

# User Manual



**JobsAustralia.tech**

**Group Members:** Ozlem Kirmizi (s3491115@student.rmit.edu.au)  
Kim Luu (s3536578@student.rmit.edu.au)  
Aaron Horler (s3481341@student.rmit.edu.au)  
Melissa Nguyen (s3476694@student.rmit.edu.au)  
Dennis Mihalache (s3434719@student.rmit.edu.au)

**Supervisor:** Amir Homayoon Ashrafzadeh

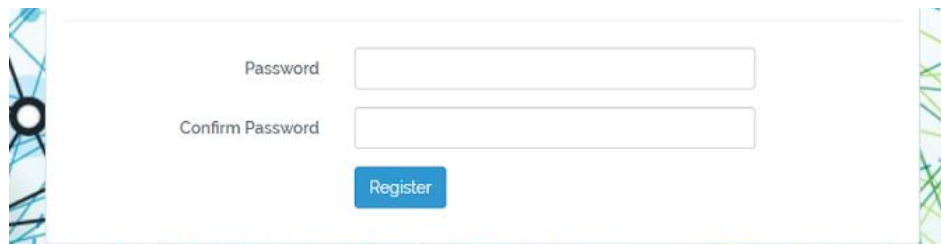
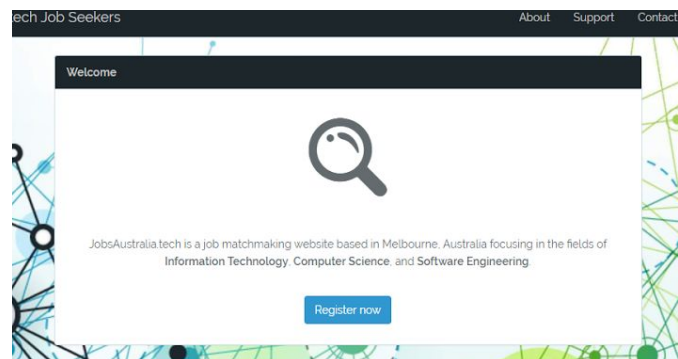
**Project Name:** JobsAustralia.tech

## **Table of contents**

1. Register as an employee or employer.
2. Login, logout, edit profile, upload resume, email notifications and delete account.
3. View matching jobs, apply for a job and delete application (for jobseekers/employees).
4. Post a job, edit or delete a job and view or reject applicants (for employers).
5. Reset forgotten password.
6. Contact [JobsAustralia.tech](mailto:JobsAustralia.tech).

## 1. Register as employee or employer.

1. From the home page click on the blue button that says register now.
2. If you are a jobseeker/employee then please fill out the registration details and click on the blue button that says register. If you wish to post a job or an employer then please click on the Change to employer link at the top of the page, fill out the registration details and then press the blue register button.

A screenshot of the registration form. It features two input fields: 'Password' and 'Confirm Password'. Below these fields is a blue button labeled 'Register'.

## 2. Login, logout, edit profile, upload resume, email notifications and delete account.

1. Click on the login link in the top right corner of the screen.
2. If you are an employee enter your relevant login details and press login. If you are an employer click the change to employer link, fill in your relevant details and press the login button.
3. To log out of either account, click on your name in the top right corner of the screen and click log out.
4. To edit your profile, click on your name in the top right corner of the screen and click profile. Click on the edit profile button, fill in the details you wish to change and then press the save changes button.
5. To upload or update a resume click on your profile, scroll down to the resume section, select your resume file and press the upload button.
6. To change email notifications, scroll down to the notifications section and select which option you wish then press the save changes button.
7. To delete your account, click the delete account button and confirm the prompts.

You're using JobsAustralia.tech as a *Job Seeker*. [Change to Employer.](#)

### Login

E-Mail Address

Password

☐ Remember Me

[Login](#) [Forgot Your Password?](#)

---

### bill's Profile

Name: bill  
Email: bill@mail.com  
Job Title: Student  
Sector: None  
Experience: 0 years  
Location: melb, New South Wales

[Edit profile and skills](#)  
[Change password](#)  
[Delete account](#)

### Notifications

Please select the email notifications you would like to receive.

