
OpenCATS Documentation

Release 0.9.3

OpenCATS

May 13, 2020

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Contents:

CHAPTER 1

Gentle warning-read first

This documentation is coming along nicely, albeit slowly. If you have requests for anything that should be included in this documentation, please comment on our forums.

- [OpenCATS Forums](#)

Gentle Warning

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Short overview of original OpenCATS Source code

F.A.Q. for OpenCATS applicant tracking system

The remaining items need to be done

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3.1 What is this manual?

This manual explains how to use OpenCATS, the free open-source applicant tracking system (ATS). It describes how to install and configure OpenCATS, how recruiters can use it to manage their work, and how to customize and extend it.

3.2 Release information

The current OpenCATS release is 0.9.4 “Countach”.

See the changelog.MD file for details.

3.3 Legal information/License FAQ

What license is OpenCATS distributed under?

This application is available under two licenses.

- OpenCATS code is under Mozilla Public License 2.0
- Code from the original ‘CATS Project’ circa 2007 is under CATS Public License Version 1.1a (a modified Mozilla Public License)

Can we change this license?

For now, no. The original code will continue to be licensed under the CPL. The OpenCATS team is aggressively working towards moving away from the CPL to a full MPL release.

The OpenCATS code is a combination of MPL and CPL code as of this writing.

What CAN we change?

You can change OpenCATS use OpenCATS in whatever way you choose. HOWEVER the items noted in the CPL can not be changed until OpenCATS moves to a full MPL release. See the next question for details.

What are the key features of this license?

There are some ‘unique’ requirements in Exhibit B;

1. You may not use the Licensed Software to operate in or as a time-sharing, outsourcing, service bureau, application service provider or managed service provider environment.
2. The following copyright notice must be retained and clearly legible at the bottom of every rendered HTML document: Copyright (C) 2005 - 2006 Cognizo Technologies, Inc. All rights reserved.
3. The “Powered by CATS” text or logo must be retained and clearly legible on every rendered HTML document. The logo, or the text “CATS”, must be a hyperlink to the CATS Project website, currently <http://www.catsone.com/>.

Is this an Open Source license?

Sadly, Exhibit B: I) restricts one of the freedoms required to be defined as Open Source. This means that although OpenCATS is free (as in beer) and the source is ‘Open’, it is not officially Open Source. This project does not have the rights to strip the appendix.

Simplify this for me, what can I do and what can’t I do?

Simply put, you can do anything you want with your OpenCATS system. The main thing you can NOT do is make money off of it. The other things (cosmetic and linking) are specified in Section 2 and 3 above.

Authors and Contributors

OpenCATS would not exist were it not for Asim Baig, the original Cognizo developers, and RussH. The OpenCATS community, myself included, are grateful for this.

This is not a comprehensive list of people who have developed and contributed to CATS/OpenCATS over the years. If you have helped, and you are not listed, let us know and THANK YOU!

4.1 Original CATS/Cognizo developers and contributors listed

- Asim Baig
- Will Buckner
- Andrew Candals
- Paul Canfield
- Brian Hanson
- Austin Smith

4.2 OpenCATS Developers and contributors

- RussH
- Matias Lespiau
- Kixy25
- libregeek
- skrchnavy
- Bloafer
- cptr13

If anyone has been forgotten, please let us know! Opencatsdocs at gmail

Introduction and Overview

OpenCATS is a free and open source, full-featured, web-based applicant tracking system, or ATS. It helps you manage the complete recruitment life-cycle from business development through finalizing a placement. It manages a huge range of information for you, including:

- Candidate details, qualifications, resumes (C.V's), and contact history.
- Job orders details, associated contacts, and the candidate pipeline for each.
- Multiple recruiters, sites, career portals, and much more.

5.1 What is an Applicant tracking system (ATS)?

An Applicant tracking system, or ATS, is software designed specifically for Recruiting firms, and HR departments within organizations to organize and track everything within the recruiting process for their organizations.

5.2 How is it free and what is Open Source software?

Without getting too specific or technical on what is and is not open source, open source software is community developed software that is available to use for free, by anyone, at any time, in any way they choose to. It is truly “free” software. Furthermore, because of the open nature, if you want to dig into the code and customize it, you are allowed to. If you want to share your changes back with the community, you are allowed to (please do!).

There are a lot of different variances in open source software and they've been covered extensively online. If you want to really dig into, and understand the purpose, intentions, limitations of open source software, please read up on it.

The developers behind OpenCATS will never contact you to try to sell you anything. We are a community of people creating recruiting software for people who do recruiting. Pure and simple.

5.3 OpenCATS vs CATSOne vs “open source”

OpenCATS is a free, open-source ATS. This means that there are no charges or limitations to install or to use it.

- For software developers, this also means that you are free to modify or extend the OpenCATS software, and to participate as a member of its development community.
- This also means that there is no help desk that you can call for support, though we do have this documentation, some YouTube videos, support forums and a community that helps.

The origins of OpenCATS are in a commercial/open-source development effort called CATS, which split into two separate efforts:

- This open-source OpenCATS system: <http://www.opencats.org>
- The commercial CATS product: <http://www.catsone.com>

The commercial CATS product is a highly polished, professionally supported, hosted software service.

OpenCATS, on the other hand, has somewhat less functionality, is installed on your server(s), and is supported only by you – with some help from the community.

The OpenCATS team and the CATSOne organization are not associated in any way. We will not push anyone into any paid service, any time, ever.

5.4 What can OpenCATS be used for?

If you have to fill jobs, even if it's only one or two jobs a year, OpenCATS can make your life a lot easier. It will work in small to enterprise sized environments. From one user to hundreds.

5.5 How does OpenCATS compare to other free software and paid Applicant Tracking Systems?

If you compare OpenCATS to free resources out there, there's nothing to compare. As far as I know, there are currently one open source applicant tracking system out there right now, which is an off-shoot of OpenCATS. The options as far as I can tell, are free tiers of paid applicant tracking systems that in my opinion don't provide enough functionality to be practical for daily usage for any but the smallest recruiting environments. The only accurate comparison of a free Applicant tracking system would be the folks out there who are doing their tracking on excel sheets and storing resumes on their hard drives.

If this is you...STOP IT! There is no reason to do that any more. OpenCATS solves your problems and is free.

When you start comparing OpenCATS against the paid applicant tracking systems out there, it's not such an easy decision. For example, even the lower priced applicant tracking systems generally are competitive or even far better than OpenCATS in terms of features. The higher priced, enterprise applicant tracking systems make OpenCATS (in it's current state) an afterthought.

So if you are willing to pay the monthly cost of even a cheaper applicant tracking system, and features that OpenCATS are lacking in are important enough, then a paid ATS may be a better option for you. The advantage in that scenario that OpenCATS still has however, is that OpenCATS is still free for multiple users. So, a low end applicant tracking system might bring value at \$50/month for a solo recruiter over a free OpenCATS system. But, what if you have ten users? Are those features worth the \$50/month per user price-tag (\$500/month total)? These are factors to consider.

Another aspect to OpenCATS that should be considered is data privacy and data security. With a self-hosted OpenCATS system, you are solely responsible for your data security. If you are managing that well, you won't fall victim to

the occasional hacks and data breaches you hear about on the news. Also, there is no chance of coming into the office one day to find that the company running your applicant tracking system has suddenly closed their doors overnight with no way to access your critical recruiting information. OpenCATS allows you to control the security of your data, and control of your recruiting information. There is tremendous value in that, if that is important to you.

While OpenCATS is a perfectly functional applicant tracking system. It does not compete with most modern paid applicant tracking systems feature for feature. Whether it is the right solutions for you and your company is up to you! Test it out and decide.

5.6 OpenCATS General Features

Try our demo!

What better way to dig in to the OpenCATS capabilities and feature than to dig into it for yourself?

OpenCATS Demo

Free: OpenCATS is open source software. Which means it is free (no cost) to use, and you are free to modify it in (almost) any way you want. Seriously, if you can do it, get down into the code and change absolutely anything!

Support: It also means support may be hard to find. We have an active community of people that are willing to help as much as possible though. Also, we are slowly adding to our documentation and YouTube channel.

It is easy: OpenCATS has an easy to use, intuitive interface. This means minimal training time for you and your recruiters. The job portal has a simple search and application process that your candidates will get through easily.

Web based or local: OpenCATS can be installed in a variety of environments. For the solo recruiter/single user, OpenCATS can be installed on your local computer, accessible only by you. OpenCATS can be installed on a local network, accessible by everyone within the office, with no limit on users, yet still protected and removed from the outside internet. OpenCATS can also be installed and accessible via the internet, through a public facing web server, A VPS, a shared-hosting environment, so multiple users from all over the world can access and use OpenCATS together. Keep in mind though, that because OpenCATS is open source software, security is your responsibility. Make sure the appropriate measures are taken for the setup that you choose.

Full recruiting life-cycle: OpenCATS provides the infrastructure for the entire recruiting life-cycle, regardless of the type of role that you are recruiting for, or the volume of openings that you are dealing with.

Note: OpenCATS can get cumbersome for very high-volume recruiting due to the current lack of bulk recruiting features. Importing and dealing with many candidates at once per role may be prohibitive in OpenCATS. You would need to gauge the effort against the results and decide if OpenCATS is the best solution for your situation.

OpenCATS will walk you through the process, including the sales cycle, from building targeted lead lists, making client calls, getting signed agreements and taking job orders. It will handle all of recruiting, from initial candidate intake, job posting and applications, through the interview, offer, acceptance and candidate start. OpenCATS was designed by recruiters, for recruiters and continues to be developed with recruiting as the sole focus.

Internal and external recruiting: OpenCATS has all the functionality for companies that need an Applicant Tracking system for their internal recruiting as well as recruiting companies that are recruiting for multiple, external clients.

For internal recruiting, all recruiting can be done by checking the “Internal posting” check-box on the job order. Departments can be created and customized within any organization, and contacts added for those departments. OpenCATS can be as thorough and specific as you need it to be. For recruiting firms with external clients, each client can be tracked individually, even if they have multiple locations, departments and hiring managers. The flexibility is there within OpenCATS to ensure accuracy throughout the recruiting process.

Company branding: OpenCATS can be branded for your organization, you can replace the OpenCATS logo with your company logo, and the public-facing job posting page and outgoing emails, can be changed to match the look of your company's website and emails.

Resume storage, contact storage, applicant tracking and notes: OpenCATS was built from the ground up for recruiting. It can handle hundreds of thousands of records and resumes with no issues. I am not sure what the upper limit is for how many records and resumes before OpenCATS starts to have issues, but I can comfortably say it would likely take an enterprise-environment for that to happen. For any small to mid-size company, there should be no issues on how much information your OpenCATS ATS can handle.

Skills based tagging: Initially, OpenCATS had resume parsing and resume search built in. Over time, that functionality has been lost. The development team is focused on implementing long term solutions that will allow parsing and keyword search in OpenCATS. In the meantime, skill tagging is included in OpenCATS, and serves as a very functional alternative to keyword searching.

Lists: OpenCATS can make lists for whatever you need. Lead lists for sales? Yes. Candidate hot-sheets? Yes. List by geographic location? Yes. Anything you may need a list for, sales or recruiting, you can generate in OpenCATS for quick access. Lists can also be conveniently be exported as a csv file for any external applications.

Calendar: OpenCATS has a rich and immersive calendar built in that provides a thorough and accurate overview of activities. If you use the calendar system, you will always know what is coming up, and be able to quickly find information from past scheduled events. Unfortunately, at this time, there is no integration with any external calendar systems. OpenCATS can not sync with anything outside of OpenCATS.

Website integration and job board: OpenCATS has a company job postings page built right in. All you have to do is turn it on and brand it however you want. All the "public" marked jobs in your OpenCATS system will show up on your jobs page, and candidates will be able to apply through your site. You can create questionnaires for candidates to answer prior to applying, to ensure only candidates that fit the requirements apply. The candidate would then be added to the pipeline of the job order, and the recruiter working the role would be notified of the new application for review. Lastly, your newly added openings can be automatically posted to certain job posting sites via a built in XML feed. This feature does not work with every job board out there, but it does work with some of the larger ones.

Candidate and client management: From the first phone call to the last email. OpenCATS will help you keep track of all the details, activities, records, contact numbers and keep your work-flow managed.

Reporting: Generate reports on recruiting activity for a quick and accurate overview.

Ownership of data: You own it. It's yours. You can control it and secure it however you want. No need for your data to be on someone else's servers, unless that is how you choose to do it.

Backup and restore: Your OpenCATS system can be backed up as often as you want, ensuring no loss of data, ever. There is an easy and intuitive GUI-driven backup/restore system. System administrators can also perform backups/restores through the MySQL database and file system if they prefer. Anyone can backup and restore OpenCATS, regardless of technical knowledge and ability.

User access levels: Currently there are different access levels for users in the OpenCATS system, which the administrator can set up and assign. These are focused on the ability to manipulate data within OpenCATS. The OpenCATS dev team are working on features that will allow administrators to limit access to the records within OpenCATS (example: a recruiter will only be able to see the candidates/clients that are assigned to them, if that's how you choose to set it up).

Built in Emailing: The email functionality within OpenCATS is substantial. Currently, OpenCATS can be used to send emails to candidates, clients, and contacts. It can also be used to notify of status changes and new applications, or anything you would like it to do. Templates can be set up and used and branding can be included.

Built in modification system: There are certain aspects of modifying OpenCATS that are built in and do not require any technical ability or coding. Fields can be added to the candidate, client, and contact pages quite easily. Any information you want included, or tracked, that isn't built in to OpenCATS can be added through the intuitive interface with a few clicks.

Windows - OpenCATS Installation Instructions

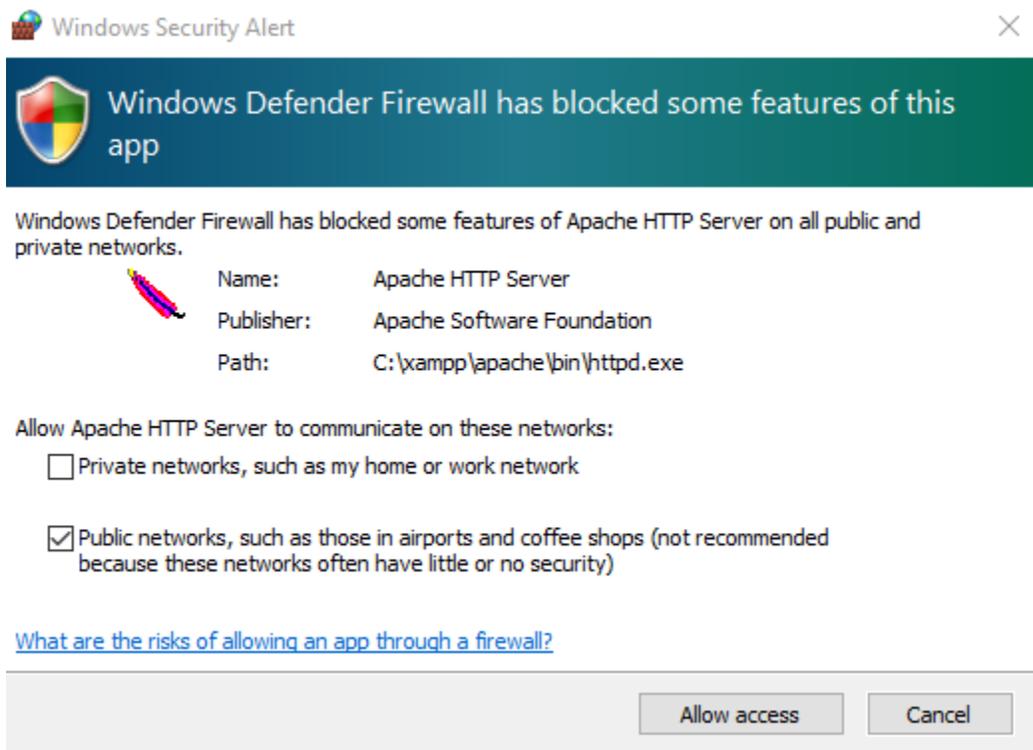
6.1 Windows Prerequisites

Installation instructions are given for the XAMPP default install environment only. WAMPP will also work if you prefer it. The steps will be a little different.

6.2 Downloading software and preparing your system

- Download - [XAMPP](#)
- Install XAMPP

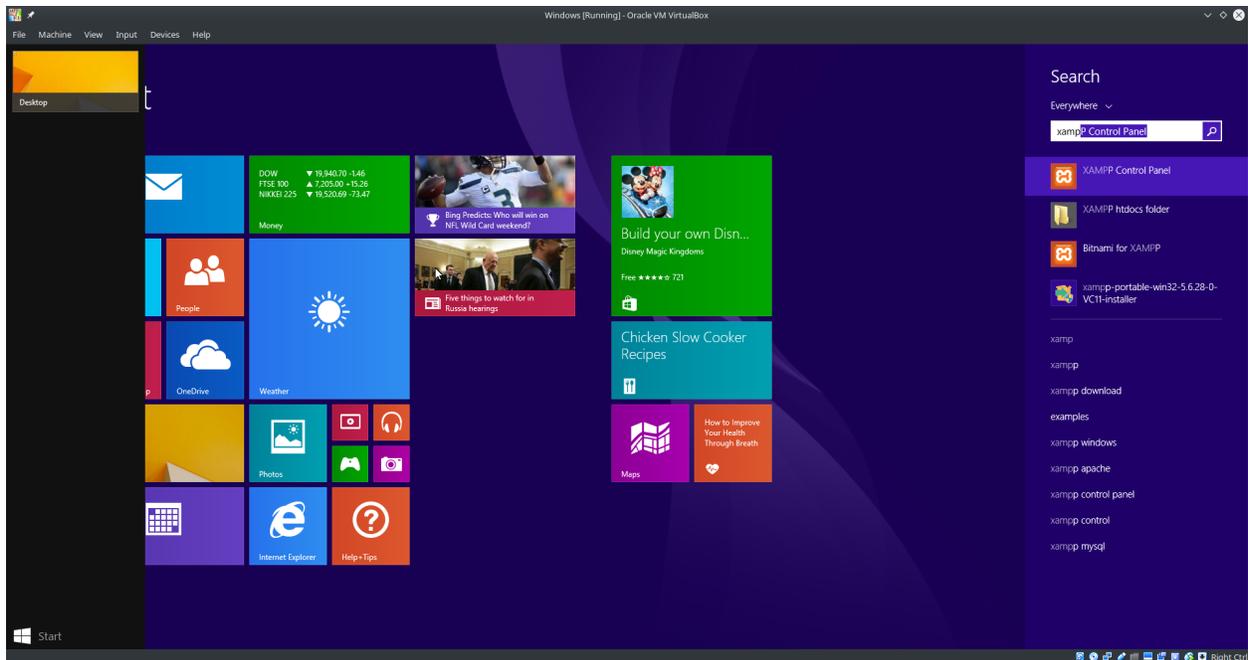
Note: You may get Windows defender warnings for Apache and MYSQL. Just check the boxes that you want Windows to allow access to. Private network would be for your home or office network only, public network would be for anything else.



- Download - OpenCATS-0.9.4-3 . You can not install this yet.
- Go to the folder where the OpenCATS-0.9.4-3.zip file is located (usually the Downloads folder)
- RIGHT-CLICK on the OpenCATS-0.9.4-3.zip file
- Click Extract All
- Change the folder that the files will be extracted to, to the following: C:\xampp\htdocs\
- Click extract

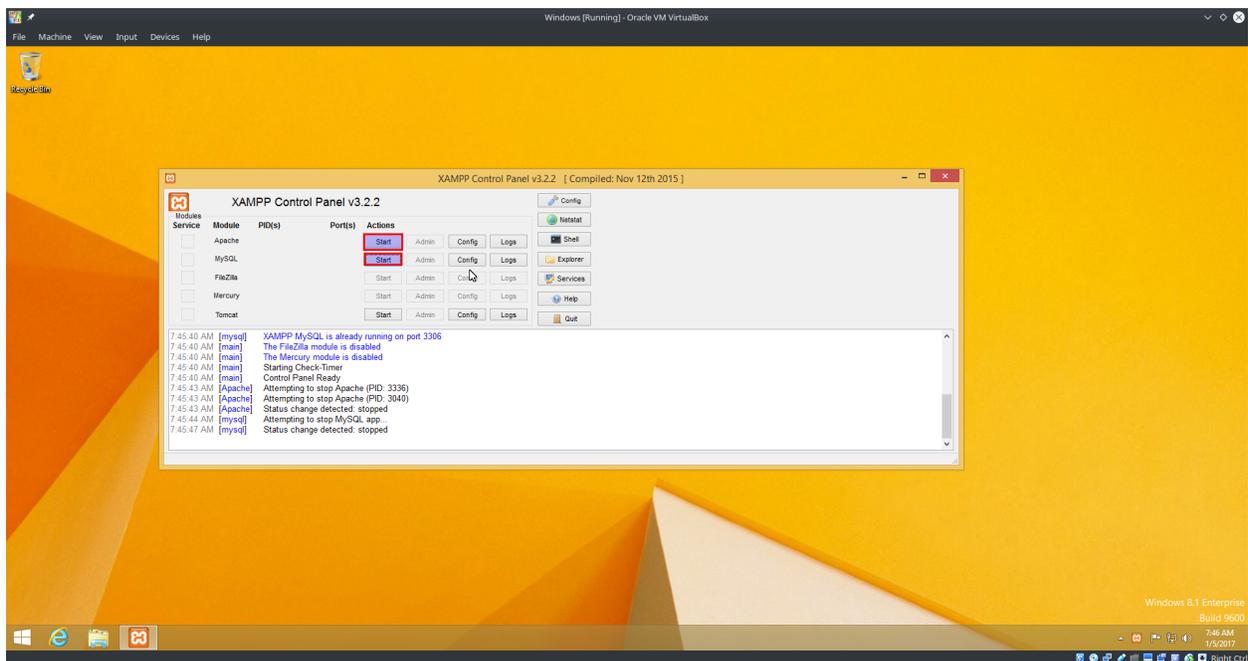
6.3 Start Xampp

- Click the Windows start button and type xampp
- Hit enter. This will open the XAMPP control panel.

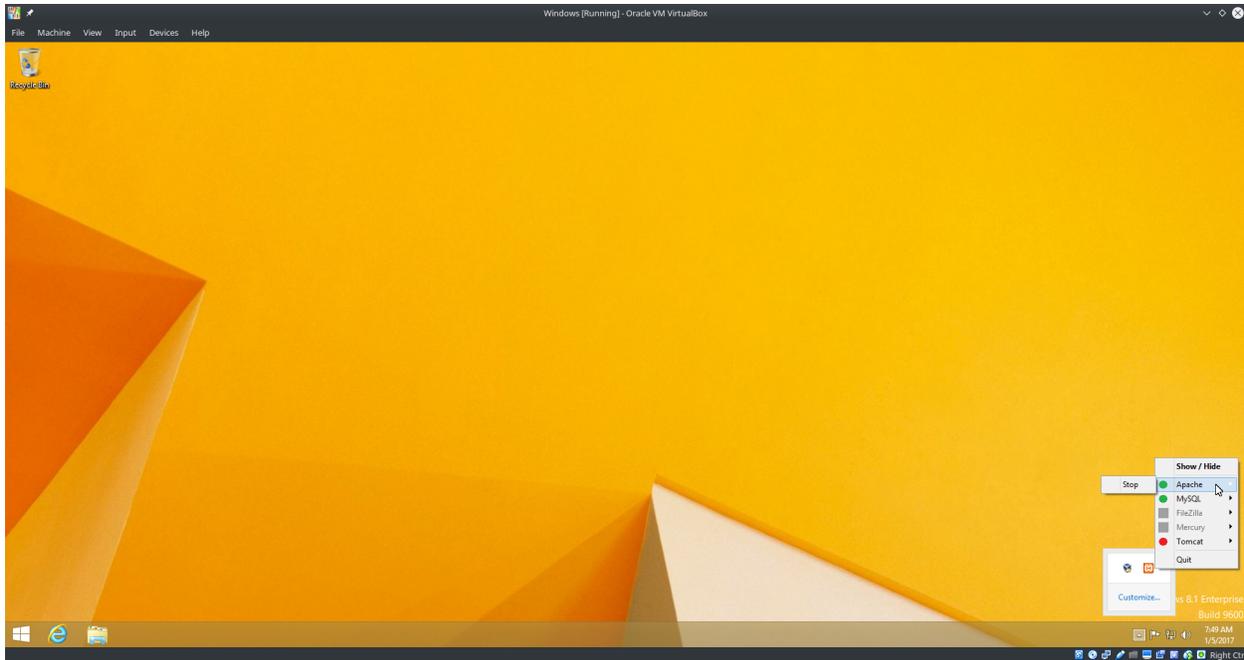


- On the right side of Apache and MySQL, click `start` for each one.

Note: ONLY start the Apache and MySQL services. You do NOT need any of the other services.



- Stop the apache service (lower right corner, right click XAMPP, stop apache)
- Start the apache service



6.4 OPTIONAL - Renaming your OpenCATS directory

The current default directory name for the OpenCATS files is OpenCATS-0.9.4-3. This will result in the web address in your browser being <http://localhost/OpenCATS-0.9.4-3>

If you want to rename the main OpenCATS directory to something else, you can.

