

Jobs Portal User Manual

Table of contents

1. Installing the website

2. Configuring the website

- 2.1. Configuration options*
- 2.2. Setting the payments and payment options*
- 2.3. Job and course categories*
- 2.4. Modifying the locations*
- 2.5. Changing the default field values*
- 2.6. Configuring the job feed usage*
- 2.7. Configuring the banner zones on the website*

3. Administration panel

- 3.1. General overview*
- 3.2. Main pages in the administration panel*

4. Website structure and content management

- 4.1. Website structure management, adding new pages*
- 4.2. Modifying the content of the pages*
- 4.3. Posting news on the website*
- 4.4. Languages and language files*

5. Front site templates management

- 5.1. Templates overview*
- 5.2. Adding new templates and modifying the existing ones*
- 5.3. Custom HTML tags*
- 5.4. Adding Google AdSense advertisements or Google Analytics*

6. Administration panel users and groups

- 6.1. User groups*
- 6.2. Adding new users*
- 6.3. Permissions management*

1. Installing the website

You may find below information about the Jobs Portal integrated setup wizard, the description of the different steps during the installation, possible errors and troubleshooting information.

The setup is quick and easy, it passes through just 3 steps – agreeing with the license agreement, entering the MySQL information (server, username and password) and selecting the database to be used for the installation.

Please note also that we offer a free installation for all our products, so if you prefer that we do it for you, please contact us and we'll do it asap after that on your server or hosting package.

Step 1 - Welcome screen and Jobs Portal end user license agreement



In this first step you'll be able to:

- see the setup welcome message
- read the Jobs Portal end user license agreement

In order to continue to the next step, you'll have to agree with the Jobs Portal end user license agreement by clicking on the check box ("I agree ...").

Step 2 – Entering the MySQL server information (MySQL server, username and password)

During this step you'll be able to enter the MySQL server information (the server name, MySQL user and password) of your host. The setup needs this information in order to be able to setup the main database used by the Jobs Portal setup.



Please enter the MySQL information below

MySQL Server:

MySQL User:

MySQL Password:

Continue

step 2 of 4

In this step, you'll be asked to enter:

- MySQL Server – the server where you plan to install the database, usually “localhost” for most of the hosting companies

*Please note that on some hosting companies like GoDaddy, the MySQL server name is specific for every database, which is created and looks like for example: db_name.db.11111.hostedresource.com
In such cases it's necessary to copy and paste the exact server name, which you may find in the hosting package control panel and the Databases tab*

-MySQL username and password

On most hosting package, you'll need first to create a new MySQL user and database from the hosting package control panel, so it's up to you to choose the password and username you prefer.

Please note on cPanel hosting package (used by the most popular hosting companies like HostGator, BlueHost, HostMonster, GoDaddy Hosting etc.) if you create a new database and MySQL User you need to explicitly give permissions to this user for the database you created – you can do that from the MySQL Database page in cPanel, at the bottom.

Add User To Database

User:

Database:

→ **Add**

If you are not sure for these settings, please contact your hosting provider or log in to your hosting package control panel, where usually this information can be found on a page called “MySQL” or “Databases”.

After you enter these values and click on the Continue button, the setup will try to connect to the MySQL server with the user name and password you entered. If any of values aren't correct (the

address of the MySQL server or the MySQL user name and password), then an error message will be displayed and you won't be able to continue until you enter the correct values.

Troubleshooting

1. After you click the Continue button you receive an error message in red saying "Server doesn't exist or access is denied".

If this is the case, please check again the values you have entered. If the problem persists:

- make sure that your MySQL server is up and running and that this account is valid
- make sure also you enter a correct MySQL server name (on companies like GoDaddy and 1&1 the name isn't the default "localhost" and may be different for every database)
- on cPanel hosting packages, please check if permissions for the database are granted to the MySQL user you entered
- if you have any troubles finding the correct MySQL information for your hosting package, you can also contact your hosting provider and ask them for the MySQL settings for your hosting account

Step 3 - Setup of the main Jobs Portal database



In this step you'll be asked if you would like to create a new database for Jobs Portal or use an existing one.

If you choose the option to create a new database, you'll be asked to enter the name of the database. We recommend you to use a name, which will be easy to distinguish, like for example `jobs_portal`. Be aware that when choosing this option, the MySQL user you have provided in the previous step should have the rights to create new databases on the MySQL server. If this is not the case, the database creation will fail and such error will be displayed on the screen.

If you choose the option to use an existent database, the Jobs Portal database tables will be created in the database chosen by you. All the tables, which will be created will have a prefix “atn_”, no data from the existing database and tables will be deleted.

Troubleshooting

1. I have chosen the option to create a new database but when I click on Continue, I get an error message colored in red and I can't proceed to the next step, why?
 - make sure that your MySQL user has “CREATE DATABASE” permissions on the MySQL server
 - make sure that you don't have already a database on your server with the same name as the one you entered
2. I have tried to use the second option, to use an existing database, but I receive an error message saying that the table “jobs_admin_users” already exists
 - this means that you have previously installed the script in this database, so you may either use a new database or delete the old script tables and then continue with the installation

Be aware that in this step the setup creates also the script configuration file. If the process running PHP on your server for your hosting package doesn't have right permissions in the folder where you install Jobs Portal you'll receive the following message in the interface:

The process running PHP on this computer doesn't have permissions to create and write the configuration file in the main web folder. You need to create it manually – the content will show up in the screen. You need to copy / paste it in a file “config.php” and upload it in the main web folder (the one in which you uploaded the real estate files). So you could either upload it with FTP or use the File Manager in your hosting package control panel to save the config.php file.

If you experience troubles when doing this or have any additional questions, please don't hesitate to contact us or request our free installation service.

Step 4 – Installation successful screen

If you reached this step, Jobs Portal has been installed successfully on your server/hosting package and you can open now the front site and also the administration panel to manage the website and different settings.

2. Configuring the website

The Settings category in the administration panel and the different pages and options there allows you to configure the website and the different options like the job listings expiration time, currency, time zone, payment options, job categories, locations and others. You may find below a list and description of the different configuration options available on the settings page.

The Settings category contains the following pages:

- *Configuration Options* (on which you may find and set the general website configuration options)

- *Job Categories* (where you can modify the main website job categories)
- *Locations* (from where you can change the job locations used when searching or posting jobs)
- *Course Categories* (allowing to set the categories to be used when posting course listings on the site)
- *Job Feeds* (allowing to set the different job feeds to be used on the sitelike Indeed, SimplyHired and CareerJet etc.)
- *Banners* (allowing to create and configure special banner spaces in which the users can upload banners)
- *Field Values* (modify the possible values of the job seeker fields)
- *Ads & Analytics* (allowing to add Google AdSense or other 3rd party advertisements on the site or Google Analytics tracking code)
- *GDPR* (on which you can enable the GDPR consent message – ask permissions from the users for setting cookies and storing his personal information to comply with EU data privacy rules or other GDPR related settings)

2.1. Configuration options

The Configuration Options page allows to change the basic settings like the system email address, URL format and others. Please find below information about the different settings and configuration options shown on this page.

Jobs PORTAL

Home > Settings > Configuration Options

Messages Open the Main Site administrator

Configuration Options Job Categories Locations Course Categories Job Feeds Banners Field Values Ads & Analytics GDPR

Configuration Options

Facebook Page URL:

Twitter Page URL:

LinkedIn Page URL:

YouTube Page URL:

Instagram Page URL:

Jobs Expire Time (Days):

Allow not registered users to apply for jobs:

Manually approve the new employers:

Manually approve the new jobs:

Payments Categories Job Feeds Locations Field Values

Facebook Page URL, Twitter Page URL, LinkedIn Page URL, YouTube Page URL, Instagram Page URL

In these fields you can enter the URLs of your Facebook, Twitter and others social media pages, which will show then as clickable icons / links in the Connect With Us section on the website located in the footer.

Jobs Expire Time (Days)

With this setting you can set the number of days in which the job listings posted on the website will expire. The default value is 30 (meaning the posted ads will expire in 30 days), but you can change it with any other number of days you may wish.

If you set it to: -1 , then the job ads posted on the website will never expire.

Allow not registered users to apply for jobs

If you set this setting to YES, it will allow also not registered job seeker users on the site to apply for jobs. The default value is NO, meaning that the users should register first before applying for jobs.

Manually approve the new employers

This setting allows to configure if the newly registered employers / companies will have their accounts activated automatically (and be able to directly log in and post jobs) or a manual validation from the administrator will be required for that. The employer accounts can be validated / activated from the Users → Employers page in the admin panel by changing the value of the “Active” column for a selected job seeker.

Manually approve the new jobs

If this setting is set to YES, then all posted jobs on the website will have to be validated by the administrator in order to show up on the website and search results.

Enable SEO URLs

The search engines optimized URLs look like static HTML pages and have keywords in the URL, which allows better indexing by search engines like Google.

In order to use the SEO links, it's necessary to have mod_rewrite enabled (nearly all Linux shared hosting packages available on the web have it enabled by default) or isapi_rewrite for Windows / IIS hosting server. If this module is not available on your server or hosting package, you could deactivate this feature by setting it to NO.

System Email Address

This field allows to change the email address that will appear as a sender of the emails sent by the website to the users. Please note that most hosting companies require a sender email using the same domain name. For example if your website is installed on domain.com, the system email address should be user@domain.com and not for example some.name@yahoo.com (in such a case the server may refuse to send the email, depending on what's configured by the hosting company).

If you would like to use an email address of an external email provider, there is also functionality to configure an external SMTP server (that can be gmail or any other email provider supporting sending emails through SMTP).

System Email From Field

The name of the sender of the system email address, usually your website name or company name.

Send email to new users

If set to YES, then welcome emails will be sent to the new users registering on the website.

New employer user email subject, New employer user email text

If you set the website to send welcome emails to the users, in these two fields you can enter the subject and text of the welcome emails, that will be sent to the new employer users.

Number of results per page

By changing the value of this setting, you can control how many listings will show up on the job result pages that appear after an user makes a search or browse the jobs by category, location or a keyword.

The default value is set to 20, meaning that 20 jobs will be shown per page and you can change that to any other number of jobs you prefer.

Date hour format

By entering a valid PHP date format string, you can change the format of the date displayed on the website and different pages on it.

