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Module Overview:

Module Installation

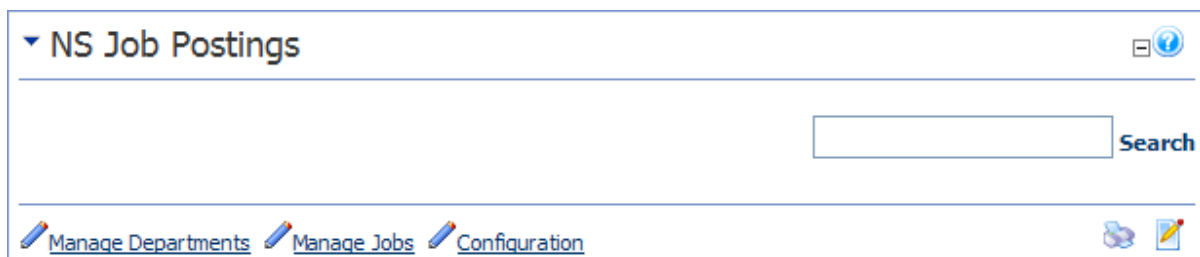
Please follow the regular process of installing DNN modules.

1. Download the module package. The module package has two files: this PDF file and the module package zip file.
2. Login as a host.
3. Click on *Host* and choose *Module Definition*.
4. Choose *Add a Module* or *Upload Module*.
5. Browse to the module zip file on your local desktop and select it.
6. Choose *Update* or *Upload* and wait until the module gets installed.
7. Once the installation process is done you should see the output report of the installation.

Adding the Module to a Page

1. Go to the page you would like to add this module to.
2. Using the top control panel, browse the list of modules to find the NS Job Postings module.
3. Click on *Add*; this should display the screen below.

Note that you can add the same module to other pages, modules will then be independent of each other.



Job postings elements

The Job Postings screen has three links:

1. Manage departments: where you can add, edit or delete departments.
2. Manage Jobs: where you can add, edit or delete specific department jobs.
3. Configuration: where you can edit the basic settings for this module. Examples are:
 - modifying the maximum number of jobs shown under each department, adding a header or footer to the front end and so on.

Manage Departments

Department Title	Tooltip	Active	
Dept1	First Department	<input checked="" type="checkbox"/>	↓ ↕ ✎ ✕
Dept2	Second Department	<input checked="" type="checkbox"/>	↑ ↕ ✎ ✕
<input type="text" value="Insert Your Department Title Here"/>	<input type="text" value="Insert Your Department Tooltip"/>	<input checked="" type="checkbox"/>	+

[Manage Jobs](#) [Job Postings](#) [Configuration](#)

The screen shot above depicts:

- Adding new department: Insert a title and a tooltip (optional – will be displayed to the user when the mouse hovers over the department name) for the department then check or clear the Active check box to indicate the department status. Finally click the plus icon to add the department.
- Editing a department: Click the pen icon then edit the name, tooltip and/or the status of the department. Click the Save button when you're done to save your changes.
- Deleting a department: click the X icon to delete the department. Note that deleting a department will also remove all the department's jobs.
- Changing department display order: Use the up and down arrow icons to change the order of departments being displayed to the users.
- Department filtering: Use the radio buttons on top to show only the Active, Inactive or all available departments.

From the Manage Departments page above, you can also click the designated links to Manage Jobs, Job Postings (the front end view) and Configuration.

Manage Jobs

[Manage Jobs](#)

Show: Active Inactive All

Departments: All

[+ Add Job](#)

Tip: To Change The Job Order You Must First Select The Specified Department From The Departments DropDown List.

[Manage Departments](#) [Job Postings](#) [Configuration](#)

After adding departments, you can begin adding jobs to these departments.

- To add a job, click the Add Job link; the screen below will be displayed.


The screenshot shows a web form titled "Add/Edit Job". The form has the following fields and controls:

- Title:** Text input field containing "Job1".
- Code:** Text input field containing "AB1".
- Department:** Dropdown menu with "Select a Department" selected.
- Tooltip:** Text input field.
- Status:** Dropdown menu with "Opened" selected.
- Starting Date:** Text input field containing "1/21/2008" with a "Calendar" link.
- Expiration Date:** Text input field containing "1/21/2008" with a "Calendar" link.
- Details:** A rich text editor with a toolbar and a "Basic Text Box" / "Rich Text Editor" toggle.