- Simply navigate to `C:\xampp\htdocs`
- Right click on the OpenCATS directory
- Click `rename`
- Rename the directory whatever you want (example: `ATS`)

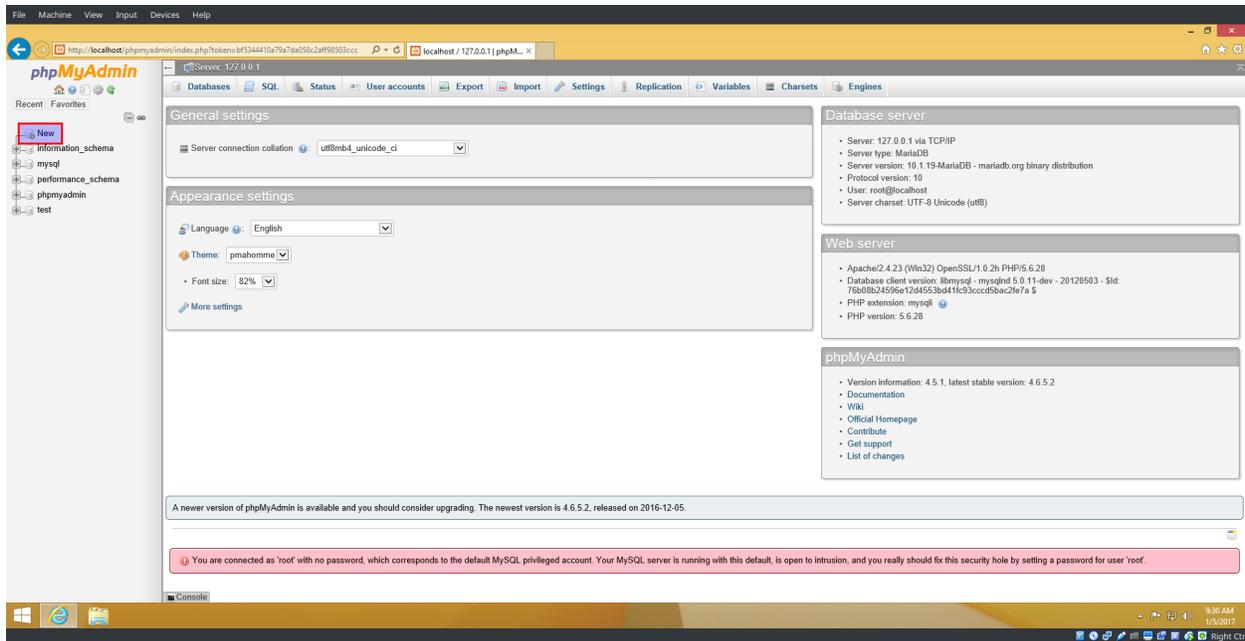
Now, to access it, your browser address will be <http://localhost/ATS>

6.5 Launch phpMyAdmin

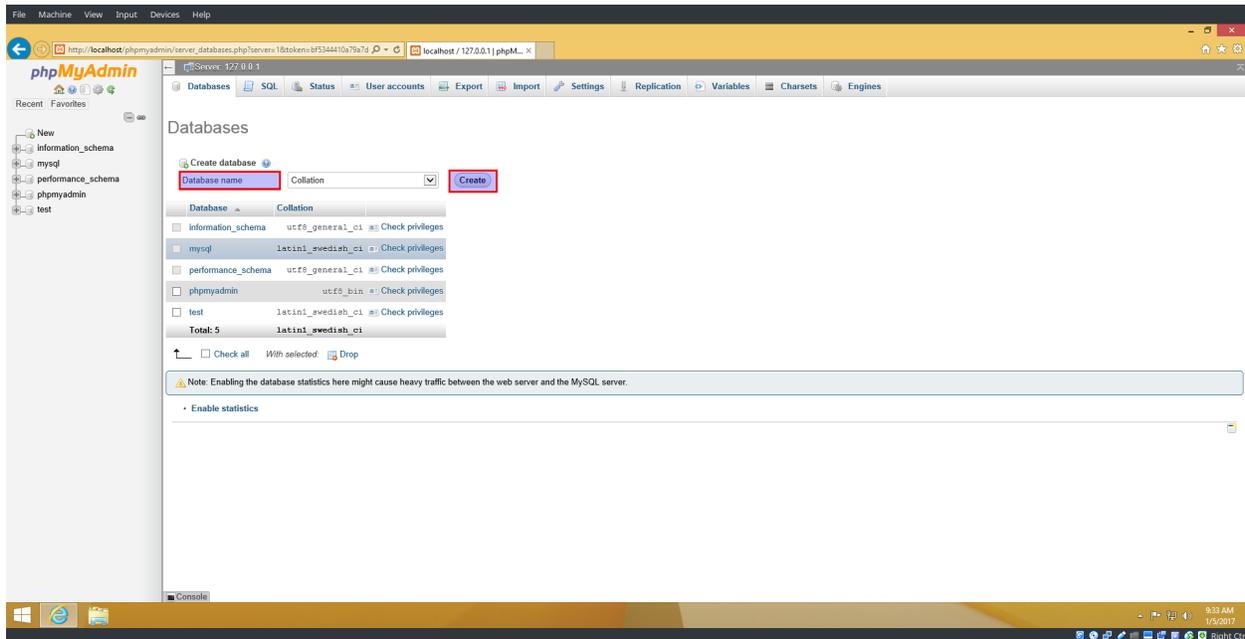
- In your browser, go to: <http://localhost/phpmyadmin/>

Note: If phpmyadmin does not load in this screen, stop and start your apache service again per the instructions above.

- On the left side, click `new` to create a new database

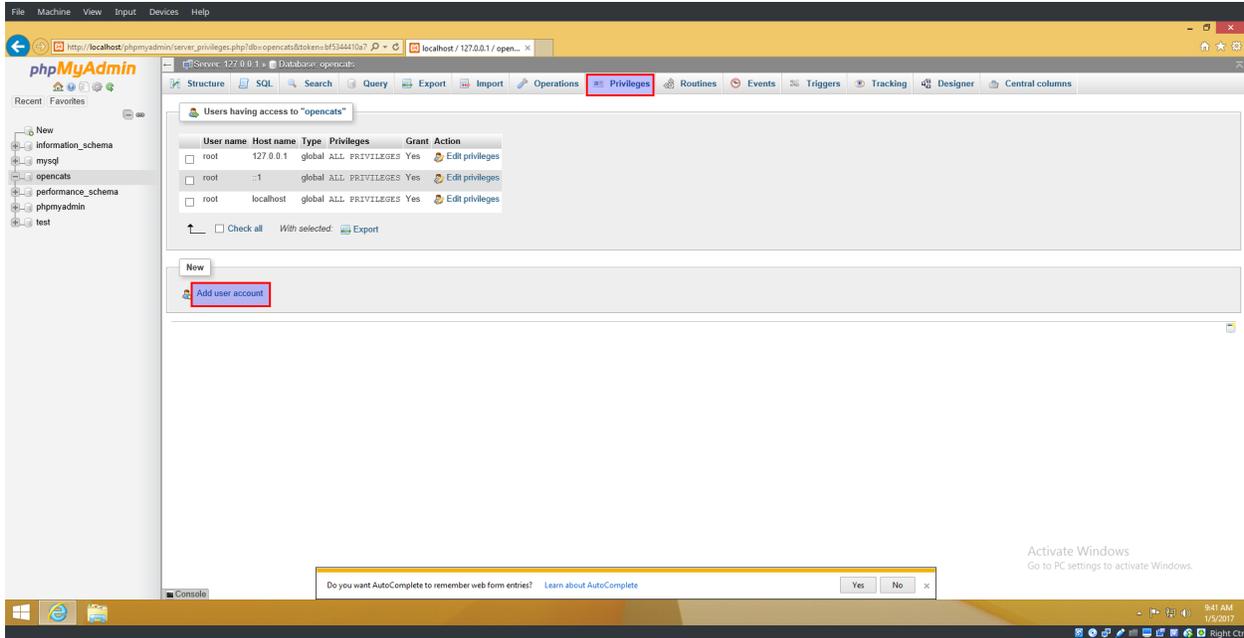


- In the box labeled database name type opencats.
- Hit create

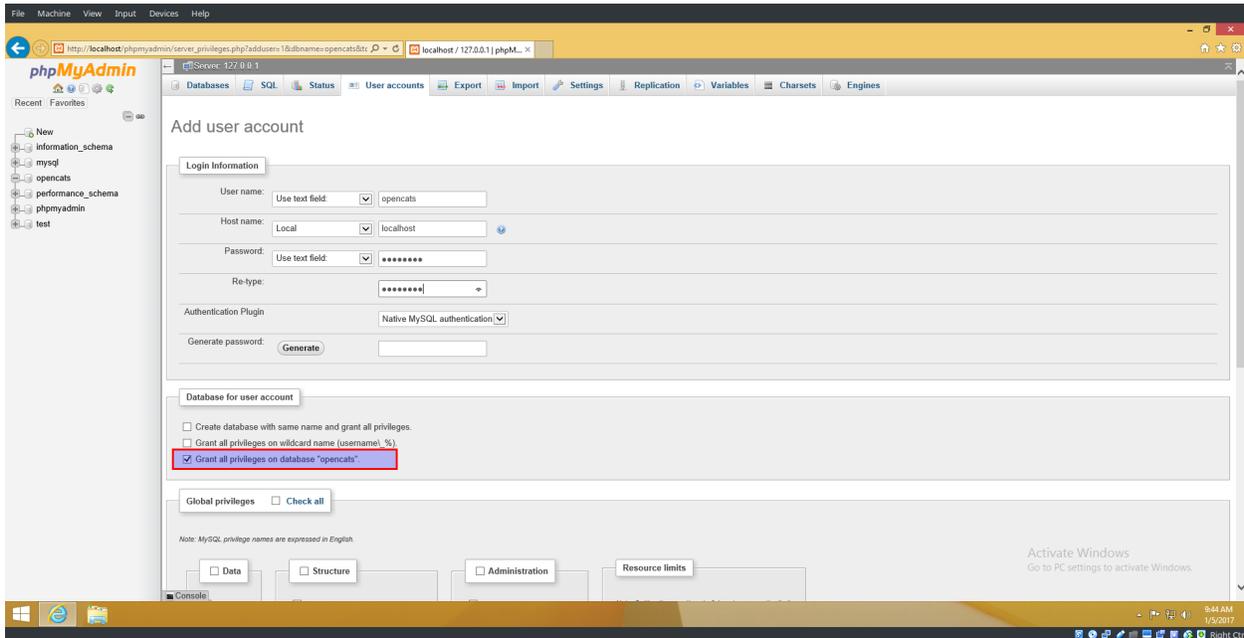


You should now see “opencats” listed among the databases on the left.

- Click the opencats database
- In the top row of tabs, on the right side of the screen, click privileges
- Click add user account



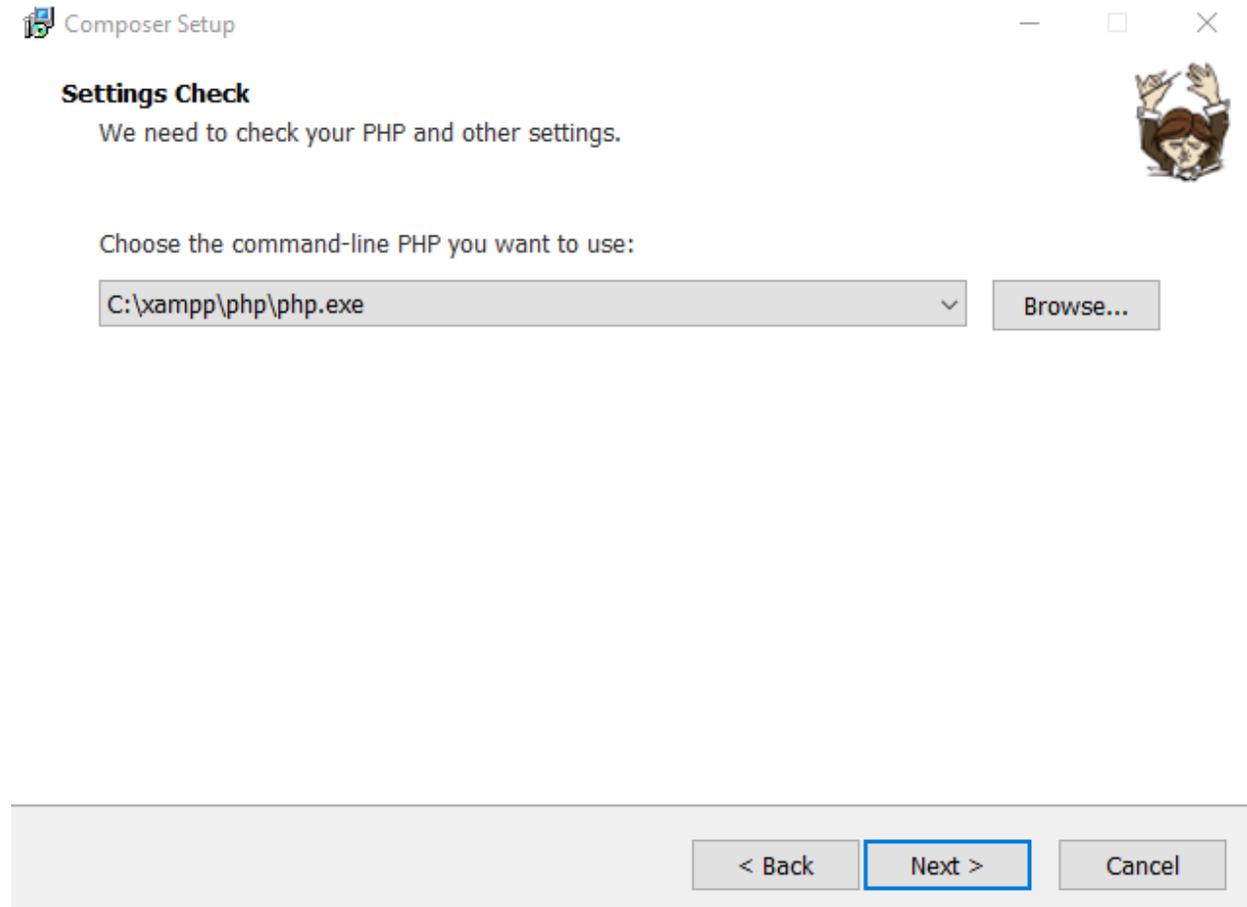
- User name, make sure use text field is selected, in the empty box next to it type `opencats`
- Host name: In the first box, select `local` from the drop-down options. The second box should say `localhost`
- Type `opencats` for the database password twice
- In the "database for user account section", confirm that the third checkbox `Grant all privileges on database "opencats"` is checked.
- Scroll down to the bottom and click `go`



6.6 Install and run Composer

- Download and install- [Composer](#)

On the settings Check screen, it should read: `C:\xampp\php\php.exe`



- In the windows search menu, type `cmd` the open a command prompt.
- Type (Or copy/paste) `cd C:\xampp\htdocs\opencats`
- Type `composer install`

Composer will install some things.

Note: If you get a composer install token error, just hit enter and it will continue without any issues.

Once composer is finished, close the command prompt and open your web browser.

6.7 Set up OpenCATS

In your Web Browser, visit <http://localhost/OpenCATS-0.9.4-3> (adjust if you renamed the OpenCATS directory). If OpenCATS has been configured correctly, you should see a page that looks like this:

OpenCATS

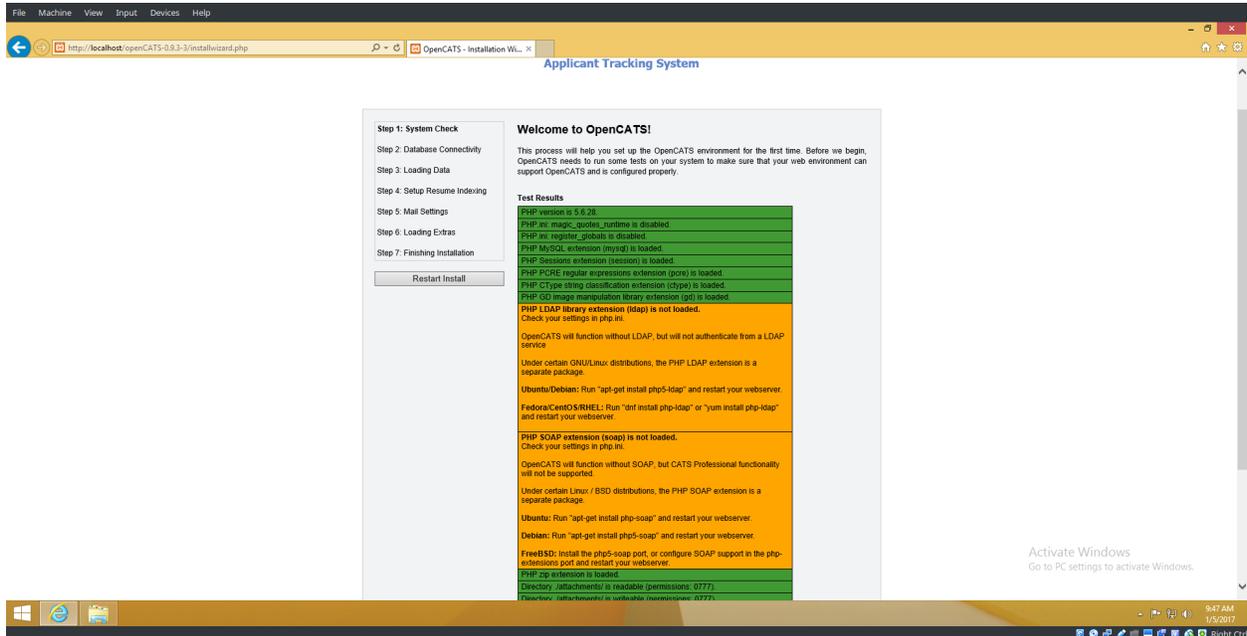
Applicant Tracking System

OpenCATS has not yet been installed, or a previous installation was not completed.
Please visit the [Installation Wizard](#) to continue.

Step 1 System Connectivity This step makes sure you have the required server environment set up correctly.

Note: Disregard the yellow errors. They are not necessary for this installation and you will not lose any OpenCATS functionality.

If you see all green and/or yellow, click **Next**



Warning: Red = Bad You can't continue the installation until a server environment issue is fixed.

Step 2 Database connectivity

Enter the following information: Database Name: opencats Database User: opencats Database Password: opencats Database Host: localhost

Click **Test Database Connectivity**

If the SQL information is set up and entered correctly, you should have all green. If you see red, something needs to

be corrected or set up correctly.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Database Configuration

The OpenCATS installer needs some information about your MySQL database to continue the installation. If you do not know this information, then please contact your website host or administrator. Please note that this is probably NOT the same as your FTP login information!

Database Name: *

Database User: *

Database Password:

Database Host: * (usually *localhost*)

Test Database Connectivity

Step 3 Loading Data

For a new installation, select `New Installation`, then `next`

Note: Demonstration Installation will auto-populate OpenCATS with general example clients, candidates, job orders, etc. There's no reason to use this in my opinion.

Note: Restore installation from backup will be covered in a future tutorial

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

New Installation (Recommended)
 Demonstration Installation
 Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

Next -->

Restart Install

Step.4-full Setup resume indexing

Unfortunately, for now, there is no resume indexing. * Click Skip this Step.

Step 5 Mail Settings

OpenCATS can send emails. If you don't want to use it, you don't have to. OpenCATS works great either way!

Choose an option from the Mail Support drop-down bar, fill the necessary information in (if you are using it) and click Next

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Mail Settings

Please enter your e-mail address (for where OpenCATS e-mails should be replied to, etc.).

E-mail: *

OpenCATS sends automatic E-Mails on different events. Please choose the mechanism for E-Mail delivery via OpenCATS.

Mail Support: *

SMTP Host: *

SMTP Port: *

SMTP Username: *

SMTP Password: *

Next -->

Restart Install

Step 6 Loading extras

Don't forget to set the time zone to your area!

Warning: If you forget to set the time zone ALL of the timestamps on every note in OpenCATS will be wrong. Set the time zone correctly. You will thank us...

Choose the date format you like best

(United States only) choose to install (if you want) zip code lookup

Click next

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Loading Extras - Localization

Please choose your time zone.
 GMT-06:00 Central Time (US and Canada)

Please choose your preferred date format.
 MM-DD-YYYY (US)

Loading Extras - Choose Extras

OpenCATS comes with some optional features. You can enable them below.

To add or remove features in the future, run the installer again.

Feature Name	Install	Do Not Install
United States Zip Code Lookup	<input type="radio"/>	<input checked="" type="radio"/>

Restart Install

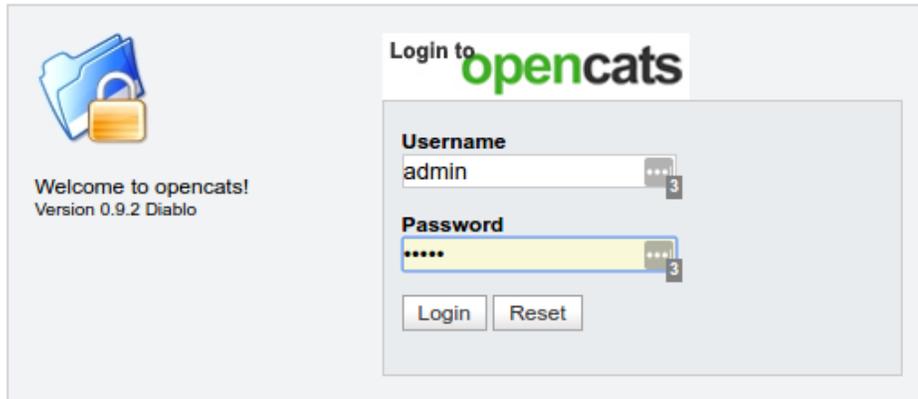
Next -->

Step 7 Finishing installation

Runs through the installation process. You should see a box and some pretty bars moving. It shouldn't take long.

Note: The default username and password are: admin/admin or admin/cats (all lowercase) depending on your OpenCATS version

Click Start OpenCATS for your login screen.



Welcome to opencats!
Version 0.9.2 Diablo

Login to **opencats**

Username
admin

Password

Login Reset

Join the Conversation - [opencats forums](#).

© 2005 - 2007 Cognizo Technologies, Inc.
Based upon original work and Powered by [CATS](#).

Success!!

Your brand new OpenCATS applicant System!

opencats
open. online. free.

CATS Administrator <admin> (testdomain.com) Administrator [Logout](#)

Dashboard | **Activities** | Job Orders | Candidates | Companies | Contacts | Lists | Calendar | Reports | Settings

Quick Search:

My Recent Calls | **My Upcoming Calls** | **My Upcoming Events**

Recent Hires

Name	Company	Recruiter	Date
NO DATA			

Hiring Overview

Weekly | Monthly | Yearly

Submissions (blue), Interviews (orange), Hires (green)

04/25 - 05/01 | 05/02 - 05/08 | 05/09 - 05/15 | 05/16 - 05/22

Important Candidates (Submitted, Interviewing, Offered in Active Job Orders) - Page 1 (0 Items)

First Name	Last Name	Status	Position	Company	Modified ▲
NO DATA					

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
© 2005 - 2007 Cognizo Technologies, Inc.

Install on Shared-hosting (Godaddy, Bluehost or similar)

You can install OpenCATS right to your shared hosting account! This way OpenCATS will be web accessible from any computer and multiple users, without the hassle of setting up and running a server.

These instructions will walk you through setting up OpenCATS on a Godaddy hosting account. Major web-hosts should be a similar process, though you may have to search and make small tweaks.

Note: There are benefits and down-sides to running your OpenCATS system through a shared hosting account. The main benefit is that OpenCATS will be web accessible to any user from any location, and not limited to your local machine. You will however lose the resume-indexing tools with a shared-hosting environment. Which means that resumes will NOT be keyword searchable.

Note: As this documentation gets updated, the OpenCATS version in the images may not match the OpenCATS versions discussed in the documentation.

7.1 Download OpenCATS to your computer

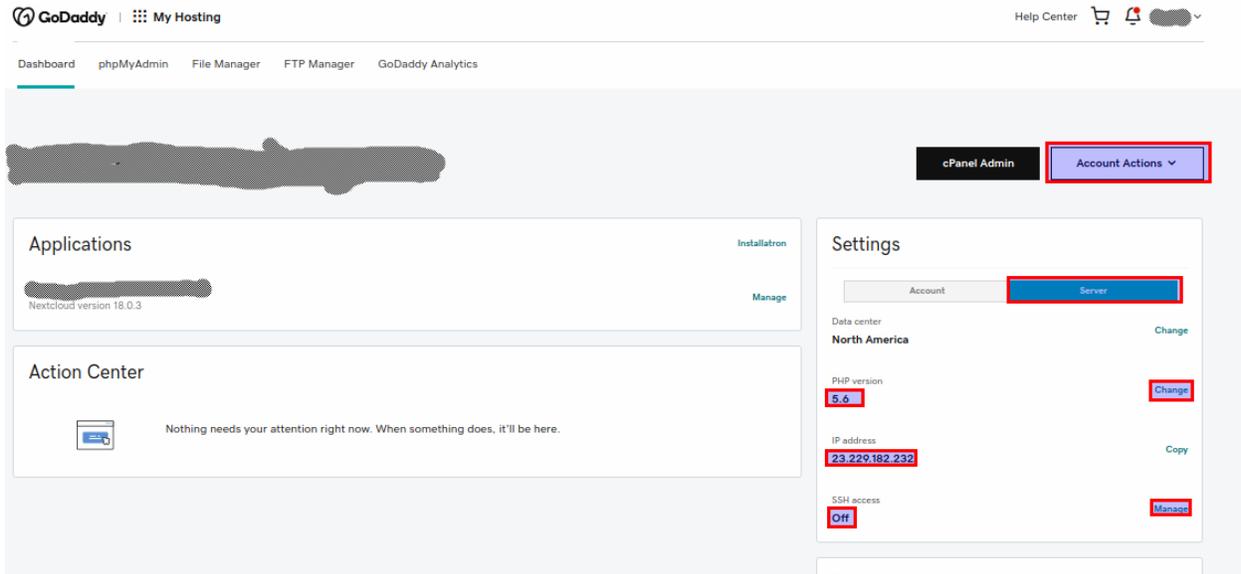
Click this link to download the OpenCATS files, we will need them later:

[OpenCATS Files](#)

7.2 GoDaddy My Hosting Dashboard

Note: All images use Godaddy for an example. If you have a different hosting provider, this will likely look a little different.