The default format is -

d/m/y G:i

which will show the date on the website like -

03/10/2021 11:52h

When configuring the date format, you can use any valid PHP date format strings or form your own format strings by using any of the special letters -

d Day of the month, 2 digits with leading zeros

01 to 31

D A textual representation of a day, three letters
Mon through Sun

j Day of the month without leading zeros
1 to 31

N ISO-8601 numeric representation of the day of the week
1 (for Monday) through 7 (for Sunday)

w Numeric representation of the day of the week
0 (for Sunday) through 6 (for Saturday)

F A full textual representation of a month, such as January or March
January through December

m Numeric representation of a month, with leading zeros
01 through 12

M A short textual representation of a month, three letters
Jan through Dec

n Numeric representation of a month, without leading zeros
1 through 12

Y A full numeric representation of a year, 4 digits
Examples: 2014 or 2022

y A two digit representation of a year
Examples: 14 or 22

g 12-hour format of an hour without leading zeros
1 through 12

G 24-hour format of an hour without leading zeros
0 through 23

h 12-hour format of an hour with leading zeros
01 through 12

H 24-hour format of an hour with leading zeros
00 through 23

Here are a few examples:

F j, Y, g:i a which will display the date on the website like: *March 10, 2021, 5:16 pm*

m.d.y which will display the date on the website like: *03.10.21*

Y-m-d H:i:s which will display the date on the website like: *2001-03-10 17:16:18*

Number of listings in Featured section

You can use this setting to set the number of featured jobs that will show up in the Featured Listings section to the right or the home page of the website (if featured jobs are set to show below the main search form in the home page configuration options).

New job seeker user email subject, New job seeker user email text

If you set the website to send welcome emails to the users, using these settings you can set the title and text of the welcome emails that will be sent to the new job seeker users.

Use CAPTCHA images to prevent spamming

To avoid automatic form submissions when creating a web form it's necessary to use a verification if the site visitor is a human or a robot – the most common way to do it is to generate an image with a random code that the users will have to enter, called also captcha. What it does is to dynamically create an image with a string displayed on it – the visitor is asked to type that string in a text field and once the form is submitted it checks if the string on the image matches the one inputted by the user.

The usage of the captcha images is enabled by default, but if you would like to disable it (for example if the PHP graphics library - GD isn't installed on your website), you could change the value of this setting to "NO".

There is also functionality to use the Google's reCaptcha ("I am not a robot" checkbox), which offers stronger anti-spam protection and can be configured using the settings below.

Website time zone

With this setting you can change the default time zone on the website that is used to display the time. The time zone coming by default for most of the downloads is Europe/London, but can be replaced by America/New_York or another appropriate time zone.

The list of the supported time zones can be found on: <https://www.php.net/manual/en/timezones.php>

Some examples of supported time zones are:

America/Buenos_Aires

America/Chicago

America/Los_Angeles

America/Mexico_City

America/New_York

Asia/Singapore

Asia/Tokyo

Europe/Berlin

Europe/Madrid

Europe/Moscow

Europe/Zurich

...

SEO text to be appended to the job category page title

When clicking on a category, the default page title (the HTML <title> tag that is used also by search engines when indexing the page etc.) will be the category name. By adding custom text in this field, you can customize the titles of the category pages, which will be then the Category Title + Your Text (so in this way you can create unique titles for better search engines optimization).

SEO text to be appended to the job category page meta description

By adding a text in this field, you can add a text, which will be appended to the default meta description for SEO purposes.

SEO text to be appended to the job category meta keywords

By adding a text in this field, you can add a text, which will be appended to the default meta keywords for SEO purposes.

Show number of jobs in category

If set to YES, will show the number of posted jobs in the category like for example Category Name (15). Please note that when the website is configured to use job feeds like indeed, except the jobs posted on the website, when clicking on a category the users will see also the jobs provided by indeed – in this case the number of jobs shown for the category will be only the number of jobs posted on the website itself (not total jobs, which will be taken from indeed.com etc.).

Partner Companies

In this field the administrator can enter a list of usernames / email addresses of partner companies that can post jobs on the website without making payments.

Allow Multiple Job Categories

If this setting is set to YES, then when posting a job, the employers will be able to select up to three job categories for their jobs instead of one.

Delete expired jobs

By default the jobs posted on the website expire after some number of days (according to what's set by the administrator on this page and field above) and then they don't show up anymore on the main site or search results, but just on the Expired Listings page in the employer admin, so they can choose to renew them by paying a fee. This option makes it possible also to permanently delete the expired job ads after a period specified by administrator by choosing between one of the following options:

Never

After 1 month

After 3 months

After 6 months

After 12 months

Use external SMTP server, SMTP server URL, SMTP username / email address, ...

By default to send the emails, the script is using the local mail server, but in some cases or on some hosting package the usage of the mail function may be disabled, so it may be necessary to use an external server like gmail or similar to send the emails.

With these settings you can enable the usage of an external smtp server and set the different settings for it like the server URL, smtp user (this is typically your registered email address there), password etc.

Salary range

This setting allows to customize the Salary preference field and values shown in it by entering new custom values. The different values should be separated by | like shown below:

1000|2000|3000|4000|5000|6000|7000|8000|9000|10000|12000|14000|16000|18000|20000|25000|
30000|40000|50000|60000|70000|80000|90000|100000

Google Maps API Key

Since June 2018, Google requires all sites using Google Maps to have a valid Google Maps API key. To set your own key, you need to go the page for getting a maps key (the current url is: <https://cloud.google.com/maps-platform/#get-started> but you may also find it with Google by searching for: get google maps API key and click on the first link) and then set it in this field on the Configuration Options page

Show an under construction / maintenance page

When you set this value to YES, the visitors visiting your website will see an under maintenance page instead of the actual site (so you may use it when doing updates or if you prefer to still not launch your site etc.).

Please note that if you are logged in as administrator in the admin panel and visit the main site, you'll be still able to see it (so you'll see the actual site and not the under construction page even if the construction page is enabled) – this is done in order to allow you to still work or check the site while others see the under construction page.

Under construction / maintenance page title, Under construction / maintenance page text

With these fields you can edit the under construction page content and set the under construction page title and text

Enable ZIP field, Enable ZIP distance search

These options allow to show or hide the ZIP field and ZIP distance search (available by default for the US and UK on request). For other countries these options may be turned off or just the ZIP field to be left (it can be renamed also to Post Code or other field name in the language file).

Maximum number of files

The field allows to limit the maximum number of files that the job seeker users will be allowed to upload on the site (like resumes, cover letters, references etc.).

Maximum file size (bytes)

In order to save space on the server / hosting package, it's possible to set the maximum allowed file size by setting the size in bytes in this field

Enable Google reCaptcha, reCaptcha Public Key, reCaptcha Private Key

The Google's reCaptcha offers a strong anti spam protection and is also used by some of the most popular websites like Google, Facebook, Twitter etc.

If you would like to enable Google reCaptcha on your site, you need to first create your free account on <https://www.google.com/recaptcha> and public and private keys for your site, which you can then paste in the corresponding fields and set the value of Enable Google reCaptcha to YES

The default value is NO, meaning that the default captcha image in the software will be used.

Number of free jobs for the new employers

This setting allows to configure a number of free jobs every new employer can post for free after registering on the site. The default value is 0 meaning that they won't get any free jobs, but if it's set for example to: 2 , then every new employer will get 2 free jobs before being asked to make a payment (purchase a job posting package or a subscription etc. , depending on the payment options set by the administrator).

New Users Email Validation on Sign up

If set to YES, the new users signing up on the site (job seekers or employers) will receive an activation

link to their email addresses – they will have to click on the link in order to confirm their email address and activate their account.

Main Search Field Suggestions

When typing in the text search field in the main search form, the users see text search suggestions – with this setting the administrator can set the type of suggestions they see. There is a choice between:

- None (no suggestions will show up at all)
- Jobs By Keyword (the administrator can enter a list of keywords that will show as suggestions)
- Job Categories (the suggestions will be from the existing job categories and sub categories)
- Keywords + Job Categories (a mix between both options above)

Show number of visits for jobs

YESA statistics is kept in the database about how many times a job offer has been visited on the main site – if this setting is set to YES, then the users will also see on the job details page the number of visits

Message Subject, Message Text, Employers Message Subject, Employers Message Text

If the system is configured to send activation / welcome emails to the new users, then with these fields the administrator can customize the subject and text of the messages that are sent to the users.

In the text of the email, the default [ACTIVATE_LINK] will be replaced with the real activation link generated by the system. The rest of the text can be customized and more text can be added with the only requirements being to keep [ACTIVATE_LINK] in the text of the email because otherwise no activation link will be present to the users.

Welcome to domain.com!

*Please click on the following link in order to activate your account:
[ACTIVATE_LINK]*

The fields are separated for the job seekers and employers in order to allow to set different email subjects or texts for them.

Send Feed Email Alerts

The functionality to send email alerts for the jobs posted on the website is enabled by default. This additional setting allows also to configure email alerts to be sent for jobs received by job email APIs.

Email Alert Title, Email Alert Text

These two fields allow to customize the subjects and texts of the email messages sent to the users when there are new jobs posted on the website matching their search criteria.

In the text of the email, [FIRST_NAME] will be replaced by the user's first name and [JOBS_LINK] with the actual job link on the site allowing to see the full job details.

Dear [FIRST_NAME],

Please find a selection of latest jobs matching your search criteria:

[JOBS_LINK]

2.2. Setting the payments and payment options

You can choose between 4 main methods to charge the employers:

- Based on credits (the users buy credits and then spend them to pay for the different services on the website)
- Based on subscriptions (the employers can choose a subscription and pay then for example a monthly fee and be able to list up to some number of jobs)
- Direct payment (as soon as the employer posts the job, he sees for example a PayPal icon) or alternatively choose the website to be free for all users and in such case the users won't be charged when posting jobs or using the other services offered on the website
- Job Listing Packages (you can create packages including different number of job listings, featured listings and resume views and let the employers purchase these packages and use them after to post jobs etc.)

The administrator is able to select one between these 4 types he prefers from on the Payments → Settings page in the admin panel.

The screenshot shows the 'Payments - Settings' page in the 'Jobs PORTAL' admin panel. The left sidebar has a 'Payments' icon selected. The main content area shows a list of payment methods with 'Using Packages' selected. A red arrow points to the 'Using Packages' option. To the right, there are buttons for Configuration Options, Approve, Employer Packages, Subscriptions, Credits, and Direct Payments.

Payment Method	Description
<input type="radio"/>	The site should be free for all users
<input checked="" type="radio"/>	Using Packages
<input type="radio"/>	Using Subscriptions
<input type="radio"/>	Using Credits
<input type="radio"/>	Direct Payments
<input type="radio"/>	Using Credits and Packages
<input type="radio"/>	Using Direct Payments and Packages
<input type="radio"/>	Using Subscriptions and Packages

The page allows to charge the configuration options related to payments (you may find below a list with explanations) and also links to pages for creating or managing the existing subscriptions or set the price in credits for the different services used on the website.

How you would like to charge the employers?

