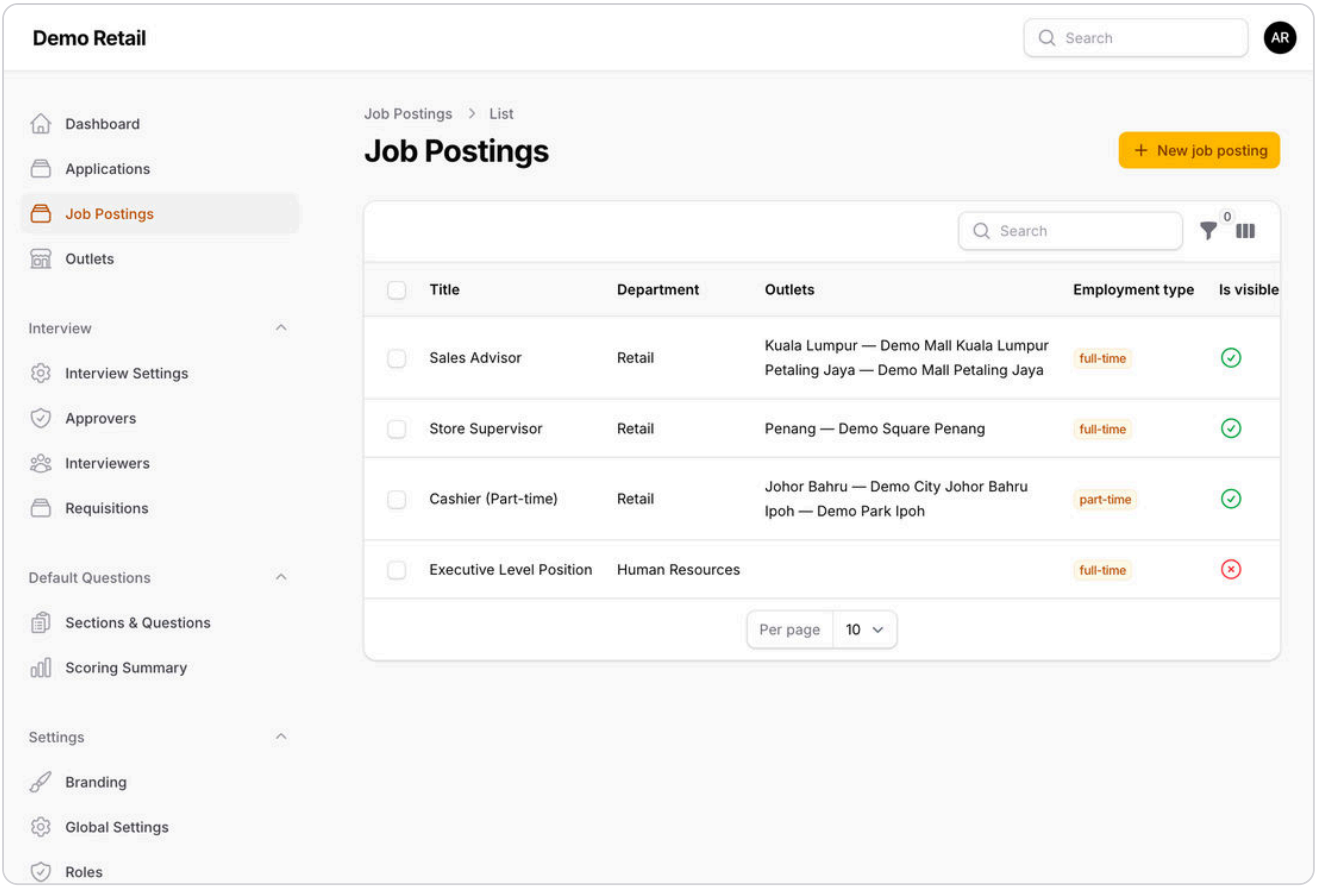
For: HR

A job posting is one open job on the careers page. You open it from an approved position request. Sign in to the admin screens: the Recruitment web address with **/admin** at the end.

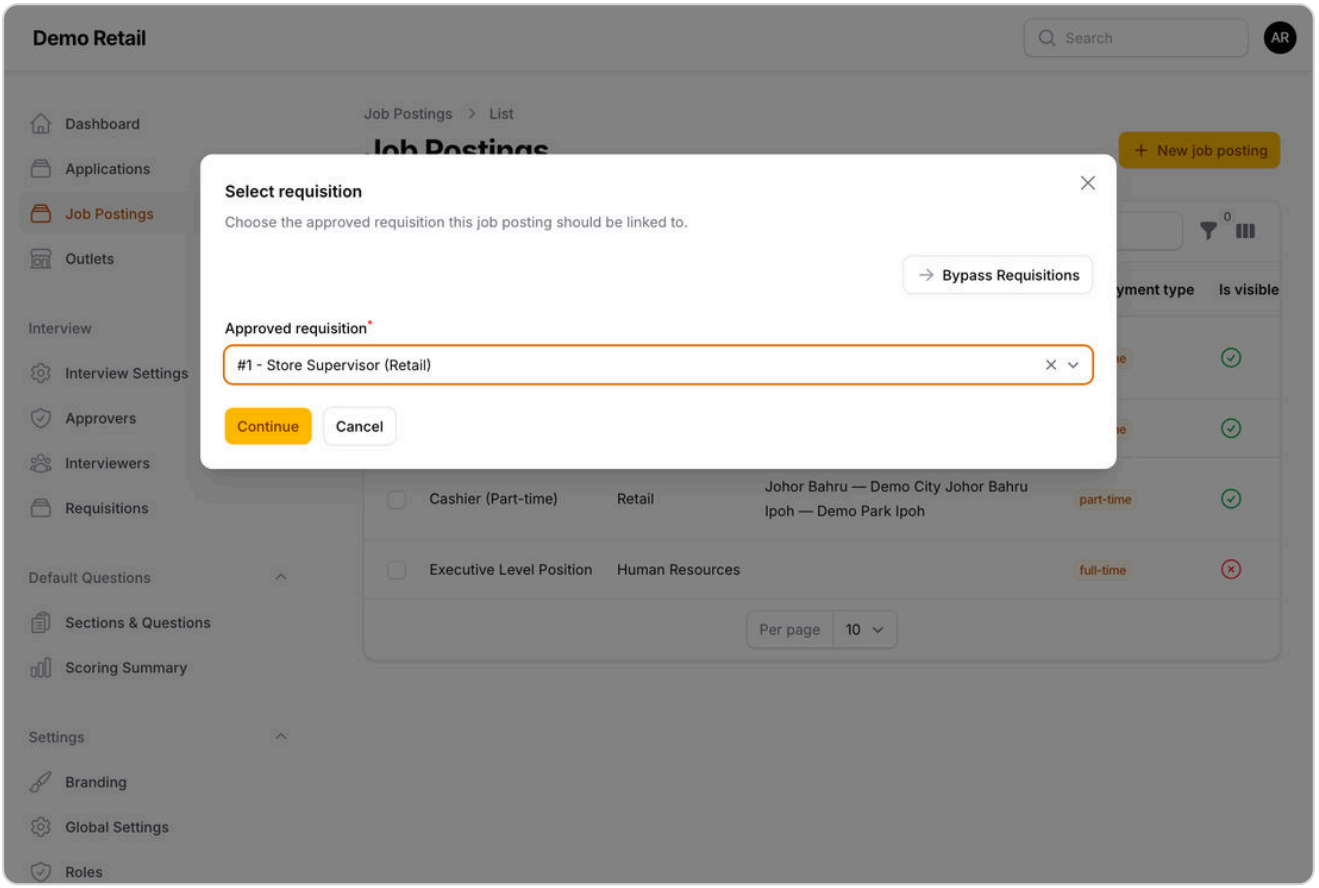
1. Check the request is approved: in the menu on the left, under **Interview**, press **Requisitions**. The **Status** column must say **Management Approved**.



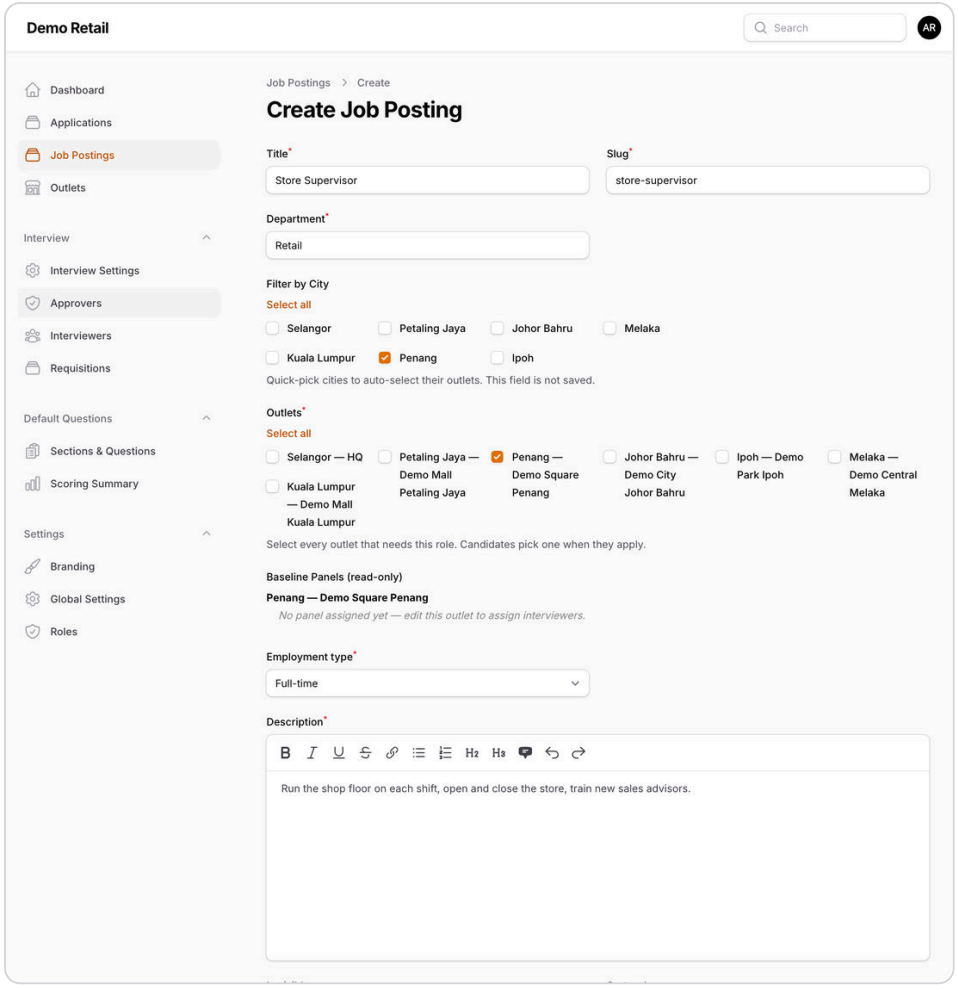
2. Press **Job Postings**, then **New job posting** at the top right.



3. In **Select requisition**, pick the request under **Approved requisition** and press **Continue**. With the Hr Admin role you can also press **Bypass Requisitions** to start an empty posting without a request.



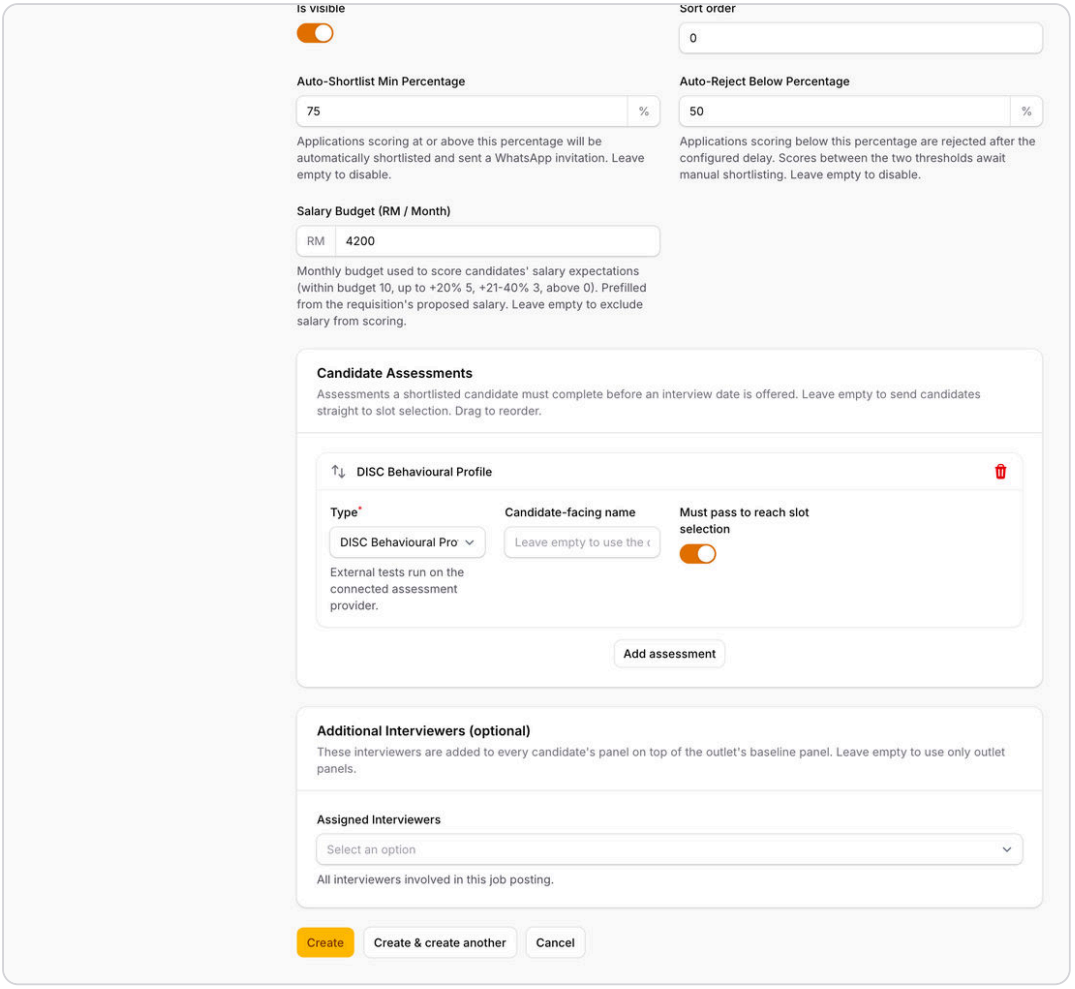
4. **Create Job Posting** opens with the title, department, outlet, employment type, description and salary budget copied from the request. Check them:
    - **Slug**: the end of the job's web address. It must be different from every other posting.
    - **Outlets**: every outlet hiring for this job. Applicants pick one. **Filter by City** ticks all outlets in a city for you.
    - **Baseline Panels (read-only)**: the interviewers of each ticked outlet. "No panel assigned yet" means nobody can interview for that outlet. Set it up first (see "Set up outlets, panels and approvers").
    - **Description**: the job advert applicants read.
    - **Is visible**: on means the job shows on the careers page.



5. Set the scores and tests:
    - **Auto-Shortlist Min Percentage** (75% unless you change it): applications at or above this score are shortlisted at once and go on to the test and interview booking. Leave it empty to shortlist everyone by hand.
    - **Auto-Reject Below Percentage** (50%): applications below this score get a WhatsApp rejection after a wait (2 days by default). Applications in between

wait for you.

- **Salary Budget (RM / Month)**: applicants asking for more than this lose points. Leave it empty to leave salary out of the score.
- **Candidate Assessments**: tests a shortlisted applicant takes before picking an interview time. **DISC Behavioural Profile** is the built-in personality test and is added for you; remove it with the red bin. **External Test** needs your company's online test service. **Must pass to reach slot selection** blocks applicants who fail.
- **Additional Interviewers (optional)**: people added to every interview for this job, on top of the outlet's panel. Under **Required Interviewers**, tick those whose free time must match.



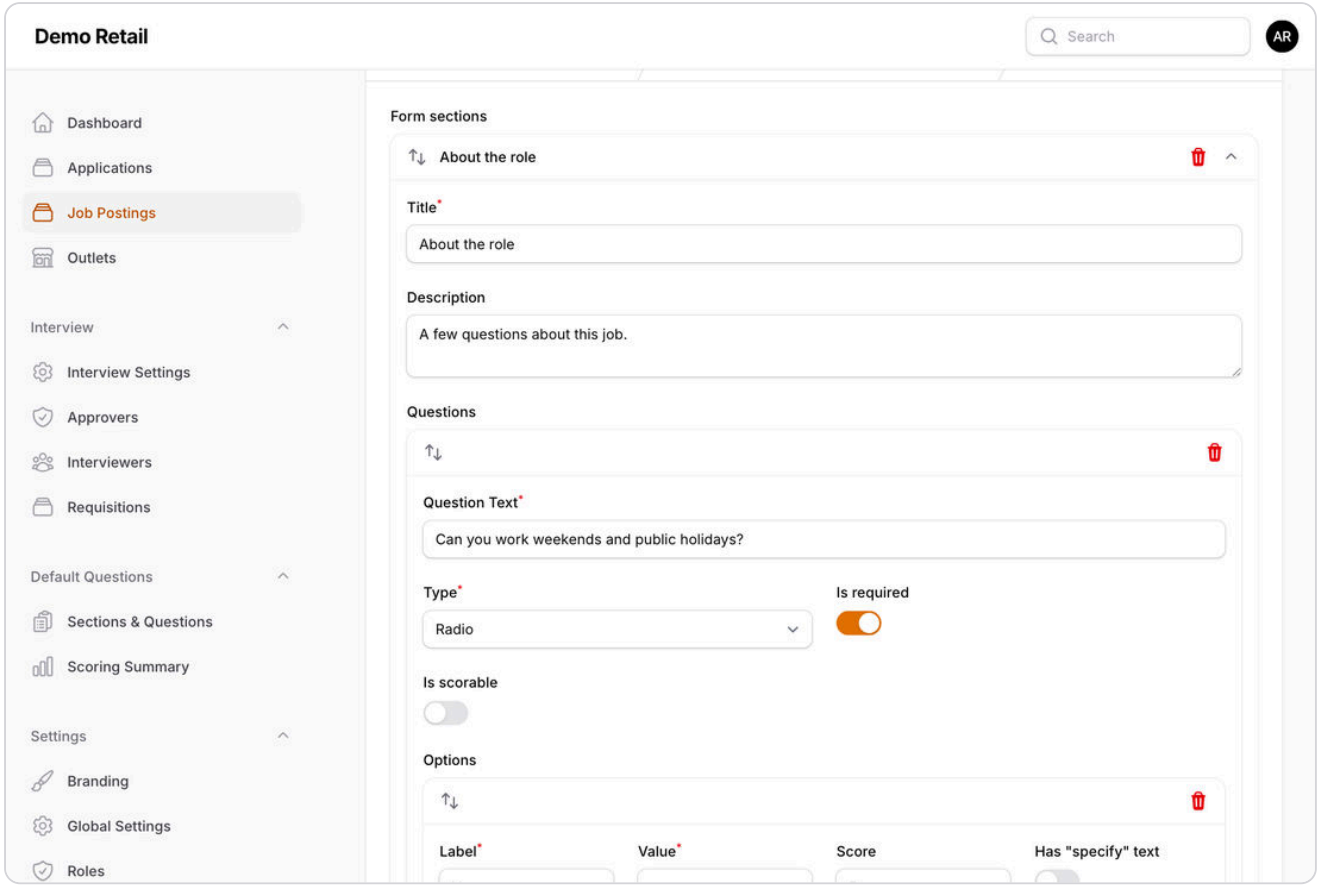
6. Press **Create**. The job is now on the careers page. There is no button to copy its link; its address is the careers page address followed by **/apply/** and the slug.

