USER MANUAL

Jobs Portal

Everything you need to install, configure and run your own job board: the public website, the jobseeker and employer panels and the complete admin panel.

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GETTING STARTED

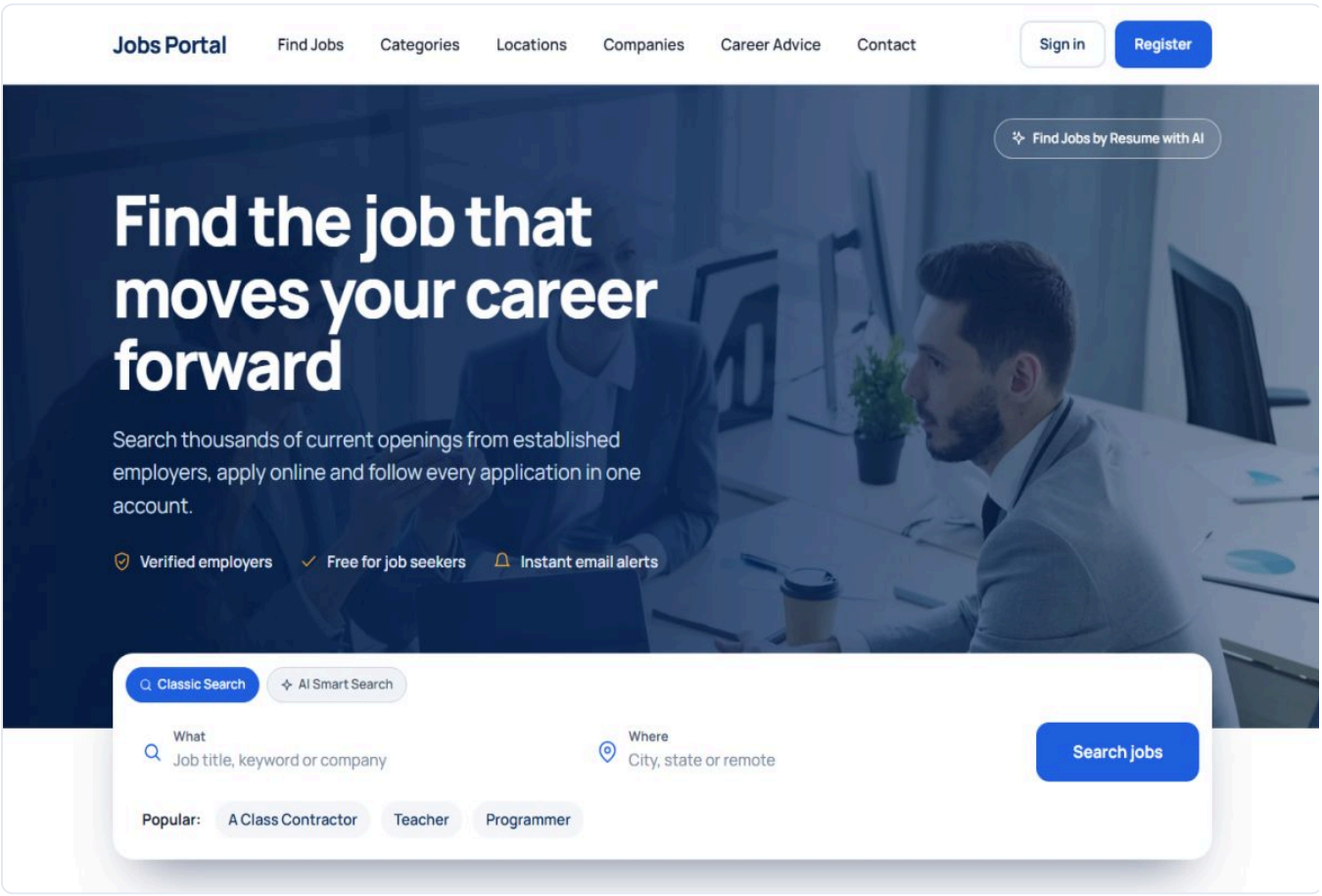
Jobs Portal overview

Jobs Portal is a complete job board script written in PHP and MySQL. It lets you run your own job site where employers post jobs, jobseekers build resumes and apply, and you manage and monetize everything from one admin panel.

The four areas of the system

The script is split into four parts. Each part has its own address and its own chapter in this manual.

Area	Who uses it	Address	What it does
Public website	Everyone	`/`	Home page, job search, company directory, categories, locations, news, FAQ, contact form, registration and login.
Jobseeker panel	Candidates	`/JOBSEEKERS/`	Resume builder, documents, applications, messages, job alerts and profile.
Employer panel	Companies and agencies	`/EMPLOYERS/`	Post and manage jobs, review applicants, search the CV database, buy packages, banners and sub-accounts.
Admin panel	You, the site owner	`/ADMIN/`	Settings, users, jobs, payments, pages, templates, statistics and permissions.



The public home page of a Jobs Portal job board

Main features at a glance

- **AI built in:** natural-language job search, resume-to-job matching, AI job description writer and an AI resume and cover letter builder.
- **Several ways to earn:** job packages, subscriptions and credits, banner advertising and paid access to the CV database.
- **Multi-language:** every page, category and location can be translated, see languages.
- **SEO-friendly:** readable URLs, XML sitemap, custom meta titles for categories and locations, structured job data.
- **GDPR tools:** cookie consent banner and a data processing agreement page, see GDPR settings.
- **Fully manageable:** pages, menus, news, FAQ, logo, colors, fonts and templates are edited from the admin panel without touching code.

Technical requirements

PHP 7.4 or newer (PHP 8.x recommended) with the PDO MySQL, GD, mbstring, cURL and fileinfo extensions, MySQL or MariaDB, and Apache with `mod_rewrite`. Continue with the installation guide.

GETTING STARTED

Installing Jobs Portal

Installation takes a few minutes: upload the files, import one SQL file into an empty MySQL database and edit one configuration file.

Before you start

- A hosting account with PHP 7.4+ (8.x recommended), MySQL/MariaDB and Apache with `mod_rewrite` enabled.
- PHP extensions: PDO MySQL, GD, mbstring, cURL, fileinfo.
- An empty MySQL database with a user that can read and write it. Use the `utf8mb4` character set.

Step by step

1. **Upload the files.** Upload the content of the script folder to your web root (or to a sub-folder such as `/jobs`) using FTP or your hosting file manager.
2. **Create the database.** In phpMyAdmin or your hosting control panel create an empty database and a database user.
3. **Import the SQL file.** Import `database/install.sql`. It creates all tables and adds the starter data: settings, pages, languages and the first administrator account. The login details are listed in `database/INSTALL.txt` inside the script package.
4. **Edit `config.php`.** Set the database access and your domain, as described below.
5. **Set folder permissions.** The web server must be able to write to the folders listed below.
6. **Log in to the admin panel** at `/ADMIN` and follow the first steps checklist.

The config.php file

Variable	Meaning
`$DOMAIN_NAME`	Your domain, with the sub-folder if the script is not in the web root, for example `www.yourdomain.com` or `www.yourdomain.com/jobs`. It is used in e-mail links and in the sitemap.
`$DBHost`, `$DBUser`, `$DBPass`, `$DBName`	MySQL server, user, password and database name.
`$DBprefix`	Table prefix. The supplied SQL file uses `jobsportal_`.
`$DEBUG_MODE`	Keep it `false` on a live site. Set it to `true` only while testing: it prints PHP and SQL errors on screen.

Folders that must be writable

Folder	Used for
`backups`	Database backups created from the admin panel
`categories`, `locations`	Category and location lists saved by the admin panel

`thumbnails`, `uploaded_images`, `uploaded_images/ads`	Logos, job images, banners and photos
`user_files`	Resumes, documents and job PDF files
`user_videos`	Video resumes and company videos

On Linux hosting set these folders to 755 (or 775 if your host requires it). Never use 777 on a production server.

Pretty URLs and .htaccess

The `.htaccess` file in the script root enables the SEO-friendly URLs. If your host ignores it, make sure `AllowOverride` is enabled for the site. Pretty URLs are switched on in Admin → Settings.

Upload to a sub-folder first, test everything, then move the site to the web root. Remember to update `$DOMAIN_NAME` afterwards.

GETTING STARTED

First steps after installation

Follow this checklist to turn a fresh installation into a branded, working job board.

1. Secure your administrator account

Open `/ADMIN`, log in, then go to **Home** → **Change Password** and choose a strong password. Then open **Admin Users** to update the e-mail and name of the administrator. See roles and permissions.

2. Name and brand the website

1. **Settings** → **Configuration Options** → **General Settings:** website name, admin contact e-mail, time zone, SEO URLs and multi-language switch.
2. **Website** → **Logo & Favicon:** upload your logo and favicon. See logo and templates.
3. **Settings** → **Configuration Options** → **Appearance:** accent color, secondary color, font, button shape and footer color.
4. **Settings** → **Configuration Options** → **Company Information:** company name, address, phone and e-mail shown on the site.

3. Configure e-mail

Registration, password reset and alerts depend on e-mail. Open **Settings** → **Configuration Options** → **E-mail**, set the sender name and address and, if your host does not allow PHP `mail()`, enable SMTP and enter the server details. See general settings.

4. Decide how your marketplace works

Open **Job Settings** → **Configuration Options** and choose: manual approval of jobs and employers, job lifetime, free jobs for new employers, captcha and e-mail validation. All options are explained in Job Portal settings.

5. Set your pricing

Open **Payments** → **Payment Settings** and choose how employers are charged (free site, packages, subscriptions or credits), the currency and the payment methods. Then create your packages or subscriptions.

6. Adapt categories and locations

Edit the lists for your niche in Job Categories and Locations. Remove what you do not need before you invite users.

7. Review pages, menus and legal texts

Edit the pages and menu, write your *Privacy Policy* and *Terms of Service*, and set up the GDPR cookie notice.

8. Test as every role

Register a test employer and a test jobseeker from the public site. Post a job, apply to it, send a message and check that the e-mails arrive. Use the Users section to remove test accounts afterwards.

9. Go live

- Check that `$DEBUG_MODE` is `false` in `config.php`.
- Add your tracking codes and submit `/sitemap.php` to Google Search Console.
- Create a first backup.

GETTING STARTED

FAQ and troubleshooting

Quick answers to the most common questions.

E-mails are not delivered

Enable SMTP in Settings → E-mail and use the credentials of a real mailbox. Check spam folders.

I see a blank page or an error

Check the PHP error log of your hosting. Make sure PHP 7.4 or newer and the extensions `pdo_mysql`, `mbstring`, `gd` and `dom` are enabled, and that the database settings in `config.php` are correct.

File uploads fail

Increase `upload_max_filesize` and `post_max_size` in PHP, check the limit in Job Portal settings and make sure `user_files` is writable.

I forgot the admin password

Set a new hash in the admin users table with phpMyAdmin, or reinstall the default user from `database/INSTALL.txt`.

Job alerts and expired jobs

Alerts are stored and can be exported. Sending bulk alert e-mails and deleting expired jobs need a scheduled task on your server.

Payments

Confirm online payments manually in Approve Payments.

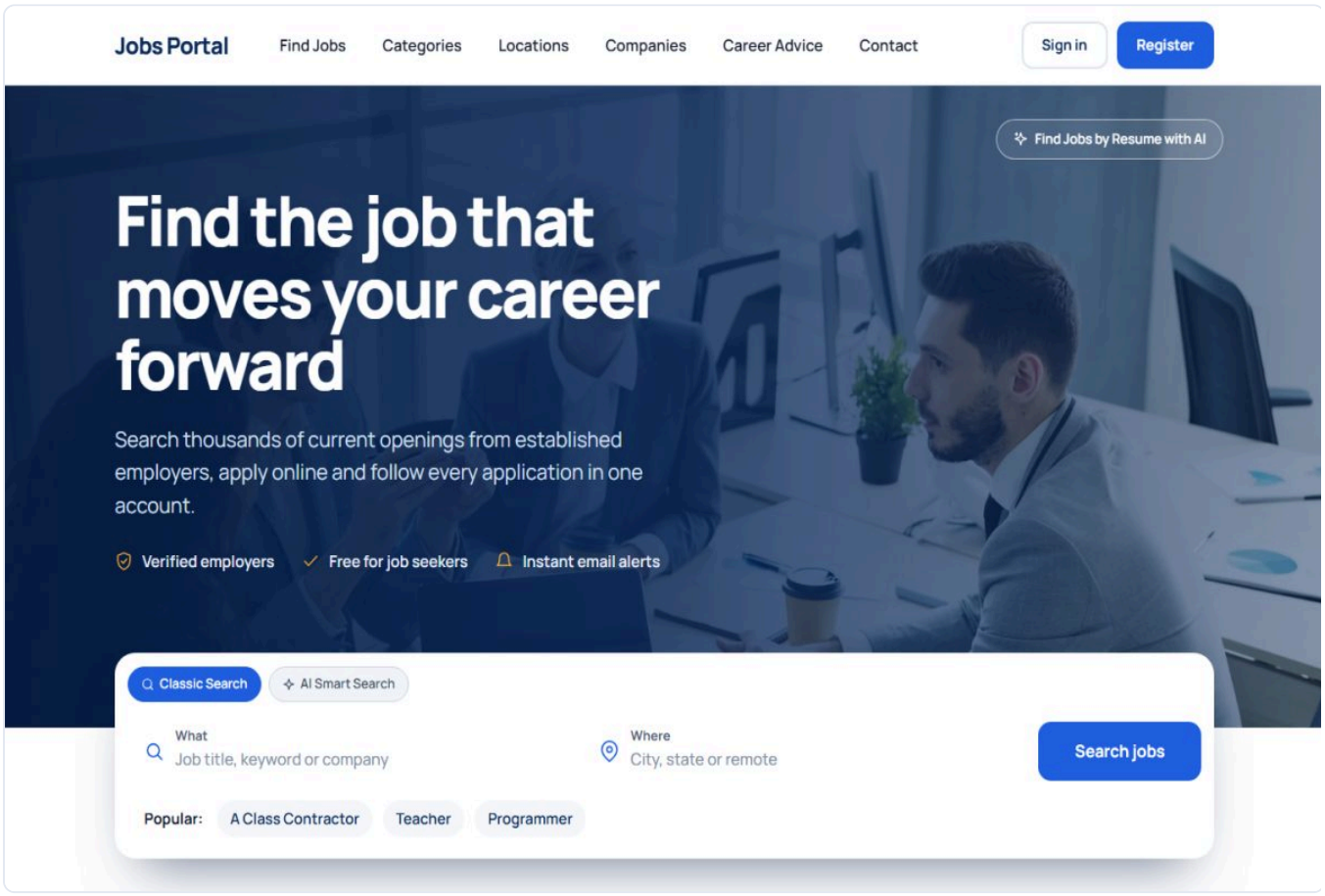
Where can I try it?

See the live demo linked in the page footer.

PUBLIC WEBSITE

The public home page

The home page is built to turn visitors into registered users. It combines a prominent search box with live statistics, featured jobs and shortcuts to categories and locations.



Home page with the hero search box

Hero search

The big search box at the top has two tabs:

- **Classic Search** – a job title, keyword or company in *What* and a city, state or remote in *Where*. The *Popular* links below it are managed in Search Keywords.
- **AI Smart Search** – the visitor types a sentence such as “remote React developer paying over $80k” and the AI converts it into keywords, location and salary filters. See AI job search.

A *Find Jobs by Resume with AI* link takes visitors to the resume matcher.

Statistics and trust signals

Counters show open positions, hiring partners, registered jobseekers and job industries, so a new site looks active from day one. Partner company logos can be added in **Job Settings → Configuration Options → Employer & Candidate Rules → Partner Companies**.

Latest and featured jobs

Below the hero the page lists the latest job openings with company logo, location, job type and salary. Tabs filter the list by *Featured*, *Remote*, *Full Time*, *Part Time* and *Contract*. The number of jobs in the featured section is set in Job Portal settings. Employers can make their jobs featured, see managing job ads.

Categories and locations

The home page also lists the most popular categories and locations with job counts (switch the counts on or off with *Show Number of Jobs in Category*).

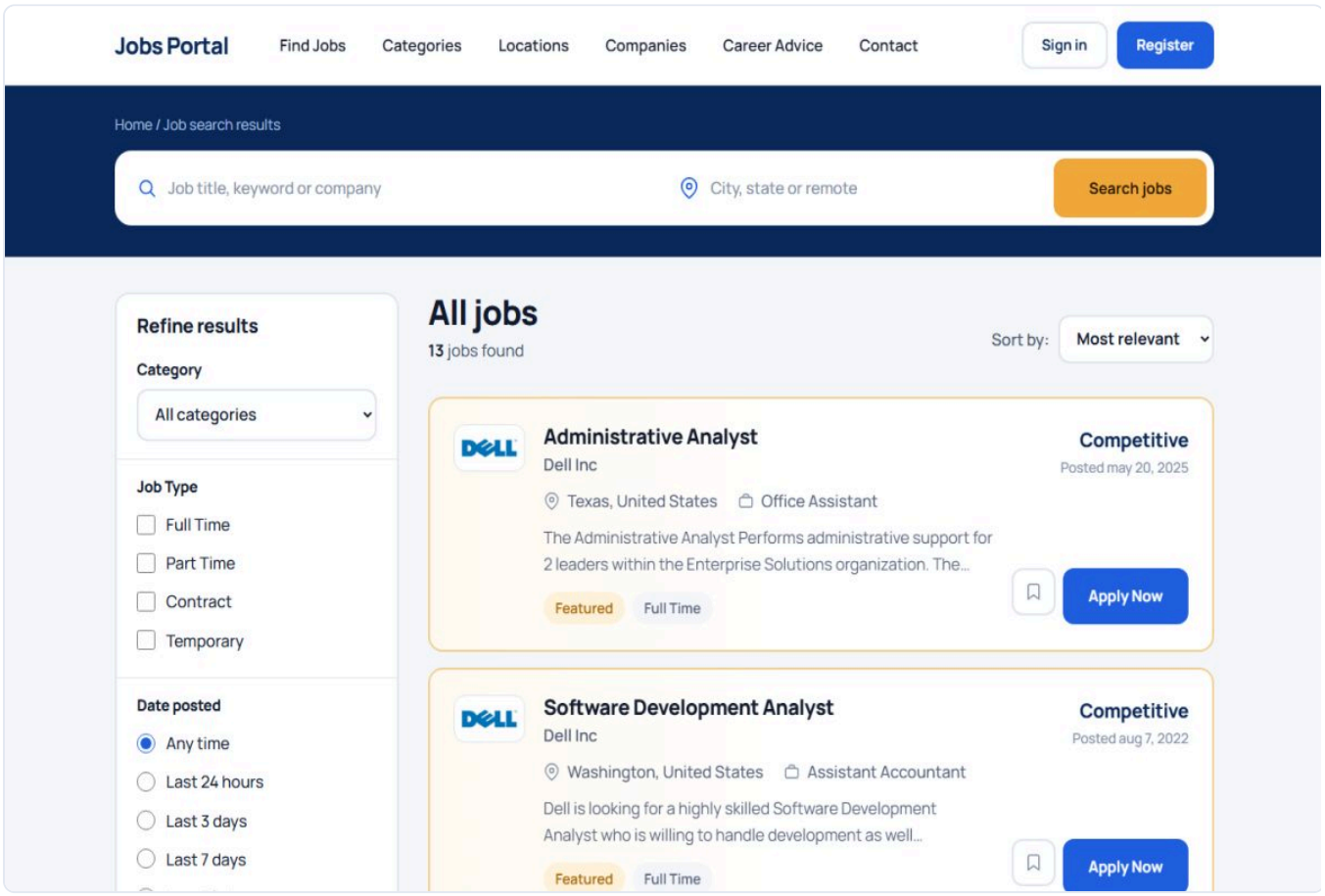
Branding the page

- Logo and favicon: Website → Logo & Favicon.
- Colors, font and button shape: Settings → Appearance.
- Menu items and page titles: Website → Pages.
- Texts on the page: Website → Interface Texts.

PUBLIC WEBSITE

Searching for jobs

The search results page gives jobseekers fast filters and clear result cards, so they can find a matching job in a few clicks.



Search results with refine filters on the left

Search and filters

Filter	What it does
Keyword and location	Searches titles and descriptions; the location field accepts cities and regions from your location list.
Category	Limits results to a category and its sub-categories.
Job type	Full time, part time, contract, internship or temporary (editable in Field Values).
Date posted	Any time, last 24 hours, 3 days, 7 days and more.
Salary range	From, to and period (hour, week, month, year). The preset values come from *Salary Range Presets* in Job Portal settings.
Company and ZIP	Search by company name; optional ZIP code and radius search when enabled in the settings.

Result cards

Each result shows the company logo, job title, employer, location, category, a short description, job type, salary and badges such as *Featured* or *New*. Visitors can sort by relevance or date, move between pages and press **Apply Now** or the bookmark icon to shortlist a job. Shortlisted jobs are remembered for visitors without an account.

Search suggestions

While typing, the keyword box suggests job titles, categories or both. Choose the behaviour in **Job Settings → Configuration Options → Search Suggestions Type** and manage the keyword list in Search Keywords.

Create an alert from a search

At the bottom of the results visitors can save the current search as an e-mail job alert.

External job feeds

If you enable job feeds, results from partner job APIs are added after your own jobs, so the page is never empty on a new site.

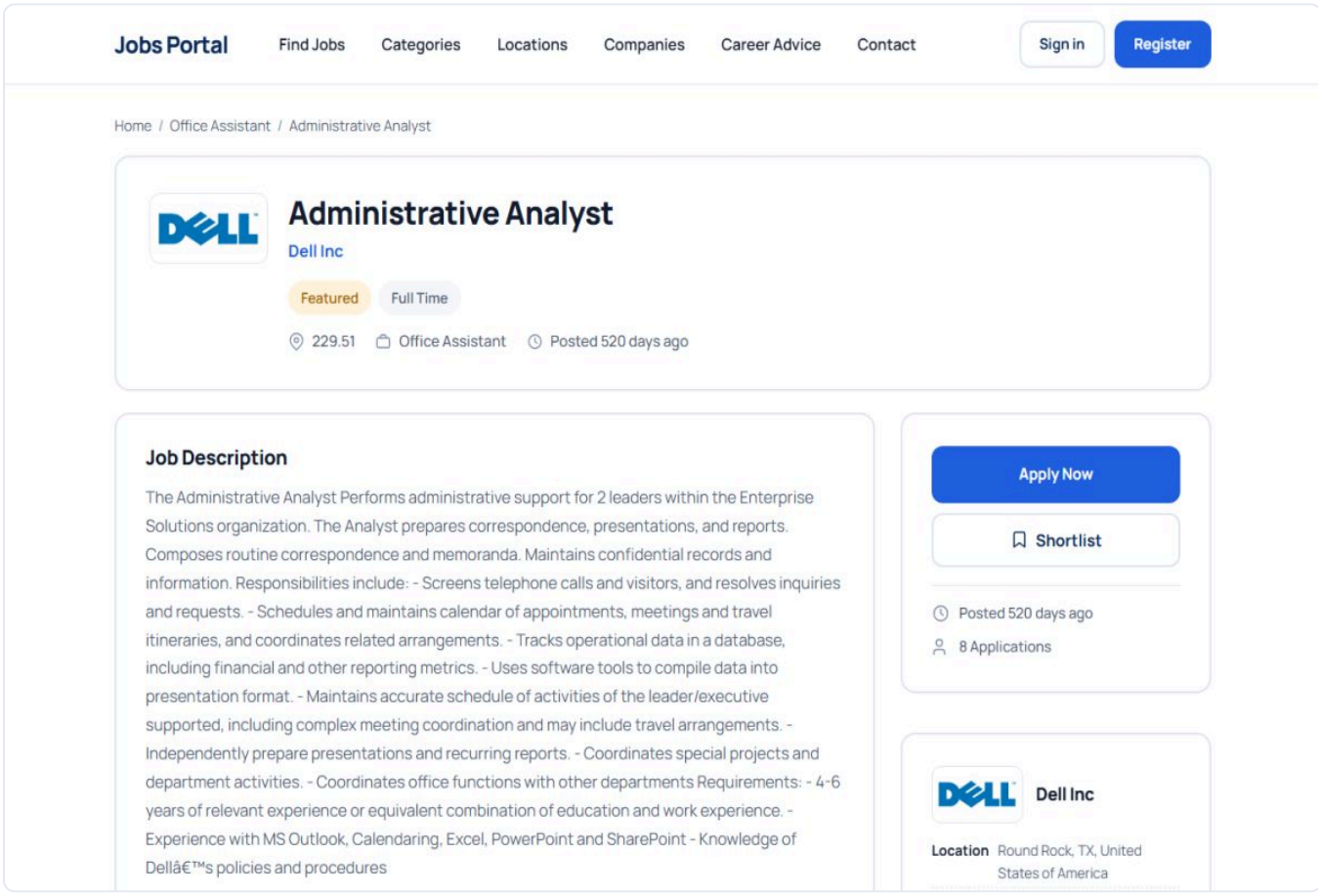
Advanced search

The *Advanced Search* page offers every filter on one screen, with category and location menus and salary options.

PUBLIC WEBSITE

The job details page

Every job has its own page designed to drive applications and to rank in Google.



A job details page

What the page shows

- Job title, company logo and name, location, category, job type and salary.
- The full description with formatting (headings, lists, links). Unsafe HTML such as scripts is removed automatically.
- Additional custom fields defined in Job Fields, for example *Experience Level*.
- An optional PDF attached by the employer, displayed inside the page.
- Company details with a link to the company profile, and up to three *similar jobs*.
- Share buttons (e-mail, LinkedIn, X) and a *Shortlist* button.
- The number of visits, if *Show Number of Visits for Jobs* is enabled.

How candidates apply

If the employer entered an *Application URL*, the button opens that external page. Otherwise **Apply Now** starts the built-in application: a registered jobseeker can attach a resume or document and a cover message and answer the employer's screening questions; unregistered visitors can apply as

guests if *Allow Guest Applications* is switched on. Employers then handle the application in the employer panel and jobseekers follow it in their application history.

Which jobs are visible

A job is shown only when it is active, approved (*Manually Approve New Jobs*) and not expired. Expired or inactive jobs return a not-found page, so visitors never land on outdated ads.

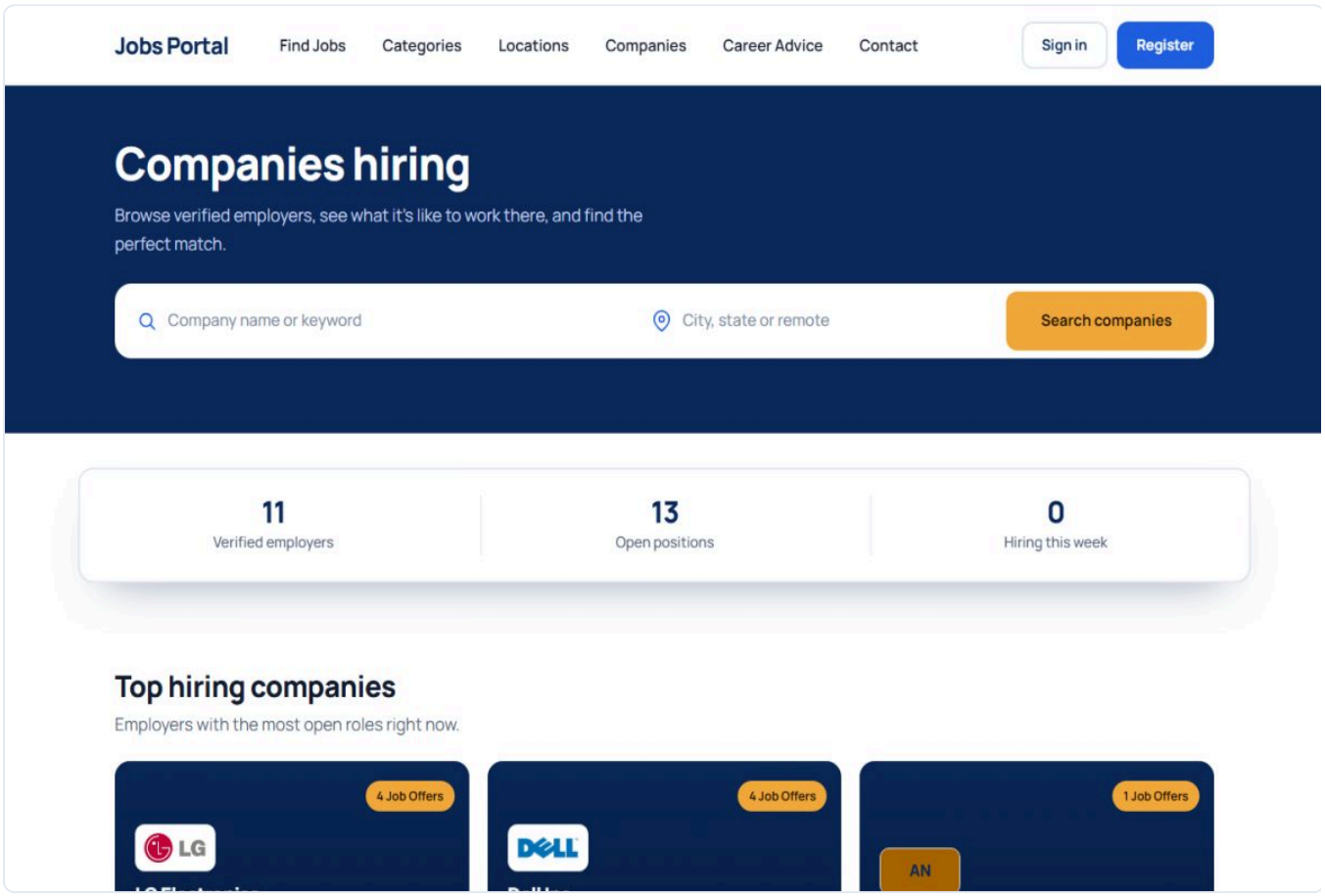
SEO

The page includes JobPosting structured data (title, date posted, valid-through date, hiring organization, location and salary) that helps jobs appear in Google's job search. Page titles and descriptions are generated from the job; category and location pages can have custom titles in Custom Titles.

PUBLIC WEBSITE

Company directory and employer profiles

Employers get a public page of their own, and jobseekers can research companies before they apply.

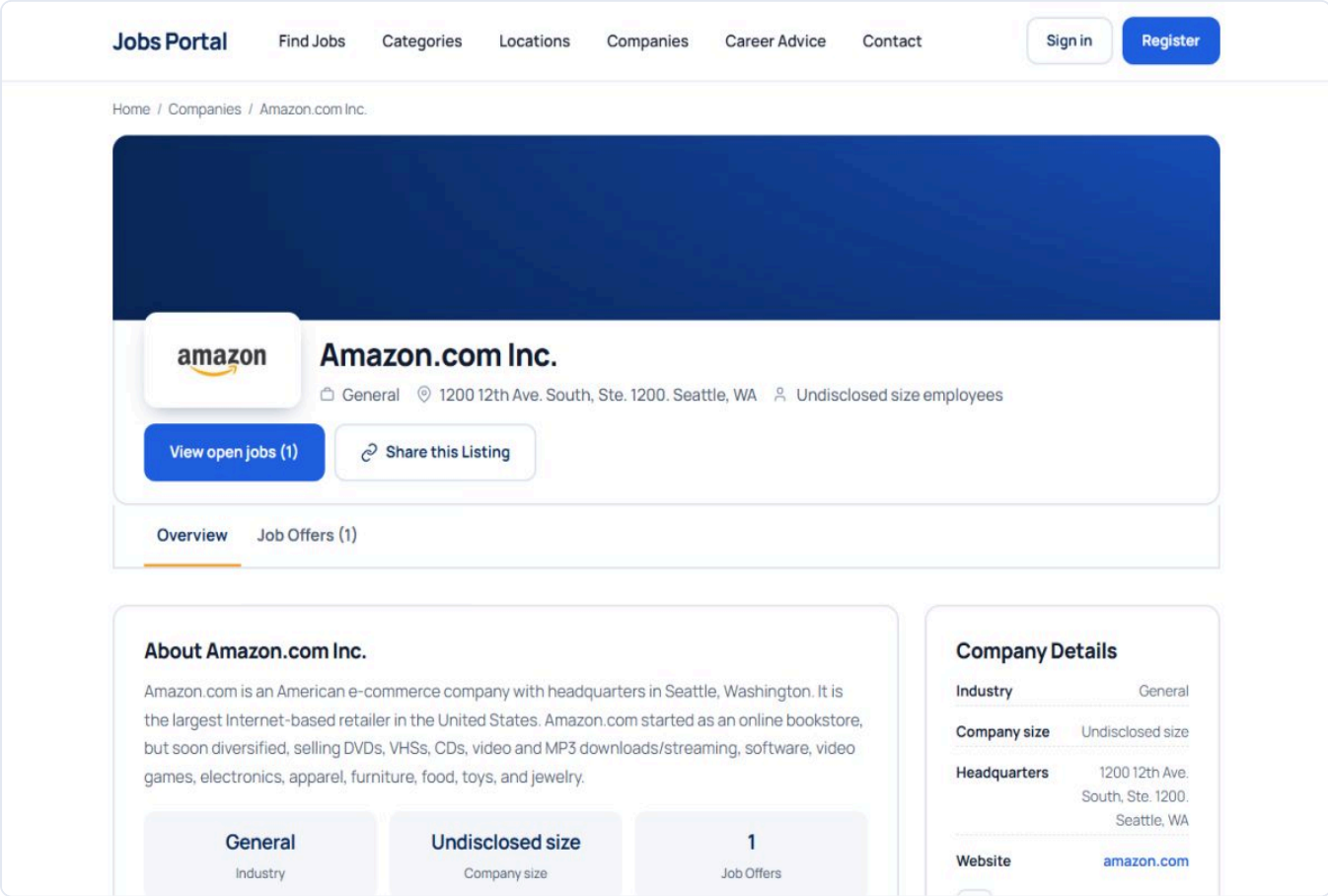


The company directory

The directory

The *Companies* page lists verified employers. It shows the number of verified employers, open positions and companies hiring this week, a *Top hiring companies* spotlight and a searchable list. Visitors can search by company name or keyword and filter by location, industry, company size and *actively hiring* companies.

