Stryve User Guide

At Stryve we want your hiring process to be as simple as possible. Start here for a rundown of the features and links in our step-by-step guide to get your hiring show on the road in no time.

Contents

GETTING STARTED

About:
Zero to talent in sixty seconds. Set up your account in no time and begin your Stryve hiring journey.

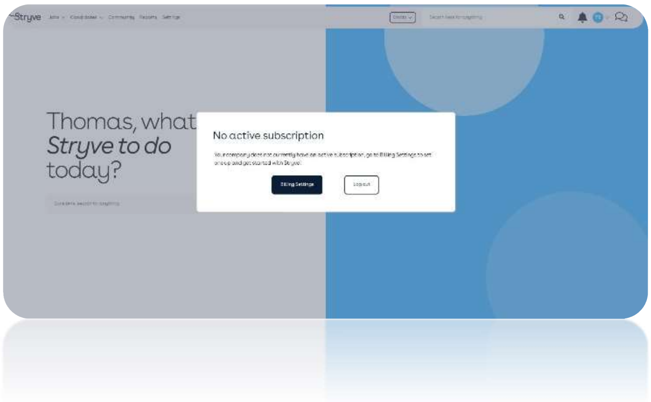
How to:

How do I create my account?

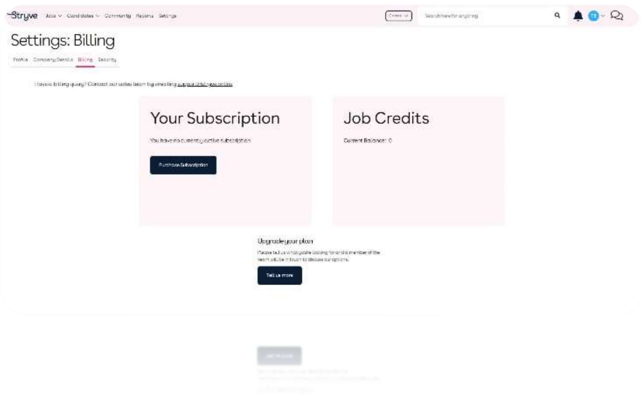
To create your account visit our [website]() and select Sign Up in the top right hand corner of the homepage. Register your details and you will receive an email from Stryve with a link to set up your account. Follow the instructions to create your unique password.

How to I select my subscription?

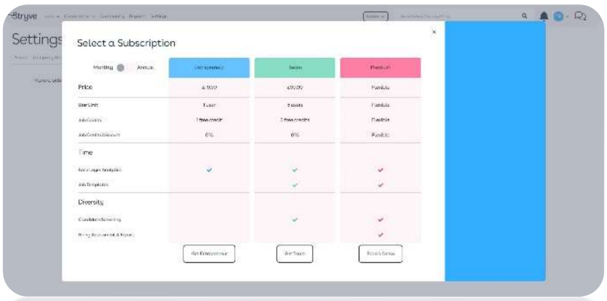
Once you have set your password you will be asked to select your subscription package. You'll need to do this before you're able to access the platform's features. Click on Billing Settings to access the Billings tab.

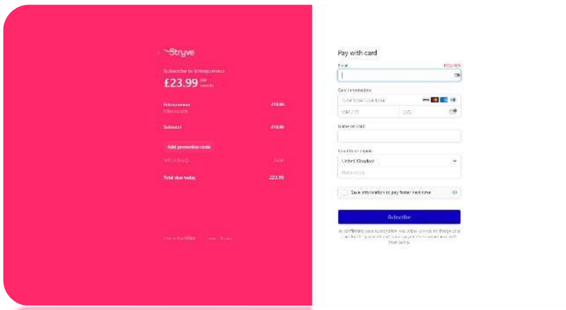


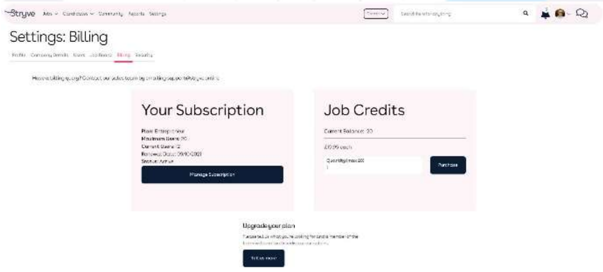
In the Billings tab, simply hit the dark blue Purchase Subscription button to view our various package options.



If you are choosing between Entrepreneur and Team, you can set up your subscription via Stripe. Simply enter your details and once you have completed payment, you will be redirected back to Stryve. In the Billings tab your subscription level will now be visible and you are ready to go.

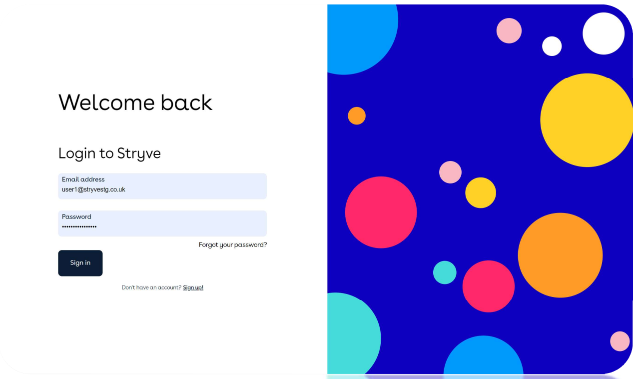






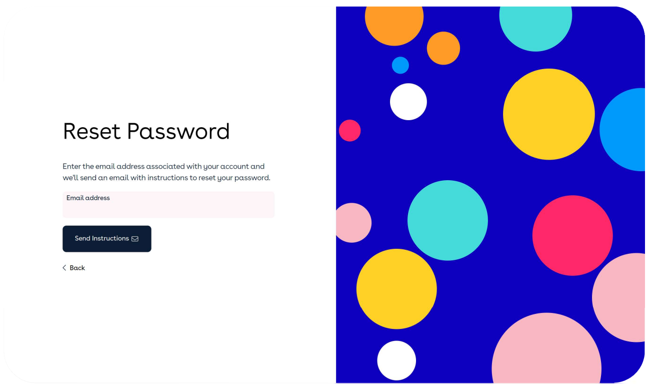
How do I sign in?

Once you have set up your account, simply enter your account email and password and press sign in!



What if I forget my password?

If you forget your password, or want to reset your password, select ‘Forgot your password?’ on the sign in page. Enter the email address associated with the account and we’ll send you an email with instructions to reset your password.

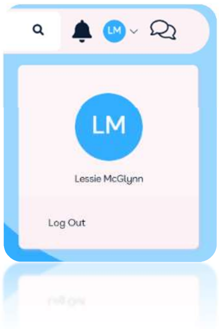


How do I change my password?

If you need to change your password, simply visit the Security tab in your settings page. Enter your current password and your new password, then select Reset Password – easy as pie!

How do I log out?

To log out, click on Log Out in your Profile Card. Your Profile Card can be found in the top right of your homepage.



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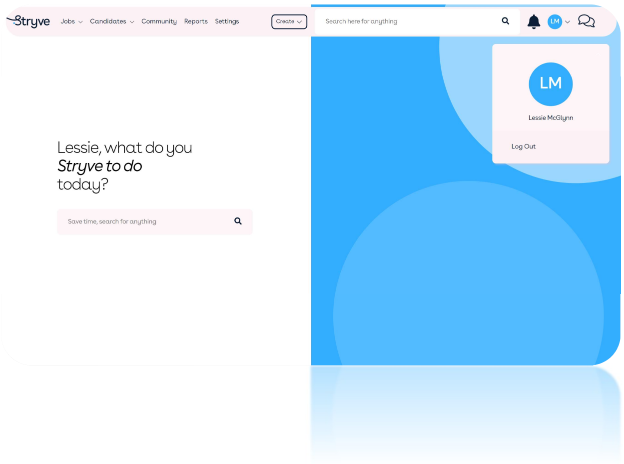
DASHBOARD/HOME

About:

Your Stryve home screen is the hub leading to all your hiring actions. Your dashboard will become your new best friend, everything you need, in one place.

How to:

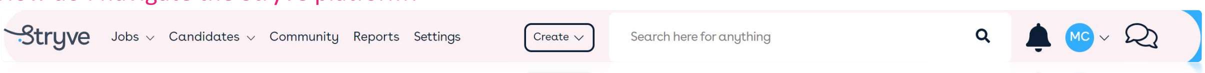
How do I search within the platform?

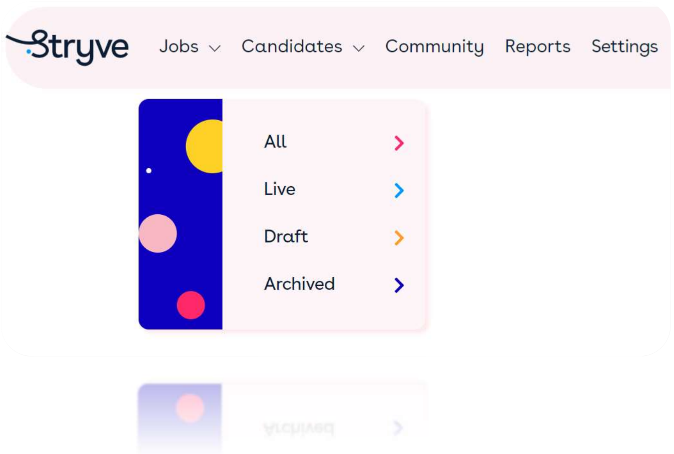


Use either the [hero search bar](), or the [navigation search bar]() to look for ANYTHING within your Stryve account. Enter a candidate, job title, a file, whatever you need to find.

