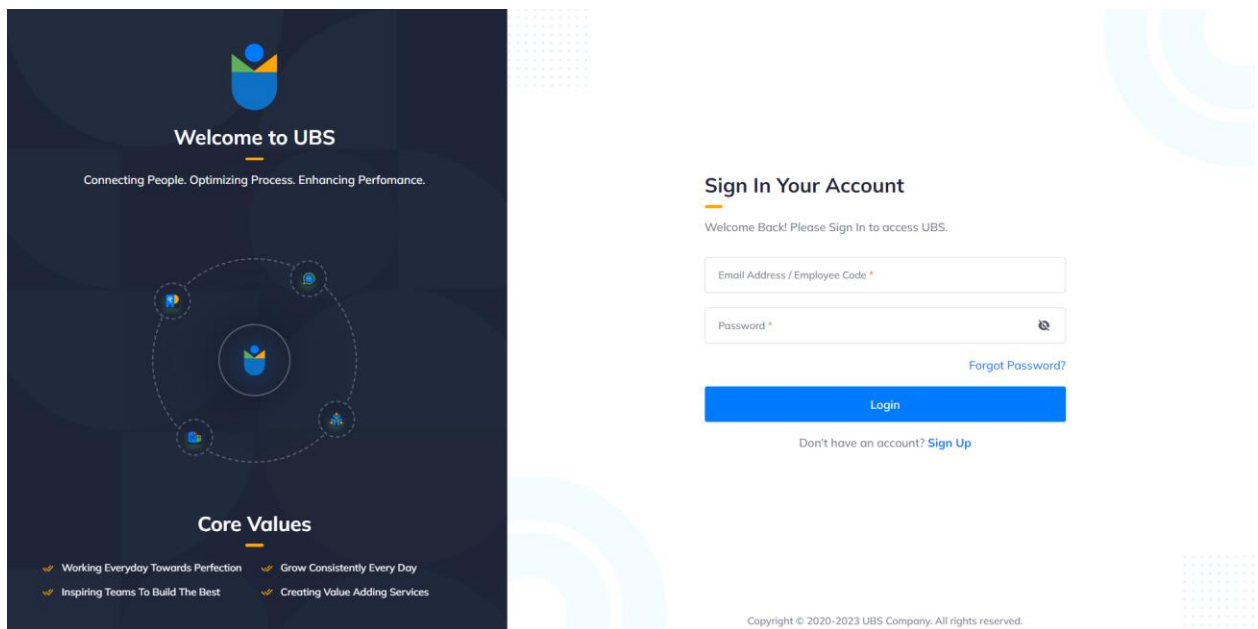


# Zoom integration

Please follow the instructions step by step to easily connect your zoom account to **Ultimate Business Systems** to generate a Zoom link for each video interview that you schedule.

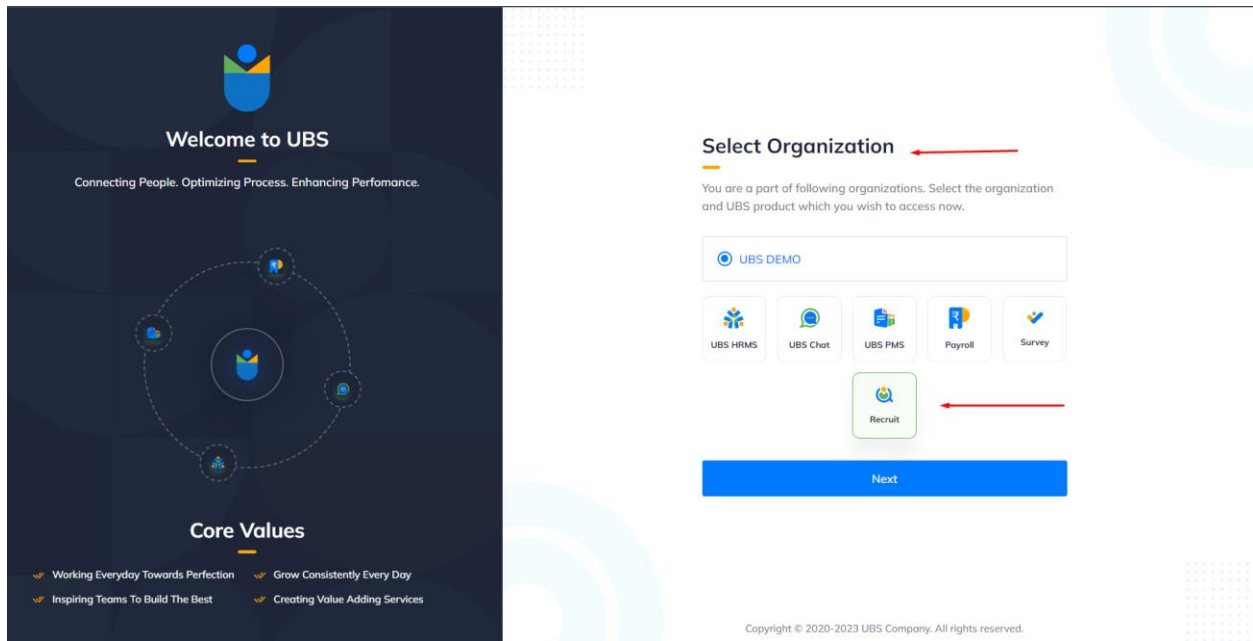
## Step 1 : Login to Ultimate Business Systems web portal

