

## **ProfileMap Release Notes**

*Automated CV-Upload in UI*

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## 2 Highlights

- **CV Upload**
  - **Extraction Enhancement:** In addition to competencies and languages, projects, work experience, and education are now also recognized.
  - **Improved User Experience:** Tooltips have been expanded to better support users.
  - **Missing Data:** Mandatory fields that are missing will be marked in red with "Invalid Data" / "Missing Data".
  - **Level Recognition:** Extracted competency and language levels are now displayed directly.
  - **Languages:** The tabs for projects, focus areas, work experience, and education now support both German and English entries.
  - **Translation:** An automatic translation is performed when extracting the data.

## 3 Entry in CV - Upload

### 3.1 Consent to Data Processing

**Consent to Data Processing:** Since the data is now processed by external systems, it must be ensured that the person to whom the CV belongs explicitly consents to this external processing. This is achieved through a pop-up window where the user must confirm their consent before the document can be processed.

**Consent for data processing**

We need your approval to process your personal data via a third-party service for document extraction and text translation. Your data will be stored temporarily and deleted after processing. Your consent will be logged for record-keeping and applies only to this transaction.

I consent to data processing

Cancel Next

Figure: Consent to Data Processing

Only when the consent checkbox is checked is it possible to click "Next" and upload the document.

### 3.2 CV Upload – Input Data / Loading time

In line with previous iterations, the user has the option to upload a PDF or DOCX file by selecting the CV icon within the profile management.

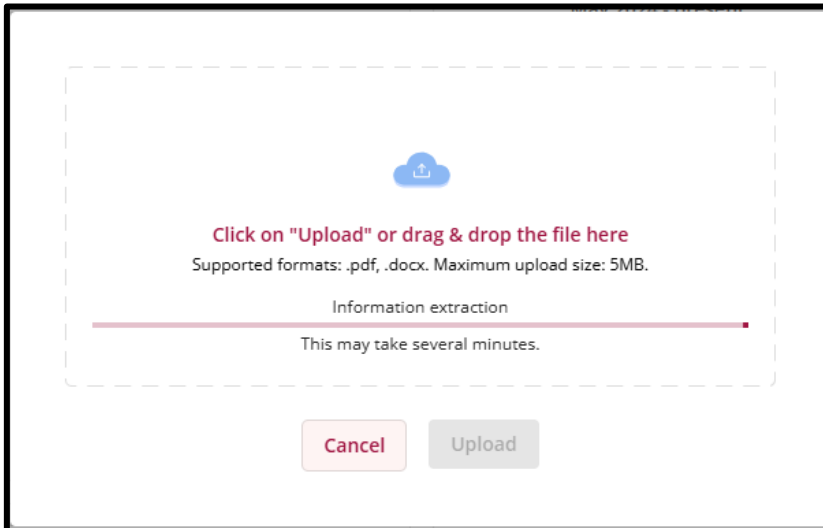


Figure: Uploading a document

**Loading time:** Uploading may take a little longer due to the amount of data to be extracted and translated. The user is informed of the corresponding loading time.

## 4 Screen – Expand profile

### 4.1 Design changes

Once the document has been processed, the user is still shown a page on which the extracted text is displayed on the left-hand side:

- The extracted text is displayed on the left-hand side.
- Various tabs are available on the right-hand side to add information about forms to the profile.

**Extraction extension:** In addition to skills and languages, projects, professional experience and training are now also recognized.

**Design:** The Education tab has been added. The heading has been adjusted and a work instruction has been added. “Add automatically suggested or manually selected information to your profile”.

