

Quick Usage Guide: Job Board Module

This guide will go through important user and admin functionalities in no particular order.

Job Board's Main page

Job Board

Accounting/Banking (6)

Audit (1)

Mortgage (1)

Tax (1)

Computer (7)

Hardware (1)

Networking (0)

Software (6)

Engineering (6)

Chemical (2)

Electrical (2)

Manufacturing (1)

Mechanical (1)

Healthcare (4)

Pharmacy (1)

Registered Nurses (2)

Therapy/Rehab (1)

-- ALL Categories --

Postal

25 miles

Search

Keywords

Home

Accounting/Banking (6)

Audit -- (1)

Mortgage -- (1)

Tax -- (1)

more...

Computer (7)

Hardware -- (1)

Networking -- (0)

Software -- (6)

more...

Engineering (6)

Chemical -- (2)

Electrical -- (2)

Manufacturing -- (1)

more...

Healthcare (4)

Pharmacy -- (1)

Registered Nurses -- (2)

Therapy/Rehab -- (1)

more...

New Listings in last 1000 days.

Posted	Job Title	Company	Emp. Type	Salary (\$)
11/12/2010	Electrical Engineer II	The Johns Hopkins University Applied Physics Labor	Contract to Hire	\$65,000
7/23/2009	Sharepoint Developer	GDI Infotech, Inc	Full-Time	DOE
7/23/2009	Technical Lead	Benefit Concepts	Full-Time	DOE
7/23/2009	Web Application Developer - C# - ASP.NET - Silverlight	CyberCoders	Full-Time	\$40,000 - \$100,000

Subscription

Featured Jobs

- [Electrical Engineer II](#)
- [Sharepoint Developer](#)
- [Technical Lead](#)
- [Web Application Developer - C# - ASP.NET - Silverlight](#)
- [Chemical/Materials Engineer](#)
- [Pharmacy Technician](#)
- [Manufacturing Process engineer](#)
- [Senior IT Auditor](#)

Quick Links for Administrator

Administrator can easily access administration tasks through the quick links on top section of right column of the *Main* page. We will go through these Quick Links for Administrator below.

The screenshot displays the 'Quick Links for Administrator' section. At the top, there is a search bar with a dropdown arrow and a 'Search' button. Below the search bar is a list of links, each with an icon and a text label. The links are: Subscription, Post New Job, Manage Picklists, Manage Sort Options, Manage Categories, Manage Listings, Manage Job Applications, Manage Reviews, Attribute Template, Email Notification, My Listings -- (7), My Saved List -- (0), My Saved Search -- (1), My Submitted Applications -- (16), My Listings with applicants -- (5), Expired Listings -- (0), Unapproved Listings -- (6), Expires in 7 days -- (0), Expires in 30 days -- (0), Featured Jobs -- (8), Jobs with applicants -- (10), Most Viewed Listings, and Least Viewed Listings. Below the list of links is a table with two columns: 'Type' and 'Salary (\$)'. The table contains four rows of data: 'ict to e', '\$65,000', 'ime', 'DOE', 'ime', 'DOE', and 'ime', '\$40,000 - \$100,000'. At the bottom of the screenshot, there is a 'Featured Jobs' section with a list of jobs, including 'Electrical Engineer II'.

Summary of accessible roles

	Host / Admin	Registered Users	*Role that can manage category	*Role that can manage listing	*Role that can add listing	*Role that can manage review
Subscription	X	X				
Post New Job	X				X	
Manage Picklists	X					
Manage Sort Options	X					
Manage Categories	X		X			
Manage Listings	X			X		
Manage Job Applications	X					
Manage Reviews	X					X
Attribute Template	X					

*Role that can be set on [Edit Options](#) page.



ADD/UPDATE/DELETE Listing

Users will be able to see *Post New Job* link if they are in **Roles that can add listings** (set in **Role and Security Settings** on **Edit Options** page). This page has several sub sections which we will go through each one of them in the moment. Mostly, more granular permissions can be specifically assigned for each particular section. This can be configured in conjunction with different subscription plans to allow different privileges.

1. **Listing Home**: This is the main information of the listing. Company Logo will be added here on this section. This section has to be completed first for the ItemID to be automatically generated before proceeding to the next sections. When **User Notification Options**, in **Email and Notification Settings** section on **Edit Options** page, is set to be Notify category subscribed users, *Notify applicable users* CheckBox will be shown at the bottom of this **Listing Home** page. When you add/update the listing and want those Category Subscribed Users to be notified, please check the *Notify applicable users* CheckBox before process to click *Update*.

(Screenshot shown on the next page)

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[Listing Home](#)
[Add Attributes](#)
[Add Images](#)
[View Item Page](#)
[Add Files](#)
[YouTube Videos](#)
[Review Admin](#)
[Module Home](#)
[Also list under](#)

Job Category:

Engineering > Electrical

Company Name:

The Johns Hopkins University Applied Physics Labor

Job Title:

Electrical Engineer II

Job Code:

EL-00104

Location:

Streets: 111 Main St
 Unit #:
 City: Tricity
 Country: United States
 Region: Texas
 Postal Code: 20707

Emp Type:

Contract to Hire

Education:

Masters Degree

Years of Experience:

5

Travel:

25%

☒ Starting Salary
 ☐ Hourly Rate
 ☐ Others (such as DOE, salary range, negotiable, etc.)

Salary:

65000

Start Date:

1/16/2011

of Openings:

1

Additional Desired Skills:

☒ Microsoft Word
 ☒ Visio
 ☒ Windows 2000
☒ Microsoft Excel
 ☒ Internet Explorer
 ☒ Windows XP
☒ Microsoft PowerPoint
 ☐ Lotus Notes
 ☐ Windows 98
☐ Microsoft Access
 ☒ Microsoft Outlook
 ☒ Windows NT
☒ Microsoft Project
 ☐ Database
 ☐ Windows Vista
☒ Microsoft FrontPage

Job Description:

☒ Editor:
 ☐ Basic Text Box
 ☒ Rich Text Editor

Paragraph St... Font Name Real...

B *I* U

Apply CSS Cl...

The Johns Hopkins Applied Physics Laboratory (APL), a national leader in scientific research and development, located midway between Baltimore and Washington, DC is seeking an Electrical Engineer.

