DNN JOB LISTING PRO

A DNN 8 Module

Manual

This guide will help you get started creating job listings.

HF Labs Software Development

Introduction:

Warning: This module only works with DNN 8!!!

Job Listing Pro comes with many build in features for recruiting companies, employment agencies or human resources to publish jobs and manage candidates in an efficient way. With SPA, AngularJS and HTML5 technology on a reliable CMS system you can work/publish on any device (PC/laptop/tablet/smartphone) with ease to make your and your clients life easier.

Installation:

To install the module, you have to login as a host. In the host menu click on "Extensions". On the "Extension" page click on "Install Extension Wizard". Now you have to upload the module which is zipped like "HFLabs_JobListingPro_xx.xx.xx_Install.zip" and go through the installation wizard.

After a successful installation you can start with placing the module (DNN Job Listing Pro) on a page. This should be the page where you want your job listings to appear for your clients.
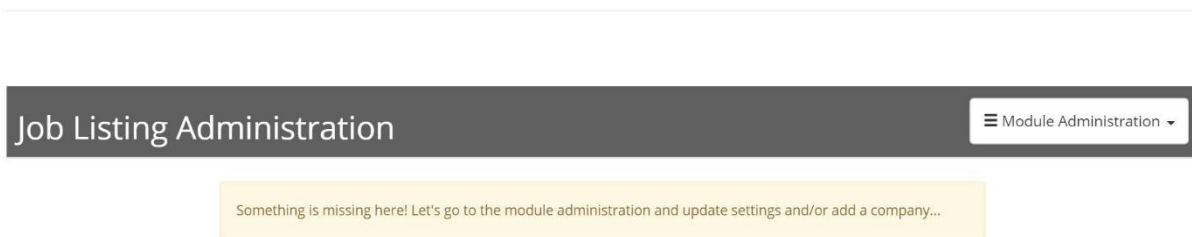
(After placing the job listing module on a page it should look like this)

After placing the module, you have to go to the "Basic Settings".
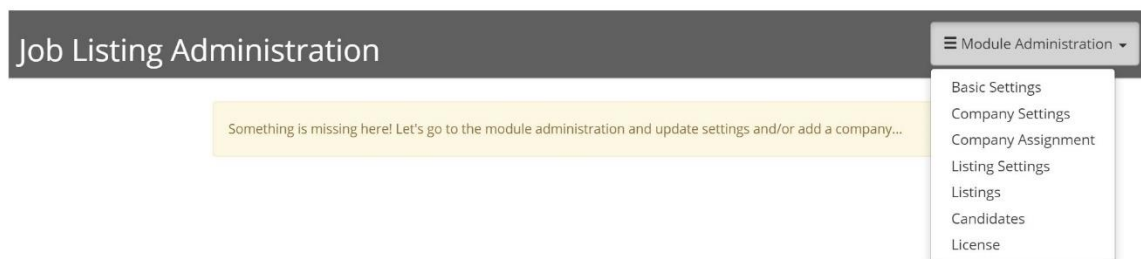
Basic Settings:

To manage the basic settings, click on the "Basic Settings" link. Under "General Data" in the settings you have the following options:

- **Default Language** (Your default language, if you're dealing with multiple languages on your website this will be the fall back language if something is going wrong)
- **Date Format** (if the published date should show up in a certain date format – if not used the date will show up in your local format)

(Screenshot "Basic Settings – General Data")

Under "Application Status" you can edit each status. The status will only be used to show the status of a candidate's application.

Note: The "Application Status" is stored in English. If you use a different language as your main language you should update each status in your language.

(Screenshot "Basic Settings – Application Status")

Company Settings:

The next setting you have to do is the "Company Setting". Here you have the possibility to add one or more companies which will publish jobs. If you add more than one company, you can specify the user who is allowed to add listings for that company.

(Screenshot "Company Settings – Company List")

The "Company Data" form allows you to add/edit your own company data. They will be used in each listing (print version) and in any email you will send to a candidate.

