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1. Overview

- Odoo ERP is an all-in-one, open-source business management software that integrates multiple business functions into a single unified platform.
- It is an open-source Enterprise Resource Planning (ERP) system designed with a modular architecture, allowing businesses to install and use only the modules they need.
- Odoo is primarily developed using Python for backend development and JavaScript for frontend functionality, and it uses PostgreSQL as its database management system.

2. Purpose

This User Manual provides comprehensive guidance for using the HRMS Module in Odoo ERP, with a primary focus on recruitment management and employee onboarding processes. The purpose of this document is to assist users in understanding and efficiently utilizing the system to:

- Create and manage job positions
- Track and manage applicants throughout the recruitment process
- Monitor and update recruitment stages
- Facilitate the onboarding process for newly hired employees

This manual serves as a reference guide for HR personnel and system users, ensuring accurate data management, process consistency, and efficient use of the HRMS module during recruitment and onboarding activities.

3. Recruitment Module - User Manual

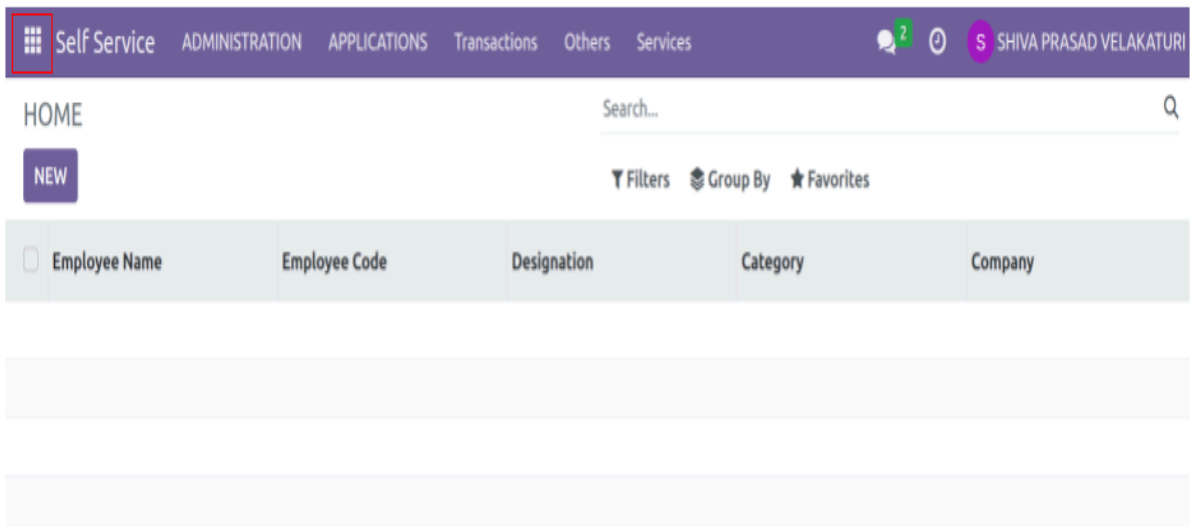
The Recruitment Module helps office users manage the hiring process in an organized and efficient manner. It allows users to create and publish job positions, track applicant details, schedule interviews, and manage recruitment stages through a structured workflow.

With this module, all recruitment-related information is maintained in a single system, making it easier to monitor candidate progress, coordinate with interviewers, and manage hiring activities. This ensures better organization, clear communication, and smoother decision-making when selecting suitable candidates for the organization.

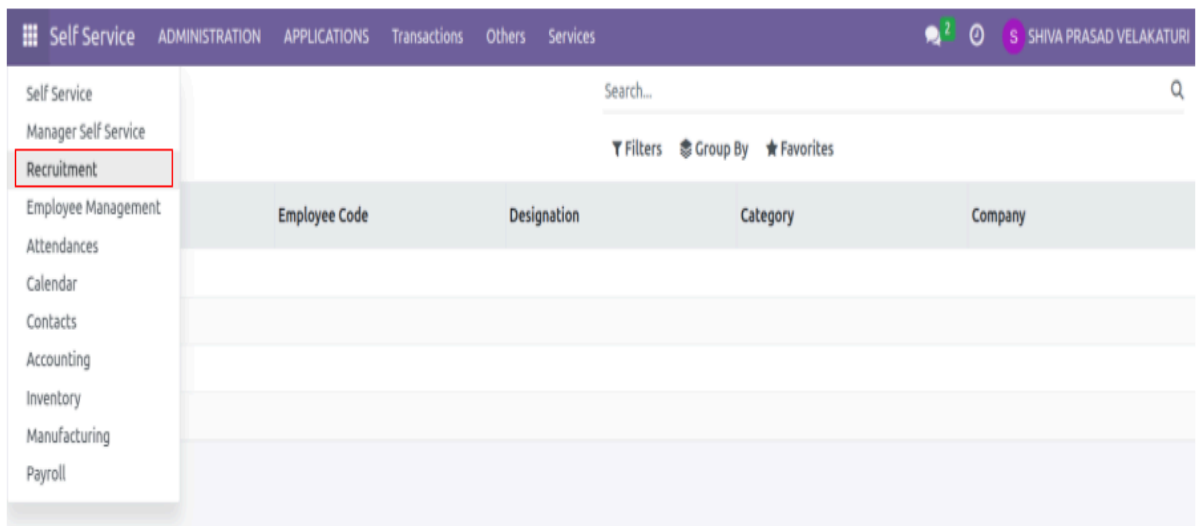
To request manpower, users must first login to the system using their authorized login credentials. Once logged in, they can access the Manpower Requisition Menu to create and submit a manpower request.