Visit <https://account.superworks.com/login> & login to our web portal with your credentials.



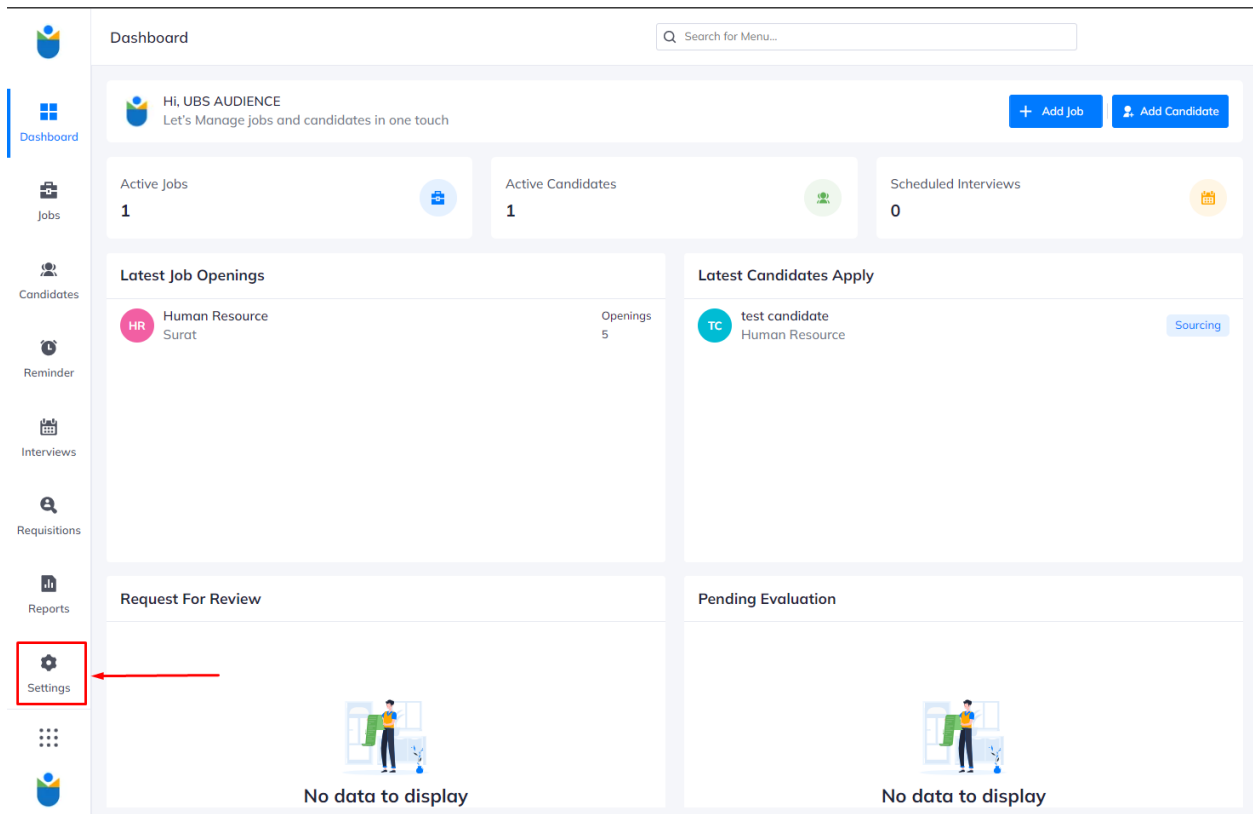
## Step 2 : Select the Organization & tool

Here now select the organization tool, we have to select “Recruit” and click on Next button. You will be redirected to the Recruit dashboard.

