

# MicroDot Recruitment Tracker Presentation Slide

By MicroDot Softwares  
[www.microdotsoftwares.com](http://www.microdotsoftwares.com)






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- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

### Country Master

Selection List for Finding And Navigating Record:  
INDIA

Name:	INDIA
Alias:	IND
Country Code:	+91
Currency:	RUPEE (INR)
Capital:	NEW DELHI
Default:	<input checked="" type="checkbox"/> Make Default ?
Detail / Remark:	
Image:	PICTURE\FLAGS\INDIAFLG.GIF



Country



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- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
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- SEC
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### Currency Master

**Selection List for Finding And Navigating Record:**  
RUPEES

**Name:** RUPEES  
**Alias:** RS  
**Symbol:** Rs. [dropdown] [icon]  
**Conversion Rate:** 1.000  
**First Unit:** RUPEES  
**Second Unit:** PAISE  
**Default:**  Make Default ?  
**Detail / Remark:** [text area]

Currency



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- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
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- TRC

**City Master**

New Edit Delete Find Print Other Exit

Selection List for Finding And Navigating Record:  
Mumbai

Name: Mumbai

Alias:

Location Code: 1

Detail / Remark:

City



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- INV
- PER
- POS
- REQ
- SEC
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### Company Master

Selection List for Finding And Navigating Record:  
EmmayHR Services Private Limited

<b>Company Name:</b>	EmmayHR Services Private Limited		
<b>Alias:</b>	EMMAYHR		
<b>Country:</b>	INDIA	<b>Currency</b>	RUPEES
<b>Address:</b>	Sterling Centre,Dr. Annie Besant Road,Worli, Mumbai - 400 018,India.		
<b>Location:</b>	WORLI	<b>Zip Code:</b>	400018
<b>Telephone:</b>	40976000		
<b>Fax:</b>	2499 7081		
<b>Web Site:</b>	www.emmayhr.com		
<b>Contact Person:</b>	Sanjay Shetty, Madhu Bhojwani		
<b>Mobile:</b>	98332 47163		
<b>Email:</b>	sanjay.shetty@emmayhr.com, madhu.bhojwani@emmayhr.com		
<b>Detail / Remark:</b>			
<b>Logo Path:</b>	PICTURE\LOGO\EMMAYHR.JPG		

Company Other



Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
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### Client Master

Selection List for Finding And Navigating Record:  
Accenutre Services Pvt Ltd

**Client Name:** Accenutre Services Pvt Ltd

**Alias:**

**Country:** INDIA **Code:** 237

**HO Address:**  **Currency:** RUPEES

**Location:** Banqalore **Zip Code:**

**City:** Banqalore

**Telephone:**

**Fax:**

**Web Site:**

**Contact Person:**

**Mobile:**

**\*Email:**

**Detail / Remark:**

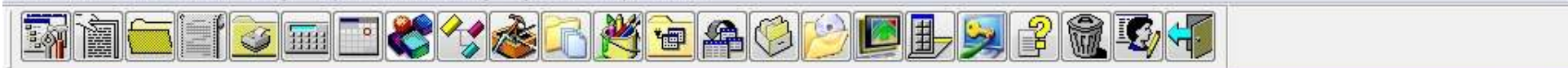
**Logo Path:**

Client Other Position Process









Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

### Contact Person Master

Selection List for Finding And Navigating Record:  
A.K Chaubey

<b>Contact Person</b>	A.K Chaubey	
<b>Alias:</b>		
<b>Client:</b>	Continental Engineering Corporation	
<b>Branch Name:</b>		
<b>Address:</b>	9th Floor, DLF Tower, 9-A, Next to Ericson Building, DLF City , Phase-III, Gurqaon	
<b>Location:</b>	Gurqaon	<b>Zip Code:</b> 122002
<b>Telephone:</b>	0124- 4588888	
<b>Mobile:</b>		
<b>Email:</b>	A.K Chaubey	
<b>Detail / Remark:</b>		
<b>Image:</b>		