With the navigation search bar, you can search within the system from ANY page of the platform.

How do I navigate the Stryve platform?





Navigating your Stryve platform is quick and easy. Use the navigation bar across the top of your screen and select the page you wish to visit.

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USER AND COMPANY SETTINGS

About:

Use your Stryve settings page to create your own personal profile, create and edit permissions for your company users and build your bespoke company Job Board.

How to:

How do I access my user settings?

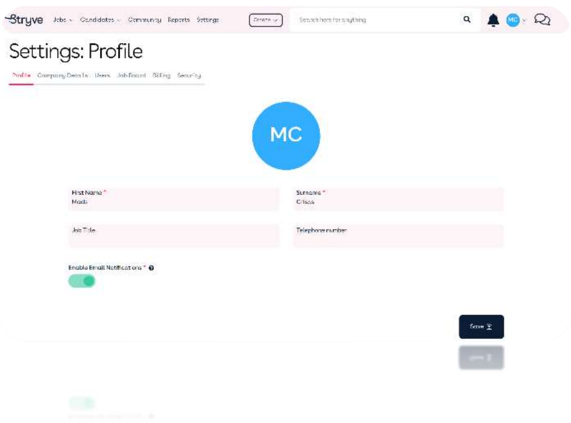
Open up your Settings page by clicking on Settings in the Navigation Bar across the top of your screen. From here, you can set up your user profile, user settings and company details.

REMEMBER, only the Super User will have access to all the settings tabs: Company Details, Users and Job Board.

How do I set up my personal profile?

First of all, add your name and email address. To add a profile picture, simply hover your mouse over the blue circle and click to access your files and upload your chosen image (png. Or jpeg file required).

Remember to select the dark blue save button to ensure your details are saved on the platform. Once saved successfully, a green message 'All done' will appear.



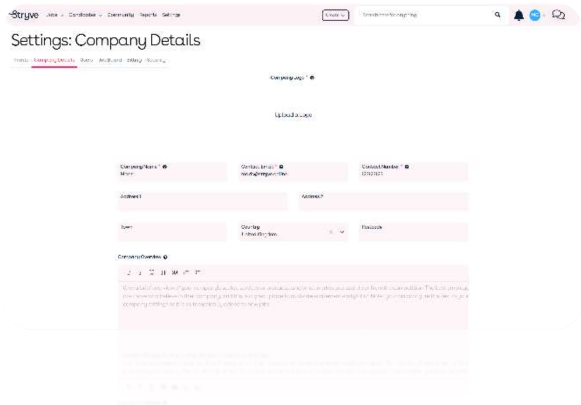
How do I manage my notifications?

When you are tagged in an action or a comment within the platform, or if you have been added as a user to a new job, you will receive a notification. These will appear on the bell notifications icon in the Navigation Bar.

If you would also like to receive email notifications, enable email notifications in the Profile tab within your User Settings.

How do I set up my company details?

Select the Company Details tab in the Settings page. Insert your company name, contact details and company overview.



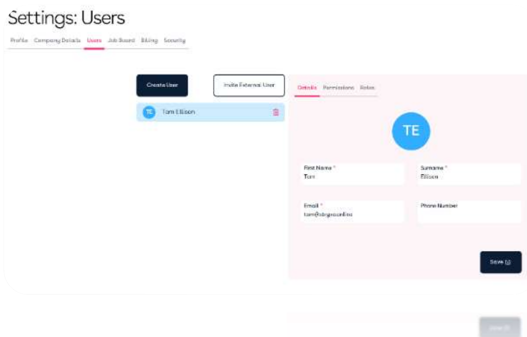
REMEMBER, these details will be seen by those applying to your open roles so it's important to get this information spot on to reflect your company culture and promote an attractive company for potential candidates.

Company logo - You can also upload your company logo just as you did your user profile picture, by hovering over Upload a Logo (png. or jpeg file type required). Click on the dark blue save button to lock in your details.

REMEMBER this tab will only be available for the Super User.

How do I set up new users?

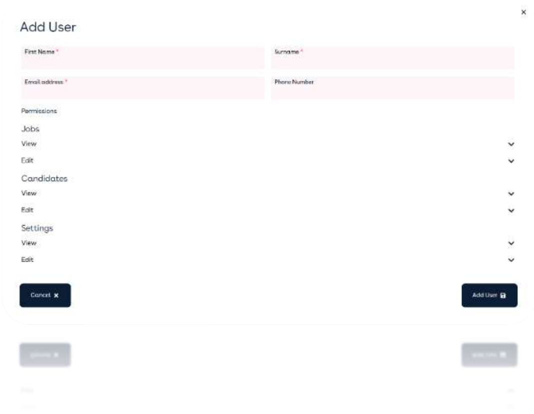
If you're the Super User on your account, you can use the Users tab to set up new company users**.** In this tab you will find a directory of all your company users.



How do I add a new user?

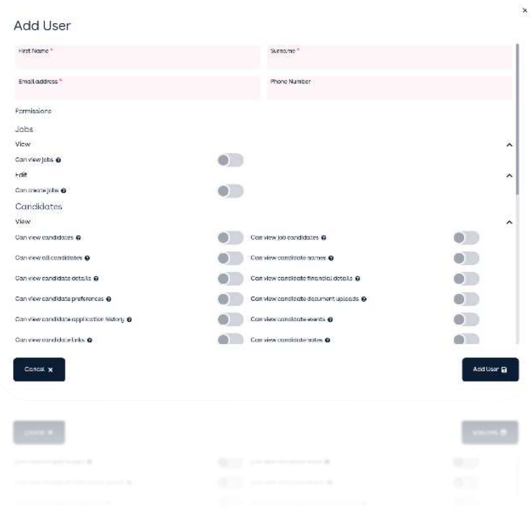
Click on the dark blue Create User button in the Users tab. A pop out ‘Add User’ window will appear. Fill in the basic information fields and move onto the permissions settings.

To save you time, Stryve has created [Permission Pre-sets] specifically for different user profiles: Super User, Recruiter, Line Manager, HR/Talent Manager, PA/EA/Op or D&I Recruit.



By selecting a Preset, our recommended permissions for the selected user type will be auto-populated.

To build your own bespoke permissions, adjust the permissions toggles within Jobs, Candidates and Settings. Once you’re happy with the permissions, click the blue ‘Add User’ button. Your new user will then appear in your directory.



How do I edit user permissions?

To edit a user’s details and permissions, simply click on the user’s name in the Users tab to open up their individual profile. Select the Permissions tab within their profile and update the relevant toggles.

How do I delete a user?

Find the relevant user profile and select the red Delete User button next to their name.

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JOB BOARD

About:

To create your unique company Job Board, select the Job Board tab in the Settings page. On your Job Board you will be able to post live job openings to the public so it's key the details inputted here are accurate and match your company's branding rules.

How to:

How do I set up my company job board?

Image - To upload your Header Image, click on Upload a Header Image and select your chosen image direct from your files (png. or jpeg file required). This Header Image will be the background image on your Job Board.

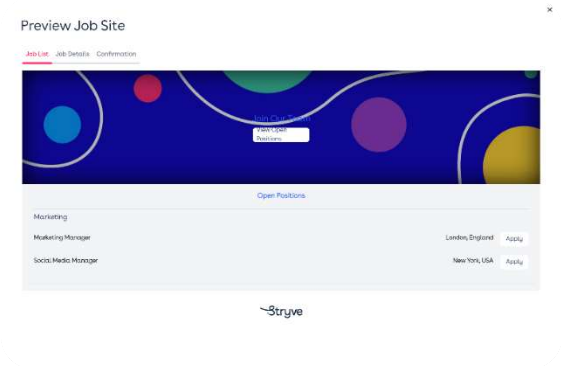
Colours - Input your chosen colours for each area of the Job Board such as buttons or font, by inserting the relevant HEX code.

Slug - In the Slug field, insert the URL for your Job Board page. A slug is the part of a URL which identifies a particular page on a website in an easy-to-read form.

Tagline - Finally insert your company Tagline or slogan.

Can I preview my company job board before it goes live?

Preview - To preview your Job Board, click on the white Preview button. A new pop out window will appear. Follow the tabs Job List, Job Details, and Confirmation to preview the information you have populated for the page.



How do I make my job board public?

Go Live! - When you're happy with your Job Board and you want to make the page live, open the Enable Job Board toggle at the top of the Job Board page (it will turn green) and then click the dark blue save button at the bottom of the page.

If you want to keep working on the page before it goes live, make sure to keep the Enable Job Board toggle closed whilst you master the finishing touches!

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CANDIDATE CREATION

About:

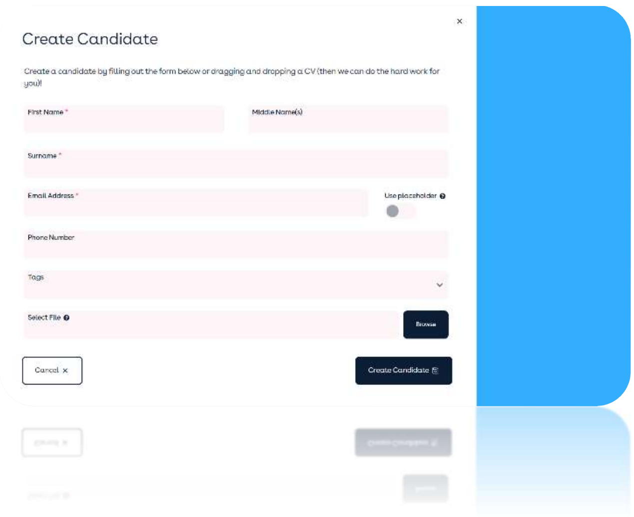
With Stryve, creating a new candidate is quick and simple. Once you've created your candidate you can view all their details in the individual Candidate profiles, so you can keep each file updated, with one source of data.

