



Adding a new consent request

1. To add a new consent request, a person with a *Hiring Manager* (HM) role opens the "Request Consent" page by clicking the corresponding Use Case in the top Navigation bar *or* the corresponding card on their landing page :

The screenshot displays the 'Request Consent' interface. At the top, the navigation bar includes 'Request Consent', 'Consent requests', and 'Bulk Consent requests'. The user is identified as 'anchor@temp.org' with a role of 'Hiring Manager' and a group of 'tre'. The main section is titled 'Request credentials verification' and is divided into three parts: 'Your data', 'Applicant data', and 'Reason for request'. Under 'Your data', it states 'Following data will be visible to applicant.' and lists 'Email*' (anchor@temp.org), 'Company:' (Temp Org, Germany), and 'Manager:' (Temp Anchor). A checkbox for 'Hide your name to the Applicant' is present. The 'Applicant data' section offers two options: 'Manual Input' (selected) and 'Upload File'. Below this is an 'Emails' text input field. The 'Reason for request' section is partially visible at the bottom.

Some HMs belong to multiple departments (corporate 'divisions') so the next step for the HM is to declare the right 'Context' for *this* request, by selecting the Department in the top-right menu, and subsequently enter the request data. The Department selection will later help the HR-manager to filter the many requests such profiles typically issue.

2. The next sub-section is about the "Applicant data" where the HM can identify the request 'target'(-s) by providing the Applicant email(-s). This can be done in 2 ways: manual entry or bulk-upload via a file:

—> 2.1 Manual input :

For manual entry, the HM should select the "Manual Input" radio button and enter the Email address(-es) into the text area :



Following data will be visible to applicant.

Email*

Company: Temp Org, Germany

Manager: Temp Anchor

Hide your name to the Applicant

Applicant data

If you use file upload you can check status of requests processing on [Bulk Consent requests page](#).

Manual Input Upload File

Emails ?

Reason for request

Internal Job Reference

Share Internal Job Reference with Applicant

Job Title*

Free Text

Hitting the “?” will show a popover explaining how to properly format the Emails in the Email field in case you plan to enter multiple Emails in one go:

Following data will be visible to applicant.

Email*

Company: Temp Org, Germany

Manager: Temp Anchor

Hide your name to the Applicant

Applicant data

If you use file upload you can check status of requests processing on [Bulk C](#)

Manual Input Upload File

Emails ?

Reason for request

Internal Job Reference

Share Internal Job Reference with Applicant

Job Title*

Free Text

Provide applicants' emails separated by commas, semicolons, line breaks or spaces.

—> 2.2 File upload

For bulk-upload via a file, the HM should select the “Upload File” radio button and drop the file in the *drag & drop* zone:



Following data will be visible to applicant.

Email*

Company: Temp Org, Germany

Manager: Temp Anchor

Hide your name to the Applicant

Applicant data

If you use file upload you can check status of requests processing on [Bulk Consent requests page](#).

Manual Input Upload File

Maximum file size: 20 MB [File format details](#)

Drag and drop file here

Or

[Click here to point to your file](#)

Reason for request

Internal Job Reference

After the file is uploaded, the HM will be shown the file name as well as all the emails it contains:

Hide your name to the Applicant

Applicant data

If you use file upload you can check status of requests processing on [Bulk Consent requests page](#).

Manual Input Upload File

File name ✕

Emails

a1@gmail.com

a2@gmail.com

a3@gmail.com

...

Reason for request

Internal Job Reference

Share Internal Job Reference with Applicant

Job Title*

Free Text

These can *all* be removed *at once* by hitting "X" at the right of file name. The uploaded data will then be removed and the drop zone will open again.



3. After entering all the request data, click “**Process request**” at the bottom :

Consent request(-s) is/are then sent to the Applicant(-s), and added to the list of “Pending” requests of the HM/BO.

Consent requests list: how to follow up their status?

1. To open the consent requests list, the BO/HM clicks “Consent requests” in the top Navigation bar *or* on the corresponding card on their landing page.

