



SETTINGS MANUAL



OTYS Recruiting Technology

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1 | INTRODUCTION

1.1 ABOUT SETTINGS IN OTYS GO!

In OTYS Go! you can change various settings. You can change your own profile settings (e.g. your name, email address and photo). Depending on your rights, you can also adjust various settings at user, client and website level. This allows you to tailor OTYS Go! to your specific preferences.

1.2 PURPOSE OF MANUAL

This manual is intended for OTYS customers and explains how to perform basic operations in OTYS Go!. This includes logging in, switching between modules and other general actions. Additional manuals are available for more specific actions and specific modules.

1.3 STRUCTURE OF MANUAL

After this introductory chapter, we explain the various basic actions that will be of use when operating OTYS Go!

2 | EDIT PROFILE

2.1 INTRODUCTION

There are a number of fixed profile settings for each user. These settings allow you to determine aspects such as the look & feel of how your OTYS Go! system is displayed. In this chapter we explain how you can change these profile settings yourself.

2.2 OPEN PROFILE SETTINGS

You can access your profile settings with the following steps:

1. Click on your name in the top right corner
2. Then select 'My profile'

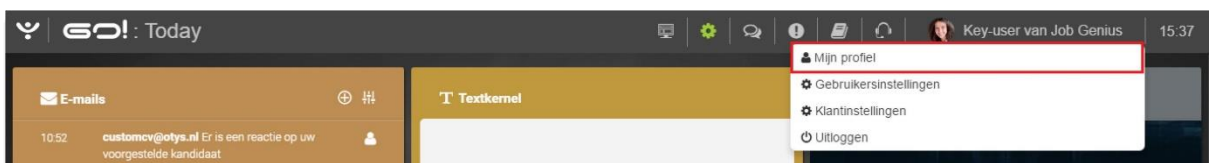


Fig. 1 – Open My profile

You are now in your profile settings.

2.3 EDIT BASIC INFORMATION

You can change certain basic information in your profile settings. This can affect, for example, how your name is displayed in certain areas in the system.

Under the heading 'Basic information' you can edit the following:

- Title
Here you enter your title (e.g. 'MCC'), if applicable.
- First name
Here you enter your first name.
- Middle name
Here you enter your middle name, if applicable.
- Last name
Here you enter your family name.
- Email address
Here you enter your email address. This email address will also be used as your default (primary) email address when sending emails.
- Skype
Here you enter your Skype username, if applicable.

- **Position**
Here you select your job position.
- **Language**
Here you select your primary language. Your OTYS Go! system will automatically be displayed in this language. Please note this only concerns the 'standard elements' of OTYS Go! (e.g. standard selection lists that apply to every OTYS client). Specific items that only apply to your environment (e.g. self-made selection lists) will be displayed in the language they were entered in.

