



Edit Options: Job Board Module

(Edit Options Icon, Bottom-Left of your module or under Top Left Arrow Icon of your Module Edit Bar.)

License Verification

Invoice or Transaction ID:

Enter either PayPal Transaction ID or Invoice No (if you buy our modules through Snowcovered)

Website Domain URL:

This is your portal URL that will be automatically populated by the module.

License Verification:

License Verification will enable the enable the update button at the bottom of your ***Edit Options*** page. This does not require for local address. If you receive an error then please double check to see if both your login account email and module admin email are valid.

Module Operation Mode:

Module Operation Mode:

You will be able to choose to operate your Job Board module as ***Stand Alone module*** or ***Integration with Resume 6.1 or above (Login required to apply for jobs)***. (Please also see ***Apply for Job*** section in ***Quick Usage Guide : Job Board Module***)

Roles and Security Settings

Roles that can manage categories:

Category Administration (Add/Update/Delete) will be allowed for users in this role.

Roles that can manage listings:

Users in this role will be able to administer listings including authorize, copy, make featured listings, and change expiration date.

Roles that can add listings:

Only users in these roles will be able to add/update their own listings.

Roles that can view listings:

Here, you can set that all users can view all authorized listings or only some group of users.

**Roles that can view details:**

Limit access to see job details, such as personnel information, to users in certain roles.

Roles that can apply for jobs:

Limit access to Apply for Job to users in certain roles. To use this Apply for Job feature, Page Options has to be enabled too. (Also see [Enable Page Options?](#))

Roles that can view submitted applications:

Only users in these roles will be able to view Applications submitted to their own job listings.

Roles that can add additional images:

Only users in this role will be able to add additional images to their listings.

Roles that can add files:

Only users in this role will be able to upload files along with their listings.

Roles that can add videos:

Only users in this role will be able to upload You Tube videos along with their listings..

To add YouTube videos in listings, please see ***ADD/UPDATE/DELETE Listing*** section in ***Quick Usage Guide***.

You can set appearance of You Tube Video in [Image/Video Settings](#) can be found below.

Roles that can add item attributes:

Only users in this role will be able to add item specific attributes. Users can use this section for anything that applies to this particular item if they can't find any other appropriate section to put them. There is no limit on the number of per item attributes.

Roles that can assign multiple categories:

This module allows the same listing to be listed under different categories. Only users in this role will have access to that particular section.

Require Authorization:

Select whether you want to let all posted/updated listings to be authorized by administrator (or authority person).

If you select "Yes", you have to provide the appropriate authority's email in **Admin Email** below. System will inform authority person (as specified in **Admin Email** below) that listing has been posted/updated; then they can go to authorize it.

If you select "No", the listing will be posted /updated without authorization. (See also **Admin Email and Notes**)



Password Retrieval

Select whether you want to allow administrator to retrieve listing password of public user.

General and Layout Settings

of Sub Categories Listed:

Select to set number of sub categories (All or up to 10) shown under each category.

of Repeat Columns:

Select to set number of columns (Up to 10) of category and sub category shown in page.

New Icon Period (days):

Enter how many days to show New Icon for each new posting.

New Listings Period (days):

Enter how many days to list new posting in New-Listings Section.

Default Expiration Period (days):

Set the default expiration period (days) when adding new listing. If you want listings to never expire then enter 0 here.

Show Days to Expire:

Select whether to show number of days the listing will be expired in the listing grid.

Show Featured Jobs:

Select whether to show Featured Jobs panel.

Show View Count:

Select whether to show how many times the particular listing has been viewed.

Show New Listings (What's New):

Select whether to show new listings on Home Only, Every Page, or None.

Allow Paging:

Select whether you want to limit page size (number of listings shown in each page of category and sub category).

Enable Sorting:

Select whether you want to enable sorting feature for Listings in DataGrid View on *Main* Page. To set up your prefer Sort Options, please see *Manage Sort Options* section in *Quick Usage Guide*.