Opening a posting does not change the request's status, and one request can be used for more than one posting.

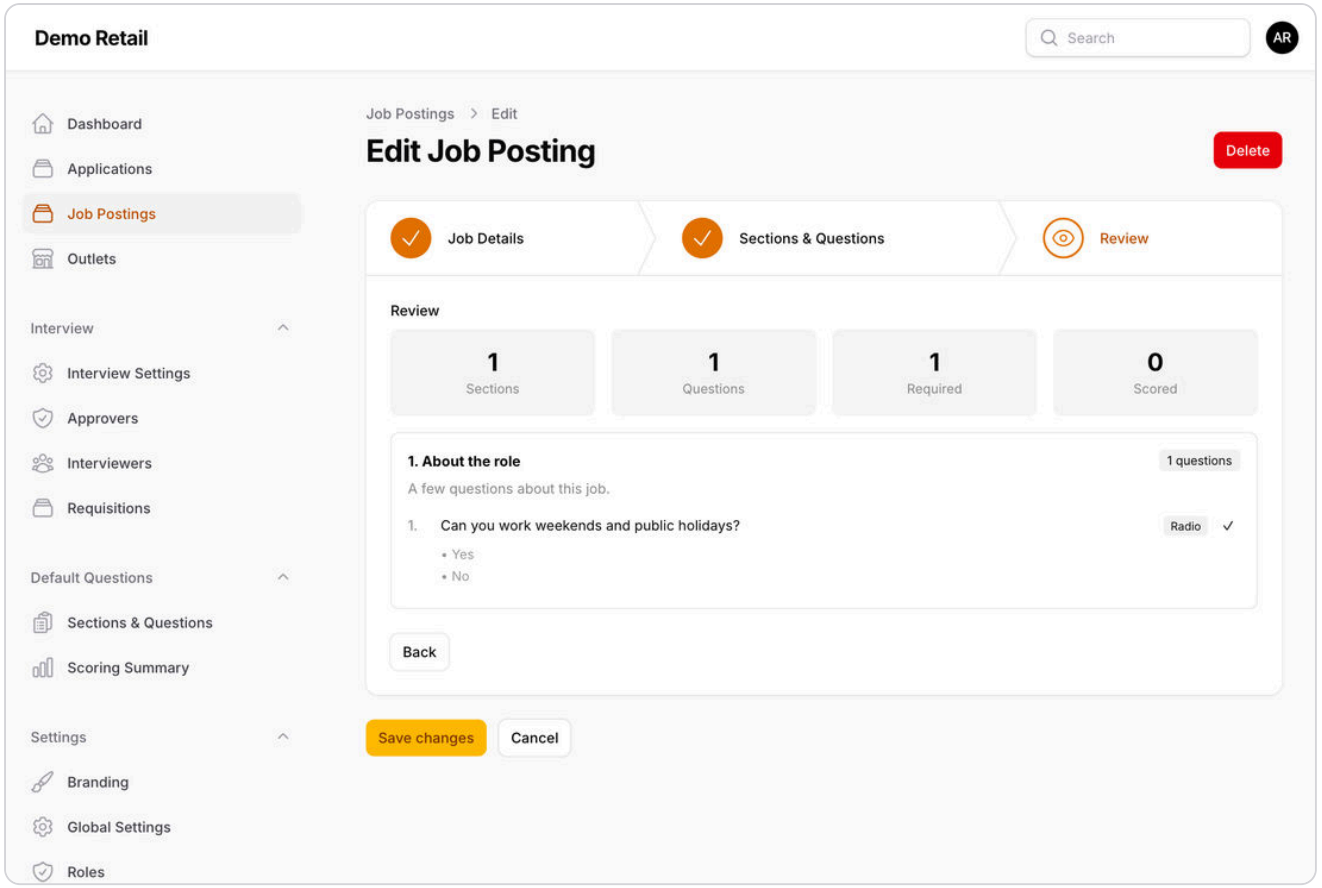
Add questions for this job only

Every job uses your company's standard form (see "Settings, roles and the application form"). To add questions for one job:

1. In **Job Postings**, press **Edit** on the job, then the **Sections & Questions** step at the top.
2. Press **Add Section**. Type a **Title** and **Description**.
3. Press **Add Question**. Type the **Question Text** and choose a **Type** (for example **Radio** for one choice from a list). Switch on **Is required** if it must be answered, and **Is scorable** if the answer should count towards the score.
4. For a list of choices, press **Add Option** for each one: **Label** (what the applicant sees), **Value** (a short code) and **Score** (points for that choice).



5. Press **Save changes**. Press **Save changes** before you look at the **Review** step: until you do, Review shows "No sections yet".



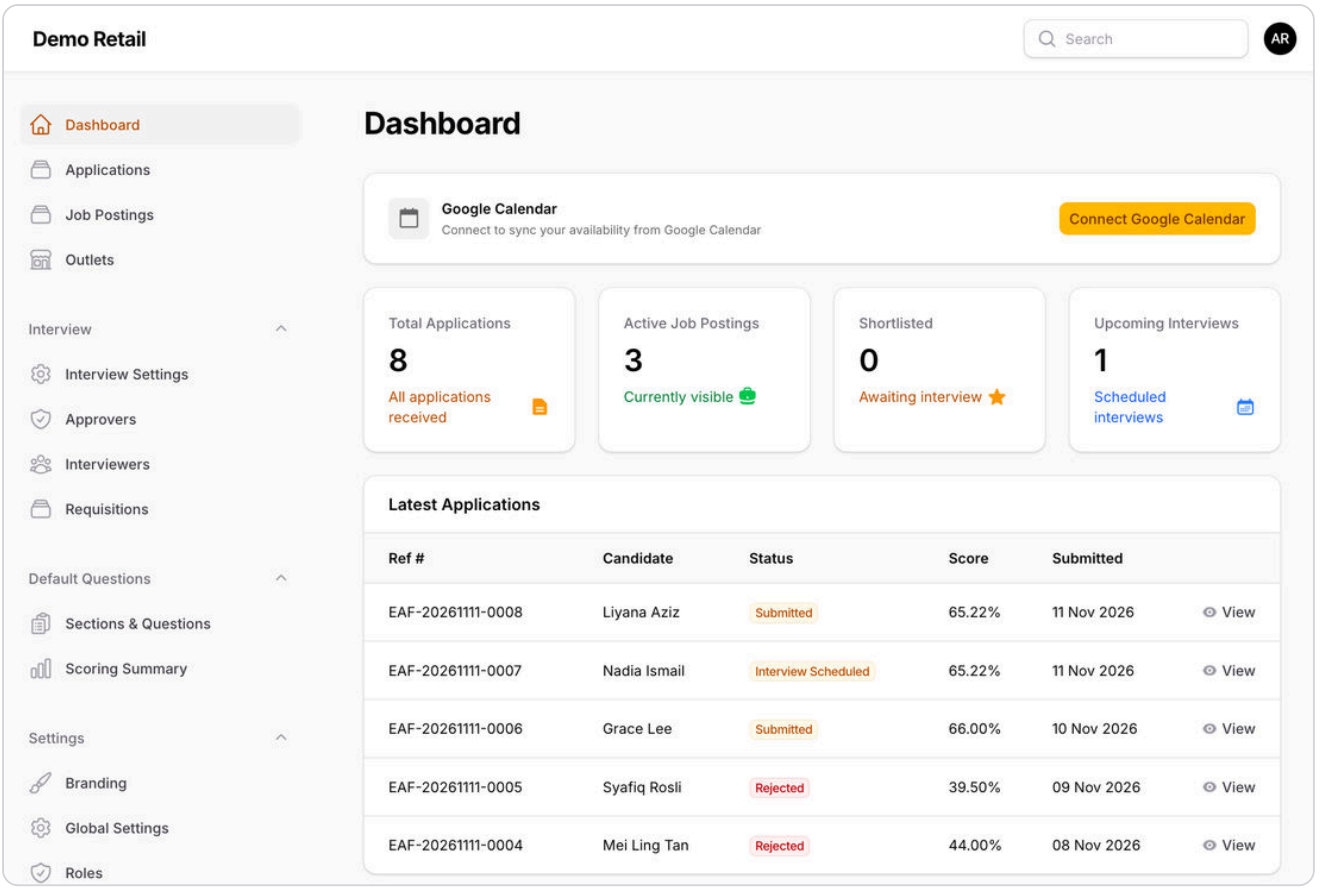
To take a job off the careers page, edit it, switch off **Is visible** and press **Save changes**.

RECRUITMENT

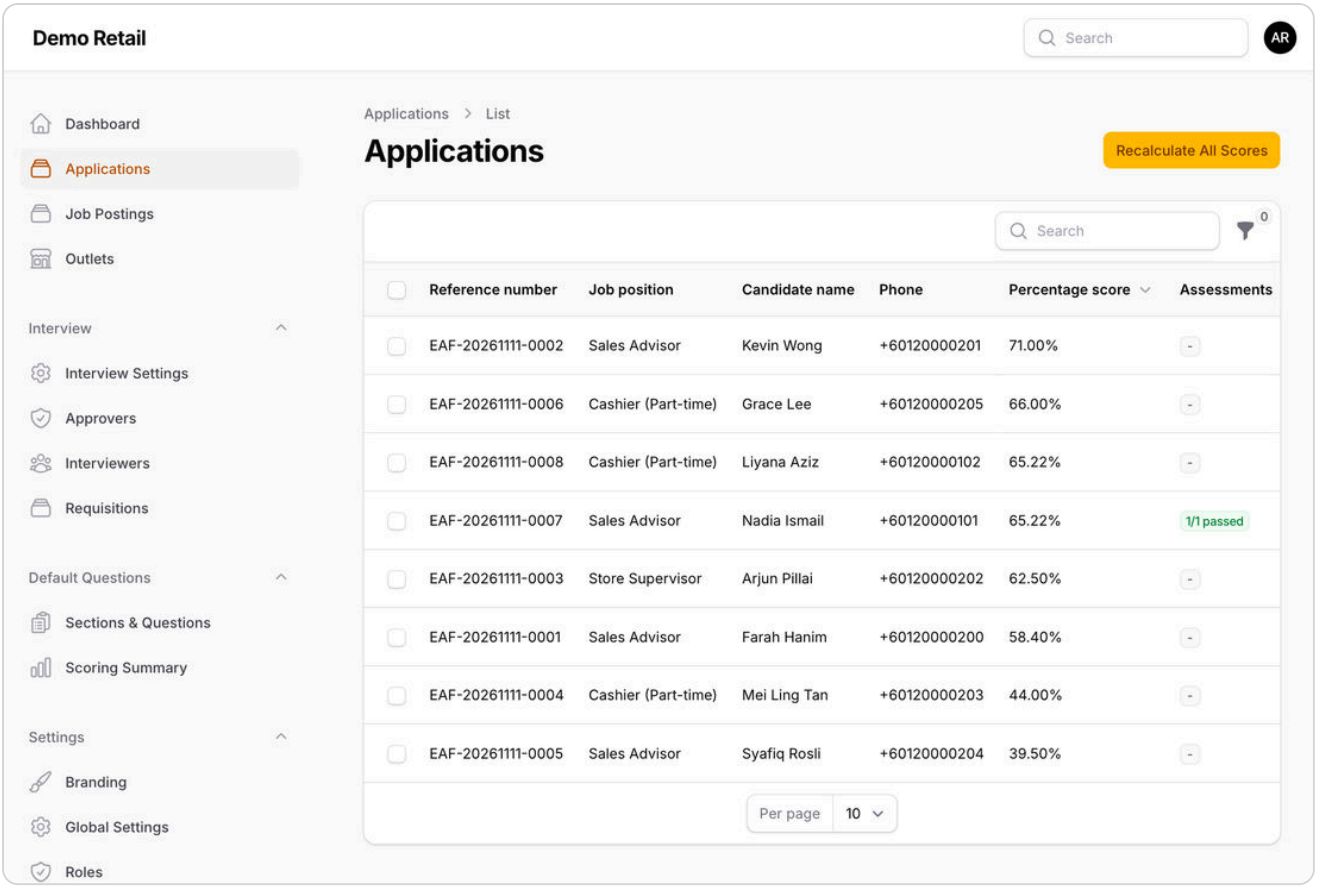
Review applications and shortlist

For: HR

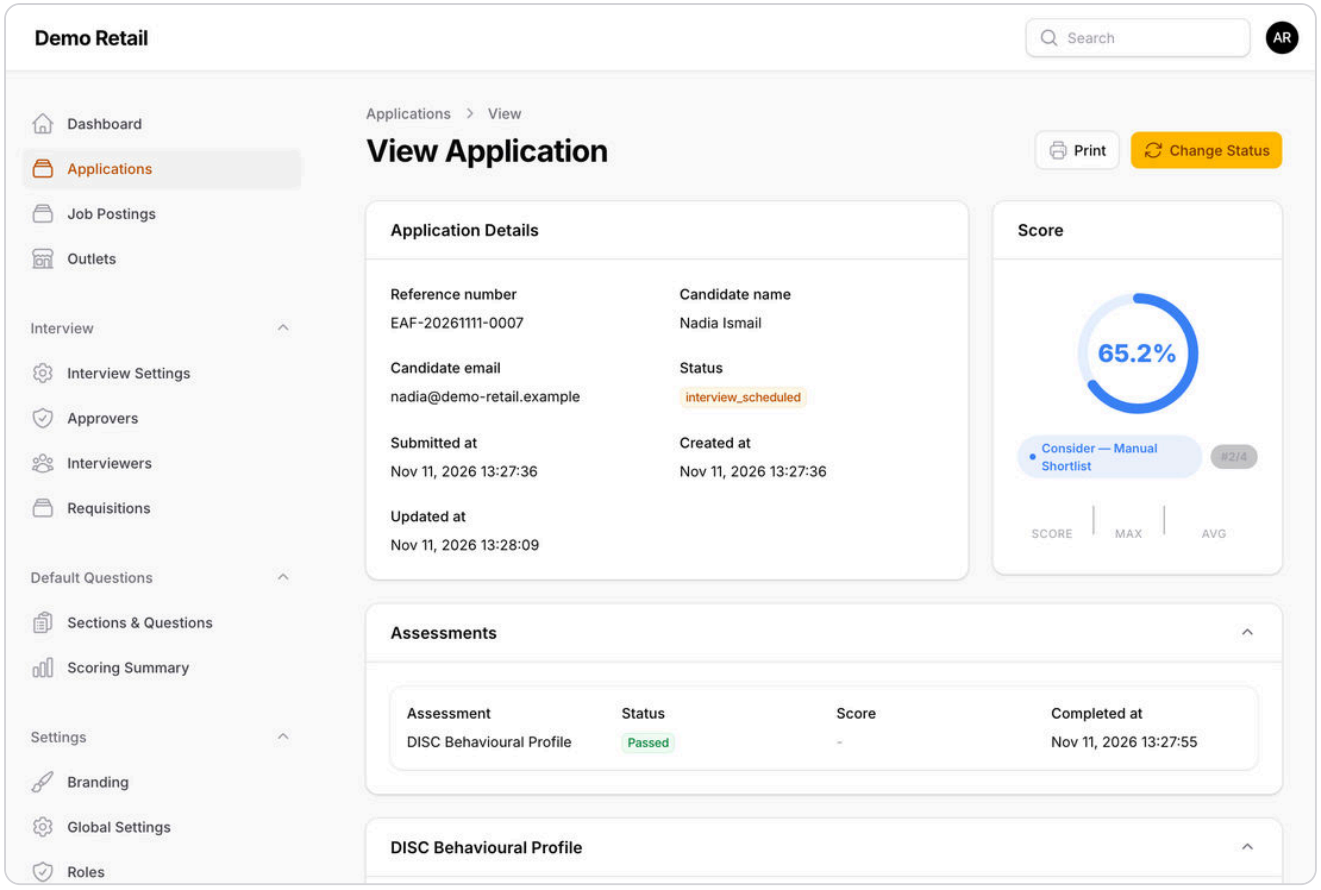
1. After you sign in, **Dashboard** shows **Total Applications**, **Active Job Postings**, **Shortlisted**, **Upcoming Interviews** and the **Latest Applications**. Press **View** on a row to open it.