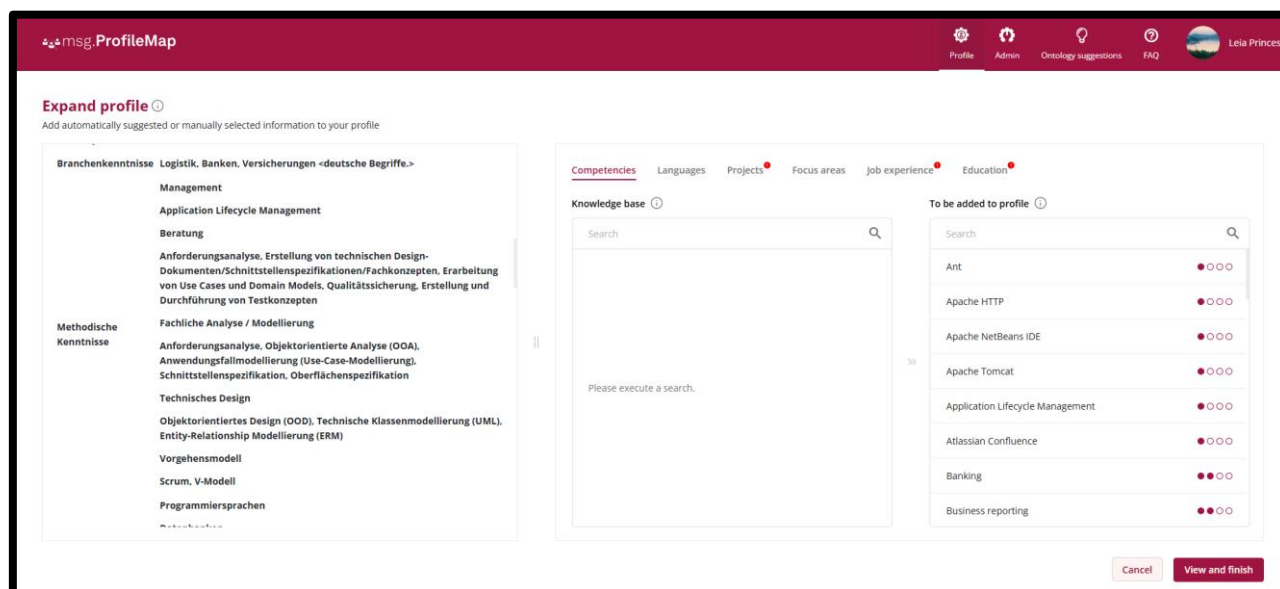


Figure: Design changes „Profil ergänzen“

### 4.2 Display "To be added to profile"

- Multilingual tabs are not displayed in this view.
- Long texts are shortened with a “Show more” function.
- Extracted projects, work experience and education data appear directly in the “Add to profile” section, where they can be reviewed and edited by the user.

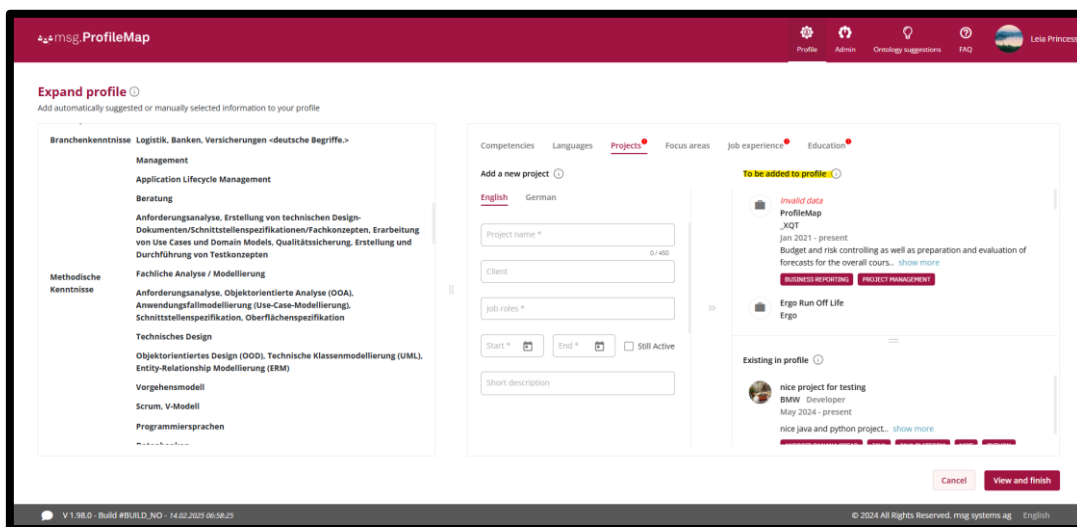


Figure: To be added to profile

### 4.3 Display existing profile Data

In addition to the extracted data, existing profile data is displayed in the tabs. These appear under “Available in profile” and are read-only. (See Figure: Add to profile)