How to:

How do I create a new candidate?
Click on the Create button in the Navigation Bar. Select Candidate in the dropdown. A new 'Create Candidate' window will appear.

Now populate all your candidate details; name, email, telephone number, tags.

REMEMBER the tags field is important as this will help us build the candidate's Stryve Score!



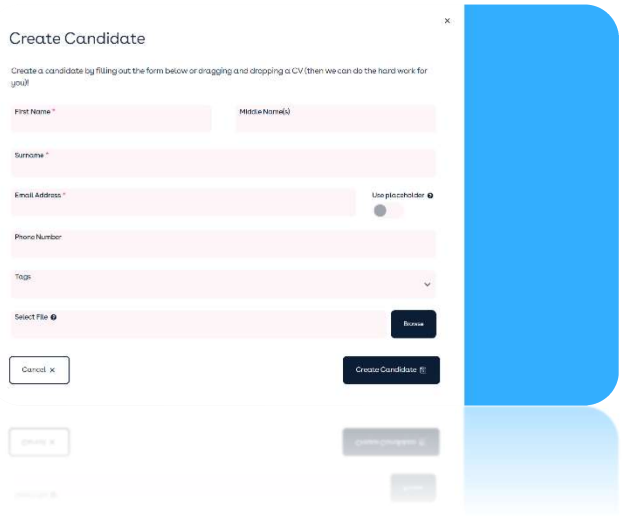
Can I add a candidate straight to the Alumni database?
REMEMBER When you add a candidate to a job, they become an Active candidate. If you just want to store the candidate in your database as an Alumni candidate, do not open the Add to job? toggle when you create a candidate.

How do I add a candidate to an active job?
You can add a candidate to an active job by opening the Add to job? toggle. If you open this toggle, it will turn green and open a new drop-down field where you can select the specific job.

How do I add a CV to a candidate?

If you have a CV, either drag and drop the file, or click browse to select a CV from your files. If you don't have the CV to hand, don't worry! You can still add a candidate to your database, no problem.

Once you're ready, click on the dark blue Create Candidate button to add the candidate to your database.



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JOB CREATION AND SETTINGS

About:

Whether you need to quickly create a job, greased lightning style, or you have all the details to hand, creating your job with Stryve is smooth and simple.

How to:

How do I create a new job?

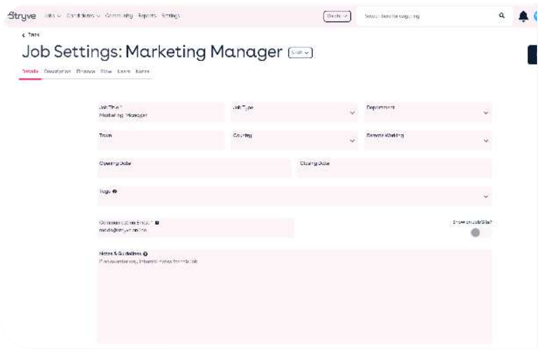
Select the Create button from the Navigation bar and pick Job from the dropdown.

Type in the job title you want to create and select the dark blue Create button in the bottom right. You will then enter the Job Settings page.

REMEMBER you can always click on Stryve if you ever get lost and want to return home.

How do I create a job with One Click Recruit?

If you're short on time and want to quickly set up a job with our One Click Recruit, click Let's recruit in the top right. The job title alone is enough to get you going and create your Hiring Flow.



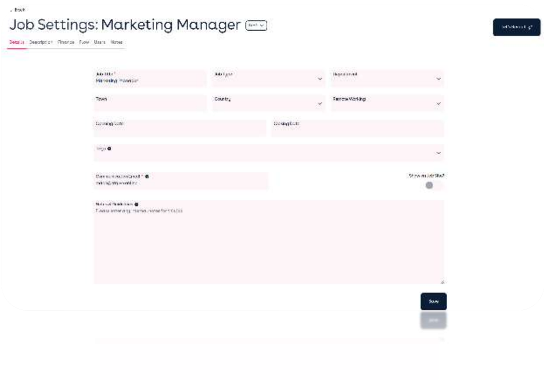
If you choose to use One Click Recruit, you can come back to edit the details later. If you have more time on your hands to input details on the role, continue on the Job Settings page.

Job Settings:

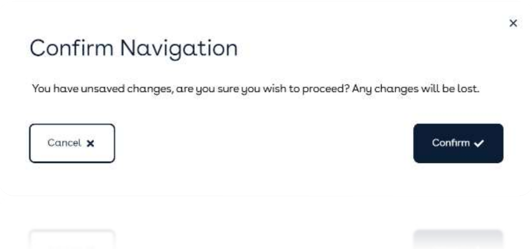
How do I edit my job settings?

Here we go! Follow the tabs, Details, Description, Finance, Flow, Users and Notes to complete the job set up.

Details - Start with the Details tab and fill in all the basic information on your job. You can also enter key tags such as 'Marketing' 'SEO' 'Sales' to help build your [Stryve Score] to help you match your job to the perfect candidate. You can include notes for your colleagues who are working on the hire with you, to keep each other up to date with all the requirements.

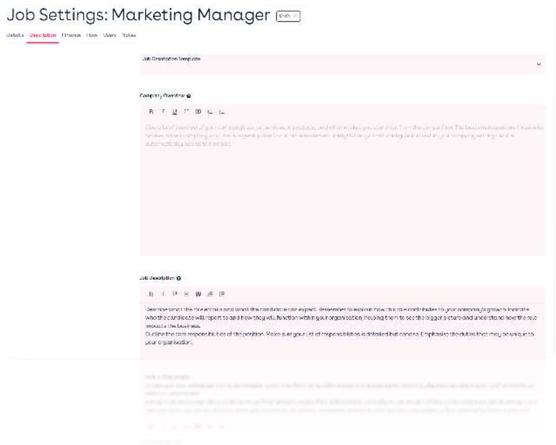


REMEMBER click the dark blue Save button in the bottom right-hand corner as you move through each tab, so if you want to take a break, you can pick up right where you left off. Don't worry if you forget, we will ask you to confirm before moving onto the next tab - we've got you covered.

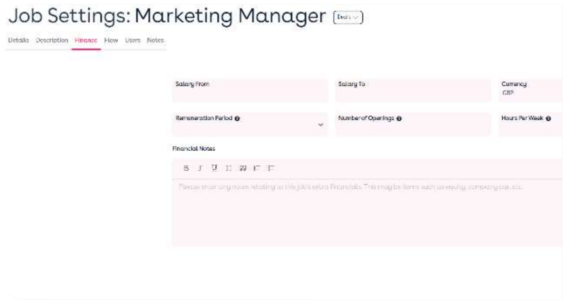


How do I add a job description for the role?

Description - Click on the Description tab. Go ahead and fill in the default fields: Company Overview and Job Description. You can also select a job description template from our library using the drop-down menu.



Finance - In the Finance tab, input salary in your chosen currency and the remuneration period. So, whether the role is part time, contract or full time, you can cater the financials to the role. You can also add notes for any extra financial perks.



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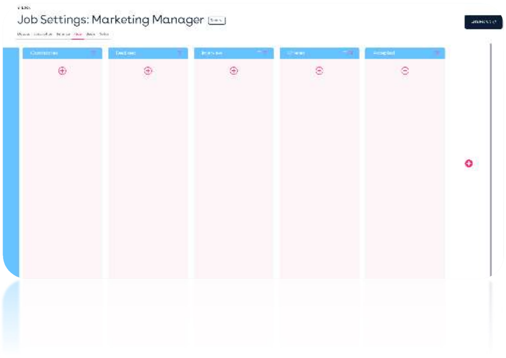
Build your Hiring flow:

About: Your Hiring Flow is your hiring journey from start to finish. Create buckets for each step, working from left to right with 'Accepted' as your final bucket, your end goal. You can create new buckets, your own unique buckets and drag and drop actions to move your candidates through the flow. The first step is creating the template for your flow.

How do I build my hiring flow?

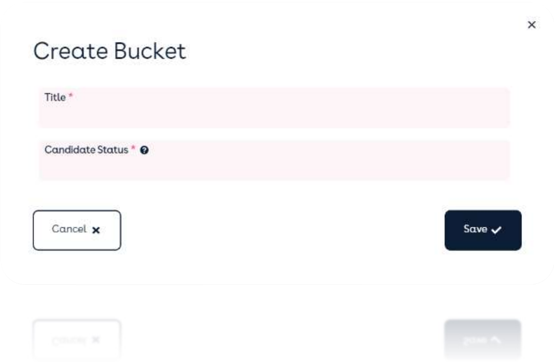
How to:

Find your Flow - To begin, select the Flow tab in the Job Settings page, this will take you to your Job Settings Flow creator.

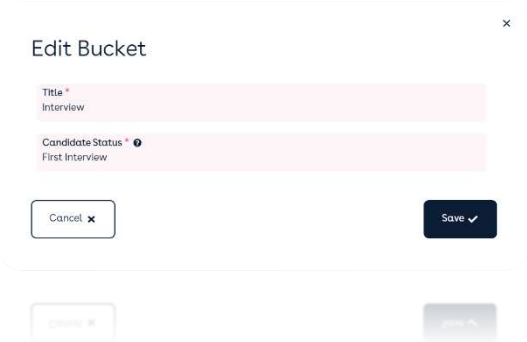


Create a bucket – To create a new bucket click on the plus icon on the far right of your screen, next to your final bucket. In the 'Create Bucket' window, give your new bucket a Title and Candidate Status. Press save and away you go!

