User manual for JRMS

There are 3 users of this system which are candidate, company and admin. Below is the user manual on how to use the system.

1. Candidate
   - Candidates must login by using their email and password to access the system *(Figure 1)*. If they are not registered as a candidate yet, they can sign up by clicking on the *register candidate* hyperlink and filling in the required information and clicking the sign up button *(Figure 2)*.

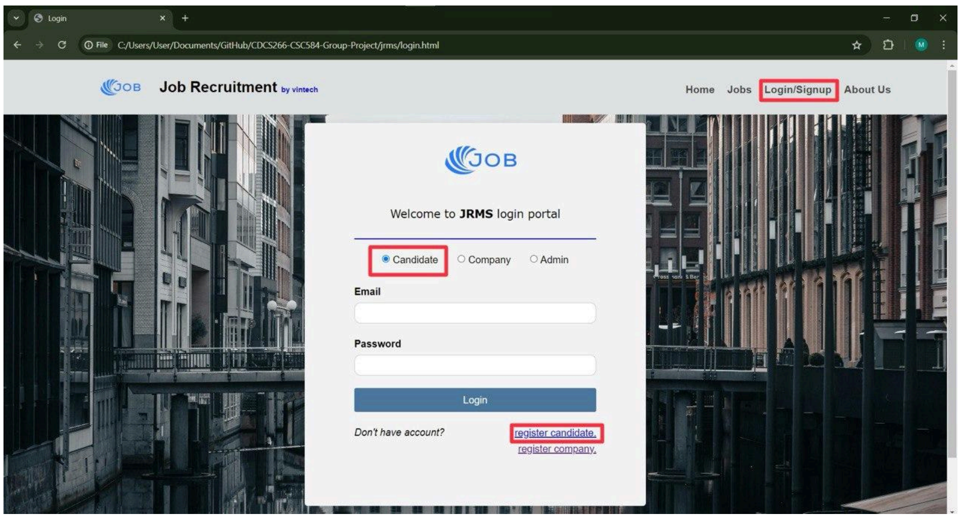

Figure 1: Candidate Login Page

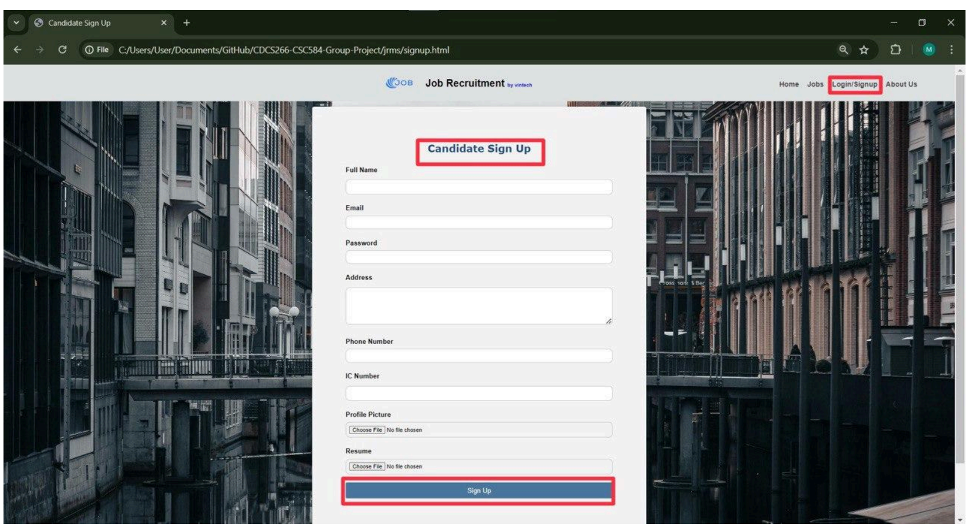

Figure 2: Candidate Sign Up Page

- Once the candidates login to the system, the system will display the latest job offers the companies are offering at the *Home* screen section. If they are interested, they can click the *Apply Position Now* button *(Figure 3)*.

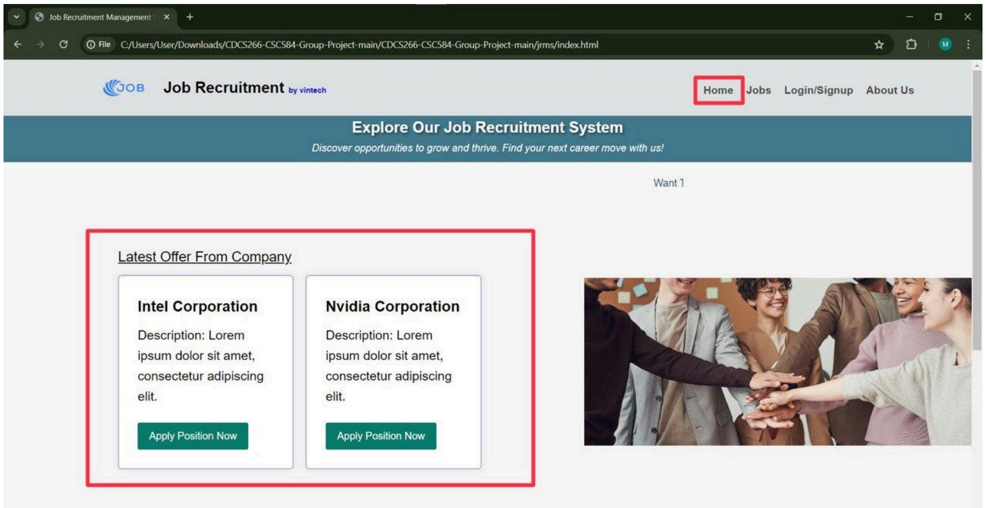

Figure 3: Home page Candidate (latest offer)

- Candidates can select a *Job* menu on the navigation bar, the system will display the available jobs. If the candidates want to find exact jobs, they can enter the keyword of the jobs, choose job classification and enter the city or region that they want the jobs and click *Search*. The system will find the best job based on the entered information of the jobs. Candidates can reset the entered information by clicking on the *Reset* button *(Figure 4)*.

