**Kindly: Log in to the old system and work on it and its functionalities before moving it into the new one. There is no level of explanation that we can do that can replace the knowledge you can get about what is what and what will be where more than the time you can put on navigating thru the system. However, it will not be a long time, just make employer account and seeker account and login into both and click on the functionalities to better understand them. Meanwhile this is an explanation for them. And we are always available for any help 😊**

**Tutorials page:**  
a page where admin have WYSIWYG editor he can write / upload images/videos/paste YouTube embedded videos / etc.… using the WYSIWYG editor and it will be sown in this page for the seeker/employer

**Job analysis page**

For every job, the employer creates a document that explains the job (for internal use). That document is a job analysis document. In the admin backend, there is a job analysis template existing already. So, when the employer clicks to create new job analysis, that template opens for the employer to fill and save for each job.  
  
Job analysis page is where all job analysis documents are stored to be attached to their relevant jobs.

**Employer certificate page:**When the employer hires a new employee**,** thru the recruitmentprocess in the system, he/she issues a certificate of employment for that new employee. All managed in the certificates page and could be attached to the recruitment process or sent to the new employee as an attachment thru the communication module.

**Interview page**

For every job interview, the employer creates a document that explains the interview points (for internal use), for example: What are the skills to investigate, questions to ask the seeker, etc... That document is interview document.

Job analysis page is where all job analysis documents are stored to be attached to their relevant jobs/seeker.

**Applications page**  
The list of applications the seeker have (jobs he/she applied to).

**Archive page**

Employer can send different content in the system to Achieve so that it is not in the active area. In the Archive page, Employer create labels to organize the archive and send archived documents to be categorized based on such labels.

Archived contents are no more active in the system. To make them active, the employer needs to restore that specific archive content first.

**Statistics page**

This is where statistical reports are generated from the system by account. Example: Males/females/others % of applied seekers, % of applicants across the recruitment process (%in 1st primary round, second round, interview, complete…)

**Quizzes page**

To prevent random users from applying to jobs, an employer can attach a multiple-choice quiz for the seeker to answer before being able to apply to a specific job. For example, if the job is to work on a wordpress solution, the quiz can be:  
  
Is wordpress a:

* CMS
* ERP
* LMS

There is a timer for the quiz set for seeker to answer. Once the seeker try to apply to the job, the quiz pops up. If the seeker chooses the right answer, applying happens, if not, it doesn’t.

Quizzes page is the page where all the employer predefined quizzes are created and stored. When the employer creates a new job, he/she can attach one of the saved quizzes to that job.