PixelCrafters

Jobify
Use-Case Specification

Version 1.18

Revision History

Date	Version	Description	Author
<16/06/2025>	Draft	Initial draft from template	Nguyễn Lê Hồ Anh Khoa
<19/06/2025>	1.0	First version of document	All team member of PixelCrafters
<22/06/2025>	1.1	Update 2.1 Account Management and 2.2 Job Interaction & Management	Nguyễn Lê Hồ Anh Khoa
<22/06/2025>	1.2	Update 2.3 Application Management Feature and 2.4 Recommendations & Matching.	Hình Diễm Xuân
<22/06/2025>	1.3	Update 2.6 Notifications and 2.7 Moderation & Admin Activities	Nguyễn Thị Như Quỳnh
<24/06/2025>	1.4	Update 2.1 Account Management and 2.5 Wallet & Coins	Bùi Minh Duy
<24/06/2025>	1.5	Add Use-case model, reviewed this document together, made necessary adjustments	All team member of PixelCrafters
<28/06/2025>	1.6	Add Use-case: Cancel Application and update Use-case model	Nguyễn Lê Hồ Anh Khoa
<29/06/2025>	1.7	Add Use-case: Forgot Password	Nguyễn Lê Hồ Anh Khoa
<02/07/2025>	1.8	Update 2.1.5 View/Edit profile: add Profile picture	Hình Diễm Xuân
<06/07/2025>	1.9	Update 2.1.5 View/Edit profile: add GitHub, LinkedIn and Personal website, Industry and profession, Company Size.	Hình Diễm Xuân
<15/07/2025>	1.10	Update 2.1.5 View/Edit profile: remove profession	Nguyễn Lê Hồ Anh Khoa
<15/07/2025>	1.11	Update 2.7.2 Use-case: Handle Reported Content or Users and 2.7.5 Use-case: Manage System Settings	Nguyễn Thị Như Quỳnh
<16/07/2025>	1.12	Solve some conflicts, remove skills management and filter Rearrange group of use-case	All team member of PixelCrafters
<17/07/2025>	1.13	Add Prototype	Nguyễn Lê Hồ Anh Khoa
<19/07/2025>	1.14	Update 2.7.1 and 2.7.3: Special Requirements Update Prototype Update use-case model	Hình Diễm Xuân
<31/07/2025>	1.15	Modify 2.1.3 Register Account Reduce registration data field for Company, and update the corresponding prototype	Bùi Minh Duy, Nguyễn Lê Hồ Anh Khoa
<31/07/2025>	1.16	Split 2.1.5 Use-case: View/Edit profile into two Use-cases: 2.1.5. Use-case: View/Edit Candidate profile and 2.1.6. View/Edit Recruiter profile.	Nguyễn Thị Như Quỳnh

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<01/08/2025>	1.17	Update Prototype	Nguyễn Thị Như Quỳnh
<02/08/2025>	1.18	Update Use-case model	Nguyễn Lê Hồ Anh Khoa

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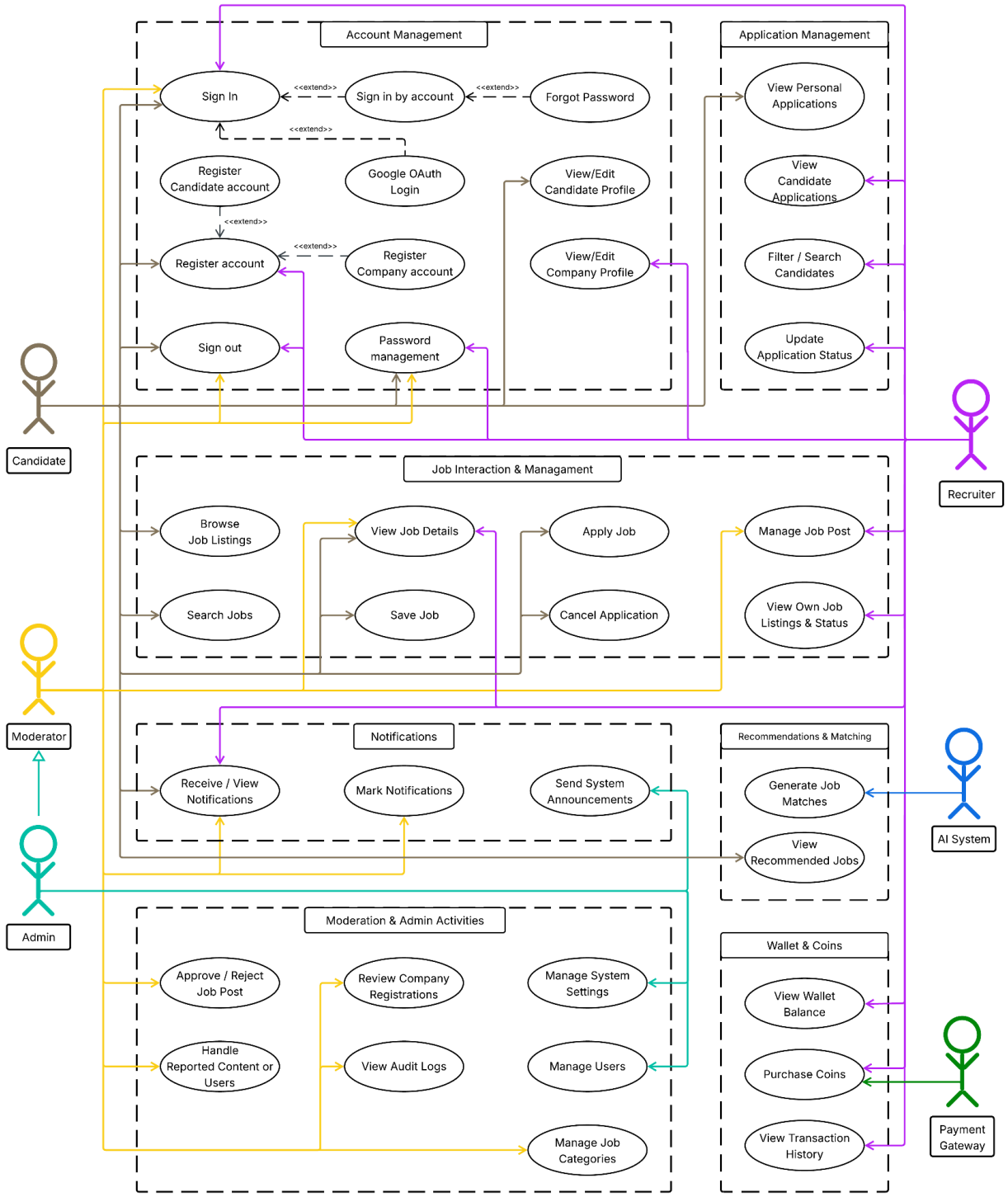
Use-Case Specification

1. Use-Case Model

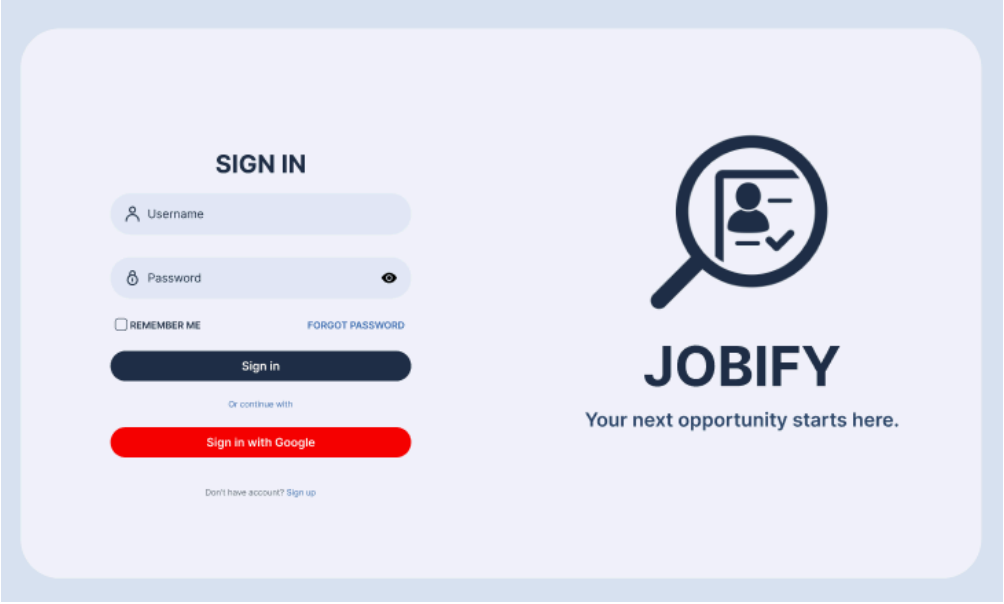


2. Use-Case Specification

2.1 Account Management

2.1.1 Use-case: Sign in

Use Case	Sign in
Brief Descriptions	This function allows users who already have an account to log into the system to access personalized features.
Actors	Candidates, Recruiter, Moderator, Admin
Main Flow	1. The system displays the login interface, presenting options for different sign-in methods (e.g., input fields for username/password, "Sign in with Google" button). 2. The user chooses a sign-in method. 3. The system proceeds based on the chosen method.
Alternative Flows	3A. User chooses to Sign In by Account: 1. The user enters their username (or email) and password into the respective fields. 2. The user clicks the "Sign In" button. 3. The system authenticates the login information against its internal database. 4. If authentication is successful: The system creates a login session for the user and redirects them to the homepage or a landing page. 5. If authentication fails (e.g., incorrect username/password, account locked): The system displays an appropriate error message (e.g., "Incorrect username or password. Please try again.", "Your account has been locked.") and prompts the user to re-enter information or choose another method. 6. If user forgets password: The user clicks the "Forgot Password" link. (Refer to Use Case: Forgot Password). 3B. User chooses to Sign In by Google OAuth: 1. The user clicks the "Sign in with Google" button. 2. The system redirects the user to Google's authentication page. 3. The user logs into their Google account (if not already logged in) and grants permission to the application. 4. Google authenticates the information and sends an authorization code back to the system. 5. The system uses the authorization code to obtain an access token from Google. 6. The system uses the access token to retrieve basic user information from Google (e.g., email, name). 7. The system checks if the email from Google already exists in the system. 8. If email exists: The system links the Google account with the existing internal account (if not already linked) and creates a login session. 9. If email does not exist: The system creates a new account for the user based on the information from Google and creates a login session. 10. If the user denies permission: Google notifies the system of the denial. The system displays a message: "You have denied access. Please try again or log in using another method." The system returns to the login interface. 11. If user information cannot be retrieved from Google: The system displays an error message: "Could not retrieve Google account information. Please try again later." The system returns to the login interface.

	12. If successful (steps 8 or 9), the system redirects the user to the homepage or a landing page.
Pre-conditions	1. The user already has an account in the system (for "Sign In by Account") or a Google account (for "Sign In by Google OAuth"). 2. The system is operational and has an internet connection. 3. For Google OAuth, the system is properly configured with Google OAuth credentials.
Post-conditions	1. The user successfully logs into the website. 2. The user is redirected to the appropriate landing page based on their role (e.g., candidate dashboard, Recruiter dashboard, moderator panel). 3. Personalized user data (e.g., name, role, profile info) is loaded and available for session-based use.
Special Requirements	1. Interface: The login interface must be clear, secure, and easy to use, providing clear options for different sign-in methods. 2. Processing Time: Authentication and login time should be minimal (ideally under 3 seconds). 3. Security: - Passwords for internal accounts must be encrypted during transmission and storage. - The system should have mechanisms to prevent brute-force attacks (e.g., account lockout after multiple failed attempts). - All OAuth tokens and sensitive data for Google OAuth must be handled securely. - Password reset links must have an expiration time and be single-use. - Connectivity: Stable connection to authentication services (internal database, Google OAuth services).
Prototype	

2.1.2 Use-case: Sign out

Use Case	Sign out

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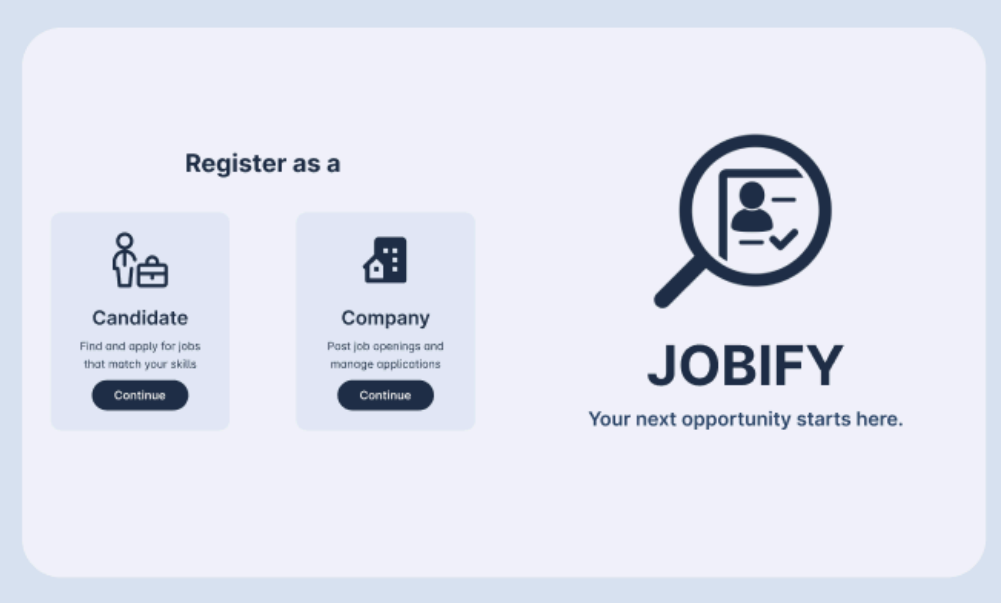
Brief Descriptions	This function allows a logged-in user to securely end their session and log out from the system.
Actors	Candidates, Recruiter, Moderator, Admin
Main Flow	1. The user, while logged in, clicks on the "Sign out" button on the navigation bar. 2. The system invalidates the user's current session (e.g., clears session cookies, invalidates tokens). 3. The system redirects the user to the login page or a public homepage.
Alternative Flows	N/A
Pre-conditions	The user must be currently logged into the system.
Post-conditions	The user successfully logs out of the website.
Special Requirements	1. Security: Ensure that all session data and tokens are properly invalidated on logout to prevent session hijacking. 2. User Experience: Provide a clear and easily accessible "Sign out" option.
Prototype	N/A

2.1.3 Use-case: Register Account

Use Case	Register Account
Brief Descriptions	This use case allows new users to create an account on the platform. Candidates can use the platform immediately after registration. Companies (Recruiter users), however, must wait for moderator approval before they can post jobs or access recruiter features.
Actors	Candidate, Recruiter
Main Flow	1. User accesses the “Sign Up” page. 2. User selects the account type: - Candidate - Company 3. User fills in the registration form: - For Candidates: ○ Full name ○ Email ○ Password ○ Confirm password - For Companies: ○ Company name ○ Company email ○ Password ○ Confirm password ○ Tax code ○ Business license number 4. User submits the form.

	5. System validates input and checks for duplicate email. 6. System creates a user account and stores information: 7. Candidate: status = active, can log in immediately 8. Company: status = pending approval, cannot post jobs yet. 9. System sends welcome messages. 10. (For Recruiter) System notifies Moderator for approval.
Alternative Flows	4A. Missing or invalid data (e.g., short password): - System shows field-level validation errors. 4B. Password does not meet complexity requirements: - The system displays an error message outlining the complexity rules (e.g., "New password must be at least 8 characters long, contain numbers."). 5A. Email already exists: - System prevents registration and suggests login or password reset. 6A. For Recruiter, moderator rejects profile: - Recruiter receives notification and cannot use company features.
Pre-conditions	1. User is not logged in. 2. Registration page is accessible.
Post-conditions	1. Candidate account is created and active. 2. Company account is created but set as pending. 3. Moderator receives notification to review company registration.
Special Requirements	1. Passwords must be hashed and meet security criteria (min 8 characters). 2. Email format must be valid. 3. Company accounts must be manually approved by a Moderator before gaining full access. 4. Email confirmation (optional enhancement) can be added. 5. Rate-limiting may be applied to prevent spam registrations.
Prototype	

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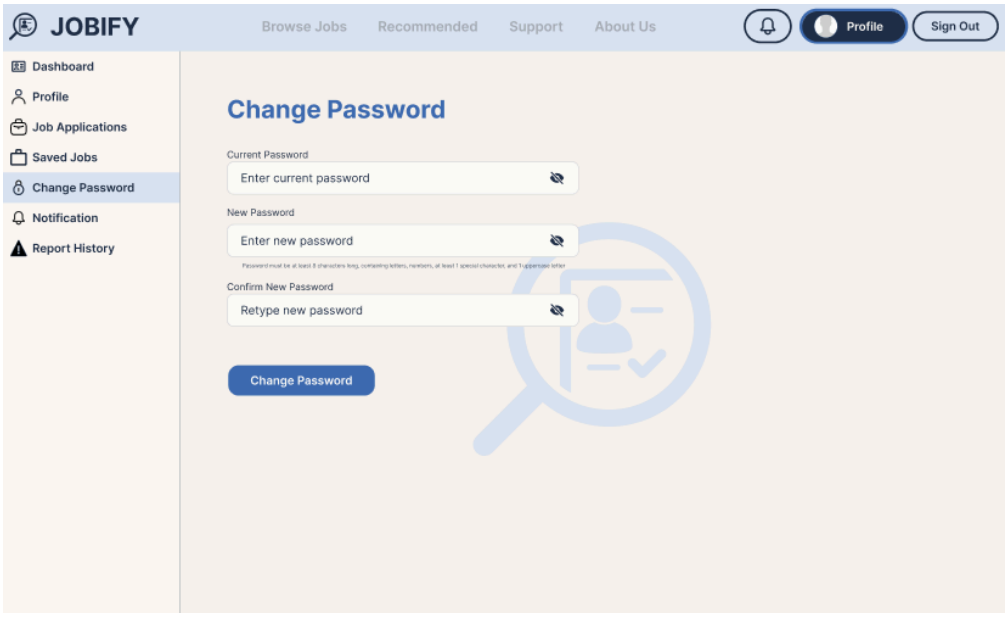
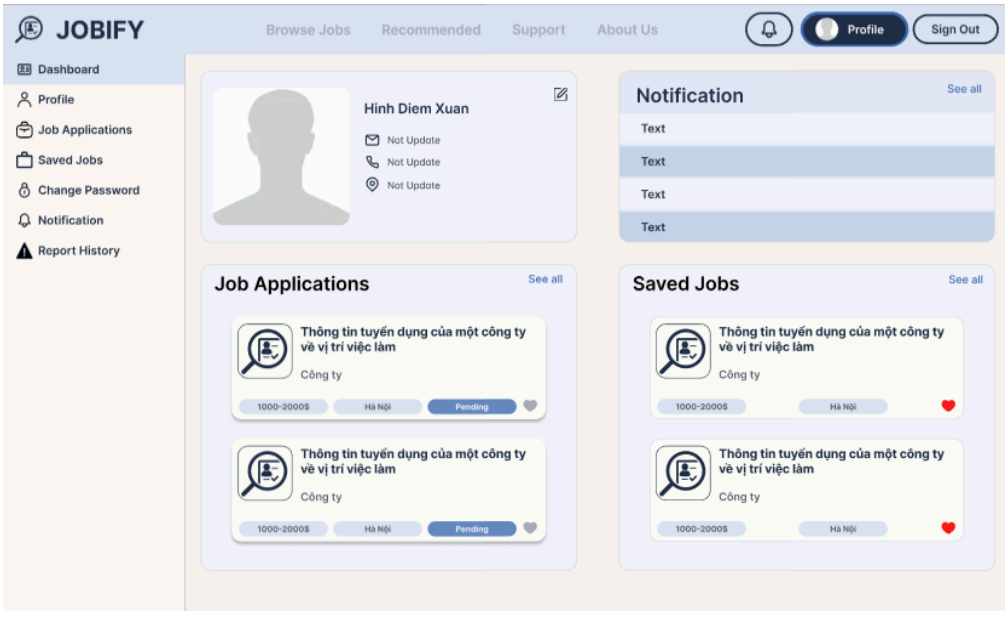
2.1.4 Use-case: Password management

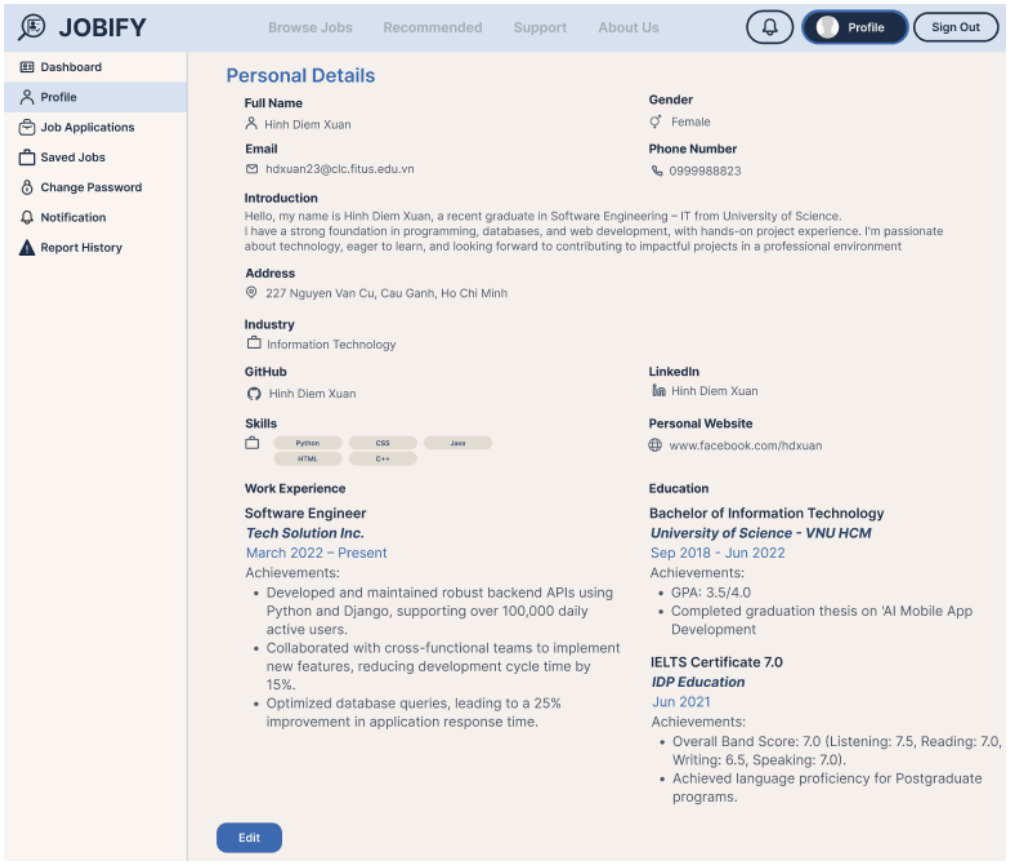
Use Case	Password Management
Brief Descriptions	This function allows a logged-in user to change their current password
Actors	Candidates, Recruiter, Moderator, Admin
Main Flow	1. The user, while logged in, navigates to the "Change password" section. 2. The system displays an interface prompting the user to enter their current password, new password, and confirm new password. 3. The user enters their current password, then enters and confirms their desired new password. 4. The user clicks the "Change password" button. 5. The system authenticates the current password provided by the user. 6. The system validates the new password against complexity rules (if any) and ensures the new password and confirmation match. 7. If validation is successful, the system updates the user's password in the database. 8. The system confirms that the password has been successfully changed.
Alternative Flows	5A. Case where the current password entered is incorrect: - The system displays an error message: "Current password is incorrect. Please try again." 6A. Case where new password fields are empty: - The system highlights the empty fields and displays an error message: "Please enter and confirm your new password." 6B. Case where new password does not meet complexity requirements: - The system displays an error message outlining the complexity rules (e.g., "New password must be at least 8 characters long, contains numbers.").