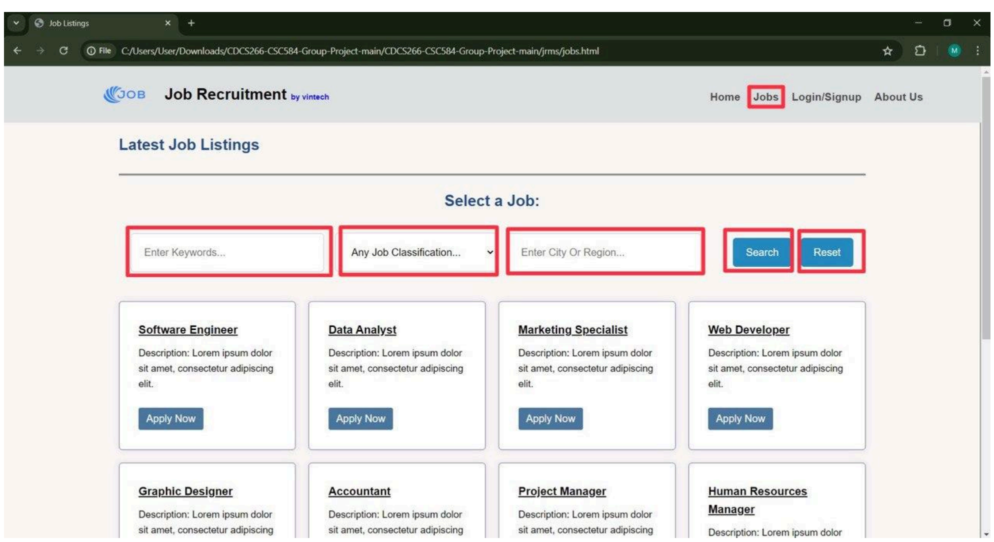

Figure 4: Job page

- System will display the jobs that are available. If the candidates are interested with the job's offer, they can click on *Apply Now (Figure 4),* then they must fill in the required information form and click *Submit Application (Figure 5).*

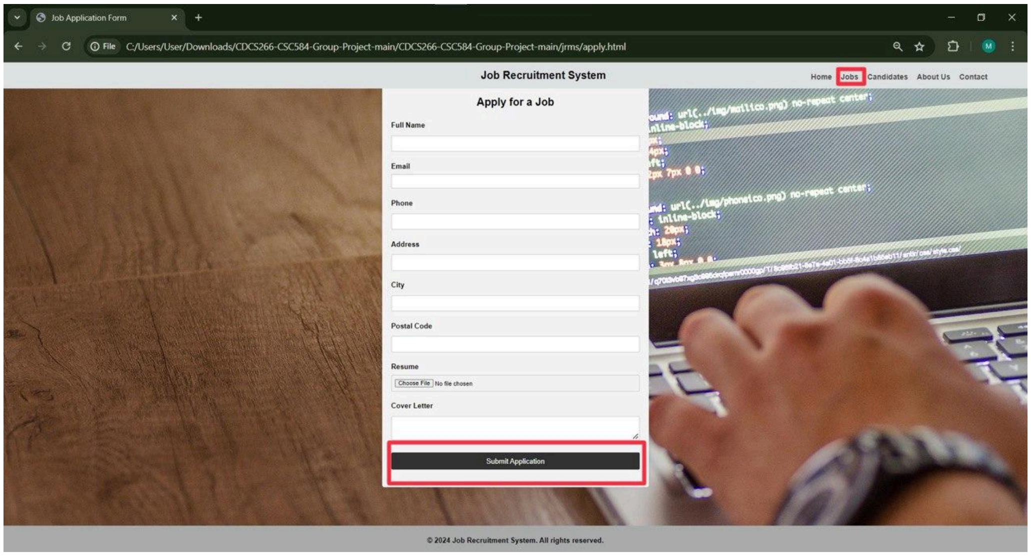

Figure 5: Job page (Apply Job)

- *About Us* menu is a place where candidates can view the Job Recruitment by Vintech information *(Figure 6)*.