In the "Setting Data" on the same form you can tell the module what options you want for your listings (i.e. show social media links or store candidate data in database).

Note: Only active companies can publish listings.

Company Data

Company Name

Demo Recruiting LLC   [Save Company]

Address	City	Zip Code
1200 Main St.	Florence	29501

State	Country	
SC	United States ▾	

E-Mail	Phone	Fax
info@hf-labs.com	(843) 939-7880	(843) 765-3044

Assign To User   Active ⬤

[▾]

Setting Data

Activate Area Search	⬤	Activate Job Category Search	⬤	Activate Job Type Search	⬤
Show Area In Listings	⬤	Show Job Category In Listings	⬤	Show Job Type In Listings	⬤
Show Published Date	⬤	Show Social Media Links	⬤	Show Link "Print Listing"	⬤
Show "Recommend Listing"	⬤	Allow File Upload For Candidates	⬤	Save Candidates In Database	⬤

[Cancel]   [Save Company]

Company Assignment:

The next important setting you have to proceed is the "Company Assignment". If you only have one company, you have to assign your company with the current module. Otherwise no listings will be published. If you have more than one company, you have to place the module for each company on a separate page and assign the company to the module on the page. Each company can now publish their listings on their "own" page (don't forget to assign a user for each company if needed).

Job Listing Administration   ☰ Module Administration ▾

Company/Module Assignment

Company

Demo Recruiting LLC   ▾   [✖ Remove Company]

Module

436

[Cancel] [Save]

Listing Settings:

After editing the "Company Settings" you have to add the listing settings. Click on the "Listing Setting" link. In the settings you have the following options:

- **Language** (Add at least your default language which you want to use. If you add more languages you are able to add any other listing setting in multiple languages. There is always the option to edit or delete the language)
- **Listing Category** (Here you can add listing categories. They are important how you want to display the job posting like "The Company", "Job Description", "Qualification" etc. If you added more languages you can add categories in every language)
- **Job Type** (Here you can add job types like "Full-Time", "Part-Time", "Summer Job" etc. If you added more languages you can add job types in every language)
- **Job Category** (Here you can add job categories like "Sales", "Transportation", "Education" etc. If you added more languages you can add job categories in every language)
- **Area** (Here you can add area levels and areas like countries, states, cities or any other text. If you added more languages you can add area level / area in every language)
- **General Info** (Here you can add a general information which will be displayed in any job listing like your terms or a logo etc. If you added more languages you can add area code in every language)

Note: You have to add job types, categories and areas to add a new job listing!

(Screenshot "Listing Settings - Language")

Job Listing Administration

Listing Settings For

Demo Recruiting LLC   ▾

LANGUAGE   **LISTING CATEGORY**   JOB TYPE   JOB CATEGORY   AREA   GENERAL INFO

Listing Category Setting

Category		Sort Order		
		0 ▾	**+ Add Category**	

The Company	en-US	0		✏
Job Description	en-US	1 ▾	Update 🗑 Cancel	✏
Desired Qualifications	en-US	2		✏

Cancel

(Screenshot "Listing Settings – Listing Category")

Job Listing Administration

Listing Settings For

Demo Recruiting LLC   ▾

LANGUAGE   LISTING CATEGORY   **JOB TYPE**   JOB CATEGORY   AREA   GENERAL INFO

Job Type Setting

Job Type

| | + Add Type |

Full Time	en-US	✏
Part Time	en-US	✏

Cancel

(Screenshot "Listing Settings – Job Type")

Job Listing Administration

Listing Settings For

Demo Recruiting LLC ▾

LANGUAGE   LISTING CATEGORY   JOB TYPE   **JOB CATEGORY**   AREA   GENERAL INFO

Job Category Setting

Category

[   ]   **+ Add Category**

Accounting	en-US	✏
Information Technology	en-US	✏
Insurance	en-US	✏
Sales	en-US	✏
Science	en-US	✏

Cancel

(Screenshot "Listing Settings – Job Category")