Company profile page



A company profile with description, details and job offers

Each company page contains the logo and banner, name, industry, headquarters and company size, a description, social profile links, a photo gallery, a video presentation and a tab with all current *Job Offers*. Similar companies in the same industry are suggested at the bottom.

Employers edit this information themselves in Company Profile. You can also edit any company in Admin → Users → Employers, and make a company *featured* so it appears in the spotlight.

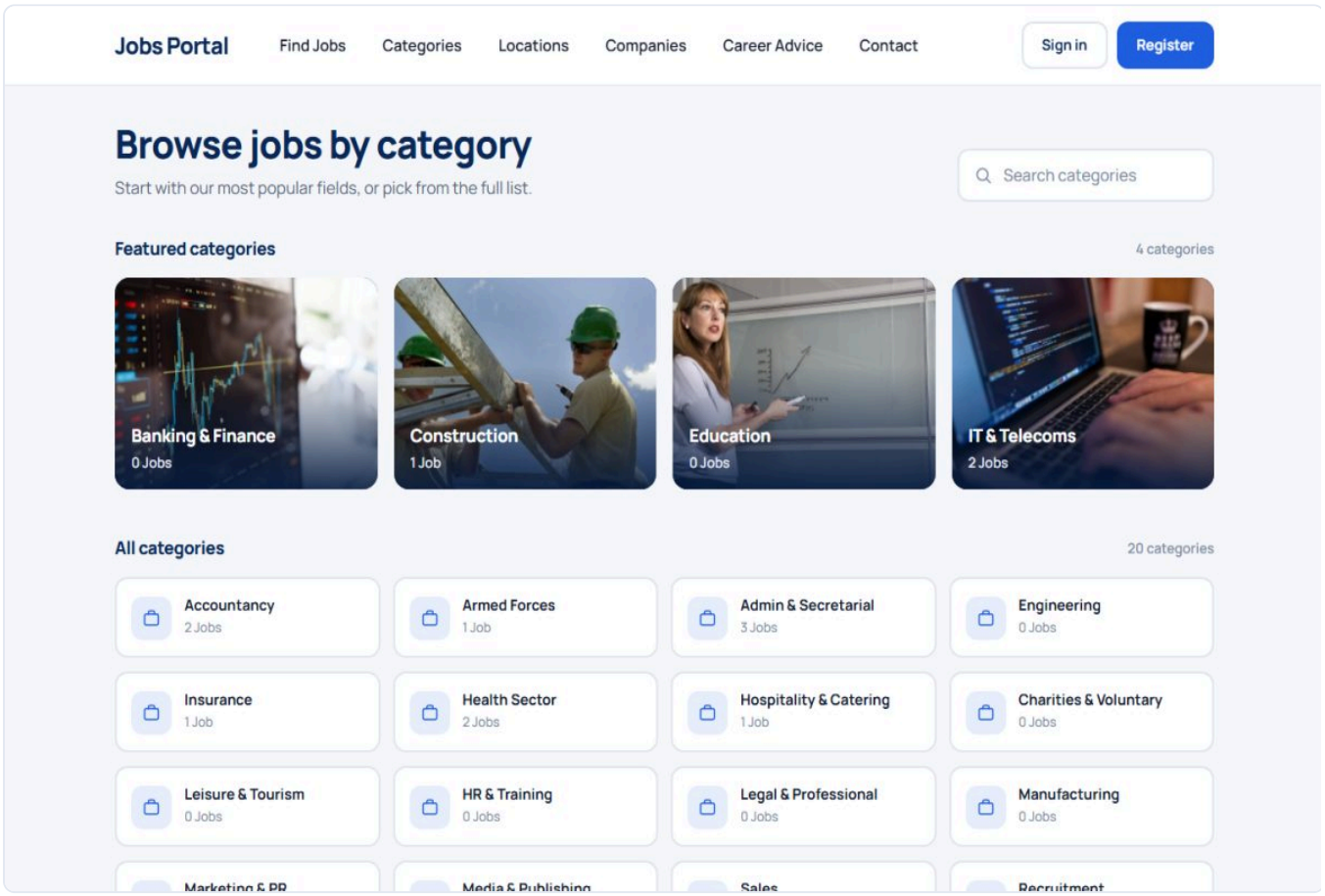
Tips

- Encourage employers to add a logo and a good description – complete profiles convert better.
- Company profiles are indexed by search engines and bring extra traffic for company names.

PUBLIC WEBSITE

Browsing jobs by category and by location

Category and location pages help visitors who do not know exactly what to search for – and they are excellent landing pages for search engines.

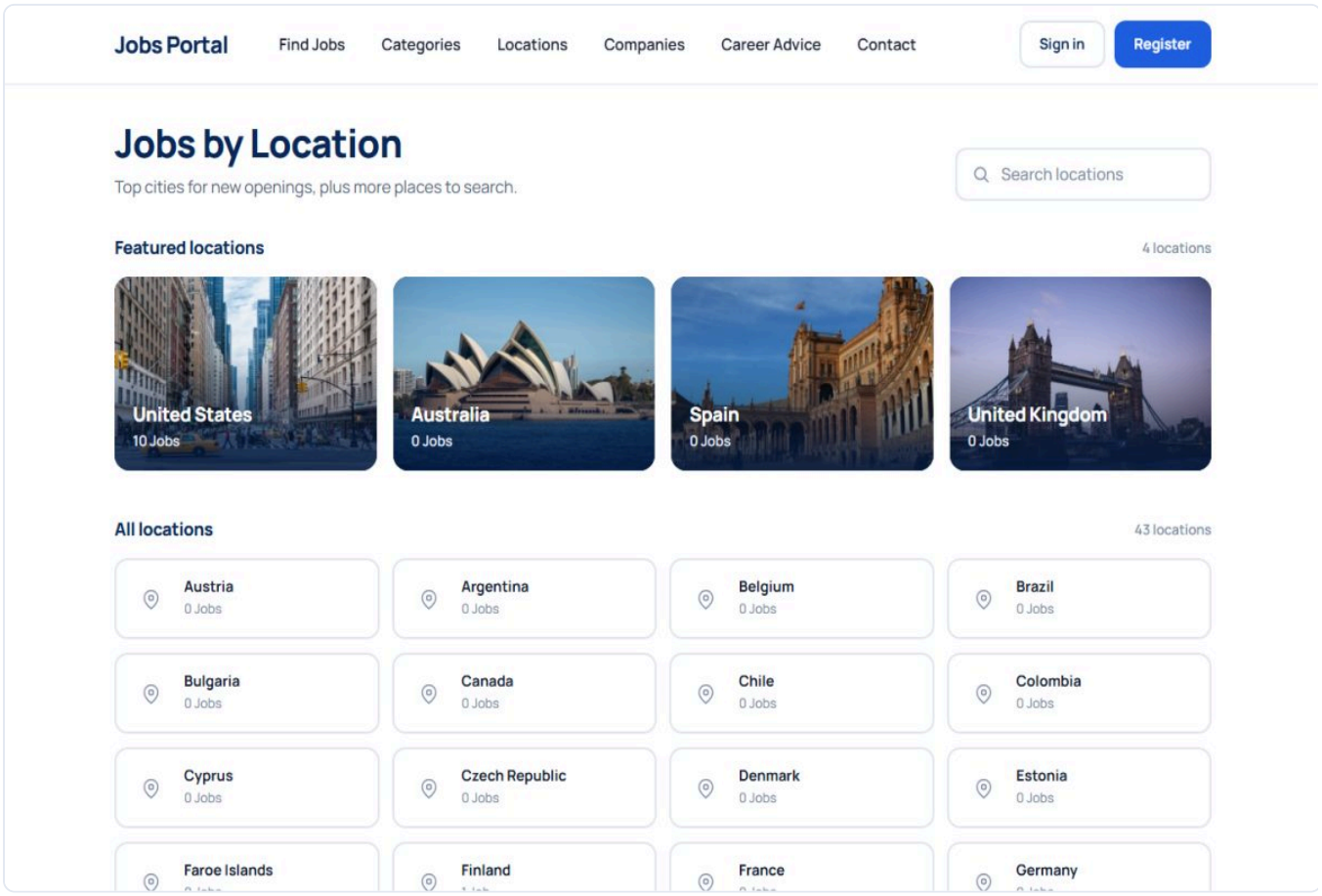


The category page with featured categories

Categories

The *Categories* page shows featured categories with pictures and job counts, followed by the full list. A category page lists its jobs and offers sub-category buttons and the matching search filters. Show or hide the job counts with the option *Show Number of Jobs in Category*.

Locations



The location page with featured countries

The *Locations* page works the same way for countries, regions and cities. Featured locations can have a picture.

How to manage them

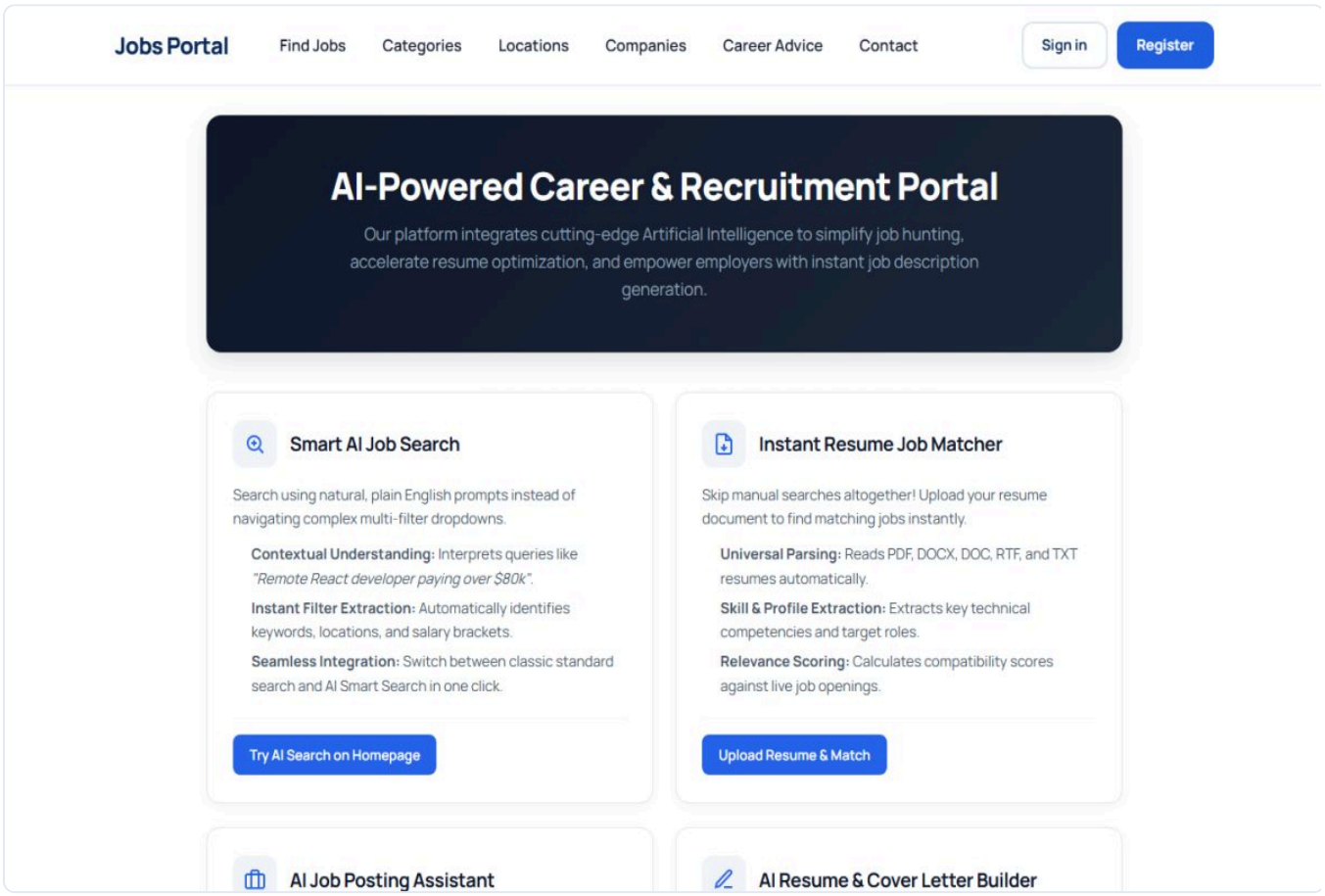
- Edit the category and location trees, in every language: Job Settings → Job Categories / Locations.
- Upload the pictures of featured categories and locations on the same screens (*Category images*, *Location images*).
- Give each category or location its own page title, description and header tags in Job Listings → Custom Titles to improve SEO.

Keep the category list short and meaningful. Jobs can be placed in up to three categories when *Allow Multiple Job Categories* is on.

PUBLIC WEBSITE

AI job search and AI resume matcher

Jobs Portal brings artificial intelligence to both sides of the marketplace: smarter search for jobseekers and faster content creation for employers.

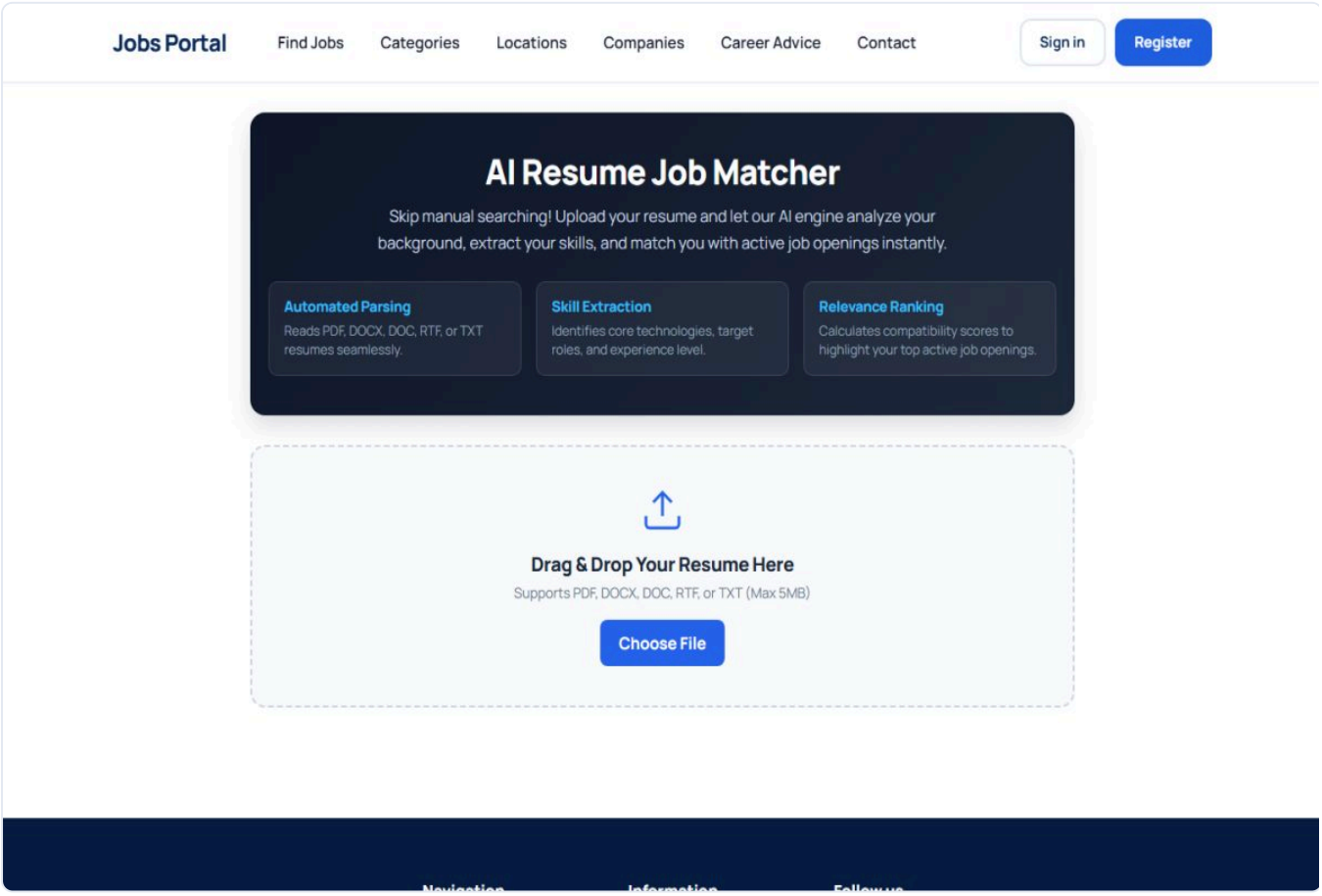


The AI features overview page

AI smart search

On the home page the visitor switches to **AI Smart Search** and describes the job in plain language, for example *“remote React developer paying over $80k”*. The AI extracts keywords, locations and salary brackets and runs the search with the right filters. Visitors can switch back to the classic search at any time.

AI resume matcher



Upload a resume to find matching jobs

1. The visitor opens *Find Jobs by Resume with AI* and drops a resume (PDF, DOCX, DOC, RTF or TXT).
2. The system reads the document, extracts the profile, skills and target roles.
3. It compares the profile with your live jobs and shows *Top Job Matches* with a compatibility score.

AI for employers and jobseekers

- AI job description generator for employers.
- AI resume summary, job duties and cover letter for jobseekers.

Enabling AI on your site

AI features use an OpenAI-compatible API (the default settings point to Groq). In the admin panel open **Job Settings → Configuration Options → AI Configuration** and:

1. Switch on *Enable AI features on the site*.
2. Choose which tools to enable: *AI Job Description Generator* and *AI Cover Letter Generator*.
3. Enter the *AI API Endpoint URL*, the *AI Model Name* and your *AI Provider API Key*.

See AI configuration for details.

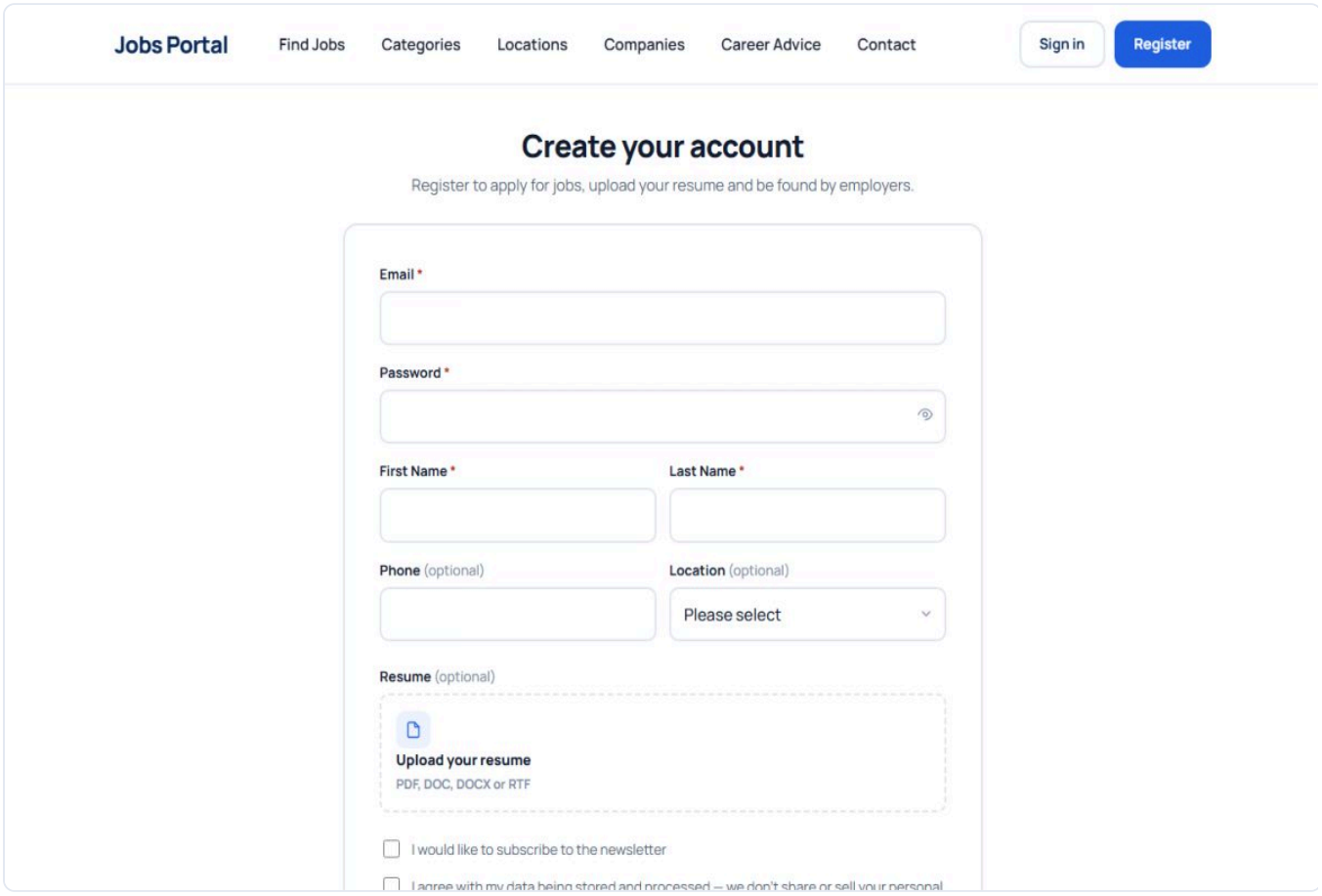
The API key belongs to you and AI usage is billed by your AI provider. Keep the key private.

PUBLIC WEBSITE

Registration, login and password reset

Jobseekers and employers register from the public site. One login form sends each user to the right dashboard.

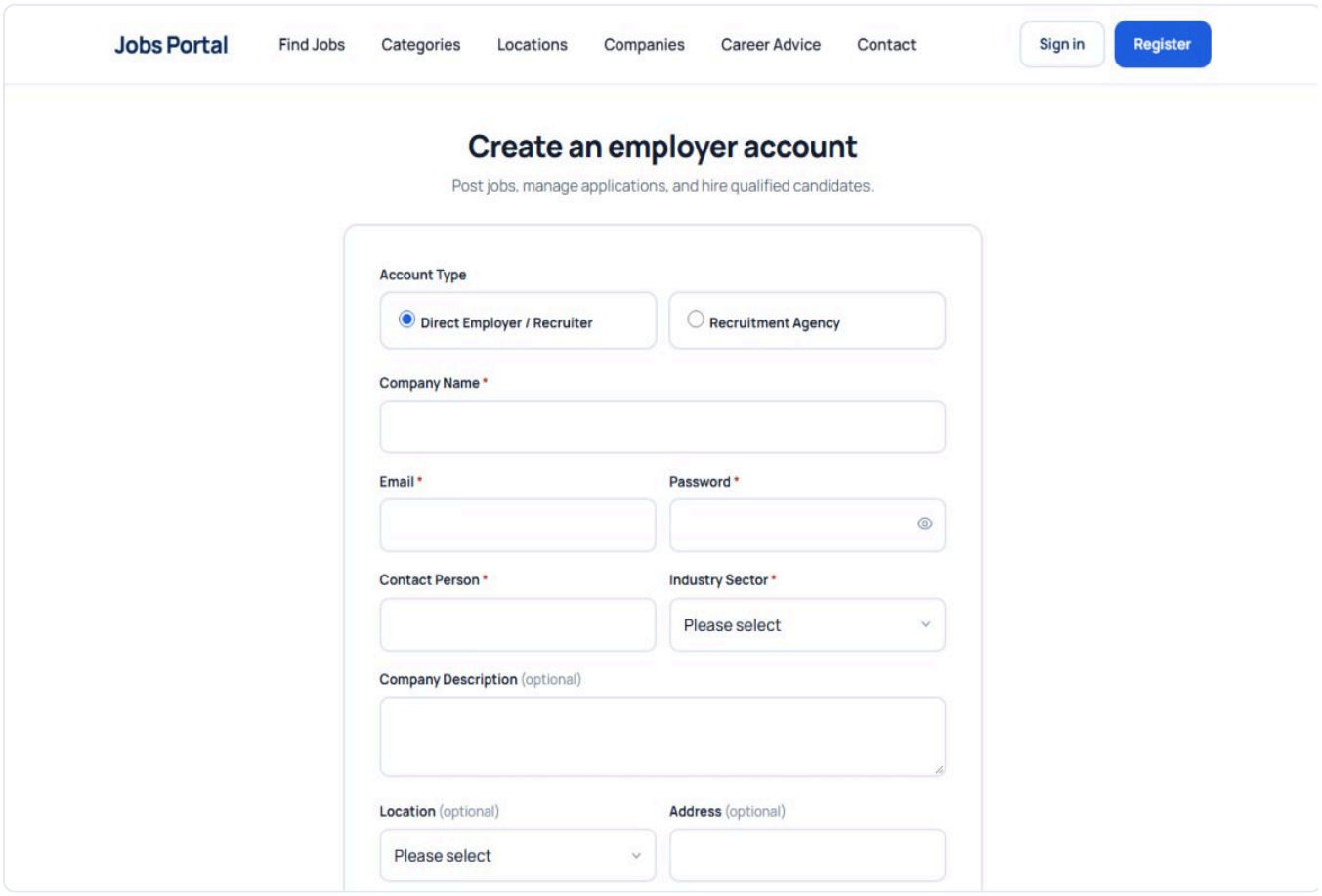
Jobseeker registration



Jobseeker registration form

The form asks for e-mail, password (at least 6 characters), first and last name, optional phone, location and an optional resume (PDF, DOC, DOCX, RTF, TXT; the allowed types and size are set in the admin panel). Additional fields you create in Jobseeker Fields are added automatically.

Employer registration



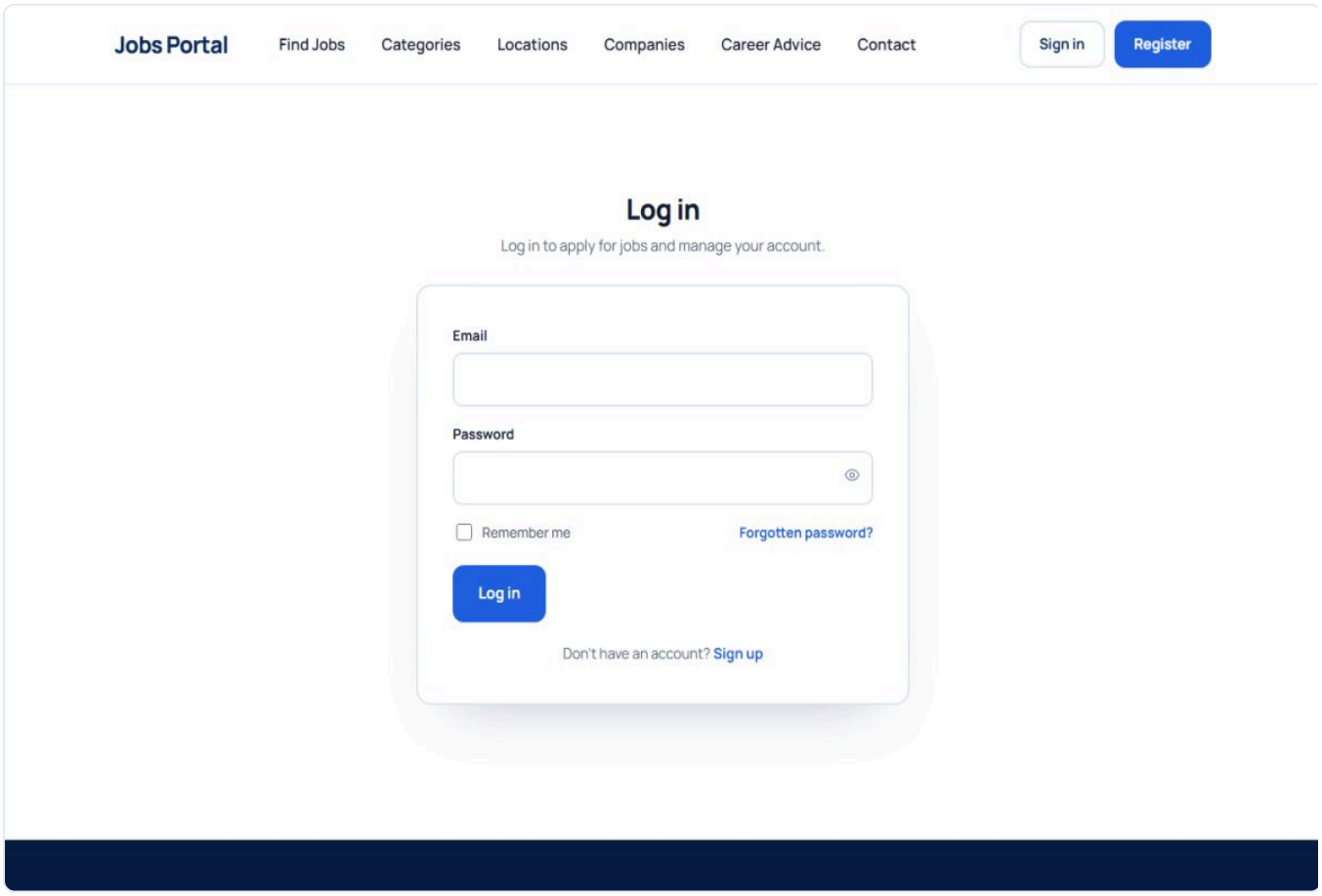
Employer registration form

Employers choose *Direct Employer / Recruiter* or *Recruitment Agency* and enter company name, e-mail, password, contact person, industry sector, description, location, address, phone and website, plus any Employer Fields. New employers can receive free credits and free job posts (see Employer & Candidate Rules).

Protecting the site from spam

- **Manually Approve New Employers:** new employer accounts stay inactive until you approve them in Users → Employers.
- **Require New Users to Validate Their E-mail Address:** the user receives a link and the account is activated when it is clicked.
- **Captcha:** an image captcha or Google reCAPTCHA on the registration and alert forms.
- A GDPR consent checkbox can be added to the forms, see GDPR settings.

Login



The login page

Jobseekers, employers and employer sub-accounts all sign in on the same page with their e-mail and password. After a successful login jobseekers go to `/JOBSEEKERS` and employers to `/EMPLOYERS`. After several wrong attempts from the same address the login is temporarily blocked. Administrators use a separate login at `/ADMIN`.

Forgotten password

The *Forgotten password?* link asks for the account e-mail and sends a reset link that is valid for two hours and can be used once. The user then chooses a new password.

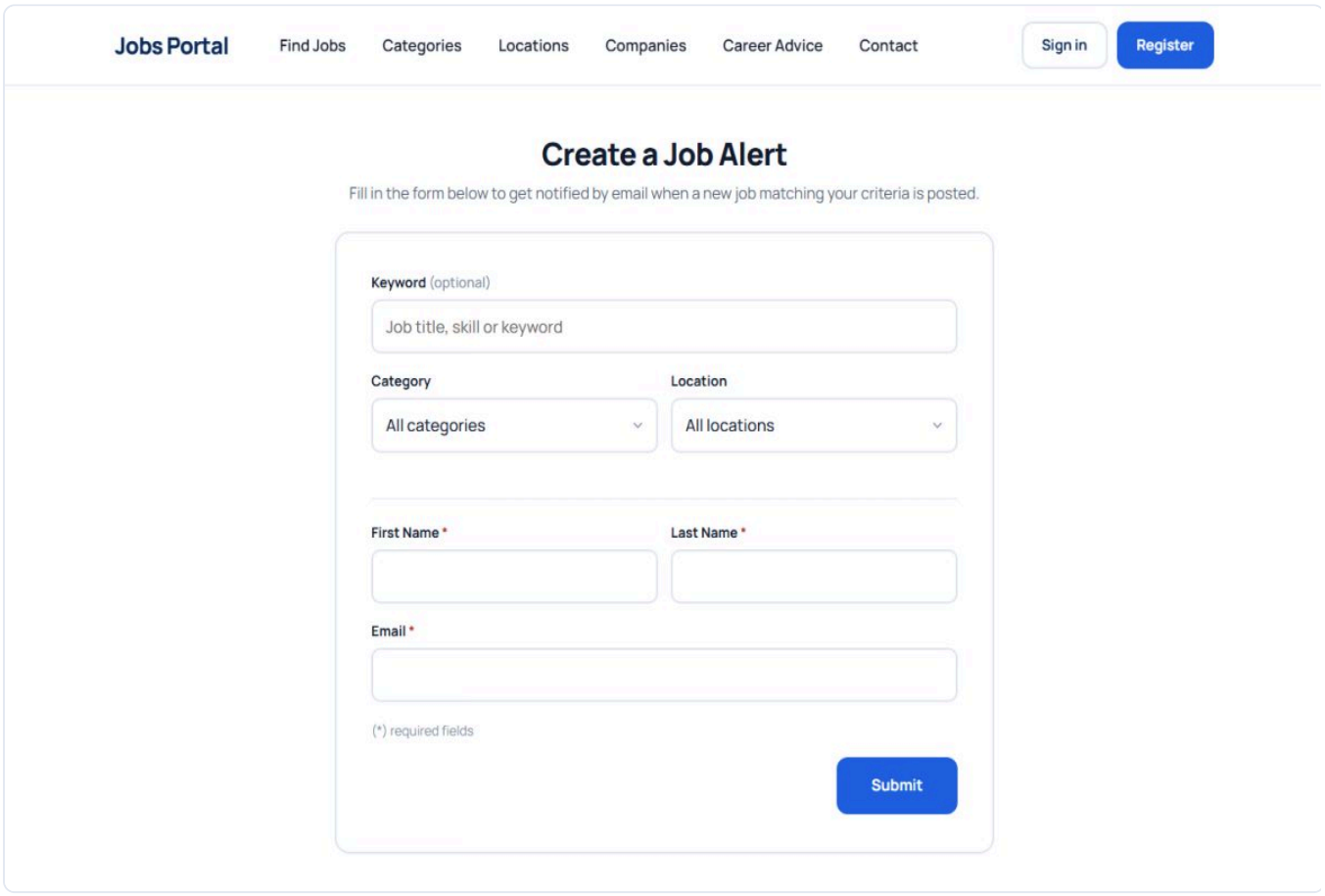
E-mail settings

All these e-mails are sent with the sender and SMTP settings from Settings → E-mail. You can edit the welcome e-mails in Job Alerts & Notifications.