Default Sort Direction:

Set how you want for your default Sort Direction, Ascending or Descending.



Enable Filter by Job Type:

Select whether you want to enable filtering the Listings in DataGrid View on **Main** Page by Employment Type (Full-Time, Contract, or Contract to Hire). Also, to customize your Employment Type, please see **Manage Picklists** section in **Quick Usage Guide**.

Page Size:

Enter the number of listings you want to show in each page of category and sub category.

Enable Category Drill Down:

Set this to no will merge all the categories in the **Main Datagrid**. For the site that has a small number of listings, this can be used to bypass users to the listings without drilling down to sub categories.

Show TreeView:

Select whether you want to show Tree View Browsing.

Left Column Width:

Set the width (pixels) of the Tree View panel on the left, to avoid the **Main Datagrid** to move to the right. (recommended 200 pixels)

Center Column Width:

Set the width (pixels) of the Main Data panel. (recommended 650 pixels)

Right Column Width:

Set the width (pixels) of the Right panel. (recommended 150 pixels)

Root text:

Enter the title you want to display for top level of your Tree View Browsing.

Treeview Base Icon:

To customize your module's **Treeview Icon**, browse to the icon you want and then click Replace.

Note: Once Replaced and you want to return it to be Module Standard **Treeview Icon**, you will have to browse and replace with Standard **Treeview Icon**. In order to do this, you may save the Standard **Treeview Icon** file in your hard drive for further use before make any change.

After replace Icon, you may have to refresh the page, to clear browser cache, to make new Icon visible.

Breadcrumb Home Icon:

To customize your module's **Home Icon**, browse to the icon you want and then click Replace.

Note: Once Replaced and you want to return it to be Module Standard **Home Icon**, you will have to browse and replace with Standard **Home Icon**. In order to do this, you may save the Standard **Home Icon** file in your hard drive for further use before make any change.



After replace Icon, you may have to refresh the page, to clear browser cache, to make new Icon visible.

Show Empty Checkbox:

For checkbox options used in the picklist, this feature will let you choose whether to show only checked items or also show unchecked items as empty checkboxes.

Enable Job Start Date:

Use this option to enable/disable Job Start Date. When disable the text box for Job Start Date will not be shown when users add new job listings. The same apply to Start Date information that will be shown on the detail page.

Location Settings

Address Title Format:

Select what address format you want to use for your listing address to be displayed on ***More-Detail*** page. There are 3 address formats to choose from; Full Address / Skip Country / Hide Street and Unit.

Map Options:

Select whether you want to enable map of business location using Google Map. This will depend on availability of that particular location in Google map database. Worldwide locations might not always be available. Also, you will have options of linked Google map or Embedded Google Map. For Embedded Google Map, you will be able to adjust Map size shown in your listing.

Enable Address Control Default Value?

To enable/disable Default Value of Country and/or Region when adding new listings.

Default Country:

Use in conjunction of “**Enable Address Control Default Value?**” to specify Default Country when adding new listings. Country specified here has to existing in DNN control to make this Default Value effective.

Default Region:

Use in conjunction of “**Enable Address Control Default Value?**” to specify Default Country when adding new listings. Region specified here has to be existing in DNN control to make this Default Value effective.



Image/File/Video Settings

Detail Page Thumbnail Width:

Set image thumbnail width (pixels) displayed on *More-Detail* page here. (120 - 240 recommended)

Datagrid Thumbnail Width:

Set image thumbnail width (pixels) displayed in the listing grid here. (80 recommended)

Show Thumb image in Datagrid?

You can uncheck this checkbox if you do not want to show thumb images in the *Datagrid*. This option can be turned on/off without losing actual images.

More Images Thumbnail Width:

To set thumbnail width for additional images for your listing, to be displayed on *More-Detail* page. (160 recommended)

Thumb Image Quality: (1 – 100)

Set quality for upload image (in percent) from 1 to 100. The smaller quality will reduce the file size of the image.

Enable Lightbox?

