DNN JOB LISTING

A DNN Module

Manual

This guide will help you get started creating job listings.

HF Labs Software Development

Introduction:

DNN Job Listing is a module which can be used to publish jobs on a website. The package comes with 3 modules:

- ▪ **HF Labs Job Listings** (List of all job listings and also the administration ability to add, edit, and delete listings as well as managing basic and general listing settings)
- ▪ **HF Labs Job Listing View** (View of a single job listing with options to download the PDF-View of the listing, contact the website owner, download multiple other files attached to the job, and/or tell a friend about the job)
- ▪ **HF Labs Job Listing Rotator** (Rotates job listings depending on the settings)

Installation:

To install the package 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_JobListing_xx.xx.xx_Install.zip" and go through the installation wizard.

Note: There is no need to install the 3 modules separately. The package installs all modules at the same time.

After a successful installation you can start with placing the main module (HF Labs Job Listings) on a page. This should be the page where you want your job listings to appear for your clients.
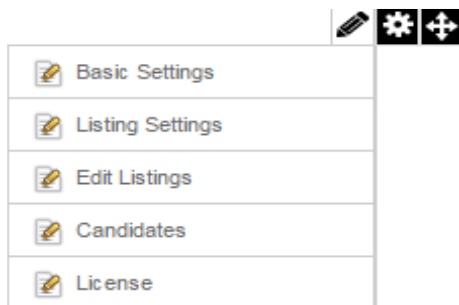

(After placing the job listing module on a page it should look like this)

After placing the module you will have to go to the "Basic Settings" and "Listing Settings". Therefor you have to go to the "Edit" mode and click on the little pencil icon on top of the module.

You will see 5 links (Basic Settings, Listing Settings, Edit Listings Candidates and License) to administrate the job listing module.

Basic Settings:

To add the basic settings click on the "Basic Settings" link. 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)
- **Job Listing View Tab** (This is the page where you place the module "HF Labs Job Listing View" to show the selected job listing) **Note: If the page does not exist, please add this page after saving the "Basic Settings". This page should not be displayed in the menu (Check the "Disabled" option in the page "Advanced Settings". After adding the new page go back to the "Basic Settings" and select the new page in the "Job Listing View Tab" box)**
- **Company Name** (The name of your company. The name will also be displayed on the PDF View of each listing)
- **Address** (The address of your company. The address will also be displayed on the PDF View of each listing)
- **Phone** (The phone number of your company. The number will also be displayed on the PDF View of each listing)
- **Send E-Mails To** (The e-mail address where all e-mails from the contact form will be sent to. Also the e-mail address of your company. The number will also be displayed on the PDF View of each listing)
- **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)
- **Activate Area Code Search** (If checked the user has the option to search for jobs in certain areas)
- **Activate Job Category Search** (if checked the user has the option to search for job categories)
- **Activate Job Type Search** (if checked the user has the option to search for job types)
- **Show Social Media Links** (If checked the user has the possibility to post the selected job on Twitter, Facebook and Google+)
- **Show Link "Print Listing"** (If checked the user has the possibility to print the selected job – download a PDF file)
- **Show Tab "Recommend Listing"** (If checked the user has the possibility to tell a friend about the selected job)
- **Allow File Upload For Guest** (if checked the user has the possibility to upload files)
- **Save Candidates To Database** (if checked user data will be saved in the database. This option must be checked to use the candidate administration)

Base Settings

Default Language: ⓘ	United States - English ▾
Job Listing View Tab: ⓘ	ListingView ▾
Company Name: ⓘ	Job LLC
Address: ⓘ	123 Street City, SC 29999
Phone: ⓘ	+1 (999) 999-9999
Send E-Mails To: ⓘ	info@hf-labs.com
Date Format: ⓘ	MM/dd/yyyy
Activate Area Code Search: ⓘ	✔
Activate Job Category Search: ⓘ	✔
Activate Job Type Search: ⓘ	✔
Show Social Media Links: ⓘ	✔
Show Link "Print Listing": ⓘ	✔
Show Tab "Recommend Listing": ⓘ	✔
Allow File Upload For Guest: ⓘ	✔
Save Candidates To Database: ⓘ	✔

Save　Cancel

(Screenshot "Basic Settings")

Listing Settings:

After editing the "Basic 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 Code** (Here you can add area codes like a zip code, state or any other text. If you added more languages you can add area code 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, job categories and area codes to add a new job listing!