	6C. Case where new password and confirmation do not match: - The system displays an error message: "New password and confirmation do not match. Please re-enter." 6D. Case where new password is the same as the current password: - The system displays an error message: "New password cannot be the same as your current password."
Pre-conditions	The user must be currently logged into the system.
Post-conditions	The user successfully changed the password and the new password is updated in the database.
Special Requirements	1. Security: - The current password must be authenticated before allowing a change. - New passwords must be securely hashed and stored. - Password complexity rules should be enforced. 2. Notifications to the user about a successful password change for security awareness. 3. Interface: Clear form fields and immediate feedback on password strength and errors.
Prototype	

2.1.5 Use-case: View/Edit Candidate profile

Use Case	View/Edit Candidate profile
Brief Descriptions	This use case allows Candidates users to view and update their respective profiles. Candidates can update personal information. This ensures up-to-date information is presented on job listings and candidate dashboards.
Actors	Candidate
Main Flow	1. User logs into the system.

	2. User click “Profile” button, navigates to their profile section 3. System loads existing profile data. 4. User updates profile fields: - Full name - Email - Gender - Phone number - Introduction - Address - Industry - GitHub, LinkedIn and Personal website - Skills - Work experience and Education 5. User clicks “Save”. 6. System validates inputs and saves changes to the database.
Alternative Flows	4A. Required fields are missing or invalid (e.g., email format): - System highlights errors and prevents saving. 4B. Logo upload fails (unsupported format or file too large): - System cancels the upload and shows an error message.
Pre-conditions	1. User must be logged in. 2. Profile must exist or be automatically created upon first access.
Post-conditions	1. Profile data is updated and visible on the appropriate pages.
Special Requirements	1. Profile UI must be responsive and accessible on all major browsers 2. Autosave draft or prompt before navigating away with unsaved changes
Prototype	


JOBIFY
Browse Jobs
Recommended
Support
About Us
Profile
Sign Out
Dashboard
Profile
Job Applications
Saved Jobs
Change Password
Notification
Report History
Personal Details
Full Name
Hinh Diem Xuan
Gender
Female
Email
hdxuan23@clc.fitus.edu.vn
Phone Number
0999988823
Introduction
Hello, my name is Hinh Diem Xuan, a recent graduate in Software Engineering – IT from University of Science.
I have a strong foundation in programming, databases, and web development, with hands-on project experience. I'm passionate about technology, eager to learn, and looking forward to contributing to impactful projects in a professional environment
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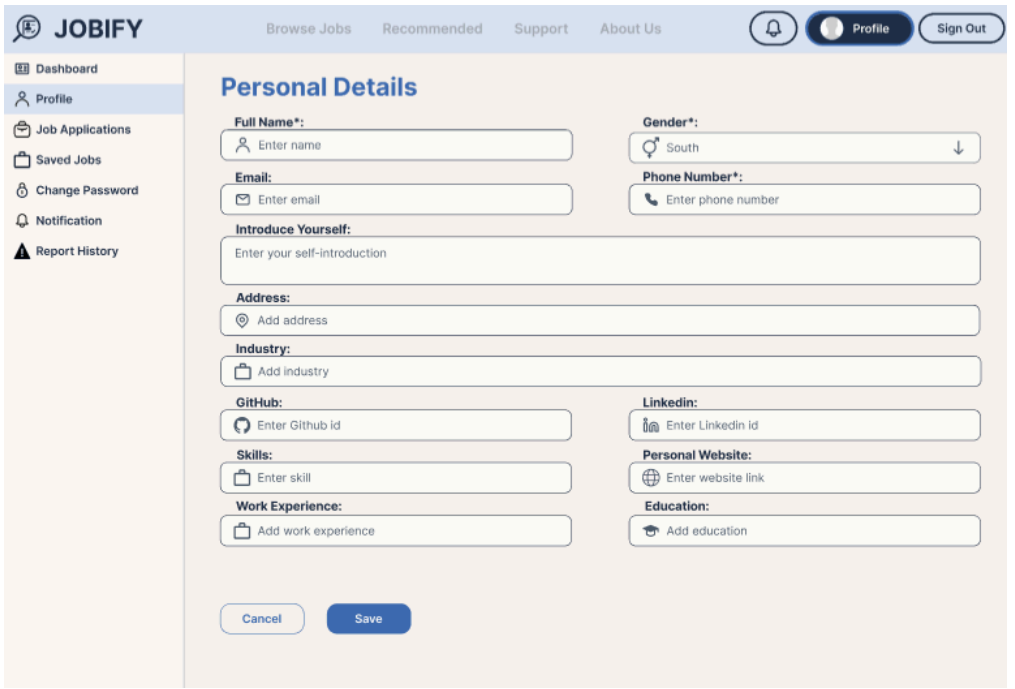
Information Technology
GitHub
Hinh Diem Xuan
LinkedIn
Hinh Diem Xuan
Skills
Python
CSS
Java
HTML
C++
Personal Website
www.facebook.com/hdxuan
Work Experience
Software Engineer
Tech Solution Inc.
March 2022 – Present
Achievements:
Developed and maintained robust backend APIs using Python and Django, supporting over 100,000 daily active users.
Collaborated with cross-functional teams to implement new features, reducing development cycle time by 15%.
Optimized database queries, leading to a 25% improvement in application response time.
Education
Bachelor of Information Technology
University of Science - VNU HCM
Sep 2018 - Jun 2022
Achievements:
GPA: 3.5/4.0
Completed graduation thesis on 'AI Mobile App Development
IELTS Certificate 7.0
IDP Education
Jun 2021
Achievements:
Overall Band Score: 7.0 (Listening: 7.5, Reading: 7.0, Writing: 6.5, Speaking: 7.0).
Achieved language proficiency for Postgraduate programs.
Edit


JOBIFY
Browse Jobs
Recommended
Support
About Us
Profile
Sign Out
Dashboard
Profile
Job Applications
Saved Jobs
Change Password
Notification
Report History
Personal Details
Full Name*:
Enter name
Gender*:
South
Email:
Enter email
Phone Number*:
Enter phone number
Introduce Yourself:
Enter your self-introduction
Address:
Add address
Industry:
Add industry
GitHub:
Enter Github id
Linkedin:
Enter Linkedin id
Skills:
Enter skill
Personal Website:
Enter website link
Work Experience:
Add work experience
Education:
Add education
Cancel
Save

2.1.6 Use-case: View/Edit Recruiter profile

Use Case	View/Edit Recruiter profile
Brief Descriptions	This use case allows Recruiter users to view and update their respective profiles. Recruiter users can edit company-related details such as logo, company name, description, and website. This ensures up-to-date information is presented on job listings and candidate dashboards.
Actors	Recruiter
Main Flow	1. User logs into the system. 2. User click “Profile” button, navigates to their profile section 3. System loads existing profile data. 4. User updates profile fields: - Company name - Company logo - Company size - Tax code and business license number - Industry - Description/About section - Address - Website & social links 5. User clicks “Save”. 6. System validates inputs and saves changes to the database. 7. (Optional) → System marks profile as “pending approval” if sensitive info (e.g., name, logo) was changed.
Alternative Flows	4A. Required fields are missing or invalid (e.g., email format): - System highlights errors and prevents saving. 4B. Logo upload fails (unsupported format or file too large): - System cancels the upload and shows an error message.
Pre-conditions	1. User must be logged in. 2. Profile must exist or be automatically created upon first access.
Post-conditions	1. Profile data is updated and visible on the appropriate pages. 2. Logo is stored and linked correctly. 3. Moderators may be notified if company branding was modified.
Special Requirements	1. Company Logo: must be .jpg or .png, square format, max size 2MB 2. Profile UI must be responsive and accessible on all major browsers 3. Autosave draft or prompt before navigating away with unsaved changes 4. Changes to company name/logo may require moderator re-approval

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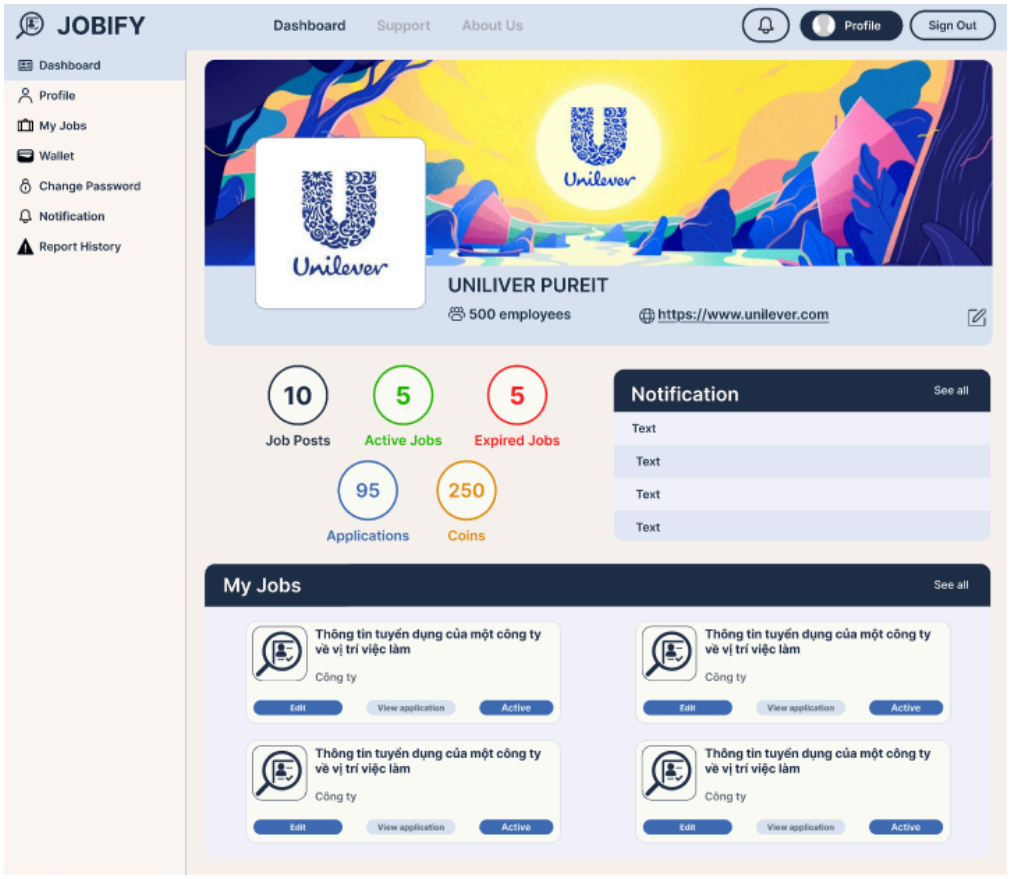
Prototype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Dashboard
Support
About Us
Profile
Sign Out
Dashboard
Profile
My Jobs
Wallet
Change Password
Notification
Report History
Unilever
UNILIVER PUREIT
500 employees
https://www.unilever.com
10
Job Posts
5
Active Jobs
5
Expired Jobs
95
Applications
250
Coins
Notification
See all
Text
Text
Text
Text
My Jobs
See all
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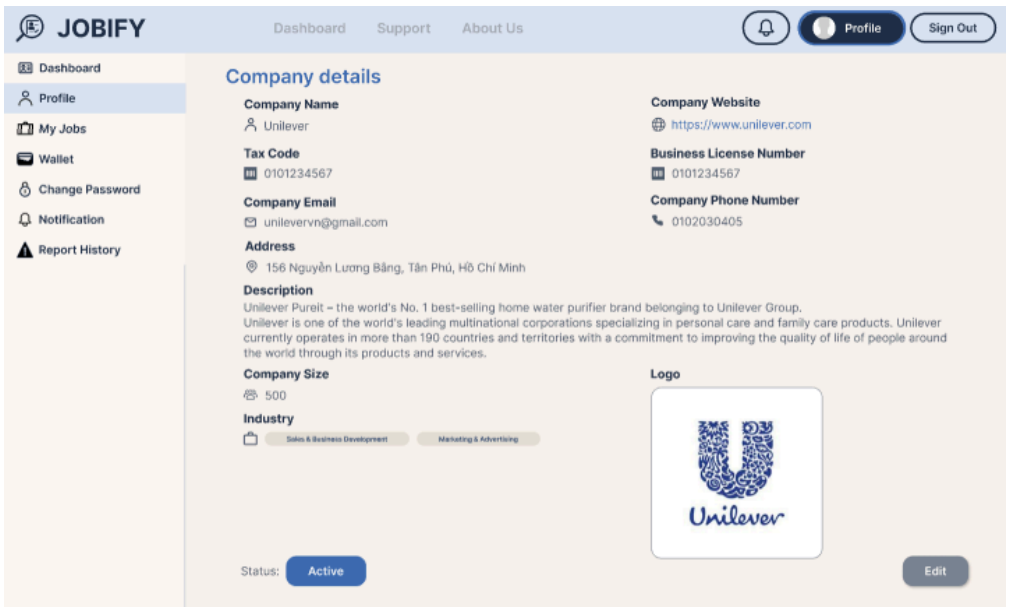
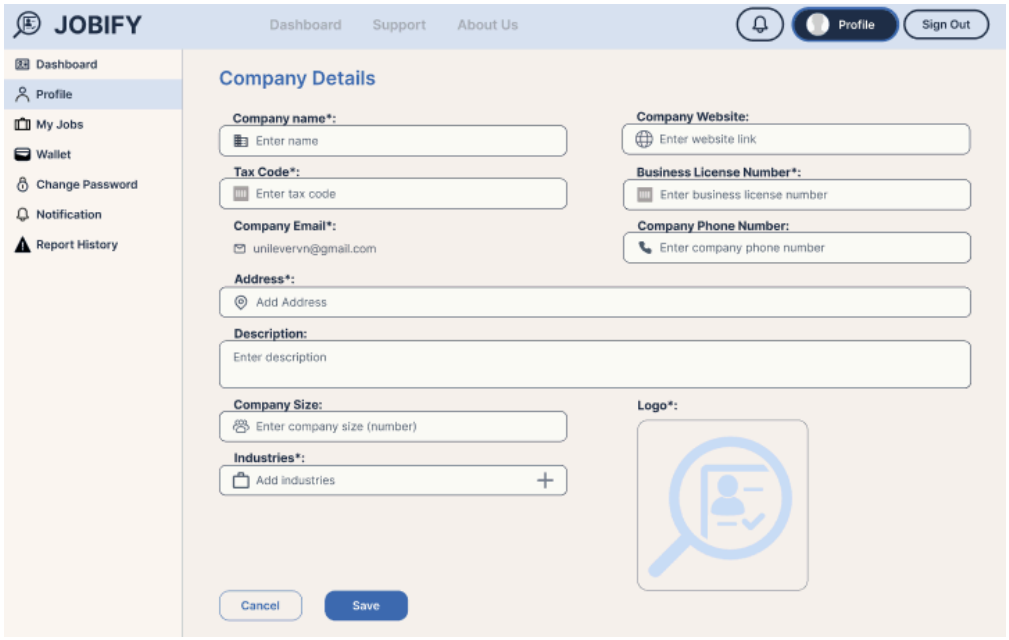
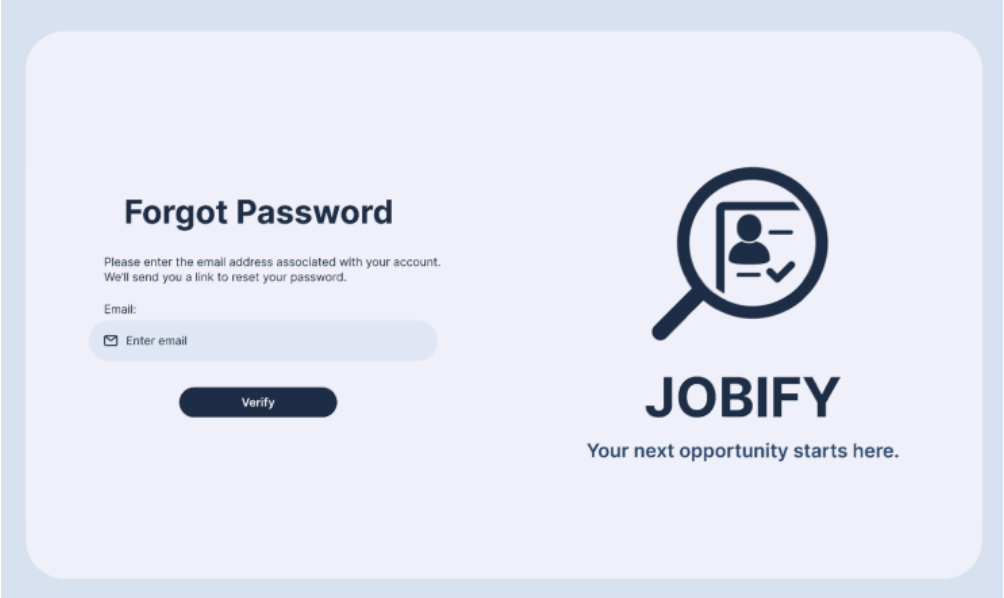
Công ty
Edit
View application
Active


JOBIFY
Dashboard
Support
About Us
Profile
Sign Out
Dashboard
Profile
My Jobs
Wallet
Change Password
Notification
Report History
Company details
Company Name
Unilever
Company Website
https://www.unilever.com
Tax Code
0101234567
Business License Number
0101234567
Company Email
unilevervn@gmail.com
Company Phone Number
0102030405
Address
156 Nguyễn Lương Bằng, Tân Phú, Hồ Chí Minh
Description
Unilever Pureit – the world's No. 1 best-selling home water purifier brand belonging to Unilever Group.
Unilever is one of the world's leading multinational corporations specializing in personal care and family care products. Unilever currently operates in more than 190 countries and territories with a commitment to improving the quality of life of people around the world through its products and services.
Company Size
500
Industry
Logo
Unilever
Status:
Active
Edit



2.1.7 Use-case: Forgot Password

Use Case	Forgot Password
Brief Descriptions	This use case allows users to reset their password if they have forgotten it by receiving a reset link via email.
Actors	Candidates, Recruiters, Moderators, Admins
Main Flow	1. The user clicks the "Forgot Password" link on the login page. 2. The system displays a form asking for the user's registered email address. 3. The user enters their email and clicks "Verify". 4. The system validates the email: ● If valid, it generates a one-time token and sends a password reset email with a link. ● If the email is not found, it shows a generic message to avoid disclosing account existence. 5. The user opens the email and clicks the link. 6. The system verifies the token and shows a form to enter a new password. 7. The user submits the new password. 8. The system updates the password and displays a success message.
Alternative Flows	3A. Invalid Email Format: - The system prompts the user to enter a valid email address. 5A. Token Expired / Invalid: - The system shows an error: "The reset link is invalid or expired." with an option to resend. 7A. Password Validation Failed: - The system returns an error (e.g., "Password too short") and asks for a stronger password.