Log into your Godaddy account Scroll down to the webhosting section and click manager (on the right) It should look like this:



- In the SSH access section, click Manage
- Turn SSH access On

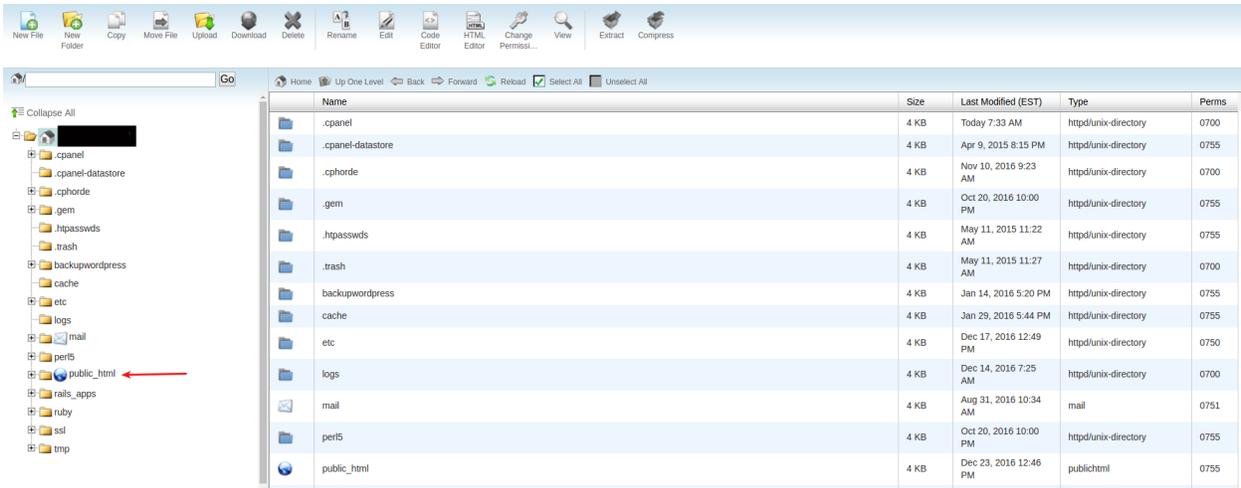
7.3 CPanel-File Manager

- Click on CPanel Admin

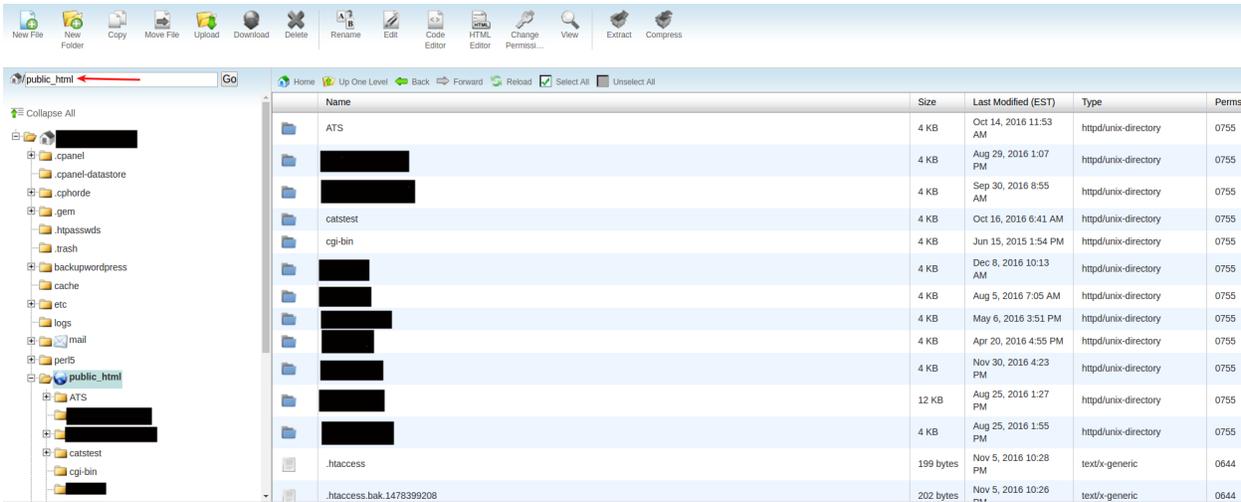
Towards the top, find the “files” section and click “File Manager”.



It will open up a new tab in your browser.

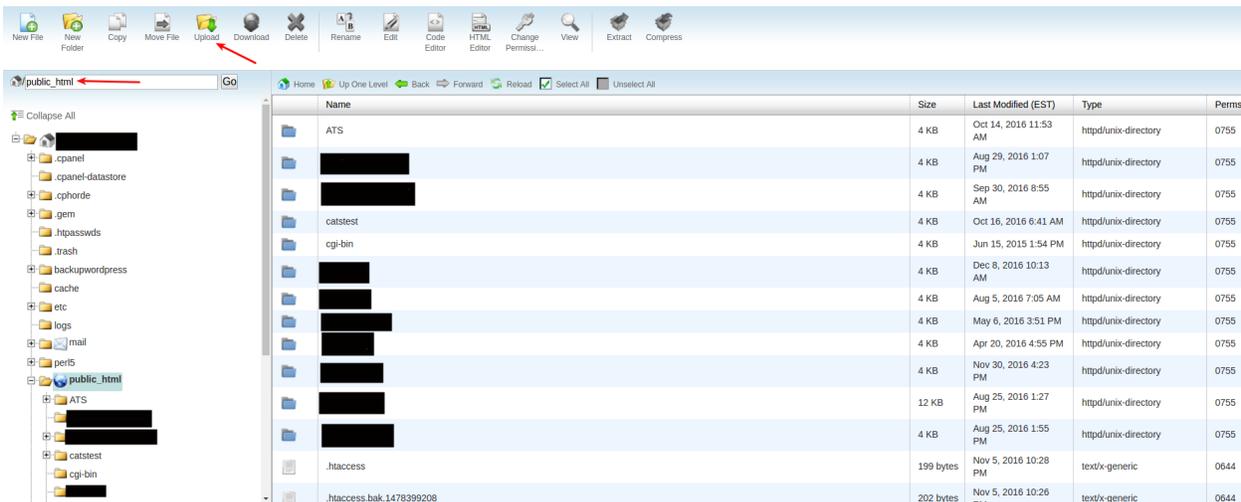


Double click on your main web directory (mine is listed as public_html)

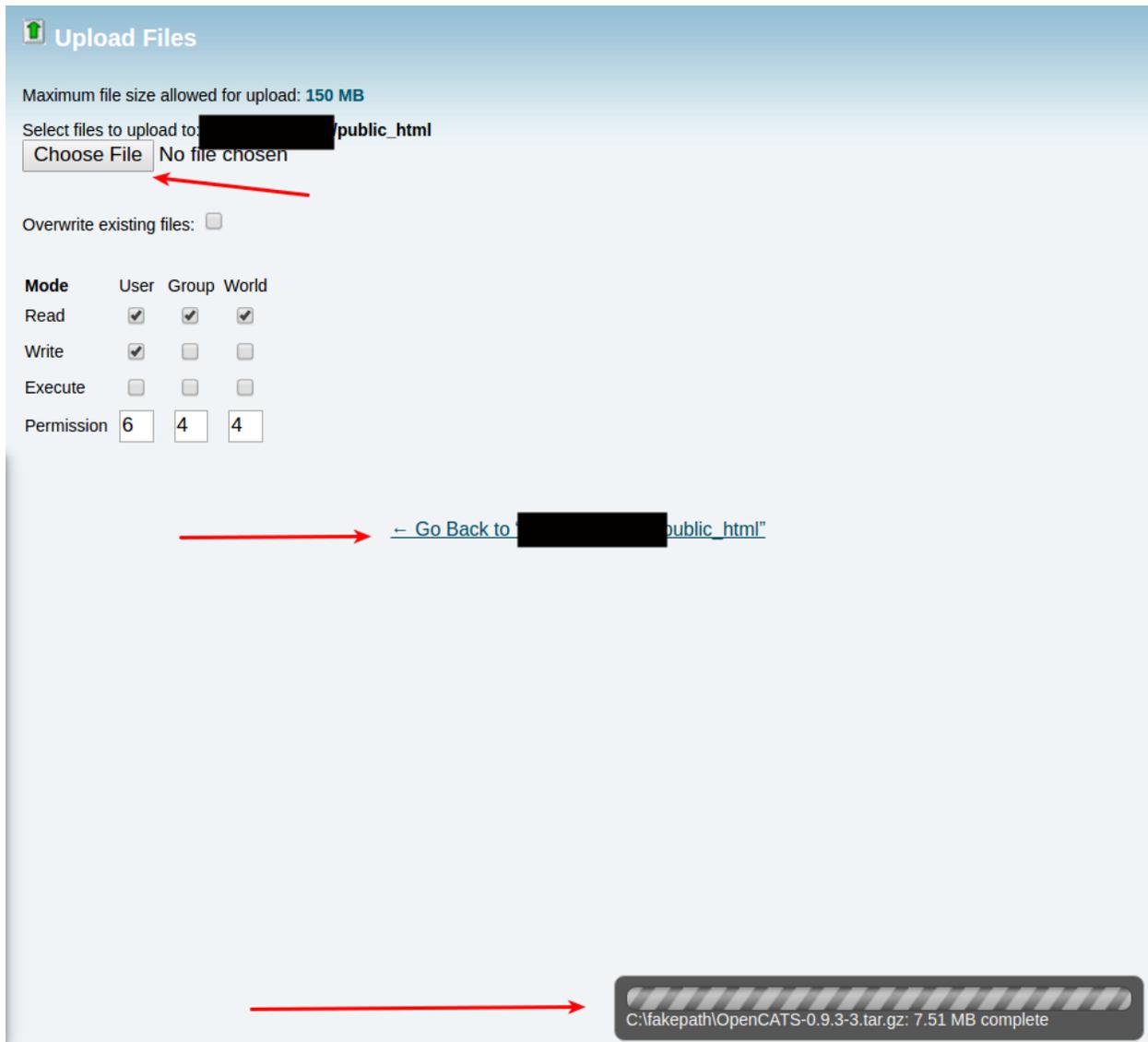


Now we need to upload the OpenCATS zip file that we downloaded into this directory

Click Upload



This should bring you to a file upload screen.



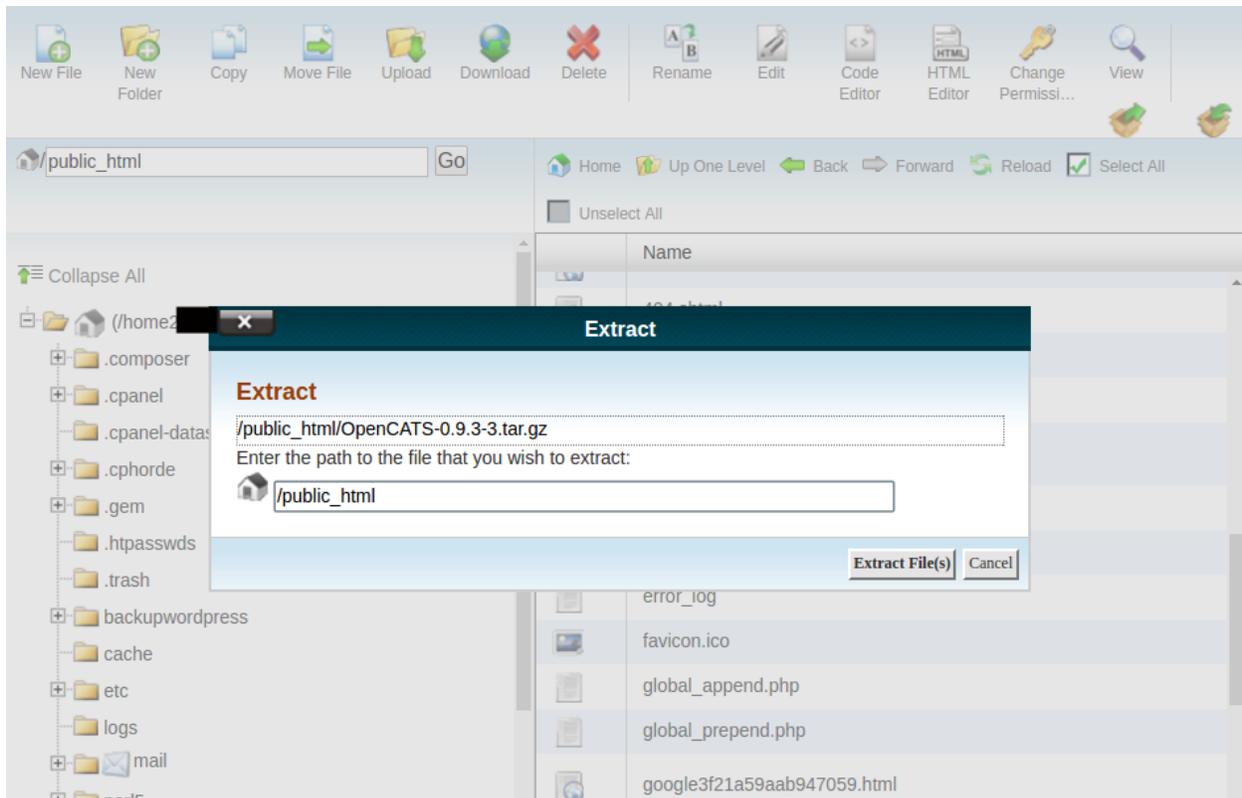
- Click Choose File
- Find the `opencats-0.9.4-full.zip` file that we downloaded and select it.

Note: Make sure you wait for the upload to complete before going back into the `public_html` folder

- When the upload is finished, click the `Go Back to public_html`
- Scroll down to the `opencats-0.9.4-3.zip` we just uploaded and click it once to highlight it.
- Click on `Extract` at the top to extract the OpenCATS files from the Zip file.

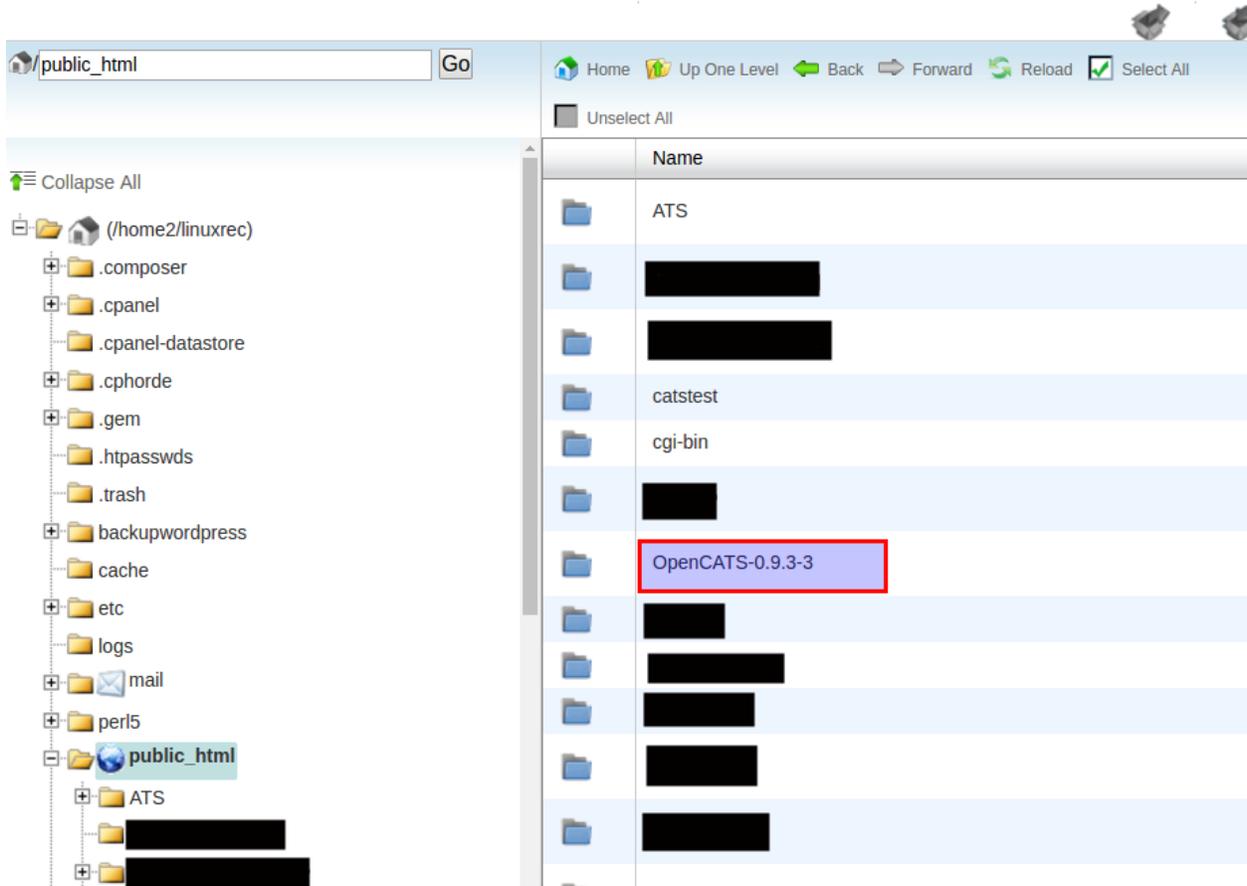


This should open a new screen:



The default address should be fine, click **Extract File(s)**

Now you should see the extracted folder `home` listed in your `public_html` directory.



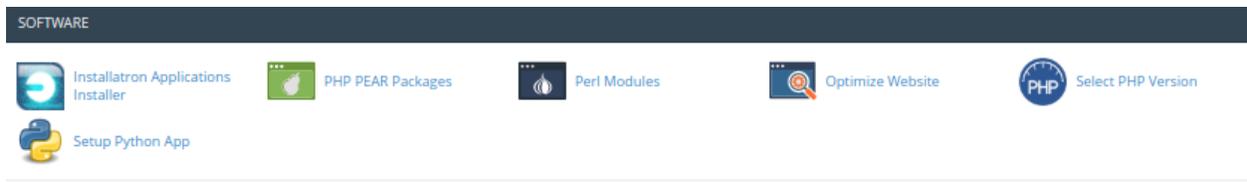
Note: If you want to rename the folder, that's ok. The folder name will be part of the web address you use to access your OpenCATS Installation.

7.4 CPanel-PHP

- Return to the main CPanel screen.

Warning: Changing PHP versions on hosting accounts MAY affect web sites or programs that are already installed. You should back up any critical websites or programs BEFORE switching PHP versions.

- Scroll down to the Software section and click on “Select PHP Version”.



This will open a screen to select what version of PHP your hosting is running. OpenCATS should have PHP 5.6.

Select the following extensions (If they are available) MySQL, PCRE, ctype, GD, LDAP, SOAP, ZIP

- Go back to the main CPanel menu

7.5 CPanel-MySQL

Note: You will need the MySQL database name, user name and password later. Make sure you write it down as you create them.

- Scroll down to the Database Tools section and click `MYSQL Database Wizard`.

- Type in a MySQL database name (whatever you want, for this I am doing “octest2”).
- Click next step.

MySQL® Database Wizard

MySQL Databases allow you to store a large amount of information in an easy to access manner. The databases themselves are not easily read by humans. MySQL databases are required by many web applications including some bulletin boards, content management systems, and others. To use a database, you'll need to create it. Only MySQL Users (different than mail or other users) that have privileges to access a database can read from or write to that database.

Step 1: Create A Database

New Database: linuxrec_ ✓

[Next Step](#)

- Enter a database username (whatever you want, for this I am doing “octest2”).
- Enter a password. For shared hosting, it should be a strong password.
- Click `Create user`.

MySQL® Database Wizard

The system successfully added the database “**linuxrec_octest2**”.

Step 2: Create Database Users

Username: linuxrec_

Note: -9 characters max.

Password:

Reenter Password:

Strength [\(Why?\)](#):

[Password Generator](#)

[Create User](#)

[← Go Back](#)

[← Go Back to the Main MySQL Databases Interface](#)

- Check `All` privileges.
- Click `Next step`.

Note: Some hosting services will add account specific things to MySQL usernames and database names. Note the red box in the image below. THESE will be the user names and database names we enter into our OpenCATS system.

MySQL® Database Wizard

You successfully created a MySQL user named “**linuxrec_octest2**”.

Step 3: Add a User to the Database

User: **linuxrec_octest2**
Database: **linuxrec_octest2**

<input checked="" type="checkbox"/> ALL PRIVILEGES	
<input checked="" type="checkbox"/> ALTER	<input checked="" type="checkbox"/> ALTER ROUTINE
<input checked="" type="checkbox"/> CREATE	<input checked="" type="checkbox"/> CREATE ROUTINE
<input checked="" type="checkbox"/> CREATE TEMPORARY TABLES	<input checked="" type="checkbox"/> CREATE VIEW
<input checked="" type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DROP
<input checked="" type="checkbox"/> EVENT	<input checked="" type="checkbox"/> EXECUTE
<input checked="" type="checkbox"/> INDEX	<input checked="" type="checkbox"/> INSERT
<input checked="" type="checkbox"/> LOCK TABLES	<input checked="" type="checkbox"/> REFERENCES
<input checked="" type="checkbox"/> SELECT	<input checked="" type="checkbox"/> SHOW VIEW
<input checked="" type="checkbox"/> TRIGGER	<input checked="" type="checkbox"/> UPDATE

Next Step

If everything has been done correctly, you should be done in your web hosting account.

- Open your web browser

7.6 SSH and Run Composer

Download and install Putty (A program that allows you to SSH into the shared hosting server) Putty-Download <<https://www.chiark.greenend.org.uk/~sgtatham/putty/latest.html>> ‘ _

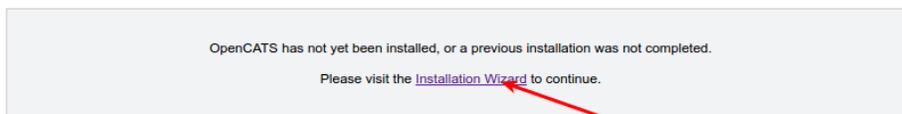
For Ubuntu, in terminal type: `sudo apt install putty`

7.7 Install the OpenCATS software

In your browser, go to `yourdomainname.com/OpenCATS` (if you changed the main directory name, replace OpenCATS with the new name).

Note: If you have already attempted to install OpenCATS and the installer doesn’t load, check to see if there is a file called ‘INSTALL_BLOCK’ in the OpenCATS directory. Delete it to allow the installer to run.

Click: `Installation Wizard`



Step 1: System Connectivity

This step makes sure you have the required server environment set up correctly.

Note: Green = good.

Note: Yellow = OpenCATS will work, but some functions may not. Common yellow errors on shared hosting are for LDAP and SOAP extensions. These extensions are not necessary and you do not lose any functionality.

Warning: Red = Bad You can’t continue the installation until a server environment issue is fixed.

If you see all green and/or yellow, click `Next`

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

[Restart Install](#)

Welcome to OpenCATS!

This process will help you set up the OpenCATS environment for the first time. Before we begin, OpenCATS needs to run some tests on your system to make sure that your web environment can support OpenCATS and is configured properly.

Test Results

PHP version is 5.5.9-1ubuntu4.20.
PHP.ini: magic_quotes_runtime is disabled.
PHP.ini: register_globals is disabled.
PHP MySQL extension (mysql) is loaded.
PHP Sessions extension (session) is loaded.
PHP PCRE regular expressions extension (pcre) is loaded.
PHP CType string classification extension (ctype) is loaded.
PHP GD image manipulation library extension (gd) is loaded.
PHP LDAP library extension (ldap) is loaded.
PHP SOAP extension (soap) is loaded.
PHP zip extension is loaded.
Directory ./attachments/ is readable (permissions: 0770).
Directory ./attachments/ is writeable (permissions: 0770).
Creating a file within ./attachments/ succeeded.
Directories can be created inside ./attachments//.
Configuration file ./config.php is writable.
Creating a file within ./ succeeded.
All tests passed successfully!

[Next ->](#)

Step 2: Database connectivity

Enter your OpenCATS MySQL/MariaDB database name, MySQL/MariaDB database username, MySQL/MariaDB database password, and MySQL/MariaDB database host address in these boxes.

Note: If you are running OpenCATS locally on your computer, or on some shared hosts, the host address will be localhost. If your server, VPS (some shared hosting too), you will need to enter the specific address to access.

Click `Test Database Connectivity`

Note: I usually get red the first few tries after click the `test database connectivity` button. If you try more than a couple times and it stays red, you have either entered your MySQL/Mariadb information incorrectly, or you have set your MySQL/MariaDB database up incorrectly. It needs to be corrected before proceeding.

OpenCATS

Applicant Tracking System

The screenshot shows the 'Database Configuration' step of the OpenCATS installer. On the left, a vertical list of steps is shown, with 'Step 2: Database Connectivity' highlighted. Below the list is a 'Restart Install' button. The main area contains the following text and form fields:

Database Configuration

The OpenCATS installer needs some information about your MySQL database to continue the installation. If you do not know this information, then please contact your website host or administrator. Please note that this is probably NOT the same as your FTP login information!