Status	Job	Last update
Revoked	Second Job a1@gmail.com	03/30/2019
Rejected	Second Job a2@gmail.com	03/30/2019
Granted	Second Job a1@gmail.com Expires 05/30/2019	03/30/2019
	Third Job	03/30/2019

Note:

Consents will be marked “Expired” automatically after the consent period ended.



2. To open request details, the BO/HM first selects a corresponding Department (in the top-right menu) and subsequently chooses a request to inspect in the left column:

Pending request details example:

The screenshot displays the BRAINCHAIN interface. At the top, there are navigation tabs: 'Request Consent', 'Consent requests', and 'Bulk Consent requests'. The user is logged in as 'anchor@temp.org'. The main interface is divided into a left sidebar and a main content area. The sidebar shows a list of job requests with their status: 'Granted' (green), 'Expired' (yellow), and 'Pending' (grey). The main content area shows the details of a 'Pending request'. The details include: Target: a2@gmail.com, Created by: Temp Anchor, Company: Temp Org, Germany, Berlin, Internal Job Reference, Job Title: First Job, and Reason. A 'Cancel request' button is located at the bottom right of the details view.

A pending right request can be cancelled. This makes sense when (e.g.) a suitable candidate is found for the job before this Applicant granted the consent request.

Granted request details example:

The screenshot displays the BRAINCHAIN interface. At the top, there are navigation tabs: 'Request Consent', 'Consent requests', and 'Bulk Consent requests'. The user is logged in as 'anchor@temp.org'. The main interface is divided into a left sidebar and a main content area. The sidebar shows a list of job requests with their status: 'Rejected' (red), 'Granted' (green), 'Expired' (yellow), and 'Pending' (grey). The main content area shows the details of a 'Granted request'. The details include: Applicant First (Belarus), Email: a1@gmail.com, and 'Accreditations' with details for 'Accreditation Original Title' (Organization: Temp Org, Germany, Berlin, Issued at: 11/08/2018, Level: Bachelor) and 'Self-Study books' (Domain: Health, Publisher: Минск бла бла бла).

Revoked request details example:

BRAIN > CHAIN Request Consent Consent requests Bulk Consent requests anchor@temp.org EN

Status: All Job: Enter Job to search Role: Hiring Manager Group: Department B

Last update: 03/30/2019
Second Job
a1@gmail.com
Revoked

Last update: 03/30/2019
Second Job
a2@gmail.com
Rejected

Last update: 03/30/2019
Second Job
a1@gmail.com
Expires 05/30/2019
Granted

Last update: 03/30/2019
Third Job

Revoked request

Request details

Target: a1@gmail.com
Created by: Temp Anchor
anchor@temp.org
Company: Temp Org, Germany, Berlin
Internal Job Reference:
Job Title: Second Job
Reason:

Rejected request details example:

BRAIN > CHAIN Request Consent Consent requests Bulk Consent requests anchor@temp.org EN

Status: All Job: Enter Job to search Role: Hiring Manager Group: Department B

a1@gmail.com
Revoked

Last update: 03/30/2019
Second Job
a2@gmail.com
Rejected

Last update: 03/30/2019
Second Job
a1@gmail.com
Expires 05/30/2019
Granted

Last update: 03/30/2019
Third Job
a1@gmail.com
Expires 03/30/2019
Expired

Rejected request

Request details

Target: a2@gmail.com
Created by: Temp Anchor
anchor@temp.org
Company: Temp Org, Germany, Berlin
Internal Job Reference:
Job Title: Second Job
Reason:
Applicant Response:
I'm not looking for a job.