Using this setting you can set your preferences if you would like to charge the employers using subscription or using credits or if the site should be free for all users. If you choose to charge them with subscriptions (recurring payments), you can create different subscription packages with different number of ads, featured ads and banners included in them and different pricing and let the users choose the subscription they prefer. If using the credits method, the employers need to purchase credits and they can spend after these credits to pay for the different services offered on the website.

Website currency

By default this setting is set to the US dollar sign "\$", but you may change it to another one you prefer (like CHF or €). This will change the currency symbol displayed next to the prices on the website. This applies for all the prices of the listings on the website, pricing for posting listings and banners etc.

Currency Code

The PayPal currency code if the PayPal system is enabled. By default it's set to USD (US dollars), but can be changed to any other valid PayPal currency code like EUR, GBP etc.

You may find below the currency codes for some of the most popular currencies supported by PayPal:

Australian Dollar AUD

Brazilian Real BRL

Canadian Dollar CAD

Czech Koruna CZK

Danish Krone DKK

Euro EUR

Malaysian Ringgit MYR

Hong Kong Dollar HKD

Mexican Peso MXN

Norwegian Krone NOK

New Zealand Dollar NZD

Philippine Peso PHP

Polish Zloty PLN

Singapore Dollar SGD

Swedish Krona SEK

Swiss Franc CHF

Thai Baht THB

U.S. Dollar USD

PayPal ID

When the PayPal system is enabled, in this field, the administrator/website owner has to enter the PayPal account (registered PayPal email address) he would like to use to charge the users on the website.

2checkout ID

When the 2checkout system is enabled, in this field, the administrator/website owner has to enter the 2checkout SID (Seller ID) of the 2checkout account he would like to use to charge the users on the website. The seller id can be obtained from the 2checkout website (during a new registration for the new users) or from the admin panel for the registered ones.

Cheques address

In this field the administrator has to enter the address, which has to be used for the cheques to be sent if the cheques payment options is enabled on the website.

Bank account information

In this field the administrator has to enter the full information for the bank account to be used when the bank transfer payment option is enabled on the website.

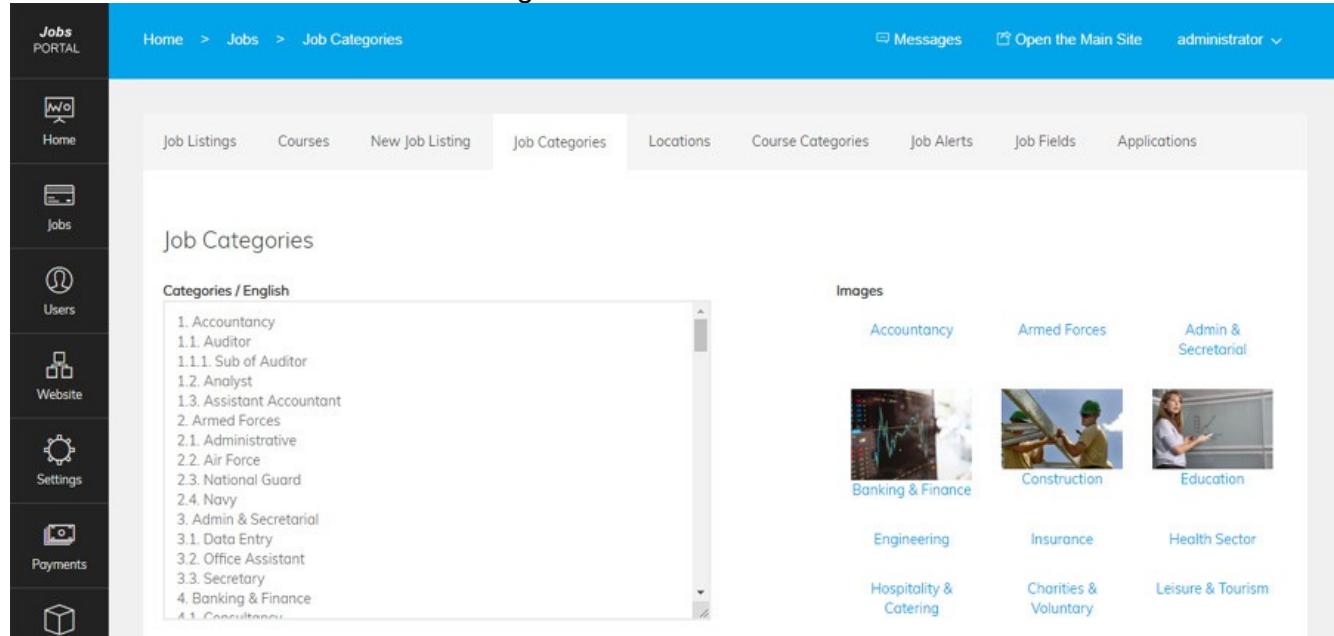
Amazon Payments ID, PayFast ID, InterKassa ID, Google Checkout ID, Skrill/Moneybookers ID , PayMate ID

To enable any of the following system in order to charge the users, it's enable to enter your ID for them in the corresponding text fields on the Configuration Options pages.

If you wish to disable any the systems in the future, it's necessary to simply delete the corresponding ID.

2.3. Job and course categories

You can set the job categories from the Jobs → Job Categories page in the admin panel and the courses one from Jobs → Course Categories



Categories / English
1. Accountancy
1.1. Auditor
1.1.1. Sub of Auditor
1.2. Analyst
1.3. Assistant Accountant
2. Armed Forces
2.1. Administrative
2.2. Air Force
2.3. National Guard
2.4. Navy
3. Admin & Secretarial
3.1. Data Entry
3.2. Office Assistant
3.3. Secretary
4. Banking & Finance
4.1. Consultants

The job categories should be set as a list with leading numbers showing their hierarchy, for example:

1. Some Main Category
- 1.1. Sub Category of the Main Category
- 1.2. Another Sub Category of the Main Category
- ...
2. Another Main Category
- ...

It's not required that the numbers are in successive order, so it can be possible for example to have -

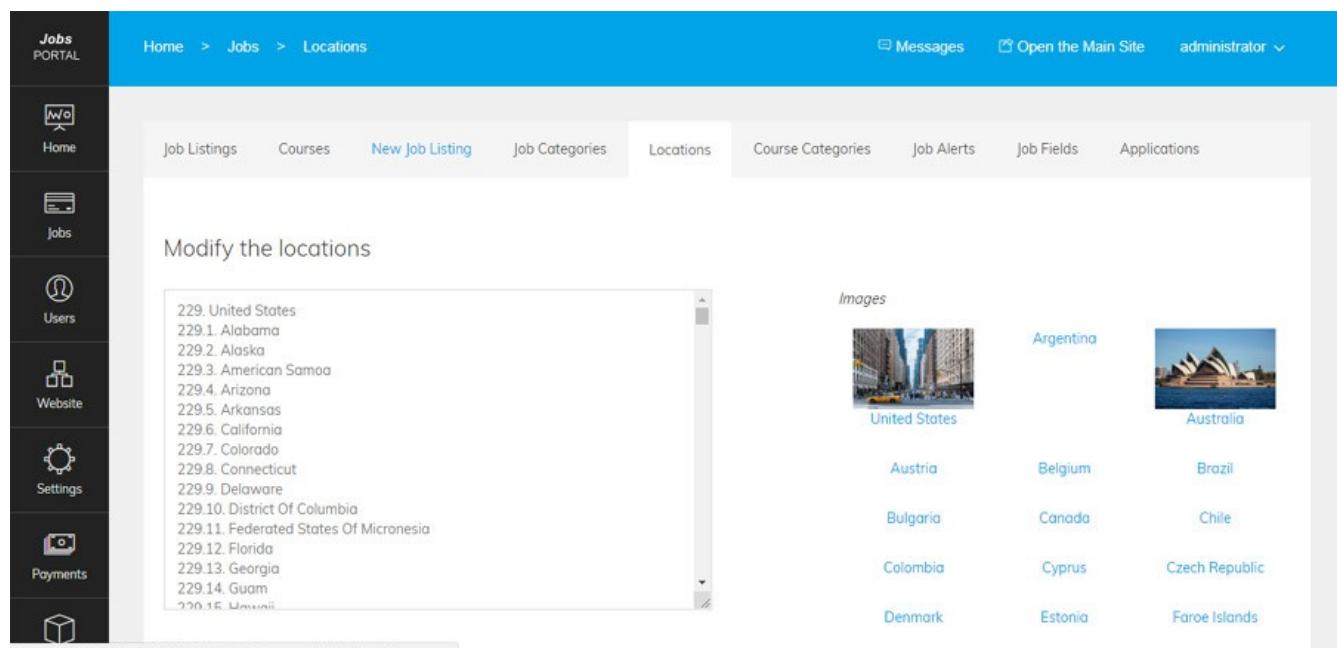
1. First Category
49. Second Category
3. Third Category

If you have more than one language added on the website, you'll see separate text areas allowing to enter separately the categories for the different languages on the site.

If you would like to add a custom image for a category, you can click on the category name to the right – this will open a page allowing you to upload a new image or edit or delete the existing ones. The categories with images added for them will show up on top of the Browse by Category section on the Home page of the main site.

2.4. Modifying the locations

Similar to the job categories, the locations can be set from the Jobs → Locations page as a list with leading numbers showing their hierarchy. By default up to four levels of locations as supported, so you may have for example Country – State – City – Neighborhood.



Jobs PORTAL

Home > Jobs > Locations

Messages Open the Main Site administrator

Job Listings Courses New Job Listing Job Categories Locations Course Categories Job Alerts Job Fields Applications

Modify the locations

229. United States
229.1. Alabama
229.2. Alaska
229.3. American Samoa
229.4. Arizona
229.5. Arkansas
229.6. California
229.7. Colorado
229.8. Connecticut
229.9. Delaware
229.10. District Of Columbia
229.11. Federated States Of Micronesia
229.12. Florida
229.13. Georgia
229.14. Guam
229.15. Hawaii

Images

Image	Location
	United States
	Argentina
	Australia
	Austria
	Belgium
	Brazil
	Bulgaria
	Canada
	Chile
	Colombia
	Cyprus
	Czech Republic
	Denmark
	Estonia
	Faroe Islands

You can also upload custom images for selected locations similar to the categories as explained above by clicking on the location name to the right and uploading the image.

2.5. Changing the default field values

The page Settings → Field Values allows to set the values of some of the basic fields available for the job seekers to create their resume or set their job preferences.

Please note that when setting the new values, you can use words from the language file or enter the value in plain text, for example if you use M_FULL_TIME the system will search for the word M_FULL_TIME in the language file (for example include/texts_en.php for the default English language with M_FULL_TIME set to "Full Time" there) and will display Full Time.