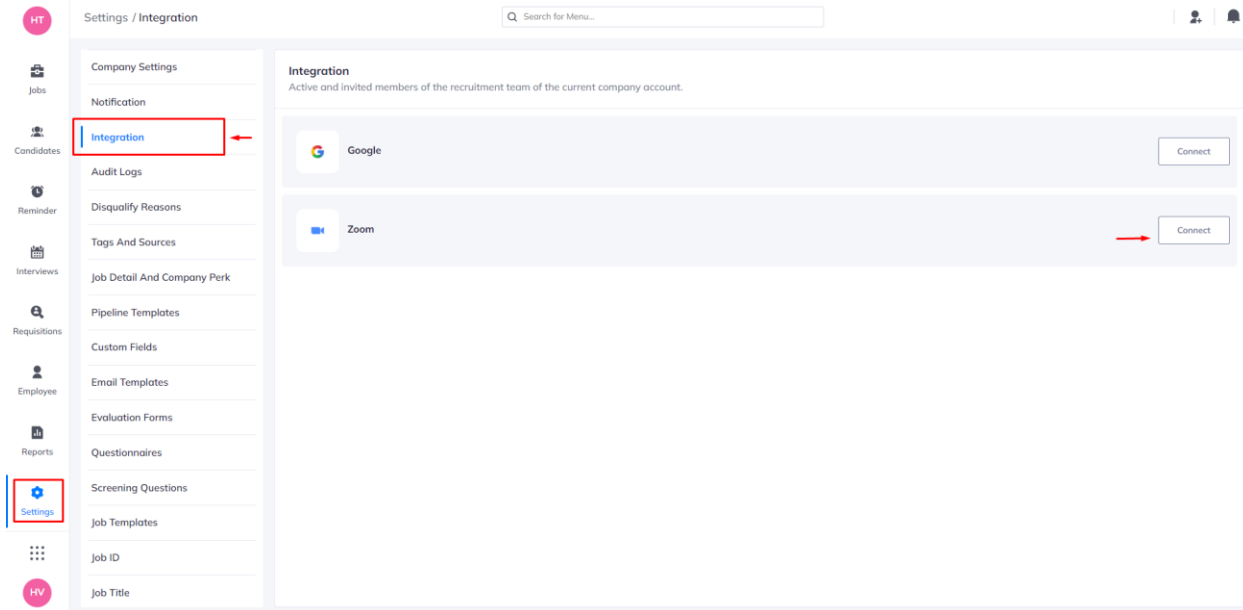


### Step 3 : Setting up the Integration

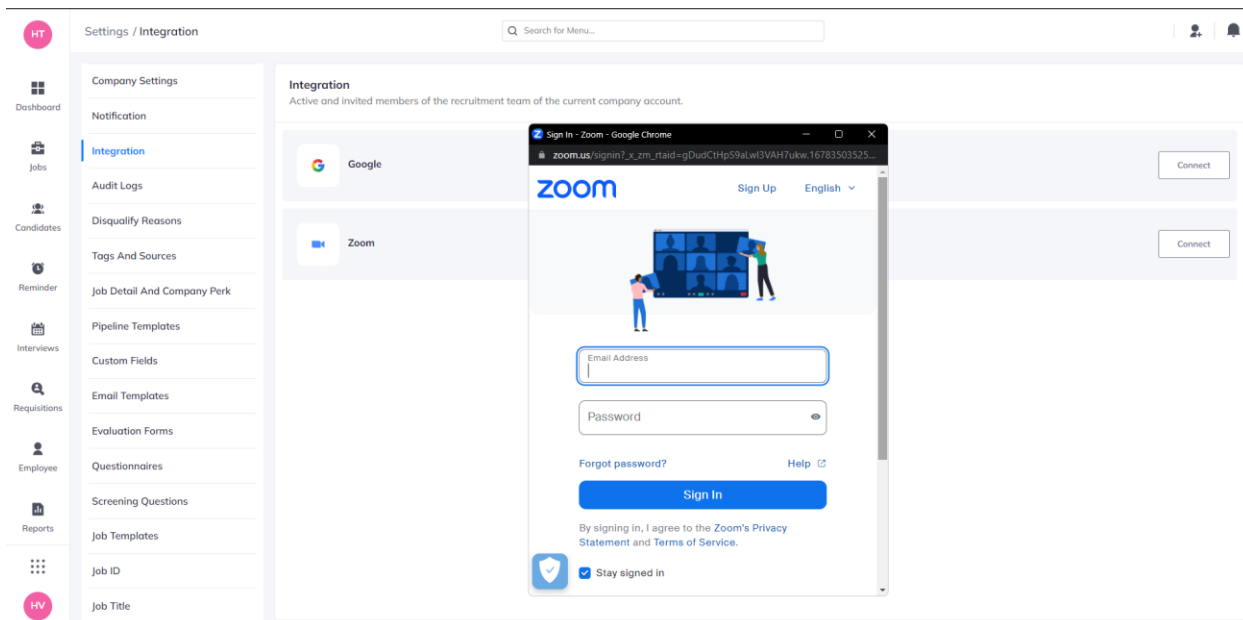
1. To enable this integration, look for the “**Settings**” from the menu given on left hand side. Now click on “**Settings**” it will prompt you sub menus.



