

# **TIMES SOFTWARE**

## TIMES PRO Recruit

### Manpower Requestor User Guide

Document Version: 1.0

Released Date: 23 October 2023



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## 1. Logging into the TIMES PRO Recruit System

Open internet browser and enter the URL address to access the TIMES PRO portal login web page, example: <http://www.myportal.com/SolutionPro>

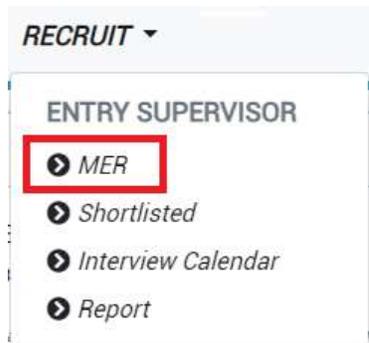
An example of the login page is shown below:

The screenshot displays the login interface for the TIMES PRO Recruit System. The form is overlaid on a background image of a person working at a laptop. The form fields are: Company (dropdown menu with 'TEST22' selected), Login Id (text input), Password (password input), and Login Period (two dropdown menus showing '2023' and '09'). A 'Login' button is positioned below the password field. There are also links for 'Forgot Password' and 'Payroll Login'. The page header includes the 'TIMES SOFTWARE' logo and a language selector set to 'English'. The footer contains 'TIMES MOBILE APP' with 'GET IT ON Google Play' and 'Download on the App Store' buttons, and a 'QR CODE'.

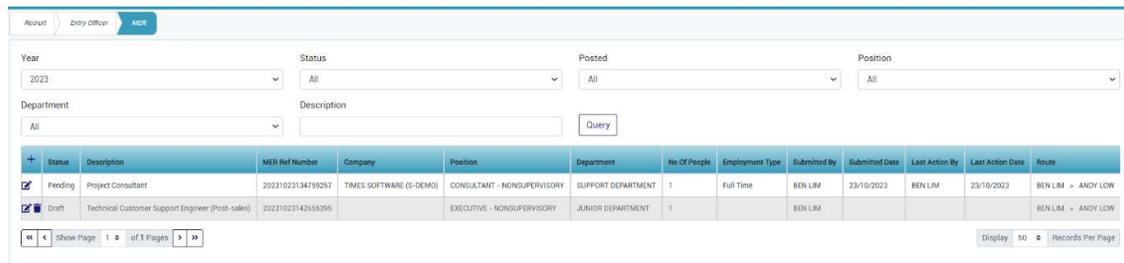
1. Click on the “Company” drop-down list to see a list of available companies and choose the one that user want to access to.
2. Key in login id at “Login id”.
3. Key in password at “Password”.
4. Click the  button to login into the system.

## 2. Request for Manpower

User can request for manpower by raising the Manpower Establishment Requisition (MER) form at the **MER** page.



Click on the **MER** option in the Entry Supervisor menu to access the MER page.



In the MER page, user can use filters such as “Year” and “Position” to filter the list of MER forms.



User can use the “Status” filter to filter the list of pending, approved or rejected MER forms.

The “Posted” filters the list of MER forms based on whether there are job vacancies posted for those forms.

User also can search for specific MER forms by entering the name of the form at “Description” and clicking on the **Query** button.

To create a new MER form, click on the  icon. System will navigate to **Add MER** page.

Recruit > Entry Officer > MER > **Add**

Description

Status  MER Ref Number: 20231023140500609 Expiry Date:  Company:

Cost Centre:  Position:  Department:  Type:

Reason For Requisition:  Reference:  Approval Type:  No Of People:

Unlimited People  Unlimited People New Recruit?  New Recruit?

Resigned Employee (If Any)

+	EmpName	Department	CostCentre	Occupation	Reason	LastDate
	<input type="text"/>					

Employment Type:  Start Date:  End Date:  Contract Month:

Estimated Date:  Qualification:  Gender:

Job Description:

Job Qualification:

Reason:  Note 1:

Note 2:  Note 3:

Note 4:  Note 5:

Note 6:  Note 7:

Note 8:  Note 9:

Attachment:  Attachment:  Attachment:  Attachment:

Attachment:

Submitted By:

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User can choose a MER Template by clicking on the  icon at 'Description' field and choosing a template. The template will fill in the "Description", "Position", "Job Description" and "Job Qualification" of the MER Input form.

Enter the details into the MER Input form.

Click the  button to save MER as a draft copy in which user can edit it at any time.

If user want to finalise and submit the MER to approver for review, click  button to submit the form. Once submitted, user is not allowed to edit the MER.

If user changed his mind and wanted to cancel the transaction, click the  button.

## 2.1 Understanding the MER Input Form

This sub chapter explains the functions and purpose for each of the MER Input Form fields.

