Table of Contents

Admin Tools

The Admin Tools page comprises tiled links to administrative pages.

Initial Configuration Settings

- Configuration Settings (Super Admin only)

  Configuration Settings

  The Configuration Settings page allows you to edit application-wide settings. Some information may already be filled in as a part of the installation process. As these are systemwide settings, it is only possible to edit a configuration setting. Before editing a configuration setting, ensure that you understand the setting's function.

  Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

  View or search configuration settings

Column	Description
Name	Displays the configuration setting's name.
Value	Displays the configuration setting value.
Description	Provides a description of the configuration setting.
Edit	Edit a configuration settings. The Edit Configuration Settings dialog box is displayed.

  Add or edit an image on the homepage

  CareerPortal allows you to customize the image(s) displayed on the homepage. Dimensions are required. Files must be PNG and no larger than 15MB. Okay

Field	Description
Add Images	An image upload section is displayed at the bottom of the page including images already uploaded to the application.

  To upload an LEA logo to the CareerPortal Login page, visit the District Administration > Tables > District Logos page.

- Coop Settings (Super Admin only)

  District Settings (Co-op)

The Coop Settings page allows you to manage multiple coops. A list of current districts is displayed in a grid on this page. Columns can be sorted at any time by clicking on a column's heading. You can also search for a district using the Search field.

This page's title and its tiled link on the Admin Tools page will dynamically change to the value typed in the CoopLabel field located on the Configuration Settings page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	**Description**
Add New + or Edit	Open Add New District window.
District (Co-op)	District name.
Active	Select the checkbox if the district (co-op) is active.
Email Domains	Displays the email domains that are associated with this district (co-op).
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

User Management

- Users

Users

The Users page allows you to edit and delete CareerPortal users. A list of all users is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View CareerPortal users

The following CareerPortal user information is displayed on this page. Super Admins can view all users for the coops they administer.

Column	**Description**
Username	Displays the unique user name for each user.
First Name	Displays the user's first name.
Last Name	Display the user's last name.

Column	Description
Email	Displays the user's email address.
UserType	Displays whether the user is an external user, an internal user, or an internal confirmed user. **External** - A user who created an account using an email address with a domain that does not exist on the District Settings (Co-op) page. **Internal** - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page. **Internal Confirmed** - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page, received the CareerPortal Confirmation Email, and confirmed their email address.
Coop	Displays the co-op that the user is registered under. The user is assigned to the appropriate district (co-op) when they create an account using an email address with a domain that exists on the District Settings (Co-op) page. **Note**: A district will not be displayed in the search drop-down field until a user creates an account using an email address with an email domain that is associated with the district.

Edit CareerPortal users

Field	Description
Edit	Opens the Edit Users page.

Delete CareerPortal users

Note: You cannot delete your own user account.

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- User/Group Link

Users Group Link

The Users Groups Link page allows you to create and delete links between users and groups. A list of all linked users and groups is displayed in a grid on this page. See Users to edit or delete users on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link users to groups

Use the Create Links section to create links between users and groups.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Users</td><td>Select a user to link a group to. Click the X to remove a selected user. You can also press BACKSPACE.</td></tr>
<tr><td>Groups</td><td>Select a group to link a user to. Click the X to remove a selected group. You can also press BACKSPACE.
<table>
<tr><td>Applicant</td><td>End User. Anyone who uses the application to search and apply for jobs as well as maintain a personal profile.</td></tr>
<tr><td>Job Poster</td><td>This group gives members the ability to post new jobs. Members of this group should also be members of the Managers Group.</td></tr>
<tr><td>Managers</td><td>Anyone involved in the hiring process. Posts can be shared with these users, such that they can review applicants that have applied for positions which have been shared with them.</td></tr>
<tr><td>Administrators</td><td>Has the same access as a Manager, plus access to some of the Admin Tools.</td></tr>
<tr><td>Super Admin</td><td>This group literally has access to everything.</td></tr>
<tr><td>Developers</td><td>Highest level of access. Reserved for Developers only.</td></tr>
</table></td></tr>
</table>

Field	Description
Clear All	Simultaneously clear the **Users** and **Groups** fields.
Link	Link a user to a group.
Cancel	Return to the previous screen.
Add User +	Add a new user using the Add/Edit Users page. See Add/Edit Users for more information.

View or search user and group links

Use the **Linked Values** section to view and search linked users and groups.

Records Click **Records** to select the number of records to display.

Delete user and group links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

Template Data

- Departments

Departments

The Departments page allows you to add, edit, and delete department information in your organization. A list of existing departments is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a department created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + **or** **Edit**	Open the Department Details window.
Name	The department name.
Description	The department description.
Display Group	The department Display Group. ***WHAT IS THIS AND DOES IT SHOW UP ANYWHERE ELSE?***
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Job Positions

Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a position that is created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit job positions

Job positions are added or edited using the Add New Position window.

