

Enhanced Job and Candidate Application

User Manual



Version: 1.1

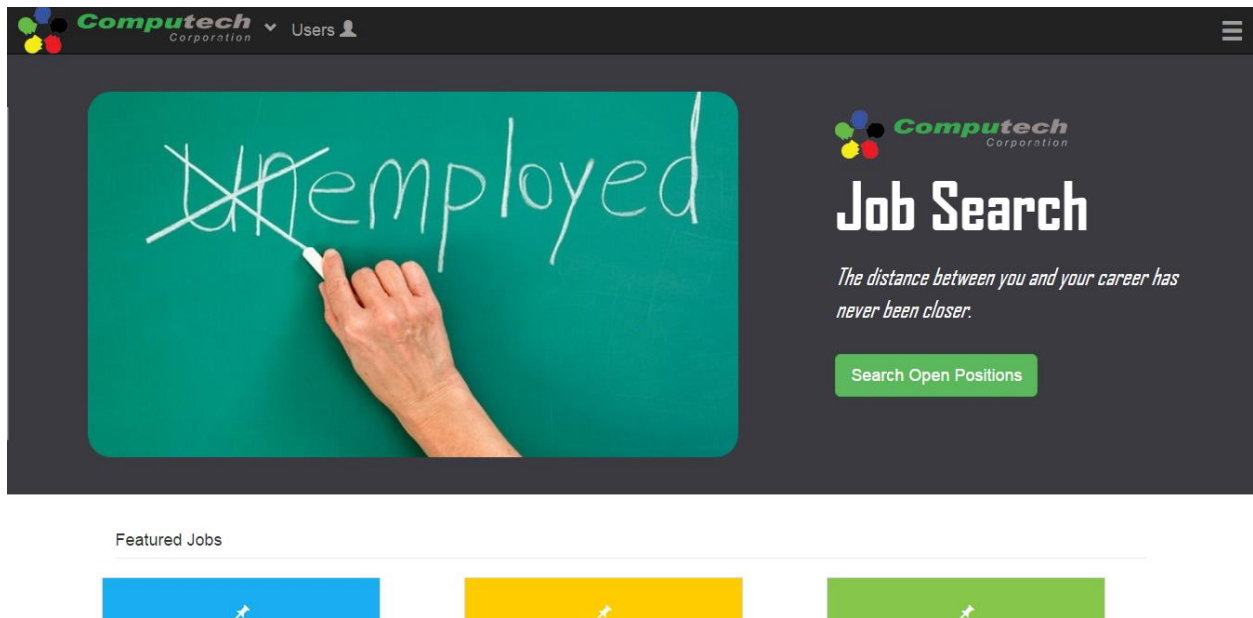
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1. Navigating the Home Page

Begin by accessing the Home page of the web application. You may be accessing the site from a mobile device, but if you are using a desktop environment, the screen should look like this:





The top of the Home page consists of a welcome message and a button link to the job search page. You will also notice the following footer on each page of the website:


Clicking the “Home” link from anywhere in the site will navigate you to this home page; or, if you are a registered user and signed in to the application, clicking this link will take you to the User Dashboard page. For more details on this page, see section 8, “Navigating the User Dashboard.” Clicking on the “About Us” link will take you to the “About Us” page of the main Computech site, which gives more details about Computech, its history, products, and services. Clicking on the “Contact Us” link will take you to the Contact page of the web application; for more details, see section 4, “Contacting Computech.”


Below the Home page welcome message is a listing of six featured jobs that may be of interest to you.


Featured Jobs



Application/Software Engineer Sr
The Michigan Department of Technology, Management & Budget Customer Services, Agency Services supporting the Department of Treasury is replacing legac...
[Details...](#)


Project Manager
Project Lead/Project Manager I - JCI1JP00004371 Position Overview Experienced Project Lead/Manager to plan, monitor and implement RECARO product ...
[Details...](#)


Technician
Additional Job Description : • Position responsible for providing installation, maintenance and repairs on equipment within an assigned territory/regi...
[Details...](#)


Recruiter
Teradata is seeking an entry level Human Resources Consultant to develop and support university relationships and intern/new graduate hiring objective...
[Details...](#)


Help Desk/ Call Center Rep
Customer Service assisting businesses and individuals use the Michigan Business One Stop application, helping customers navigate through the online ap...
[Details...](#)


Chief Architect
Senior Architect Oracle Senior Data Architect for PLCB This position will expand upon previous product data cleansing. It will include planning...
[Details...](#)

You will notice that each featured job contains a “Details” link. Clicking this link will navigate you to the Job Details page discussed next.