### Status

If the MER form is pending for approval or has been approved or rejected it will be indicated here.

### Description

The name of the MER form.

### Company

The company that had requested for this manpower.

### Position

The job position that this manpower request will fulfill.

### Department

The department that had requested for this manpower.

### Type

User can indicate whether this manpower requisition is budgeted or non-budgeted.

### No Of People

If there are limited vacancies for this manpower request, indicate the number here. Once an online job vacancy has been posted into the job board for this request and the vacancies are fulfilled applicants can no longer apply for this job.

If the vacancies are unlimited tick the  checkbox for "*UnlimitedPeople*".

If this manpower request is for a new job position or additional manpower tick the  checkbox for "*New Recruit ?*".

### Resigned Employee (If Any)

If this manpower request is to fulfil vacated job positions due to employees' termination of employment fill in the resigned employees' "Employee Name", "Department", "Occupation", "Reason" for leaving employment and "Last Date". Click the  icon to add the employee into the list.

### Employment Type

Choose the employment type for this manpower request and enter the validity period if any.

### Job Description

The description of the job that this manpower request needs to fulfill.

### Job Qualification

The qualification required for the job.

### Gender

Specific gender required for this manpower request.

### Reason

Reason for this manpower request.

### Note 1 to Note 9

Additional notes for this manpower request.

### Attachment

User can upload supporting documents for this manpower request by clicking on the  icon to choose the file and upload the file into this MER form.

 If user upload a supporting document into the MER form, that MER form will be automatically saved as a **draft** copy.

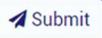
 The maximum file size that can be uploaded is 5 MB.

## 2.2 Editing and Deleting Draft MER

 User can only edit and delete own's MER forms that have the "Status" *Draft*.

+	Status	Description	MER Ref Number	Company	Position	Department	No Of People	Employment Type	Submitted By	Submitted Date	Last Action By	Last Action Date	Route
	Pending	Project Consultant	20231023134759257	TIMES SOFTWARE (S-DEMO)	CONSULTANT - NONSUPERVISORY	SUPPORT DEPARTMENT	1	Full Time	BEN LIM	23/10/2023	BEN LIM	23/10/2023	BEN LIM > ANDY LOW
	Draft	Technical Customer Support Engineer (Post-sales)	20231023142655395		EXECUTIVE - NONSUPERVISORY	JUNIOR DEPARTMENT	1						BEN LIM > ANDY LOW

To edit an MER form, click on the MER form's  icon. User will be navigated to the **Edit MER** page for this form.

Make the necessary changes. Then click on either  button to save the MER as a draft copy,  button to finalise and submit the MER to approvers for review, or  button to cancel the transaction.

To delete a draft MER form, click on the MER form's  icon.

 The deleted MER forms are un-recoverable.

## 2.3 Viewing Submitted MER

If approvers have responded by either approving or rejecting MER form, they may have entered their remarks inside the MER form for requester to review.

+	Status	Description	MER Ref Number	Company	Position	Department	No Of People	Employment Type	Submitted By	Submitted Date	Last Action By	Last Action Date	Route
	Approved	Project Consultant	20231023134759257	TIMES SOFTWARE (S-DEMO)	CONSULTANT - NONSUPERVISORY	SUPPORT DEPARTMENT	1	Full Time	BEN LIM	23/10/2023	ANDY LOW	23/10/2023	BEN LIM > ANDY LOW
	Draft	Technical Customer Support Engineer (Post-sales)	20231023142655395		EXECUTIVE - NONSUPERVISORY	JUNIOR DEPARTMENT	1						BEN LIM > ANDY LOW

click on the MER form's  icon.

Approvers' remarks

Approver 1

IT director has approved this requisition. You may proceed to hired new staff.

Submitted by BEN LIM[002]



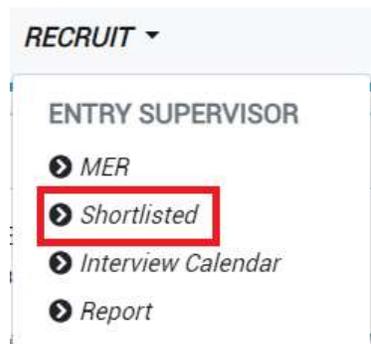
The approvers' remarks will be shown in the MER form.

### 3. Checking on the Job Posting for MER

Once MER is approved, HR will make preparations to post the job vacancy into the job board.

There are two places that users can visit to check on the job posting.

#### 3.1 Checking Job Posting at Shortlisted page



Click on the **Shortlisted** option in the Entry Officer menu to access the Shortlisted page.

