Adopte Candidat 1

USER MANUAL

Android/iOS Mobile Application

Adopte 1 Candidat

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Adopte un Candidat

1. General Information

Explains the general terms about Adopte un Candidat application's purpose, the overview, and the sections of the user manual.

1.1. Application Overview

Adopte un Candidat is a unique job seeking application designed to minimize bias in the hiring process. It allows candidates and companies to focus on soft-skills competencies regardless of personal information such as ethnic group, gender, name, age, etc. This ensures both parties focus on skills and qualities relevant to the job before proceeding with further information.

1.2. Organization of the Manual

The user manual consists of the following sections to ensure proper readability and efficient navigation:

1. **General Information**:
    - Explains the general terms about Adopte unCandidat application's purpose, the overview, and the sections of the user manual.
2. **System Summary**:
    - Explains the hardware and software required to access Adopte un Candidat application.
3. **Installation and Setup**:
    - Explains the options available to download the Adopte un Candidat application on your Android® smartphone.
4. **Getting Started**:
    - Explains the first steps to assist you in creating your account.
5. **Common Uses**:
    - Explains the basic options available for both types of user and how to navigate properly on Adopte un Candidat application.
6. **User Account Management**:
    - Explains how to configure or make changes depending on your needs, including sections for users and companies.
7. **Troubleshooting and Support**:
    - Explains how to solve problems encountered during the use of Adopte un Candidat application and how to contact support.
8. **Privacy and Security**:
    - Placeholder for detailed explanations of data privacy and security measures

9. **FAQs**
    - Placeholder for frequently asked questions.
10. **Appendices**
    - Placeholder for glossary of terms and references/resources.

2. System Summary

2.1. Hardware and Software Requirements

- Android®

  Requires a smartphone with Android® OS (operating system), with at minimum:
  - ➢ 1Go RAM
  - ➢ 800 mo Storage
  - ➢ WiFi Connection

  The minimum Android® version should be 12 and up to avail all the features in the application.

  To download and use the functionalities of Adopte un Candidat mobile application, you require:
  - ★ An internet connection on your smartphone
  - ★ An accessible email address

- iOS®

  Requires a smartphone with iOS® OS (operating system), with at minimum:
  - ➢ 1Go RAM
  - ➢ 800 mo Storage
  - ➢ WiFi Connection

  The minimum iOS® version should be 15 and up to avail all the features in the application.

  To download and use the functionalities of Adopte un Candidat mobile application, you require:
  - ★ An internet connection on your smartphone
  - ★ An accessible email address

3. Installation and Setup

3.1. Android®

3.1.1. How to Download the Application

Adopte un Candidat application can be downloaded through the following way:

1. Open your browser on your mobile and enter https://github.com/algosup/2023-2024-project-5-flutter-team-6 in the address bar. Alternatively, you can use a QR code reader to scan the following QR Code.

2. Download the APK file and follow the on-screen instructions to install the application.

3.1.2. Initial Setup

Launch the application by clicking on the Adopte un Candidat icon on your mobile.

3.2. iOS®

3.2.1. How to Download the Application

Adopte un Candidat application can be downloaded through the following way:

1. Open your browser on your mobile and enter https://github.com/algosup/2023-2024-project-5-flutter-team-6 in the address bar. Alternatively, you can use a QR code reader to scan the following QR Code.

2. Download the APK file and follow the on-screen instructions to install the application.

3.2.2. Initial Setup

Launch the application by clicking on the Adopte un Candidat icon on your mobile.

4. Getting Started

4.1. Log In / Sign In

When you launch the Adopte un Candidat application, you have 4 options to log in or sign up:

- Using an Email Address
- Using a Google Account
- Using an Apple Account
- Using a LinkedIn Account

4.1.1. Sign-up using your Email Address

1. Launch Adopte un Candidat application,
2. Select ‘Sign Up’,
3. Enter your email address,
4. Enter your details,
5. Submit your information,
6. Verify your email,
7. Complete your profile,
8. Enjoy your journey with our application!

4.1.2. Log-in using your Email Address

1. Launch Adopte un Candidat application,
2. Enter your email address,
3. Enter your details,
4. Submit your information,
5. Enjoy your journey with our application!