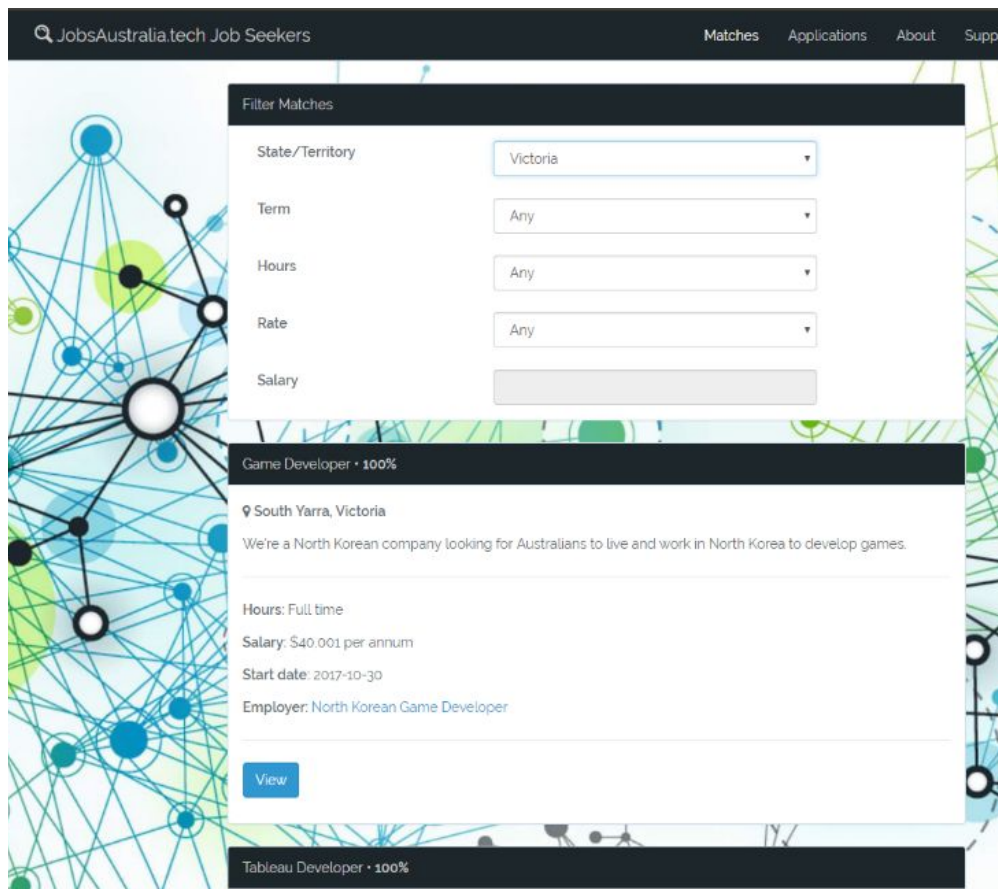
Notify me when an interesting new job appears ☒

Send me occasional marketing emails ☐

[Save Changes](#)

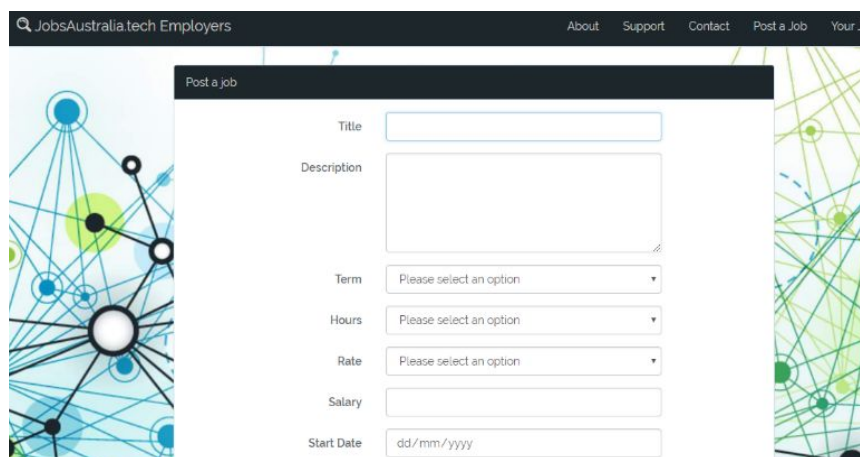
### 3. View matching jobs, apply for a job and delete application (for jobseekers/employees).

1. While logged in as an jobseeker/employee, click on matches in the menu bar and filter jobs by using the menu underneath.
2. When you find a job you like, click on view and if you wish to apply, press the apply button. You also have the option to add a message to the employer.
3. Once applied, you can delete the application if you wish by pressing the delete application and confirming the prompts.