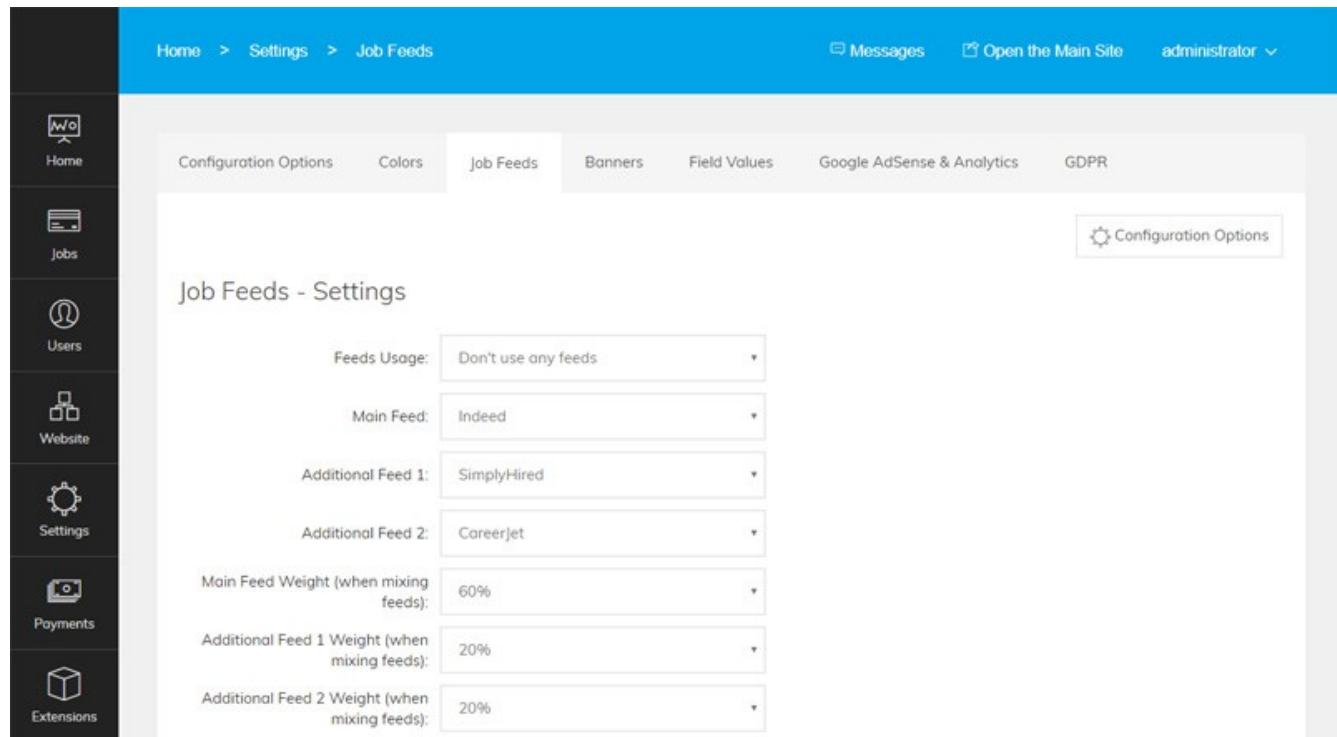
If you don't use multiple languages on your website, instead of using words from the language file you may simply enter the text "Full Time".

Field Values

Job Types:	1-M_FULL_TIME;2-M_CONTRACT;3-M_PART_TIME;4-M_INTERNSHIP;5-M_TEMP
Course Study Modes:	1-M_ONLINE_COURSE;2-M_FULL_STUDY;3-M_PART_STUDY;4-M_DISTANCE_LEARNING
Resume Languages:	1-English;2-Spanish;3-Chinese;4-German;5-French;6-Portuguese;7-Russian;8-Japanese;9-Korean;10-T
Language Proficiencies:	1-M_BASIC;2-M_INTERMEDIATE;3-M_FLUENT
Education Levels:	1-M_HIGH SCHOOL;2-M_ASSOCIATES;3-M_BA SCIENCE;4-M_BA BUSINESS ADMINISTRATION;5-M_T

2.6. Configuring the job feed usage

Using the Settings → Job Feeds page, you can configure the different job feeds used on the website. You can choose between displaying one main feed (like for example to show only indeed jobs on the site) or to mix and show different feeds. Please note that all these systems require that you first sign up with them, get a partner ID that you can set on this page in order to activate the feed on the site and start displaying jobs.



The screenshot shows the 'Job Feeds' settings page within a web-based administration interface. The left sidebar contains icons for Home, Jobs, Users, Website, Settings, Payments, and Extensions. The top navigation bar includes links for Home, Settings, Job Feeds (which is the active tab), Banners, Field Values, Google AdSense & Analytics, and GDPR. The top right corner shows 'Messages', 'Open the Main Site', and 'administrator'. The main content area is titled 'Job Feeds - Settings' and contains the following configuration options:

Feeds Usage:	Don't use any feeds
Main Feed:	Indeed
Additional Feed 1:	SimplyHired
Additional Feed 2:	CareerJet
Main Feed Weight (when mixing feeds):	60%
Additional Feed 1 Weight (when mixing feeds):	20%
Additional Feed 2 Weight (when mixing feeds):	20%

A 'Configuration Options' button is located in the top right corner of the main content area.

You may find more information about the different partner programs and their conditions on the respective sites of the companies. For example for indeed, please visit <http://www.indeed.com/publisher> and to create an account please click on the big blue Create an Account button there, as shown on the screen shot below:



Indeed Publisher Program

Join thousands of publishers who get paid for simply adding Indeed content to their site. Learn how our job search tools will help you make money while also adding valuable content to your site for free.

[Create an account](#)

[Log in to your publisher account](#)

Indeed Publisher Job Search Tools

Job Search API
With Indeed's Job Search API you can develop custom job search solutions for your website in over 50 countries. Choose where

Jobroll™
Let your visitors find and explore jobs from Indeed. We offer a simple code-generation, which can be live on your site within minutes.

Job Search Boxes and Text Links
Enable your visitors to search Indeed by placing job search boxes on your web site. Any Indeed job search results page may be

2.7. Configuring the banner zones on the website

The Banner Areas functionality allows the administrator to create special banner zones / banner areas in which the employers can upload their banner for a fee.

There are no limitations for the number of the different banner areas the administrator can create and for every banner area, he can set the banner width and height, position and price.

Manage the banner areas

Modify	ID	Name	Rows	Columns	Width	Height	Price	Days
Edit	1	Featured Employers	4	3	50	50	49.00	90

[Banners](#) [Add New Banner](#) [New Banner Area](#)

When adding a new banner area, the administrator has to enter its name and description, the banner area position (there is a choose between Side Column - the banners will be displayed in the side / right column of the site, Top and Bottom), number of rows and columns (if setting for example 2 rows X 6 columns, the banner area will be able to display up to 12 banners in 2 rows and 6 columns), width and height (the width and height of the individual banners added in that area) and the number of days in which the banners added in this area will expire.

3. Administration panel

When creating the software, we strove to design and create an administration panel, which is as user friendly as possible and gives quick access to all the settings and ads management pages.

The administration panel is responsive and mobile friendly (adapting to the different screen sizes) and is also using tiles to make easier working with it when using touchscreens.

3.1. General overview

The administration panel is the main tool available for the Jobs Portal website administrator to manage the website, change its settings, pages content etc.

The features in the admin panel are divided in categories. The main administrator and the members of the Administrators group have access to all the categories and pages in them.

The Jobs Portal administration panel functionality is divided in 8 categories / menus in the main start menu:

- **Home** (welcome / dashboard page, modification of password, log in report)
- **Jobs** (management of the job listings, applications, job alerts and others)
- **Users** (employers and job seekers management, adding custom fields for the users)
- **Website** (front site structure and content management, navigation menu settings)
- **Settings** (management of the locations, configuration options and others)
- **Payments** (allowing to configure the payment options on the site)
- **Extensions** (custom extensions and extension files and different modules)
- **Templates** (front site templates management)
- **Statistics** (reports and referrals for the website visits)
- **Admin Users** (management of the administration panel users, groups and permissions)

3.2. Main pages in the administration panel

You may find below a quick overview and brief information about the most used pages in the administration panel and functionality on it.

Home → Welcome

The Welcome page in the administration panel provides quick information about the new listings waiting to be approved and statistics, as well as links to the main pages in the administration panel for easier navigation.

The screenshot shows the Jobs PORTAL Dashboard. The left sidebar contains links for Home, Jobs, Users, Website, Settings, Payments, Extensions, and Statistics. The main dashboard area has a blue header with 'Dashboard' and a right sidebar with 'Messages', 'Open the Main Site', and 'administrator'. Below the header, there are four cards: '12 Jobs' (blue), '2 Jobseekers' (green), '8 Employers' (orange), and '0 Job Applications' (red). Each card has a 'View Details' button. Below these cards are two sections: 'Job Statistics' (a bar chart with a legend for New jobs, Jobseekers, and Employers) and 'Latest Jobs' (a list of recent job posts with their posting dates).

