

Submit a Job

Amount

Amount to Pay:

\$10.00

Credit Card Information

Credit Card

Visa

Card Number

4007000000027

Name on Card

Linda Morane

Expiration Month

Apr (04)

Expiration Year

2017

Billing Information

Please enter information as it appears on the billing statement.

First Name

Linda

If the form requires payment, the user will fill out the form with credit card information. To access payment changes or to allow payment bypass, visit Meetings > Settings > Payments.

Submit a Job

Thank you for your payment. The details are listed below and a copy has also been emailed to you.

Date	Payment Method	Amount
05-21-2015	Paid by: Credit Card (visa) Card Ending: 0027 Entered by: Linda Morane	\$10.00

Order Total:	\$10.00
Amount Paid:	\$10.00
Amount Due:	\$0.00

Closed

Return to Home page



Linda Morane
20 New Plant Road
Owings Mills, MD 20192
kmartineau@starchapter.com

Date	Payment Method	Amount
05-21-2015	Paid by: Credit Card (visa) Card Ending: 0027 Entered by: Linda Morane	\$10.00

Order Total:	\$10.00
Amount Paid:	\$10.00
Amount Due:	\$0.00
Closed	

After the user submits the form, he or she will receive a receipt email confirming payment,

▼ Step 3: Order Manager

General

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Store

Order Manager / Order Details for Linda Morane

Order Details for Linda Morane [Print](#)

Order Information

Linda Morane, Guest
20 New Plant Road
Owings Mills, MD 20192
kmartineau@starchapter.com

Order Number: 728
Order Date: 05/21/15 1:57 pm
Form fee: Fee for form Jobs

Order Details

Item	QTY	Price	Total
Fee for form Jobs	1	\$10.00	\$10.00
Subtotal:			\$10.00
Total Registrations: 0			Order Total: \$10.00

Payment Information

Date	Payment Method	Amount
05-21-2015	Paid by: Credit Card (visa) Card Ending: 0027 Entered by: Linda Morane	\$10.00
Order Total:		\$10.00
Amount Paid:		\$10.00
Amount Due:		\$0.00

Before posting the job on the website, check General > Order Manager to confirm payment for the job posting. This area will include the payment information and the name of the person who submitted payment.

▼ Step 4: Admin Area - Data Collection + Publishing to the Website

Submission from the Submit a Job form

The following information was submitted:

Field	Value
Company Name	Innovative Communications
Contact First Name	Laura
Contact Last Name	Martin
Job Type	Onsite
Experience Level	1-3 Years of Experience
Address	20 New Plant Court
City	Owings Mill
State	MD
Zip	21211

This classified ad will not appear until it is approved in your admin area

Once the user submits the form, the admin listed on the General Information section receives an email. The email includes the contents the user submitted.

List of Forms

+ Add a Form

User Guide

Hide Filter

Saved Filters

Filter By

▸ Dates

▸ Type

☐ Save this filter for reuse

2 records selected

Toggle Panels

Clear

Refresh

↓

Delete

Recycle Bin

job

Search

Clear

<input type="checkbox"/>	Name	Type	Submission Email(s)	Last Updated	Actions
<input type="checkbox"/>	Classified/Job posting (Edit)	Classifieds	nobody@starchapter.com	01-20-2015 10:37 am <small>Updated by Sara Chandlee</small>	<div>View Responses (20)</div> <div>Email</div> <div>Copy</div>
<input type="checkbox"/>	Submit a Job (Edit)	Classifieds	kmartineau@starchapter.com	05-21-2015 1:55 pm <small>Updated by Kat Martineau</small>	<div>View Responses (7)</div> <div>Email</div> <div>Copy</div>

Rows per page: 10

Within the admin area, the website administrator can access the responses from the user by going to Content > Form Builder. Under Actions, select **View Responses**.

Form Builder / Responses for Submit a Job

Responses for Submit a Job

Download Responses

↓

Clear

Show incomplete responses

Search

Clear

<input type="checkbox"/>	IP Address	Date Submitted	Actions
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 9:25 am	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 11:15 am	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 11:23 am	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 11:29 am	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 12:01 pm	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-01-2015 12:08 pm	<div>View Details</div>
<input type="checkbox"/>	IP Address: 71.179.245.123	05-21-2015 1:57 pm	<div>View Details</div>

Names and emails can only be displayed for certain forms. Without any other identifier, only the IP address will show on this screen.

Rows per page: 10

Select **View Details** to see the contents from the user. If a video or document was part of the user submission, then click 'Download Responses' in order to access the form.

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Form Builder / Responses for Submit a Job / Response Details

User Guide

Responses for Submit a Job

Date Submitted: 05-21-2015 1:57 pm

IP Address: 71.179.245.123

Question	Response
Upload Job Description	
Company Name	Innovative Communications
Contact First Name	Laura
Contact Last Name	Martin
Job Type	Onsite
Experience Level	1-3 Years of Experience
Address	20 New Plant Court
City	Owings Mill
State	MD
Zip	21211

Response 7/7

Previous ResponseCancel

The responses mirror the email the user receives. Copy this information and save it in a text editor.

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Type

Save this filter for reuse

67 records selected

Toggle Panels

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Search

Clear

Name	Type	Dates	Last Updated	Category	Actions
(Edit) Pending		Submitted: 05-21-2015 Expire: 07-21-2015		Uncategorized	Approve Decline

It is now time to publish the job listing the user submitted. In order to do this, go to Content > Ad Manager > Classifieds. Search for the entry with the same date as the email with the job listing answers.

Classifieds / Edit a Classified :

Edit a Classified :

General

Content

All Done!

Delete

Return to List of Classifieds

Published

This classified is not approved and won't appear on the website.

Approve & Publish

Dates

Set Publish Date? No

Set Archive Date? Yes

Archive Date: 07-21-2015

Edit

Categories

Categories:

Edit

Contact Information

Contact Information:

Address:

City:

State:

Zip Code:

Email:

Edit

Restrictions

Restrictions:

Edit

Content

Title:

Type:

File:

Content:

Edit

Delete

Return to List of Classifieds

It is now time to publish the job listing the user submitted onto the website. After clicking edit, the admin user will automatically go to the All Done! page.

1) The submission will automatically show as **unpublished**. This will not appear on the website until the admin user selects publish.

2) **Dates** - This controls when to publish an ad and when to archive an ad. If 'Set Publish Date' is set to 'No', then the ad will publish automatically upon selecting 'Approve & Publish'

3) To assign a **Category** to the job, then go to Ad Manager > Settings.

4) Insert the **Contact Information**. Members and Non-Members automatically populate into this area. Insert information for anyone outside the member and non-member base.

5) Add **Restrictions** as needed. If job listings are only for Members, then set to 'All Members'

6) It is important to add **Content** to the ad. Pull the content from Content > Form Builder > View Responses or from the email.

Edit a Classified :

General

Content

All Done!

Content

Preview

Title:Job Posting

Type:Job Posting

Company:Innovative Communications

File: ?BrowseNo file selected.

Content:

B I U S [align icons] [list icons] [link icon] [unlink icon] [media icon] [code icon] [help icon]

Ω ☺ ✕ ✕' [table icon] [text color icon] [background color icon]

Please enter the contents of the position here. Do not forget to include content information so job seekers can content the hiring manager.

It is now time to publish the job listing the user submitted onto the website. In order to do this, go to Content > Ad Manager > Classifieds. Set the **Type** to **Job Posting**, upload the job description file and enter any additional content.

Step 5: Front-End User Experience



This is the outer content of the job listing on the front-end of the website.