PUBLIC WEBSITE

E-mail job alerts

Job alerts keep jobseekers coming back. Anyone, even without an account, can save the criteria of the jobs they want.



The Create a Job Alert form

Creating an alert

1. Open *E-mail Alerts* from the menu (or save a search from the results page).
2. Enter a keyword and choose a category and a location. All are optional.
3. Enter first name, last name and e-mail, solve the captcha if it is enabled, and press **Submit**.
4. An e-mail with an activation link is sent. The alert is active after the link is clicked, and every message contains a link to cancel it.

Registered jobseekers

Registered users manage alerts inside their panel, see jobseeker job alerts.

For administrators

All alerts are listed in **Job Listings** → **Job Alerts**, where you can search, delete and *Export Emails*. The subject and text of the alert e-mail are edited in Job Settings → Job Alerts & Notifications (*Email Alert Title* and *Email Alert Body Template*). Use the placeholders `[FIRST_NAME]` and `[JOBS_LINK]`.

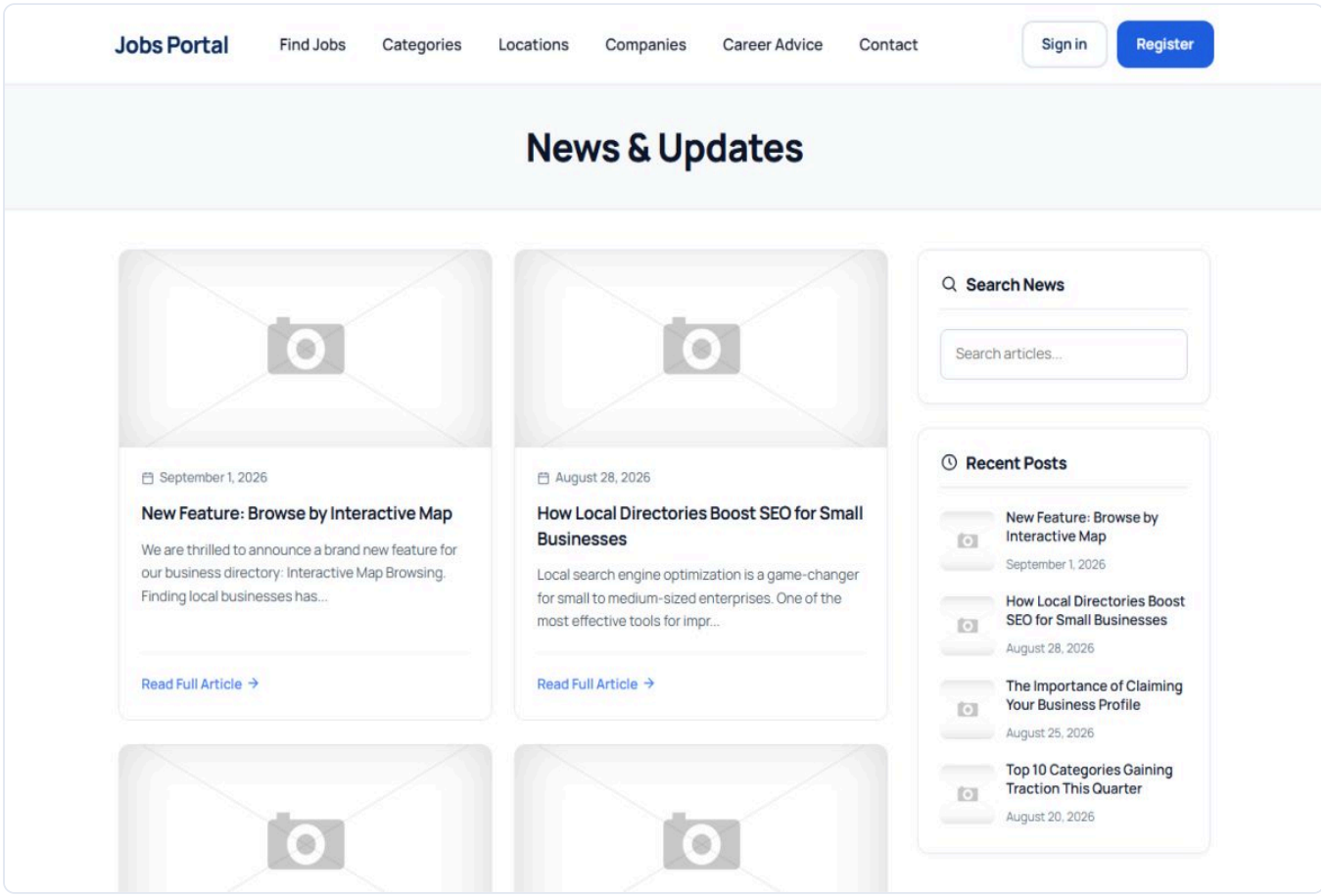
Sending the periodic alert e-mails requires a scheduled task (cron job) on your server. Ask your developer or host to set it up if you want automatic mailing.

PUBLIC WEBSITE

News, FAQ and contact pages

Besides jobs, the public site includes content pages that build trust and attract search traffic.

News and career advice



The news page

The news page lists articles with image, date and a short text, a search box and recent posts. Articles are written in Website → News in every active language. Use it for career advice, hiring tips and announcements.

FAQ

The FAQ page shows questions and answers as an accordion. Manage them in **Extensions → FAQ Manager**: add a question, write the answer in each language, set the order and activate or hide it.

Contact form

The contact page has a form with name, e-mail, phone, subject and message. It is protected by a hidden honeypot field, a time check, a security token and a link and keyword filter. Messages are stored in **Home → Messages** in the admin panel, where you can read them and reply.

Privacy Policy and Terms of Service

Both are normal pages that you edit in Website → Pages. They appear in the footer menu. Replace the sample text with your own legal texts before you go live.

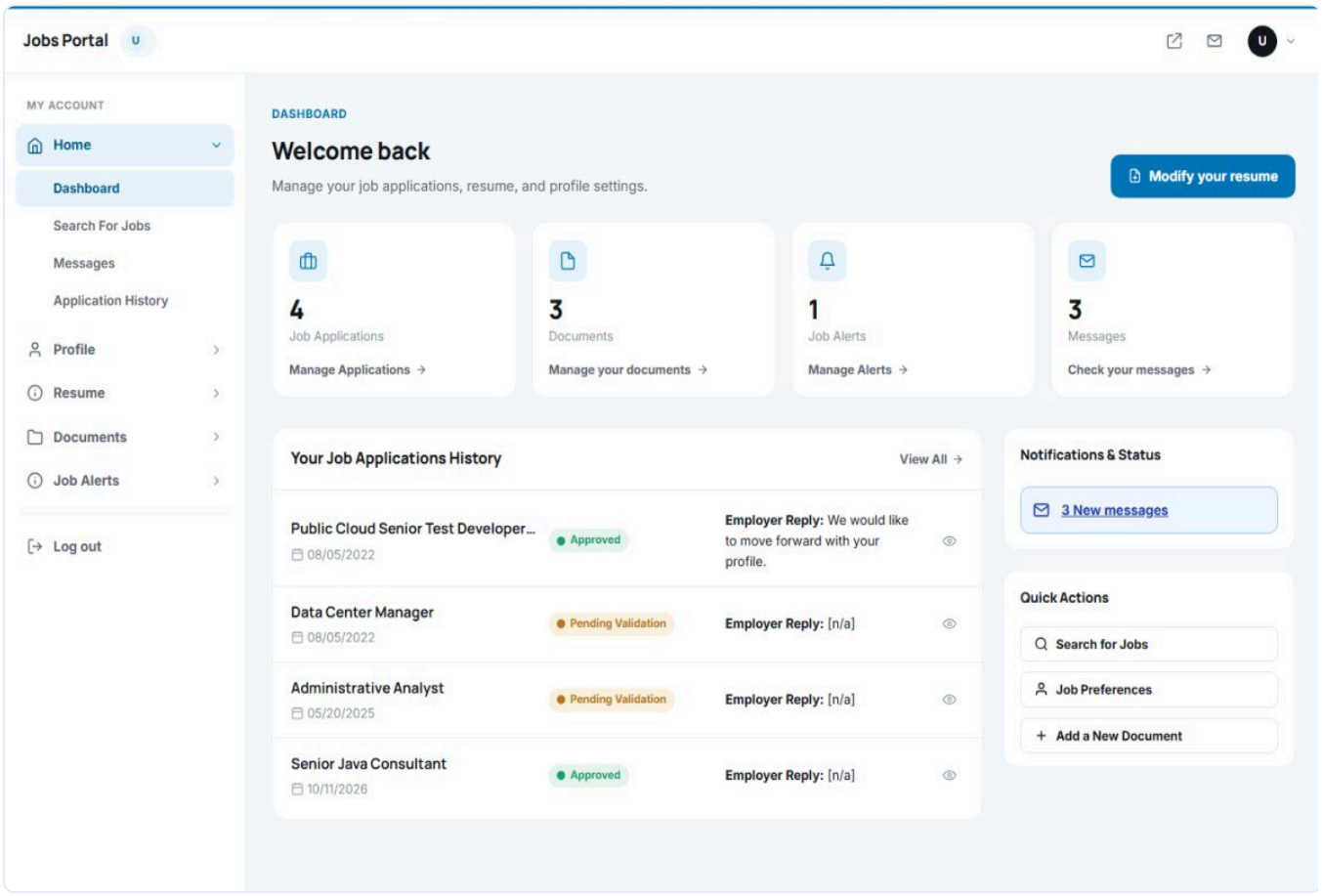
Custom pages

You can create any additional page (About us, Pricing, Advertise with us) and place it in the menu or the footer.

JOBSEEKER PANEL

The jobseeker dashboard

After login every candidate lands on a personal dashboard at `/JOBSEEKERS` that summarizes their job search.



The jobseeker dashboard

What the dashboard shows

- **Four counters** – job applications, documents, job alerts and messages, each with a link to the matching section.
- **Your Job Applications History** – the latest applications with the date, the status (*Pending Validation* or *Approved*) and the reply written by the employer.
- **Notifications & Status** – for example the number of new messages.
- **Quick Actions** – search for jobs, edit job preferences and add a new document.
- **Modify your resume** button at the top.

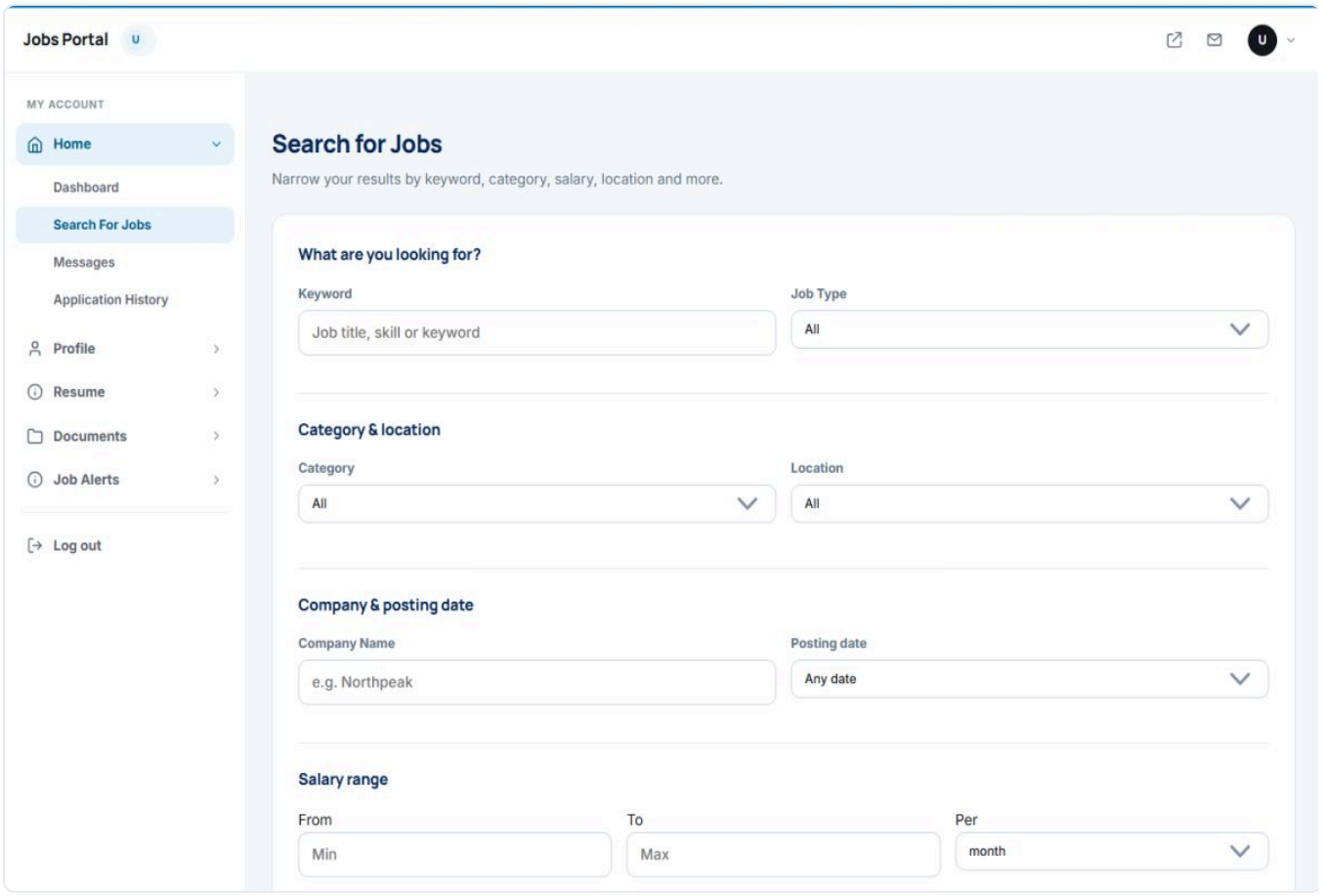
The menu

Menu section	Contains
Home	Dashboard, Search For Jobs, Messages, Application History
Profile	Edit Your Profile, Change Password, Job Preferences, Statistics

Resume	Create Your Resume, Visual Editor, Resume Creator, Video Resume
Documents	Add A New Document, My Documents
Job Alerts	Current Job Alerts, New Job E-mail Alert

The top bar has a shortcut back to the public website, the inbox and the account menu with *Log out*. The language of the panel follows the language chosen on the public site.

Search for jobs inside the panel



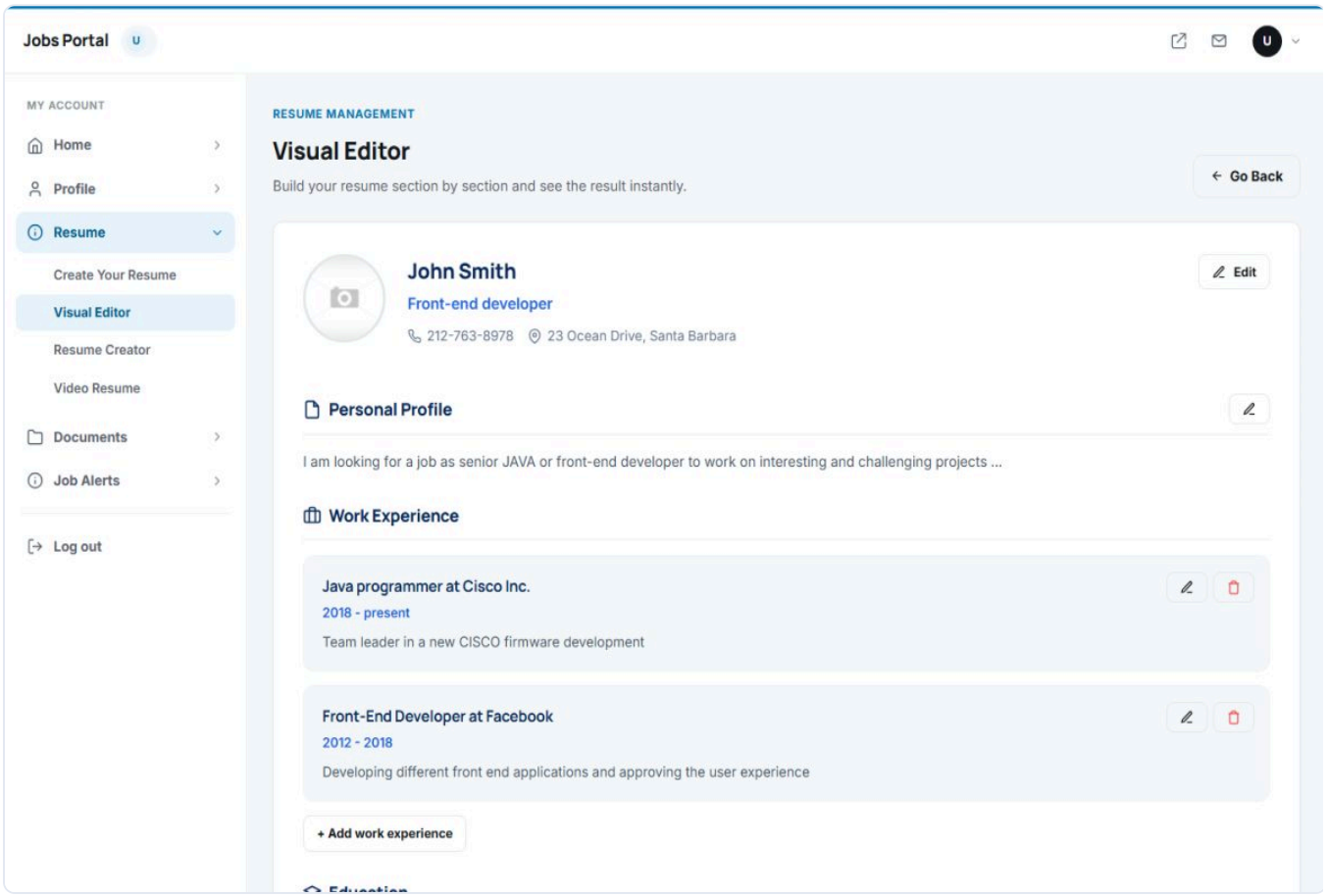
Search For Jobs inside the panel

Home → Search For Jobs offers the same filters as the public site (keyword, job type, category, location, company, date posted and salary range) so candidates never have to leave their account.

JOBSEEKER PANEL

Creating a resume with AI

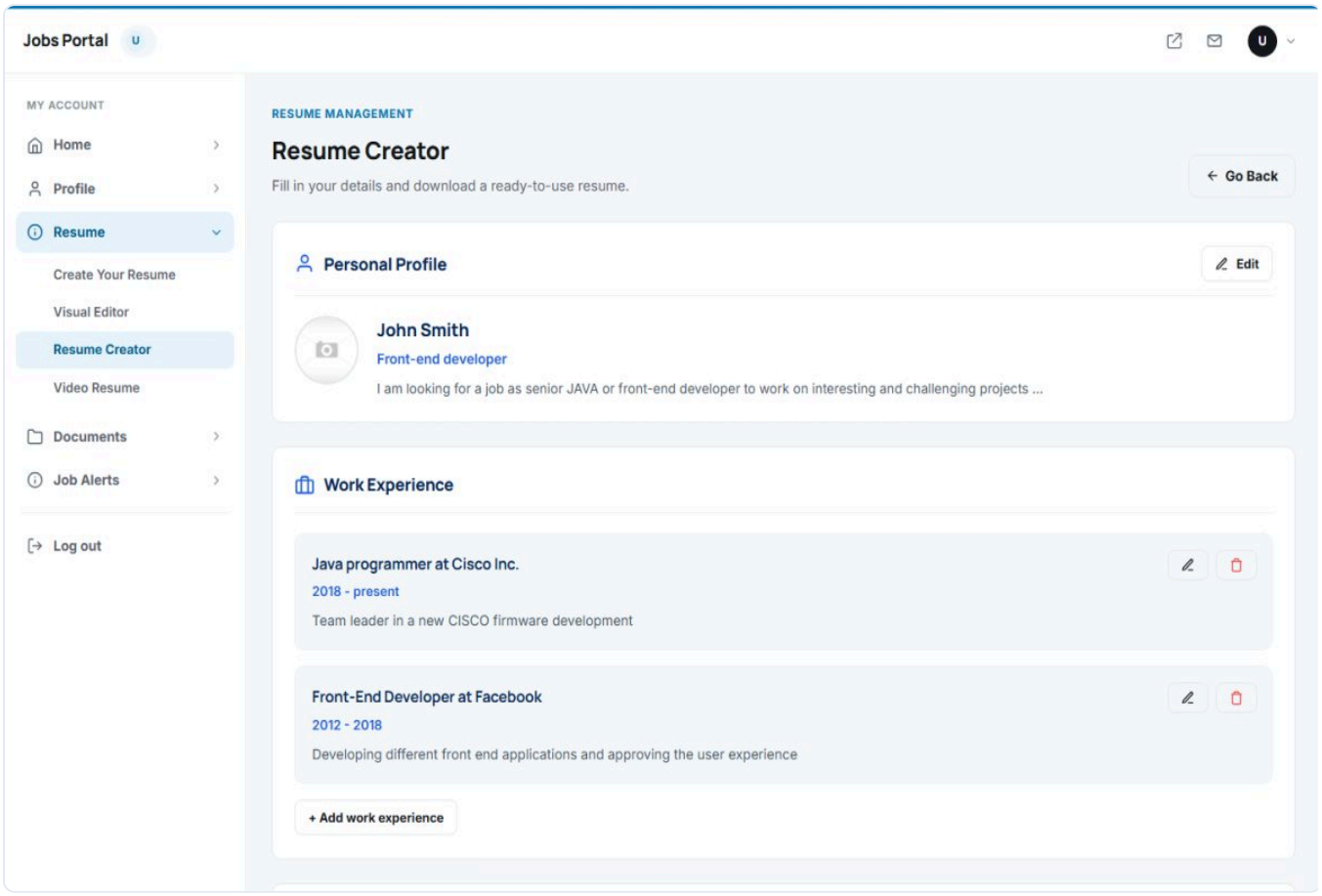
Candidates build a professional online resume in a few minutes. The AI assistant writes the summary and the job duties for them, and employers can find the resume in the CV database.



The Visual Editor with AI buttons

Two ways to build a resume

Tool	Best for
Visual Editor	Editing the resume directly on the page, section by section, and seeing the result instantly.
Resume Creator	A guided form: personal profile with availability, work experience, education, languages, skills and interests.



The Resume Creator

Resume sections

- **Personal Profile** – name, profile title (for example *Front-end developer*), phone, address and a short summary.
- **Work Experience** – job title, company, dates and job duties. Add as many entries as needed with *Add work experience*.
- **Education** – education level, school name and degree.
- **Languages** – language and proficiency level (the lists come from Field Values).
- **Skills** and **Interests** – type a skill and press Enter.
- **Documents** – files attached to the profile, see documents.

Writing with AI

1. **Generate Summary:** enter the profile title or a few key notes (for example *5+ years PHP, team player, remote*) and press *Generate Summary*. A professional summary is inserted and can be edited.
2. **Generate Duties with AI:** in a work experience entry enter the job title and, optionally, a key focus, then press *Generate Duties with AI* to get bullet points of responsibilities.
3. **AI Resume Builder:** the full resume editor can generate an entire resume and cover letter from a target job role and background details.

The AI tools appear only when the administrator has enabled and configured them, see AI configuration.

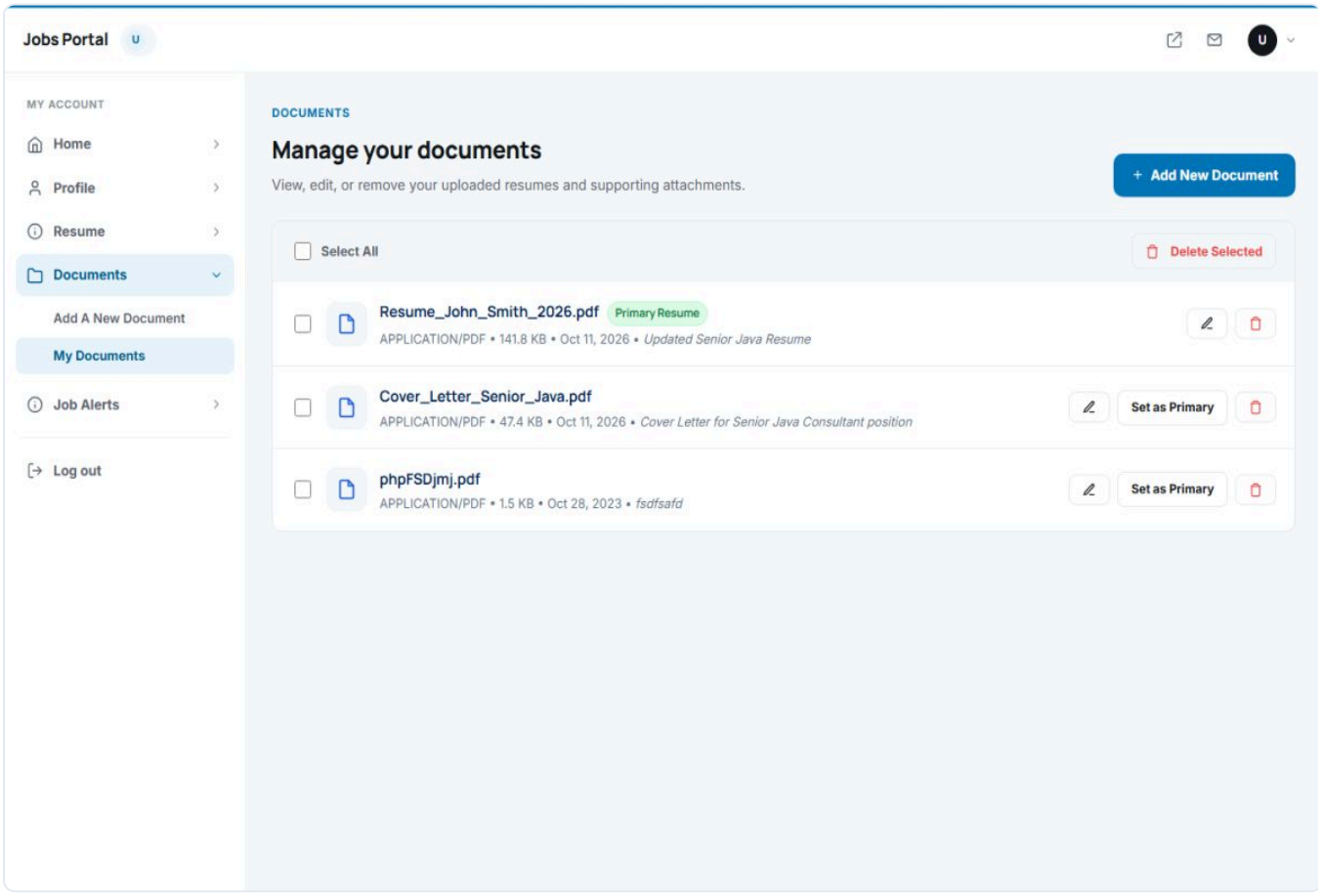
Making the resume visible

A resume is shown to employers when *Public Profile* is set to **Yes** in Edit Your Profile. Employers then find it with the CV database search. Candidates who prefer to stay private set it to **No**.

JOBSEEKER PANEL

Documents and video resume

Candidates keep all their files in one place and attach the right ones to each application.



The document manager

Uploading documents

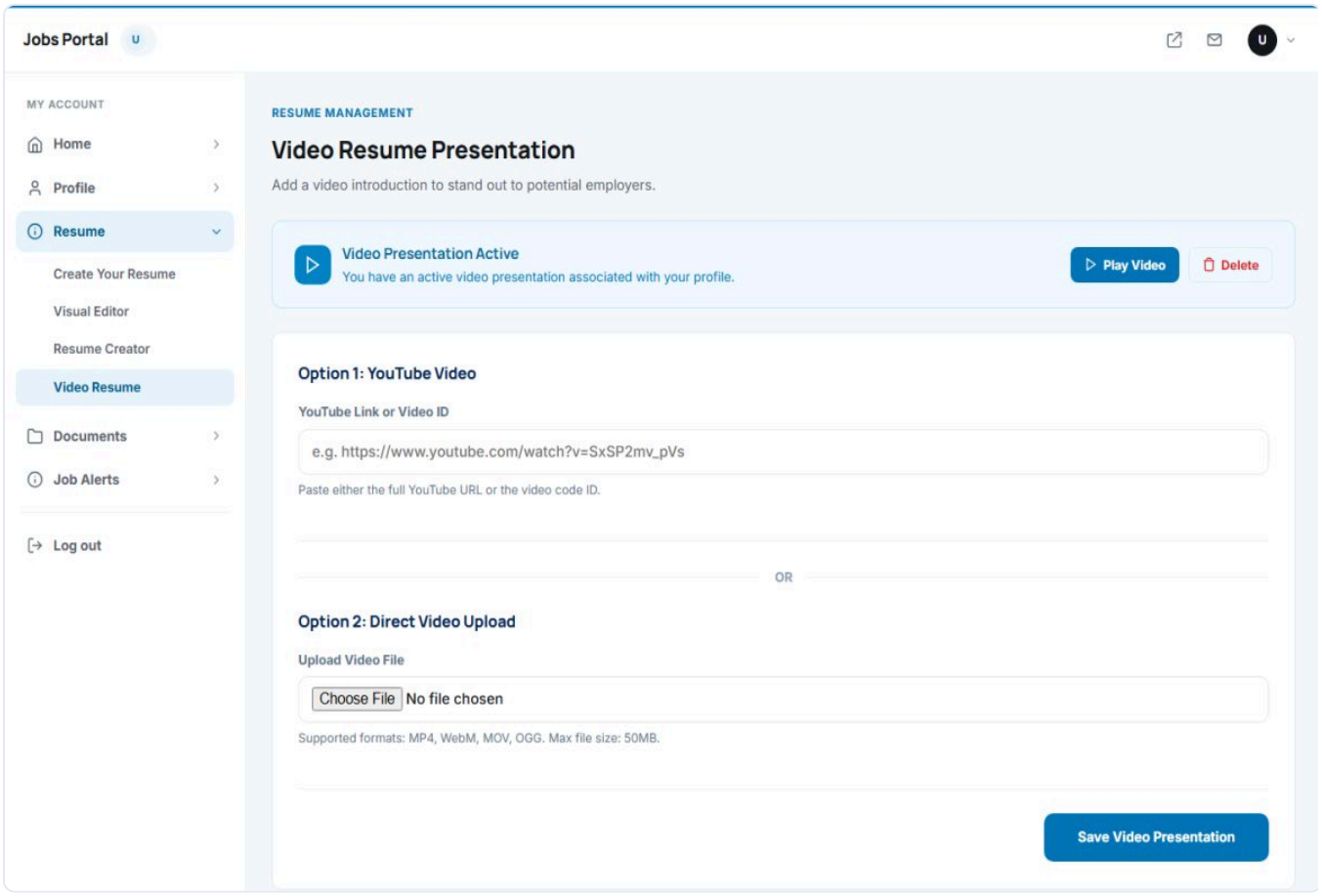
1. Open **Documents → Add A New Document**.
2. Choose a file, enter a description and decide whether it is a *resume*.
3. Press **Save**. The system reads the text of PDF, DOC, DOCX, RTF, TXT and ODT files so employers can find the candidate by keywords.

The allowed file types, the maximum file size and the maximum number of files per jobseeker are set by the administrator in Job Portal settings (*Maximum Resume Files per Jobseeker* and *Maximum Attachment File Size*) and in Uploaded Files. When the limit is reached the page asks the candidate to delete an old file first.

Managing documents

My Documents lists every file with its size, date and description. For each file the candidate can open or download it, edit the description, *Set as Primary* resume or delete it. Several files can be deleted at once. The primary resume is pre-selected when applying for a job.

Video resume



The video resume page

A short video introduction helps a candidate stand out. Open **Resume** → **Video Resume** and choose:

- **Option 1: YouTube Video** – paste the YouTube link or the video ID.
- **Option 2: Direct Video Upload** – upload an MP4, WebM, MOV or OGG file (up to 50 MB).

Press *Save Video Presentation*. Once a video is active, *Play Video* shows how it appears to employers and *Delete* removes it.