Category	Count
Jobs	12
Jobseekers	2
Employers	8
Job Applications	0

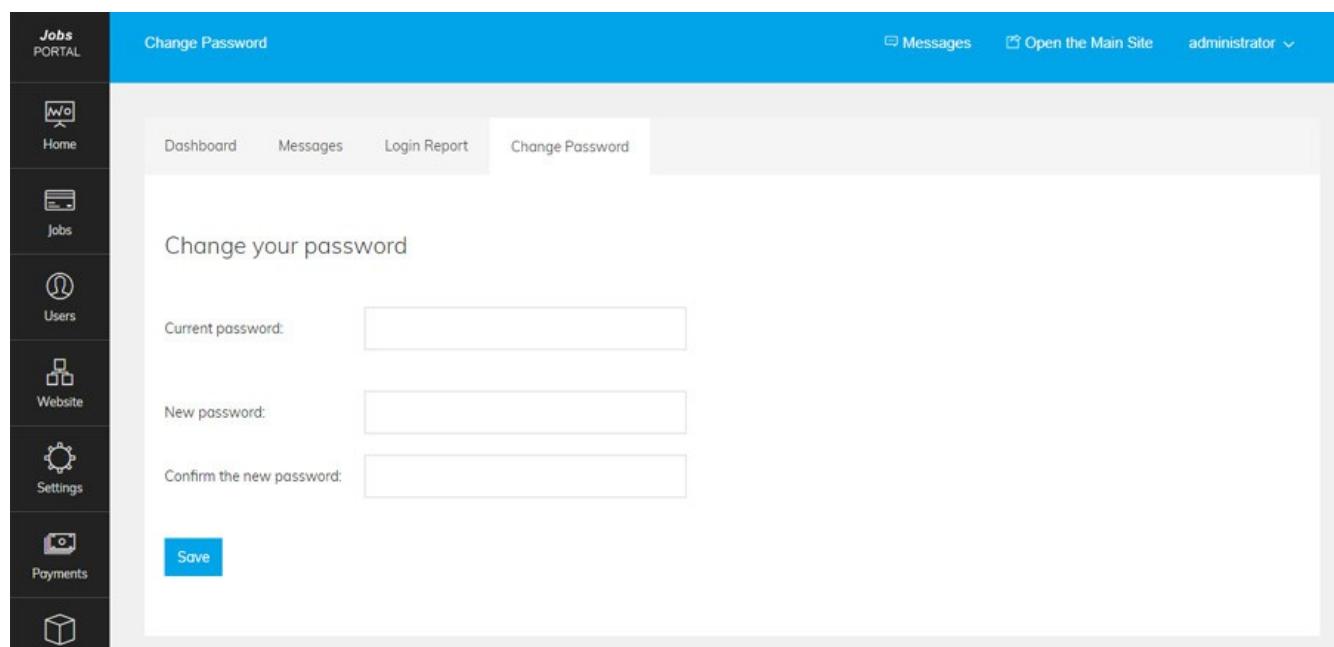
Job	Posted
Network Engineer	1 year ago
Senior Java Consultant	1 year ago
Data Analyst (Call Center)	1 year ago
Senior Cybersecurity Research Engineer	1 year ago
UX Design Lead	1 year ago
Data Center Manager	2 years ago
Online Data Entry Clerk	2 years ago

Home → Log in Report

The log in report shows a log of the administration panel log in attempts – the successful and failed log ins with their date and IP address.

Home → Change Password

This page can be used to change the password of the user for the administration panel. To change the password it's necessary to enter the old password and the new one and confirm it – after the password is changed successfully, the user will be logged out and asked to log in again with his new password.



The screenshot shows the 'Change Password' page of the Jobs PORTAL administration panel. The left sidebar contains icons for Home, Jobs, Users, Website, Settings, Payments, and a placeholder icon. The main header is 'Change Password' with sub-links for Dashboard, Messages, Login Report, and Change Password (which is active). The content area is titled 'Change your password' and includes three input fields: 'Current password', 'New password', and 'Confirm the new password'. A blue 'Save' button is at the bottom.

Jobs → Job Listings

The page allows to see the jobs posted by the users, modify or delete them.

	Modify	Renew	Date	Expires	Title	Category	Employer	Active
<input type="checkbox"/>			29/04/17 2:03	02/10/19 2:12	Network Engineer	Architecture	mphasis@netartmedia.net	
<input type="checkbox"/>			29/04/17 1:57	02/10/19 2:12	Senior Java Consultant	Events Management	mphasis@netartmedia.net	
<input type="checkbox"/>			29/04/17 1:23	02/10/19 2:12	Data Analyst (Call Center)		lg@netartmedia.net	
<input type="checkbox"/>			29/04/17 1:18	02/10/19 2:13	Senior Cybersecurity Research Engineer		lg@netartmedia.net	

Jobs → New Job Ad

Using this page, the administrator is able to post a job for a selected employer.

Jobs → User Messages

The page allows to see the messages exchanged by the users and moderate them.

	Date	From	To	Subject	Message
<input type="checkbox"/>	14/06/16 14:44	testj@testj.com	employer@employer.com	dfsgdfg	sdfgsf
<input type="checkbox"/>	14/06/16 14:43	teste@teste.com	testj@testj.com	dsfasd	fasdfasdf
<input type="checkbox"/>	14/06/16 14:43	teste@teste.com	testj@testj.com	dsfasd	fasdfasdf
<input type="checkbox"/>	22/06/15 6:16	employer@employer.com	testj@testj.com	fdsg	dsfgsdfg
<input type="checkbox"/>	04/04/15 18:42	testj@testj.com	employer@employer.com	dfghd	fghdfgh

Jobs → Job Alerts

The Job Alerts functionality can be used by the job seeker to create email alerts and be notified by email when a new job meeting their search criteria is posted on the website.

Jobs PORTAL

Home > Jobs > Job Alerts

Messages Open the Main Site administrator

Job Listings Courses New Job Listing Job Categories Locations Course Categories Job Alerts Job Fields Applications

List of the defined job alerts

User	Location	Category	
testj@testj.com	Liechtenstein	Direct Sales	anton

Search in: User Containing word

Delete

Jobs → Fields

Using the functionality on this page, the administrator can add new custom fields for the job ads – these new fields will show up then on the forms for posting new jobs and also on the main site when seeing the job details.

Jobs PORTAL

Home > Jobs > Job Fields

Messages Open the Main Site administrator

Job Listings Courses New Job Listing Job Categories Locations Course Categories Job Alerts Job Fields Applications

Custom defined fields for the job listings

Add a new field

Name:

Possible Values(*):

Add

(*) One per line - shown in a drop down menu, leave empty if text field

Employer Fields Jobseeker Fields

Jobs → Applications

The page allows the administrator to monitor the job applications for the different jobs posted on the website.

Jobs → Uploaded Files

On this page, the administrator can see the files uploaded by the job seekers and also download any of them if he prefers so.

Download	jobseeker	Date	Size	Name	Description	Resume
Download	testj@testj.com	04/04/15 18:45	161857	Test.pdf	This is a test file	NO
Download	testj@testj.com	24/07/16 13:20	965784	Resume.pdf	This is a test resume	YES
Download	m2@m2.com	22/03/17 16:48	57273	LEON.pdf		YES
Download	m2@m2.com	22/03/17 16:50	57273	LEON.pdf		YES

Users → Employers

The page allows the administrator to monitor the employers and re- cruiting companies registered on the website and modify their profile information.

Modify	Jobs	Logo	Email	Company	Phone	Credits	Logo	Date	Agency	Active
Edit	View		mphasis@netartmedia.net	Mphasis	91 80 3352 5000	0		29/04/17 1:47	NO	
Edit	View		lg@netartmedia.net	LG Electronics	201-816-2000	0		29/04/17 1:09	NO	
Edit	View		teste@teste.com	Robert Walters	206444655	-2		27/01/15 14:29	NO	
Edit	View		hewlett@netartmedia.net	Hewlett-	650-231-	0		07/01/15	NO	

Users → Job seekers

The page shows a list of the registered job seekers on the website with links allowing to modify their information and see their resume.

Manage the registered jobseekers

	Modify	Resume	Files	Username	First Name	Last Name	Phone	Picture	Date	Active
<input type="checkbox"/>				teste12341234@teste.com	tewst	test	test		14/05/18 0:22	
<input type="checkbox"/>				testj@testj.com	John	Smith	1234567890			

[Add a new jobseeker](#)

[Search](#)

[Delete](#)

Users → Job seeker Fields

Except of adding custom fields for the job ads, the administrator is also able to add custom fields for the job seekers – the new fields will show up on the job seekers registration page and also on the page in the job seekers admin allowing them to change their profile information.

Custom defined fields for the jobseekers

[Add a new field](#)

Name:

Possible Values(*):

[Add](#)

(*) One per line - shown in a drop down menu, leave empty if text field

List of the custom defined fields for the jobseekers:

When did you graduate? Less than 3 years ago / 3-8 years ago

Users → Employer Fields

The page makes possible for the administrator to add custom fields for the employers / recruiting companies signing up on the website.

Settings → Configuration Options, Payments, Job Categories, Locations, Banner Areas, Field Values, Job Feeds, Course Categories

The page has many different options that you can use to configure your website in the way you prefer – set your timezone and currency, configure the preferred payment options and many others.

Please find detailed description of the different settings in “2. Configuring the website”

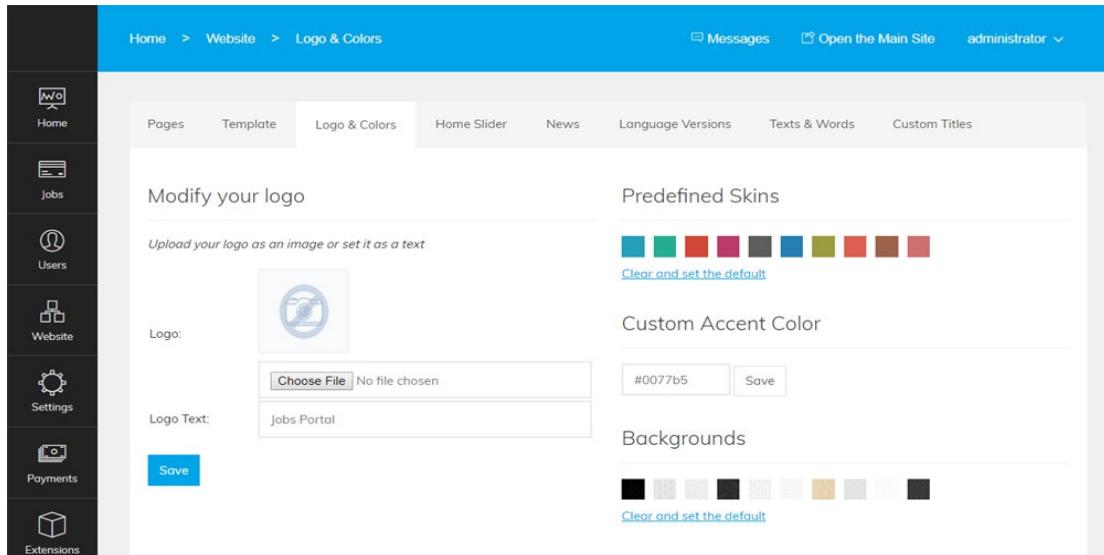
Website → Pages

This is the main page to be used to manage the website structure and content – add new pages, remove or rename the current ones, modify the pages content, the page title meta keywords or meta description or set custom php extension to be executed for a page.