4.2. Navigate through the Application

On the bottom of the screen, you can see the navigation bar with three buttons:

- Each button will be surrounded by a purple circle to indicate your current location in the application.
- From left to right, the three buttons are:
    1. **Messaging Box**: Allows you to read, write, and send messages.
    2. **Swipe Interface**: Allows you to see profiles and like or dislike them based on soft skills requirements.
    3. **Profile Menu**: Allows you to view and edit your profile and access all settings.

4.3. User Interface Overview

4.3.1. Messaging Interface

- On this interface, you will see a list of all the contacts you have interacted with during the use of the application and when companies seem interested in your profile.
- To read a conversation, tap on it. You can write new messages by pressing the text box and send the message by pressing the button.
- To go back to the list of messages, press the back button on the top left of the screen.

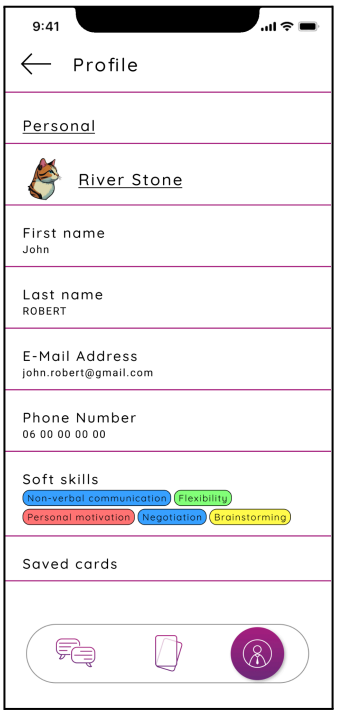
4.3.2. Home Page

This interface represents the home page of the application. Once connected, you will see information about a company or a user, the soft skills requested, and the compatibility rate between you and the company or user.

- **Dislike**: Press the dislike icon or swipe left on the card to dislike a proposal.
- **Like**: Press the like icon or swipe right on the card to like a proposal.
- **Save to Favorites**: Save a proposal to your favorites by pressing the favorites icon .
- **View Last Skipped Card**: If you skipped a proposal by mistake, view the last skipped card by pressing the back icon .

4.3.3. Profile Interface

This interface summarizes your account information. You can modify your personal information by tapping on the details you want to change.



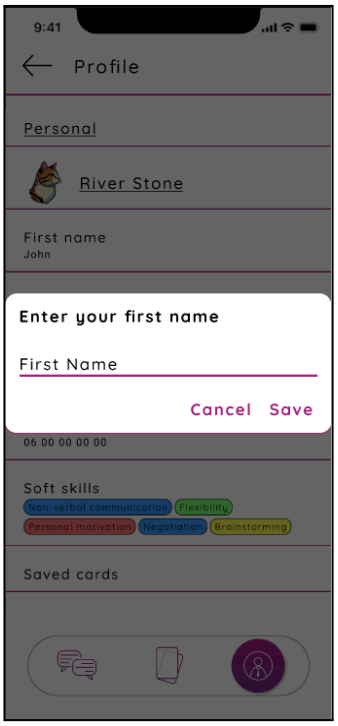
5. User Account Management

5.1. Registered User

5.1.1. Managing User Profile

To delete or modify your profile, click on the profile icon. A list of multiple blocks which contain information such as address and soft skills will appear.

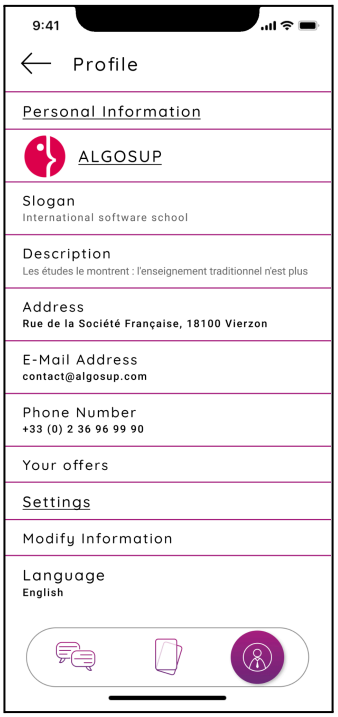
To modify a block of information you have to press on it to be able to edit it. If you desire to delete your account, scroll down at the bottom and press on “Deleting my profile”.