At the bottom of the form, there are three buttons: "Update", "Cancel", and "Delete". Below the buttons is a navigation bar with links: "Manage Departments", "Manage Jobs", "Job Postings", and "Configuration".







- Enter the following data then hit update to save your changes:
 - Job title (required).
 - Job code (optional).
 - Select the related department (required).
 - Tooltip; shown when the mouse hovers over the job name (required).
 - Job status; indicates whether or not there is an open vacancy.
 - The starting and ending dates of the job.


- Job details, where you can add more information describing the job. You have the option of typing in a basic or a rich text editor.
- You can also refresh the editor, resulting in the refreshing of all the fields on this page.
- You can cancel the progress on this page, or delete this job if you are editing it.
- At the bottom of this page there are links that enable you to go to Manage Jobs, Manage Departments, Job Postings and Configuration.

▼ **Manage Jobs** 



Show: Active Inactive All Search

Departments: ▼

Title	Department	Tooltip	Status	Start Date	End Date		
Job1	Dept1	the first job of the first department	Opened	01/21/2008	Unlimited		
Job3	Dept1	2nd job of dept1	Opened	01/21/2008	Unlimited		
Job2	Dept2	the first job of the 2nd department	Opened	01/21/2008	Unlimited		

 [Add Job](#)

Tip: To Change The Job Order You Must First Select The Specified Department From The Departments DropDown List.

[Manage Departments](#)  [Job Postings](#)  [Configuration](#)

- You can edit a job from the Manage Jobs page where all the jobs are displayed.
- To edit any of the job fields, click the pen icon next to the job. A page similar to that of adding a new job will be displayed with the current data, where you can begin editing and save your changes.
- You can delete a job by clicking the X icon next to it.
- You can filter the available jobs to view the active, inactive or all the available jobs.
- You can show all jobs under a specific department by selecting the department from the drop down box.
- You can change the job order displayed to the user by selecting the department from the drop down list then using the arrows to move the job to the desired position.

Manage Jobs ?

Show: Active Inactive All Search

Departments: ▼

Title	Department	Tooltip	Status	Start Date	End Date	
Job1	Dept1	the first job of the first department	Opened	01/21/2008	Unlimited	↓
Job3	Dept1	2nd job of dept1	Opened	01/21/2008	Unlimited	↑

[+ Add Job](#)

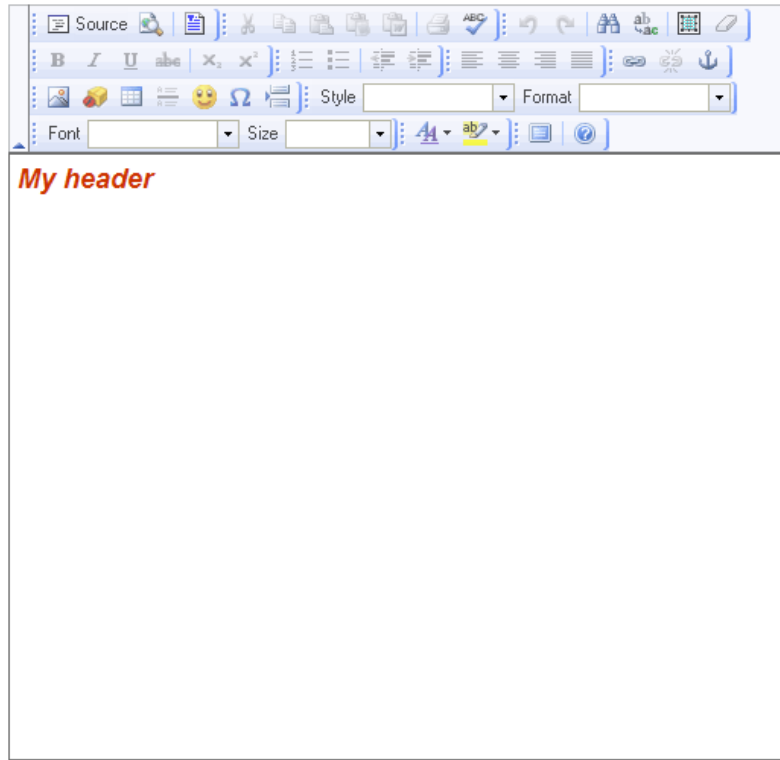
Tip: To Change The Job Order You Must First Select The Specified Department From The Departments DropDown List.