REMEMBER, each bucket represents a stage in your hiring flow. You might want to keep our default titles – Candidates, Interview, Offered, Accepted – or create your own to suit your vibe!

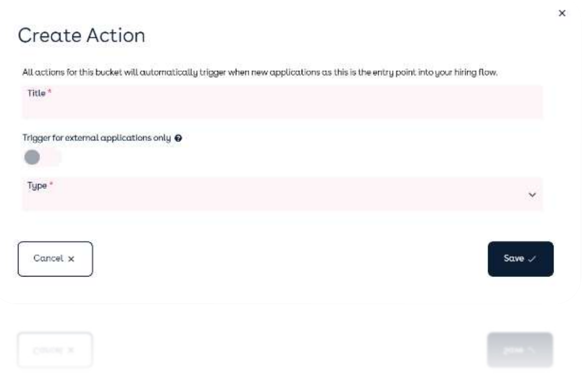


Edit a bucket - It's easy to edit your buckets. Simply click on the edit icon in the top right of each bucket. If you edit a bucket, keep your Candidate Status updated, this will be visible to the Candidate so they can see where they are in the process.



How do I create the actions in my hiring flow?

Create your hiring actions - Click on the plus icon in your bucket to open the 'Create Action' window. Create a title for your action. For example, you might start with 'Send job spec'**.** Select a Type of action, Email or Event to open and press save.

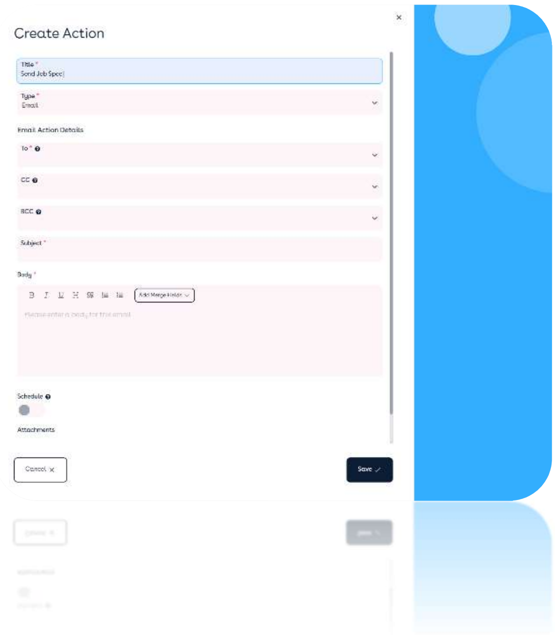


REMEMBER the first bucket only allows email actions, events must be created in the second bucket, once the candidate has been added into the flow. Actions in the first bucket cannot be skipped.

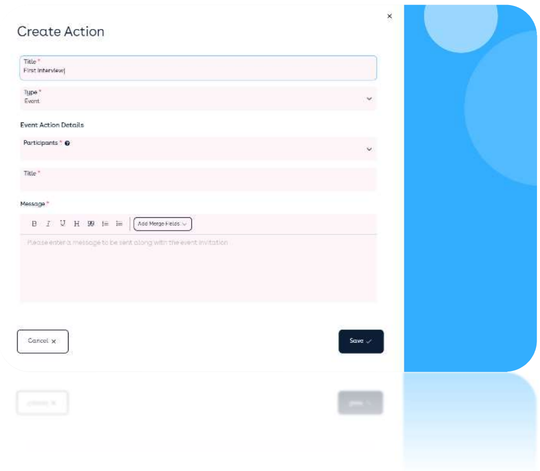
- **Type -** Select your type of communication e.g Email or Event

- **Email Action Details -** Insert the recipient contact details and any contacts you would like to CC or BCC into the email, as well as inputting the email subject (remember the subject will have a big impact on your open rate!). You can also upload any attachments to add to the email and to populate the body of your message, you can copy and paste any text into the field.

  To schedule automated emails, open the Schedule toggle and set a duration after which the action should be sent from when the action is triggered.



- **Event Action Details** – Insert the participants, title and populate the message. This will produce a calendar invite file for your candidate. Event actions will be sent automatically when the Candidate card is dragged into the bucket.



Save a hiring action - When you're happy with your action, click Save and it will appear as a new [Action Card]() in your chosen bucket. Repeat this step to create multiple actions in each bucket, until you have finalised your Hiring Flow! You can also copy (duplicate) an 'Action Card' in your bucket by using the copy icon, it will paste automatically into your bucket.

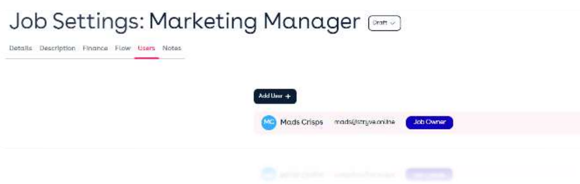
Edit or delete hiring actions - To edit your actions, simply click the edit icon on the Action Card to open the Edit Action window. Or, if you're not happy with the action, just delete it by clicking on the red bin icon on the action card.

Let's Recruit - Once you have completed your flow, you're all set to start hiring. To dive right in, click '**Let's recruit'** on the top right of your page to begin!

How do I add specific company users to work on a job?

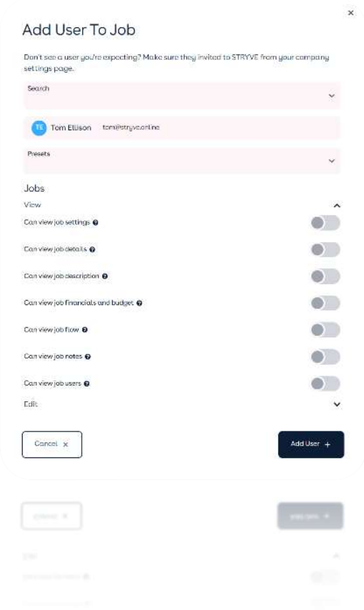
Add users to a job - Select the Users tab in your Job Settings page to invite other Stryve users, internal or external to join your hiring flow.

To add an internal user, select the dark blue Add User button to access the 'Add User to Job' window and search for the appropriate user to invite.

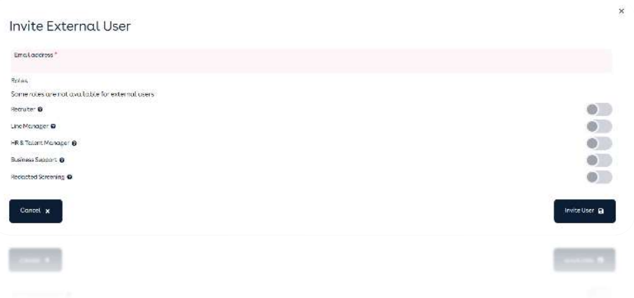


User Permissions - Use the Presets dropdown to select one of our Stryve default user permissions settings; Super User, Recruiter, Line Manager, HR/Talent Manager, PA/EA/Op or D&I Recruit. By selecting a Preset, our recommended permissions for the selected user type will be auto-populated.

To build your own bespoke permissions, adjust the permissions toggles. Once you're happy with the permissions, click the dark blue 'Add User' button.



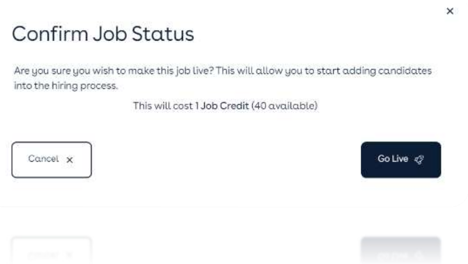
To add an external user, select the white Invite External User button. Insert the email address of your external user and toggle on the permissions settings you would like to give the user. When you're happy, select the dark blue Invite User button.



How do I make my job live?

Update [live status](#) **-** When you're happy with your Job Settings, update your job status from Draft to Live. To do this, click on the Draft drop down and select Live. A confirmation pop out window will appear, press Go Live!

REMEMBER you won't be able to begin hiring unless the Job status is Live. If you're not ready yet, press save to keep the job in drafts.



How do I archive a job?

If you're not working on a job anymore, you can move it to your archive. To do this, select the job's settings page and click on the Live dropdown, select Archive. We'll ask you to confirm this action as you will no longer be able to use this flow once it is moved to Archive.

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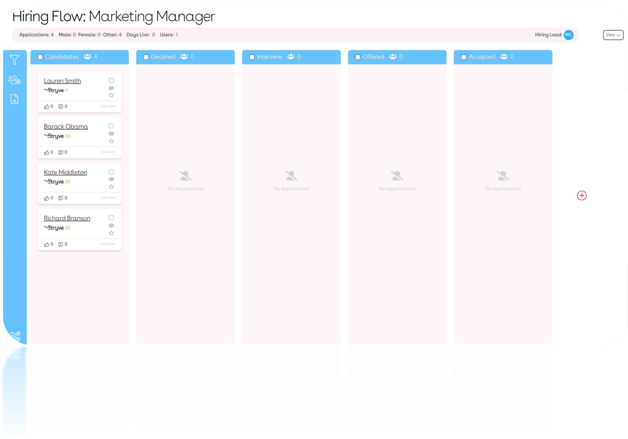
LIVE HIRING FLOW

About:

Once you have clicked Let's Recruit in the Job Settings page, you will land in your Hiring Flow, your LIVE candidate management flow. To access your Hiring Flow from your homepage, go to your Jobs page and select the job you want to work on. Within the Hiring Flow things will start to get real! This is where the magic happens.