Person



Last Updation: 17/03/09 08:47:04 AM

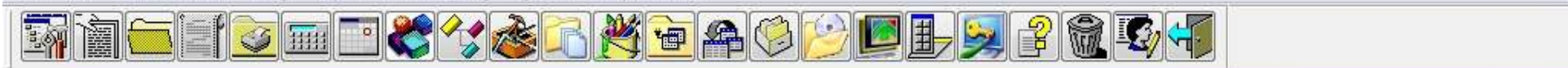
- BRN
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### Client Branch Address Master

Selection List for Finding And Navigating Record:  
3 GLOBAL SERVICES (MUMBAI)

Branch Name:	3 GLOBAL SERVICES (MUMBAI)		
Client:	Hutchison Whampoa Properties (India) Pvt Ltd		
Branch Address:	3 GLOBAL SERVICES, SPECTRUM TOWERS, GROUND FLOOR, RECEPTION A, MIND		
Location:	MALAD, MUMBAI	Zip Code:	400 064
City:			
Telephone:			
Fax:			
Web Site:			
Contact Person:			
Mobile:			
Email:			
Detail / Remark:			

Address



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- CAD
- CMP
- CST
- INV
- PER
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- REQ
- SEC
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**Vertical Master**

Selection List for Finding And Navigating Record:  
RS BPO

New Edit Delete Find Print Other Exit

Name: RS BPO  
Alias: RS  
Detail / Remark:  
Image:

Vertical

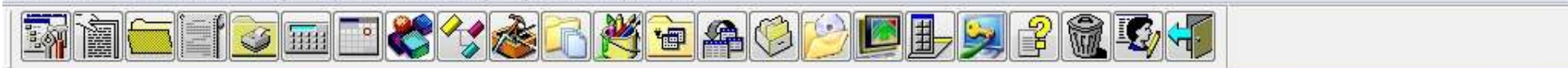
**Selection List for Finding And Navigating Record:**

Selected Value: RS BPO

	Vertical Name	Alias
→ ES	ES	ES
→ HR Advisory	HR Advisory	HRA
→ REIM	REIM	REIM
→ <b>RS BPO</b>	<b>RS BPO</b>	<b>RS</b>
→ RS FE	RS FE	RS
→ RS IT	RS IT	RS
→ STAFFING	STAFFING	STAFFING
→ STAFFING MARGIN	STAFFING MARGIN	SM

Total Records: 8

Open View Ok Cancel



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- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

Last Updation: 17/03/09 08:47:04 AM

**Branch Master**

Selection List for Finding And Navigating Record:  
WORLI

Name:	WORLI		
Alias:	WR	Target:	0.00
Country:	INDIA	Currency:	RUPEES
Address:	HO		
Location:	MUMBAI	Zip Code:	
Telephone:			
Fax:			
Web Site:			
Contact Person:			
Mobile:			
Email:			
Detail / Remark:			
Logo Path:			

Branch Vertical





Position Master
☐ ☐ ☒

New
Edit
Delete
Find
Print
Other
Exit

**Selection List for Finding And Navigating Record:**  
 Account Manager

**Name:**

**Alias:**

**Detail / Remark:**

**Position**

Selection List for Finding And Navigating Record:
☐ ☐ ☒

**Selected Value:** Account Manager

- .Net Developer
- A/C Assistant
- ACCOUNT ASSISTANT
- Account Executive
- Account Leader
- **Account Manager**
- ACCOUNT Manager - Relations
- Account Manager SEM
- Account Processor
- Accountant
- Accounts Assistant
- Accounts Associate
- Accounts Officer
- Accounts Officer
- Accounts Pcessor
- ACCOUNTS SERVICE EXECUT
- Ad Executive
- Admin Assistant cum Secretar
- Admin Manager
- Administration Assistant

