



FME EXTENSIONS



EXTENSION FOR MAGENTO 2

USER GUIDE



## INTENDED AUDIENCE

The content of this document is designed to facilitate the users - managers, supervisors, and others of **Jobs & Recruitment Manager** Extension for Magento 2. A step by step instruction has been added to this document to help users to install the extension on Magento 2.

This extension will only work on Magento 2. As a safe practice always backup your files and database before installing any extension on Magento. If you are looking for someone to install the extension we can do it for you as well. Just go to the following link and let support know the order id to expedite the installation process.

Once you have installed please see the User Guide to help you understand how to use the extension to its full capacity. If you still have questions feel free to contact us on our website.



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## USER GUIDE

After installation of the extension, make sure the setup is upgraded and static-contents are deployed. Login to the admin panel and flush your Magento cache storage.

## HOW TO CONFIGURE THE EXTENSION

At the back end, go to **FME EXTENSIONS > Configurations**. Here you will find the following settings:

### MODULE SETTINGS

- **Extension Enable:** Option to enable/disable the module

**Module Settings**

**Extension Enable**  
[store view]

Yes

### JOBS SETTINGS

- **Enable Header Link:** Select 'Yes' to enable the header for the module
- **Header Link Title:** Enter a title for the header link
- **Enable Footer Link:** Select 'Yes' to enable the footer link
- **Footer Link Label:** Enter a footer link label for the module
- **Label for Jobs Module:** Enter a label for jobs module, the label will appear on the main page of Jobs Module
- **Description for Jobs:** Enter a description for the job's module, this description will appear on the main page of the jobs module



- **Enable Side Bar Filter:** If you have created metadata from the manage metadata section, you can enable sidebar filters, which will appear to the left of Jobs main page
- **Enable Top Bar Filters:** If you have created metadata from the manage metadata section, you can enable top bar filters, which will appear on the top of Jobs main page
- **Show Expired Jobs:** Select 'Yes' to show expired jobs
- **No. of Items to show in each sidebar filter:** This option will let you display fewer items in each filter and the rest of the data will be hidden in the form of the **show-more** clickable button feature.



## Jobs Settings

**Enable header link**

[store view]

Yes

**Header link title**

[store view]

Career

**Enable Footer Link**

[store view]

Yes

**Footer Link Label**

[store view]

job

Label/Title for footer link

**Label for Jobs's Module**

[store view]

Find The Job That Fits Your Life

Label/Title for main page

**Description for Jobs**

[store view]

I just got a job that I applied for via FME M2 Jobs Extension! I used the site all the time during my job hunt.

**Enable side bar Filters**

[store view]

Yes

**Enable top bar Filters**

[store view]

Yes

**Show Expired Jobs**

[store view]

Yes

**No. of Items to show in each  
Sidebar Filter**

[store view]

3

Remaining items will be hidden in Showmore...



## SEO CONFIGURATIONS

- **Page Title:** Enter a page title for main jobs page
- **Description:** Enter a meta description for the main page
- **Keywords:** Enter keywords for jobs main page
- **Slug:** Enter the identifier to access your module (e.g. <http://www.example.com/job>). In this case, the job is the slug
- **URL Suffix:** Enter a suffix like .htm or HTML

### SEO Configurations

<b>Page Title</b> [store view]	<input type="text" value="job"/>
<b>Description</b> [store view]	<div></div>
<b>Keywords</b> [store view]	<input type="text"/>
<b>Slug</b> [store view]	<input type="text" value="job"/> Jobs page access. URL (e.g. <a href="http://www.example.com/job">http://www.example.com/job</a> )
<b>URL Suffix</b> [store view]	<input type="text" value=".html"/> (e.g .html )



## JOBS DETAIL SETTINGS

- **Jobs Sharing Options:** Select 'Yes' if you wish to allow the user to share the jobs on social networking sites
- **Enable Application Form Popup:** Select 'Yes' if you wish to display the application form in the form of a Popup
- **Enable Antispam Check:** Select 'Yes' if wish to enable antispam check
- **Google Recaptcha Key:** Enter the Google Recaptcha Key