Pre-conditions	1. User has a registered account with a verified email. 2. The email system is configured and functional.
Post-conditions	1. User's password is securely updated. 2. Any previous sessions may be invalidated for security (optional).
Special Requirements	1. The reset link must expire within a defined time (e.g., 15–30 mins). 2. The reset token must be one-time use and securely encrypted. 3. Emails must use branded templates with secure HTTPS links. 4. Form should validate password strength client-side and server-side.
Prototype	

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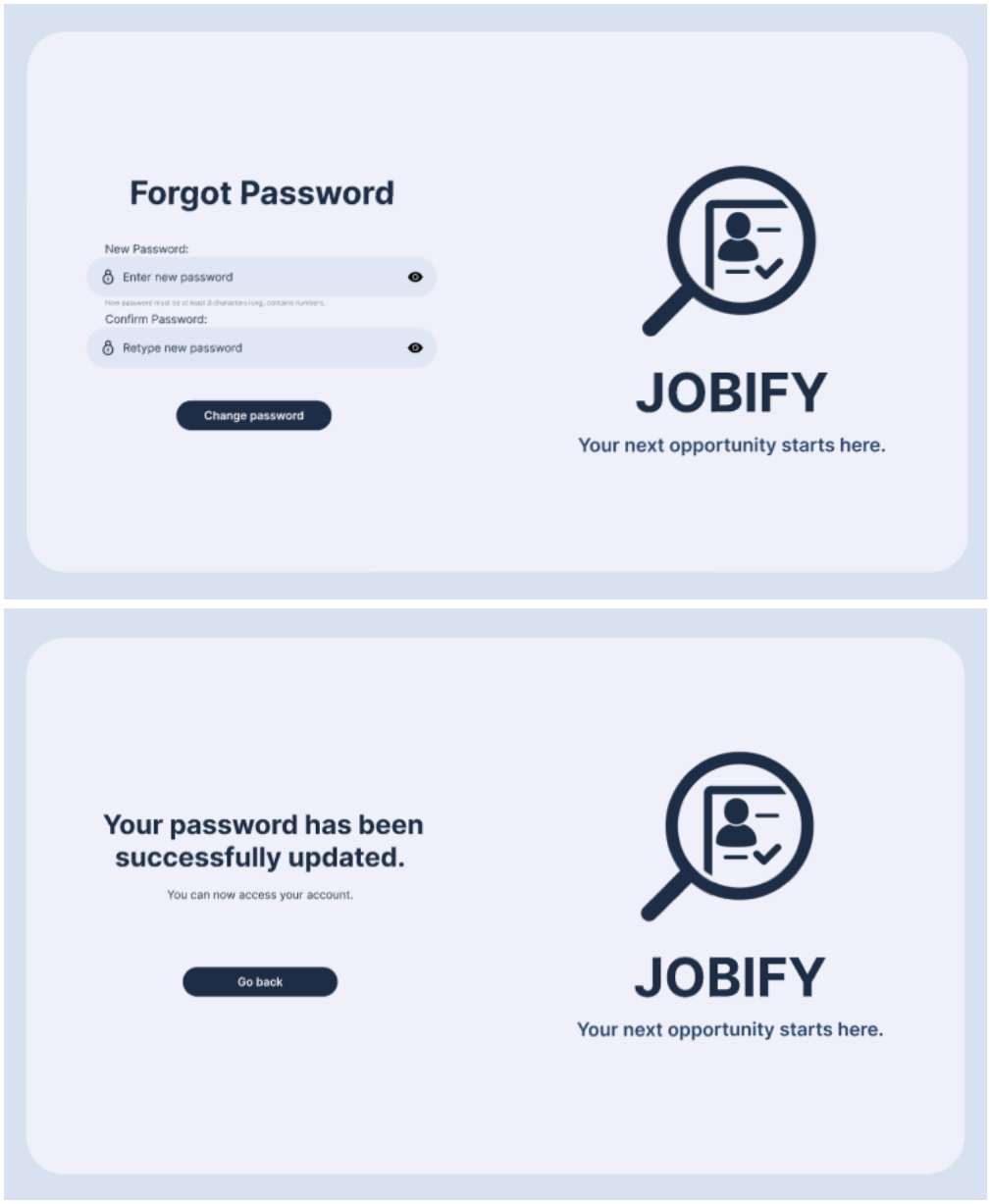

2.2 Job Interaction & Management

2.2.1 Use-case: Browse Job Listings

Use Case	Browse Job Listings

Brief Descriptions	This use case allows a Candidate to browse through a list of active job posts available on the platform. The candidate can scroll, view job summaries and click to see more detailed information.
Actors	Candidate
Main Flow	1. Candidate navigates to the “Browse Jobs” section to view a list of all approved and currently active job posts. 2. Each job listing displays key information such as the job title, company, location, and salary, and allows the candidate to save the job. 3. Candidate scrolls through the listings to explore jobs of interest. 4. Candidate clicks on a job card to view more details.
Alternative Flows	1A. Candidate Not Logged In: - If the candidate is not logged in, they can still view job listings but will be prompted to log in before applying or saving a job. 1B. No Job Listings Available: - If there are no active job postings, the system displays a message: “No job listings available at the moment.”
Pre-conditions	There is at least one job posting that has been approved and is currently active.
Post-conditions	Candidate may save the job, or log in (if not logged in) to take further actions. Candidate is able to view job details and decide whether to apply.
Special Requirements	Job listings must be: - Clearly readable on all screen sizes. - Optimized for performance and fast loading. - Search engine for public-facing listings.

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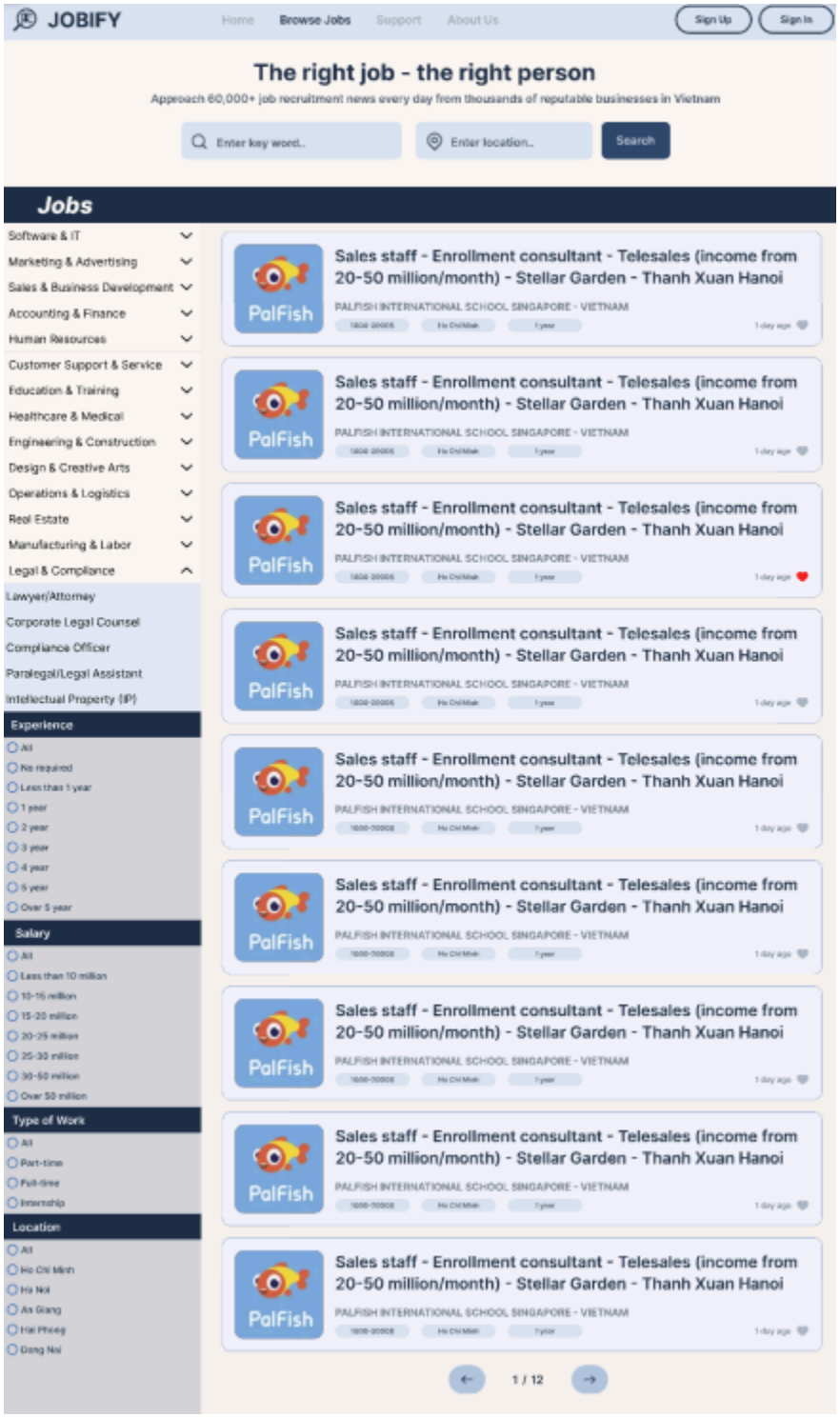
Prototype



2.2.2 Use-case: Search Jobs

Use Case	Search Jobs
Brief Descriptions	This use case enables a Candidate to search for job postings using a variety of tools, including keyword-based search, advanced filters (such as location, salary, job type).
Actors	Candidate
Main Flow	1. Candidate can access the search bar, apply filters. 2. Candidate enters a keyword (e.g., "Software Engineer") or selects filters such as: - Location - Salary range - Experience level - Industry - Type of work (full-time, part-time) 3. System displays a list of matching job postings. 4. Candidate browses through the results and selects a job to view more details.
Alternative Flows	2A. No matching jobs found: - System displays: "No jobs match your search criteria." 3A. Not Logged In: - They can perform basic keyword/filter searches.
Pre-conditions	There is at least one job posting that has been approved and is currently active
Post-conditions	1. A list of job postings relevant to the search is presented. 2. The candidate can save jobs and access each posting to view details.
Special Requirements	1. Real-time search response: the system must return search results within 2 seconds for standard queries. 2. Filters and keyword searches should dynamically update results without a full page reload. 3. Advanced filtering: Users must be able to combine multiple filters (e.g., "Remote + Full-time + Salary > $2000").

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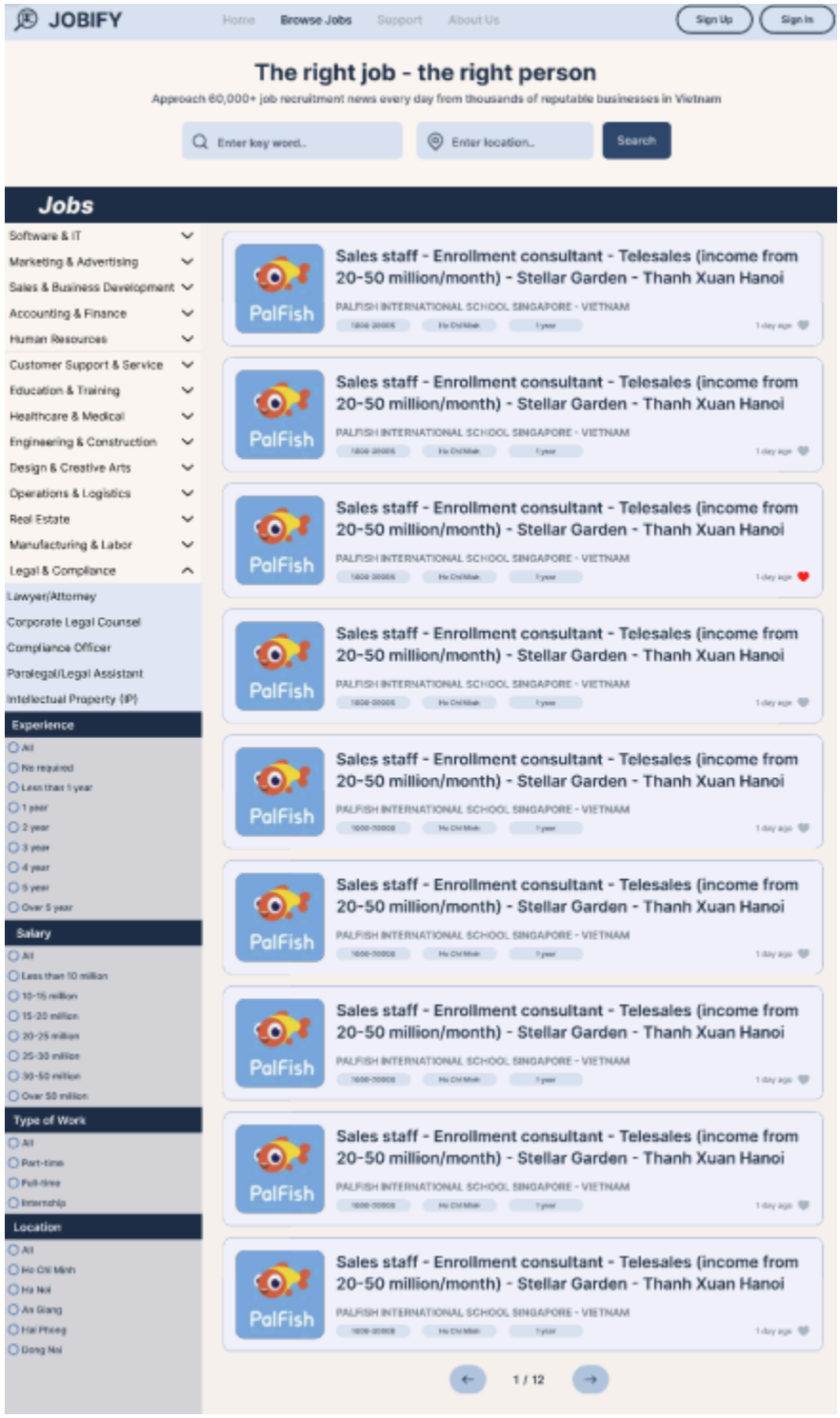
Prototype



2.2.3 Use-case: View Job Details

Use Case	View Job Detail
Brief Descriptions	Candidate views the full details of a job posting, including job title, company info, responsibilities, requirements, and how to apply.
Actors	Candidate, Recruiter, Moderator
Main Flow	1. The Actor (typically a Candidate) navigates to a job listing page and clicks on a job title or "View Details" button. 2. The system retrieves the full job details from the database, including: - Job Title - Company Name, Logo, and Location - Job Description - Requirements - Benefits - Job Type (Full-time, Part-time, etc.) - Salary Range - Application Deadline - Tags or required skills 3. The system renders and displays all job details in a mobile-friendly and structured format. 4. Based on the Actor's role: Candidate sees options: Apply, Save Job, Report Job, View Company Profile Recruiter sees: Edit Job, View Applicants Candidate may proceed to apply or save the job.
Alternative Flows	1a. Job is expired or deleted → show: *"This job is no longer available."* 4a Candidate not logged in clicking "Apply", "Save" or "report" redirects to login page
Pre-conditions	Job post exists and is approved.
Post-conditions	Candidate is able to view job details and decide whether to apply.
Special Requirements	Job details must be readable, mobile-friendly, and SEO optimized.

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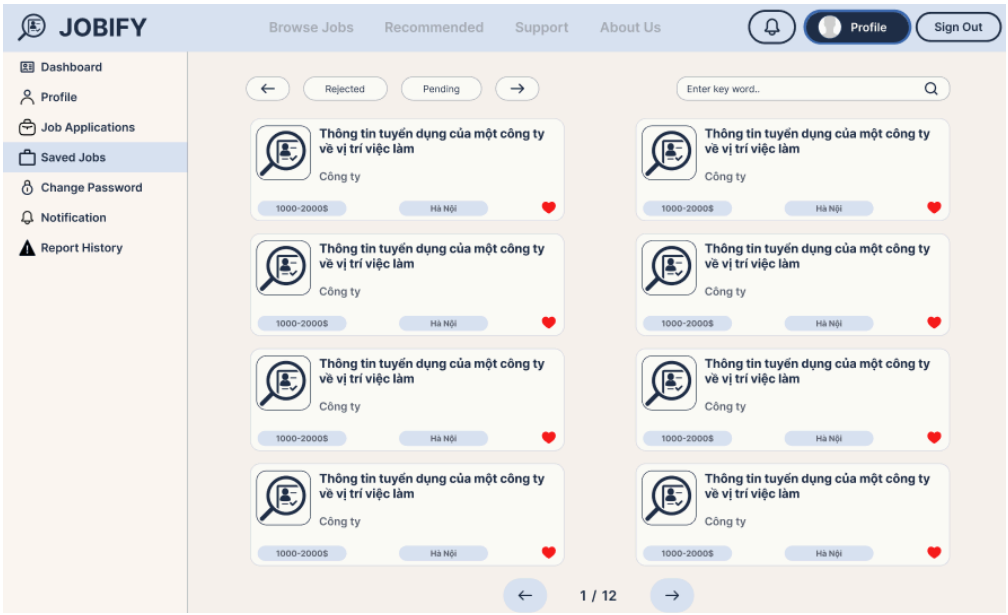
Prototype	

2.2.4 Use-case: Save Job

Use Case	Save Jobs
Brief Descriptions	This use case allows a Candidate to save job listings they are interested in, so they can easily return and apply later.

Actors	Candidate
Main Flow	1. Candidate views a list of job postings or a job detail page. 2. Candidate clicks the “Heart” icon on a job. 3. System stores the job ID in the user’s saved list. 4. System updates the UI to reflect that the job is bookmarked. 5. Candidate can view saved jobs from the “Saved Jobs” section.
Alternative Flows	2A. User is not logged in: - System prompts the user to log in before saving the job. 3A. Job was already saved: - System removes the job from the saved list and updates the UI accordingly.
Pre-conditions	1. Candidate must be logged in. 2. At least one job is displayed.
Post-conditions	1. The selected job is saved or removed from the user’s saved jobs list. 2. Candidate can later revisit saved jobs from their profile or dashboard.
Special Requirements	1. Saved jobs must persist in the database or user session. 2. System should support toggling bookmark state (save/remove). 3. The “Saved Jobs” section should be accessible from the profile or dashboard. 4. Each job card should visually indicate if it has been bookmarked.
Prototype	

2.2.5 Use-case: Apply Job

Use Case	Apply Job

Brief Descriptions	Allows a Candidate to submit a job application for a specific job post by attaching their resume and optional cover letter.
Actors	Candidate
Main Flow	1. Candidate logs into their account. 2. Candidate browses job listings and selects a job. 3. Candidate clicks “Apply” on the job detail page. 4. Candidate selects a resume file and optionally adds a cover letter. 5. Candidate submits the application. 6. System validates inputs and creates a job application record. 7. System notifies the job poster (Recruiter) of the new application. 8. System confirms submission to the Candidate.
Alternative Flows	4A. No resume selected: - System displays a validation message and prevents submission. 5A. Invalid file upload: - System prompts Candidate to re-upload a valid file.
Pre-conditions	1. Candidate is logged in. 2. Job post status is Active.
Post-conditions	1. New application record is created and update status “waiting”. 2. Recruiter is notified.
Special Requirements	1. Resume files must meet defined type/size restrictions (pdf, docx with max size 5MB). 2. Application submission should be logged for audit.

