FLAMINGO.JOBS

Administration Manual with Deployment Instructions

SCS 3214 – Group Project II

Group 31

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1. Deployment Instructions

You may either use already pushed Docker images to the Docker Hub or build your own image with the codebase. If you are going to use the images that are already available in the Docker Hub, you may skip to the section: **Deploy on Azure**

Already built docker images are available on Docker Hub:

· thatz98/lamingo-frontend:latest
· thatz98/lamingo-backend:latest

NOTE: Following domains are used for these instructions as examples. You may use your own domain names. Make sure to replace these example domains by your own domains when you do the configurations.

· **Front-end**: flamingojobs.azurewebsites.net
· **Back-end**: flamingo-backend.azurewebsites.net
· **File storage**: flamingofiles.blob.core.windows.net

NOTE: Instructions on Azure Services are based on the official documentation of Microsoft Azure.

1.1. Create a storage account on Azure

Profile pictures and resumes will be stored in an Azure storage account. To create an Azure storage account with the Azure portal, follow these steps:

Step 1. Sign into **Azure Portal**

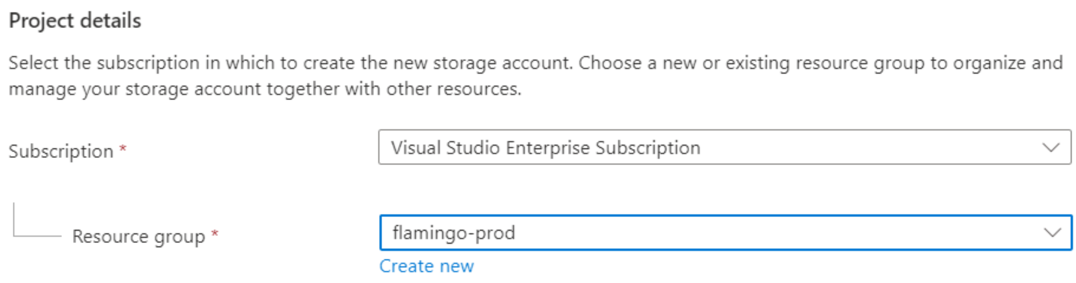
Step 2. From the left portal menu, select **Storage accounts** to display a list of your storage accounts.

Step 3. On the Storage accounts page, select **Create**.

Options for your new storage account are organized into tabs in the Create a storage account page.

On the **Basics** tab, provide the essential information for your storage account.

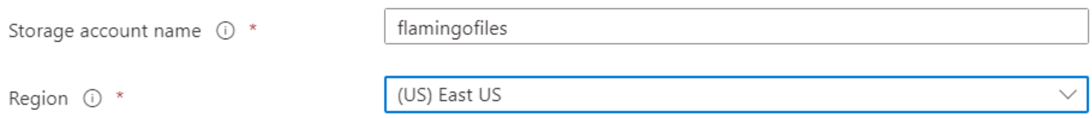
Step 1. Select the subscription for the new storage account.



Step 2. Choose a unique name for your storage account. Storage account names must be between 3 and 24 characters in length and may contain numbers and lowercase letters only.

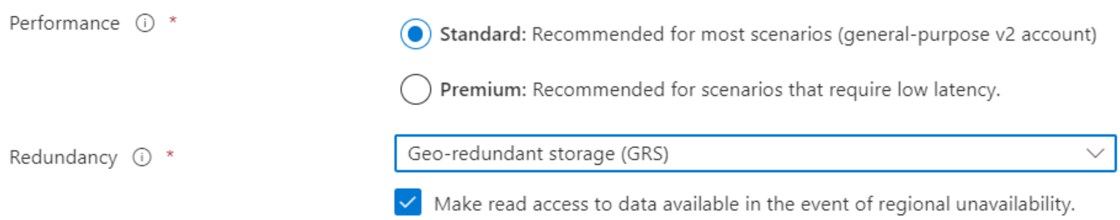
Step 3. Select the appropriate region for your storage account. For more information, see [Regions and Availability Zones in Azure]. Not all regions are supported for all types of storage accounts or redundancy configurations. For more information, see [Azure Storage redundancy].

The choice of region can have a billing impact. For more information, see [Storage account billing].



Step 4. Select **Standard** performance for general-purpose v2 storage accounts (default). This type of account is recommended by Microsoft for most scenarios. For more information, see [Types of storage accounts].

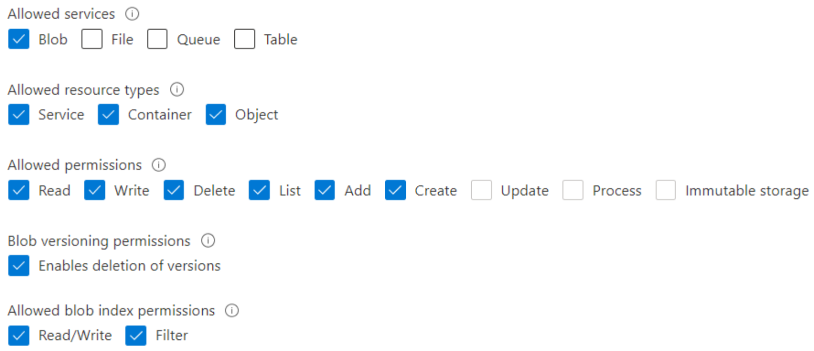
Step 5. Select your desired redundancy configuration. If you select a geo-redundant configuration (GRS or GZRS), your data is replicated to a data center in a different region. For read access to data in the secondary region, select **Make read access to data available in the event of regional unavailability**.



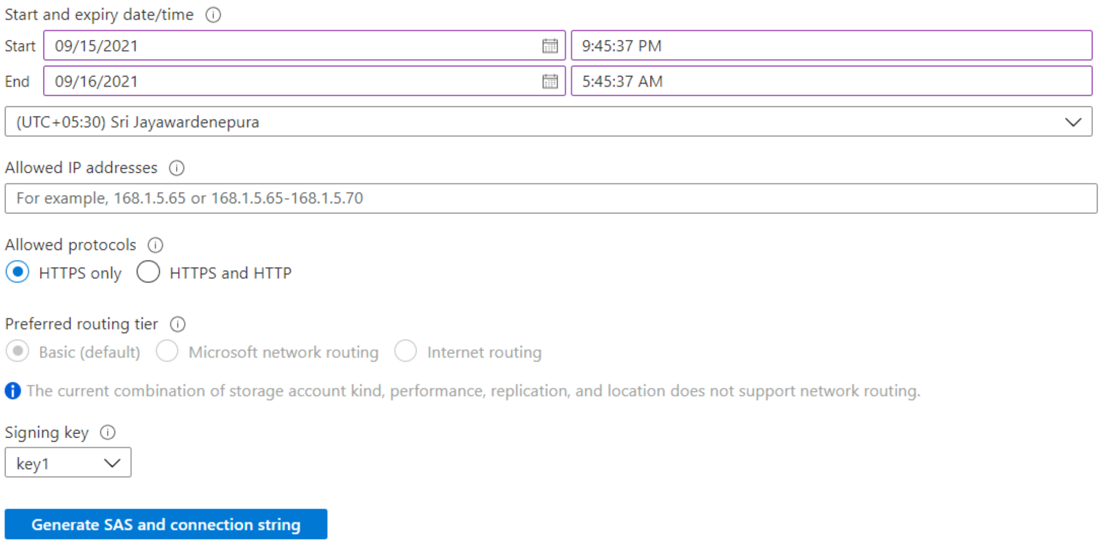
Step 6. After you complete the Basics tab, you can choose to further customize your new storage account by setting options on the other tabs, or you can select **Review + create** to accept the default options and proceed to validate and create the account.

Step 7. Once it's created open the storage account you just created and go to select **Shared access signature** blade under **Security + networking** category.

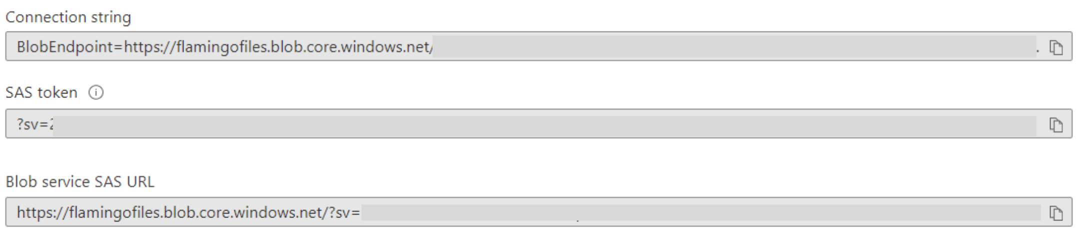
Step 8. Set the configurations as follows.



Select the time range that the token will be valid for and set the other configurations as follows. Finally click on **Generate SAS and connection string** button.



Step 9. Copy and store the SAS token in a safe place. You'll need it when configuring the code base.



1.2. Create MongoDB Atlas cluster

Step 1. Go to MongoDB Atlas website and select **Get started now**.

Step 2. Sign up for a new account if you don't have any or sign into your account if you already have one.

Step 3. Create a new project and open it.

Step 4. Navigate to the **Database Deployments** page for your project.

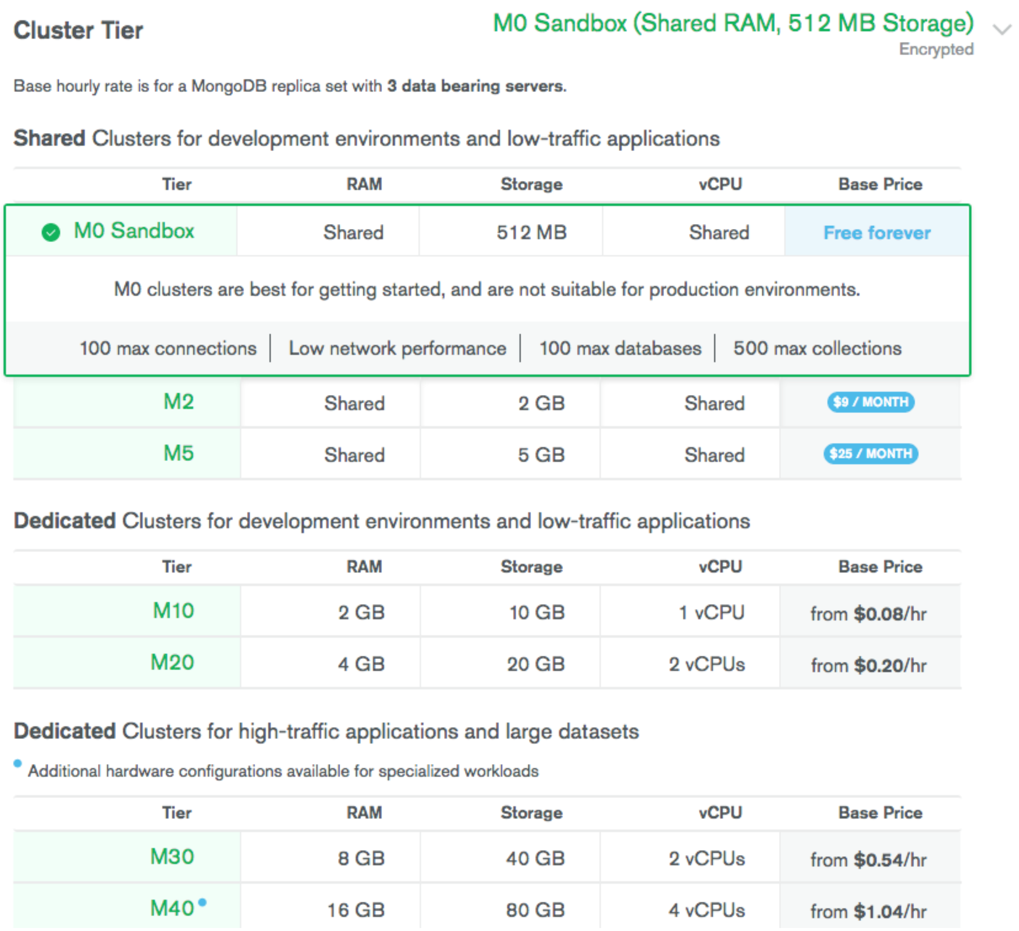
- If it is not already displayed, select the organization that contains your desired project from the **Organizations** menu in the navigation bar.
- If it is not already displayed, select your desired project from the **Projects** menu in the navigation bar.
- If the **Database Deployments** page is not already displayed, click **Database** in the sidebar.

Step 5. Click the **Create** button to display the Create New Database Deployment dialog.

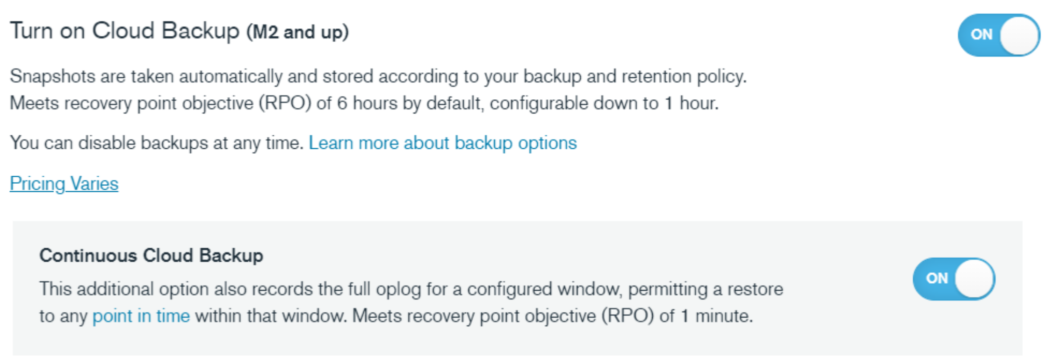
Step 6. Choose your database deployment type using the tabs at the top of the screen. You can deploy a shared cluster or a dedicated cluster from this page. You can also deploy a serverless instance. It is recommended to use a dedicated cluster as it includes M10 and higher tiers. The M10 and M20 tiers are suitable for development environments and low-traffic applications, while higher tiers can handle large datasets and high-traffic applications. Dedicated clusters can be deployed into a single geographical region or multiple geographical regions.

Step 7. Select **Azure** for the Cloud Provider since we are going to deploy this application on Azure. It is recommended to choose the same region that you are planning to deploy your application.

Step 8. Select the **Cluster Tier**. Cluster tiers M10 and greater support Cluster Auto-Scaling. When auto-scaling is enabled, Atlas automatically scales your cluster tier, storage capacity, or both in response to cluster usage. Consider enabling auto-scaling to allow your cluster to adapt to your current workload and reduce the need to make manual optimizations.



Step 9. From the **Additional Settings** section, make sure to turn backups on as follows.

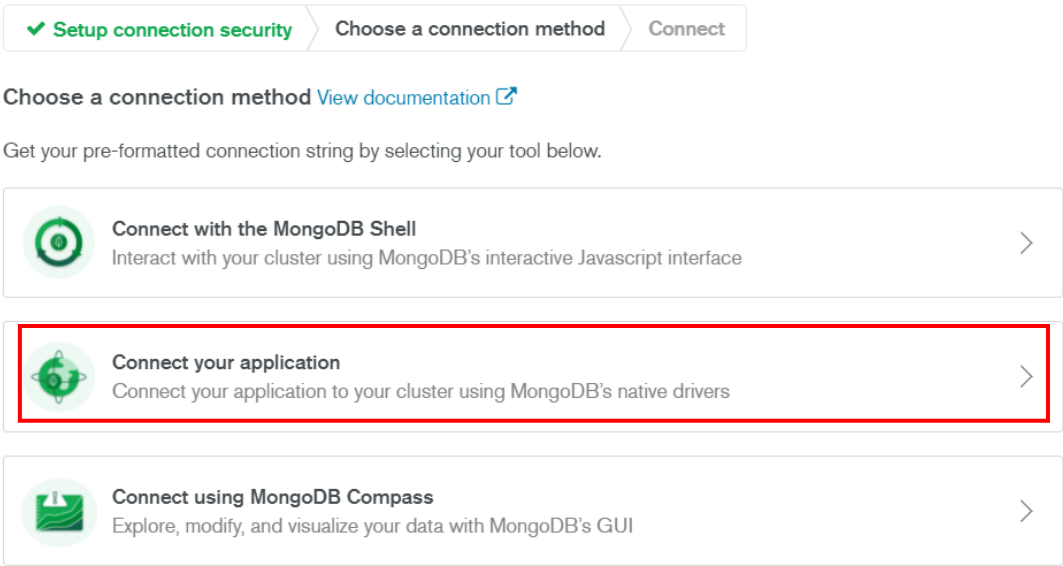


Step 10. Enter the **Cluster Name**. You cannot change the cluster name once Atlas deploys the cluster.

