

JobsInDoorCounty.com  
PlayAndWork.org

Administrative User's Guide



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# Job Search Engine

## Introduction

JobsInDoorCounty.com/PlayAndWork.org is a Web Enabled Job Search Engine, designed by Infinity Technology, Inc., which provides Employers and Job Seekers a convenient place to locate one another. Upon agreement to the licensing fee, Infinity Technology, Inc. will build a custom front-end to the JobsInDoorCounty.com/PlayAndWork.org engine for a customer who will be hosting a member site. Once the front-end is built and the environment is configured, employers will be able to sign up as a member on the site and post jobs, which will be searchable by job seekers.

Job Seekers will be able to search the available jobs by entering a keyword or by selecting an occupational category to search within. Once a user finds a job they wish to apply for, all they need to do is create an Online Application and click the Apply button from the Job Detail listing. An application is entered into the database and the employer is notified of the application by email. The employer can then review the application and contact the applicant.

The functionality of the JobsInDoorCounty.com/PlayAndWork.org site can be broken down into three (3) areas: Site Administrative Functions, Employer Features, and Job Seeker Features. Site Administrative Functions are performed by the owner of the Website. Employer Features are available to Employers that have signed up to post jobs on a particular site. Job Seeker Features are available to those visiting the site in search of a job.

## Site Administrative Functions

All administration for the site is accomplished from the Site Administration Menu. The menu is reached by entering <http://www.jobsindoorcounty/adminlogin.asp> into the address bar of your Internet Browser and pressing the **Enter** key. The Login page will require the user to enter their **Administrator Username** and **Password** to gain access to the Administration Menu. The username and password were set-up by Infinity Technology, Inc. while configuring the site. Some of the items that can be accomplished through the administration menu are Employer Maintenance, Update Administrator Login, Update the Occupation List, Viewing Employer Statistics, and Viewing Job Seeker Statistics.

### *Employer Maintenance*

Employer Maintenance allows the Site Administrator to perform the following functions: Edit Employer Username and Password, Approve an Employer Account, Specify a Corporate Logo filename, and view Employer Information.

The steps maintain employers are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**Employer Maintenance**' from the Administration Menu.
3. Select an Employer from the listbox.
4. Click the '**GO**' button.
5. Add/Edit information.
6. Click the '**Change Account**' button to save any changes or Click '**Cancel Changes**' to return to the menu.

\* Note: Jobs will not be displayed in the job search for an employer until an Employer's account has been updated by the Site Administrator to a status of '**Approved**'.

### ***Delete Employer***

The steps to Delete Employers are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**Delete Employer**' from the Administration Menu.
3. Select an Employer to delete from the listbox.
4. Click the '**GO**' button.
5. The Employer Information will be displayed on a Delete Confirmation page.
6. To permanently delete the account Click the '**Delete Employer**' button.
7. To return to the Administration Menu Click the '**Cancel Changes**' button.

**\*\*Note:** Once an Employer is deleted from the database, there is no recovering the data. Please be absolutely sure you wish to permanently delete an Employer before clicking the '**Delete Employer**' button.

### ***Upload/Delete Logos***

The steps to Upload/Delete Logos are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**Upload Logos**' from the Administration Menu.
3. Click the '**Browse**' button and navigate to the logo you wish to upload.
4. Click the '**Submit**' button to upload the logo.
5. You will see the logo listed in the table near the bottom of the page.
6. To delete a logo, simply click the '**Delete**' button next to the logo in the table.

**\*Note:** Once Logo is deleted from the server, there is no recovering the file. Please be absolutely sure you wish to permanently delete a Logo before clicking the '**Delete**' button.

**\*\*Note:** Acceptable filenames for logos are .jpg or .gif files.

**\*\*\*All logos exist in the same directory within the Website, so be sure that each file has a unique name before uploading the image. If an image is uploaded with the same name as an existing image, the existing image will be overwritten.**

To add the logo to an Employer's Account, in order for the logo to show up on the Job Detail pages, finish the process by completing the following steps:

7. Click on '**Employer Maintenance**' from the Administration Menu.
8. Select an Employer from the listbox.
9. Click the '**GO**' button.
10. Enter the filename of the logo in the Logo Image Name textbox.
11. Click the '**Change Account**' button to save any changes or Click '**Cancel Changes**' to return to the menu.

