

## **USER MANUAL**

### **CAREERS**

#### **OVERVIEW**

Careers is an Employment Website, where Job seekers can choose their right and best career path for them, and in the same manner companies searching for best and talented candidates can find the candidates by using this platform.

- Job Seeker
- Job Provider
- Administrator
- Job Search

#### **JOB SEEKER**

This module contains details about Job Seeker, i.e. employee or un-employee details. Like employee name, email, experience. Here employee can do update, modify, and delete. He can update experience and skills, portfolio, and education details also.

#### **JOB PROVIDER/COMPANY**

This module having information about job provider and requirement details, which client recruiting the employees, and what based them recruiting the employees? Here client releasing the primary skills, experience, no. of vacancies, opening date and closing date.

#### **ADMINSTRATOR**

The administrator module having all privileges about this entire project, he can update, delete, and modify the details about job seeker, job provider, CMS, Job attributes, Admin users etc. Administrator maintain the client and job seeker database, wherever client is releasing their requirements (vacancies) with primary skills and experience, on that time administrator search for job seekers, who are having that primary skills and experience.

#### **JOB SEARCH**

This module having all current vacant jobs, experience and which client offering that vacancy.

# User manual

## ADMIN FEATURES

- Admin users
- Manage Jobs
- Manage Companies
- Manage Seekers
- Manage Content Pages
- Manage SEO
- Manage FAQ
- Manage Site Languages
- Manage locations
  - Countries
  - States
  - Cities
- Manage Employer Packages
- Manage Seeker Packages
- Manage Site Settings
- Manage Job Attributes
  - Language Levels
  - Career Levels
  - Functional Areas
  - Genders
  - Industries
  - Job Experiences
  - Job Skills
  - Job Titles
  - Job Types
  - Job Shifts
  - Degree Levels
  - Degree Types
  - Major Subjects
  - Result Types
  - Marital Statuses

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- Ownership Types
- Salary Periods

### **JON SEEKER FEATURES**

- Free Registration
- Create Profile
- Edit profile
- Create Online Resume
- Add Projects
- Add Experience
- Add Education
- Add Skills
- Add Languages
- Upload Multiple Resume
- Apply on Jobs
- Search Jobs
- Manage Applied Jobs
- Mark Job as Favourite
- View favourite Jobs
- Filter Jobs
- View Companies to Following list
- View Followings
- Send Message to Companies
- View Messages

### **EMPLOYER FEATURES**

- Free Registration
- Create Profile
- Edit profile
- Employer Packages
- Post Jobs
- Manage Posted Jobs
- Edit or Delete Jobs

## User manual

- Manage Applied Candidates
- Shortlist Candidates
- Manage Shortlisted candidates
- Search Resume
- Filter Resume
- View Candidates Profile
- Download Resumes
- View Followers
- Send Message to Candidates
- View Messages from Candidates

### INSTALLATION

Please note that this is Laravel 5.6+ application so experience with this framework and server configuration is required with php 7.1+ version.

### UPLOAD FILES

The Package consists on a complete Laravel + Database File + Sample Content, excellent for beginner users to explore back-end settings and sample content. Follow this quick guide:

Setting Up on Localhost: create a new folder in the HTDOCS folder for Xampp (www folder for Wamp).

Example: Careers

Unpack all files and folders of the Package file and copy Careers files into this newly created folder (htdocs folder for Xampp / www folder for Wamp) or upload them into your domain folder on your live site.

### DATABASE

First create new database and import SQL files located in DB folder, after that open ENV file located on main root of your folder and change following value

APP\_URL=HTTP://LOCALHOST//YOURURL

DB\_DATABASE= YOUR DATABASE NAME

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DB\_USERNAME= YOUR USERNAME

DB\_PASSWORD= YOUR PASSWORD

Now access the site with localhost type localhost/yourfoldername/public and for server type  
http://your domain.com/your folder name/public

To access the admin side the admin login should like as:

### **Admin user login:**

Username: admin@admin.com

Password: @dmin123

### **Job seeker login:**

Username: candidate@career.com

Password: c@ndidate123

### **Employer login:**

Username: employer@career.com

Password: emp@123

### **Get started**

Login into admin and go to end of left links you will see link "site setting"