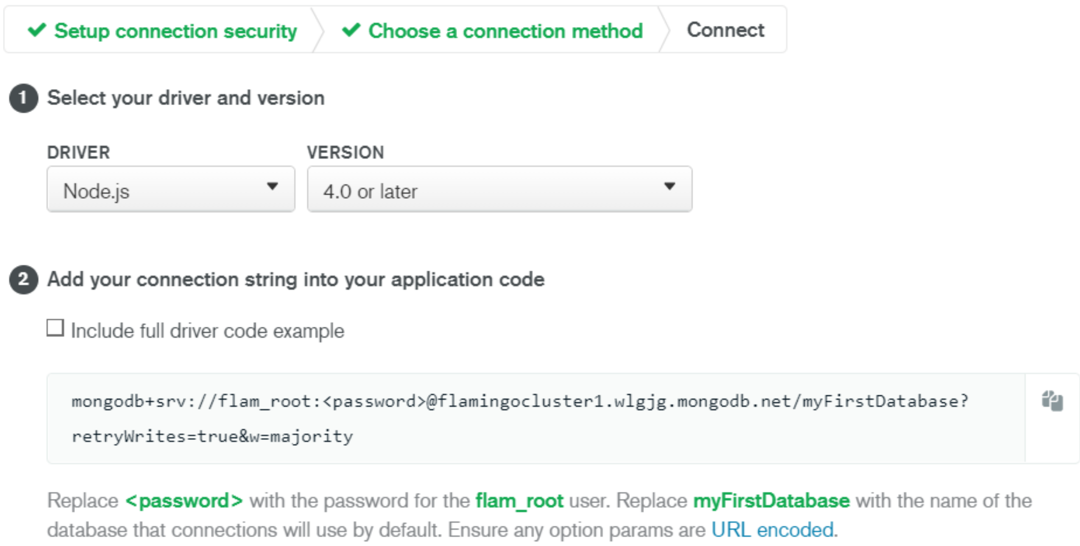
Step 11. Click **Create New Deployment** below the form to deploy your cluster.

Step 12. Once your cluster is deployer click on **Connect** button.

Step 13. Select **Connect your application**.



Step 14. Select the driver and version as follows.



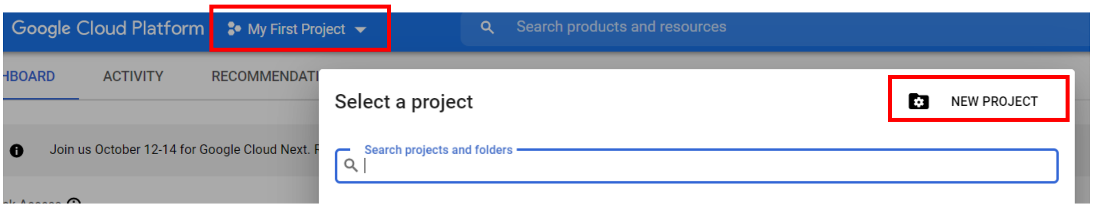
If you haven't created a user for the project you can create one from the **Database Access** blade in the navigation menu under **Security** category. Make sure that the user has read, write access to the database.

Step 15. Copy and store the connection string in a safe place. You'll need it when configuring the code base. Make sure the replace the <password> in the string with the password of the database user.

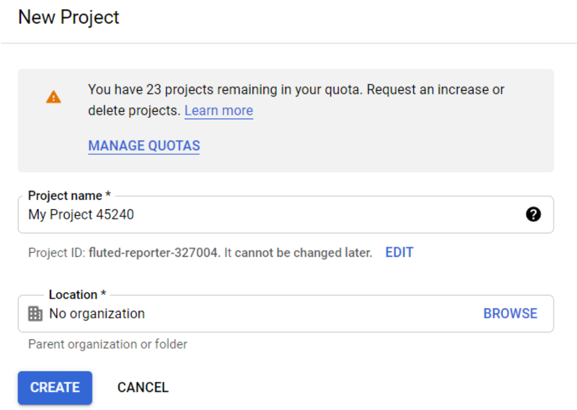
1.3. Configure Google Authentication

Step 1. Go to [Google Cloud Console]() (You will need a google account to do this)

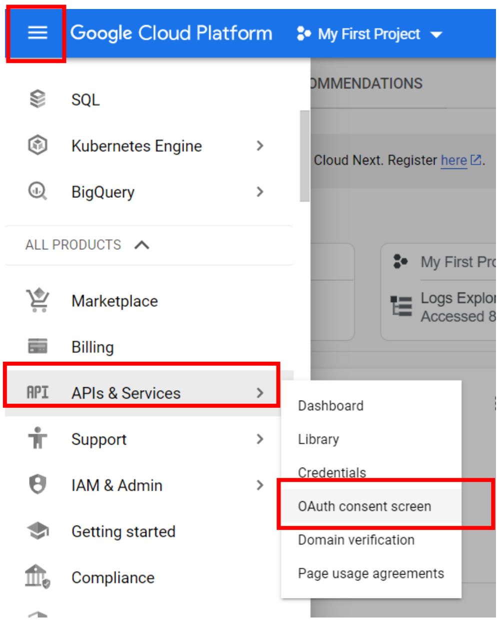
Step 2. Click on the dropdown menu that appears after Google Cloud Platform and click on **NEW PROJECT** from the dialog box.



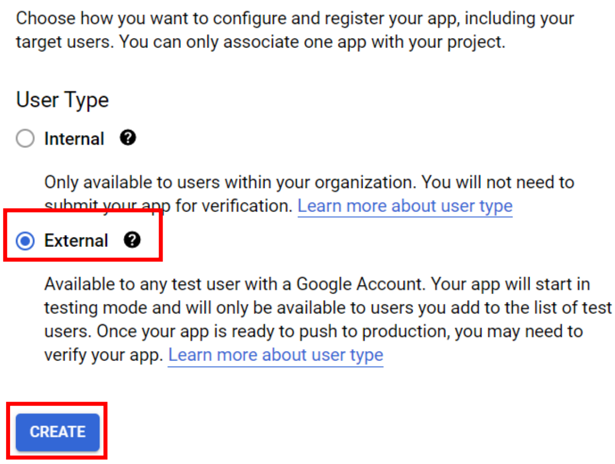
Step 3. Give your project a name and click **CREATE**.



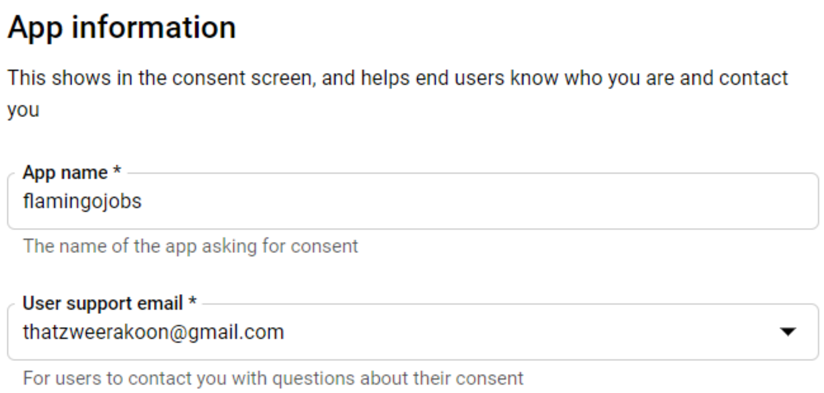
Step 4. Select your new project from the project list in the top bar and open **APIs and Services** from navigation bar and select **OAuth consent screen**.



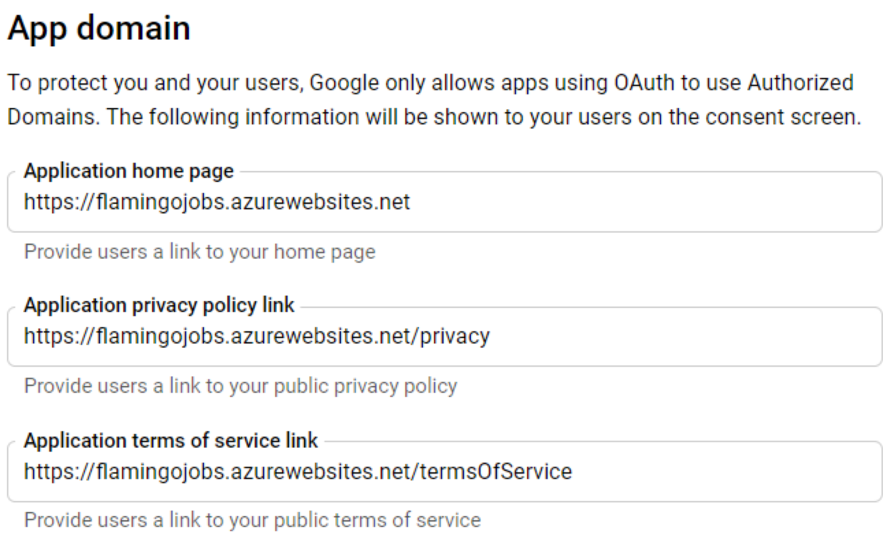
Step 5. Then select **External** as the user type and click **CREATE**.



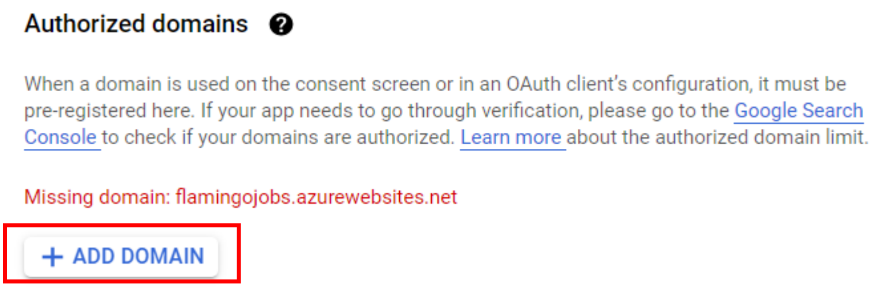
Step 6. From the **App information** section provide an **App name**, **User support email** and a **logo**.



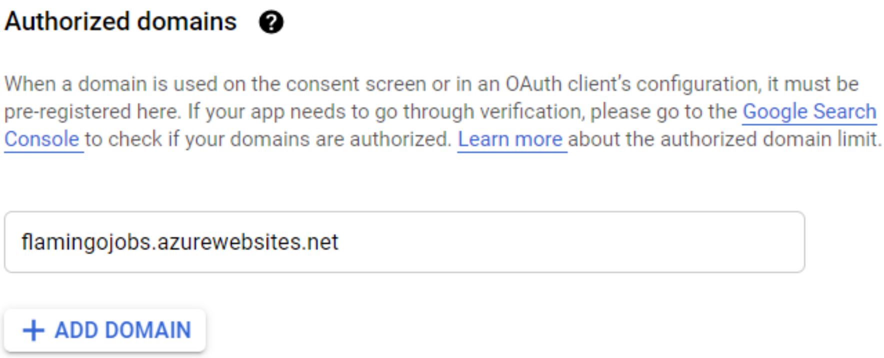
Step 7. In the **App domain section**, provide the Application home page, privacy policy link and terms of service link. (Please make sure to use your domain that you have purchased).



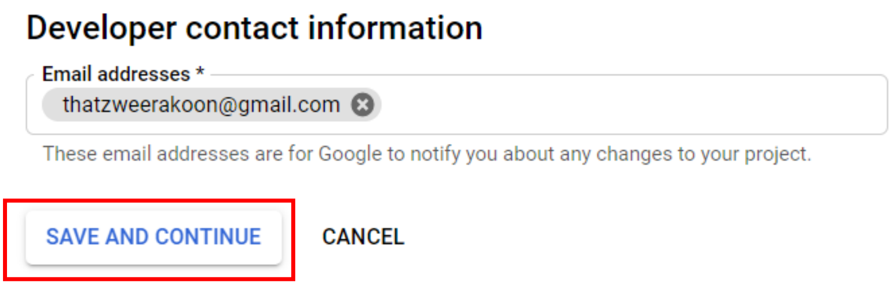
Step 8. In **Authorized domains** section, click on **ADD DOMAIN**.



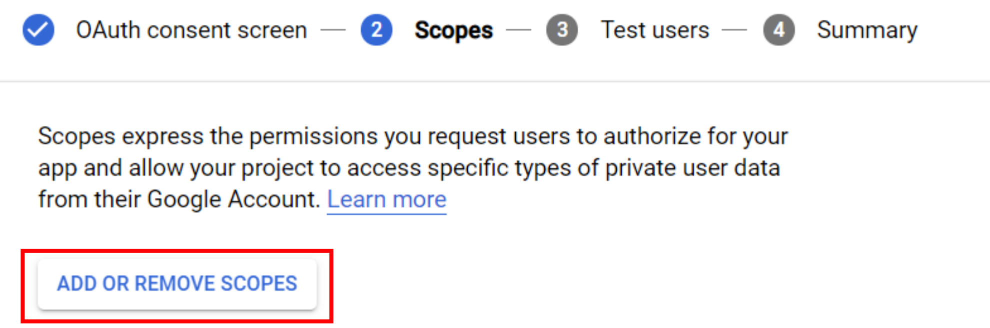
Step 9. Provide the domain name that you have purchased.



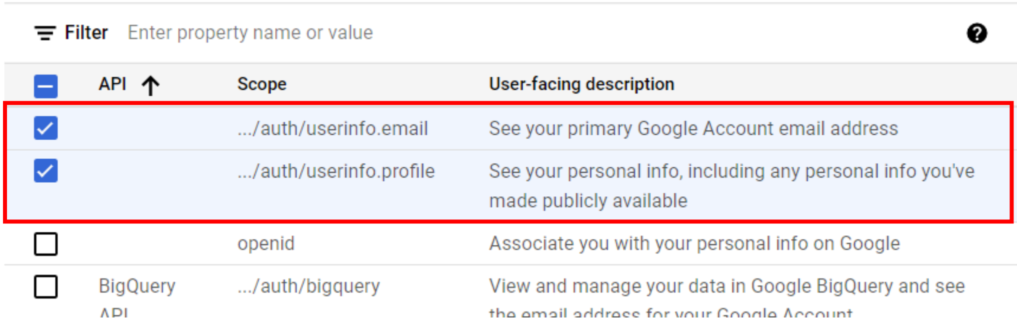
Step 10. Provide the contact email of the developer and click on **SAVE AND CONTINUE**.



Step 11. Then, from the **Scopes** section, click on **ADD OR REMOVE SCOPES** button.

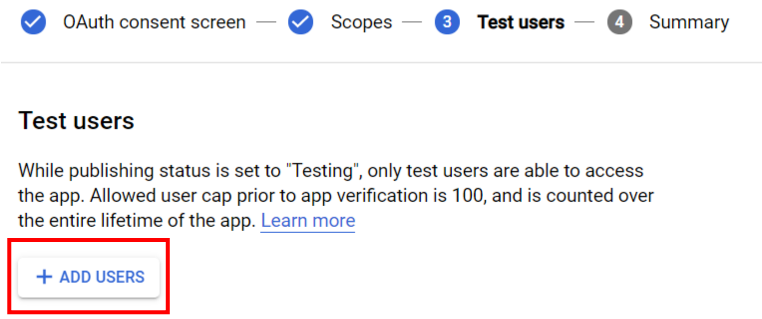


Step 12. Select **Email** and **Profiles** scopes (first two) and click **Update**. (These are non-sensitive scopes.)

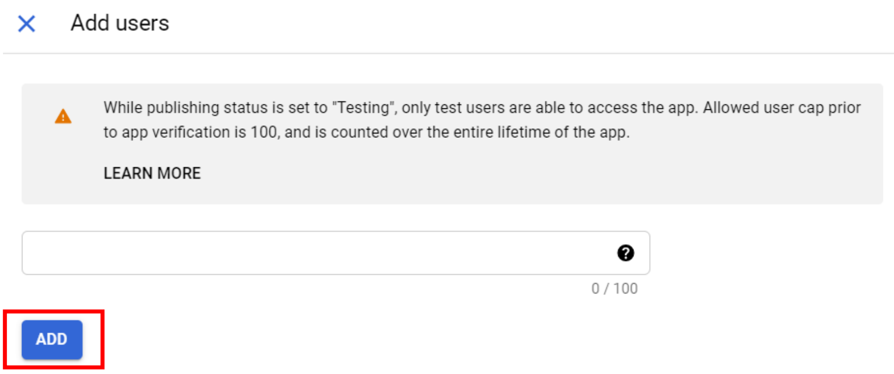


Step 13. Click on **SAVE AND CONTINUE** to proceed with the next step.

Step 14. To add test users to verify the application before deploying click on **ADD USERS**.

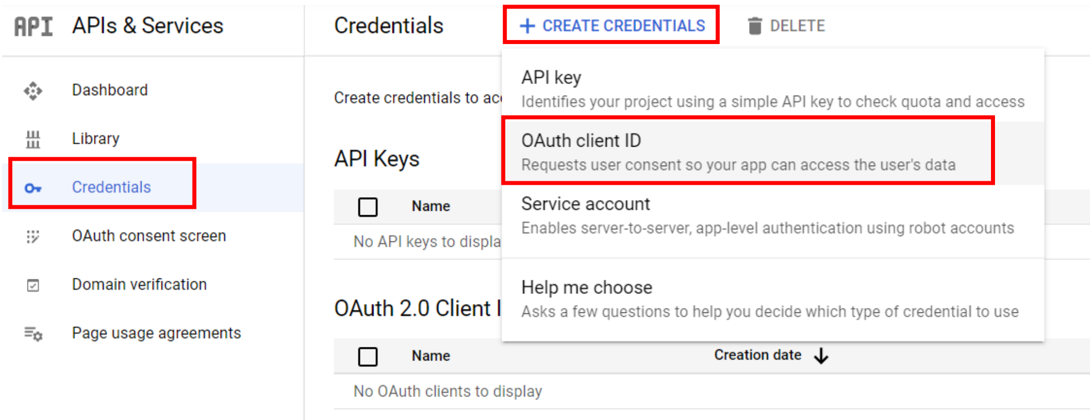


Step 15. Enter a test email address and click **ADD**.