Expired request details example:

The screenshot displays the BRAINCHAIN interface with a modal window titled "Expired request". The modal shows the following details:

- Expires:** 05/30/2019 (with a "Granted" status)
- Request details:**
 - Expires: March 30th 2019, 10:46
 - Target: a1@gmail.com
 - Created by: Temp Anchor (Hidden to Applicant)
 - Company: Temp Org, Germany, Berlin
 - Internal Job Reference: Third Job
 - Job Title: Third Job
 - Reason: (blank)

The background interface shows a list of requests with the following entries:

Job	Email	Status	Last update
Third Job	a1@gmail.com	Expired	03/30/2019
First Job	a2@gmail.com	Pending	03/30/2019
First Job	a1@gmail.com	Pending	03/30/2019

3. Requests can be filtered by status as well as by job:

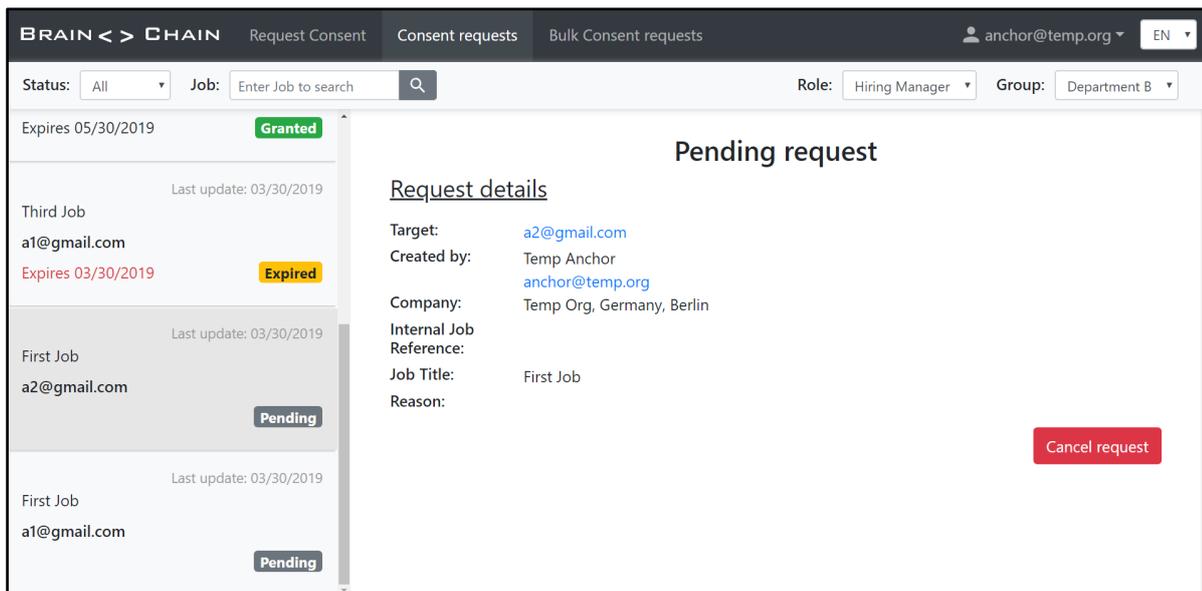
The screenshot shows the BRAINCHAIN interface with a search filter applied to the "Job" field, containing the text "Sec". The results are filtered to show only requests related to "Second Job":

Job	Email	Status	Last update
Second Job	a1@gmail.com	Revoked	03/30/2019
Second Job	a2@gmail.com	Rejected	03/30/2019
Second Job	a1@gmail.com	Granted	03/30/2019