This position is responsible for the engineering of Electromagnetic sensor systems, biological sensor systems, data acquisition and remote communication systems; design analog, digital, and real-time embedded systems; sensor and sensor electronics design and fabrication (analog, digital, real-time embedded); integration system design using commercial and custom components; field test system operation and data collection as well as documentation and presentation of design.

Required: BS or MS with more than five years experience. Demonstrated track record in the design of innovative electronic and electromechanical systems. Prototype design using analog, digital, FPGA and DSP components; Intel, Motorola, ARM and other

Design HTML Words: 286 Characters: 2084

Attached Document(Optional)

Attached document Remove Browse

Company logo:

Company logo Remove Browse

COMPANY NAME

 Your Images Here

 Remove

Company Benefits:

☒ Health Insurance
 ☐ Dental Insurance
 ☐ Tuition Reimbursement
☒ Life Insurance
 ☒ 401(k)

Attention:

To Apply via APL's Employment Website (preferred).

Contact Email:

contact.email@demo.com

Expires:

Leave blank for never expire.

Authorize:

☒ Authorize this item.
 ☒ Make this item a featured listing.
 ☐ Notify applicable users

Update Cancel Delete
 Created by host on 11/12/2010

2. **Add Attribute:** Users can use this section for item's specifications or 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. To allow access to this section to only certain roles, go to authorize **Roles that can add item attributes** in **Roles and Security Settings** section on **Edit Options** page.

Back to Previous Page Listing Home Add Attributes Add Images View Item Page Add Files YouTube Videos Review Admin Module Home Also list under

Attribute	Description	
Telecommute	Reimbursable	<input checked="" type="checkbox"/> Edit
Visa Sponsorship	Provided, if necessary.	<input checked="" type="checkbox"/> Edit
Professional Training	Onsite Training.	<input checked="" type="checkbox"/> Edit
		<input type="checkbox"/> +

UPDATE: Success

3. **Add Images:** This section can be used to add additional images to the listing. To set Number of Images can be added here, go to **Max Limit** in **Image/File/Video Settings** section on **Edit Options** page. Also, if **Require individual item authorization?** (can be set in **Image/File/Video Settings** section on **Edit Options** page) is enabled for **Related Images**, each Image added here can be individually authorized/unauthorized by Administrative role users. To allow access to this section to only certain roles, go to authorize **Roles that can add additional images** in **Roles and Security Settings** section on **Edit Options** page.

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View Order	Description	Image(s)	Auth	
0	Description of additional image 1		<input checked="" type="checkbox"/> Unauthorize	<input checked="" type="checkbox"/> Edit
10	Description of additional image 2		<input checked="" type="checkbox"/> Unauthorize	<input checked="" type="checkbox"/> Edit
20	Description of additional image 3		<input checked="" type="checkbox"/> Unauthorize	<input checked="" type="checkbox"/> Edit
0		<input type="text"/> Browse...		<input type="checkbox"/> +

Image has been updated.

4. **Add Files:** This section can be used to add related files to the listing. To set Number of Files can be added here, go to **Max Limit** in **Image/File/Video Settings** section on **Edit Options** page. Also, if **Require individual item authorization?** (can be set in **Image/File/Video Settings** section on **Edit Options** page) is enabled for **Related Files**, each file added here can be individually authorized/unauthorized by Administrative role users. To allow access to this section to only certain roles, go to authorize **Roles that can add files** in **Roles and Security Settings** section on **Edit Options** page.

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Listing Home Add Attributes Add Images Add Files YouTube Videos Review Admin Also list under


View Order	Description	File(s)	Auth		
0	Job Description	JobDescription.doc	<input checked="" type="checkbox"/>	Unauthorize	Edit
0		Browse...*			+

File has been added.

5. **YouTube Videos:** User can use this section to add YouTube Videos to his/her listing. To set Number of Videos can be added here, go to **Max Limit** in **Image/File/Video Settings** section on **Edit Options** page. Also, if **Require individual item authorization?** (can be set in **Image/File/Video Settings** section on **Edit Options** page) is enabled for **YouTube Videos**, each video added here can be individually authorized/unauthorized by Administrative role users. To allow access to this section to only certain roles, go to authorize **Roles that can add videos** in **Roles and Security Settings** section on **Edit Options** page.

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Listing Home Add Attributes Add Images Add Files YouTube Videos Review Admin Also list under

Video	View Order	YouTube Embedded src URL for iframe Format: http://www.youtube.com/embed/VIDEO_ID	Description	Auth		
	0	http://www.youtube.com/embed/uN5USQw3kvQ	Electrical Engineers Job Description	<input checked="" type="checkbox"/>	Unauthorize	Edit
	0					+

Video has been added.

Note: **You Tube Video Link** is Value of src and will be in the form of <http://www.youtube.com/embed/Xyy4Zccc0> , can be found from You Tube Embed code
For example:

- From You Tube Website, You Tube Embed code is:
<iframe width="560" height="345" src="http://www.youtube.com/embed/Udl6rP5shs0" frameborder="0" allowfullscreen></iframe>
- To input into module's You Tube Videos setting, You Tube Video Link is:
<http://www.youtube.com/embed/Udl6rP5shs0>

6. **Review Admin:** This section will be visible only to Users with Administration Role. This section allow review administrator to authorize/delete review. An admin, however, will not be able to change the rating and review content. If you do not wish to administer this process then you can bypass this on the Edit Options page under Review Settings by setting review to not require authorization. You can also disable the review feature all together if it does not apply to your business rules. To allow access to this section to only certain roles, go to authorize **Roles that can manage review** in **Review Settings** section on **Edit Options** page

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Listing Home Add Attributes Add Images Add Files YouTube Videos Review Admin Also list under

Reviewer Info	Rating	Review Date/Comment	Auth	
Name: Sandy Danal Email: sandyd@email.com	★★★★☆	Review Date: 11/12/2010 Comment: Good company. Recommended !!	<input checked="" type="checkbox"/>	Authorize <input type="checkbox"/>

7. **Also list under:** This section will allow this particular listing to be listed under multiple categories. Search functionality, however, will not return duplicate listings. To allow access to this section to only certain roles, go to authorize **Roles that can assign multiple categories** in **Roles and Security Settings** section on **Edit Option** page.