Site setting, email, social networking, payment gateway

Super Admin

Dashboard

ADMIN USERS

Admin Users

MODULES

Jobs

Companies

User Profiles

C.M.S

S.E.O

FAQs

Home Page Video

TRANSLATION

Languages

MANAGE LOCATION

Countries

States

Cities

USER PACKAGES

Packages

JOB ATTRIBUTES

Language Levels

Career Levels

Functional Areas

Genders

Industries

Job Experiences

Job Skills

Job Types

Job Shifts

Degree Levels

Degree Types

Major Subjects

Result Types

Marital Statuses

Ownership Types

Salary Periods

MANAGE

Site Settings

Home

Edit Site Setting

no image

Site Logo

Site Name

Careers

Site Slogan

We Care About Your Career

Primary Phone#

1800 111 222

Secondary Phone#

1800 111 333

From Email Address

support@careers.com

From Email Name

CAREERS

To Email Address

careers.jobs.portal@gmail.com

To Email Name

CAREERS

Default Country

Australia

Make site specific to this Country?

☒ Yes
☐ No

Default Currency Code

AUD

Street Address

399 Lonsdale Street,  
Melbourne VIC

Site Google Map

<iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d31.52.0201656259533!2d144.9584785149249!3d-37.812996641771804!2m3!1f0!2f0!3f0!3m2!1!1024!2!768!4f13.1!3m3!1m2!1s0x6ad65d4ac82f2205%3A0xded043b2b7bf1b8!2sATMCI5e0!3m2!1senl2sau!4v1588117900740!5m2!1senl2sau" width="600" height="450" frameborder="0" style="border:0;" allowfullscreen="" aria-hidden="false" tabindex="0"></iframe>

Update

6

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## ADMIN USER

To manage the admin, click on the admin users link. Here you can add, edit, and sub admin user.



## MAIN MODULE

To manage site main module, see title” modules”. Here you can manage main module such as:

### Jobs

View post jobs

Add job

### Companies

View company

Add new company

### User profile

Add new user

View user

### C.M.S

Add new C.M.S

View C.M.S.

# User manual

List translated page

## SITE TRANSLATION

Translation is the main part of site now a days. In this module you can add unlimited language and it is very simple. Just click on add new language under language menu and enter required information.

To edit static translation wording follow this step:

1. Open site folder and connect ftp
2. Now go to folder and open resource >lang.
3. Here you can see translated files ES. JSON.
4. You can edit them if you want to change any wording.
5. If you want to add new language file just save as and rename with your lang extension.

The screenshot displays the 'Manage Languages' interface. On the left is a sidebar with categories: ADMIN USERS (Admin Users), MODULES (Jobs, Companies, User Profiles, C.M.S, S.E.O, FAQs, Home Page Video), TRANSLATION (Languages), and MANAGE LOCATION. The main panel is titled 'Manage Languages Languages' and features a 'LANGUAGES' section with a '+ Add New Language' button. Below this is a table with 6 columns: Language, Native, ISO Code, Is RTL?, Is Default?, and Actions. The table contains two entries: English (Native: English, ISO: EN, Is RTL: No, Is Default: Yes) and Spanish (Native: Spanish, ISO: es, Is RTL: No, Is Default: No). Each entry has an 'Action' button. Above the table is a filter bar with input fields for Language, Native, and ISO Code, and dropdowns for Is RTL?, Is Default?, and Active. A pagination bar at the bottom shows 'Showing 1 to 2 of 2 entries' and a page number '1'.

Language	Native	ISO Code	Is RTL?	Is Default?	Actions
English	English	EN	No	Yes	Action ▾
Spanish	Spanish	es	No	No	Action ▾

## LOCATIONS

To manage location, see, locations section.

Here you can manage:



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Country >state>city

10 records

English Country Active

Language	Country	Actions
en	Australia	Action
EN	India	Action

Showing 1 to 2 of 2 entries

< 1 >

## USER PACKAGES

To Earn from Users here you can add multiple packages for Employer's and Job Seekers as well it's all depends on you.

Here you can manage

List package>add new package

Manage Packages Packages

ADD NEW PACKAGES

10 records

Package Title package price package num days package num listings Package For?

Title	Price	Num Days	Num Listings	For	Actions
Basic	5.99	30	10	employer	Action
Gold	29.99	60	50	employer	Action
Premium	59.99	90	100	employer	Action

Showing 1 to 3 of 3 entries

< 1 >

## JOB ATTRIBUTES

To manage job attributes, see Attributes Section. In each section you have to add attribute for all languages.