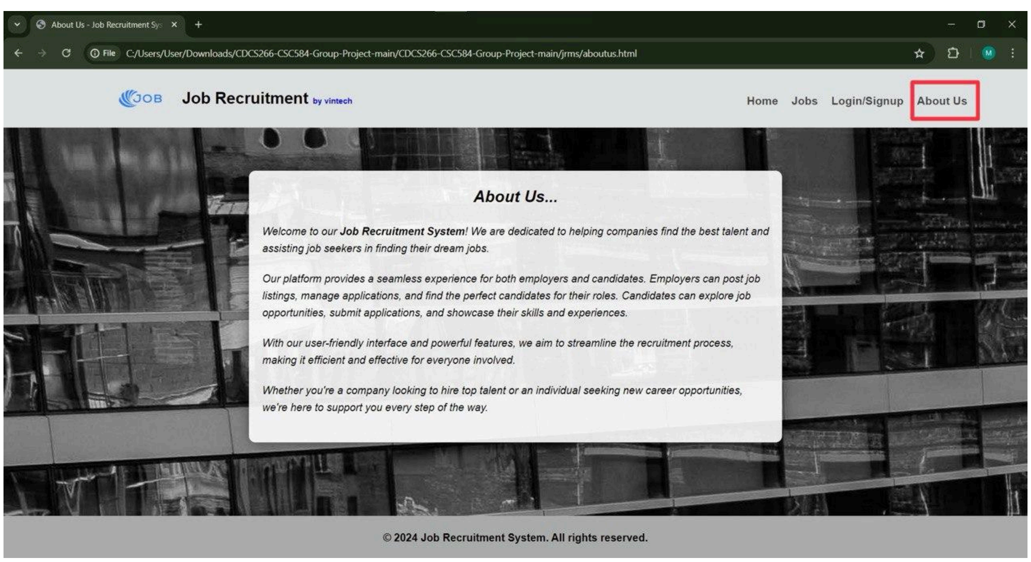

Figure 6: About Us Page

2. Company

- Companies must login by using their email and password to access the system *(Figure 7)*.If they are not registered as a company yet, they can sign up by clicking on the *register company* hyperlink and filling in the required information and clicking the *register* button *(Figure 8)*.

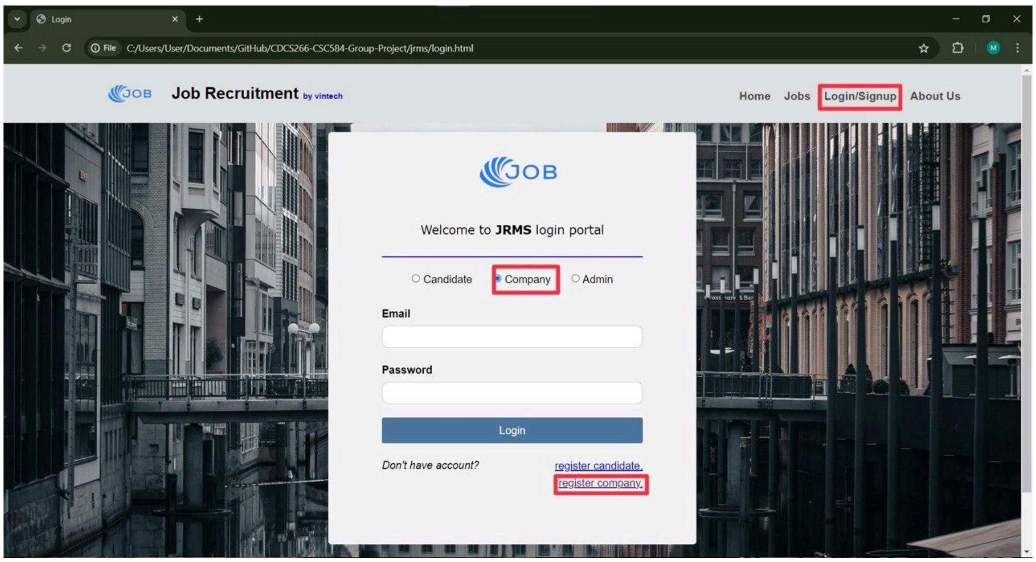

Figure 7: Login Page (Company)

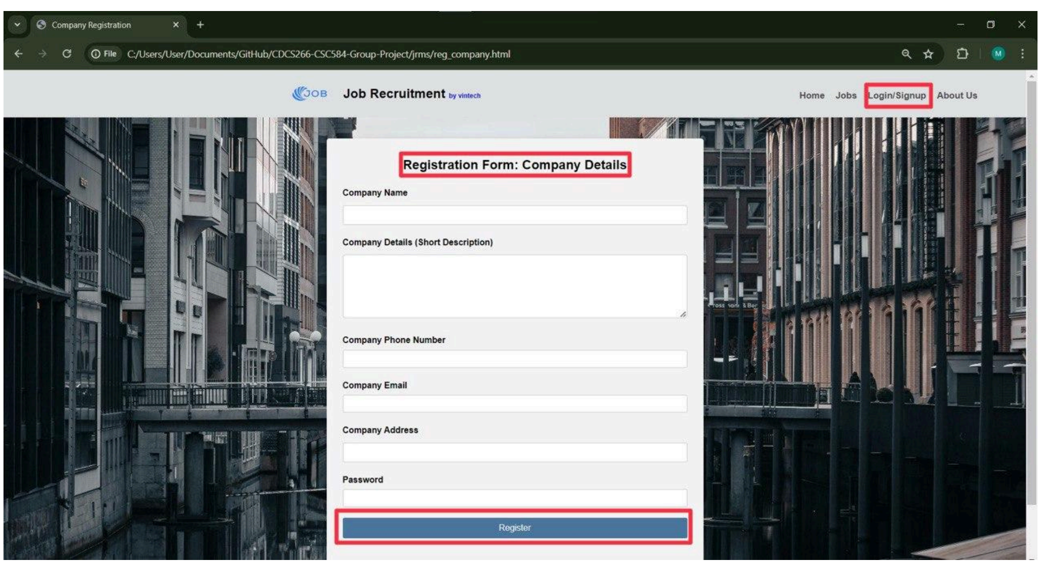

Figure 8: Sign Up Page (Company)

- Once the companies login to the system, the system will display the latest candidates that apply for the jobs. They can view the candidate profile by clicking on the *View Profile* button at the *Home* screen section *(Figure 9)*.