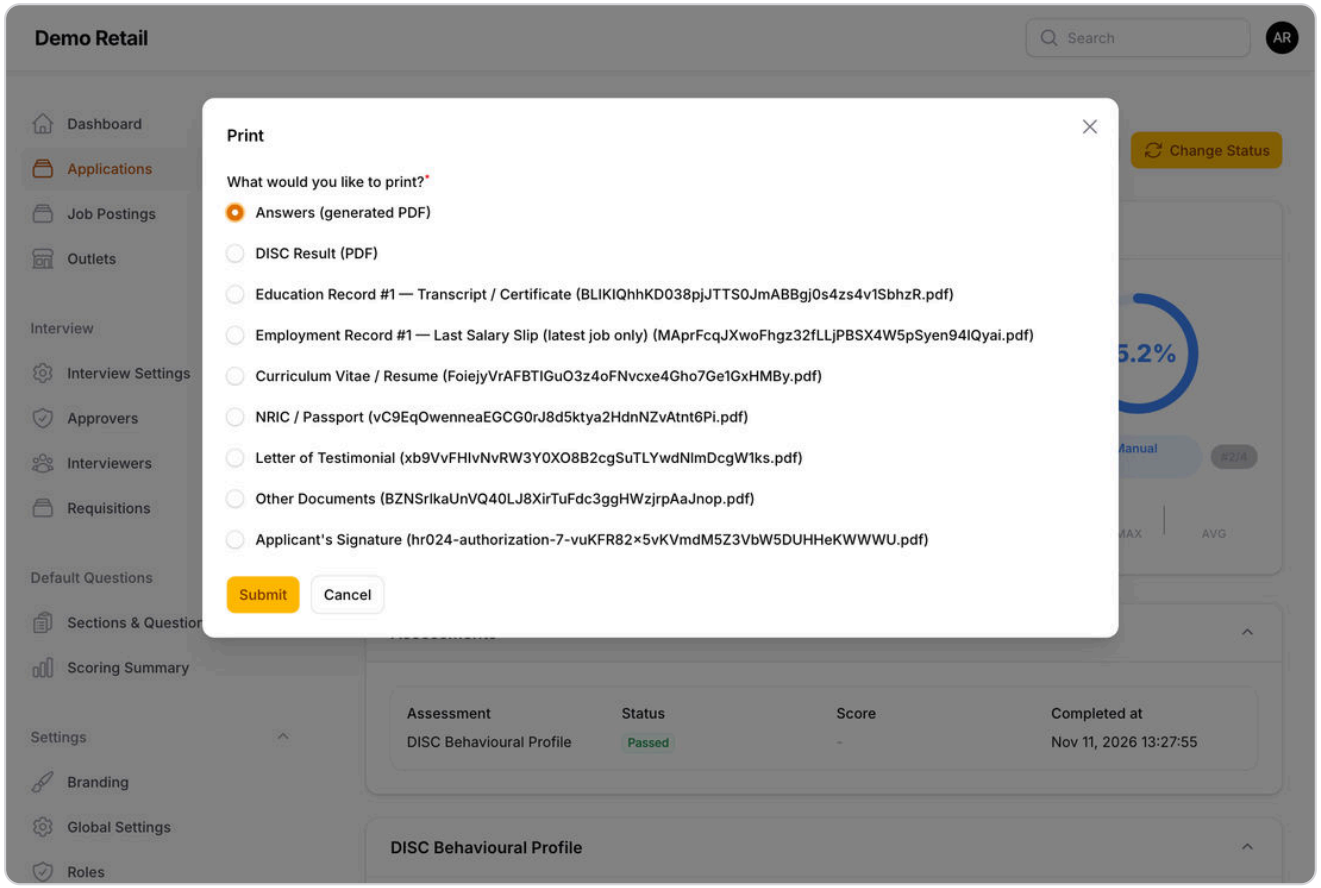
2. Press **Applications** in the menu for the full list. It is sorted by score, highest first. The **Assessments** column shows how many tests were passed. Press the funnel to filter by status or by **Failed an assessment**.



3. Press a row, or **View**, to open the application:
    - **Application Details**: reference, name, email, status and dates.
    - **Score**: the percentage, and the rank among applicants for the same job (for example **#2/4**). The label under the score ("Strong — Auto Shortlist", "Consider — Manual Shortlist", "Not Shortlisted") always uses 75% and 50%, not the percentages set on the job, so it can disagree with what happened.
    - **Assessments** and **DISC Behavioural Profile**: test results, if the job has a test.
    - **Answers**: every answer, with the points it earned. Press a file name to download it.

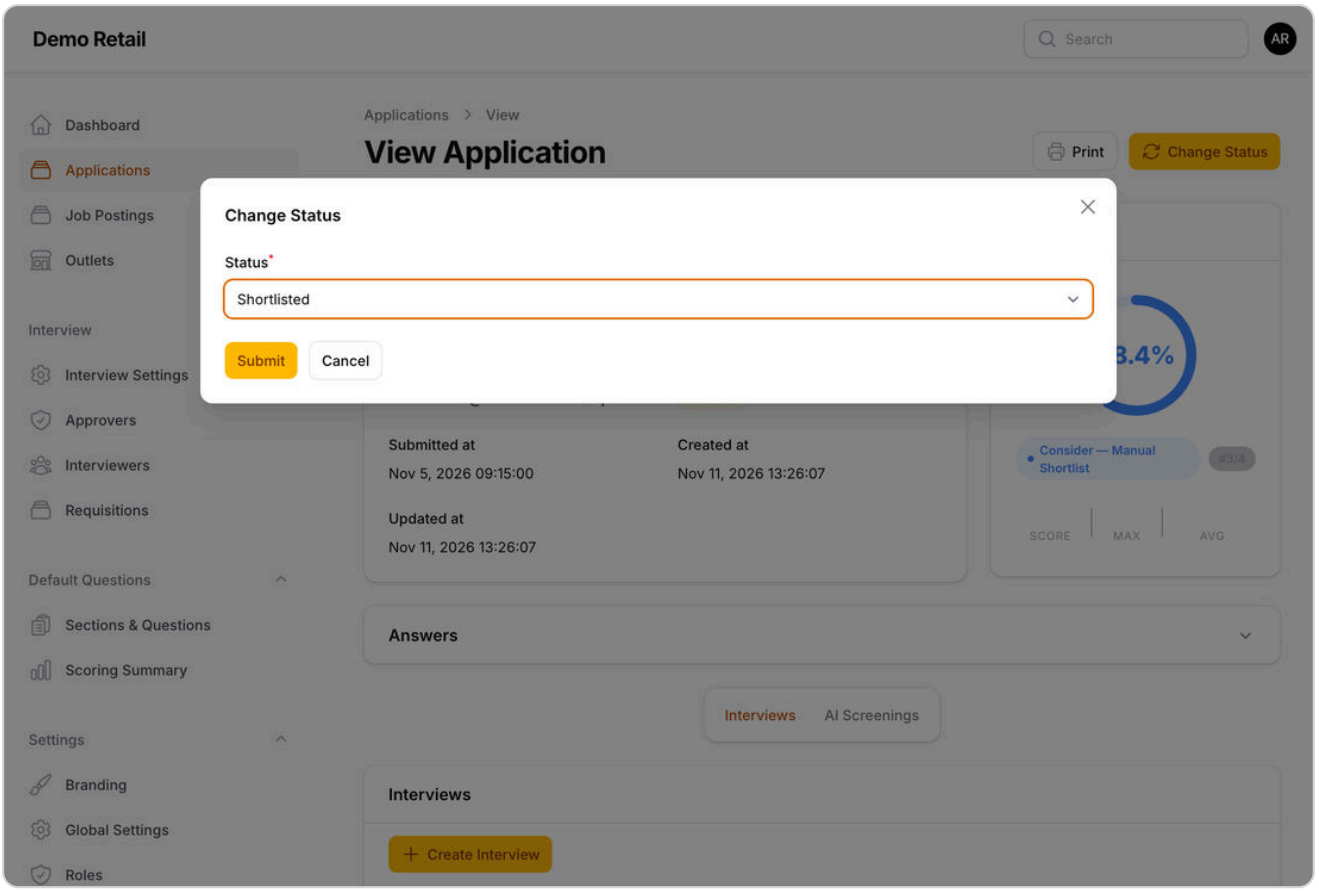


4. To print, press **Print** at the top and choose **Answers (generated PDF)**, **DISC Result (PDF)** or one of the uploaded files, then **Submit**. It opens in a new tab; use your browser's Print there.



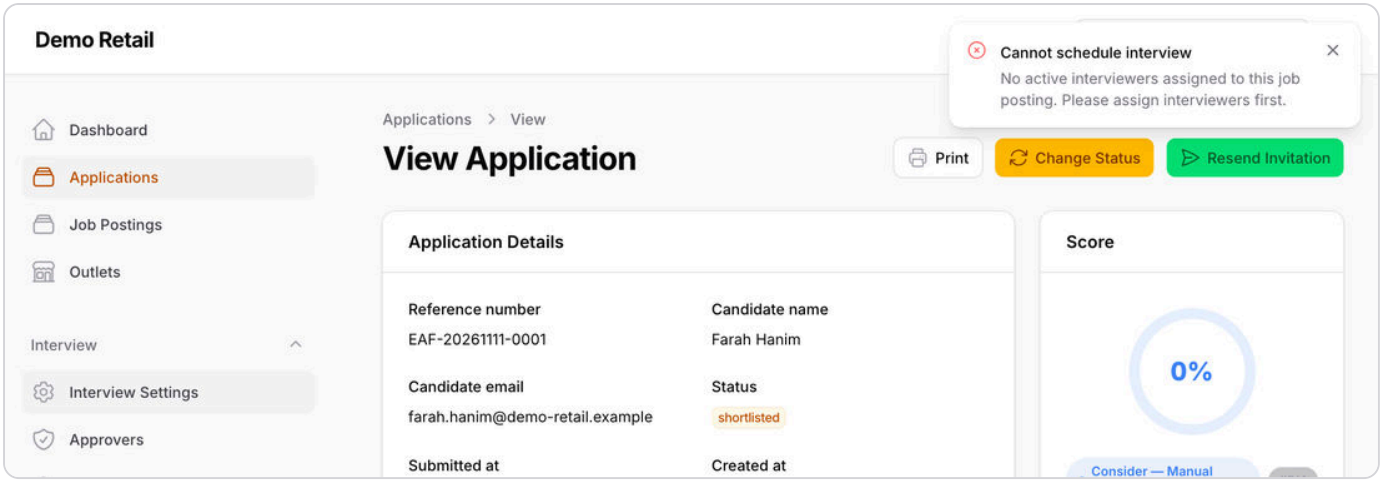
Shortlist or reject by hand

1. On the application, press **Change Status**.
2. Choose **Shortlisted**, **Rejected** or **Archived** (hidden from the usual lists) and press **Submit**.



- **Shortlisted** sends the applicant a WhatsApp link to take the test (if any) and book an interview.
- **Rejected** sends the applicant nothing. Tell them yourself.

If you see **Cannot schedule interview**, the applicant's outlet has no interviewers. The status still changes to Shortlisted, but no link was sent. Give the outlet an interview panel (see "Set up outlets, panels and approvers"), come back and press the green **Resend Invitation** at the top once.



To send the link again after that (for example because it expired), use **Resend Invitation** in the **Interviews** part further down instead (see "Manage interviews from the admin screens"). Pressing the green button at the top a second time fails without a message.

RECRUITMENT

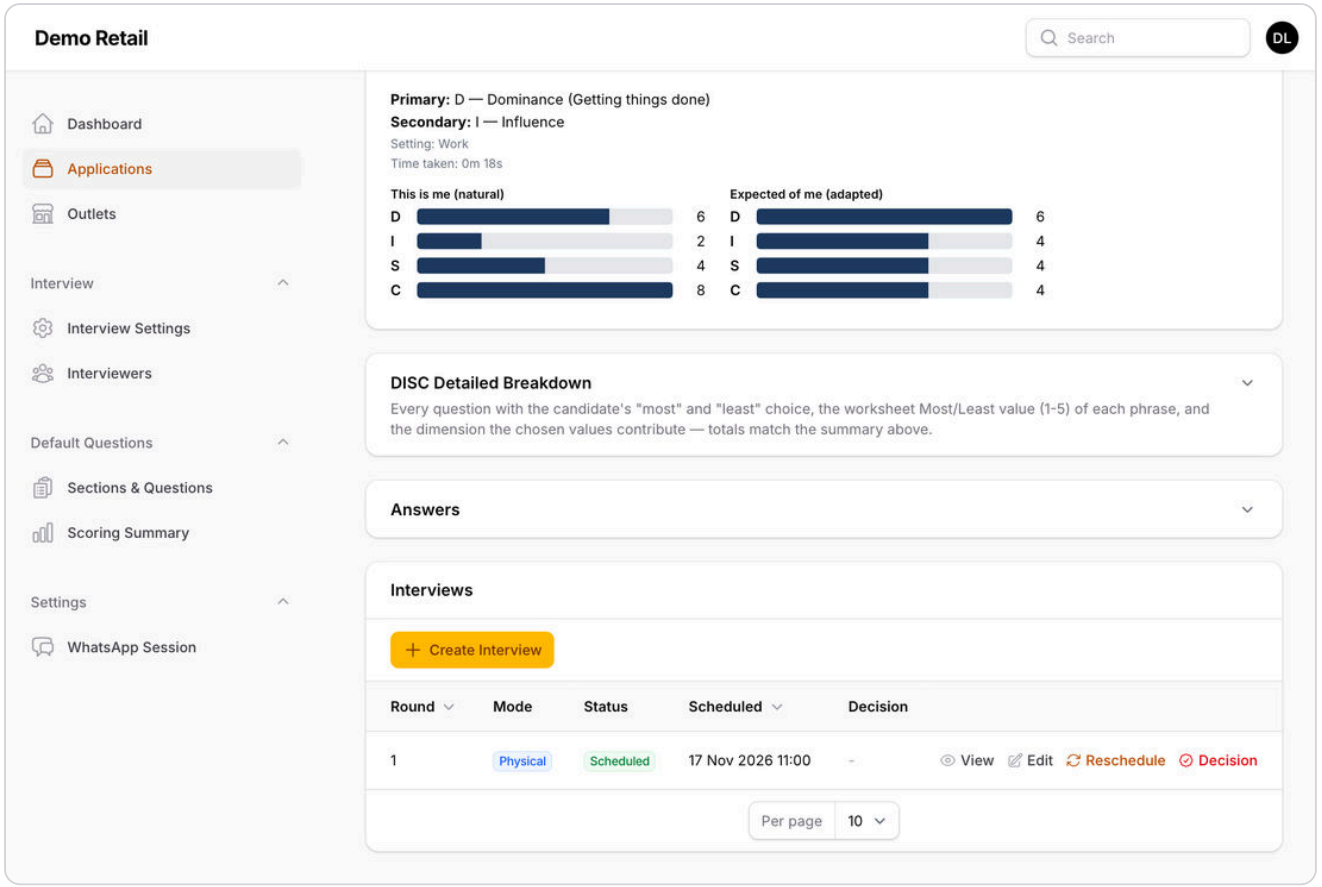
Give interview feedback

For: Interviewers

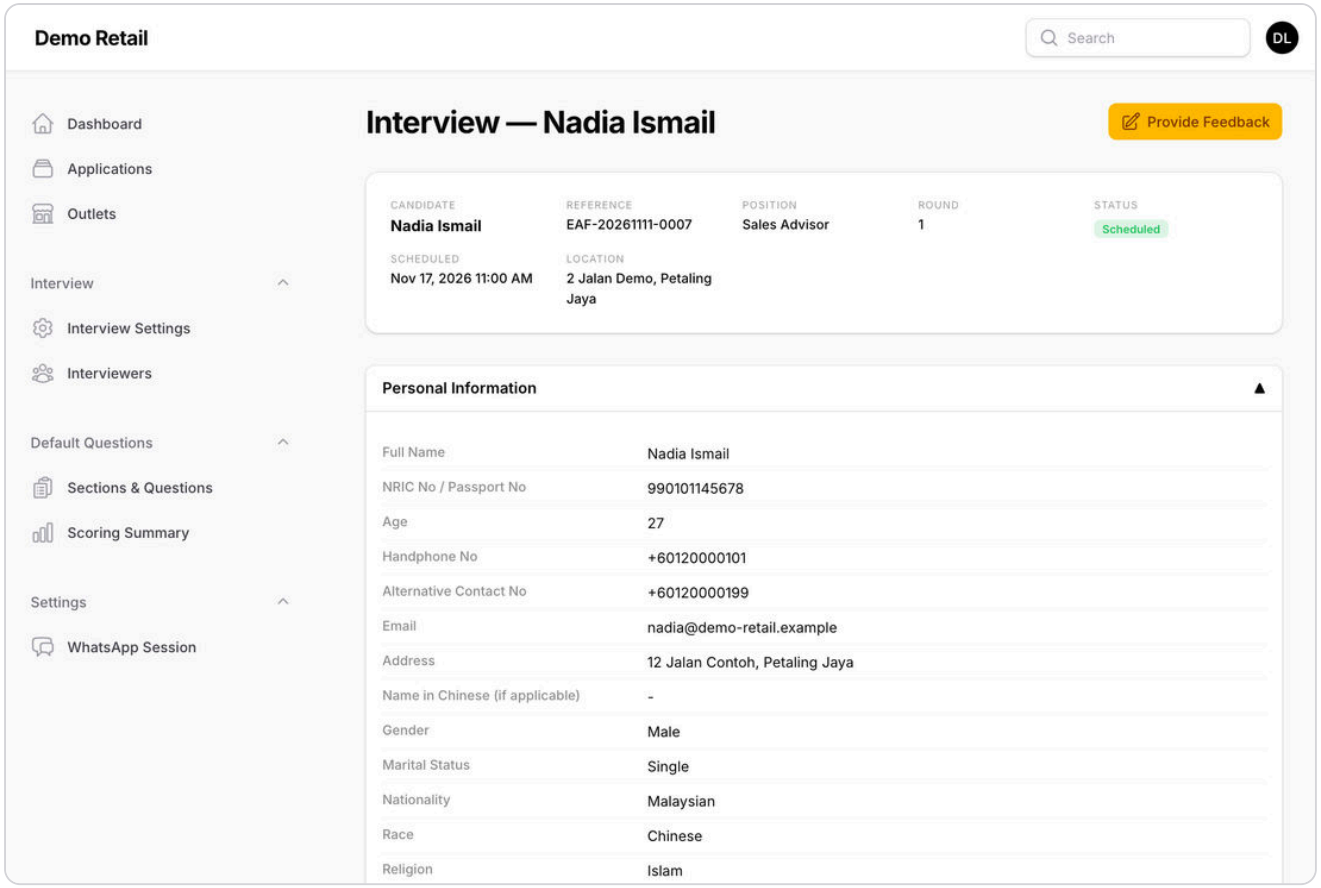
When an applicant books, every interviewer on the panel gets a WhatsApp message with the name, job, date and time. The message has no link: you give feedback in the admin screens.

You need an account with your phone number, and a role that can open applications and their interviews. With the **Hr Reviewer** role alone, the **Interviews** part does not show. Ask HR.