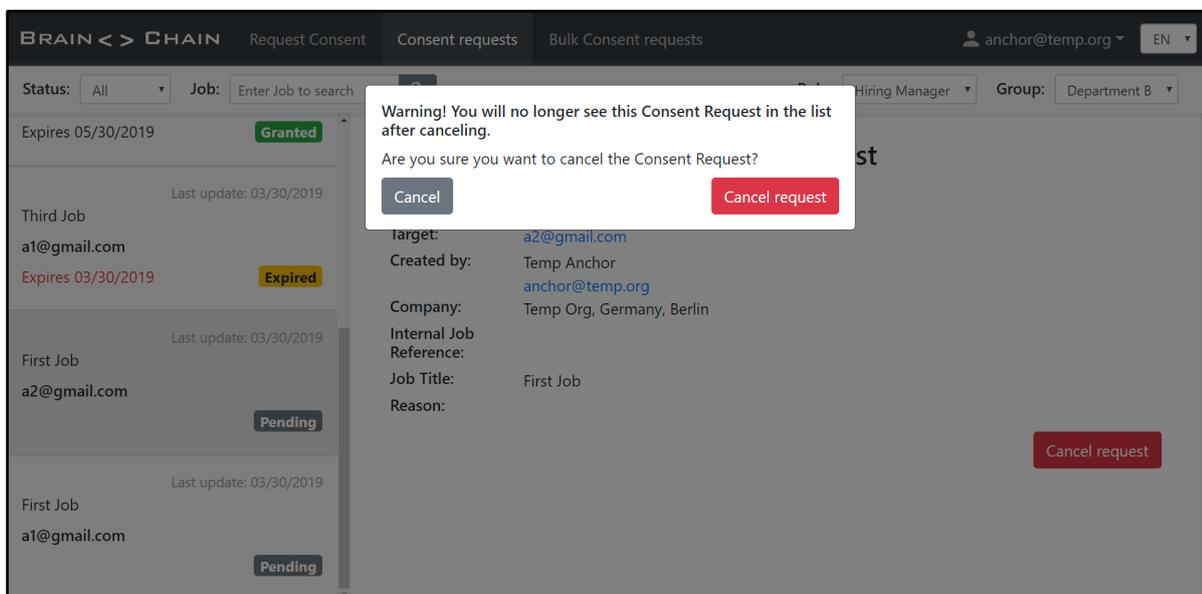
The "Expires" field for the granted request is 05/30/2019.



4. To cancel a *pending* request, the Requestor clicks on the pending request he wishes to cancel and hits **Cancel request** :