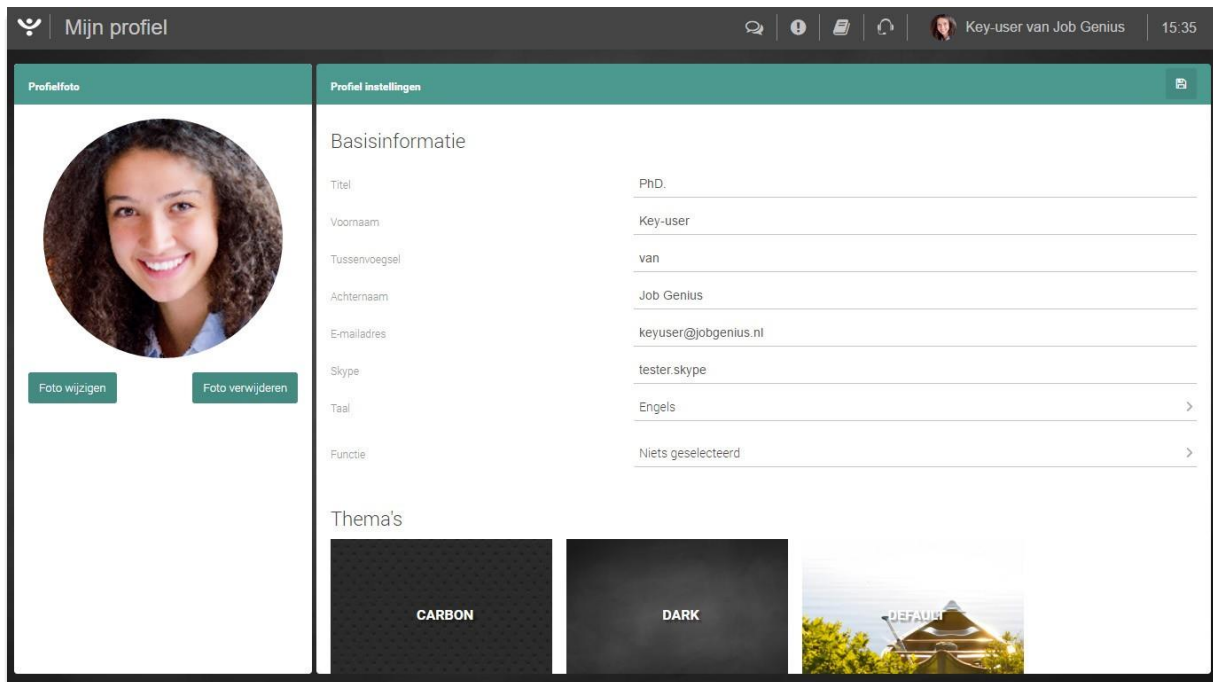


Fig. 2 – My profile page

After you have made your changes, click on the 'Save' icon in the top right corner to save the changes.

2.4 EDIT PHOTO

A photo of you is also linked to your account. You will see this in the top right corner of your OYTS Go! system if you are logged in, but the photo can also be used in other areas (e.g. colleagues can see this photo when they receive an email from you, our support desk will see your photo with a support ticket, and this photo can also be shown with vacancies on your website). Using a photo can make an experience more personal (e.g. if you exchange messages in support tickets, you will see whom you are communicating with).

If there is no photo associated with your profile yet, you can click on the 'Upload photo' button at the left, below the silhouette. A window will open where you click on the 'Edit photo' button on the left-hand side to upload a new photo. Then select an image on your computer. Once you have done this, a window will appear where, on the left-hand side, you can select which part of the image you want to set as the photo. You can drag this frame to the correct position and make it larger or smaller with the corners. An example of your profile photo appears on the right. If you are satisfied with this, click on the 'Save image' button at the bottom right to save the profile photo.

If a photo is already linked to your profile, you can click on the 'Edit photo' button on the left under your photo to replace the existing photo. The process afterwards is similar to adding a new photo.

If there is already a photo linked to your profile, you can also click on the 'Delete photo' button on the left under your photo to delete the existing photo.

2.5 EDIT THEME

The OTYS Go! system has various themes. The theme determines the overall look & feel of your OTYS Go! system. Under the heading 'Themes' you will see the themes available to you. By clicking on the 'Apply theme' button you can load a particular theme. From that moment onwards, the selected theme will be active for you.

3 | SETTINGS FOR REGULAR USERS

3.1 INTRODUCTION

Each user can adjust certain settings for themselves, for example, certain preferences for their user account. All these settings can be found at a central location in OTYS Go!. It is also possible to easily view the settings of a module from within that specific module. In this chapter we explain how users can view these settings themselves (both from the general overview and via a module) and how they can edit them.

Please note: users can edit a limited set of settings for themselves. Key users are able to edit more settings than other users and they are also able to edit these and other settings for other users (e.g. the rights for specific modules). The procedure for this is explained in Chapter 4.

3.2 VIEW ALL SETTINGS

As a regular user you can go to the full overview of your settings as follows:

1. Click on your name in the top right corner
2. Then select 'User settings'

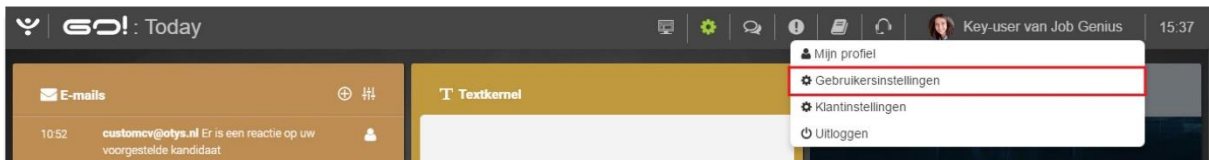


Fig. 3 – Open user settings

You now have the full overview of your settings. Note that up to 200 settings are displayed here. You can look up the desired setting with the search filter (see Section 3.4).

