



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



#### 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

#### FME EXTENSIONS JOBS & RECRUITMENT MANAGER



- 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	
<b>Description for Jobs</b> [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	3	
<b>Sidebar Filter</b> [store view]	Remaining items will be hidden in Showmore	



# **SEO CONFIGURATIONS**

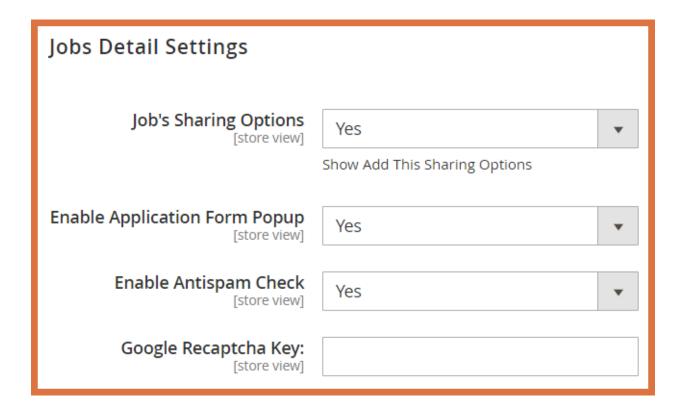
- Page Title: Enter a page title for main jobs page
- Description: Enter a meta description for the main page
- Keywords: Enter keywords for jobs main page
- Slug: Enter the identifier to access your module (e.g. http://www.example.com/job). In this case, the job is the slug
- URL Suffix: Enter a suffix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

SEO Configurations	
Page Title [store view]	job
<b>Description</b> [store view]	
<b>Keywords</b> [store view]	
Slug [store view]	job
	Jobs page access. URL (e.g. http://www.example.com/job)
URL Suffix [store view]	.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

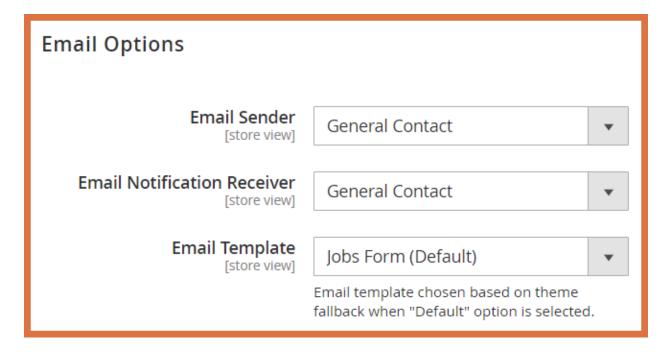




### **EMAIL OPTIONS**

- 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)

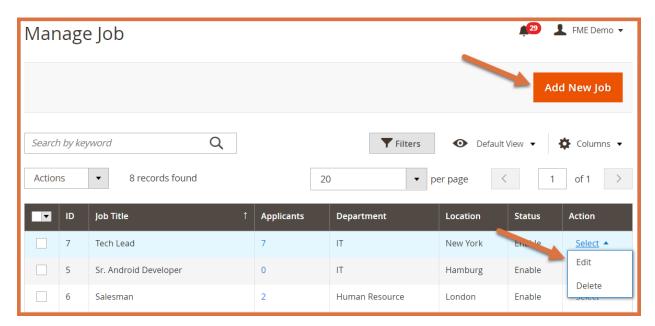
Note: Please configure the SMTP in order to avoid "unable to send email" error.





# 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.



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



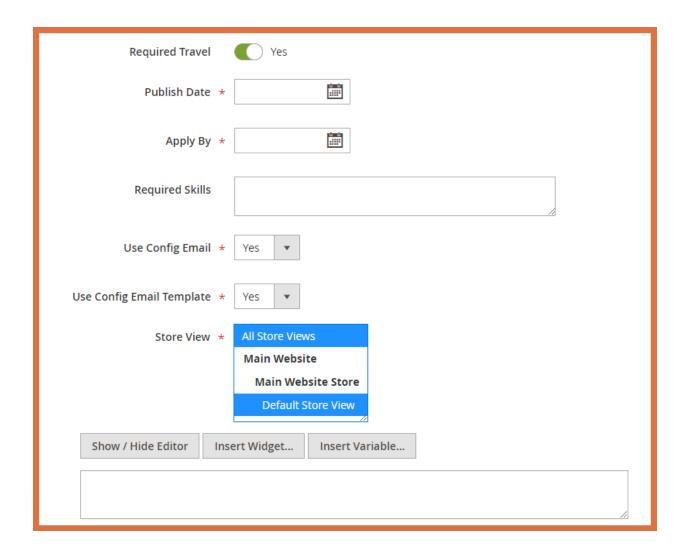
- Human Resource
- o Finance
- Administration
- Marketing
- o IT
- Select Job Type: Choose the job type
  - o Permanent
  - Contract
  - Internship
- Job Location: Choose the job location
- Select Gender: Choose gender
- Career Level: Specify career level
  - o Entry Level
  - o Fresh
  - Professional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