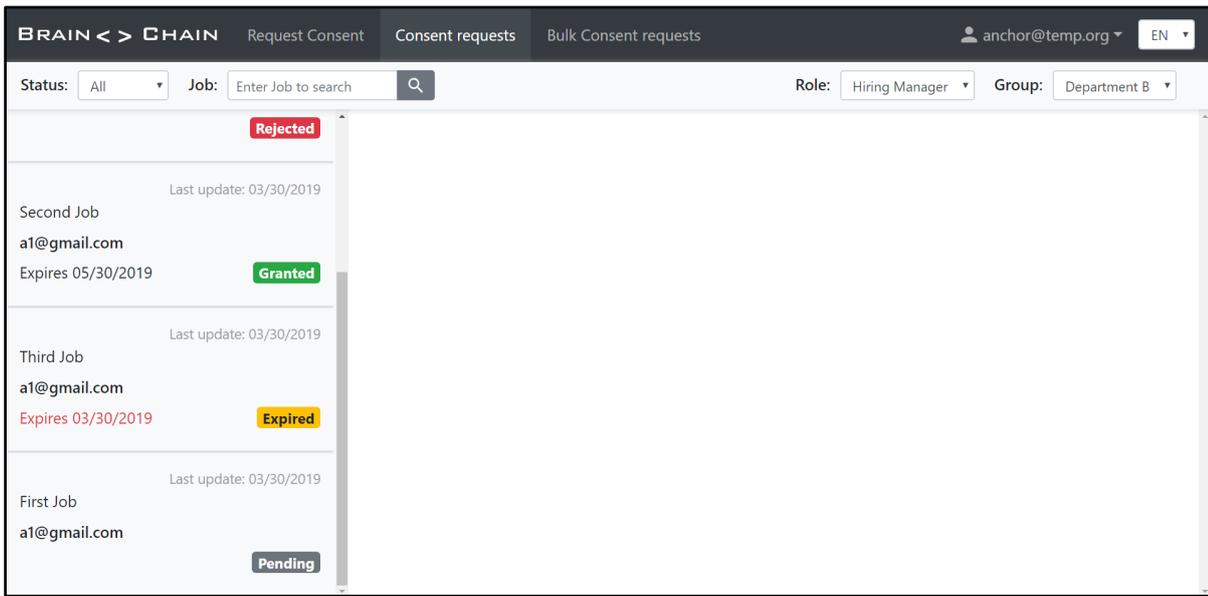


5. This opens a modal dialog requesting cancelation confirmation:



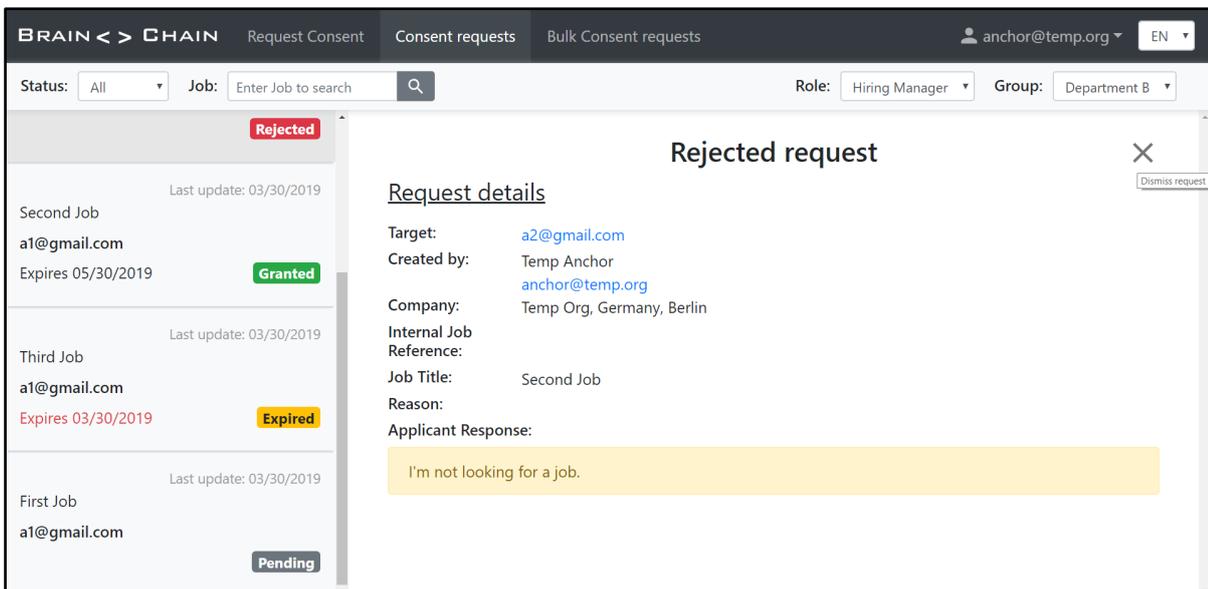


6. The request will then immediately be removed from the list:



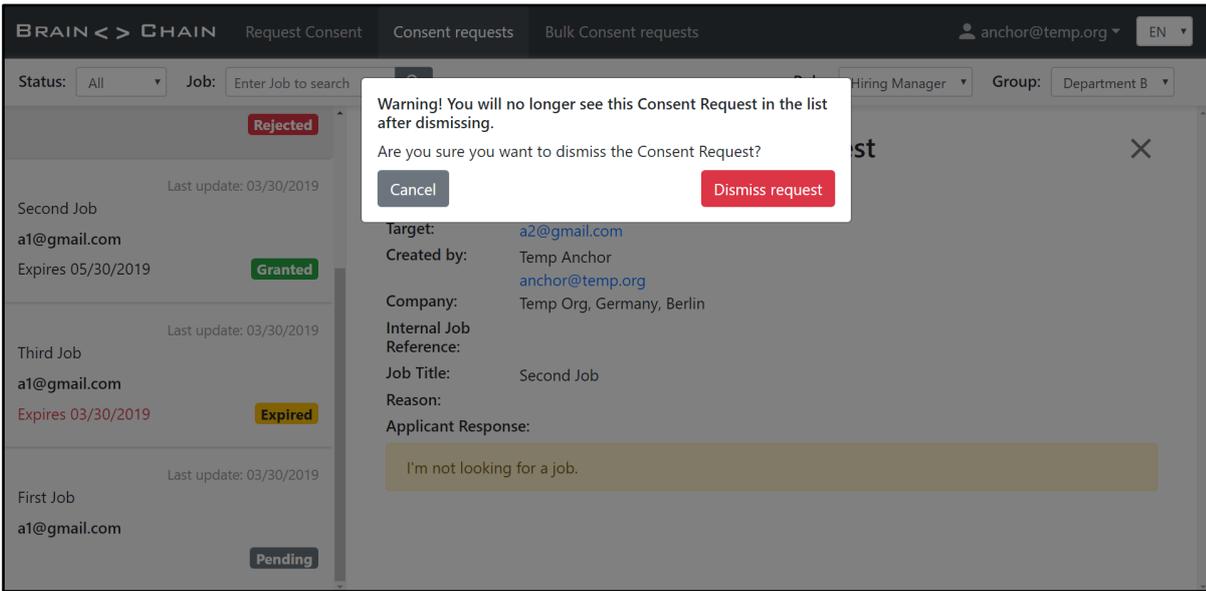
7. All requests (*Expired, Granted, Revoked and Rejected*) can be dismissed from the list, to clear up space.