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Listing Home Add Attributes Add Images Add Files YouTube Videos Review Admin Also list under

Also list under	
Engineering (1)	<input type="checkbox"/>
Engineering > Manufacturing (13)	<input type="checkbox"/>
Accounting/Banking	<input checked="" type="checkbox"/>

This item will also be listed under: Engineering > Manufacturing (13)



Manage Picklists

Manage Picklists is a central location for you to ADD/UPDATE/DELETE picklist items used on post listing page. They are mostly used to populate applicable list controls used on the **Add item** page. One thing to remember is that if the picklist value is deleted or updated after original value has already been posted then the list control will not be able to find matched item on the edit mode.

Employment Type			Education			Desired Skill			Benefit		
Value	View Order		Value	View Order		Value	View Order		Value	View Order	
Full-Time	1	Edit	Some High School	1	Edit	Microsoft Word	1	Edit	Health Insurance	1	Edit
Contract	2	Edit	Finished High School	2	Edit	Microsoft Excel	2	Edit	Life Insurance	2	Edit
Contract to Hire	3	Edit	Trade School	3	Edit	Microsoft PowerPoint	3	Edit	Dental Insurance	3	Edit
<input type="text"/> * 0			Associates Degree	4	Edit	Microsoft Access	4	Edit	401(k)	4	Edit
			Bachelors Degree	5	Edit	Microsoft Project	5	Edit	Tuition Reimbursement	5	Edit
			Masters Degree	6	Edit	Microsoft FrontPage	6	Edit	<input type="text"/> * 0		
			Doctorate	7	Edit	Visio	7	Edit			
			Professional	8	Edit	Internet Explorer	8	Edit			
			Does Not Apply	9	Edit	Lotus Notes	9	Edit			
			Not Required	10	Edit	Microsoft Outlook	10	Edit			
			Others	11	Edit	Database	11	Edit			
			<input type="text"/> * 0			Windows 2000	12	Edit			
						Windows XP	13	Edit			
						Windows 98	14	Edit			
						Windows NT	15	Edit			
						Windows Vista	16	Edit			
						<input type="text"/> * 0					

Travel Option		
Value	View Order	
None	1	Edit
25%	2	Edit
50%	3	Edit
75%	4	Edit
100%	5	Edit
<input type="text"/> * 0		

Manage Sort Options

This section is used to ADD/UPDATE/DELETE sort options. **Text** can be arbitrary set but **Value** is required to be identical to the name of the sort column. The first item on the list will be treated as a default sort column. If nothing has been added to this section then listings will be sorted by *CreateDate Desc*.

Sort Option(s)

- The first item will a default sort column. If there is none then listings will be sorted by CreateDate Desc.
- The value must be identical the name of the sort column.

Text	Value	View Order	
Date Posted	CreateDate	1	Edit
Years of Experience	JB_YearExp	2	Edit
Starting Date	JB_StartDate	3	Edit
Company Name	JB_CompanyName	4	Edit
Most Viewed	ViewCount	5	Edit
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	

Job Board

- Accounting/Banking (8)
 - Audit (1)
 - Mortgage (2)
 - Tax (2)
- Computer (8)
 - Hardware (1)
 - Networking (0)
 - Software (7)
- Engineering (6)
 - Chemical (2)
 - Electrical (2)
 - Manufacturing (1)
 - Mechanical (1)
- Healthcare (4)

-- ALL Categories --

Keywords

25 miles

Home > Engineering > Chemical
Sort By: Date Posted
Sort Type: Descending
Filter: ALL
Select above to filter by job type.

Belcan

Job Type: Full-Time
Starting Salary: \$75,000
Years Experience: 1
Job Code: CH-0002

Listing #: 25
Posted: 10/12/2006
View: 1876
Expires in: Never expire
Avg. Review: ★★★★★ (1)

Subscription

Featured Jobs

- [Electrical Engineer II](#)
- [Sharepoint Developer](#)
- [Technical Lead](#)
- [Web Application Developer - C# - ASP.NET - Silverlight](#)
- [Chemical/Materials Engineer](#)
- [Pharmacy Technician](#)
- [Manufacturing Process engineer](#)
- [Senior IT Auditor](#)

Note: To make this Sorting feature visible in your **DataGrid** View, you have to enable Sorting, can be set on **Edit Options** page.



Manage Categories

Users will be able to manage categories if they are in **Roles that can manage categories** (set in **Role and Security Settings** on **Edit Options** page). Clicking on the **Manage Categories** on the **Main** page will get them to Category Administration page shown at the bottom of this section.

Authorized users will be able to ADD/UPDATE/DELETE category. Nested categories can be created by assigning appropriate parent category. Please take an extra step to double check that each category does not direct or indirectly reference itself as a parent to cause infinite loops.

When you select **Listing Fee Method** to be **Per Category Fee** (can be set in **Payments Settings** on **Edit Options** page), **Payment Required?** and **Price** columns will be visible. You may set whether you want to charge and how much for any user to post a listing in each category.

You can disable user to post listings to certain categories (such as pass through categories) by uncheck the checkbox **Enable Listings?**

Also, you may customize an icon for any category. After click **Edit** button for any category, browse to choose your own preferred Category Icon and then check **Overwrite Icon** and click **Update**. You have an option to activate/inactivate your customized category Icons; to do so please see **Show Custom Category Icon?** in **Image/File/Video Settings** in **Edit Option Instruction**. (Samples of customized Icons used in this documentation are from <http://www.aha-soft.com>. They're not included in the module).

Note: Each listing has to be assigned to a category. At least one category has to be created before listing can be added.