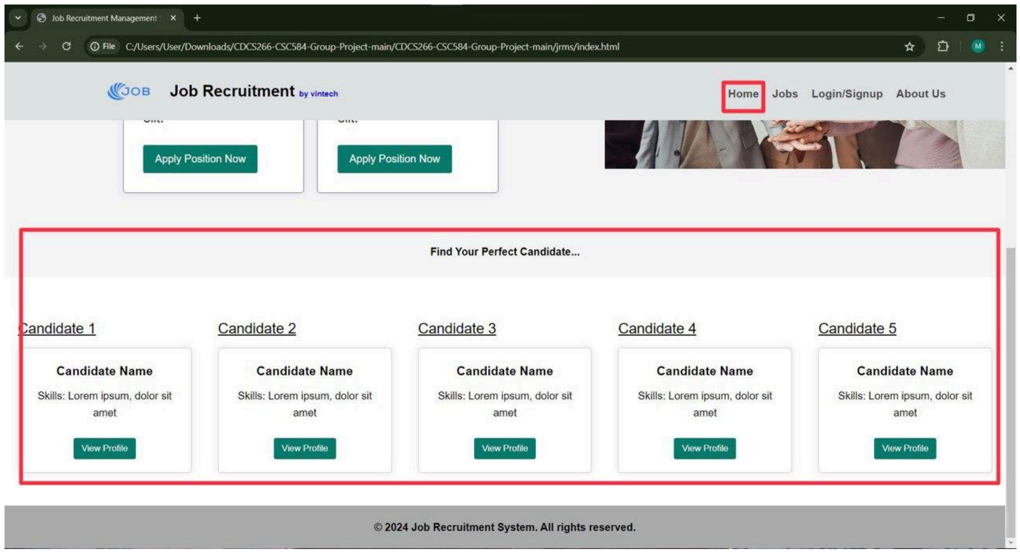

Figure 9: Home page Company

- By clicking on the *Job Application* menu on the navigation bar, the system will display the list of candidates that are applying for the position of the jobs. They can approve or reject the application by clicking on the *Approve* or *Delete* button *(Figure 10)*. If the company clicks on the Approve button, they must set the interview date for the candidate *(Figure 11)*. If the company clicks on the reject button, a prompt message will be shown as the candidate being rejected *(Figure 12)*.

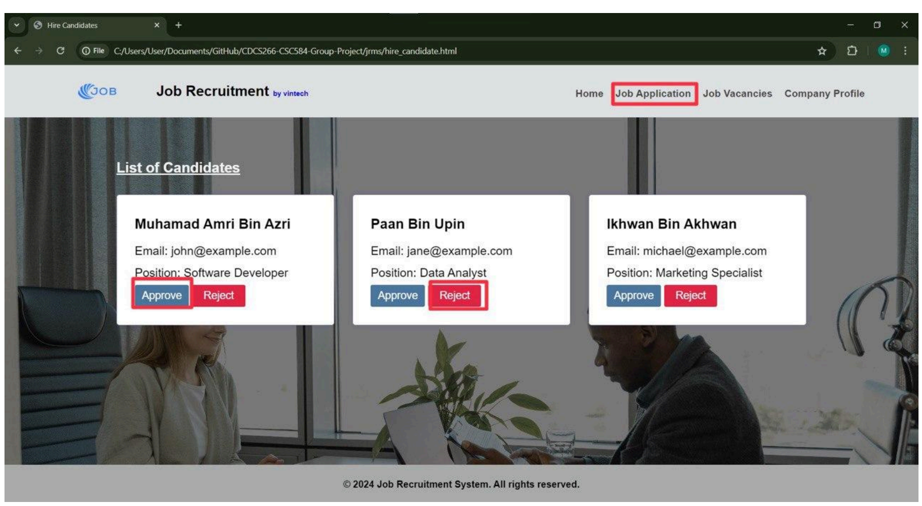

Figure 10: Job Application page

Figure 11: Job Application page(Approve Candidate)

Figure 12: Job Application page(Reject Candidate)

- By clicking on the Job Vacancies menu on the navigation bar, the companies are able to create, update or delete about the job vacancies *(Figure 13)*.

- To create job vacancies, the company must click on the *Create Job Vacancies* button *(Figure 13)* and fill in the required information form and click the *Create Job Vacancies* button to submit the vacancies *(Figure 14)*.