### ***Update Administration Login***

The steps to Update Administration Login are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**Update Administration Login**' from the Administration Menu.
3. Enter the new password into the '**New Password**' and '**Confirm New Password**' textboxes.
4. Click the '**Update**' button to save the new password.

**\*Note:** The password must be entered exactly the same in both textboxes to complete a successful update. A combination of letters and numbers not easily guessed by others is recommended for use as a password. Passwords should be changed periodically to ensure security.

## ***Update Occupation List***

The steps to Update the Occupation List are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**Update Occupation List**' from the Administration Menu.
3. To '**Change**' a Category simply select the category you wish to change in the '**Change Category**' listbox, edit the text for your selection in the textbox, and Click the '**Change Selection**' button.
4. To '**Add**' a Category simply enter a Main Category: Sub-Category combination into the Add Category textbox and Click the '**Add New**' textbox to save the category.
5. To '**Delete**' a Category simply select the category in the '**Delete Category**' listbox and Click the '**Delete Selection**' button.

\*Note: The occupational categories are to be entered in the following format:

Main Category: Sub-Category

*Examples would be:*

Information Technology: Internet

Information Technology: Systems Analysis & Design

## ***View Employer Statistics***

The steps to View Employer Statistics are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**View Employer Statistics**' from the Administration Menu.
3. Information about each Employer's jobs will be displayed in a table labeled with the Employer's Name.

Detailed information about each job is displayed including: Job Title, Job Code, Number of Page Views, Number of Applications, Active Status (Y or N), and Expiration Status (Y or N).

## ***View Subscriber Statistics***

The steps to View Employer Statistics are as follows:

1. Login to the Administration Menu at <http://jobsindoorcounty.com/adminlogin.asp>.
2. Click on '**View Subscriber Statistics**' from the Administration Menu.

The Subscriber Statistics page displays all of the Category: Sub-Category combinations and the number of Job Seekers that are signed up to receive automatic email notices when a job is posted in that particular category.

## **Company Membership**

Companies that wish to post jobs on JobsInDoorCounty.com/PlayAndWork.org will need to sign up to become a member of the site. This sign-up process is done online and takes only minutes. Once an employer joins a site, they can begin entering information for their job postings. A new member's job postings will not appear in the job search until the employer has been approved by the site owner. Each owner of a site can set their own *Fee Structure* for job postings. In the past the fee has been an annualized flat fee providing unlimited job postings to Employers based on the number of employees in the company.

## Employer Features

### *Create Account*

The steps to Create an Account are as follows:

1. Begin the account creation process by clicking the **'Employers'** link in the navigation bar near the top of the page and Clicking the **'Create Account'** link.
2. After Agreeing to the *Fee Structure* Click on the **'Continue'** button.
3. Enter the Account information into the Required Fields. (Required Fields are noted with an \* asterisk.)
4. Click the **'Create Account'** button.
5. After reading the welcome message Click the **'Continue'** button.
6. Enter Descriptive Information about your company into the textboxes provided. This text will be displayed on all Job Detail pages so that you do not have to re-enter the information for each posting. If you do not wish to enter any information, leave the text in the field alone and Click the **'Update Profile'** button.

Upon Account Creation an email is sent to notify the Site Owner that a new Employer has signed up. The Site Owner will need to approve the Employer before the Employer Account becomes active.

After creating an Employer Account, accessing the Employer Administration menu must be done by logging into the system by clicking the **'Employers'** link and then clicking the **'Maintain Account'** link and using the Username and Password entered during account set-up.