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Category Path	Total Items	Active Items	Category Name	Parent Category	Payment Required ?	Price	Enable Listings?	Custom Icon		
Accounting/Banking	9	8	Accounting/Banking		<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Accounting/Banking > Audit	1	1	Audit	Accounting/Banking	<input checked="" type="checkbox"/>	12.50	<input checked="" type="checkbox"/>	<input type="checkbox"/> Overwrite Icon <input type="button" value="Browse..."/>	<input checked="" type="checkbox"/>	Update Cancel
Accounting/Banking > Mortgage	2	2	Mortgage	Accounting/Banking	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Accounting/Banking > Tax	2	2	Tax	Accounting/Banking	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Computer	10	8	Computer		<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Computer > Hardware	1	1	Hardware	Computer	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Computer > Networking	0	0	Networking	Computer	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Computer > Software	7	7	Software	Computer	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Engineering	6	6	Engineering		<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Engineering > Chemical	2	2	Chemical	Engineering	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Engineering > Electrical	2	2	Electrical	Engineering	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Engineering > Manufacturing	1	1	Manufacturing	Engineering	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Engineering > Mechanical	1	1	Mechanical	Engineering	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Healthcare	5	4	Healthcare		<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit
Healthcare > Pharmacy	2	1	Pharmacy	Healthcare	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Edit



Manage Listings

Users will be able to manage listings if they are in **Roles that can manage listings** (set in **Role and Security Settings** on **Edit Options** page). Clicking on the **Manage Listings** on the **Main** page will get them to Listing Administration page shown at the bottom of this section.

Manage Listings allow quick administration to authorize listing, make featured listing, and change listing expiration date. **Copy** feature will allow you to copy existing listing to a new one with similar main content (excluding images, files, reviews, attributes, etc to avoid confusion).











The dropdown list at the top will let you filter through different criteria of listings (such as featured, expired, unapproved, most viewed, etc). The number of listings correspond to each group will also be shown on the top right corner.

Export to Excel will export all the listings for that particular group to excel with complete information. **RSS** feature will generate RSS feed for your selection but only brief information with the URL to link back to the listing page.

 Export to Excel
  RSS

All Listings ▾

23 result(s)

	Posted	Title	Category	Days to expire	Authorize	Featured?	Exp. Date	Applicants	
Copy	7/23/2009	Sharepoint Developer (36)	Software	383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/31/2011	5	 Edit
Copy	7/23/2009	Technical Lead (35)	Software	79	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2010	0	 Edit
Copy	7/23/2009	Web Application Developer - C# - ASP.NET - Silverlight (34)	Software	48	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/30/2010	5	 Edit
Copy	12/7/2006	Senior Mainframe Developer (30)	Software	63	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/15/2010	3	 Edit
Copy	10/12/2006	Chemical/Materials Engineer (25)	Chemical	79	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/31/2010	2	 Edit
Copy	10/12/2006	Chemical Process Engineer (15)	Chemical		<input checked="" type="checkbox"/>	<input type="checkbox"/>		2	 Edit
Copy	10/12/2006	Pharmacy Manager (8)	Pharmacy	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/31/2010	0	 Edit
Copy	2/9/2005	Technical Administrator (3)	Hardware	110	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/31/2011	2	 Edit
Copy	2/9/2005	Mortgage Loan Originator (2)	Mortgage		<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	 Edit
Copy	2/9/2005	Registered Nurse (9)	Registered Nurses	79	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/31/2010	0	 Edit

1 2 3

■ You can leave exp. date blank to make listing never expired.

■ The copy feature will not save to the database until you click "Save as new listing". To avoid confusion, it will only copy main information excluding images, files, etc.

Item has been updated.

Manage Job Applications

Administrator will be able to view a list of all Applications submitted, through the module, including Application Status. From that List, Administrator will be able to view and edit each Application, and also update Internal Note and Application Status for each individual Application submitted.

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[Export to Excel](#)
22 result(s)

	ID	Submitted	Position applied for	Name	Email	Application Status	Cover Letter	Attached Resume	Online Resume	
View	3	2/4/2009	Senior Mainframe Developer (30)	Tim Scott	tmsc@email.com	Phone Interviewed	Open	Open		✕
View	9	6/30/2009	Chemical Process Engineer (15)	Daniel Haugh	gtmich@email.net	Phone Interviewed	Open	Open		✕
View	11	8/6/2009	Senior IT Auditor (1)	Jesus Sanchez	jsanchez@email.com	Recommended for Hire	Open	Open		✕
View	14	3/18/2010	Sharepoint Developer (36)	Nada Gupta	nada.gupta@email.com	Interested	Open	Open		✕
View	20	7/12/2010	Web Application Developer - C# - ASP.NET - Silverlight (34)	John Doe	JDoe@someone.com		Open	Open		✕
View	21	7/22/2010	Pharmacy Technician (27)	Fred D.	fred@holmail.com	Rejected	Open	Open		✕

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[✓](#) Applicant Name:

[✓](#) Applicant Email:

[✓](#) Salary Requirement:

[✓](#) Note:

[✓](#) Upload Cover Letter: [Browse...](#)

[✓](#) Upload Resume: [Browse...](#)

[✓](#) How did you hear about this job opening?

[✓](#) Internal Note: (Admin only)

[✓](#) Internal Status: (Admin only)

Phone Interviewed

Phone Interviewed
 Application Submitted
 Application Updated
 Interested
Phone Interviewed
 Group Interviewed
 Recommended for Hire
 Rejected

[✓](#) Edit Options

[✓](#) Application Updated [Open](#) [Open](#) [✕](#)

[✓](#) Application Submitted [Open](#) [Open](#) [✕](#)

[✓](#) [Open](#) [Open](#) [✕](#)

[✓](#) Group Interviewed [Open](#) [Open](#) [✕](#)

[✓](#) Recommended for Hire [Open](#) [Open](#) [✕](#)

[✓](#) Interested [Open](#) [Open](#) [✕](#)

[✓](#) Phone Interviewed [Open](#) [Open](#) [✕](#)

[✓](#) Recommended for Hire [Open](#) [Open](#) [✕](#)

[✓](#) [Open](#) [Open](#) [View](#) [✕](#)

[✓](#) [Open](#) [Open](#) [View](#) [✕](#)

[✓](#) [Open](#) [Open](#) [View](#) [✕](#)

[✓](#) Application Submitted [Open](#) [Open](#) [View](#) [✕](#)

[✓](#) Group Interviewed [Open](#) [Open](#) [✕](#)

[✓](#) Application Submitted [Open](#) [Open](#) [✕](#)

[✓](#) Application Updated [Open](#) [Open](#) [✕](#)

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Manage Reviews

Users will be able to manage reviews if they are in **Roles that can manage review** set in **Review Settings** section on **Edit Options** page. Clicking on the **Manage Reviews** on the **Main** page will get them to Listing Administration page shown below. **Manage Reviews** allows quick administration to authorize or delete reviews.