JOBSEEKER PANEL

Applying for jobs and tracking applications

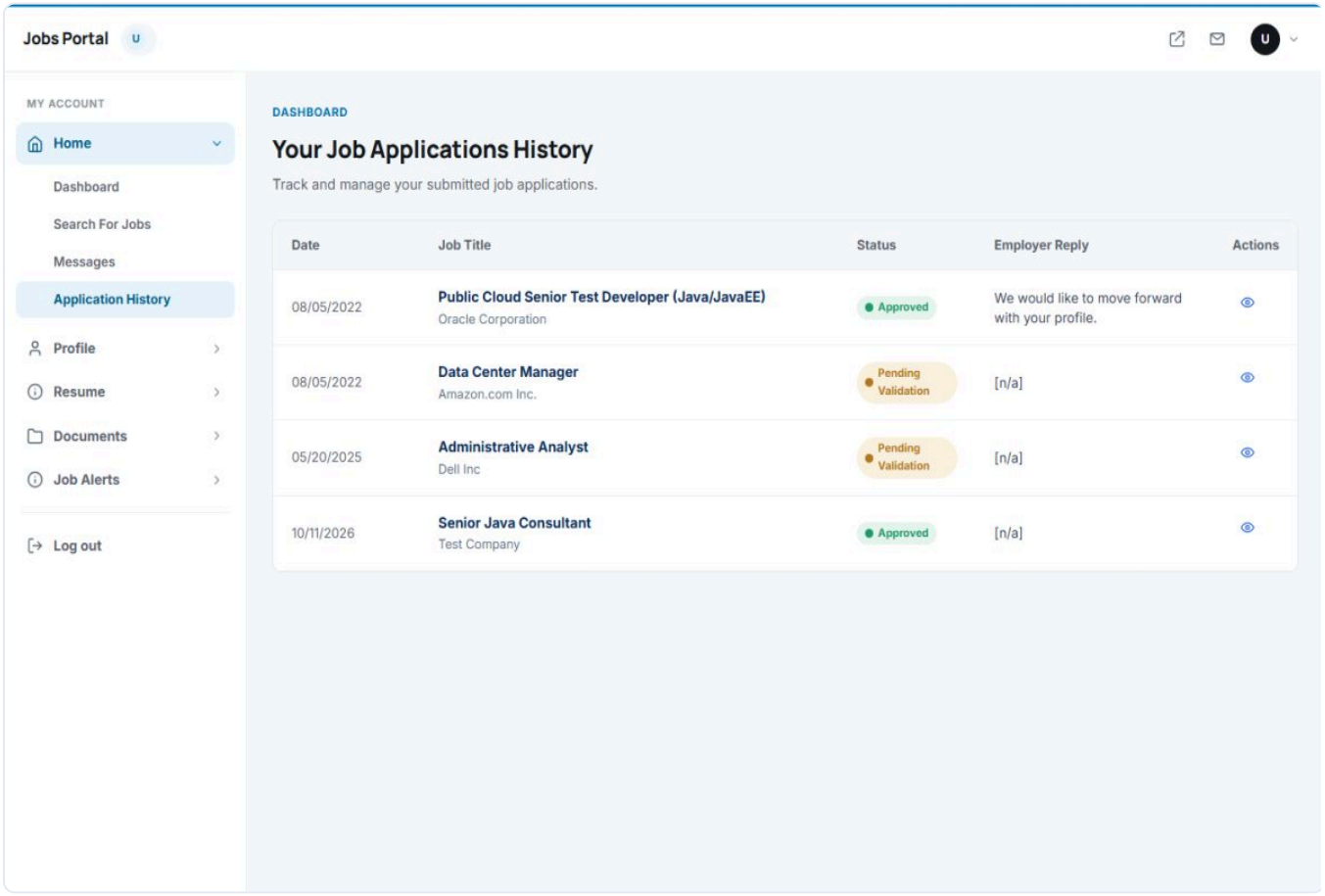
From the first click on Apply Now to the employer's reply, the whole process stays inside your job board.

How to apply

1. Open a job and press **Apply Now**. (If the employer provided an application URL, the button opens that external page instead.)
2. Write an optional *cover message*.
3. Tick the *documents from your profile* to attach – the primary resume is pre-selected – or upload a new document.
4. Answer the *questions from the employer*, if the job has screening questions.
5. Press **Submit application**. The employer is notified by e-mail and the application appears in the employer panel.

A candidate can apply to a job only once. If *Allow Guest Applications* is enabled in the settings, visitors without an account can apply by entering their name, e-mail and phone; otherwise they are asked to log in or register.

Application history

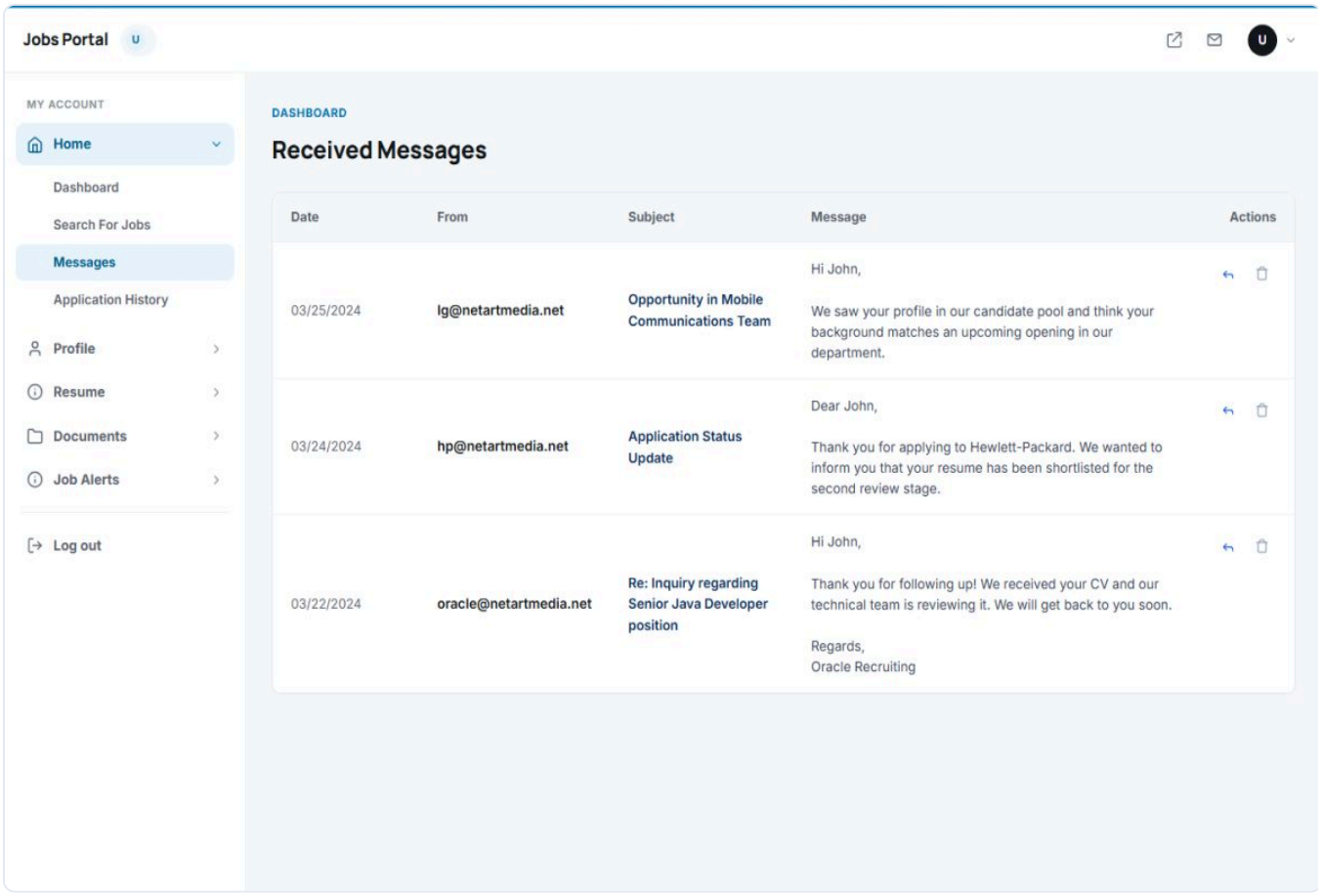


Application history with status and employer replies

Home → Application History lists all applications with date, job title, company, status and the employer's reply. Open an application to read the full job description, your message and the reply.

Status	Meaning
Pending Validation	The employer has not reviewed the application yet.
Approved	The employer is interested; their reply explains the next steps.
Rejected	The employer closed the application.

Private messages



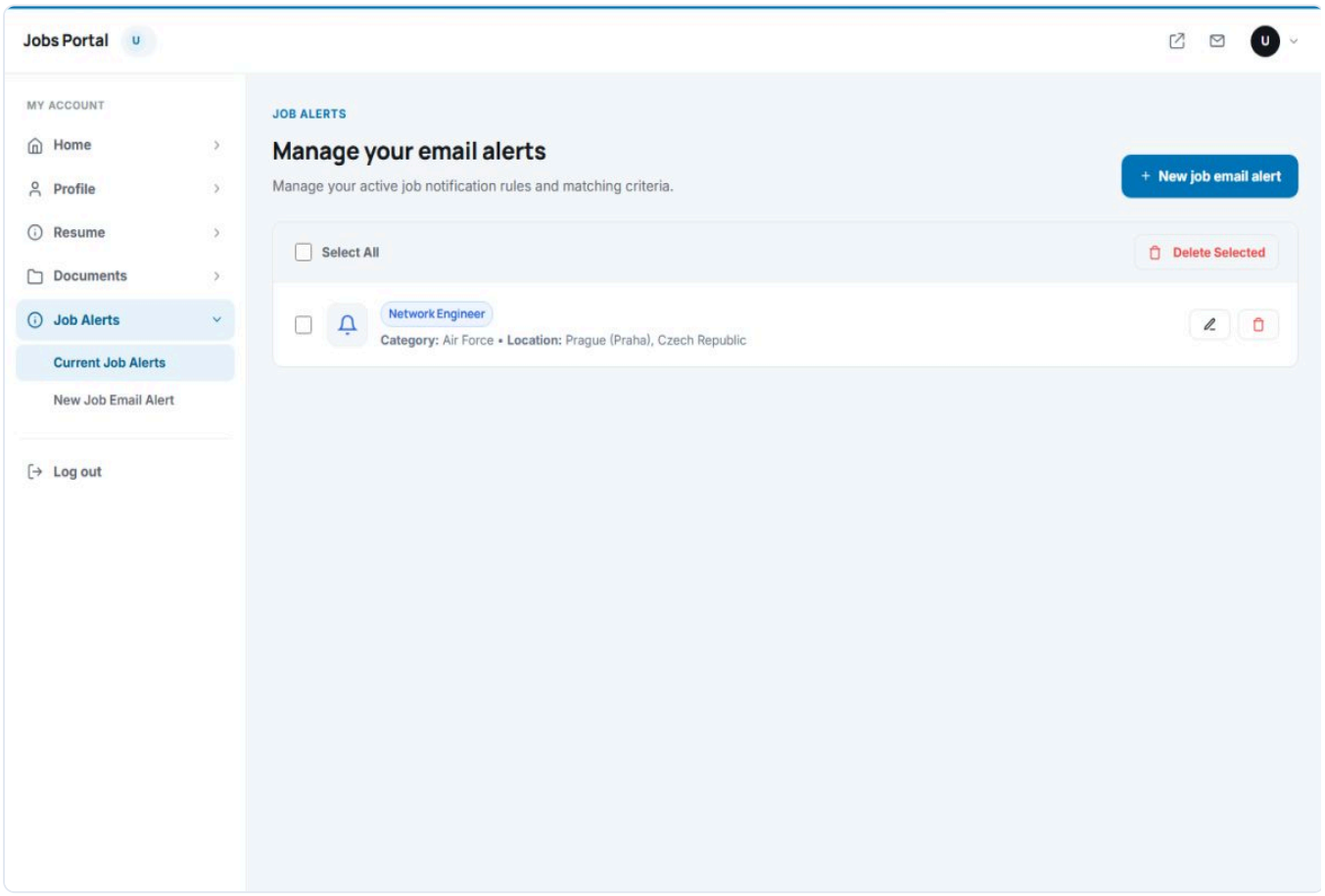
The jobseeker inbox

Employers can write to candidates whose profile is public. The messages arrive in **Home → Messages**, where the candidate can read, *reply* and delete them. Replies are also sent by e-mail to the employer.

JOBSEEKER PANEL

Job alerts in the jobseeker panel

Registered jobseekers can save as many alerts as they need and manage them in one place.



The job alerts list

Create an alert

1. Open **Job Alerts → New Job E-mail Alert**.
2. Enter a *keyword* and choose a *category* and a *location*. Leave a field empty to match everything.
3. Press **Save**. The alert is active immediately because the user is already logged in.

Manage alerts

Job Alerts → Current Job Alerts shows each alert with its category, location and keyword. Use the pencil icon to edit it, the trash icon to delete it, or select several and press *Delete Selected*. The dashboard shows the number of active alerts.

For visitors without an account

Anyone can create an alert on the public site, see e-mail job alerts.

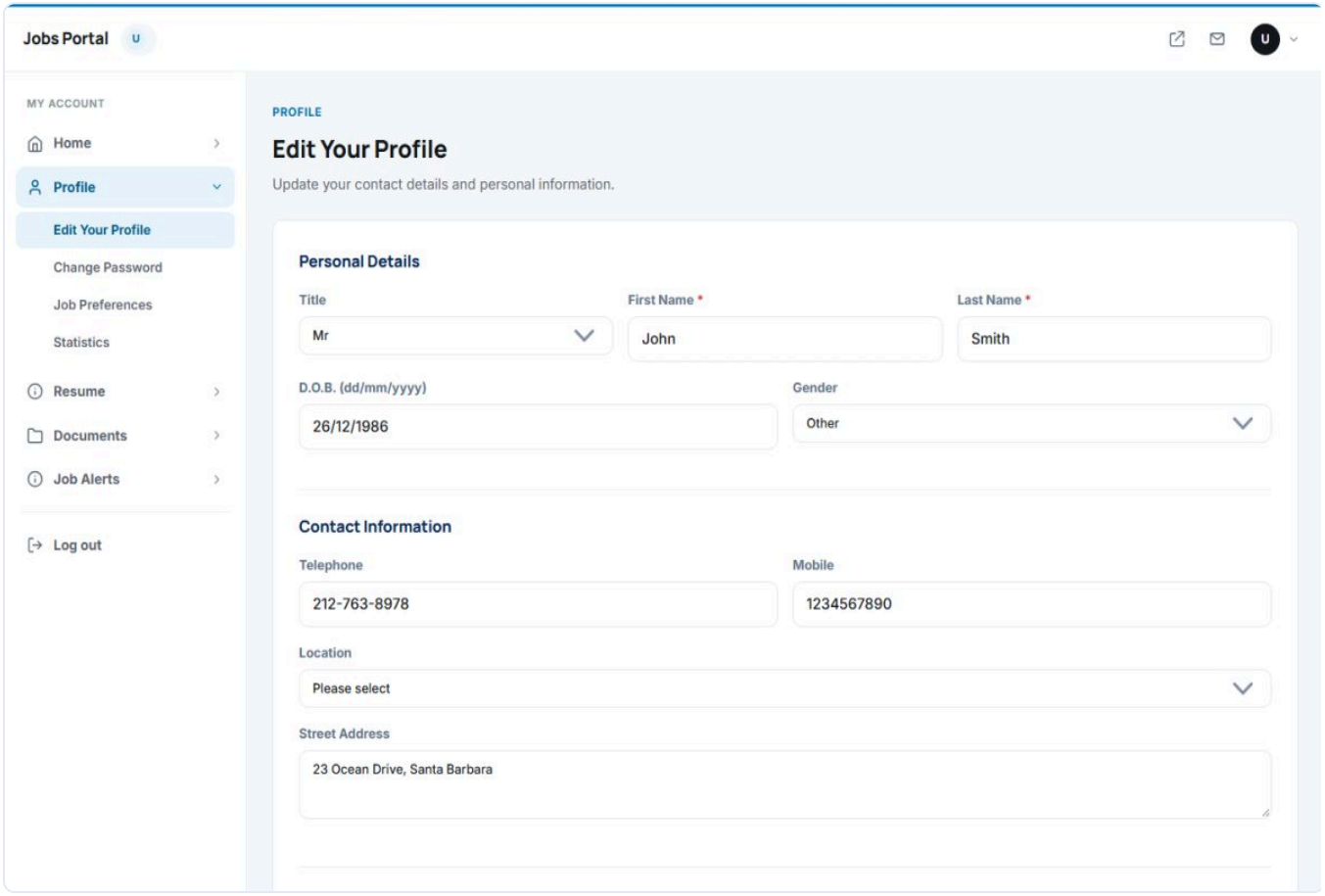
The e-mails are sent by a scheduled task on your server. See the notes in Job Alerts & Notifications.

JOBSEEKER PANEL

Profile, preferences and account settings

A complete profile makes it easier for employers to find and contact a candidate.

Edit Your Profile

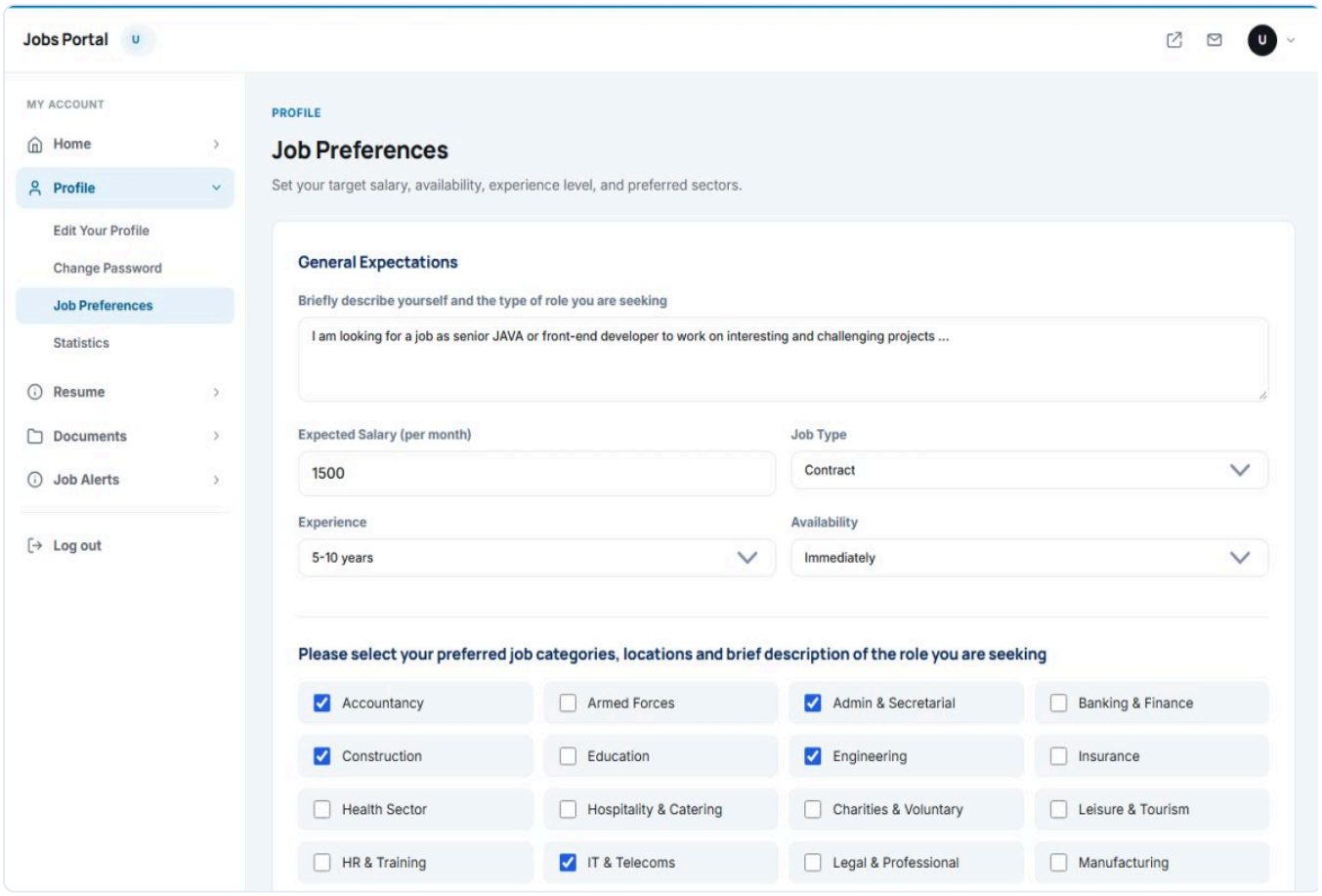


The profile form

- **Personal Details:** title, first and last name, date of birth and gender.
- **Contact Information:** telephone, mobile, location and street address.
- **Profile Picture:** upload a photo (JPG, PNG, GIF or WEBP).
- **Privacy & Preferences:** *Public Profile* (if **Yes**, registered employers can search and view the profile) and *Newsletter Subscription*.
- **Additional Information:** any extra fields created by the administrator in Jobseeker Fields.

At the bottom the candidate can delete the account together with all resumes, files and applications.

Job Preferences



Job Preferences

Preferences describe the ideal job: a short description, expected monthly salary, job type, experience level, availability and the preferred *categories* and *locations*. Employers see this information when they search the CV database.

Change Password

Profile → Change Password asks for the current password and the new one twice. After the change the user is signed out and logs in again.

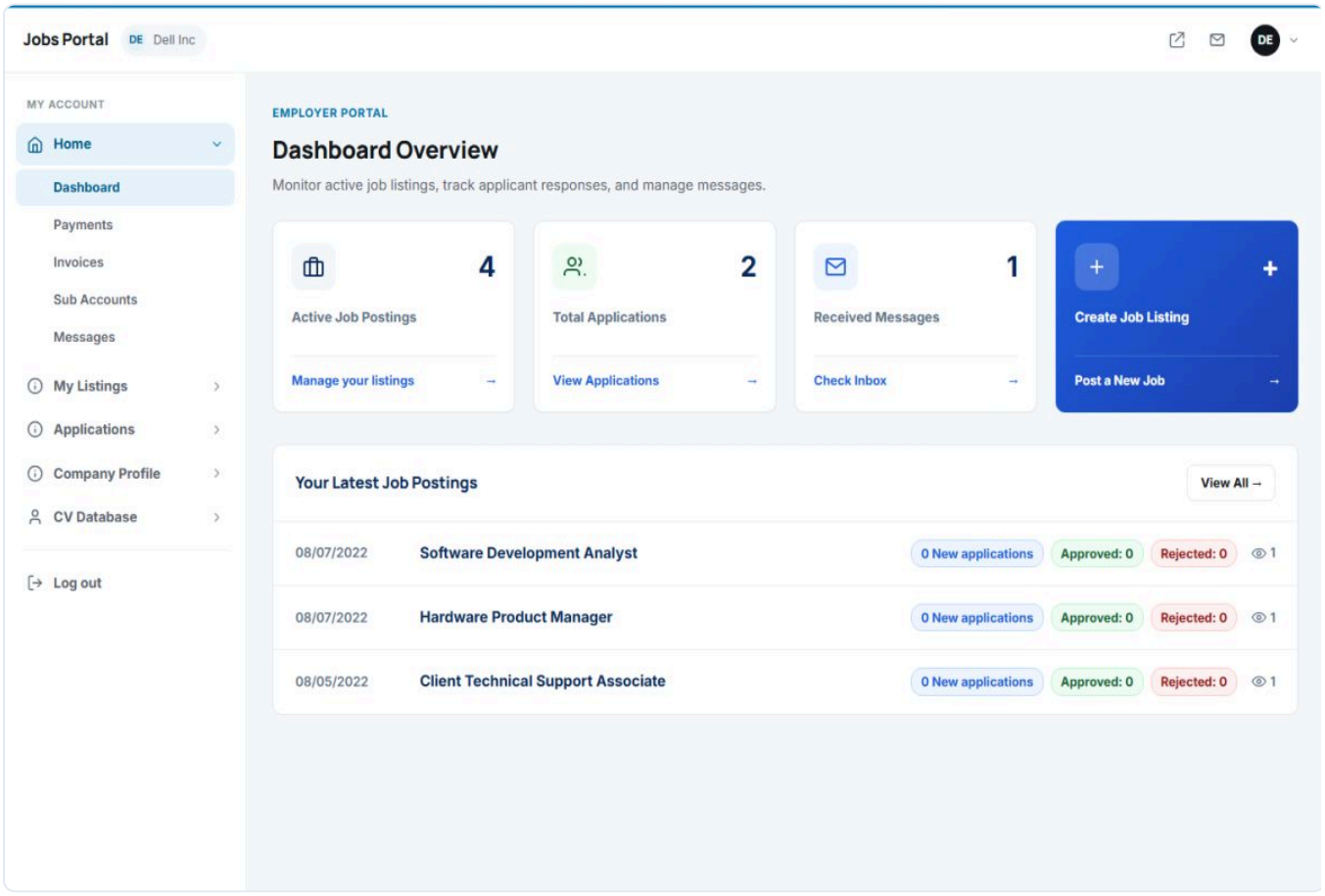
Statistics

Profile → Statistics shows how many times employers viewed the profile in a selected period, with the date, company and a detailed report.

EMPLOYER PANEL

The employer dashboard

Employers manage their whole hiring process from `/EMPLOYERS`.



The employer dashboard

Dashboard overview

- **Active Job Postings** – the number of live ads, with a link to manage them.
- **Total Applications** and **Received Messages** – with links to the applicants list and the inbox.
- **Create Job Listing** – the highlighted shortcut to post a new job.
- **Your Latest Job Postings** – every ad with its date, number of new applications and how many were approved or rejected.

The menu

Section	Pages
Home	Dashboard, Payments, Invoices, Sub Accounts, Messages
My Listings	My Job Ads, Post A Job, Expired Listings, Export Or Import, Banners
Applications	Job Applications, Approved, Rejected
Company Profile	Edit Your Profile, Change Password, Logo, Photo Gallery, Video Presentation

CV Database	Search, Browse The Resumes

Which payment pages appear depends on the charging method you chose. If the site is free for employers, the payment pages are not needed.

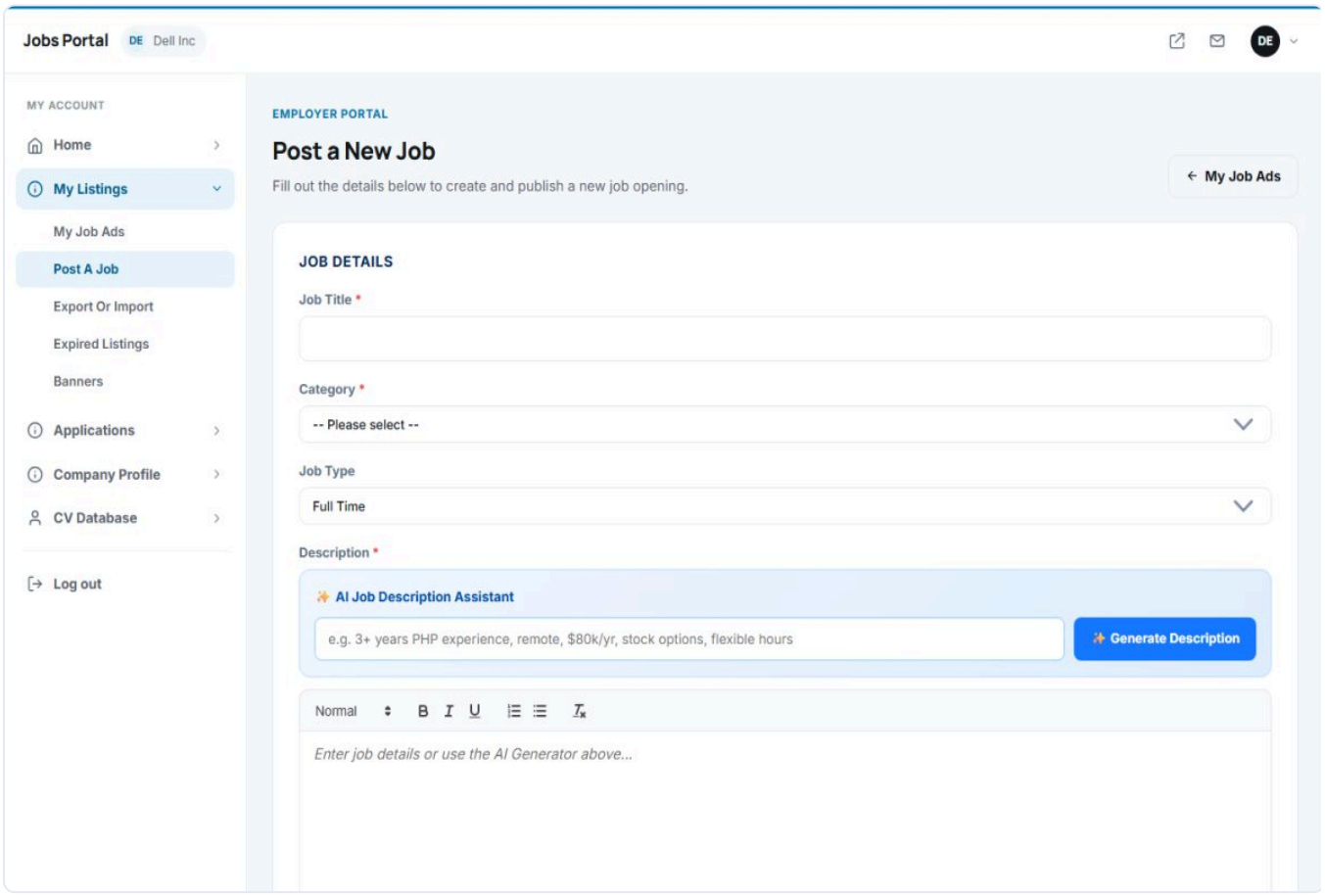
Messages

Home → **Messages** shows private messages from jobseekers, for example questions about a job. The employer can read, reply to and delete messages.

EMPLOYER PANEL

Posting a job

Posting a job takes a few minutes, and the built-in AI assistant can write the description for you.



The Post a New Job form

Step by step

1. Open **My Listings** → **Post A Job** (or press *Create Job Listing* on the dashboard).
2. Fill in the **Job Details**: title, category (the lists open as you choose a category), job type (full time, contract, part time, internship, temporary).
3. Write the **Description** with the rich text editor – or use the AI assistant below.
4. Add **Location & Salary**: location, ZIP, salary, job start date and an application URL if candidates should apply on your own site.
5. Add **Media & Attachments**: an image and an optional PDF.
6. Optionally tick *Post this job anonymously* to hide the company name.
7. Optionally add **screening questions** (see below).
8. Press **Submit**.

AI Job Description Assistant

Type a few notes in the AI box, for example *"3+ years PHP experience, remote, $80k/yr, stock options, flexible hours"*, and press **Generate Description**. The assistant writes a structured description with an overview, responsibilities and benefits and inserts it in the editor, where you can still change it. The button is available when the administrator has enabled AI configuration.

Screening questions

Add screening questions for applicants lets you ask questions that candidates answer when they apply, for example "Do you have a driving license?". Enter the question and, in the answers field, the choices (one per line) – or leave the choices empty for a free-text answer. You see the answers in the application details.

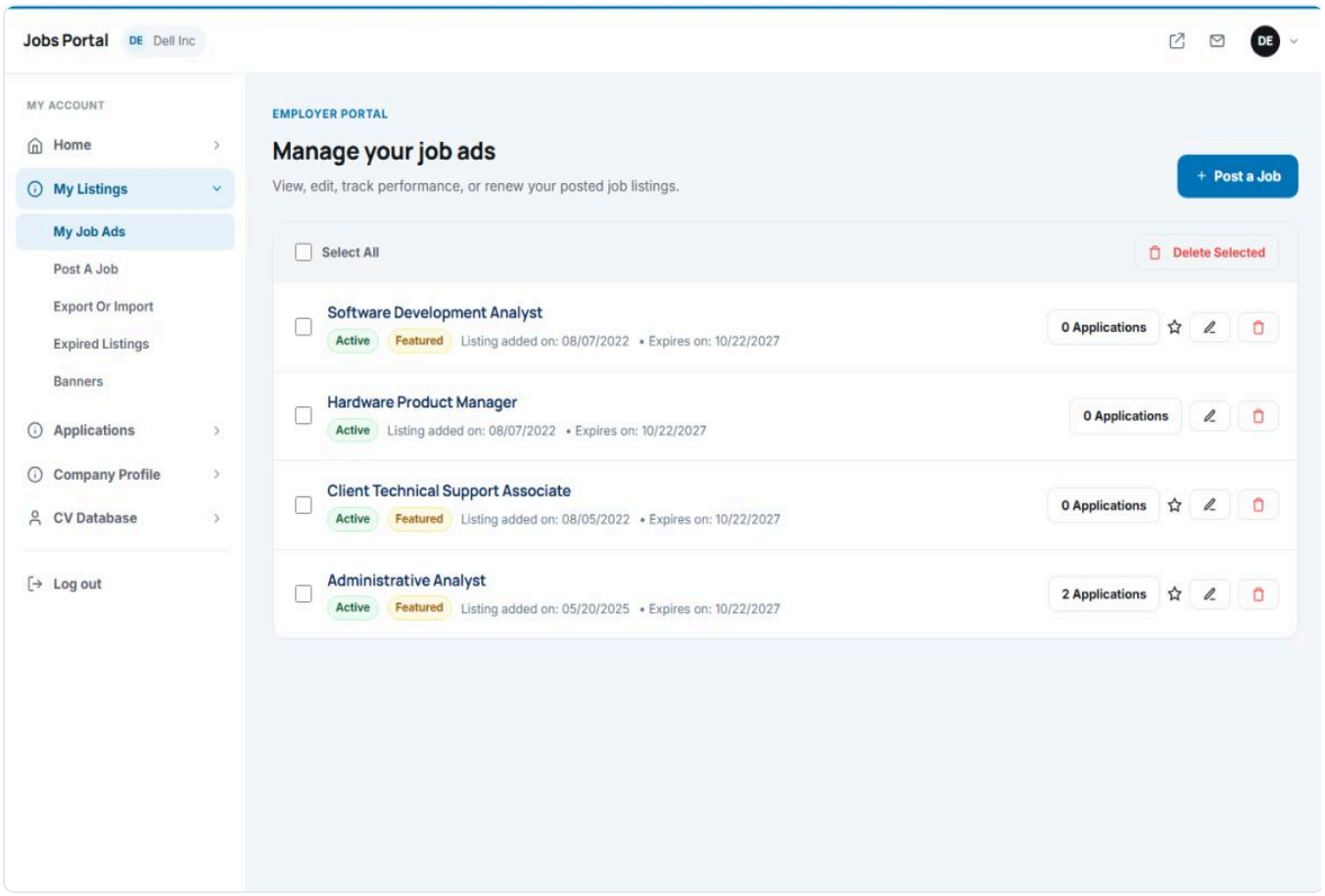
What happens after you submit

- If the administrator uses *Manually Approve New Jobs* (settings), the ad waits for approval; otherwise it goes live immediately.
- The ad stays online for the number of days set in *Jobs Expire Time*.
- Depending on the charging method, posting uses one of your *free jobs*, a package credit, a subscription slot or credits. If you cannot post, the page tells you what to buy first, see packages and payments.
- To make the ad stand out, make it *featured*, see managing job ads.

EMPLOYER PANEL

Managing job ads

The My Job Ads page is the central place for everything that concerns the ads you have posted.



