

# Overview Video

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# Step-by-Step Tutorial Guide

## Overview

This tutorial explains how to use and manage the ATS (Applicant Tracking System) module in TankhaPay. The walkthrough covers:

- Accessing the ATS module
- Creating job openings
- Managing candidate applications
- Tracking recruitment stages
- Scheduling interviews
- Managing candidate communication
- Generating recruitment reports

## Step 1: Open the ATS Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **ATS** or **Applicant Tracking System**.
3. Click on **ATS** to open the module.
4. The dashboard displays recruitment and candidate management options.

This section helps organizations manage hiring workflows and recruitment activities from a centralized platform.

# Step 2: View Recruitment Dashboard

1. On the dashboard, review recruitment activity and job openings.
2. The dashboard may display:
  - Active Job Openings
  - Total Candidates
  - Interview Status
  - Hiring Pipeline
  - Offer Status
  - Recruitment Analytics
3. Use the dashboard to monitor recruitment progress in real time.

This provides HR and hiring managers with centralized hiring visibility.

# Step 3: Create a New Job Opening

1. Click on **Create Job** or **Add Vacancy**.
2. Enter job details.
3. Configure:
  - Job Title
  - Department
  - Job Location
  - Employment Type
  - Experience Requirement
  - Job Description
  - Number of Open Positions
4. Save the job opening.

This helps organizations manage hiring requirements efficiently.

# Step 4: Publish and Manage Job Listings

1. Open the job listing section.
2. Review created job openings.
3. Publish or activate the vacancy.
4. Manage job visibility and application settings.

Published job listings allow candidates to apply for open positions.

# Step 5: Review Candidate Applications

1. Navigate to the candidate management section.
2. Review submitted applications.
3. Candidate details may include:
  - Candidate Name
  - Contact Information
  - Resume
  - Experience
  - Applied Position
  - Application Status
4. Use filters to locate specific candidates.

This helps recruiters manage candidate pipelines efficiently.

# Step 6: Shortlist Candidates

1. Open a candidate profile.
2. Review:
  - Resume
  - Skills
  - Experience

- Educational Background
  - Application Notes
3. Mark candidates as:
    - Shortlisted
    - Rejected
    - On Hold
  4. Save the updated status.

Shortlisting helps recruiters move qualified candidates forward in the hiring process.

## Step 7: Schedule Interviews

1. Navigate to the interview scheduling section.
2. Configure interview details.
3. Enter:
  - Interview Date
  - Time
  - Interview Type
  - Interview Panel
  - Meeting Link or Venue
4. Send interview invitations to candidates.

This helps streamline interview coordination and communication.

## Step 8: Track Recruitment Stages

1. Monitor candidate progress through the recruitment pipeline.
2. Recruitment stages may include:
  - Applied
  - Screening
  - Interview Scheduled
  - Interview Completed
  - Offer Released
  - Hired
  - Rejected
3. Update candidate stages when required.

This ensures clear visibility into hiring progress.

# Step 9: Manage Candidate Communication

1. Open the communication section.
2. Send updates related to:
  - Interview Schedules
  - Status Updates
  - Offer Letters
  - Follow-Ups
3. Track communication history with candidates.

Effective communication improves the candidate experience.

# Step 10: Generate ATS Reports

1. Navigate to the reports section.
2. Select the required recruitment report.
3. Apply filters such as:
  - Job Position
  - Department
  - Recruitment Status
  - Date Range
4. Generate and export the report.

Recruitment reports help organizations analyze hiring performance and recruitment efficiency.

# Step 11: Access Candidate History and Hiring Records

1. Open historical recruitment records.
2. Review:
  - Candidate History
  - Past Job Applications
  - Interview Feedback
  - Offer Details
  - Hiring Outcomes
3. Search records using filters when required.

Historical recruitment data helps maintain hiring documentation and future talent records.

# Key Benefits of the ATS Module

- Centralized recruitment management
- Structured hiring workflows
- Easy candidate tracking
- Streamlined interview scheduling
- Improved recruiter collaboration
- Better candidate communication
- Enhanced recruitment analytics and reporting

## End of Tutorial

You have now completed the walkthrough of the TankhaPay ATS module.

The ATS module helps organizations efficiently manage job openings, candidate applications, interview workflows, recruitment communication, and hiring processes through a centralized applicant tracking system.

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