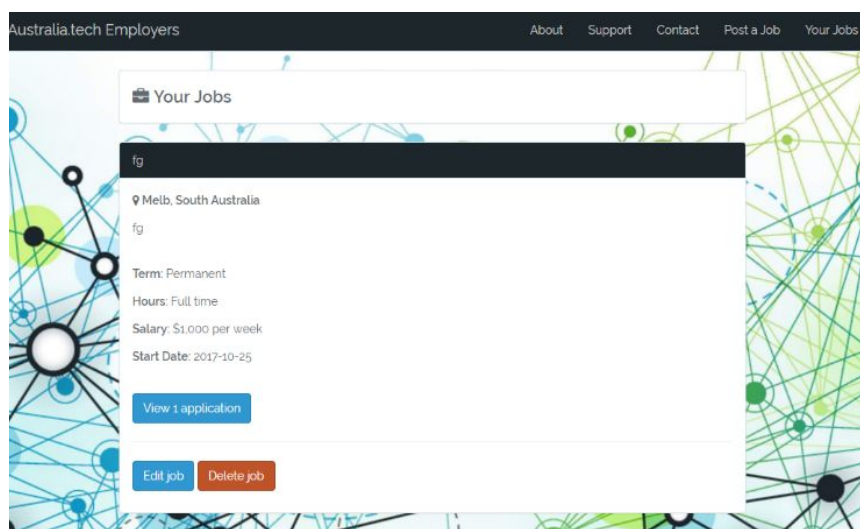
#### 4. Post a job, edit or delete a job and view or reject applicants (for employers).

1. While logged in as an employer, click on post job in the menu bar and click on the blue button that says post a job. Fill out the job details and press the post button.
2. Once you have a job posted, you can click on your jobs in the menu bar and can edit a job or delete a job.
3. To edit a job, find the job you want and click on the blue edit job button. Change the relevant details and press the save changes button.
4. To delete a job, find the job you wish to delete the job and press the delete job button then confirm the prompts.
5. If a job has applicants, a button will appear that will tell you how many applicants there are that have currently applied. To view the applicants, click the view applicants button. You now can either discuss the application by emailing the applicant or can reject the applicant.



The screenshot shows the 'Post a job' form on the JobsAustralia.tech Employers website. The form is titled 'Post a job' and includes the following fields:

- Title:
- Description:
- Term:
- Hours:
- Rate:
- Salary:
- Start Date:



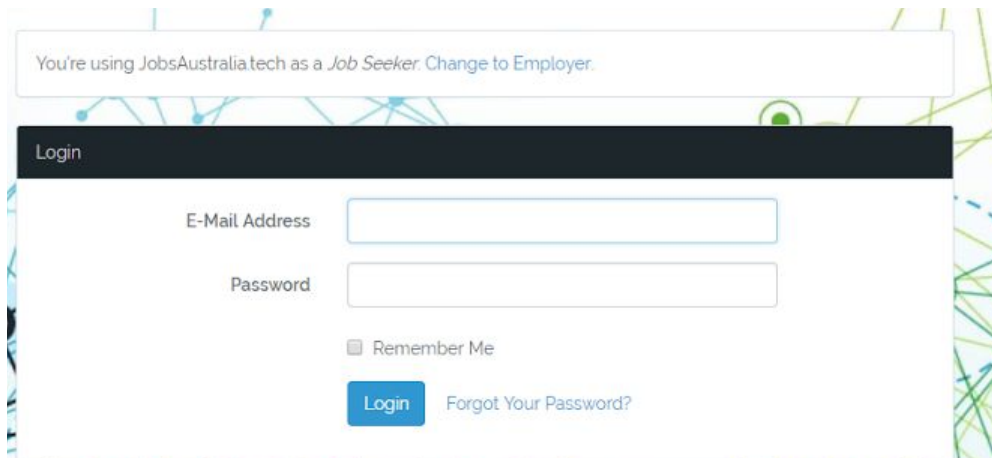
The screenshot shows the 'Your Jobs' page on the Australia.tech Employers website. The page displays a list of jobs with the following details:

- Job Title: fg
- Location: Melbourne, South Australia
- Term: Permanent
- Hours: Full time
- Salary: \$1,000 per week
- Start Date: 2017-10-25