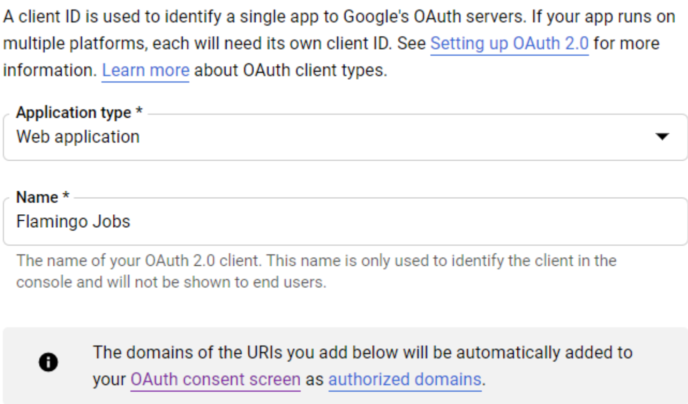


Step 16. Click on **SAVE AND CONTINUE** to proceed to the next step and a summary will be shown.

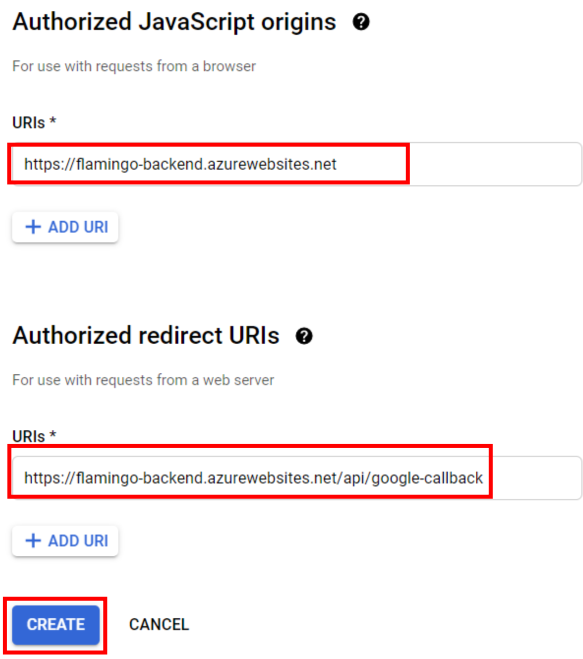
Step 17. Click on **BACK TO DASHBOARD** and then go to **Credentials** section and create a new OAuth client ID by clicking **CREATE CREDENTIALS** and selecting **OAuth client ID**.



Step 18. Select Application type as **Web application** and give credential a name.



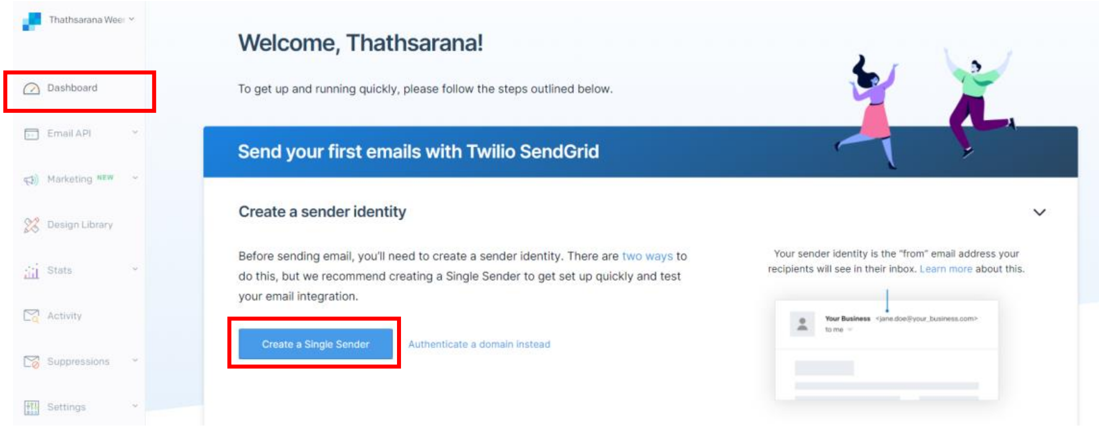
Step 19. Add Origin URIs and Redirect URIs. Use **https://<backend address>** for origin URI and **https://<backend address>/api/google-callback** for redirect URI. Then click **CREATE**.



Step 20. Copy both **Client ID** and **Client Secret** from the popped-up dialog box.

1.4. Configure SendGrid API

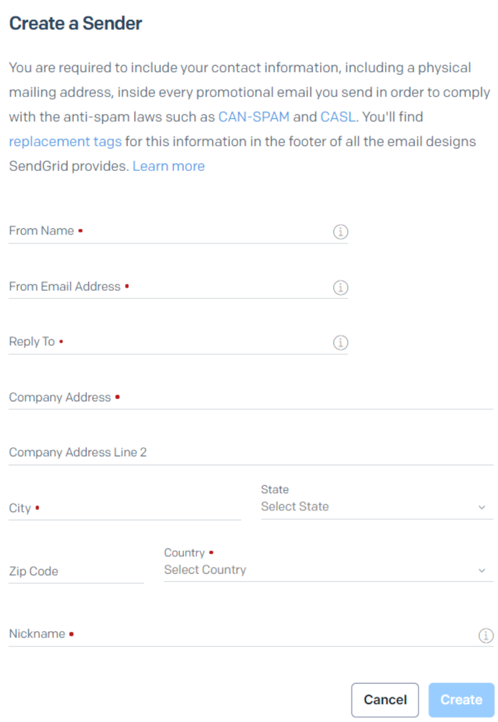
Step 1. Go to [SendGrid app website](), login or sign up and then click on **Create a Single Sender** from the dashboard.



Step 2. Fill in the required details.

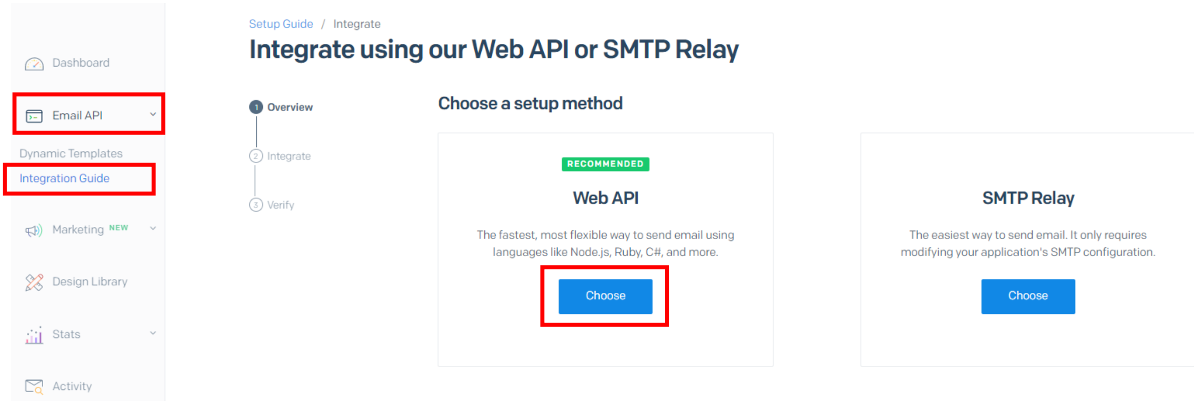
From name – The name user sees when they read email in their inbox
From email address – The email address which will send the email
Reply email – The email where users will reply to

Provide company address to prevent spam detections. Then provide a nickname and click **Create**.

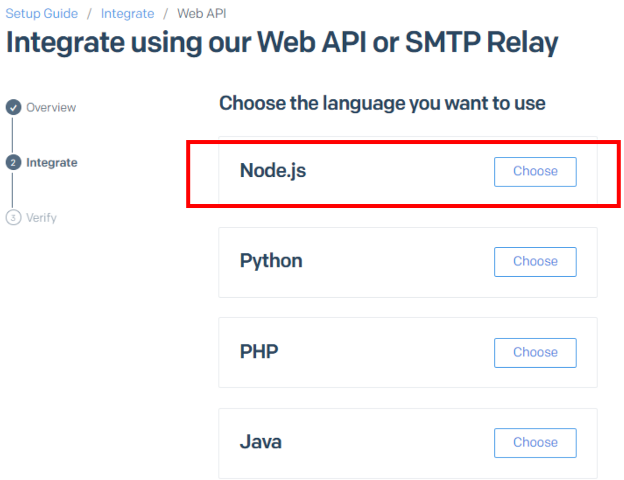


Step 3. A verification email will be sent to the given email address and please click on the **Verify** button in that email and complete verification process.

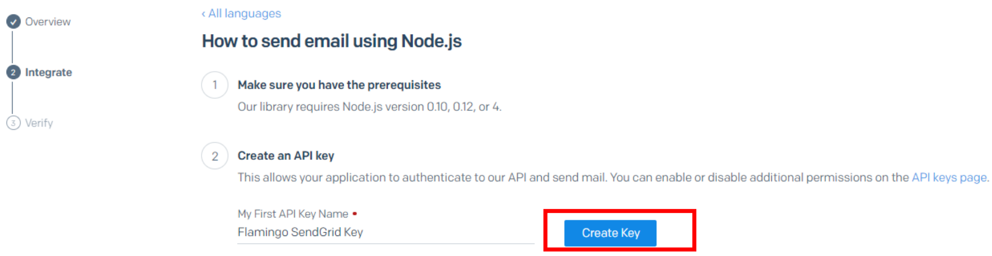
Step 4. Then go to **Email API** and select **Integrations Guide** and choose the setup method as **Web API**.



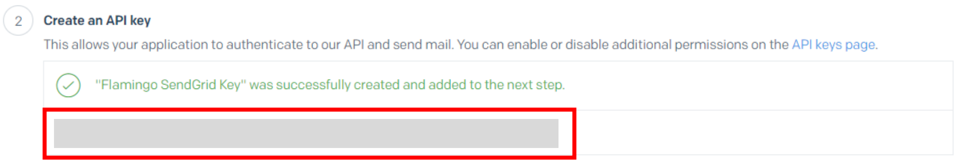
Step 5. Select Node.js for the language



Step 6. Create a API key name and click create key



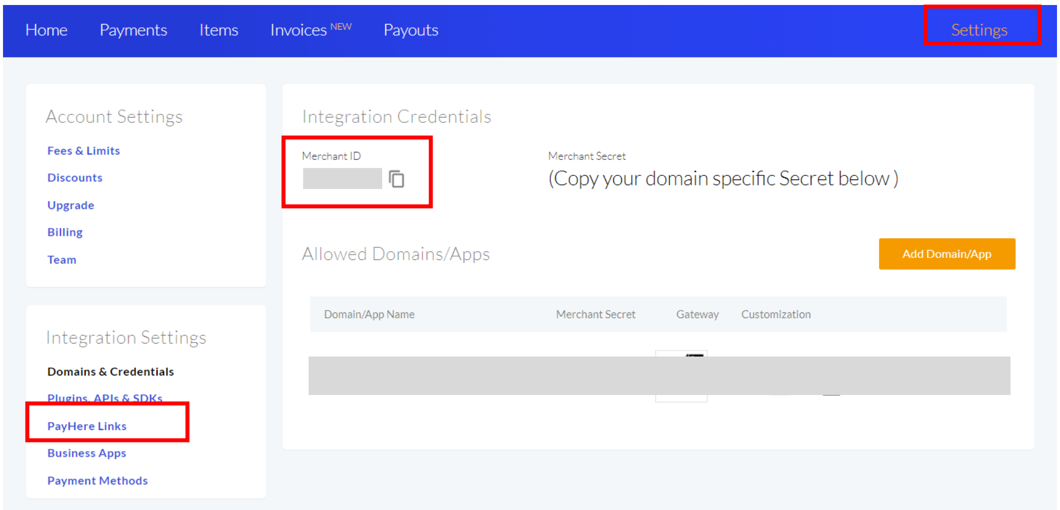
Step 7. This will generate a key. Please copy that and keep it safe.



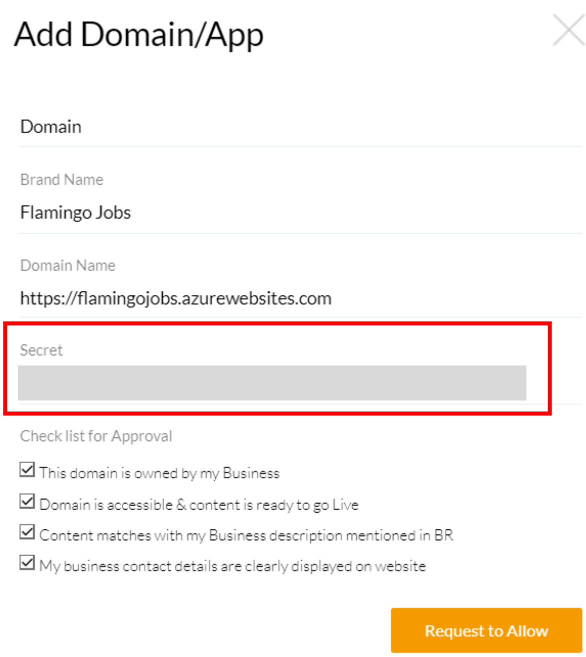
1.5. Configure PayHere API

Step 1. Go to PayHere website and create an account. (You'll be required to submit your business registration document for verification. If you want just to test the payment gateway, then you may go to Payhere Sandbox.

Step 2. Then go to **Settings** and select **Domain & Credentials** under **Integration Settings**. Make sure to copy the Merchant ID to and keep it in a safe place.



Step 3. Click **Add Domain/App** button and fill the required information. Use the domain name that you've purchased and make sure it's accessible before you click on **Request of Allow**. If it's not yet accessible, just copy the secret code and paste it in safe place. Return to this tab again once you deploy the front-end web app and click on **Request of Allow**.



1.6. Configure the code base

Step 1. Clone the repository from GitHub.

Step 2. Open the folder with Visual Studio Code.

Step 3. Install docker on the computer and docker extension for VS Code.

Step 4. Go to the client folder and create a new file named **.env** and add the following like to the file.

```
REACT_APP_TOKEN_SECRET="<token secret>"

REACT_APP_storagesastoken="<SAS token>"

REACT_APP_merchantid=<merchant ID>
```

- REACT_APP_TOKEN_SECRET – You many use any token that you want. **It is highly recommended to use a strong one.**
- REACT_APP_storagesastoken – Use the SAS token which is issued by the Azure storage account in the section 1.1.
- REACT_APP_merchantid – Use the merchant ID copied during PayHere configurations in section 1.5.

Step 5. Now go to the **client/src** folder and open the **Config.js** file and change the **BACKEND_URL** to point to the server that the backend will be deployed and **FRONTEND_URL** to point to the frontend app.

FILE_URL should be pointed to the storage account that has been created under section 1.1.

client > src > JS Config.js > ...

```javascript
const BACKEND_URL = "http://flamingo-backend.azurewebsites.net";
const FRONTEND_URL = "http://flamingojobs.azurewebsites.net";
const FILE_URL = "https://flamingofiles.blob.core.windows.net";
```

Step 6. Now go to the server folder and create a **.env** file inside it and add the following lines.

```
TOKEN_SECRET="<token secret>"

SENDGRID_API_KEY=<SendGrid API key>

GOOGLE_CLIENT_ID=<Google Client ID>

GOOGLE_CLIENT_SECRET=<Google Client Secret>

MONGO_TOKEN=<MongoDB token>
```

- TOKEN_SECRET – Use the same you used as REACT_APP_TOKEN_SECRET in client .env file.
- SENDGRID_API_KEY – Use the key which was provided when you configured SendGrid API in section 1.4.
- GOOGLE_CLIENT_ID – Use the ID which was provided when you configured Google authentication in section 1.3.
- GOOGLE_CLIENT_SECRET – Use the connection string which was provided when you created the MongoDB Atlas connection in section 1.3.
- MONGO_TOKEN – Use the connection string which was provided when you created the MongoDB Atlas connection in section 1.2.

Step 7. Then open the server/Config.js file and update the variables that are available in the file.

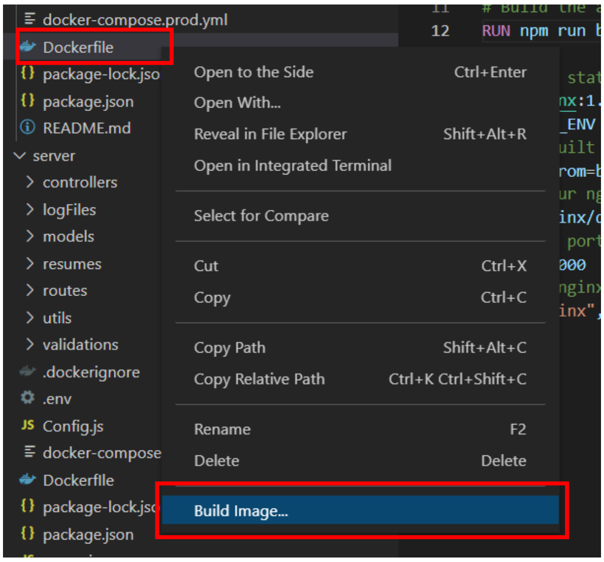
```
server > JS Config.js > ...
exports.FRONTEND_URL = "https://flamingojobs.azurewebsites.net";
exports.BACKEND_URL = "https://flamingo-backend.azurewebsites.net";
exports.MERCHANT_SECRET = "[redacted]";
```

- FRONTEND_URL – points to the server that the frontend is deployed
- BACKEND_URL – points to the server that the backend is deployed
- MERCHANT_SECRET – Place the merchant secret that was provided when you configure PayHere API in section 1.5.