To do this, the HM/BO clicks the "X" in the top-right corner of the request body:



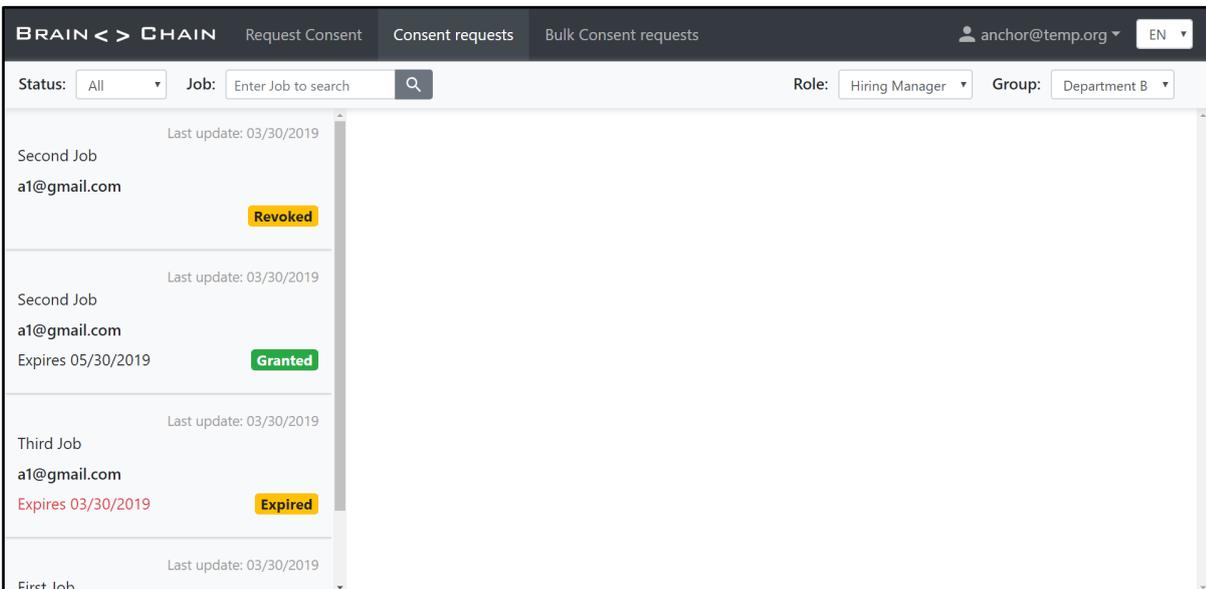


8. This opens a modal dialog requesting confirmation:



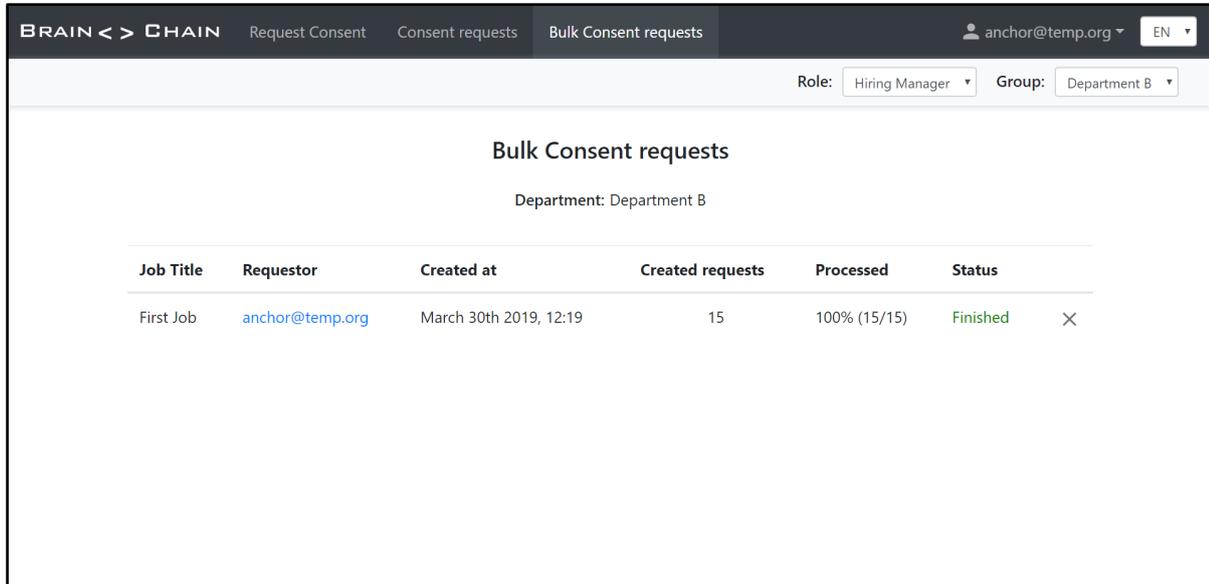
To confirm, the HM/BO clicks "Dismiss request".

9. The request will then immediately be dismissed:



Bulk consents requests list