### 4.4 Unsaved & invalid/ missing data

- Missing mandatory fields are marked in red with “Invalid data” / “Missing data”. (See Figure: Add to profile)
- If the user clicks on “View and complete”, a pop-up appears with the warning:
  - Incomplete data: “There are entries with missing mandatory information in the following sections: [list of tabs with missing data] Please, edit these and provide the missing information to continue.”
- If no entry was extracted, the following message appears: “No data could be extracted. Please add manually.” / “No data has been extracted. Please add it manually.”
- If unsaved forms exist, another pop-up appears:
  - Unsaved form: “There is unsaved data in the following sections: [list of tabs with unsaved data] Please save or discard the data to proceed.”

## 5 Competencies & Languages

- Extracted competence and language levels are now displayed directly.
- The previous components “Extracted competences” and “Extracted languages” have been removed.
- A competence/language matrix explaining the levels is provided for users.

### Level overview:

#### Competencies:

- Level 1: Basic knowledge, no project experience
- Level 2: Comprehensive knowledge, first project experience
- Level 3: Established experience, can lead subprojects
- Level 4: Great expertise, can lead projects

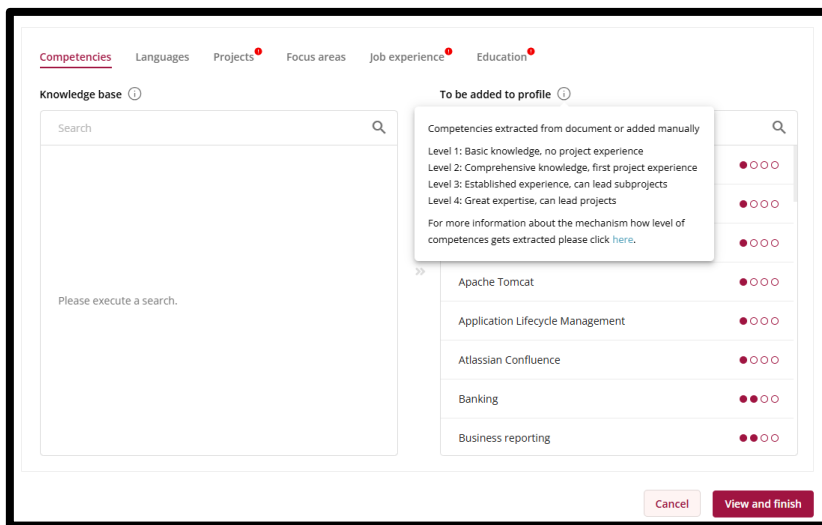


Figure: Tooltip to level description



**Languages:**

- Level 1: Basic knowledge
- Level 2: General knowledge
- Level 3: Good knowledge and fluent use of the language
- Level 4 or "NATIVE": Mother tongue