Position	Alias	
.Net Developer	.NET	
A/C Assistant		
ACCOUNT ASSISTANT		
Account Executive		
Account Leader		
Account Manager		
ACCOUNT Manager - Relations		
Account Manager SEM		
Account Processor		
Accountant		
Accounts Assistant		
Accounts Associate		
Accounts Officer		
Accounts Officer		
Accounts Pcessor		
ACCOUNTS SERVICE EXECUTI		
Ad Executive		
Admin Assistant cum Secretar		
Admin Manager		

**Total Records: 1139**

🔍 Open
📄 View
✓ Ok
✗ Cancel



BRN

CAD

CMP

CST

INV

PER

POS

REQ

SEC

TRC

Process Master

New Edit Delete Find Print Other Exit

Selection List for Finding And Navigating Record:

Asset Management

Name:

Alias:

Detail / Remark:

Process

Selection List for Finding And Navigating Record:

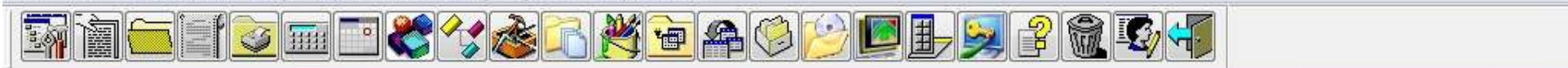
Selected Value:

Process Name	Alias	
ANAND		
Andheri		
ANDHERI CORPORATE		
AOL		
Asset Management		
ASSOCIATE		
Aus Cust Serv		
AUS TSI		
Aus, Customer Service		
B/O		
Back Office		
Balboa		
BANGALORE		
Barclays		
Barclays Card		
Barclays CT		
BARCLAYS FRAUD (FAC)		
Barclays IAT		
Barclays MLS		
Barclays MI S		

Total Records: 130

Open View Ok Cancel





Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

### Contract Master

Selection List for Finding And Navigating Record:

New Edit Delete Find Print Other Exit

Contract Number:	<input type="text"/>	Sign Date:	// ::
Start Date:	// ::	End Date:	// ::
Client Name:	<input type="text"/>	Contract Owner:	<input type="text"/>
Client Branch:	<input type="text"/>	Contact Person:	<input type="text"/>
Type of Services:	<input type="text"/>		
Pricing for Services:	<input type="text"/>		
Payment Terms:	<input type="text"/>	Late Pay Terms:	<input type="text"/>
Taxes we Charge:	<input type="text"/>	Client Upfront:	<input type="text"/>
Terms at the End:	<input type="text"/>		
Warranty Terms:	<input type="text"/>		
Special Clauses:	<input type="text"/>	Other Clauses:	<input type="text"/>
Overview/ Short Sumry:	<input type="text"/>		
Contract Liabilities:	<input type="text"/>		
Insurance for EW's	<input type="text"/>		
Other Contractual Binds:	<input type="text"/>		
Document:	<input type="text"/>		

Contract



Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
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- REQ
- SEC
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### Employee Master

Selection List for Finding And Navigating Record:  
Manqesh Nerurkar

**Employee Name:** Manqesh Nerurkar

**Designation:** Manaqer

**Branch:** WORLI **Vertical:**

**Address:**

**Zip Code:**

**Telephone:**

**Mobile:**

**\*Email:**

**Employee Group:** **Level:** 0

**Senior Employee:** Madhu Bhojwani

**Detail / Remark:**

Employee



Last Updation: 17/03/09 08:47:04 AM

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- CMP
- CST
- INV
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Recruitment Entry