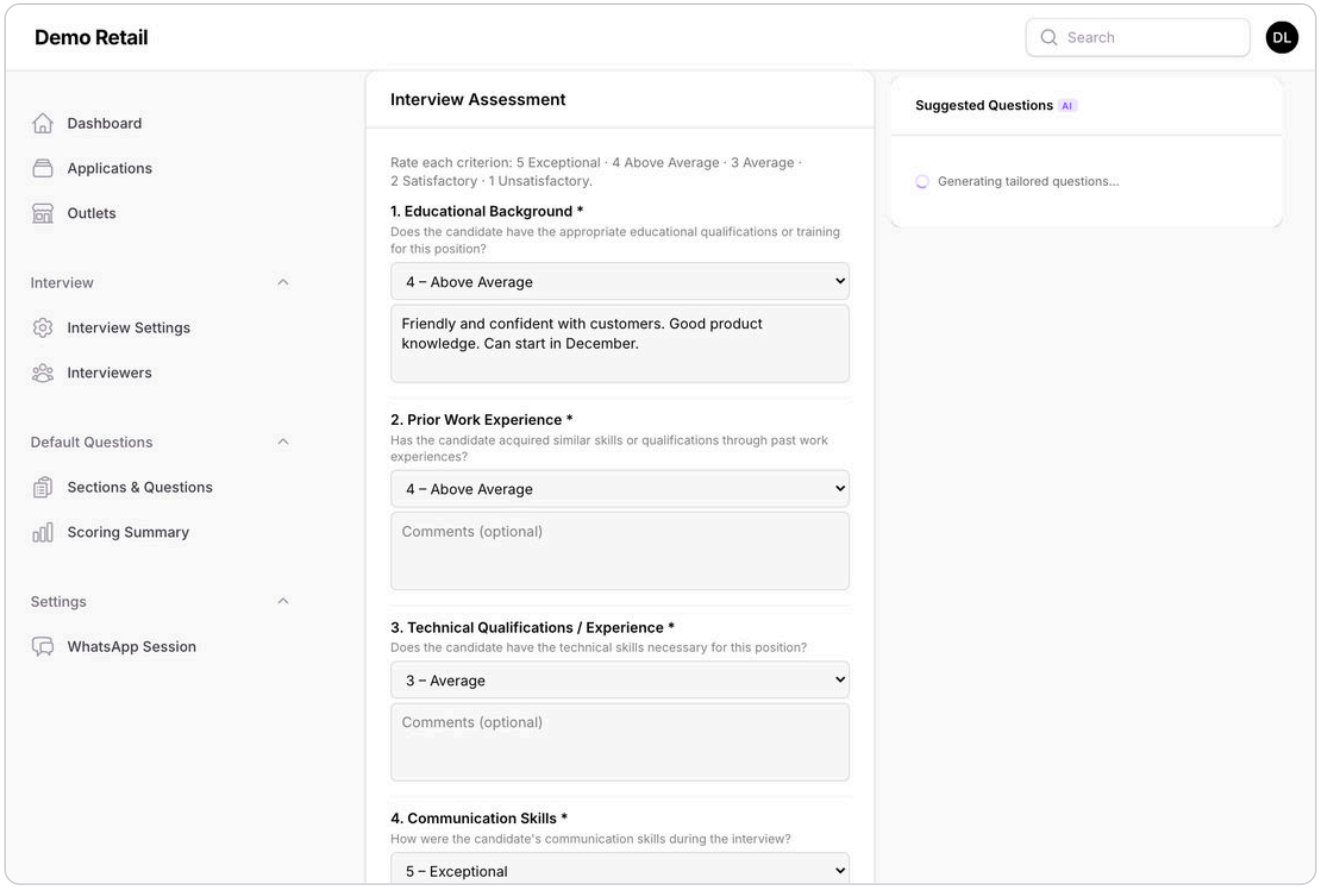
1. Sign in to the admin screens (the Recruitment web address with **/admin** at the end). Press **Applications**, then **View** on the applicant.
2. Scroll to the bottom. Under **Interviews**, press **View** on the interview.



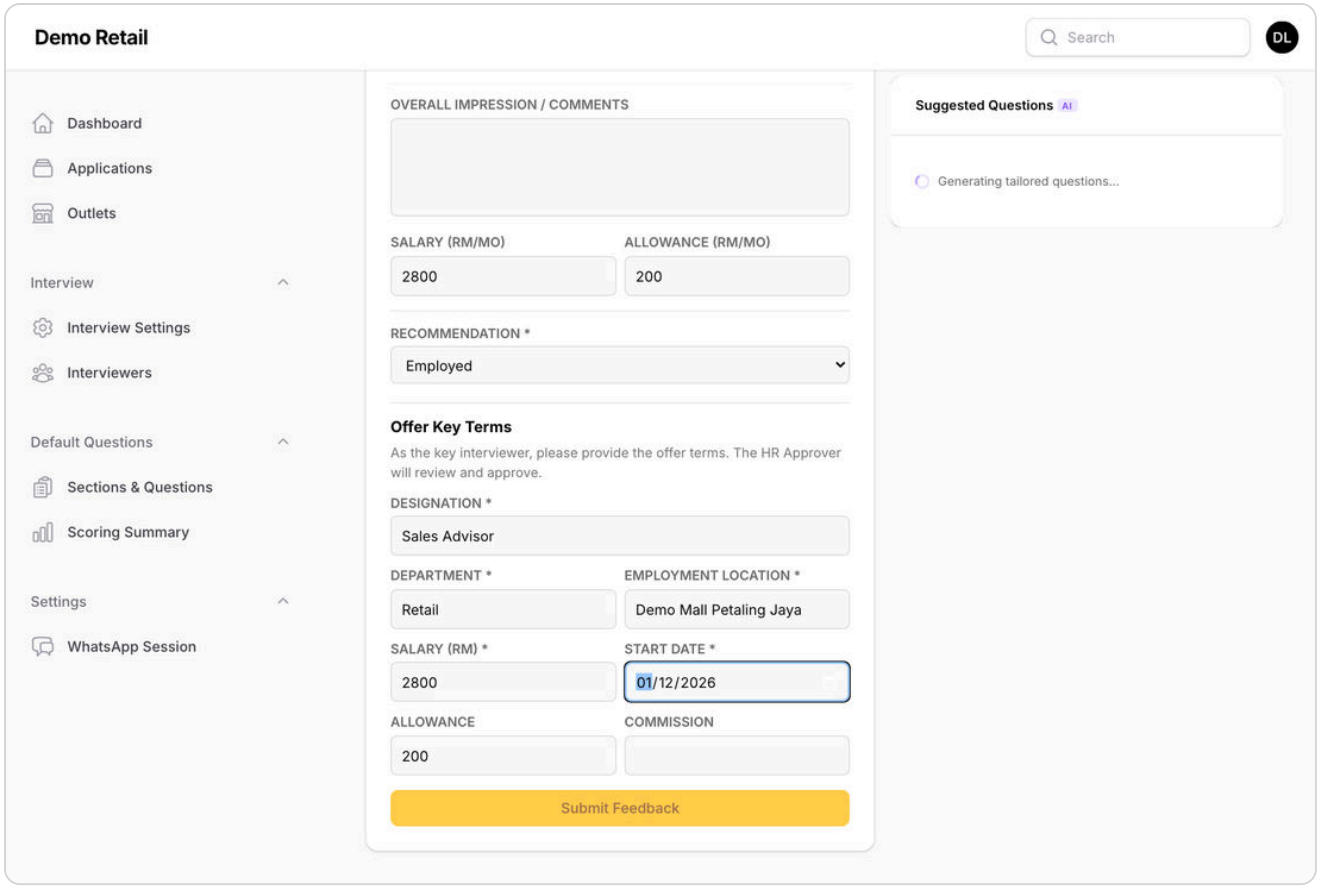
3. **Interview — (name)** shows the interview details and all the applicant's answers, section by section. Read them before or during the interview. Press **Provide Feedback** at the top right; it opens in a new tab. The button shows only if you are on this interview's panel and have not given feedback yet.



4. Under **Interview Assessment**, give each of the 10 points a score from 5 (Exceptional) to 1 (Unsatisfactory): Educational Background, Prior Work Experience, Technical Qualifications / Experience, Communication Skills, Candidate Interest, Knowledge of Organization, Teambuilding / Interpersonal Skills, Initiative, Time Management and Customer Service. The comment box under each is optional.

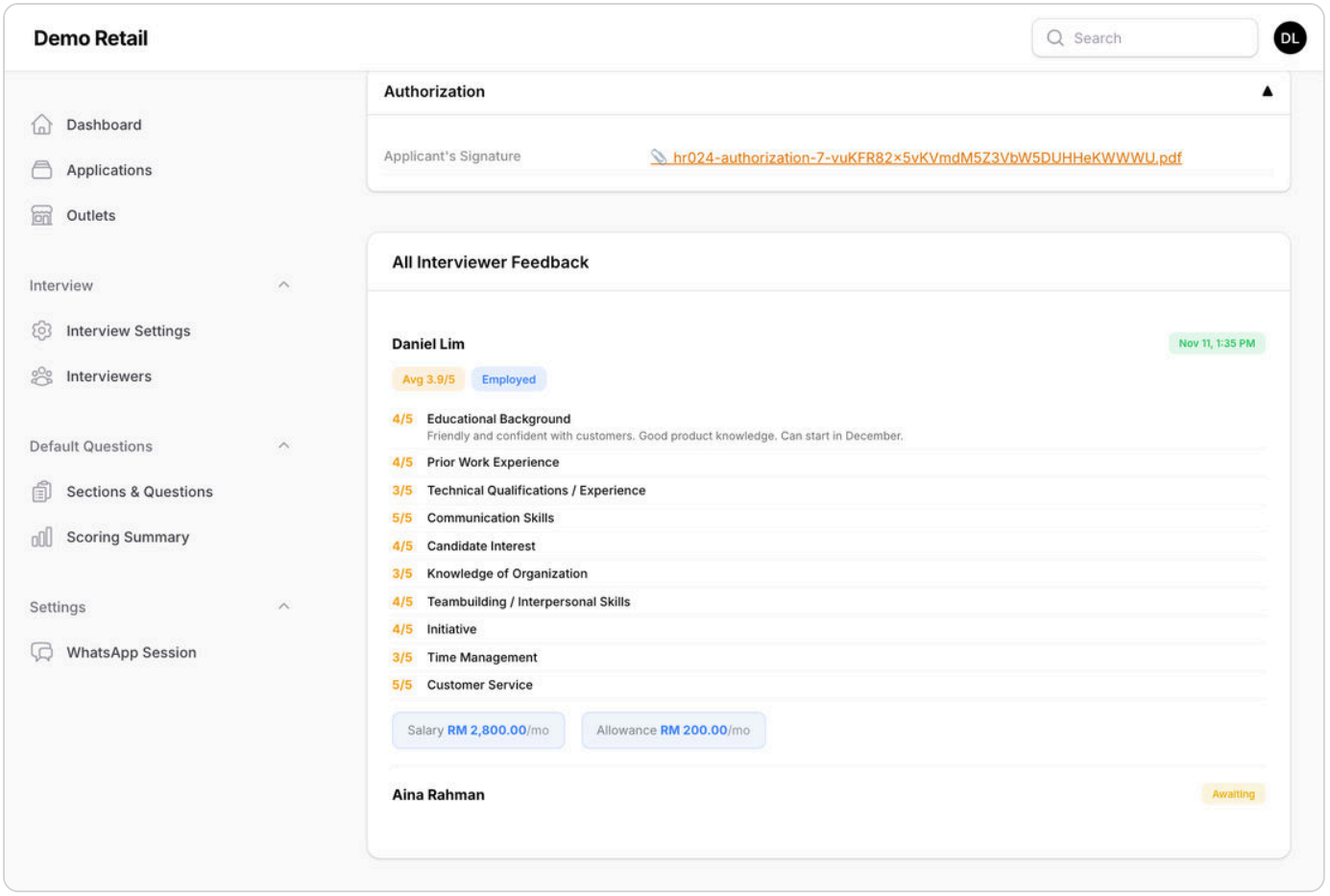


5. Fill in **OVERALL IMPRESSION / COMMENTS**, and the **SALARY (RM/MO)** and **ALLOWANCE (RM/MO)** you think are right.
6. **If you are the key interviewer** (the decision-maker for the outlet), you also choose a **RECOMMENDATION**: **Employed**, **Keep in List of Review**, **Arrange 2nd Interview** or **Rejected**.
    - For **Rejected**, pick the reasons under **REASON FOR REJECTION**.
    - For **Employed**, fill in **Offer Key Terms**: **DESIGNATION**, **DEPARTMENT**, **EMPLOYMENT LOCATION**, **SALARY (RM)**, **START DATE**, and if needed **ALLOWANCE** and **COMMISSION**. These become the offer letter once an approver signs it.



7. Press **Submit Feedback**. A green message confirms the feedback was submitted. You cannot change it afterwards.

Back on the interview page, **All Interviewer Feedback** shows everyone's scores, the average, and who is still **Awaiting**.



What happens next

When the key interviewer submits, the approvers of the outlet get a WhatsApp link to make the hiring decision (see "Make the hiring decision and approve the offer"). Feedback from the other interviewers is shown to them too.

Suggested Questions on the right lists interview questions written by AI from the applicant's answers. It needs an AI service set up by your administrator. Without one it keeps showing "Generating tailored questions...".

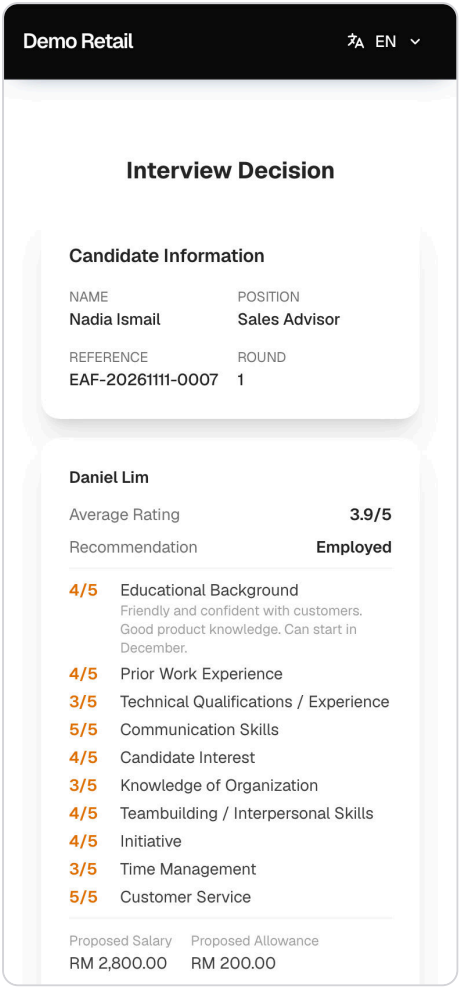
RECRUITMENT

Make the hiring decision and approve the offer

For: Approvers

When the key interviewer submits feedback, every approver of that outlet gets a WhatsApp message with the candidate, the job, the recommendation and a link. The link works for 7 days. You do not need to sign in.

Press the link. **Interview Decision** shows **Candidate Information** and each interviewer's scores, comments and proposed salary.



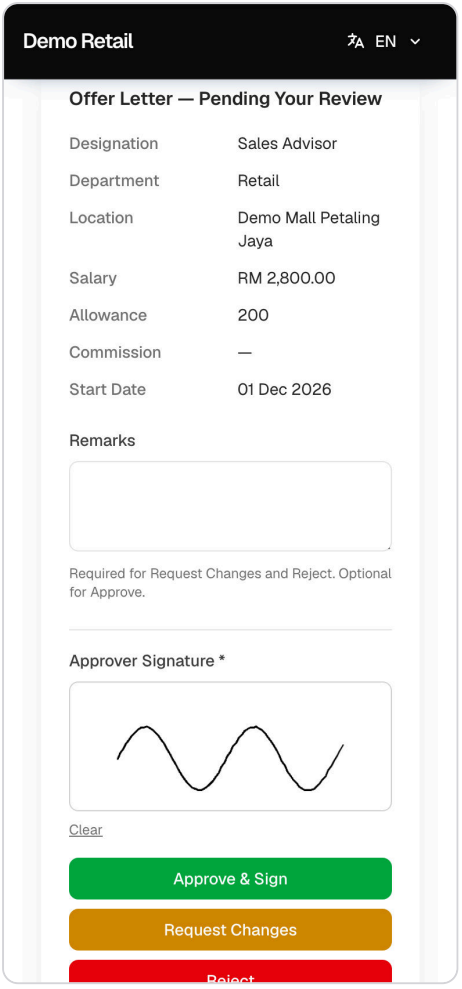
What you see below depends on the key interviewer's recommendation.

When the recommendation is Employed: approve the offer

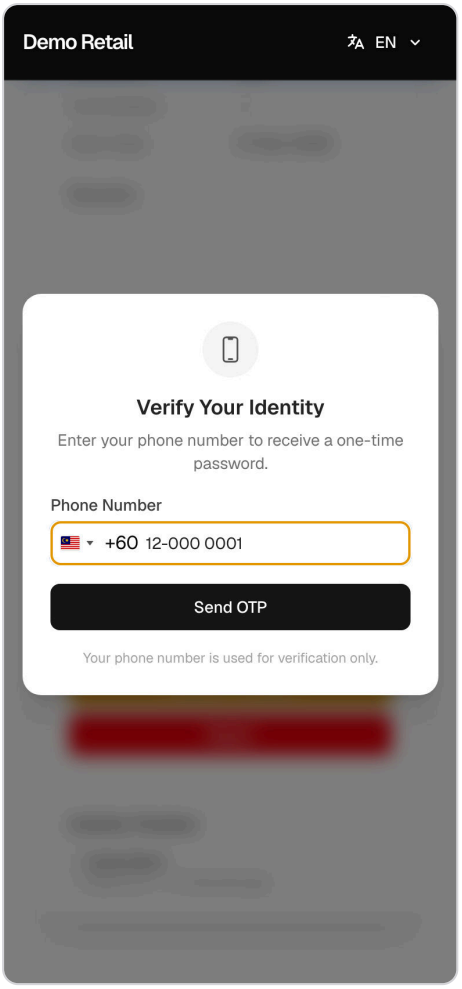
1. Under **Offer Letter — Pending Your Review**, check the **Designation**, **Department**, **Location**, **Salary**, **Allowance**, **Commission** and **Start Date**.
2. Type a note under **Remarks** if you want to. It is required for **Request Changes** and **Reject**.