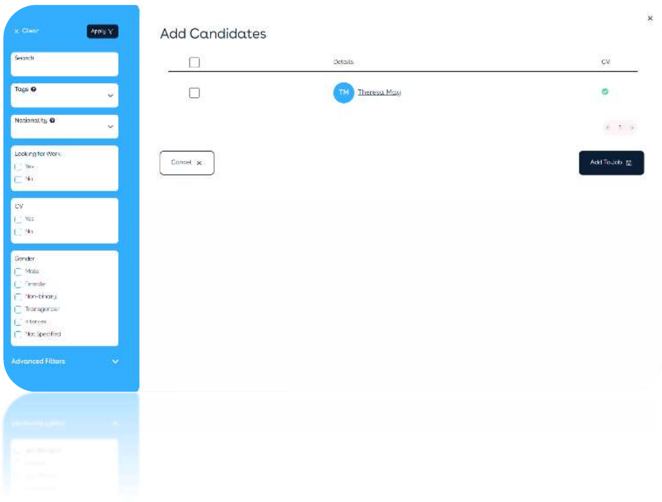


How to:

How do I add candidates to a job's hiring flow?

Add a candidate to the Hiring Flow - To add a candidate into your Hiring Flow, click on the Add candidate icon in the left hand bright blue column menu bar. The 'Add Candidates' window will appear.

- In the 'Add Candidate' window, you can search for candidates from within your Active and Alumni candidate lists and add them to your job.
- Use the search bar and filters to narrow down your candidate search. Once you have identified your candidate, add them to the job by selecting the check box next to their name (you can also select multiple candidates at once.) When you're happy you have selected the right candidates, click 'Add To Job'.



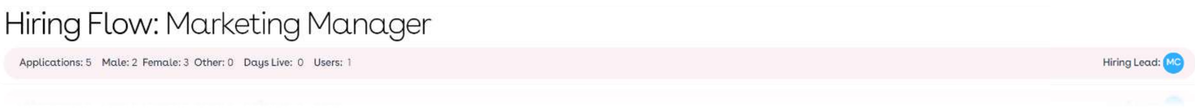
Manage your Flow/Candidate Management

How do I filter and manage candidates within the hiring flow?

Manage candidates within the hiring flow - To sort your candidates, begin by clicking on the filter icon in the blue bar on the left-hand side of your hiring flow. The filter bucket will expand and pop out. Here you can search and sort your candidates. Use the search bar, [tags](), the [STRYVE score system](), CV availability, status and more.

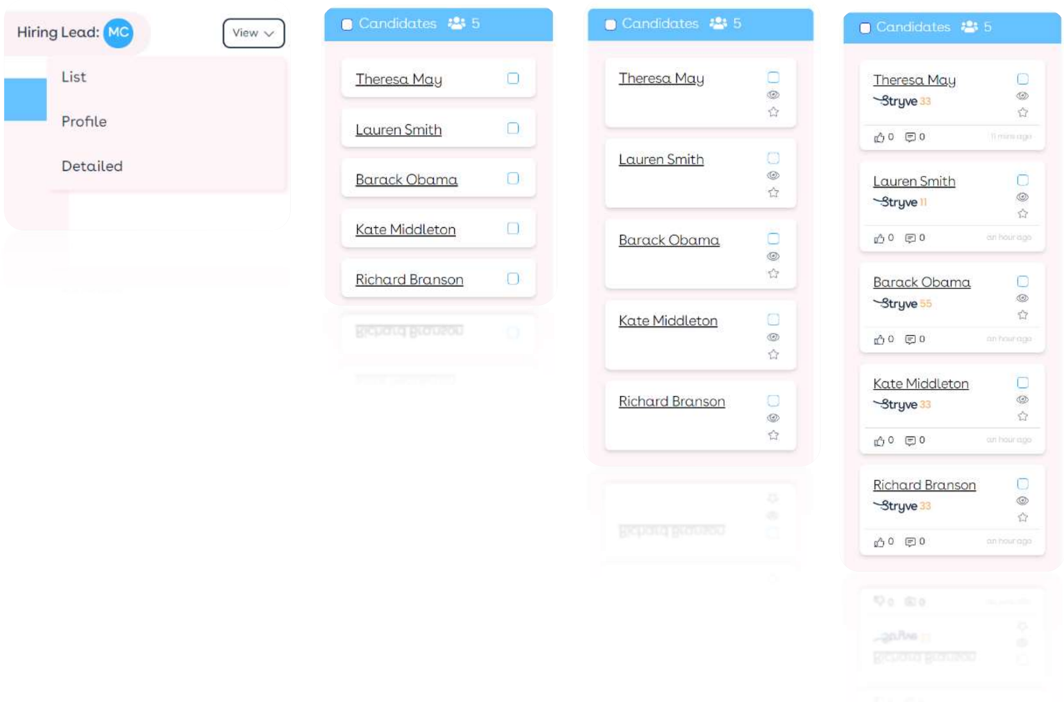
How do I see an overview of the key details of a job? Who is managing the job, how many applicants in total, gender diversity etc.

View key hiring details - In the top banner of the Hiring Flow you can find key details such as who is the hiring lead, number of applicants and the gender diversity.



Can I change how I view candidates in the hiring flow?

Candidate Card view settings - Each candidate appears in your Hiring Flow as a [Candidate Card](). If you fancy expanding or minimising your cards, you can edit the size into List, Profile or Detailed in the top right-hand corner of the flow, click the drop down and select your option.



How can I use my candidate card features?

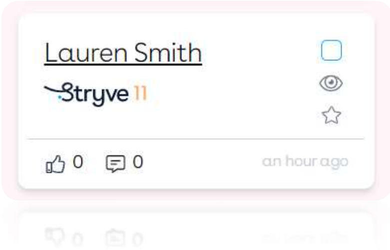
Candidate Card Features

On each candidate card, you will find multiple icons to help you manage the candidate.

- **Eye -** The eye icon allows you to hide a candidate. If you select the eye, the candidate card colour will fade.
- **Star** - Click the star icon if you believe they are a top candidate.
- **Like -** Like a candidate and see how many of your hiring team are fans!
- **Notes** - Add notes to store against each candidate in their Candidate profile.

Can I see how long a candidate has been in the hiring flow?

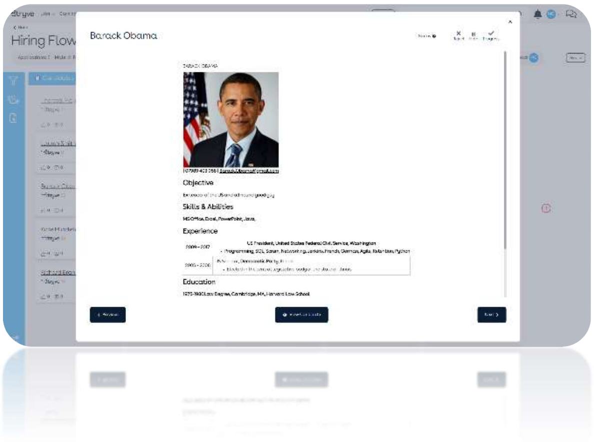
Time/Date - You will also see how long ago the candidate was added to the job so you can keep an eye on when you should get in touch.



How can I review a candidate from within the hiring flow?

Candidate Quick View - To get a quick overview of any candidate, click on their name and a window will pop up with some new options. From here, you can preview the CV and change the status of the candidate; reject, hold or progress.

You can also use this window to look through all of the candidates for the job by using the Next and Previous buttons. Or select View Candidate to link directly to their full candidate profile.



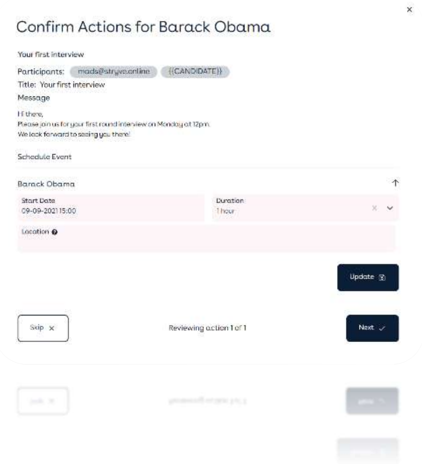
Trigger actions in the Hiring Flow

About: You set up your actions for the Hiring Flow when you created your flow template in ‘Job Settings’, so you’re ready to begin making moves!

How to:

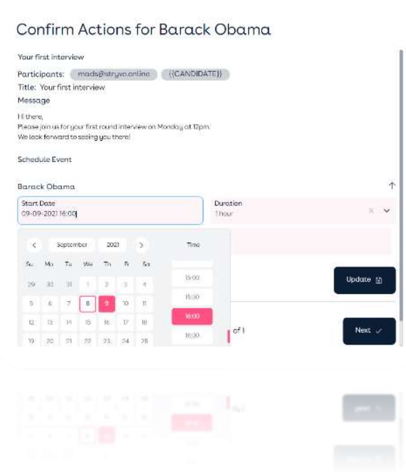
How do I trigger my action cards?

Trigger actions - To trigger your actions, simply drag and drop your chosen candidate’s card into the next bucket. A confirmation window will pop up for actions - if you are ready, simply select your action and click confirm.

