



# USER MANUAL

GROUP 06 | CLASS CC01  
JOB HUNTER APP | INSTRUCTOR: DR. NGUYEN DUC THAI

# User Manual

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## Sample Accounts

Below is a list of sample accounts for testing purposes. These accounts include both **Company (user)** and **Admin** roles. Note: Passwords are hashed or placeholder values for security; use the provided credentials or reset passwords as needed.

Username	Password	Email	Role
techrecruiter1	hashed_password_123	recruiter1@techco.com	user
hrmanager_abc	secure_pass_456	hr@abccorp.com	user
talentscout	talent_pwd_789	scout@talentfinders.com	user
devhiring	dev_hire_101	hiring@devworks.com	user
admin_sarah	admin_s_pwd	sarah@jobhunter.com	admin
admin_john	admin_j_pwd	john@jobhunter.com	admin
financerecruiter	finance_pwd	recruit@financeplus.com	user
globalhires	global_pwd	hiring@globaltech.com	user
innovatestaff	inno_pwd_123	staff@innovatech.com	user
cloudrecruit	cloud_pwd_456	jobs@cloudservices.net	user

## I. Introduction

HeadHunter is a job portal platform designed to connect job seekers with employers. It provides a user-friendly interface for browsing job listings, applying for jobs, managing job posts, and administering the platform. This manual is divided into three sections, each tailored to a specific user role: **Guest**, **Company**, and **Admin**.

## II. Guest User Guide

Guests are unregistered users who can browse job listings and apply for jobs. This section outlines the key features available to guests.

### 2.1 Accessing the Platform Home Page

- **Navigation:** Use the header to navigate to:
  - **Home:** Overview of the platform with options to register or apply for jobs.
  - **Job Listing:** View all available job posts.
  - **Help:** Guidance on using the platform.
  - **Contact:** Links to social media for support.
- **Actions:**
  - Click **Register Now** to create an account.
  - Click **Apply for Job** to view job listings.

### 2.2 Browsing Job Listings

- **Access:** Navigate to **Job Listing** from the header.
- **Features:**
  - **Search:** Use the search bar to find jobs by keywords (e.g., job title, location).
  - **Sort:** Sort jobs by Newest, Oldest, or Highest Salary.
  - **Pagination:** Navigate through job listings using Previous/Next buttons.
- **Action:** Click **Apply Now** on a job card to view details and apply.

### 2.3 Viewing Job Details and Applying

- **Job Description Page:**
  - Displays job details such as title, location, salary, due date, description, and number of positions.
  - If available, download or view the job description PDF.

- **Application Form:**

- Fill in required fields: Full Name, Email, Phone Number, Location (User can also select the location on Google map), Level, Resume (file upload), and Cover Letter.
- Click **Apply Now** to submit your application.

## 2.4 Registering an Account

- **Access:** Click **Sign Up** in the header.

- **Steps:**

- Enter Username, Email, Company Name, Password, and Confirm Password.
- Check **Show Password** to verify entries.
- Click **Register**. Upon success, you'll be redirected to the home page.
- If passwords don't match, an error message will appear.
- If Username, Email or Company name already existed, an error message will appear.

## 2.5 Logging In

- **Access:** Click **Sign In** in the header.

- **Steps:**

- Enter Username and Password.
- Check **Show Password** to verify entries.
- Click **Login**. Upon success, you'll be redirected to the home page.
- If credentials are incorrect, an error message will appear.

## III. Company User Guide

Company users are registered users who can create, manage, and monitor job posts. This section outlines the key features for companies.

### 3.1 Accessing the Company Dashboard

- **Login:** Sign in with your company account credentials.
- **Navigation:** The dashboard includes:
  - **Sidebar:** Filter job posts by status (All, Approved, Pending, Disapproved).
  - **Main Content:** List of your job posts with search, sort, and pagination.
  - **Right Section:** Company logo, name, and notifications (e.g., application updates).

- **Actions:**

- Click **Create New Job** to add a job post.
- Click your avatar in the header to log out.

### 3.2 Creating a Job Post

- **Access:** Click **Create New Job** in the sidebar.