Selection List for Finding And Navigating Record:  
 03082007-029

New Edit Delete Find Print Other Exit

*Number:	03082007-029	*Entry Date:	31/07/2007
*Type:	CREDIT	*Join Date:	03/10/2006
Source:	EXTERNAL	*Offer Acceptance Date:	31/07/2007
*Branch:	BANGALORE	*Vertical:	RS IT
*Client Name:	Accenutre Services Pvt Ltd		
Client Branch:		*Contract:	
*Contact Person:		*Invoice Person:	
Position:	Manager	Process:	
Candidate Name:	Nitin Jain	Billing Less Retainer:	<input type="checkbox"/> Less Retainer Amount ?
CTC Amount:	0.00	Bill CTC:	0.00
Fee %:	0.00	Flat Rate / Markup:	2,06,250.00
Amount:	2,06,250.00	Credit Days:	0 Retainer: <input checked="" type="checkbox"/> Exclude Position ?
*Target / Recruiter:	Ramasubramanian.R	*Followup Manager:	
Detail / Remark:		*Document:	
Replacement ?	<input checked="" type="checkbox"/> Replacement Candidate ?		
Reverse Recruitment:	<input checked="" type="checkbox"/> Reverse	Date:	04/02/2009 Reason: HFHJF

Recruitment
Replacement
Contract
Copy Recruit
Show History



Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
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- POS
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**Invoice Entry**

Selection List for Finding And Navigating Record:  
EHR(BL)/Sept/06/167

Type:	BILLING				
Number:	EHR(BL)/Sept/06/167	Invoice Date:	30/09/2006		
Due Days:	21				
Client Name:	Accenutre Services Pvt Ltd				
Client Branch:		Person Name:	Srinivas Mulqund		
Service Tax %:	12.00	Edu. Cess %:	2.00	Higher Edu %:	0.00
Made By:	Piyush Vora	Designation:	Manager - Accounts		
Bill Detail:	Towards placing the following candidate @ 15% of Gross				
Courier Name:					
P.O.D. Number:		Courier Date:	30/12/1899		
Reference Invoice:					
Retainer Amount:	0.00				
Detail / Remark:					
Document:	MAIL.TXT				

Invoice Candidate Format





Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
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- TRC

Invoice Entry

Selection List for Finding And Navigating Record:

	Caption / Heading:	Field Name:	Order:	Spacing:	Width:
Serial Number:	<input checked="" type="checkbox"/>		0	0	0
Candidate / Associate:	<input checked="" type="checkbox"/>		0	0	0
Designation / Position:	<input checked="" type="checkbox"/>		0	0	0
Process:	<input type="checkbox"/>		0	0	0
Date of Joining:	<input checked="" type="checkbox"/>		0	0	0
CTC Percentage:	<input type="checkbox"/>		0	0	0
CTC Amount:	<input checked="" type="checkbox"/>		0	0	0
Amount / Service Fees:	<input type="checkbox"/>		0	0	13

Predefined Format: NORMAL FORMAT  
 Apply Predefined Format

Invoice Candidate Format



**EmmayHR Services Limited**  
Head Office: Sterling Centre, Dr. Annie Besant Road, Worli,  
Mumbai - 18, India. T: (+9122) 2499 7090 F: (+9122) 2499 7081  
www.emmayhr.com / www.randstad.com

**emmayHR**  
a Randstad company

**BILL**

---

**Bill No. :** EHR(BL)/Sept/06/167  
**Bill Date:** Sep 30, 2006  
**Due Date for Payment:** Oct 21, 2006

**Client Name:** Accenutre Services Pvt Ltd  
**Attention:** Srinivas Mulgund  
**Terms of Payment:** Credit period of 21 days.  
**Assessee Code:** 0273307628  
**Service Tax Registration Number:** MRA/MUM-I/762  
**Category - Manpower Recruitment**  
**PAN No:** AABCE1480GST001

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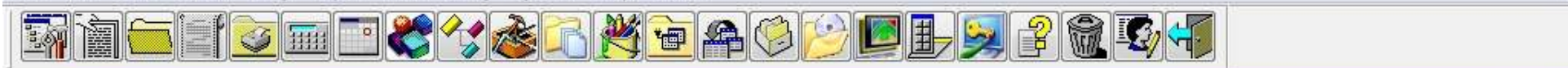
Bill Details	Amount (IN R)
Towards placing the following candidate @ 15% of Gross Annual Compensation	2,06,250=00
Add: Service Tax @ 12.0 %	24,750=00
Add: Education Cess @ 2.0 %	495=00
<b>Total</b>	<b>2,31,495=00</b>