Database Name: *

Database User: *

Database Password:

Database Host: * (usually *localhost*)

At the bottom, there is a 'Test Database Connectivity' button.

Step 3: Loading Data

For a new installation, select `New Installation`, then `next`

Note: `Demonstration Installation` will auto-populate OpenCATS with general example clients, candidates, job orders, etc. There's no reason to use this in my opinion.

Note: `Restore installation from backup` will be covered in a future tutorial

OpenCATS

Applicant Tracking System

The screenshot shows the 'Loading Data - Empty Database' step of the OpenCATS installer. On the left, a vertical list of steps is shown, with 'Step 3: Loading Data' highlighted. Below the list is a 'Restart Install' button. The main area contains the following text and form elements:

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

- New Installation (Recommended)
- Demonstration Installation
- Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

At the bottom right, there is a 'Next -->' button.

Step 4 Setup resume indexing

For a shared hosting environment, you can not use the resume indexing tools. You need root access to install these programs and most shared hosts do not allow that. Occasionally, with a smaller hosting company, you can contact them and request the programs be installed and they will do that.

- Click Skip this step

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Resume Indexing Configuration

OpenCATS can index resumes for advanced searching with the assistance of external document processing software. You need to configure the software below to enable resume indexing.

[Where can I get this software?](#)

.doc file (Microsoft Word Document)
 Path to Antword Executable:

.pdf file (Adobe Acrobat Document)
 Path to PDFToText Executable:

.html file (Hypertext Markup Document)
 Path to Html2Text Executable:

.rtf file (Rich Text Document)
 Path to UnRTF Executable:

Test Results

Antword binary '/path/to/antword' does not exist.

Pdfotext binary '/path/to/pdfotext' does not exist.

Html2Text binary '/path/to/html2text' does not exist.

UnRTF depends on Html2Text and can not execute.

One or more tests failed. Please correct the errors and try again.

If you have any questions, visit the OpenCATS forums at <http://www.opencats.org/forums/>.

Step 5 Mail Settings

OpenCATS can send emails. If you don't want to use it, you don't have to. OpenCATS works great either way!

If you do not know what your settings are, or don't want the mail functionality in OpenCATS, click the drop-down bar and select None.

Choose an option from the Mail Support drop-down bar, fill the necessary information in (if you are using it) and click Next

OpenCATS

Applicant Tracking System

The screenshot shows the 'Mail Settings' step of the OpenCATS installation. On the left, a vertical list of steps is shown, with 'Step 5: Mail Settings' highlighted. Below the list is a 'Restart Install' button. The main area is titled 'Mail Settings' and contains the following text and fields:

- Text: 'Please enter your e-mail address (for where OpenCATS e-mails should be replied to, etc.).'
- Field: 'E-mail: *' with the value 'admin@testdomain.com'.
- Text: 'OpenCATS sends automatic E-Mails on different events. Please choose the mechanism for E-Mail delivery via OpenCATS.'
- Field: 'Mail Support: *' with a dropdown menu set to 'SMTP w/Authorization'.
- Field: 'SMTP Host: *' with the value 'localhost'.
- Field: 'SMTP Port: *' with the value '587'.
- Field: 'SMTP Username: *' with the value 'user'.
- Field: 'SMTP Password: *' with the value 'password'.
- Button: 'Next -->' at the bottom right.

Step 6 Loading extras

Don't forget to set the time zone to your area!

Warning: If you forget to set the time zone ALL of the timestamps on every note in OpenCATS will be wrong. Set the time zone correctly. You will thank us...

Choose the date format you like best

(United States only) choose to install (if you want) zip code lookup

Click next

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Restart Install

Loading Extras - Localization

Please choose your time zone.
GMT-06:00 Central Time (US and Canada)

Please choose your preferred date format.
MM-DD-YYYY (US)

Loading Extras - Choose Extras

OpenCATS comes with some optional features. You can enable them below.
To add or remove features in the future, run the installer again.

Feature Name	Install	Do Not Install
United States Zip Code Lookup	<input type="radio"/>	<input checked="" type="radio"/>

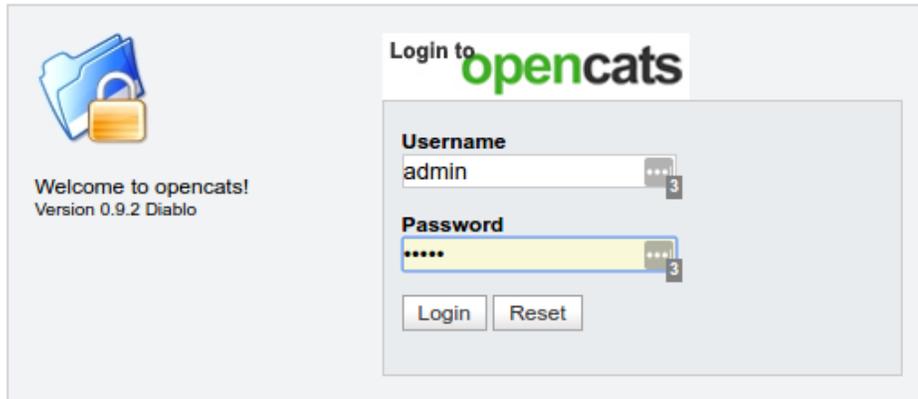
Next -->

Step 7 Finishing installation

Runs through the installation process. You should see a box and some pretty bars moving. It shouldn't take long.

Note: The default username and password are: admin/admin (all lowercase)

Click Start OpenCATS for your login screen.



Welcome to opencats!
Version 0.9.2 Diablo

Login to **opencats**

Username
admin

Password

Login Reset

Join the Conversation - [opencats forums](#).

© 2005 - 2007 Cognizo Technologies, Inc.
Based upon original work and Powered by [CATS](#).

Success!!

Your brand new OpenCATS applicant System!

The screenshot shows the OpenCATS dashboard interface. At the top left is the logo 'opencats open. online. free.'. At the top right, there is a 'Logout' link and the user information 'CATS Administrator <admin> (testdomain.com) Administrator'. Below this is a navigation menu with tabs for Dashboard, Activities, Job Orders, Candidates, Companies, Contacts, Lists, Calendar, Reports, and Settings. A 'Quick Search' field is located below the navigation menu. The main content area is divided into several sections: 'My Recent Calls', 'My Upcoming Calls', and 'My Upcoming Events'. Below these are 'Recent Hires' and 'Hiring Overview'. The 'Recent Hires' section contains a table with columns 'Name', 'Company', 'Recruiter', and 'Date', which is currently empty and displays 'NO DATA'. The 'Hiring Overview' section contains a bar chart with a legend for 'Submissions' (blue), 'Interviews' (orange), and 'Hires' (green). The chart shows data for four time periods: 04/25 - 05/01, 05/02 - 05/08, 05/09 - 05/15, and 05/16 - 05/22. The chart also displays 'NO DATA'. Below the chart is a section for 'Important Candidates (Submitted, Interviewing, Offered in Active Job Orders) - Page 1 (0 Items)'. This section contains a table with columns 'First Name', 'Last Name', 'Status', 'Position', 'Company', and 'Modified', which is also empty and displays 'NO DATA'.

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
© 2005 - 2007 Cognizo Technologies, Inc.

Warning: Now you have a shiny, new Applicant tracking system...change your admin password...RIGHT...NOW. Click Settings then change password. Do...it...right...now.

OS X - OpenCATS Installation Instructions

8.1 OS X Prerequisites

Installation instructions are given for the MAMP default install environment only. Requires OS X 10.10.5 or later.

8.2 Downloading software and preparing your system

- Download and install - [MAMP](#)
- Download - [OpenCATS-0.9.4-full](#)
- Extract the files to : `/Applications/MAMP/htdocs`

8.3 Configure and start MAMP

Start MAMP ([First steps](#))

- On your MAMP click on [Preferences](#)
- Configure MAMP based on [MAMP instructions](#)

Configure Web Server

- Go to the Web Server tab
- Select Apache or Nginx (whichever is preferred)
- Select Document root - `/Applications/MAMP/htdocs`

Setup PHP version

- Click the php tab
- Select php version 5.6.X

Warning: OpenCATS does not currently support php7. It must be 5.6.X

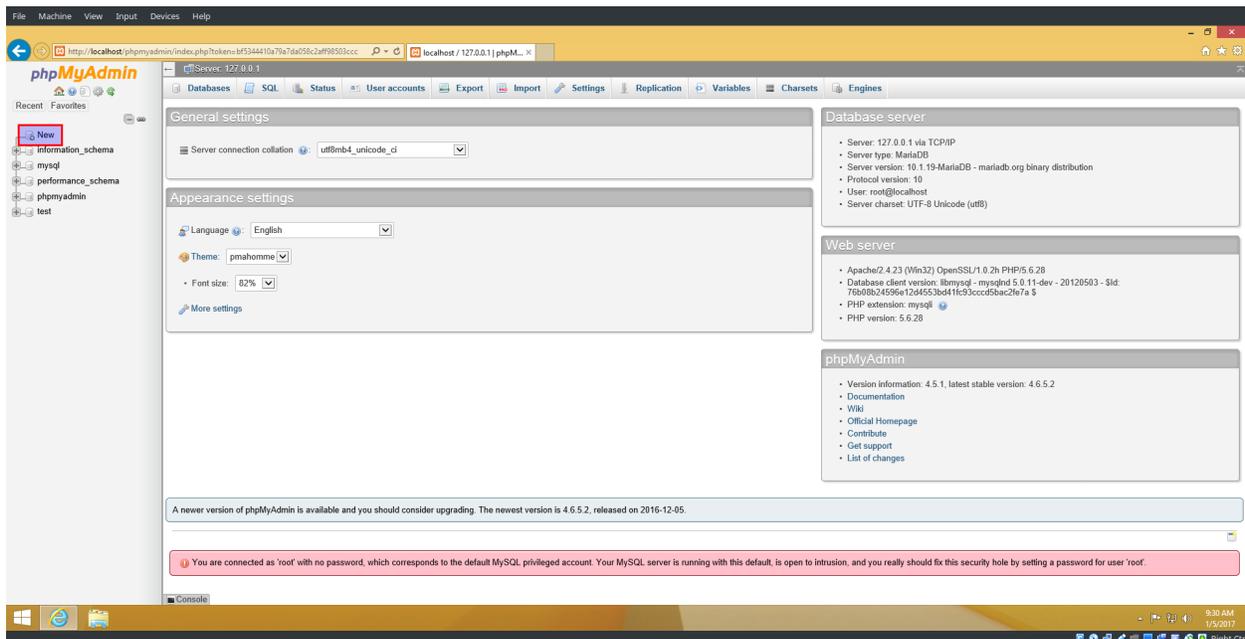
Note: if php 5.6.X is not in the options (free version supports only 2 php versions), it is necessary to define ‘latest’ versions.

Setup available PHP versions:

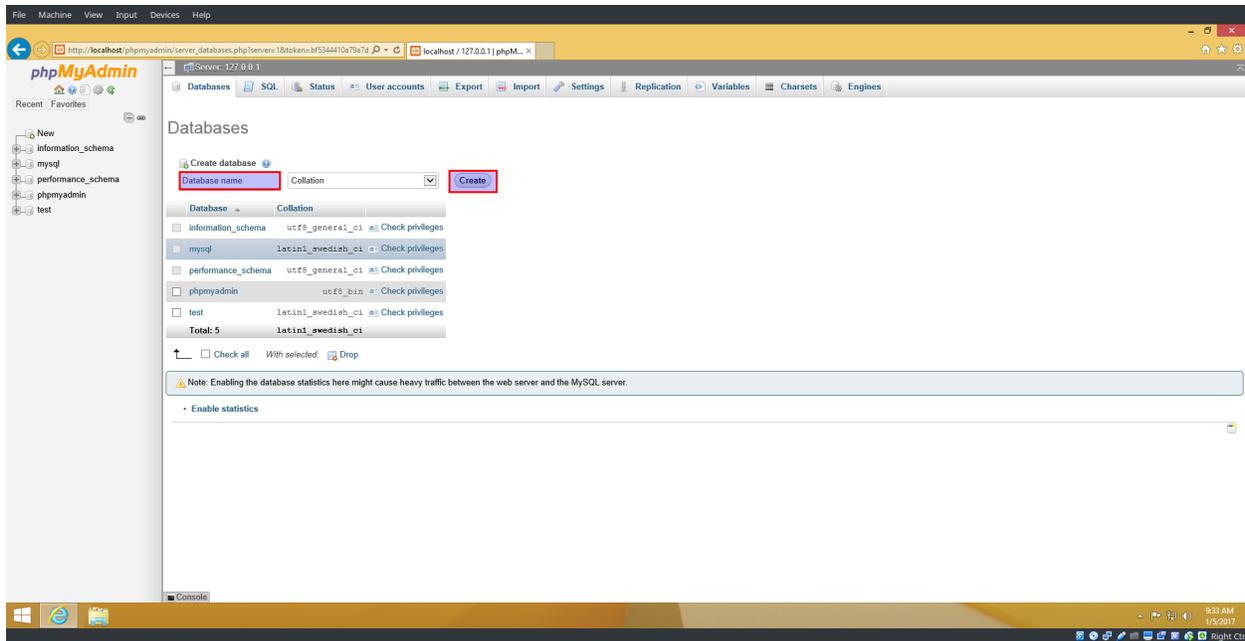
- Open terminal
- Go to /Applications/MAMP/bin/php/ directory
- List php versions `ls`
- Only the last two php versions listed with above command are displayed in the MAMP
- It is necessary to rename unwanted versions to move them to the beginning of the list. Example: php5.6.1 and php5.6.15, then rename like this `php5.6.15 to aphp5.6.15 (mv php5.6.15 aphp5.6.15)`
- Close and start MAMP, you should see in preferences php versions as changed.

8.4 Create database

- On your MAMP click on Open WebStart Page
- It will open a browser with the MAMP dashboard
- From Tools select phpMyAdmin
- It opens phpMyAdmin in browser
- On the left side, click new to create a new database

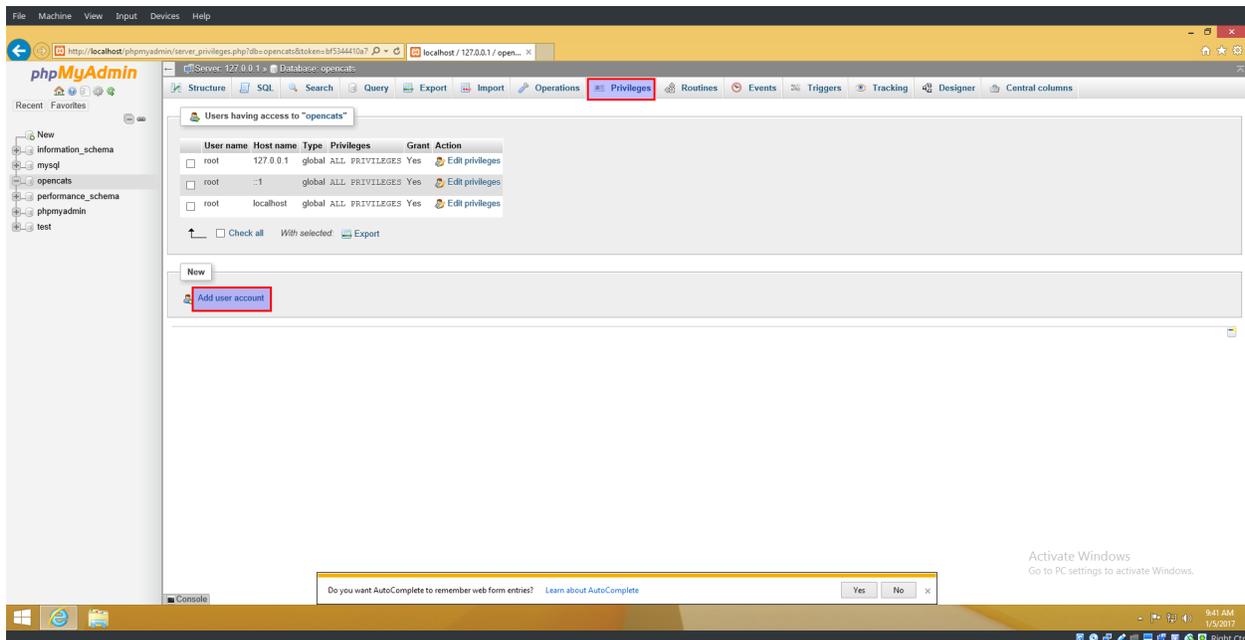


- In the box labeled database name type `opencats`.
- Hit create



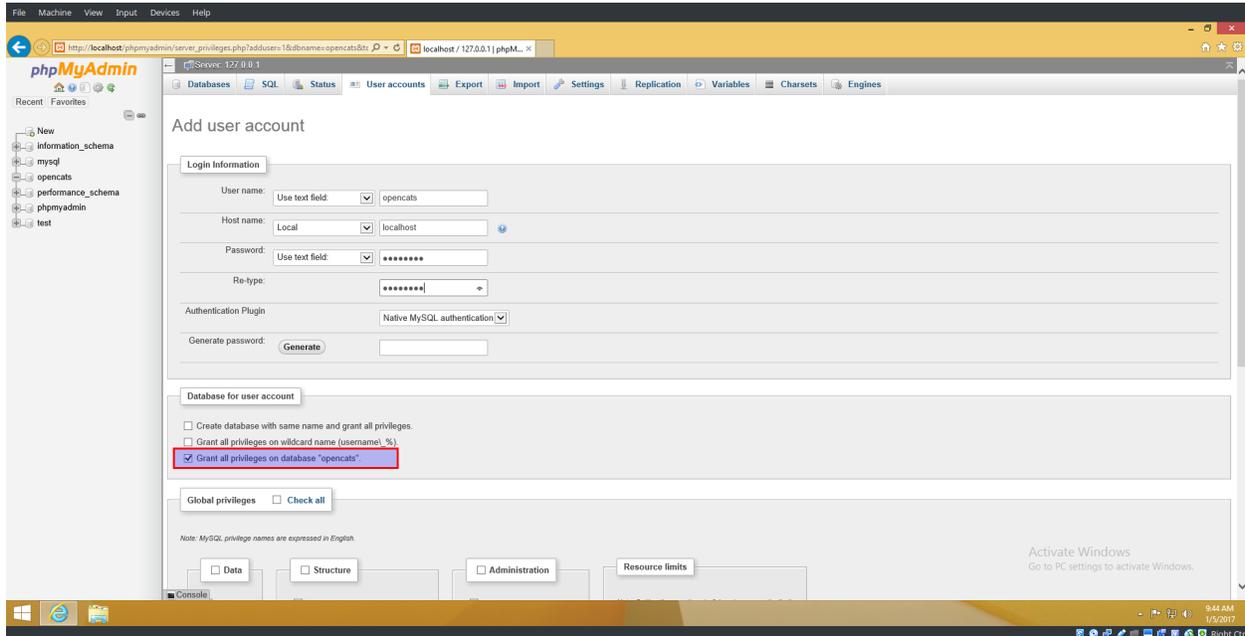
You should now see “opencats” listed among the databases on the left.

- Click the opencats database
- In the top row of tabs, on the right side of the screen, click `privileges`
- Click `add user account`



- User name, make sure use `text` field is selected, in the empty box next to it type `opencats`
- Host name: In the first box, select `local` from the drop-down options. The second box should say `localhost`
- Type `opencats` for the database password twice
- In the “database for user account section”, confirm that the third checkbox `Grant all privileges on database "opencats"` is checked.

- Scroll down to the bottom and click `go`



8.5 Moving your OpenCATS Applicant Tracking System directory.

The current default directory name for the OpenCATS files is `/Applications/MAMP/htdocs/home`.

- Go to: `/Applications/MAMP/htdocs/travis/build/opencats`
- Right click on the OpenCATS directory, select `cut`.
- Go to: `/Applications/MAMP/htdocs`, right click and select `paste`. We have moved the main OpenCATS directory into the `htdocs` directory.
- Right click on the `home` directory and delete it. We don't need it anymore.
- Double click on the OpenCATS directory to go into it.
- Right click on the `INSTALL_Block` directory and delete it. The `INSTALL_BLOCK` file or folder will prevent OpenCATS from being installed on your system.

8.6 OPTIONAL - Renaming your OpenCATS directory

The current default directory name for the OpenCATS files is `opencats`. This will result in the web address in your browser being `http://localhost/opencats`

If you want to rename the main OpenCATS directory to something else, you can.

- Simply navigate to `/Applications/MAMP/htdocs/`
- Right click on the OpenCATS directory
- Click `rename`
- Rename the directory whatever you want (example: `ATS`)

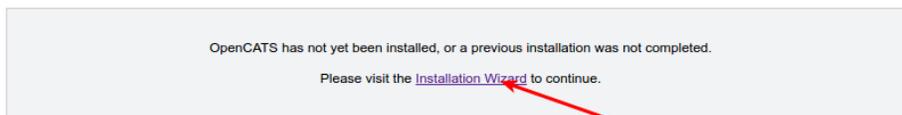
Now, to access it, your browser address will be `http://localhost/ATS`

8.7 Set up OpenCATS

- On your MAMP click on Open WebStart Page
- It will open a browser with MAMP dashboard
- From the menu, choose My Website
- It will open the OpenCATS installation page in the browser.

If OpenCATS has been configured correctly, you should see a page that looks like this:

OpenCATS Applicant Tracking System



Step 1 System Connectivity This step makes sure you have the required server environment set up correctly.

Note: Disregard the yellow errors. They are not necessary for this installation and you will not lose any OpenCATS functionality.

If you see all green and/or yellow, click **Next**

Welcome to OpenCATS!

This process will help you set up the OpenCATS environment for the first time. Before we begin, OpenCATS needs to run some tests on your system to make sure that your web environment can support OpenCATS and is configured properly.

Test Results

PHP version is 5.6.28	Green
PHP ini magic_quotes_runtime is disabled	Green
PHP ini register_globals is disabled	Green
PHP MySQL extension (mysql) is loaded	Green
PHP Sessions extension (session) is loaded	Green
PHP PCRE regular expressions extension (pcre) is loaded	Green
PHP ctype string classification library extension (ctype) is loaded	Green
PHP GD image manipulation library extension (gd) is loaded	Green
PHP LDAP library extension (ldap) is not loaded. Check your settings in php.ini	Yellow
OpenCATS will function without LDAP, but will not authenticate from a LDAP service Under certain GNU/Linux distributions, the PHP LDAP extension is a separate package Ubuntu/Debian: Run "apt-get install php5-ldap" and restart your webserver Fedora/CentOS/RHEL: Run "dnf install php-ldap" or "yum install php-ldap" and restart your webserver	Yellow
PHP SOAP extension (soap) is not loaded. Check your settings in php.ini	Yellow
OpenCATS will function without SOAP, but CATS Professional functionality will not be supported Under certain Linux / BSD distributions, the PHP SOAP extension is a separate package Ubuntu: Run "apt-get install php-soap" and restart your webserver Debian: Run "apt-get install php5-soap" and restart your webserver	Yellow
FreeBSD: Install the php5-soap port, or configure SOAP support in the php-extensions port and restart your webserver.	Green
PHP cURL extension is loaded	Green
Directory "attachments" is readable (permissions: 0777)	Green
Directory "data/attachments" is readable (permissions: 0777)	Green

Restart Install

Warning: Red = Bad You can't continue the installation until a server environment issue is fixed.

Step 2 Database connectivity

Enter the following information: Database Name: opencats Database User: opencats Database Password: opencats Database Host: localhost

Click Test Database Connectivity

If the SQL information is set up and entered correctly, you should have all green. If you see red, something needs to be corrected or set up correctly.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Database Configuration

The OpenCATS installer needs some information about your MySQL database to continue the installation. If you do not know this information, then please contact your website host or administrator. Please note that this is probably NOT the same as your FTP login information!

Database Name: * cats_dev

Database User: * cats

Database Password: password

Database Host: * localhost (usually localhost)

Test Database Connectivity

Step 3 Loading Data

For a new installation, select New Installation, then next

Note: Demonstration Installation will auto-populate OpenCATS with general example clients, candidates, job orders, etc. There's no reason to use this in my opinion.

Note: Restore installation from backup will be covered in a future tutorial

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

New Installation (Recommended)
 Demonstration Installation
 Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

Next -->

Step 4 Setup resume indexing

Unfortunately, for now, there is no resume indexing. - Click Skip this Step.

Step 5 Mail Settings

OpenCATS can send emails. If you don't want to use it, you don't have to. OpenCATS works great either way!

Choose an option from the Mail Support drop-down bar, fill the necessary information in (if you are using it) and click Next

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Mail Settings

Please enter your e-mail address (for where OpenCATS e-mails should be replied to, etc.).

E-mail: *

OpenCATS sends automatic E-Mails on different events. Please choose the mechanism for E-Mail delivery via OpenCATS.

Mail Support: *

SMTP Host: *

SMTP Port: *

SMTP Username: *

SMTP Password: *

Next -->

Step 6 Loading extras

Don't forget to set the time zone to your area!

Warning: If you forget to set the time zone ALL of the timestamps on every note in OpenCATS will be wrong. Set the time zone correctly. You will thank us...