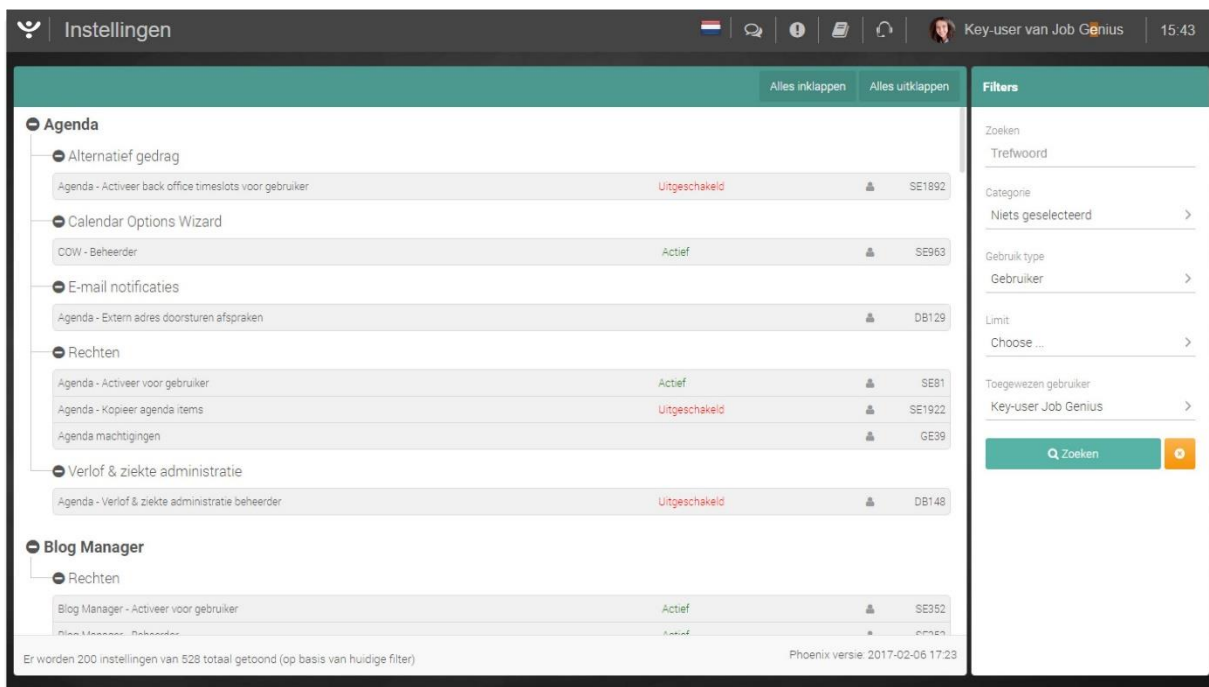


Fig. 4 – Overview with user settings

3.3 VIEW SETTINGS PER MODULE

As a regular user you can go to your module settings as follows:

1. Open the module for which you want to view the settings
2. Click on the 'Settings' icon at the top of the module



Fig. 5 – Access settings from within a module

You are now in the same screen as when you would view all settings (see Section 3.2). However, the filter has been set automatically so you only see the settings of the module in question.

3.4 SEARCH SETTINGS

After you enter the screen where your settings are displayed, you will see a search filter on the right. You can use this search filter to look up the setting you want to edit. This can be done in two different ways:

- Keyword
Use the keyword filter to search by the name of the setting, the description of the setting or the number of the setting.

- **Category**

Use the category filter to search by the category of the setting. The categories are divided into several 'layers'. For example, if you select the main category 'Agenda', you will see all the settings that fall under that main category. If you select the sub-category 'Rights' under 'Agenda', you will only see the settings that fall under that sub-category.

