Happy Candidates Career Portal

Owner

4.6.16

**ONTIME TICKET 1274**

When an owner decides to purchase a Happy Candidates Career Portal, they will use one of our Infusion Soft purchasing links.  The owner will enter in their personal information, credit card information, create a username and password.

Once the credit card is processed, the owner's Happy Candidates back office account should automatically be created.  
  
The above process is currently being completed manually.  I know that we will need some type of API created in order to do this.

**ONTIME TICKET 1275**

Once the owner has paid and their Happy Candidates Career Portal Back Office has been created, the first thing they are asked to do is select a URL.  They are able to search for available URLs using a keyword search feature.  They can change their keyword search and review additional URLs. They select the URL and we then manually purchase the URL and set up the Career Portal.  
  
I would like the selection of the URL to be automated. Once the owner selects the URL, we have some type of API which purchases that URL from our GoDaddy account and it is automatically set up using the appropriate server sequence.  
  
Can this be accomplished?

**ONTIME TICKET 1295**

When an Owner logs into their back office for the first time, they must be welcomed to the Career Portal and provided instructions on how to set up their Career Portal.  For Example:  
  
*Hello (Owner First Name),  
  
Welcome to your Happy Candidates Career Portal back office. As a new Career Portal owner, the first thing you will need to do is set up your website.  There are four easy steps to the set up process.  These are the items you need to select:  
  
1.  Domain Name  
2.  Design  
3.  Options  
4.  Content*  
 There should be a button that states ****Begin Career Portal Setup****  
  
When they click the ****Begin Career Portal Setup****, it should take them to a Domain Name search.

**ONTIME TICKET 1307**

We will need a Contact Us tab on the Owner Login screen.    
  
Here is the verbiage for this page.  Please be creative.  
  
Contact Us  
If you have questions, need assistance or have a comment regarding your Happy Candidates Career Portal, please fill out the form below.  Your feedback is always appreciated and will be reviewed by our staff.  Our goal is to address your issue within a 48 hour timeframe.   
  
Subject:  Place a box here so the Owner can type in it  
  
Comment:  Place a box here so the Owner can type in it    
  
Please create a **Submit** button and a **Cancel** button  
  
The Contact Us should be directed to:  [support@happycandidates.com](mailto:support@happycandidates.com)

**ONTIME TICKET 1308**

We will need a Library Tab with the Owner Back Office login. Under the Library Tab, we provide the following information:

* Email templates - these are templates our owners can use to send email to job seekers to create interest in their career portal
* Scripts - these are templates our owners an use while on the phone or in person to create interest in their career portal.
* We would like to be able to load the following types of content into the Library:
* text or typed information
* .pdf files
* audio | video

**ONTIME TICKET 1309**

We will need a Calendar or Events Tab.  This is where the owner can see the upcoming live weekly calls. These are loaded through admin.  
  
We would like to see the following information:

* + Call Topic
  + Call Date
  + Call Time
  + Call Description
  + Registration Link

**ONTIME TICKET 1310**

There seems to be confusion about the Profile Tab. It appears to be part Profile Tab and part Career Portal Wizard.

The thought process here is that the Profile Tab information is retrieved from the Owner Order Page when they first purchase a Career Portal.

Then we would also like to see how this individual will be paid the shared revenue - this method has yet to be determined - but if we use wire transfer or paypal the owner will need to be able to add | edit this information.

The other thing we will need on this page, is the owner billing information. For example we currently charge $99 a month or $999 per year for this product. They will need to see when their next bill date is, how much and able to edit their payment method.

The information to be captured on the Profile Tab from the Order Page is:

•First Name

•Last Name

•Company Name

•Address - Line 1

•Address - Line 2

•City

•State | Province | Region

•Mail Code

•Country

•Phone Number

•Email Address

**ONTIME TICKET 1310**

Once the Owner clicks on the Begin Career Portal Set Up button, it will bring them to our GoDaddy reseller account where they can select their URL. We should be charged (Barb's Credit Card - already in GoDaddy) for the domain name they select. It would be nice if we could have the correct server set up in there as well. Along with auto renewal for one year at a time.