Choose the date format you like best

(United States only) choose to install (if you want) zip code lookup

Click next

OpenCATS

Applicant Tracking System

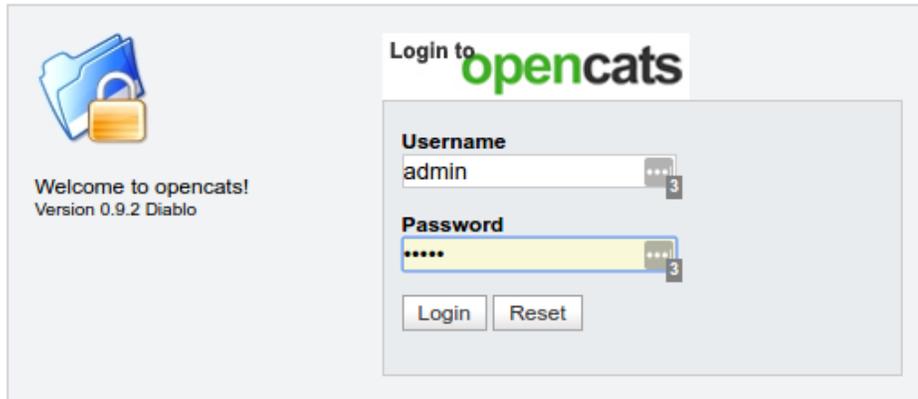
Feature Name	Install	Do Not Install
United States Zip Code Lookup	<input type="radio"/>	<input checked="" type="radio"/>

Step 7 Finishing installation

Runs through the installation process. You should see a box and some pretty bars moving. It shouldn't take long.

Note: The default username and password are: admin/admin or admin/cats (all lowercase) depending on your OpenCATS version

Click Start OpenCATS for your login screen.



Welcome to opencats!
Version 0.9.2 Diablo

Login to **opencats**

Username
admin

Password

Login Reset

Join the Conversation - [opencats forums](#).

© 2005 - 2007 Cognizo Technologies, Inc.
Based upon original work and Powered by [CATS](#).

Success!!

Your brand new OpenCATS applicant System!

opencats
open. online. free.

CATS Administrator <admin> (testdomain.com) Administrator [Logout](#)

Dashboard | **Activities** | Job Orders | Candidates | Companies | Contacts | Lists | Calendar | Reports | Settings

Quick Search:

My Recent Calls | **My Upcoming Calls** | **My Upcoming Events**

Recent Hires

Name	Company	Recruiter	Date
NO DATA			

Hiring Overview

Weekly
Monthly
Yearly

Submissions
Interviews
Hires

Important Candidates (Submitted, Interviewing, Offered in Active Job Orders) - Page 1 (0 Items)

First Name	Last Name	Status	Position	Company	Modified ▲
NO DATA					

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
© 2005 - 2007 Cognizo Technologies, Inc.

Install Scripts-Linux

These install scripts will dramatically reduce the time and effort necessary for installing OpenCATS on a Linux system. HOWEVER, there are some very specific requirements that must be met for using these scripts. If you don't meet these requirements, there is no telling what can happen to any web-software that you are running from the system you use this script on.

Warning: These scripts are ONLY for Linux systems that do not have Apache, MySQL/MariaDB and PHP installed. This will install a full lamp stack from scratch. It will likely wipe out any existing settings that are in place. I can not stress this enough.

This script is updated for OpenCATS-0.9.4-3.

Having gotten that out of the way, let's proceed.

Open a terminal

Note: If you get a wget error, install wget. `sudo apt-get install wget` in Ubuntu and Debian, `sudo yum install wget` in CentOS.

9.1 Get the correct script for your distribution

Wget the install script for your Distro by typing/copy-paste the following into your terminal.

```
Ubuntu      16.04:          $ wget https://raw.githubusercontent.com/opencats/
OpenCATS-Installation-Scripts/master/Ubuntu16.04-OpenCATS-Install.
sh          Ubuntu      18.04:          $ wget https://raw.githubusercontent.com/opencats/
OpenCATS-Installation-Scripts/master/Ubuntu18.04-OpenCATS-Install.sh
```

List directory to see the file name: `ls`

Make the script executable: `sudo chmod +x script-name.sh`

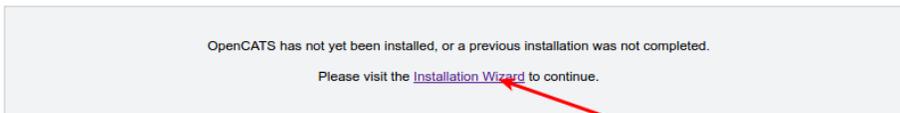
Run the script: `sudo ./script-name.sh`

Wait until it is finished.

9.2 Install the OpenCATS software

In your browser, go to <http://localhost/opencats>

Click: Installation Wizard



Step 1: System Connectivity

This step makes sure you have the required server environment set up correctly.

Note: Green = good.

Note: Yellow = OpenCATS will work, but some functions may not.

Warning: Red = Bad You can't continue the installation until a server environment issue is fixed.

If there are no issues, it should be all green, click Next

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Welcome to OpenCATS!

This process will help you set up the OpenCATS environment for the first time. Before we begin, OpenCATS needs to run some tests on your system to make sure that your web environment can support OpenCATS and is configured properly.

Test Results

PHP version is 5.5.9-1ubuntu4.20.
PHP.ini: magic_quotes_runtime is disabled.
PHP.ini: register_globals is disabled.
PHP MySQL extension (mysql) is loaded.
PHP Sessions extension (session) is loaded.
PHP PCRE regular expressions extension (pcre) is loaded.
PHP CType string classification extension (ctype) is loaded.
PHP GD image manipulation library extension (gd) is loaded.
PHP LDAP library extension (ldap) is loaded.
PHP SOAP extension (soap) is loaded.
PHP zip extension is loaded.
Directory ./attachments/ is readable (permissions: 0770).
Directory ./attachments/ is writeable (permissions: 0770).
Creating a file within ./attachments/ succeeded.
Directories can be created inside ./attachments//.
Configuration file ./config.php is writable.
Creating a file within ./ succeeded.
All tests passed successfully!

Next -->

Step 2: Database connectivity

Do NOT change anything here. Use the default information.

Click Test Database Connectivity

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Database Configuration

The OpenCATS installer needs some information about your MySQL database to continue the installation. If you do not know this information, then please contact your website host or administrator. Please note that this is probably NOT the same as your FTP login information!

Database Name: *

Database User: *

Database Password:

Database Host: * (usually *localhost*)

Test Database Connectivity

If you see all green, click next

Step 3: Loading Data

For a new installation, select `New Installation`, then next

Note: Demonstration Installation will autopopulate OpenCATS with general example clients, candidates, job orders, etc. There's no reason to use this in my opinion.

Note: Restore installation from backup will be covered in a future tutorial

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

New Installation (Recommended)

Demonstration Installation

Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

Restart Install

Next -->

Step 4 Setup resume indexing

- Change the paths to the executables to the correct paths. They should be as follows:
- /usr/bin/antiword
- /usr/bin/pdftotext
- /usr/bin/html2text
- /usr/bin/unrtf

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Resume Indexing Configuration

OpenCATS can index resumes for advanced searching with the assistance of external document processing software. You need to configure the software below to enable resume indexing.

[Where can I get this software?](#)

 .doc file (Microsoft Word Document)
Path to Antiword Executable:

 .pdf file (Adobe Acrobat Document)
Path to PDFToText Executable:

 .html file (Hypertext Markup Document)
Path to Html2Text Executable:

 .rtf file (Rich Text Document)
Path to UnRTF Executable:

Test Configuration Skip this Step

- Click Test Configuration

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Resume Indexing Configuration

OpenCATS can index resumes for advanced searching with the assistance of external document processing software. You need to configure the software below to enable resume indexing.

[Where can I get this software?](#)

.doc file (Microsoft Word Document)
Path to Antword Executable:

.pdf file (Adobe Acrobat Document)
Path to PDFToText Executable:

.html file (Hypertext Markup Document)
Path to Html2Text Executable:

.rtf file (Rich Text Document)
Path to UnRTF Executable:

Test Results

Antword binary '/path/to/antword' does not exist.

Pdfotext binary '/path/to/pdfotext' does not exist.

Html2Text binary '/path/to/html2text' does not exist.

UnRTF depends on Html2Text and can not execute.

One or more tests failed. Please correct the errors and try again.

If you have any questions, visit the OpenCATS forums at <http://www.opencats.org/forums/>.

Note: I always get red the first couple clicks, then it will go green. If you get green, proceed. If it stays red after a few click, the system isn't recognizing the executables. There may be a path issue that needs corrected.

- Click, Click, click, it will turn green.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Resume Indexing Configuration

OpenCATS can index resumes for advanced searching with the assistance of external document processing software. You need to configure the software below to enable resume indexing.

[Where can I get this software?](#)

.doc file (Microsoft Word Document)

Path to Antiword Executable:

.pdf file (Adobe Acrobat Document)

Path to PDFTotext Executable:

.html file (Hypertext Markup Document)

Path to Html2Text Executable:

.rtf file (Rich Text Document)

Path to UnRTF Executable:

Test Results

Antiword binary /usr/bin/antiword can convert DOC files to text.
Pdftotext binary /usr/bin/pdftotext can convert PDF files to text.
Html2Text binary /usr/bin/html2text can convert HTML files to text.
UnRTF binary /usr/bin/unrtf can convert RTF files to text.
All tests passed successfully!

Step 5 Mail Settings

OpenCATS can send emails. If you don't want to use it, you don't have to. OpenCATS works great either way!

Choose an option from the Mail Support drop-down bar, fill the necessary information in (if you are using it) and click Next

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Mail Settings

Please enter your e-mail address (for where OpenCATS e-mails should be replied to, etc.).

E-mail: *

OpenCATS sends automatic E-Mails on different events. Please choose the mechanism for E-Mail delivery via OpenCATS.

Mail Support: *

SMTP Host: *

SMTP Port: *

SMTP Username: *

SMTP Password: *

Next -->

Step 6 Loading extras

Don't forget to set the time zone to your area!

Warning: If you forget to set the time zone ALL of the timestamps on every note in OpenCATS will be wrong. Set the time zone correctly. You will thank us...

Choose the date format you like best

(United States only) choose to install (if you want) zip code lookup

Click next

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Restart Install

Loading Extras - Localization

Please choose your time zone.
GMT-06:00 Central Time (US and Canada)

Please choose your preferred date format.
MM-DD-YYYY (US)

Loading Extras - Choose Extras

OpenCATS comes with some optional features. You can enable them below.
To add or remove features in the future, run the installer again.

Feature Name	Install	Do Not Install
United States Zip Code Lookup	<input type="radio"/>	<input checked="" type="radio"/>

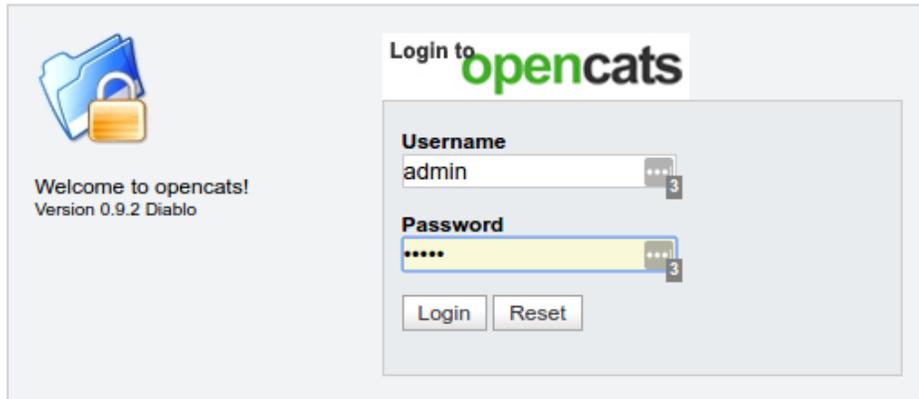
Next -->

Step 7 Finishing installation

Runs through the installation process. You should see a box and some pretty bars moving. It shouldn't take long.

Note: The default username and password are: admin/admin (all lowercase)

Click Start OpenCATS for your login screen.



Welcome to opencats!
Version 0.9.2 Diablo

Login to **opencats**

Username
admin

Password

Login Reset

Join the Conversation - [opencats forums](#).

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Based upon original work and Powered by [CATS](#).

Success!!

Your brand new OpenCATS applicant System!

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
© 2005 - 2007 Cognizo Technologies, Inc.

Warning: Immediately change your admin password!

- Click Settings
- Click Administration
- Click User Management
- Click your name
- Click edit
- Click reset password
- Type your new password
- Click save

CHAPTER 10

Install on Ubuntu 16.04

These instructions will walk you through setting up LAMP (Linux Apache Mysql PHP) software and install Open-CATS on a Ubuntu 16.04 machine. These instructions will work with a VPS, or a home/office machine.

Note: If this is a production machine, that is accessible by people outside your network, this walk-through doesn't address additional server security. You would definitely want to make sure things are secured correctly.

Warning: If you are running a different version of Ubuntu (other than 16.04) the default software versions will be different, which means the install process **will be different**.

10.1 Ubuntu16.04-Installing MySQL 5/Mariadb

Note: mysql and mariadb are basically the same software with different names. You can use either, just change the commands to the appropriate name.

- `$ sudo apt-get update`
- `$ sudo apt-get install mariadb-server mariadb-client`
- `$ sudo mysql_secure_installation`

Note: In order to log into MariaDB to secure it, we'll need the current password for the root user. If you've just installed MariaDB, **and you haven't** set up the root password yet, **the password will be blank**, so you should just press enter here. If you **have set up a MySQL/MariaDB root password already** you will enter it here.

- Set root password? [Y/n] Y
- New password: <--yourmariadbpassword (Remember this or write it down!)

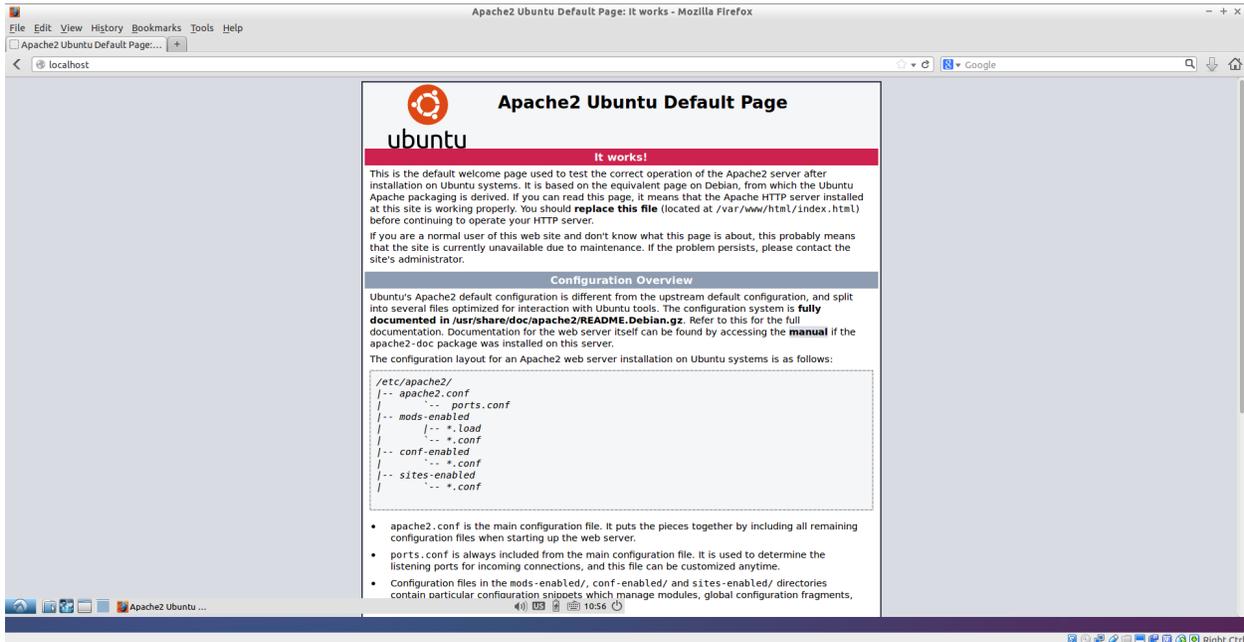
- Re-enter new password: <--yourmariadbpassword (Remember this or write it down!)
- Password updated successfully!
- Reloading privilege tables..... Success!
- Remove anonymous users? [Y/n] Y
- Disallow root login remotely? [Y/n] Y
- Remove test database and access to it? [Y/n] Y
- Reload privilege tables now? [Y/n] Y
- All done! If you've completed all of the above steps, your MariaDB installation should now be secure. Thanks for using MariaDB!

10.2 Ubuntu16.04-Installing Apache2

- `$ sudo apt-get install apache2`

Note: In this tutorial, we use localhost, if you're running a vps, you may need to enter the correct IP Address. These settings might differ for you, so you have to replace them where appropriate.

- Now direct your browser to localhost and you should see the Apache2 placeholder page:



10.3 Ubuntu16.04-Installing PHP5.6

Note: Php7 is default in Ubuntu 16.04. At this time, OpenCATS doesn't support php7. So we'll need to install php5.6 to work with OpenCATS. DO NOT install the default php (v7). If you do, or already have it running, you'll need to

downgrade your Ubuntu system to php5.6.

- `$ sudo add-apt-repository ppa:ondrej/php`
- `$ sudo apt-get update`
- `$ sudo apt-get install php5.6 php5.6-soap php5.6-ldap`
- `$ sudo apt-get install php5.6-mysql php5.6-gd php5.6-xml`
- `$ sudo apt-get install php5.6-curl php5.6-mbstring php5.6-zip`
- `$ sudo service apache2 restart`

Note: The document root of the default website is `/var/www/html`. We will now create a small PHP file (`info.php`) in that directory and call it in a browser. The file will display lots of useful details about our PHP installation, such as the installed PHP version.

- `$ sudo nano /var/www/html/info.php`
- Type or paste the following into it and save as `info.php`:

```
1 <?php
2 phpinfo();
3 ?>
```

- Ctl-O then enter to save the file
- Ctl-X to exit nano
- `$ sudo service apache2 restart`
- In your browser, go to `localhost/info.php`

PHP Version 5.4.16	
System	Linux server1.example.com 3.10.0-123.el7.x86_64 #1 SMP Mon Jun 30 12:09:22 UTC 2014 x86_64
Build Date	Jun 10 2014 02:54:27
Server API	Apache 2.0 Handler
Virtual Directory Support	disabled
Configuration File (php.ini) Path	/etc
Loaded Configuration File	/etc/php.ini
Scan this dir for additional .ini files	/etc/php.d
Additional .ini files parsed	/etc/php.d/00-mysql.ini, /etc/php.d/00-redis.ini, /etc/php.d/00-sockets.ini, /etc/php.d/00-ldap.ini, /etc/php.d/00-gd.ini, /etc/php.d/00-zip.ini
PHP API	20100412
PHP Extension	20100525
Zend Extension	22010025
Zend Extension Build	AP020100025.NTS
PHP Extension Build	AP020100025.NTS
Debug Build	no
Thread Safety	disabled
Zend Signal Handling	disabled
Zend Memory Manager	enabled
Zend Multibyte Support	disabled
IPv6 Support	enabled
OS Support	disabled
Registered PHP Streams	ftp, ftps, compress.zlib, compress.bzip2, php, file, glob, data, http, ftp, phar, zip
Registered Stream Socket Transports	tcp, udp, unix, udg, ssl, ssh3, sslv2, tls
Registered Streams	zlib:* bz2:* convert.iconv:* string.rot13, string.rot48, string.rot97, string.rot98, string.rot99

If you see this screen, everything is good. Scroll down and check to make sure all the extensions are there, then proceed.

Note: If you get any PHP errors during the OpenCATS install, this screen can help you see what php modules are installed and loaded.

10.4 Setting up your MySQL/MariaDB database

Note: This is the backend database that stores all your OpenCATS information. You likely will NOT be messing with this much after installation unless you choose to. The login/password you set up here will NOT be the same as your login/password for OpenCATS.

Note: Make sure you remember or write down your login/password. You'll need it in a few minutes.

- `$ sudo mysql -u root -p`

It will ask you for your Ubuntu Root password

Then it will ask you for your mysql root password

- You should see a prompt like this: `mysql>`
- `mysql> CREATE USER 'opencats'@'localhost' IDENTIFIED BY 'databasepassword';`
- `mysql> CREATE DATABASE opencats;`
- `mysql> GRANT ALL PRIVILEGES ON 'opencats'.* TO 'opencats'@'localhost' IDENTIFIED BY 'databasepassword';`
- `mysql> exit;`

Note: Make sure you don't forget the ; on the end of every line!

10.5 Download the OpenCATS files

- `$ cd /var/www/html`
- `$ sudo wget https://github.com/opencats/OpenCATS/releases/download/0.9.4/opencats-0.9.4-full.zip`
- `$ sudo unzip opencats-0.9.4-full.zip`
- `$ sudo mv /var/www/html/home/travis/build/opencats/OpenCATS opencats`
- `$ sudo rm -rf /var/www/html/home /var/www/html/opencats/INSTALL_BLOCK`

Note: By default in this documentation for OpenCATS version 0.9.4 the directory would be `opencats`. You can name it whatever you want. Just remember that all of the directory locations from here on must match the name of the directory you create, including capitol letters.

Note: If you have tried installing OpenCATS before, or for any reason see something called `INSTALL_BLOCK` in this directory, you **MUST** delete it. This will prevent OpenCATS from installing. The command for that would be `$ sudo rm INSTALL_BLOCK`.

10.6 Server and Directory permissions

- `$ sudo chown www-data:www-data opencats`

Warning: make sure this is set to **EXACTLY** the name of your OpenCATS directory, default for version 0.9.4 would be `OpenCATS-0.9.4`

- `$ sudo chown -R www-data:www-data opencats`
- `$ sudo chmod 770 opencats/attachments`
- `$ sudo chmod 770 opencats/upload`

10.7 Install resume indexing tools

- `$ sudo apt-get install antiword poppler-utils html2text unrtf`

10.8 Install the OpenCATS software

In your browser, go to `localhost/opencats` (Or use the address of your server or VPS in place of “localhost”).

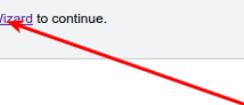
Note: If you have already attempted to install OpenCATS and the installer doesn’t load, check to see if there is a file called ‘`INSTALL_BLOCK`’ in the OpenCATS directory. Delete it to allow the installer to run.

Click: Installation Wizard

OpenCATS
Applicant Tracking System

OpenCATS has not yet been installed, or a previous installation was not completed.

Please visit the [Installation Wizard](#) to continue.



Step 1: System Connectivity

This step makes sure you have the required server environment set up correctly.

Note: Green = good.

Note: Yellow = OpenCATS will work, but some functions may not.

Warning: Red = Bad You can't continue the installation until a server environment issue is fixed.

If you see all green and/or yellow, click `Next`

The screenshot shows the OpenCATS installation progress screen. On the left, a sidebar lists steps from Step 1 to Step 7. Step 1, 'System Check', is highlighted in green, indicating it is complete. Below the sidebar is a 'Restart Install' button. The main area is titled 'Welcome to OpenCATS!' and contains a 'Test Results' section. This section lists 17 test items, all of which are highlighted in green, indicating they all passed successfully. The final result is 'All tests passed successfully!'. A 'Next ->' button is located at the bottom right of the main area.

Step 1: System Check

- Step 2: Database Connectivity
- Step 3: Loading Data
- Step 4: Setup Resume Indexing
- Step 5: Mail Settings
- Step 6: Loading Extras
- Step 7: Finishing Installation

Welcome to OpenCATS!

This process will help you set up the OpenCATS environment for the first time. Before we begin, OpenCATS needs to run some tests on your system to make sure that your web environment can support OpenCATS and is configured properly.

Test Results

- PHP version is 5.5.9-1ubuntu4.20.
- PHP.ini: magic_quotes_runtime is disabled.
- PHP.ini: register_globals is disabled.
- PHP MySQL extension (mysql) is loaded.
- PHP Sessions extension (session) is loaded.
- PHP PCRE regular expressions extension (pcre) is loaded.
- PHP CType string classification extension (ctype) is loaded.
- PHP GD image manipulation library extension (gd) is loaded.
- PHP LDAP library extension (ldap) is loaded.
- PHP SOAP extension (soap) is loaded.
- PHP zip extension is loaded.
- Directory ./attachments/ is readable (permissions: 0770).
- Directory ./attachments/ is writeable (permissions: 0770).
- Creating a file within ./attachments/ succeeded.
- Directories can be created inside ./attachments//.
- Configuration file ./config.php is writable.
- Creating a file within ./ succeeded.

All tests passed successfully!

[Next ->](#)

Step 2: Database connectivity

Enter your OpenCATS MySQL/MariaDB database name, MySQL/MariaDB database username, MySQL/MariaDB database password, and MySQL/MariaDB database host address in these boxes.

Note: If you are running OpenCATS locally on your computer, or on some shared hosts, the host address will be localhost. If your server, VPS (some shared hosting too), you will need to enter the specific address to access.

Click `Test Database Connectivity`

Note: I usually get red the first few tries after click the `test database connectivity` button. If you try more than a couple times and it stays red, you have either entered your MySQL/Mariadb information incorrectly, or you have set your MySQL/MariaDB database up incorrectly. It needs to be corrected before proceeding.

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Database Configuration

The OpenCATS installer needs some information about your MySQL database to continue the installation. If you do not know this information, then please contact your website host or administrator. Please note that this is probably NOT the same as your FTP login information!

Database Name: *

Database User: *

Database Password:

Database Host: * (usually *localhost*)

Step 3: Loading Data

For a new installation, select `New Installation`, then `next`

Note: `Demonstration Installation` will autopopulate OpenCATS with general example clients, candidates, job orders, etc. There's no reason to use this in my opinion.