The My Job Ads list

The ads list

Each ad shows its title, status (*Active*), the *Featured* badge, the date added, the expiry date and the number of applications. The title opens the public job page. Icons on the right let you:

- **View applications** of the ad.
- **Edit** the ad (title, description, category, salary, PDF, status and more).
- **Delete** the ad – its applications and screening questions are deleted too.
- **Remove the featured status.**

Select several ads with the checkboxes and use *Delete Selected* for bulk removal.

Making an ad featured

Featured ads are shown first and with a badge on the home page and in search results. In the edit form press *Make Featured*. Depending on your plan this uses a featured slot from your package or subscription, or costs credits (the price is shown before you confirm). The featured period is set by the administrator.

Expired listings

My Listings → Expired Listings lists ads whose time has run out. For each one you can *Renew* it (it is posted again with a new date and expiry, and uses a package slot, subscription slot or credits like a new ad) or delete it.

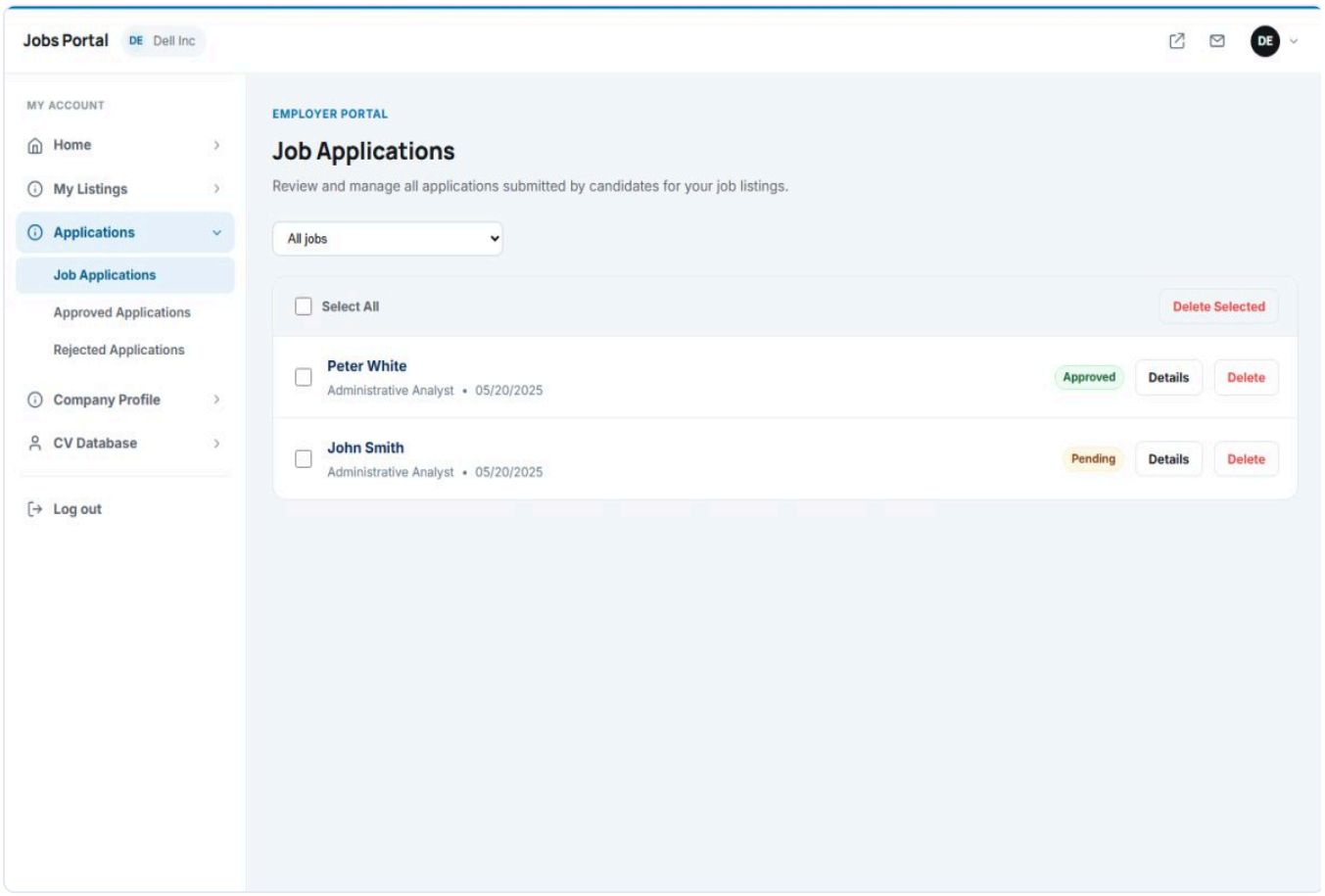
Applications per ad

The *Applications* number links to the list of candidates filtered by that job.

EMPLOYER PANEL

Reviewing applications

Every application is stored with the candidate details, documents and answers, so you can decide quickly and answer every candidate.



The applications list

The list

Applications → Job Applications shows pending applications. Use the job selector at the top to see the candidates for one ad. Each row has the candidate name, the job, the date, the status and the buttons *Details* and *Delete*. The sub-sections *Approved Applications* and *Rejected Applications* keep the decided ones.

Application details

The details page contains:

- the candidate's contact information and profile (guests who applied without an account have their entered details);
- the cover message;
- attached documents with download links, and the candidate's resume summary – work history, education, languages and skills;
- the answers to your screening questions;

- a *Send message* button for registered candidates.

Approve or reject

Write a short reply and press **Approve** or **Reject**. The reply is stored with the application and is visible to the candidate in the application history on the dashboard. Approved and rejected applications move to their own lists.

Deleting

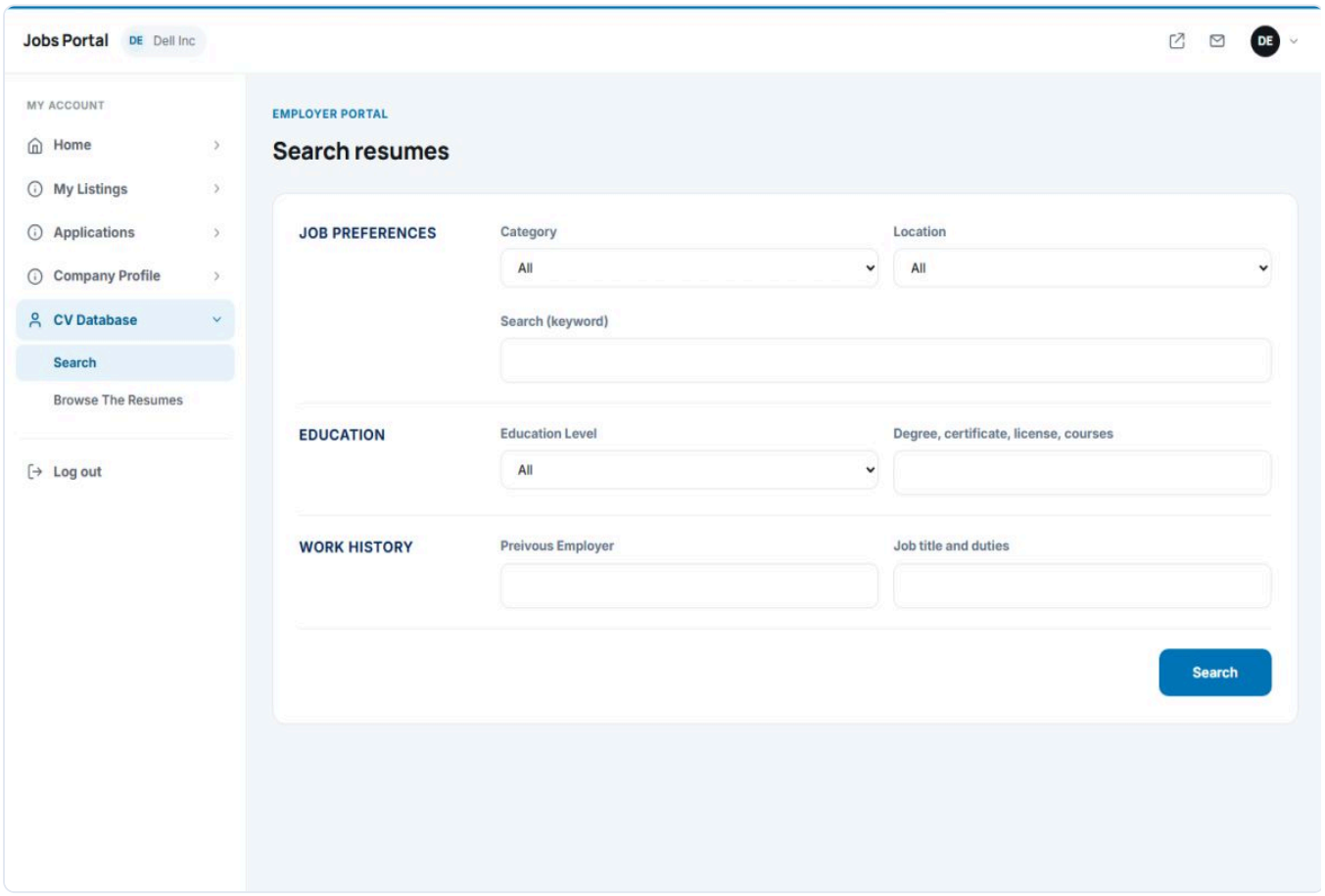
Deleting an application removes it together with the files attached to it. Select several applications and use *Delete Selected* to clean the list.

> Answer every candidate, even with a rejection. It protects your reputation and the reputation of your job board.

EMPLOYER PANEL

Searching the CV database

Employers do not have to wait for applications – they can search all public resumes and contact the best candidates.



Search resumes

Search

Open **CV Database** → **Search** and combine filters:

Group	Filters
Job preferences	Category, location and a free keyword (matches the resume text and uploaded documents).
Education	Education level (high school up to PhD) and degree, certificates, licenses or courses.
Work history	Previous employer and job title and duties.

Browse The Resumes lists all public resumes without filters.

Viewing a candidate

The candidate profile shows the photo, summary, work experience, education, languages, skills and the files the candidate chose to share. Employers can *send a private message* to the candidate and

report a resume to the administrator.

What candidates control

Only jobseekers whose *Public Profile* is set to **Yes** appear in the results, see profile and privacy.

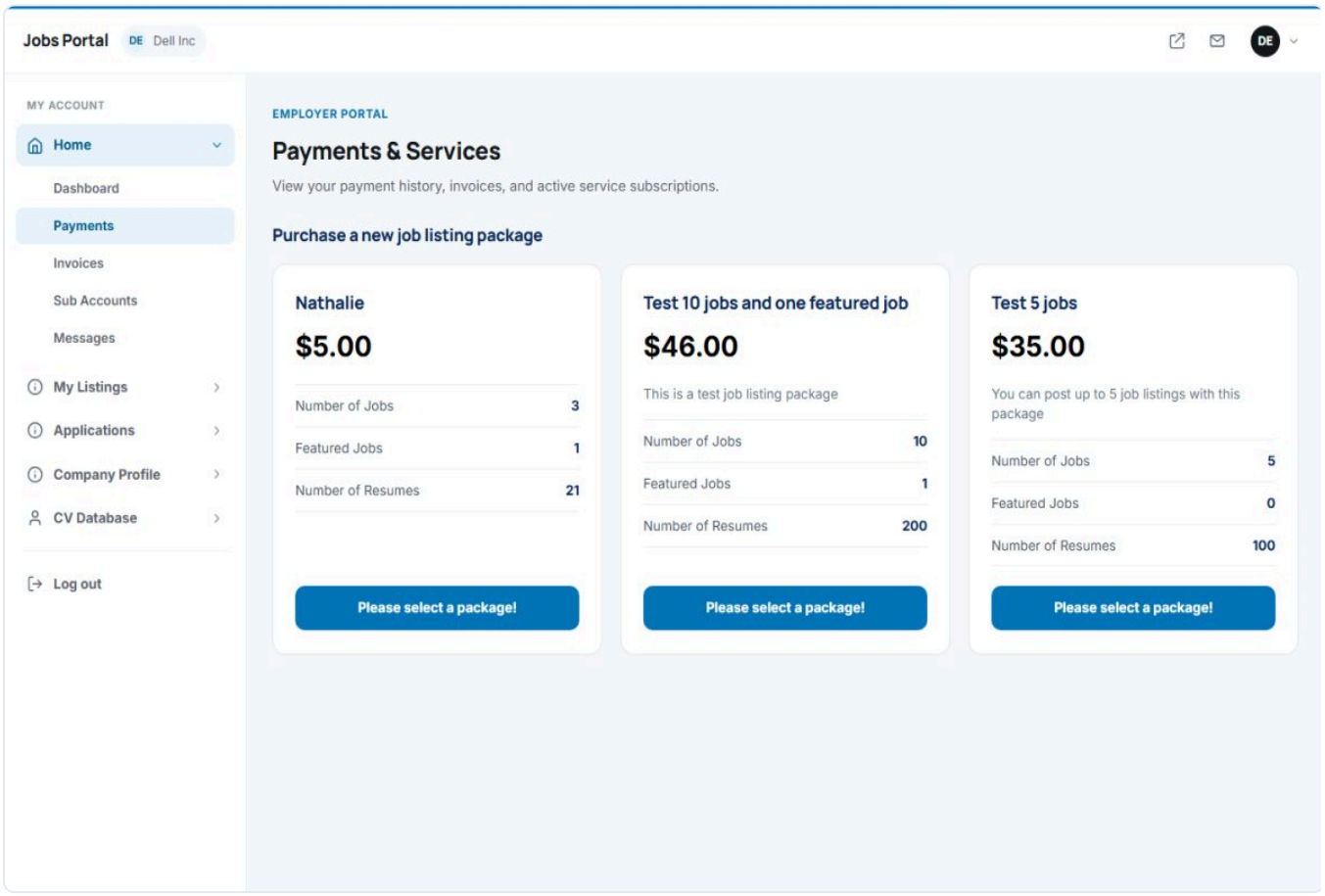
Charging for CV access

Access to resumes is a good paid feature. When you charge with packages each package has a *Number of Resume Views* limit, and with *credits* you can set *Credits per Resume View*. If the employer has no package or credits left, the page shows a link to buy one, see packages and payments.

EMPLOYER PANEL

Packages, subscriptions, credits and invoices

What an employer sees in **Home** → **Payments** depends on the charging method you selected in the admin panel.



Employer payments page with packages

Charging methods

Method (admin setting)	What the employer sees
Site Free for Employers	A notice that posting is free.
Using Packages	Cards with the price, number of jobs, featured jobs and resume views. A coupon code can be entered for a discount. After payment the package appears in the list of active packages and is used when posting.
Using Subscriptions	The current subscription, its limits (jobs, featured jobs, banners) and the plans available to switch to.
Using Credits	The credit balance and a form to buy credits (limited by the minimum and maximum purchase). Credits are then spent on posting, renewing, featuring and viewing resumes.

Paying

After choosing a package, the employer selects a payment method among those you enabled: PayPal, card payment (Stripe), or *bank wire transfer* and cheque with the instructions you entered. Bank transfers and cheques stay *pending* until you approve them in Payments → Approve Payments. An employer can cancel a pending order.

Invoices and history

Home → **Invoices** lists paid orders with the invoice code, so employers can download their invoices. The numbering, VAT and company details are set in Invoice Settings.

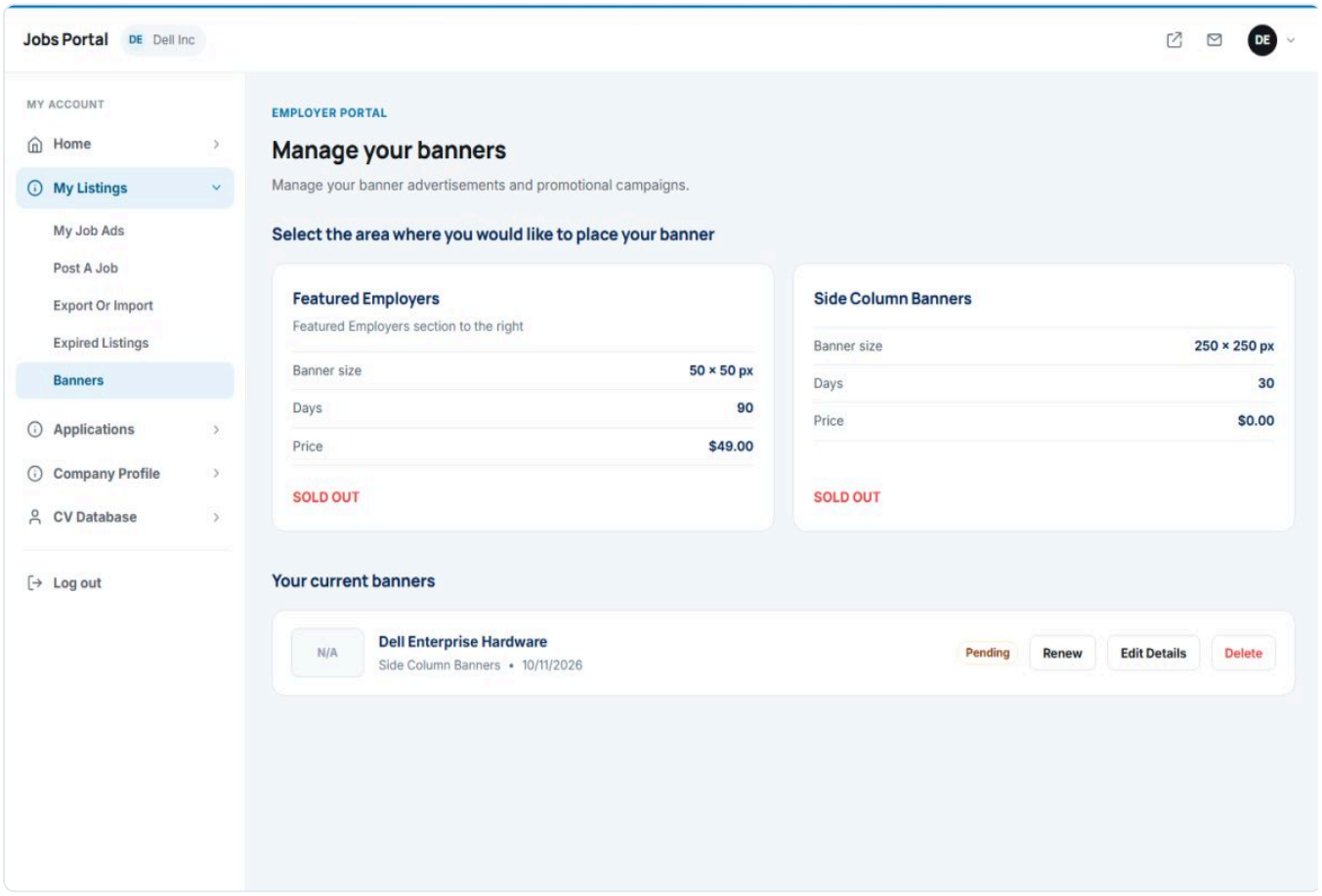
New employers

New employers can get *free jobs* and *free credits* to try the service, configured in Employer & Candidate Rules and Credits.

EMPLOYER PANEL

Banner advertising for employers

Banners give employers extra visibility, and give you another source of revenue.



The employer banner page

Placing a banner

1. Open **My Listings** → **Banners**. The page lists the banner areas you created, with the banner size, validity in days, price and whether the area is *sold out*.
2. Choose an available area, enter a banner name, upload the image in the required size and choose the link: a link to the employer's ads on your site or an external URL.
3. Pay if the area has a price (or use credits/subscription banners). New banners usually wait for your approval.

Your current banners

The list shows the area, the status (*Pending*, *Active*, *Inactive*, *Expired*) and the expiry date. Use *Renew* to extend a banner, *Edit Details* to change the image or link and *Delete* to remove it.

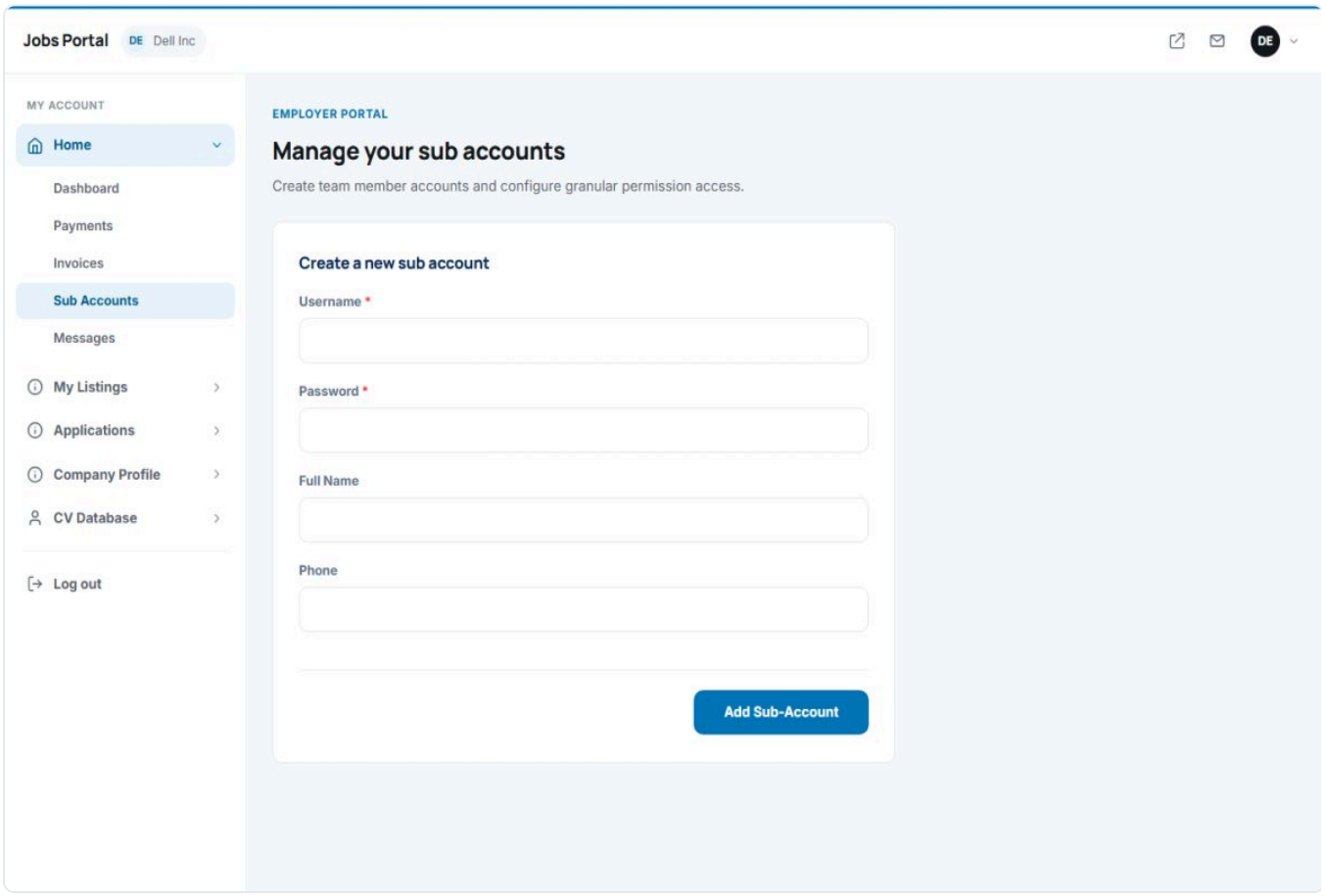
For the administrator

You define the areas, their size, price, maximum number of banners and validity in Banner Areas, and approve or add banners there as well.

EMPLOYER PANEL

Sub-accounts for your recruiting team

Larger companies can give each recruiter a personal login without sharing the main password.



Creating a sub-account

Create a sub-account

1. Open **Home** → **Sub Accounts**.
2. Enter a *username* (at least 4 characters; letters, numbers and `_ - . @`), a *password* (at least 6 characters), full name and phone.
3. Press **Add Sub-Account**. The team member signs in on the normal login page with the sub-account username and password and works inside the employer account.

Permissions

Open the *Permissions* tab to tick which pages each sub-account may use (for example only *Applications*, but not *Payments*). A sub-account that opens a page without permission sees an access denied message. The *Dashboard* is always available.

Edit or delete

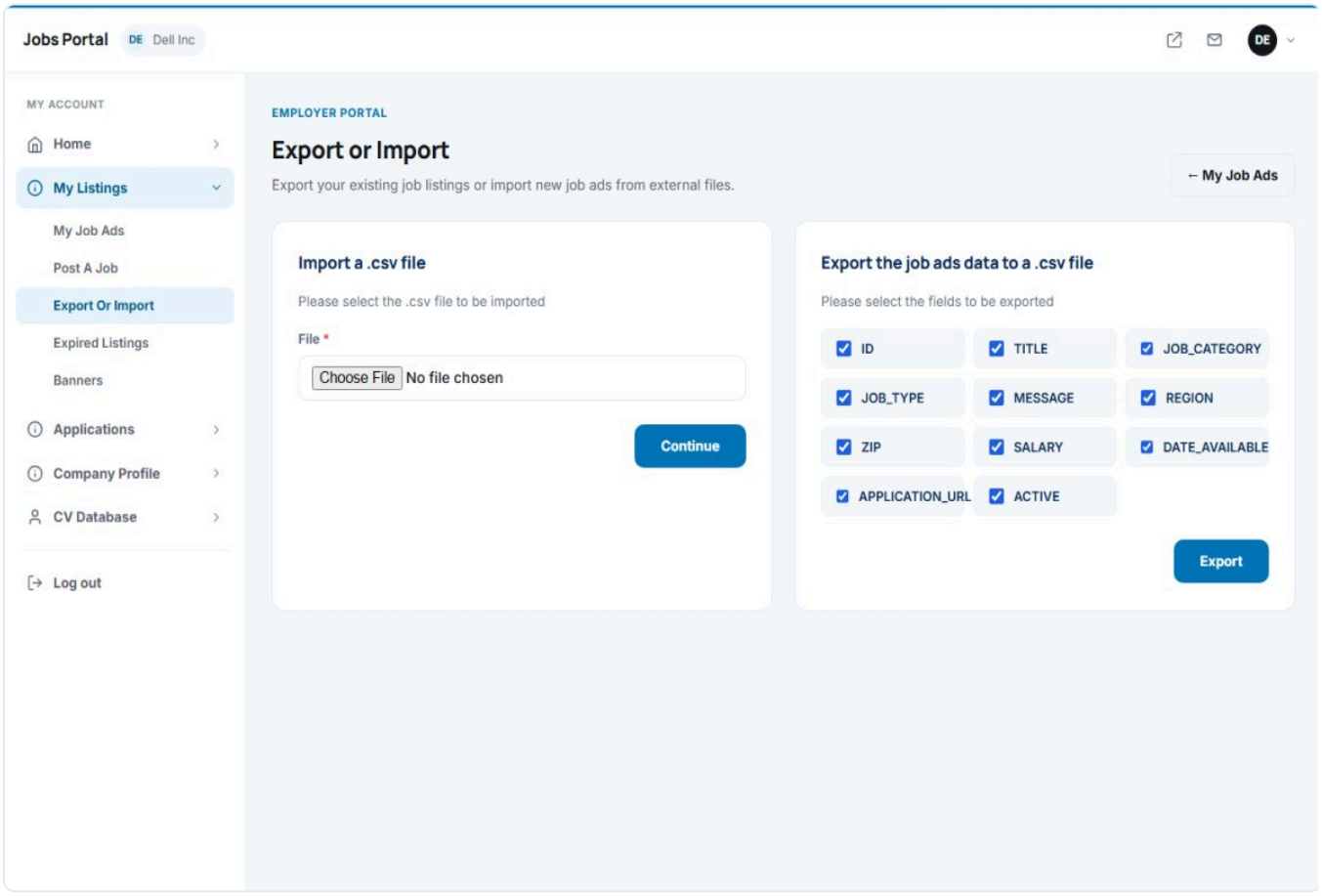
Edit the name, phone or password of a sub-account, or delete it. Deleting removes its permissions too.

Only give the Payments, Company Profile and Sub Accounts pages to people you fully trust.

EMPLOYER PANEL

Importing and exporting job ads (CSV)

Employers with many vacancies can move their job ads in and out of the system in bulk.



Import and export of job ads

Export

Open **My Listings → Export Or Import**. On the right choose the fields to export (ID, title, job category, job type, message, region, ZIP, salary, date available, application URL, active) and press *Export* to download a `.csv` file.

Import

1. Prepare a CSV file with the same columns as an export.
2. Select the file and press *Continue*. The ads are *staged* – they are listed for review but not yet public.
3. For every staged ad choose *Import Active*, *Import as Expired* or *Delete*, or *Select Import All*, then press *Process Selected*.

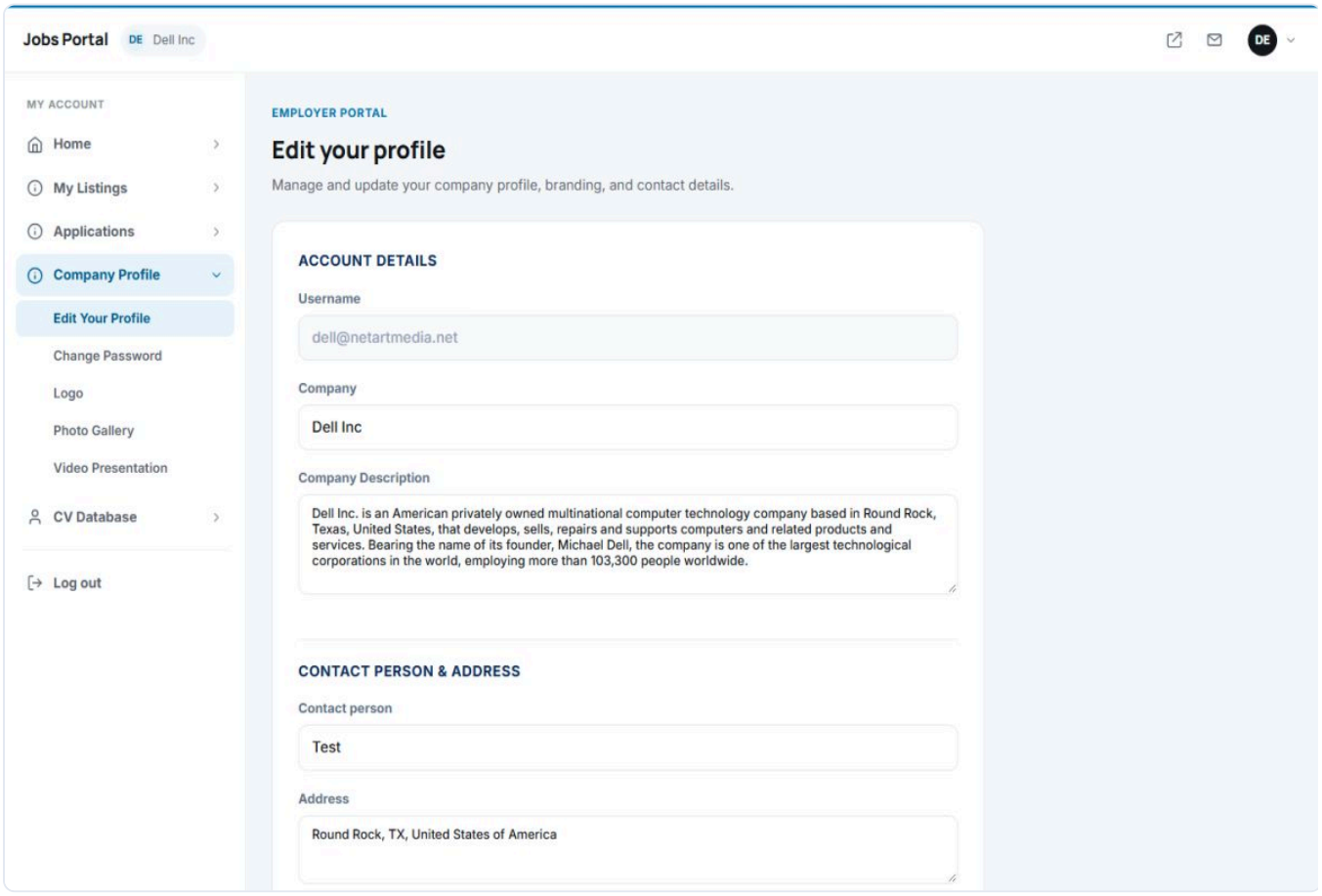
When the site charges with credits, every imported active ad costs the same credits as a new ad. Administrators can see and edit the staged ads of all employers in Job Listings → Export or Import.

The administrator can switch the import and export permission on or off for each employer (*Users → Employers*). Without the permission the menu entry is hidden.

EMPLOYER PANEL

Company profile and branding

A complete company profile builds trust and is shown on your public company page.



The employer profile form

Edit Your Profile

- **Account details:** username (e-mail), company name and description.
- **Contact person & address**, telephone, fax and website. The option *Show my site url, address and phone on the website* controls what the public sees.
- **Social profiles:** Facebook, LinkedIn, Twitter/X, YouTube and Instagram page URLs.
- **Preferences:** newsletter subscription.
- Extra fields from Employer Fields.

Logo, gallery and video

Page	What to do
Logo	Upload a JPG, PNG, GIF, WEBP or BMP image. The logo appears on every job ad and on the company page.
Photo Gallery	Upload several photos of the office or team, reorder or delete them.

Video Presentation	Paste a YouTube link or upload an MP4, WebM, MOV or OGG file (max 50 MB).

Change Password

Use *Company Profile → Change Password*. You must enter the current password.

Delete my user account

At the bottom of the profile page the employer can delete the account together with its jobs and applications.

See how the result looks to visitors in company directory and profiles.