2. Job Details Page

The job details page looks as follows:

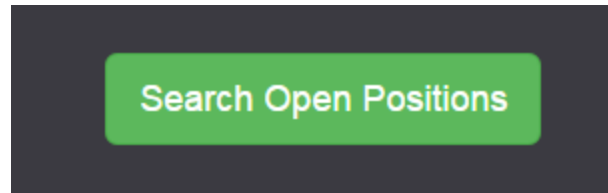
Help Desk/ Call Center Rep

Position	Help Desk/ Call Center Rep
Description	Customer Service assisting businesses and individuals use the Michigan Business One Stop application, helping customers navigate through the online application. Directing customers to the appropriate agency to complete their license, permit, or registration process
Location	Lansing, Michigan, United States
Required Skills	Data Entry
Customer	Acro Service Corporation
Start Date	12/1/2014 12:00:00 AM
End Date	9/30/2015 12:00:00 AM
Salary	\$24.18H

[Apply](#) | [Back](#)

A page contains detailed information regarding the position title, job description, location, required skills, customer offering the job, job start and end dates, and job pay rate. There are also buttons giving the choice to apply for the job or go back to the Home screen. If you are not logged in to the web application, clicking the Apply button will navigate you to the Login page, as users must be logged in to apply for jobs. For now, we click the Back button to navigate us back to the Home screen.

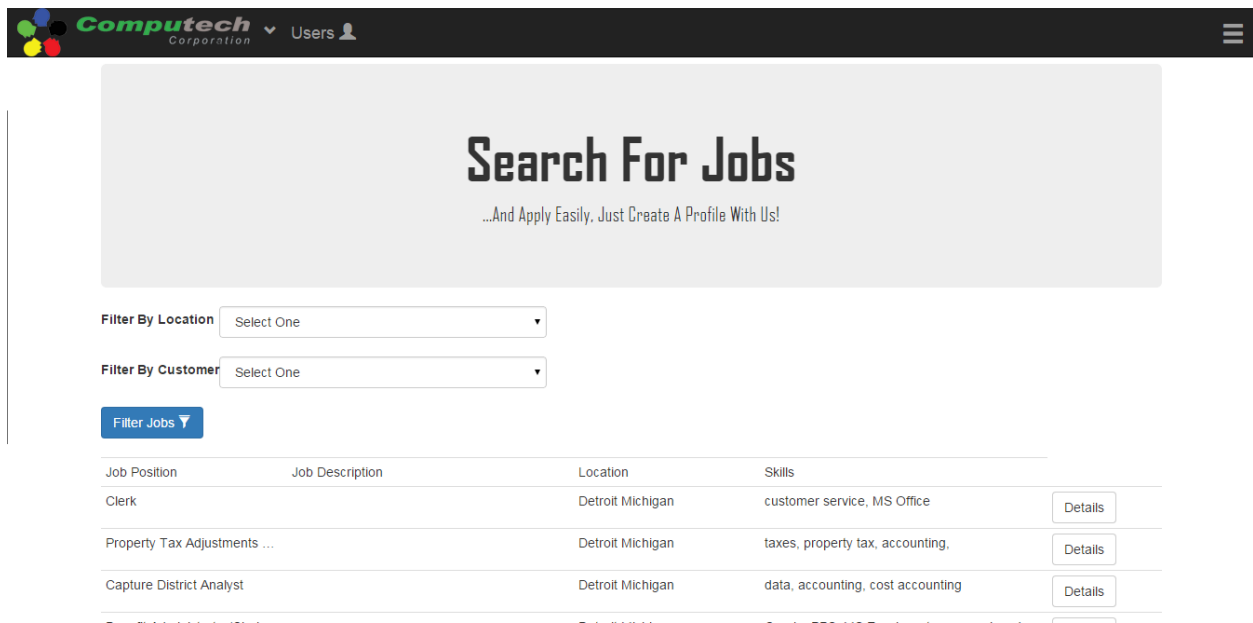
Now that we are back on the Home screen, we click on the “Search Open Positions” button.



This navigates us to the Job Search page.