Now we are ready to containerize our application. Make sure that you have installed **Docker** in your system. The following instructions are mainly based on the **Docker extension for Visual Studio Code**. The equivalent terminal commands have also been given.

1.7. Containerize the application

Step 1. Go to the client folder and right click on the **Dockerfile** and select **Build Image** from the menu.



Step 2. It would prompt for the **repository name and tag**. You may provide any name based on your preference. For the easy convenience, you can use flamingo-frontend:latest.

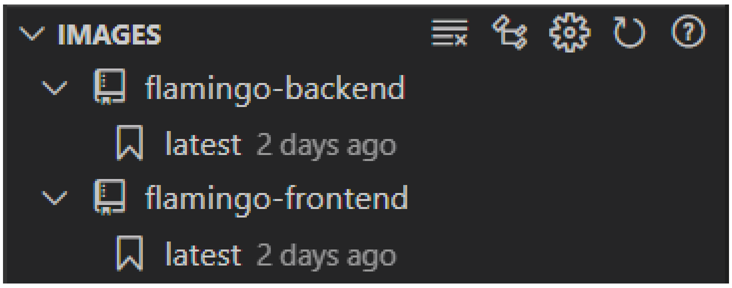
The equivalent terminal command is: **docker build --pull --rm -f "client\Dockerfile" -t flamingo-frontend:latest "client"**

Docker will start building the image for the frontend.

Step 3. Follow the same methods for the **Dockerfile** available in the server folder as well.

The equivalent terminal command is: **docker build --pull --rm -f "server\Dockerfile" -t flamingo-backend:latest "server"**

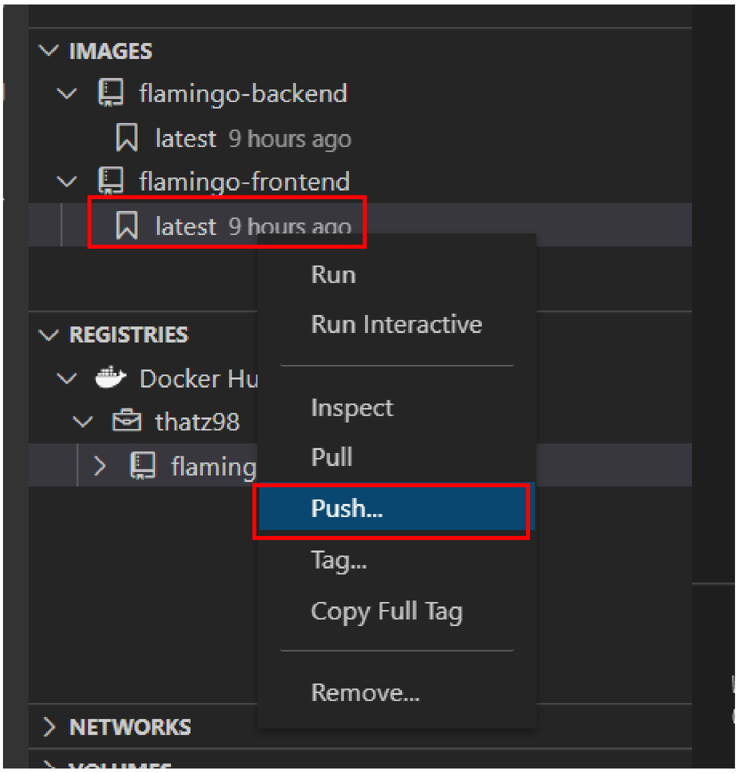
After building both images if you go the docker extension and select **IMAGES** you may see the built images as follows.



The equivalent terminal command is: **docker images**

1.8. Push images to Docker Hub

Step 1. Right click on two images and select **Push** to push those two images to **Docker Hub** (you may also use **Azure Container Registry**).



Step 2. Then it would prompt you to select the **namespace**. Select the name space and press enter.

The equivalent terminal commands are: **docker push <your_namespace>/flamingo-frontend:latest**

docker push <your_namespace>/flamingo-backend:latest

Make sure that the images have been pushed to Docker Hub before procced with the next steps.

1.9. Deploy on Azure

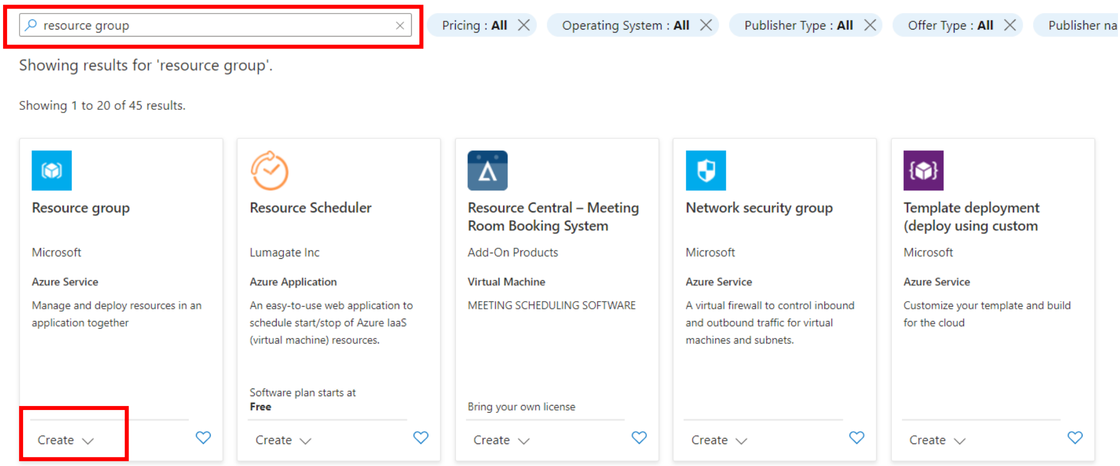
Log in to the **[Azure portal]** and execute the following steps.

1.9.1. Create a resource group

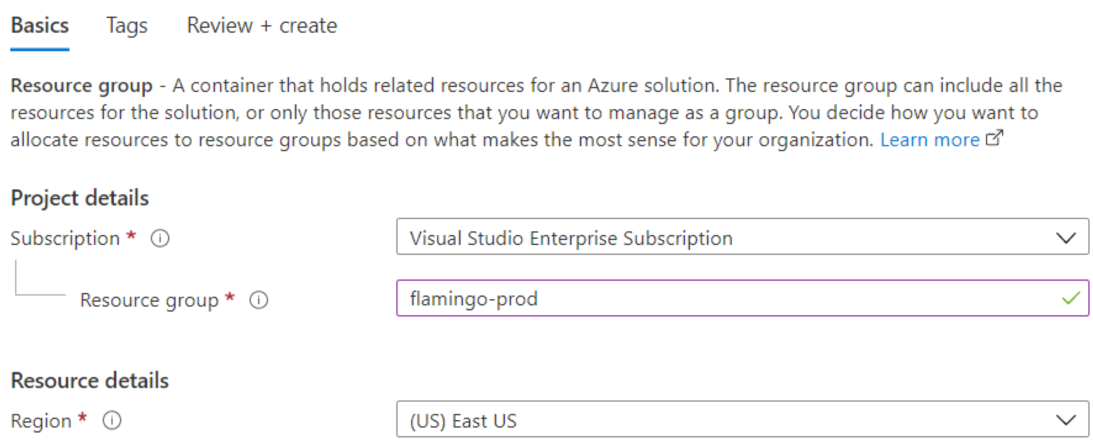
If you already have a resource group, you may skip to section 1.6.2.

Step 1. Select **Create a resource** option from the Azure portal homepage.

Step 2. Search for **resource group** and click on the **Create** link and select Resource Group from the menu.

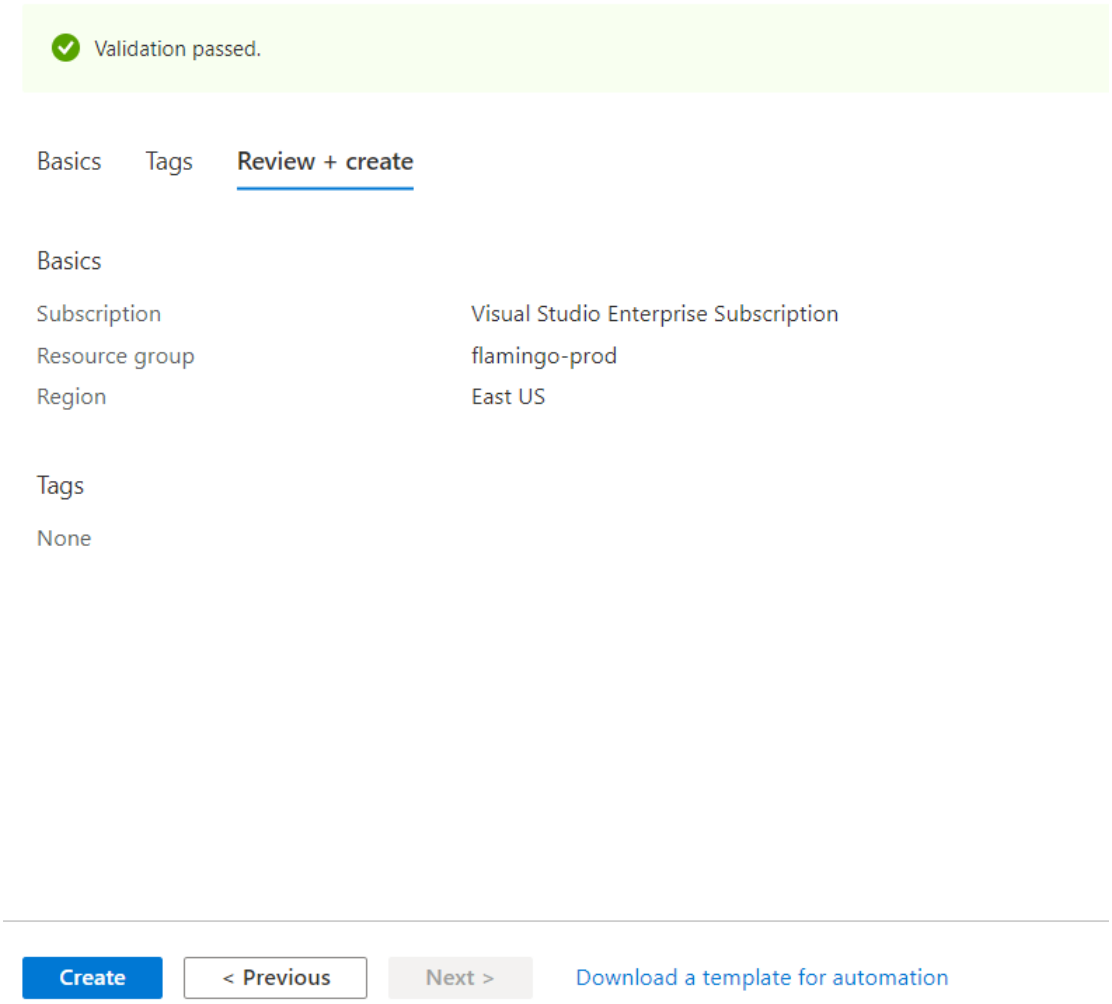


Step 3. In the **Basic** section add select the **Azure Subscription** and provide a **name** for the resource group as follows and click **Next: Tags >**



Step 4. You can any key-value pair as a tag to organize them by categories logically within Azure. After applying tags click on **Next: Review + create >**

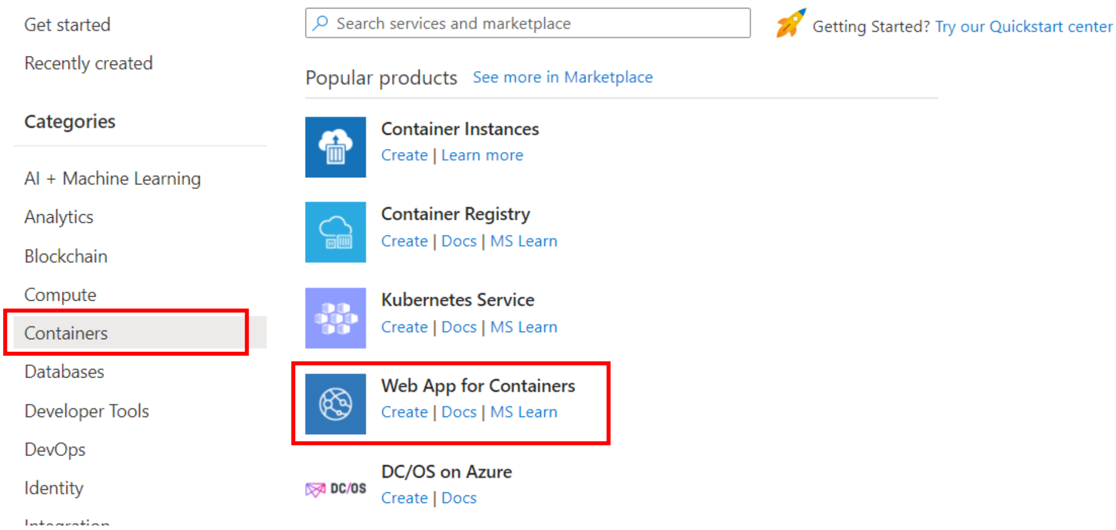
Step 5. From the review section make sure the information appears are correct and then click **Create** button to create the resource group.



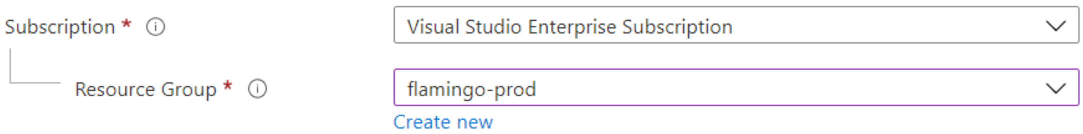
1.9.2. Create a web app for frontend

Step 1. Select **Create a resource** option from the Azure portal homepage.

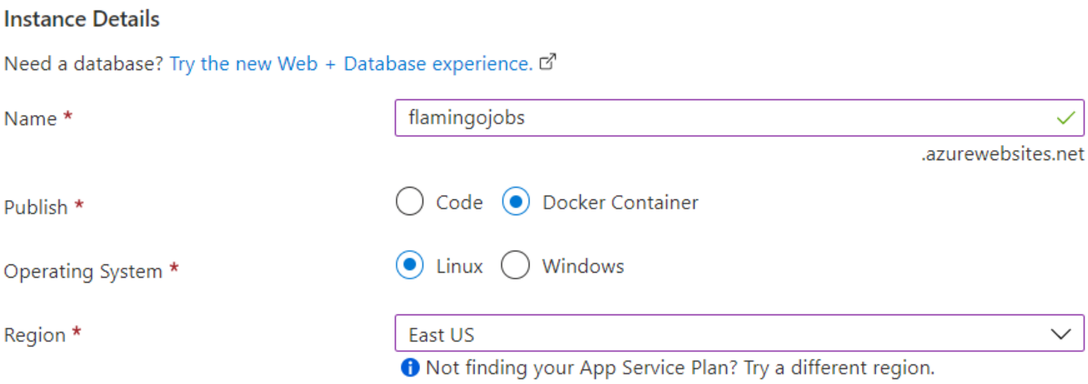
Step 2. Select **Containers** from categories section and select **Web App for Containers** from the result section.



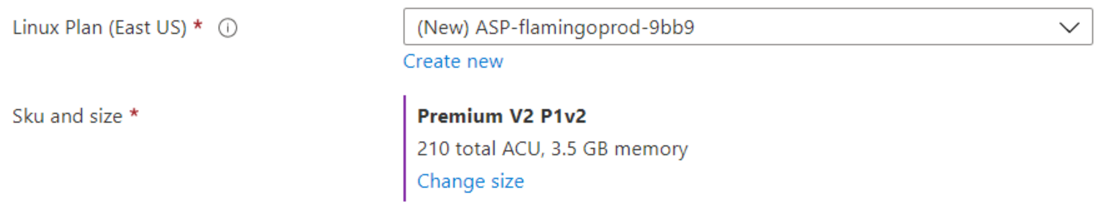
Step 3. In the basic section, select the **Azure subscription** and **Resource group** that we have created in section 1.6.1.



Step 4. Provide the other information as follows. Make sure to provide the name that you've used during the code base configuration in the section 1.3. You may use your preferred Region.

