

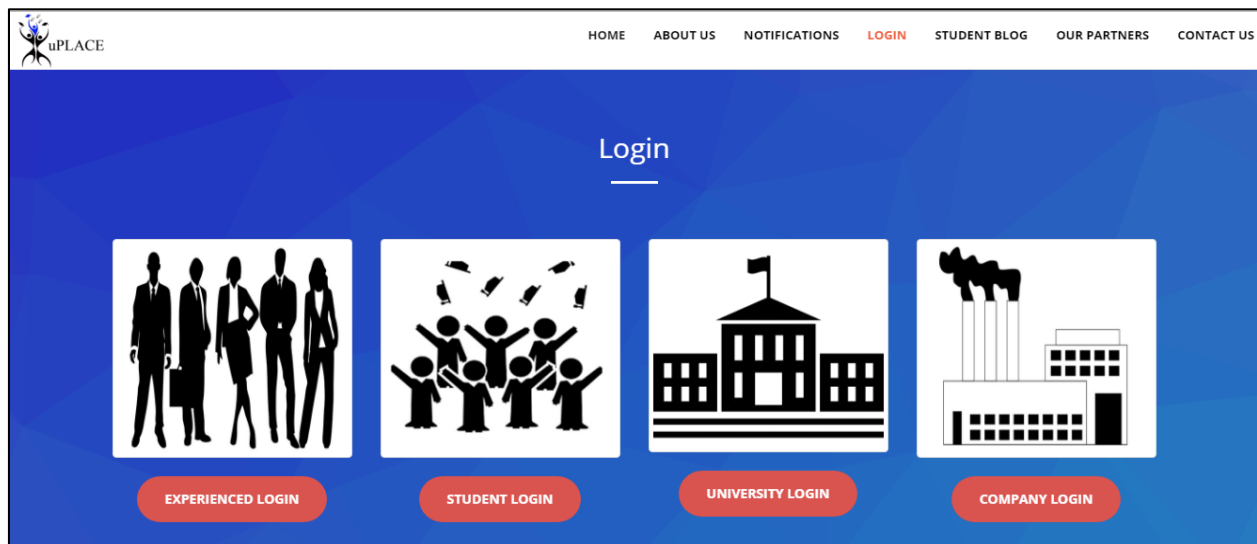
Placement officer's manual

Phase 1: How to register!

- ➔ Once you [college/university] choose to register with uPLACE, a unique private number is provided to them.

	xyz college	ADM2179601283		Activate
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- ➔ Upon activation from uPLACE admin, the college/ university would need to fill in the registration form by navigating from the main webpage , www.uplace.in



College Name * xyz college x

Email ID * info@uplace.in
sucess

Official Email ID * info@uplace.in

Create Password *

Mobile number * 9986274856

Select Country India x

Select State * Karnataka x

Current location * bangalore

Private Number*

Terms And Conditions
* Mandatory Fields

REGISTER NOW CLOSE


- ➔ After filling the relevant details and furnishing the private number provided by uPLACE admin, click on register.
- ➔ Now the placement officer can start using all the tools available to him to make the placement process a pleasant one!

Phase 2: features and options

2.1: how to edit college details

- ➔ Upon successful registration, placement officer can login to their college account. Once logged in the placement office would be in a position to click on the edit profile option in right side top corner to edit few options.

University / College Details Edit



College Name	XYZ COLLEGE
Mobile Number	9986274856
Email ID	info@uplace.in
Official Email ID	info@uplace.in
Location	bangalore, Karnataka, India

- ➔ College name and main email address would not be made editable for security reasons, rest of the features can be edited.