Website → Logo & Colors

On this page the administrator can change the website logo – upload it as an image or enter it as text

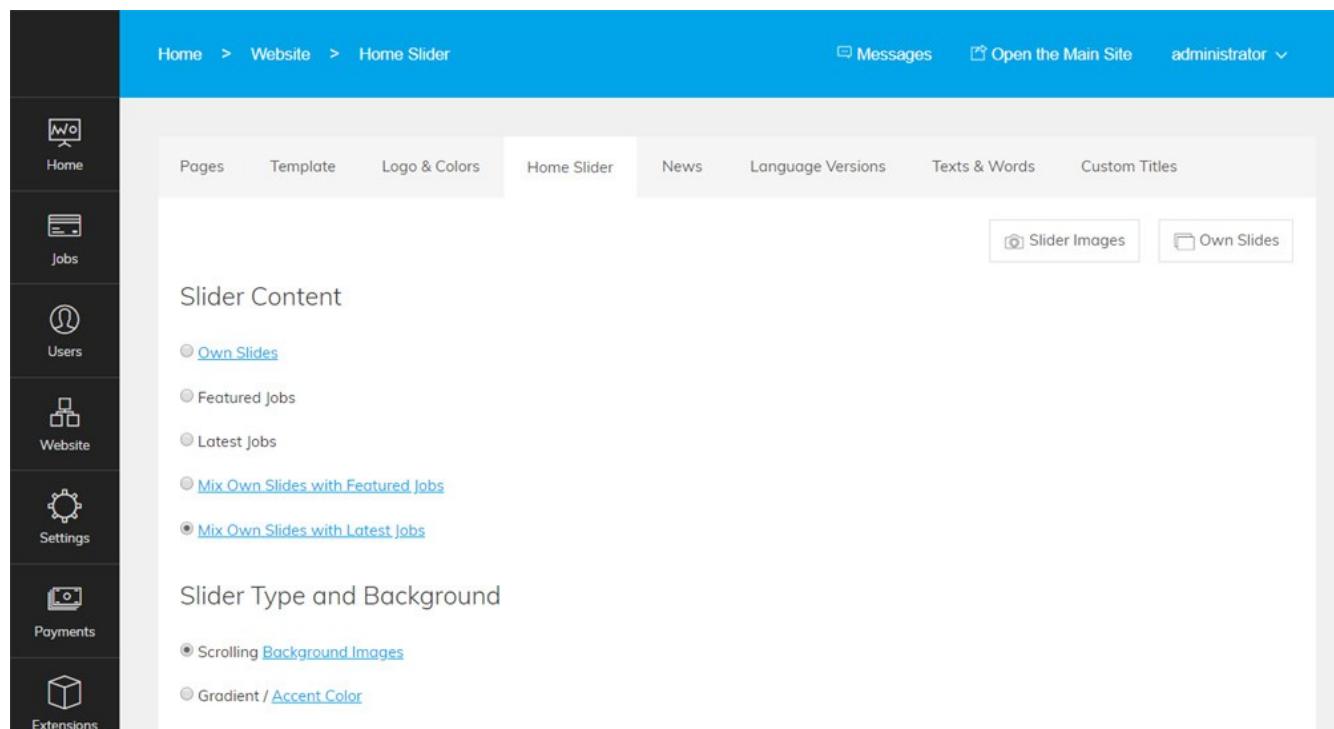
and enter a different accent color on the website or select a background image.



The screenshot shows the 'Logo & Colors' section of the admin interface. On the left is a sidebar with icons for Home, Jobs, Users, Website, Settings, Payments, and Extensions. The main content area has a blue header with 'Home > Website > Logo & Colors'. Below the header are tabs for Pages, Template, Logo & Colors (which is selected), Home Slider, News, Language Versions, Texts & Words, and Custom Titles. The 'Logo & Colors' tab has a sub-section for 'Modify your logo' with fields for 'Logo' (a placeholder image of a camera), 'Logo Text' (input field with 'Jobs Portal'), and a 'Save' button. To the right are sections for 'Predefined Skins' (a color palette with a 'Clear and set the default' link), 'Custom Accent Color' (a color input field with '#0077b5' and a 'Save' button), and 'Backgrounds' (a color palette with a 'Clear and set the default' link).

Website → Home Slider

The page allows to manage the settings of the slider displayed on the home page of the main site – choose if featured or latest jobs should show in it, own slides or a mix between them. It's possible also to edit the background images used for the slides and enter for every slide the title, text and link.



The screenshot shows the 'Home Slider' section of the admin interface. The sidebar and header are identical to the previous screenshot. The main content area has a blue header with 'Home > Website > Home Slider'. Below the header are tabs for Pages, Template, Logo & Colors (disabled), Home Slider (selected), News, Language Versions, Texts & Words, and Custom Titles. The 'Home Slider' tab has a sub-section for 'Slider Content' with options for 'Own Slides', 'Featured Jobs', 'Latest Jobs', 'Mix Own Slides with Featured Jobs', and 'Mix Own Slides with Latest Jobs'. It also has a section for 'Slider Type and Background' with options for 'Scrolling Background Images' (selected) and 'Gradient / Accent Color'. There are also buttons for 'Slider Images' and 'Own Slides'.

Pages Template Logo & Colors Home Slider News Language Versions Texts & Words Custom Titles

Drag and drop the images to change their order. The first image will be used as main background.

Website → News

The page allows the administrator to post news on the site, which will show up after on the News page on the main site and in the latest news section in the footer.

Website → Language Versions

If you would like to run a multi-language website, it's necessary to add the additional languages from this page in the administration panel. Please note when you add a new language, it's necessary to upload also the language file for it in the /include folder on your website. Please refer to the "Languages and language files" for more information and description of the language files and languages management.

Pages Template Logo & Colors Home Slider News Language Versions Texts & Words Custom Titles

Add a new language

Main	Modify	Language	Code	Flag	Active	Delete
●	●	English	EN	🇺🇸	YES	×
●	●	Spanish	ES	🇪🇸	YES	×
●	●	Arabic	AR	🇸🇦	NO	×
●	●	Russian	RU	🇷🇺	NO	×

Extensions → Files

The page shows the current files in the /extensions folder, which can be used for extensions of the

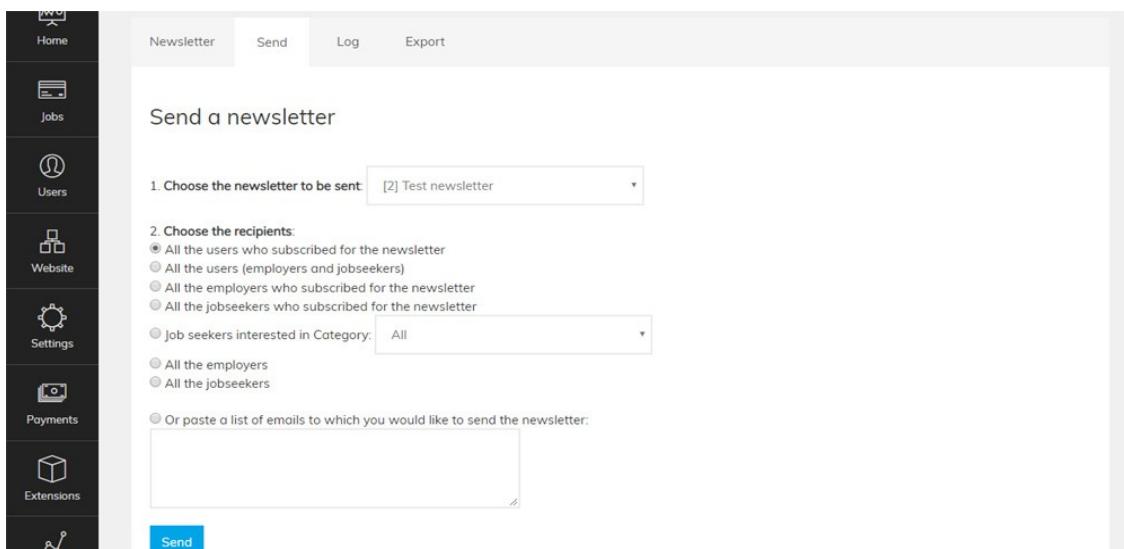
pages or custom tags. Please note that files that should be used for custom tags have _tag at the end of their name. A file can be set to be executed as extension for a page from the Website → Management page and for a tag from Extensions → Tags

Extensions → Tags

You can use this page to see the current tags, delete any of them or add new tag. Please check the chapter “Custom Tags” to read more about their usage and functionality.

Extensions → FAQ Manager, Extensions → Newsletter

These are some basic modules loaded by default from your site manager content system allowing to post news on the website, create a page with frequently asked questions and send newsletter to the users who have subscribed for it.



Templates → Modify, Templates-> Select a Template, Templates → Add a New Template

These pages can be used to modify the front site template, select a different template or add a new template by pasting its HTML code.

For more information about the templates and their structure, please check the section “Templates Management” in this manual.

Statistics → Reports

The page shows brief information about the website visits and also displays a chart for them.

Please note that the integrated website visits tracking and statistics information is basic and simple, for more advanced tracking and information, we recommend using an external system such as Google Analytics, which can be easily added on the website.

Statistics → Referrals

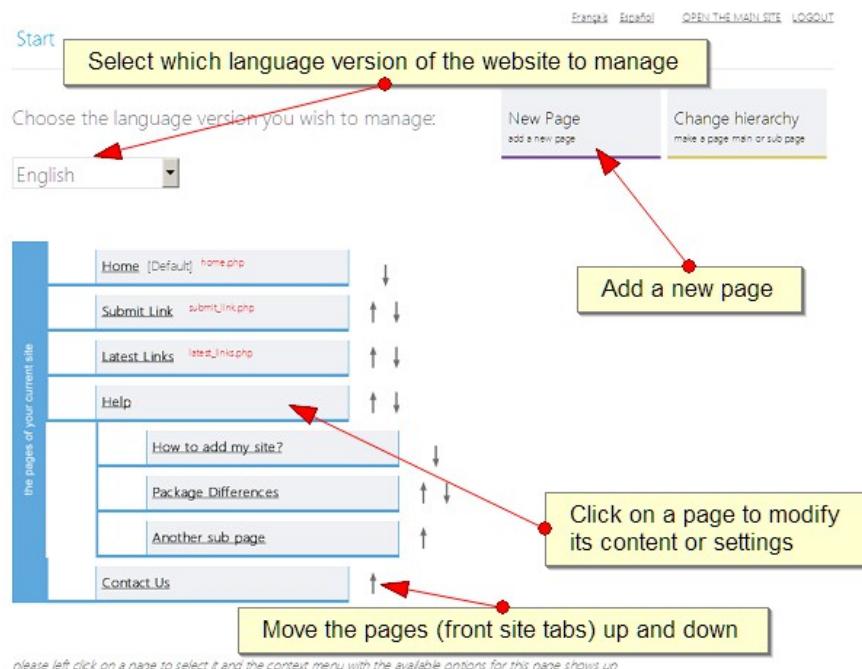
You can see on this page the last referrals, so you can easily track who is linking to your website and from where the traffic to your website comes from.

Users → User Groups, Users → New User, Users → User Permissions

Using these pages, you can add new administrator users to your web- site, put them in groups and set their permissions. This can be useful if you would like to have multiple users working on the website with permissions limited to just some selected pages. For example have a News Administrators group with permissions to access only the News Management functionality in the administration panel etc.