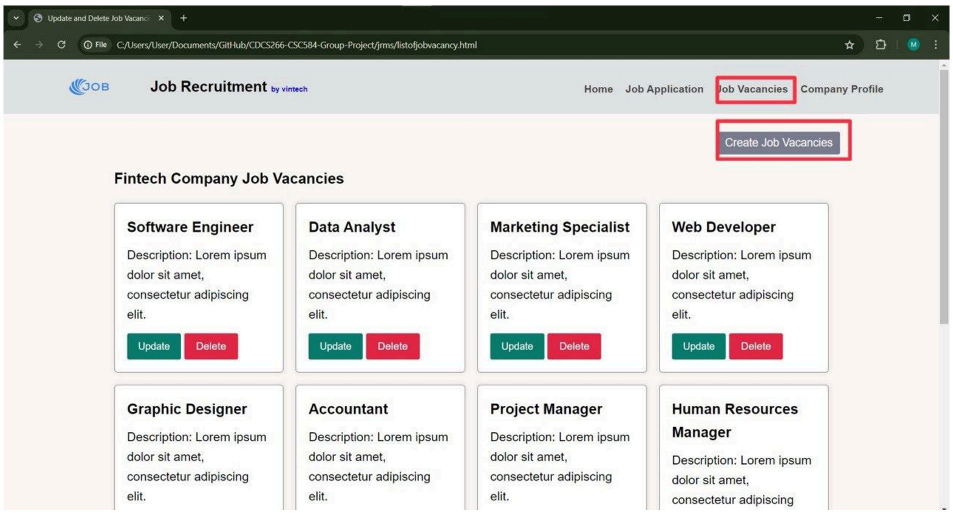

Figure 13: Job Vacancies Page

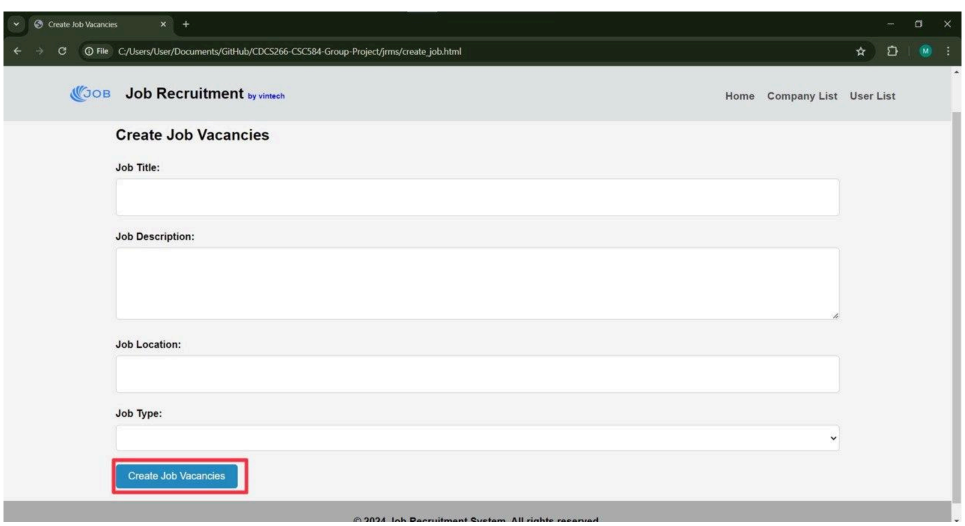

Figure 14: Job Vacancies Page (Create Job Vacancies)

- To update the job vacancies, the company must click on the *Update* button at the vacancies box *(Figure 15)* and fill the updated information about the vacancies and click the *Update Job Vacancies* button to submit the updated information *(Figure 16)*.

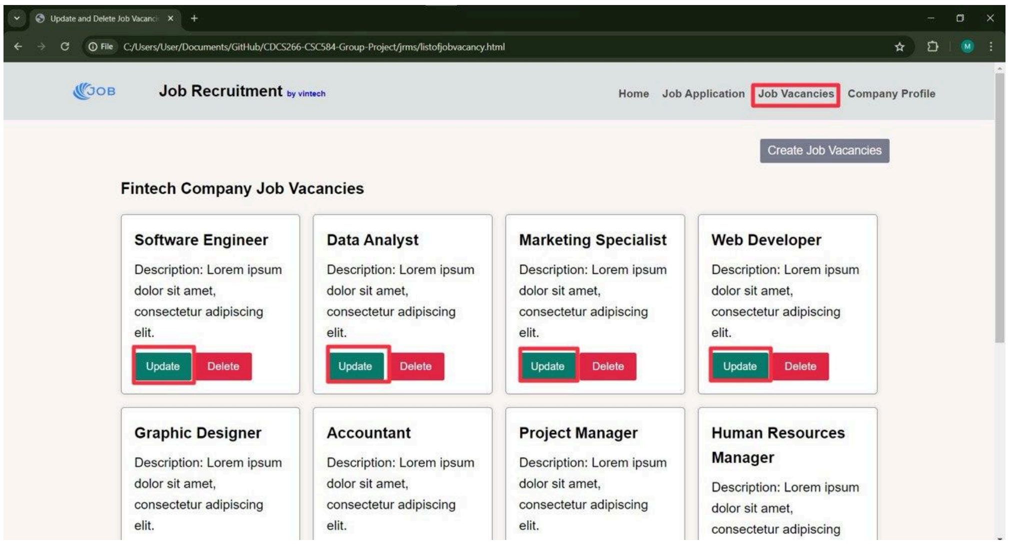

Figure 15: Job Vacancies Page (Update Job Vacancies)