UPLACE info@uplace.in

Welcome, Admin

GENERAL

- Admin Home
- Students
- User MailBox
- Data for Company

University / College Profile




Edit Profile

College Name	xyz college
Email	info@uplace.in
Official Email	info@uplace.in
Mobile	9986274856
Country	India
State	Karnataka
Current Location	bangalore

www.uplace.in

 Welcome,
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University / College Profile



 Edit Profile

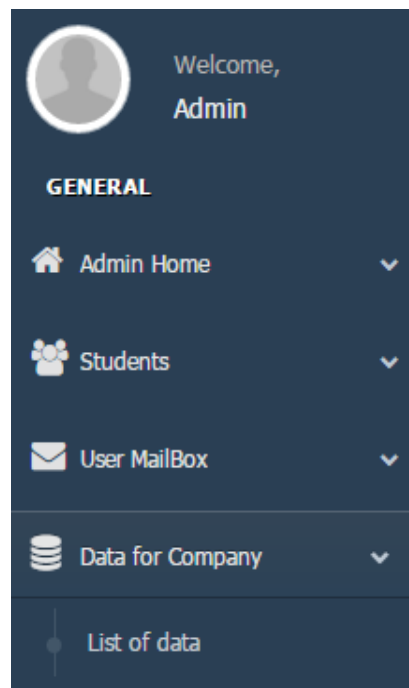
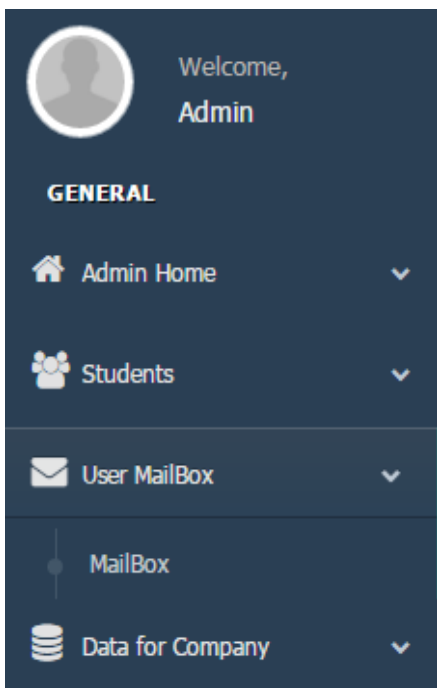
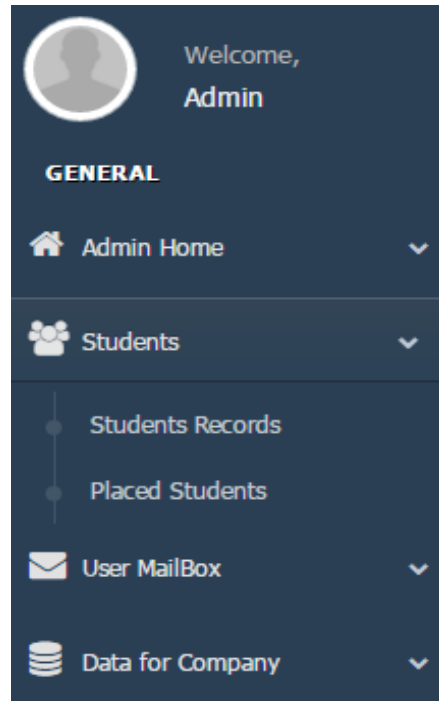
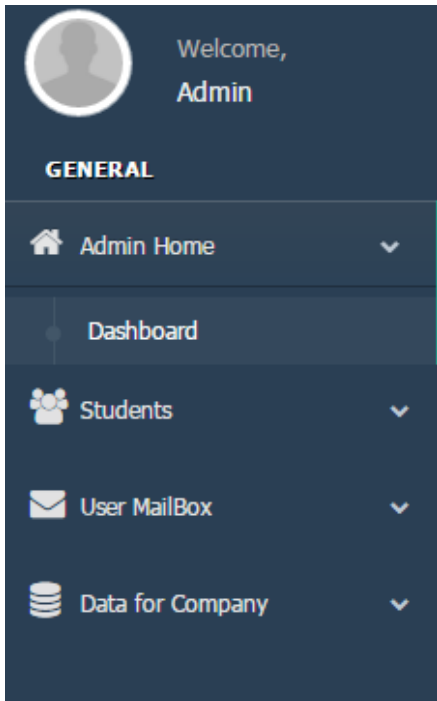
Information Change Password

Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>

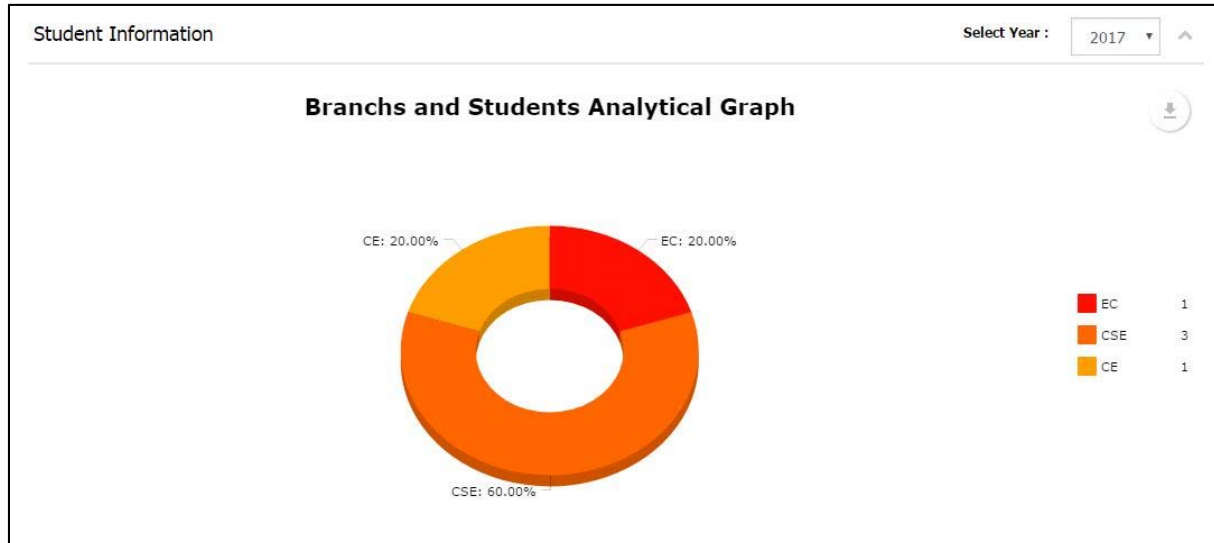
2.2: Left menu options

2.2.1: Admin home

➔ Upon login, the placement officer would be presented with an easy to navigate left menu options as follows...



- ➔ Dash board would present the placement officer an overview showcasing the number of students in each branch in a pie chart mode, he can also select relevant years using the available drop down menu and also download the graph.



- ➔ Dashboard also allows the placement officer to send the push notifications to his students by selecting year and branch that he wants to target! Placement officer can also target all the students by selecting “All” option in year

Send Notification

Select Branch: Computer Science & Engli Select Year: 2007

*Subject: Notification Subject

*Message (200 Words Only): Enter Message Discription

List of Notification Sent

testing	Computer Science & Engineering
testing ... Read More	2017
2017-05-14 06:53:13	

2.2.2: Student records

- ➔ The student tab in the left menu presents two options, student's records and placed student's option.
- ➔ Student records can be sorted with the click of a button using the options, branch, passing year, degree percentage, placed/not placed, 10th percentage and 12th / diploma percentage as per the company's request who is visiting college for campus recruitment
- ➔ Once search option is executed, the placement officer would be presented with below 4 options:
 1. Save link [this can be sent directly to the participating company]
 2. Print data [this would print all the data in a printer or can be saved as pdf]
 3. Copy [copies all the data to the clipboard]
 4. Excel [saves all the data in excel directly]