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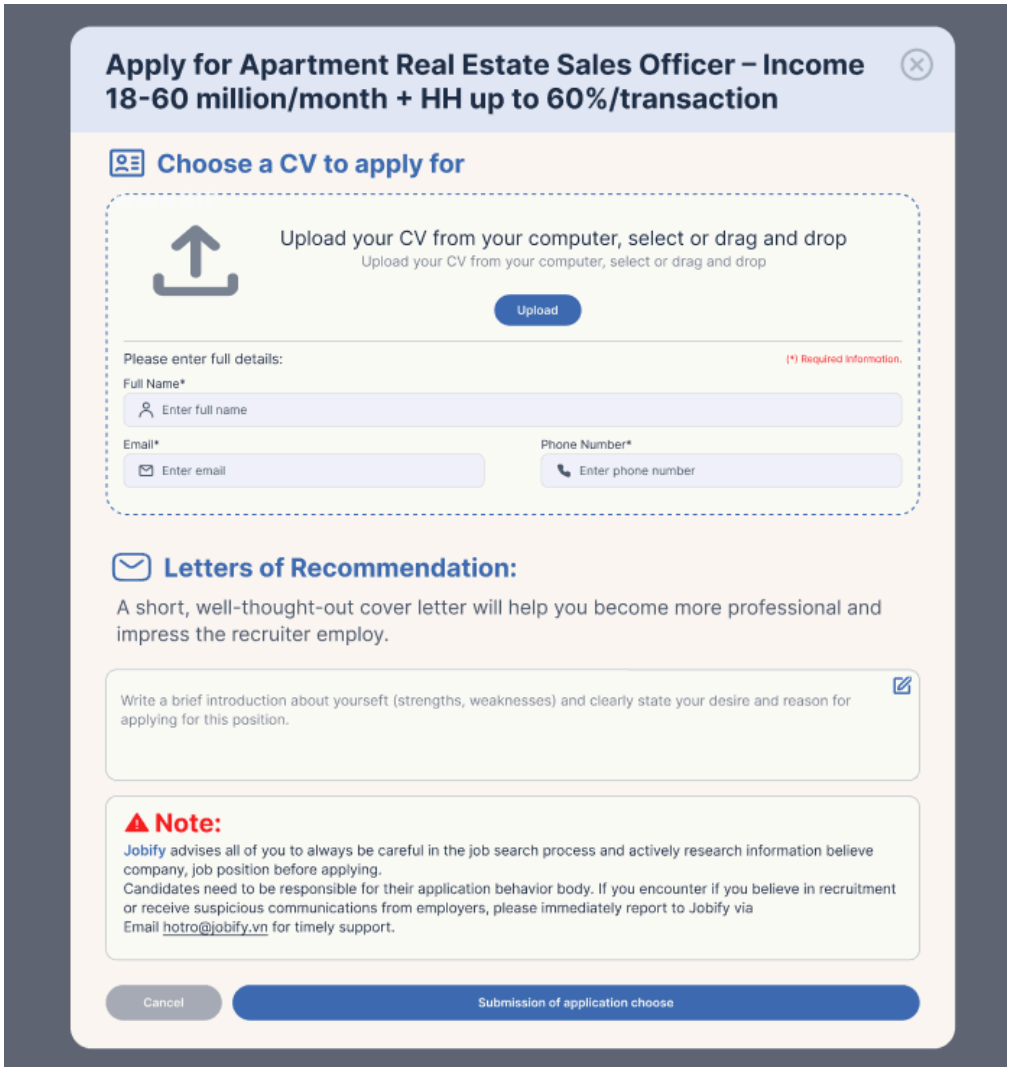
Prototype	

2.2.6 Use-case: Cancel Application

Use Case	Cancel Application
Brief Descriptions	Allows a candidate to cancel their job application before it is processed by the employer.
Actors	Candidate
Main Flow	1. The candidate navigates to "My Applications" page. 2. The system displays a list of jobs the candidate has applied for. 3. The candidate selects an application with status "Applied" or "Pending". 4. The candidate clicks the "Cancel Application" button. 5. The system prompts for confirmation (e.g., “Are you sure you want to cancel?”). 6. The candidate confirms the cancellation.

	7. The system updates the application status to "Cancelled", logs the action, and optionally notifies the employer. 8. A success message is shown, and the updated status is reflected in the list.
Alternative Flows	3A. Application already reviewed or locked: - If the application is already marked as "Under Review" or "Shortlisted" (or any non-cancellable status), the system disables the cancel button and displays a message: "You cannot cancel this application as it is already under review." 6A. User cancels the confirmation: - No changes are made. Return to application list.
Pre-conditions	1. The candidate must be logged in. 2. The application must exist and belong to the logged-in user. 3. The current application status must be cancellable ("Pending").
Post-conditions	1. The application status is changed to "Cancelled". 2. The action is logged in APPLICATION_STATUS_HISTORY. 3. The job's application count updated (optional). 4. An optional notification may be sent to the recruiter.
Special Requirements	1. Confirmation Dialog: Cancel action must require user confirmation. 2. Status Restrictions: Only certain status ("Pending") are cancellable. 3. Audit Logging: Must log cancellation to preserve application history. 4. UI Feedback: Immediate feedback to the user on success/failure.

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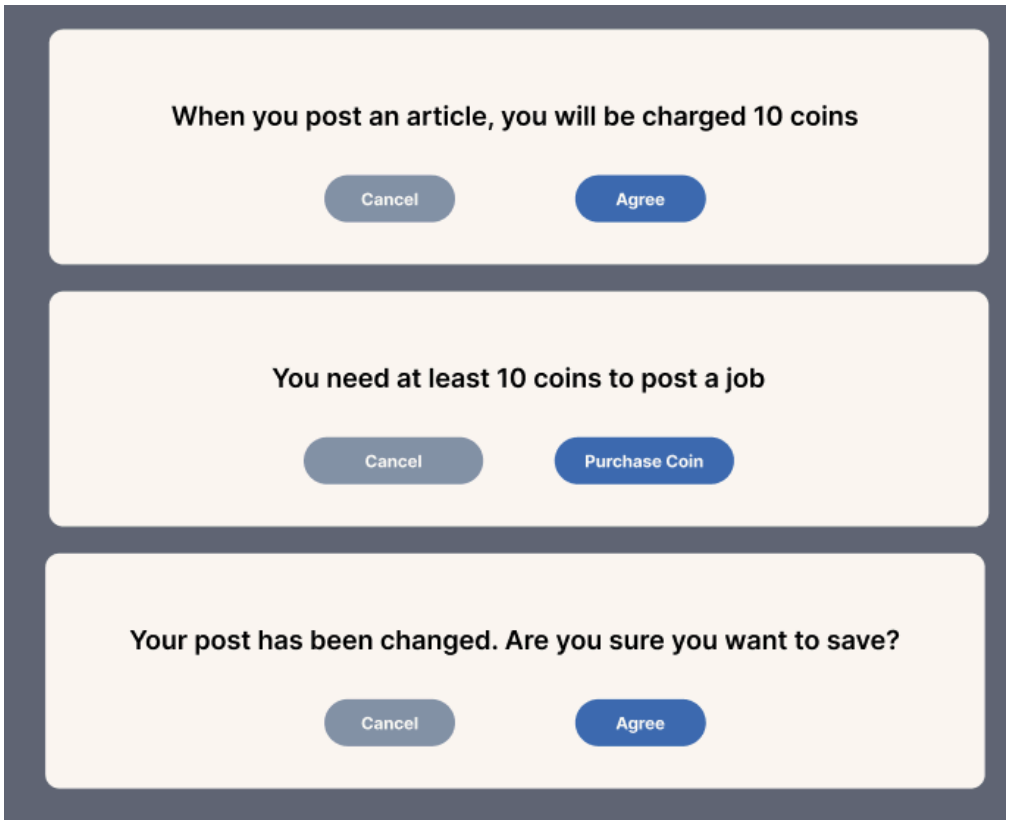
Prototype	

2.2.7 Use-case: Manage Job Post

Use Case	Manage Job Post
Brief Descriptions	This use case allows Recruiters to manage their job postings. It includes the ability to purchase posting credits (coins), create a new job, edit existing jobs, publish (submit for

	review), close jobs that are no longer accepting applicants, and delete outdated or incorrect posts.
Actors	Recruiter, Moderator, Admin
Main Flow	**Purchase Coin (if not enough coin): Refer to Use Case: Purchase Coins** **Create Job Post (Recruiter only):** 1. Recruiter clicks “Create Job Post”. 2. Recruiter fills in job info. 3. System checks if the Recruiter has ≥10 coins. 4. If yes: system deducts 10 coins and marks post as Pending Approval. 5. System notifies the Moderator for review. **Edit Job Post (Recruiter only):** 6. Recruiter clicks “Edit” on a draft or pending job post. 7. Recruiter updates job details and saves. 8. If the post is live, changes may require re-approval. **Publish Job Post (Recruiter only):** 9. After Moderator approval, the job is automatically published (status = Active). 10. Job is now visible to candidates. **Close Job Post (Recruiter only):** 11. Recruiter selects an active job and clicks “Close”. 12. System updates status to Closed and hides it from candidates. 13. Application form is disabled. **Delete Job Post:** 14. Recruiter, Moderation and Admin can click “Delete” on a post (draft, closed, or rejected). 15. System confirms and removes the post permanently.
Alternative Flows	3A. Not enough coins to post job: - System blocks post and shows: “You need at least 10 coins to post a job.” 4A. Post rejected by Moderator: - System notifies Recruiter and marks post as Rejected. 9A. Job expired (past deadline): - System auto-updates status to Expired.
Pre-conditions	Recruiter accounts must be approved by the Moderator. For posting: Recruiter must have at least 10 coins.
Post-conditions	1. Job post is created and goes through an appropriate lifecycle (Pending, Active, Closed, Deleted). 2. Coin balance is deducted appropriately. 3. Candidates can see and apply only to active posts.
Special Requirements	1. Each job post must be assigned a unique ID. 2. Coin transactions must be atomic: deduct only if the job is saved successfully. 3. System should log status changes with timestamp. 4. Posts may be auto-closed after the deadline or manually closed. 5. Recruiter can filter/manage posts by status: Draft, Pending, Active, Closed, Rejected.

Prototype	**Purchase Coin:**  **Create Job Post:**

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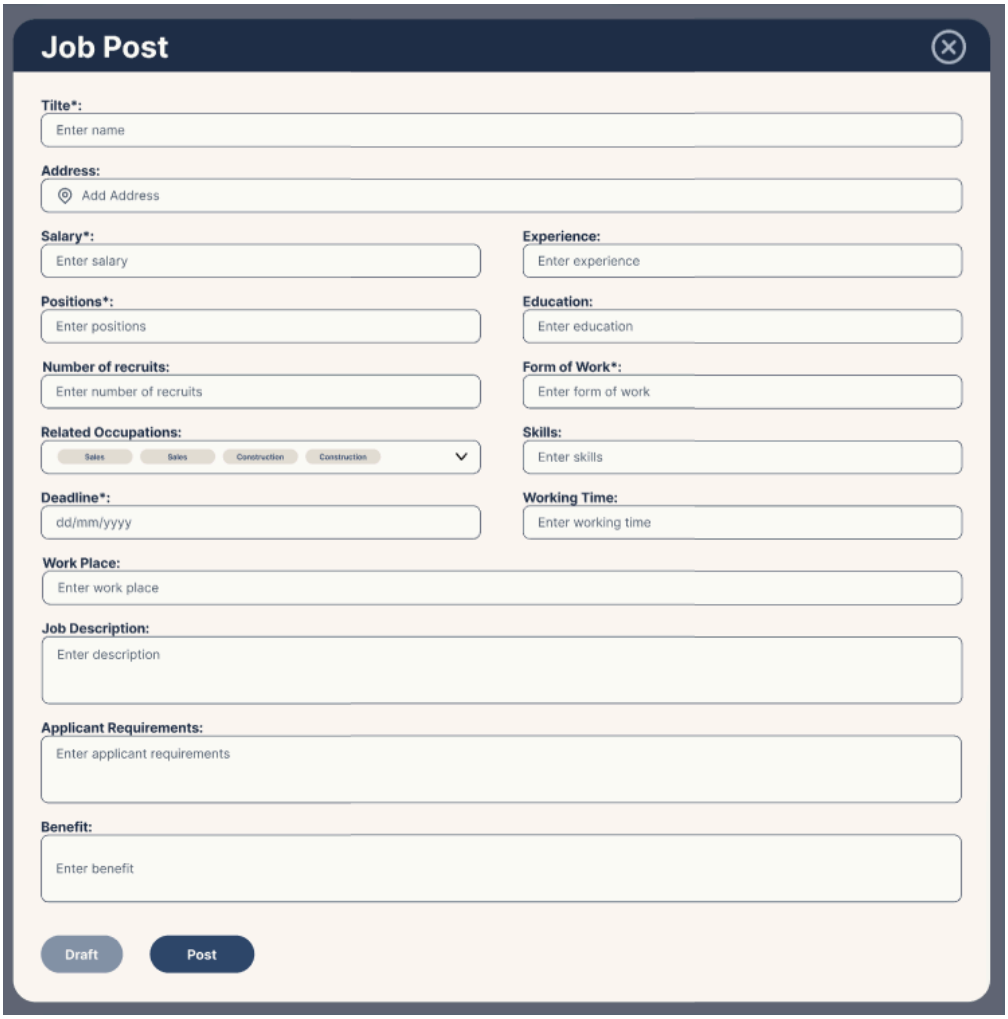

Edit Job Post:

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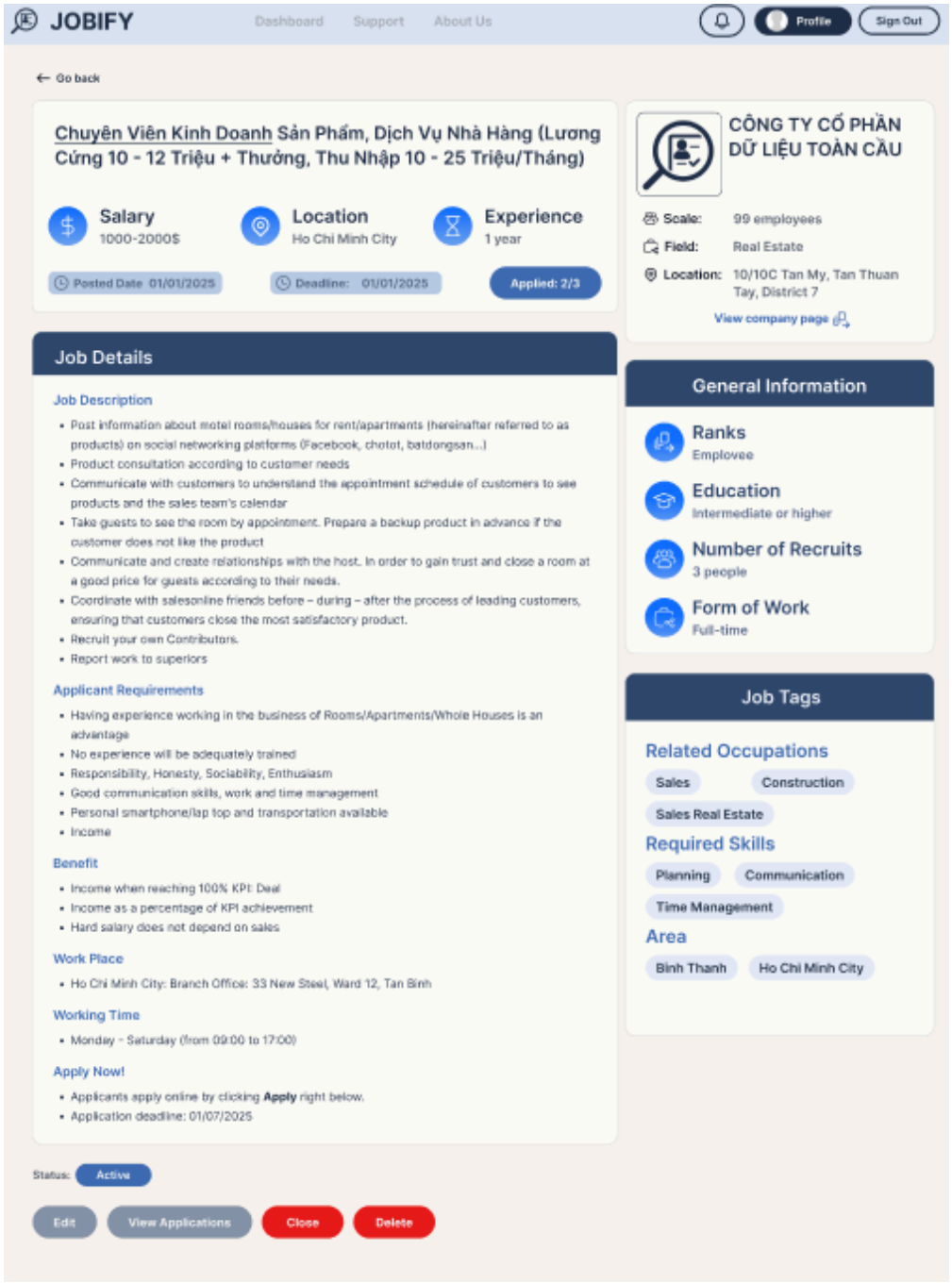
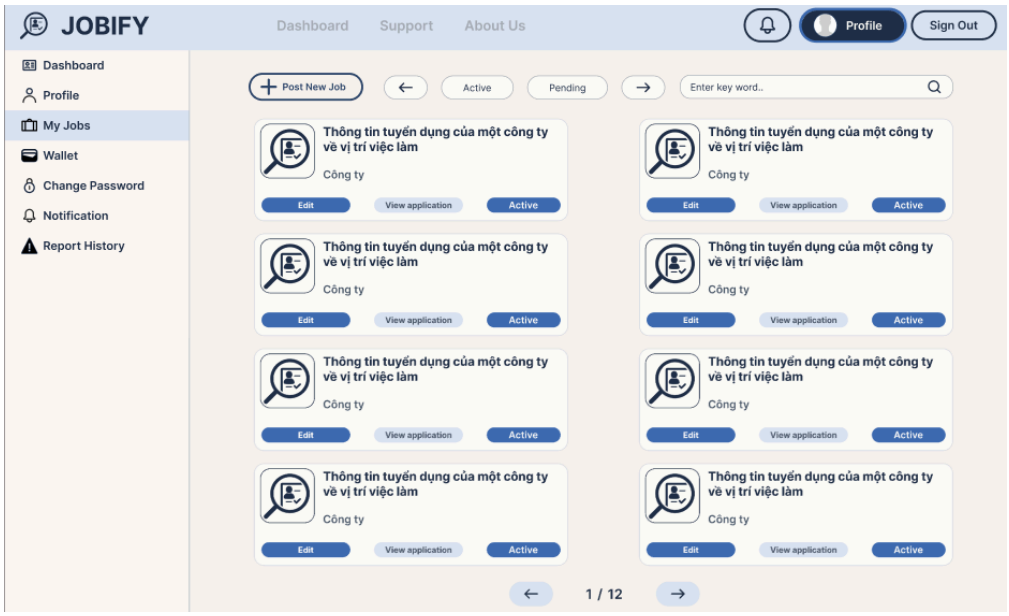
Publish, close, delete Job Post:



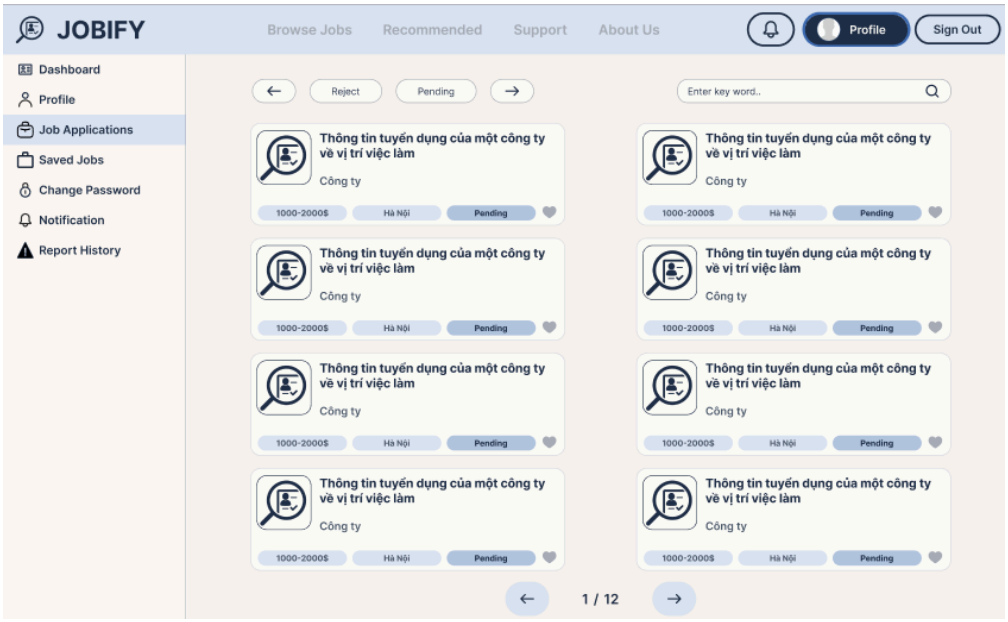
2.2.8 Use-case: View Own Job Listings & Status