2. On the Sub-menu of “**Settings**”, Now clicks on “**Integration**”, Here you see list of integration available in our web portal. and choose **Connect** for **Zoom**.

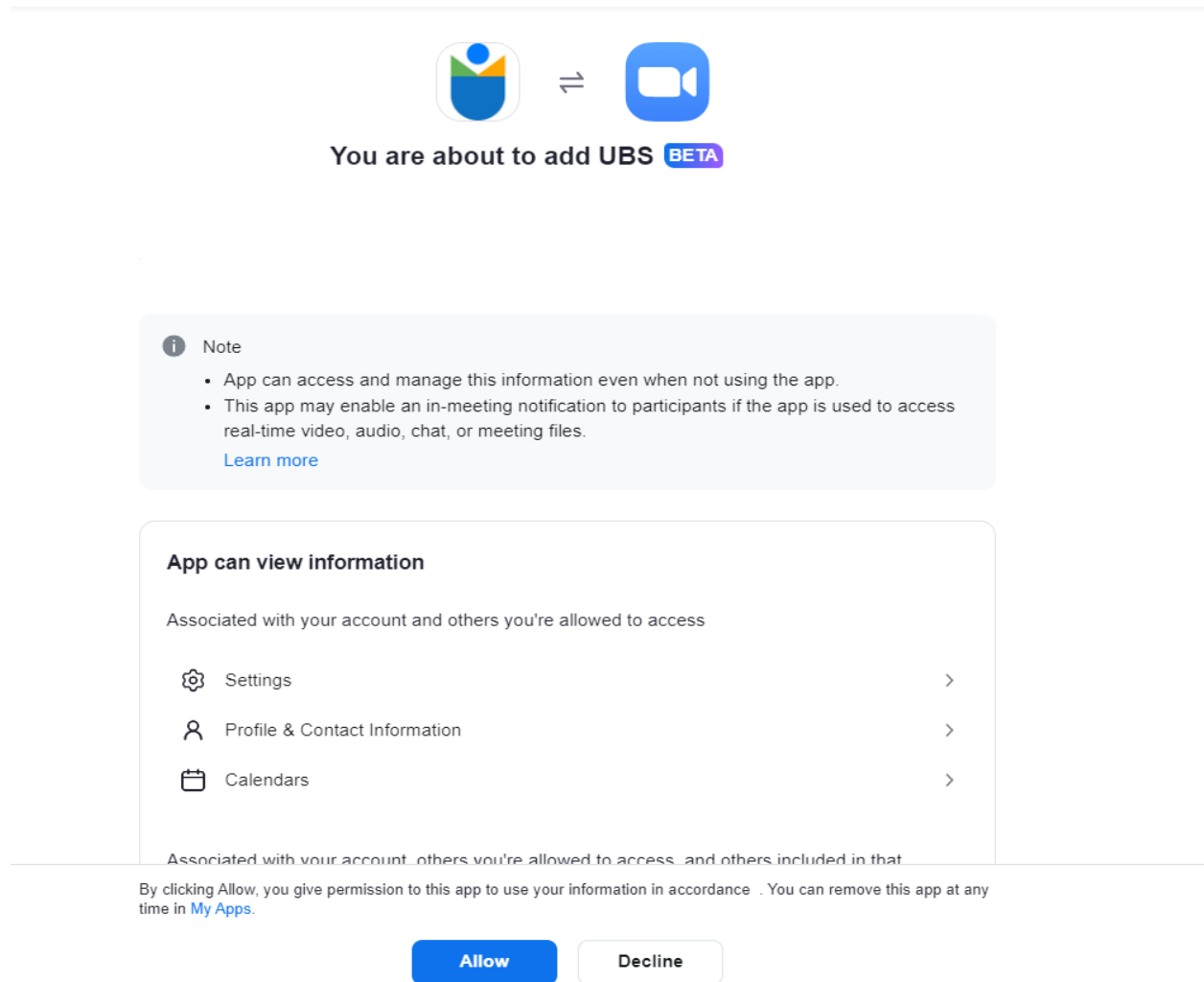


3. When you click on Connect Infront of zoom, You will be redirected to Sign in to your Zoom account.



**Note:** One Zoom account can only start one meeting at a time. The integrated account therefore must be a **Zoom organization administrator** to allow **Ultimate Business Systems** to create meetings behalf of you.

4. **On