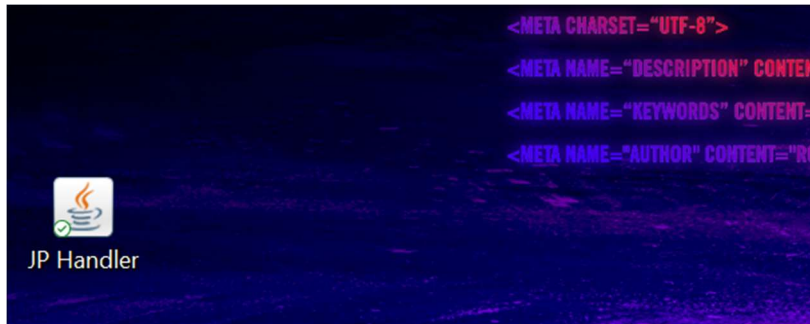


Job Post Handler

SOP

Find .Jar file and double click icon opening up the application.



The first screen you will see is the, create new job post screen. This is where a user can enter in data Job Type, External Job Type, Job Title, Job Description, Job Location, and Job Work Schedule.

Job Type:

This is a field for users to enter internal or external. An internal job is one that is within the company creating the job posting. External job is one that is outside of the company like a contractor.

External Job Type: This is only needed if the Job Type is external. This will dictate what kind of contract position this is for. 3rd Party contractor is a contractor who is paid per job and has no network access to internal company networks. Example of this would be a plumber or a Hvac crew working on the AC.

Job Title:

This will be the job position title whether that is an Automation Technician or a Janitor.

Job Description:

The user will enter the description of the job and expectations. Anything that can better explain this position should be included.

Job Location:

This is the City or Town the position will take place the majority of the time.

Job Work schedule:

The user needs to input what type of work schedule this position will have.

5/40 schedule is a standard 8 hour day with weekends off.

9/80 schedule is 9 hours a day and every other Friday off and the Friday worked is 8 hour work day. The Fridays off are usually identified as Red or Blue. So it will be said the employee is a Red Friday meaning he is off on the Red Friday.

The screenshot shows a web application window titled "Job Post Handler". On the left is a dark sidebar with three buttons: "Create New Job Post", "Job Approval Portal", and "Review Job Post". The main area is light gray and contains a form with the following fields:

- Job Type: Text field with placeholder "Ex. Internal/External"
- External Job Type: Text field with placeholder "Leased Worker/3rd Party/N/A"
- Job Title: Text field with placeholder "Ex. Automation Technician"
- Job Description: Large text area with placeholder "Job Duties explained here:"
- Job Location: Text field with placeholder "City/Town"
- Job Work Schedule: Text field with placeholder "Ex. 5/40,9/80,7 on/off,8/6"

At the bottom of the form are two buttons: "Save" and "Send to Approval".

After entering the data the user needs to press the Send to Approval button. This will send the data from the Text Fields to the Approval Portal for approval.

The screenshot shows a web application titled "Job Post Handler" with an orange header. On the left is a black sidebar with three buttons: "Create New Job Post", "Job Approval Portal", and "Review Job Post". The main area is light gray and contains several form fields: "Job Type" (Ex. Internal/External), "External Job Type" (Leased Worker/3rd Party/N/A), "Job Title" (Ex. Automation Technician), "Job Description" (a large text area with the placeholder "Job Duties explained here:"), "Job Location" (City/Town), and "Job Work Schedule" (Ex. 5/40,9/80,7 on/off,8/6). At the bottom are two buttons: "Save" and "Send to Approval". The "Send to Approval" button is circled in red.

Job Post Handler		
Create New Job Post Job Approval Portal Review Job Post	Job Type	Ex. Internal/External
	External Job Type	Leased Worker/3rd Party/N/A
	Job Title	Ex. Automation Technician
	Job Description	Job Duties explained here:
	Job Location	City/Town
	Job Work Schedule	Ex. 5/40,9/80,7 on/off,8/6
<div>Save</div> <div>Send to Approval</div>		

The user can also save all records on this screen by pressing the save button. This ensure all change made in the system are saved for later use.