3. Sign in the **Approver Signature** box with your finger. Press **Clear** to sign again.

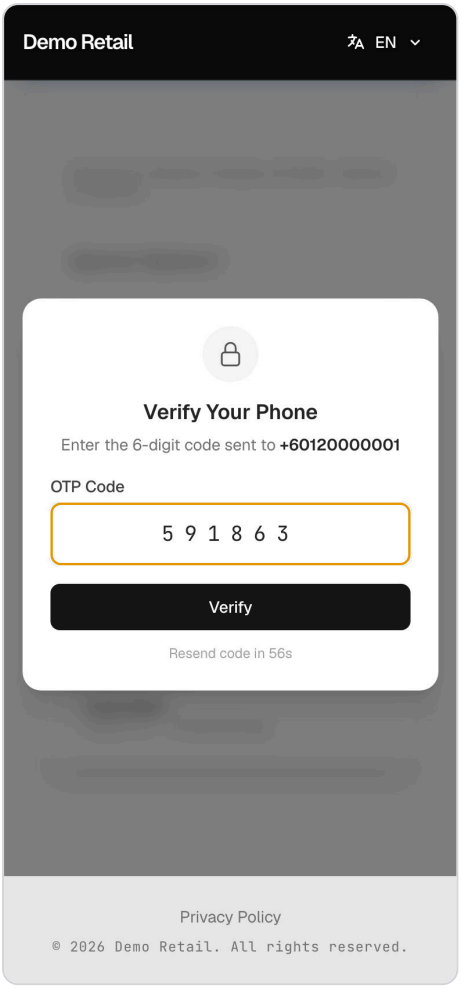
4. Press **Approve & Sign**, **Request Changes** or **Reject**.



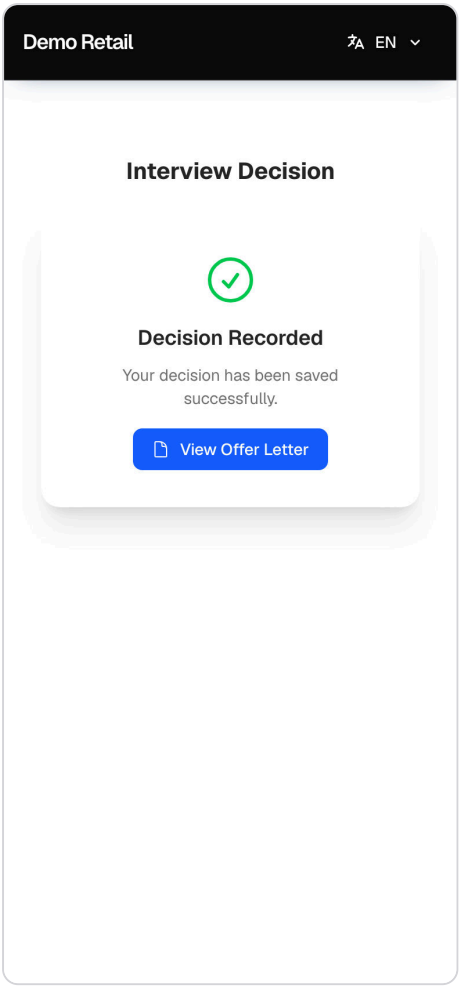
5. **Verify Your Identity**: your phone number is filled in. Press **Send OTP**, then choose **SMS** or **WhatsApp**.



6. Type the 6-digit code under **OTP Code** and press **Verify**.



7. **Decision Recorded** appears. After an approval, press **View Offer Letter** to see the letter.



What each button does:

- **Approve & Sign**: the offer letter is made with your signature. The applicant gets it on WhatsApp, and the interviewers and approvers are told.
- **Reject**: the applicant gets a WhatsApp message saying they were not selected. The interviewers and approvers are told.
- **Request Changes**: sends your remarks to the job's key interviewer. Today there is no screen where they can change the terms and send them back, so ask HR how to go on before you use it.

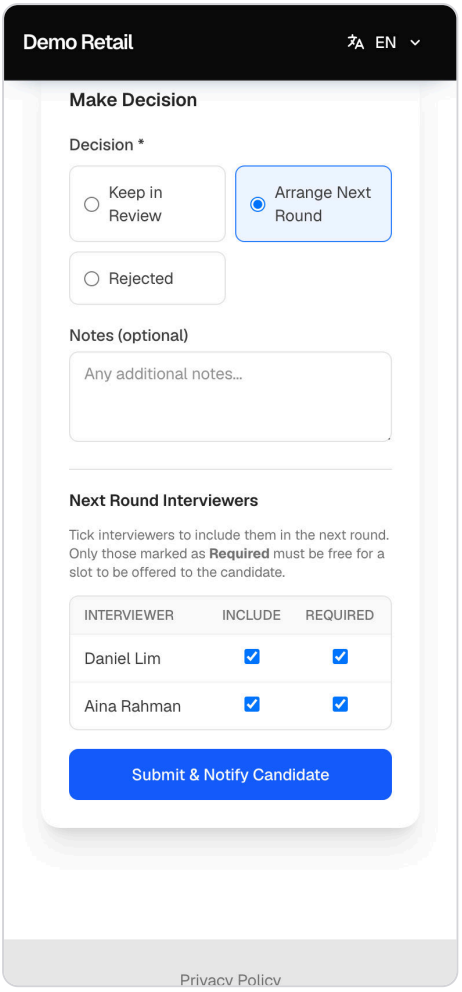
The wording of the offer letter is built into the app. Ask your administrator to check it before your first offer.

Other recommendations: make the decision

If the recommendation is **Keep in List of Review**, **Arrange 2nd Interview** or **Rejected**, you see **Make Decision** instead.

1. Under **Decision**, choose **Keep in Review**, **Arrange Next Round** or **Rejected**. Add **Notes (optional)**.

2. For **Arrange Next Round**, tick who should interview next under **Next Round Interviewers**: **Include** to invite them, **Required** if their free time must match.
3. Press **Submit Decision**, or **Submit & Notify Candidate** for a next round.



Only **Arrange Next Round** sends the applicant a message (a new booking link). For **Rejected** and **Keep in Review**, nothing is sent; HR tells the applicant. No phone code is asked on this screen.

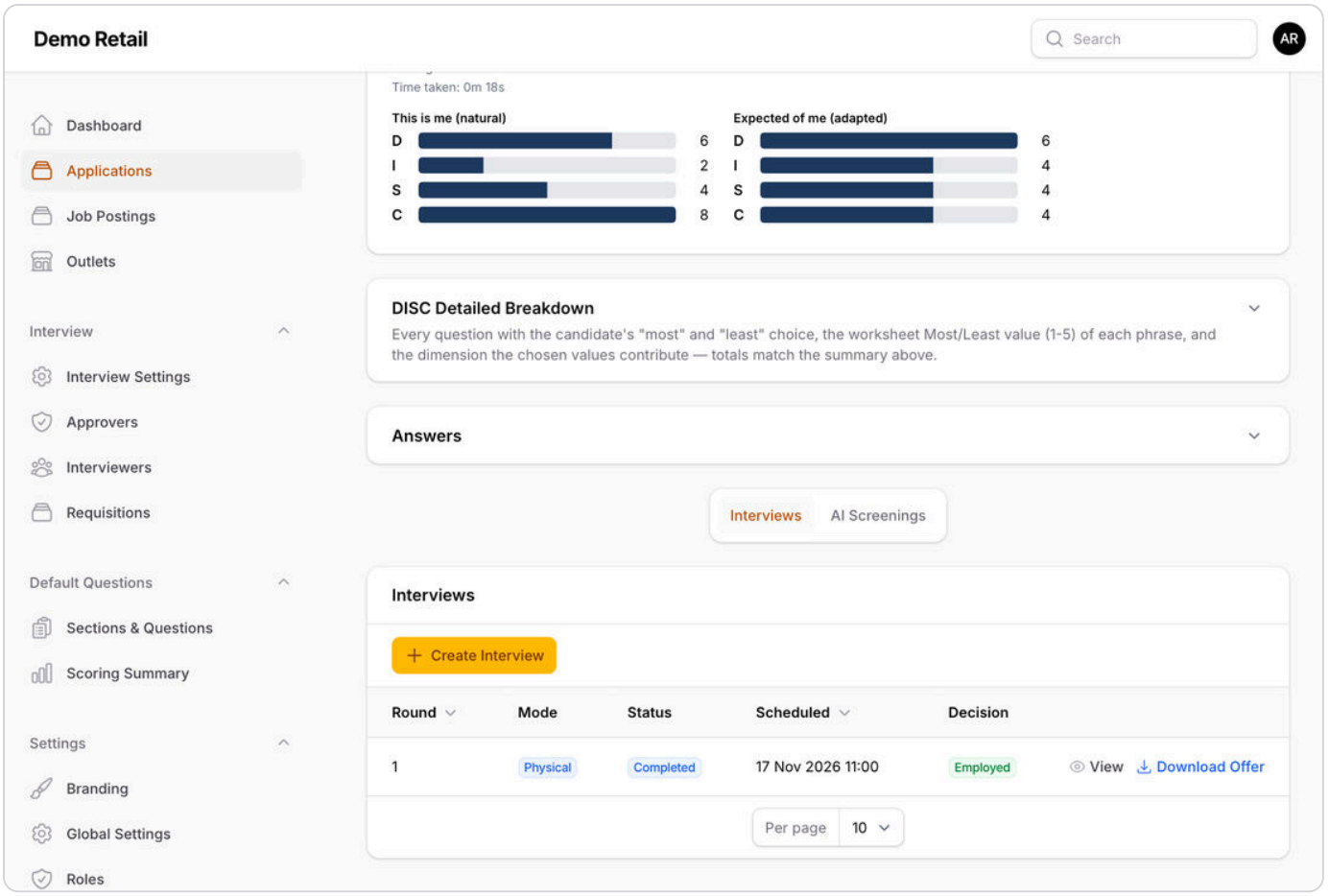
If the link says **Link Expired**, ask HR: they can record the decision from the admin screens.

RECRUITMENT

Manage interviews from the admin screens

For: HR

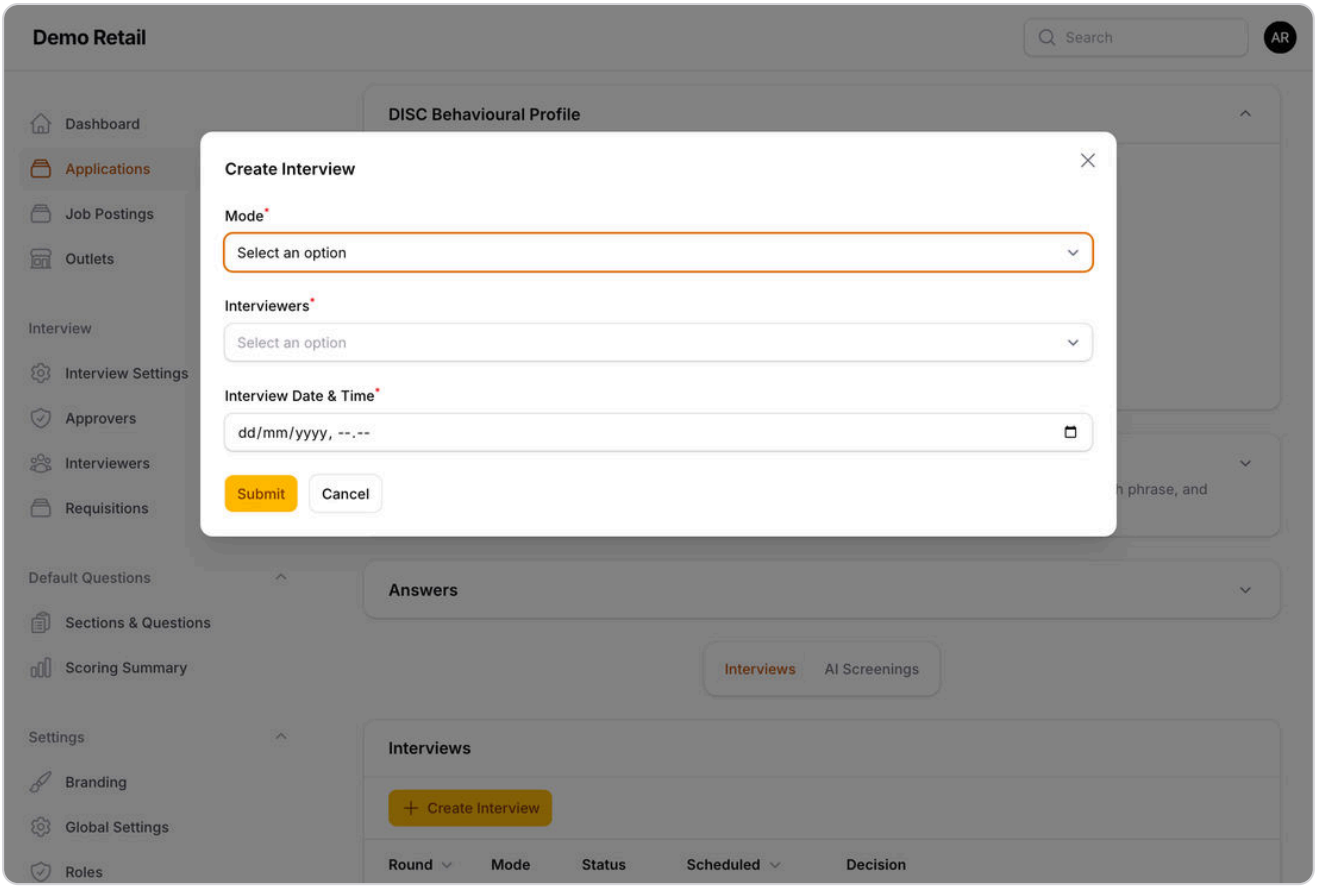
Each application has an **Interviews** part at the bottom of its page. It lists every round with its **Mode** (Physical or Online), **Status**, time and **Decision**.



Book an interview yourself

Use this when you agree a time with the applicant by phone.

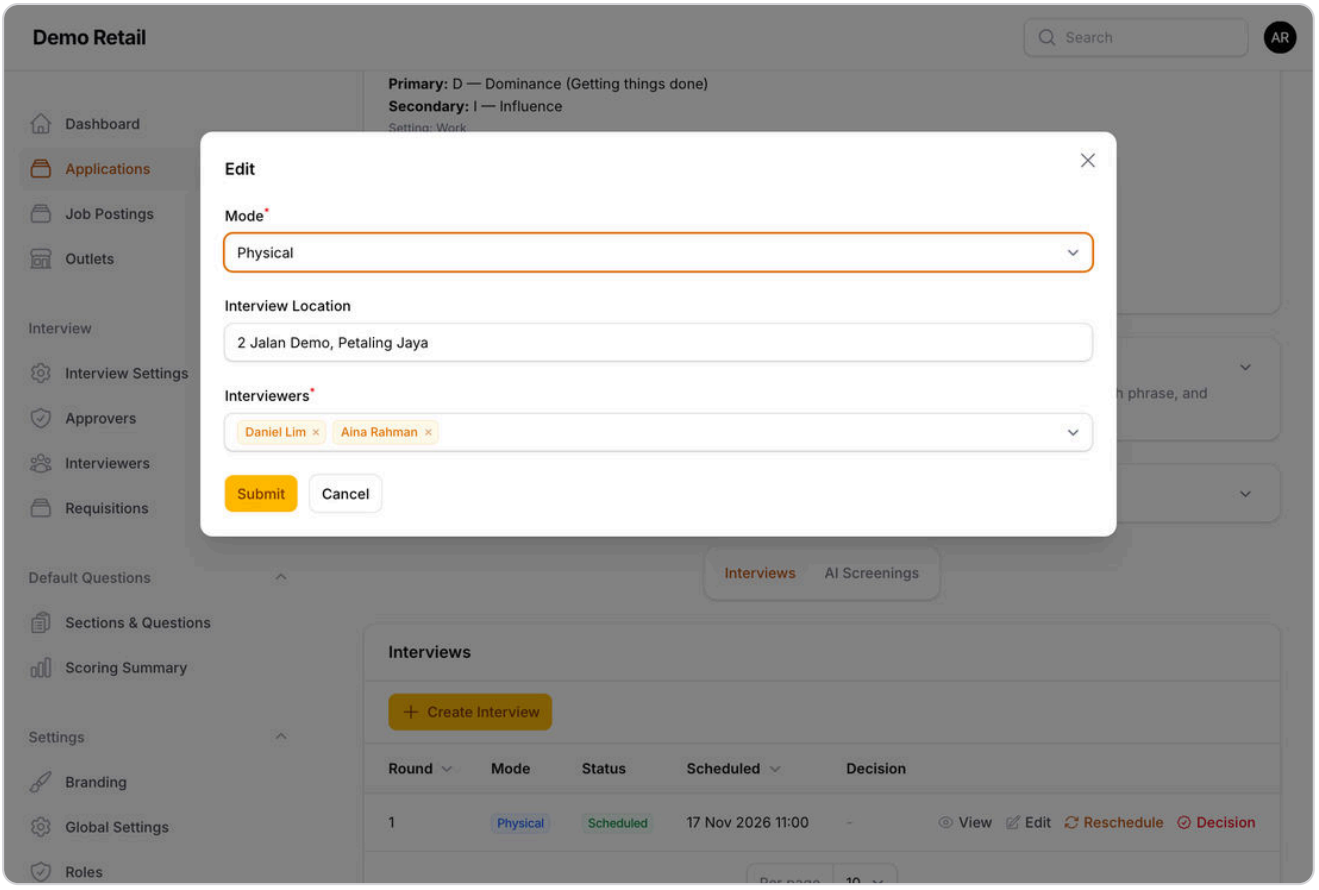
1. Press **Create Interview**.
2. Choose the **Mode**, the **Interviewers** and the **Interview Date & Time**, then press **Submit**.



The applicant is **not** messaged. Tell them the time and place yourself.