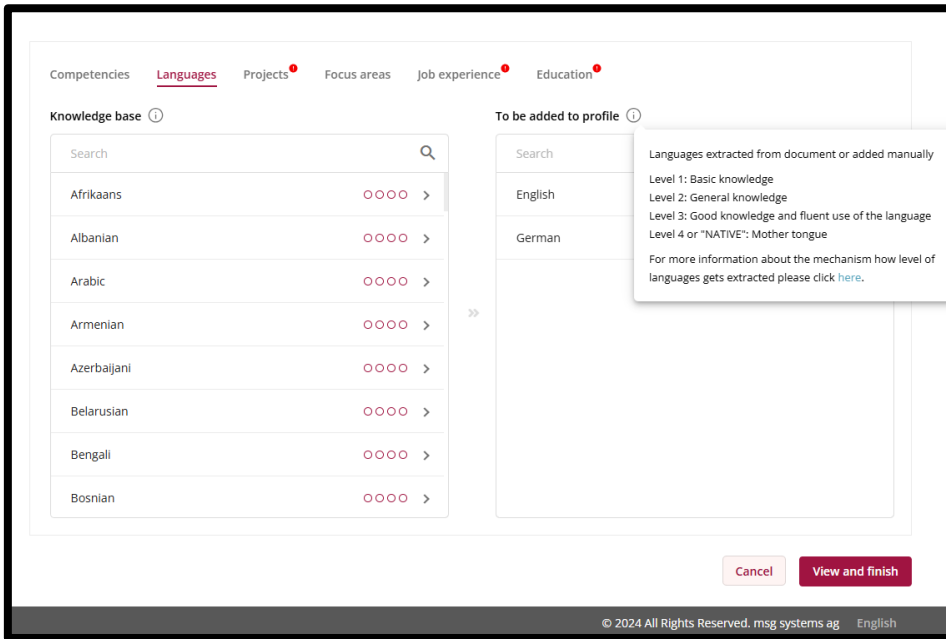


Figure: Tooltip to level description from languages

A pop-up informs users if existing entries are overwritten with new levels. Adjustments can be made directly there.

### 5.1 Competence Suggestion

- If no competence is found during the search, the option to create a suggestion remains available.
- The suggested competencies are directly visible in the profile management. (R02 - Release required - March 25)

## 6 Projects

### 6.1 Extension of the tab „Projects“

- The projects tab should be extended to also show the projects already existing in the profile in the lower right corner.
- The texts used on the projects tab:

Deutscher Name	Element
To be added to profile	Titel
Edit project	Titel
Add a new project or edit one from the right column.	Tooltip
Projects extracted from document or added manually.	Tooltip
Missing data	Label
Missing data under your projects. Please fill it up in order to be able to view & finish your upload.	Tooltip
None added yet. Pleas add it manually.	Label
Existing projects from your profile. View and compare them with the extracted ones above.	Tooltip

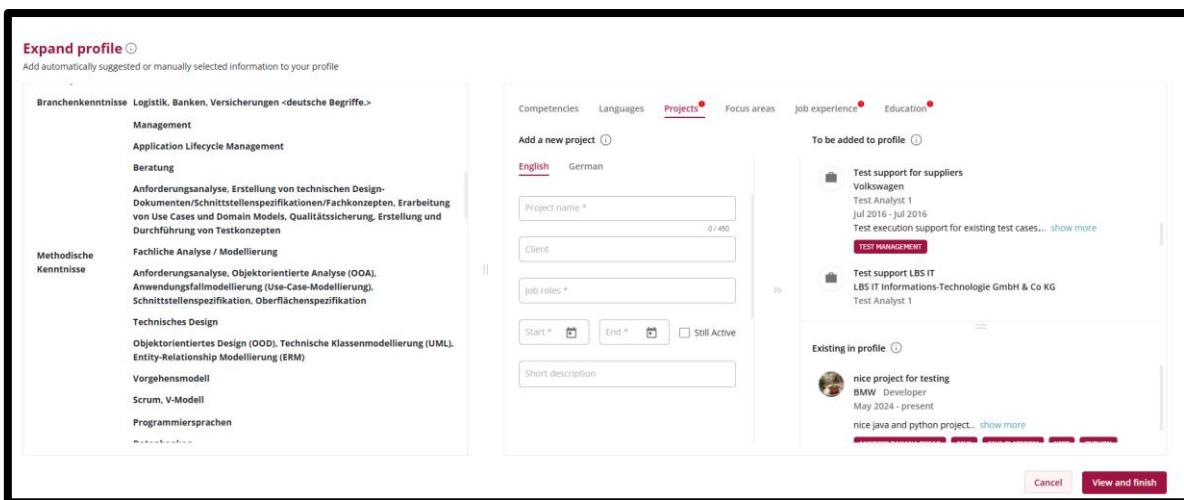


Figure: Tab „Projects“

## 7 Focus Areas

### 7.1 Extension of the tab „Focus areas“

- No data on the focal points is extracted. These must be entered manually.
- Only the design customization from chapter 4 Screen - Add profile
- The texts used on the focus areas tab:

**English name**

**Element**

Add focus area

Title “Add focus area“

Add a new focus area or edit one from the right column.