Job Post Handler

Create New Job Post

Job Approval Portal

Review Job Post

Job Type: Ex. Internal/External

External Job Type: Leased Worker/3rd Party/N/A

Job Title: Ex. Automation Technician

Job Description: Job Duties explained here:

Job Location: City/Town

Job Work Schedule: Ex. 5/40,9/80,7 on/off,8/6

Save

Send to Approval

User can press the Job Approval Tab on the left side to take user to the Job Approval Portal. This is where user can approve, reject, or delete job Posts.

Job Post Handler

Create New Job Post

Job Approval Portal

Review Job Post

Job Type: Ex. Internal/External

External Job Type: Leased Worker/3rd Party/N/A

Job Title: Ex. Automation Technician

Job Description: Job Duties explained here:

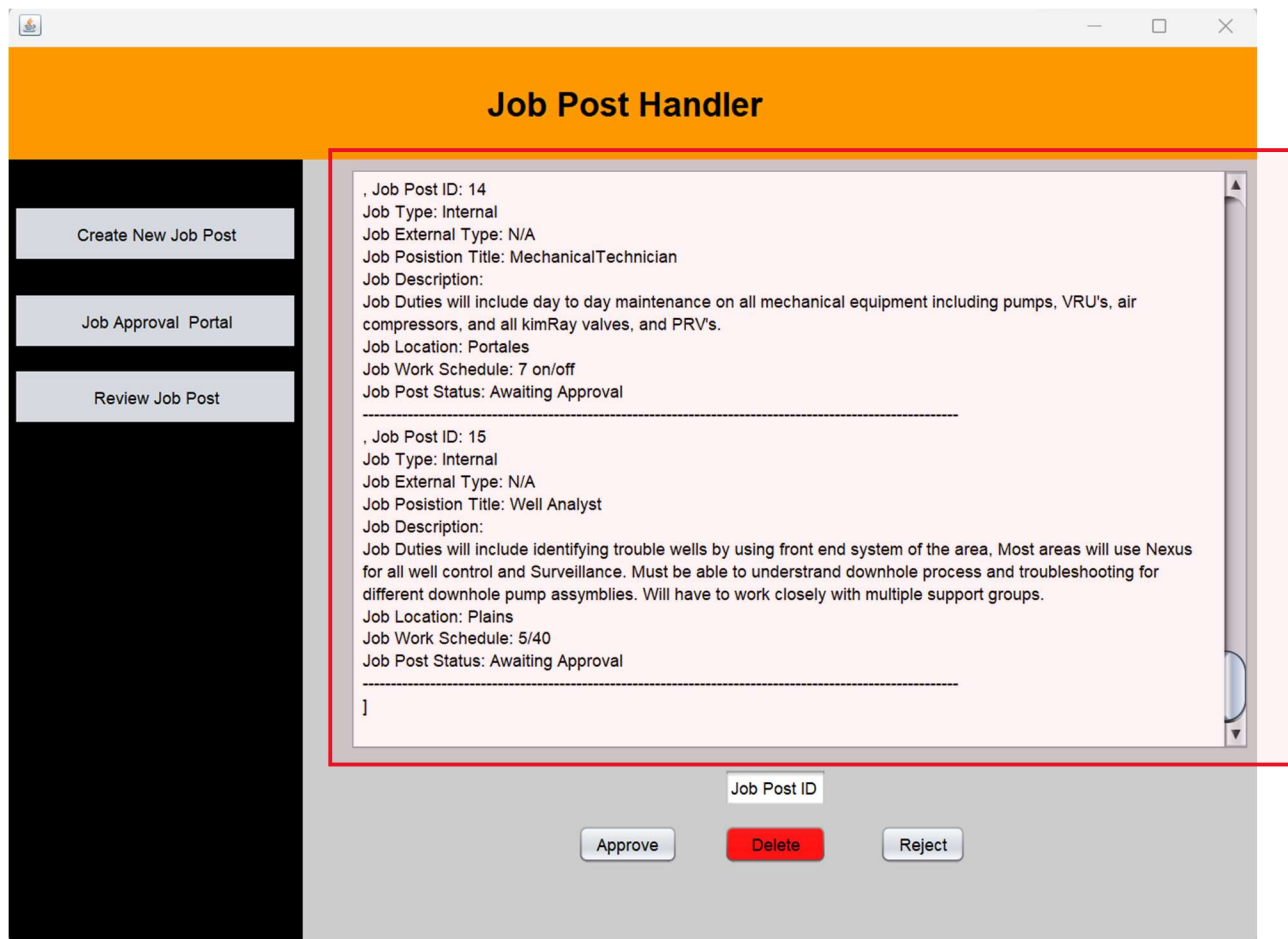
Job Location: City/Town

Job Work Schedule: Ex. 5/40,9/80,7 on/off,8/6

Save

Send to Approval

Inside the Job Approval Portal user can see all records awaiting approval that are in the system.



User can use the scroll bar on right side of viewing window to see all records awaiting approval.

Create New Job Post

Job Approval Portal

Review Job Post

Job Post ID: 14

Job Type: Internal

Job External Type: N/A

Job Position Title: MechanicalTechnician

Job Description:

Job Duties will include day to day maintenance on all mechanical equipment including pumps, VRU's, air compressors, and all kimRay valves, and PRV's.

Job Location: Portales

Job Work Schedule: 7 on/off

Job Post Status: Awaiting Approval

Job Post ID: 15

Job Type: Internal

Job External Type: N/A

Job Position Title: Well Analyst

Job Description:

Job Duties will include identifying trouble wells by using front end system of the area, Most areas will use Nexus for all well control and Surveillance. Must be able to understand downhole process and troubleshooting for different downhole pump assemblies. Will have to work closely with multiple support groups.

Job Location: Plains

Job Work Schedule: 5/40

Job Post Status: Awaiting Approval

Job Post ID

Approve

Delete

Reject

