User Manual

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Installation Guidelines

Running the program from Jar File

Please ensure that you have the latest version of the Java JDK installed, which can be downloaded here: https://www.oracle.com/java/technologies/downloads/

1. Download the ZIP directory named "Implementation_Group_I" (**ZIP Directory**).

2. On Windows, unzip and extract all files from the ZIP Directory.

3. On a Mac, double click the ZIP Directory then open all subdirectories in the Implementation_Group_I directory.

   Note: in order to properly run the program, it is important that all subdirectories are properly extracted / opened from the ZIP Directory.

4. Double-click on the "group-i" file to run the program.

Running the program from IntelliJ

If you are unable to open the program from the Jar file, please run the program from the IntelliJ IDE.

Logging-In and Out

All users (Job Seekers, Recruiters and System Administrators) log in to the application via the *Login Page*, which can be found by navigating to the right-hand side of the menu bar.

Clicking Login will take the user to the *Login Page*.
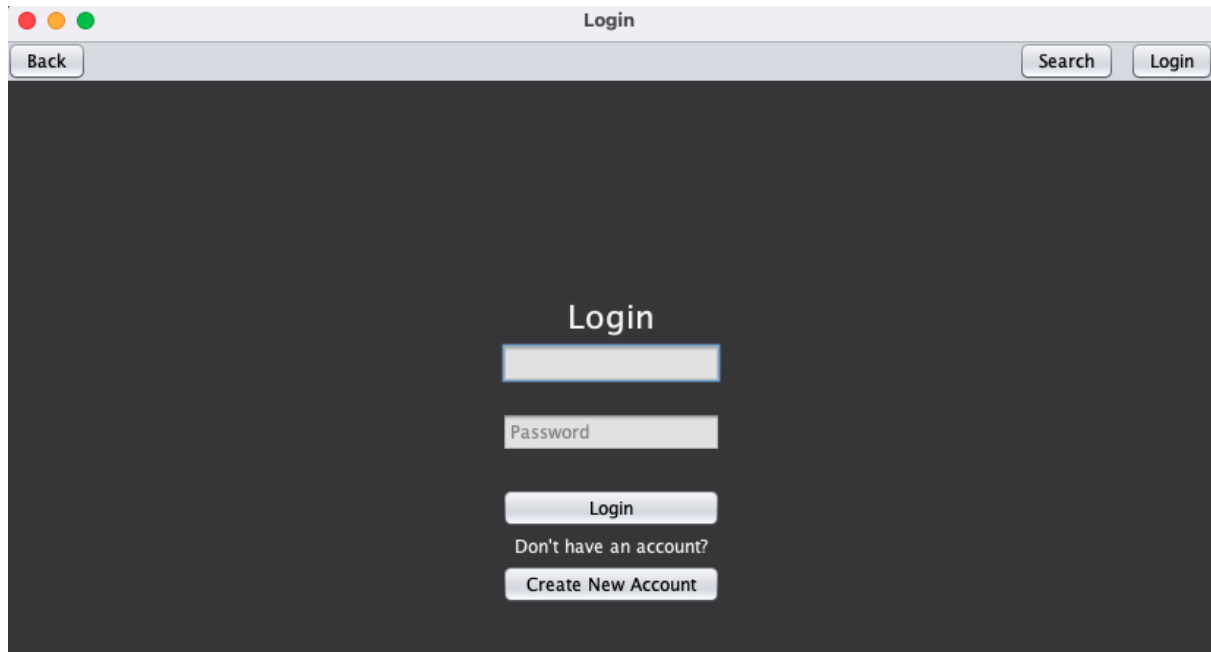
Creating an Account

To be capable of logging-in a user must have an account. If the user doesn't have an account, they can click on the Create New Account button at the bottom of the *Login Page*, which will take the user to the *Create New Account Page*, which will prompt the user to provide the following information:

- whether they are a Job Seeker or a Recruiter;

- if they are a Recruiter, then their organisation;

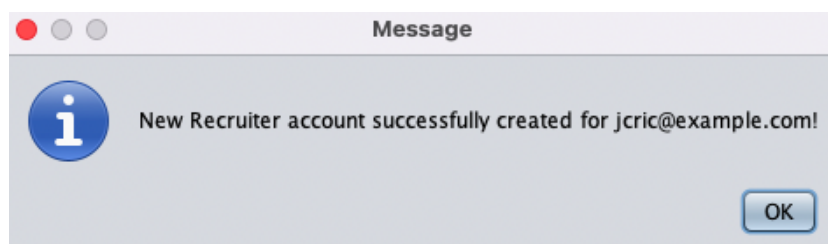- their full name;

- their email address;

- their password; and

- their password confirmation.