Change an interview

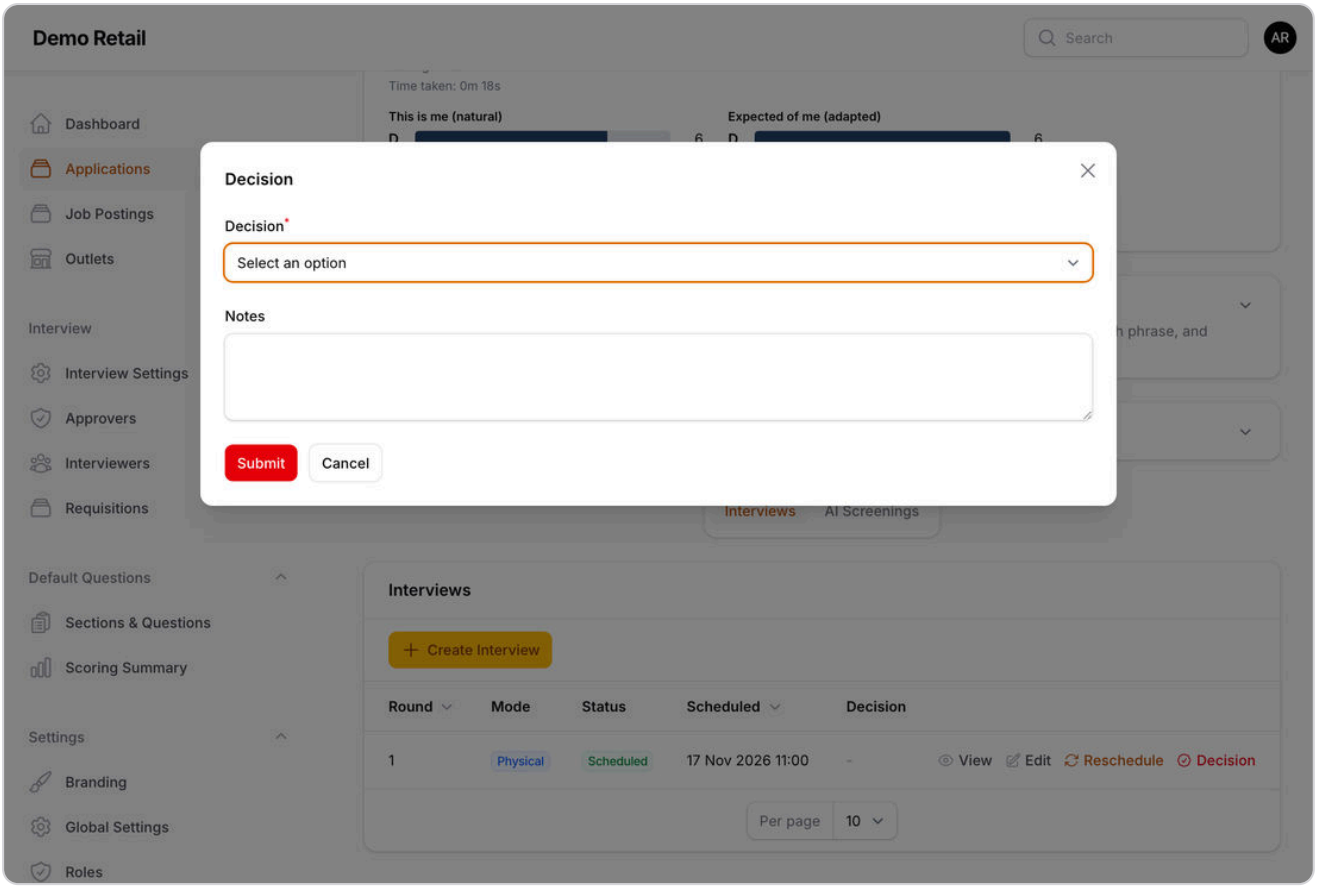
- **Edit**: change the **Mode**, the **Interview Location** (or the meeting link for an online interview) and the **Interviewers**.



- **Reschedule**: cancels the booked time and sends the applicant a new WhatsApp link to pick another one.
- **Resend Invitation** (above the list): sends the booking link again with a new expiry date. Choose the phone number under **Send to phone number** and press **Submit**.

Record a decision without the approver link

1. Press **Decision** on the interview.
2. Choose a decision and add **Notes**, then press **Submit**. The list shows the choices as **Employed**, **KeepInReview**, **NextRound** and **Rejected**.



- **Employed** marks the application **Offered**. **Rejected** marks it **Rejected**. Neither sends the applicant a message.
- **NextRound** asks for the **Next Round Interviewers** and sends the applicant a new booking link.
- After **Employed**, an **Offer** button appears. Do not use it today: after **Submit** the box stays open with no message, because an offer needs an approver's signature, and a half-made offer is left behind. Offers work from the approver's decision page (see "Make the hiring decision and approve the offer").

Once an offer is approved, press **Download Offer** here, or **Download Offer Letter** at the top of the application, to get the PDF.

AI Screenings

The **AI Screenings** tab next to **Interviews** starts a WhatsApp chat between an AI and the applicant, which ends in a score out of 100. It needs an AI service and a connected **WhatsApp Session** (see "Settings, roles and the application form"). Without them it shows "WhatsApp Not Connected".

RECRUITMENT

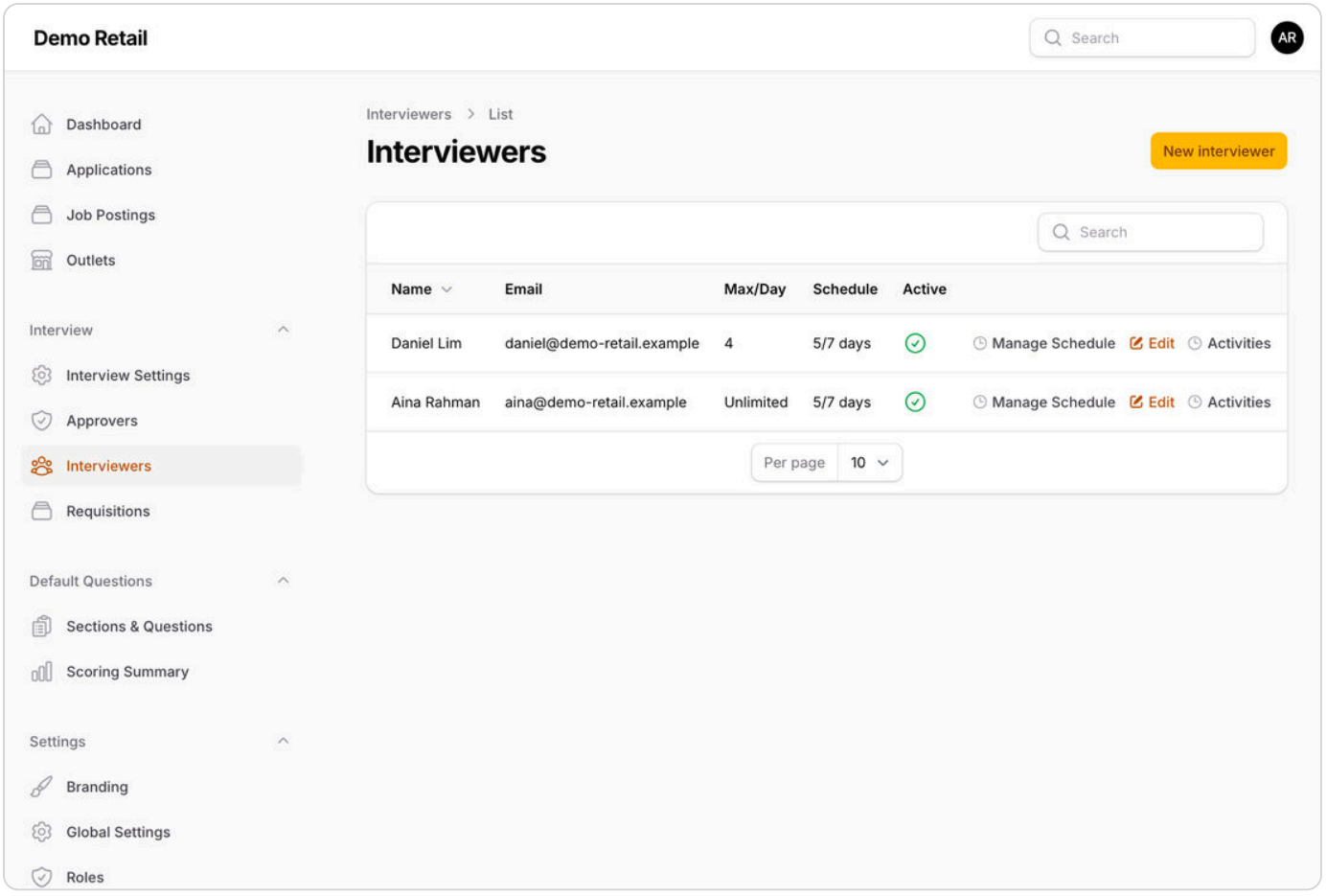
Set interviewer availability

For: Administrators

Applicants can only pick times when every required interviewer is free. Each interviewer's free time comes from a weekly schedule typed into the app, or from their Google Calendar.

Add an interviewer

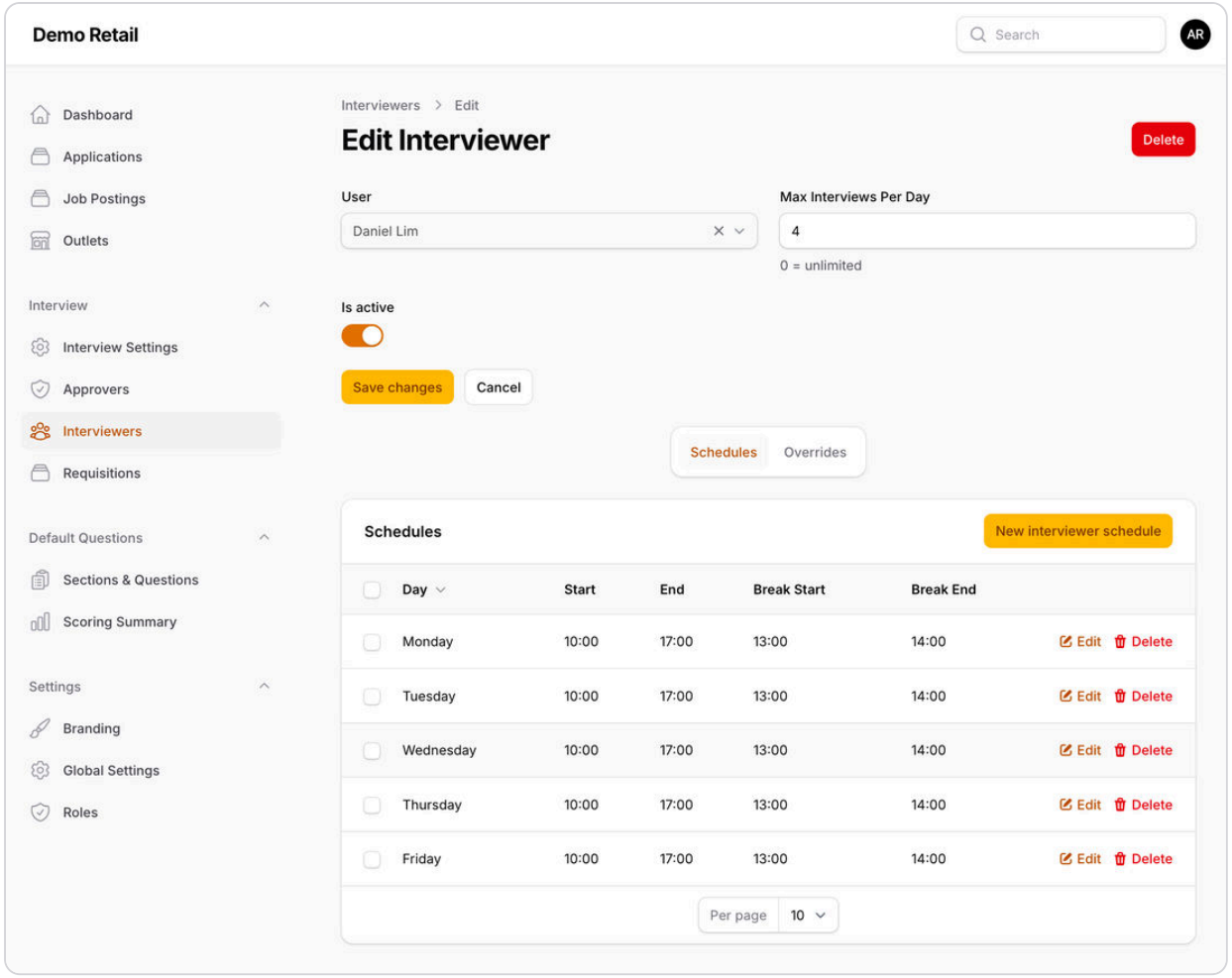
1. Under **Interview**, press **Interviewers**, then **New interviewer**.
2. Pick the **User** (the person needs an account first), set **Max Interviews Per Day** (0 = unlimited) and leave **Is active** on. Press **Create**.



Weekly schedule

1. Press **Manage Schedule** on the interviewer.
2. On the **Schedules** tab, press **New interviewer schedule** for each working day: the day, **Start** and **End** time, and the lunch break (**Break Start**, **Break End**). No

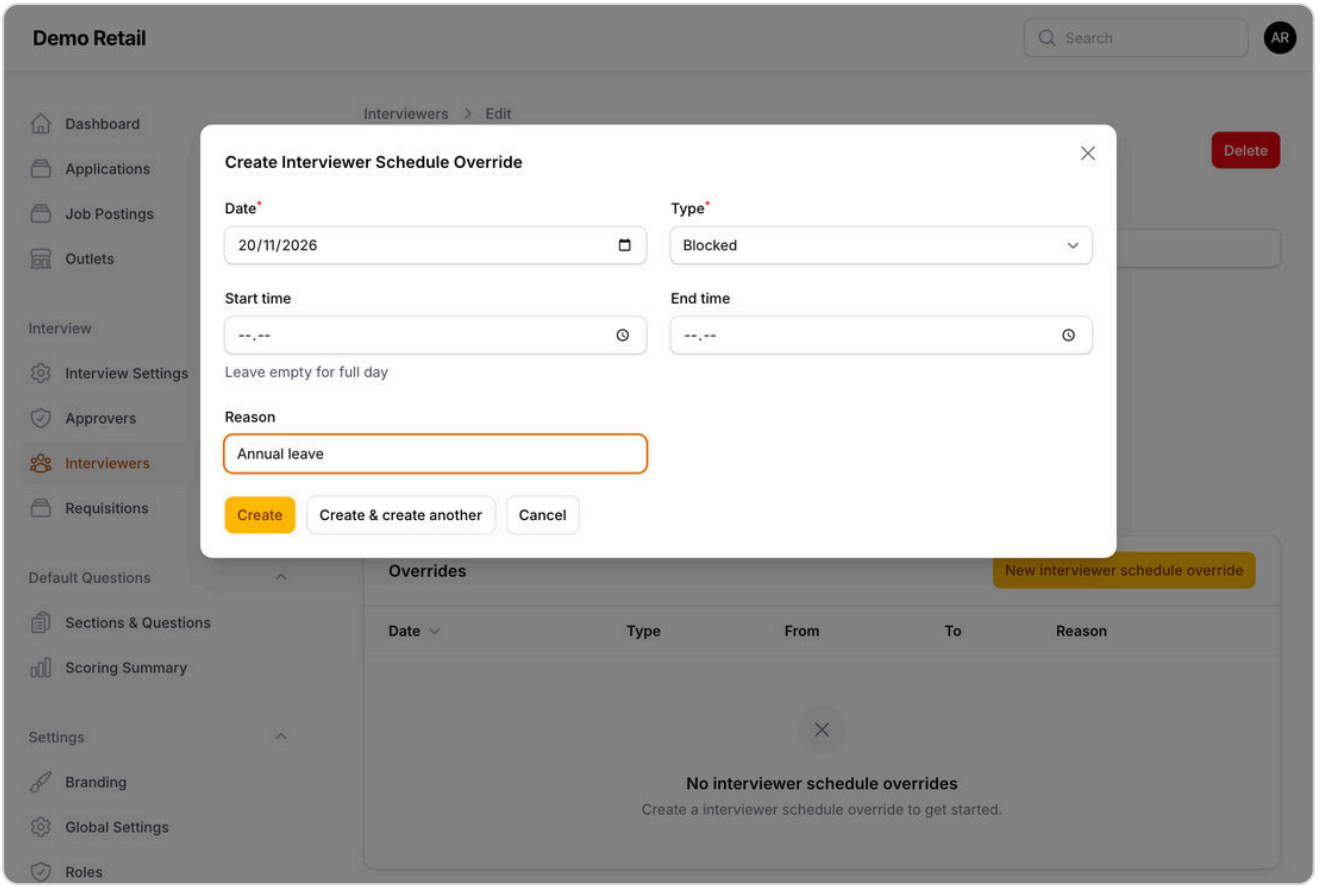
interview is offered during the break.



An interviewer with no schedule at all is treated as free on weekdays from 9:00 AM to 5:00 PM, except 12:00 to 1:00 PM.

Leave and one-off changes

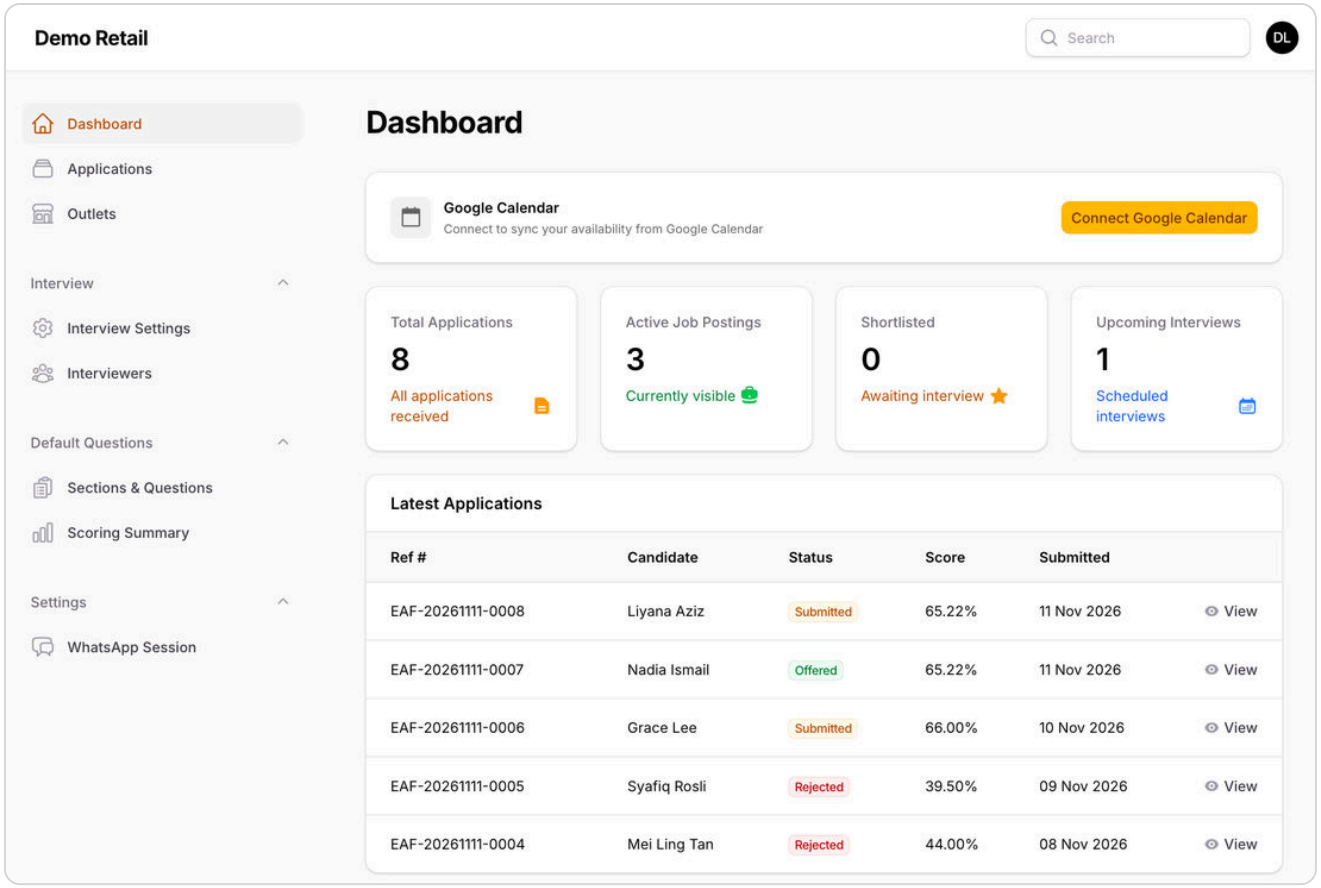
1. On the same page, open the **Overrides** tab and press **New interviewer schedule override**.
2. Pick the **Date** and the **Type**: **Blocked** (not available) or **Available** (extra hours, for example on a Saturday).
3. Leave **Start time** and **End time** empty for the whole day. Add a **Reason** and press **Create**.