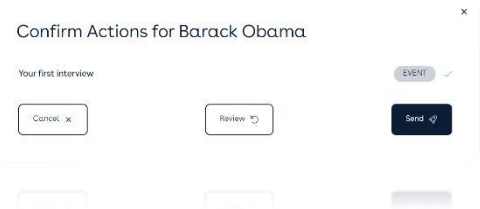


How do I schedule an event?

If your action is an event, you can also update your calendar options here. Select the dark blue Update button to open up your calendar, select the location, date and time for your even

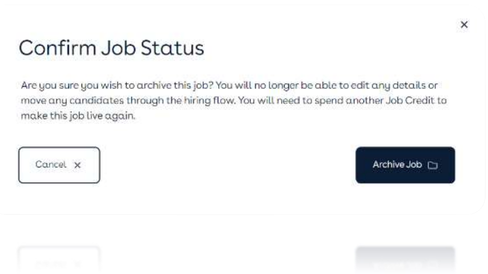


Confirm actions - Don’t worry, before we send any communications, we will check in with you to make sure you’re 100% ready to go. A pop up ‘Confirm Actions’ window will appear, where you can review your action before sending.



How do I edit the status of my job from Live to Archive?

Edit job status from [Live](#) to [Archive](#) - If you wish to archive a Live job, select the Settings icon in the bottom of the bright blue column menu bar. This will take you to the Job Settings page. Here, select the Live drop down next to the job title and select Archive. A Confirm Job Status window will appear, if you're happy select Archive Job.



[Back to menu](#)

LISTS/DATABASE

About:

How do I find a list of all my jobs?

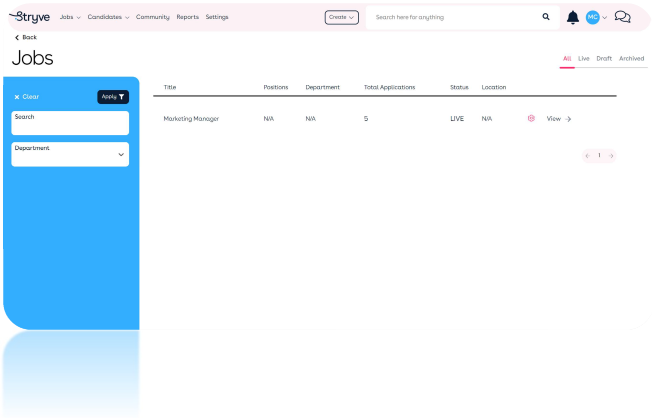
Select Jobs in your Stryve navigation bar**.** From the Jobs page, you can view, search and edit all your jobs. Here you will find your Live and Draft jobs (those that you're still working on) and Archived (those you have closed).

How to:

How do I view a specific job?

Search Live/Draft/Archived Jobs - Select whether you would like to view your Live, Draft or Archived jobs by selecting the correct tab. Then, you can sort your jobs using the search engine on the left or by selecting the job department.

View a job - Click the View next to each job to open the selected job's Hiring Flow.



How do I edit a job's settings?

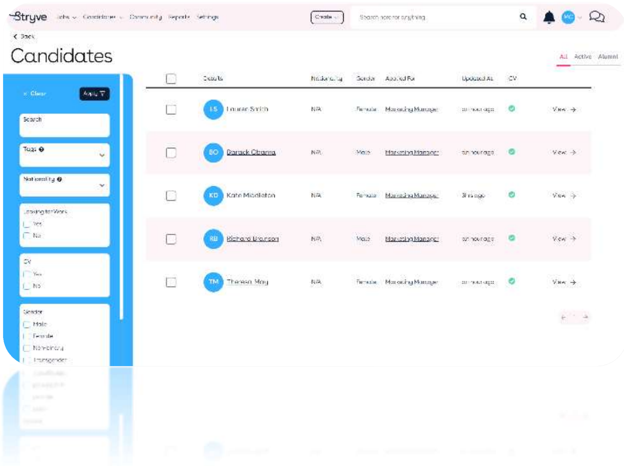
Edit job settings - Click the pink Settings icon next to each job to open up the Job Settings page. Here you can edit your original job details and flow. See Job Creation in the contents for details.

Add a new job – Click the Create dropdown in the Navigation Bar to create a whole new job. See Job Creation in the contents for details.

Candidate List

Can I view all my candidates in one place?

About: Similar to your Jobs lists/database, the Candidate list/database is split into Active and Alumni candidates. This means you can view candidates you are currently considering for a live role, as well as look through your candidate pool. To open your Active or Alumni list/database simply click Candidates in the Navigation Bar.

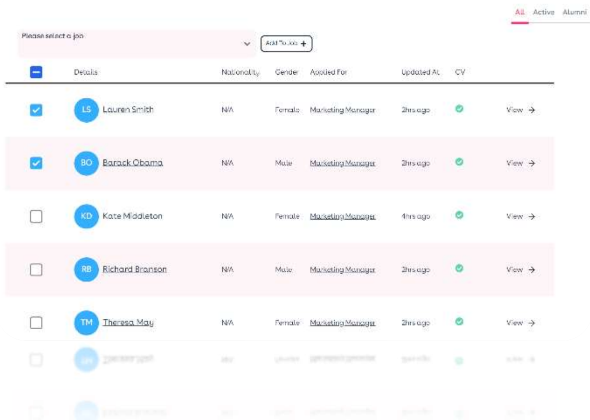


How do I filter and search my candidate list?

Filter and search your candidate database/list - Using the search bar and filters in the left-hand filter column, you can quickly find the profile you're looking for. Filter your candidates by tags, whether a candidate is looking for work, their job type preference, salary requirements, remote working preference and notice period and more.

Bulk select - To select multiple candidates, select the square on the far left, next to the candidate's initials. Once selected, a new drop down will appear to choose the Job you would like to add them to. Find the job and select the Add to Job button.

Cross and ticks - The cross and tick icons next to each candidate indicate whether there is a CV in their profile.



Candidate profile

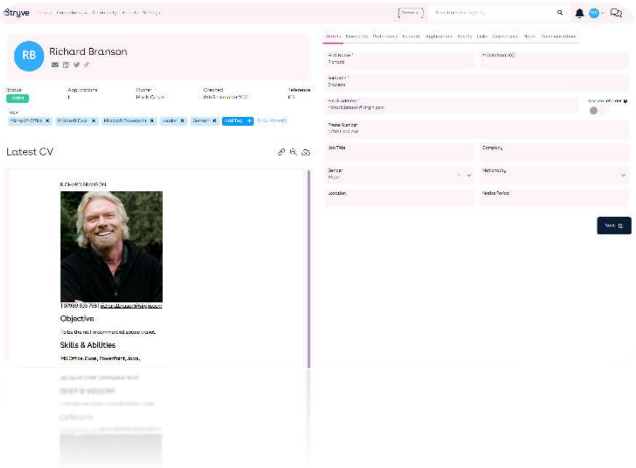
About:

Within candidate profiles you will find an overview of each candidate, everything you need to know in one tidy place. If you have an interview or an event planned with this candidate, you'll also find the date and time noted here.

How to:

How do I view a candidate profile?

View a candidate profile - To open a candidate profile and further explore their details, click on the eye (View) icon next to each candidate in the Candidate list.



How can I view the status of my candidate?

Candidate status – You can find your candidate's status below their name. If their status is 'Active' they are in a live hiring flow and part of your hiring process. If they're 'Inactive' they have not been added to a job and are in your Alumni candidates.

What can I find in each candidate profile?

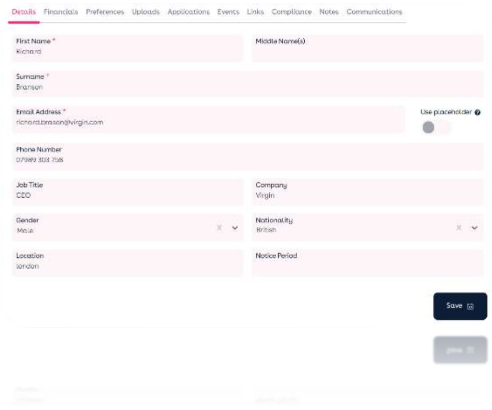
On the left-hand side of the candidate profile you will find:

- **CV preview**
- **Tags –** these tags are pulled from the candidate's CV. You can also manually add tags using the 'Add Tag' button.
- **Photo -** Photo of the candidate (this option can be turned off in your company user permissions).
- **Job title and company** – details of the candidate's current role
- **Links –** to social media accounts, websites, portfolios etc.
- **Reference Code –** Unique to each candidate
- **Applications –** The number of applications
- **Owner –** Which user is managing this job
- **Date Created –** How long the job has been live

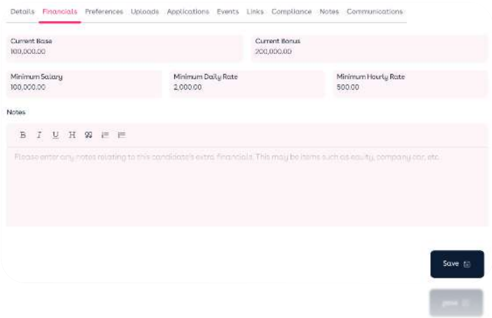
How do I populate a candidate profile?

Populate candidate profile - On the right-hand side of a candidate profile you will find a series of tabs. Follow the tabs from Details, Financials, Preferences, Uploads, Applications, Events, Links, Compliance, Notes and Communications. If you have a CV for the candidate, you will find some details pulled from the candidate CV have been auto-populated.

Details tab - This section of the candidate profile gives an overview of all basic information relating to the candidate. Populate the fields!