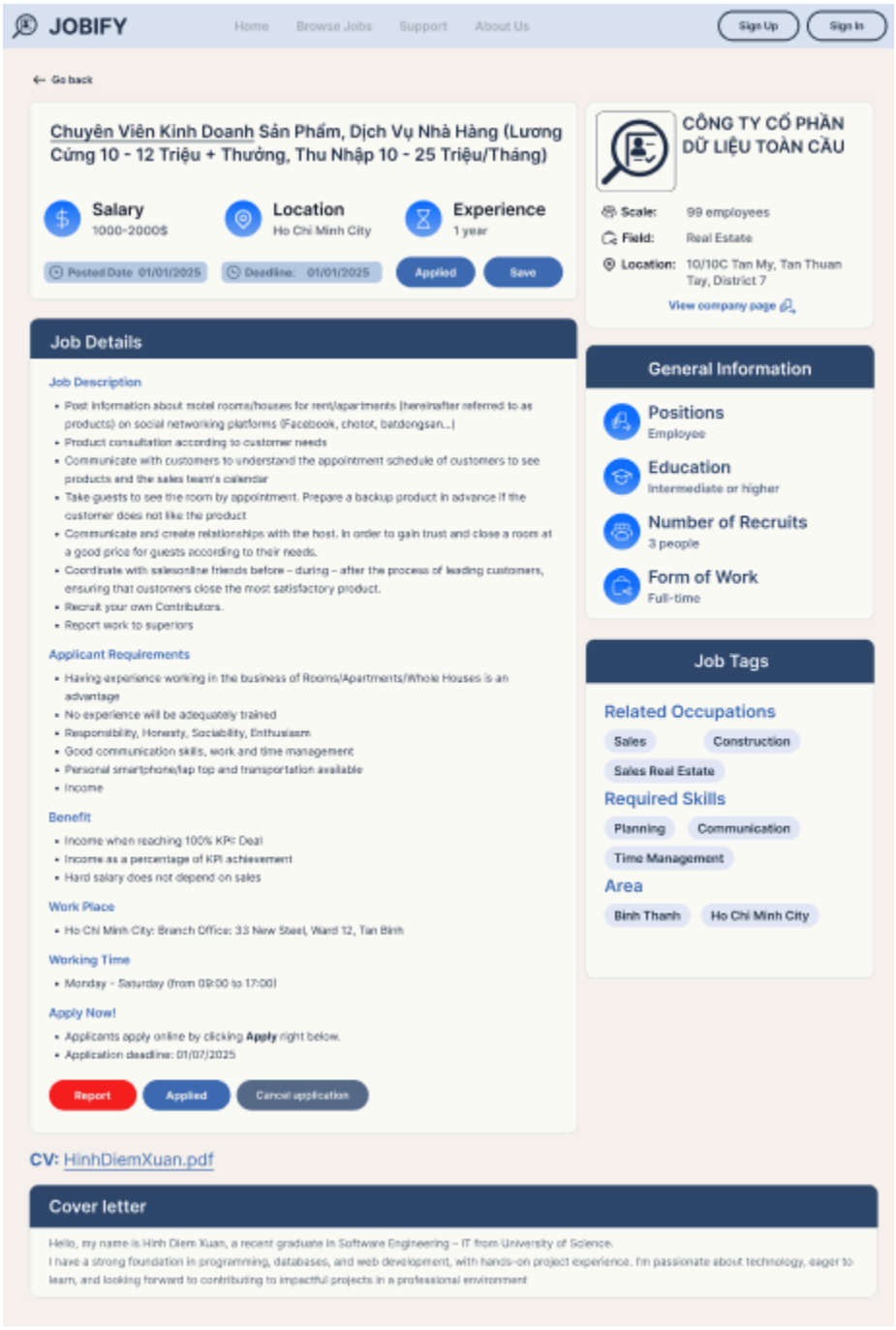
Use Case	View Own Job Listings & Status

Brief Descriptions	This use case allows Recruiter users to view all job posts they have created, along with their current status (Draft, Pending, Active, Rejected, Closed).
Actors	Recruiter
Main Flow	1. Recruiter logs into the system. 2. Recruiter navigates to the "My Jobs" section. 3. System displays a list of all job posts created by the user, including: ● Job title ● Current status: (Draft, Pending, Active, Closed, Rejected) 4. Recruiter can filter posts by status or search by job title. 5. Recruiter clicks on a post to view detail, view applications, change status or edit it (if editable).
Alternative Flows	2A. No jobs posted yet: - System displays a message: "You haven't posted any jobs yet." 4A. Recruiter wants to repost a closed job: - System allows cloning or reactivating with coin deduction.
Pre-conditions	Recruiter must be logged in
Post-conditions	Recruiter can manage job visibility and monitor post status and engagement
Special Requirements	1. Table must support pagination, search title, and filters by status 2. Statuses shown should be color-coded and human-readable
Prototype	

2.3 Application Management

2.3.1 Use-case: View Personal Applications

Use Case	View Personal Applications
Brief Descriptions	This use case allows a Candidate to view the list of job applications they have submitted. It also includes the ability to view detailed information about each application.
Actors	Candidate
Main Flow	1. The Candidate navigates to the "My Applications" page from their dashboard or navbar. 2. The system retrieves and displays a list of all job applications submitted by the user. 3. For each application, the following summary information is shown: - Job Title - Company Name - Application Status (e.g., Pending, Shortlist, Hired, Rejected) 4. The Candidate clicks on a specific application to view more details. 5. The system displays: - Full Job Post details (title, description, requirements…) - Submitted Resume (CV) file (download/preview) - Submitted Cover Letter - Status history (timeline of changes) 6. Candidate can report or cancel applications
Alternative Flows	2a. No applications submitted yet - System displays a message like: "You haven't applied for any jobs yet."
Pre-conditions	User must be logged in.
Post-conditions	Applications are displayed appropriately per role.
Special Requirements	Recruiter should only see applications for jobs they posted.
Prototype	



2.3.2 *Use-case: View Candidate Applications*

Use Case	Browse Candidate Applications

Brief Descriptions	This use case allows a Recruiter to view all job applications submitted to one of their posted jobs. The Recruiter can also view detailed information for each applicant.
Actors	Recruiter
Main Flow	1. The Recruiter navigates to the “My Jobs” list in their dashboard. 2. The Recruiter selects a specific job post. 3. The system displays a summary of that job post and retrieves the list of all submitted applications. Recruiter can Filter/Search Candidates (view more in Filter/Search Candidates use-case) 4. For each application, the system displays: - Candidate Name - Industry, location - Application status - Date submitted - Internal Notes 5. The Recruiter clicks on a specific candidate to view detailed application information. 6. The system displays: - Full Candidate Profile (skills, experience, education, etc.) - Resume file (download/preview) - Cover Letter - Application Status and History - Internal Notes (editable by HR) 7. The Recruiter can update the status of the application
Alternative Flows	2A. In the absence of candidate applications: - System displays a message indicating: “No candidates.”
Pre-conditions	Recruiter is logged in.
Post-conditions	1. Recruiter is able to view relevant candidate profiles. 2. Recruiter may save candidates for later, or contact them.
Special Requirements	1. Pagination or infinite scroll for large applicant lists. 2. Application status updates must trigger a notification to the candidate. 3. Internal notes should be saved per application and only visible to HR.

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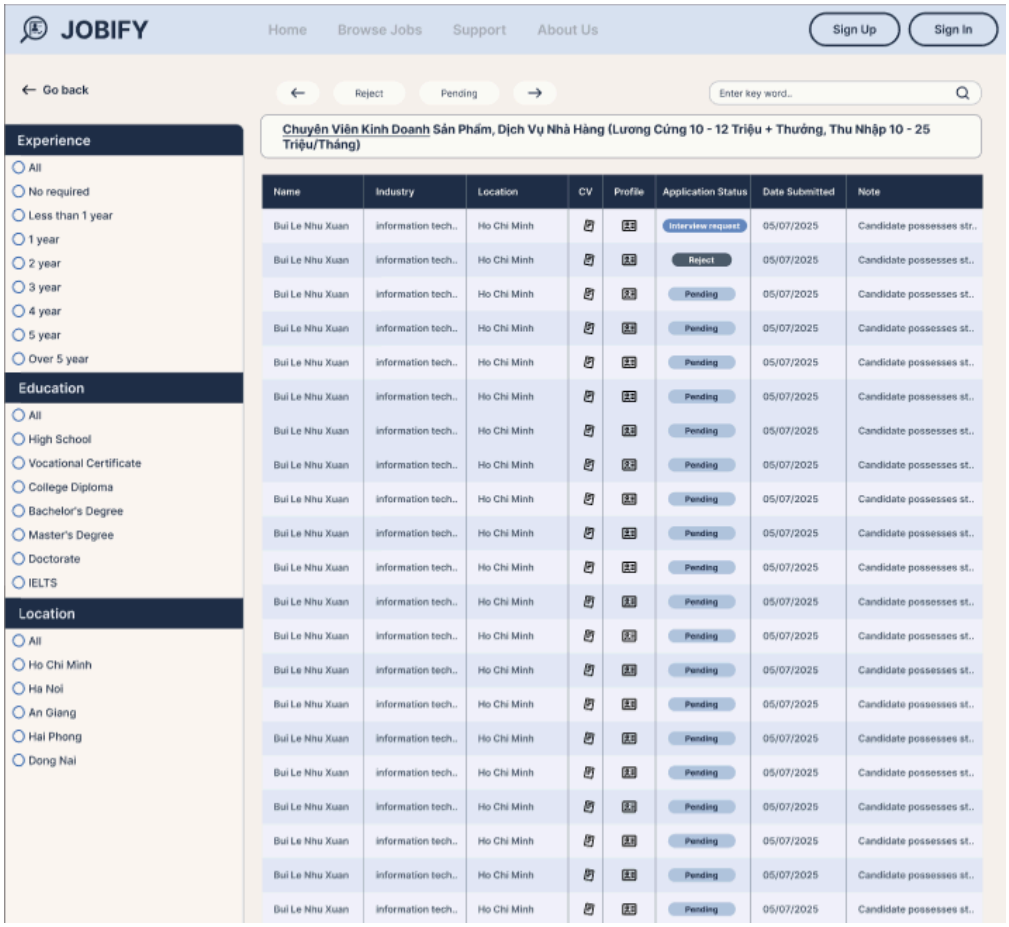
Prototype



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2.3.3 Use-case: Filter / Search Candidates

Use Case	Filter / Search Candidates
Brief Descriptions	This use case allows a recruiter to search and filter candidate profiles using keywords, experience, education, and location. The goal is to quickly identify suitable candidates from the available profiles.
Actors	Recruiter
Main Flow	1. Recruiter logs into the platform. 2. Recruiter navigates to the section displaying all candidates who have submitted applications to the company. 3. Recruiter enters keywords or applies filters such as: - Years of experience - Education level - Location 4. System processes the search request and returns a list of matching candidate profiles. 5. Recruiter reviews the filtered list of candidates and may save or view detailed profiles directly from the search results.
Alternative Flows	3A. No results found: - The system displays a message: “No candidates found with the selected criteria.”
Pre-conditions	1. Recruiter is logged in and has access to view candidate profiles. 2. Candidate data exists and at least some profiles are searchable.
Post-conditions	1. Recruiter is presented with a refined list of candidates. 2. Recruiter may take actions such as viewing, updating status, or contacting candidates.
Special Requirements	1. Real-time filtering: filters and search inputs should instantly refresh results without full page reload. 2. Performance: 3. Search results must load within 2 seconds for up to 10,000 candidates. 4. Privacy filters: only candidates who opted into being searchable are shown. 5. Multiselect filters: recruiters should be able to select locations and job types at once.

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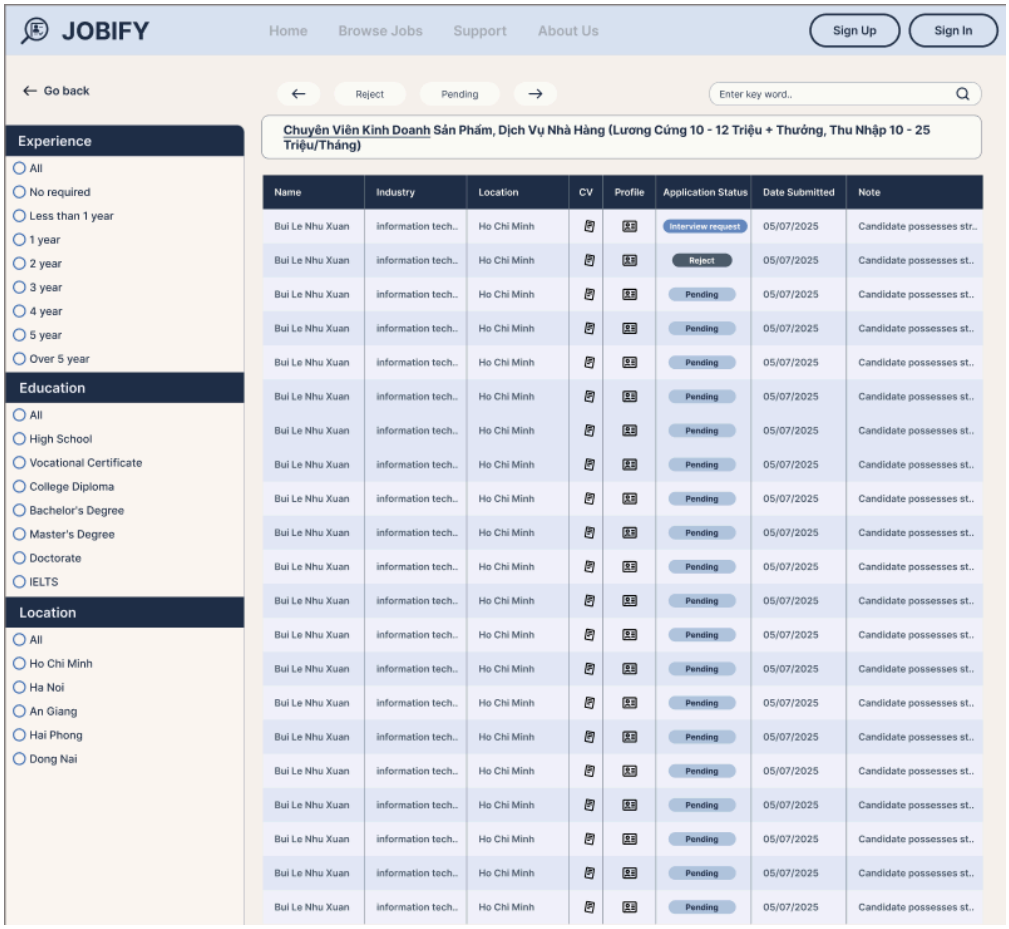
Prototype	

2.3.4 Use-case: Update Application Status

Use Case	Update Application Status
Brief Descriptions	Allows a Recruiter to update the status of a job application (pending, shortlist, reject, interview request, hire).
Actors	Recruiter
Main Flow	1 .Recruiter logs in. 2. Navigates to job applications for a specific post. 3. Selects an application to view detail. 4. Chooses a new status from available options. 4. System updates status and notifies the Candidate.
Alternative Flows	4A. Invalid status transition: - System disallows if not permitted (e.g., hiring a rejected candidate). 4B. If reject, recruiter may fill reason

Pre-conditions	Recruiter is logged in and owns the job post.
Post-conditions	Application status is updated and Candidate is notified.
Special Requirements	Status changes must be recorded in application history with timestamp and Recruiter ID.
Prototype	

2.4 Recommendations & Matching

2.4.1 Use-case: Generate Job Matches

Use Case	Generate Job Matches
Brief Descriptions	This use case describes how the System automatically matches job postings with candidate profiles based on predefined criteria or AI algorithms. The goal is to improve visibility of relevant jobs to candidates and help recruiters discover suitable applicants.
Actors	AI System
Main Flow	1. Candidate logs into the platform or updates their profile (experience, job preferences, etc.). 2. System retrieves updated candidate data, including: work experience, desired job type (e.g., full-time, part-time, remote), preferred industries and locations, salary expectations (if provided) 3. The system filters and ranks job postings using AI algorithms, based on the following priority (from highest to lowest relevance): - Industries → Experience → Type of Work → Location. - Each job is scored using a weighted model where higher-priority factors contribute more to the total match score. 4. Top-ranked matched jobs are saved as personalized recommendations for the candidate. 5. Candidate is shown matched jobs on their dashboard (e.g., “AI-recommended for you”) with options to: - View full job details - Save job
Alternative Flows	3A. If a candidate's profile is incomplete, the system will display the message: - “Please complete your profile to receive more accurate job recommendations.” - However, the system will still suggest relevant jobs based on the available information provided. 3B. The AI will prioritize job recommendations in the following order of relevance: - If no jobs match any of the provided criteria, the system will display: “There are currently no jobs that match your profile. However, here are some opportunities you might want to explore.” - It will then show a selection of randomly suggested job postings.
Pre-conditions	1. Candidate has an active account and is logged in. 2. Candidate profile includes key fields such as experience, and job preferences. 3. There are active job postings available in the system. 4. AI matching engine is properly trained and operational.
Post-conditions	1. A personalized list of recommended jobs is generated and shown to the candidate. 2. System may store these recommendations for analytics or improvement of future suggestions. 3. Candidate may take follow-up actions (e.g., apply, save, view detail).
Special Requirements	1. Real-time / Near-real-time Execution: - Matching should be triggered automatically on profile update. - Results must be shown within ~2 seconds to ensure good UX.

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	2. Privacy & Control: - All personal data used must follow platform's data privacy policy.
Prototype	N/A

2.4.2 Use-case: View Recommended Jobs

Use Case	View Recommended Jobs
Brief Descriptions	This use case allows a Candidate to view a personalized list of job postings recommended by the system based on their profile, preferences, and AI-generated matching.
Actors	Candidate
Main Flow	1. Candidate logs into the platform or updates their profile (experience, job preferences, etc.). 2. Candidate navigate to the "Recommended Jobs" section on their homepage. 3. System retrieves job recommendations previously generated by the AI matching engine. 4. The list of recommended jobs is displayed in ranked order (by relevance). 5. The candidate views the list of AI-recommended jobs on Jobs Recommended. - A built-in filter and sorting panel allows the candidate to refine the suggestions (e.g., by location, type of work, industry). - When the candidate applies new filters or adjusts the priority of matching criteria, the AI dynamically re-generates and re-ranks the job recommendations based on the updated preferences. - The updated list is shown, maintaining a personalized experience with the most relevant jobs at the top. 6. Each job card shows key information: job title, company, location, salary and save icon. 7. Candidate clicks on any job to view full details or save job. 8. System may record candidate interactions for future recommendation improvement.
Alternative Flows	2A. Candidate Not Logged In - Candidate must log in to view personalized recommendations. Redirect to login page with message: “Sign in to view your recommended jobs.” 2B. No Recommendations Available - If there are no available matches, show: “ “There are currently no jobs that match your profile. However, here are some opportunities you might want to explore.” - It will then show a selection of randomly suggested job postings. 2C. System Error - If recommendation data cannot be retrieved due to a system error, display a message: “System error. Please try again later.” Include a retry option.
Pre-conditions	1. Candidate has an active account and is logged in. 2. Job recommendations have been generated by the system. 3. Candidate has a sufficiently complete profile for recommendations to exist.
Post-conditions	1. Candidate views recommended job listings. 2. Candidate may take further actions such as view detail or saving jobs. 3. System may log interactions for analytics and model improvement.
Special Requirements	1. Explanation of Match (Optional): Option to show why a job is recommended (e.g., “Matched industry: Software developer”).

	2. Interaction Tracking: System tracks apply/save/skip events to improve future recommendations. 3. Privacy Respect: Only jobs that match candidate's visibility and data privacy settings should be shown. 4. Regular Refresh: Recommendations should be refreshed regularly (e.g., daily or when profile changes).