3. Job Search Page

The Job Search page looks as follows:



Job Position	Job Description	Location	Skills	
Clerk		Detroit Michigan	customer service, MS Office	Details
Property Tax Adjustments ...		Detroit Michigan	taxes, property tax, accounting,	Details
Capture District Analyst		Detroit Michigan	data, accounting, cost accounting	Details

You will notice a large table taking up most of the page. This table contains a listing of all jobs available at Computech, including the position tile, description, location, and required skills for the job. There is also a “Details” button at the end of each entry in the table. Clicking this button will navigate you to the Job Details page discussed in section 2.

You will notice two drop down menus located near the top of the page, which allow the user to filter the jobs based on job location and customer. The user selects criteria from either one or both of the dropdowns and clicks on the “Filter Jobs” button. This displays the jobs matching

the search criteria. For example, when searching for jobs in Alpharetta, Georgia, the user obtains the following results:

Filter By Location

Alpharetta

Filter By Customer

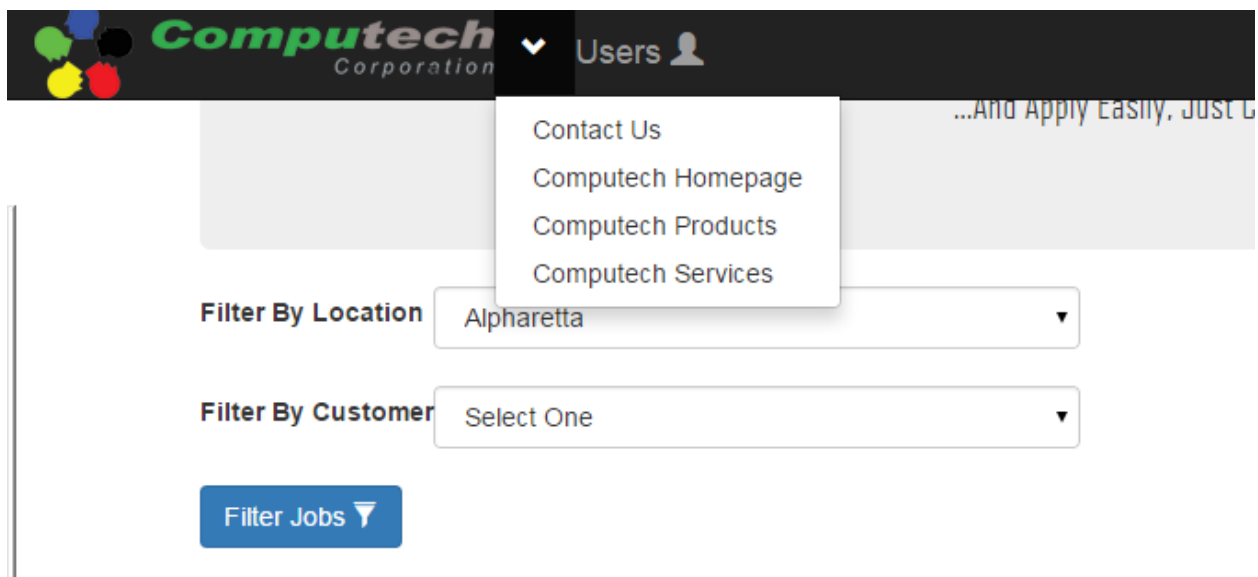
Select One

Filter Jobs

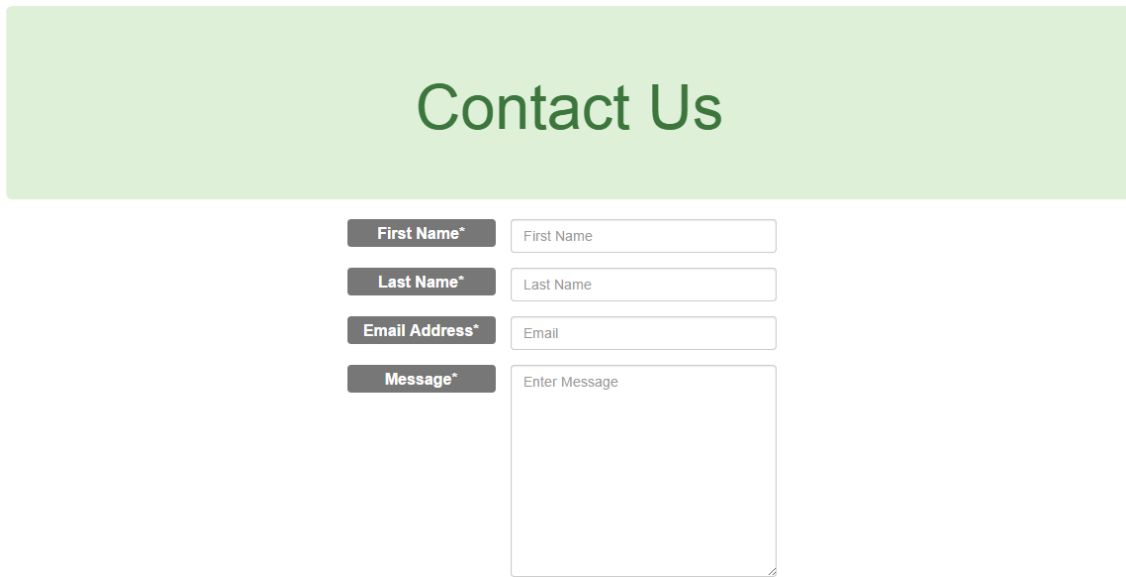
Job Position	Job Description	Location	Skills	
Systems Analyst		Alpharetta Georgia	System Quality Analyst 1/Test Engineer** Works under di...	Details