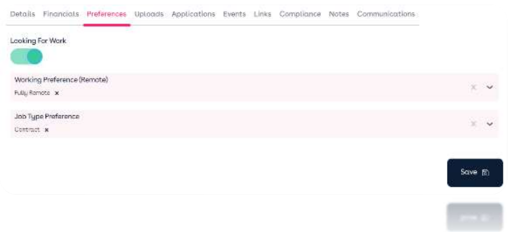


Financials tab - Here, enter information about the candidate's current and expected remuneration.



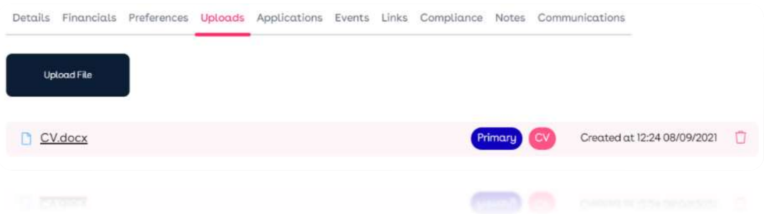
Can I edit my candidate's preferences? e.g. salary or working from home?

Preferences tab - Populate the fields to record preferences, such as whether the candidate is looking for work, would like to work remotely or if they prefer a part-time contract. Remember if you make any changes to press the dark blue 'Save' button before moving on.



How to I upload a file to my candidate's profile?

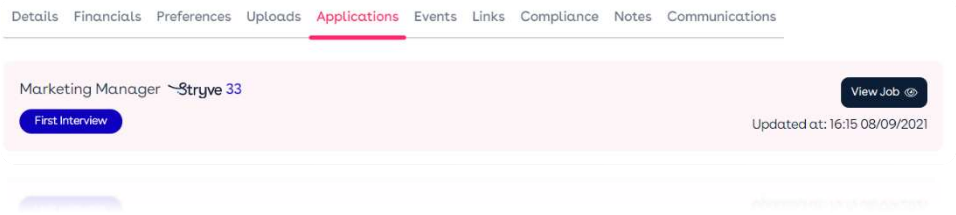
Uploads tab - In the Uploads tab, you will find files that have been attached to the candidate, like their CV or portfolio. Click on Upload File to add any new documents. In this tab you will see a log of when the file was created so you can keep a track of your audit trail. You can also use the red bin icon to delete files. Don't worry we'll ask you to confirm the deletion before we remove anything for good!



Can I see if my candidate has applied for multiple roles?

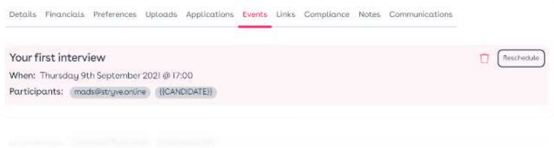
Applications tab - In the Applications tab, you can see which job or jobs a candidate has applied for. Access these jobs directly from the 'Applications' tab by clicking on View Job on the right.

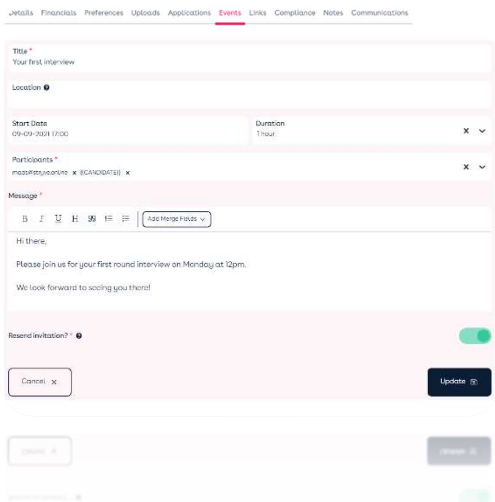
REMEMBER You can also find your candidate's [Stryve score/s]() in the Applications tab.



How do I view my candidate's events?

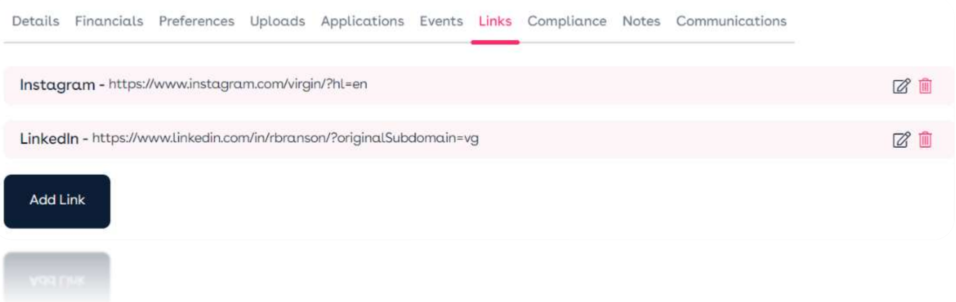
Events – Find a log of all your candidate's scheduled events in the Events tab. From here you can edit the event details by selecting Reschedule. You can also delete the event by selecting the delete icon.





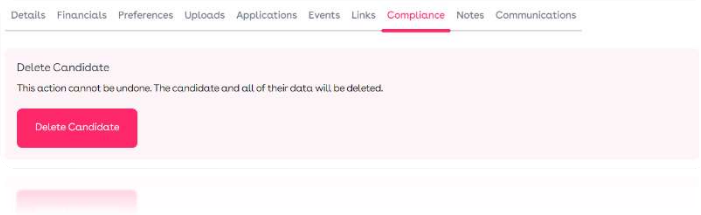
How do I add links to a candidate's social media profiles?

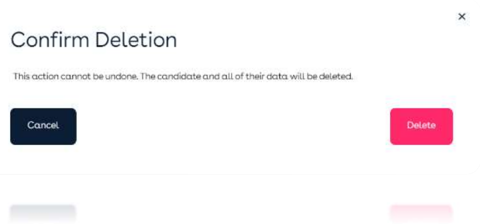
Links - In the Links tab, add website or social media links for your candidate such as LinkedIn.



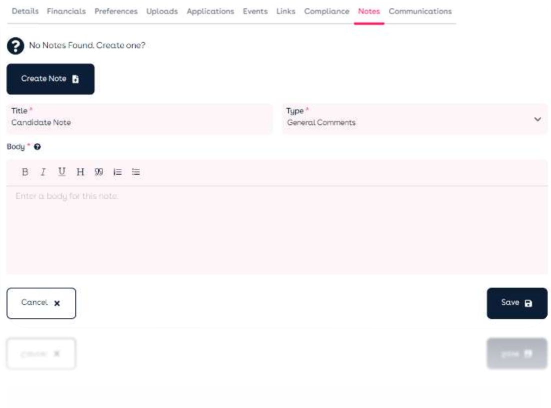
How do I permanently delete a candidate?

Compliance tab - In the Compliance tab, you can delete a candidate completely from the system. This function will depend on your user permissions. Don't worry, we'll ask you to confirm the action before anything disappears!



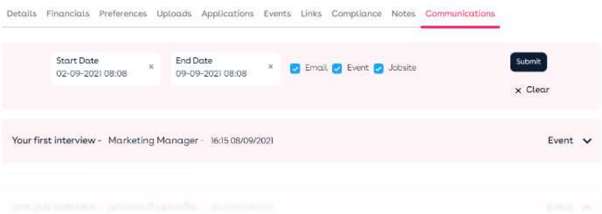


Notes - Add individual notes on a candidate in the Notes tab. Simply select the dark blue Create Note button, enter a title, pick a type of note and populate the body field. To mention another user in the note, simply @NAME and they will receive a notification. Don't forget to hit save!



Can I see a history of my communications with a candidate?

In the Communications tab you will find a history of all your communications with a candidate, be it an event or an email, so you can keep track of their hiring journey rom start to finish.



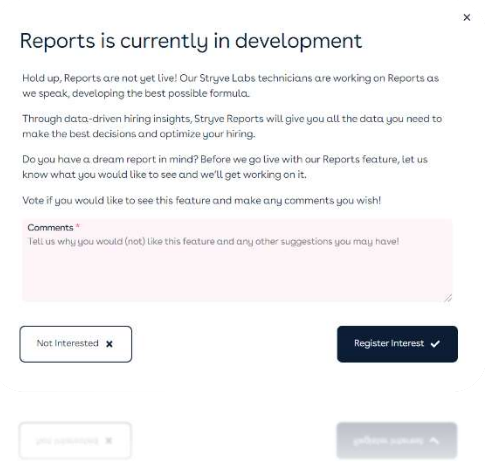
FEEDBACK AND HELP CENTRE

How can I leave feedback on the system?

To leave feedback on the system, select the speech bubble icon in far the right of your Navigation Bar at the top of every page. This will link you directly to our [Raise a ticket] website page where you can submit any feedback, attach an image or speak directly to our support team via the chat bot. We're always here!

How can I suggest new features?

We want you to help us grow and develop. On your Stryve platform, you might find some buttons that lead you to our Feature in Development window. These are features we're working on behind the scenes. Please fill in the comments field with your ideas and we'll use them to perfect our future features!



How can I contact STRYVE for support?

Query Submission - How can we help? Ask us a question or iron out a kink by submitting a query to our support team. Other ways to get in touch? Email support@stryve.online

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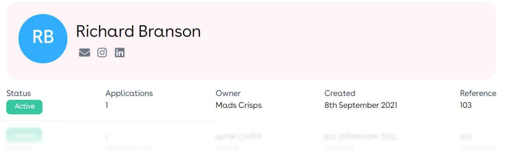
SECURITY, COMPLIANCE AND REDACTION

Can I permanently remove a candidate's data?