For user to be able to approve a job post in the system the user needs to first enter the Job Post ID into the Text field. The user can find the job Post ID at the very top of every Job Post in the system.

Job Post Handler

Create New Job Post

Job Approval Portal

Review Job Post

Job Post ID: 14

Job Type: Internal

Job External Type: N/A

Job Position Title: MechanicalTechnician

Job Description:

Job Duties will include day to day maintenance on all mechanical equipment including pumps, VRU's, air compressors, and all kimRay valves, and PRV's.

Job Location: Portales

Job Work Schedule: 7 on/off

Job Post Status: Awaiting Approval

Job Post ID: 15

Job Type: Internal

Job External Type: N/A

Job Position Title: Well Analyst

Job Description:

Job Duties will include identifying trouble wells by using front end system of the area, Most areas will use Nexus for all well control and Surveillance. Must be able to understand downhole process and troubleshooting for different downhole pump assemblies. Will have to work closely with multiple support groups.

Job Location: Plains

Job Work Schedule: 5/40

Job Post Status: Awaiting Approval

Job Post ID

Approve

Delete

Reject

Below you can see where user needs to input the Job Post ID.

Create New Job Post

Job Approval Portal

Review Job Post

Job Post ID: 14
Job Type: Internal
Job External Type: N/A
Job Position Title: MechanicalTechnician
Job Description:
Job Duties will include day to day maintenance on all mechanical equipment including pumps, VRU's, air compressors, and all kimRay valves, and PRV's.
Job Location: Portales
Job Work Schedule: 7 on/off
Job Post Status: Awaiting Approval

Job Post ID: 15
Job Type: Internal
Job External Type: N/A
Job Position Title: Well Analyst
Job Description:
Job Duties will include identifying trouble wells by using front end system of the area. Most areas will use Nexus for all well control and Surveillance. Must be able to understand downhole process and troubleshooting for different downhole pump assemblies. Will have to work closely with multiple support groups.
Job Location: Plains
Job Work Schedule: 5/40
Job Post Status: Awaiting Approval

]