### *Login to the Employer Administration Menu*

The steps to Login to the Employer Administration Menu are as follows:

1. Click the **'Employers'** link in the navigation bar near the top of the page.
2. Click the **'Maintain Account'** link.
3. Enter your Username and Password and Click the **'Login'** button.
4. If you have forgotten your password, Click the **'Forgot Your Password?'** button, enter your Username and Click the **'Send Password'** button. An email will be sent to the account with which the site was registered with the password.
5. If you don't remember your Username send an email to [info@jobsindoorcounty.com](mailto:info@jobsindoorcounty.com). Be sure to include your Company Name, Contact Name and Email Address.

### *My Account Information*

The steps to View Account information are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'My Account Information'** link from the menu.
3. Your Account Information will be displayed in text fields and can be updated.
4. After updating any information Click the **'Change Account'** button to save any changes. You will be returned to the Employer Menu after saving changes.

### *Update Company Information/Profile*

The steps to Update Company Information/Profile are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Update Company Information/Profile'** link from the menu.
3. Update the Company Information/Profile displayed in text area fields.
4. If you don't wish to display a Profile, leave the example text as is.

5. If you modified your Profile, Click the **'Update Profile'** button.

The two (2) paragraph Company Information/Profile will appear at the top of all Job Detail listings.

### ***Add a Job***

The steps to Add a Job are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Add a Job'** link from the menu.
3. Select an **'Occupational Category'** from the listbox.
4. Complete the Required Fields (\*).
5. Click the **'Create Job'** button.

(\*Note: If your job doesn't fit into the existing categories an email link is provided to contact the Site Administrator.)

### ***Edit/Update Jobs***

The steps to Edit a Job are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Edit/Update Jobs'** link from the menu.
3. Select a job from the listbox and Click the **'OK'** button.
4. Modify any of the Job Details. (*Be sure all Required Fields "\*" are completed.*)
5. Click the **'Update Job'** button.

(\*Note: If your job doesn't fit into the existing categories an email link is provided to contact the Site Administrator.)

### ***Delete Jobs***

The steps to Delete a Job are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Delete a Job'** link from the menu.
3. Select a job from the listbox and Click the **'OK'** button.
4. Permanently delete the job by Clicking the **'Delete'** button.

### ***Review Applications/Resumes***

The database searches for new applications posted to employers jobs once per day and generates an automatic email to the email address with which the account was registered to notify the employer that there are new applications to review.

The steps to Review Applications/Resumes are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Review Applications/Resumes'** link from the menu.
3. Select the Application from the listbox and Click the **'View Application'** button.
4. The Application information including Resume will be displayed. (*New Applications will have an asterisk "\*" next to them.*)
5. Click the **'Continue'** button to return to the main menu. The application will be marked as "Reviewed" in the database.
6. If you wish to delete the application click the **'Delete'** button.
7. If you wish to notify the Applicant with an auto-generated email that their Application has been reviewed click the **'Delete and Send Notification'** button. Click the **'Delete Without Notification'** button if you don't wish to send a notification or click the **'Cancel Delete'** button to return to the main menu.

The Delete Notification text is as follows:

Your application for a job on the JobsInDoorCounty web site has been reviewed by the employer.

The employer may notify you if they have further questions about your application.

This is an auto-notification from the JobsInDoorCounty web site. Please do not reply to this e-mail.

Please Visit the JobsInDoorCounty web site again at <http://jobsindoorcounty.com>

### ***Search The Resume Database***

The steps to Search the Resume Database are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'Search the Resume Database'** link from the menu.
3. Enter a keyword to search by and Click the **'GO'** button or Select an Occupational Category to search by and Click the **'GO'** button.
4. Select an Applicant from the listbox and Click the **'View Application'** button.
5. The Application information including Resume will be displayed.
6. Click the **'Continue'** button to return to the search results page.

### ***View Job Statistics***

The steps to View Job Statistics are as follows:

1. Login to the Employer Administration Menu. (*Instructions listed above.*)
2. Click the **'View Job Statistics'** link from the menu.
3. Statistical information for each of your jobs will be including: Job Title, Job Code, Number of Page Views, Number of Applications Submitted, Active Status (Y or N), and Expiration Status (Y or N).
4. Click the **'Back'** link to return to the main menu.