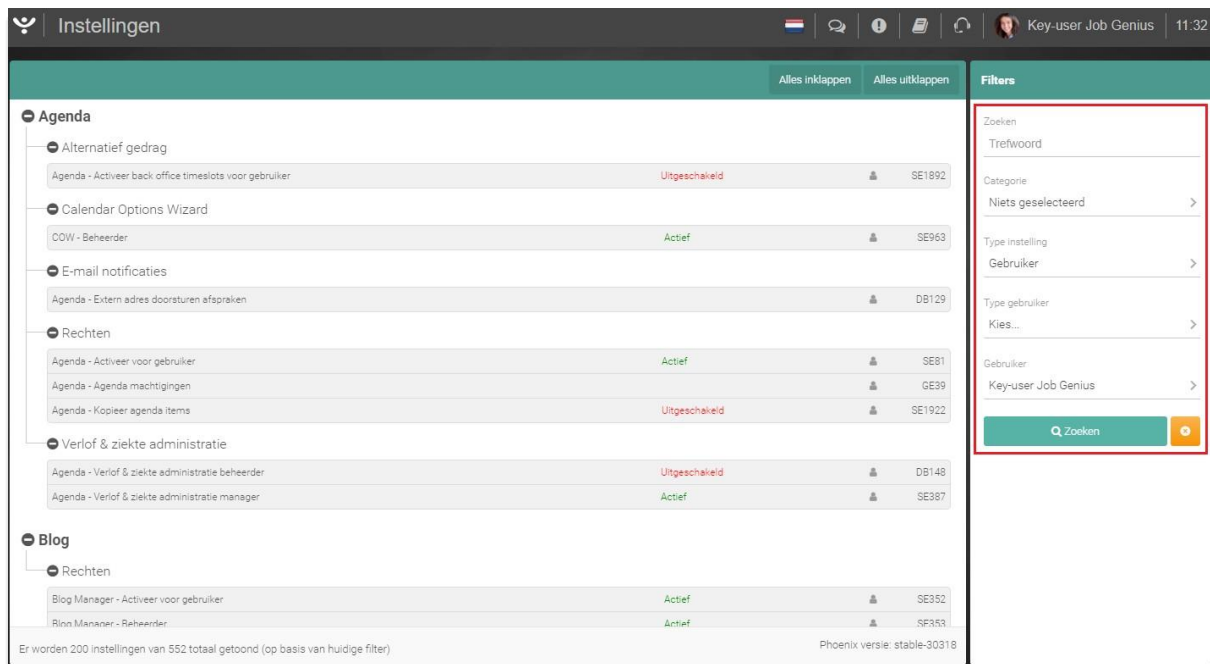


Fig. 6 – The search filter for settings

After specifying the above search criteria, click on the 'Search' button and the settings that match the search word will be displayed in the list. Note that up to 200 settings are displayed here (at the bottom of the list you will see the number of settings found based on your search). By clicking on the 'Cancel search' icon (next to the 'Search' button), you will return to the list with all settings.

3.5 EDIT SETTINGS

To edit a setting, click the setting in the list that you want to change. In most cases this is a setting that you can activate or deactivate or for which you can select a particular option. In this case, the screen also describes what will happen when, for example, you activate or deactivate the setting. You can simply select the desired option and click 'Save'. In principle, the setting will become active immediately.



Fig. 7 – Edit setting

In some cases, settings may have a specific user interface. For example, setting rights for your agenda for other users. These screens are fairly self-evident.

4 | SETTINGS FOR KEY USERS

4.1 INTRODUCTION

Key users have more rights than regular users, namely:

- Key users can edit more user settings than regular users (e.g. access to specific modules).
- Key users cannot only adjust their own user settings, but also the user settings of other users.
- Key users can edit general settings that apply to the entire client (and therefore to all users).
- Key users can edit website-specific settings that apply to a specific website.

In this chapter we explain how key users can view and edit these settings.

4.2 EDIT USER SETTINGS

A key user can edit user settings in a similar way as a regular user (see Chapter 3). In addition to being able to edit more user settings than regular users, a key user also has the following additional options in the search filter on the right:

- Type of setting
Select 'User' so you only see the user settings.
- Type of user
By default, all users are shown below with the 'User' option. If you only want to show the active users in this list, select 'Active users'. If you only want to show the blocked users in this list, select 'Blocked users'.
- User
Select the user for whom you want to edit the setting.

Make sure that when you edit settings, you select the right user, in order to avoid misunderstandings. Editing the settings works the same as with other settings (see Section 3.5).

4.3 EDIT CLIENT SETTINGS

A key user can also edit settings that apply to the entire environment (client). To access these settings, follow these steps:

1. Click on your name in the top right corner
2. Then select 'Client settings'. You will then see all client settings.

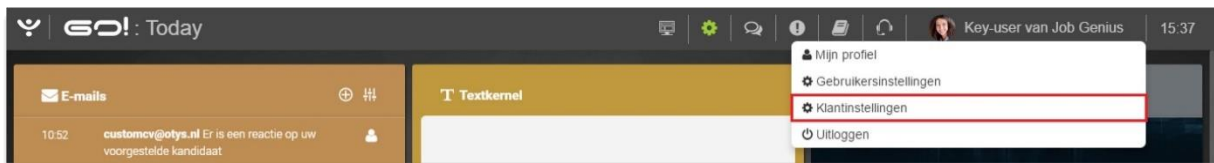


Fig. 8 – Open client settings

If you are already in the settings module, you can also edit the user settings or website settings to the client settings by selecting 'Client' under 'Type of setting'.