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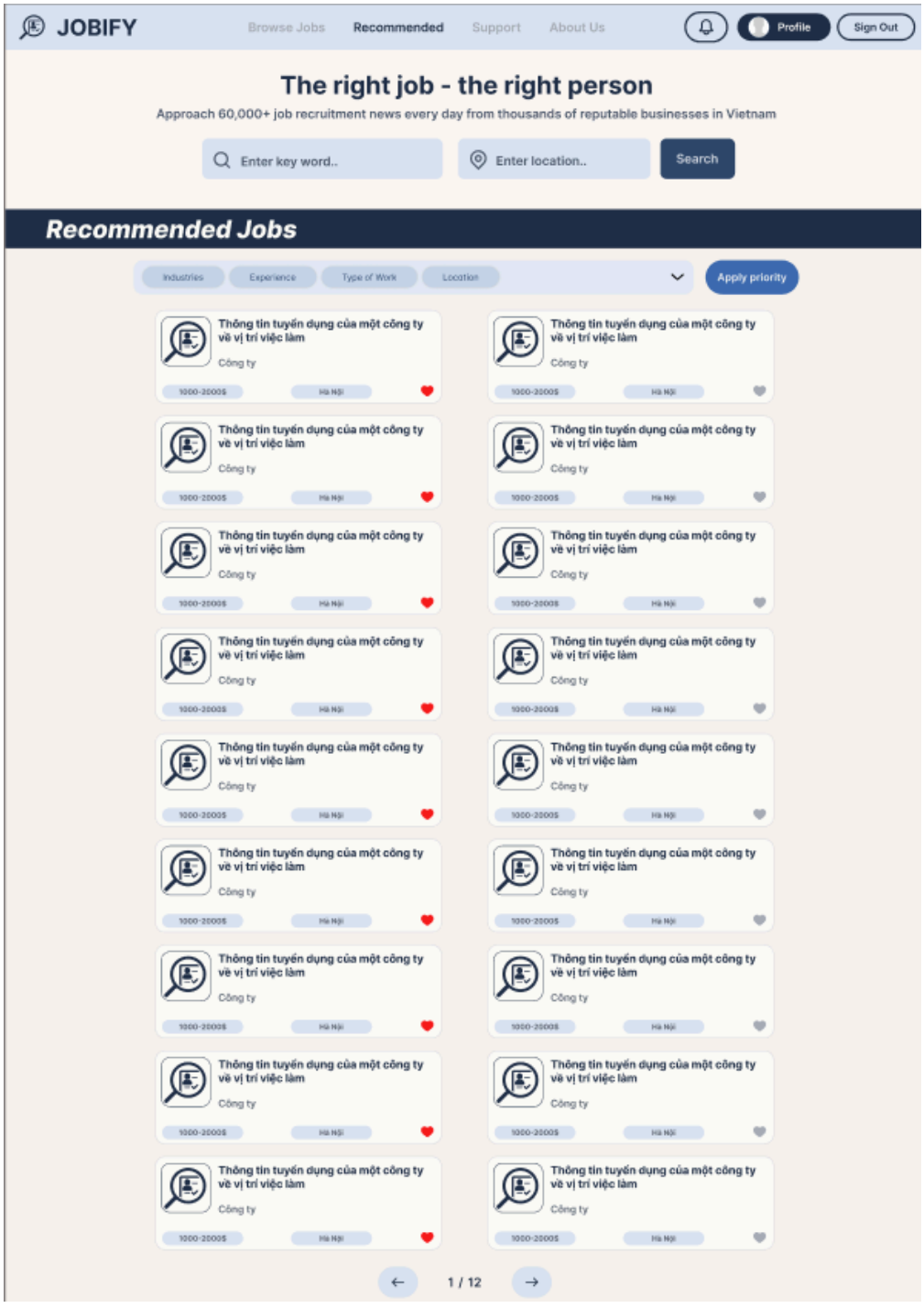
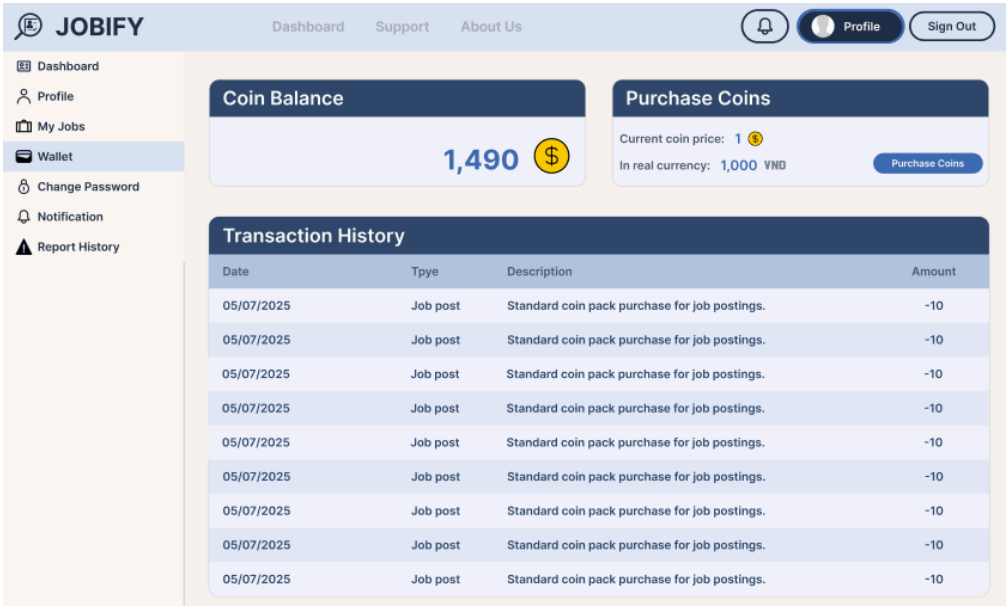
Prototype


JOBIFY
Browse Jobs
Recommended
Support
About Us
Profile
Sign Out
The right job - the right person
Approach 60,000+ job recruitment news every day from thousands of reputable businesses in Vietnam
Enter key word..
Enter location..
Search
Recommended Jobs
Industries
Experience
Type of Work
Location
Apply priority
Thông tin tuyển dụng của một công ty về vị trí việc làm
Công ty
1 / 12

2.5 Wallet & Coins

2.5.1 Use-case: View Wallet Balance

Use Case	View Wallet Balance
Brief Descriptions	Recruiter views the available coin balance associated with their company wallet.
Actors	Recruiter
Main Flow	1. Recruiter logs in. 2. Recruiter navigates to profile. 3. System displays the current coin balance.
Alternative Flows	N/A
Pre-conditions	Recruiter is logged in.
Post-conditions	Wallet balance is displayed.
Special Requirements	Balance retrieval must be accurate and up-to-date.
Prototype	

2.5.2 Use-case: Purchase Coins

Use Case	Purchase Coins

Brief Descriptions	Recruiter purchases additional credits for posting jobs or accessing premium services.
Actors	Recruiter, Payment Gateway
Main Flow	1. Recruiter logs in. 2. Recruiter navigates to “Purchase Coins”. 3. Recruiter choose amount. 4. Recruiter confirms payment. 5. System processes the transaction and updates wallet balance. 6. System generates a transaction record. 7. System notifies the Recruiter of successful purchase.
Alternative Flows	5A. Payment failure: - System displays error and prompts retry.
Pre-conditions	Recruiter is logged in.
Post-conditions	Wallet balance is increased and transaction logged.
Special Requirements	Transaction history must be accurate and auditable.

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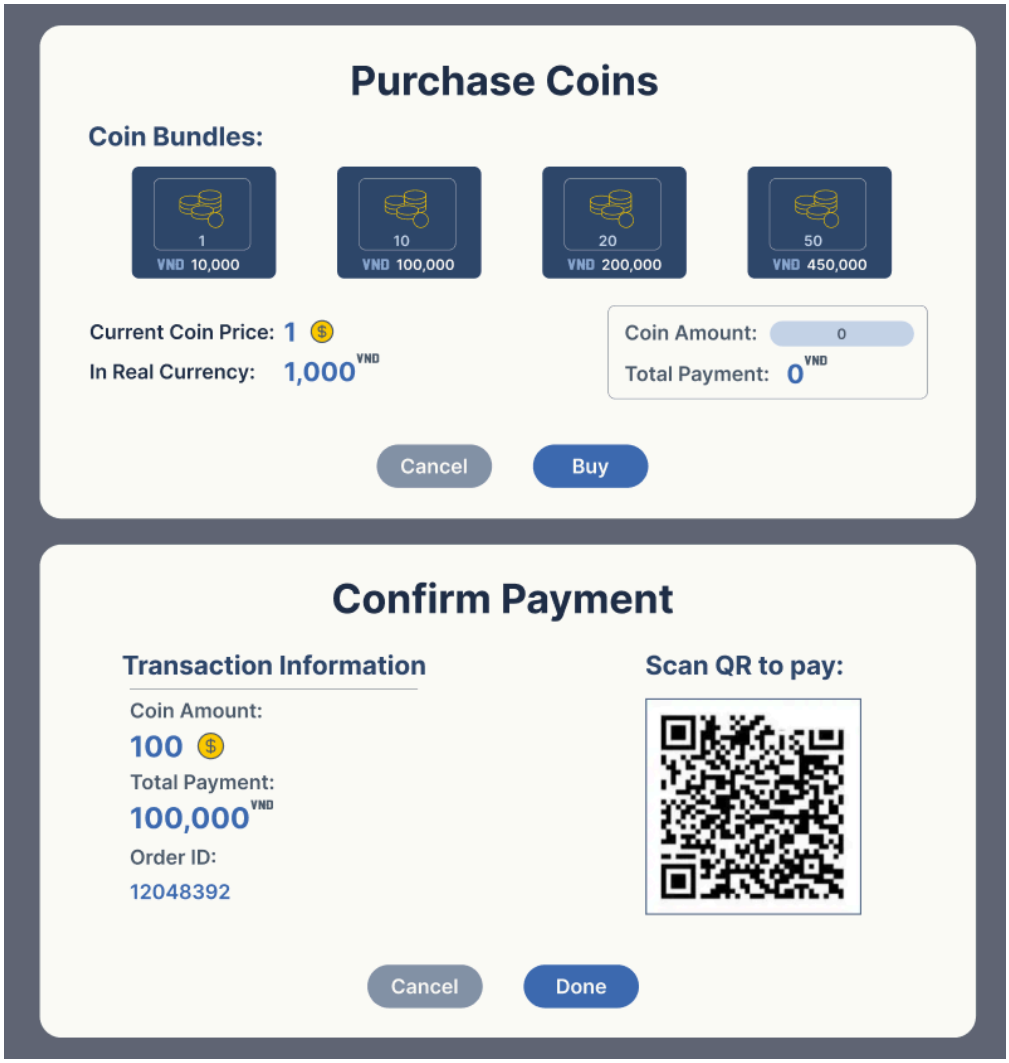
Prototype	

2.5.3 Use-case: View Transaction History

Use Case	View Transaction History
Brief Descriptions	Recruiter can view past wallet transactions including purchases and deductions.
Actors	Recruiter
Main Flow	1. Recruiter logs in. 2. Recruiter navigates to “Transaction History”. 3. System displays a chronological list of transactions.
Alternative Flows	N/A

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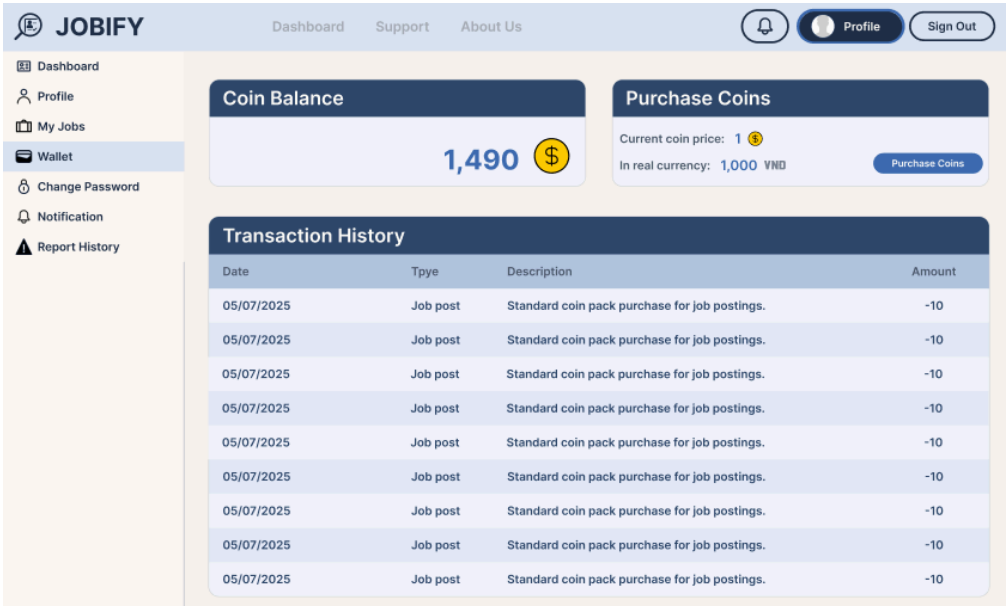
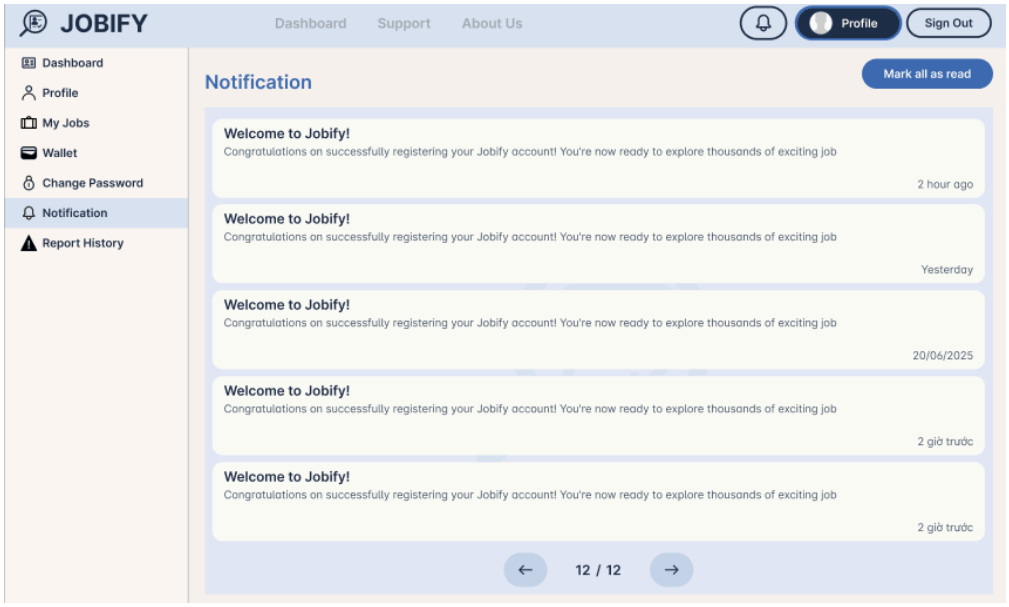
Pre-conditions	Recruiter is logged in.
Post-conditions	Transaction history is displayed.
Special Requirements	Transaction records must include date, amount, type, and description.
Prototype	

2.6 Notifications

2.6.1 Use-case: Receive / View Notifications

Use Case	Receive / View Notifications
Brief Descriptions	Allows users to receive and view notifications related to application status, job status, approval results, wallet alerts, moderation issues, user reports, or system updates.
Actors	Candidate, Recruiter, Moderator, Admin
Main Flow	1. Actor logs into the system. 2. The system checks for unread notifications and displays an alert if any exist. 3. Actor clicks the notification icon or accesses the notification center. 4. The system displays a list of notifications sorted by timestamp (most recent first). 5. Actor selects a notification to view its content. 6. The system displays the notification details and marks it as “read”. - If the actor is a **Candidate**, notifications may include: application status, job status changes, interview results. - If the actor is a **Recruiter**, notifications may include: new candidate applications, responses to interview invitations, approvals required, or wallet alerts.

	- If the actor is a **Moderator**, notifications may include: flagged content, user reports, or moderation requests. - If the actor is an **Admin**, notifications may include: system errors, escalated reports, or audit logs.
Alternative Flows	No new notifications: - 4A. The system does not display any new notification indicator. - 4B. The actor can still access the notification page to view previous messages.
Pre-conditions	1. Actor is authenticated (logged in). 2. Notifications have been generated for the actor by the system.
Post-conditions	1. Notifications are displayed. 2. Viewed notifications are marked as "read". 3. View actions may be logged with timestamps.
Special Requirements	1. Accessible via both web and mobile platforms. 2. Retention period for notifications ranges from 30–90 days. 3. Users can manage read/unread status.
Prototype	

2.6.2 Use-case: Mark Notifications

Use Case	Mark Notifications
Brief Descriptions	Allows users to manually mark notifications as read or dismiss them to remove from the visible list.
Actors	Candidate, Recruiter, Moderator, Admin
Main Flow	1. Actor logs into the system.

	2. The system displays the list of notifications. 3. Actor can “Dismiss” or “Mark Notifications As Read” 4. The notification status is updated, and the UI reflects the change (e.g., no longer marked as "new"). - **Candidate**: marks job-related as read/dismissed after review. - **Recruiter**: dismisses notifications about completed candidate actions. - **Moderator**: clears moderation alerts after resolving flagged content. - **Admin**: marks system alerts or logs as read or dismisses resolved reports.
Alternative Flows	N/A
Pre-conditions	1. User is logged in. 2. Notifications are available to take action on.
Post-conditions	1. UI reflects the changes (read/dismissed). 2. Changes may be logged for audit.
Special Requirements	Mobile-friendly interaction design.
Prototype	N/A

2.6.3 Use-case: Send System Announcements

Use Case	Send System Announcements
Brief Descriptions	Allows Admins to compose and send system-wide or targeted announcements to users. These announcements may include important updates, maintenance notices, policy changes, etc.
Actors	Admin (sends) → All users or targeted user groups (receive)
Main Flow	1. Admin logs into the system with appropriate permissions. 2. Admin navigates to the Announcement Management interface. 3. Admin clicks “Create Announcement”. 4. Admin enters announcement title, message content and file attachment. 5. Admin selects the target audience: - All users - Specific roles (e.g., Candidates, Recruiters) 6. Admin clicks “Send” or “Schedule”. 7. System delivers announcements and logs the action.
Alternative Flows	Missing required fields: - 4A. Admin tries to submit the form with missing title or message. - 4B. System displays error: *"Title and message are required."*
Pre-conditions	1. Admin is authenticated and has “Announcement” permission. 2. System is accessible and supports sending notifications.
Post-conditions	1. Announcement is delivered to selected recipients. 2. Recipients see announcements in their notification center.

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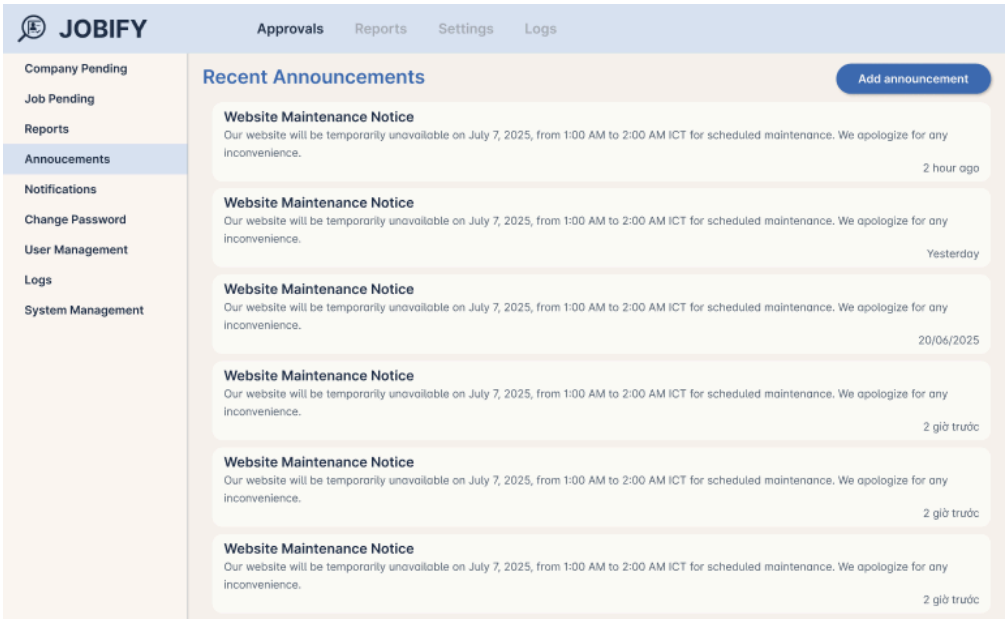
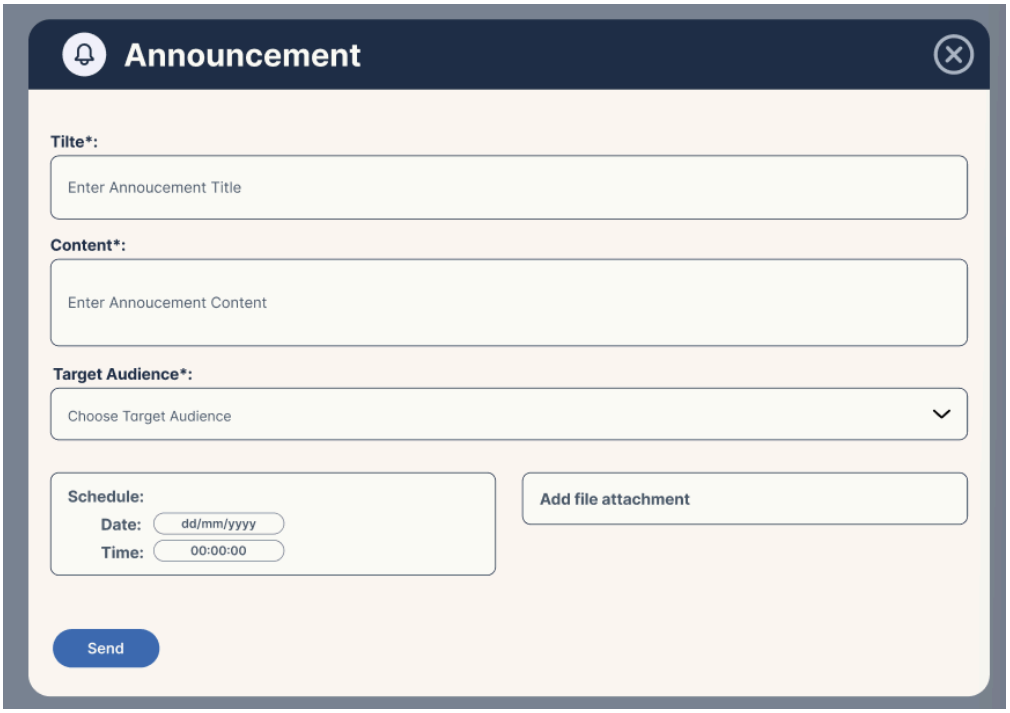
	3. System logs announcement content, sender, timestamp, and delivery status.
Special Requirements	1. Announcement components (title, messages, attachment). 2. Delivery via in-app notification. 3. Scheduled announcements must support timezone settings. 4. Preview before sending. 5. Must support announcement expiration (auto-remove). 6. Audit trail of all announcements sent.
Prototype	