Tooltip of “Add focus area“ and “Edit focus area“

This information can not be extracted yet.

Tooltip of “To be added to profile“

The system can not extract focus areas from your document. Please add Label it manually.

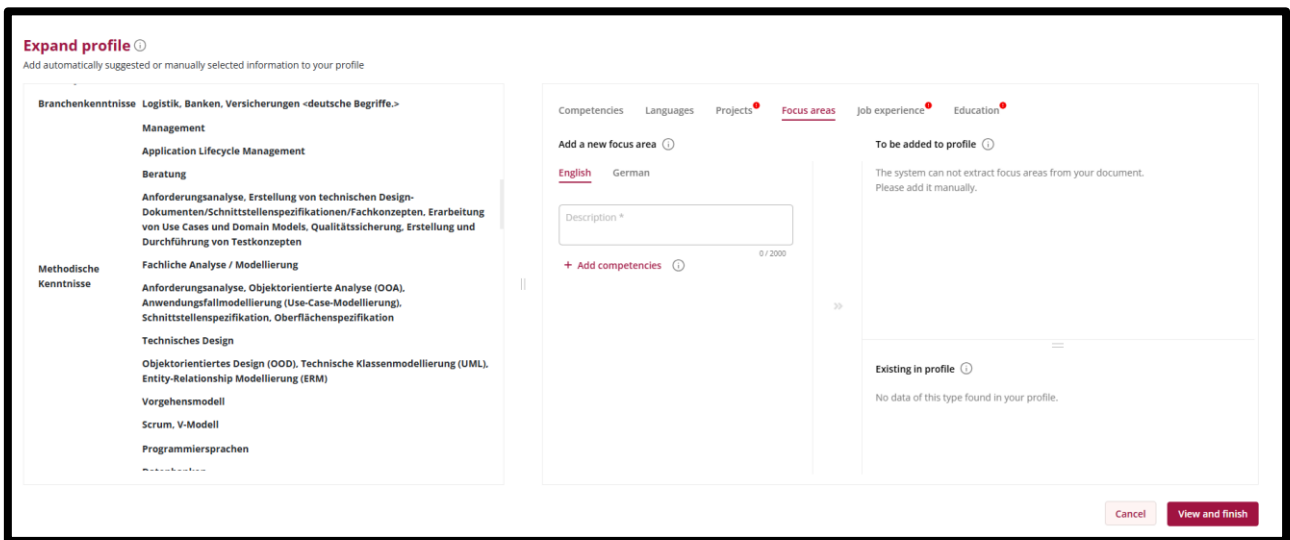


Figure: Tab „Focus areas“

## 8 Job experience

### 8.1 Extension of the tab „Job experience”

- The tab now also shows existing work experience and extracted work experience in the right-hand area.
- The texts used on the focus areas tab:

English name	Element
Add job experience	Title “Add job experience”
Add a new job experience or edit one from the right column.	Tooltip of “Add job experience” and “Edit job experience”
Job experiences extracted from document or added manually.	Tooltip of “To be added to profile”
None added yet. Pleas add it manually.	Label if no data has been extracted in “To be added to profile”