The user will successfully create an account if:

- all fields are answered;

- the email address that they use is not already recorded in the System; and

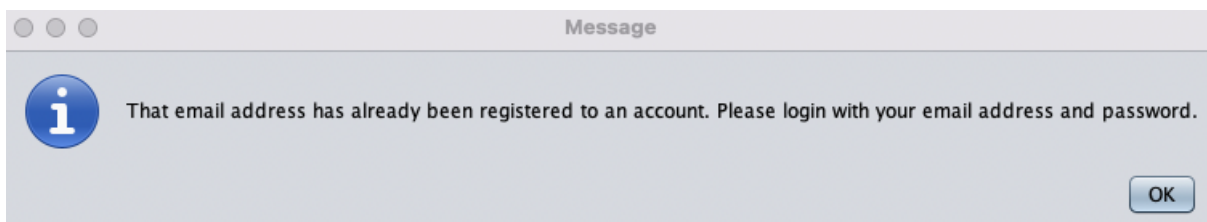- their password and password confirmation answers match.

Failure to satisfy the required conditions to create an account will result in the following error messages:
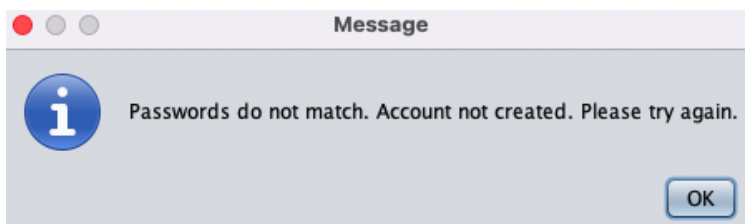
- for failure to answer all fields:
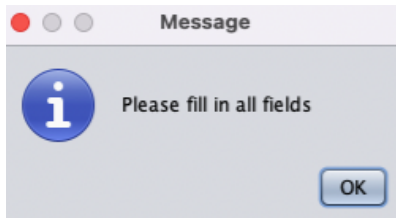
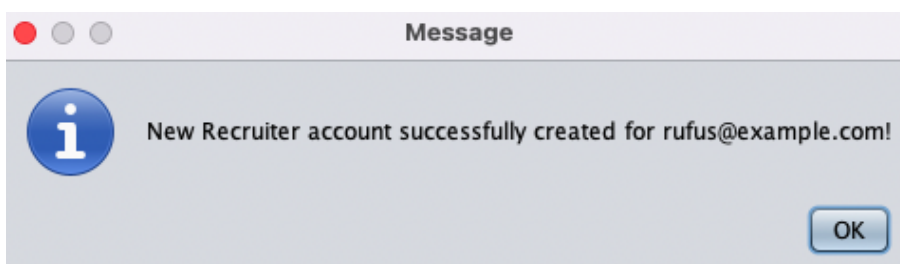- for attempted use of an email address that is already recorded in the System:

- for failure to create matching passwords:

If the user successfully creates a new account, then they will receive the following message, and be automatically redirected to the Login Page.
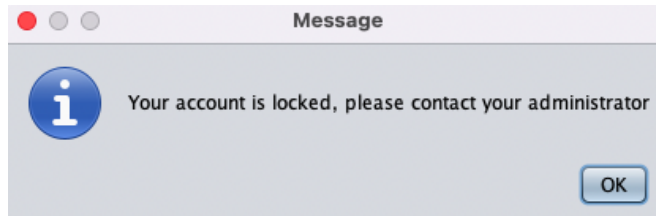

Attempting to Log In

To be capable of logging-in a user must:

- have an account that is not inactive (refer System Admin);

- enter the email address for that account; and

- enter the password for that account.

If a user tries to log-in with an inactive account, then they will be prompted with the following message:

If a user fails to enter a valid email address and password combination, then they will be prompted with a message that their Username or Password is incorrect.
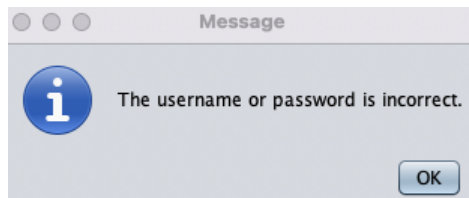
> Design Note: making the unsuccessful login attempt message vague was a deliberate design decision driven by information security considerations. It was determined that a potentially malicious actor should not be given any information as to the correctness of either the username or password.