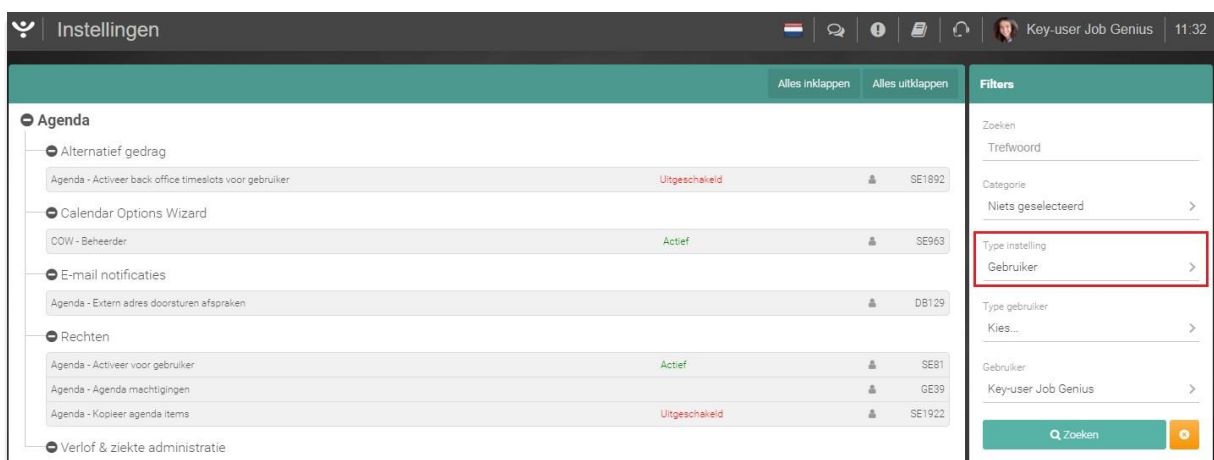


Fig. 9 – Adjust type of setting

Editing these settings works the same as editing user settings. Please note that editing client settings will have an immediate impact on all users. Please be careful when you edit these settings as a key user.

4.4 EDIT WEBSITE SETTINGS

A key user can also edit settings that apply to a specific website. To access these settings, follow these steps:

1. Click on your name in the top right corner
2. Then select 'Client settings'
3. On the right, at 'Type', select 'Website'
4. Finally select under 'Website' the website for which you want to edit the settings.

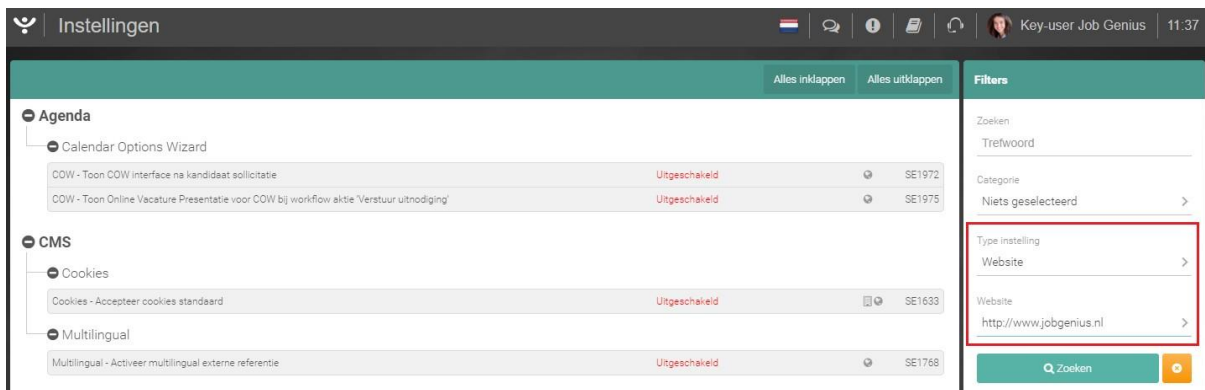


Fig. 10 – Change settings for your website(s)

You will then see all website settings of the relevant website.

Editing these settings works the same as editing user settings and client settings.