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ReviewID	ItemID	Reviewer Info	Rating	Review Date/Comment	Auth	
2	25	Name: Tom Smith Email: tom.smith@host.com	★★★★★	Review Date: 1/15/2009 Comment: Very Good	<input checked="" type="checkbox"/>	Authorize ✕
4	16	Name: Tommy Email: tomtom@email.com	★★★★★	Review Date: 10/12/2010 Comment: Good company to work with.	<input checked="" type="checkbox"/>	Authorize ✕
5	1	Name: Sarah Email: sarahe@email.com	★★★★☆	Review Date: 10/12/2010 Comment: Good career development Excellent Benefit.	<input checked="" type="checkbox"/>	Authorize ✕
6	27	Name: Venus Yawn Email: venus@email.com	★★★★★	Review Date: 10/12/2010 Comment: Good employer. Great follow up. Serious Recruiter.	<input checked="" type="checkbox"/>	Authorize ✕
7	18	Name: Nick Jeden Email: nickj@email.com	★★★★☆	Review Date: 10/12/2010 Comment: Never response.	<input checked="" type="checkbox"/>	Authorize ✕

Review has been authorized.

➤ Write a review

Review (if enable) can be written by following the **Write a review** link at the top of the **More-Detail** page. Depend on the module **Edit Options** settings; user's review might not be immediately active if authorization is required. All the authorized reviews will be populated at the bottom of the detail page. Cookie Interval is used to prevent the same user to review multiple times. In addition, there is helpful poll at the bottom of each review. This also has a mechanism built in to check and prevent duplicate vote. To allow access to this **Write a review** section to only certain roles, go to authorize **Roles that can add review** in **Review Settings** section on **Edit Options** page.

Item Name: Sharepoint Developer

Your Name:

Your Email:

Rating: ☒ ★★★★★
☐ ★★★★☆
☐ ★★★☆☆
☐ ★★☆☆☆
☐ ★☆☆☆☆

Comment:

Add Review Cancel

Attribute Template

Clicking on the *Attribute Template* on the *Main* page will get users with administrative role to *Predefined Attribute* page shown below. In this page, administrative users will be able to predefine some attributes as default attributes which end users can find in *Attribute* section when they post/update any listing (see *Add Attribute* section in [ADD/UPDATE/DELETE Listing](#) on the upper part of this documentation.

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[Go to Module Home](#)

Predefined Attribute(s)		
Value	View Order	
Professional Training	0	Edit
Visa Sponsorship	1	Edit
Security Clearance	2	Edit
Telecommute	3	Edit
<input type="text"/>	<input type="text" value="0"/>	

Attribute has been updated.

Quick Links for Registered Users

Registered User can easily navigate through these Links to accomplish some useful module's functionalities. After Login, these Quick Links for Registered Users will be visible for them on top section of right column of the *Main* page. We will go through these Quick Links for Registered Users below.

[Subscription](#)
[Email Notification](#)

(8)

(4)

(2)

Emp. Type	Salary (\$)
Contract to Hire	\$65,000

[My Listings](#) -- (3)
[My Saved List](#) -- (3)
[My Saved Search](#) -- (2)
[My Submitted Applications](#) -- (0)
[My Listings with applicants](#) -- (1)

Featured Jobs

- [Electrical Engineer II](#)
- [Sharepoint Developer](#)
- [Technical Lead](#)
- [Web Application Developer - C# - ASP.NET - Silverlight](#)
- [Chemical/Materials](#)



Subscription

If **Listing Fee Method** is set to be Subscription Plans (can be set in **Payment Settings** on the **Edit Options** page), the **Subscription** link will be shown on the top right of the **Main** page. For Administrator to create **Subscription Plan**, please see **Listing Fee Method** in **Payment Settings** section in **Edit Options Instructions**. Users need to Login to access to **Subscription Plan** page.

On **Subscription Plan** page shown below, clicking on the **Subscribe** link will get the users to select plan they want to subscribe and follow through to make payment (through PayPal).

Subscription Plan(s)					
Plan Name	Plan Description	Fee	Period (Days)	No. of listings	Subscribe
Bronze	Bronze plan description goes here	10.00	30	10	Subscribe
Silver	Silver plan description goes here	20.00	60	20	Subscribe
Gold	Gold plan description goes here	30.00	90	30	Subscribe

If the user has already subscribed to the plan then this same page will also show additional information of **My Subscription/Order History** of that particular user as shown on the screenshot below.

Subscription Plan(s)					
Plan Name	Plan Description	Fee	Period (Days)	No. of listings	Subscribe
Bronze	Bronze plan description goes here	10.00	30	10	Subscribe
Silver	Silver plan description goes here	20.00	60	20	Subscribe
Gold	Gold plan description goes here	30.00	90	30	Subscribe

My Subscription/Order History			
Order Date	txn_id	payer_email	mc_gross
12/4/2006	0EA45238TJ7376721	business@dotnetjedi.com	30.00
12/11/2006	7K134018LC864325V	business@dotnetjedi.com	30.00

My Subscription	
Start Date:	12/4/2006
End Date:	3/4/2007
Renew Date:	12/11/2006
Listing Quota:	30
Listing Used:	0

Override Subscription (Admin only)							
UserID	TransactionID	DateCreated	DateStart	DateEnd	Limit	Active	
1	0EA45238TJ7376721	12/4/2006	12/4/2006	<input type="text" value="3/4/2007"/>	<input type="text" value="30"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Update Cancel

The user can renew the subscription anytime by following through the same subscribe link without losing existing benefits. Listing quota will be automatically accumulated to the remaining of the existing plan. The same applied to listing period which will be extended from the end date for the existing plan not the renewal date.

Note: The bottom section that says **Override Subscription (Admin only)** will only be visible to admin. This can be used to make exceptions to the listing end date and quota for each user. You can also temporary put the user subscription on hold by removing him/her from the active status on the right.

Also, if **Renewal Enable (per listing)** is enabled (can be set in **Payment Settings** on the **Edit Options** page), User will be able to Renew their own individual listing at any time. Users need to Login to renew their Listings. **Renew** link will be visible next to Listing # in **DataGrid** View of the **Main** page, see picture below. For Administrator to create **Renewal Plan**, please see **Renewal Enable (per listing)** in **Payment Settings** section in **Edit Options Instructions**.