4. Website structure and content management

The functionality, different menus and options on the Website → Management page allow the administrator to manage the website structure – add new pages, rename or remove the existing ones etc. and also manage the content of the website, edit the content of the different pages, set extensions to be executed for them and others.

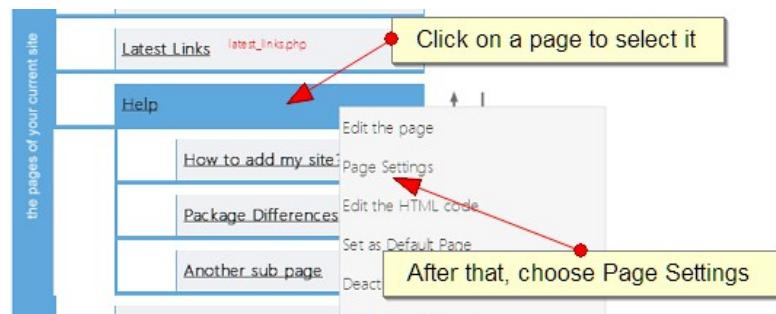


4.1. Structure management, adding new pages

Changing the front site pages meta title and description

In order to change the front site pages meta title, keywords or description, the administrator has to log in in the admin panel and go to the Website->Management page.

On this page, he will see the available website pages as a tree. He has to left click with the mouse on a page in order to select it and then choose from the Context menu which will show up “Page Settings”.



A new page will show up containing various page fields including also the page meta title description. The administrator has to enter the new values and click Save.

Adding new pages to the website

The Jobs Portal admin panel offers the possibility to freely edit the website structure – add, edit or delete the pages of the front site.

Please note that you need to define the website structure separately for the different language versions available (you could switch between the language versions by selecting the language from the big drop down menu at the top of the Website → Management page).

In order to add a new page to the front site you need to click on the New Page button at the top of Website → Management



This will enter the form for adding a new page -

Add a new web page to the web site

Go Back

Change hierarchy
make a page main or sub page

*Link Text:

*Page Type:

Title:

Meta Description:

Meta Keywords:

(*) required fields

with the following fields:

- Link Text , the name of the link, which will show up in the main navigation menu
- Page Type, it can be either a main page or a sub page of an already existing page
- Title, the title of the page, which will show up in the title tag
- Meta Description, the meta description of the page, which will appear in the meta description tag to be used for search engines optimization purposes
- Meta Keywords, the meta keywords of the page, which have to be entered as a list and will appear after that in the meta keywords tag on the page, to be used for search engines optimization purposes

Changing the pages hierarchy

You can modify the front site pages hierarchy by clicking on the Change Hierarchy button at the top of Website → Management using the form at the bottom of the Website->Management page.7

Choose the language version you wish to manage:

English

New Page
add a new page

Change hierarchy
make a page main or sub page

Click to manage the hierarchy of the pages

This will open the change hierarchy form - this form there allows to make a page of the website either a main page or a sub page of an existing main page.

Change page hierarchy

Go Back

New Page
add a new page

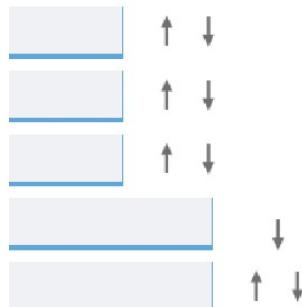
Make: "Home" Page

Change page hierarchy

Changing the position of two pages

By changing the position of 2 pages, you'll change the order of the pages in the main navigation menu (for example replace the positions of the Home and About us pages).

Near every page on the Website->Management page, you could see 2 arrows indicating the up and bottom directions, you have to click on them in order to change the position of the pages.



Please note that you can change the position of 2 pages only if they are on the same level in the website hierarchy (for example main pages, or sub pages of the Home page etc.)

4.2. Modifying the content of the pages

The content of the pages can be modified from the Website->Management page in the admin panel. On this page, the administrator see the pages as a tree.

If the website is multi language, you need to choose the language version to manage by using the drop down to the left on Website → Management - this will switch between management of the pages of the different language versions.

Please note that if you would like to modify the content of a page and the website is multi language, you need to do this for every language. For example modify the "Contact" page in the English version, then the "Contacto" page in the Spanish version etc.

To edit the content of a page like for example the Contact us page, the administrator has to click on it and then choose either "Launch WYSIWYG editor" or the "Edit HTML code" option.



When using the Edit the HTML code option, you will be able to directly modify the html code of the page, while with the first (Edit the page), a WYSIWYG (what you see is what you get) editor will open, allowing to modify the content of the page.



Please note that the pages for which php files are set to be executed (the "Set Custom Extension" option) can't be modified directly with the WYSIWYG editor. These pages can be easily distinguished on the Website->Management page, near their name one could see with red font the name of the php file to be executed, for example for "Latest Links" this is "latest_links.php".

The reason is that the code for these pages is rendered by the system, for example in the case of the Latest Links page, it's generated by the file /extensions/latest_links.php (which is the jobseekers sign up form), so the php code for it can't be modified with the WYSIWYG editor.

The page can be modified by editing directly the file for it or if only some texts need to be changed, this may be done by modifying the language file (/include/texts_en.php for English).

4.5. Languages and language files

The language files contain the text and words shown on the user interface. For every language there is one language file located in the /include folder.

The name and location of the language file is: /include/texts_[CODE OF THE LANGUAGE].php or for example /include/texts_en.php for English. The language file contains the different messages as PHP variables, for example:

```
$M_HIDE_RECENT_SEARCHES="hide recent searches";
$M_CLEAR_ALL="clear all";
$M_SEE_ALL="see all";
$M_WEBSITE_HOME="Website Home";
...
```

Translating the language file consists of translating the messages enclosed in brackets to the right, for example for Spanish:

```
$M_HIDE_RECENT_SEARCHES="ocultar búsquedas recientes";
$M_CLEAR_ALL="borrar todos";
$M_SEE_ALL="ver todos";
$M_WEBSITE_HOME = "Sitio Web - Inicio";
```

In order to add a new language on the website, it's necessary to add the translated file in the /include folder and also the administrator has to use the form on the Settings → Language Versions page and

enter the name of the new language for example “Deutsch” and the code for the new language, for example “DE”.

The language code shows up after in the page links and is also used to for the name of the language file (in this case the language file will be /include/texts_de.php) and it's important to be 2 characters (like EN, DE, PT, TR etc).

Main	Delete	Modify	Language	Code	Active
*	X	⊕	English	EN	YES
C	X	⊕	Spanish	ES	YES
C	X	⊕	Français	FR	YES

5. Front site templates management

5.1. Templates overview

A template for the front site represents a standard HTML code mixed with some special tags (the compatibility with the template system, makes possible the usage of templates and features from other products using it, as well as combining different scripts and software products to work on one website).

A front site could be either set as a file called “template.htm” in the main website folder or it can be set from the administration panel and the Templates → Modify page. If both are available, then the template saved as a file “template.htm” will be used (it has higher priority).

You may find below a brief description of the template system and tags and check also 6.3. *Custom HTML tags* to see how you may create also your own custom tags with custom php files and code executed for them.

When the different pages are rendered on the front site, these special tags inserted in the template are replaced by the corresponding content - let's consider the following example with a simple template:

```
<html>
<head>
<meta>
<title><site title/></title>
<meta name="description" content="<site description/>" />
<meta name="keywords" content="<site keywords/>" />
...
...
```

When the page is rendered, for example the tag <site title/> will be replaced with the page title (in general the page titles can be set by the administrator from the Website → Management page), so <title><site title/></title> will become:

```
<title>The page title will come here</title>
```

Please note that presence of none of these tags is obligatory, so you could combine them as you wish in order to create the website and layout suiting the best your specific needs. Be aware also that allows you to create your own tags (from the “Custom tags” in the back office) and set php files created by you to be executed and the generated content to be used in real time to replace the tag with it.

Here are some most common tags used in the default templates of the different scripts based on :

- <site title/> - Title of the web page
- <site description/> - Meta description of the web page
- <site keywords/> - Meta keywords of the web page
- <site menu/> - Main navigation menu of the website
- <site languages_menu/> - The languages menu of the website
- <site content/> - The main content of a page
- <site form/> - The custom server side forms for this page if there are any
- <site logins/> - The main log in form of the website
- <site quick_search/> - The quick search form on the front site
- <site news/> - The news (the administrator can manage them from the News page in the ADMIN)
- <site featured_ads/> - The block displaying the featured ads
- <site bottom_menu/> - The bottom menu displayed at the bottom of the site (it contains the same items as the main navigation menu)

Please note that depending on the current product or script you are using, not all these tags may be available on it.

To see your current template, the tags in it or modify it, please go to Templates in the administration panel.

5.2. Adding new templates and modifying the existing ones

In the Jobs Portal administration panel you may find the following pages related to the front site templates management:

Templates → Select a Template

The page offers the possibility to the administrator to select a template which will be used for the front site between the currently available templates. Please note that in order to be able to select a template for a given website, you need to add first the template (if it doesn't still exist)

Templates → Add a New Template

This page can be used to add new templates to the website. The administrator can add the new template by directly pasting its HTML code.

Templates → Modify

On this page the administrator can see the available templates and modify a selected template. In order to select a template for modification, the administrator should click on the Modify icon and then a new text area having the full template code will appear.

5.3. Custom HTML tags

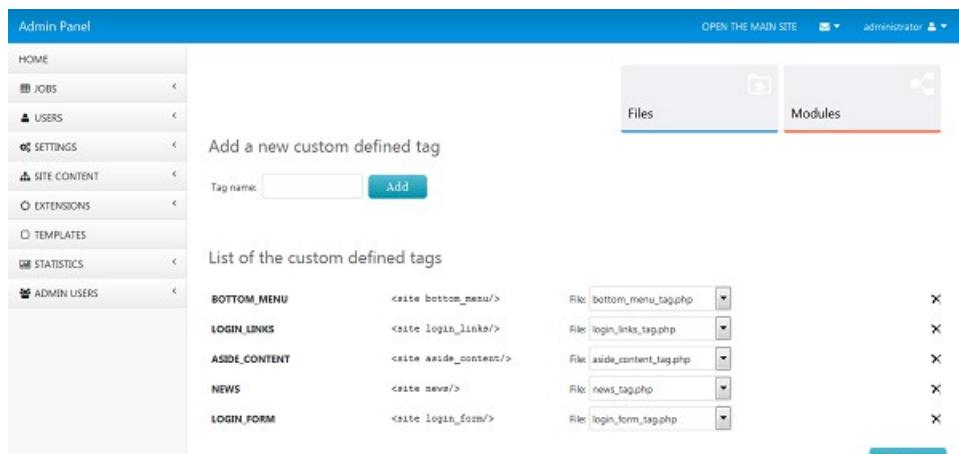
The custom HTML tags provide a great way to expand the current functionality by creating your own php scripts to be executed and the content they output to be shown precisely in a selected position by the administrator.