To permanently delete a candidate, visit the Compliance tab within the Candidate profile and select the delete button. Don't worry, we will ask you to confirm the action first. This function will depend upon your user permissions.

How do I know how long I have held a candidate's data?

To see how long you have held a candidate's details, visit the candidate profile. On the left-hand side of the page under, you will find the date of the candidate's creation.

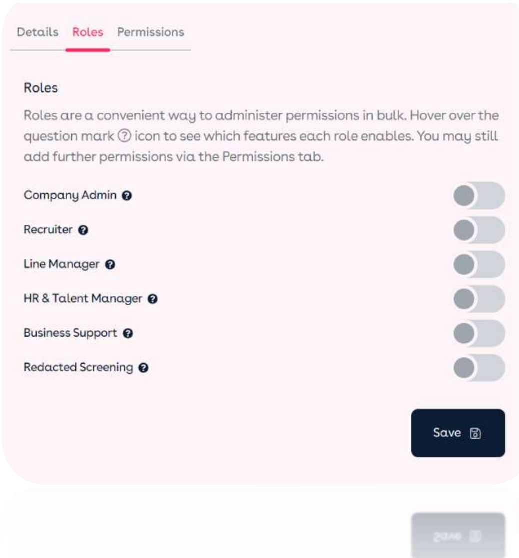


Can I control what candidate details a user sees?

In order to control what candidate details users can see, the Super User can edit their role or permissions in the Users tab, on the Settings page.

For example, using our Pre-set default roles, you could select the 'Redacted Screening' role – this means the user will only be able to view non-identifiable candidate information, allowing for non-biased hiring. With this role, you will be given unique reference numbers to track your candidates.

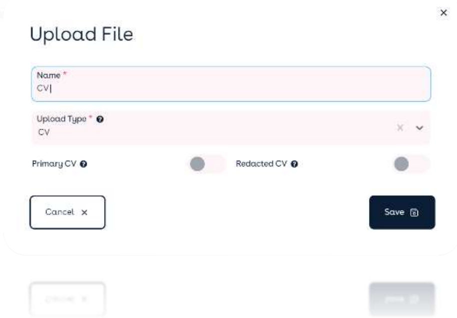
The Super User can alternatively individually select toggles in the permissions tab, to create bespoke settings and adjust what information their users are able to view.



Can I mark a CV as redacted?

When you upload a CV, if it has already had identifiable information removed, you can mark the upload as redacted, by opening the Redacted CV toggle in the Upload File window.

If a user does not have permission to view unredacted CVs, they can only see CVs that have been marked as redacted using the toggle.



Can I control the candidate details users can see on specific jobs?

You might want to edit your user's permissions depending on what role they're working on. To do this go to the Users tab in Job Settings.

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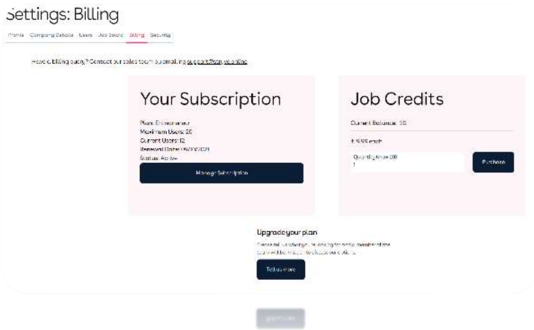
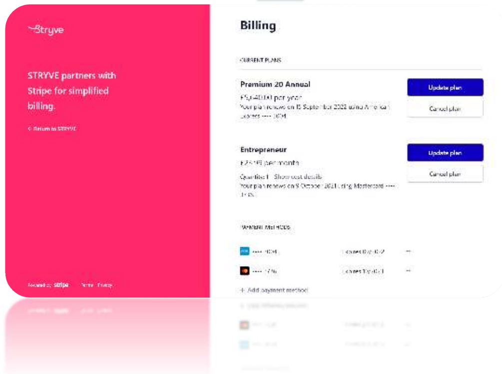
BILLINGS AND SUBSCRIPTION

How to I check my payment settings?

To have a look at your payment settings, go to the Settings page and select the Billings tab. Here you will see what plan you're on, how many users your package allows and your renewal date.



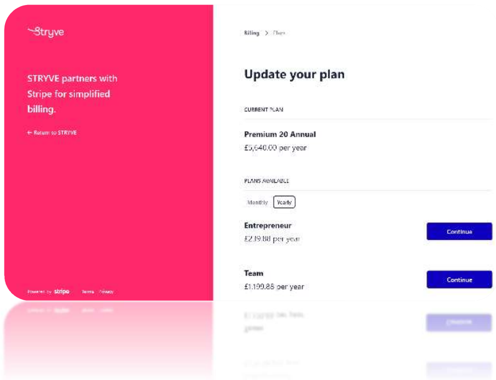
To take a closer look at your payment details, click on Manage Subscription to access your Stripe billing page where you can find details of your payment method, billing information and billing history.



REMEMBER, you will only be able to access the Billings tab if you're a Super User.

How to I change my service package?

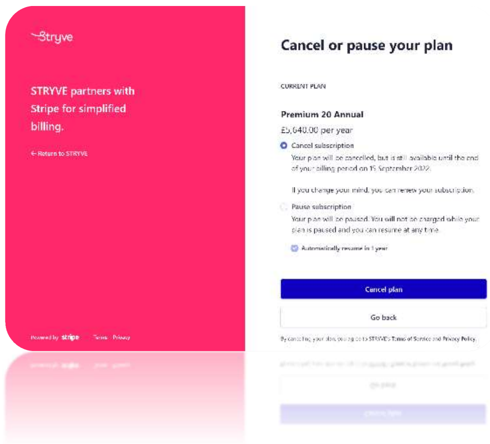
From your Stripe billing page, you can also update your plan. To do this, click on the Update Plan button where you can adjust your options and select a new plan.



REMEMBER - If you are a premium customer or looking to upgrade to premium, you will need to contact your account manager to discuss upgrade options.

How do I cancel my subscription?

You will also see a Cancel Plan button on your Stripe billing page. To cancel your subscription, select Cancel Plan and choose whether you would like to Pause or Cancel your subscription.



If you select Cancel, your plan will be cancelled, but will still be available until the end of your billing period.

If you select Pause your plan will be paused. You will not be charged while your plan is paused and you can resume at any time.

REMEMBER - If you are a premium customer, please reach out to your account manager to discuss cancellation.

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GLOSSARY

Action – Actions within your Flow settings are key steps which move a candidate through the hiring journey. An Action can be an email or an event.

Action Card – Action Cards can be found in your Flow settings page, each card represents an Action (or step) in your hiring process.

Active Candidate – An Active Candidate is one that has been added to the Hiring Flow for a LIVE job.

Alumni Candidate – An Alumni Candidate is one that is stored in your database but is not included in a LIVE job.

Archived Job – An Archived job is a role for which the hiring process is complete and no longer live on the system.

Bucket – A bucket in your Hiring Flow represents each stage of your hiring. Moving a candidate card into a new bucket, will carry them forward to a new stage in your hiring process.

Candidate Card – A Candidate Card represents an individual Candidate in your Hiring Flow. From each card, access the candidate profile and edit their status.

Candidate Quick View – Candidate Quick View allows you to view a candidate directly from within the Hiring Flow. The Quick View feature allows you to move through candidate profiles and edit their status, without leaving the Hiring Flow page.

Draft Job – Draft Job status means that the job is not yet live, you might still be working on the Job Settings or waiting for the right time to go live.

Hero Search Bar – Find the Hero Search Bar in the centre of your home page dashboard and from here you can search throughout the whole platform.

Hiring Flow – The Hiring Flow is the overview of your hiring journey, where you move your candidates through the live hiring process, triggering the actions you set up in your Flow settings page.

Job Board – Your Job Board is your public job landing page where you can promote your roles to candidates**.** Candidates can apply directly to your role from the Job Board.

Tags –Tags are words such as *Marketing, Tech, Operations, Business Development.* Create Tags for each of your job roles in the Job Settings page, these are skills that are essential to the role. Tags are also attached to candidate profiles, skills pulled from their CV. Together they help to build a candidate's Stryve Score.

Live Job – A Live Job status means that the hiring flow for the role is live and you are actively recruiting. If your job is live, the role will automatically appear on your public company Job Board.

Navigation Bar -The Navigation Bar is the menu bar across the top of each page in the system. From here you can navigate yourself back to home by clicking on Stryve.

Navigation Search Bar – The Navigation Search Bar is found in the Navigation Bar, the menu bar across the top of each page in the system, search for anything within the system using this search bar.

One Click Recruit – One Click Recruit is our speedy set up. If you simply want to add in the title of new role but don't have time to fill in all the details, One Click Recruit means you can get hiring straight away.

Permission Pre-sets - We have created default permissions for different user profiles. For example, our 'Recruiter' permission pre-set means that the user can view the candidates they have put forward for a role but not all who have applied and the user cannot view or edit company details. The 'Super User' has universal access to everything on the platform. Each Permission Pre-set is specifically designed to suit the user profile.

Profile Card – Your profile card is found in the top right corner of your page in the Navigation Bar. Here you can log out, or access your settings.

Stryve Score – The Stryve Score is your unique tool for aggregating CVs in seconds. The Stryve score uses the key tags attached to your live job, along with relevant data points to give candidates a unique score. The higher the score the better suited they are to your job!

Slug – The slug is the unique identifying part of a web address, typically at the end of the URL. This will be the text at the end of the URL leading to your job board