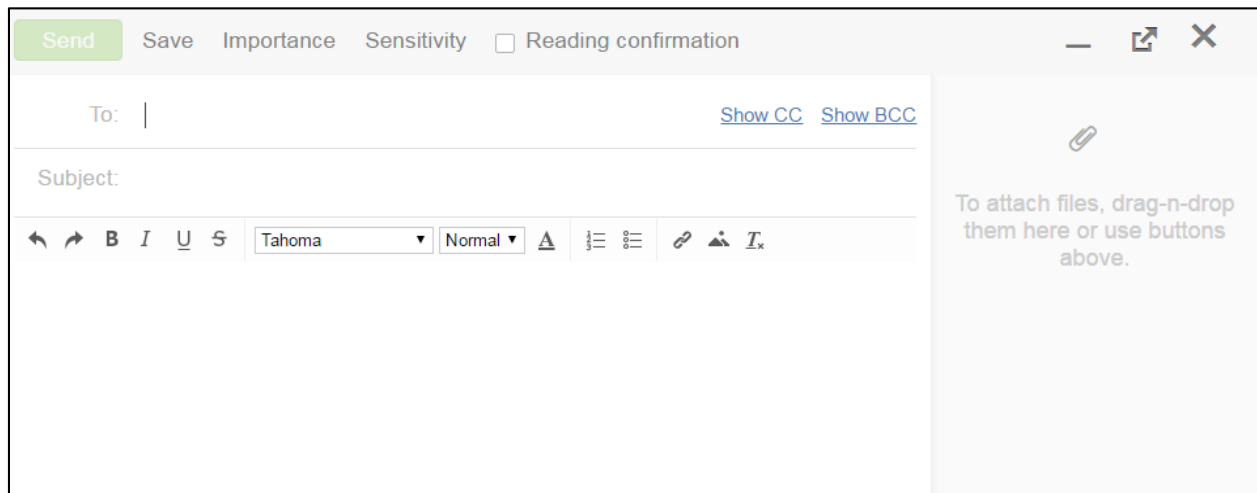
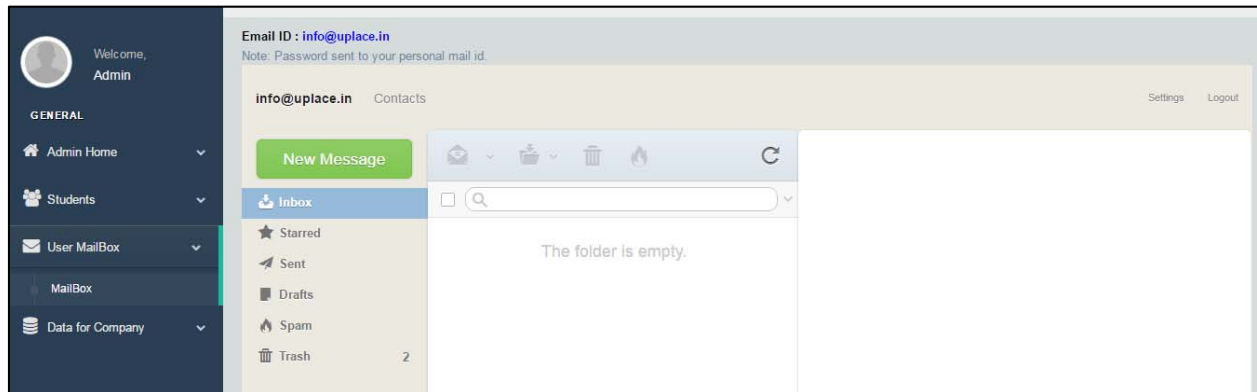
The screenshot displays the 'Search Students' interface. On the left is a dark sidebar with a user profile (Admin) and a menu with options: Admin Home, Students (expanded), Students Records, Placed Students, User MailBox, and Data for Company. The main content area has a 'Search Students' header and several filter dropdowns: 10th Percentage %, 12th Percentage %, Degree Percentage %, Branch, Passing Year, and Placed / Not Placed. Below the filters are buttons for Search, Refresh, SAVE LINK, and Print Data. The 'Student List' section shows a table with columns: Sl. No., Action, Student Name, Gender, Branch, DOB, X th %, Year Of Passing, and Bt. Two student records are visible.