Note: `Restore installation from backup` will be covered in a future tutorial

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

- New Installation (Recommended)
- Demonstration Installation
- Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

Next -->

Restart Install

Step 4 Setup resume indexing

- Change the paths to the executables to the correct paths. They should be as follows:
- /usr/bin/antiword
- /usr/bin/pdftotext
- /usr/bin/html2text
- /usr/bin/unrtf
- Click `Test Configuration`

Note: Like earlier, I always get red the first couple clicks, then it will go green. If you get green, proceed. If it stays red after a few click, the system isn't recognizing the executables. There may be a path issue that needs corrected.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Restart Install

Resume Indexing Configuration

OpenCATS can index resumes for advanced searching with the assistance of external document processing software. You need to configure the software below to enable resume indexing.

[Where can I get this software?](#)

 .doc file (Microsoft Word Document)
Path to Antword Executable:

 .pdf file (Adobe Acrobat Document)
Path to PDFToText Executable:

 .html file (Hypertext Markup Document)
Path to Html2Text Executable:

 .rtf file (Rich Text Document)
Path to UnRTF Executable:

Test Results

Antword binary '/path/to/antword' does not exist.

Pdfotext binary '/path/to/pdfotext' does not exist.

Html2Text binary '/path/to/html2text' does not exist.

UnRTF depends on Html2Text and can not execute.

One or more tests failed. Please correct the errors and try again.

If you have any questions, visit the OpenCATS forums at <http://www.opencats.org/forums/>.

Step 5 Mail Settings

OpenCATS can send emails. If you don't want to use it, you don't have to. OpenCATS works great either way!

Choose an option from the Mail Support drop-down bar, fill the necessary information in (if you are using it) and click Next

OpenCATS

Applicant Tracking System

The screenshot shows the 'Mail Settings' step of the OpenCATS installation. On the left, a vertical list of steps is shown, with 'Step 5: Mail Settings' highlighted. Below the list is a 'Restart Install' button. The main area is titled 'Mail Settings' and contains the following text and fields:

- Text: 'Please enter your e-mail address (for where OpenCATS e-mails should be replied to, etc.).'
- Field: 'E-mail: *' with the value 'admin@testdomain.com'.
- Text: 'OpenCATS sends automatic E-Mails on different events. Please choose the mechanism for E-Mail delivery via OpenCATS.'
- Field: 'Mail Support: *' with a dropdown menu set to 'SMTP w/Authorization'.
- Field: 'SMTP Host: *' with the value 'localhost'.
- Field: 'SMTP Port: *' with the value '587'.
- Field: 'SMTP Username: *' with the value 'user'.
- Field: 'SMTP Password: *' with the value 'password'.

A 'Next -->' button is located at the bottom right of the form.

Step 6 Loading extras

Don't forget to set the time zone to your area!

Warning: If you forget to set the time zone ALL of the timestamps on every note in OpenCATS will be wrong. Set the time zone correctly. You will thank us...

Choose the date format you like best

(United States only) choose to install (if you want) zip code lookup

Click next

OpenCATS

Applicant Tracking System

Step 1: System Check
Step 2: Database Connectivity
Step 3: Loading Data
Step 4: Setup Resume Indexing
Step 5: Mail Settings
Step 6: Loading Extras
Step 7: Finishing Installation

[Restart Install](#)

Loading Extras - Localization

Please choose your time zone.
GMT-06:00 Central Time (US and Canada)

Please choose your preferred date format.
MM-DD-YYYY (US)

Loading Extras - Choose Extras

OpenCATS comes with some optional features. You can enable them below.
To add or remove features in the future, run the installer again.

Feature Name	Install	Do Not Install
United States Zip Code Lookup	<input type="radio"/>	<input checked="" type="radio"/>

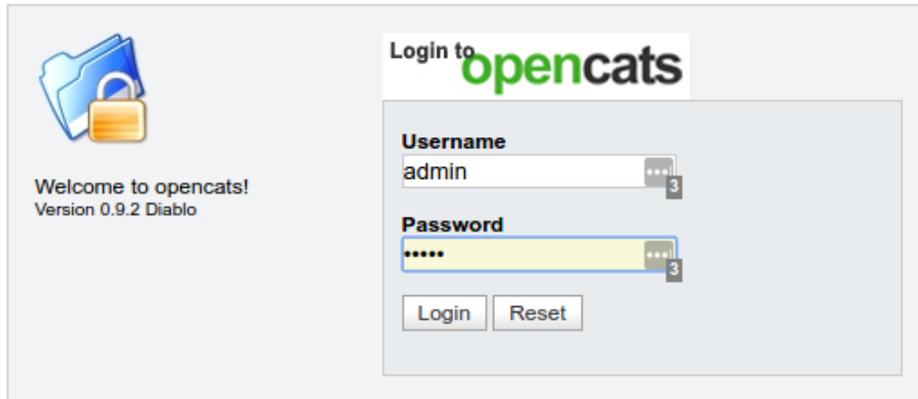
[Next -->](#)

Step 7 Finishing installation

Runs through the installation process. You should see a box and some pretty bars moving. It shouldn't take long.

Note: The default username and password are: admin/admin (all lowercase)

Click [Start OpenCATS](#) for your login screen.



Welcome to opencats!
Version 0.9.2 Diablo

Login to **opencats**

Username
admin

Password

Login Reset

Join the Conversation - [opencats forums](#).

© 2005 - 2007 Cognizo Technologies, Inc.
Based upon original work and Powered by [CATS](#).

Success!!

Your brand new OpenCATS applicant System!

opencats
open. online. free.

CATS Administrator <admin> (testdomain.com) Administrator [Logout](#)

Dashboard | **Activities** | Job Orders | Candidates | Companies | Contacts | Lists | Calendar | Reports | Settings

Quick Search:

My Recent Calls | **My Upcoming Calls** | **My Upcoming Events**

Recent Hires

Name	Company	Recruiter	Date
NO DATA			

Hiring Overview

Weekly
Monthly
Yearly

Submissions
Interviews
Hires

04/25 - 05/01 | 05/02 - 05/08 | 05/09 - 05/15 | 05/16 - 05/22

Important Candidates (Submitted, Interviewing, Offered in Active Job Orders) - Page 1 (0 Items)

First Name	Last Name	Status	Position	Company	Modified ▲
NO DATA					

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
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Screens In-Depth

In this section, we will go through each of the OpenCATS screens in depth and go over all of the various functions.

11.1 OpenCATS dashboard/home screen

OpenCATS
open, online, free.

John Brown <demo> (testdomain.com) Logout

OpenCATS Module Tabs: Dashboard, Activities, Job Orders, Candidates, Companies, Contacts, Lists, Calendar, Reports, Settings

Recent: John Smith | Bert van Oostveen | test list | Educula Rey | Johnny Alpha

Recent Activities

Quick Search: Go

My Recent Calls

- 09-06-18 12:10 AM: Bert van Oostveen
- 06-05-18 09:10 PM: Bert van Oostveen
- 08-04-18 03:51 AM: Bugs Bunny
- 08-12-17 04:11 PM: johnny Alpha
- 08-12-17 01:39 PM: philippe pachwasdd
- 08-11-17 01:00 AM: johnny Alpha

My Upcoming Calls

- 12-10-16 08:00 AM: Test call to Bert

My Upcoming Events

- 14-10-16 09:00 AM: Meeting with Major client

Recent Hires

Name	Company	Recruiter	Date
John Smith	ABC S. A.	John B.	12-09-16
johnny Alpha	ABC S. A.	John B.	12-09-16
Vishali Jain	Internal Postings	John B.	28-08-16
philippe pachwasdd	Internal Postings	John B.	25-08-16

Hiring Overview

Weekly, Monthly, Yearly

Submissions, Interviews, Hires

2013 2014 2015 2016

3 4 4

Important Candidates (Submitted, Interviewing, Offered in Active Job Orders) - Page 1 (7 Items)

First Name	Last Name	Status	Position	Company	Modified
zyon	mbala	Interviewing	ASP.Net	Internal Postings	21-09-16
johnny	Alpha	Offered	dsfdfsdf	Internal Postings	27-08-16
Educula	Rey	Submitted	Factory Assistant	Team A	05-10-16
Thi Huê	Dinh	Interviewing	JAVA Developer	ABC S. A.	31-08-16
Allen	Yan	Interviewing	JAVA Developer	ABC S. A.	12-09-16
Vishali	Jain	Offered	Position A	Team A	27-09-16
zyon	mbala	Offered	Software Developer	Directi	19-09-16

Note: The OpenCATS dashboard (home screen) is broken up into three rows at the top and a grid of six sections below.

- **The main OpenCATS module tabs:** The main navigation tabs.

- **Recent:** Your five most recently viewed candidates/contacts. Names are clickable for quick access.
- **Quick Search:** Search for candidate/contact name, job title, and Company name
- **My Recent Calls:** Most recent candidate/contact calls. Names are clickable for quick access.
- **My upcoming calls:** List of upcoming, scheduled calls, IF scheduled in OpenCATS.
- **My upcoming events:** List of upcoming, scheduled calls, IF scheduled in OpenCATS.
- **Recent Hires:** Short list of your company’s most recent hires
- **Hiring Overview:** Overview of submission/interviews/hires. You can select weekly, monthly or yearly tabs on the right
- **Important Candidates:** Small overview of some recent candidate activity. The columns in this section are adjustable by dragging the column title left or right.

11.2 Activities Screen

The screenshot shows the OpenCATS web interface. At the top, there's a navigation bar with tabs: Dashboard, Activities, Job Orders, Candidates, Companies, Contacts, Lists, Calendar, Reports, Settings. Below the navigation bar, there's a 'Recent' section showing 'Bert van Oostveen | John Smith | Factory Assistant | test list | Educula Rey'. A 'Quick Search' field is also present. The main content area is titled 'Activities' and shows a table of activity records. The table has columns: Date, First Name, Last Name, Regarding, Activity, Notes, and Entered By. The table contains 15 rows of data. At the bottom of the table, there are pagination controls: '< First << Prev Page 1 of 7 Next >> Last >' and a filter bar with options: 'Rows Per Page' and 'Filter'.

The activities screen gives you an overview of recent candidate, company and contact activities.

Note: The rows at the top always stay the same in OpenCATS (Main navigation tabs, recent, and quick search). We won't cover that again in the documentation.

- **Time-frame of results:** Click these to filter your results by day, week, month, etc.
- **Rows per page:** Click the drop-down bar to change the amount of results per screen. 15, 30, 50, or 100
- **Filter:** Options to filter results by Date, Regarding, Activity, Notes, Entered By
- **Activity columns:**
 - **Show Columns:** Select which columns to be visible in the activities grid
 - **Rearrange Columns:** Columns can be moved left and right by grabbing the column name and moving it left or right.
 - **Sort Columns:** Each column can also be sorted alphabetically by clicking the column title at the top of the column.

11.3 Job Orders Screen

opencats
open. online. free.

Dashboard Activities **Job Orders** Candidates Companies Contacts Lists Calendar Reports Settings

Add Job Order Search Job Orders

Recent: asdf | Manager 1 | Head of R&D | Embarqué | nguyen a

Quick Search: Go

Job Orders: Home

Active / On Hold / Full Only My Job Orders Only Hot Job Orders

Job Orders - Page 1 (32 Items) (Active / On Hold / Full) Rows Per Page Filter

ID	Title	Company	Type	Status	Created	Age	S	P	Recruiter	Owner
38	asdf	Internal Postings	H	Active	10-10-16	1	0	0	John B.	John B.
37	Embarqué	Internal Postings	C2H	Active	07-10-16	4	0	1	CATS A.	CATS A.
36	accountant	Internal Postings	H	Active	04-10-16	7	0	0	John B.	John B.
35	Factory Assistant	Team A	H	Active	04-10-16	7	1	2	John B.	John B.
34	Head of R&D	aa com	H	Active	03-10-16	8	0	5	John B.	John B.
33	CCE	Hinduja	H	Active	01-10-16	10	1	1	John B.	John B.
32	asdadadad	aa com	H	Active	01-10-16	10	0	0	John B.	John B.
31	Test Questionnaire	aa com	H	Active	30-09-16	11	0	0	CATS A.	John B.
30	drókoszorús	opencats	H	Active	30-09-16	11	0	0	John B.	John B.
29	ITO1	aa com	H	Active	28-09-16	13	0	0	John B.	John B.
28	ITO1	aa com	H	Active	28-09-16	13	0	0	John B.	John B.
27	senior engineer	Internal Postings	H	Active	27-09-16	14	0	1	John B.	John B.
26	my test job	Internal Postings	H	Active	26-09-16	15	0	2	John B.	John B.
25	Software Engineer	Internal Postings	H	Active	22-09-16	19	0	3	John B.	John B.
24	manager	Team A	H	Active	21-09-16	20	0	2	John B.	John B.

< First << Prev Page 1 of 3 Next >> Last > A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

The Job Orders screen is job order specific. It is where all the job orders are.

Note: The job order screen is structured similarly to the Activities screen. So we won't go through the same features again.

In the top, right, highlighted row, we have the following:

- **Active/On Hold/Full Drop-down box:** This allows you to filter your results based on the status of the job order. Options are: Active/On Hold/Full, Active, On Hold/Full, Closed/Canceled, Upcoming/Lead, ALL.
- **Only My Job Orders:** This will return results that are only your job orders.
- **Only Hot Job Orders:** This will return results that are only marked as Hot Jobs.

Show Columns (highlighted box, upper right corner of grid):

There are quite a few options here to select or deselect. The checked options will include in the job order screen information. See image below.

- select action then add to list or export and select all to include the entire database (in this case, it would include ALL of the job orders in your OpenCATS system) in your hot-list or CSV export.

11.4 Candidates Screen

The screenshot shows the OpenCATS Candidates screen. The main table contains the following data:

First Name	Last Name	E-Mail	State	Recent Status	Recent Status (Extended)	City	Key Skills	Modified	Available
shiv kumar	kamat	kamatshivkumar4@gmail.com	Maharashtra	No Contact	No Contact Internal Postings - AAAAAAAAAA	pune		11-10-16	
nguyen	a	mail1@yahoo.com	84	Submitted	Submitted Internal Postings - AAAAAAAAAA	ho chi minh		11-10-16	
johnny	Alpha	secret@nsa.com		Placed	Placed ABC S. A. - Steel Erector		forklift, quickbooks, selector	11-10-16	
Test	Test			Submitted	Submitted Team A - Factory Assistant			11-10-16	
Bert	van Oostveen			No Contact	No Contact aa com - Head of R&D		Java SAP .NET	11-10-16	
Robert	West			No Contact	No Contact aa com - Head of R&D			10-10-16	
Pirla	Coglione			No Contact	No Contact aa com - Head of R&D		Accountant	07-10-16	07-10-16
John	Smith			No Contact	No Contact Team A - Factory Assistant	Barnegat	Development	07-10-16	01-10-16
Educula	Rey			Submitted	Submitted Team A - Factory Assistant			05-10-16	
Jace	Rippin	isadore@marilyne.biz	North Carolina			Rosenbauntown	velit	05-10-16	08-09-16
Irudaya	Raj							04-10-16	
Mike	Christianson	mike@optimum7.com		Contacted	Contacted Internal Postings - dsfdfsdf		Engineer	03-10-16	
Katrien	Wouters			No Contact	No Contact aa com - Head of R&D		educatie	03-10-16	01-11-16
David	Piquette			No Contact	No Contact aa com - Head of R&D			03-10-16	
philippe	pachwasdd	adel.pasch@gmail.com		Placed	Placed Internal Postings - test		revit, word, autocad	02-10-16	

The main Candidates screen is laid out similarly to the others.

There are two checkboxes in upper right for filtering the results on this screen. Only My Candidates and Only Hot Candidates.

Again, there are additional options below that with the Rows Per Page dropdown and the Filter dropdown.

As before, the columns can be moved right and left by dragging the column title word at the top, and columns can be added or removed by the Show Columns (Image of a grid) in the upper left corner of the main section of the candidates screen. See example below.

[Add Candidate](#) | [Search Candidates](#)

Recent: johnny Alpha | CCE | HInduja | Edu



Candidates: Home

Candidates - Page 1 (43 Items)

 First Name	Last Name
Show Columns:	
<input type="checkbox"/>	Attachments
<input checked="" type="checkbox"/>	E-Mail
<input type="checkbox"/>	2nd E-Mail
<input type="checkbox"/>	Home Phone
<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	Address
<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	State
<input type="checkbox"/>	Zip
<input type="checkbox"/>	Misc Notes
<input type="checkbox"/>	Web Site
<input checked="" type="checkbox"/>	Key Skills
<input checked="" type="checkbox"/>	Recent Status
<input checked="" type="checkbox"/>	Recent Status (Extended)
<input type="checkbox"/>	Source
<input checked="" type="checkbox"/>	Available
<input type="checkbox"/>	Current Employer
<input type="checkbox"/>	Current Pay
<input type="checkbox"/>	Desired Pay
<input type="checkbox"/>	Can Relocate
<input type="checkbox"/>	Owner
<input type="checkbox"/>	Created
<input type="checkbox"/>	Reset to Default Columns

There are different options for candidates in the `Action` button at the bottom left. You can select specific candidates, the candidates showing on the screen, or all of the candidates in OpenCATS and `Add to List`, `Add To Pipeline`, `Send E-Mail`, or `Export`.

<input type="checkbox"/>	Bert	van Oostveen	
<input type="checkbox"/>	Robert	West	
<input checked="" type="checkbox"/>	Pirla	Coglione	
<input checked="" type="checkbox"/>	John	Smith	
<input checked="" type="checkbox"/>	Educula	Rey	
<input type="checkbox"/>	Jace	Rippin	Isad
<input checked="" type="checkbox"/>	Irudaya	Raj	
<input checked="" type="checkbox"/>	Mike	Christianson	mike
<input checked="" type="checkbox"/>	Katrien	Wouters	
<input checked="" type="checkbox"/>	David	Piquette	
<input checked="" type="checkbox"/>	philippe	pachwasdd	adel

Action

Add To List	Selected All
Add To Pipeline	Selected All
Send E-Mail	Selected All
Export	Selected All

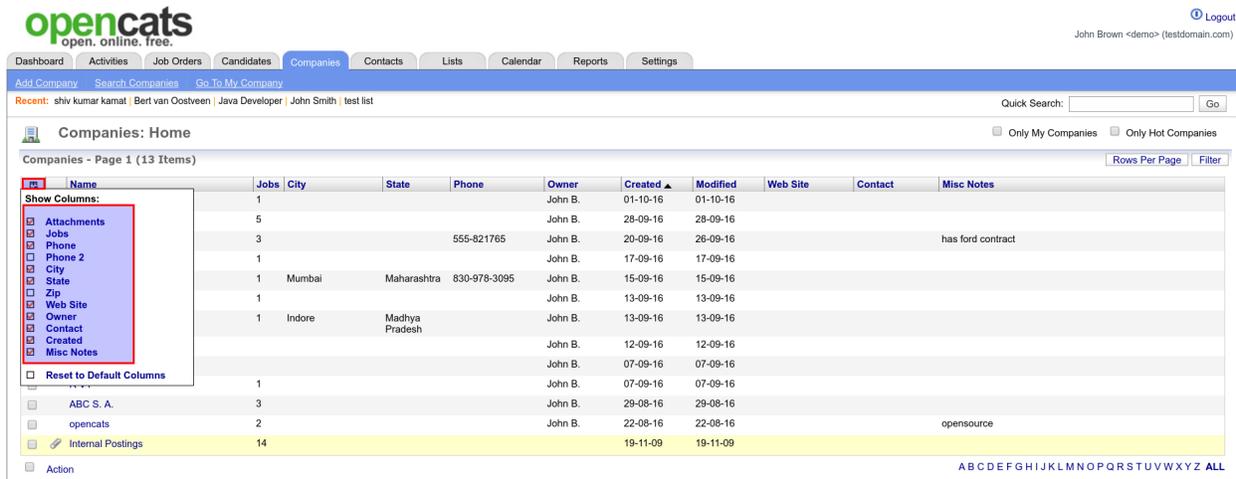
- **Add to List:** Add to a hotlist
- **Add To Pipeline:** Add to a job order pipeline

- **Send E-Mail:** Means type your own email to candidate(s) or use an OpenCATS template.
- **Export:** Export selected candidates to a csv file.

11.5 Companies Screen

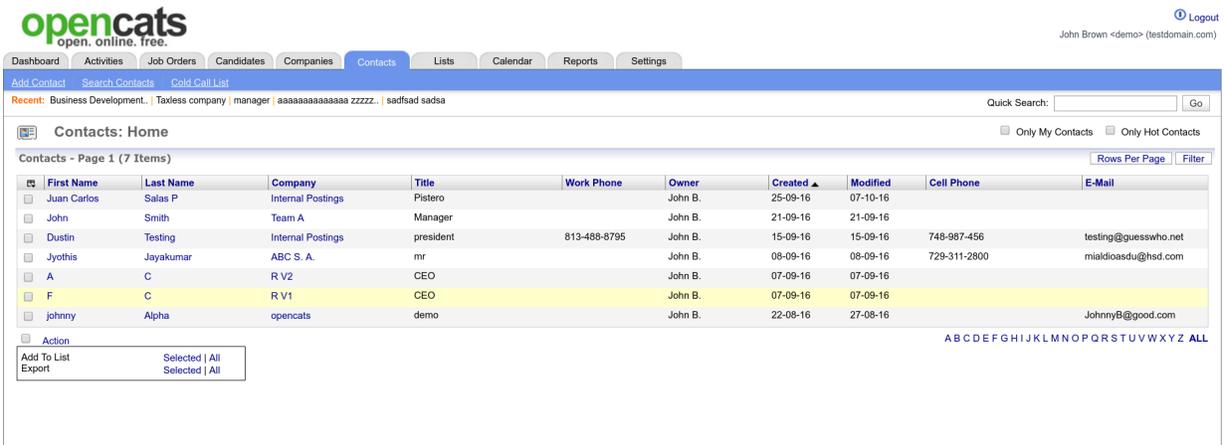
The main Companies page is very similar to the Candidates page. Everything functions the same, and it has the same options.

The only exception is that there are different columns available to choose in the Show Columns button. See image below.



11.6 Contacts Screen

The contacts screen is the main screen for dealing with contacts internally, from client companies, or leads in the sales process. Contacts are people on the hiring side, not candidates looking for work.

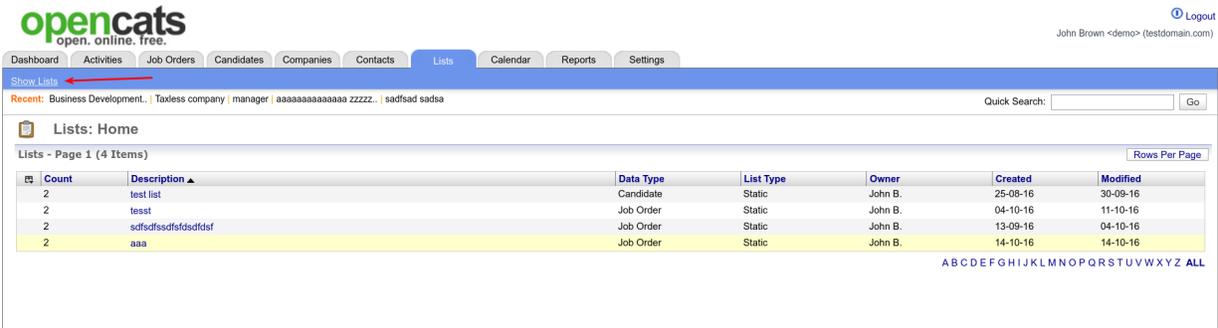


CATS Version 0.9.3 Interno. Powered by CATS
 Server Response Time: 0.01 seconds.
 © 2005 - 2007 Cognizo Technologies, Inc.

This is similar to the other screens. There are no features here that have not been covered already. We will move along.

11.7 Lists Screen

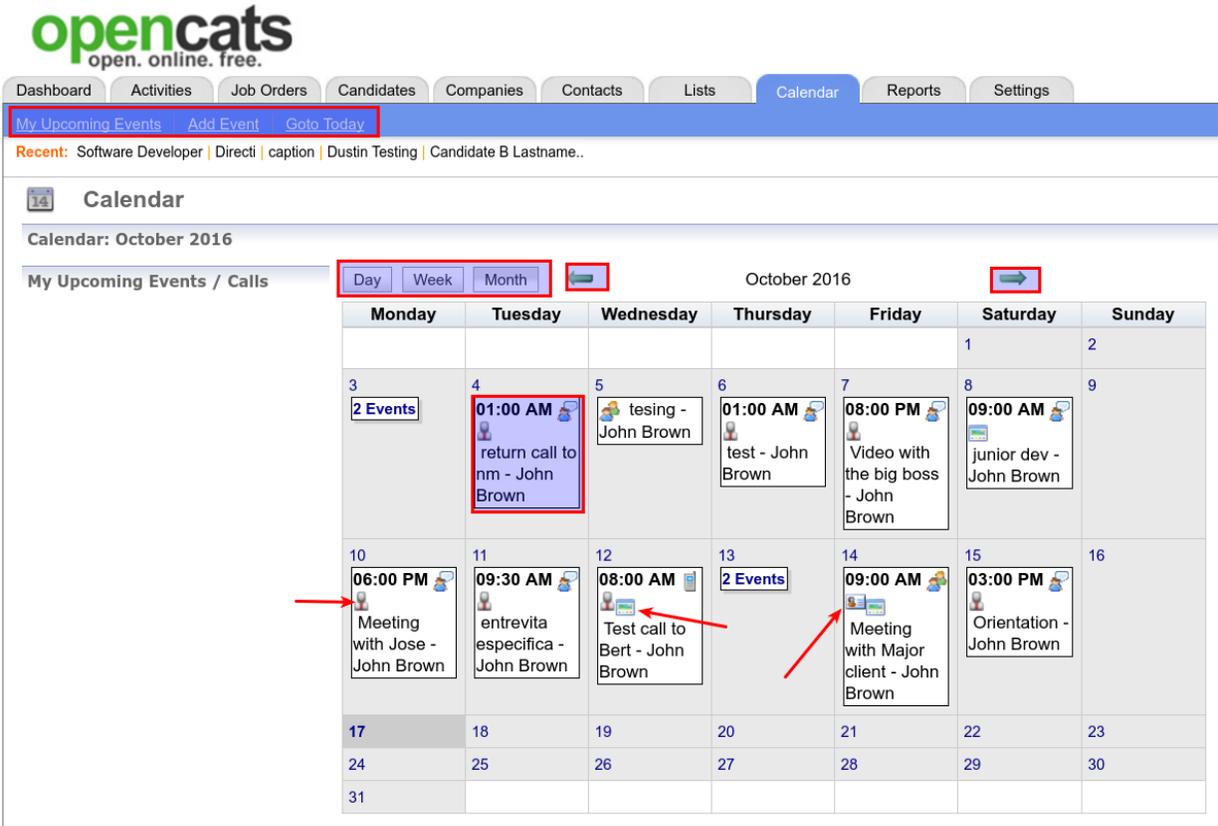
Hot lists, Lead Lists, tear sheets, call lists. Whatever you call them, most recruiters have used them at some point. OpenCATs has them here.