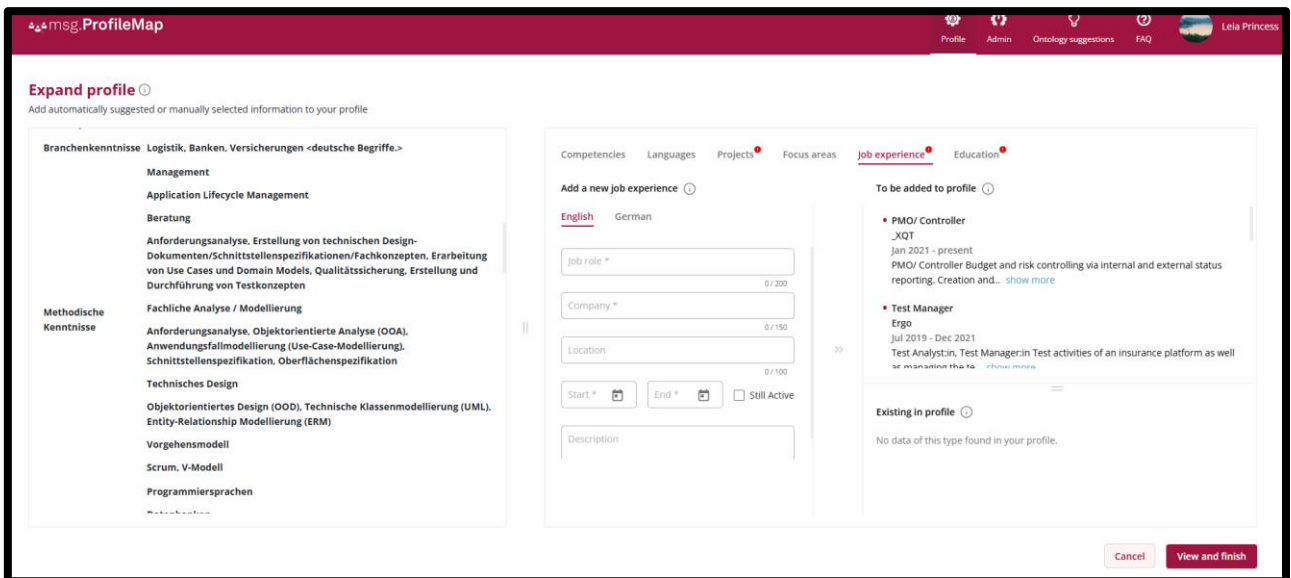


Figure: Tab „Job experience”

## 9 New Tab – Education

An additional “Education” tab is now available as the sixth tab in the application. The user can add, edit or delete education data here.

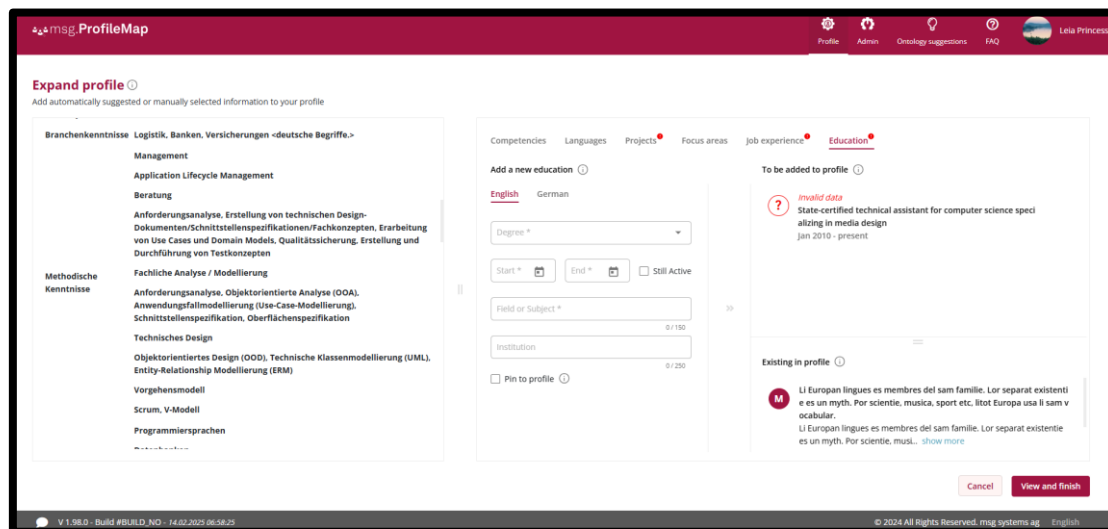


Figure: Tab „Education“

### 9.1 Add an Education

- When you select the tab, a form for entering a new training course is displayed on the left (title: “Add training course”).
- There are two lists on the right:
  1. add to profile: List of training courses selected to add to the profile.
  2. existing training courses: List of training data saved in the project.

### 9.2 Edit an Education

- Clicking on the pencil icon (“Edit”) allows you to adjust existing training data.
- The form on the left-hand side shows the current values of the selected training.
- The title of the form changes to “Edit training”.