Google Calendar instead

An interviewer can let the app read their Google Calendar. Your administrator must set up the Google connection first.

1. The interviewer signs in to the admin screens. **Dashboard** shows a **Google Calendar** box.
2. They press **Connect Google Calendar** and allow access in Google.



From then on, the app treats calendar events whose title contains the **Calendar Event Keyword** (set in **Interview Settings**) as the times they can interview. The weekly schedule no longer applies to them. They can switch back with **Disable** or **Disconnect** in the same box.

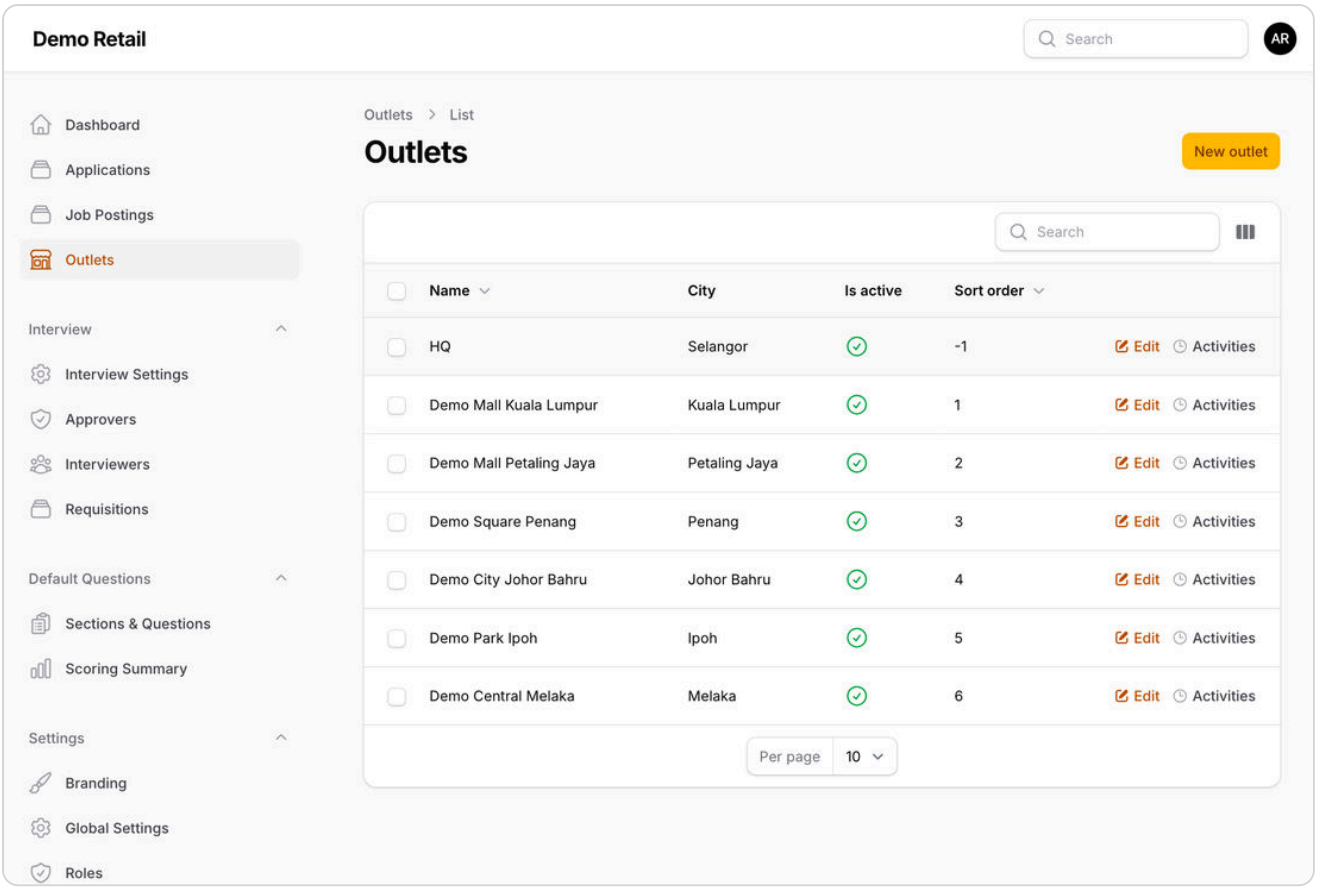
RECRUITMENT

Set up outlets, panels and approvers

For: Administrators

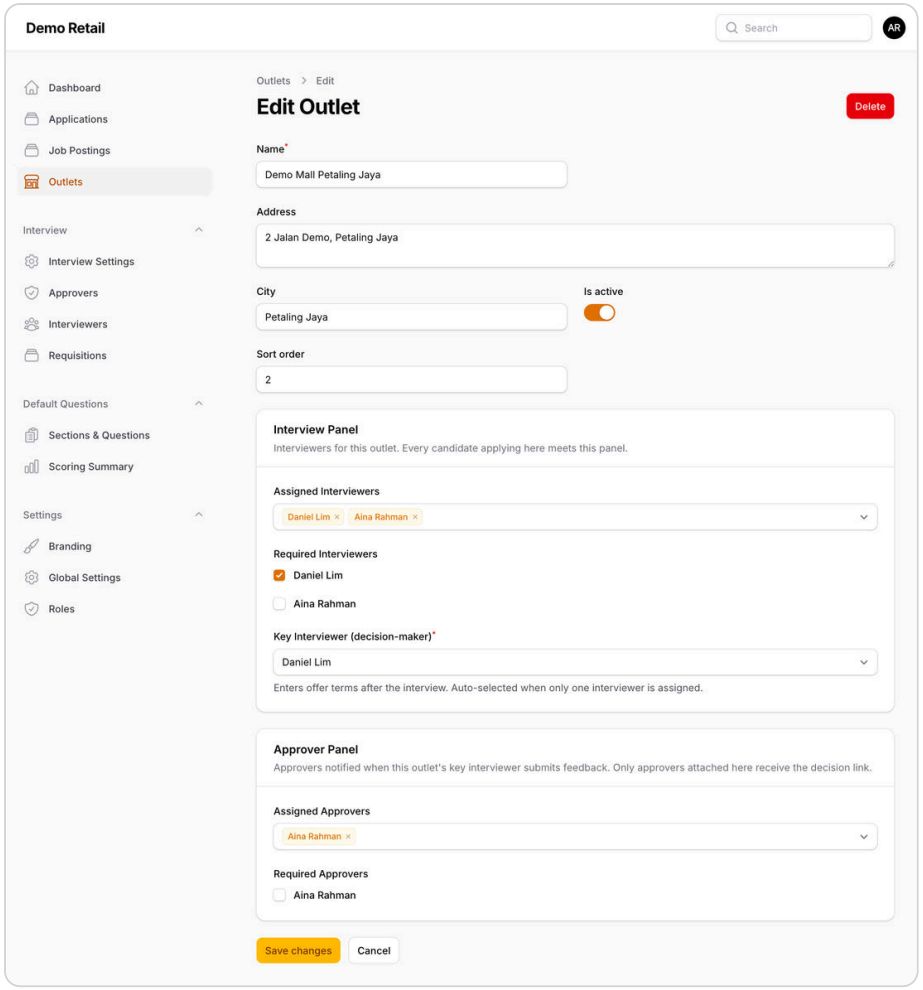
Each outlet decides who interviews its applicants and who approves its hires. Applicants pick an outlet when they apply, and the interview takes place at its address.

1. Press **Outlets** in the menu. Press **New outlet**, or **Edit** on an existing one.



2. Fill in **Name**, **Address** (shown to applicants as the interview location), **City**, **Is active** and **Sort order**.
3. Under **Interview Panel**:
    - **Assigned Interviewers**: everyone who interviews for this outlet. They must be on the **Interviewers** page first.
    - **Required Interviewers**: tick those whose free time must match. The others are invited but their calendar is not checked.
    - **Key Interviewer (decision-maker)**: the person who recommends the outcome and types the offer terms. Chosen for you when there is only one interviewer.

4. Under **Approver Panel**, pick the **Assigned Approvers**: the people who get the hiring decision link. **Required Approvers** has no effect today.
5. Press **Save changes**.

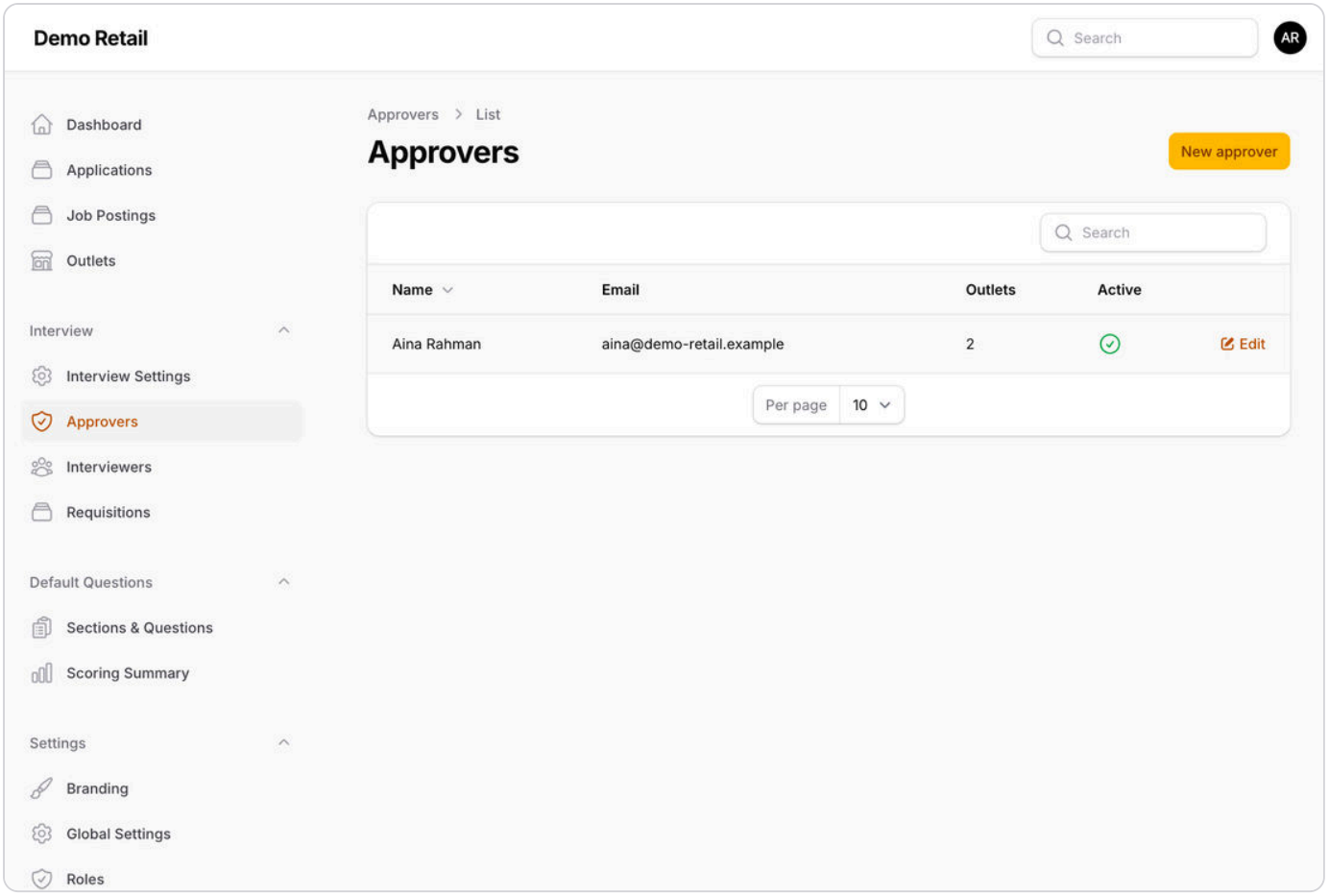


An outlet with no interviewers cannot hold interviews: shortlisting its applicants shows "Cannot schedule interview". An outlet with no approvers gets no hiring decision link; HR has to record the decision in the admin screens.

Approvers

A person must be on the **Approvers** page before you can add them to an outlet.

1. Under **Interview**, press **Approvers**, then **New approver**.
2. Pick the **User** and press **Create**. The **Outlets** column shows how many outlets they approve for.



Approvers here are for hiring decisions only. Position requests go to everyone with the **Management Approver** role instead (see "Settings, roles and the application form").

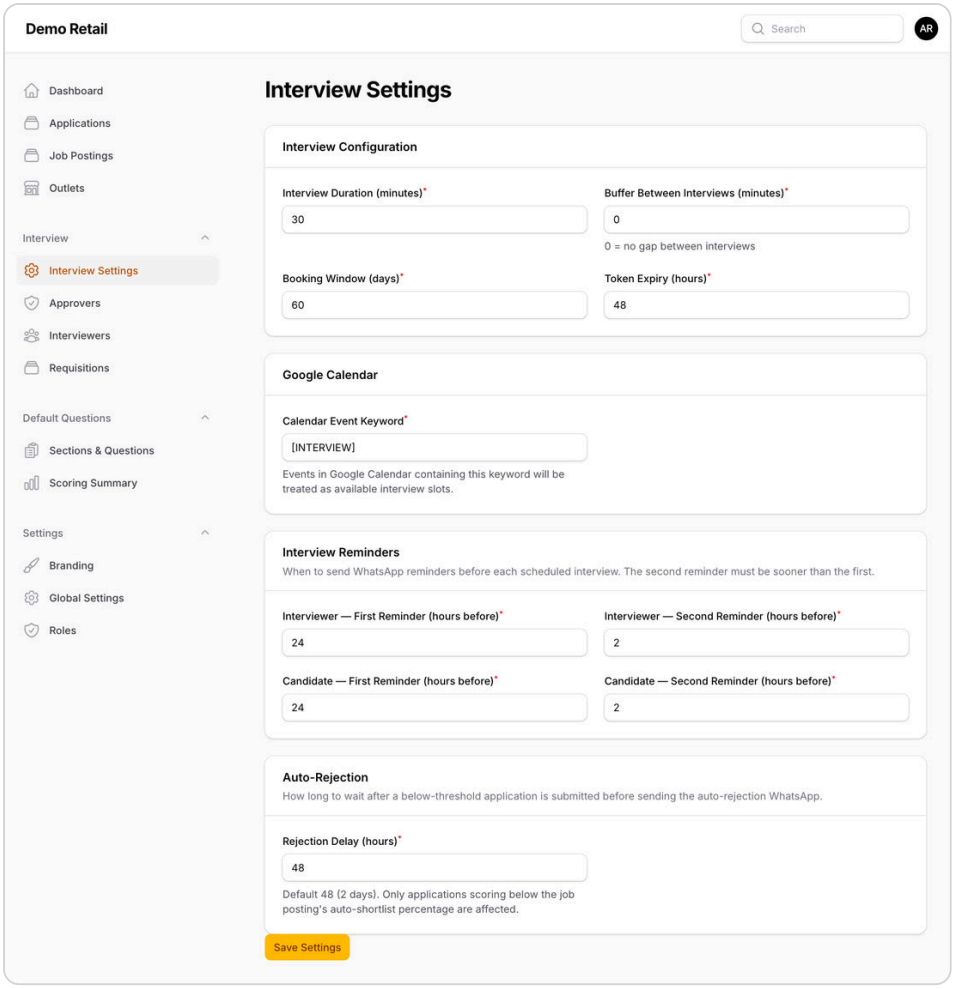
Settings, roles and the application form

For: Administrators

Interview Settings

Under **Interview**, press **Interview Settings**. Press **Save Settings** when done.

- **Interview Duration (minutes)** and **Buffer Between Interviews (minutes)**: the length of each time slot and the gap between them.
- **Booking Window (days)**: how far ahead applicants can book.
- **Token Expiry (hours)**: how long a booking link works.
- **Calendar Event Keyword**: the word that marks free time in an interviewer's Google Calendar.
- **Interview Reminders**: how many hours before the interview the first and second WhatsApp reminders go to interviewers and to the applicant.
- **Rejection Delay (hours)**: how long after applying a low-scoring applicant gets the rejection message. It applies to applications below the job's **Auto-Reject Below Percentage**, even though the help text under the box says "auto-shortlist percentage".