The screenshot shows a web application interface for a job board. On the left is a sidebar with a 'Job Board' icon and a tree view of categories: Accounting/Banking (8), Audit (1), Mortgage (2), Tax (2), Computer (8), Hardware (1), Networking (0), Software (7), Engineering (6), Chemical (2), Electrical (2), Manufacturing (1), and Mechanical (1). The main content area has a search bar with 'Postal' and '25 miles' filters, and a 'Search' button. Below the search bar are sorting options: 'Sort By: Date Posted', 'Sort Type: Descending', and 'Filter: ALL'. A list of job listings is displayed, including 'Pharmacy Manager' and 'Software Engineering Manager'. The 'Renew' link is highlighted next to Listing # 8.

Renewal Option(s)				
Renewal Option	Description	Renewal Fee (Per Listing)	Listing Period (Days)	Renew
\$3 for 30 days	\$3 for 30 days Desc	3.00	30	Renew
\$6 for 60 days	\$6 for 60 days Desc	6.00	60	Renew

Email Notification

When **User Notification Options** is set to be Notify category subscribed users, Registered Users will be able to subscribe for Email Notification when Listings are added/updated. **User Notification Options** can be set in **Email and Notification Settings** section on **Edit Options** page.

If **User Notification Options** is already set to be Notify category subscribed users, Registered users, after Login, will be able to see **Email Notification** link on the top of right column of the module. **Email Notification**, as one of the Quick Links for Registered Users, will let Users access to **Subscribed Categories** Page which allow Users to subscribe to any Category that they want to get Email Notification when the listings are added/updated. (Please also see **Listing Home** in **ADD/UPDATE/DELETE Listing** section above.

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[Go to Module Home](#)

Note: To avoid excessive emails, sub-categories listings of your subscribed categories will not be automatically notified. Please explicitly subscribe to specific CategoryIDs you would like to be notified.

Subscribed Categories	
Accounting/Banking (2)	<input checked="" type="checkbox"/>
Accounting/Banking > Audit (16)	<input checked="" type="checkbox"/>
Accounting/Banking > Mortgage (17)	<input checked="" type="checkbox"/>
Accounting/Banking > Tax (15)	<input checked="" type="checkbox"/>
Accounting/Banking	<input type="checkbox"/>

You have subscribed to: Accounting/Banking > Tax (15)

My Listings


Registered users, after Login, will be able to see **My Listings** link on the top of right column of the module. **My Listings**, as one of the Quick Links for Registered Users, will allow those users to simply view their own Listings in **DataGrid** View.

The screenshot displays the 'My Listings' page. On the left is a 'Job Board' sidebar with categories like Accounting/Banking (8), Computer (8), Engineering (6), and Healthcare (4). The main content area shows a list of job listings. The top right navigation bar includes links for 'Subscription', 'Email Notification', and 'My Listings - (3)', which is circled in red. Below the navigation bar, there are sorting and filtering options. The job listings are as follows:

Job Title	Listing #	Posted	View	Expires in	Avg. Review
Pharmacy Manager About the Company My client is an established and recognized leader in health... Job Type: Full-Time Starting Salary: DOE Years Experience: 8 Job Code: PH-0001	8	10/12/2006	433	Never expire	Be the first
Software Engineering Manager Responsibilities Manage and technically lead a newly formed team of engineers (some located i... Job Type: Full-Time Starting Salary: \$65,000 Years Experience: 6 Job Code: SW-0002	24	8/13/2004	704	Never expire	Be the first
Electrical Engineer The Johns Hopkins Applied Physics Laboratory (APL), a national leader in scientific research and dev... Job Type: Contract to Hire Starting Salary: \$42,000 Years Experience: 3 Job Code: EL-0001	16	8/13/2004	1371	Never expire	Be the first

My Saved List

Registered users, after Login, will be able to see **My Saved List** link on the top of right column of the module. **My Saved List**, as one of the Quick Links for Registered Users, will let Users access to **My Saved List** Page which allow Users to view a list of their saved Listings. When click into any Saved List, **More Detail** Page of that Saved Listing will be open.

Date Saved	Saved Items	
12/27/2011 2:48:35 PM	Technical Lead	
12/27/2011 2:48:07 PM	Electrical Engineer	
12/27/2011 2:29:44 PM	Electrical Engineer II	

➤ To add to My List

Registered Users will be able to save their interesting Listings to **My Saved List** by **Add to My List** link in **Page Options** section on **More Detail** Page.

Page Options

[Apply for this job](#)

[Email this page](#)

[Print this page](#)

[Add to My List](#)

Customer Reviews:


4 of 6 people found the following review helpful:

★★★★☆ Reviewed by: Sandy Danal On 11/12/2010
Good company. Recommended !!

Was this review helpful?

My Saved Search

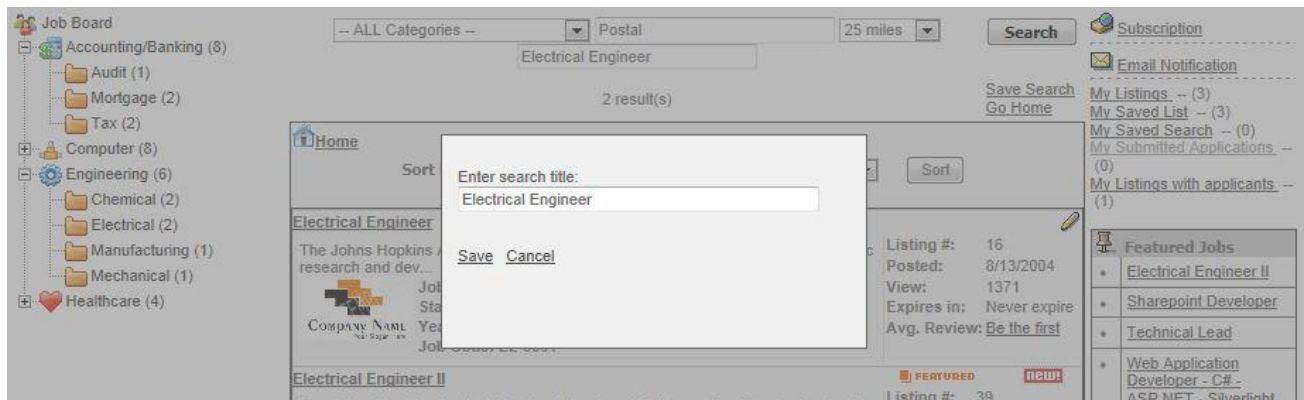
Registered users, after Login, will be able to see **My Saved Search** link on the top of right column of the module. **My Saved Search**, as one of the Quick Links for Registered Users, will let Users access to **My Saved Search** Page which allow Users to view a list of their saved Search. When click into any Saved Search, Search Results based on its Saved Search Criteria will be displayed.