To access the Manpower Requisition menu:

Step 1: From the homepage, navigate to the Home menu.



Step 2: From the Home menu, select the Recruitment menu.



Step 3: From the Recruitment menu, select Manpower Requisition and click New to create a new manpower requisition request.

Approved On	Position Requested By	Unit Name	Position Title	Department	Position Type	MPR Status	Manpower Raised On	Finance Exempted
27/03/2026 14:13:05	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	EXECUTIVE	ADVT ACCOUNTS	Fresher or Experienced	Approved Requisitions	27/03/2026	Finance Exempted
27/03/2026 12:53:13	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	EXECUTIVE	STORES	Fresher	Submitted	27/03/2026	Finance Exempted
27/03/2026 09:46:11	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	EDITOR	EDITORIAL	Fresher or Experienced	Finance Approved	27/03/2026	Finance Exempted
27/03/2026 09:40:24	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	SENIOR ARTIST	ARTIST	Fresher or Experienced	Submitted	27/03/2026	Finance Exempted
26/03/2026 14:55:57	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	SPL CORRESPONDENT	EDITORIAL	Fresher	Submitted	26/03/2026	Finance Exempted
26/03/2026 12:35:58	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	MANAGER - L & D	CENTRAL HR	Fresher	Submitted	26/03/2026	Finance Exempted
26/03/2026 12:42:33	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	MANAGER - L & D	CENTRAL -HR	Fresher	Approved Requisitions	26/03/2026	Finance Exempted
25/03/2026 10:34:16	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	EXECUTIVE	ADVT ACCOUNTS	Fresher	Finance Approved	25/03/2026	Finance Exempted
	SHIVA PRASAD VELAKATURI	UPPAL (HYD)	EXECUTIVE	ADVT ACCOUNTS	Fresher	New	23/03/2026	Finance Exempted

Step 4: Fill in the required Position Details to create the Manpower Requisition.

Step 5: Fill in the required Qualifications Recruitment Details to create the Manpower Requisition.

Step 6: After filling in all the required details, click Submit to submit the record.

JPR/0270

Requested Raised By: SHIVA PRASAD VELAKATURI | 1034334 | Unit Name: UPRAL (HYD) | Unit Code: [icon]

POSITION DETAILS

- Organization: USHODAYA ENTERPRISES PVT LTD (PUBLICATION DIVIS)
- Department: PHOTOGRAPHERS
- Position: PHOTOGRAPHER
- Position Type: Fresher
- Employment Type: Permanent
- Number of Positions Required: 3
- Reason For Requirement: New
- Specify Reason: [empty]

JOB DETAILS

- Key Responsibilities: Photography skills
- Required Key Skills: Knowledge on different types of cameras
- Job Description Attachment (if any): Manual Document Creation Guide.pdf
- Job Description (Text): [empty]

QUALIFICATIONS REQUIRED

- Qualification: Diploma
- Specialization: Any Diploma
- Finance Approval Exempted:

RECRUITMENT DETAILS

- Salary Type: Gross Salary (Monthly)
- Minimum Salary (₹): 30,000.00
- Maximum Salary (₹): 34,000.00
- Additional Benefits: Camera will be provided

ADDITIONAL REMARKS

Additional Remarks: any Qualification is okay but must have good photography skills

After submitting the record, the status of the request can be viewed in the List View.

Approved On	Position Requested By	Unit Name	Position Title	Department	Position Type	MPR Status	Manpower Raised On	Finance Exempted
	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	PHOTOGRAPHER	PHOTOGRAPHERS	Fresher	Submitted	30/03/2026	Finance Exempted
27/03/2026 14:13:05	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	EXECUTIVE	ADVT ACCOUNTS	Fresher or Experienced	Approved Requisition	27/03/2026	Finance Exempted
27/03/2026 12:53:13	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	EXECUTIVE	STORES	Fresher	Submitted	27/03/2026	Finance Exempted
27/03/2026 09:46:11	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	EDITOR	EDITORIAL	Fresher or Experienced	Finance Approved	27/03/2026	Finance Exempted
27/03/2026 09:40:24	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	SENIOR ARTIST	ARTIST	Fresher or Experienced	Submitted	27/03/2026	Finance Exempted
26/03/2026 14:55:57	SHIVA PRASAD VELAKATURI	UPRAL (HYD)	SPL CORRESPONDENT	EDITORIAL	Fresher	Submitted	26/03/2026	Finance Exempted