Data Center Operator		Alpharetta Georgia	Under limited supervision, operates data entry devices to...	Details
Systems Analyst		Alpharetta Georgia	BS degree in Computer Science or related field of study, ...	Details
Application/Software Engin...		Alpharetta Georgia	Basic Requirements: • Bachelor's degree in Computer Sc...	Details
Application/Software Engineer		Alpharetta Georgia	Software Engineer III GRADE: 11 Description This NCR ...	Details

4. Contacting Computech

If the user needs to contact Computech with any questions or concerns, this can be done by using the “Contact Us” page. From any page in the web application, click the down arrow in the top navigation bar next to the Computech logo, and select the “Contact Us” link:



This navigates the user to the following screen:

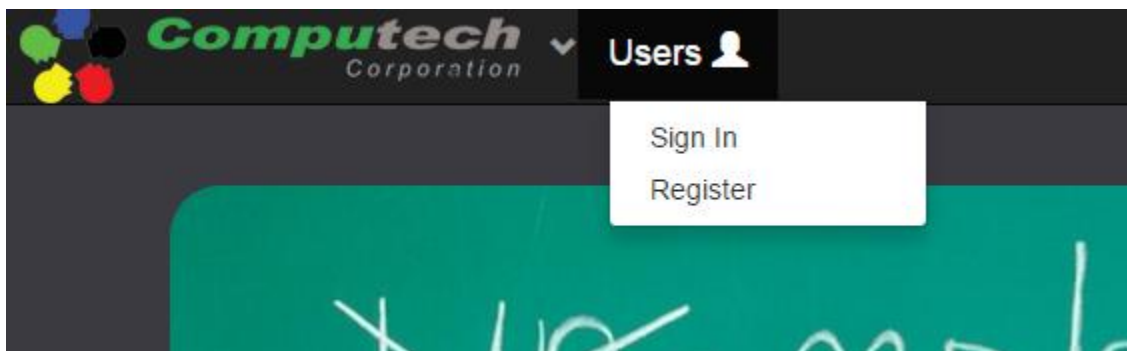


The image shows a 'Contact Us' form on a light green background. The title 'Contact Us' is centered at the top in a large, dark green font. Below the title, there are four input fields, each with a label in a dark grey box to its left. The labels are 'First Name*', 'Last Name*', 'Email Address*', and 'Message*'. The 'First Name' and 'Last Name' fields are single-line text boxes. The 'Email Address' field is a single-line text box. The 'Message' field is a larger, multi-line text area. The placeholder text for the message field is 'Enter Message'.