This can be for example a php script calendar_tag.php showing a custom calendar, which needs to be added at the top right corner of all pages of the website.

Creating a new custom tag is simple - the first step is to upload the corresponding PHP file in the /extensions folder on your site.

Please note the file names of php files, which will be used for tags should end with tag in their name – for example calendar_tag.php or news_tag.php etc.

Then from the Extensions → Tags page in the administrator panel, fill the tag name (for example: calendar) and click on the Add button. This will create the tag - <site calendar/> in this example and it will appear on the Tags page.



Tag name	File	Actions
BOTTOM_MENU	<site bottom_menu/>	File: bottom_menu_tag.php
LOGIN_LINKS	<site login_links/>	File: login_links_tag.php
ASIDE_CONTENT	<site aside_content/>	File: aside_content_tag.php
NEWS	<site news/>	File: news_tag.php
LOGIN_FORM	<site login_form/>	File: login_form_tag.php

The tag should be defined from Extension → Tags and then inserted in the template or in the page content. When the page is rendered all the custom defined tags will be replaced by the content generated by the script you set.

The Tags page shows the current tags with their name, html code, the file to be executed (with a drop down listing all the uploaded tag files in the /extensions folder and a small delete icon allowing to delete the tag).

The final step when creating a new tag is to associate your tag with the php file you uploaded – this can be done by simply selecting the file from the File dropdown (“calendar_tag.php” in this example) and click on the Save button at the bottom of the page.

<wsa news/>	File: news_tag.php	X
<wsa bottom_menu/>	File: bottom_menu_tag.php	X
<wsa search_form/>	File: search_form_tag.php	X
<wsa featured_listings/>	File: featured_listings_tag.php	X
<wsa share_icons/>	File: share_icons_tag.php	X

Choose the file to be associated with the custom tag

/ default

Update

After doing this, you can start using the tag by inserting it in the front site template (from Templates → Modify page) at the position you prefer in the template.

5.4. Adding Google AdSense advertisements or Google Analytics

Very often the administrator may need to add external HTML code on website, it can be for example the HTML code for Google AdSense or other type of advertisements or Google Analytics code or a code provided by Google WebMaster Tools to verify the website.

Such HTML codes need to be pasted in front site template, which can be done from the Templates → Modify page in the administration panel. On this page, it's necessary to click on the Modify icon – this will show the HTML code of the template and paste the piece of HTML code for the banners, Google Analytics or similar.

Go Back

Name:

Description:

DEFAULT TEMPLATE

You can paste the code in the front site template

```

</nav>
</header>
</div>
<div class="main-container">
<div class="main_wrapper clearfix">
<div class="left_panel">
<wsa content="">

```

HTML:

When adding a counter or other tracking code like Google Analytics, usually the best is to place it at the end of the template, for example just before the closing </body> tag.

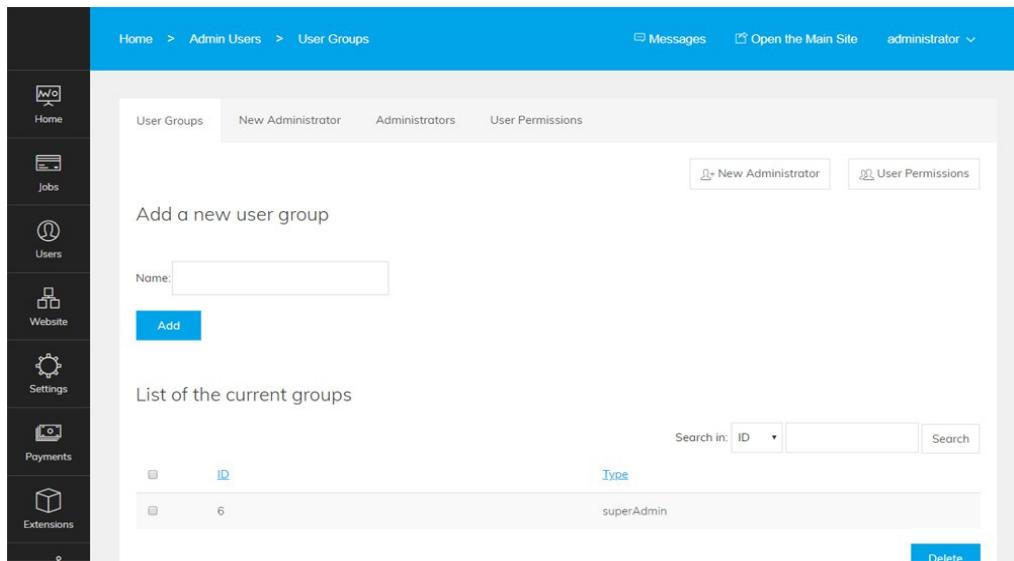
For the advertisements the position will depend on what position exactly in the template (for example, top or bottom or to the right of the website pages etc.) the administrator would like to add them.

If you experience any difficulties when doing this, please don't hesitate to contact us and our support team will try to assist you asap.

6. Administration panel users and groups

The administrator has the possibility to create additional user groups for the main administration panel, add users in them and assign their permissions. This can be done from "Users" in the administration

panel.



The screenshot shows the 'User Groups' page within the 'Admin Users' section of a web application. The left sidebar contains icons for Home, Jobs, Users, Website, Settings, Payments, and Extensions. The main content area has tabs for 'User Groups', 'New Administrator', 'Administrators', and 'User Permissions'. A sub-header 'Add a new user group' is present. A 'Name:' input field is empty, and a blue 'Add' button is below it. Below this, a table titled 'List of the current groups' shows one entry: ID 6, Type superAdmin. A 'Delete' button is located to the right of this entry. The top navigation bar includes 'Messages', 'Open the Main Site', and a user account dropdown for 'administrator'.

This functionality can be used if for example there are multiple persons working on the website (for example person A validating the listings posted by the users, person B responsible for the design of the website and templates management, person C adding news on the website etc.)

6.1. User groups

The user groups make easier the permissions management for the users – instead of setting individually the permissions for every users, it can be possible to create different user groups, add the users in them and manage the permissions per group.

For example, it can be possible to create a group of users who will be responsible only for posting news on the website “NewsAdministrators” and won’t have access to the other pages like the ones for validating the listings etc.

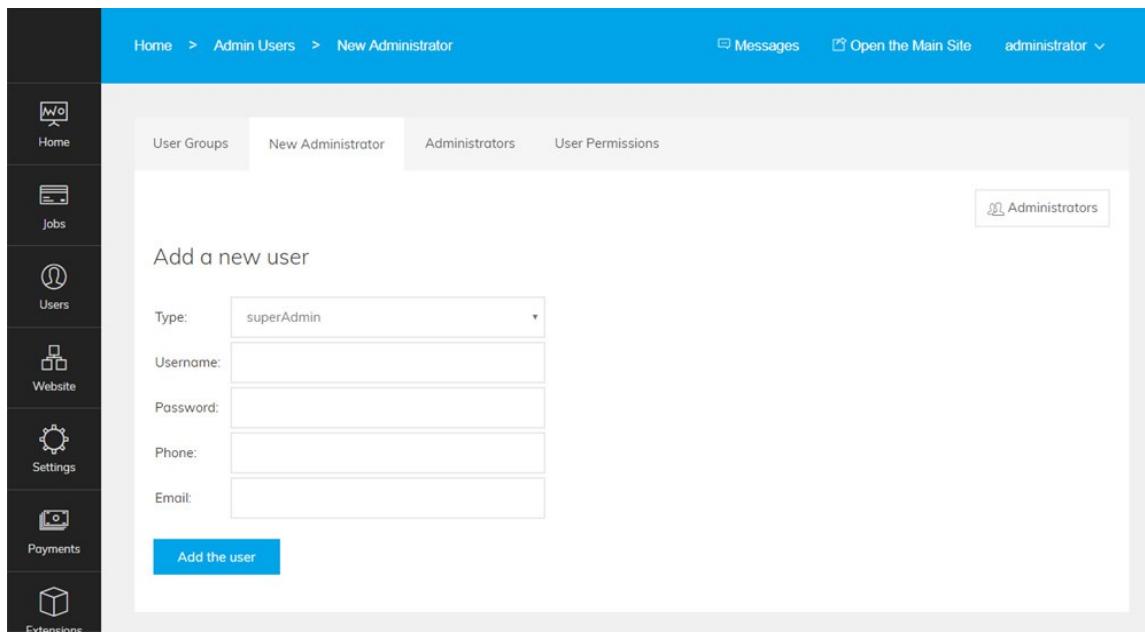
To create a new user group, the only field the administrator has to fill is the group user name.

The page shows below also the list of the groups with their ID and a check box allowing to select one or many groups and delete them.

6.2. Adding new users

To add a new user, it's necessary to click on the New User button at the top of the User Groups page or choose directly from the main start menu Users → New User.

When adding a new user, it's necessary to select its Type or User Groups between the ones added by the administrator, enter his username, password, phone and email.



The screenshot shows the 'New Administrator' page in a web-based administration interface. On the left is a vertical sidebar with icons and labels: Home, Jobs, Users, Website, Settings, Payments, and Extensions. The 'Users' icon is highlighted. The main content area has a breadcrumb navigation: Home > Admin Users > New Administrator. It includes tabs for User Groups, New Administrator, Administrators, and User Permissions. A button labeled 'Administrators' is in the top right. The central part of the page is titled 'Add a new user' and contains fields for Type (set to 'superAdmin'), Username, Password, Phone, and Email. A blue 'Add the user' button is at the bottom.

To see a list of the current users or modify their information, it's necessary to go to the Users List page (can be selected from the start menu Users → Users List or using the top buttons while in the Users category in the administration panel)

6.3. Permissions management

To set the permissions for the different user groups, it's necessary to go to the Users → User Permissions page in the administration panel.

The page shows a list of all the pages available by default in the administration panel and a check box for every box – to grant a permission for a selected page, it's necessary to check the box for it and when ready, to click on the Save button at the bottom of the page.

This will save the permissions sets for the user group.

An user, member of an user group, which has been granted access to only some pages in the administration panel will see just these pages in the menus when he logs in.

Home > Admin Users > User Permissions

Messages Open the Main Site administrator

User Groups New Administrator Administrators User Permissions

User groups - permissions management

Category	Item	Permissions
Home	Home	superAdmin
	Dashboard	
	Messages	
	Login Report	
	Change Password	
Jobs	superAdmin	
	Job Listings	
	Courses	