To enable/disable Lightbox feature to display your listing's related images in slide show mode. When Lightbox feature is enabled, by clicking on any Related Images on *More-Detail* page will open Lightbox window that can display slide show of these additional images.

Show Custom Category Icon?

Enable/disable Custom Category Icons. If enabled, your custom category Icons will be active. If disabled, *Job Board Module's* Standard Icons will be displayed. This setting applies to Category Icons only; it doesn't apply to **Home Icon** and **Treeview Icon**. To set up Custom Category Icon, please see *Manage Categories* section in *Quick Usage Guide*.

You Tube:

To set dimensions of You Tube Video displayed on *More-Detail* page.

Max Limit (Leave as 0 for unlimited)

To set Maximum numbers of Related Images, Related Files, and YouTube Videos allowed to be added to the listings.

Require individual item authorization?



Select whether you want to have any added/updated Related Images, Related Files, and YouTube Videos to be individually authorized/unauthorized by administrator (or authority person).

Email and Notification Settings

Admin Email:

Enter authority's email here.

If you select "Yes" for **Require Authorization**, every time the listing has been posted/updated, notifying email will be sent to this email to be informed or to get the listing be authorized. (*See also **Require Authorization***)

If you do check mark on **Notify When Posting**, every time the listing has been posted/updated, notifying email will be sent to this email. (*See also **Notify When Posting***)

If you do not check mark on **Notify When Posting** and also select "No" for **Require Authorization**, system will not send any notifying email to this email. (*See also **Require Authorization and Notify When Posting***)

If you select "Admin" for **Inquiry send to**, Inquiry/Offer according to the listing will be sent to this email. (*See also **Inquiry send to***)

Notify Admin When Posting:

Select whether you (as an admin or authority person) want to get notifying email whenever there is a new /updated posting. (*See also **Admin Email***)

Send Approval Notice:

Select whether you want Approval Notification email will be sent to Poster.

Inquiry send to:

There is a link, ***Make an Inquiry***, on ***More-Detail*** page of each posting. By this link, users can send an Inquiry or Offer according to that posting. Select whether you want the Inquiry/Offer to be sent to Poster email or **Admin Email** above. (*See also **Admin Email***)

Hide Contact Email:

Select whether you want to hide Contact Email.

User Notification Options:

When the listings are added/updated, here you can select Roles of Users whom you want to send Email Notifications to: Do not notify users, Notify only category subscribed users, Notify users in selected roles below, or Notify both category subscribed users and selected roles below. (*See also the next setting **Roles to be notified***). For Registered Users to subscribe to get Email Notification, please see ***Email Notification*** section in ***Quick Usage Guide***.

Roles to be notified:



If above setting, **User Notification Options**, is set to be “Notify users in selected roles”, you can specify user roles who can get Notification here.

Auto Fill Listing Email:

Select whether you want to have Auto fill listing email with currently login user's email.

Search Settings

Enable Quick Search:

Enable/disable the express Search Box (Search by Keywords) on the top of the **Main Datagrid** on **Main** page. (Please also see **Search Listings** section in **Quick Usage Guide**)

Search by Categories: (Enable Quick Search has to be enabled first.)

Enable/disable searching by Categories in express Search Box. (Please also see **Search Listings** section in **Quick Usage Guide**)

Search by Locations: (Enable Quick Search has to be enabled first.)

Enable/disable filtering by Location in express Search Box.

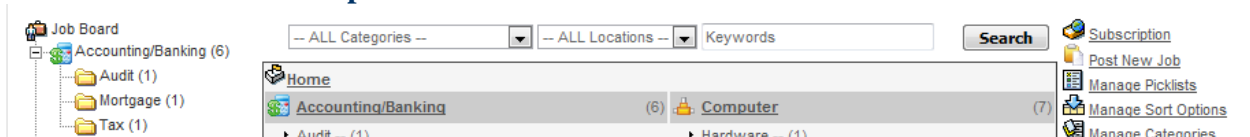
Enable/disable Radius Search in express Search Box. (Required Search Add-On 6. Or above)