successful sign in it will prompt you to Authorize** the connection of your Ultimate Business Systems and Zoom account. Click on allow and proceed.

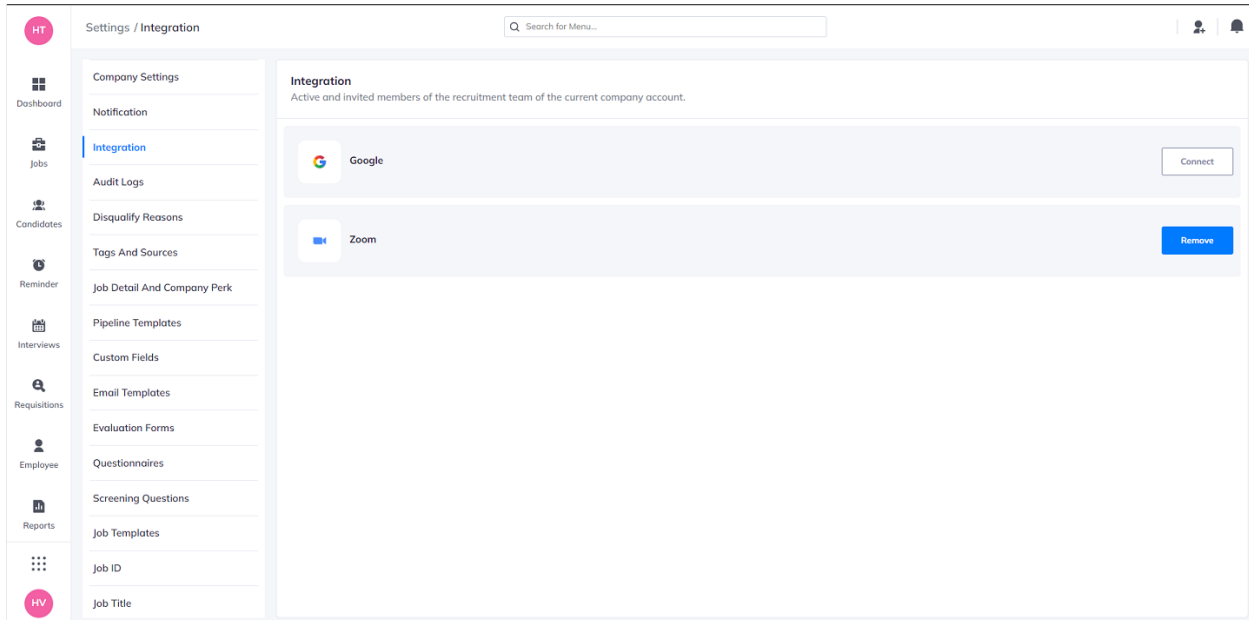


5. Here Ultimate Business Systems Require two permissions to allow from you which is **1) View all user information 2) View and manage all user meetings**

**Note:** By allowing this permission you are giving access to Ultimate Business Systems app to create and manage all your meetings on your behalf and it will make hiring process easy for you.