The only new clickable button on the Lists screen is the Show Lists button in the upper right corner of the blue bar.

11.8 Calendar Screen

The Calendar is a central hub for your OpenCATS usage. Every phone call and event, if scheduled through OpenCATS will appear here. The default Calendar screen will show a list of upcoming events in the left column and a Calendar overview on the right.



CATS Version 0.9.3 Inferno. Powered by CATS.

- **My Upcoming Events**: Shows all upcoming, scheduled events in the left column.
- **Add Event**: Add a new event to your calendar
- **Goto Today**: Shows you today's events
- **Calendar date views** can be changed by clicking: Day, Week, or Month.
- **The Green Arrows** can be clicked to move you back or forward on the Calendar.

Every Event box within the calendar is clickable for event information, which will appear in the left column.

Red Arrows:

- The first arrow points to a clickable icon that opens up the record of the Candidate included in the scheduled event.
- The middle red arrow points to an icon that indicates this is a "Public" event, which means it is viewable by any OpenCATS user.
- The third red arrow points to a clickable icon that opens up the record of the Contact included in the scheduled event.
- Lastly, every date number on the Calendar can be clicked on to view that date's scheduled events.

Note: At this time, the OpenCATS calendar does not sync with outside calendars (Outlook, Google Calendar, etc.). However, that functionality CAN be added if you know a little coding, or a developer willing to do it.

11.9 Reports Screen

There are a few reporting options in OpenCATS. The Reports screen provides reports on `New Submissions` and `New Placements` for a specified time period.

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open. online. free.

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Recent: Business Development.. | pm | vvvvvvvvvv llllll.. | tesst | asdasdadad

Reports

Reports

Today	Yesterday	This Week
New Job Orders 2	New Job Orders 3	New Job Orders 5
New Candidates 0	New Candidates 0	New Candidates 0
New Companies 1	New Companies 2	New Companies 3
New Submissions 0	New Submissions 0	New Submissions 0
New Placements 0	New Placements 0	New Placements 0
New Contacts 0	New Contacts 0	New Contacts 0

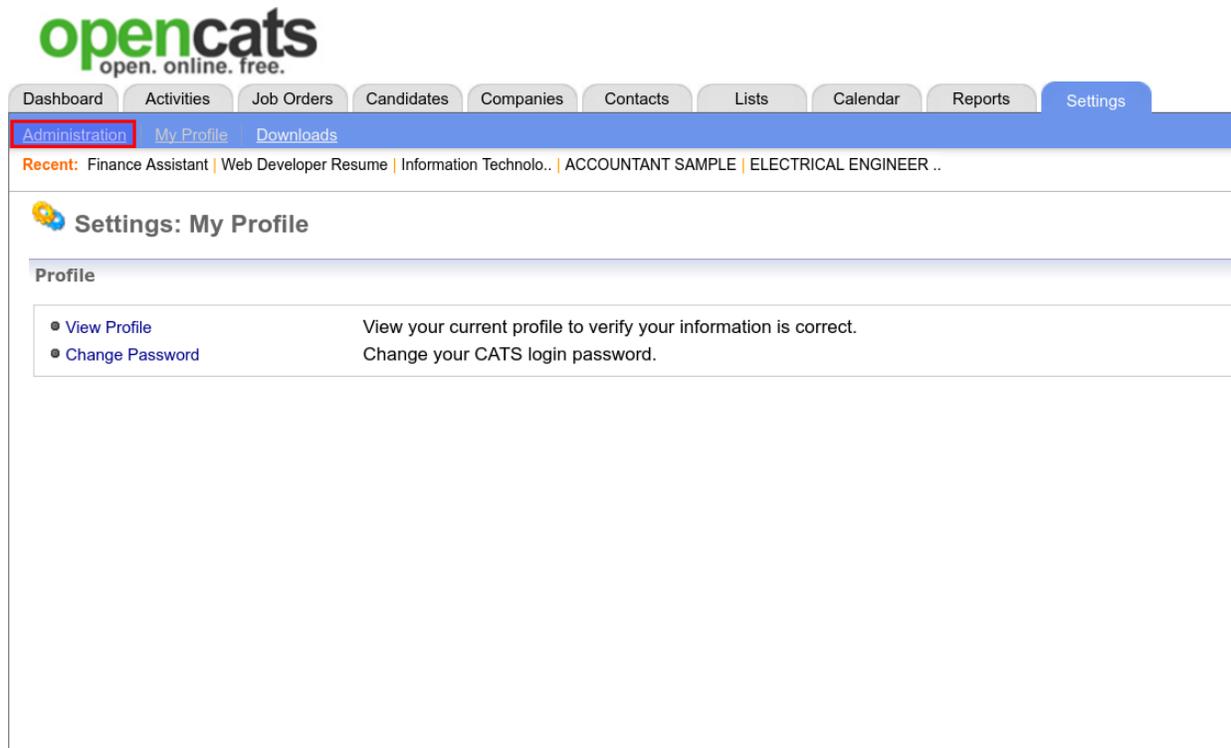
Last Week	This Month	Last Month
New Job Orders 5	New Job Orders 16	New Job Orders 20
New Candidates 7	New Candidates 15	New Candidates 22
New Companies 2	New Companies 6	New Companies 9
New Submissions 5	New Submissions 7	New Submissions 1
New Placements 3	New Placements 3	New Placements 2
New Contacts 0	New Contacts 0	New Contacts 6

This Year	Last Year	To Date
New Job Orders 41	New Job Orders 0	Total Companies 18
New Candidates 49	New Candidates 0	Total Candidates 49
New Companies 17	New Companies 0	Total Job Orders 41
New Submissions 8	New Submissions 0	Total Submissions 8
New Placements 7	New Placements 0	New Placements 7
New Contacts 7	New Contacts 0	Total Contacts 7

Unfortunately the other options on the screen weren't built into the system and will (hopefully) be added in with time. There are additional reporting features within OpenCATS that will be explored later.

11.10 Settings Screen

There isn't much to the settings screen.



In the upper left corner:

- [Administration](#) If you are the OpenCATS system administrator, this will take you to the administration screen.
- [My Profile](#) View your OpenCATS user profile or change your password.
- [Downloads](#) For now, this page serves no purpose. Disregard it completely.

CHAPTER 12

Using OpenCATS-The building blocks: companies, contacts, job orders, and candidates

The screenshot displays the OpenCATS dashboard interface. At the top left is the logo "opencats open. online. free.". On the top right, there is a "Logout" link and the user information "CATS Administrator <admin> (testdomain.com) Administrator". Below the logo is a navigation menu with tabs for Dashboard, Activities, Job Orders, Candidates, Companies, Contacts, Lists, Calendar, Reports, and Settings. A "Quick Search:" input field with a "Go" button is located below the navigation menu. The main content area is divided into three sections: "My Recent Calls", "My Upcoming Calls", and "My Upcoming Events". Below these are two data sections: "Recent Hires" and "Hiring Overview". The "Recent Hires" section contains a table with columns for Name, Company, Recruiter, and Date, but it is empty and displays "NO DATA". The "Hiring Overview" section features a bar chart with a legend for Submissions (blue), Interviews (orange), and Hires (green). The chart shows data for four time periods: 04/25 - 05/01, 05/02 - 05/08, 05/09 - 05/15, and 05/16 - 05/22. The chart also displays "NO DATA". To the right of the chart are filters for Weekly, Monthly, and Yearly views. Below the chart is a section for "Important Candidates (Submitted, Interviewing, Offered In Active Job Orders) - Page 1 (0 Items)". This section contains a table with columns for First Name, Last Name, Status, Position, Company, and Modified, but it is empty and displays "NO DATA".

12.1 The modules

OpenCATS is made up of the following modules:

Home: When you log into CATS, you will see the Home module. This is your dashboard, which lists your activities. The Dashboard is customizable from the Settings module.

Activities: All of your daily activities and interactions with candidates, companies and contacts are populated in this module.

Job Orders: All of the available Job Orders are displayed in this module. Search existing and create new Job Orders.

Candidates: All of the available Candidates are displayed in this module. Search existing and create new Candidates. Access your Saved Lists.

Companies: All of the available Companies are displayed in this module. Search existing and create new Companies.

Contacts: All of the available Candidates are displayed in this module. Search existing and create new Contacts. Access your Cold Call List.

Calendar: All scheduled events are populated in this module. By default, the Calendar shows the week view of the current week. Add new Events and access your Upcoming Events.

Reports: All available reports are populated in this module.

Settings: Options to customize your account and CATS features are available in this module. Users change your Profile, Password. Administrators access your account, change your Career Portal and E- mail configurations, and customize your dashboard, import and backup data.

Note: Let's start entering in information and populating our fantastic new OpenCATS system.

12.2 Add a new Company

Click on [Companies](#)

Note: I have already entered some test information. A new system screen will look a little different.

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CATS Administrator <admin> (testdomain.com) Administrator

Logout

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Java programmer | Company ABC Quick Search: Go

Companies: Home Only My Companies Only Hot Companies

Companies - Page 1 (2 Items) Rows Per Page Filter

<input type="checkbox"/>	Name	Jobs	City	State	Phone	Owner	Created ▲	Modified
<input type="checkbox"/>	Company ABC	1	New York	New York	555-555-1212	CATS A.	05-21-16	05-21-16
<input type="checkbox"/>	Internal Postings						11-19-09	11-19-09

Action ABCDEFGHIJKLMNOPQRSTUVWXYZ ALL

CATS Version 0.9.2 Diablo. Powered by [CATS](#).
 Server Response Time: 0.05 seconds.
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This is your main company screen. This will have an overview of all the companies in your OpenCATS system. From new leads, to active clients and old clients. They will all be here.

Note: For internal hiring (your company), select Internal postings as the client.

Click on Add Company

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Java programmer | Company ABC Quick Search: Go

Companies: Add Company

Basic Information

Company Name: • Cut and paste freeform address here.
 Primary Phone:
 Secondary Phone: <--
 Fax Number:
 Address:
 City:
 State:
 Postal Code:
 Web Site:
 Departments: ▾
 Hot Company:

Other

Key Technologies:
 Misc. Notes:

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.03 seconds.
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There are two ways to add information into OpenCATS.

- Copy and paste it into the box labeled cut and paste free-form address here Then click the <-- button to populate the fields.
- Manually type and paste it into each field on the left.

Note: Don't forget to enter key technologies for the company and any miscellaneous notes that you want to save in the bottom two fields for future reference.

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CATS Administrator <admin> (testdomain.com) Administrator

Logout

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Java programmer | Company ABC Quick Search: Go

Companies: Add Company

Basic Information

Company Name: *

Primary Phone:

Secondary Phone:

Fax Number:

Address:

City:

State:

Postal Code:

Web Site:

Departments:

Hot Company:

Cut and paste freeform address here.

Bob's Company
1234 Nowhere Lane
Philadelphia, PA 12345
web site: www.bobscompany.com
Phone: 555-555-1215
Fax: 555-555-1212

Other

Key Technologies:

Misc. Notes:

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.03 seconds.
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Warning: The success rate of auto-populating the information fields for me has always been terrible. Sometimes it works great, sometimes it's doesn't. I usually just enter the fields one at a time manually.

If it worked, it should look like this. If some of the information did not populate, manually enter it and let's move one.

This is what you should see.

Click Add Company

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open. online. free.

Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities Job Orders Candidates **Companies** Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Java programmer | Company ABC Quick Search: Go

Companies: Add Company

Basic Information

Company Name: *
 Primary Phone:
 Secondary Phone:
 Fax Number:
 Address:
 City:
 State:
 Postal Code:
 Web Site:
 Departments: ▾
 Hot Company:

Cut and paste freeform address here.

Bob's Company
 1234 Nowhere Lane
 Philadelphia, PA 12345
www.bobscompany.com
 Phone: 555-555-1215
 Fax: 555-555-1212

Other

Key Technologies:
 Misc. Notes:

CATS Version 0.9.2 Diablo. Powered by **CATS**.Server Response Time: 0.03 seconds.
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Voila! You have a new client!

If you want to add any relevant attachment documents such as a copy of your client agreement, benefits overview, etc. Click the **Add Attachment** button.

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Bob's Company | Java programmer | Company ABC Quick Search: Go

Companies: Company Details

Company Details

Name:	Bob's Company ▼	Billing Contact:	
Primary Phone:	555-555-1215	Web Site:	http://www.bobscompany.com/
Secondary Phone:		Key Technologies:	Java, python, windows
Fax Number:	555-555-1212	Created:	05-24-16 (06:37 AM) (CATS Administrator)
Address:	1234 Nowhere Lane Philadelphia, PA 12345	Owner:	CATS Administrator

Attachments: [Add Attachment](#) ←

Misc. Notes: Makes doors and windows for Bob and his friends

Edit Delete View History

Job Orders

ID	Title	Type	Status	Created	Modified	Start	Age	S	P	Recruiter	Owner	Action
Add Job Order												

Contacts

First Name	Last Name	Title	Department	Work Phone	Cell Phone	Created	Owner	Action
Add Contact								

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.04 seconds.
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12.3 Add a new Contact

Next let's add a Company Contact.

Click Add Contact at the bottom of the current screen.

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Bob's Company | Java programmer | Company ABC Quick Search: Go

Companies: Company Details

Company Details

Name:	Bob's Company ▼	Billing Contact:	
Primary Phone:	555-555-1215	Web Site:	http://www.bobscompany.com/
Secondary Phone:		Key Technologies:	Java, python, windows
Fax Number:	555-555-1212	Created:	05-24-16 (06:37 AM) (CATS Administrator)
Address:	1234 Nowhere Lane Philadelphia, PA 12345	Owner:	CATS Administrator

Attachments: [Add Attachment](#)

Misc. Notes: Makes doors and windows for Bob and his friends

Edit Delete View History

Job Orders

ID	Title	Type	Status	Created	Modified	Start	Age	S	P	Recruiter	Owner	Action
Add Job Order												

Contacts

First Name	Last Name	Title	Department	Work Phone	Cell Phone	Created	Owner	Action
Add Contact ←								

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.04 seconds.
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Fill in all the information fields, including any relevant notes that's you want to remember for later. Then click Add Contact

You should now see the contact listed in the Contacts section of the Company screen.

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Add Company Search Companies Go To My Company

Recent: Bob's Company | Java programmer | Company ABC Quick Search: Go

Companies: Company Details

Company Details

Name:	Bob's Company ▼	Billing Contact:	
Primary Phone:	555-555-1215	Web Site:	http://www.bobscompany.com/
Secondary Phone:		Key Technologies:	Java, python, windows
Fax Number:	555-555-1212	Created:	05-24-16 (06:37 AM) (CATS Administrator)
Address:	1234 Nowhere Lane Philadelphia, PA 12345	Owner:	CATS Administrator

Attachments: [Add Attachment](#)

Misc. Notes: Makes doors and windows for Bob and his friends

Edit Delete View History

Job Orders

ID	Title	Type	Status	Created	Modified	Start	Age	S	P	Recruiter	Owner	Action
Add Job Order												

Contacts

First Name	Last Name	Title	Department	Work Phone	Cell Phone	Created	Owner	Action
Bob	Browning	CEO		555-555-1212 x 1	555-555-1214	05-24-16	CATS A.	

Add Contact

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.04 seconds.
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12.4 Add a new Job Order

From the current screen, let's add our first Job order. Click **Add Job Order** in the Job Orders section of Bob's Company page.

Note: OpenCATS is set up to run Direct-hire (Perm) or Contract (project) jobs. We will note the differences below.

Let's look at the fields in the **Add Job Order** screen:

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities **Job Orders** Candidates Companies Contacts Lists Calendar Reports Settings

Add Job Order Search Job Orders

Recent: Bob's Company | Java programmer | Company ABC Quick Search: Go

Job Orders: Add Job Order

Add a new job order to the system.

Title:	<input type="text"/>	Start Date:	None ▾
Company:	Bob's Company	Duration:	<input type="text"/>
Department:	<input type="text"/>	Maximum Rate:	<input type="text"/>
Contact:	None ▾	Type:	H (Hire) ▾
City:	Philadelphia	Salary:	<input type="text"/>
State:	PA	Openings:	1
Recruiter:	Administrator, CATS ▾	Company Job ID:	<input type="text"/>
Owner:	Administrator, CATS ▾	Hot:	<input type="checkbox"/>
		Public:	<input type="checkbox"/>

Description:

Internal Notes:

Add Job Order Reset Back to Job Orders

CATS Version 0.9.2 Diablo. Powered by CATS.

Server Response Time: 0.05 seconds.
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The fields on the upper left column are self-explanatory.

- **Start Date** is when the hired candidate should start.
- **Duration** The length of contract (Project) for a temporary role. If this is a permanent role, you can put “direct hire”, whatever you want, or just leave it blank.
- **Maximum rate** Self-explanatory
- **Type** This drop-down field let’s you select the type of role. Options are: Hire, Contract to hire, Contract, or freelance
- **Salary** Put the salary range here
- **Openings** Number of openings
- **Company Job ID** This is for the unique Job ID assigned to this role.
- **Hot** If this is a hot job, check this box.

- **Public** If you have the OpenCATS job board set up (we will do this later), checking this box will make this job order visible on it. Candidates will be able to view and apply.
- **Description** Enter your job description here
- **Internal Notes** Any notes or information entered here will be visible within your company, but not visible on your public job board.

Note: If you have the public job board set up (we will go through this later), all the information on this screen **except** the **Internal Notes** section will be viewable to anyone looking at your jobs. Including the listed salary information. If you do not want that visible, put it in the **Internal Notes** section.

The screenshot shows the 'Job Orders: Add Job Order' form in the OpenCATS interface. The form is titled 'Add a new job order to the system.' and contains the following fields and options:

- Title:** Text input field.
- Company:** Text input field with 'Bob's Company' selected.
- Department:** Dropdown menu.
- Contact:** Dropdown menu with 'None' selected.
- City:** Text input field with 'Philadelphia' selected.
- State:** Text input field with 'PA' selected.
- Recruiter:** Dropdown menu with 'Administrator, CATS' selected.
- Owner:** Dropdown menu with 'Administrator, CATS' selected.
- Start Date:** Dropdown menu with 'None' selected.
- Duration:** Text input field.
- Maximum Rate:** Text input field.
- Type:** Dropdown menu with 'H (Hire)' selected.
- Salary:** Text input field.
- Openings:** Text input field with '1' selected.
- Company Job ID:** Text input field.
- Hot:** Radio button with an information icon.
- Public:** Radio button with an information icon.

The form also includes a rich text editor for the **Description:** field and another for **Internal Notes:**. The Internal Notes field contains the text: 'Everything BUT this box will be visible on your public job board (If you decide to activate it)'. At the bottom of the form are three buttons: 'Add Job Order', 'Reset', and 'Back to Job Orders'.

CATS Version 0.9.2 Diablo. Powered by **CATS**.

Server Response Time: 0.05 seconds.
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Click Add Job Order

This will take you to your new Job Order screen.

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Logout
CATS Administrator <admin> (testdomain.com) Administrator

Dashboard Activities **Job Orders** Candidates Companies Contacts Lists Calendar Reports Settings

Add Job Order Search Job Orders

Recent: IT Administrator | Bob's Company | Java programmer | Company ABC Quick Search: Go

Job Orders: Job Order Details

Job Order Details

Title:	IT Administrator	Duration:	Direct Hire
Company Name:	Bob's Company	Openings:	1
Department:		Type:	Hire
CATS Job ID:	2	Status:	Active
Company Job ID:	IT-1	Pipeline:	0
Contact Name:	Bob Browning	Submitted:	0
Contact Phone:	555-555-1212 x 1	Days Old:	0
Contact Email:	bob@bobscompany.com	Created:	05-24-16 (08:20 AM) (CATS Administrator)
Location:	Philadelphia, PA	Recruiter:	CATS Administrator
Max Rate:	80000	Owner:	CATS Administrator
Salary:	up to 80000		
Start Date:			

Attachments: [Add Attachment](#)

Description:

IT Administrator
May 10, 2016 - June 10, 2016

Location: Ponte Vedra Beach, FL

Salary Range: \$53,000

Exempt/Non-Exempt: Exempt

Internal Notes:

Everything BUT this box will be visible on your public job board (If you decide to activate it)

Job Order Pipeline

Total Pipeline Contacted Cand Replied Qualifying Submitted Interviewing Offered Declined Placed

[Edit](#) [Delete](#) [Administrative Hide](#) [Generate Report](#) [View History](#)

Candidate Pipeline

Match	First Name	Last Name	Loc	Added	Entered By	Status	Last Activity	Action
-------	------------	-----------	-----	-------	------------	--------	---------------	--------

Export [Add Candidate to This Job Order Pipeline](#)

CATS Version 0.9.2 Diablo. Powered by CATS.

Server Response Time: 0.05 seconds.
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If everything looks correct, let's move on to adding our first candidate in OpenCATS and into the pipeline for this job.

12.5 Adding a Candidate and attaching them to the Job Order pipeline

Click Add Candidate to This Job Order Pipeline at the bottom of the screen.

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CATS Administrator <admin> (testdomain.com) Administrator [Logout](#)

Dashboard | **Activities** | Job Orders | Candidates | Companies | Contacts | Lists | Calendar | Reports | Settings

Add Job Order | Search Job Orders

Recent: IT Administrator | Bob's Company | Java programmer | Company ABC

Quick Search:

Job Orders: Job Order Details

Job Order Details

Title:	IT Administrator	Duration:	Direct Hire
Company Name:	Bob's Company	Openings:	1
Department:		Type:	Hire
CATS Job ID:	2	Status:	Active
Company Job ID:	IT-1	Pipeline:	0
Contact Name:	Bob Browning	Submitted:	0
Contact Phone:	555-555-1212 x 1	Days Old:	0
Contact Email:	bob@bobscompany.com	Created:	05-24-16 (08:20 AM) (CATS Administrator)
Location:	Philadelphia, PA	Recruiter:	CATS Administrator
Max Rate:	80000	Owner:	CATS Administrator
Salary:	up to 80000		
Start Date:			

Attachments: [Add Attachment](#)

Description:

IT Administrator
May 10, 2016 - June 10, 2016

Location: Ponte Vedra Beach, FL

Salary Range: \$53,000

Exempt/Non-Exempt: Exempt

Internal Notes: Everything BUT this box will be visible on your public job board (If you decide to activate it)

Job Order Pipeline

Total Pipeline | Contacted | Cand Replied | Submitted | Offered | Declined | Placed

[Edit](#) [Delete](#) [Administrative Hide](#) [Generate Report](#) [View History](#)

Candidate Pipeline

Match	First Name	Last Name	Loc	Added	Entered By	Status	Last Activity	Action
<input type="checkbox"/>	Export							Add Candidate to This Job Order Pipeline

CATS Version 0.9.2 Diablo. Powered by CATS.

Server Response Time: 0.05 seconds.
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Then Add Candidate.

The screenshot shows the OpenCATS interface. The main page displays 'Job Order Details' for an 'IT Administrator' position at 'Bob's Company'. The job order is active, with 1 opening. The dialog box 'Add Candidate to This Job Order Pipeline' is open, showing a search field for 'Search by Full Name' and an 'Add Candidate' button. A red arrow points to the 'Add Candidate' button. The dialog box also contains instructions: 'Search for a candidate below, and then click on the candidate's first or last name to add the selected candidate to the job order pipeline.'

CATS Version 0.9.2 Diablo. Powered by CATS.
Server Response Time: 0.05 seconds.
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Click Browse to upload a resume from your local file system.

From this screen you need to manually copy and paste into the information fields on the left. When you have filled out all of the necessary information, click Add Candidate in the bottom left corner.