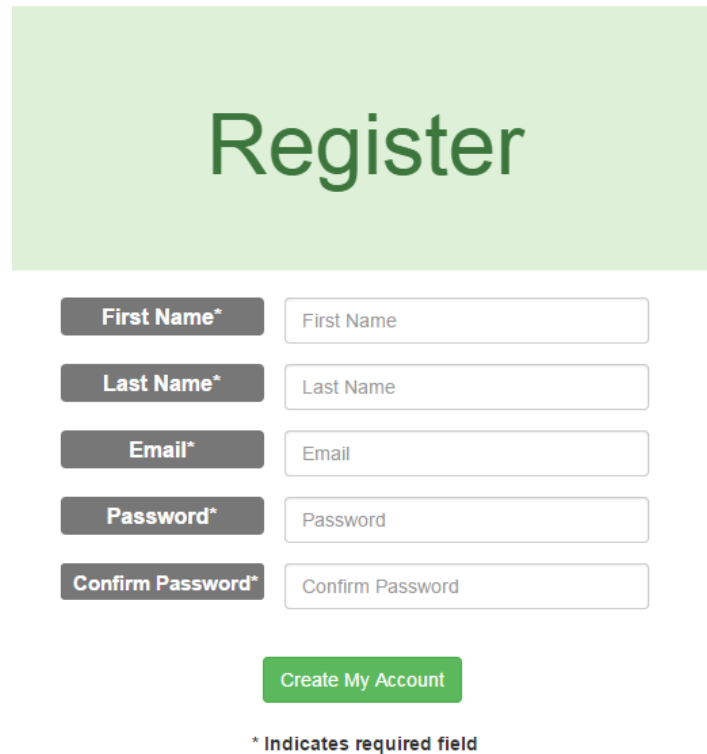
To contact Computech with your message, it is necessary to fill in each field of the form. If all fields are not completed, an error message will be displayed. When all fields are filled in, click the “Submit” button at the bottom, and Computech will receive your contact information and message, and follow up with you as necessary.

5. Registering Users

To apply for jobs, you must create a user account. From any page in the web application, click on the “Users” icon in the top navigation bar, and from the dropdown menu, click on “Register”:



This navigates you to the Registration page. Fill in each field of the form and click “Create My Account.”

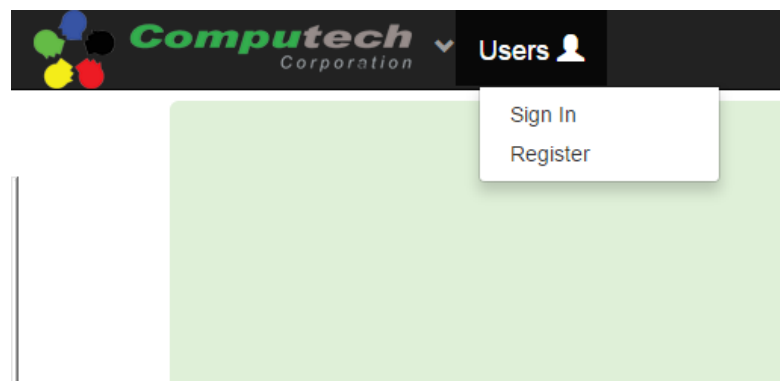


The registration form is titled "Register" in a large green font on a light green background. Below the title, there are five input fields, each with a label in a dark grey box: "First Name*", "Last Name*", "Email*", "Password*", and "Confirm Password*". Each field has a corresponding text input box. Below the fields is a green button labeled "Create My Account". At the bottom, there is a note: "* Indicates required field".