(Please also see **Search Listings** section in **Quick Usage Guide**)

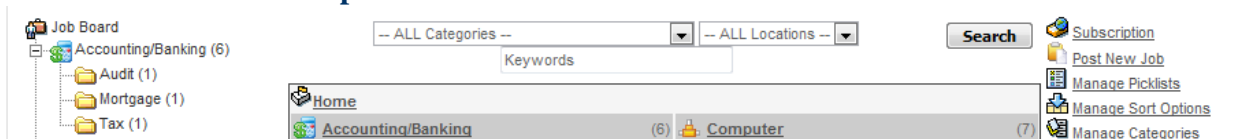
Wrap controls:

Wrap controls for Search Boxes Layout. If your category path is very long, enabling **Wrap controls** is recommended for fixed width skin. Example is shown below:

When disable Wrap controls



When enable Wrap controls



Search Attribute String:

If disabled, it will allow Search only into information you've provide in main **Item** page. If enabled, it will allow Search into information in your customized **Attribute** page also.

However, by enabling this setting might cause slower search performance.



AutoComplete:

To Enable/Disable AutoComplete features for Search by Locations and Search by Keywords. When AutoComplete is enabled, there are options for Search by locations as Postal Drop Down List, AutoComplete by city, AutoComplete by Region, AutoComplete by City-Region, AutoComplete by Postal, or AutoComplete by Custom Locations. Also, there are options for Search by Keywords as AutoComplete by Title or AutoComplete by Custom Keywords.

When you select AutoComplete by Custom Locations or AutoComplete by Custom Keywords, you can customize the words that you want to suggest for users according to Location or Keyword. To customize these Custom AutoComplete words, click into [Edit AutoComplete Custom Keyword\(s\)/Location\(s\)](#).

Page Option Settings

Enable Page Options?

To activate Page Options section in *More-Detail* page, containing these features: Apply for this Job, Email this page, Print listing, and Add to Favorites. (Also see **Roles that can apply for jobs**)

Print options:

Use in conjunction of “**Enable Page Options?**”, to choose how you want your listing page will be printed, Print the whole Webpage Or Print from Printable Version.

Optional Detail Page Layout:

This option allows you to change the layout of the detail page.

Performance Settings:

Items Count Options:

To select how you want your listings to be counted, Recursive UDF (Dynamic and more accurate runtime count) OR Save to Table. Switching to “Save to Table” later will require update to existing items count in the table. Please use provided **Sync Items Count** button to do so or contact us for the updated script.

Review Settings

Review Settings:

Enable/Disable review feature for listings. If enabled, you will have options to make each review to require authorization before it gets published. The helpful button at the bottom of each review can also be turn on/off.

**Cookie Interval (days):**

This is an interval that will prevent reviews to be posted multiple times from the same user host address.

Roles that can add review:

This will allow users to add review for the listings.

Roles that can manage review:

Users in this role will be able to authorize and delete reviews. This is a per-listing admin utility. You will have to go to edit mode of that particular listing to access its Review Admin section.

Show Average Review in Datagrid?:

If enabled, this will show the average review (1 -5 stars) on the bottom right of each listing in the *Datagrid*.

Use review name as:

To choose how you want Reviewer name to be displayed: by Display Name, First Name/Last Name, or User Name.

Facebook Like button:

To enable/disable Facebook Like button on *More-Detail* page.

Announcement Settings

Enable Announcement:

To enable/disable Message Announcement at the top of Module.

Delay:

To set delay between message change in milliseconds.

Announcement Message:

To compose Announcement messages. You can have up to 5 sets of messages.

Payment Settings

Payment Enable:

Select whether you want to charge (via PayPal or Authorize.net) for listings posted by the users. Select "Yes" will redirect the users to PayPal or Authorize.net website to complete payment in order for their listings to become active.