Listing Settings

| Language | Listing Category | Job Type | Job Category | Area Code | General Info |

Language Name ⊙

Country/Language

Aforika Borwa - Setswana ▼

[Add]

[Close]

Show 10 ▼ Records   Filter:

Language Name	Language Key	
English	en-US	✎

1 to 1 of 1 entries   Previous Next

(Screenshot "Listing Settings - Language")

Listing Settings

Language	Listing Category	Job Type	Job Category	Area Code	General Info

Category ⊖

[   ]

Language

[English   ▼]

Sort Order

[   ]

[Add]

[Close]

Show [10 ▼] Records   Filter: [   ]

Category	Language	Sort Order	
Desired Qualifications	English	2	✎
Job Description	English	1	✎
The Company	English	0	✎

1 to 3 of 3 entries   Previous Next

(Screenshot "Listing Settings – Listing Category")

Listing Settings

Language	Listing Category	Job Type	Job Category	Area Code	General Info

Job Type ⊖

[   ]

Language

[English   ▼]

[Add]

[Close]

Show [10 ▼] Records   Filter: [   ]

Job Type	Language	
Full-Time	English	✎
Part-Time	English	✎
Summer	English	✎
Teen	English	✎

1 to 4 of 4 entries   Previous Next

(Screenshot "Listing Settings – Job Type")

Listing Settings

| Language | Listing Category | Job Type | Job Category | Area Code | General Info |

Category ●

[   ]

Language

[English   ▼]

[Add]

Show [10 ▼] Records   Filter: [   ]

Category	Language	
Customer Service	English	✎
Education	English	✎
Food & Restaurant	English	✎
Healthcare	English	✎
Personal Care & Services	English	✎
Retail	English	✎
Sales & Marketing	English	✎
Transportation	English	✎

1 to 8 of 8 entries   Previous   Next

[Close]

(Screenshot "Listing Settings – Job Category")

Listing Settings

| Language | Listing Category | Job Type | Job Category | Area Code | General Info |

Area Code ●

[   ]

Language

[English   ▼]

[Add]

[Close]

Show [10 ▼] Records   Filter: [   ]

Area Code	Language	
99999	English	✎
Mayberry County	English	✎
South Carolina	English	✎

1 to 3 of 3 entries   Previous   Next

(Screenshot "Listing Settings – Area Code")

(Screenshot "Listing Settings – General Info")

Add Listing

Now you're all set to add a new job listing. To add a new listing click on the link "Edit Listing". Now you will see a button "New". Click on the button to add a job listing with the following options:

- **Position** (The job position or job title)
- **General 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 View" module. The content cannot be 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 Code** (The area code you set up in the "Listing Settings")
- **Use In Rotator** (Check this option if you want the job listing 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)

Edit Job Listing

Position: ⓘ	Cook
General Information: ⓘ	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce gravida, orci id viverra convallis, quam eros ultrices nisi, non tempor mauris lorem nec dolor. Vivamus ac augue placerat, dignissim mi nec, fermentum nunc. Maecenas vulputate ipsum et convallis feugiat. Praesent blandit tortor vel ante pulvinar euismod. Nulla nisi arcu, accumsan sed luctus id, euismod sit amet sem. Mauris sed fermentum elit. Sed mattis interdum magna, vitae
Job Listing Number:	1234
Job Category: ⓘ	Food & Restaurant ▾
Job Type: ⓘ	Full Time ▾
Area Code: ⓘ	586 ▾
Use In Rotator: ⓘ	☐
Active: ⓘ	☑ Published: 1/29/2015
Expiration Date:	2/1/2015

(Screenshot "Edit Job Listing" Part 1)

The following options depend on how many "Listing Categories" you set up in the "Listing Settings". Here we have 3 categories ("The Company", "Job Description" and "Desired Qualifications"). Each category can be formatted in HTML format. So you can format text and add media data (images etc.).