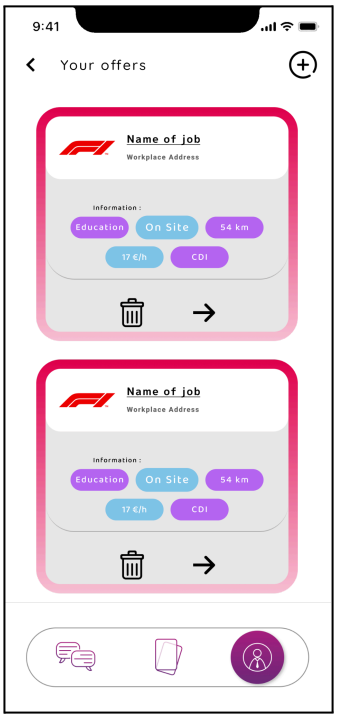
5.2. Registered Company

5.2.1. Posting New Job

To add a new job post for your company, click on “Your Offers.” A list of all job openings will appear.



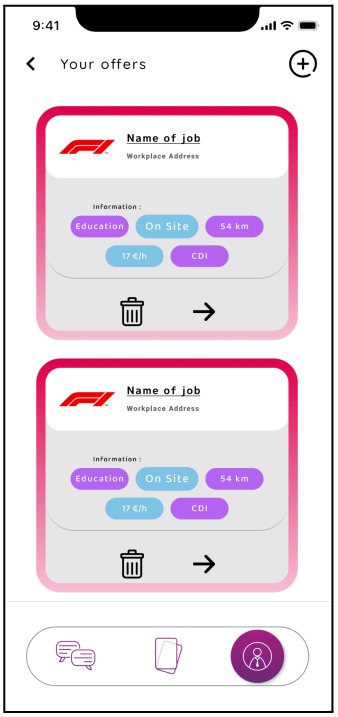
Click the "+" button at the top right of the screen and fill in the required details to create a new job profile.

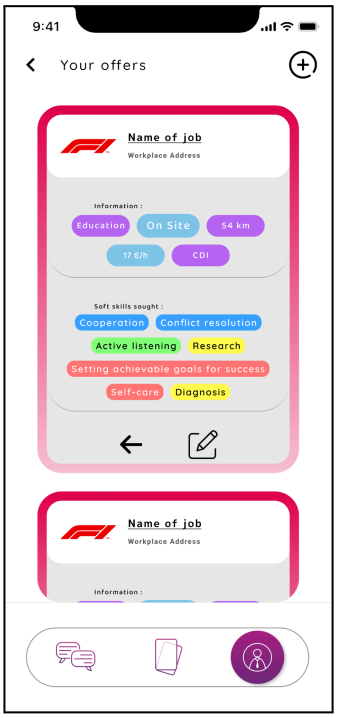


5.2.2. Managing Job Listings

To delete or modify an existing job offer, click the options icon. You can delete the card or expand it to ensure you focus on the correct one.

After expanding the card, you can see all the job details. To modify information, click the edit button and fill in the necessary changes.





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6. Troubleshooting and Support

6.1. Common Issues and Solutions

Placeholder for common issues and solutions.

6.2. Contacting Support

- **Address:**
  - 13 Rue de Metz, 36000 Châteauroux
- **Mail address:** adopte1candidat@mail.com
- **Phone number:** 0X XX XX XX XX
- **Website:** https://www.we-are-evolution.com

7. Privacy and Security

7.1. Data Privacy

7.1.1. What we collect

- **Personal Identification Information**: Name, email address, phone number, Location.
- **Usage Data**: Information about how you use our application, including your IP address, activity and messages exchanged on our product.

7.1.2. How we use your data

- **To Provide and Maintain Our Service**: Ensuring our services function correctly and providing you with customer support.
- **To Improve Our Services**: Analyzing usage data to enhance user experience and develop new features.
- **To Communicate With You**: Sending updates, newsletters, marketing materials, and other information you may find interesting.
- **To Ensure Security**: Monitoring and analyzing data to protect against fraud and other security issues.