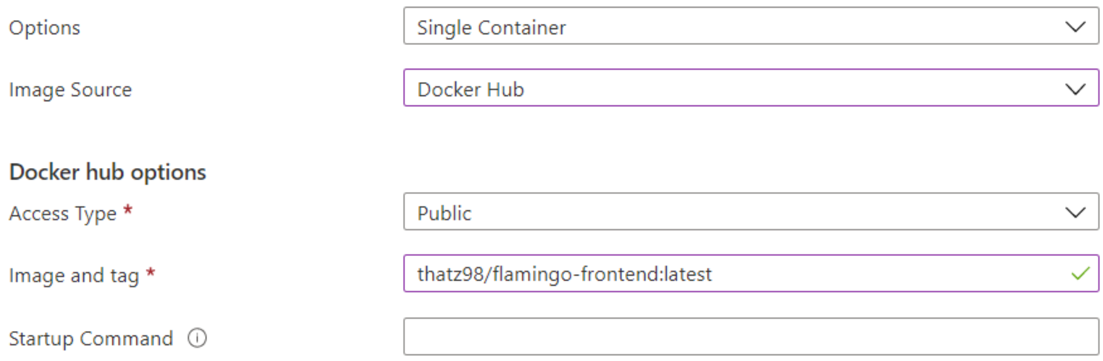


Step 5. Select the **App Service plan** (if you have an existing, select that or leave as it is to create a new plan) and change the **Sku and size** based on your requirements and then click on **Next : Deployment >**

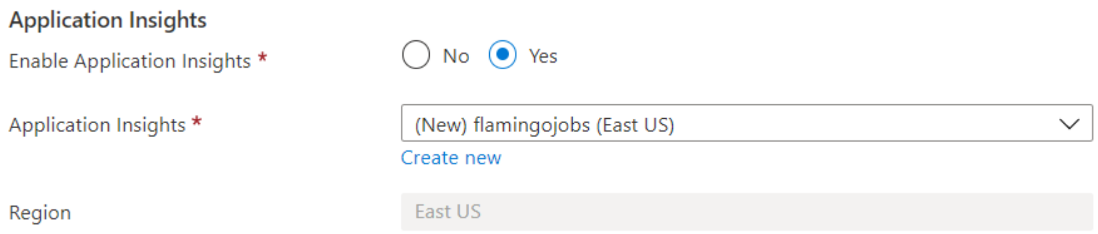


Step 6. Click **Next : Docker >** to skip continuous deployment.

Step 7. Provide the required information in Docker section as follows and then click **Next : Monitoring >**



Step 8. You can enable **Application Insights** if you need to monitor the app and then click **Next : Tags >**



Step 9. Apply tags if you need and then click **Next : Review + create >**

Step 10. Make sure that everything is okay and finally click **Create** button to create web app.

1.9.3. Create a web app for backend

Follows the same set of steps executed to deploy the frontend but make sure to change the followings.

- **Name** – make sure to provide the same name that you've used for the BACKEND_URL during the code base configuration in the section 1.3.

- **Linux plan** – Create a new plan for the backend to make it scalable separately.
- **Sku and size** – You may use any from production category, you can experience excellent performance with more compute power.
- **Docker image and tag** – Provide the name and tag of the backend image.

Congratulations!!! You are good to go. If you proceed with the same steps as instructed in this document, you should be able to use the system with the URL you defined for the frontend. According to the example given here, it is https://flamingojobs.azurewebsites.net

1.9.4. Configure a custom domain

Prerequisites

- A purchased domain name
- Access to the DNS configuration properties for your domain

1.9.4.1. Add domain using CNAME record validation

CNAME record validation is the recommended way to add a custom domain, however, it only works for subdomains. If you would like to add a root domain (mydomain.com), please skip to Add domain using TXT record validation and then create an ALIAS record.

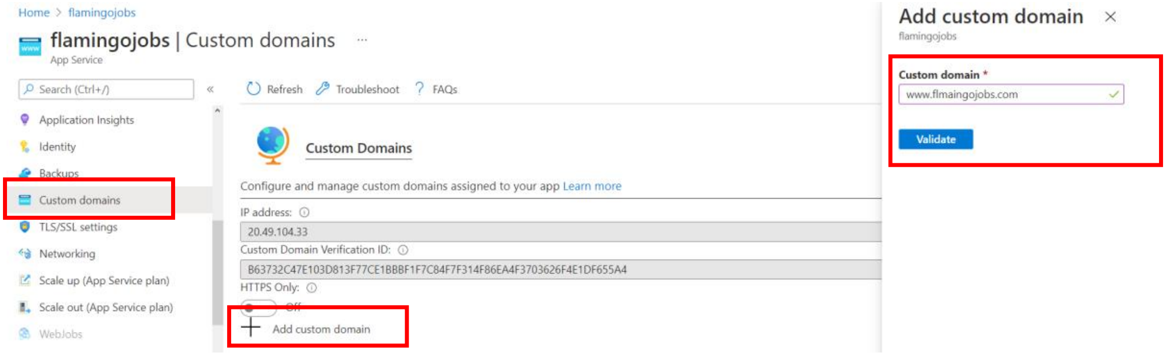
1.9.4.1.1. Enter your subdomain

Step 1. Open the web app we created for the frontend in the Azure portal.

Step 2. Select **Custom domains** in the menu.

Step 3. Select the **+ Add custom domain** button.

Step 4. In the **Domain name** field, enter your subdomain. Make sure that you enter it without any protocols. For example, www.mydomain.com.

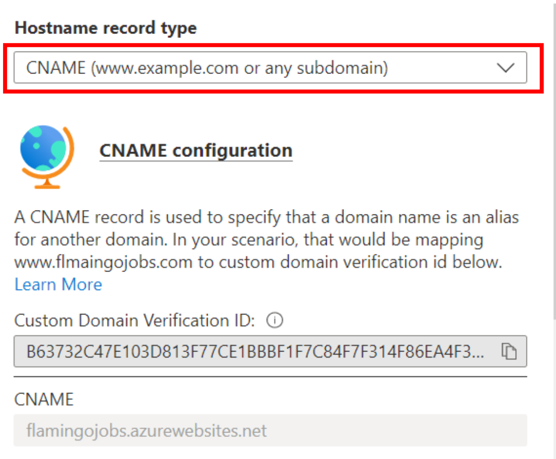


Step 5. Select the **Validate** button to move to the configure step.

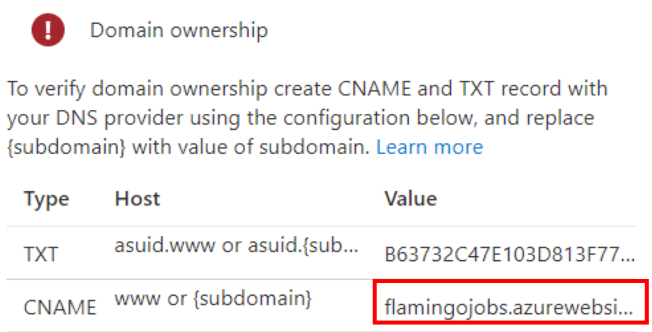
1.9.4.1.2. Configure CNAME with your domain provider

You'll need to configure a CNAME with your domain provider. Azure DNS is recommended, but these steps will work with any domain provider.

Step 6. Make sure **CNAME** is selected from the Hostname record type dropdown list.



Step 7. Copy the value in the Value field for **CNAME** type to your clipboard.

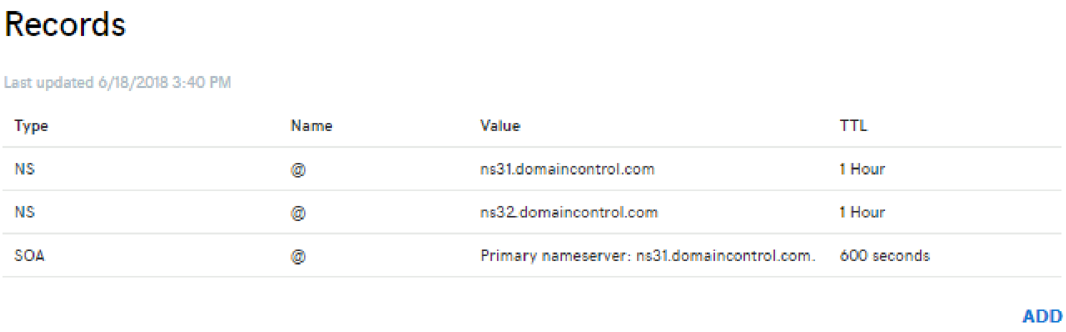


Step 8. In a separate browser tab or window, sign into the website of your domain provider.

Step 9. Find the page for managing DNS records. Every domain provider has its own DNS records interface, so consult the provider's documentation. Look for areas of the site labeled Domain Name, DNS, or Name Server Management.

Often, you can find the DNS records page by viewing your account information, and then looking for a link such as **My domains**. Go to that page and then look for a link that is named similar to Zone file, DNS Records, or Advanced configuration.

The following screenshot is an example of a DNS records page:



Step 10. Create a new CNAME record with the following values.

Setting	Value
Type	CNAME
Host	Your subdomain, such as www
Value	Paste the domain name from your clipboard
TTL (if applicable)	Leave as default value

Step 11. Save the changes with your DNS provider.

1.9.4.1.3. Validate CNAME

Step 12. Return to the **Validate + add** window in the Azure portal.

Step 13. Select the **Add** button.

Azure will attempt to validate the new CNAME with your domain provider. This may take a few minutes depending on your domain provider. If the validation fails immediately, wait a few minutes and try again before proceeding with any troubleshooting.

Now that the subdomain is configured, it may take several hours for the DNS provider to propagate the changes worldwide.

1.9.4.2. *Add domain using TXT record validation*

Azure uses a TXT record to validate that you own a domain. This is useful when you want to do one of the following...

- You want to configure a root domain (i.e. mydomain.com). Validating that you own the domain is required before you can create an ALIAS record that configures the root domain.
- You want to transfer a subdomain without downtime. The TXT record validation method allows you to validate that you own the domain, and for static web apps to go through the process of issuing you a certificate for that domain. You can then switch your domain to point to your static web app at any time with a CNAME record.

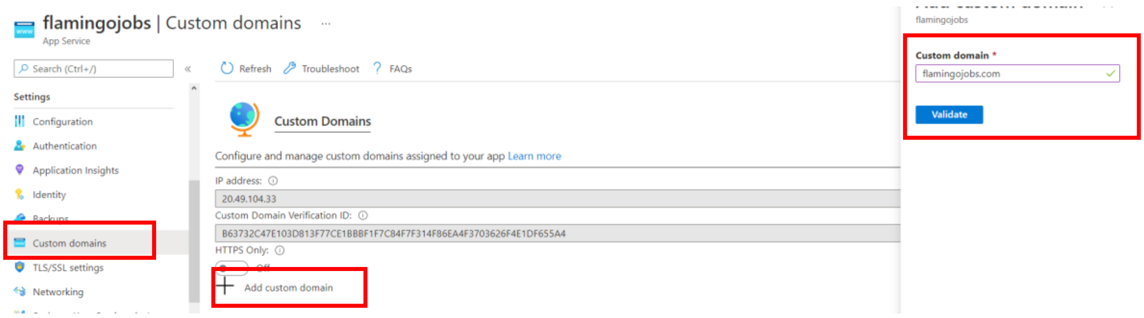
1.9.4.2.1. Enter your domain

Step 1. Open front-end web app in the Azure portal.

Step 2. Select **Custom domains** in the menu.

Step 3. Select the **+ Add custom domains** button.

Step 4. In the **Domain name** field, enter either your root domain (i.e. flamingojobs.com) or your subdomain (i.e. www.flamingojobs.com).

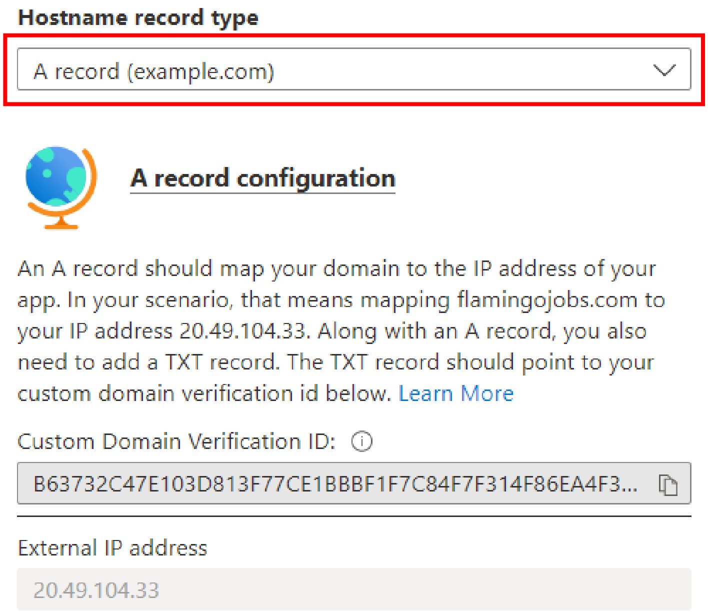


Step 5. Click on the **Validate** button to move to the **Validate + configure** step.

1.9.4.2.2. Configure TXT record with your domain provider

You'll need to configure a TXT record with your domain provider. Azure DNS is recommended, but these steps will work with any domain provider.

Step 6. Make sure **A record** is selected from the Hostname record type dropdown list.



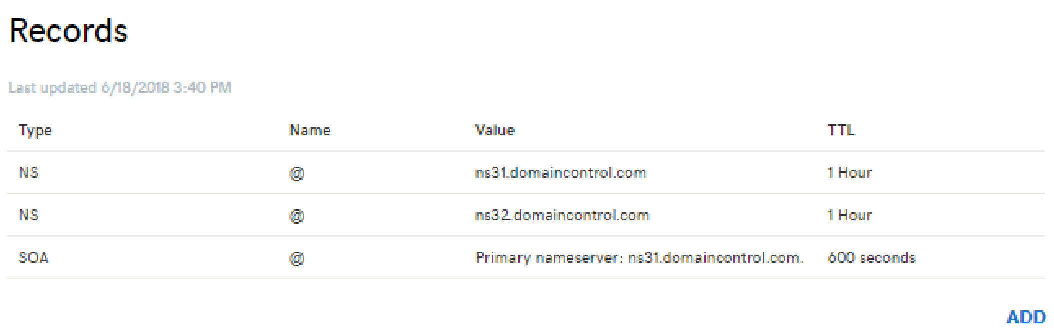
Step 7. Copy the value in the **Value** field for **TXT** to your clipboard.

Step 8. In a separate browser tab or window, sign in to the website of your domain provider.

Step 9. Find the page for managing DNS records. Every domain provider has its own DNS records interface, so consult the provider's documentation. Look for areas of the site labeled Domain Name, DNS, or Name Server Management.

Often, you can find the DNS records page by viewing your account information, and then looking for a link such as My domains. Go to that page and then look for a link that is named similar to Zone file, DNS Records, or Advanced configuration.

The following screenshot is an example of a DNS records page:



Step 10. Create a new TXT record with the following values.

Setting	Value

Type	TXT
Host	@ for root domain, or enter _dnsauth.<YOUR_SUBDOMAIN> for subdomain
Value	Paste the code from your clipboard
TTL (if applicable)	Leave as default value

Step 11. Save the changes with your DNS provider.

1.9.4.2.3. Validate TXT record

Step 12. Return to the **Validate + add** window in the Azure portal.

Step 13. Select the **Add** button.

During this step, Azure automatically verifies the TXT record with your DNS provider. Once the validation process is complete, a green indicator appears next to the added domain.

1.9.5. Redirect requests to a default domain

Your web app can be accessed using its automatically generated domain and any custom domains that you have configured. Optionally, you can configure your app to redirect all traffic to a default domain.

1.9.5.1. Set a default domain

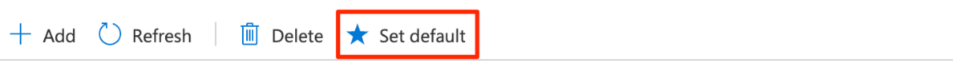
When you designate a custom domain as your app's default domain, requests to other domains are automatically redirected to the default domain. Only one custom domain can be set as the default.

Follow the below steps to set a custom domain as default.

Step 1. With your frontend web app opened in the Azure portal, select **Custom domains** in the menu.

Step 2. Select the custom domain you want to configure as the default domain.

Step 3. Select **Set default**.



2. Administration Manual

2.1. Login to the system

Step 1. Open the browser and go the URL that you've created the app during the deployment.

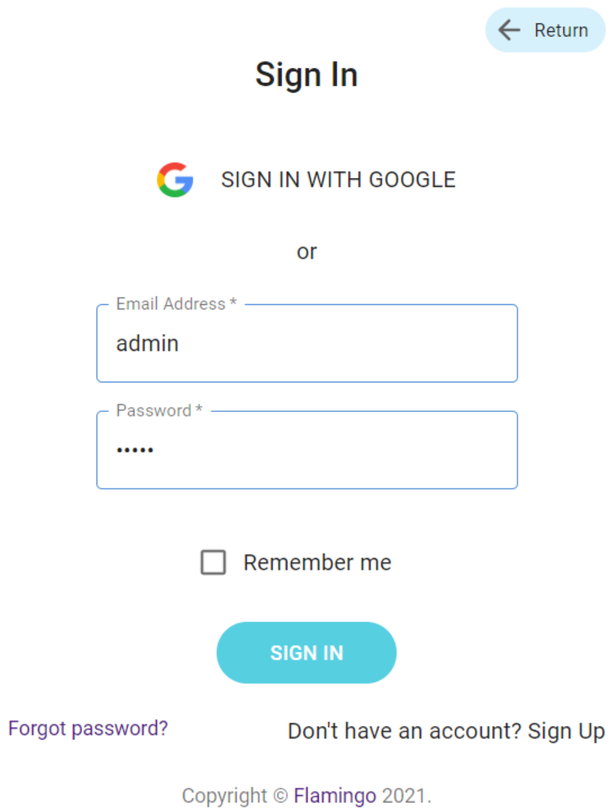
Step 2. Click on the **SIGN IN** button from the top bar on the home page.

Step 3. Then you'll be redirected to the sign in page. Enter the following credentials to login to the system by clicking **SIGN IN** button.

Email Address: admin

Password: admin

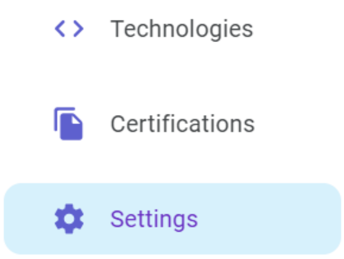
Please make sure to change the password once you log in to the system.