Edit Job Listing

The Company

○ Basic Text Box ● Rich Text Editor ⓘ

[toolbar: abc ꓮ 📋▾ ↶▾ ↷▾ 📎▾ 📝▾ 🔗 🔗 Custom Links Ω▾ 田▾ ¶ 🖼 📅 🕐 B I U S x² x₂ ⧉ ⧈]

[toolbar: ☰ ☰ →a →A ═ A▾ ✐▾ Font Name Size ≡ ≡ ≡ ≡ Paragraph Style Apply CSS Cla ◇▾]

Want to get paid to make somebody's day? We're looking for cheerful, efficient, responsible men and women to make the world a better place – one delicious meal at a time. Each DNN Demo Restaurant is independently owned and operated, so stop by the nearest location to inquire about current positions.

Design   HTML   Preview   Words: 51 Characters: 294

Job Description

○ Basic Text Box ● Rich Text Editor ⓘ

[toolbar: abc ꓮ 📋▾ ↶▾ ↷▾ 📎▾ 📝▾ 🔗 🔗 Custom Links Ω▾ 田▾ ¶ 🖼 📅 🕐 B I U S x² x₂ ⧉ ⧈]

[toolbar: ☰ ☰ →a →A ═ A▾ ✐▾ Font Name Size ≡ ≡ ≡ ≡ Paragraph Style Apply CSS Cla ◇▾]

Essential duties may include, but are not limited to the following:

- Assembling menu items

Edit Job Listing

Desired Qualifications

○ Basic Text Box ● Rich Text Editor   ⓘ

[Rich text editor toolbar]

- Eager to work
- Takes pride in work
- Willing and able to learn
- Able to follow procedures and recipes as specified
- Good motor skills
- Capacity to concentrate on more than one thing at a time
- Attention to detail

Design   HTML   Preview   Words: 63 Characters: 350

Job Listing Files

[**Select File**]

File Display Name: [   ]

Show [25 ▼] Records   Filter: [   ]

Type	File Name	
📄	Information DNN Job Finder Company	✖
📄	Salery	✖

1 to 2 of 2 entries   Previous Next

[**Save**] [Delete] [Cancel]

(Screenshot "Edit Job Listing" Part 2 & 3)

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

Note: The option to upload multiple files shows up after you have saved the new job listing.

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

LIST LISTINGS

Language: English ▼

New

Show 25 ▼ Records

Filter:

Position	Listing Number	Area	Job Category	Published	Active	
Cook	987654321	South Carolina	Food & Restaurant	4/10/2014	Yes	✎
Retail Sales Consultant	123456789	99999	Sales & Marketing	4/10/2014	Yes	✎
Store Manager	432156789	Mayberry County	Retail	4/10/2014	Yes	✎

1 to 3 of 3 entries   Previous Next

Back

You can edit and update the job listing by clicking on the "Pencil" icon of each row. In the "Edit Job Listing" form is also a button to delete the job listing (Button shows 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 position ("Position" column).

If you use multiple languages you can select a language and add another job listing in the selected language.

To add a new job listing you have to add job categories, job types and area codes in the "Listing Settings" otherwise you will see the following:

Edit Job Listing

Warning: There are items missing in one of the following select boxes (Area Code, Job Category and Job Type). Go to "Listing Settings" to add missing items.

Position: ⓘ

General Information: ⓘ

Job Listing Number:

Job Category: ⓘ

Job Type: ⓘ

Area Code: ⓘ

(Screenshot "Missing Job Categories, Job Types and Area Codes")

Job Listing View

After you added a new job listing you can view the listing. Make sure you have already added the "HF Labs Job Listing View" module on a page and linked that page in the "Basic Settings". You can either click on the link ("Position" column) in the list where you edited the listing or you go back to the page where you placed the "HF Labs Job Listings" module. There you have also options to filter job listings (Area Code, Job Category and Job Type). You have also the option to filter by the job position (title) and the short job description using the filter box.