If the user successfully logs in, then they are notified of this and automatically redirected to the relevant home page (which differs for Job Seekers and Recruiters).
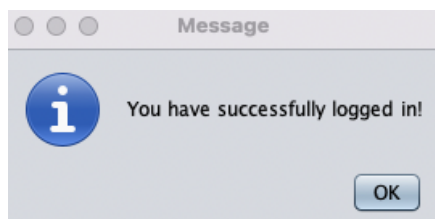
Logging-Out

To log-out, the user clicks the Log Out button at the right-hand side of the menu bar, which logs the user out and automatically redirects them to the *Search Page*.
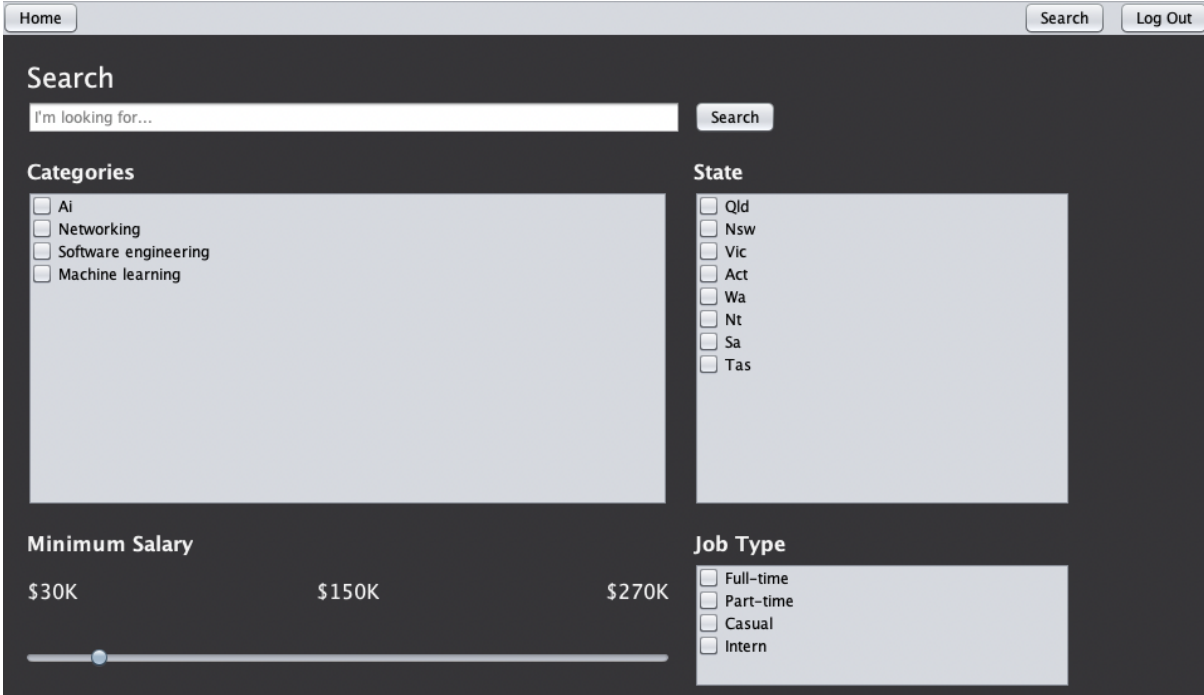
Job Seekers

This section of the user manual assumes that the user has logged-in as a Job Seeker. While there is some functionality that can be performed without being logged-in, it is not covered in this user manual.

Job Seekers – Searching

The first page that a user is taken to after logging-in is the *Search Page*. The user can navigate back to this screen at any later stage by clicking the Search button in the menu bar.

Here, user can make a search by doing a combination of the following, before clicking the Search button:

- entering free text into the search bar;

- selecting one or more categories;

- selecting one or more States;

- selecting a minimum salary; and

- selecting one or more job types.

Clicking Search takes the user to the *Search Results Page*, which displays a scrollable list of jobs with the following information:

- the job name;

- the company;

- the match score; and

- the salary.

Clicking on a Job then takes the user to the *Description Page*, where the user can see more details about the Job, including its description. From this page, the user can choose to apply for the job by clicking the Apply button. If a Job has been applied-for, then on this same page the user can choose to withdraw their application by clicking the Remove Application button.