## **Job Seeker Features**

The Job Seeker Features include: searching the jobs posted by various employers using keywords or occupational categories, building an online profile containing employment information and a resume, applying for a job with a few button clicks, and receiving automatic email updates each time a job is posted in up to 5 occupational categories selected by the job seeker.

### ***Find a Job***

1. To find a job a user must visit the main page of <http://jobsindoorcounty.com>.
2. Searching can be performed by selecting one or all of the following: an Employer from the listbox, an Occupational Category to search within or by entering a keyword and Clicking the **'Go'** button.
3. A brief outline will be displayed for any jobs returned by your search.
4. A detailed description can be seen by clicking on the **'View Job'** button.
5. If the user would like to apply for the current job they are viewing simply Click the **'Apply online'** button or copy down the contact information and mail a resume to the address provided.

6. If Applying Online the user must login to their job search account or Click the '**Create Account**' link to create a job search profile. Once a Job Seeker Profile has been created, applying for a job is as easy as entering a username and password.
7. Applications will be submitted to the database automatically and the employer will be notified of the new application.

### ***Create an Online Application***

Creating an Online Application can be done quickly and easily.

1. Click the '**Apply online**' button from any Job Detail page and Click the '**Create an Application**' link from the Applicant Login page or Click the '**Job Seekers**' link in the navigation bar.
2. Complete the required information in the following areas: Personal Information, Education, Technical Skills, Work History, and Comments/Resume.
3. Select whether employers will be allowed to search for your resume by placing a check in the Resume Database checkbox or leaving it blank.
4. A resume can be pasted into the text area at the bottom of the last page of job seeker information.
5. Click the '**Save Applicant**' button to save the Job Seeker account to the database.

### ***Edit Application***

Editing an Online Application can be done quickly and easily.

1. Login to the Job Seeker Menu by clicking the '**Job Seekers**' link in the navigation bar.
2. Enter the username and password for your account.
3. Click the '**Edit Your Application**' link from the Job Seeker Menu.
4. Edit any of the information in the following areas: Personal Information, Education, Technical Skills, Work History, and Comments/Resume.
5. Click the '**Save Applicant**' button to Update the Job Seeker account in the database.

### ***Join Listserv***

Join a Listserv to receive automatic email notifications when new jobs are added in up to five (5) occupational categories.

1. Login to the Job Seeker Menu by clicking the '**Job Seekers**' link in the navigation bar.
2. Enter the username and password for your account.
3. Click the '**Select Occupational Categories for Automatic Email When New Jobs Are Posted**' link on the Job Seeker Menu.
4. Select up to five (5) Occupational Categories to receive email notifications from. *(To Select Multiple Categories hold down the Ctrl key while clicking the Occupational Categories.)*
5. Click the '**Submit**' button to Save the Job Seeker account in the database.
6. To unsubscribe from all Occupational Categories simply click the '**Remove Yourself From Listserv**' button.

### ***Apply For a Job***

After a Job Seeker creates an Online Application applying for a job is simple.

1. Search for the desired job from the homepage.
2. Click the '**View Details**' button for the correct job on the Search Results page.
3. Click the '**Apply online**' button.
4. Enter the username and password for your Online Application.

The employer that posted the job is notified by email that an application has been received for the job. The Employer can then review the Job Seeker's application and follow-up with the Applicant.

## **Other Website Features**

### **Area Information**

Visitors to the website can click on the '**Area Information**' link in the navigation bar to explore the Door County Chamber of Commerce's website for quality of life, events, or other types of information.

### **Newcomer's Package**

Visitors to the website can request that a package of information for newcomers be sent to them. These requests will be processed by the Door County Chamber of Commerce.

### **Job Search Tips**

A page with helpful hints on how the search functionality works within the site is provided for job seekers. Following the tips on this page will maximize the results returned when searching any YourJobDepot.com member Website.

### **Contact Us**

Visitors to the website can contact JobsInDoorCounty by clicking the '**Contact Us**' link in the navigation bar.