

User manual for *Adopt1 Candidat*

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Introduction

You will find in this user manual all the information necessary to use Adopte1Candidat. From creating your account to publishing your job offers, including searching for candidates or companies, you will know everything about how our application works.

In context

Are you a person looking for a job, but for whom traditional solutions do not work, or are you a company but you are struggling to recruit competent people? Then Adopte1Candidat is made for you! Adopte1Candidat is a mobile application that matches candidates and companies based on their skills and needs. Thanks to our matching algorithm, we offer you candidates or companies that match your search criteria. Our application is easy to use and intuitive. All you have to do is create an account, fill in your information and search criteria, and you can start using our application.

Eligibility

To access our application, you must have a computer with an internet connection.

If you ever want to use our application on your smartphone, make sure you have an internet connection and that the device is in one of the following versions:

- Android 10 or newer
- iOS 11 or newer

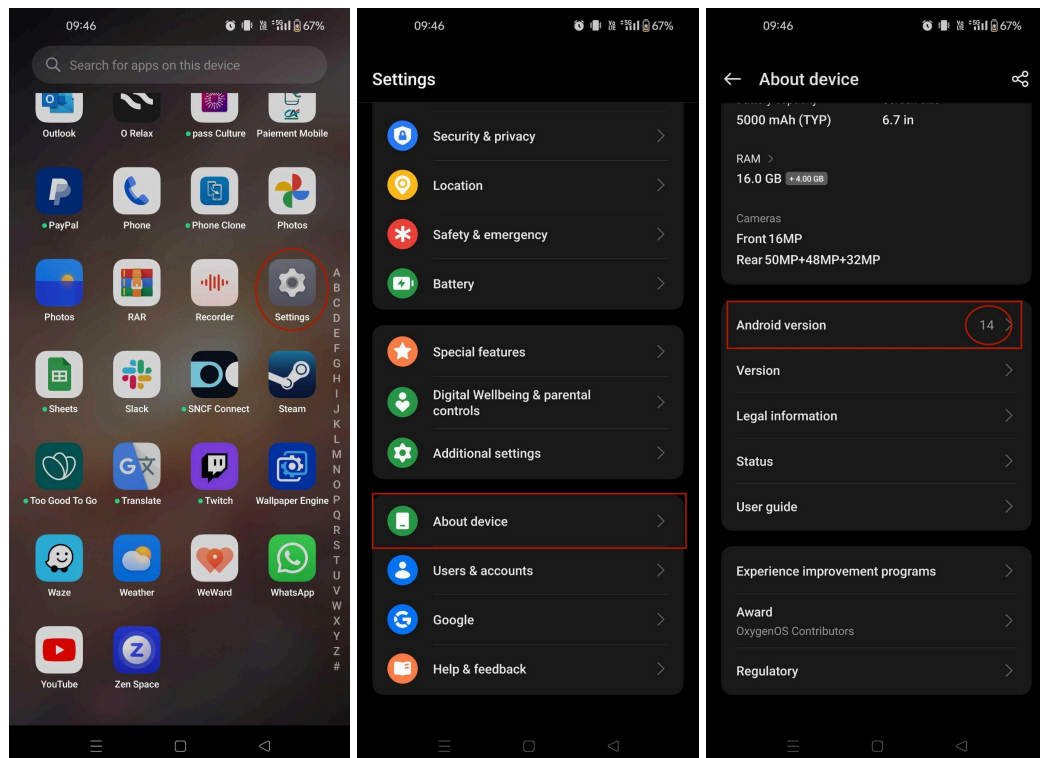
Check your eligibility

To check if your device is compatible with our app, follow these steps:

Find out your Android version

To find out which version of Android you have, follow these steps:

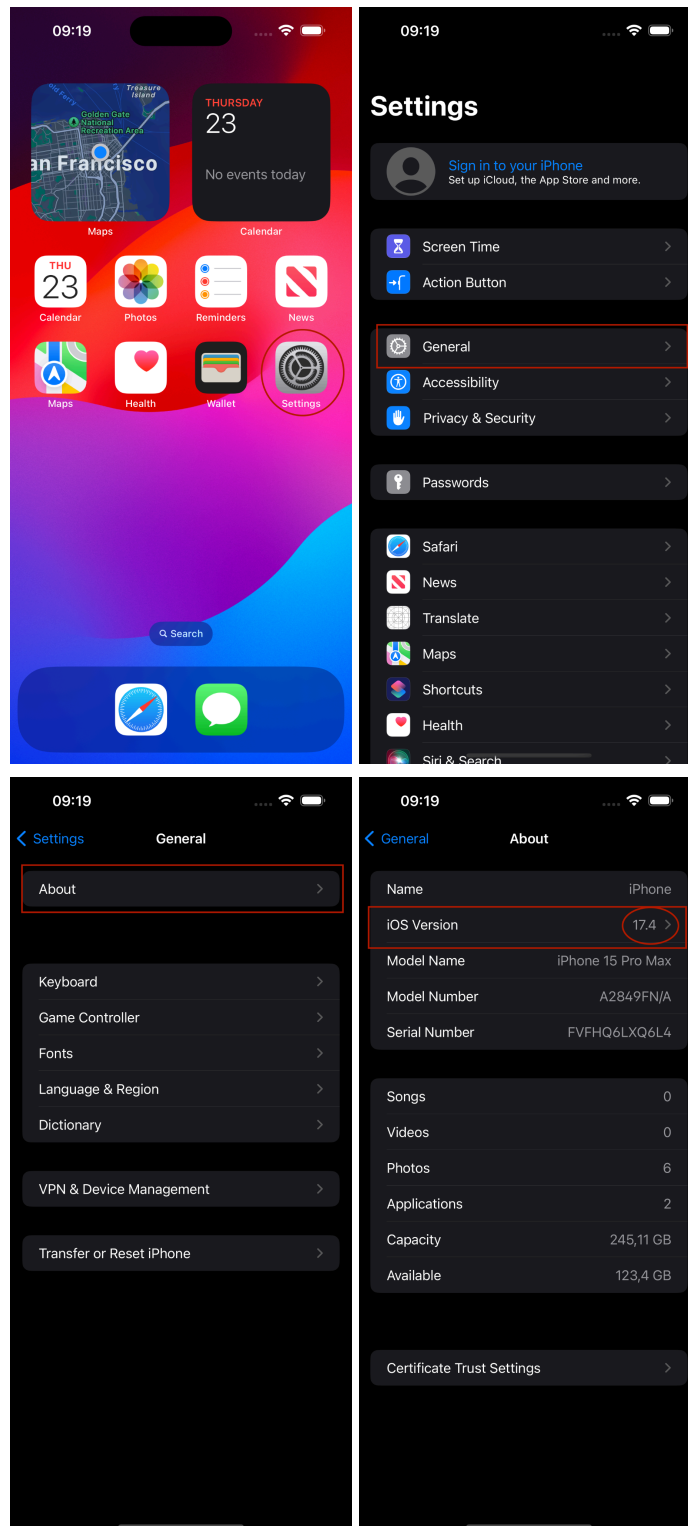
1. Open the app **Settings** of your device.
2. Scroll down until you find the option **About device.**
3. Scroll down until you find the option **Android version.** The version is then displayed to the right of this category.



Find out your iOS version

To find out which version of iOS you have, follow these steps:

1. Open the app **Settings** of your device.
2. Scroll down until you find the option **General**.
3. Scroll down until you find the option **About**.
4. The version of your device is displayed in the field **iOS version**.