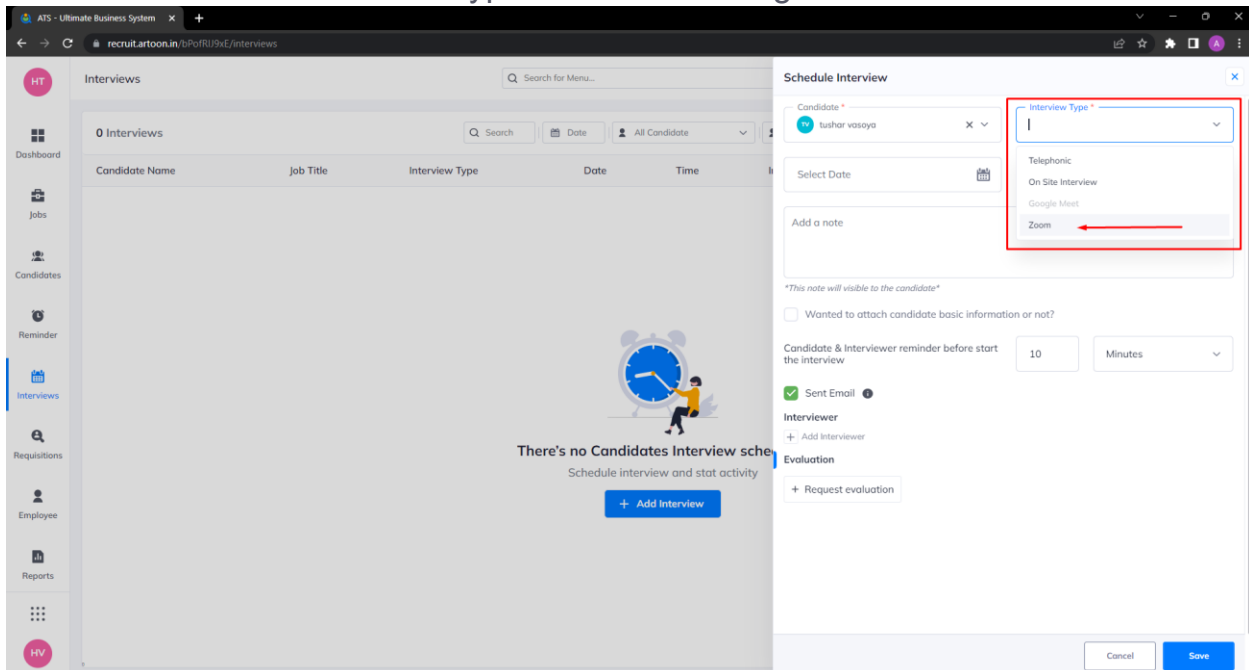
## Step 4 : Ultimate Business Systems and Zoom are now connected.

After allowing permission the authentication will be successful and the zoom prompt was close and you can see the **connect** button will turn in a **remove** button. Which state that your integration is successful.



## Step 5 : Scheduling a video interview with Zoom

Select zoom as the Interview type when scheduling interview.



## Step 6 : Fill all necessary details

Fill all necessary details which is require like select a candidate by searching it name. select interview date and time. Add description of the interview and finally select a interviewer by searching it name.

After all that fill up click on save button, which will trigger a zoom API call and generate a zoom join link for this interview for given date and time.

**Schedule Interview**

Candidate \* Tushar Vasoya Interview Type \* Zoom

Select Date 09/03/23 10:00 AM Total Duration \* 01 H : 0 M

Add a note  
1st Interview technical round.

\*This note will visible to the candidate\*

Wanted to attach candidate basic information or not?

Candidate & Interviewer reminder before start the interview 10 Minutes

Sent Email

Interviewer  
+ Add Interviewer

Evaluation  
+ Request evaluation

Cancel Save

**Interviews**

1 Interviews

Successful! Interview added successfully.

Candidate Name	Job Title	Interview Type	Date	Time	Interviewer	Location	Status	Actions
Tushar Vasoya	Sales	Zoom	09 Mar, 2023	10:00 AM		Surat	Pending	...

Entries 40

## Step 6 : View Interview details

Interviewers can find this link in the interview information page by click on Action and then view in sub menu will open interview details page with zoom meeting link.

The screenshot displays the 'View Interview' page in the ATS Ultimate Business System. The main interface shows a table with one interview entry:

Candidate Name	Job Title	Interview Type	Date	Time	Interviewer
Tushar Vasoya	Sales	Zoom	09 Mar, 2023	10:00 AM	HV

The right-hand panel, titled 'View Interview', provides details for the selected interview:

- Candidate:** tushar vasoya (TV), surat, 8899889988, Status: Pending
- Scheduled by:** hiren vasoya (HV)
- Interviewer:** HV
- Job Title:** Sales
- Interview Type:** Zoom
- Zoom Link Information:**
  - Link: <https://us05web.zoom.us/j/82024721309?pwd=RWpjaWU0dGlnbWQnArcDR5RzlnwdDR3QT09>
  - Meeting ID: 82024721309
  - Passcode: WDTK7L
- Internal Note:** 1st Interview technical round.