Area Code:
- [ ] 99999
- [ ] Mayberry County
- [ ] South Carolina

Job Category:
- [ ] Retail
- [ ] Sales & Marketing
- [ ] Transportation
- [ ] Food & Restaurant

Job Type:
- [ ] Full-Time
- [ ] Part-Time
- [ ] Summer
- [ ] Teen

[Filter]

Show [25 ▼] Records   Filter: [_____]

Retail Sales Consultant

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders.

Area: **99999**   Job Category: **Sales & Marketing**

Published: 4/10/2014

Cook

Want to get paid to make somebody's day? We're looking for cheerful, efficient, responsible men and women to make the world a better place – one delicious meal at a time. Each DNN Demo Restaurant is independently owned and operated, so stop by the nearest location to inquire about current positions.

Area: **South Carolina**   Job Category: **Food & Restaurant**

Published: 4/10/2014

Store Manager

As a DNN Demo Store Manager in Training you will be responsible for providing exceptional customer service while assisting the Training Manager in the daily operation of a retail store. Under the direction, training and observation of the Training Manager, the Store Manager in Training (SMIT) maintains inventories, store appearance and completes daily paperwork.

Area: **Mayberry County**   Job Category: **Retail**

Published: 4/10/2014

1 to 3 of 3 entries   Previous Next

(Screenshot "Job Listings")

Once you click on the job position (title) you will be linked to the job view.

Retail Sales Consultant

Short Profile	

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders.

Job Number:	123456789
Job Category:	Sales & Marketing
Job Type:	Full-Time
Area:	99999
Published:	4/10/2014

Printable Version

Share: **f Share** | **y Tweet** | **g+1**

The Company	

How about a chance to learn, grow and advance with the number one company in America?
Even better. We're DNN Demo Company, and the only thing we enjoy more than pioneering and selling the latest devices is helping people make the most of them.

(Screenshot "Job Listing View" Top)

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

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

Job Description

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provide efficient, courteous customer service and assist in all aspects of product offerings and services. Ensure an extraordinary customer experience. Position may be commissioned and quota based.

Desired Qualifications

1-3 years retail/customer facing/sales experience preferred.
Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!
Provisions listed in these job descriptions may be changed or modified without prior notice at any time, at the Company's sole discretion.

| General Information | Contact | Files | Tell A Friend |

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

Back

(Screenshot "Job Listing View" Bottom)

At the bottom you will see up to 4 tabs (depending on what you checked in the "Basic Settings"). The "General Information" is the content you added in the "Listing Settings".
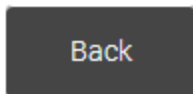
General Information | Contact | Files | Tell A Friend
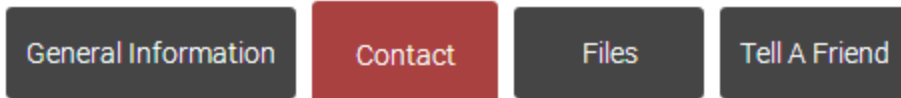
Do you have questions about this listing?

Name: ⚫

E-Mail: ⚫

Phone:

Message:

Send
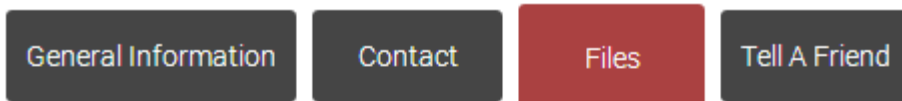
Back

(Screenshot "Job Listing View" Contact)

Under the "Contact" tab you will find a contact form where the user can ask questions about the job. The message will be sent to the address you added in the "Basic Settings".
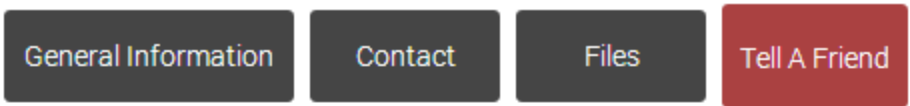
General Information | Contact | Files | Tell A Friend

Further information for this listing:

📄 Information DNN Job Finder Company
📕 Additional Job Informations

Back
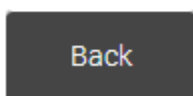
(Screenshot "Job Listing View" Files)

If you added files to a job listing the user can download those files here.