### Jobs Detail Settings

**Job's Sharing Options**  
[store view]

Yes ▼

Show Add This Sharing Options

**Enable Application Form Popup**  
[store view]

Yes ▼

**Enable Antispam Check**  
[store view]

Yes ▼

**Google Recaptcha Key:**  
[store view]





## EMAIL OPTIONS

- **Email Sender:** Select email sender
  - General Contact
  - Sales Representative
  - Customer Support
  - Custom Email 1
  - Custom Email 2
- **Email Notification Receiver:** Select email notification receiver
- **Email Template:** Select email template (**Note:** Email template chosen based on theme fallback when the "Default" option is selected)

**Note:** Please configure the SMTP in order to avoid "unable to send email" error.

### Email Options

<b>Email Sender</b> [store view]	General Contact	▼
<b>Email Notification Receiver</b> [store view]	General Contact	▼
<b>Email Template</b> [store view]	Jobs Form (Default)	▼

Email template chosen based on theme fallback when "Default" option is selected.



## HOW TO ADD/EDIT NEW JOB LISTINGS

At the backend go to **FME EXTENSIONS > Manage Jobs**. Here you will find all the jobs created for the extension. You can **Edit** any job or click on **Add New Job** button to proceed.

**Manage Job**

29 FME Demo

**Add New Job**

Search by keyword

Filters Default View Columns

Actions 8 records found 20 per page 1 of 1

ID	Job Title	Applicants	Department	Location	Status	Action
7	Tech Lead	7	IT	New York	Enable	Select Edit Delete
5	Sr. Android Developer	0	IT	Hamburg	Enable	
6	Salesman	2	Human Resource	London	Enable	

Here you have to provide the following information to create a job listing.

### GENERAL FORM

- **Job Enable:** Enable/Disable the job listing. Select 'Yes' if you wish to appear the job on the storefront.
- **Job Title:** Provide title for job
- **URL Key:** Enter a unique URL key for the job; this will be used for SEO friendly URLs for detail page.
- **No. of Positions:** Specify the number of positions available
- **Select Department:** Choose the department



- Human Resource
  - Finance
  - Administration
  - Marketing
  - IT
- **Select Job Type:** Choose the job type
  - Permanent
  - Contract
  - Internship
- **Job Location:** Choose the job location
- **Select Gender:** Choose gender
- **Career Level:** Specify career level
  - Entry Level
  - Fresh
  - Professional
- **Minimum Qualification Required:** Specify the minimum qualification required
  - BS
  - Masters
  - PhD
- **Years of experience required:** Specify the years of experience required



## General Form

Job Enable ☒ Yes

Job Title \*

Url key \*

No. of Positions

▼

Select Department

▼

Select Job Type

▼

Job Location

▼

Select Gender

▼

Career Level

▼

Minimum Qualification Required

▼

Years of experience required

▼



- **Required Travel:** Option to enable the required travel
- **Publish Date:** Schedule publish date
- **Apply By:** Select a date to know the applicants about the deadline, this date will also be used to give you an option whether you want to show expired jobs on the storefront.
- **Required Skills:** Specify the required skills
- **Use Config Email:** Enable/Disable config email
- **Use Config Email Template:** Enable/Disable email template
- **Store View:** Select the store views this job will be listed on
- **Content Editor:** Provide further job details & other content here

Required Travel

☒ Yes

Publish Date \*

Apply By \*

Required Skills

Use Config Email \*

Yes

▼

Use Config Email Template \*

Yes

▼

Store View \*

All Store Views

Main Website

Main Website Store

Default Store View

Show / Hide Editor

Insert Widget...

Insert Variable...



## META INFORMATION

- **Page Title:** Provide job listing page title for SEO purpose
- **Keywords:** Provide job listing keywords for SEO purpose
- **Description:** Provide job listing description for SEO purpose

### Meta Information

Page Title

Keywords

Description



## STORE FRONTEND VIEW

Department

Location

Job Type

SEARCH

### Find The Job That Fits Your Life

I just got a job that I applied for via FME M2 Jobs Extension! I used the site all the time during my job hunt.