7.1.3. Data sharing

We may share your data under the following cases:

- When you provide your consent to share your data.
- If required by law or public authorities.
- If required by trusted companies assisting us.

7.1.4. Your data rights

- Requesting access to the personal data our company holds about you.
- Requesting the deletion of your personal data.
- Requesting the correction of incomplete data or inaccuracy concerning you.

7.2. Security Measures

7.2.1 Access controls

- **Role-Based Access Control (RBAC)**: Access to sensitive data is restricted to authorized personnel based on their job responsibilities. Employees are granted the minimum level of access necessary to perform their duties.

7.2.2 Regular security assessments

- **Vulnerability Scanning**: We conduct regular vulnerability scans of our systems and applications to identify and address potential security weaknesses.
- **Testing**: Periodic tests are performed to evaluate the effectiveness of our security measures.

7.2.3. Data backup

- **Regular Backups**: We perform regular backups of critical data to ensure it can be restored in the event of data loss or corruption.

7.2.4. Security awareness

- **Security Policies**: We maintain and enforce comprehensive security policies that outline acceptable use and handling of sensitive information.

7.2.5. User responsibilities

- **Strong Passwords**: We encourage users to create strong, unique passwords and to change them regularly to prevent unauthorized access.

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8. FAQs

8.1. Frequently Asked Questions

Questions	Responses	Redirect
What is Adopte Un Candidat?	Adopte Un Candidat is a job-seeking application designed to minimize bias in the hiring process by focusing on soft-skills competencies.	Application Overview
How do I download Adopte Un Candidat?	The application is downloadable as an APK or with a github link.	How to Download the Application
What are the minimum system requirements for using Adopte Un Candidat?	Android: Android OS version 12 or higher, 1GB RAM, 800MB storage. iOS: iOS version 15 or higher, 1GB RAM, 800MB storage.	Hardware and Software Requirements
How do I send messages on Adopte Un Candidat?	Tap on a conversation in the Messaging Interface, write your message in the text box, and press the send button.	Messaging Interface
How do I like or dislike a profile?	On the Home Page, swipe right to like a profile or swipe left to dislike. You can also press the like or dislike icons.	Home Page
How do I post a new job?	Go to “Your Offers” click the “+” button, and fill in the required details.	Posting New Job
What should I do if I encounter issues with the application?	Refer to the Common Issues and Solutions section in the manual, or contact support via mail, phone, or the website.	Common Issues and Solutions
What data does Adopte Un Candidat collect?	Personal identification information (name, email, phone number, location) and usage data (IP address, activity, messages).	Data Privacy
How does Adopte Un Candidat use my data?	For service provision, improvement, communication and security purposes.	Data Privacy

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Can I request the deletion of my personal data?	Yes, you have the right to request access, deletion, or correction of your personal data.	Data Privacy
Is Adopte Un Candidat Free to use?	Yes, the application is free to download and use.	
Is Adopte Un Candidat available other than by smartphone?	No, for the moment the application is only available on smartphones.	
Can I sign up using my Google, Apple, or LinkedIn account?	Yes, you can sign up using your Google, Apple, or LinkedIn account in addition to your email address.	Log In / Sign In
Can I change my email address after signing up?	Yes, you can change your email address in the profile settings.	
Can I undo a swiper if I accidentally like or dislike a profile?	No, you can't undo a like or a dislike.	
Why is the application crashing or not loading?	Ensure that your device meets the minimum system requirements, and check your internet connection. Restart the application or your device if the problem persists.	
How do I report a bug or give feedback?	Use the contact information provided in the manual to report bugs or provide feedback to the support team.	Contacting Support
Why am I not receiving verification emails?	Check your spam or junk folder. Ensure you entered the correct email address during sign-up. Contact support if the issue continues.	
Who has access to my personal data?	Access to personal data is restricted to authorized personnel based on their job responsibilities.	Data Privacy
What should I do if I suspect my account has been compromised?	Change your password immediately and contact support for further assistance.	

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Is there a limit to the number of profiles I can swipe per day?	There is no limit to the number of profiles you can swipe.	
What languages is Adopte Un Candidat available in?	The application is for the moment available in French.	
What security measures are in place to protect my data?	Regular security assessments, data backups, security policies, and encouraging users to use strong passwords.	Privacy and Security