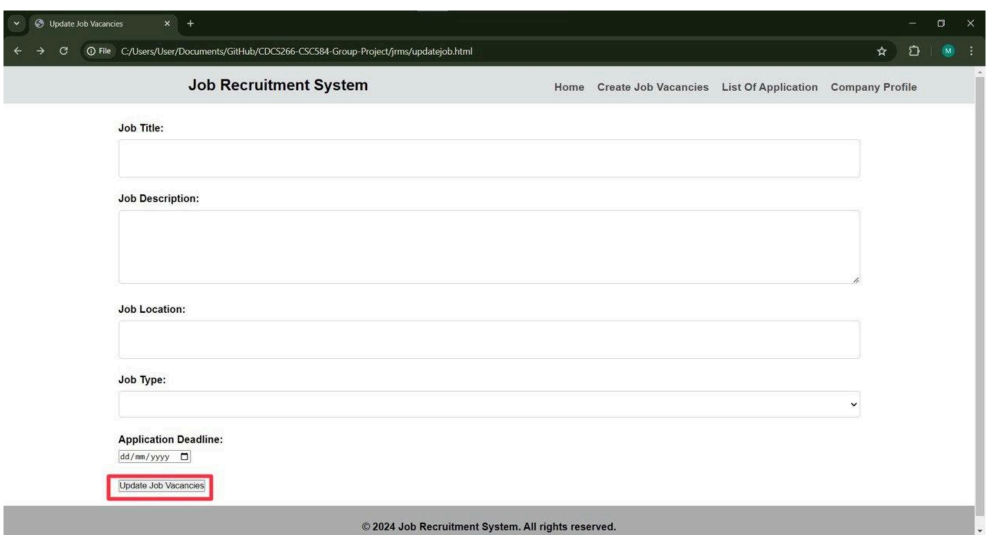

Figure 16: Job Vacancies Page (Update Job Vacancies)

- To delete the job vacancies, the company must click on the *Delete* button at the vacancies box *(Figure 17)*and the system will prompt a confirmation delete message about the deletion *(Figure 18)*.

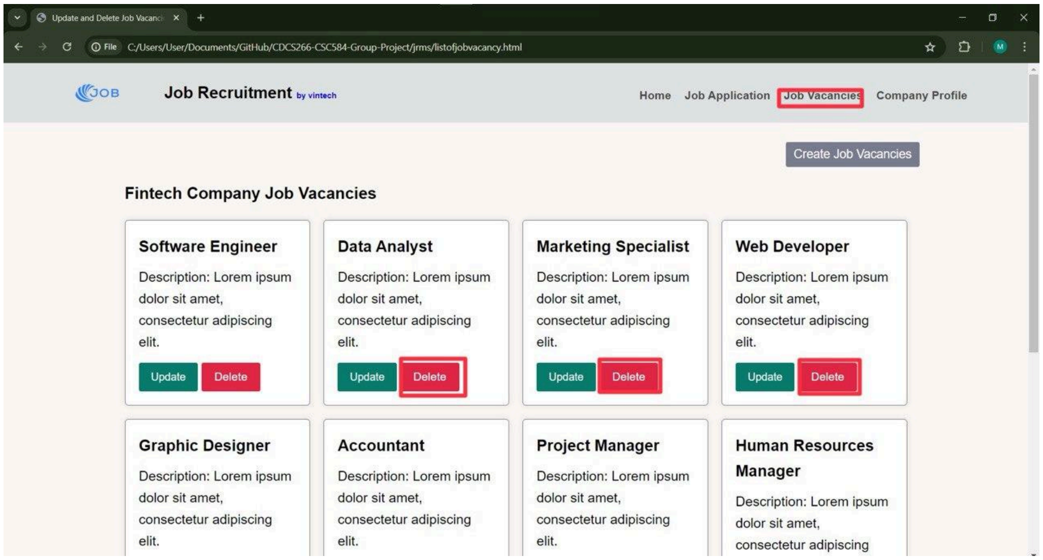

Figure 17: Job Vacancies Page (Delete Job Vacancies)

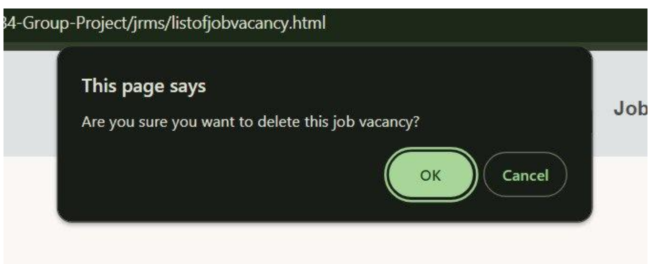

Figure 18: Job Vacancies Page (Delete Job Vacancies)

- The company can update their company profile by clicking on the C*ompany Profile* menu on the navigation bar. They must enter the updated information and click on the *Update Company Profile* button to submit the updated information *(Figure 19)*.

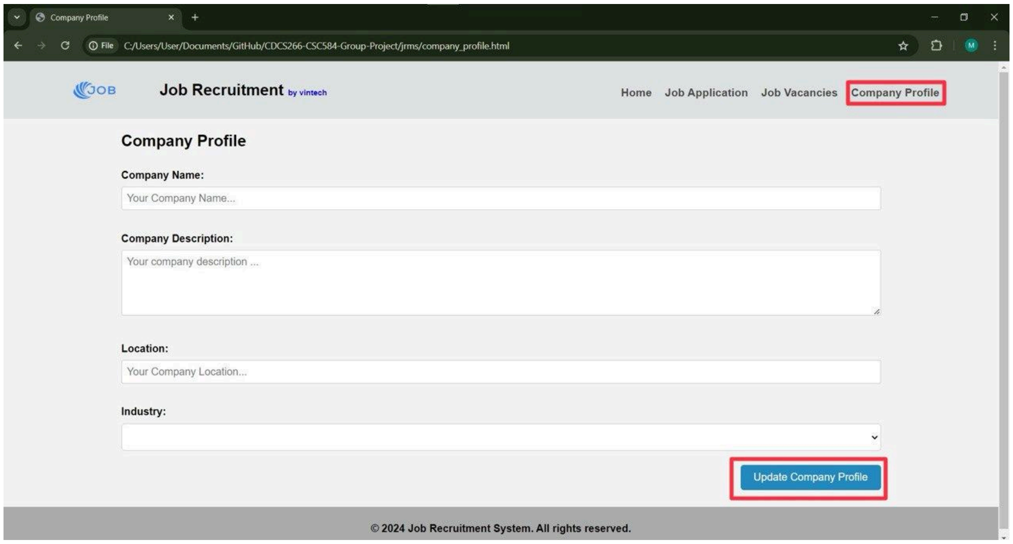

Figure 19: Company Profile Page (Update Company Profile)

3. Admin

- Admin must login by using their email and password to access the system *(Figure 20)*.

