

Glass Ceiling, Inc.

User Documentation

Group Number 3

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Overview

This document provides information users, including candidates and company recruiters, to be able to navigate and use the site. It outlines the system requirements as well as “how-to’s”.

System Requirements

System requirements outline the technologies needed for the user to be able to use the Glass Ceiling web application. This list may not be exhaustive and is intended to cover the major technologies available for the user to operate on the system. Internet connection is needed for websites networking purposes because dynamic web applications cannot function without network capabilities. An operating system is needed to provide management services to run the application. Different web browsers can be used to access the website, but the website layout is not uniform across web browsers. Use Google Chrome for best user interface results. The web application is accessible on mobile devices with a friendly mobile user interface using all other system requirements.

Internet Connection

- ☐ Wi-Fi
- ☐ Cellular data
- ☐ Bluetooth
- ☐ Other web connectivity technologies

Operating Systems

- ☐ Windows (8, 10, etc.)
- ☐ Mac (OS, iOS)
- ☐ Linux
- ☐ Android

Web Browsers

- ☐ Google Chrome
- ☐ Firefox
- ☐ Safari
- ☐ Internet Explorer/Microsoft Edge
- ☐ Other web browsers

Mobile-Friendly

- ☐ Accessible from network-connected mobile devices with Android or Mac iOS operating systems and a web browser.

Registering

In order to register for the website as a **candidate**, perform the following steps:

1. Enter first name.
2. Enter last name.
3. Enter email.
4. Enter password.
5. Press register.
6. Verify your account via email.

In order to register for the website as a **company recruiter**, perform the following steps:

1. Enter your company's name.
2. Enter first name.
3. Enter last name.
4. Enter email.
5. Enter password.
6. Press register.
7. Verify your account via email.

Log In

In order to login as a **candidate**, perform the following steps:

1. Enter email.
2. Enter password.
3. Press log in.
4. If your authentication is successful, proceed to the site. Otherwise, attempt to log in again by re-entering your login information.

In order to login as a **company recruiter**, perform the following steps:

1. Enter company ID.
2. Enter email.
3. Enter password.
4. Press log in.
5. If your authentication is successful, proceed to the site. Otherwise, attempt to log in again by re-entering your login information.

Post Jobs

In order to post a job, the user must be a **company recruiter** and perform the following steps:

1. Enter position title.
2. Enter job description.
3. Enter location.
4. Enter required experience level.
5. Enter requires skills.
6. Enter interview type.
7. Enter expiration date of the listing.
8. Press post job.

Post Reviews

In order to post a review, the user must be a **candidate** and perform the following steps:

1. Enter position reviewing.
2. Enter salary offered.
3. Enter review.
4. Press post review.

Search for Jobs

In order to search for jobs, you must be a **candidate** and perform the following steps:

1. Enter keywords into search bar.
2. Press search.

Search for Candidates

In order to search for candidates, you must be a **company recruiter** and perform the following steps:

1. Enter keywords into search bar.
2. Press search.

Favorite Jobs

In order to favorite jobs, you must be a **candidate** and perform the following steps:

1. Select the listing.
2. Press the favorite button.

Contact Candidates

In order to contact a candidate, you must be a **company recruiter** and perform the following steps:

1. Select the candidate's profile.
2. View their email address.
3. Use this email address to contact the candidate.