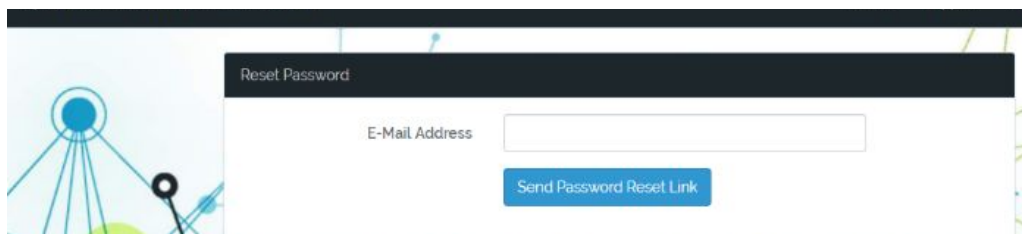
Below the job details, there are three buttons: 'View 1 application' (blue), 'Edit job' (blue), and 'Delete job' (orange).

## 5. Reset forgotten password.

1. If you have forgotten your account password, on the login page, click the forgot your password link.
2. Enter the email address you have used when you registered an account.
3. Click the password reset link that will be sent to your email.
4. Select your new password.



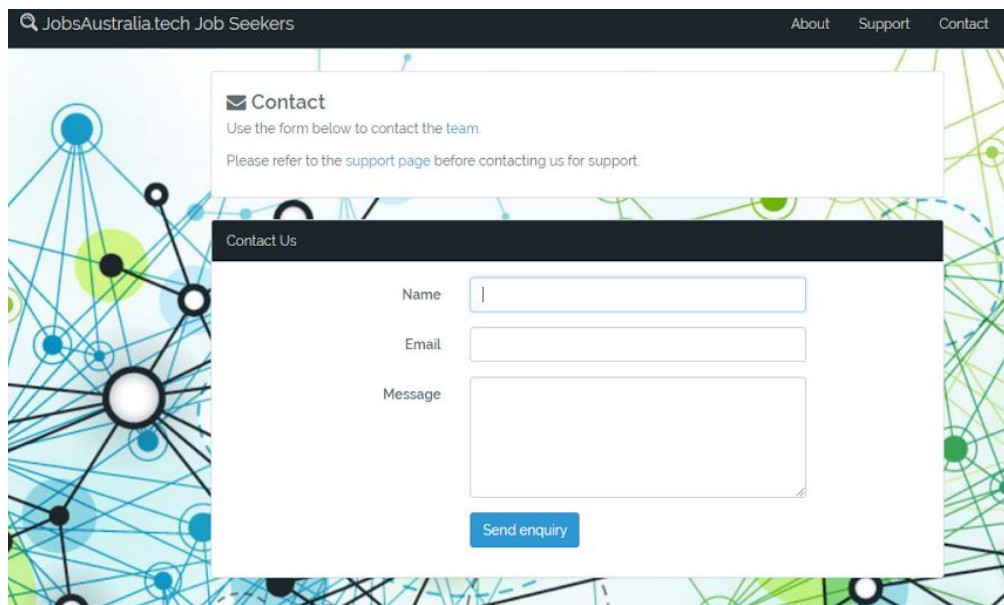
The screenshot shows the login interface of JobsAustralia.tech. At the top, a message states: "You're using JobsAustralia.tech as a *Job Seeker*. [Change to Employer.](#)". Below this is a dark header with the word "Login". The main form contains two input fields: "E-Mail Address" and "Password". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form are two buttons: a blue "Login" button and a text link "Forgot Your Password?".



The screenshot shows the "Reset Password" page. It features a dark header with the text "Reset Password". Below the header is a form with an "E-Mail Address" input field. At the bottom of the form is a blue button labeled "Send Password Reset Link".

## 6. Contact JobsAustralia.tech.

1. If you have any other issues or concerns, then you can contact us by clicking on contact us in the menu bar.
2. Enter the relevant details as well as your message and then press the send enquiry button and we will contact you as soon as possible.



The screenshot shows a web browser window with the URL "JobsAustralia.tech Job Seekers". The navigation bar includes links for "About", "Support", and "Contact". A "Contact" modal is open, featuring a title "Contact" with an envelope icon, instructions to use the form to contact the team, and a note to refer to the support page for support. Below this is a "Contact Us" section with input fields for "Name", "Email", and "Message", and a "Send enquiry" button. The background of the modal has a network diagram pattern.

JobsAustralia.tech Job Seekers

About Support Contact

**Contact**

Use the form below to contact the team.

Please refer to the [support page](#) before contacting us for support.

**Contact Us**

Name

Email

Message

[Send enquiry](#)