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Tip: For the above box, put the tokens: [CompanyEMail] and [JobTitle] anywhere and they will be replaced by the values entered in this settings section. Keep in mind that these tokens are case sensitive.

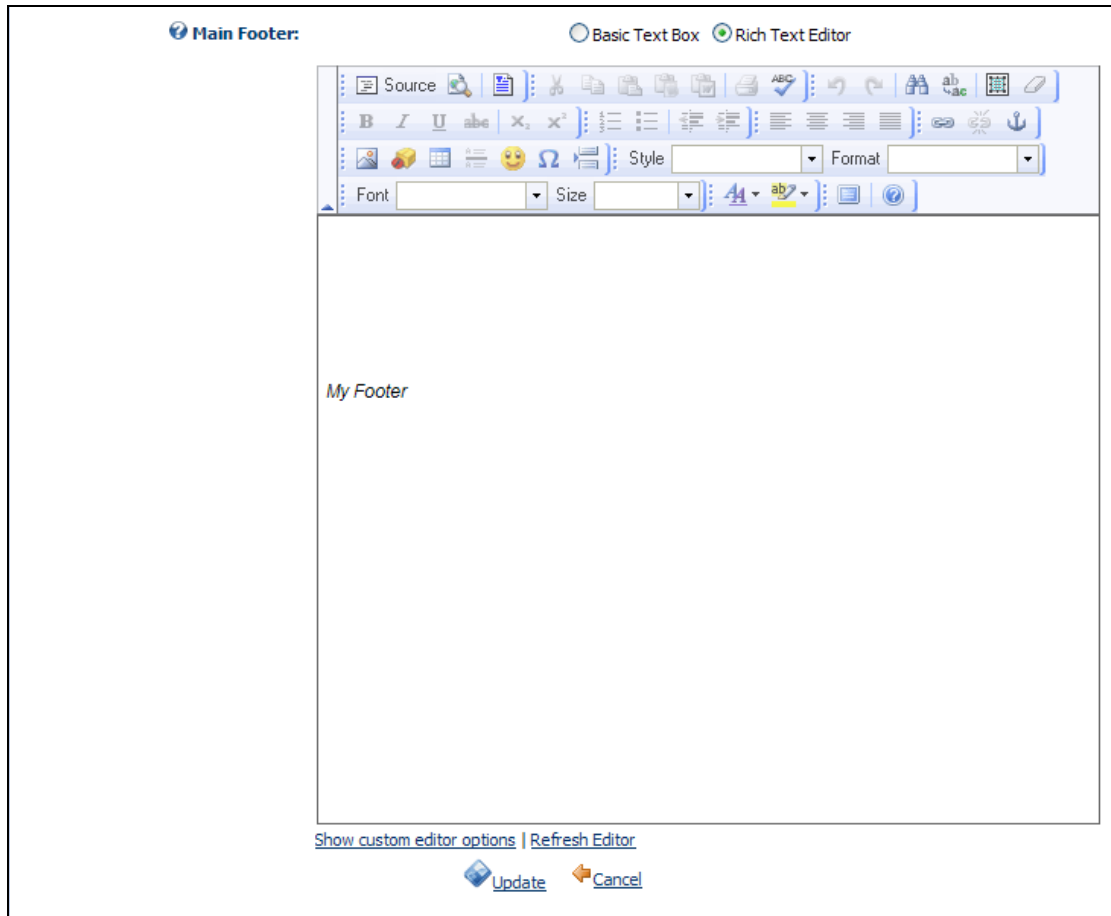
Main Header:

Basic Text Box Rich Text Editor

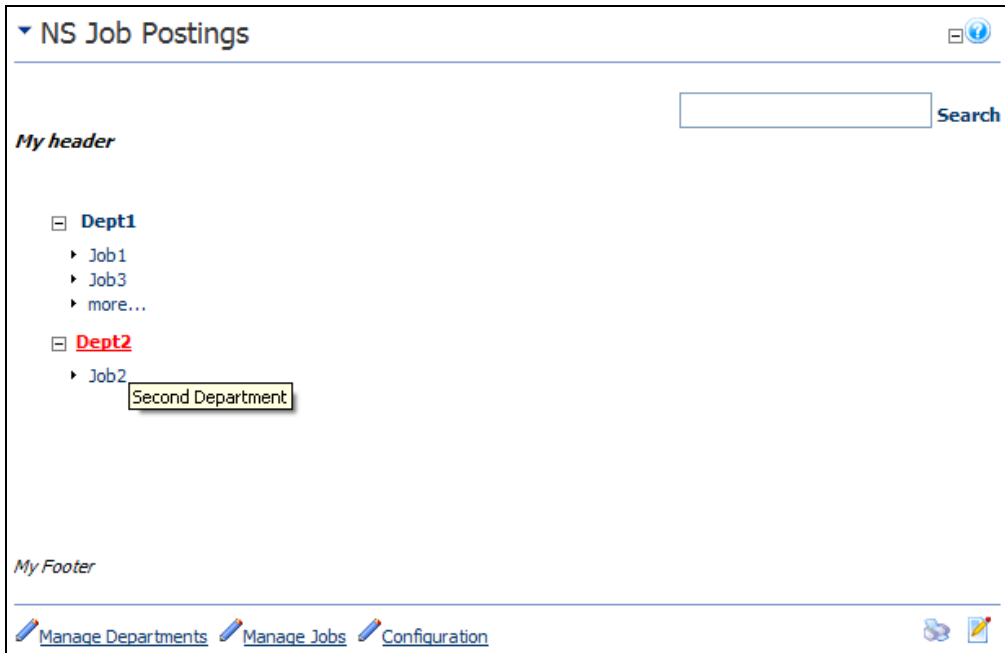


The image shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert. Below the toolbar, there are dropdown menus for font and size, and a 'Style' dropdown. The main text area contains the text 'My header' in a bold, italicized, orange font.

[Show custom editor options](#) | [Refresh Editor](#)



- You can control the number of jobs that are shown under each department. For example you can choose that 5 jobs (the default value) be displayed under the department. Any more jobs will be displayed only after clicking the *More* link, which will show all the jobs for the selected department.



- You can add the company e-mail title and address where the users can send their resume to apply for a job.
- In The Apply Paragraph box, you can add a paragraph including these tokens: [CompanyEMail] and [JobTitle], any where in the paragraph, which will be replaced automatically by the values in company email address field and the job name.
- The company email text will be shown to the users as a link to the company email address



- You can also add a header and footer to the job postings form, which will be shown to the front end users
- You can also edit the configuration of this module at any time

Search:

There are 2 search types in this module

- **Front end search:** on the Job Postings page
 - Where the user types the required job title in the search box, then click on Search.
 - If the value in the search box matches any of the available jobs (opened and not date-expired jobs only), the result will be shown as links to these jobs, where he can click on any one of them to view the job details.













- **Back end search:** on the Manage Jobs page:
 - Where you can type the job that you are looking for in the search box, then click on Search
 - Any matched jobs found will be shown on the table. And the result will be shown according to the filter type that you select (for example, if you type just Job in the search box, and select Dept1 from the drop down box of the department, and choose the Active Show option then click on search, all the active jobs in dept1 that match the word "Job" will be listed on the table). See the screen shot below.
 - If there is no result, no table will be shown.
 - Note that you can search for any job available and added in this module, even if it closed or date-expired.


▼ Manage Jobs

Show: Active Inactive All

Job Search

Departments: ▼

Title	Department	Tooltip	Status	Start Date	End Date	
Job1	Dept1	the first job of the first department	Opened	01/21/2008	Unlimited	  
Job3	Dept1	2nd job of dept1	Opened	01/21/2008	Unlimited	   
Job4	Dept1	the 3rd job of dept1	Opened	01/22/2008	Unlimited	  

 [Add Job](#)

Tip: To Change The Job Order You Must First Select The Specified Department From The Departments DropDown List.

 [Manage Departments](#)  [Job Postings](#)  [Configuration](#)