- **Form Fields:**

- **Position Title:** Enter the job title.
- **Location:** Select on Google map or type a location (e.g., San Francisco, CA).
- **Due Date:** Select a due date (default: 2025-03-01).
- **Level:** Choose from Intern, Junior, Middle, Senior, or Lead.
- **Salary:** Enter the salary amount.
- **Description File:** Upload a file (.pdf, .txt).
- **Description:** Add a text description of the job.
- **Action:** Click **Submit for Review**. The post will be sent for admin approval.

### 3.3 Managing Job Posts

- **View Posts:**

- Filter posts by status (All, Approved, Pending, Disapproved) in the sidebar.
- Search posts by company name or job title.
- Sort posts by Newest, Oldest, Due Soonest, or Due Latest.

- **View Details:**

- Click a job card to view details.
- Details include title, applicants, location, due date, level, salary, description, and attached file.

- **Edit Post:**

- If the post is not approved or you're an admin, click **Edit Post**.
- Update fields and click **Submit for Review** to save changes.

- **Delete Post:**

- Click **Delete Post** and confirm to remove the post.

### 3.4 Viewing Applications

- **Access:** Click a job post to view its applications.

- **Features:**

- Filter applications by status (All, Accept, Pending, Reject).
- Search applications by applicant name or details.
- Sort applications by Newest or Oldest.

- **View Application Details:**

- Click an application card to view details.
- Details include applicant name, status, applied date, location, cover letter, and CV.
- If admin, approve or reject the application (see Admin section).

### 3.5 Notifications

- **Access:** View notifications in the right section of the dashboard.
- **Details:** Notifications include updates on applications (e.g., new application submitted) with post ID, description, and type.

## IV. Admin User Guide

Admins manage the platform, approving job posts and applications. This section outlines the key features for admins.

### 4.1 Accessing the Admin Dashboard

- **Login:** Sign in with admin credentials.
- **Navigation:** The dashboard includes:
  - **Header:** Links to Home, Job Posts, and Applications.
  - **Main Content:** Displays new job posts and recent applications.
- **Actions:**
  - Click **View All** to see all job posts or applications.
  - Click your avatar in the header to log out.

### 4.2 Managing Job Posts

- **Access:** Navigate to **Job Posts**.
- **Features:**
  - Filter posts by status (All, Approved, Pending, Disapproved).
  - Search posts by company name or job title.
  - Sort posts by Newest, Oldest, Due Soonest, or Due Latest.
- **View Details:**
  - Click a job card to view details.
  - Details include company info, title, applicants, location, due date, level, salary, description, and file.

- **Approve/Disapprove:**
  - Click **Approve** or **Disapprove** and add explanations (comments) to update the status.
  - Click **Edit** to modify the approval status or comment.
- **Edit/Delete:**
  - Click **Edit Post** to modify post details.
  - Click **Delete Post** and confirm to remove the post.

## 4.3 Managing Applications

- **Access:** Navigate to **Applications**.
- **Features:**
  - Search applications by company name or job title.
  - Sort applications by Newest, Oldest, Due Soonest, or Due Latest.
- **View Details:**
  - Click a job card to view its applications.
  - Filter applications by status (All, Accept, Pending, Reject).
  - Click an application card to view details.
  - Details include job and applicant info, CV, cover letter, and approval status.
- **Approve/Reject:**
  - Click **Accept** or **Reject** and add some explanations (comments) to update the status.
  - Click **Edit** to modify the approval status or comment.

## 4.4 Monitoring Recent Activity

- **New Job Posts:**
  - View the latest job posts in the dashboard.
  - Click **View All** to see all posts.
- **Recent Applications:**
  - View recent applications with applicant name, status, applied date, and cover letter snippet.
  - Click an application to view details or approve/reject.

## V. General Notes

- **File Uploads:** Ensure uploaded files (e.g., CVs, job descriptions) are in pdf format.

- **Responsive Design:** The platform is optimized for both desktop and mobile devices. Use the mobile menu (toggle button) for navigation on smaller screens.
- **Error Handling:**
  - For login/registration errors, check your credentials or ensure passwords match.
- **Support:** Contact the platform via social media links in the footer or home page for assistance.

## VI. Conclusion

HeadHunter provides a comprehensive platform for job seekers, employers, and administrators. Guests can easily browse and apply for jobs, companies can manage their job posts and applications, and admins can oversee the platform's operations. For further assistance, refer to the **Help** section or contact support.