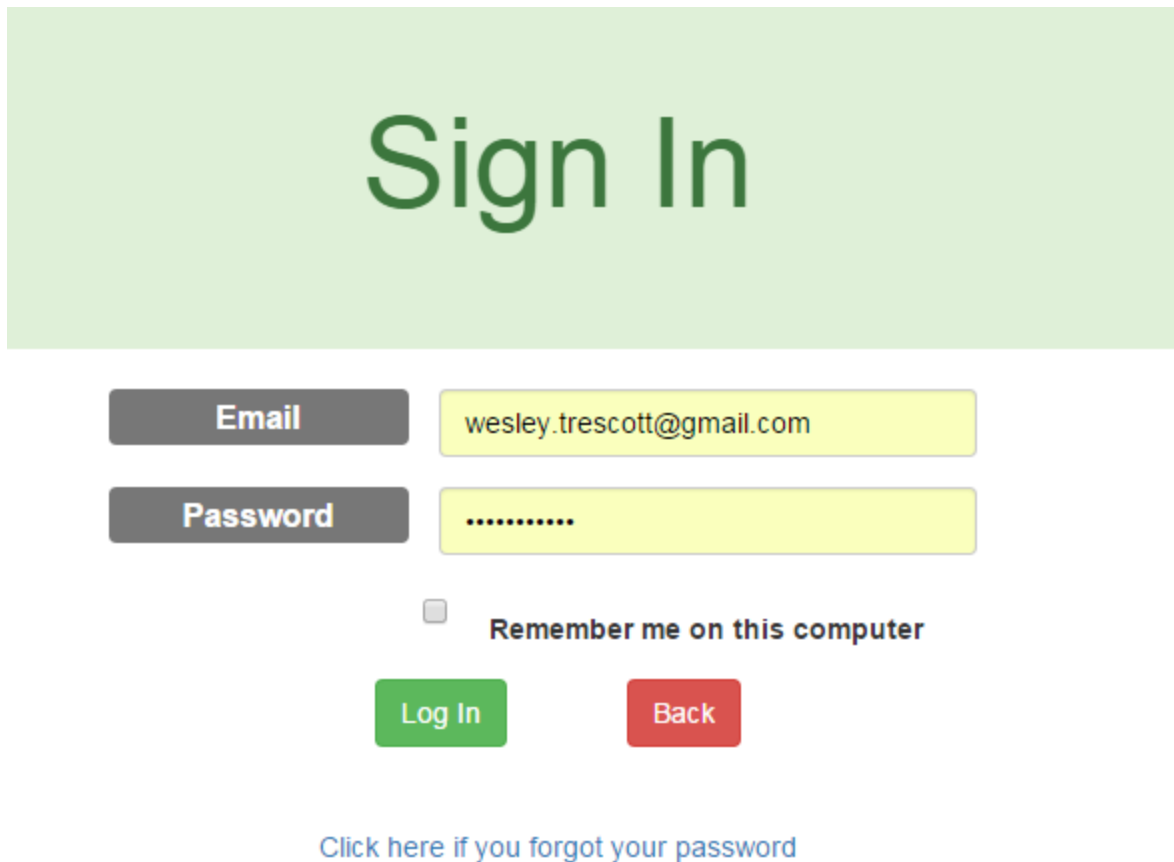
The system will then send a validation email to the email address you provided in the form. Navigate to your email inbox, open the email you received from Computech Corporation, and click on the link provided in the email. This will return you to the Computech web application Login page.

6. Logging In

The user can access the Login page by clicking on the “Users” icon on the top navigation bar and clicking on “Sign In” from the dropdown menu:



This takes you to the Login page:

A screenshot of a 'Sign In' form. At the top, the text 'Sign In' is displayed in a large, dark green font on a light green background. Below this, there are two input fields: 'Email' and 'Password'. The 'Email' field contains the text 'wesley.trescott@gmail.com'. The 'Password' field contains a series of dots. Below the input fields, there is a checkbox labeled 'Remember me on this computer'. At the bottom of the form, there are two buttons: a green 'Log In' button and a red 'Back' button. Below the buttons, there is a link that says 'Click here if you forgot your password'.

After filling in the required credentials and clicking “Log In,” the user will be authenticated and navigated to the secure User Dashboard portal. For details on the User Dashboard page, see section 8, “Navigating the User Dashboard.” Clicking on the “Back” button returns the user to the Register page. Also, if you forget your password at any time, it can be retrieved as discussed in section 7 below.

7. Retrieving Forgotten Passwords

If you ever loose or forget your password, you can reset it. To request a password change, navigate to the Password Retrieval page. You can access it by either clicking on the hamburger button in the top navigation bar and then clicking on “Forgot Password” from the dropdown, or by navigating to the Login Page and then clicking on “Click here if you forgot your password.”

Email: wesley.trescott@gmail.com

Password:

☐ Remember me on this computer

Log In Back

[Click here if you forgot your password](#)

Forgot Password

This navigates you to the following screen:

Password Retrieval

Enter email address for password retrieval information

Email address

Send email Cancel

Entering your email address and clicking on “Send Email” will send an email to your inbox if the email provided is associated with a user account in the system. Navigate to your email inbox and open the email from Computech Corporation. Click on the link provided, and you will be navigated back to the Computech web application to the Change Password screen:

Change Password

Current Password: Current Password

New Password: New Password

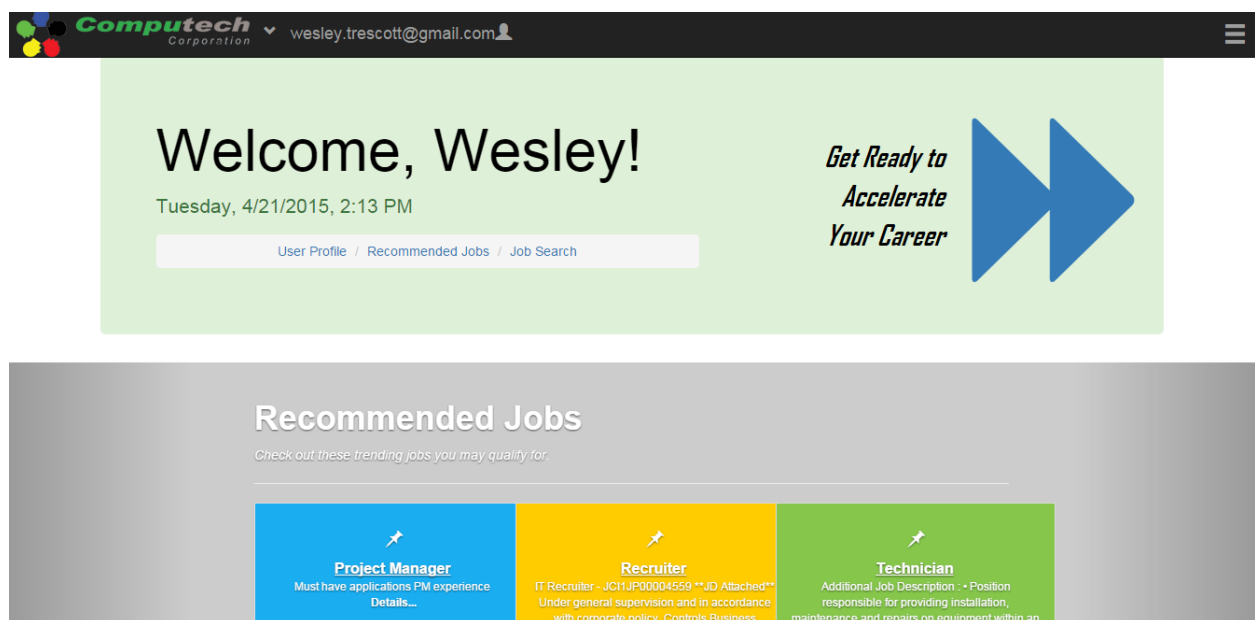
Confirm Password: Re-enter Password

Submit User Home Screen

Entering in the credentials and clicking submit will reset your password so you may now access your user account.

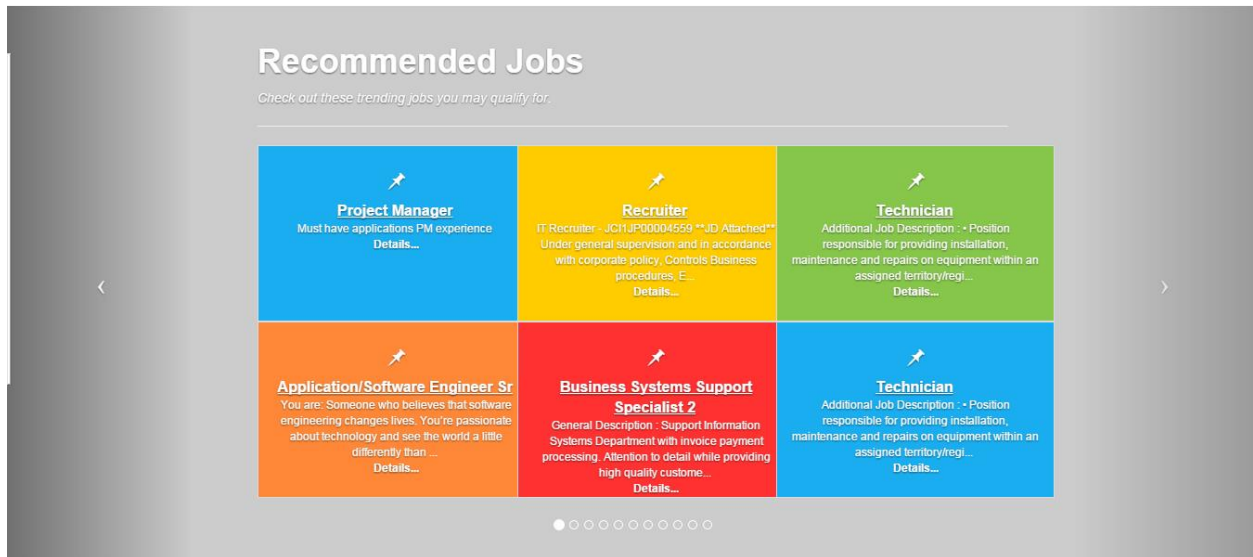
8. Navigating the User Dashboard

If you are a registered user, you can log into your user account and apply for jobs. To log in, follow the instructions in section 6 above. Once you are signed in, you will see the following screen:



Previously, clicking on the Computech logo in the top navigation bar directs you to the Home screen; but now that you are signed in, clicking on the logo takes you to the User Dashboard screen. The top header displays your name and navigation information for the page. There are two main sections, the Recommended Jobs section and the Job Search section.