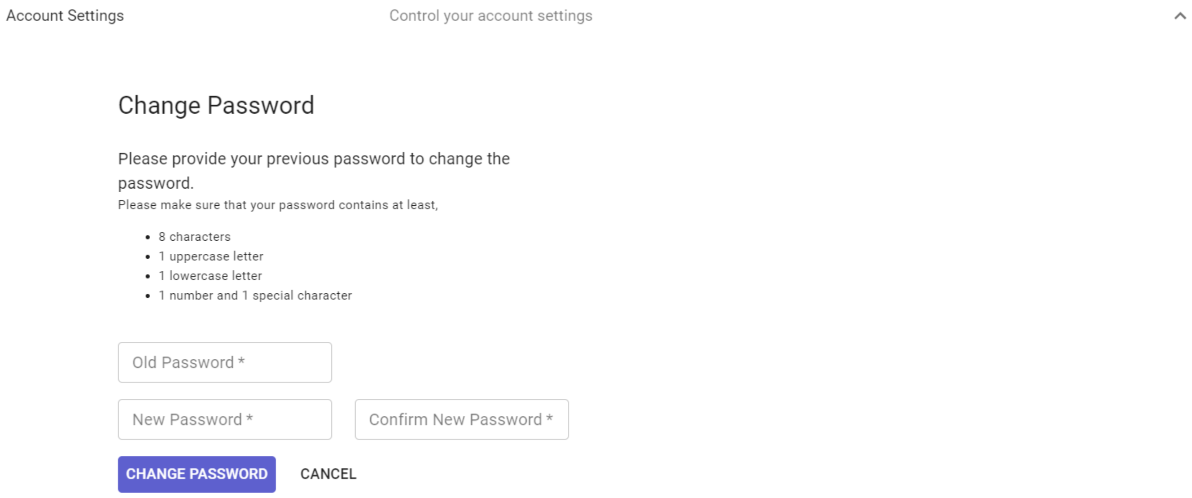
Step 4. If you entered the credentials correct, you'll be redirected to the admin's dashboard.

2.2. Change password

Step 1. Select the **Settings** blade from the bottom of the side navigation menu.



Step 2. Select **Account settings** from the list of available settings.

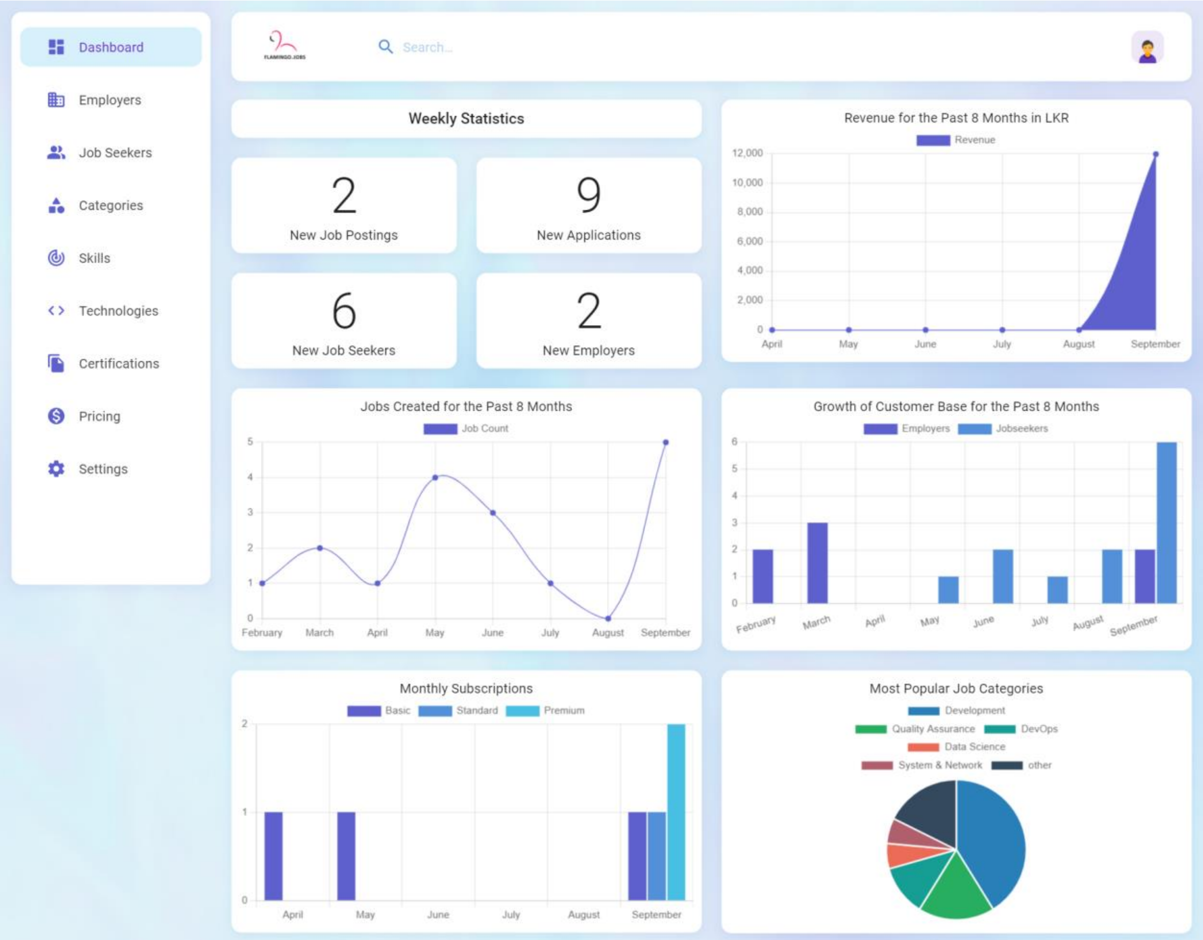


Step 3. Enter your current password, new password and confirm new password and click the **CHANGE PASSWORD** button to make the changes.

2.3. Dashboard

In the dashboard you'll seeing some of the statistical information about the system listed as follows.

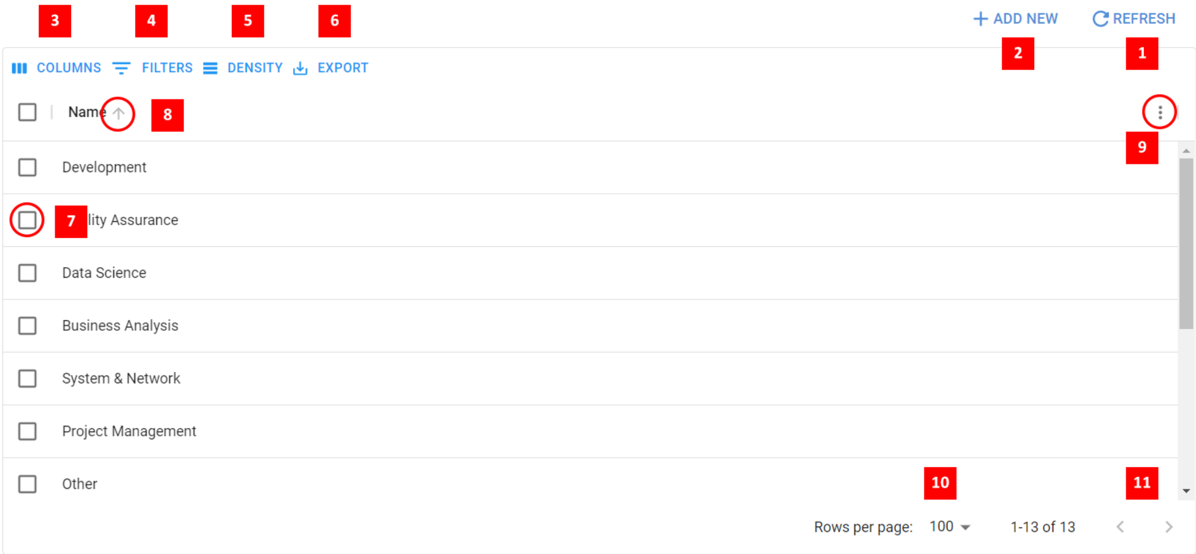
- Weekly new job postings
- Weekly new applications
- Weekly new jobs seekers
- Weekly new employers
- Revenue for the past 8 months
- Job postings for the past 8 months
- Customer growth for the past 8 months
- Number of applications per each month
- Monthly subscriptions
- Popularity among job categories



2.4. Introduction to data grids

2.4.1. Initial view

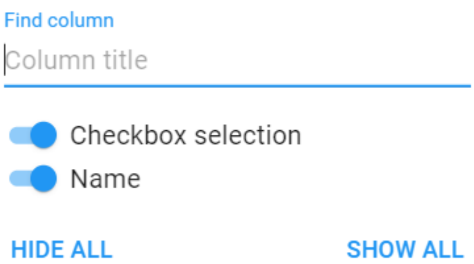
The following is the initial view for almost all the data grids that appears in different sections in admin module.



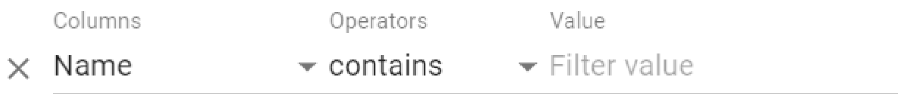
1 – Refresh the data in the table.

2 – Add new record.

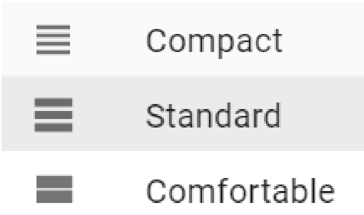
3 – Let you search for a column or select the columns to be displayed.



4 – Let you to filter a single column. You can select the column you want to filter, the operator and the value that you want use for the filter.



5 – Set the height of the rows in the table.

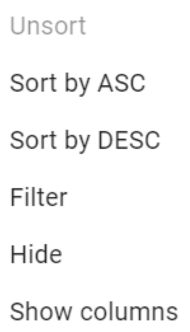


6 – Export the data in the table as a CSV file.

7 – Let you to select the desired rows to make any operation that is allowed.

8 – You can sort a column alphabetically by clicking on the arrow which appears when you hover a column header.

9 – Display the options that can be done with the column.

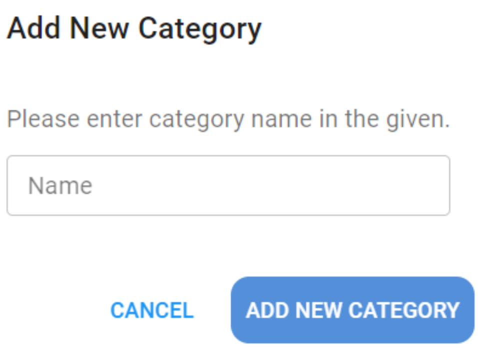


10 – Define the number of rows per table page.

11 – Navigate through pages in the table.

2.4.2. Adding

Step 1. If you want to add a new item to the table, click on **ADD NEW** button that appears on top the table and provide the required information. (Below example is for categories, this might be varying depend the section that you are in).



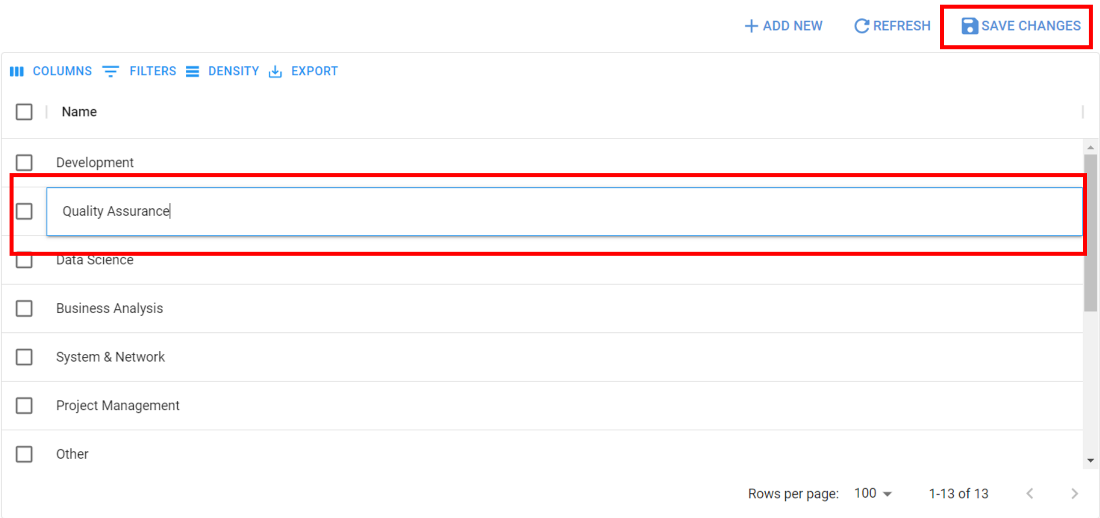
Step 2. Once you provide the information, click on ADD button to add the item to the table.

2.4.3. Editing

If you want to make changes to the existing data in the table, you can edit them as follows.

Note: Editing should be allowed for the corresponding column for you to edit them.

Step 1. Double click on the cell you want to edit.



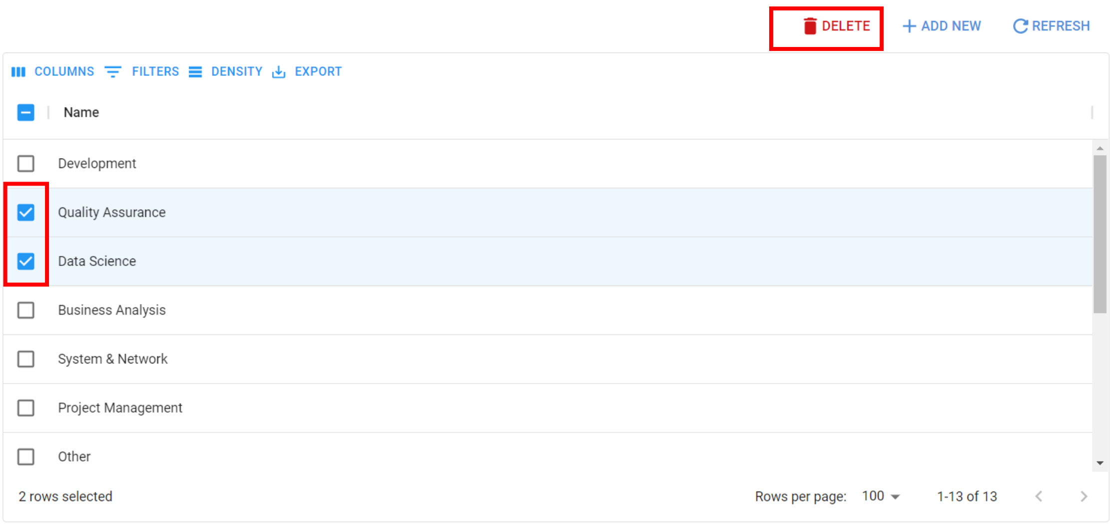
Step 2. Then the cell becomes a text field if the corresponding column is set to be editable. You may change any number of columns and rows and once you are done with editing you can click the **SAVE CHANGES** button to save the changes you made to the database.

If you want to reset the data that you've added before save them, click on the **REFRESH** button.

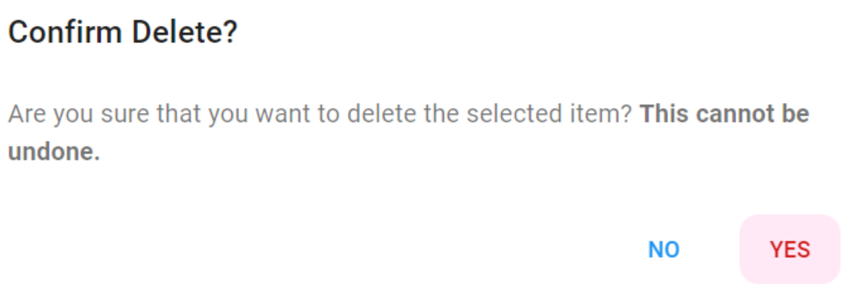
2.4.4. Deleting

NOTE: You can delete rows from the table if the delete operation is allowed.

Step 1. Select the rows that you want to delete from the table and click on the delete button which appears on top of the table.



Step 2. It will prompt you a confirmation to delete the records.

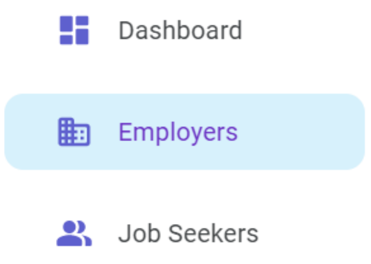


Step 3. Click on **YES** if you want to delete those records or **NO** if you don't want. When you click Yes, an alert will be shown on the bottom left corner whether it's succeeded or not.

2.5. Employers

2.5.1. Display all the employers

Step 1. Select the **Employers** blade from the side navigation menu.



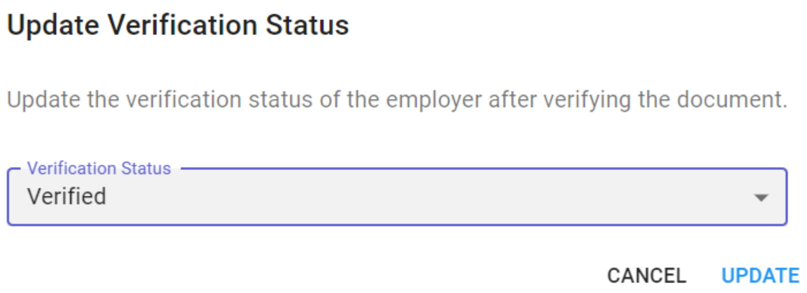
Step 2. It would display all the employers who have registered with the system.