Listing Settings For

Demo Recruiting LLC ▾

LANGUAGE   LISTING CATEGORY   JOB TYPE   JOB CATEGORY   **AREA**   GENERAL INFO

Area Setting

Area Group   **Level**

[Cities]   [2   ▾]   **🖫 Update Group**

ⓘ Example

Area Groups

[Level: 2 - Cities (en-US)   ▾]   **🗑 Delete**

Area

[   ]   **+ Add Area**

Columbia	en-US	Parent: South Carolina	✏
Dallas	en-US	Parent: Texas	✏
Houston	en-US	Parent: Texas	✏
Miami	en-US	Parent: Florida	✏

Cancel

(Screenshot "Listing Settings – Area Code")

Area Settings

Before you add areas for your listing you have to add area groups. These groups will be saved in different levels (1 to x). For example, if you want to have the option to let users filter for jobs in a global area like a country you should add your first group "Countries" in level 1. If you offer jobs in more than one state, you should add another group called "States" in level 2. If you offer jobs in more than one city within a state, you should add another group called "Cities" in level 3.

After adding your groups, you can add areas for each group. Go to the select box "Area Groups" and select your first group (Level 1). Now you can add as many areas as you want. When you're done with the first group and you have more than one group just select the second group and start adding areas. After adding the areas, you can update each area with the parent area. For example, if your first level is "Countries" and your second level is "States" then you can connect the state "Florida" to the parent area "United States". If you have a third level "Cities" you have to connect the cities with the states and so on.

Note: If you're using multiple languages the module will add area groups and areas for each language automatically. You will have to update each area group and area with the content of the selected language.

(Screenshot "Listing Settings – General Info")

Listings

Now you're all set to add a new job listing. To add a new listing click on the link "Listings". Now you will see a button "Add Listing".

Click on the button to add a job listing with the following options:

- **Listing Title** (The job position or job title)
- **Listing Information** (A short job description which will be displayed in the list of all job listings and also in the "Rotator" module and on top of the "Job Listing" details. The content is not HTML formatted)
- **Job Listing Number** (A reference number for the job listing)
- **Job Category** (The category you set up in the "Listing Settings")
- **Job Type** (The job type you set up in the "Listing Settings")
- **Area** (The area you set up in the "Listing Settings")
- **Use in Rotator** (Check this option if you want the job listing to show up in the "Rotator")
- **Active** (Check this option to publish the job listing)
- **Published** (The date when the job listing was published. The date will be set automatically as soon you activate the job listing. It can be updated manually anytime)
- **Expiration Date** (Listings will be published until the expiration date)
- **Comment** (only for internal use)

Job Listing Administration

≡ Module Administration ▾

Listing

GENERAL DATA | LISTING DATA | ADDITIONAL INFO | FILES

General Data

Listing Number

1000

Area

Columbia ▾

Job Category

Accounting ▾

Job Type

Full Time ▾

Use In Rotator ⬤○   **Active** ○⬤

Published

📅 06-17-2016 ▾

Expiration Date

📅 Enter date ▾

Comment (for internal use only)

⎙ Copy   🗑 Delete   Save General Data

Back To List

Job Listing Administration

≡ Module Administration ▾

Listing

GENERAL DATA | LISTING DATA | ADDITIONAL INFO | FILES

Listing Data

Language

English ▾

Save Listing Data

Listing Title

Senior Accountant

Listing Info (Short info about the job)

Our company is growing and we have a new opportunity in our corporate office in Columbia, South Carolina for an experienced Accountant with their CPA license. This position will manage accounting functions and prepare reports and statistics detailing financial results. As the business systems expert this position will also provide data analytics to support business units and management.
Additional responsibilities include develops, documents, tests and ensures the adequacy of the accounting controls. Manages accounts payable and accounts receivable and payroll. Supervises general accounting controls, property accounting controls, and the accounting software.