A screenshot of the 'Shortlisted' page in the software. It features a navigation bar with 'Recruit', 'Entry Officer', and 'Shortlisted' tabs. Below the navigation bar are two dropdown menus for 'Year' (set to 2023) and 'Status' (set to All). A table displays the following data:

MER	Job Title in Posting	Posted Date	No of Vacancy	No of Success	No of Shortlisted
<input checked="" type="checkbox"/> Business Analyst	Business Analyst	09/11/2019 00:00:00	2	0	1

In the Shortlisted page, user can view the list of jobs posted for his MER.

#### 3.2 Checking Job Posting at Job Board

To access the job board, go to this url:

**(with SSL)**

***https://<your website url>/SolutionPRO/Recruit/Joblisting/Page***

For example: <https://saas.cloudapp.com.sg/SolutionPro/Recruit/JobListing/Page>

Position

Job Title	Employment Type	Posted Date
Application Support	Full Time	26/07/2019
Business Analyst	Full Time	11/09/2019
Project Consultant	Full Time	29/10/2019
Project Consultant	Full Time	30/10/2019
Sale Manager (Malaysia)	Full Time	29/01/2019
Sales Executive	Full Time	31/10/2019

« Show Page 1 of 1 Pages » Display 50 Records Per Page

Click on the job posting at the job board to see the details.

**Job Title**  
*Sales Executive*

**Position**  
*SALES EXECUTIVE - SUPERVISORY*

**Job Description**  
*Builds business by identifying and selling prospects; maintaining relationships with clients*

**Job Qualification**  
*Presentation Skills, Client Relationships, Emphasizing Excellence, Energy Level, Negotiation, Prospecting Skills, Meeting Sales Goals, Creativity, Sales Planning, Independence, Motivation for Sales*

**Employment Type**  
*Full Time*

**Qualification**

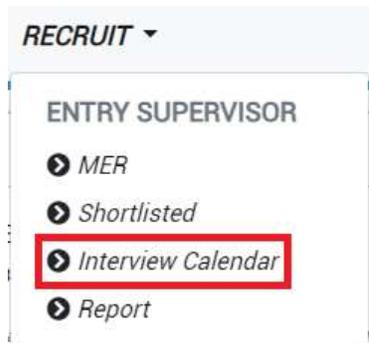
**Posted Date**  
*31/10/2019*



At the job posting details page, user can view the layout and design of the job posting that candidates can have access to.

## 4. Interview Calendar

If there are any interviews arranged for short-listed candidates for user's MER's job vacancies, he can view them at the **Interview Calendar** page.



Click on the **Interview Calendar** option in the Entry Officer menu to access the Interview Calendar page.

A screenshot of the Interview Calendar page. The page has a breadcrumb trail: 'Recruit > Entry Officer > Interview Calendar'. Below the breadcrumb, there is a 'Filter' dropdown menu. The main content is a calendar for 'October 2023'. The calendar has columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for dates. The date '23' is highlighted in light blue, and a tooltip is visible over it, showing '15:30 @ Business Analyst - Jeff Lim'.

Mon	Tue	Wed	Thu	Fri
02	03	04	05	06
09	10	11	12	13
16	17	18	19	20
23 15:30 @ Business Analyst - Jeff Lim	24	25	26	27
30	31			

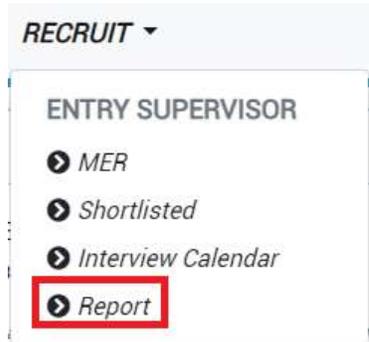
User can click on the hyperlink to view interview results.

To see a different year and month calendar, click on the  icon at "Filter" row, then just choose "Year", "Month" will do, and system will auto refresh to display the info. accordingly.

To export the calendar, click  button & the info. will be exported in PDF file format.

## 5. Report

User can generate reports in **Report** page.



Click on the **Report** option in the Entry Supervisor menu to access the Report page.

A screenshot of the "Report" page in a web application. The breadcrumb navigation at the top shows "Recruit" > "Entry Officer" > "Report". The main content area contains several filtering options:
 

- Report:** A dropdown menu currently set to "Interview".
- Format:** A dropdown menu currently set to "Excel".
- Date Range:** Two input fields for dates, with "01/10/2023" in the first and "31/10/2023" in the second.
- Job Title:** A dropdown menu currently set to "All".
- Applicant:** A search input field with a magnifying glass icon on the right.

 At the bottom left of the form area, there is a "Print" button with a printer icon.

1. Choose "Report".
2. Choose filtering criteria.  
 \*\* note: different filtering criteria will be available for user to choose once they had selected the type of report \*\*
3. Click  button to export the report.

- End of Document -