Field	Description
Add New +	Open the Add New Position window.
Position Name	The position name.
Description	The position description.
Edit	Edit the position.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Position/Department Link

Position Department Link

The Position Department Link page allows you to create and delete links between job positions and departments. A list of all linked job positions and departments is displayed in a grid on this page. To add, edit, or delete job positions or departments on this grid, see Job Positions or Departments, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link jobs to departments

Use the **Create Links** section to create links between job positions and departments.

Field	Description
Positions	Select the job position to link a department to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Departments	Click **[v]** to select a department to link a job position to. Click the **X** to remove a selected department. You can also press BACKSPACE.

Field	Description
Link	Link the job position(s) to the department(s).
Clear All	Simultaneously clear the Positions and Departments fields.
Cancel	Return to the previous screen.

View or search position and department links

Use the **Linked Values** section to view and search linked job positions and departments.

Delete job and department links

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Requirements (Super Admin only)

Requirements

The Requirements page allows you to create, delete, and edit job requirements associated with specific job positions. A list of existing requirements is displayed in the grid on this page. When you post a job or when you link a job requirement to a job position, you will select a job requirement created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit job requirements

Job requirements are added or edited using the Requirement Details window. All fields are required when adding a job requirement.

Field	Description
Add New+ **or** **Edit**	Open the Requirement Details window.

Delete requirements

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Job/Requirements Link

Job Requirements Link

The Job Requirements Link page allows you to create and delete links between job positions and job requirements. A list of all linked job positions and requirements is displayed in a grid on this page. To add, edit, or delete job positions or job requirements on this grid, see Job Positions and Requirements, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link requirements to jobs

Use the **Create Links** section to create links between job positions and job requirements.

Field	Description
Job Positions	Select a job position to link a requirement to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Requirements	Select a job requirement to link a job position to. Click the **X** to remove a selected requirement. You can also press BACKSPACE.

Field	Description
Link	Link the job(s) to the requirement(s).
Cancel	Clear the information from the two fields.

View or search job and requirement links

Use the **Linked Values** section to view and search linked job positions and requirements.

Delete job and requirement links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

- Email Template

Email Template

Use the Email Template page to view and edit email templates.

In the **records** drop-down menu, select the number of records you would like to view per page.

Field	Description
Record Type	The type of record the template is.
Config Type	The unique name of the configuration type. This is created using the Developer Tools.
Template	The content of the email template.
Edit	Click **Edit** to edit the email template. The Edit Email Content page is displayed.

Form & Question Management

- Form Management

Form Management

The Form Management page allows you to add, edit, and delete forms. Forms are used as an indexing tool to categorize core questions. When a core question is created, a form is associated with it to index the core question. Core questions can then be associated with a specific job position by linking the job position to a specific form. A list of all forms is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + **or** **Edit**	Add or edit a form using the Add New Form window.
Form Name	The form name.
Description	The form description.
Default	Indicates if the form will be used by default when searching applicants (when no form has been previously selected).

Field	Description
Reference Form	Indicates if a form is to be used as a reference form. Reference forms are shown to references provided by the applicant and not the applicants themselves.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Core Questions

Core Questions

The Core Questions page allows you to add, edit, inactivate, and search core questions. Core questions can be customized to fit your organization's need and serve as a way to standardize questions that applicant's answer according to job position. To accomplish this, core questions are associated with forms that are linked to job positions. Core questions also allow applicants to standardize the application process by pre-filling core questions on their Profile Questions page. A list of existing core questions is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit core questions

Field	Description
Add New + or Edit	The Add/Edit a Core Question window will open. Use the Add/Edit a Core Question window to create or edit core questions.

The drag-and-drop feature is available allowing you to change the order of the questions.

Note: Sorting is disabled when filters are in place.

View core questions

Field	Description
Form	Filter by the form.
Group Heading	Filter by the group heading. A group heading is another way to index core questions.
Question	Filter by the question.
Type	Filter by the type of question (e.g., text, Dropdown, Date Selector).
Data Label	Filter by data label (e.g., FirstName, Address, Email, etc.).
Start Date	Filter by start date associated with the specific core question.

Inactivate core questions

Field	Description
Delete	Inactivate a question. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Other functions and features

Documents	View or attach supporting documentation.

- Position/Form Link

Position Form Link

The Position Form Link page allows you to create and delete links between job positions and forms. A list of all linked forms and positions is displayed in a grid on this page. To add, edit, or delete job positions or forms on this grid, see Form Management or Job Positions, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link job positions to forms

Use the **Create Links** section to create links between the fields.