1. To check the status of submitted bulk requests, the HM clicks on the "Bulk Consent requests" - link in the Navigation bar on top, *or* on the corresponding card on their Landing page:



BRAIN < > CHAIN Request Consent Consent requests Bulk Consent requests anchor@temp.org EN

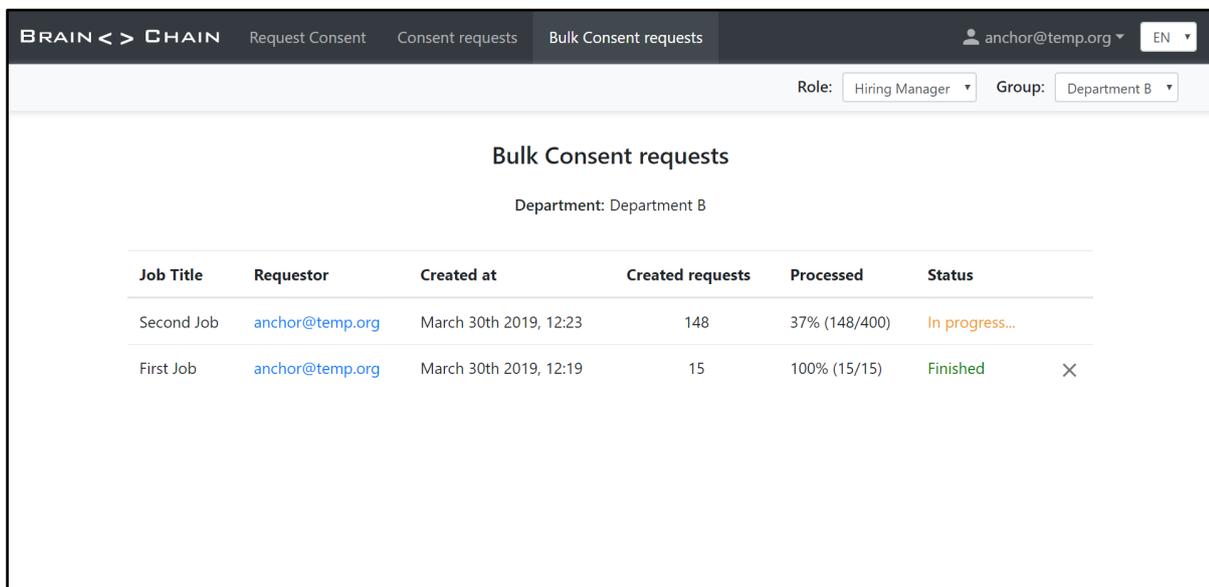
Role: Hiring Manager Group: Department B