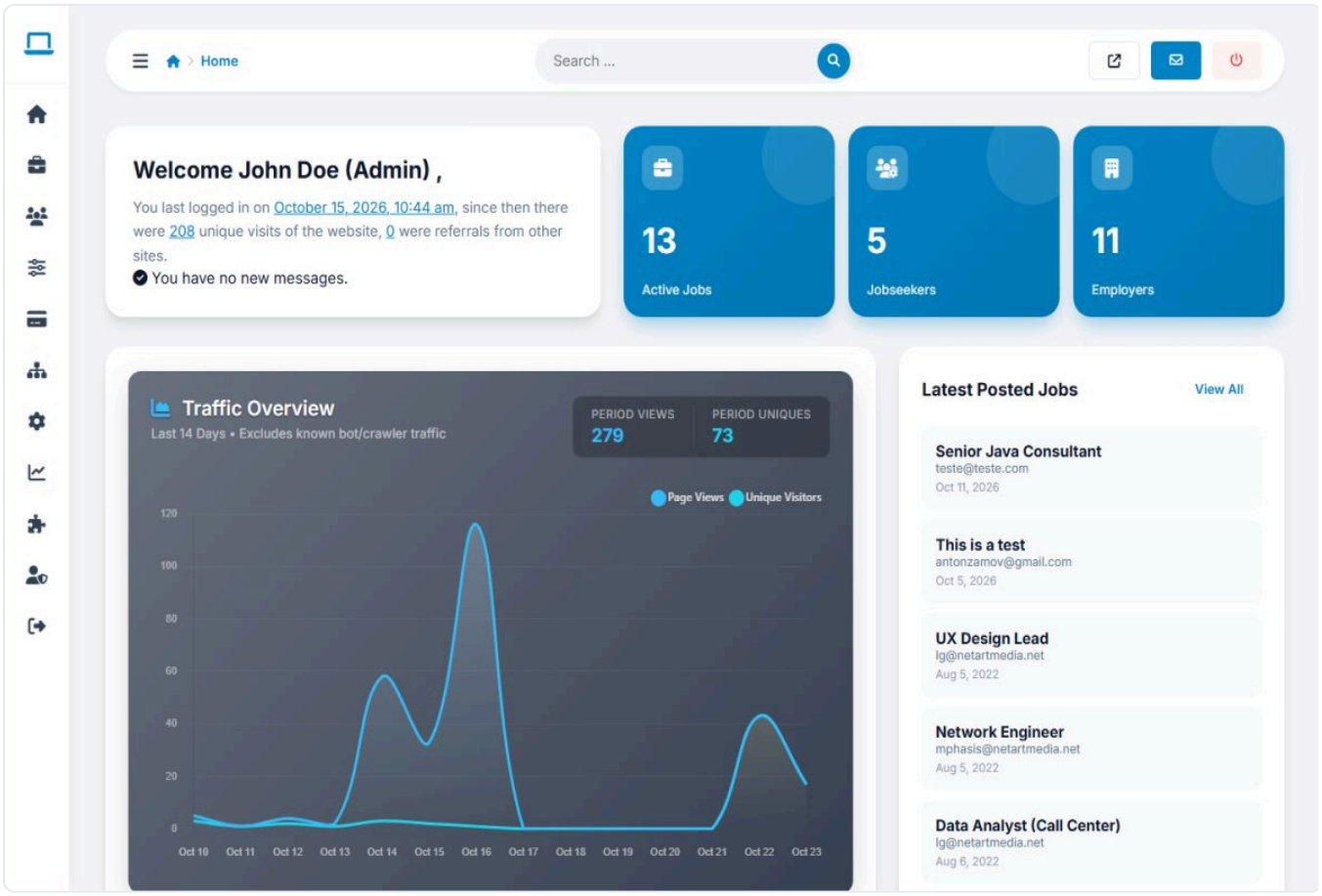
ADMIN: JOBS & USERS

Admin panel: login and dashboard

The admin panel at `/ADMIN` is the control room of your job board.

Logging in

Open `yourdomain.com/ADMIN` and sign in with your administrator username and password. The session lasts up to 12 hours of inactivity. After ten failed attempts from the same IP address the login is blocked for 15 minutes. Every attempt is stored in **Home → Login Logs**.



The admin dashboard

The dashboard

- **Welcome box** with your last login time, the number of unique visits since then and new messages.
- **Counters** for active jobs, jobseekers and employers – click one to open the list.
- **Traffic Overview** for the last 14 days (bots are excluded), with views and unique visitors.
- **Latest Posted Jobs** and **Latest Registered Employers** with links to the full lists.

The Home menu

Page	Use
Dashboard	The page above.

Quick Links	A single page with links to every module of the panel, according to your permissions.
Messages	Messages sent through the public contact form. Open a message to read it, reply by e-mail or delete it.
Login Logs	Successful and failed administrator logins with IP address and browser.
Change Password	Enter the current password and the new password twice.

Searching the panel

The search box at the top of every page finds modules by name, for example *packages* or *languages*, and opens them directly. The icons at the top right open the public site, the inbox and log you out.

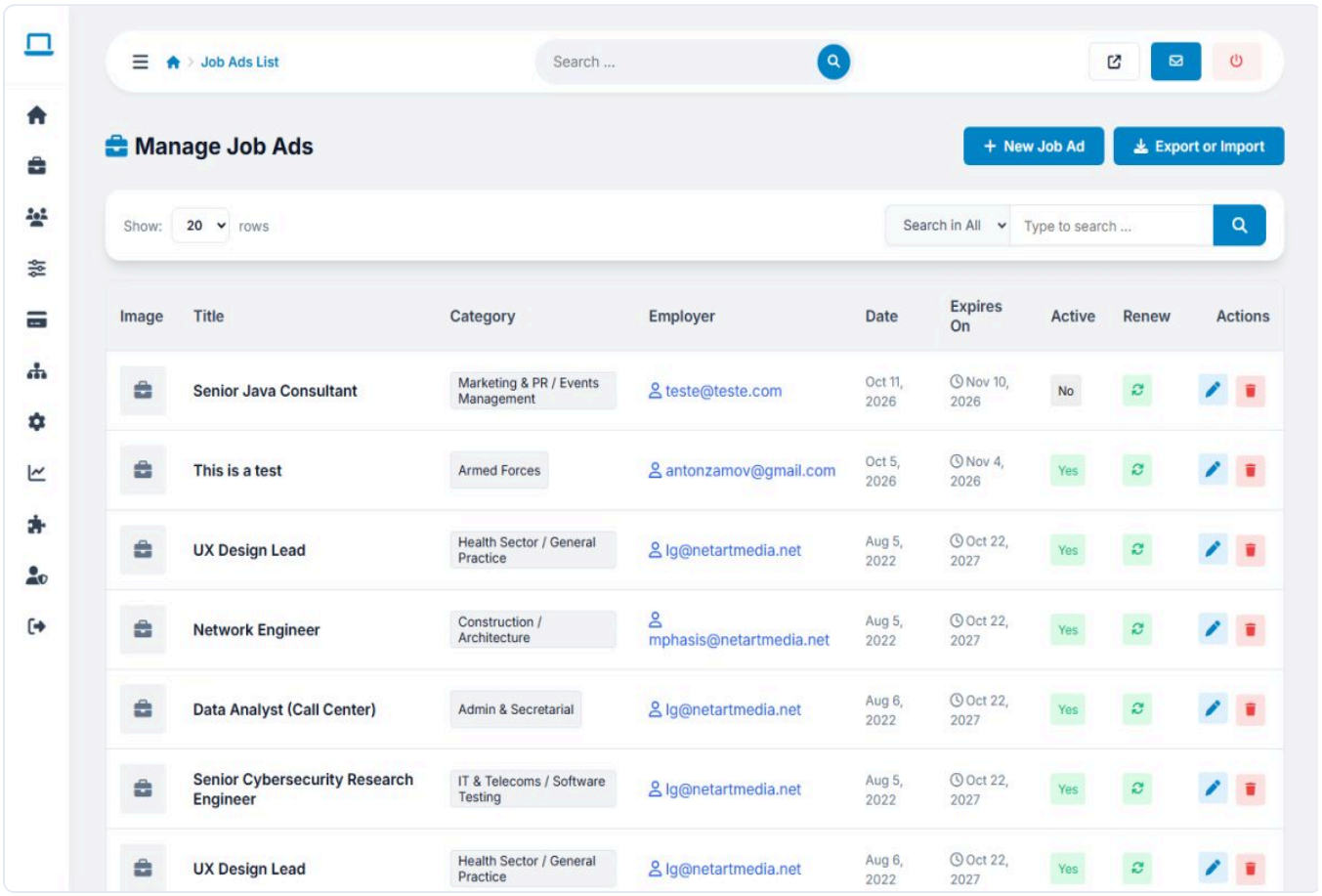
Administrators with limited permissions only see the modules they are allowed to use, see roles and permissions.

ADMIN: JOBS & USERS

Managing jobs, applications and job alerts

The **Job Listings** menu gives you full control over every ad posted on the site.

Job Ads List



The Job Ads List

The list shows image, title, category, employer, date, expiry date and status of each ad. Search by title or employer and sort by any column. Per row you can:

- change the **Active** status with one click (inactive ads disappear from the public site);
- **Renew** the ad (new date and a new expiry);
- open the **edit** form – title, description, employer, category, location, salary, job type, PDF, featured status, start and end dates and custom fields – with the same AI description assistant that employers have;
- **delete** the ad.

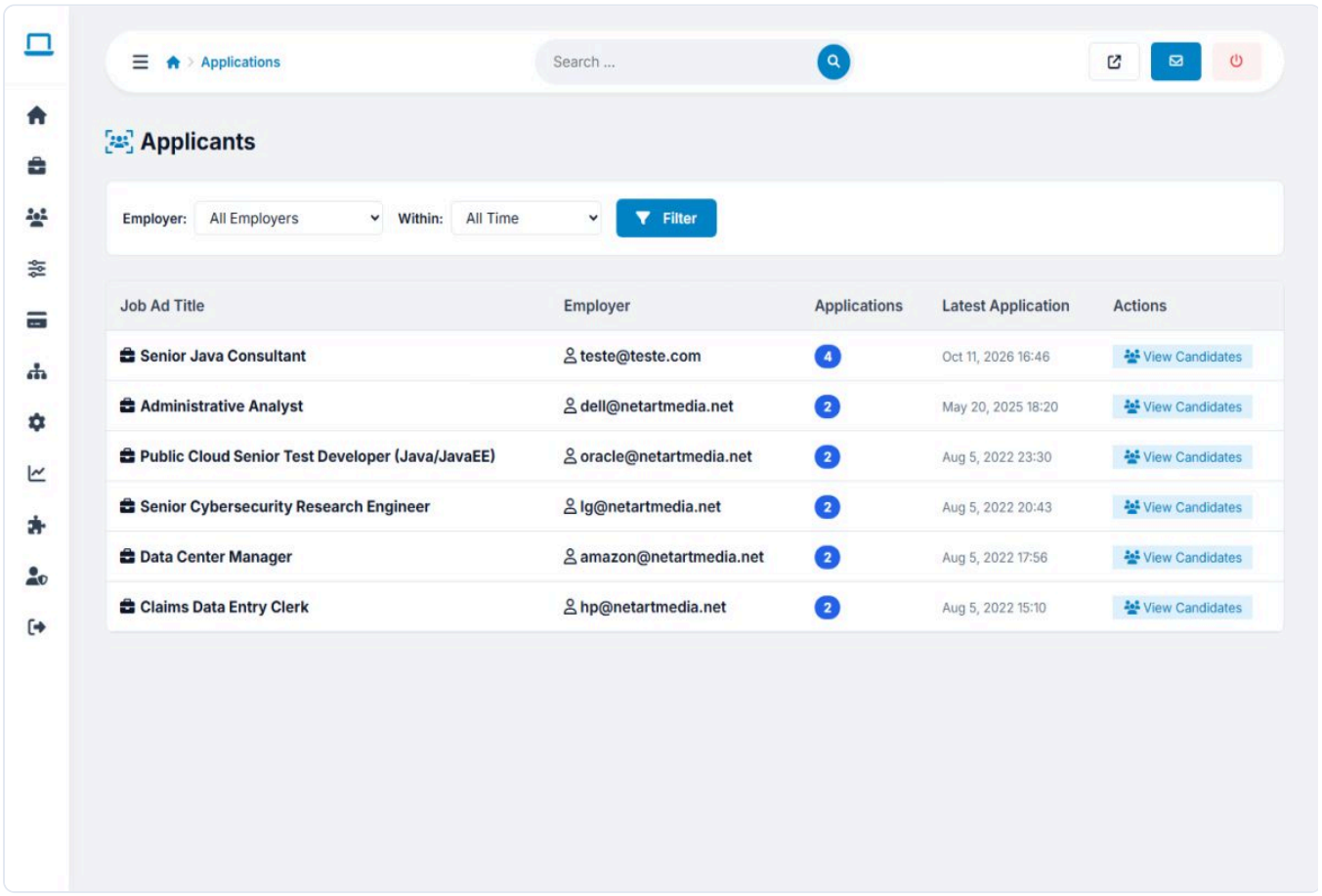
Post a job for an employer

Press **New Job Ad**, choose the employer, category, job type, title and description (use the *AI Assistant* if enabled), location, salary, dates and custom fields, and press *Post Job*. Admin-posted jobs do not use the employer's packages or credits.

Approving jobs

When *Manually Approve New Jobs* is on in Job Portal settings, new ads from employers wait for you. Open the ad and switch it to *Active* after reviewing it.

Applications



The Applications list

Job Listings → Applications lists the ads that received applications. Filter by employer and period (last day, 7 days, 30 days, year) and press *View Candidates* to see who applied, with the candidate details, message and attachments. This is useful to resolve disputes between employers and candidates.

Job Alerts

Job Alerts lists the e-mail alerts created by visitors and jobseekers (keywords, category, location). Delete spam entries or press *Export Emails* to download the addresses.

Export or Import

The hub imports job ads from a CSV file. Upload the file, then review the staged ads and choose *Import Active*, *Import as Expired* or *Delete* for each one, and press *Process Selected*. Use it to migrate jobs from another system.

Custom Titles

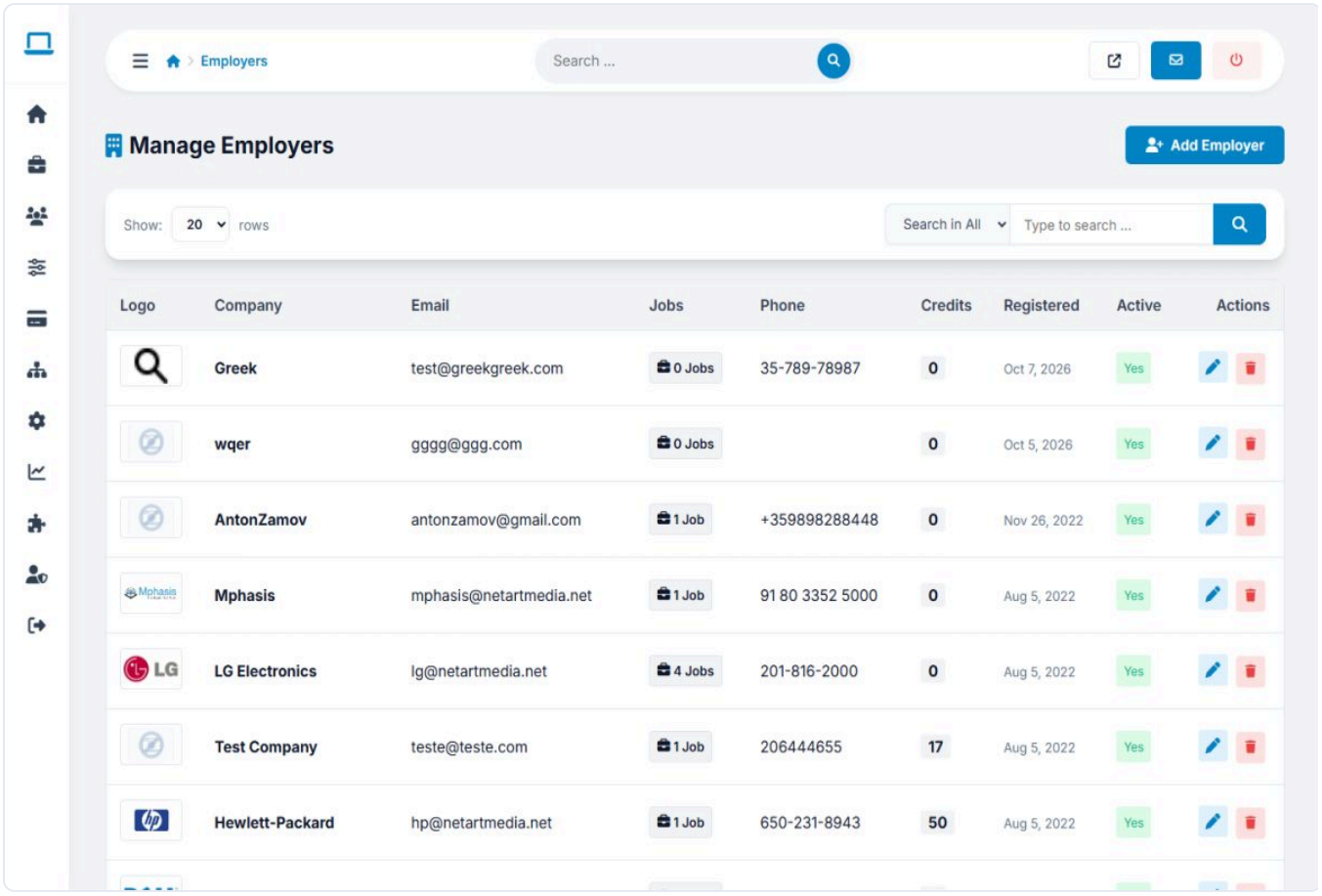
SEO titles for categories and locations are described in categories and locations.

ADMIN: JOBS & USERS

Managing employers and jobseekers

The **Users** menu lists every account on your job board and lets you edit, add or remove it.

Employers



The Employers list

The list shows logo, company, e-mail, number of jobs, phone, credits, registration date and status. Use the toggles to activate or deactivate an employer and to give or remove the *import* permission.

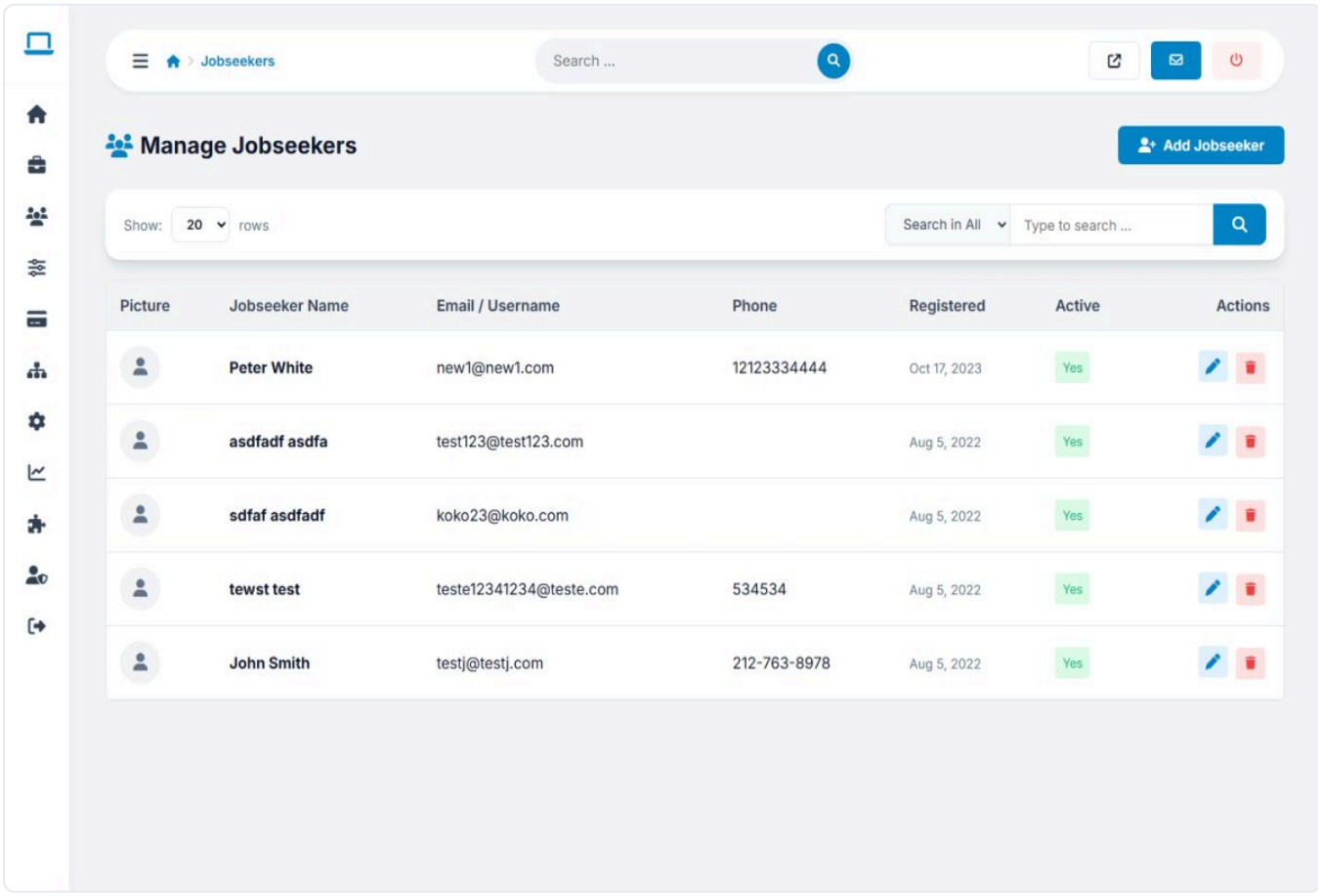
Open an employer to edit:

- company data, contact person, address, website, description and logo;
- **credits** balance and free jobs;
- the purchased package or subscription, *featured employer* status (shown in the spotlight of the company directory) and *agency* flag;
- a new password (*Reset the user password*) and the custom fields.

Press **Add Employer** to create an account manually: e-mail, password, company name, contact person, phone, fax, website, initial credits, address and description.

When *Manually Approve New Employers* is enabled, approve a new company by setting *Active* to Yes.

Jobseekers



The Jobseekers list

Each jobseeker can be edited: account details, status (active or not), preferred job type, resume details (work history, skills, education, languages), credits or package, uploaded files and password. **Add Jobseeker** creates an account manually. Deleting a jobseeker also removes their files and alerts.

Uploaded files

Users → **Uploaded Files** shows every document uploaded by jobseekers with owner, size, date and type (*CV / Resume* or *Attachment*). Download or delete files, and edit the *Allowed Upload Extensions* (for example `doc, pdf, txt, rtf, docx, odt`).

User messages

Users → **User Messages** lets you read the private messages exchanged between employers and jobseekers, for moderation.

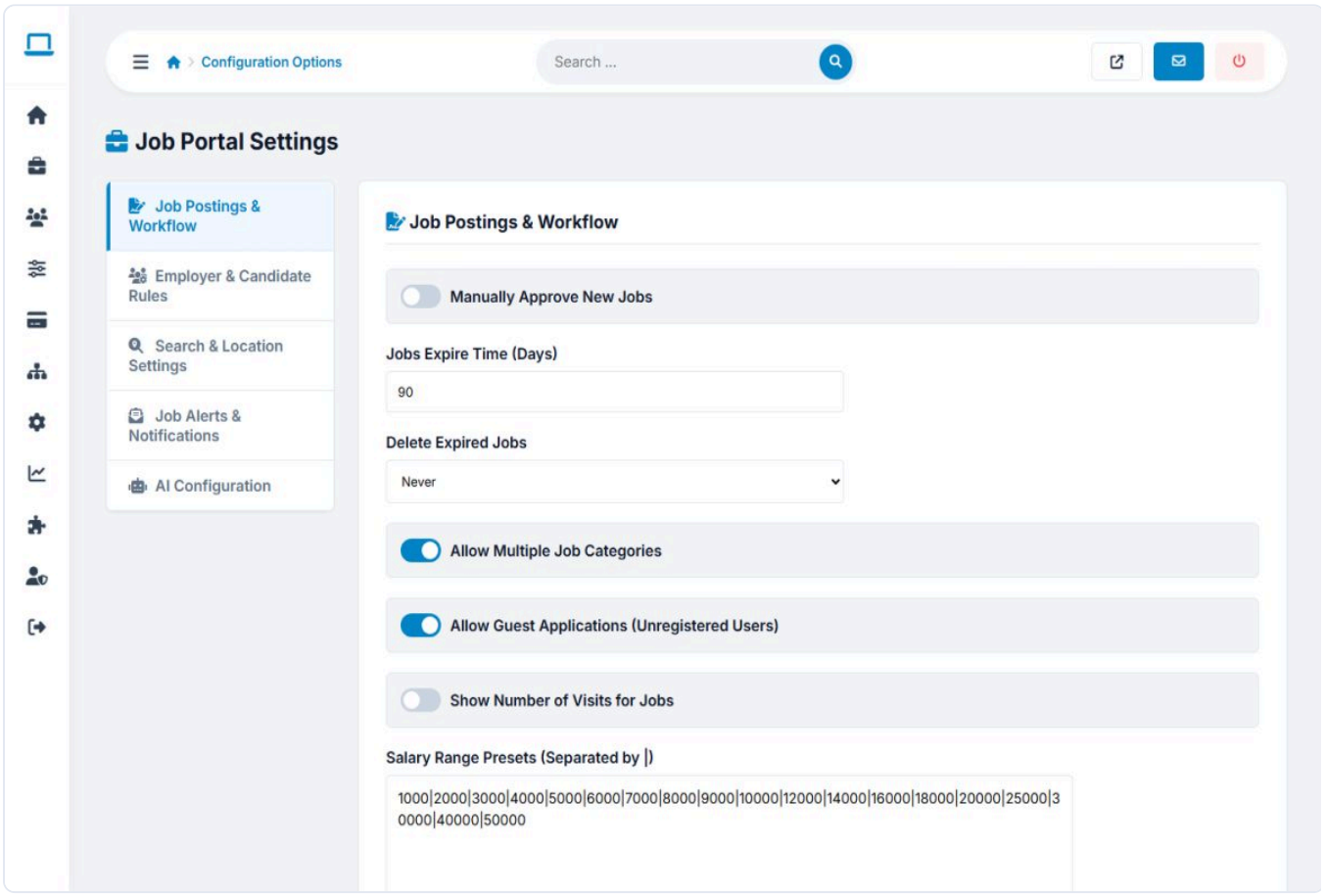
Custom user fields

Jobseeker Fields and **Employer Fields** add your own fields to the profiles, see custom fields.

ADMIN: JOB SETTINGS

Job Portal settings

Job Settings → Configuration Options defines how your marketplace works. The page has five tabs; remember to press *Save All Settings* at the bottom.



The Job Portal Settings page

Job Postings & Workflow

Setting	What it does
Manually Approve New Jobs	New jobs from employers are hidden until you activate them.
Jobs Expire Time (Days)	How long a job stays online. After that it disappears from the public site and the employer can renew it. Set 0 for ads that never expire.
Delete Expired Jobs	Never, or after 1, 3, 6 or 12 months (used by the clean-up task).
Allow Multiple Job Categories	Employers can place a job in up to three categories.
Allow Guest Applications	Visitors without an account can apply by entering their name, e-mail and resume.
Show Number of Visits for Jobs	Displays the view counter on the job page.

Salary Range Presets	The values offered in the salary filter, separated by `|`.

Employer & Candidate Rules

Setting	What it does
Manually Approve New Employers	New employer accounts must be activated by you.
Require New Users to Validate Their E-mail Address	Users must click the link in an e-mail before their account is active.
Use Captcha on the Registration and Alert Forms	Shows an image captcha. Combine with *Use Google reCAPTCHA* and enter the *Site Key* and *Secret Key* from Google to use reCAPTCHA instead.
Free Jobs Provided for New Employers	How many ads a new employer can post before buying anything.
Maximum Resume Files per Jobseeker	Limit of stored documents per candidate.
Maximum Attachment File Size (Bytes)	Upload size limit, for example 5242880 for 5 MB (also limited by your PHP configuration).
Partner Companies	Image URLs (one per line) shown as partner logos.

Search & Location Settings

Setting	What it does
Search Results per Page	Number of jobs per page in the results.
Listings in Featured Section	How many featured jobs the home page shows.
Show Number of Jobs in Category	Shows the job counts next to categories and locations.
Search Suggestions Type	None, jobs by keyword, job categories, or both.
Enable ZIP Code Field / ZIP Radius Search	Adds a ZIP code to jobs and lets visitors search within a distance.

Job Alerts & Notifications

Send Feed E-mail Alerts (do not send / send e-mails), *Email Alert Title* and *Body Template* with the placeholders `[FIRST_NAME]` and `[JOBS_LINK]`, and the subject and body of the *New Employer Welcome* and *New Jobseeker Welcome* e-mails (the placeholder `[USER]` inserts the e-mail address). Leave a subject empty to send no welcome e-mail.

AI Configuration

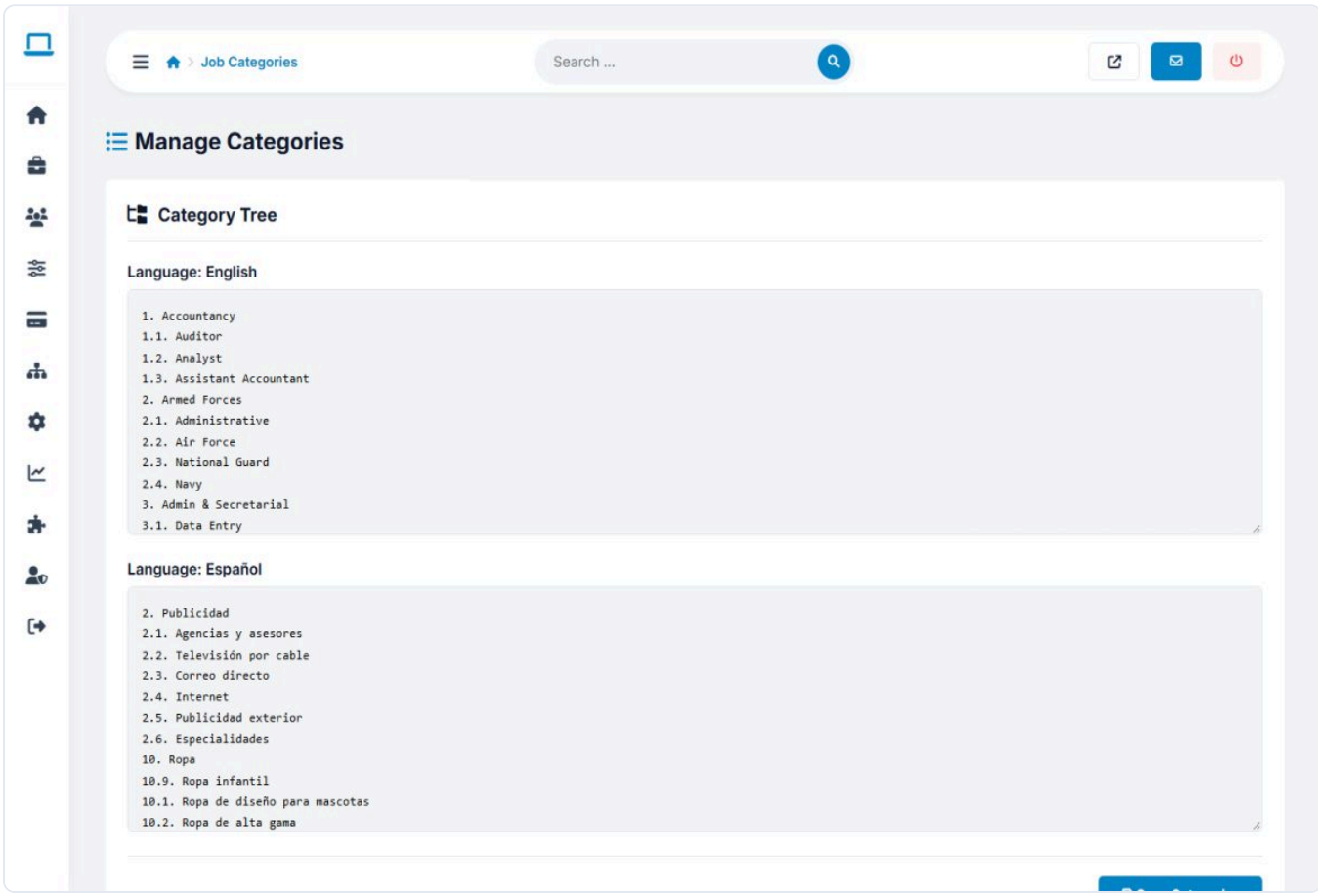
See AI configuration.

ADMIN: JOB SETTINGS

Categories, locations, keywords and SEO titles

Adapt the structure of your job board to your niche or country.

Job Categories



The category tree editor

Job Settings → **Job Categories** shows one text box per active language. Each line is one category:

```
1. Accountancy
1.1. Auditor
1.2. Analyst
2. Armed Forces
2.1. Administrative
```

The number before the dot defines the level and the position: `1.` is a main category, `1.1.` a sub-category, `1.1.1.` a third level. Edit the names, add or delete lines and press *Save Categories*. Keep the numbers of existing categories unchanged, because jobs are linked to them. Add new items with a new unused number.

The *Category images* section lets you upload a picture for each main category; featured categories on the category page use it.

Locations

Job Settings → **Locations** works the same way with up to four levels (country, region, city, area). The *Default* list is used for languages without their own list. The folder `/locations` must be writable.

Search Keywords

Job Settings → **Search Keywords** has one list per language, one keyword per line. They are used for the *Popular* links in the search box and for search suggestions.

Custom Titles (SEO)

Under **Job Listings** → **Custom Titles** you can give each category and each location its own *meta title*, *meta description*, a banner image and additional HTML header tags. This is a strong SEO feature: a page such as *"Accountancy jobs in London"* can have a title and description written for that search.