Sl. No.	Action	Student Name	Gender	Branch	DOB	X th %	Year Of Passing	Bt
1	Resume View	XYZSTUDENT2	female	Electronics	18/06/1991	55.00	2010	sc
2	Resume View	XYZSTUDENT3	male	Computer Science & Engineering	No Answer	96.00	2010	as

- ➔ Placed students tab, provides an option to the placement officer to upload the student's details who are already placed, to provide equal opportunity to other students who are not placed yet. [format for uploading the file would be provided to placement officer]

2.2.3: user mail box

- ➔ Upon registering, uPLACE provides a unique email ID to all the colleges, which a placement officer can utilize to communicate with the HR associates from the companies who are interested in campus placement drive.



2.2.4: Data for company

- ➔ Yet another unique feature of uPLACE in aiding the placement activity is an option to save the custom search, which can be used later for any other company by the placement officer!
- ➔ In the student record tab, once a custom search is carried out, placement officer can click on save link and give it a name for future remembrance.

The screenshot displays the 'Student List' section of the uPLACE application. A modal dialog box titled 'Message' is open, allowing the user to save a search link. The dialog contains a text input field labeled 'Link Name' with the value 'test 1' and two buttons: 'SAVE' and 'Close'. In the background, the 'Student List' table is visible, showing columns for 'Sl. No.', 'Action', 'Student Name', 'Gender', 'Branch', 'DOB', 'X th %', and 'Year Of Passing'. The table contains three rows of student data.

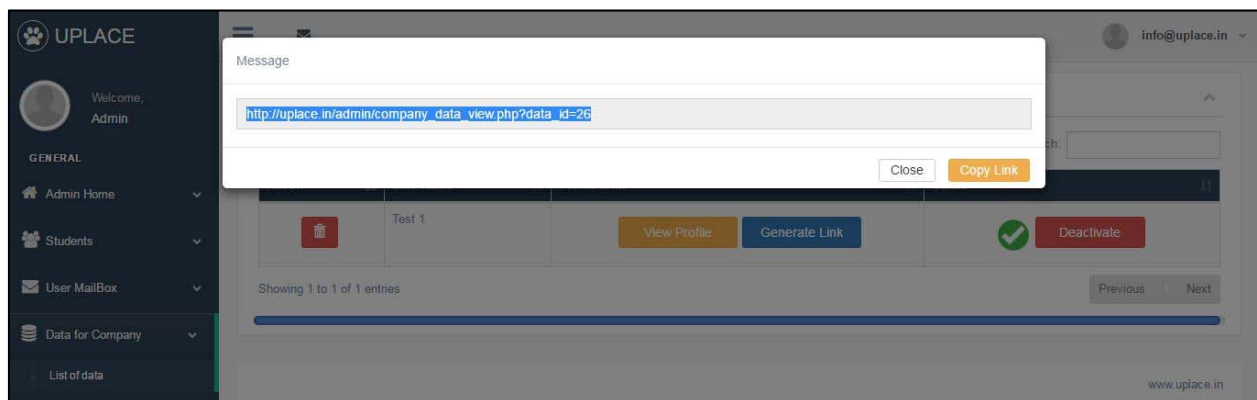
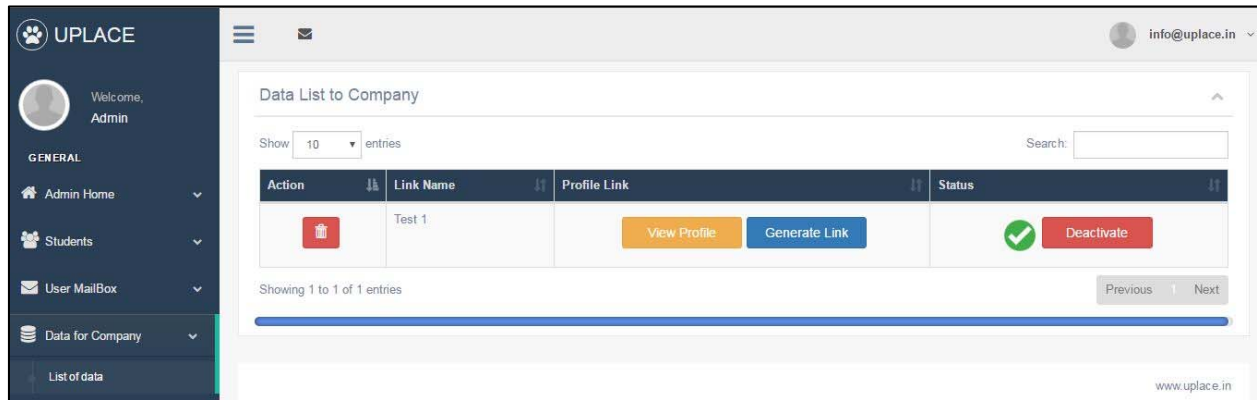
Sl. No.	Action	Student Name	Gender	Branch	DOB	X th %	Year Of Passing	Bo
1		XYZSTUDENT2	female	Electronics	18/06/1991	55.00	2010	sd
2		XYZSTUDENT3	male	Computer Science & Engineering	No Answer	96.00	2010	as
3		XYZSTUDENT4	female	Civil Engineering	No Answer	55.00	2010	sd