Date Saved	Saved Items	
12/27/2011 3:06:29 PM	Senior Electrical Engineer	
12/27/2011 3:06:01 PM	Electrical Engineer	

➤ To save Search

Registered Users will be able to name and save their Search criteria into **My Saved Search**. **My Saved Search** will let Users to later come back to search again based on Search criteria that they've saved. To save Search, Registered Users, after Login:

1. Input search criteria and click **Search** just like they normally do for Search Listings, then **Saved Search** link will show up just under **Search** button.
2. Click **Saved Search** link, then **Saved Search** PopUp Box will open.
3. Now, you can name your Search title and save your last Search Criteria into **My Saved Search**.





My Submitted Applications

Registered users as Job Seekers, after Login, will be able to see **My Submitted Applications** link on the top of right column of Job Board module. This link will allow Job Seekers to access to a List of Job Listings that they've applied and submitted applications to. Also from that List, Job Seekers will be able easily View and Edit their Submitted Applications.

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[Export to Excel](#)

[Go to Module Home](#)

2 result(s)

	ID	Submitted	Position applied for	Name	Email	Cover Letter	Attached Resume	Online Resume	
View	50	12/30/2011	Electrical Engineer II (39)	Abby Dean	abbyd@test.com	Open	Open		
View	51	12/30/2011	Technical Lead (35)	Abby Dean	abbyd@test.com	Open	Open		

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ApplicationID:	50 [Edit]
Applicant Name:	Abby Dean
Applicant Email:	abbyd@test.com
Salary Requirement:	72000
Message from Applicant:	
How did you hear about this job opening?	Website/Search Engine
Download Cover Letter	Open
Download Attached Resume	Open
View Online Resume	

My Listings with Applicants

Registered users as Recruiters, after Login, will be able to see **My Listings with Applicants** link on the top of right column of Job Board module. This link will allow those recruiters to simply view their own job Listings which have applications submitted to in DataGrid Views.

Job Board

Accounting/Banking (8)

- Audit (1)
- Mortgage (2)
- Tax (2)

Computer (8)

- Hardware (1)
- Networking (0)
- Software (7)

Engineering (6)

- Chemical (2)
- Electrical (2)
- Manufacturing (1)
- Mechanical (1)

Healthcare (4)

-- ALL Categories -- Postal 25 miles Search

Keywords

Home

Sort By: Date Posted Sort Type: Descending Sort Filter: ALL

Default sorting is by Date Posted, most recent first. Select above to filter by job type.

COMPANY NAME
CORPORATION

Software Engineering Manager
Responsibilities Manage and technically lead a newly formed team of engineers (some located i...
Job Type: Full-Time
Starting Salary: \$65,000
Years Experience: 6
Job Code: SW-0002

Listing #: 24

Posted: 8/13/2004

View: 704

Expires in: Never expire

Avg. Review: [Be the first](#)

Subscription

Email Notification

My Listings -- (3)

My Saved List -- (3)

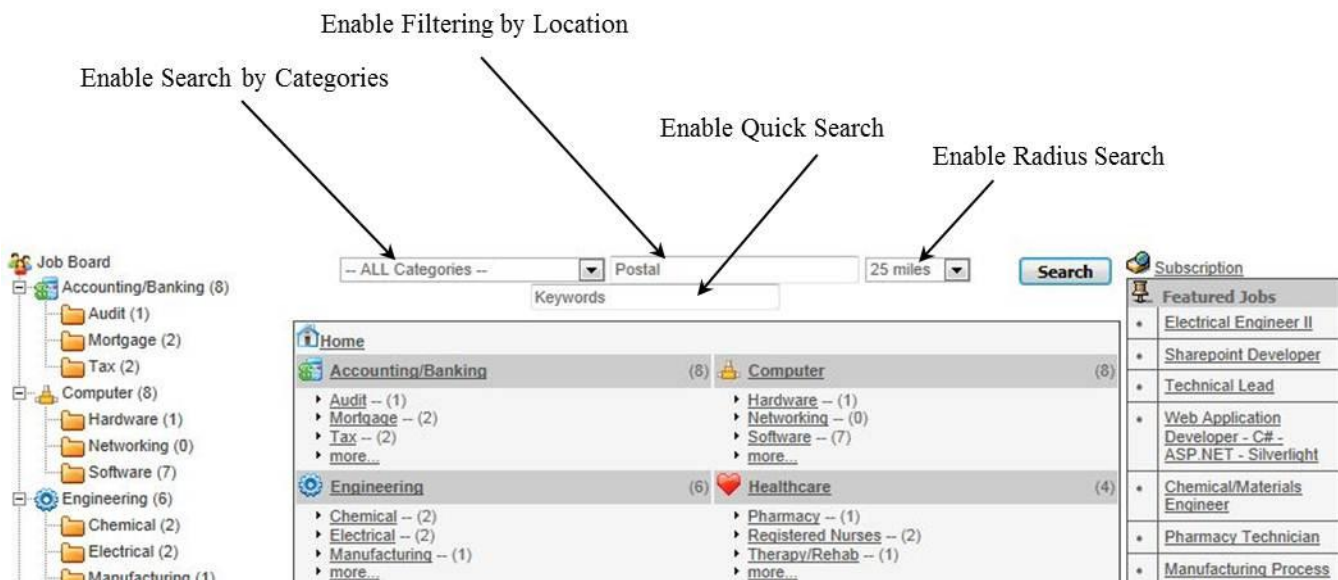
My Saved Search -- (2)