---

**(Rupees Two Lakh Thirty One Thousand Four Hundred Ninety Five Only)**

E & O. E

For **EmmayHR Services Limited,**



Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

### Receipt Entry

New Edit Delete Find Print Other Exit

Selection List for Finding And Navigating Record:

Customer: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Date: // : : \_\_\_\_\_

Received Date: // : : \_\_\_\_\_ Deposit Date: // : : \_\_\_\_\_

Received Amount: \_\_\_\_\_ On Account:  INCD \_\_\_\_\_

TDS %: \_\_\_\_\_ TDS Amount: \_\_\_\_\_

Cheque Amount: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Branch: \_\_\_\_\_

Description: \_\_\_\_\_ Detail / Remark: \_\_\_\_\_

Select	Inv Number	Amount	Invoice Amnt	Total Paid	Total Balance	Desc	De

+ Add Save Undo

Receipt



Selec	Montl	Year	Title	Value	Target	Branch	Target Rev	Target Crd	Last Rev	Last Crd	Field FTE
T	1	2009				BANGALORE					
T	1	2009				DELHI					
T	1	2009				HYDERABAD					
T	1	2009				LOWER PAREL					
T	1	2009				MALAD					
T	1	2009				PUNE					
T	1	2009				REIM					
T	1	2009				WORLI					
T	1	2009	Staffing Margin								
T	1	2009	Direct Expenses								
T	1	2009	Guarentee Accrual								

Done



Last Updation: 17/03/09 08:47:04 AM

- BRN
- CAD
- CMP
- CST
- INV
- PER
- POS
- REQ
- SEC
- TRC

Report Selection

- Reports
  - Operation
    - Revenue Tracker Report
    - Revenue Tracker Summary
    - Revenue Tracker Graph
    - Position Reversed Report
    - Position Replaced Report
    - Recruitment Offer Delay Report
    - Position Pending Report
    - Lost Offer Report
    - Confirmation Delay Report
    - Invoice Delay Report
  - Account
    - Invoice Report
    - Receipt Summary Report
    - Billing Summary Report
    - Service Tax Summary Report
    - Exception Report
    - Day Sales Outstanding
    - Weekly Report
    - Client / Branch / LOB Wise DSO
    - Debtors Age Analysis
  - Client
    - IAM Sales Report
  - Custom
    - Client Wise Outstanding
    - Branch Wise Outstanding
    - LOB Wise Outstanding

Expand Collapse Done



### User Master

**Selection List for Finding And Navigating Record:**  
ADMIN

**Name:** ADMIN  
**Type:** ADMINISTRATOR  
**Address:** 13, Keshavji Naik Road,  
**Zip Code:** 400 009  
**Telephone:** +911-022-23729562  
**Mobile:** 9819792287  
**Email:** mota\_mitesh@yahoo.com  
**Branch:**  **Vertical:**   
**User Set:**  **User Group:**   
**Group Access:**  Use Group Access ? **Shortcut Bar:**   
**Detail / Remark:** SYSTEM ADMINISTRATOR **Auto Chat:**   
**Picture:** PICTUREUSERSMITESH.JPG  
**Custom Access:**

User

### User Authorization Form

- Other Masters
  - Vertical Master
    - Add Record
    - Edit Record
    - Delete Record
    - Find Data
    - Print Report
    - Other Option
  - Branch Master
    - Add Record
    - Edit Record
    - Delete Record
    - Find Data
    - Print Report
    - Other Option
  - Position Master
    - Add Record
    - Edit Record
    - Delete Record
    - Find Data
    - Print Report
    - Other Option
  - Process Master
    - Add Record
    - Edit Record