### 9.3 Delete an Education

- Clicking on the trash can icon removes the corresponding training.

### 9.4 "To be added to profile" & "Pin to Profile"

- When editing, extracted or manually entered training data can be pinned (“Pin to Profile”).
- These are then visible in the “Add to profile” list.

## 9.5 Tooltips & Missing Data

- Tooltips explain the meaning of the two columns.
- Missing mandatory information is highlighted:
  - A missing completion is indicated by an icon and a special layout adjustment.
  - If mandatory information is missing, a message appears asking you to complete it.

## 9.6 Fields of the dialog

The form for entering training data contains the following fields:

English name	Element	Values
Degree	Drop down	Enum value from degrees
Start	Date picker	Date in the past
End	Date picker	Date between start and now
Still Active	Checkbox	Boolean
Field or Subject	Text field	String, up to 150 characters
Institution	Text field	String, up to 250 characters

## 9.7 Additional hints

- If no training data has been extracted, the message: “Not available. Please add manually.”.
- If you try to continue without complete mandatory information, a pop-up appears with the message: “Data is missing under your education. Please fill this in so that you can complete your document upload.”

## 10 Review and confirm

With “View and finish”, the user is informed again about possible changes to existing entities and can review them.

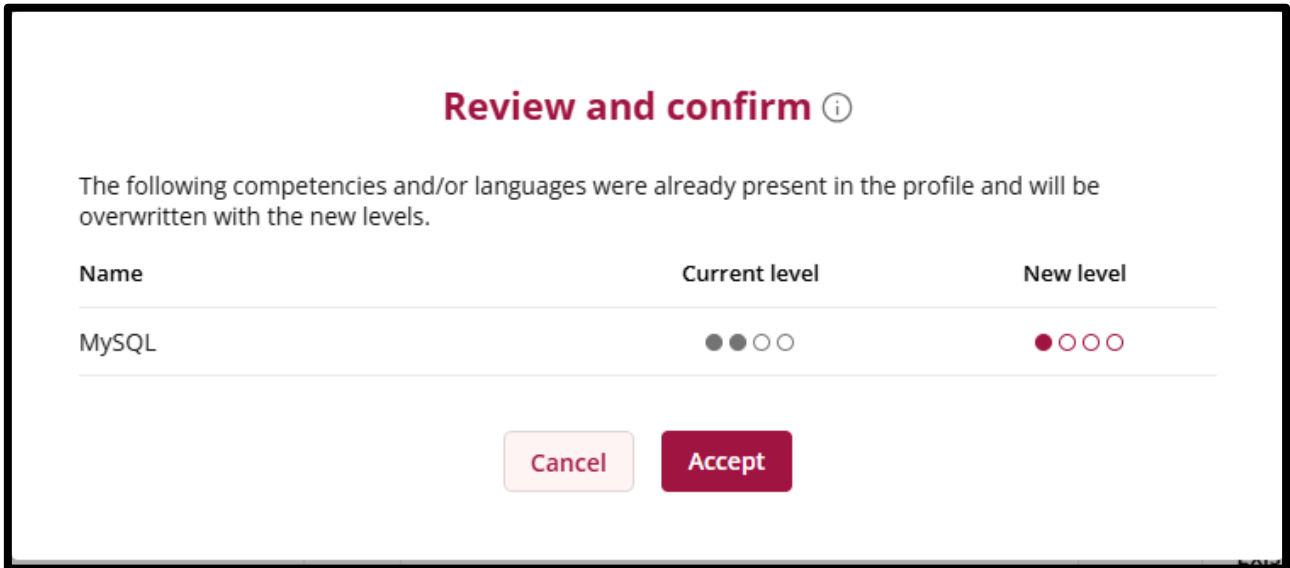


Figure: Review & confirm

After confirming, you will be taken back to a summary. There the user has the option of canceling the upload, initiating changes or saving the changes