General Form	
Job Enable	Yes
Job Title	*
Url key	*
No. of Positions	Positions ▼
Select Department	Department 🔻
Select Job Type	Select Type ▼
Job Location	Location ▼
Select Gender	Gender ▼
Career Level	Career ▼
Minimum Qualification Required	Qualification ▼
Years of experience required	Experience ▼



- 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





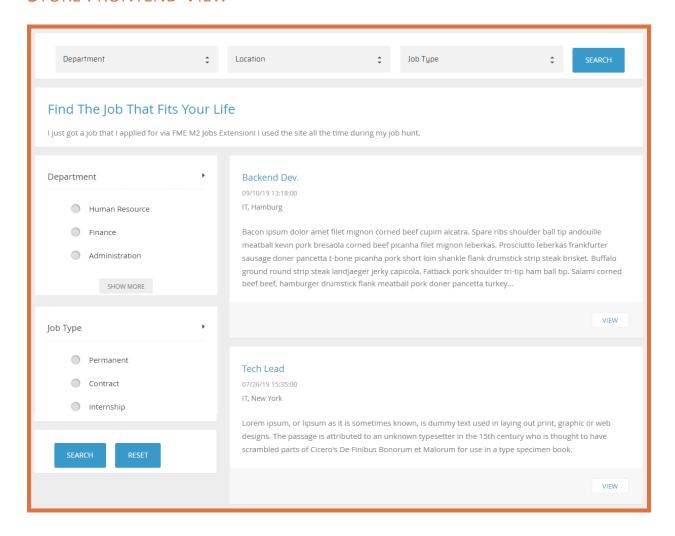
# META INFORMATION

- 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	



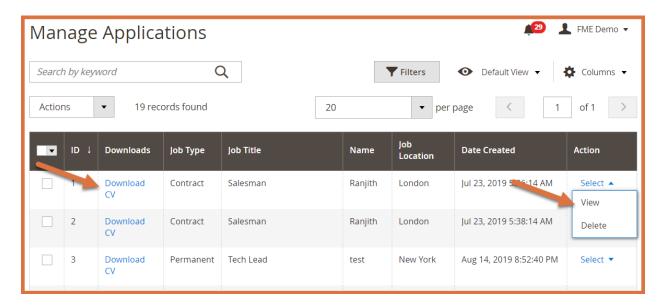
# STORE FRONTEND VIEW





### 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.



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

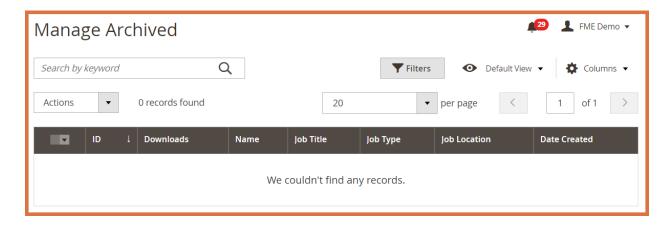


Ranjith ← Back	Delete Application(s) Reset Save and Continue Edit Save Applications
General Form	
Candidate Name	Ranjith
Email	ranjith@echidnainc.co
Date of Birth	11/01/1990
Nationality	United States
Contact No.	1231231234
Address	8201 Old Courthouse Rd
Zip Code	22182
Remarks	Good
Curriculum vitae	Click to Download CV



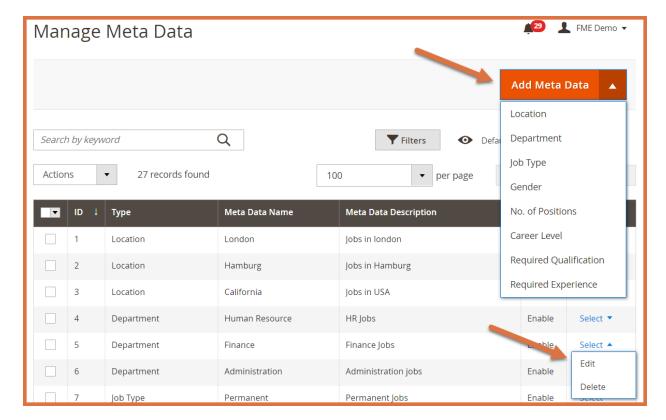
### HOW TO VIEW ARCHIVED JOB LISTINGS

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.

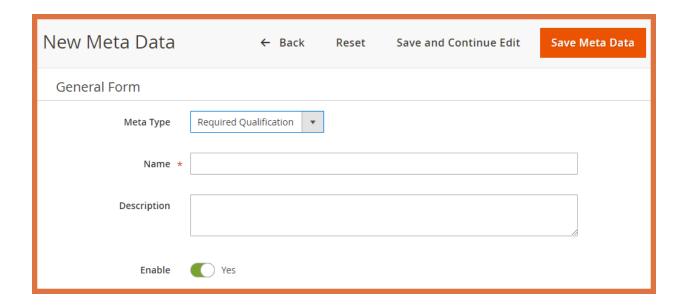




Here you have to provide the following information.

### 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





# 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.