User Manual

-University Career Website

Department of Software Engineering

2018/11/5

Yuhan Xue

Li Cheng

Monmouth University, West Long Branch

NJ 07764

**Revision sheet**

|  |  |  |
| --- | --- | --- |
| **Release No.** | **Date** | **Description** |
| Rev. 0 | 2018.11.5 | User’s manual first edit. |
|  |  |  |
|  |  |  |

**USER MANUAL**

**TABLE OF CONTENTS**

1. **GENERAL INFORMATION**

1.1 System Overview

1.2 Project Reference

1.3 Authorized Use Permission

1.4 Organization of the manual

1.5 Acronyms and Abbreviations

**2. SYSTEM SUMMARY**

2.1 System Configuration

2.2 Data Flows

2.3 User Access Levels

2.4 Contingencies and Alternate Modes of Operation

**3. GETTING STARTED**

3.1 Logging in

3.2 System Menu

3.3 Changing User ID and Password

3.4 Exit System

**1. GENERAL INFORMATION**

1.1 System Overview

Nowadays, a large amount of companies demand high quality person with multi-talent. Along with population growth, not all students have a chance to find their ideal job.

Our project is intended to provide more job information and opportunities for college students. By creating a platform for college, students are free to search whatever information they want to find a company that requires his/her ability. Also, for companies, they shall be able to have a steady student resource annually.

Everyone, every company will be equal on this platform. As long as you have a professional skill.

1.2 Project Reference

Our customer comes from Xi’an University of Posts & Telecommunications, she’s a professor of Digital Art. For their students, it’s not very easy to find a suitable job after graduation, also, students like them usually don’t have much job opportunity, because they just have their professional skill. Due to the limit resource of companies, hiring these students usually cost a lot, so many company choose not to hire them.

So, in order to helping these kind of students finding their ideal job, our customer decides to set a platform for them hunting job in a better way, using what they learnt at college, let them know what to do before graduation, and prepare for it.

1.3 Authorized Use Permission

Unauthorized usage of the system and making unauthorized copies of data, software, reports, and documents, if applicable waiver use or copy permissions need to be obtained, describe the process.

1.4 Organization of the Manual

This is a list of the major sections of the User Manual.

The User Manual contains the following points, that helps users understand what the system does.

* Login Page Function
  + User login authority check
* Sign in Page Function
  + Email verification
  + Verification Confirm
* User Profile Page Function
  + Profile Edit/Update
    - Change Password
  + Resume Update
  + View/Modify Applied Companies
* Job Search Page Function
  + Find Job
  + Company Review
  + Find Resume
  + Post Job
  + \* Job Recommend

1.5 Acronyms and Abbreviations

None

**2. SYSTEM SUMMARY**

2.1 System Configuration

The University Career Website is a web-based website that can be used on any web browser. All the user need is a web browser. According to test, the system works well on both Mac and Windows. Multiple devices are available, laptop, phone, pad, etc. An input device is necessary.

2.2 Data Flows



2.3 User Access Levels

For students, except for “Post Job” function, all other functions are available

For companies, all functions are available.

For maintenance people/system manager, database management is available, user status can be modified if needed.

2.4 Contingencies and Alternate Modes of Operation

None

**3. GETTING STARTED**

3.1 Logging in

On login page, user need to enter their username and password. If they don’t have any, sign up for an account is necessary.

3.2 System Menu

1. Signup Page
   1. This page is used for user who want to register in our system. User shall input their information following the direction on the screen.
   2. After information submitted, there will be a verification email send by the system automatically.
   3. User should go to this email and click on a verify link to finish the registration process.
2. Email verification
   1. After information submitted, there will be a verification email send by the system automatically.
   2. User should go to this email and click on a verify link to finish the registration process.
3. User Profile Page Function
   1. User shall be able to go to User profile page by click this function on navigation bar.
   2. User shall be able to edit their profile on this page by fill in the forms on the page. Update profile can be finished following the directions.
   3. User can also change password on this page by clicking the ‘change password’ button. Password will be displayed in an encrypt format.
   4. The ID number can not be changed once it has been recorded.
   5. Resume update is also available in this page. User should follow direction and upload file in correct form. It’s only available to upload file from local directory.
   6. User shall be able to view/modify applied companies by select the option on the left side bar. After select this option, system will jump to another page, showing what companies the user applied. The result shall be pages. User shall also be able to delete the company in the list.
4. Job Search Page Function

User is available to search jobs that they want on the job search page. This page will display as soon as the user login to the system.

User can type whatever job title and company location that they want in the search bar, and click the “Search” button to start search. There will be a search result display at the bottom of the screen.

Company Review

User can review all the companies that have posted jobs, by clicking the button on the navigation bar.

* + Find Resume
  + Post Job
  + \* Job Recommend

3.3 Changing User ID and Password

User is available to change their account ID and Password in the User profile page which can be accessed by clicking the link in right top corner ‘Welcome User’ ; ‘User’ will be replaced by their own user name.

After accessing the page, user can modify their username(ID, but not the ID number) and password by clicking the button after each field.

3.4 Exit System

User can either log out from the system in the navigation bar or in user profile page.

-By move their mouse to ‘Welcome User’ on navigation bar and select “Log out” ;

-On User profile page, select “Log out” form the left navigation bar.

After select logout option, the system will prompt up a window to tell the user that he/she is logging out. After successful logout, the user will return to login page.