Bulk Consent requests

Department: Department B

Job Title	Requestor	Created at	Created requests	Processed	Status	
First Job	anchor@temp.org	March 30th 2019, 12:19	15	100% (15/15)	Finished	X

2. To remove a **Finished** bulk request, the HM clicks the "X" in the corresponding row.



BRAIN < > CHAIN Request Consent Consent requests Bulk Consent requests anchor@temp.org EN

Role: Hiring Manager Group: Department B

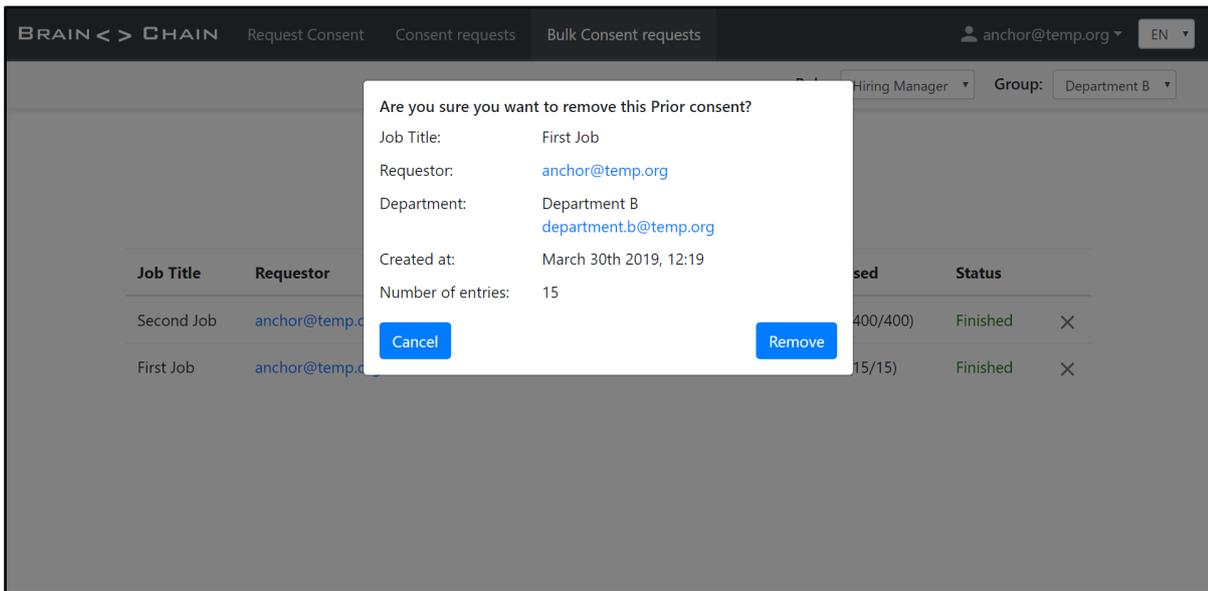
Bulk Consent requests

Department: Department B

Job Title	Requestor	Created at	Created requests	Processed	Status	
Second Job	anchor@temp.org	March 30th 2019, 12:23	148	37% (148/400)	In progress...	
First Job	anchor@temp.org	March 30th 2019, 12:19	15	100% (15/15)	Finished	X



3. This opens a modal dialog requesting removal confirmation:



To proceed, the HM should click "Remove".

4. This immediately removes the bulk request from the list:

! Note: this action does *not* remove the contents of the file from the BrainChain platform; clearing up files in this table has *no other* impact than a visual one in that table.