Installing the app

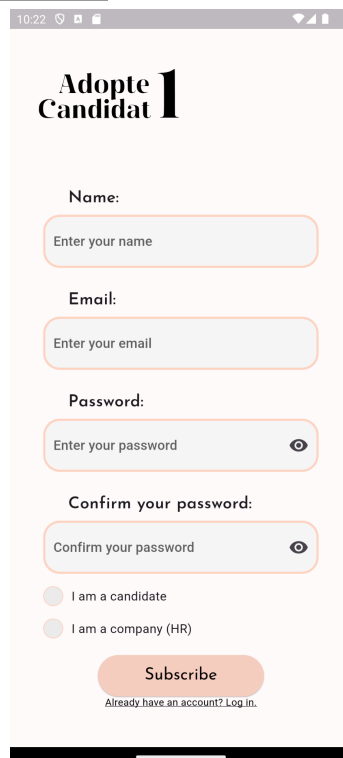
Once you have verified that your device is compatible with our application, you can download it from the [Google Play Store](#) or on the [App Store](#) by searching for “Adopte1Candidat”.

First steps

Creating your account

To create your account, follow the following steps:

1. Open the app by clicking the icon in your app’s menu.
2. If this is your first time using the app on this device, you will need to agree to the Terms of Service and Privacy Policy.
3. Complete the following information:
 - Full Name;
 - Email Address;
 - Password; (for security reasons, we recommend choosing a password of at least 12 characters, containing upper and lower case letters, numbers and special characters)
 - Repeat the password;
 - Check the box corresponding to your current situation: **I am a candidate** or **I am a company (HR)**;
 - Then click on the button **Subscribe**.

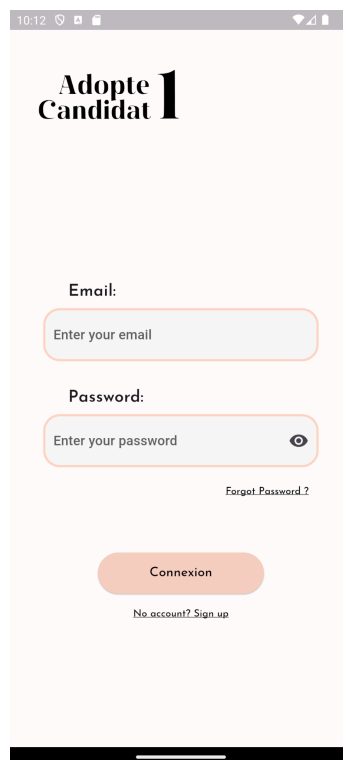


4. You are now logged into your account and can start using the app.

Login to your account

If you already have an account, you can log in using the following steps:

1. Open the app by clicking the icon in your apps menu.
2. If this is your first time using the app on this device, you will need to agree to the Terms of Service and Privacy Policy.
3. Instead of entering your information, click the button **Already have an account? Log in** located at the bottom of the screen, under the button **Subscribe**.
4. Complete the following information:
 - Email Address;
 - Password;
 - Then click on the **Connexion** button.

A screenshot of a mobile application's login screen. At the top, the status bar shows the time 10:12 and various icons. The app's logo, "Adopte Candidat 1", is displayed in a large, bold, black serif font. Below the logo, there are two input fields: "Email:" with a placeholder "Enter your email" and "Password:" with a placeholder "Enter your password" and a toggle icon. A link "Forgot Password?" is positioned below the password field. A large orange button labeled "Connexion" is centered below the inputs. At the bottom, a link "No account? Sign up" is visible. The entire screen has a light pink background.

5. You are now logged into your account and can start using the app.

Creating your profile

Matching system

Once your profile is designed, you will be able to access the matching system. This will then suggest candidates or companies that match your search criteria.

When you arrive on the matching page, you will see a file presenting a candidate or a company. You will then be able to:

- Consult the information in the sheet by reading the different sections as you may see below
- Swipe the card to the left to reject the candidate or company, moving to the next card or
- fSwipe to the right to accept the candidate or company, moving to the next card.



You can also click on the buttons to validate or reject a file.

To help the user avoid making a mistake, the background color changes depending on the action performed. If the user tends to reject the form, the background turns red, and if the user tends to accept the form, the background turns green.