



DANH SÁCH TÍNH NĂNG PHẦN MỀM SUGARCRM-HR

1.1 Funtions Software

No	English	Explanation
1	Home	Display an overview of information about the user is logged in: - My Calls - My Notes - My Meetings - My Open Tasks - My Candidates - My Vacancies - Alert candidates birthday in month - ...
2	Clients	Account management
3	Contacts	Contacts management
4	Calendar	Calendar management
5	Meetings	Meetings management
6	Calls	Calls management
7	Tasks	Tasks management
8	Notes	Notes management



9	Cases	Case management
10	Documents	Documents management
11	Role	Roles management <ul style="list-style-type: none"> ✓ Data permissions for each user ✓ Data permissions for any user group
12	Users	Users management
13	Vacancies	<p>Vacancies management</p> <p>1/ Vacancies information</p> <ul style="list-style-type: none"> - VaID - Job title - Job type - Job status - Working place - Open date - Close date ... <p>2/ Search vacancies</p> <ul style="list-style-type: none"> - Search by multiple criteria (ex: VaID, Job title, Job type, Job status...) <p>3/ Mapping</p> <ul style="list-style-type: none"> - Find and select potential candidates "Candidates List" (PCL) of the vacancies in an automated way <p>4/ Highlight the search keyword</p>
14	Candidates	Candidates management



	<p>1/ Candidates infomations :</p> <ul style="list-style-type: none"> - CaID - Name - DOB - Marital status - Curent postion - Desired position - Desired salary - Desired working place - Employment history - Educational history - Language skills - Other courses - ... <p>2/ Search Candidates</p> <ul style="list-style-type: none"> - Search by multiple criteria (CaID, Name, employment history...) <p>3/ Mapping:</p> <ul style="list-style-type: none"> - Find and select the suitable vacancy with an automatic candidate. <p>4/ Export CV to Word</p> <ul style="list-style-type: none"> - Export information's candidates to word (by format of clients). <p>5/ Search candidate by keyword (Desired position, Employment history, Other courses, Name, Carrier, Career</p>
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		Objectives, Professional Summary) 5/ Highlight search keyword 6/ Send Email notify with Selected Candidate 7/ Send Email notify with Success Candidate
15	Contracts	Contracts management
16	Billing	Billing management
17	Reports	Summary report: <ul style="list-style-type: none"> • Calls by Candidate • Email by Candidate • Interview by Candidate • Notes by Candidate • Tasks by Candidate • Calls by Customer • Email by Candidate • Interview by Candidate • Notes by Candidate • Tasks by Candidate • Jobs by Sales Man and Customer • Candidates by Status by Daily/Monthly • Bill by Sales Man, Customer, Daily/Monthly • Email happy birthday • Summary report of employee by day: call, meeting, interview candidates, Clients by day /week / month /year.



		<ul style="list-style-type: none"> Summary report Job by Clients: how many job do clients have? , progress job (search candidate, selected candidate, 1 st interview, 2st interview, 3st interview, success)
18	Email automatic	Auto send email birthday: candidate, contact of clients
19	Interview	Interview management