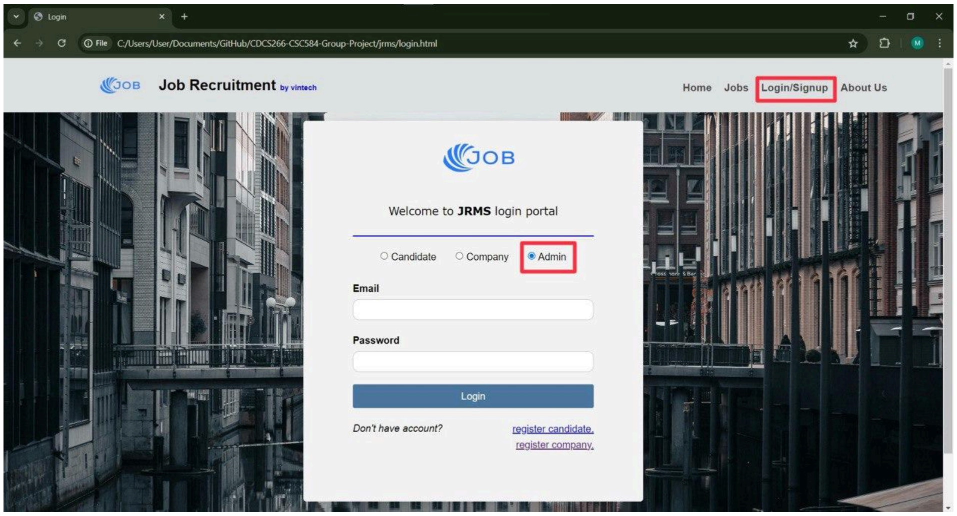

Figure 20: Login Page Admin

- Admin can click on the *Company List* menu on the navigation bar to check companies that are already registered with the system. On this menu, the admin can view profiles, view lists of candidates and create job vacancies for the companies *(Figure 21)*.

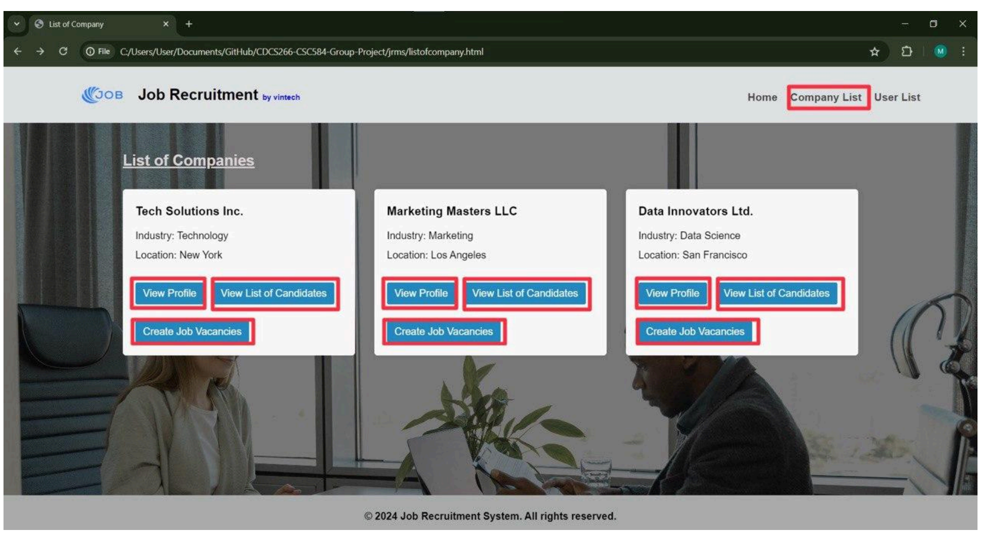

Figure 21: Company List Page

- To create job vacancies, admin must click on the *Create Job Vacancies* button *(Figure 21)*and fill the required information *(Figure 22)*.