Field	Description
Positions	Select a job position to link a form to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Forms	Select a form to link a job position to. Click the **X** to remove a selected form. You can also press BACKSPACE.

Field	Description
Link	Link the position(s) to one or more forms.
Clear All	Simultaneously clear all links from both fields.
Cancel	Return to the previous screen.

View or search position and form links

Use the **Linked Values** section to view and search linked job positions and forms.

Delete position and form links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

Workflow Management

- Job Approval Workflow

Job Approval Workflow

The Job Approval Workflow page allows you to create the job approval workflow list available when | posting a new job entry. A job approval workflow comprises users who must review and approve a job posting. A list of available job approval workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New+ or Edit	Create or edit a new job approval workflow. The Add/Edit Job Approval Workflow page will open.
Name	Displays job approval workflow names.
Created By	Displays the user who created the job approval workflow.
Create Date	Displays the date and time the job approval workflow was created.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Interview Workflow

Interview Workflow

The Interview Workflow page allows you to define an interview progression (workflow) for interviewing applicants. An interview workflow is assigned to a job posting based on the type of job posting. Interview workflow steps and their order within the workflow are defined using the Add/Edit Interview Workflow page. A list of available interview workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + or Edit	Create or edit an interview workflow. The Add/Edit Interview Workflow page will open.
Name	Displays interview workflow names.
Created By	Displays the user who created the interview workflow.
Create Date	Displays the date and time the interview workflow was created.

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Miscellaneous Settings

- Content Management

Content Management

CareerPortal allows you to change content using predefined content sections throughout the application. One edit is all that it takes to change all predefined content sections. Managing your content sections is facilitated using the Content Management page.

Content sections can be added to multiple pages. Each content section is identified by a Content ID that allows all pages with a particular Content ID to display the same information. All content section edits, deletions, or additions are made using the Content Management page.

At this time, the only content section available is on the homepage.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View content sections

Field	Description
Preview	*With Changes*: Preview content as it appears in its edited state (what your are currently editing). *Current*: Preview content that is currently published. *With Previous Content* Preview content published before the current content.
Content ID	Displays the content ID.
Content Name	Displays the content name.
Content Description	Displays a description of the content.
Publish	Publish or revert your content additions and edits. *Publish Content*: Publish content that is currently in the editor. **Note**: Previously published content is saved and is accessible using the *With Previous Content* option in the **Preview** field. *Rollback Content*: Restore previously published content. Content that is replaced by the revert is moved back into the editor.
Edit	Open the editor on the Edit Content Management page.
Display	Enable or disable content sections. Click ✔ or **X** to enable or disable a content section.

Administrative Reports

- General Usage Report

  General Usage

  The report displays data about how a client's users are using CareerPortal.

  Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
District	The name of the coop or district.
Defined Users	The number of internal users who have accounts.
Users Logins (24hrs)	The number of unique internal users who have logged into CareerPortal in the past 24 hours.
Users Logins (30Days)	The number of unique internal users who have logged into CareerPortal in the past 30 days.
Users Logins (90Days)	The number of unique internal users who have logged into CareerPortal in the past 90 days.
Users No Logins	The number of unique internal users who have never logged into CareerPortal.
Current Jobs	The number of jobs currently posted and not hidden (see the **Job Visibility** field under Step 1 - Position on the Post a Job page for more information).
Applicants 30 Days	The number of job applicants that have been received in the past 30 days.
Jobs Posted 30 Days	The number of jobs that have been posted in the last 30 days. This includes all jobs regardless of whether they have been filled or active.

- API Usage Report

  API Usage Report

  Review API Usage statistics.

- Site Traffic Report

  Site Traffic

  The report displays the number of page views that result from usage of the site. Individual pages are not displayed, rather total usage is displayed. The data is presented in a table as well as graphically.

  Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Quick Traffic Stats

The data is displayed in a table.

Field	Description
Client Name	The client name for which the report is run.
Page Views 1min	The number of page views in the last minute.
Page Views 5min	The number of page views in the last five minutes.
Page Views 60min	The number of page views in the last hour.
Page Views 24hr	The number of page views in the last 24 hours.
Page Views 1wk	The number of page views in the last week.
Page Views Older	The number of page views older than a week.
Page Views Total	The total number of page views.

30 Days Traffic Trend

This graph displays the total amount of traffic on CareerPortal up to 30 days. Use the top graph to zoom in to daily or hourly data. Use the bottom graph to zoom in or out. Click and hold the left mouse button on the place you want to begin or end your focus and drag left or right to a starting or ending time/date.

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