2.5.2. Verify an employer

Step 1. Select the employer you want to verify and click on **OPEN** button in the **Verification Document** column.

	Name	Email	Registered Date	Locations	Verification Status		Verification Docu...
☐	DP Studio	contact@dpstudio....	1/20/2021	Colombo	pending	✎	OPEN

Step 2. Read the document carefully and click on **Edit icon** which appears after the verification status and then select **Verified** from the dropdown as follows and click **UPDATE**.

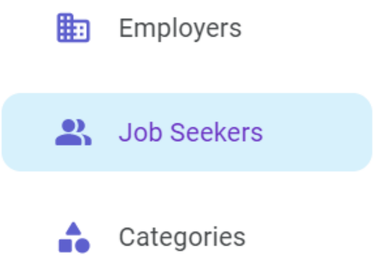


If you reject the verification, then the employer gets another chance to submit another document.

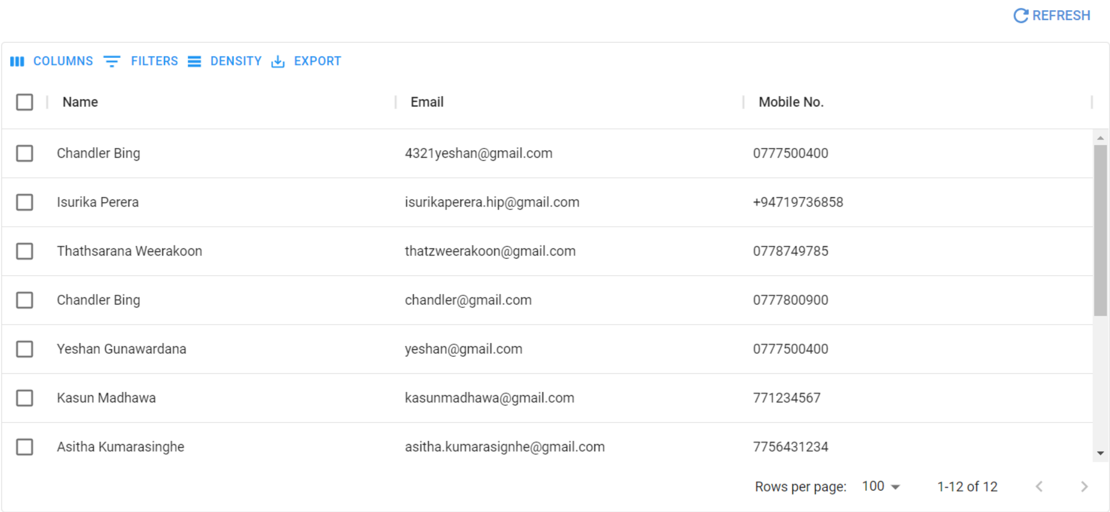
2.6. Jobseekers

2.6.1. Display all job seekers

Step 1. Select the **Job Seekers** blade from the side navigation menu.



Step 2. It would display all the job seekers who have registered with the system.



Name	Email	Mobile No.
Chandler Bing	4321yeshan@gmail.com	0777500400
Isurika Perera	isurikaperera.hip@gmail.com	+94719736858
Thathsarana Weerakoon	thatzweerakoon@gmail.com	0778749785
Chandler Bing	chandler@gmail.com	0777800900
Yeshan Gunawardana	yeshan@gmail.com	0777500400
Kasun Madhawa	kasunmadhawa@gmail.com	771234567
Asitha Kumarasinghe	asitha.kumarasignhe@gmail.com	7756431234

Rows per page: 100 1-12 of 12

2.7. Categories

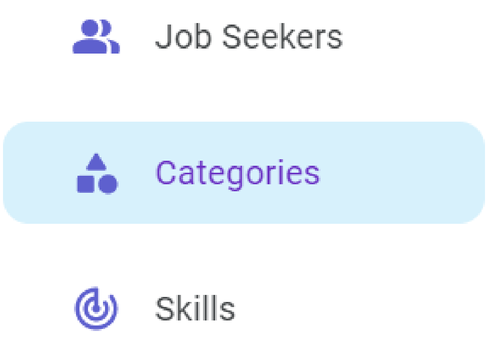
Categories refers to the deferent categories that jobs can be posted under. (e.g.: Development, Design, Operations, etc.)

Use cases:

- Employer post jobs under a category
- Employer add available job categories in the profile
- Job seekers add these categories as interested areas in their profile
- Job seekers filter jobs by the category
- When suggesting jobs job category and job seeker's interested areas are matched

2.7.1. Display all categories

Step 1. Select the **Categories** blade from the side navigation menu.



Step 2. It would display all the categories which have already been added.

2.7.2. Add a new category

You can add a new category as instructed in section 2.4.2.

2.7.3. Editing an existing category

You can add a new category as instructed in section 2.4.3.

2.8. Skills

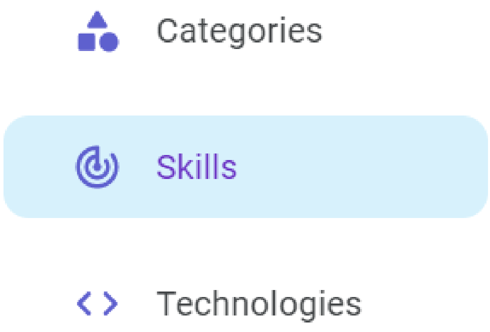
Skills are referred to the skills that are practiced and possessed by job seekers and expected by employers.

Use cases:

- Employer add some additional skills when posting a new job
- Job seekers add these skills in their profile
- When suggesting jobs and shortlisting applicants, job seeker's skills will be considered

2.8.1. Display all skills

Step 1. Select the **Skills** blade from the side navigation menu.



Step 2. It would display all the skills which have already been added.

2.8.2. Add a new skill

You can add a new category as instructed in section 2.4.2.

2.8.3. Editing an existing skill

You can add a new category as instructed in section 2.4.3.

2.9. Technologies

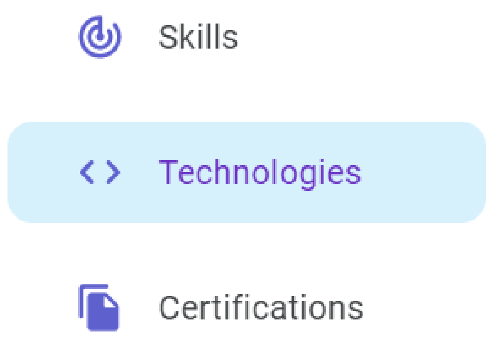
Technologies are referred to the tools and technologies that job seekers are familiar with and used and expected by employers.

Use cases:

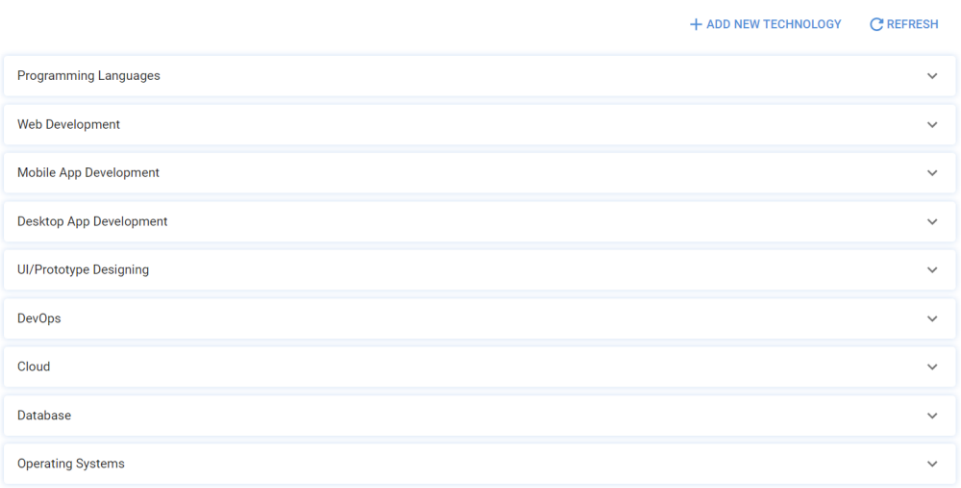
- Employer add required technologies when posting a new job
- Job seekers add these technologies in their profile
- Job seekers filter jobs by technologies
- Employer add these technologies to their profile
- Employer filter applicants by technology
- When suggesting jobs and shortlisting applicants, job seeker's technology stack and job's technology requirements will be matched

2.9.1. Display all technologies

Step 1. Select the **Technologies** blade from the side navigation menu.

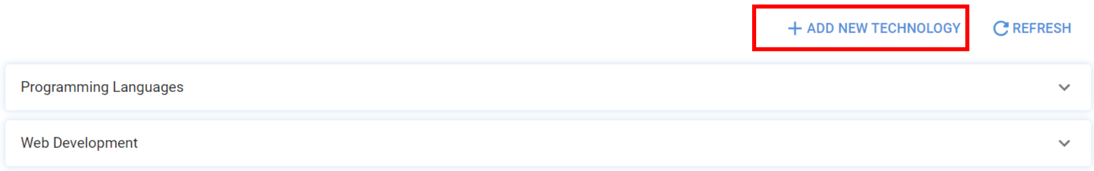


Step 2. It would display all the skills which have already been added as follows. Technologies are grouped into main domains as it appears in below screenshot. Click on a group to see the technologies that has already been added under that group.

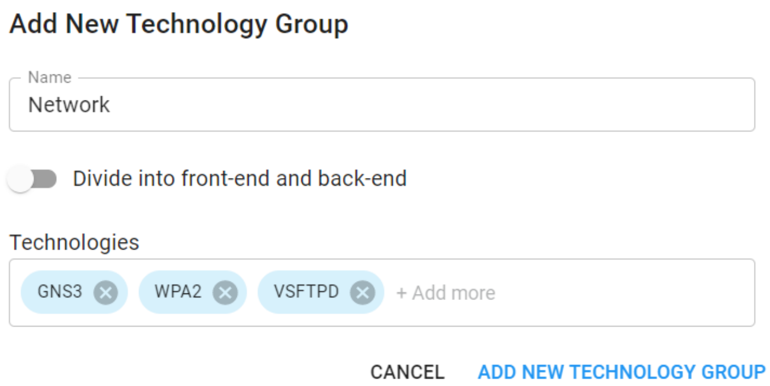


2.9.2. Add new technology

Step 1. Click on **ADD NEW TECHNOLOGY** button which appears on top of the accordions.



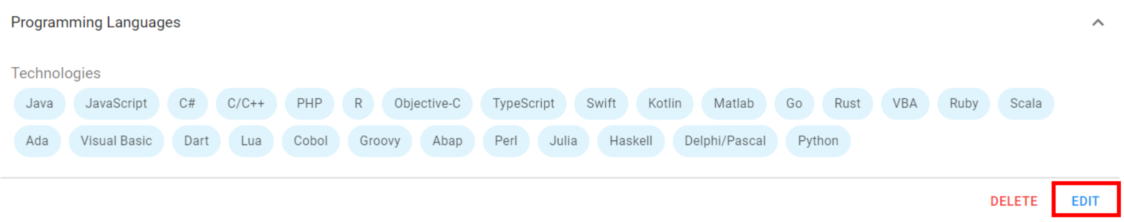
Step 2. Then it will display a dialog box as follows. Provide a group name, toggle whether you want to divide the technologies into two ends and then add the technologies. If you want to add bulks of technologies, separate them using commas (,).



Step 3. Once you are done, click on **ADD NEW TECHNOLOGY GROUP** button to add them to the database.

2.9.3. Edit a group

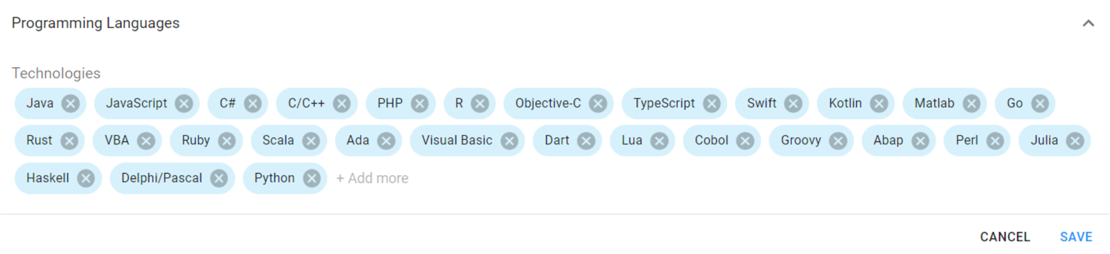
Step 1. Select the group you want to edit and click on it. It will display the technologies that has already been added under that group.



Step 2. Click on **EDIT** button so that it will enable editing.

If you want to remove and existing technology from a group, click on the cross icon on the right corner of the chip.

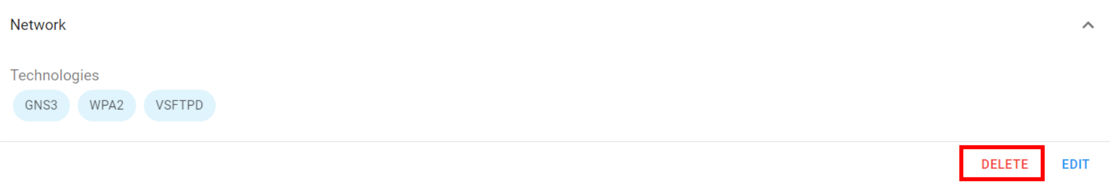
If you want to add new technologies, you can add them by separating commas (if you are adding as a bulk) or typing the technology and pressing the enter key.



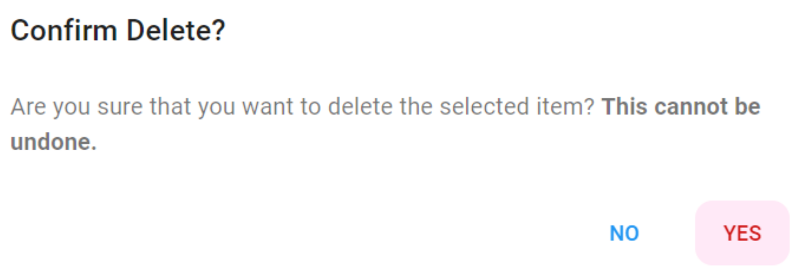
Step 3. Click on the **SAVE** button once you are done making changes to the group.

2.9.4. Delete a group

Step 1. Select the group you want to delete and click on it. Then click on the **DELETE** button.



Step 2. It will prompt you a confirmation to delete the records.



Step 3. Click on **YES** if you want to delete the group or **NO** if you don't want. When you click Yes, an alert will be shown on the bottom left corner whether it's succeeded or not.

2.10. Certifications

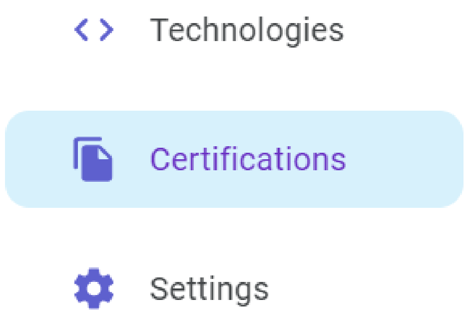
Certifications are referred to the professional certificates that job seekers have obtained and expected by employers.

Use cases:

- Job seekers add certificates in their profile
- Employer filter applicants by certificates
- When suggesting jobs and shortlisting applicants, job seeker’s certificates and job’s requirements will be matched

2.10.1. View certifications

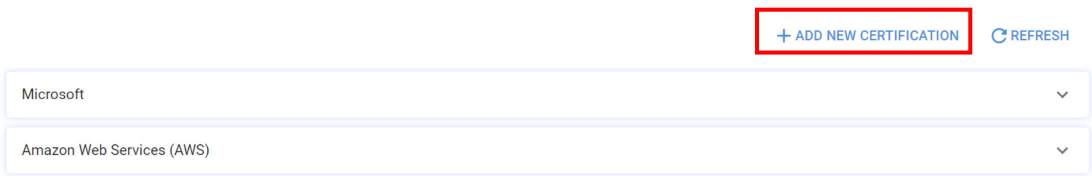
Step 1. Select the **Certifications** blade from the side navigation menu.



Step 2. It would display all the certificate issuers which have already been added as follows. Click on an issuer to see the certificates that has already been added under that issuer.

2.10.2. Add new issuer

Step 1. Click on **ADD NEW CERTIFICATION** button which appears on top of the accordions.

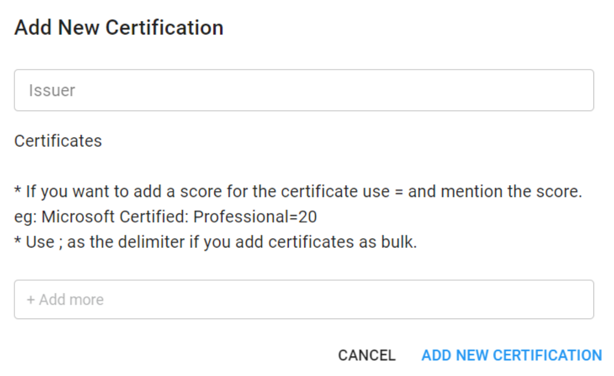


Step 2. Then it will display a dialog box as follows. Provide the issuer name and then add the certificates. When adding a certificate is should be added in the format of **<certificate name>=<score>**.