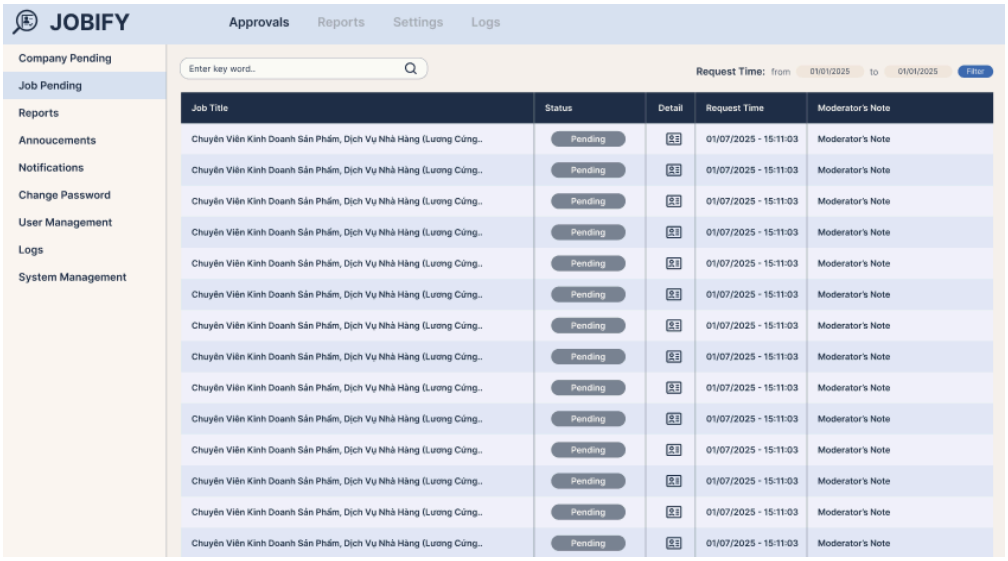
SYSTEM ANNOUNCEMENT
Important update from system
New Recruitment Policy Update
JOBIFY will implement a new recruitment process starting from July 15, 2025. All recruiters need to understand the changes and update candidate profiles according to the new template.
Target Audience:
Recruiter, Candidates
Created By:
Anh Khoa Admin
Scheduled Time:
July 14, 2025 - 09:00 AM
Attachment:
New_Recruitment_Process.pdf

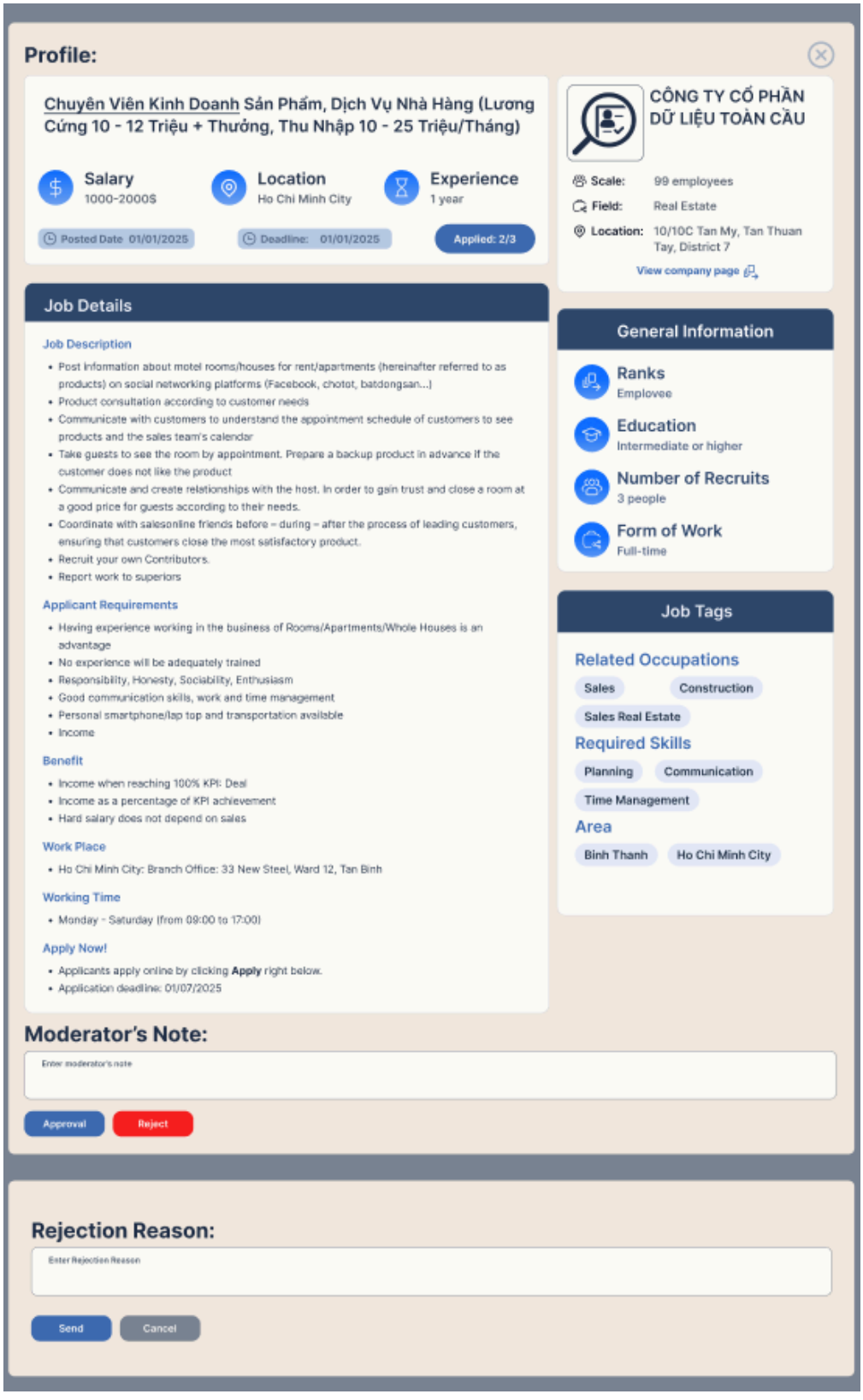


2.7 Moderation & Admin Activities

2.7.1 Use-case: Approve / Reject Job Post

Use Case	Approve / Reject Job Post
Brief Descriptions	This use case allows a Moderator to review new job posts submitted by Recruiter and either approve or reject them based on platform guidelines.
Actors	Moderator, Admin
Main Flow	1. Moderator logs into the Moderator Dashboard. 2. Moderator navigates to the list of pending job posts. 3. Moderator clicks on a job to view full details. 4. Moderator selects either: ● Approve: Marks post as Active and makes it visible to candidates. ● Reject: Marks post as Rejected and optionally enters a rejection reason. 5. System updates job status and notifies the Recruiter user.
Alternative Flows	If there are no pending job posts: - 2A. System displays a message: “No pending job posts at the moment.”
Pre-conditions	1. Moderator is logged in 2. Job post status = Pending Approval

Post-conditions	1. Job status is updated to Active or Rejected 2. Recruiter is notified of the decision
Special Requirements	1. Rejected posts must include a reason 2. Approval and rejection actions must be logged with moderator ID and timestamp 3. Dashboard filters for sorting by date and searching by keyword.
Prototype	


Profile:
Chuyên Viên Kinh Doanh Sản Phẩm, Dịch Vụ Nhà Hàng (Lương Cứng 10 - 12 Triệu + Thưởng, Thu Nhập 10 - 25 Triệu/Tháng)
Salary
1000-2000$
Location
Ho Chi Minh City
Experience
1 year
Posted Date 01/01/2025
Deadline: 01/01/2025
Applied: 2/3
CÔNG TY CỔ PHẦN DỮ LIỆU TOÀN CẦU
Scale: 99 employees
Field: Real Estate
Location: 10/10C Tan My, Tan Thuan Tay, District 7
View company page
Job Details
Job Description
Post information about motel rooms/houses for rent/apartments (hereinafter referred to as products) on social networking platforms (Facebook, chotot, batdongsan...)
Product consultation according to customer needs
Communicate with customers to understand the appointment schedule of customers to see products and the sales team's calendar
Take guests to see the room by appointment. Prepare a backup product in advance if the customer does not like the product
Communicate and create relationships with the host. In order to gain trust and close a room at a good price for guests according to their needs.
Coordinate with salesonline friends before – during – after the process of leading customers, ensuring that customers close the most satisfactory product.
Recruit your own Contributors.
Report work to superiors
Applicant Requirements
Having experience working in the business of Rooms/Apartments/Whole Houses is an advantage
No experience will be adequately trained
Responsibility, Honesty, Sociability, Enthusiasm
Good communication skills, work and time management
Personal smartphone/lap top and transportation available
Income
Benefit
Income when reaching 100% KPI: Deal
Income as a percentage of KPI achievement
Hard salary does not depend on sales
Work Place
Ho Chi Minh City: Branch Office: 33 New Steel, Ward 12, Tan Binh
Working Time
Monday - Saturday (from 09:00 to 17:00)
Apply Now!
Applicants apply online by clicking Apply right below.
Application deadline: 01/07/2025
General Information
Ranks
Employee
Education
Intermediate or higher
Number of Recruits
3 people
Form of Work
Full-time
Job Tags
Related Occupations
Sales
Construction
Sales Real Estate
Required Skills
Planning
Communication
Time Management
Area
Binh Thanh
Ho Chi Minh City
Moderator's Note:
Enter moderator's note
Approval
Reject
Rejection Reason:
Enter Rejection Reason
Send
Cancel

2.7.2 Use-case: Handle Reported Content or Users

Use Case	Handle Reported Content or Users
Brief Descriptions	Enables Moderators and Admins to process user reports, review inappropriate content or behavior, and take appropriate actions such as warning, suspending, or banning.
Actors	Moderator, Admin
Main Flow	1. Moderator or Admin logs into the system. 2. Navigates to the "Reported Items" section. 3. Views a list of reported content or users. 4. Selects a report to review. 5. Reviews the report details and the related content or user profile. 6. Takes one of the following actions: - Reject/Except report - Issue a warning - Remove the content - Suspend or ban the user ● Note: Each post deletion or report counts as one flag. Accumulating 3 flags means getting banned. 7. The system updates the status of the report and logs the action. 8. Relevant parties (reporter, reported user) are notified accordingly.
Alternative Flows	No reports available: - 3A. Actor accesses the report list. - 3B. System displays: *"No active reports."* Report already handled: - 6A. Another moderator resolves the report first. - 6B. System displays: *"This report was resolved by [Moderator Name]."*
Pre-conditions	1. Moderator/Admin is authenticated.
Post-conditions	1. The report is resolved and marked accordingly. 2. Any necessary moderation actions are applied. 3. System logs the action and notifies relevant users. 4. Send to the user.
Special Requirements	1. Search and filter reports by type, user, or time. 2. Full report history for each user/content. 3. Role-based permissions for severe actions (e.g., bans). 4. Internal moderation notes. 5. Exportable audit logs.

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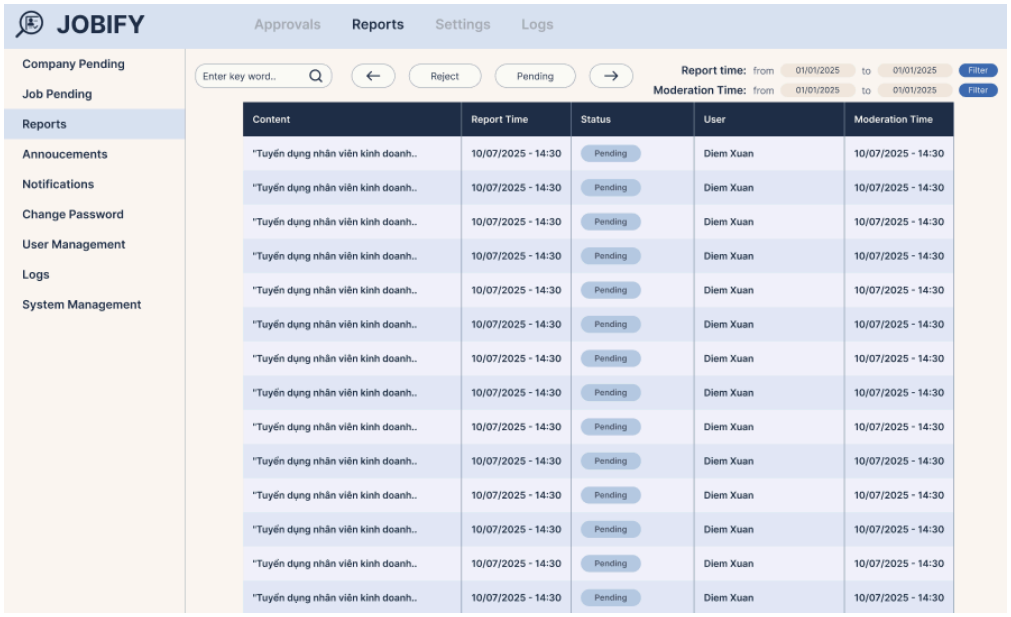
Prototype



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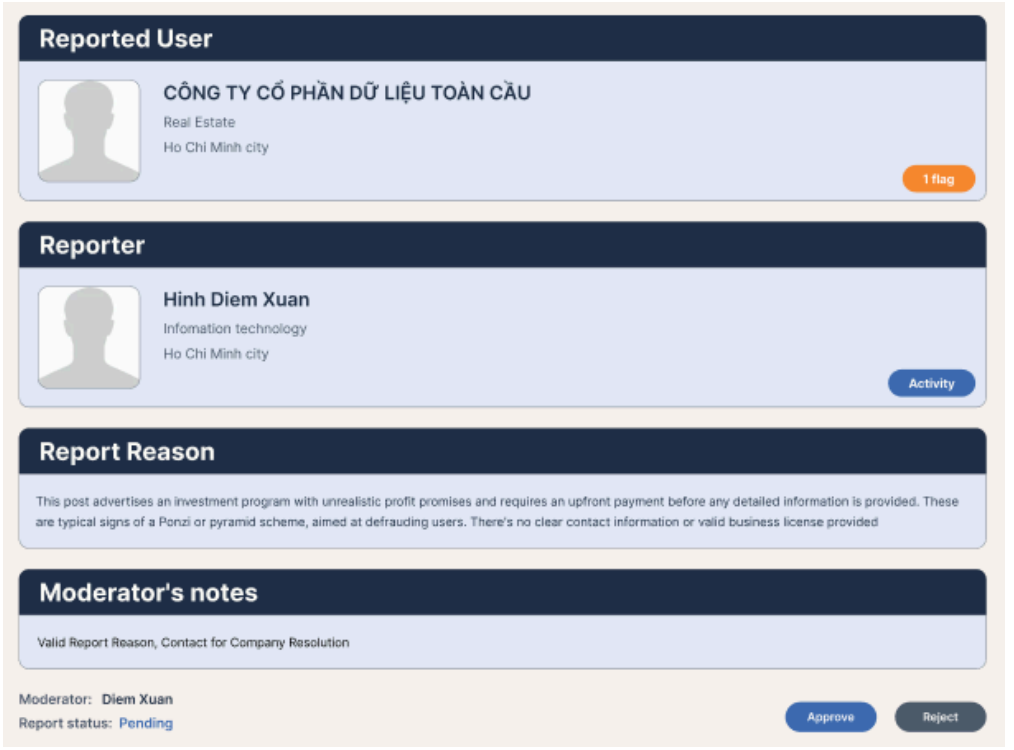
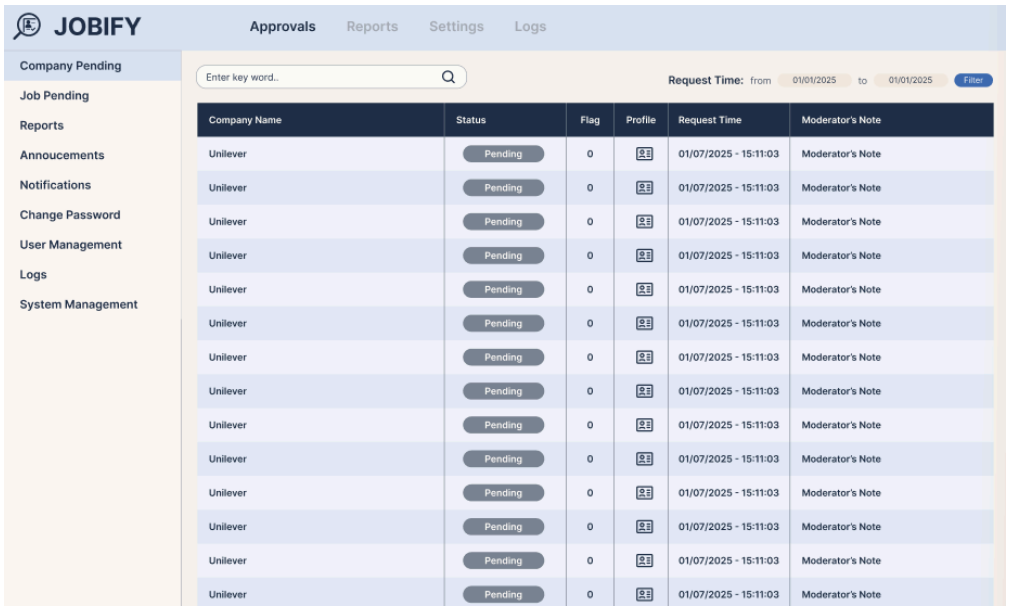
JOBIFY
Approvals
Reports
Settings
Logs
Go back
Reported Content
Chuyên Viên Kinh Doanh Sản Phẩm, Dịch Vụ Nhà Hàng (Lương Cứng 10 - 12 Triệu + Thưởng, Thu Nhập 10 - 25 Triệu/Tháng)
Salary
1000-2000$
Location
Ho Chi Minh City
Experience
1 year
Posted Date 01/01/2025
Deadline: 01/01/2025
CÔNG TY CỔ PHẦN DỮ LIỆU TOÀN CẦU
Scale: 99 employees
Field: Real Estate
Location: 10/10C Tan My, Tan Thuan Tay, District 7
View company page
Job Details
Job Description
Post information about motel rooms/houses for rent/apartments (hereinafter referred to as products) on social networking platforms (Facebook, chotot, batdongsan...)
Product consultation according to customer needs
Communicate with customers to understand the appointment schedule of customers to see products and the sales team's calendar
Take guests to see the room by appointment. Prepare a backup product in advance if the customer does not like the product
Communicate and create relationships with the host. In order to gain trust and close a room at a good price for guests according to their needs.
Coordinate with salesonline friends before – during – after the process of leading customers, ensuring that customers close the most satisfactory product.
Recruit your own Contributors.
Report work to superiors
Applicant Requirements
Having experience working in the business of Rooms/Apartments/Whole Houses is an advantage
No experience will be adequately trained
Responsibility, Honesty, Sociability, Enthusiasm
Good communication skills, work and time management
Personal smartphone/lap top and transportation available
Income
Benefit
Income when reaching 100% KPI: Deal
Income as a percentage of KPI achievement
Hard salary does not depend on sales
Work Place
Ho Chi Minh City: Branch Office: 33 New Steel, Ward 12, Tan Binh
Working Time
Monday - Saturday (From 09:00 to 17:00)
Apply Now!
Applicants apply online by clicking Apply right below.
Application deadline: 01/07/2025
General Information
Ranks
Employee
Education
Intermediate or higher
Number of Recruits
3 people
Form of Work
Full-time
Job Tags
Related Occupations
Sales
Construction
Sales Real Estate
Required Skills
Planning
Communication
Time Management
Area
Binh Thanh
Ho Chi Minh City