- ➔ The above saved list would be made available to the placement office in the list of data section under data for company.

The screenshot shows the 'Data List to Company' section in the uPLACE application. The interface includes a search bar and a table with columns for 'Action', 'Link Name', 'Profile Link', and 'Status'. The table contains one entry with 'Link Name' 'Test 1' and 'Status' 'Deactivate'. The 'Action' column for this entry contains a trash icon and an 'Activate' button. The page also shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous' and 'Next'.

Action	Link Name	Profile Link	Status
	Test 1		

➔ Upon clicking the **activate** button, the placement office would options to view the saved profiles and also to generate the link. This link can be mailed to the HR associates of participating company and it would have a validity of 15 days from the date of generation.



- ➔ Once the generated link is copied as shown above and upon closing the popup, the placement officer can directly click on the mail button option provided at the top of the screen and paste the link and furnish other relevant details

New Message

To : enquiry@uplace.in

Data Link : http://uplace.in/admin/company_data_view.php?data_id=26

Subject : Test

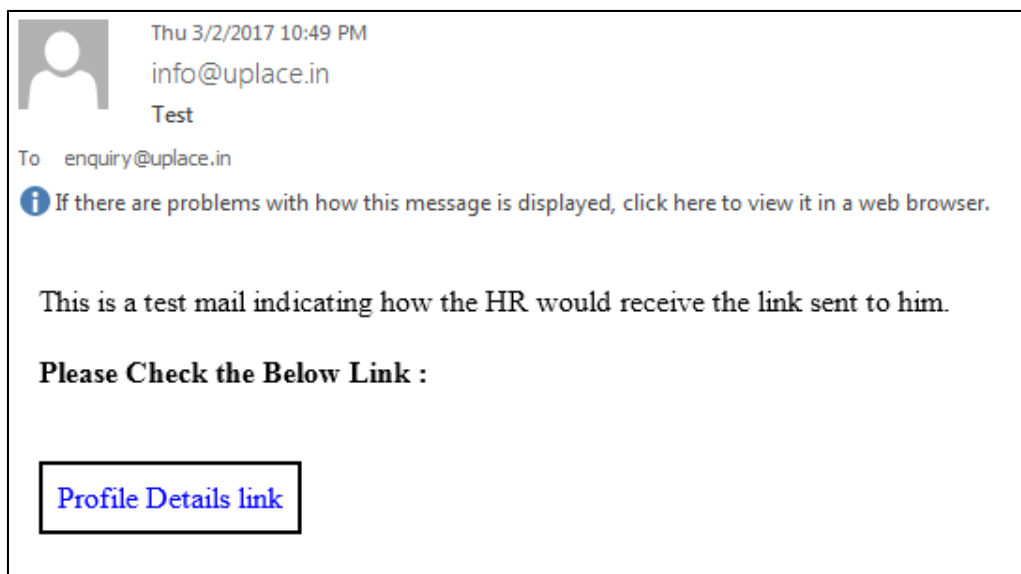
Message :