Job Seekers – Account Management

At any stage, the user can navigate to their *Home Page* by clicking the Home button in the menu bar.

This page allows the user to:

- add or delete skills;

- upload and delete their resume;

- navigate to see the jobs that they have applied-for; and

- navigate to see the job interview invitations that they have received.

## Job Seekers – Accepting Job Interview Invitations

The user can view any valid job interview invitations by clicking *Job Invitations* in the *Home Page*. A warning message will appear if there are no invitations. Valid interview invitations can be viewed by selecting the job which will show job details.

Recruiters

This section of the user manual assumes that the user has logged-in as a Recruiter. While there is some functionality that can be performed without being logged-in, it is not covered in this user manual.

Recruiters – Account Management

The first page that a user is taken to after logging-in is the *Home Page*. The user can navigate back to this screen at any later stage by clicking the Home button in the menu bar.
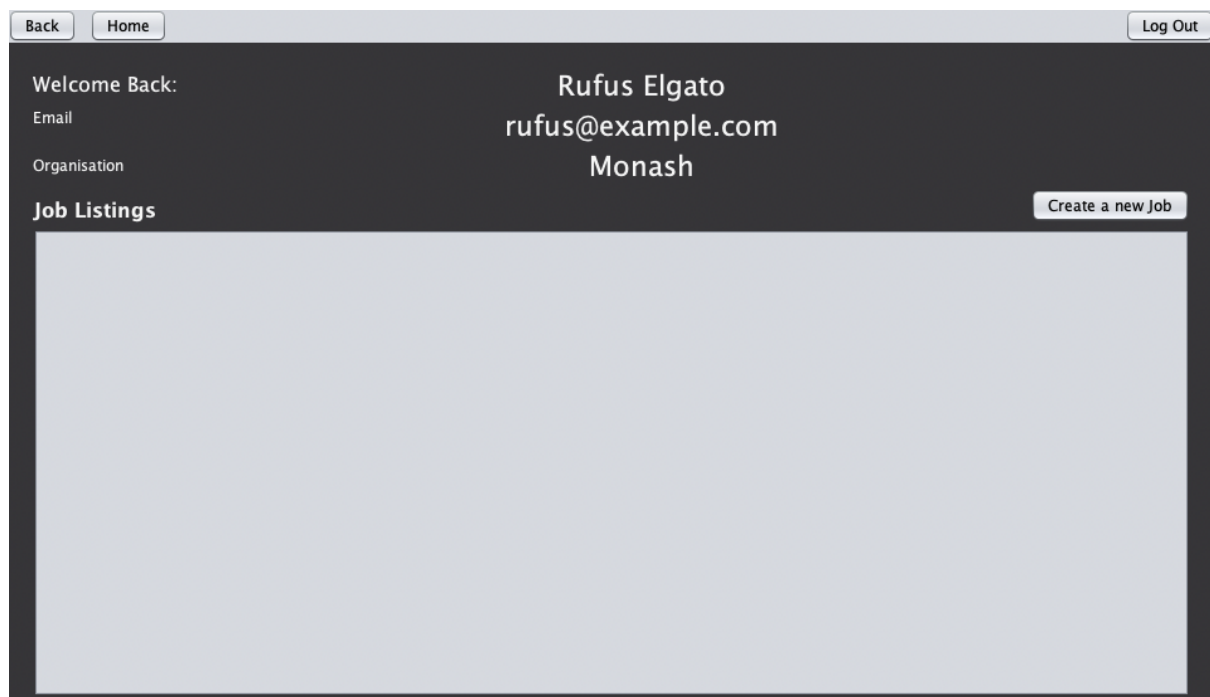
This page displays the user's name, email address and organisation, as well as all the jobs that the user has created and advertised.

Recruiters – Job Management

From the *Home Page*, a user creates a new job by clicking the Create A New Job button, which takes the user to the *Create Job* page.

To create a new job, the user must provide the following information:

- title;

- description;

- keywords;

- type;

- categories;

- location (i.e., state); and

- salary.

If the user inputs all of the required job information, they can choose to either:

- save the job, by clicking the Save button; or

- advertise the job, by clicking the Publish button.

Saving the job does not advertise it, but the user can return to edit the job and publish it later. Advertising the job means that the job will be capable of being searched, and viewed by Job Seekers.