Job Orders: Job Order Details

Job Order Details

Title:	IT Administrator	Duration:	Direct Hire
Company Name:	Bob's Company	Openings:	1
Department:		Type:	Hire
CATS Job ID:	2	Status:	Active
Company Job ID:	IT-1	Pipeline:	1
Contact Name:	Bob Browning	Submitted:	0
Contact Phone:	555-555-1212 x 1	Days Old:	0
Contact Email:	bob@bobscompany.com	Created:	05-24-16 (08:20 AM) (CATS Administrator)
Location:	Philadelphia, PA	Recruiter:	CATS Administrator
Max Rate:	80000	Owner:	CATS Administrator
Salary:	up to 80000		
Start Date:			

Attachments: Add Attachment

Description:

IT Administrator
 May 10, 2016 - June 10, 2016

Location: Ponte Vedra Beach, FL

Salary Range: \$53,000

Exempt/Non-Exempt: Exempt

Internal Notes: Everything BUT this box will be visible on your public job board (if you decide to activate it)

Job Order Pipeline

Total Pipeline	Cand Replied	Submitted	Offered	Declined	Placed
1					
100%					

Candidate Pipeline

Match	First Name	Last Name	Loc	Added	Entered By	Status	Last Activity	Action
<input type="checkbox"/>	John	Doe	NY	05-24-16	Administrator, C.	No Contact	05-24-16 (CATS Administrator): Added candidate to pipeline.	

Export Add Candidate to This Job Order Pipeline

Success! We have a candidate in the pipeline!

Note: Make sure to Rate your candidates with the stars under **Match** on the bottom this screen. It will help with quick reference later on.

OpenCATS Backup/Restore and Upgrade Instructions-THIS SECTION INCOMPLETE!

The backup/restore and Upgrade processes are the same.

13.1 Backup/Restore best practices and things to consider

Any critical business software needs a backup and restore process in case of disaster. There are a few different ways to backup and restore your OpenCATS Applicant Tracking system. A few things to consider when setting your backup strategy: How often should you perform backups? How often should you test your backups? Where will you store your backups? Will you automate your backup process?

This documentation will not cover these things, except the backup testing, but they should be considered in case something ever happens to your OpenCATS system.

13.2 About this documentation/different environments

We will cover two different ways to backup and restore your OpenCATS system.

- **GUI:** Graphical User Interface (Point and click). Built in to the OpenCATS system.
- **Non-GUI:** A more typical, systems administrator approach to backup and restoring.

We will cover the different steps for:

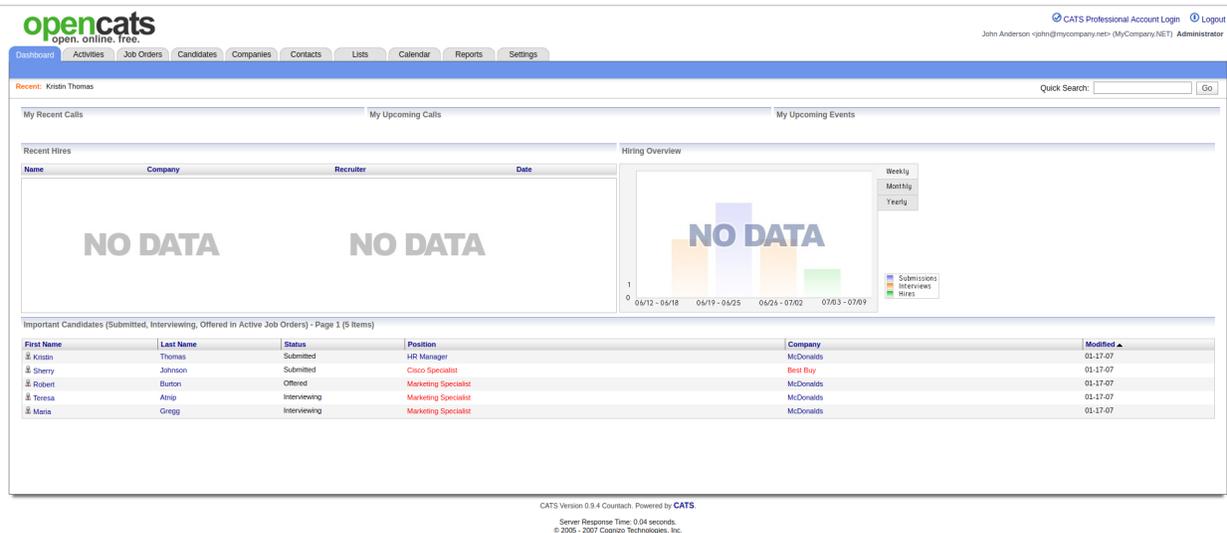
- Windows environment
- Shared-hosting environments
- Linux/VPS environments

13.3 Pros and Cons: GUI vs. Non-GUI

- The GUI, **when it works**, is far easier for non-technical users.
- As far as I know, the GUI backup works in OpenCATS versions 0.9.1, 0.9.1a, and 0.9.4. I don't think it works in any of the other versions. It is certainly worth a try if you want to.
- Downloading the GUI generated backup file (catsbackup.bak) on certain shared hosting environments can also involve a few additional steps.
- While the GUI backup restore process looks very simple, in my experience, the Non-GUI process is the simpler, and far more consistent way to go.

13.4 GUI (Graphical, point and click)

OpenCATS has backup and restore functionality built in. It works in versions 0.9.1, 0.9.1a, and 0.9.4. I'm not sure about the versions in between.



GUI Backup:

From the main screen:

- Click: Settings
- Click: Administration
- Click: Site Backup

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Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Administration My Profile

Recent: Kristin Thomas

Settings: Site Backup

Create Site Backup

Create a backup of your entire CATS database (including all of your attachments).
 Note: Only one backup of your database can be stored on the server at a time. Creating a new backup will delete the previous backup.

Last backup:
None

Create Full System Backup

Create Attachments Backup

Note: Create Attachments backup will backup all the attachments in your OpenCATS system and allow you to export them for storage or redundancy. This **WILL NOT** allow you to restore your OpenCATS database if you need to recover your OpenCATS system or upgrade in the future.

Click: Create Full System Backup

This will backup your entire OpenCATS ATS (attachments and database).

Depending on the database size, this may take a few minutes. Let it finish and you should return to this screen with a downloadable link for catsbackup.bak

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Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports

Administration My Profile

Recent: Kristin Thomas

Settings: Site Backup

Create Site Backup

Create a backup of your entire CATS database (including all of your attachments).
 Note: Only one backup of your database can be stored on the server at a time. Creating a new backup will delete the previous backup.

Backing up database, please wait... (Now would be a good time to take a coffee break!)

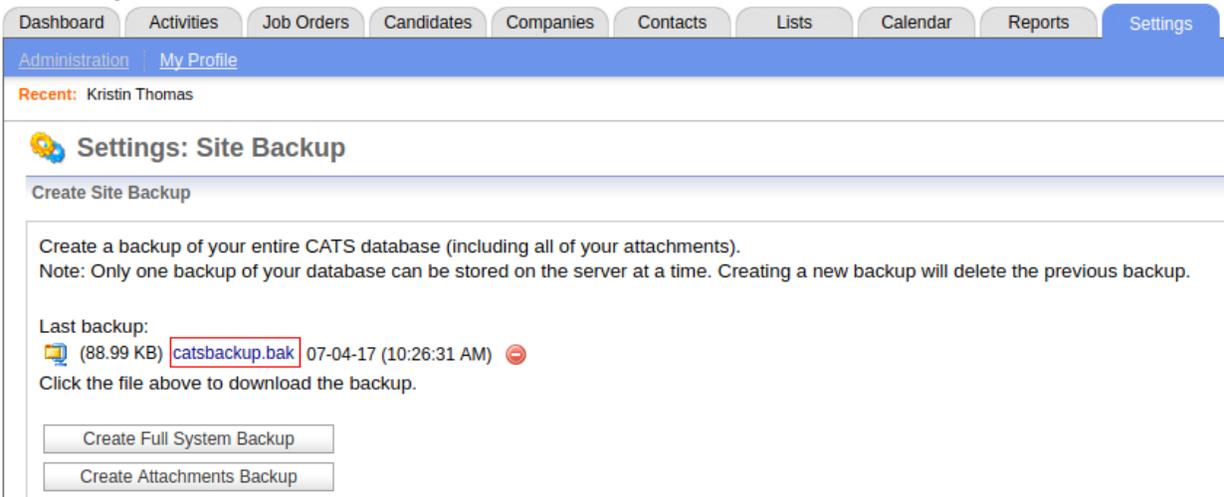
Status:

100%

192.168.0.9 says:
Backup Complete!

OK

CATS Version 0.9.4 Countach. Powered by **CATS**.



Dashboard Activities Job Orders Candidates Companies Contacts Lists Calendar Reports Settings

Administration My Profile

Recent: Kristin Thomas

Settings: Site Backup

Create Site Backup

Create a backup of your entire CATS database (including all of your attachments).
Note: Only one backup of your database can be stored on the server at a time. Creating a new backup will delete the previous backup.

Last backup:
 (88.99 KB) [catsbackup.bak](#) 07-04-17 (10:26:31 AM) 

Click the file above to download the backup.

Create Full System Backup

Create Attachments Backup

Click the link, the file will download to your local computer. You can store it wherever you like if you need to recover your opencats system in the future.

GUI Restore

Go through the normal installation process for your environment. Do the following before you get to the final, GUI portion of the installation.

Create a directory called “restore” in the main OpenCATS directory.

Note: If you’re using a VPS, or linux environment, make sure the directory permissions are writable. Refer to the “directory or file permissions section” and match the permissions of the uploads and attachments folders.

Move the backup file that you want to restore into the newly created restore directory.

Note: When you create/save/store backup files, you can rename them however you want. When you restore from a backup file, it **MUST** be named `catsbackup.bak`. Make sure the name is correct before attempting the restore. OpenCATS won’t recognize any other file name/type.

Referring to the “Install the OpenCATS software” section of the installation walkthrough, on “Step 3: Loading Data”, choose the `Restore installation from backup option`.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Loading Data - Empty Database

The installer is ready to set up your OpenCATS data. Please pick the way you want the installer to set up OpenCATS:

New Installation (Recommended)

Demonstration Installation

Restore Installation from Backup

You can always run the installer again to clear the database and choose a different option.

Next -->

Restart Install

It will ask you to confirm that you have uploaded the catsbackup.bak file into the restore directory. Check the box and click continue.

OpenCATS

Applicant Tracking System

Step 1: System Check

Step 2: Database Connectivity

Step 3: Loading Data

Step 4: Setup Resume Indexing

Step 5: Mail Settings

Step 6: Loading Extras

Step 7: Finishing Installation

Loading Data - Restore from Backup

The installer is ready to restore your backup.

Please upload the file catsbackup.bak into the **restore** directory. The installer will load the data out of the catsbackup.bak and set up your site accordingly, and then it will delete the file (preventing unauthorized access to the backup file).

I have uploaded the file catsbackup.bak into the restore directory.

Continue Cancel

Restart Install

The rest of the installation should be normal.

This will put you into a newly restored OpenCATS system.

Note: As with any new OpenCATS installation, it will tell you the username and password is admin/admin. It is NOT. You will need the username and password from the prior OpenCATS installation that you restored.

13.5 Non-GUI

The Non-GUI Backup/Restore steps are actually relatively simple. Again, we need to backup the OpenCATS attachments and database, then restore them.

- Attachments-This is where all our documents, CVS, resumes, etc are stored.
- Database-This is all the information that the OpenCATS system uses.

Environments:

- Shared hosting
- Command line
- Windows

Backup storage organization and file structure.

If you back up daily, you will need to consider some sort of way to organize your backup files. The Non-GUI approach will produce two files per backup (catsdatabasename.sql and attachments.zip). This is an example file/directory structure that I use.

Directory: OpenCATS Backup files

Sub-Directory: 7-1-17

- Attachments.zip
- opencats.sql

Sub-Directory: 7-2-17

- Attachments.zip
- opencats.sql

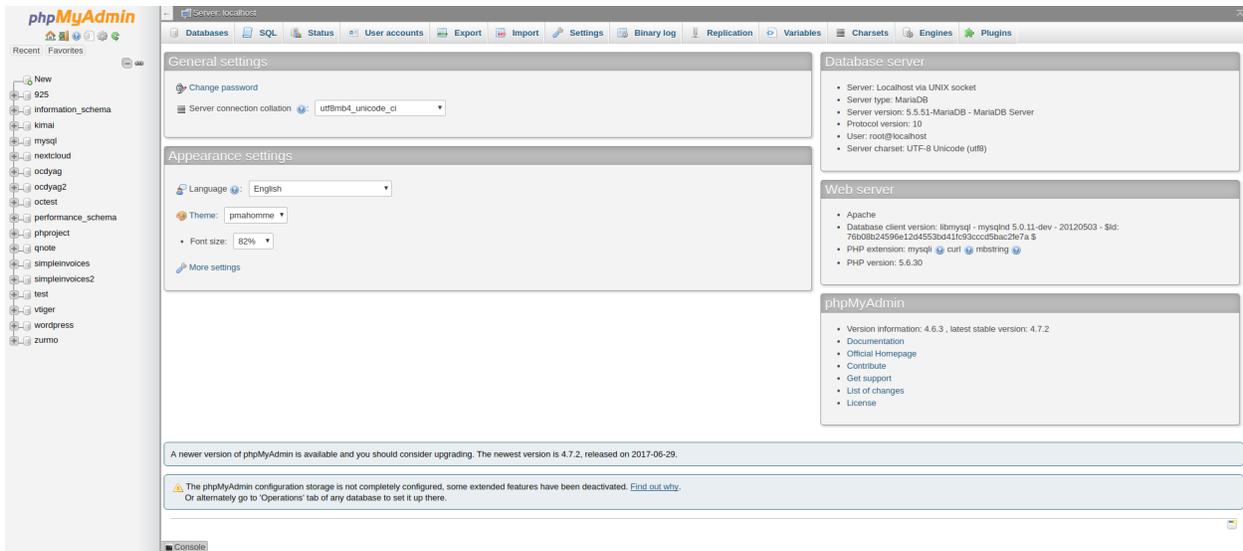
Sub-Directory: 7-3-17

- Attachments.zip
- opencats.sql

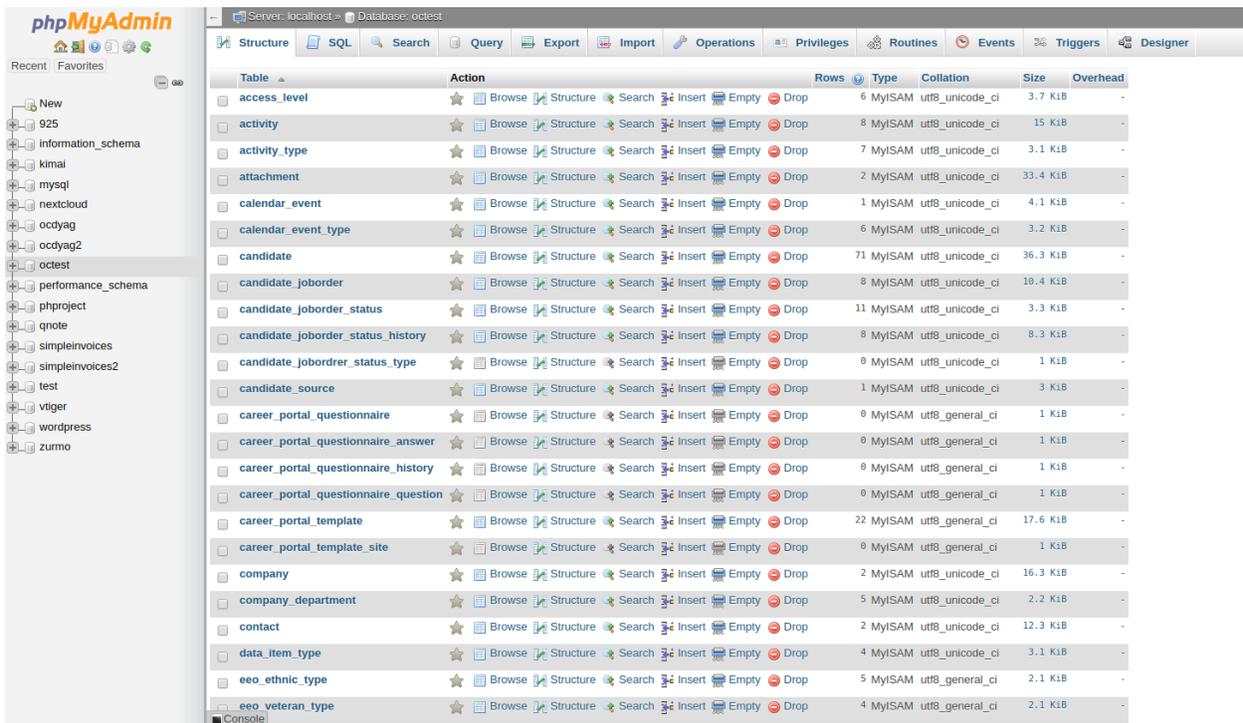
etc.

Database Backup

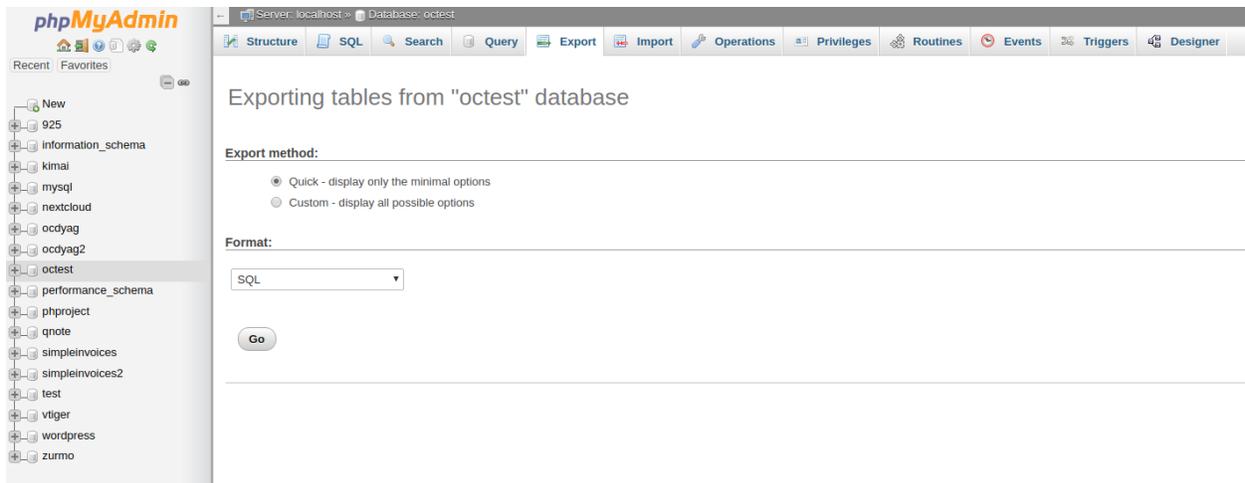
Windows/Shared-hosting: Log in to phpmyadmin. Refer to the installation instructions, under the php or phpadmin sections, to get there.



In the column, on the left side, you should see a list of your MySQL/MariaDB databases. Click on the name of your OpenCATS database. You should then see the following screen:



Click the Export tab towards the top, center. You should then see the following screen:



Click Go. Phpmyadmin will generate the database backup file and you should automatically start downloading it. The file will be named after your database name with an sql extension. Mine, in this case, was named octest.sql. Make sure you move your file to a safe place.

Attachments backup

Restore non-gui In phpmyadmin: Select newly created database from list on the left Click import in the upper row browse select your opencatsdatabasebackup.sql file Scroll to the bottom and click “go”

Restore attachments

Install opencats

13.6 Automating a windows backup

<http://forums.opencats.org/viewtopic.php?f=2&t=810&start=10>

13.7 Testing your backups/Setting up a test environment to reuse

13.8 Changing your user passwords in phpmyadmin

Try this

Restore non-gui Create new database/user in phpmyadmin - Follow install documentation for this step if necessary

In phpmyadmin: Select newly created database from list on the left Click import in the upper row browse select your opencatsdatabasebackup.sql file Scroll to the bottom and click “go” Create user (follow steps from documentation)

Check for INSTALL_BLOCK file or folder in opencats directory Install opencats

Use existing OpenCATS installation and automatically preform any necessary upgrade (recommended).

Merge/overwrite old attachments folder into new Opencats attachments directory

In phpmyadmin: Create new database in phpmyadmin - Follow install documentation for this step if necessary Select newly created database from list on the left Click import in the upper row browse select your opencatsdatabasebackup.sql file Scroll to the bottom and click “go” Create user (follow steps from documentation) for the database and assign rights.

In NEW opencats directory Check for INSTALL_BLOCK file or folder in opencats directory Install opencats through browser

When you get to the intall type step (new, demo, restore, etc.) You should see: Use existing OpenCATS installation and automatically preform any necessary upgrade (recommended). Select that option.

That should work. Post back with any questions/issues.

Short overview of original OpenCATS Source code

Note: This was written for the original source code. It may not apply completely to the current OpenCATS version

We have not used any outside frameworks. The OpenCATS framework is very light and conceptually simple to understand. This allows for modifications to be isolated, preventing, for example, a small change to a template from affecting library code, or a major change in database structure from requiring a change to every single page.

Let's have a look at the layout of the code OpenCATS is roughly divided into three parts:

- Modules
- Library Components
- Templates

Modules

A module is loosely related to the tabs you see in the GUI and consists of the user interface logic and one or more “templates” to render the HTML page. Some of the modules in OpenCATS are:

- Home
- Candidates
- Contacts
- Calendar, etc.

Browse the modules directory to see the all the current modules in OpenCATS. Each module has its own separate directory.

Library Components

Library components are PHP objects which encapsulate lower-level functionality, such as interfacing with a database, parsing addresses, sending e-mail, etc. For each module, there is a roughly corresponding library component (but not all libraries directly correspond to a module). Examples of some library components are:

- Candidates

- Search
- Users
- VCard
- AddressParser

Browse the lib/ directory to see the all different library components.

OpenCATS Page Request Flow

Every page request to OpenCATS goes through index.php, which acts as a “router” or delegator to the modules.

- A page request is sent to index.php
- index.php parses the URL and sends the request to the corresponding module (specified by m= in the URL) for further processing
- A module parses the “action” (specified by a= in the URL) and invokes the corresponding method within the module.
- The method processes the request, often using library components
- The function displays a template file, if necessary, and fills in the appropriate data and renders the HTML page

Every OpenCATS page request goes more or less through the above 5 steps.

OpenCATS URLs

OpenCATS URLs are designed to be intuitive and easy to use for developers:

E.g. [HTTP://OpenCATS.org/index.php?m=clients&a=show&clientID=239](http://OpenCATS.org/index.php?m=clients&a=show&clientID=239) means:

- m = clients
- a = show
- clientID = 329

index.php sends the URL to the “clients” module. The clients module processes the action “show” for clientID 329. We want to display details of client 239.

Here is the basic layout of a module:

```
1  /* mymodule/MyModuleUI.php: */
2  class MyModuleUI extends UserInterface
3  {
4  public function __construct()
5  {
6  parent::__construct();
7  $this->_moduleDirectory = 'mymodule';
8  }
9  public function handleRequest()
10 {
11 $action = $this->getAction();
12 switch ($action)
13 {
14 case 'myAction':
15 $this->myAction();
16 break;
17 ...
18 }
19 }
```

```
1 public function myAction()
2 {
3     ...
4 }
```

Templates

Modules, as mentioned above, contain the necessary code to render the HTML pages in OpenCATS. HTML is separated from the rest of the code via “templates”. A page is displayed by a template by assigning variables to it using `assign()` and then call its `display()` method.

```
1 public function myAction()
2 {
3     ...
4
5     $this->_template->assign('myVariable', $myValue);
6     $this->_template->display('./modules/mymodule/MyTemplate.tpl');
7 }
```

To display a variable inside a template, use:

```
_($this->myVariable); ?>
```

Interfacing with the database is only done at the library level. This limits the effects that a change in the database structure can have on the upper layers of the code.

F.A.Q. for OpenCATS applicant tracking system

Where can I try a demo version of OpenCATS?

We have a fully functional demo running at: [OpenCATS Demo](#)

This will allow you to test out the functionality, but will not allow you administrative rights/access.

What operating systems and environments will openCATS work with?

Any? We have install documentation and videos for Windows, various Linux distributions, and shared-hosting environments.

It will work on a MAC, Amazon EC2, a VPS, in Docker, heck, you can throw it on an OS-installed thumb drive and take it with you. I've also run it on a Synology NAS, so that's an option too.

OpenCATS can run on pretty much anything.

What's the catch? Is it really free?

YES! That's what open-source software is. If you're not familiar with open source software, have a read about it here: [Open Source software](#)

This is not freemium, there are no paid tiers, and no sales person will ever call you. This is open source software. Having said that, OpenCATS is a little lighter on features compared to the paid ATS's out there. Use it, enjoy, tell your friends.

Is it accessible over the internet?

If you want it to be, yes. If you don't, then it doesn't have to be. Basically, if you set it up on your local computer, it will be for that computer only. If you set it up so that's it is accessible on your network, or the internet, then it will be accessible on your network or over the internet and you can have as many users as you need.

What are the installation requirements for OpenCATS?

OpenCATS is L/WAMP software, so it requires Apache, MySQL/MariaDB and PHP to run. The specifics depend on the environment you want to install it on. See the installation instructions for more information.

Where is the documentation for OpenCATS?

You are looking at it! But in the event this is printed and handed to a recruiter in the remote desert some day, our documentation site is at: <http://opencats-documentation.readthedocs.io/en/latest/>

Can I backup and restore OpenCATS?

Absolutely. There are a few different ways to do this, including a GUI (non-technical) backup/restore. This is on the “to do” list for the documentation.

CHAPTER 16

Indices and tables

- `genindex`
- `modindex`
- `search`