My Submitted Applications

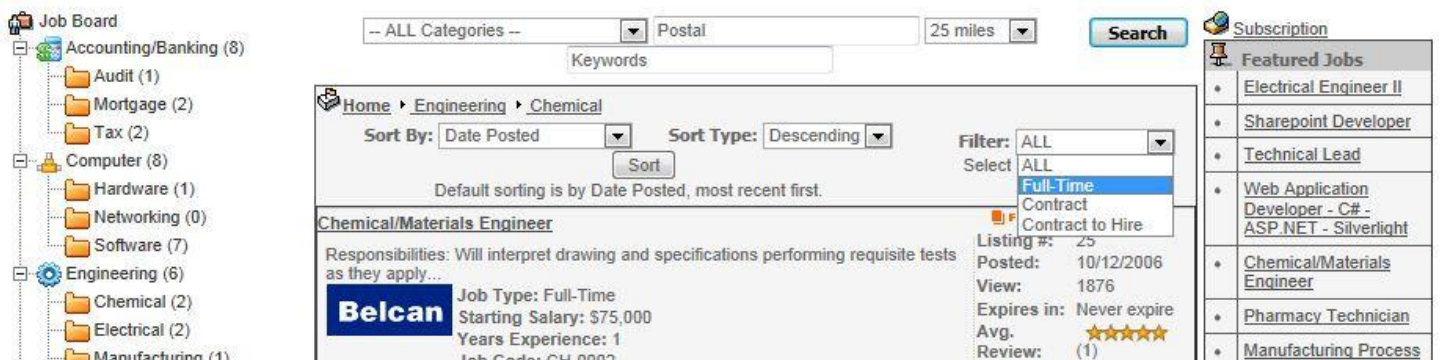
My Listings with applicants (1)

Search Listings

There is an **Enable Quick Search** feature, can be set on **Edit Options** page. When **Enable Quick Search** is enabled, **Search Box** (Search by Keyword) will be activated on the top of the **Main** page. Using this **Search Box** (Search by Keyword) will allow the search results to be embedded in to the main section without leaving the page. After **Enable Quick Search** is enabled, you will be able to enable and add several other Search features in the module such as **Enable searching by Categories**, **Enable filtering by Location**, and **Enable Radius Search (US) (Required US Zip Code Add-On)**. Please refer to picture below to see how each **Search** feature is activated. Also, you can enable AutoComplete features for Search by Locations and Search by Keywords. Please also see **Search Settings/AutoComplete** in **Edit Options Instructions**.



Also, Users can sort the Listing Results by Sorting feature (see [Manage Sort Options](#) section above) and filter the Listing Results by Employment Type (see picture below and see how to customize your Employment Types in [Manage Picklists](#) section above).



Apply for Job

If **Page Options** is enabled (on the **Edit Options** page), the **Apply for this job** link will be shown in **Page Option** section at the bottom of **More-Detail** page. Users will be able to apply for that job if they are in **Roles that can apply for jobs** set in **Roles and Security Settings** section on **Edit Options** page. (See Screen shot on next page)

Also on Edit Options page, Job Board module will be able to set either as Stand Alone Module or to be integrated it with Resume Module.

- If Job Board set as Stand Alone module, user will be able to enter his/her information and also upload resume through Job Board Module.

Page Options

[Apply for this job](#) [Email this page](#) [Print this page](#) [Add to My List](#)

Applicant Name:

Applicant Email:

Salary Requirement:

Note:

Upload Cover Letter:

Upload Resume:

How did you hear about this job opening?

Customer Reviews:

3 of 5 people found the following review helpful:

★★★★☆ **Reviewed by:** Sandy Danal **On** 11/12/2010

Good company. Recommended !!

Was this review helpful?

.....continued on next page.....



- If Job Board Module set to be integrated with Resume Module, Login will be required for user to apply for job. Then,
 - if user already had his/her active Resumes posted in Resume Module, he/she will be able to enter his/her information and select his/her online Resume from Resume Database to be submitted to this job. (User may have many different online Resumes for different kinds of his/her interesting jobs under his/her Login Name, but will be able to submit only one of his/her online Resumes to each job).

Applicant Name:	<input type="text" value="Mike Loey"/>
Applicant Email:	<input type="text" value="mikel@email.com"/>
Salary Requirement:	<input type="text" value="80000"/>
Choose Your Online Resume:	<input checked="" type="radio"/> <u>Mike L (32) -- Authorized, Will not expire.</u>
Note:	<input type="text" value="Referral available upon request."/>
Upload Cover Letter:	<input type="text"/> <input data-bbox="1133 789 1247 821" type="button" value="Browse..."/>
Upload Resume:	<input type="text"/> <input data-bbox="1133 831 1247 863" type="button" value="Browse..."/>
How did you hear about this job opening?	<input type="text" value="Advertisement"/>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

- However, if user didn't have his/her active Resume posted, he/she will be directed to Add new Resume through Resume Module. Then, after he/she had his/her active Resumes posted in Resume Module, he/she will be able to return to complete Applying Job through Job Board Module as above.



View Submitted Applications

Submitted Applications section is shown at the bottom of **More-Detail** page. This section will allow Users, in **Roles that can view submitted applications** set on **Edit Options** page, to view list of Applications submitted to their own job listings. (Note: **Attached Resume** column is for downloading Resumes submitted by users when Job Board works as Stand Alone module. **Online Resume** column is for viewing Online Resumes posted by users in Resume Module when Job Board Module is integrated to Resume Module.)

Page Options

[Apply for this job](#)[Email this page](#)[Print this page](#)[Add to My List](#)

Submitted Application(s)

ID	Submitted	Name	Email	Salary	Note	Cover Letter	Attached Resume	Online Resume	
25	11/12/2010	Sarah Emario	sarahem@email.com	65000	Flexible working hours.	Open	Open		
26	11/12/2010	Steven Klaig	stevenkl@email.com	70000	Have extensive research experience.	Open	Open		
38	3/2/2011	Lindsey Focus	lfocus@email.com	75000	Like to learn new things	Open	Open	View	
39	3/2/2011	Scott brown	scott_b@email.com	84000		Open	Open	View	
41	3/3/2011	Ragu Milan	ragu@email.com	30000		Open	Open	View	
43	3/28/2011	Vjay Risa	vjay@email.com	75700		Open	Open	View	

Customer Reviews:

3 of 5 people found the following review helpful:

★★★★☆ **Reviewed by: Sandy Danal On 11/12/2010**
Good company. Recommended !!

Was this review helpful? [Yes](#) [No](#)