USER MANUAL DRAFT

2.0

NOTES

**2 USER MANUAL**

**2.1 INSTALLATION AND SETUP**

2.1.1*Installation*

**Extracting the Program:**

1. Download the ‘CareerPlanner.zip’ file.
2. Move the .zip file to your desired location
   1. eg. Home/user/Documents
3. Once in your desired location, right click the .zip file.
4. Then click ‘Extract here’
   1. This option may be worded differently on other systems, but will produce the same result.
5. Now you should have two new files within the same folder, both named ‘CareerPlanner’.One will be a Windows Executable (.exe) and the other a Python Script(.py).

2.1.2 *Running the Program in Windows(Without Python)*

Running the program in Windows is extremely streamlined. All the user needs to do after extracting the files, is to double click the .exe file and the program will run in its own window.

However the user isnt restricted in using this method alone. The following section covers how to run the program within the Python Interpreter. Which is useful if the .exe file isn’t working, or the user is on MacOS or a Linux system.

2.1.3 *Running the Program in Python*

**Installing PyQT5:**

The PyQT5 library is essential for the .py to run.

1. Open the terminal
   1. Windows open start menu and search for ‘Command Prompt’. Please ensure beforehand you have downloaded and installed the Python interpreter from https://www.python.org/downloads/windows/
   2. Linux click the key combination (ctrl+alt+t)
2. Type ‘pip install PyQT5’ or ‘pip3 install PyQT5’.

**The Easier Method(LINUX):** Tested on Ubuntu 20.4 LTS

1. Right click on an empty space/background within the file explorer
2. Click ‘Open in Terminal’
3. Type ‘Python CareerPlanner.py’ and click enter.
4. Then the program will open in a new window.

**Universal Method:** Can be used on most platforms including Windows (providing you have previosuly installed Python into your Windows machine).

1. Open the terminal
   1. Windows open start menu and search for ‘Command Prompt’
   2. Linux click the key combination (ctrl+alt+t)
2. type ‘cd ’ then the location of the .py file
   1. I.e home/user/documents/
3. Then type ‘python CareerPlanner.py’ and click enter.

2.2 USING THE PROGRAM

2.2.1 *Profile Page*

[insert final version image]

The profile page grants the user the ability to produce their professional profile, this will help them produce a professional identity and give them direct access to all their professional information should they need it.

[Final version should include these instruction sorroundinf the image of the page]

1. On the left the user should fill in their personal and proffessional information.
2. Top-right, the user can select multiple skills that relate to them. Should they wish to start again and select new skills, there is a ‘Clear’ button underneath.
3. Below the skills section is the ‘Education’ section. Within this box, the user can write-out all their previous and current education history.
4. Similar to the education box, the user can input their employment history within the ‘Experience’ section.
5. Next the user should click the ‘Save’ button, to ensure they don’t lose their information upon restarting the program.
6. On the right of the centre window, is a ‘Load Data’ button which will load all the previously inputted information from a local database.

2.2.3 *Application Pages*

**Add Job Page:**

This section will allow you to add any job applications you have made, either online or in-person.

[insert image]

1. To start the user can include the name of the company offering the role.
2. Secondly the title of the role, i.e Software Engineer, Customer Service Assistant, etc.
3. Include location of role.
4. Here you can produce a description of the role. If this application was discovered online you could simply copy and paste information from the advertisement, along with some useful notes on the role.
5. you can check which skills apply to this role.
6. Next you can either discard the application or click ‘Submit’ to save the job into ‘my applications’.

**My Applications Page:**

On this page the user can keep track of their previously added applications

1. You can remove an application
2. Update the application with any new or relevent information
3. or you can even add a new application.

2.2.4 *Career Interests Page*

This page includes four tabs which help

1. The first section allows the user to input the name of employers they deem interested in for their future.
2. Once the employers name has been inputted, the user only has to clicked the ‘Add’ button. Then the employers name will be listed below.
3. This process is exactly the same for the ‘Sectors’, ‘Job types’ and ‘Interest Areas’ tabs.

2.2.5 *Learn More Page*

Should the user not have much experience in starting a career, the software has an entire section dedicated to providing the user with a ‘Useful Links’ page, where they can make use of dozens of links to job advice and search sites, also should the user have any issues or questions about the software, there is a ‘Frequently Asked Questions’ section for them to read through.