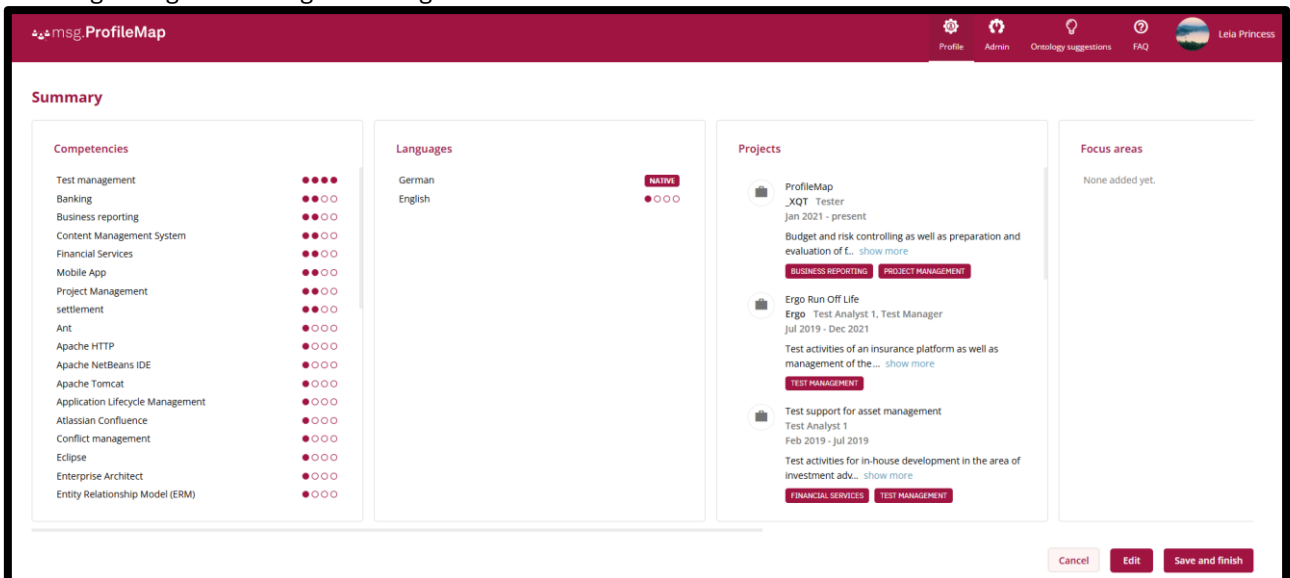


Figure: Summary

## 11 Languages/ Translation

### 11.1.1 Extensions of the tabs

The forms for projects, specializations, professional experience and education now support both German and English entries. Furthermore, an automatic translation is also carried out when extracting the data.



Figure: Tabs „English/ German“

- Context menus for adding data via drag & drop have been expanded so that texts can be assigned to the German or English form.
- The following fields require a distinction by language:
  - Project: Project name, description, short description
  - Focus: Description
  - Professional experience: Professional role, description
  - Education: Field of specialization, institution

Other attributes refer to objects instead of multilingual texts and are still only saved in the leading language (system language at upload start).

### 11.1.2 Restrictions when changing the application language

- As soon as the user is on the “Add profile” page, it is no longer possible to switch between languages in the application. The language selection is deactivated at the bottom right.
- This prevents subsequent changes to language-dependent mandatory fields in the forms.

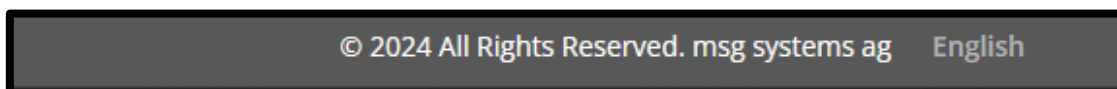


Figure: deactivated application language



## 12 Automatic information extraction

### 12.1 Extension of the extraction

- In addition to the tabs for skills and languages, the tabs for projects, professional experience and education are now also pre-filled with extracted data.
- The data comes from extrakt.AI.

### 12.2 Overview of the extracted data

- A detailed assignment between extrakt.AI attributes and profile fields is made according to fixed rules.
- For example, the project start date is only transferred if it was extracted in the format YYYY-MM-DD.
- Missing values are replaced according to defined criteria or left blank.