USER MANUAL

Admin

How to Login:

1. Type in your Username in the UserName Text Field.
2. Type in your Password in the Password Text Field.
3. Click on Login Button.

How to View Ads:

1. Click on View Ads Option on the Main Menu.
2. Type the search Keywords in the Search Box.
3. Click on the Search Button.
4. Click on the desired Ad.
5. Click on the View Ad option.

How to View Applicants:

1. Click on View Applicants Option on the Main Menu.
2. Type the search Keywords in the Search Box.
3. Click on the Search Button.
4. Click on the desired Applicant.
5. Click on the View Profile option.

How to View Employers:

1. Click on View Employers Option on the Main Menu.
2. Type the search Keywords in the Search Box.
3. Click on the Search Button.
4. Click on the desired Employer.
5. Click on the View Profile option.

How to View your Profile

1. Come to the Main Menu.
2. Click on the Profile Button.

How to Logout

1. Click on the Logout button on the Main Menu.
2. Click on Yes if you want to logout.
3. Click on No if you don't want to logout.

Applicant

How to Login:

1. Type in your Username in the User name Text Field.
2. Type in your Password in the Password Text Field.
3. Click on Login Button.

How to Search for Ads

1. Type the search Keywords in the Search Box.
2. Click on the Search Button.
3. Click on the desired Ads.
4. Click on the Details option.

How to View your Profile

1. Click on Drop Up button on the Bottom Right Corner of the Main Menu.
2. Click on the Profile Button (1st Button).

How to View the Ads in which you applied

1. Click on Drop Up button on the Bottom Right Corner of the Main Menu.
2. Click on the Text Button (2nd Button).

How to Logout

1. Click on Drop Up button on the Bottom Right Corner of the Main Menu.
2. Click on the Logout Button (3rd Button).

How to View Notifications

1. Click on the Bell Button on the Top Right of the Main Menu.

Employer

How to Login:

1. Type in your Username in the User name Text Field.
2. Type in your Password in the Password Text Field.
3. Click on Login Button.

How to View your Profile

1. Come to the Main Menu.
2. Click on the Profile Button.

How to View Job Ads

1. Click on the Job Ads Button.

How to Add New Job Ad

1. Click on the Job Ads Button.
2. Click on the Add Button at the bottom left of the Screen.
3. Provide Title in the Title Section.
4. Provide Description in the Description Section.
5. Select the Expiry Date for the Job Ad.
6. Select the Salary Range.
    i.   Select the Starting Salary.
    ii. Select the Ending Salary.
7. Provide Experience in Years in Experience Section.
8. Provide Skills Required in the Skills Required Section.
9. Provide the Responsibilities for the job in the Responsibility Section.
10. Click on the Save Button at the Bottom of the Screen.

How to View Applicants:

1. Click on View Applicants Option on the Main Menu.
2. Type the search Keywords in the Search Box.
3. Click on the Search Button.
4. Click on the desired Applicant.
5. Click on the View Profile option.

How to Logout

1. Click on the Logout button on the Main Menu.
2. Click on Yes if you want to logout.
3. Click on No if you don't want to logout.