



|freeCV@Gen

Documentation

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Documentation

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How to in Details

1. How to login?

Ans : To **login** in the system you have to follow the following steps:-

- Firstly , register an account if there isn't an account already in existence.
- To register an account see the 'How to register?' section.
- If an account is already in existence then do the following
 - Enter an email address.
 - Enter a password.
 - Press Enter or click on the 'LOGIN' button.

2. How to register?

Ans : To **register** in the system you have to follow the following steps:-

- Click on the 'REGISTER' button existing on the top right corner of the page.
- Insert full name.
- Insert a valid email. i.e: someone@mail.com

- Insert a password, at least of 8 characters in length.
- Re-enter the password.
- Press **Enter** or Click on the '**Register**' button.

3. How to create your CV?

Ans : To create CV you have to follow the **following steps:-**

- Login in the system.
- Click on the '**Create CV**' button existing on the center of the welcome page.
- Enter Personal info in the '**Personal info**' section which has already been **expanded**.
- Click on the '**CV Image**' button and upload the CV image.
- Click on '**Career Objective**' and fill out the form.
- Click on '**Project Accomplishment**' and follow the **following** procedure:-
 - If there is only one project then just fill out the form.
 - If there are multiple projects then follow the following steps
 - Click on the 'Add' button existing in the last column of the table. A new row with input fields will be generated.
 - If a row is inserted by accident you can remove it by clicking on the 'Remove' button existing in the last column of the table.
- Click on '**Education Background**' and follow the **following** procedure:-
 - If there is only a degree completed then just fill out the existing form.
 - If there are multiple degrees then follow the following steps
 - Click on the 'Add' button existing in the last column of the table. A new row with input fields will be generated.
 - If a row is inserted by accident you can remove it by clicking on the 'Remove' button existing in the last column of the table.

- Click on '**Skills**' and follow the **following** procedure:-
 - If there is only a skill category then just fill out the existing form.
 - If there are multiple skill categories then follow the following steps
 - Click on the 'Add' button existing in the last column of the table. A new row with input fields will be generated.
 - If a row is inserted by accident you can remove it by clicking on the 'Remove' button existing in the last column of the table.

4. How to see your CV?

Ans : To see your CV you have to follow the **following steps**:-

- Click on the '**SEE YOUR CV**' button existing on the center of the welcome page.

5. How to edit your CV?

Ans : To edit your CV you have to follow the **following steps**:-

- Click on the '**EDIT CV**' button existing on the center of the welcome page.
- Click on the **sections** you want your edit to be performed in.
- Edit the fields you want to be edited.