Save Listing Data

Back To List

Job Listing Administration

☰ Module Administration ▾

Listing

GENERAL DATA   LISTING DATA   **ADDITIONAL INFO**   FILES

Additional Info

Language

| English | ▾ |

Save Additional Info

The Company

| H1 | H2 | H3 | H4 | H5 | H6 | P | **B** | *I* | U | S̶ | ☰ | ☷ | % | ↺ | ↻ | ⊘ | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ | </> |

Everyone knows X-Cola. It's the best-known product in the world. We've been making it since 1886 and it still tastes the same.

As a business, The X-Cola Company is constantly evolving – we develop new products, acquire great brands and pioneer new ways of doing things. We sell four of the world's top five non-alcoholic sparkling drinks (A, Alight, B and C) and 50 products in over 30 countries, including water, juices, energy drinks, and even tea and coffee.

Job Description

| H1 | H2 | H3 | H4 | H5 | H6 | P | **B** | *I* | U | S̶ | ☰ | ☷ | % | ↺ | ↻ | ⊘ | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ | </> |

The primary function of this role will be to provide metrics and analytics to the Finance Operations function. The purpose of these metrics is to both support local management with the performance management of their teams and also to assist the Business Units (BU) better manage their businesses. Therefore, this role will require an intimate knowledge of SAP and where to find the relevant data. An excellent knowledge of Excel along with Business Intelligence (BI) reporting tools such as Tableau, Micro strategy and SAP Hana are essential.

Desired Qualifications

| H1 | H2 | H3 | H4 | H5 | H6 | P | **B** | *I* | U | S̶ | ☰ | ☷ | % | ↺ | ↻ | ⊘ | ≡ | ≡ | ≡ | ≡ | ≡ | ≡ | </> |

Educational Requirements / Qualifications

- Bachelor's Degree in Accounting or business related degree
- Certified Public Accountant (CPA) license required
- At least 5 years financial accounting experience required
- Proficient with Microsoft Office software. Excel expertise a must
- Experience with Accounting Software, i.e. Great Plains
- Good presentation and analytical skills and the ability to multitask effectively

Save Additional Info

Additional Info

Depending on how many "Listing Categories" you set up in the "Listing Settings" you can add each category here.

Here we have 3 categories ("The Company", "Job Description" and "Desired Qualifications"). Each category can be formatted in HTML format.

There is also the option to add multiple files to a job listing. The candidate can later download those files.

Job Listing Administration ☰ Module Administration ▾

Listing

GENERAL DATA   LISTING DATA   ADDITIONAL INFO   **FILES**

Files

Add Files

Drop files here or click to upload

Job Listing Files

📄	Additional_Info	✏️
📄	Demo_Sheets	✏️

Back To List

(Screenshot "Listing- Files")

After saving the job listing you will see the listing in a list (see the following screenshot).

Job Listing Administration ☰ Module Administration ▾

Listings For   Demo Recruiting LLC ▾   + Add Listing

🔍 ✖   Size (10) ▾   5 Result(s)

Job Title	Listing #	Published	Active	
Insurance Sales Professional	1003	06-21-2016	✔	✎
Sales Professional	1004	06-21-2016	✔	✎
Web Designer/Developer	1001	06-21-2016	✔	✎
Senior Accountant	1000	06-18-2016	✔	✎
Automobile Sales Manager	1002	06-21-2016	✔	✎

Cancel

You can edit and update the job listing by clicking on the "Pencil" icon of each row. In the "Listing" form is also a button to delete and copy the job listing (Buttons show up after you have saved the new job listing).

Note: To see how the job listing looks in the "Job Listing View" just click on the link of each listing ("Job Title" column).

Candidates

After candidates applied for a job they will show up in the candidate list under "Candidates" (if option "Save Candidates in Database"). To get an Excel list of all candidates click on the "Export" button (use the select box to select which ones – all/only active/not active).

(Screenshot "Candidates- List")

To view or update the candidate data/applications click on the pencil icon (see the following screenshots).