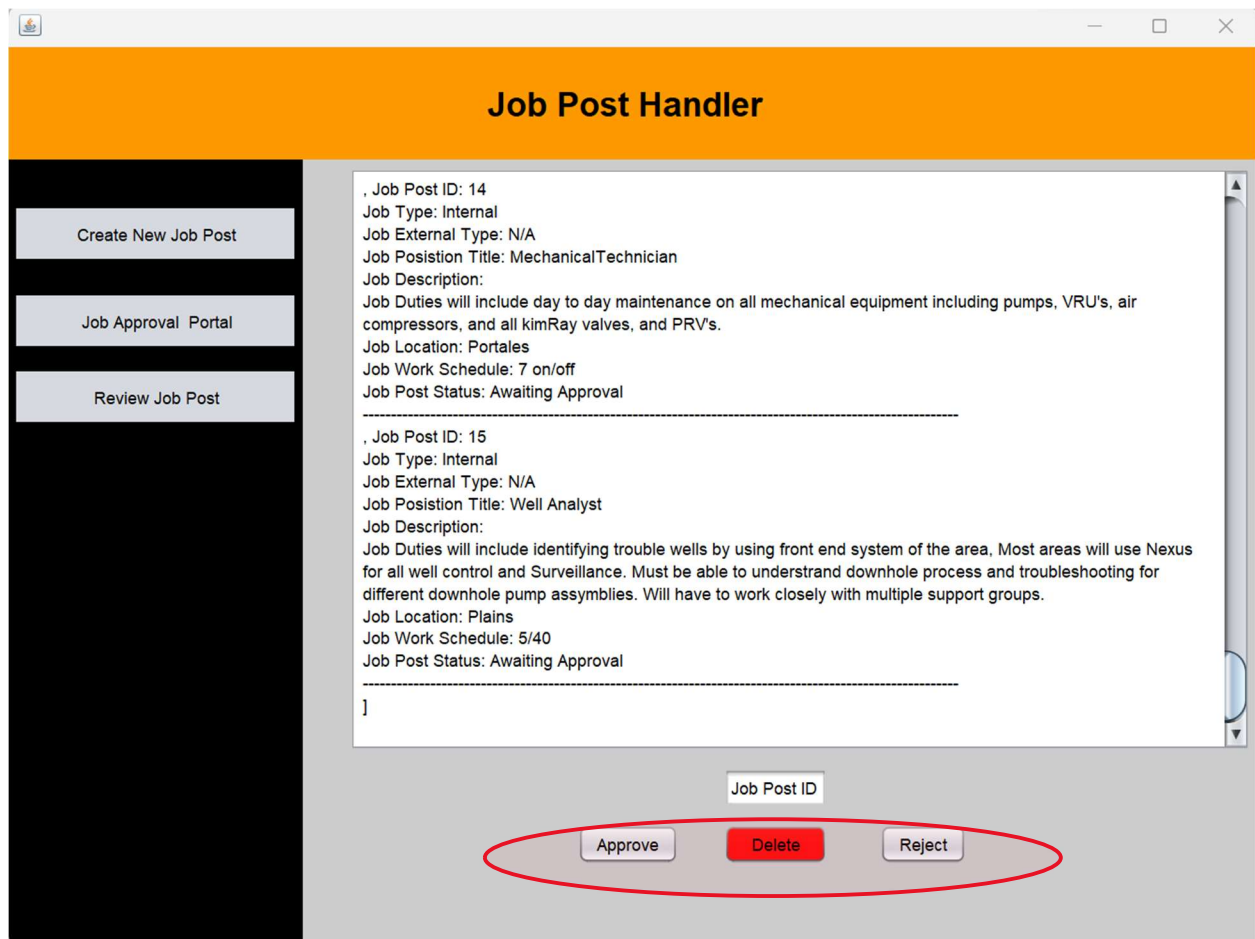
Job Post ID

Approve

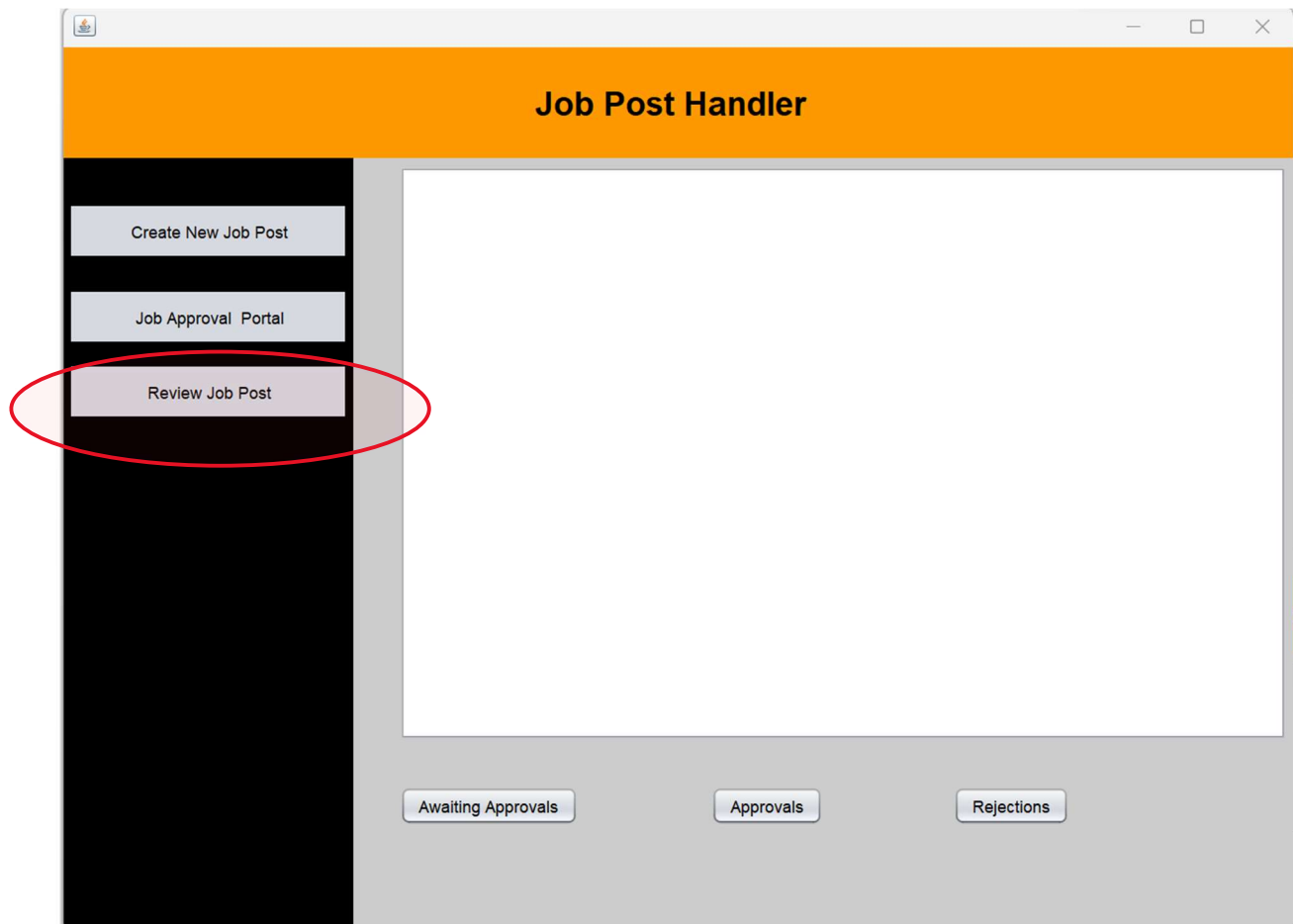
Delete

Reject

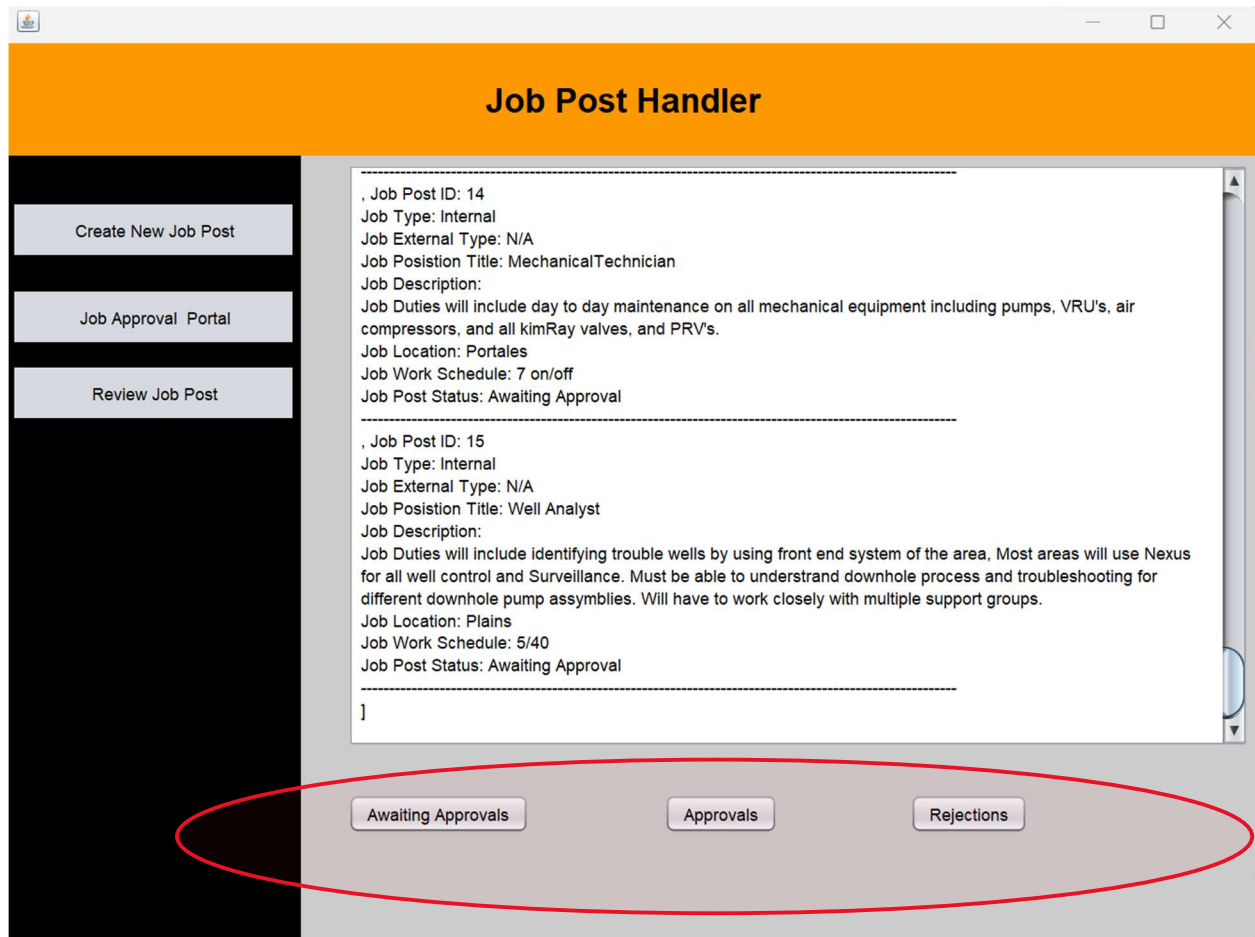
Once the Job Post ID has been entered user can choose whether user wants to approve, delete, or reject a record. User just needs to click on the button that matches the action needed to be taken.



User can now click on the Review Job Post tab on left hand side of screen taking user to the Review portal.



Here the user can view records that are awaiting approval, records that have been approved, or records that have been rejected. User needs to click the button corresponding to the need.



When user is completed using the system, user can close application by pressing the X at the top right of the window.

Job Post Handler

Create New Job Post

Job Approval Portal

Review Job Post

Job Post ID: 14

Job Type: Internal

Job External Type: N/A

Job Position Title: MechanicalTechnician

Job Description:
Job Duties will include day to day maintenance on all mechanical equipment including pumps, VRU's, air compressors, and all kimRay valves, and PRV's.

Job Location: Portales

Job Work Schedule: 7 on/off

Job Post Status: Awaiting Approval

Job Post ID: 15

Job Type: Internal

Job External Type: N/A

Job Position Title: Well Analyst

Job Description:
Job Duties will include identifying trouble wells by using front end system of the area, Most areas will use Nexus for all well control and Surveillance. Must be able to understand downhole process and troubleshooting for different downhole pump assemblies. Will have to work closely with multiple support groups.

Job Location: Plains

Job Work Schedule: 5/40

Job Post Status: Awaiting Approval

Awaiting Approvals

Approvals

Rejections