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Here you can manage

Language Levels Career Levels Functional Areas Genders Industries Job Experiences Job Skills Job Types Job Shifts Degree Levels Degree Types Major Subjects Result Types Marital Statuses Ownership Types Salary Periods

LOG ATTRIBUTES

Language Levels

Career Levels

Functional Areas

Genders

Industries

Job Experiences

Job Skills

Job Types

Job Shifts

Degree Levels

Degree Types

Major Subjects

Result Types

Marital Statuses

Home - Language Levels

Manage Language Levels Language Levels

LANGUAGE LEVELS

+ Add New Language Level

10 records

English

Language Level

Active

Language	Language Level	Actions
en	intermediate	Action +
en	beginner	Action +
en	expert	Action +

Showing 1 to 3 of 3 entries (filtered from 12 total entries)

USER PACKAGES

Packages

LOG ATTRIBUTES

Language Levels

Career Levels

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Job Skills

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Degree Types

Major Subjects

Result Types

Marital Statuses

Ownership Types

Salary Periods

LANGUAGE LEVEL FORM

Details

Language

English

Language Level

Language Level

Is Default?

Yes

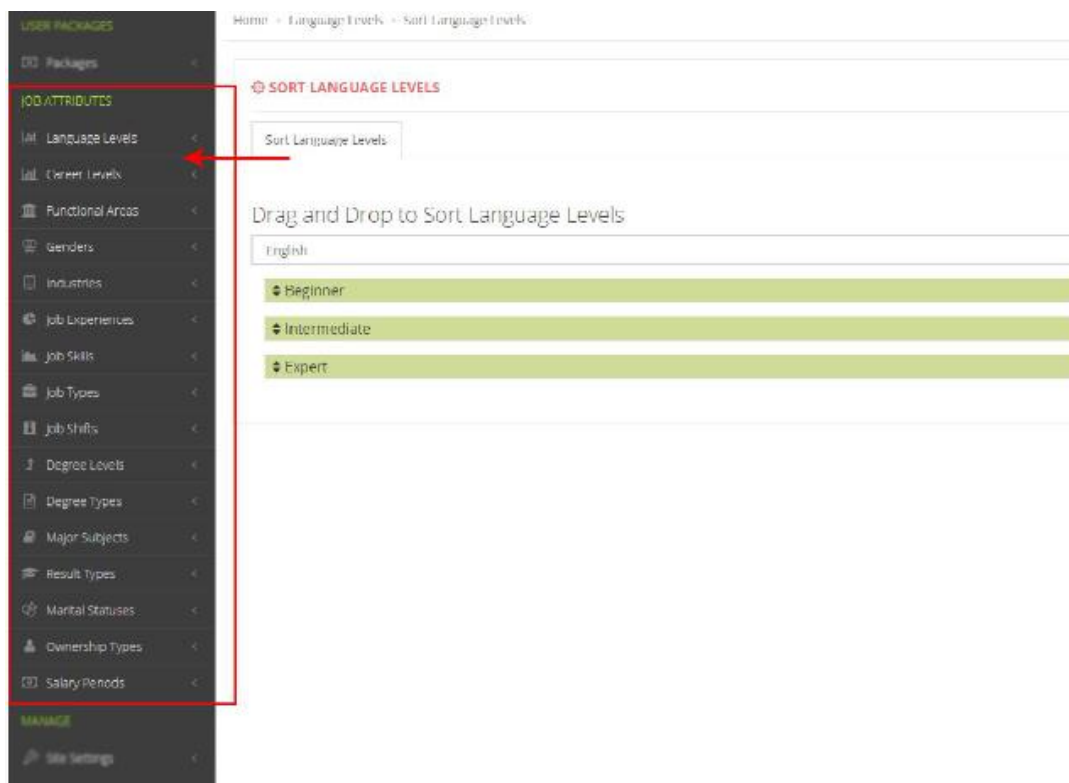
No

Is Active?

Active

In-Active

Update



## SOURCES AND CREDITS

To manage job attributes, see Attributes Section. In each section you have to add attribute for all languages.

- Framework: [Laravel](#)
- Icons: [Font-Awesome](#)
- Free Images: [Pixabay](#), [Unsplash](#)

This system has been developed successfully to incorporate all the requirements. Appropriate care has taken during database design maintain database integrity and to avoid redundancy of data. This site was developed in such a way that any further modifications needed can be easily done. User feels freely while using this site. In this all technical complexities are hidden. This site is a more user friendly. The quality of uses like correctness, efficiency, usability, maintainability, portability, accuracy, errors, tolerance, expandability and communicatively all are successfully done.

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### **Foreseeable enhancements**

There is always a room for improvement in any software package, however good and efficient it may be. The important thing is that the website should be flexible enough for further modifications. Considering this important factor, the web site is designed in such a way that the provisions are given for further enhancements. At present this website provides all the information using static pages and reservation forms. In future we can enhance our project by providing options like. Include many sites information.