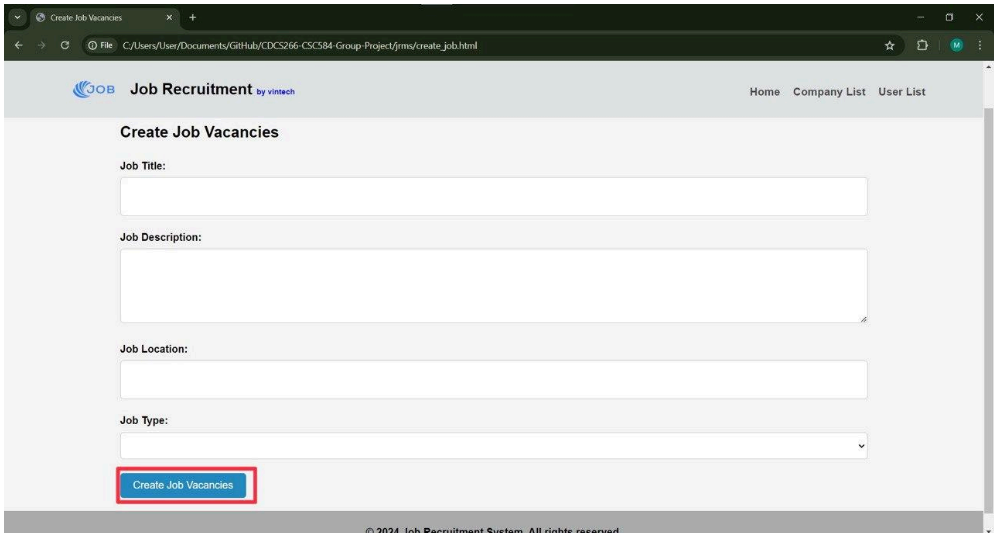

Figure 22: Create Job Vacancies Page

- By clicking on the *User List* menu on the navigation bar, the admin can view who are the users of the system. To search directly, the admin can enter the keyword that they want to search and choose what role they are looking for and click on the *Search* button. To reset the information, the admin can click on the *Reset* button *(Figure 23)*.

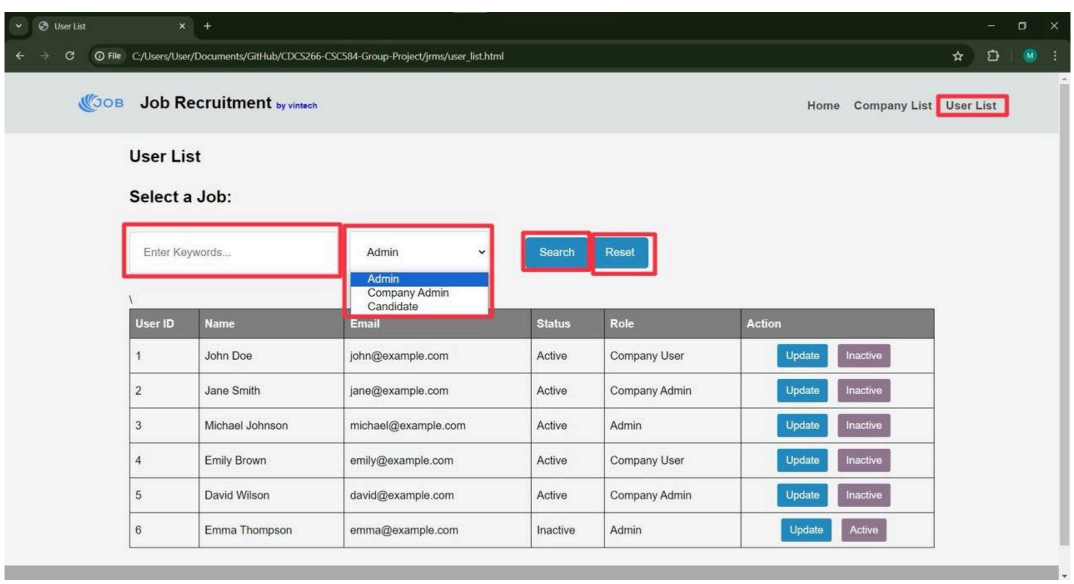

Figure 23: User List Page

- The system admin can update users by clicking on the *Update* button and enter the updated information about the user or delete the users by clicking on *Delete* button *(Figure 24)*.

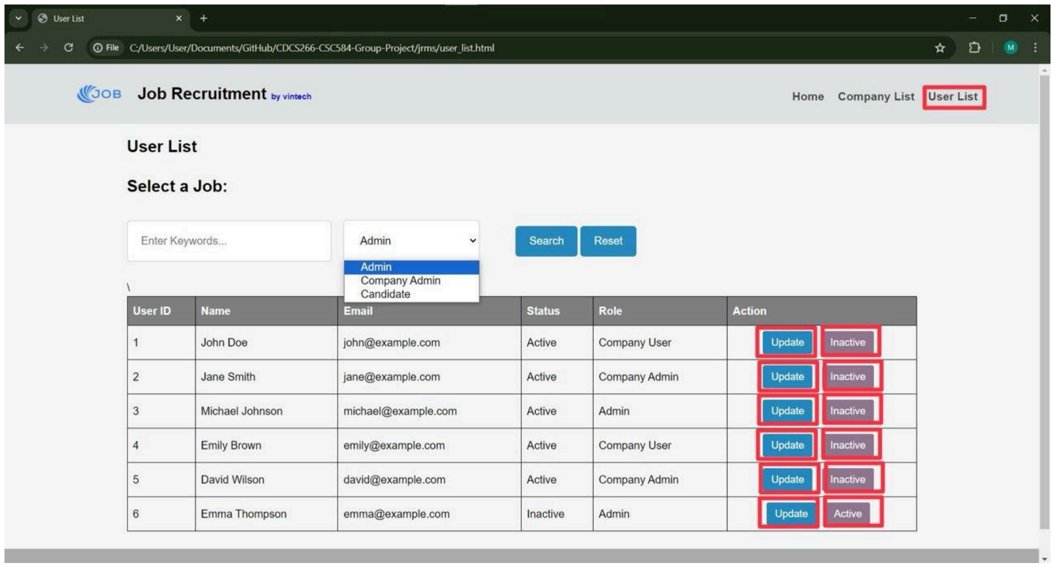

Figure 24: User List Page (Update and Delete)