Candidate

CANDIDATE DATA   APPLICATIONS   CONVERSATIONS

Candidate Data

Prefix

Mr

Title

First Name *Required*

Tony

Last Name *Required*

Wood

Address

435 Main Dr.

City

Marion

Zip Code

29571

State

SC

Country *Required*

United States ▼

E-Mail *Required*

tony.wood@gmail.com

Phone *Required*

(843) 123 4567

Cell Phone

Comment (for internal use only)

Active ⬤

🗑 Delete   Save Candidate Data

Candidate

CANDIDATE DATA   APPLICATIONS   CONVERSATIONS

Applications

Senior Accountant   **Area:** Columbia   **Job Type:** Full Time   **Job Category:**

Accounting

Application Data

Status: Application received

Salary requirements: $ 75000 per year

Available start date: 8/1/2016

Message:

Hello,

I really like this job!

Attached is my resume.

Regards,

Tony Wood

Files:

📄   d5bbda99-3704-449a-a4d5-ac571bf8dbfc_tony.wood_at_gmail.com_TESTDocument.pdf

Back To List

To see all the applications, the candidate applied for click on the "Applications" tab.

Each application has two buttons (application data and conversations). If you click on the "Application Data" button you will see more info about the application (incl. the status, the message and all the files which were uploaded). If you click on the "Conversations" button you will see all conversations with the candidate.

Note: The tab "Conversations" is disabled until you click on the button "Conversations" of each application.

(Screenshot "Candidates- Conversations")

You can contact the candidate using the "Your Message" form. There is also an option to send files with your message. The candidate will get an email with your message and attached files.

The candidate can also repeat to your messages using the link which will be added in all your messages automatically.

Contact Us

Hello Tony,

Do you have any questions in regard to your application (Senior Accountant)?

Feel free to use the following form to contact us or to upload missing documents...

Your Message

| Subject |

Add Files

Drop files here or click to upload

Send Message

(Screenshot "Candidates- Contact Form")

Job Listing Public View

After you added your job listings you can view the listing. You can either click on the link ("Job Title" column) in the list where you edited the listing or you just click the page tab (in your DNN menu). You will see the published listings. In this view users have the option to filter for listings (Area, Category and Job Type). The options to hide/show can be controlled under the "Company Settings".

Each filtered listing contains the following:

- **Listing Title**
- **Listing Information** (A short job description)
- **Category** (The category you set up in the "Listing Settings")
- **Job Type** (The job type you set up in the "Listing Settings")
- **Area** (The area you set up in the "Listing Settings")
- **Published** (The date when the job listing was published. The date will be set automatically as soon you activate the job listing. It can be updated manually anytime)

The area, category, job type and published date can be hidden if wanted. The options can be found under the "Company Settings".

(Screenshot "Job Listings")

Once you click on the job title you will see the job details.

(Screenshot "Job Listing Details" Top)

To download the "Printable Version" of the job listing you have to click on the print icon which will save the job listing in a PDF formatted document.

There is also the option to share the job listing on Twitter, Facebook, LinkedIn and Google+.

Both options can be hidden in the "Company Settings".

After the job title and short profile, you will see all job categories (which were added in the "Listing Settings") with their contents.

Job Description

The primary function of this role will be to provide metrics and analytics to the Finance Operations function. The purpose of these metrics is to both support local management with the performance management of their teams and also to assist the Business Units (BU) better manage their businesses. Therefore, this role will require an intimate knowledge of SAP and where to find the relevant data. An excellent knowledge of Excel along with Business Intelligence (BI) reporting tools such as Tableau, Micro strategy and SAP Hana are essential.

Desired Qualifications

Educational Requirements / Qualifications

- Bachelor's Degree in Accounting or business related degree
- Certified Public Accountant (CPA) license required
- At least 5 years financial accounting experience required
- Proficient with Microsoft Office software. Excel expertise a must
- Experience with Accounting Software, i.e. Great Plains
- Good presentation and analytical skills and the ability to multitask effectively

| GENERAL INFORMATION | CONTACT / APPLY | ADDITIONAL FILES | TELL A FRIEND |

Some general information which you want to publish in all listings like your phone numbers, e-mail contacts etc.
You can also add your company logo or any other content.