**Operation Mode:**

Select Live mode when you want to use PayPal or Authorize.net to accept the payment. Select Sandbox/Test mode when you want to Test using PayPal or Authorize.net as a payment method. The Sandbox is a safe testing environment where you can test PayPal features. You can find further information about PayPal Sandbox at <https://developer.paypal.com>

Choose Payment Gateway:

Here, you can select PayPal or Authorize.net as your Payment Gateway when you charge users for jobs posted.

PayPal Receiver Email: (when choose PayPal as Payment Gateway)

Enter Paypal Email that you will use to accept the payment.

Currency Code: (when choose PayPal as Payment Gateway)

Enter currency code that you want to use with PayPal Payment such as USD, EUR, CAD, etc. This code has to be compatible with PayPal currency code/currency-related settings of you PayPal account. In order to let module display appropriate currency sign, please double check that you have enabled/selected DNN supported locale that is compatible with this currency code. (To enable DNN supported locale, go to Admin/Languages Tab)

Show PayPal IPN Error? (when choose PayPal as Payment Gateway)

Enable if you want PayPal IPN error message showed to users when any error occurred during payment transaction.

API Login: (when choose Authorize.net as Payment Gateway)

Enter your Authorize.net API Login here.

Transaction Key: (when choose Authorize.net as Payment Gateway)

Enter your Authorize.net Transaction Key here.

Success Message

This message will be shown on the confirmation page when Payment Transaction is completed. It will also be included in an email notification to the user. You can include your custom message here such as "Thank you for listing with us, etc."

Listing Fee Method:

Select Listing Fee method here.

- **Subscription Plan(s):** This option will allow you to create Plans with different Plan Fees, Plan Periods (Days that paid Plan will be expired), Listing Periods (Days that posted Listings by these Plans will be expired), Number of listings allowed to post for these Plan, and Roles that you want to assign for paid Plan Users. Please see the screenshot below for more information.



- Flat Fee: This will charge the fixed amount per listing regardless of the categories. A valid Flat Fee amount (2 decimal format) has to be entered if this method is used otherwise enters 0 here.
- Per Category Fee: This will allow you to charge different amount for different categories. If you choose this method then Per Category Fees have to be entered on the on the **Manage Categories** page.

Listing Fee Method:

☒ Subscription Plans (Recommended)

☐ Flat Fee: Please Enter Fee Amount below

☐ Per Category Fee: Fee Amount can be entered on Category Admin page

Subscription Plan(s):

Note: Enter 0 for Listing Period (Days) to make listings never expire.

View Order	Plan Name	Description	Plan Fee	Plan Period (Days)	Listing Period (Days)	Plan Limit	Role	Active	
1	Gold	Gold Plan	10.00	60		10	Subscribers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit
2	Silver	Silver Plan	6.00	30		5	Subscribers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit
0				30	30	5	Administrators	<input type="checkbox"/>	<input type="checkbox"/> + Edit

Renewal Enable (per listing):

Enable/Disable Listing Renewal. If enabled, users will be able to renew their own listings, to extend those Listing Periods. Fee for the Renewal can be set up next.

Renewal Option(s):

Set up Renewal Options with different Renewal Fees and Listing Periods (Days that renewed Listings will be expired). Please see screenshot below.

Renewal Option(s): (beta)

View Order	Renewal Option Name	Description	Renewal Fee (Per Listing)	Listing Period (Days)	Active	
0	\$3 for 30 days	\$3 for 30 days Desc	3.00	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit
0	\$6 for 60 days	\$6 for 60 days Desc	6.00	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Edit
0				30	<input type="checkbox"/>	<input type="checkbox"/> + Edit

Notes: You can assign edit role user (those who have Edit Module Permissions) by going to **Module Settings** page, Settings link (under arrow icon on module edit bar). Under **Basic Settings** section in **Module Settings** page, assign Edit Module Permissions to any user role that you want to be edit role user. Then, this edit role user will be able to administer this module instance including:

- Access to module Edit Options.
- Add/Edit/Delete new category.
- Post/Edit/Delete listings.
- Access to/Edit/Delete/Authorize all posted listings.

Edit role user can be the same authorized person that you assign an email for Admin Email in Edit Options.