Department

☐ Human Resource

☐ Finance

☐ Administration

SHOW MORE

Job Type

☐ Permanent

☐ Contract

☐ Internship

SEARCH

RESET

#### Backend Dev.

09/10/19 13:18:00

IT, Hamburg

Bacon ipsum dolor amet filet mignon corned beef cupim alcatra. Spare ribs shoulder ball tip andouille meatball kevin pork bresaola corned beef picanha filet mignon leberkas. Prosciutto leberkas frankfurter sausage doner pancetta t-bone picanha pork short loin shankle flank drumstick strip steak brisket. Buffalo ground round strip steak landjaeger jerky capicola. Fatback pork shoulder tri-tip ham ball tip. Salami corned beef beef, hamburger drumstick flank meatball pork doner pancetta turkey...

VIEW

#### Tech Lead

07/26/19 15:35:00

IT, New York

Lorem ipsum, or lipsum as it is sometimes known, is dummy text used in laying out print, graphic or web designs. The passage is attributed to an unknown typesetter in the 15th century who is thought to have scrambled parts of Cicero's De Finibus Bonorum et Malorum for use in a type specimen book.

VIEW



## HOW TO MANAGE APPLICATIONS

At the backend go to **FME EXTENSIONS > Manage Applications**. Here you will find all the applications for the extension. In manage applications sections you can **View / Download** any CV, add remarks to the applicants and you can also view all the required details as entered by the applicants during apply section from the front end jobs detail page.

	ID ↓	Downloads	Job Type	Job Title	Name	Job Location	Date Created	Action
<input type="checkbox"/>	1	<a href="#">Download CV</a>	Contract	Salesman	Ranjith	London	Jul 23, 2019 5:36:14 AM	Select ▴ View Delete
<input type="checkbox"/>	2	<a href="#">Download CV</a>	Contract	Salesman	Ranjith	London	Jul 23, 2019 5:38:14 AM	
<input type="checkbox"/>	3	<a href="#">Download CV</a>	Permanent	Tech Lead	test	New York	Aug 14, 2019 8:52:40 PM	Select ▾

Here you can see all the CV information, leave **Remarks** and **Download** the CV as highlighted below.





Ranjith

[← Back](#)[Delete Application\(s\)](#)[Reset](#)[Save and Continue Edit](#)[Save Applications](#)

## General Form

Candidate Name	<input type="text" value="Ranjith"/>
Email	<input type="text" value="ranjith@echidnainc.co"/>
Date of Birth	<input type="text" value="11/01/1990"/>
Nationality	<input type="text" value="United States"/>
Contact No.	<input type="text" value="1231231234"/>
Address	<input type="text" value="8201 Old Courthouse Rd"/>
Zip Code	<input type="text" value="22182"/>
Remarks	<input type="text" value="Good"/>
Curriculum vitae	<a href="#">Click to Download CV</a>



## HOW TO VIEW ARCHIVED JOB LISTINGS

At the backend go to **FME EXTENSIONS > Manage Archived**. Here you will find all the archived jobs for the extension.

## HOW TO CREATE METADATA (POSITIONS, GENDER, LOCATION, ETC.)

At the backend go to **FME EXTENSIONS > Manage MetaData**. You can edit metadata by pressing **Edit** or click on **Add MetaData** to choose the type of information you want to add.

ID	Type	Meta Data Name	Meta Data Description	Enable
1	Location	London	Jobs in london	
2	Location	Hamburg	Jobs in Hamburg	
3	Location	California	Jobs in USA	
4	Department	Human Resource	HR Jobs	Enable
5	Department	Finance	Finance Jobs	Enable
6	Department	Administration	Administration jobs	Enable
7	Job Type	Permanent	Permanent Jobs	Enable



Here you have to provide the following information.

## GENERAL FORM

- **Meta Type:** Specify the meta-type
  - Location
  - Department
  - Job Type
  - Gender
  - No. of Positions
  - Career Level
  - Required Qualification
  - Required Experience
- **Name:** Provide name for meta-type
- **Description:** Provide the description for meta-type
- **Enable:** Enable/Disable the meta-type

### New Meta Data

← Back   Reset   Save and Continue Edit   **Save Meta Data**

#### General Form

Meta Type

Required Qualification ▼

Name \*

Description

Enable

☒ Yes



## DISCLAIMER

It is highly recommended to back up your server files and database before installing this module.

No responsibility will be taken for any adverse effects occurring during installation.

It is recommended you install on a test server initially to carry out your own testing.