The wording on the top of this page should be:

*Select a Domain Name*

*The domain name is the web address of your custom Career Portal website. This is where you will send job seekers. We will generate a list of available domain names using the company name you provided at registration. When the search process (below) is completed please click the Review Domains button to review your choices. If you do not see a domain you prefer, you will have the opportunity to search for other domain names using our Keyword Search Function.*

Available domain names should populate in alpha order using the Company Name.

There should be a circle or a square that allows the Owner to click next to the domain name to select the domain they want.

Once the domains populate and if the owner does not like any of the domain names available, there should be a KeyWord Search box that allows the owner to type in words and complete another search. They should be able to complete this keyword search as many times as it takes until they decide on a domain name.

The wording for the Keyword Search area:

*Below is the list of available domain names we found using your company name. If you do not see a name you like, you may enter your own keyword(s) in the box below. We will then conduct a search of available domain names using the keywords you provide. You may continue to use this search until you find an available domain name you prefer.*

*When you have decided on a domain name, click in the circle next to the name and then click the Select Domain button. Once you select a domain name, this cannot be easily changed so please select carefully. After you have completed this we will then take you to the next step: Select a Design.*

**ONTIME TICKET 1316**

We currently offer our Career Portal owners six color options. The Career Portals are exactly the same.

We would like to offer the Career Portal several different designs along with many color choices.

Please be creative with these designs so that people feel they can select different looks, colors and feel.

This page will allow them to view the many choices in picture format with a circle or square next to the design so when they click on that circle or square that is their choice for their Career Portal.

There will need to be a Select Design Button at the bottom of the choices.

Wording for this page:

*Select A Design*

*On this page you will choose the look and feel of your Career Portal. Once you have chosen the theme, you may select it by clicking in the circle next to the picture. When you have made your selection you will then be required to click on the Save Design button at the bottom of the page. After you have completed this we will then take you to the next step: Options*

**ONTIME TICKET 1317**

Under Options, the Career Portal Owner should be able to upload their own logo or graphic in .jpg or .png file format.

They should have an option to:

1. Change the name on their career portal - I do not mean the URL - just the name that may be showing somewhere on their Career Portal.
2. To Show Career Portal Name
3. To add a Slogan
4. Show their Career Portal Footer (their address and phone number)
5. Add a Company Phone Number
6. There should be two places which allow them to link back to other locations, for example their company website or other website. They will need to be able to load their URL; Text; and a Graphic

Add a Save Options button to the bottom of this page

Wording for this Page:

*Selecting Options*

*On this page you will select which general options to utilize for your Career Portal. Remember to click the Save Options button at the bottom after you have made your selections. Next, you will select your Content*

**ONTIME TICKET 1318**

The owner's next step is to select their About Us content. We have four choices - see attached document. If they don't like the four selections, they should be able to create their own content.

Add a Select About Us button at the bottom of the screen

Wording for this page:

*Select Content*

*On this page we will walk you through selecting your content for your About Us page on the Career Portal. Review the four choices we offer you or create your own content for this page. Once you are satisfied with your text, click on the Save About Us button on the bottom of the page. Your next step will be to select your Contact Us content.*

**ONTIME TICKET 1320**

The owner's next step is to select their Contact Us content. We have two choices - see attached document. If they don't like the selections, they should be able to create their own content.

Add a Select Contact Us button at the bottom of the screen

Wording for this page:

*Select Content*

*On this page we will walk you through selecting your content for your Contact Us page on the Career Portal. Review the choices we offer you or create your own content for this page. Once you are satisfied with your text, click on the Save Contact Us button on the bottom of the page. You have successfully completed the setup of your Happy Candidates Career Portal. Your site will be up and running in the next 24 - 48 hours.*

*If you have questions, please contact us at support@happycandidates.com or click on your Contact Us tab*