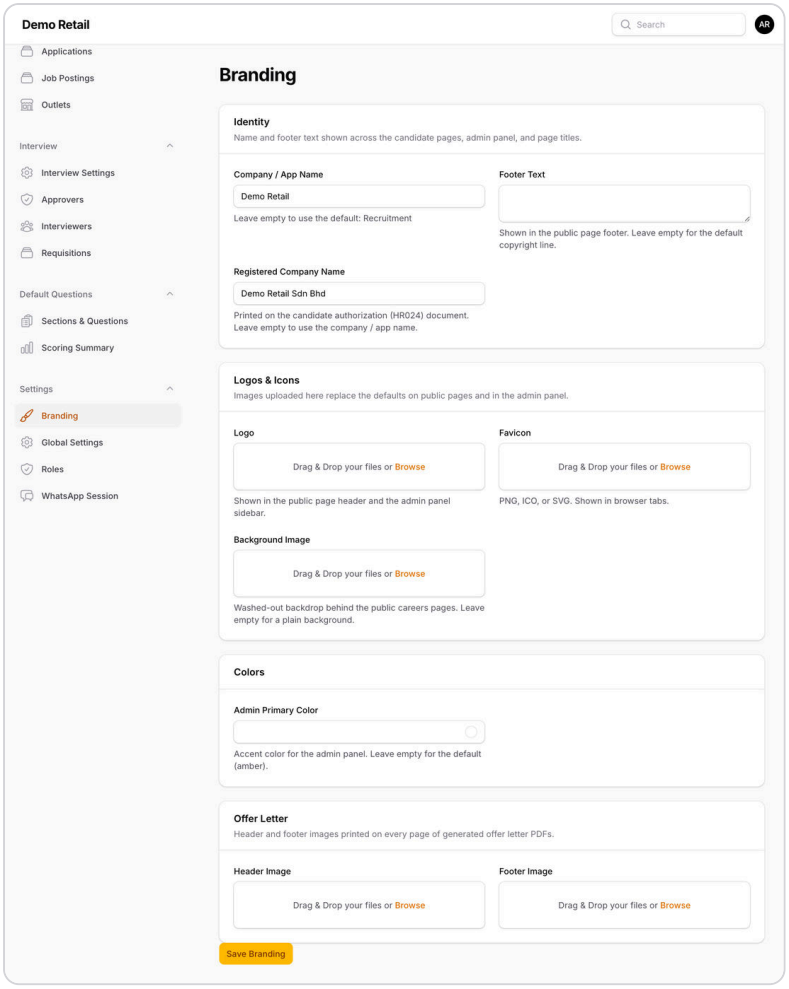


Branding

Under **Settings**, press **Branding**:

- **Company / App Name**: shown on the careers page, the admin screens and in WhatsApp messages.
- **Registered Company Name**: printed on the applicant's authorization form.
- **Logo**, **Favicon** (the small icon in the browser tab), **Background Image** and **Admin Primary Color**.
- **Offer Letter**: the **Header Image** and **Footer Image** printed on every page of the offer letter. Upload your own before the first offer; until you do, the app prints the images it came with.

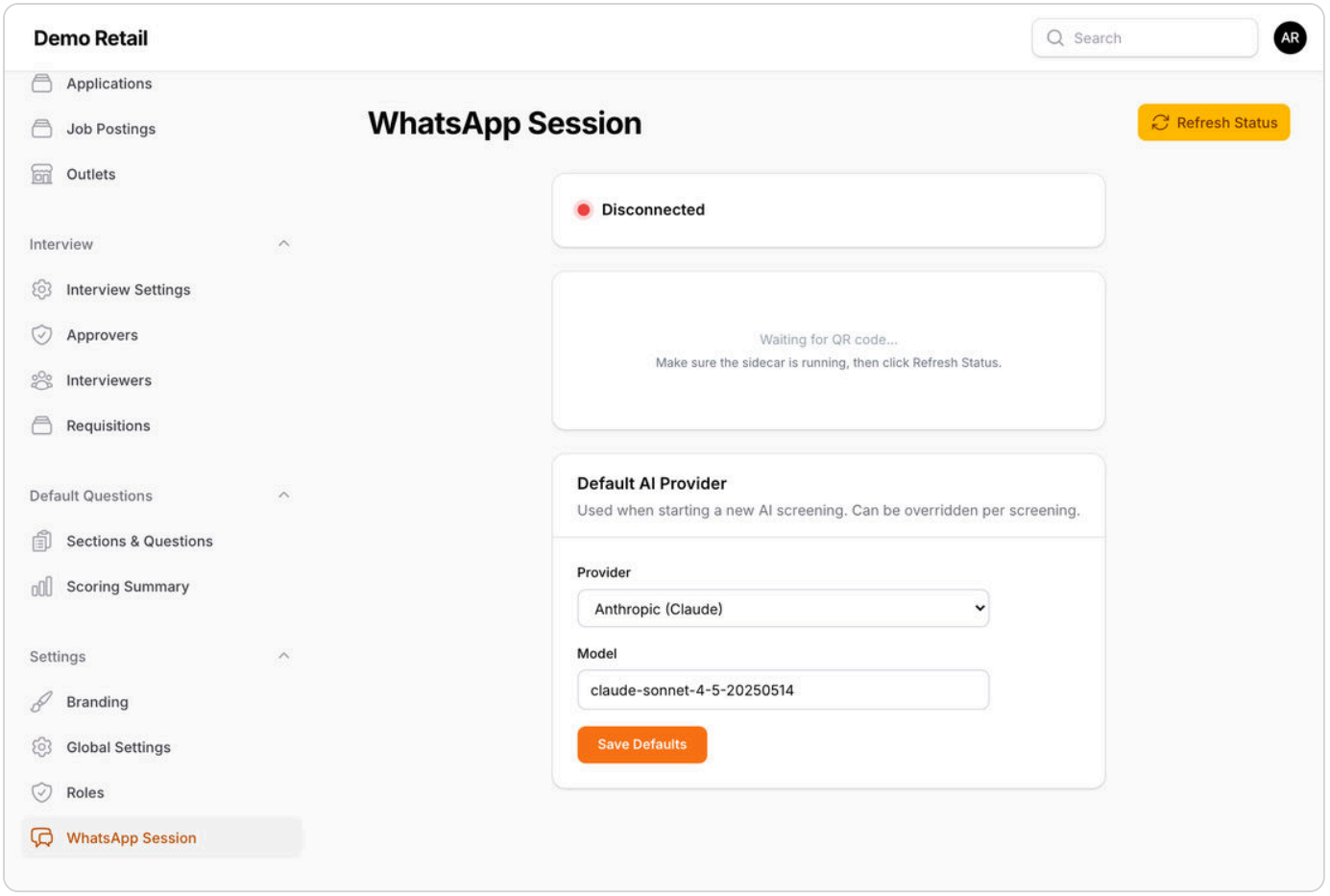
Press **Save Branding**.



WhatsApp Session and AI

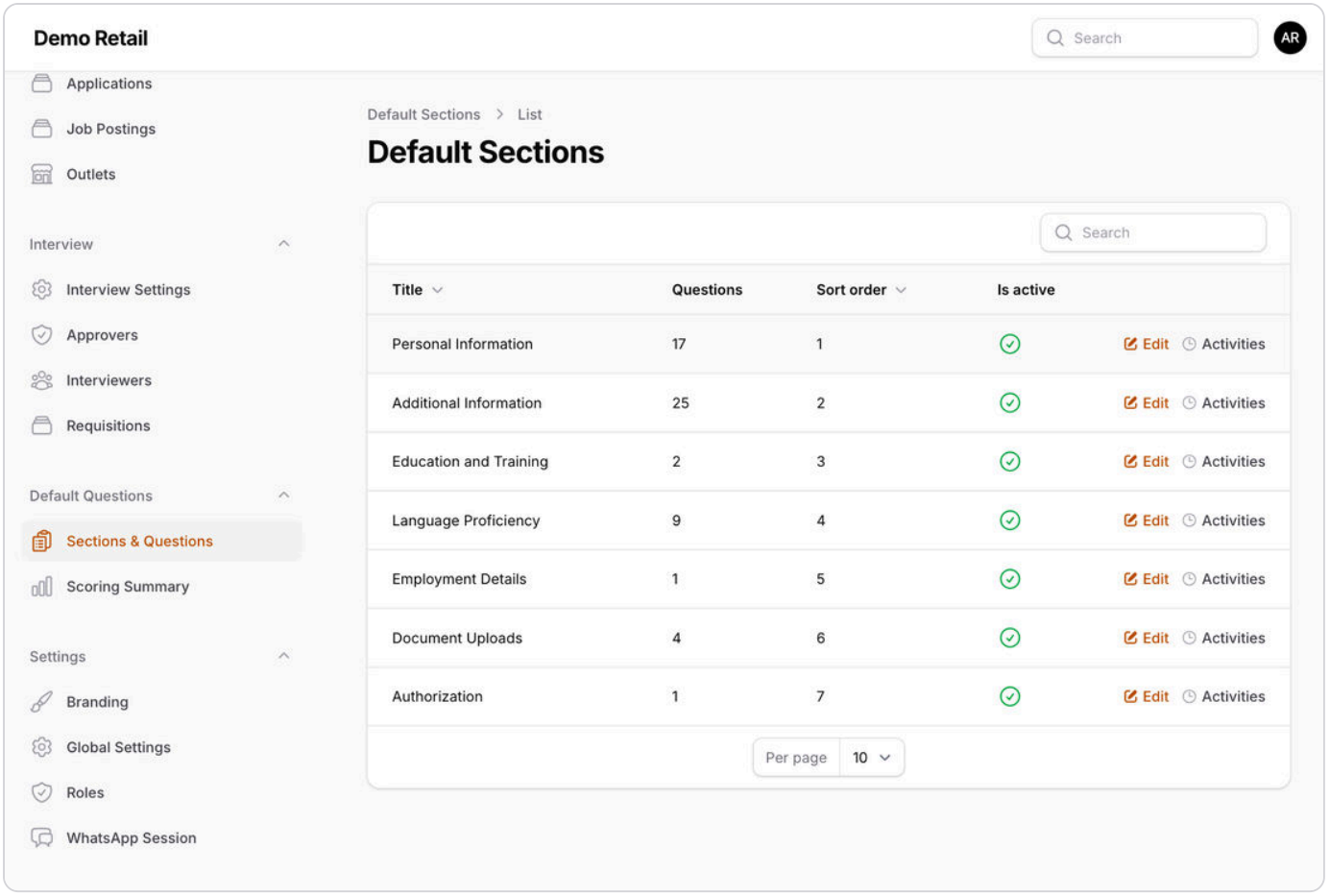
WhatsApp Session connects a second WhatsApp number used only by **AI Screenings**. It shows **Disconnected** until your administrator starts that connection; then you scan the code shown with WhatsApp. Your normal messages do not use it.

Default AI Provider on the same page sets the AI service and model used for AI Screenings and suggested interview questions. Press **Save Defaults**. Both need an AI service set up by your administrator.

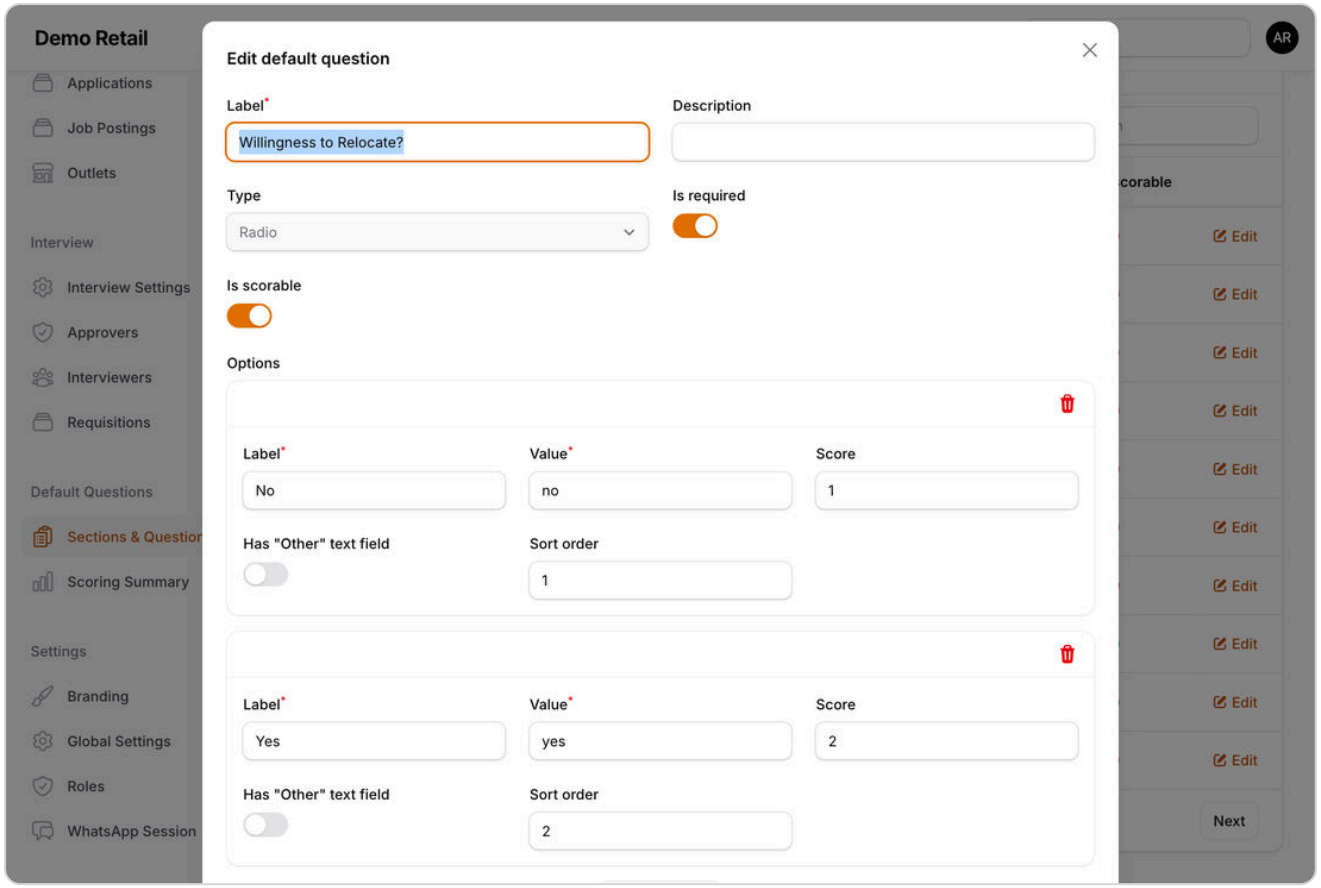


The standard application form

Every job uses the same standard form, made of 7 sections. Under **Default Questions**, press **Sections & Questions**.



1. Press **Edit** on a section. Scroll to **Questions** and press **Edit** on a question.
2. Change the **Label** (the question text), **Is required**, and **Is scorable** (whether the answer counts towards the score).
3. Under **Options**, each answer has a **Score**: the points it adds or, if negative, takes away. Press **Save changes**.



You can change and switch off sections and questions here, but not add new sections. Add questions for one job on the job posting instead (see "Open a job posting").

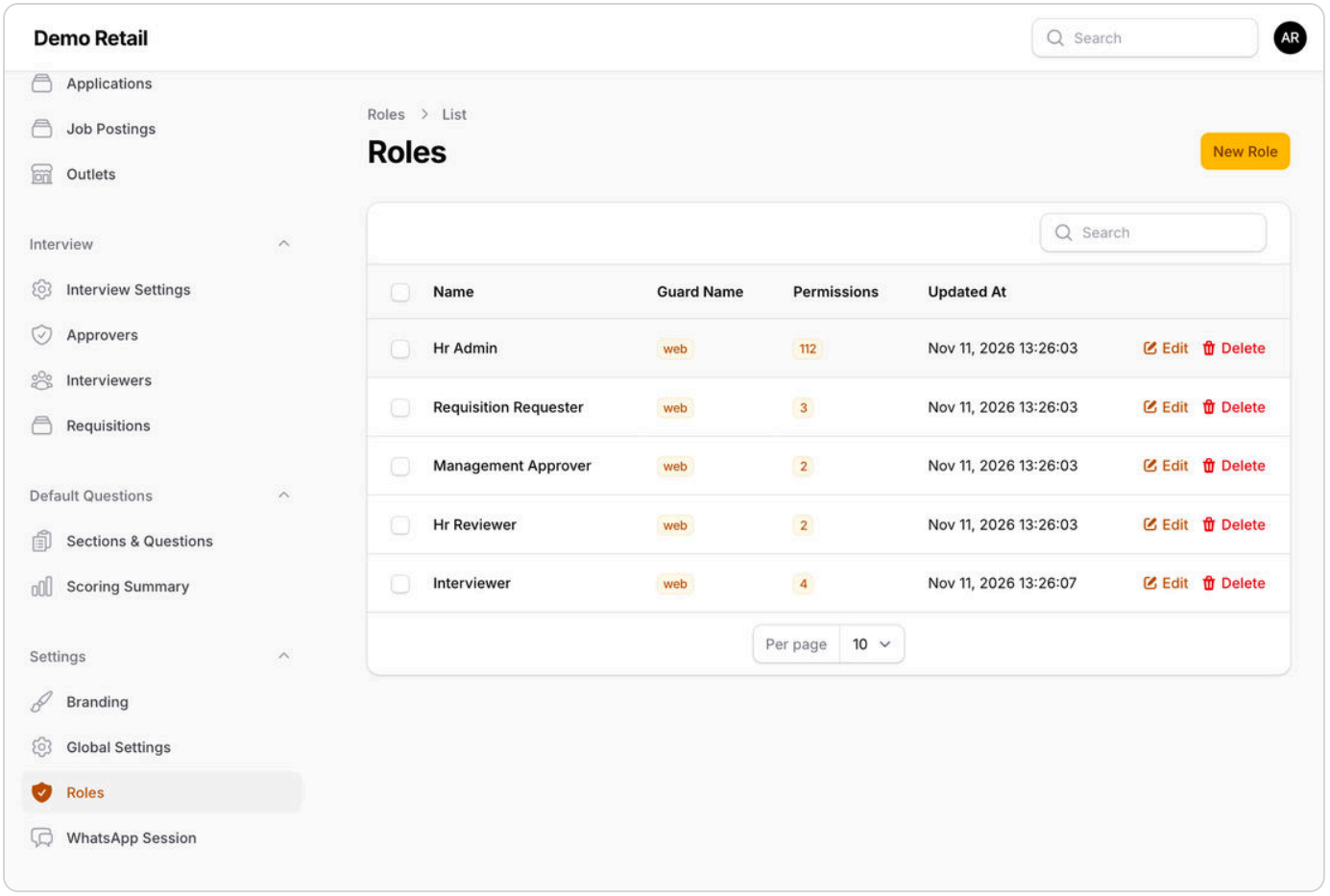
Scoring Summary lists every question that counts towards the score, with its lowest and highest points. Check it before you open jobs: the standard form comes with negative points for some personal and health answers.

Roles and accounts

Under **Settings**, press **Roles** to see who can do what. The roles that come with the module:

- **Hr Admin**: everything.
- **Hr Reviewer**: can see the applications list and pages only.
- **Requisition Requester**: can send position requests.
- **Management Approver**: receives position requests to approve.

Press **New Role** to make your own, for example one for interviewers that can view applications and interviews.



Giving a person an account or a role needs your system administrator today: the **Users** page does not open, even for Hr Admin. Every account needs the person's phone number, because codes and links go to it.

Global Settings has nothing to set today.