2.7.3 Use-case: Review Company Registrations

Use Case	Review Company Registrations
Brief Descriptions	Allows Moderators and Admins to review and approve or reject company registration requests submitted by recruiters, ensuring legitimacy and policy compliance.
Actors	Moderator, Admin
Main Flow	1. Moderator or Admin logs into the system. 2. Navigates to the Company Moderation section. 3. Views a list of pending company registration requests. 4. Selects a company submission for review. 5. Examines provided information such as company name, legal documents, website, industry, etc. 6. Takes one of the following actions: - **Approve**: system grants the company verified status and allows recruiters to post jobs. - **Reject**: system marks registration as rejected and optionally includes requests edit. - **Flag**: system tags the registration for manual or legal follow-up. 7. System logs the decision and notifies the submitter.
Alternative Flows	Incomplete or invalid registration data: - 5A. Submitted registration lacks required fields or valid documents. - 5B. System blocks approval and displays: *"Company profile is incomplete or*

	invalid."
Pre-conditions	1. Moderator/Admin is logged in and has moderation privileges. 2. Company submissions are present and pending moderation.
Post-conditions	1. Company status is updated (approved, rejected, or flagged). 2. The recruiter is notified of the result. 3. The action is logged in the moderation history.
Special Requirements	1. Support for uploading and viewing legal verification documents. 2. Auto-flagging of suspicious or duplicate registrations. 3. Comment box for sending reviewer notes/feedback. 4. Dashboard filters for sorting by date and searching by keyword. 5. Full audit trail of actions and decisions taken.
Prototype	 =

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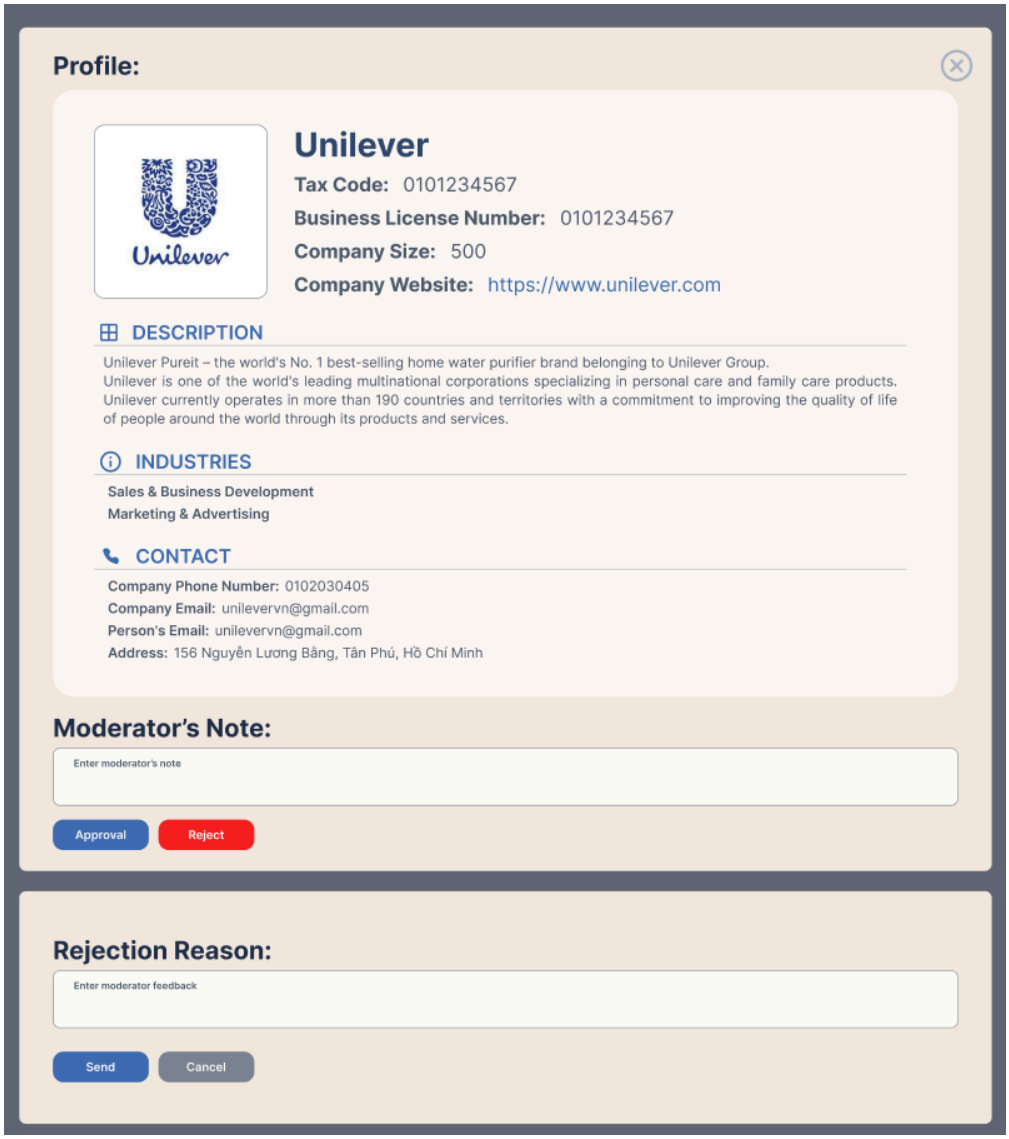
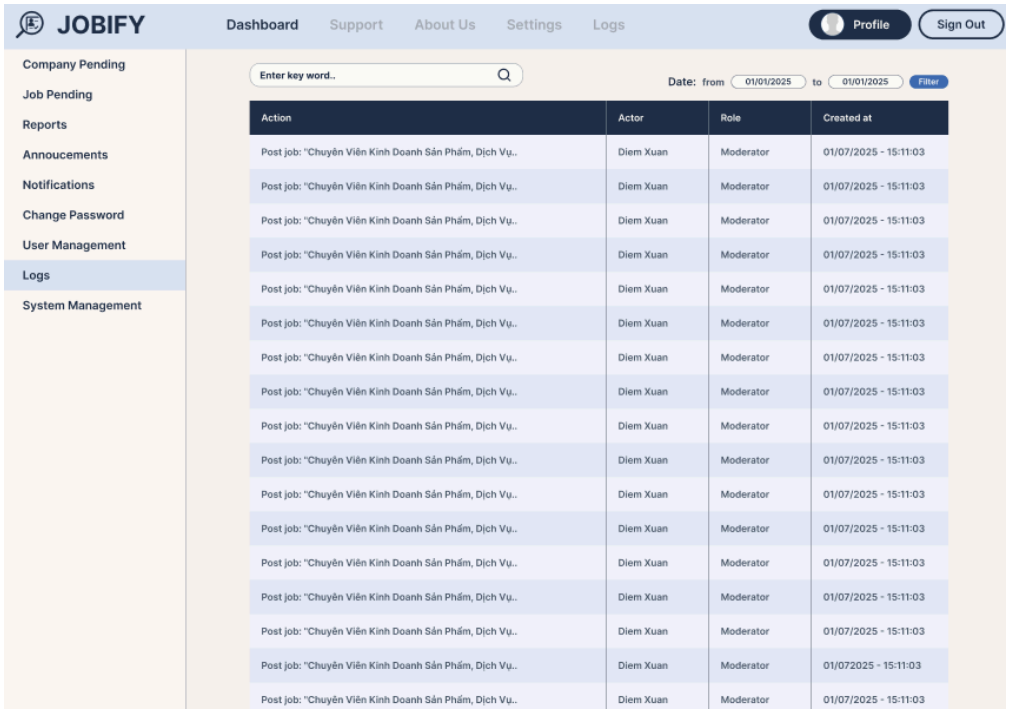


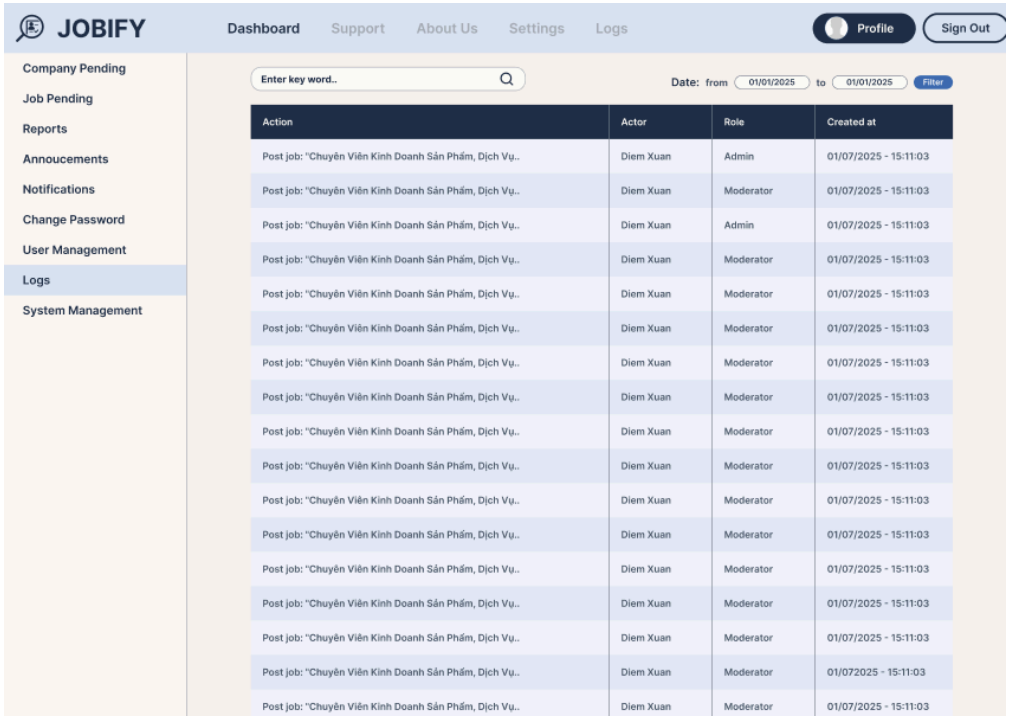
2.7.4 Use-case: View Audit Logs

Use Case	View Audit Logs
Brief Descriptions	Allows users with the Admin or Moderator role to access and view system audit logs. These logs track important system activities such as login attempts, data changes, user actions, and security events for monitoring and accountability purposes.
Actors	Moderator, Admin
Main Flow	1. The user (Admin or Moderator) logs into the system with valid credentials. 2. The user navigates to the "Audit Logs" section from the menu.

	3. The system verifies the user's access permissions. 4. The system displays a list of audit logs in a table, including: - Action performed - Actor (who performed the action) - Timestamp - Description or target entity 5. The user may filter logs based on: - Date range - Actor - Type of action 6. The user can click a log entry to view more detailed information.
Alternative Flows	3A. Unauthorized Access - If the user does not have Admin or Moderator privileges: + The system displays an error message: “You do not have permission to view audit logs.” + The user is redirected to the homepage or previous page
Pre-conditions	1. The user is authenticated (successfully logged in). 2. The user has either Admin or Moderator role.
Post-conditions	1. The audit logs are displayed successfully. 2. No system data is modified during this use case.
Special Requirements	1. The interface should support search, filtering, and pagination. 2. Logs must be recorded in real-time or near-real-time. 3. Audit data must be secure, immutable, and accessible only to authorized roles. 4. System performance should not degrade under large log volumes.
Prototype	Moderator:



Admin:



2.7.5 Use-case: Manage System Settings

Use Case	Manage System Settings
Brief Descriptions	Allows the Admin to configure and update global system settings such as user permissions, security policies, email settings, and other core configurations that affect the entire system.
Actors	Admin
Main Flow	1. Admin logs into the system. 2. Admin navigates to the “System Management”section. 3. The system displays current settings and available options to modify them. 4. Admin updates one or more settings, such as: - maintenance mode – Enable/disable maintenance mode - default coin rate – Coin conversion rate - max job post per day – Maximum number of job posts per day - job post cost – Coin cost per job post announcement banner – Banner message on the homepage - support email – Support contact email - password reset expiration – Password reset code expiration time (in minutes) 5. Admin saves the changes. 6. The system applies the new settings and confirms successful updates.
Alternative Flows	4A. If the Admin inputs invalid values (e.g., wrong format), the system displays an error message and prevents saving until corrected.
Pre-conditions	1. Admin is logged in. 2. Admin has full system configuration privileges.
Post-conditions	1. System settings are updated and take effect immediately or after a system restart (depending on the type of setting).
Special Requirements	1. Some settings may require validation (e.g., email format). 2. Changes to critical settings may require confirmation or logging. 3. All changes must be recorded in the audit log for traceability.

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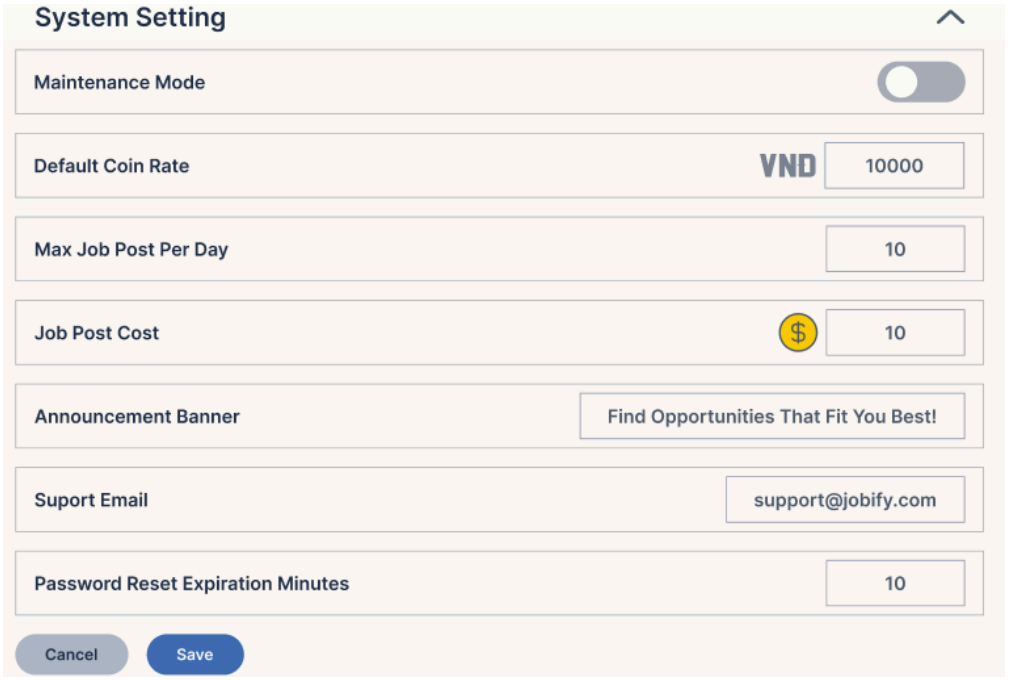
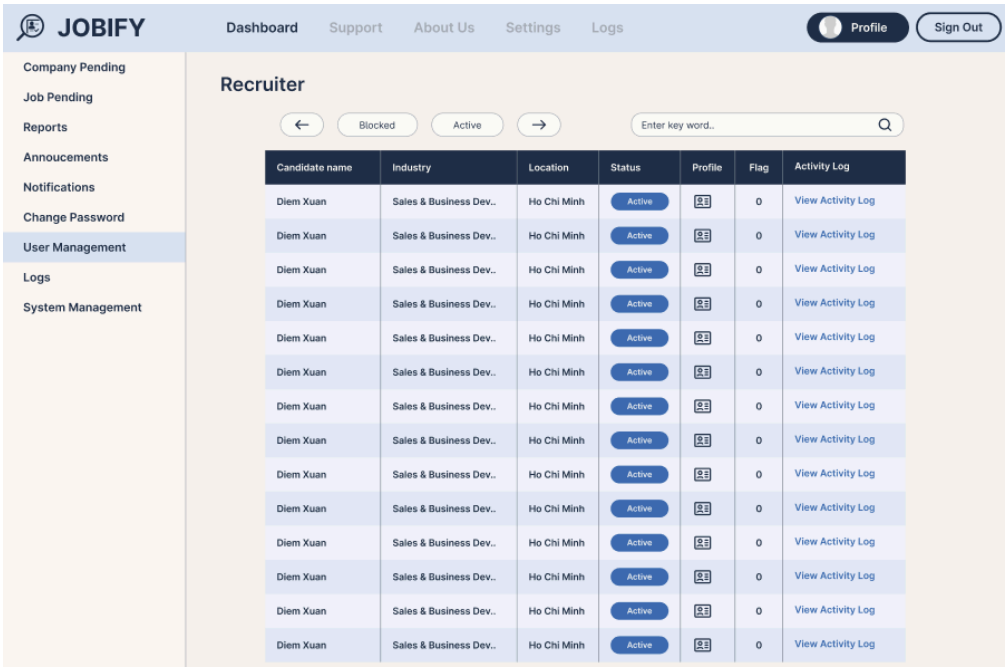
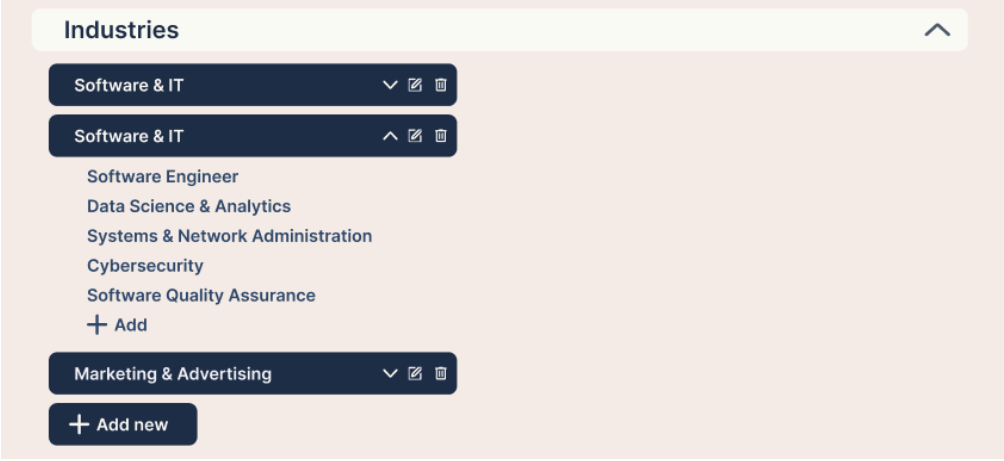
Prototype	

2.7.6 Use-case: Manage Users

Use Case	Manage Users
Brief Descriptions	Allows Moderators and Admins to manage all users in the system, including account status and roles.
Actors	Admin, Moderators
Main Flow	1. Actor logs into the system. 2. Navigates to the "User Management" section. 3. The system displays a list of users based on the actor's scope: - Moderator see Candidates and Recruiters - Admin sees all registered users (Candidates, Recruiters, Moderators). 4. Actor selects a user to view profile details. 5. Actor performs one or more of the following actions (depending on permissions): - Edit user information - Change user role/status - Activate/deactivate account - View user activity logs 6. System updates the user data and reflects changes in the interface.
Alternative Flows	No users found: - 3A. Search returns no results. - 3B. System displays: *"No users match your search criteria."* Insufficient permissions: - 5A. Actor attempts to edit a user outside their access level.

	- 5B. System blocks the action and displays: *"You do not have permission to manage this user."*
Pre-conditions	1. Actor is authenticated. 2. Actor has appropriate user management permissions.
Post-conditions	1. User information is updated. 2. Changes are saved and may be logged.
Special Requirements	1. Role-based access control for actions. 2. Filter and search by user type, status, or creation date.
Prototype	

2.7.7 Use-case: Manage Job Categories

Use Case	Manage Job Categories
Brief Descriptions	Enables authorized users to manage classification data such as job categories, required skills, industries, and other tagging elements used across the platform.
Actors	Recruiter, Admin, Moderator
Main Flow	1. Actor logs into the system. 2. Navigates to the “Job Categories” section.

	3. The system displays a list of existing job industries, and related taxonomies. 4. Actor performs one or more of the following actions: - Add new industry - Edit existing items (e.g., rename) - Delete unused entries (if allowed) - Reorder categories for better UI/UX 5. System validates inputs and updates the data. 6. The updated list is reflected across the platform for job postings and searches. - **Recruiters** request to add new tags when they create job post. - **Moderators** may clean or adjust tags to ensure consistency. - **Admins** have full access including system-wide structural changes.
Alternative Flows	Duplicate entry detected: - 4A. Actor attempts to add a category that already exists. - 4B. System blocks the action and shows: *"This item already exists."* Invalid input: - 4A. Actor submits a form with empty or invalid values. - 4B. System shows: *"Please enter a valid name."* Permission denied: - 4A. Actor tries to perform an action not allowed by their role. - 4B. System shows: *"You do not have permission to perform this action."*
Pre-conditions	1. Actor is authenticated. 2. Actor has permissions to access taxonomy management.
Post-conditions	1. The classification data (categories, setting.) is updated and reflected in related modules.
Special Requirements	1. Auto-suggestion and search for existing tags. 2. Validation to avoid redundancy and ensure data integrity. 3. Role-based permissions for different levels of control. 4. Audit logs for changes made to classification data.
Prototype