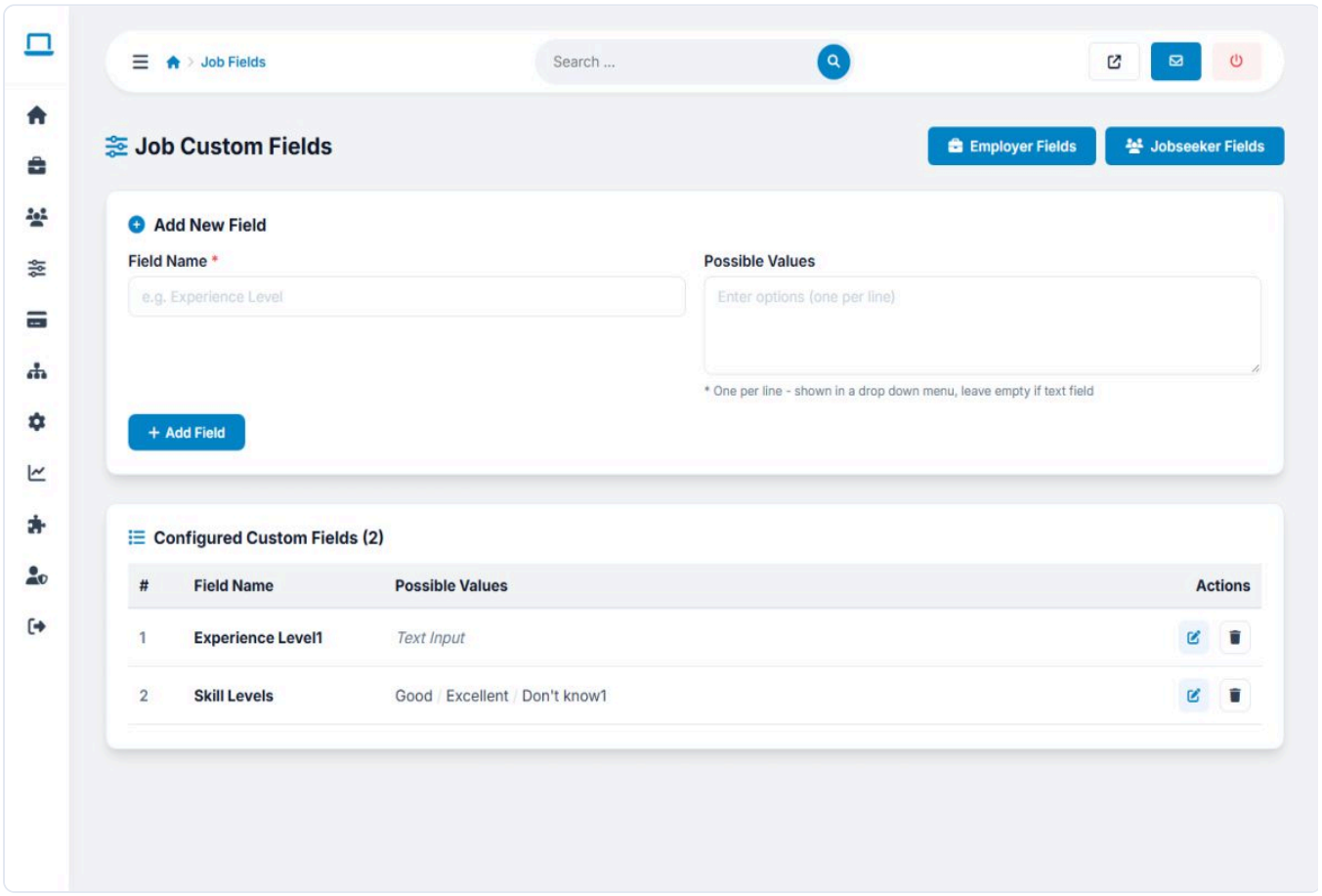
Write unique titles for your 10 most important categories and locations first.

ADMIN: JOB SETTINGS

Custom fields and field values

Collect the extra information your niche needs without changing any code.

Custom fields



The Job Custom Fields page

There are three field sets: **Job Fields** (*Job Listings* → *Job Fields*), **Employer Fields** and **Jobseeker Fields** (*Users* menu). The pages have the same form:

1. Enter the *Field Name*, for example *Experience Level*.
2. In *Possible Values* enter one choice per line to create a drop-down list, or leave it empty for a text field.
3. Press **Add Field**. Use the pencil icon to edit and the trash icon to delete a field.

Job fields appear in the job forms and on the job page. Employer and jobseeker fields appear in the registration forms and profiles.

Field Values

Job Settings → **Field Values** edits the standard lists used across the site, in the format `ID-Value;ID-Value`:

List	Used for

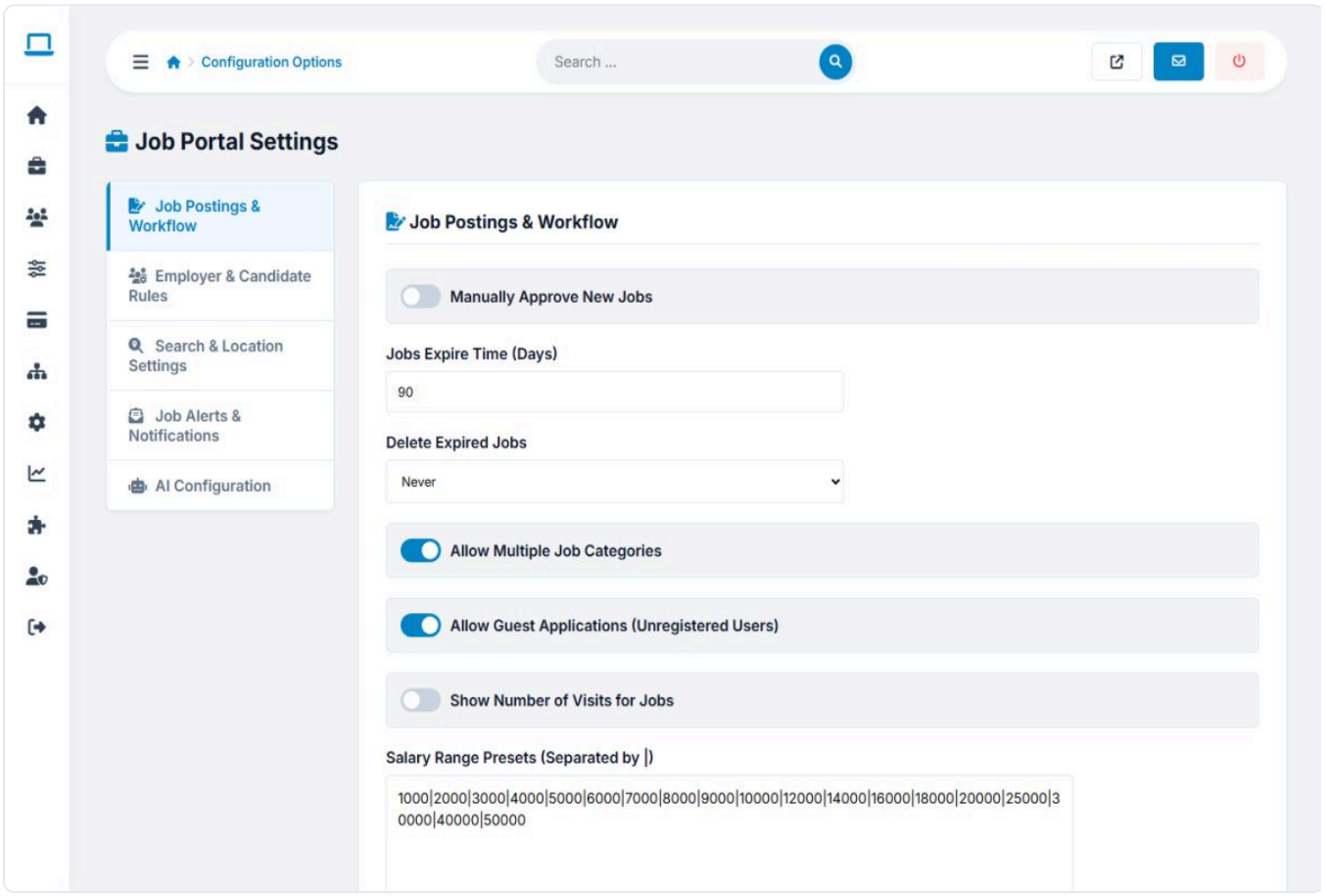
Job Types	Full time, contract, part time, internship, temporary
Experience Levels, Availability Values	Jobseeker preferences and CV search
Education Levels, Course Study Modes	Resume education and CV search
Resume Languages, Language Proficiencies	Resume languages section

Values such as `M_FULL_TIME` are translation keys, which means they are translated automatically in each language. You can replace them with plain text if you use only one language, for example `1-Full Time;2-Contract`. Do not change the IDs of values already in use.

ADMIN: JOB SETTINGS

AI configuration

Jobs Portal connects to any OpenAI-compatible AI service, so you choose the provider and the cost.



AI configuration (screenshot)

Where to configure

Open **Job Settings → Configuration Options → AI Configuration**.

Setting	Description
Enable AI features on the site	Master switch. When off, the AI tabs and buttons are hidden.
Enable AI Job Description Generator	Shows *Generate Description* in the employer and admin job forms.
Enable AI Cover Letter Generator	Enables the AI resume summary, job duties and cover letter tools for jobseekers.
AI API Endpoint URL	The base URL of an OpenAI-compatible API, for example `https://api.groq.com/openai/v1`.
AI Model Name	The model to use, as named by your provider.
AI Provider API Key	The secret key from your provider. Never share it.

What uses AI

- AI smart search and resume-to-job matching on the public site.
- Job description generator for employers and administrators.
- Resume summary, job duties and cover letter builder for jobseekers.

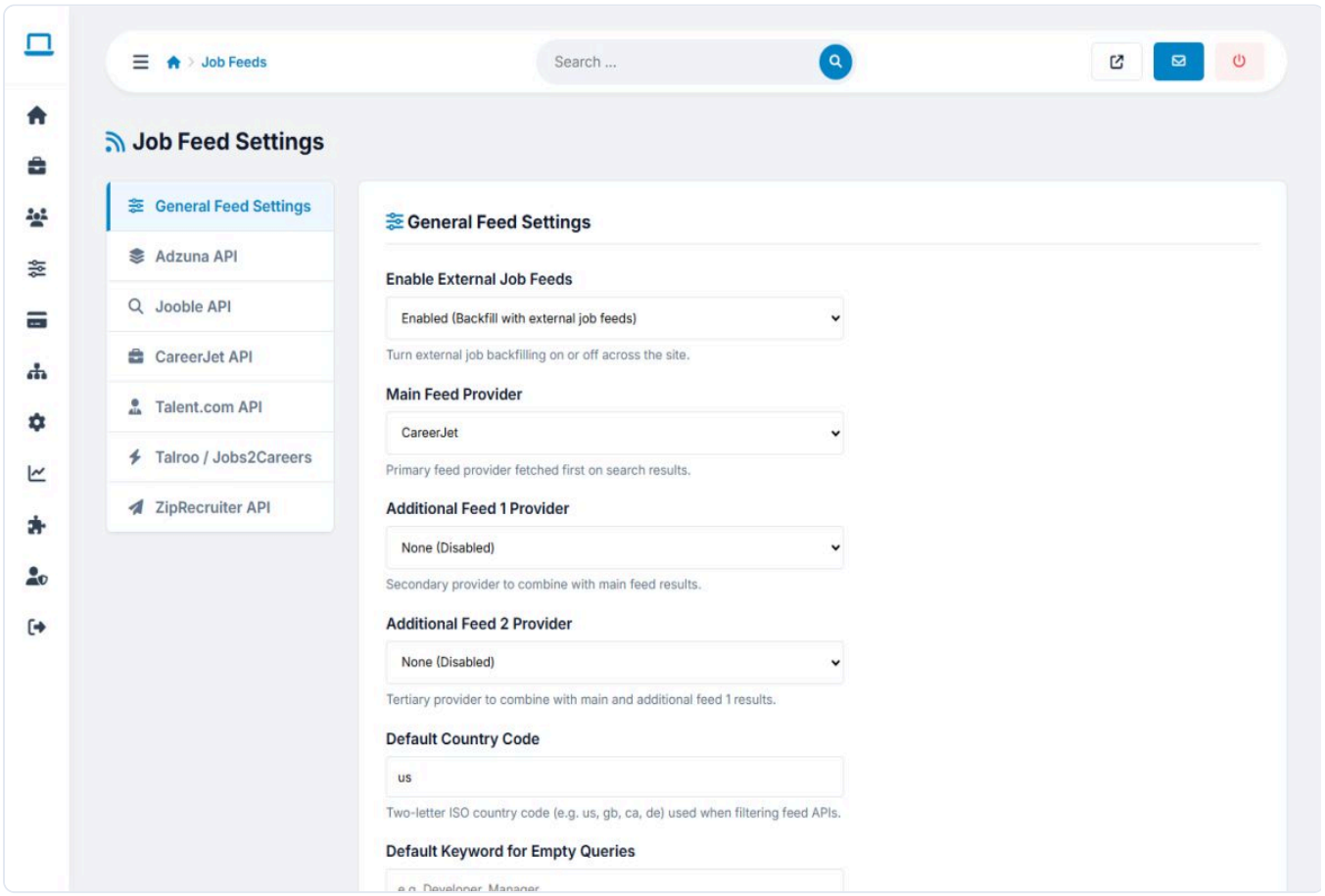
Costs and safety

- Requests are billed by your AI provider. Start with a small, inexpensive model and watch the usage.
- Only the text typed by the user (or the uploaded resume text) is sent to the provider. Mention this in your privacy policy.

ADMIN: JOB SETTINGS

External job feeds

Job feeds add jobs from partner job search APIs to your search results, so a new job board never looks empty.



The Job Feed Settings page

General Feed Settings

- **Enable External Job Feeds:** *Disabled* shows only your own jobs; *Enabled* backfills the results with external jobs.
- **Main Feed Provider** is queried first; **Additional Feed 1** and **2** are combined with it.
- **Default Country Code:** two-letter code (us, gb, ca, de) used to filter the feeds.
- **Default Keyword for Empty Queries** is used when a visitor searches without a keyword.

Providers

Provider	You need
Adzuna	App ID and App Key
Jooble	API key
CareerJet	Affiliate ID

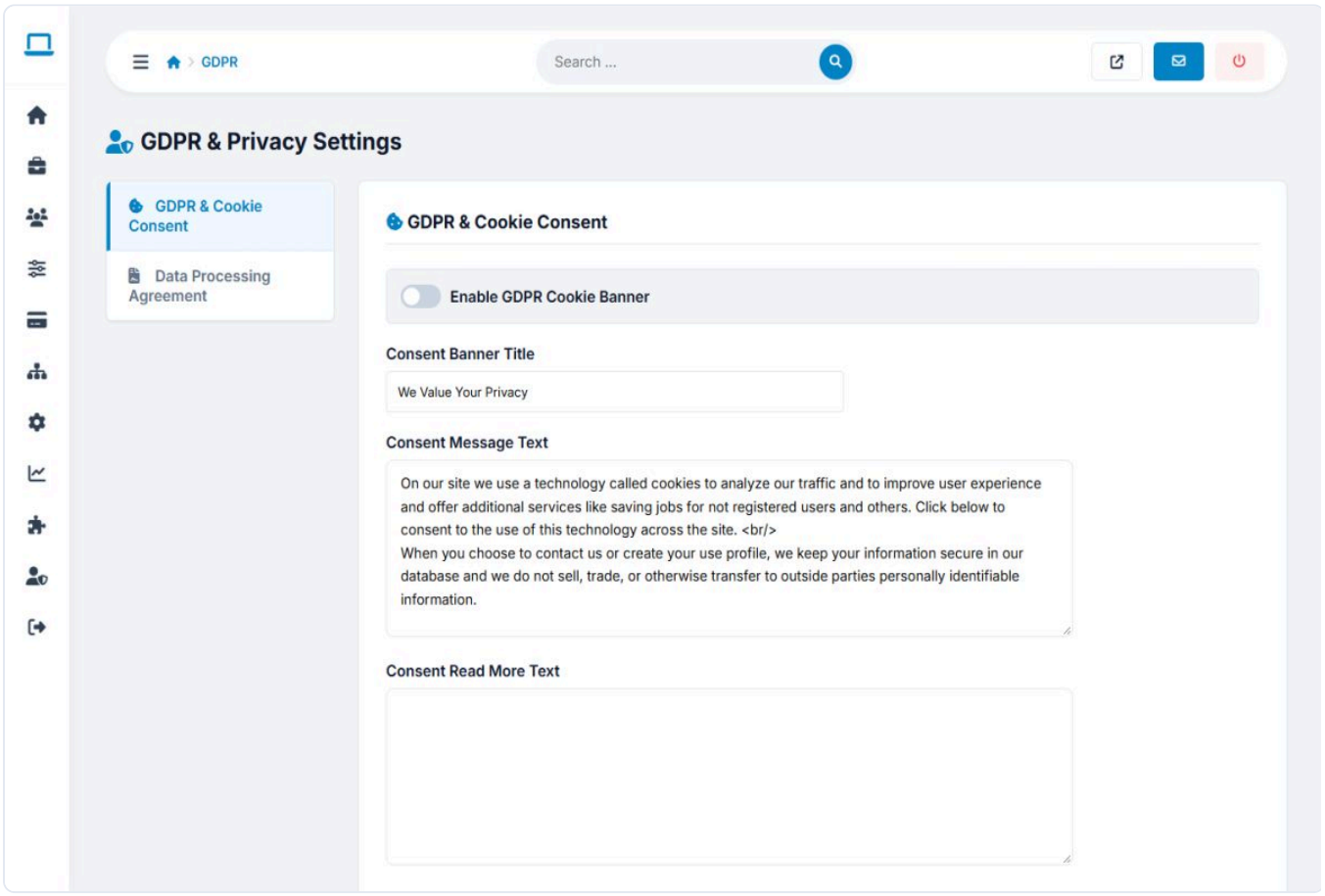
Talent.com	Publisher ID
Talroo / Jobs2Careers	Talroo ID and API key
ZipRecruiter	API key

Register with the provider, copy the credentials in the matching tab and save. Respect each provider’s terms of use and attribution rules.

ADMIN: JOB SETTINGS

GDPR and cookie consent

Show a cookie notice and ask for consent to process personal data, as required in the EU and many other regions.



The GDPR settings

GDPR & Cookie Consent tab

- **Enable GDPR Cookie Banner:** shows a banner with *Accept* and *Decline* buttons to every new visitor. The choice is remembered in the browser.
- **Consent Banner Title** and **Consent Message Text:** the text of the banner.
- **Consent Read More Text:** the label of a link to your data processing page.

Data Processing Agreement tab

- **Show Data Processing Agreement on Registration Form:** adds a required consent checkbox to the jobseeker and employer registration forms.
- **Data Processing Page Title** and **Content:** the text of the page the checkbox links to (open it at `index.php?mod=gdpr`).

The texts supplied with the script are only examples. Have your privacy policy and data processing agreement reviewed for your jurisdiction. Edit the *Privacy Policy* page in Pages too.

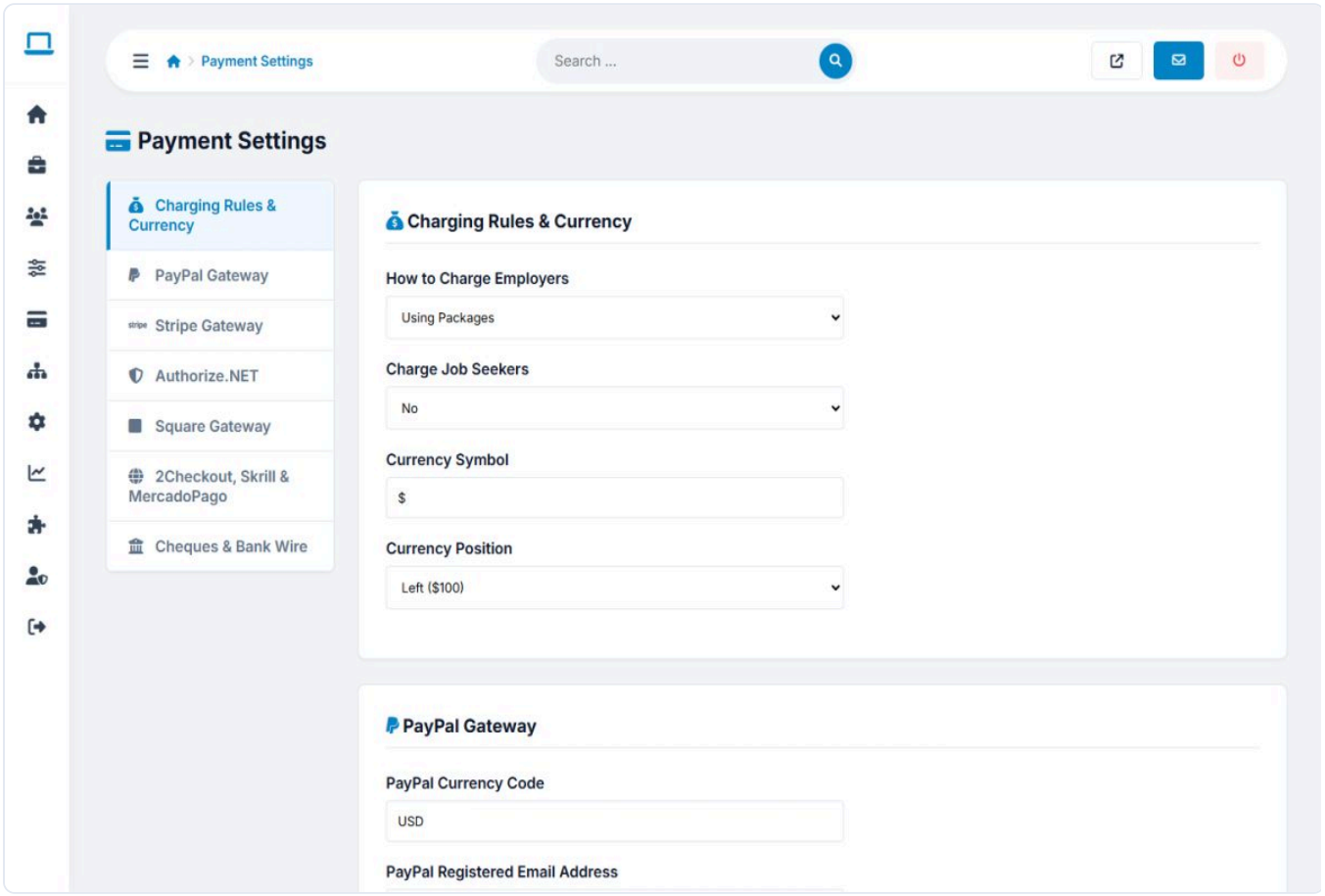
Tracking scripts such as Google Analytics are added in Tracking Codes.

ADMIN: PAYMENTS & ADS

Payments, packages, credits and invoices

The **Payments** menu defines how you earn money: what employers pay for, which gateways they use and how invoices are produced.

Charging model



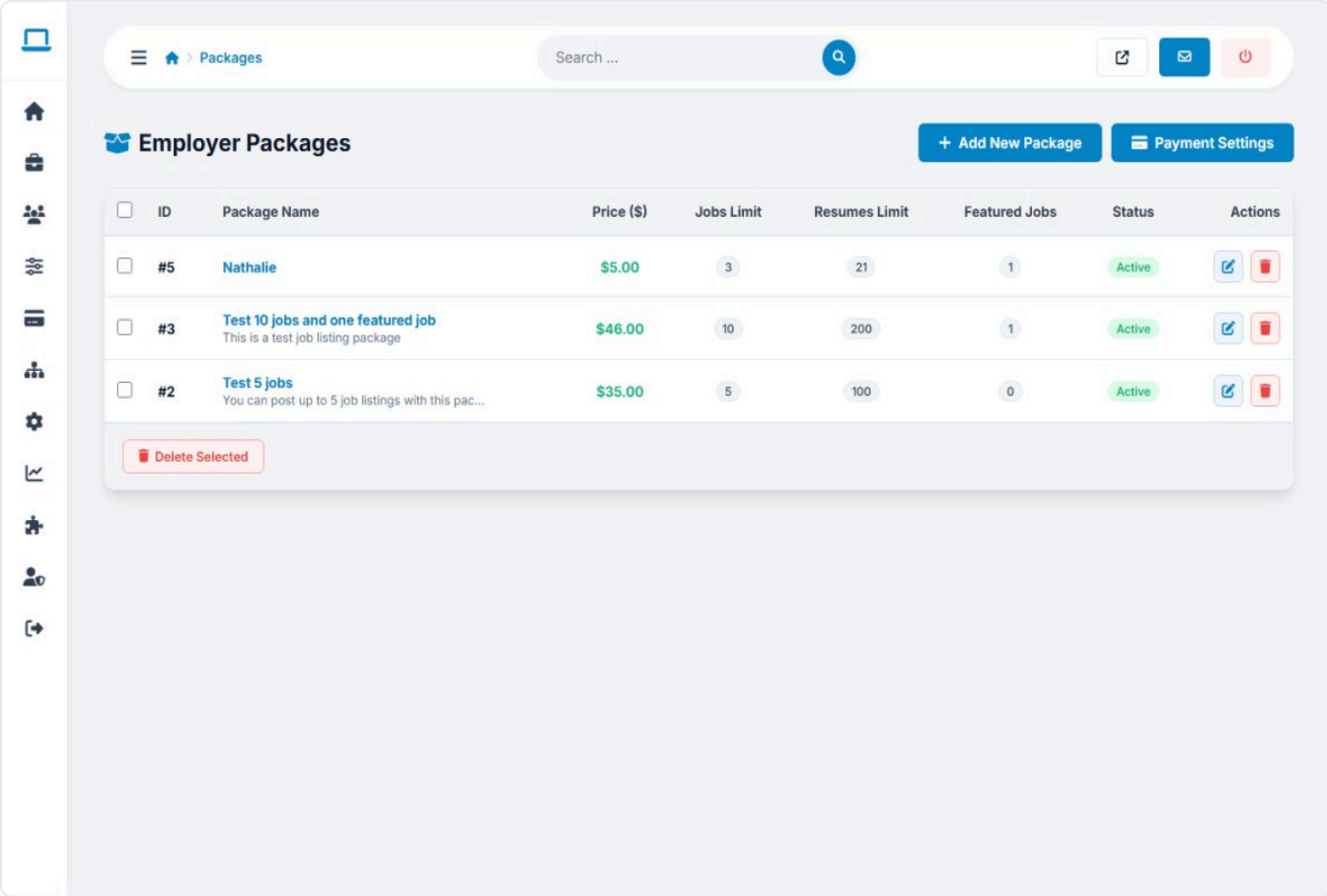
Payment Settings

In **Payments** → **Payment Settings** → **Charging Rules & Currency** choose *How to Charge Employers*:

Model	How it works
Site is free	No payments. Everything is available to employers.
Packages	Employers buy bundles with a number of jobs, resume views and featured ads.
Subscriptions	Recurring plans billed every 1, 3, 6, 12 or 24 months with job, featured and banner limits.
Credits	Employers buy credits and spend them on actions.
Direct payments	Employers pay for each job ad when they post it.

You can also charge jobseekers (*Charge Job Seekers*), and set the *Currency Symbol* and its position (before or after the amount).

Packages



Employer Packages

Payments → Packages: name, price, status, description, number of jobs, resume views, featured jobs and sort order. Employers choose a package on the Packages & Payments page.

Subscriptions

Name, price, billing period, maximum jobs, featured jobs and banners, *auto-renew*, *one-time use* (for trial plans) and optional custom HTML for the payment button.

Credits

Payments → Credits: price of 1 credit, free credits for new users, minimum and maximum purchase, and the credit cost of posting, renewing and featuring a job, viewing a resume and applying to a job.

Payment gateways

The tabs of Payment Settings configure each gateway:

Gateway	Needed
PayPal	Currency code and the registered PayPal e-mail
Stripe	Publishable key and secret key
Authorize.Net, Square	Account credentials from the provider

2Checkout, Skrill, MercadoPago	Merchant ID / account e-mail
Cheques & Bank Wire	Instruction text shown to the employer

Online gateways redirect the employer to the provider, but the script does not receive an automatic confirmation yet. Check your PayPal or Stripe account and confirm each order in **Approve Payments**.

Approve Payments and archive

Approve Payments lists pending orders (bank wire, cheque and online payments waiting for confirmation). Press *Approve* to deliver the package, subscription or credits, or delete the order. Completed orders go to the **Payments Archive**.

Coupons

Payments → **Coupons**: create a code and a percentage discount. Employers enter it at checkout.

Invoices

Invoices lists the invoice of every paid order for download, plus *Pro Forma* invoices. **Invoice Settings** holds the starting numbers, default VAT, issuer details, footer text and the option to e-mail invoices automatically (subject and body can use `[INVOICE_LINK]`).

ADMIN: PAYMENTS & ADS

Banners and advertisements

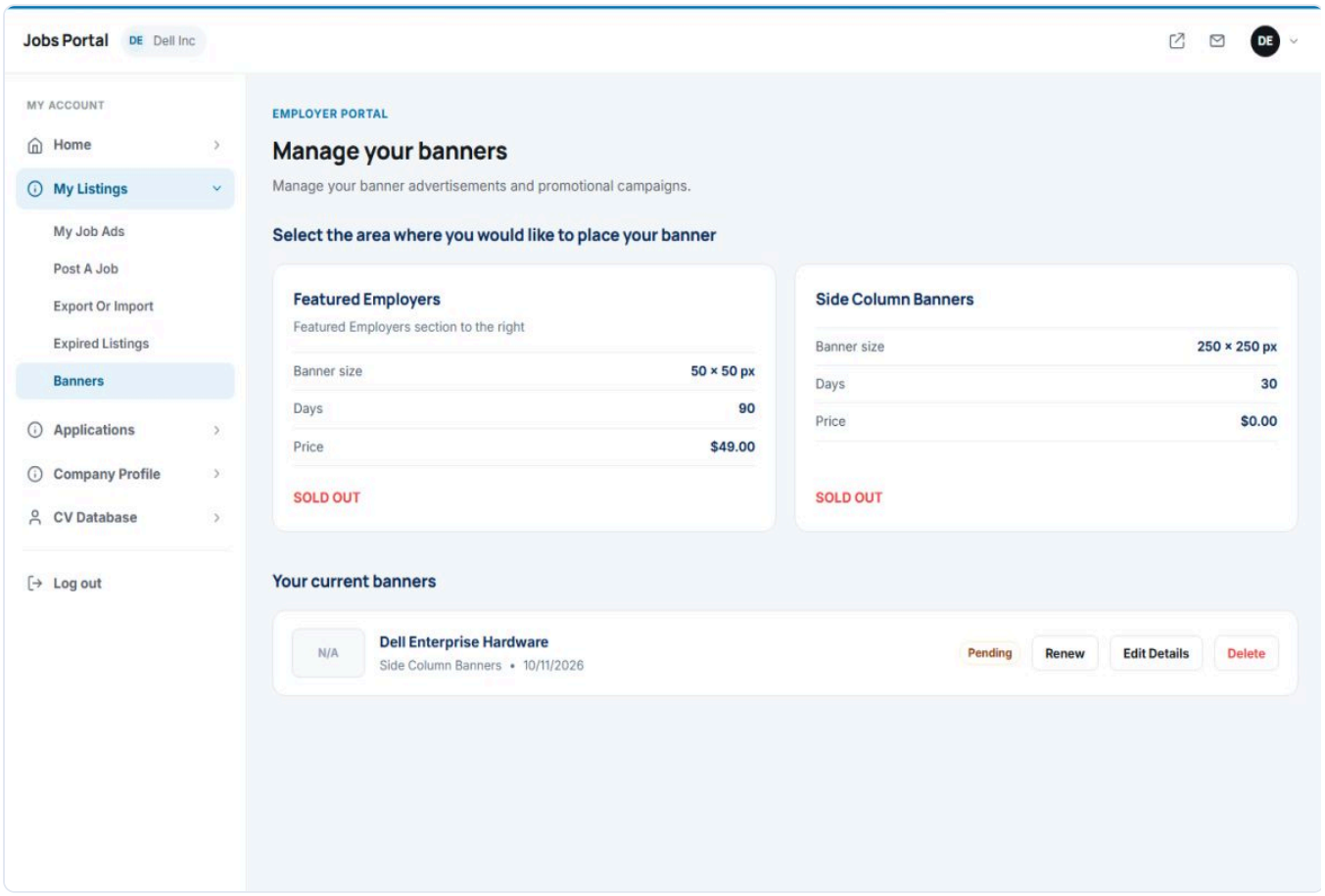
Two revenue tools: banner spaces sold to employers, and ad zones for your own advertising code.

Banner areas

In **Job Settings** → **Banners** define the places where banners appear. Each banner area has a name, position (*side*, *top* or *bottom*), maximum number of banners, number shown at once, width × height in pixels, price and number of days a banner stays online.

Approving banners

Employers upload banners from their panel (Employer banners). Review them in the banners list, check the image and link, and set the status to *Active*. Banners are limited by the employer's subscription or paid for according to the area price.