(Screenshot "Job Listing View" Tell A Friend)

If you checked the option "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.

The button "Back" brings you back to the list of all job listings.

Job Listing Rotator

The module "HF Labs Job Listing Rotator" can be placed on any (even multiple) page. After you placed the rotator module on a page you have to set it up first.
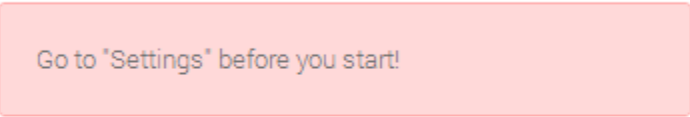
(Screenshot "Empty Job Listing Rotator")

In the settings you have the following options:

- **Delay** (Time in milliseconds to change each job listing)
- **Number Of Items** (Number of job listings to rotate)
- **Rotator Items** (Method how the job listings get picked. The option "Selected" picks all active job listings which have the option "Use In Rotator" checked. The option "Random" picks random active job listings)
- **Link Text** (The link text which will be displayed for the link button to link to the "Job Listing View")
- **Job Listing View Tab** (This is the page where you place the module "HF Labs Job Listing View" to show the selected job listing)

Settings

Collapse All

Delay:	8000
Number Of Items:	3
Rotator Items:	Selected
Link Text:	More Info...
Job Listing View Tab:	<None Specified>

Save   Cancel

(Screenshot "Settings Job Listing Rotator")

The rotator shows the position (title) of the job, a short description, the area code and the job category. The link "More Info" links to the page with the module "HF Labs Job Listing View". You can place multiple rotator modules on a website. There is no need to set up all rotators separately. Each rotator uses the same set up.

Retail Sales Consultant

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders.

Area: 99999

Job Category: Sales & Marketing

More Info...

(Screenshot "Job Listing Rotator")

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. In the edit mode click on the little pencil icon on top of the module. 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.

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 support@hf-labs.com

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

We appreciate your business.

UPDATES

1.0.5.0

- Possibility to copy and paste job listings in the admin section.

1.0.6.0

- New comment field in the job listing for internal usage (if logged in as an administrator).
- New comment section in the job listing view (bottom). Only visible for administrators.
- Possibility to edit a job listing in the job listing view (comment section).
- Possibility for user to upload multiple files in the "Contact" form in the listing view (option can be disabled in the settings).

1.0.7.0

- Problems in some browsers with closing the job listing editor (popup) solved.
- Problems with saving the settings in a multi portal environment solved.

1.0.8.0

- Fixed jQuery problems in DNN 7.3 and newer.

1.0.9.0

- Bug fix in the listing settings when language not available (under certain circumstances).

1.1.0.0

- Possibility to save candidate data (full name, email, phone, message and files) via contact form in database.
- Candidate administration: List candidates (all or filtered); Delete candidates; Export candidates to excel.
- Possibility to add an expiration date for each listing. After listing expires it disappears on website (still available for admins).
- Bug fix: Module uses correct portal id's when used in a sub portal.
- Bug fix: Can't delete a language in the settings if items (job types, categories etc.) are still connected.
- Some smaller bug fixes.

1.1.1.0

- Fixed filter problems in sub portals.

1.1.2.0

- Fixed rotator problems in sub portals.

1.1.3.0

- Possibility to set a certain date format for the listings in the format like dd/MM/yyyy.

1.1.4.0

- Possibility to enable or disable any single filter (area, job category, job type) in the search.

Update 1.0.0.6 - New comment section in the job listing view (bottom). Only visible for administrators.

| General Information | Contact | Files | Tell A Friend |

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

Comment (for internal use only)

This is an internal note for the listing (only visible by administrators)
- Note 1
- Note 2
- Note 3

Back

Update 1.0.0.6 - Possibility for user to upload multiple files in the "Contact" form in the listing view (option can be disabled in the settings).

| General Information | Contact | Files | Tell A Friend |

Do you have questions about this listing?

Name: ◉

E-Mail: ◉

Phone:

Message:

Attach Files:
(+)

Send

Back