Score should be given based on the certificate level. Recommended levels are:

- General: 5
- Fundamentals: 10
- Associate: 20
- Expert: 30

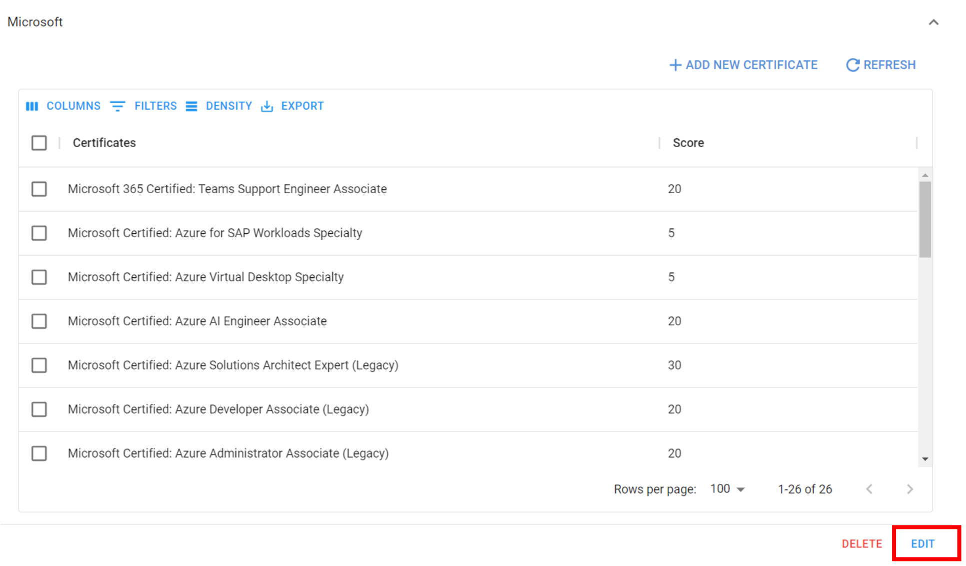
If you want to add bulks of certificates, separate them using semi colons (;).



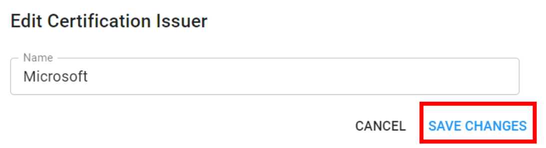
Step 3. Once you are done, click on **ADD NEW CERTIFICATION** button to add them to the database.

2.10.3. Edit an issuer

Step 1. Select the issuer you want to edit and click on it. It will display the certificates and their scores that has already been added under that issuer.



Step 2. Click on **EDIT** button so that it will display a dialog box which allows to change the issuer.

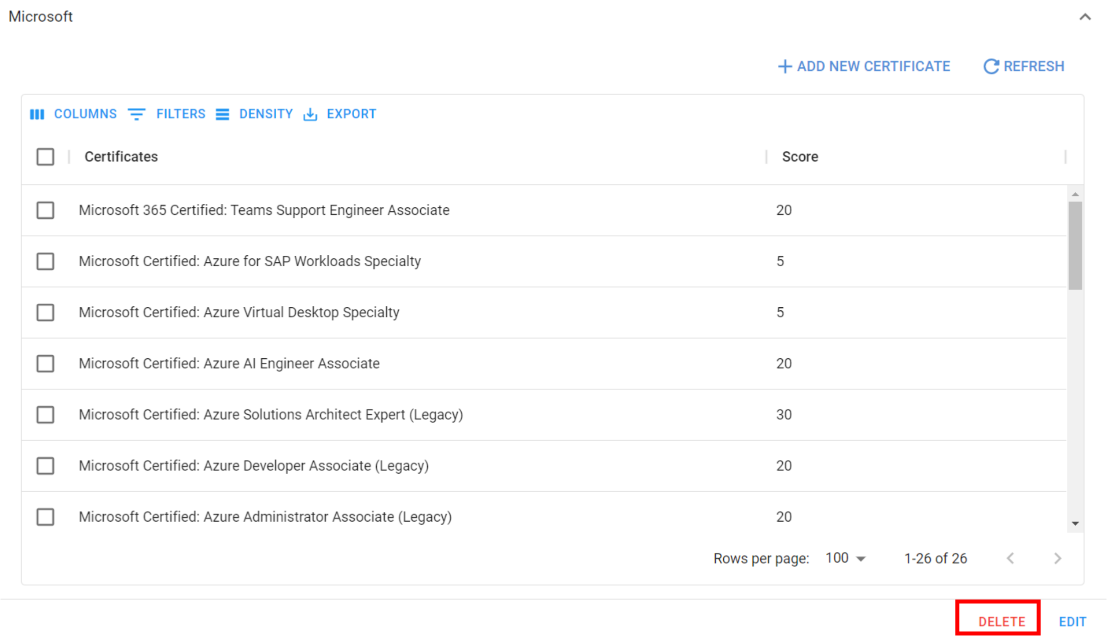


Step 3. Click on the **SAVE CHANGES** button once you are done making changes to the issuer.

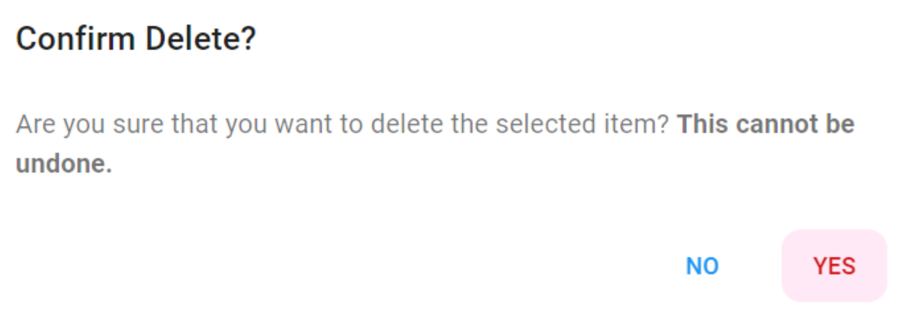
If you want to add new certificates to an existing issuer or make changes to an added certificate, you can do perform those actions as instructed in the section: Introduction to data grid.

2.10.4. Delete an issuer

Step 1. Select the issuer you want to delete and click on it. Then click on the **DELETE** button.



Step 2. It will prompt you a confirmation to delete the records.

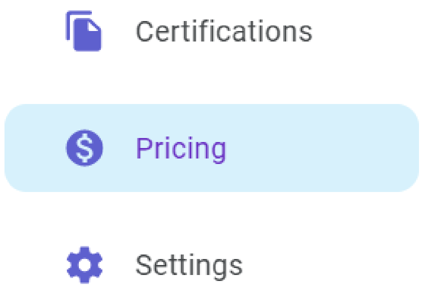


Step 3. Click on **YES** if you want to delete the issuer or **NO** if you don't want. When you click Yes, an alert will be shown on the bottom left corner whether it's succeeded or not.

2.11. Pricing

2.11.1. View packages

Step 1. Select **Pricing** blade from the side navigation bar.



Step 2. Then it will display all the available packages as follows.

☐	Name	Max. Jobs	Max. Res...	Max. Users	Applicant...	Applicant...	Customiz...	Job Spec
☐	Basic	5	25	1	×	✓	×	›
☐	Standard	25	100	5	✓	✓	✓	›
☐	Premium	-1	-1	-1	✓	✓	✓	⌄

NOTE: -1 refers to the unlimited

2.11.2. Add a new package

You can add a new package as instructed in section 2.4.2.

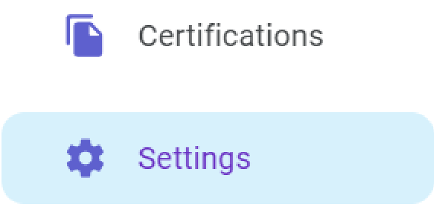
2.11.3. Editing an existing package

You can add a new package as instructed in section 2.4.3.

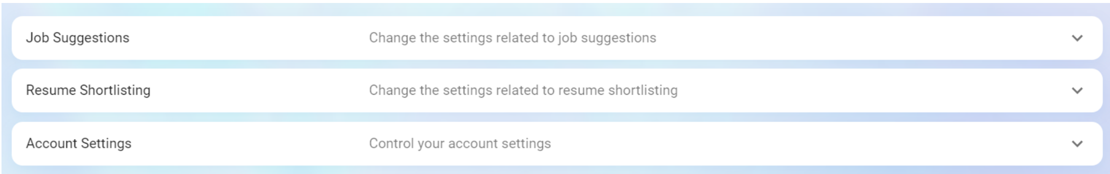
2.12. Settings

2.12.1. View settings

Step 1. Select **Settings** blade from the side navigation bar.



Step 2. Then it will display all the available settings as follows.

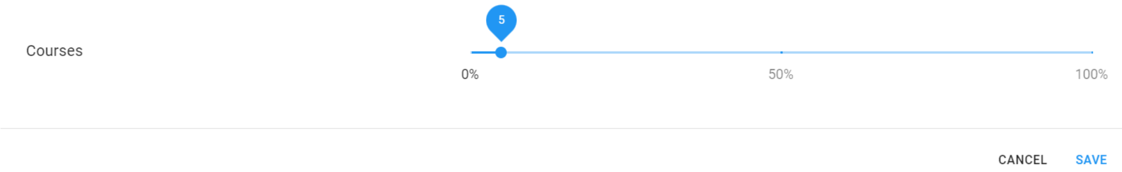


2.12.2. Job suggestions settings

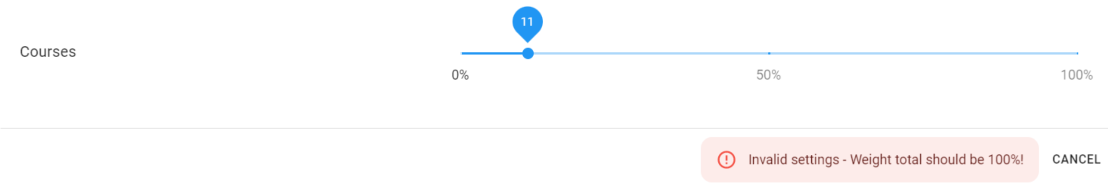
This defines the weights for the suggestion criteria that will be used to suggest jobs to job seekers.

2.12.2.1. Change the values

Step 1. You may adjust the weights for each category from the provided interface. Total weight should be 100%.

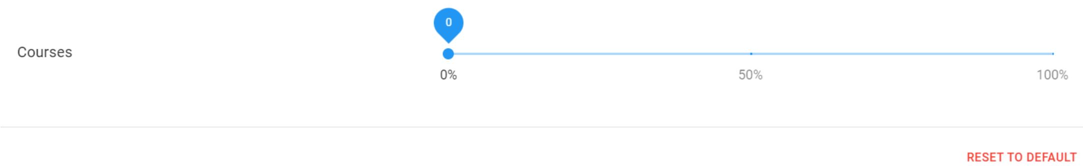


Step 2. Once you make changes there will be a button to save changes if the total weight is 100%. Otherwise it would display an error.

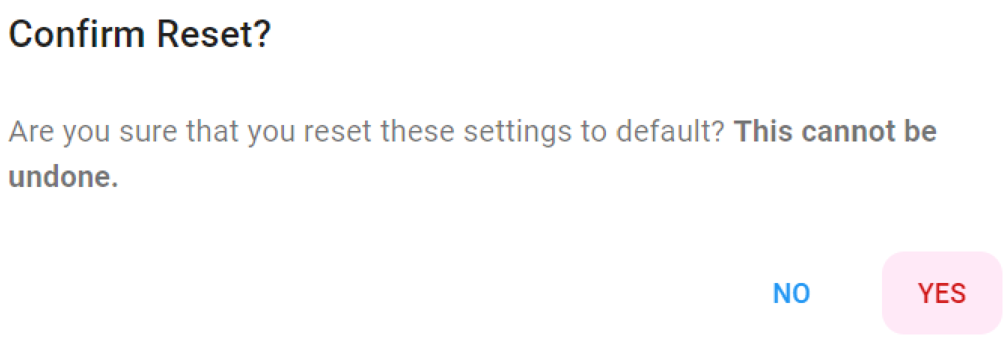


2.12.2.2. Reset to default

Step 1. If you want to reset the settings to defaults, then click on the **RESET TO DEFAULT** button.



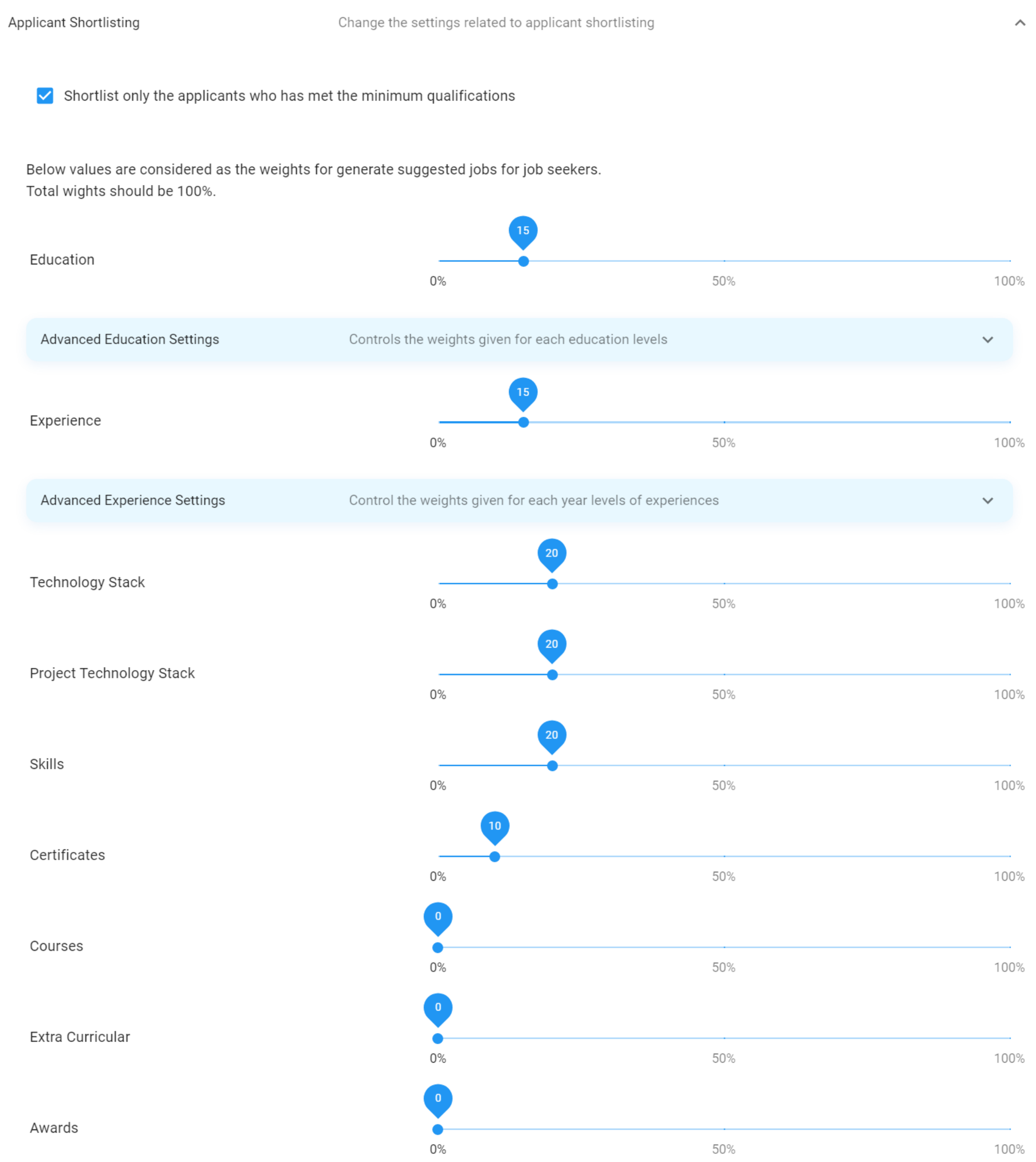
Step 2. Then it will prompt you to confirm the reset action.



Step 3. Click on **YES** if you want to reset the values to default or **NO** if you don't want. When you click Yes, an alert will be shown on the bottom left corner whether it's succeeded or not.

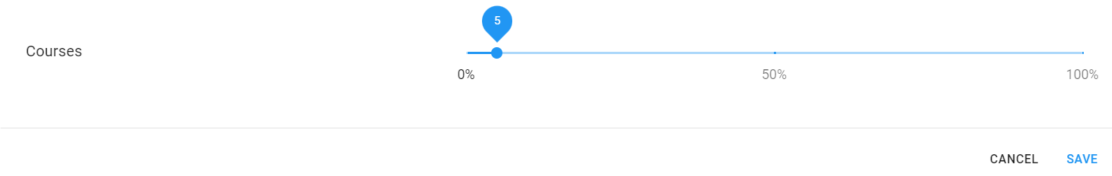
2.12.3. Applicant shortlisting settings

This defines the default weights for the applicant shortlisting criteria that will be used to shortlist the applicants.



2.12.3.1. Change the values

Step 1. You may adjust the weights for each category from the provided interface. Total weight should be 100%.



Step 2. Once you make changes there will be a button to save changes if the total weight is 100%. Otherwise it would display an error.