Recruiters – Sending Job Interview Invitations

Job interview invitations can be sent to suitable candidates by first selecting a published job listing in the *Home Page*. Clicking *View Suitable JobSeekers* displays a list of valid candidates ranked by *Match Score.* If the candidate has not already been sent an invitation, the *Send Invitation* button can be clicked to alert the Job Seeker of this listing. This will generate a text box where a custom message can be sent to the Job Seeker.

System Administrators

This section of the user manual assumes that the user has logged-in as an administration.

The first page that the user is taken to after login is the *Home Page.* The user is displayed a list of Active and Inactive job seekers and recruiters as well active job categories. The *Home Page* can be revisited at any stage by clicking the home button in the menu bar.
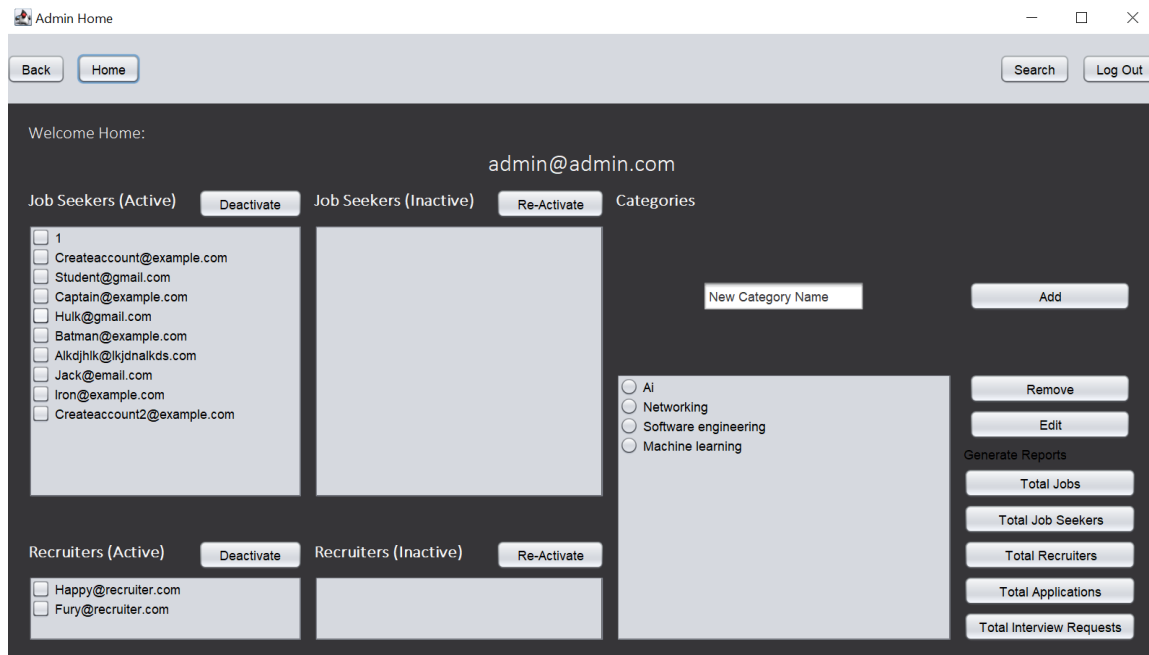
Making an Account Inactive/Active

Admin users have the ability to deactivate/activate job seekers and recruiters. This can be done by selecting the desired account by checking the appropriate boxes and clicking the Deactivate and Re-Activate, respectively.

Multiple accounts can be deactivated simultaneously. Users which are deactivated will appear in the Inactive menus and vice versa.

Admin - Category Management

Categories can be added, edited or removed by administrators. Categories listed on the admin *Home Page* are pre-existing categories.

To create a new category, type in the desired category name then click *Add.* Once the category is created, select the desired category and click *Edit* to add/remove subcategories.

To remove a category, select the desired category and click *Remove*. Doing so will remove the entire category as well as any subcategories. Subcategories can be removed by selecting the desired category, click *Edit* and a list of subcategories can be removed from within.

Viewing Statistics

Admin users have the ability to view basic statistics. Click on one of the statistics buttons at the bottom right of the *Home Page* to return the relevant information:

- Total Jobs.

- Total Job Seekers.

- Total Recruiters.

- Total Applications.

- Total Interview Requests.

Troubleshooting

Job Seekers and Recruiters should report any bugs to the System Admin, with details of what they were doing at the time, including screenshots.

System Admins should triage any code errors to the development team who can follow the stack traces to identify and fix any issues.

Troubleshooting