The Recommended Jobs section of the User Dashboard looks as follows:



The display is a scrolling pane that lists, in pages of six each, jobs that potentially fit your skill set. As with the application Home page, clicking on the “Details” button navigates you to the job details page, allowing you to view information job details and apply for the job. To view different pages of recommended jobs, simply click the left and right arrows on the screen or use the bottom navigation control to scroll.

Below the Recommended Jobs section is the job search section, which looks as follows:

Job Search
Find your dream job today.

Search Jobs Q Reset Search

Filter By Location: Select One

Filter By Customer: Select One

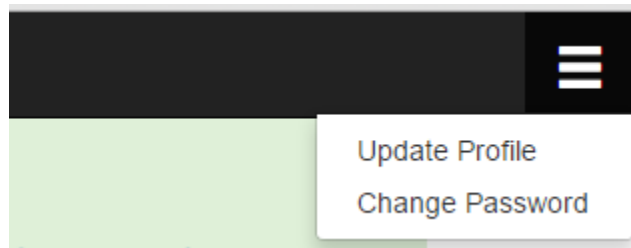
Filter By Required Skills: .NET Framework, Agile/Scrum Development, Ajax, Algorithms/Data Structures, Analytics

No search results!

This section functions similarly to the Job Search page discussed above. Simply select required location, customer, and required skills credentials (as many skills as wished may be selected) and execute the search by clicking on “Search Jobs.” The result of the search will be displayed in a table identical to that shown in the Job Search page in section 3 above. You can apply for jobs you are interested in by clicking the “Details” button in the search results and clicking on the “Apply” button in the details page.

9. Updating User Profile

When you are logged in, you may update your profile information at any time. This information is sent when you apply for a job, and your skills information is used to match you with recommended jobs. To update your profile information, click on the hamburger button in the top navigation bar and click on “Update Profile” in the dropdown menu:



This will navigate you to Profile page, where you can update your information. Fields will be prepopulated with data already saved, and you can update or delete this information to your liking.

A screenshot of a web form titled 'Update Profile' in a green header. Below the header is a blue button that says 'Tell us more about you!'. The form contains several input fields, each with a label in a dark grey box and a value in a white box. The fields are: Email (wesley.trescott@gmail.com), First Name* (Wesley), Last Name* (Trescott), Street* (123 Main St.), City* (Detroit), and State* (MI).

You also have the opportunity to upload a resume to your profile that you can submit when you apply for a job. To access the resume upload page, click on the link “Click here to upload your resume” at the bottom of the form. This takes you to the following page:

A screenshot of a web form titled 'Upload your resume' in a green header. Below the header is a file upload area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are two buttons: 'Upload Resume' (green) and 'Cancel' (red).

Here, you may choose a resume in .doc, .pdf, or .txt format from the file dialog and upload it to your account. Clicking “Cancel” returns you to the Profile page. In the Profile page, buttons at the bottom of the page give you the option to save the changes to your profile information, or return to the user dashboard.

10. Applying For a Job

Once your profile is up-to-date and you have found a job for which you wish to apply, click on the “Apply” button from the Job Details page. This will take you to the Job Application screen as follows:

Verify your information and click on Submit to apply for Technical Writer

First Name*	Wesley
Last Name*	Trescott
Street*	123 Main St.
City*	Detroit
State*	MI
Country*	USA
Phone Number	408.456.7890

Your profile information is automatically populated in the application fields, but you can edit the values if you wish to make changes for this particular application. You also have the option to attach a resume from your profile to the application. Clicking the “Submit” button will submit the application and clicking “Cancel” will return you to the Job Search page.

11. Logging Out

Once you are finished applying for jobs, you can exit the user portal. You will notice that the “Users” icon is replaced by your email address in the top navigation bar when you are logged in. To sign out, simply click on this button, and click on “Sign Out” from the dropdown menu.

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▼

wesley.trescott@gmail.com

Sign Out

Last Name*

You will now be redirected to the Computech Home page. Thank you for using the Computech Job Search web application!