(Screenshot "Job Listing Details" Bottom)

At the bottom you will see up to 4 tabs (depending on what you checked in the "Company Settings"). The "General Information" is the content you added in the "Listing Settings".

| GENERAL INFORMATION | CONTACT / APPLY | ADDITIONAL FILES | TELL A FRIEND |

Personal Data

Prefix	First Name *Required*	Last Name *Required*
Mr ▾		

Address	City	Zip Code

State	Country	
	United States ▾	

E-Mail *Required*	Phone	Cell Phone

Message

I want to apply for this job ⬤

✈ Send Message

Under the "Contact/Apply" tab you will find a contact form where the user can ask questions or apply for the job. The message will be sent to the email address added in the "Company Settings".

If the applicant checks the option "I want to apply for this job" the form expands with more questions and an option to upload application files.

(Screenshot "Contact / Apply – Extended form")

The next tab "Additional Files" shows up if additional files are uploaded with the job listing.

(Screenshot "Additional Files")

(Screenshot "Job Listing View" Tell A Friend)

If you checked the option "Show Recommend Listing" in the "Basic Settings" the user has the possibility to send an e-mail with the link of the job listing to a friend.

License & Registration:

After purchasing the module you will receive an e-mail with your license key. Before using the license key you have to register the key at http://www.hf-labs.com/DNN-Modules/Registration.

For the registration you need the license key and the domain of your website like www.mywebsite.com. If you have multiple domains you need to register your default portal alias (default domain).

To activate the license key, go to the new module HF Labs Job Listings Pro. Click on "License" and enter your license key. The "Check" button will activate the key. You will get a message saying that your domain is registered.

(Screenshot "License")

Additional Modules:

DNN Job Listing Pro comes with two additional free modules!

The first module is a responsive rotator which can be placed anywhere on your website to show selected/random job listings. Clicking on a job will forward to the job detail page.

Web Designer/Developer

The Web developer will provide assistance to the in the development of a new report card portal for the company website. Cold Fusion, Bootstrap, Mura, SQL and CanvasJS will be the primary development languages / tools used with this project.

Area: Dallas

Category: IT

More Info...

(Screenshot "Rotator")

Rotator Settings

Delay:	10000
Number Of Items:	3
Rotator Items:	Random
Link Text:	More Info...
Job Listing Tab:	Demo

Save Cancel

(Screenshot "Rotator Settings")

The second module is a responsive US map which can be placed anywhere on your website to show a US map with available jobs. If there are available jobs in a state it will be activated/colored. There is also a tool tip which shows the number of jobs. Clicking on the state will forward to the filtered job listings.

(Screenshot "US Map")

Map Settings

Job Listing Tab: ⓘ Demo

Color ⓘ #496f11

Company: ⓘ Demo Recruiting LLC

Areas: ⓘ Florida (States)

States: ⓘ ALABAMA [-]

Assign Area To State

Select the "Job Listing Tab" where the "DNN Job Listing Pro" module is located. Also assign all your areas (states) to the states in the map. To assign an area select the requested area out of the "Areas" list box and select a state out of the "States" list box. Click the button "Assign Area To State" to assign. States with the note [ASSIGNED] are already assigned.

Note: The map module ONLY works for ONE company within a portal!

Save   **Cancel**

(Screenshot "Map Settings")

Please save all e-mails with your license key in case you have to reinstall the module. We also offer you all your registration data at http://www.hf-labs.com/My-Licenses.

You can also download the latest version of the module at:

http://www.hf-labs.com/DNN-Modules/Downloads

Thank you again for ordering from HF Labs Software Development!

Let us know if you have any questions or problems working with this product.

Feel free to contact us under info@hf-labs.com

If you are satisfied with our service and product, don't forget to rate your purchase.

We appreciate your business.

UPDATES

1.0.1.0

- Fixed file downloads (job listing and candidate list)

1.0.3.0

- Minor changes for social media links