B I U [Text Color] [Background Color] [Bulleted List] [Numbered List] [Link] [Unlink] [Font Size...] [Font Family...] [Send] [Close]

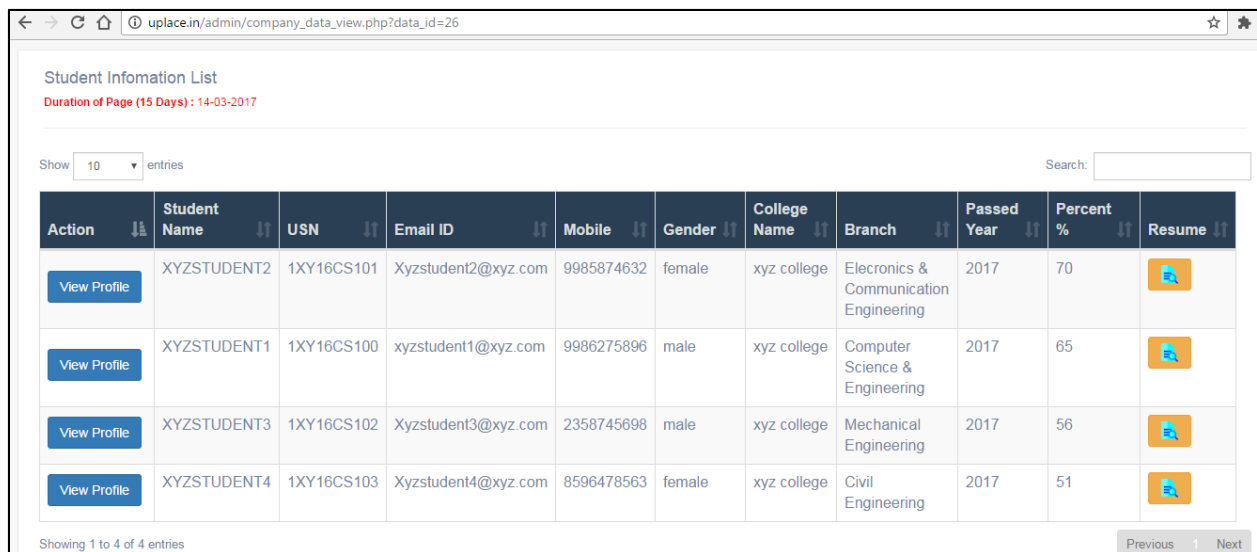
This is a test mail indicating how the HR would receive the link sent to him.

Send Close

- ➔ Upon delivery of the email, the recipient would get to see the following...







➔ View of the link from the browser[typically a HR's view with access to student's details]



Student Information List
Duration of Page (15 Days) : 14-03-2017

Show 10 entries Search:

Action	Student Name	USN	Email ID	Mobile	Gender	College Name	Branch	Passed Year	Percent %	Resume
View Profile	XYZSTUDENT2	1XY16CS101	Xyzstudent2@xyz.com	9985874632	female	xyz college	Electronics & Communication Engineering	2017	70	
View Profile	XYZSTUDENT1	1XY16CS100	xyzstudent1@xyz.com	9986275896	male	xyz college	Computer Science & Engineering	2017	65	
View Profile	XYZSTUDENT3	1XY16CS102	Xyzstudent3@xyz.com	2358745698	male	xyz college	Mechanical Engineering	2017	56	
View Profile	XYZSTUDENT4	1XY16CS103	Xyzstudent4@xyz.com	8596478563	female	xyz college	Civil Engineering	2017	51	

Showing 1 to 4 of 4 entries Previous Next

➔ A HR can check both the profile view and download the resume of the student for any additional details.

END of the document