**Student Mobile App**

- **Viewing Jobs & Making a Job Application**  
→ Jobs Board, Pick Job & Apply

- **Application & Update** (Evan)  
→ My Applications, click an application

- **View / Edit My Details**

- **Record CV Submission** (Billy)  
→ View / Edit My Details, Record CV Submission

**Admin Desktop App**

**- Add Student**

**- Add Programme**

**- Add Job**

- **Maintain Jobs** - (not adding jobs)  
→ Search for ‘KnowWhere’

- **View or Edit Company** (Easy Clip)  
→ View / Edit Company, search for ‘Easy Clip’

- Viewing a student’s **applications**  
→ View / Update Applications, search for ‘bentlysbois@outlook.com’, click an application

- Viewing **Management Reports**  
→ Active students  
→ Inactive students  
→ Placed students  
→ Active students not placed  
→ Closing vacancies (next 7 days)

- Viewing **Management Dashboard**→ Pie chart: Placed to Unplaced  
→ Bar chart: Placed to Unplaced (by programme)  
→ Calendar: Job showing closing dates