How employers see banners

Advertisements (ad zones)

Under **Website** → **Advertisements** paste any HTML or JavaScript, for example Google AdSense code, into predefined zones:

Zone	Position

`ad_header_ad`	Header
`ad_sidebar_top`, `ad_sidebar_bottom`	Sidebar of the pages
`ad_article_top`, `ad_article_bottom`	Above and below page content
`ad_footer_ad`	Footer

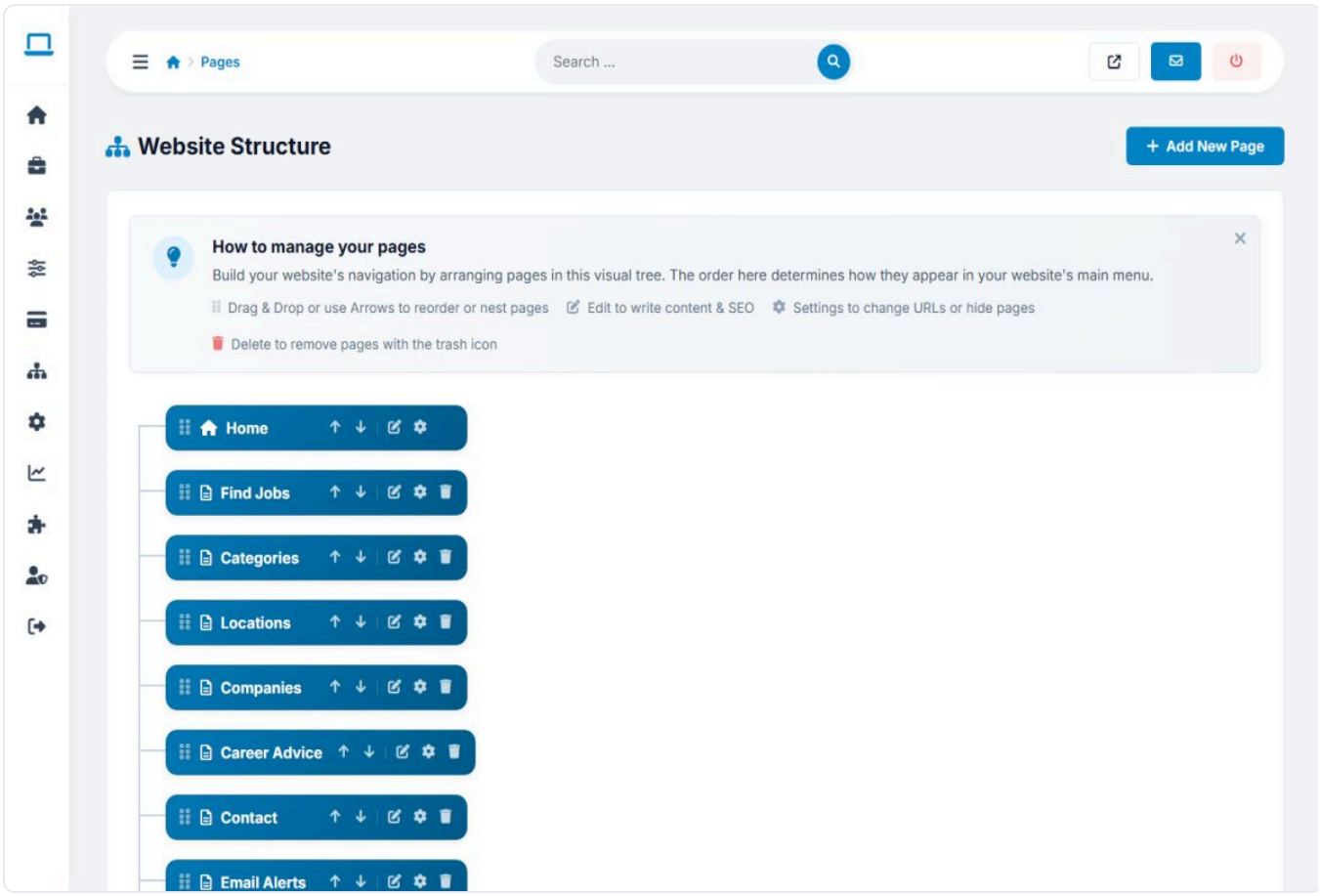
Leave a zone empty to hide it.

ADMIN: WEBSITE & CONTENT

Pages, menu structure and news

Everything visitors see in the menu is a page you control.

Pages



The page tree

Website → Pages shows the site tree. **Drag and drop** pages to change the order and nest sub-pages. Each page has icons for edit, settings and delete.

Page settings

- **Title, URL slug and meta tags** per language (the meta title and description are used by search engines).
- **Extension File:** the PHP module that runs on the page (for example `jobseekers`, `employers`, `contact`, `jobs`). Leave empty for plain content pages.
- **Active:** hide a page without deleting it.
- **Show only in footer menu:** for pages such as Privacy Policy and Terms.

Page content

Edit the content with the rich text editor. You can use custom tags to insert dynamic blocks.

News

Website → **News** manages the articles shown on the News page: title, image, date, text, active status and SEO fields. The latest articles also appear on the home page.

FAQ Manager

Extensions → **FAQ Manager** maintains the questions and answers of the FAQ page.

ADMIN: WEBSITE & CONTENT

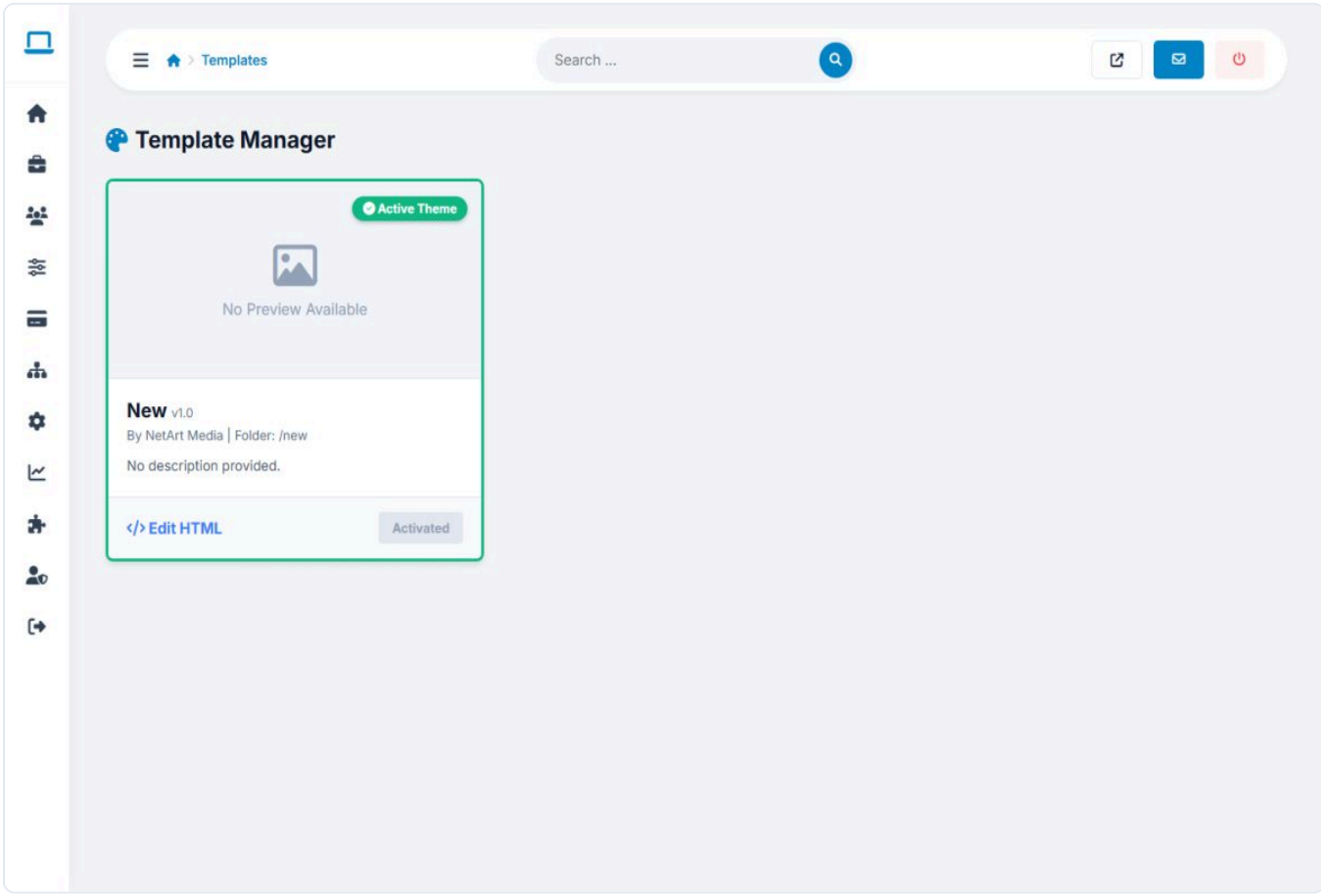
Logo, templates, interface texts and custom tags

Make the site look like your brand without touching the code.

Logo & Favicon

Upload the site logo and favicon in **Website** → **Logo & Favicon**. Without a logo the website name is shown as text.

Templates



The Template Manager

Website → **Templates** lists the installed themes. Activate a theme with one click, or use *Edit HTML* to modify the files of a template directly in the browser. Colors, fonts and button radius are changed without editing HTML in Appearance.

Interface Texts

Website → **Interface Texts** opens the language file of any language, so you can change labels, buttons and messages. Search for the text and edit the value; keep placeholders like `%s` and `[NAME]`.

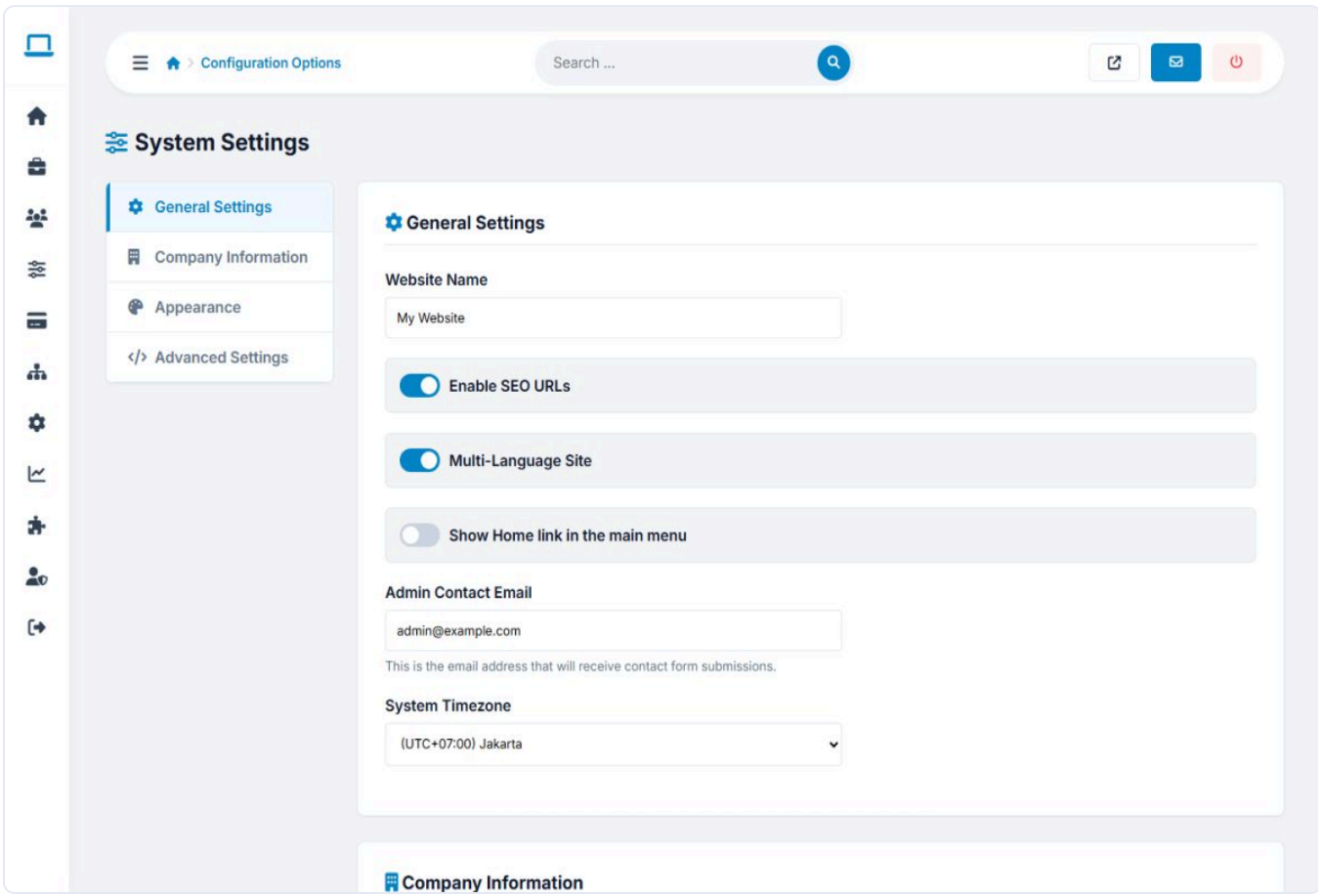
Custom Tags

Extensions → Custom Tags defines your own tags, which you can insert in page content and templates to reuse a block of HTML. **Extension Files** lists the available PHP modules that can be assigned to pages.

ADMIN: SYSTEM

General settings, e-mail, tracking and social media

Settings → **Configuration Options** has five tabs for the global behaviour and look of the site.



The General Settings page

General

- **Website name**, **SEO-friendly URLs**, **multi-language** (adds the language switcher), **show Home link** in the menu.
- **Admin contact e-mail** receiving the contact form messages, and the **time zone**.

Company Information

Name, address, phone and e-mail shown in the footer, on invoices and on the contact page.

Appearance

Primary and secondary colors, one of 30 Google fonts, button corner radius and footer color.

E-mail

Set the sender name and address of all system e-mails. Enable **Use SMTP** and enter the server, port, encryption (SSL, TLS or none), user name and password to send through your mail provider, which improves deliverability.

Send a test by registering a new jobseeker with your own address after changing e-mail settings.

Advanced

The Google Analytics ID and **Maintenance mode**, which shows a maintenance message to visitors while you can still use the admin panel.

Tracking Codes

Settings → **Tracking Codes**: Google Analytics, Facebook Pixel and custom scripts for the header and footer.

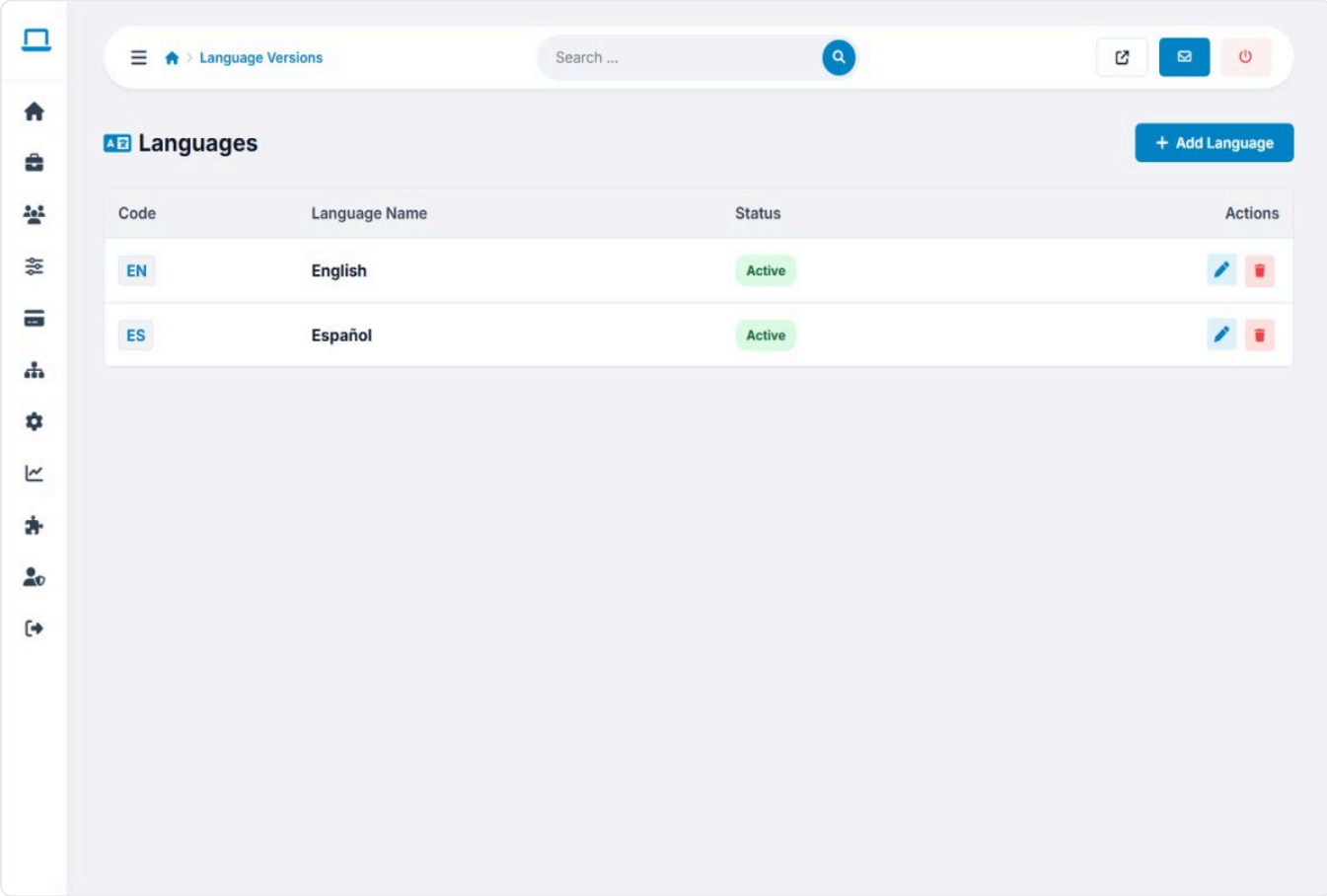
Social Media

Settings → **Social Media**: links to Facebook, Instagram, X, LinkedIn, YouTube, TikTok and Pinterest shown in the footer. Empty links are hidden.

ADMIN: SYSTEM

Languages and translations

Serve your visitors in their own language and rank in local search results.



Language Versions

Adding a language

1. Open **Settings** → **Language Versions** and add a language by its two-letter code (for example `es`) and name.
2. Enable *Multi-language* in General settings so the language switcher appears.
3. Translate the interface in **Website** → **Interface Texts**. Missing texts fall back to English.
4. Translate each page title, slug and meta tags in Pages, and the category and location lists in Job Settings.

Notes

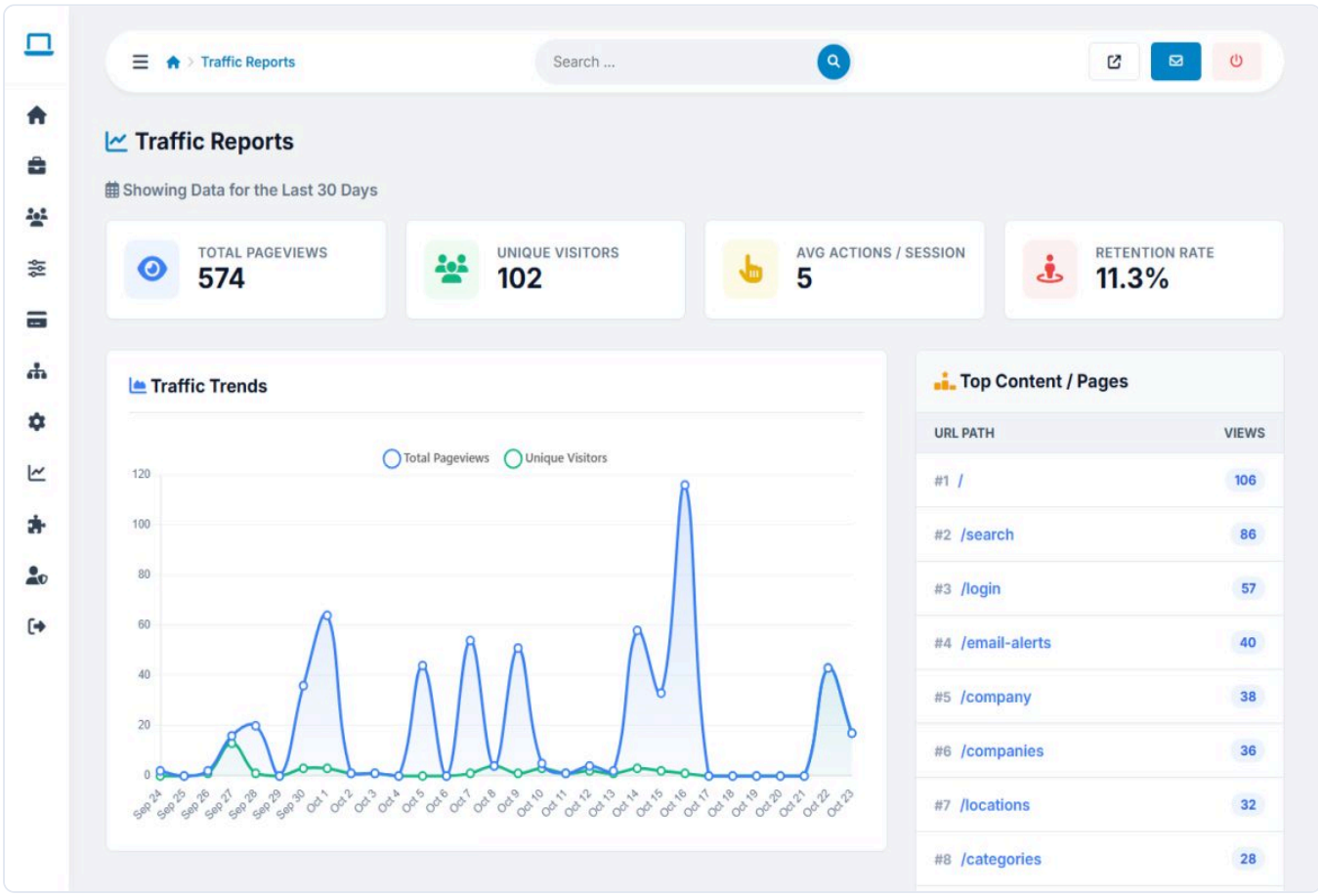
- The admin panel stays in English.
- Employers write job ads in any language; only the interface is translated.

ADMIN: SYSTEM

Statistics and reports

See how visitors use your job board without installing another tool.

Traffic Reports



Traffic Reports

Page views and unique visitors over time, top pages and top jobs. Bots are filtered out.

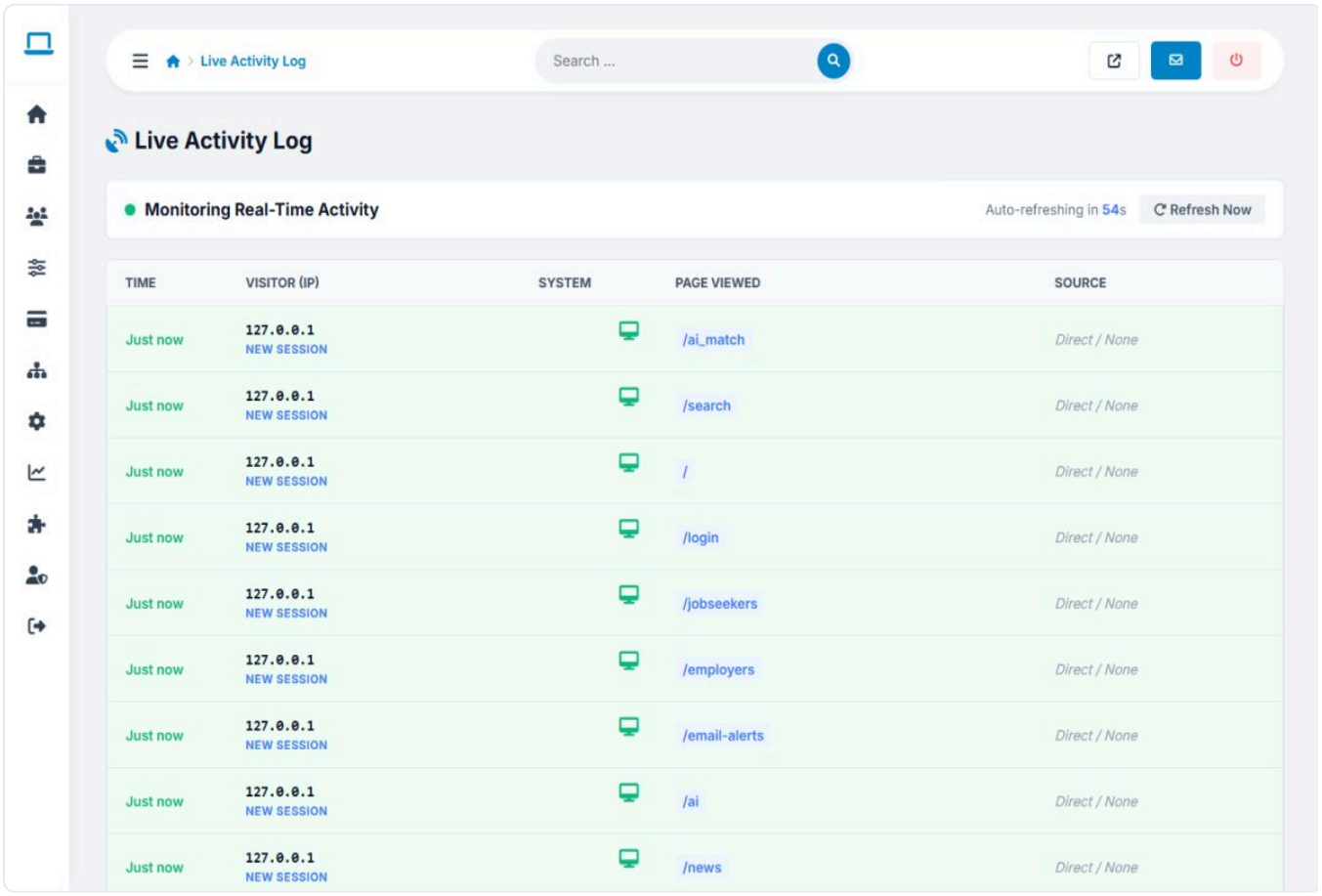
Referrals & Sources

Where the traffic comes from: search engines, social networks, other websites or direct visits.

Audience & Tech

Countries, browsers, operating systems and device types of your visitors.

Live Activity Log



The live activity log

A real-time list of visits with page, referrer and device.

ADMIN: SYSTEM

Admin users, groups and permissions

Give moderators and editors only the access they need.

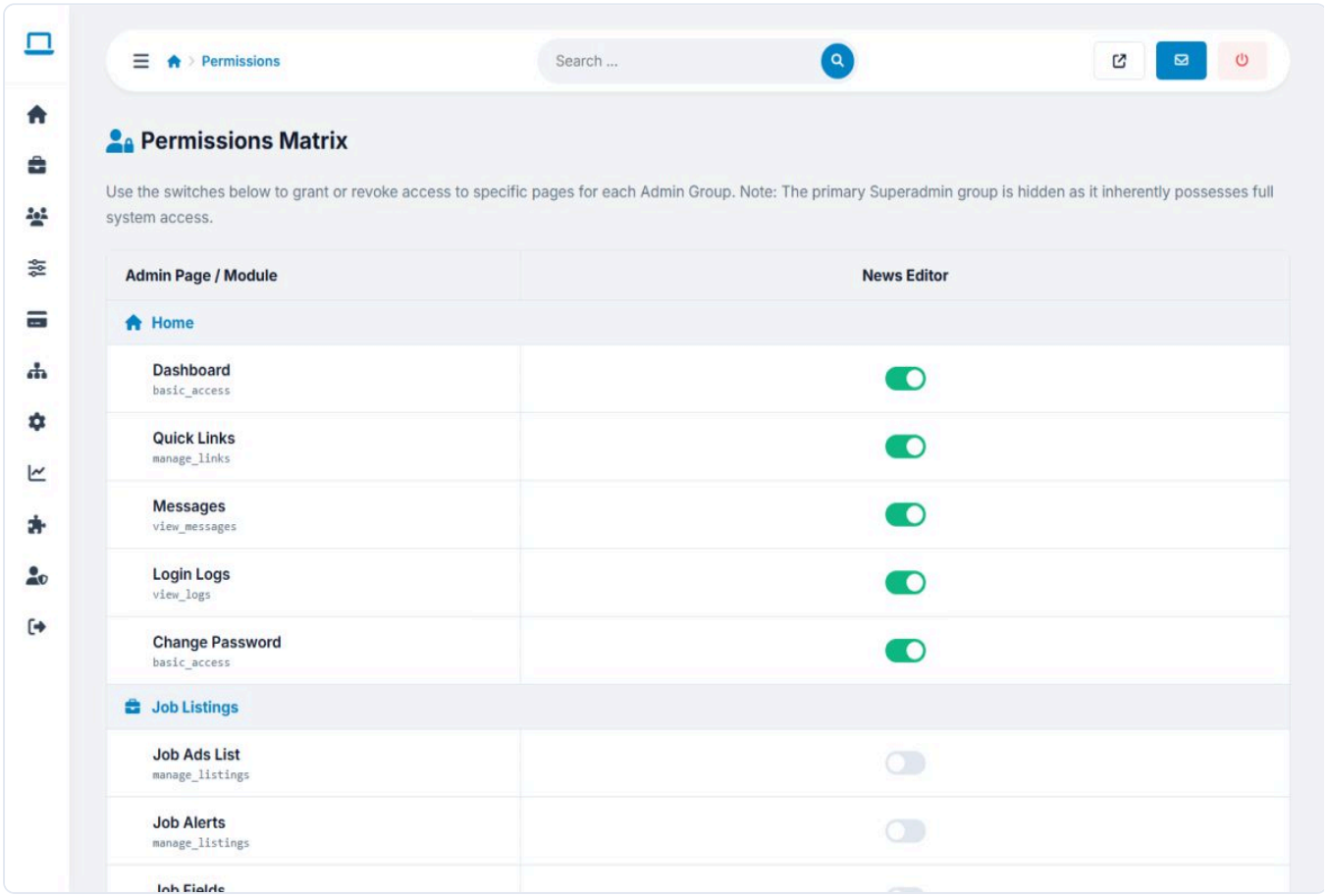
Admin Users

In **Admin Users** → **Admin Users** add a user with name, e-mail, username, password and a **group**. Deactivate a user without deleting it.

Groups

Groups are roles such as *Super Admin*, *Moderator* or *Editor*. The Super Admin group always has full access.

Permissions matrix



The permissions matrix

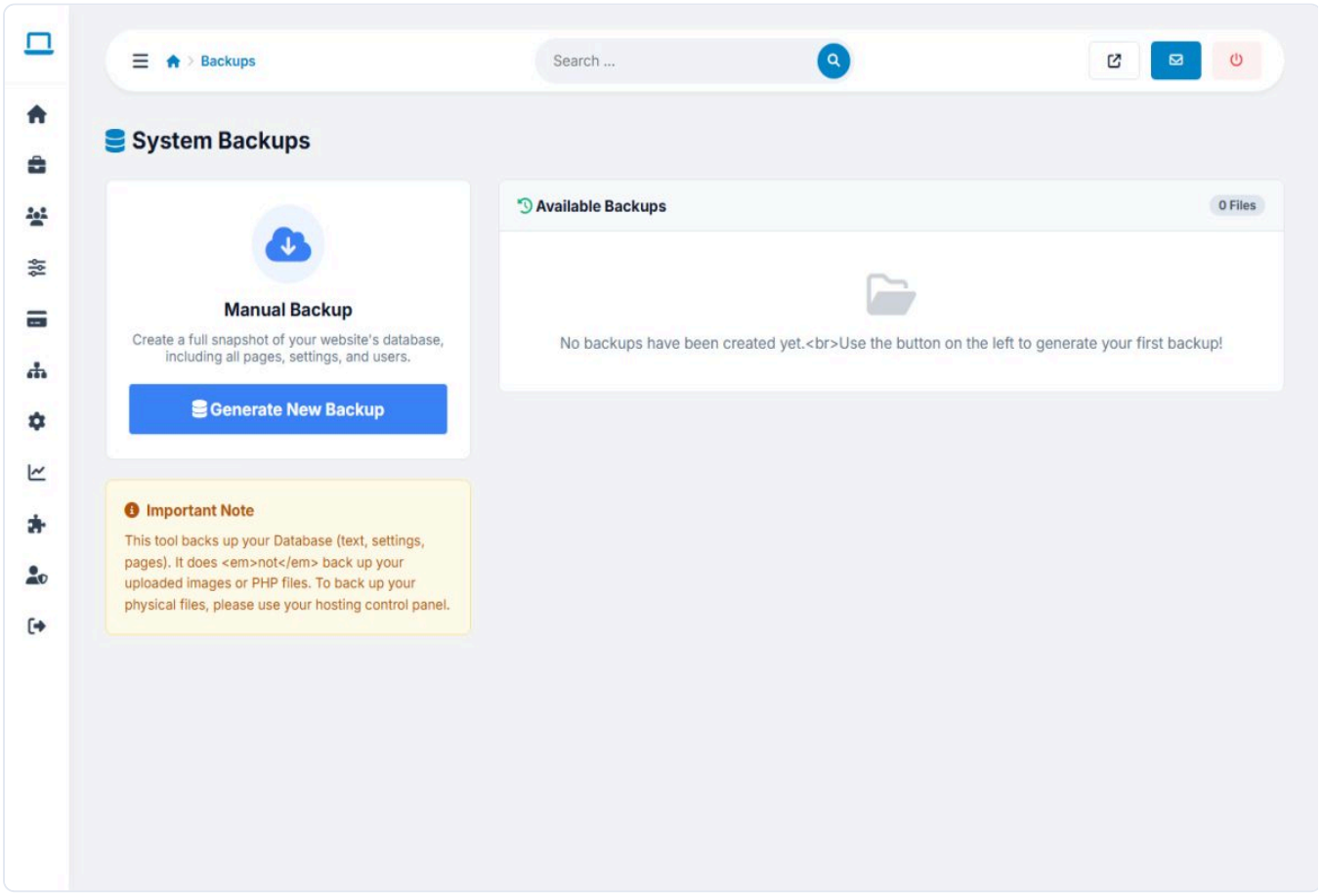
Tick the modules each group can use. Users see only permitted menu items, and direct access to other modules is refused.

Change the default administrator password immediately after installation.

ADMIN: SYSTEM

Backups

Protect your data with regular database backups.



Backups

Settings → Backups creates a backup of the database, lists earlier backups and lets you download or delete them.

The backup contains the database only. Also copy the folders `user_files`, `logos` and `images` regularly, preferably with your hosting backup.

Restore

Import the downloaded SQL file with phpMyAdmin or the `mysql` command.

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