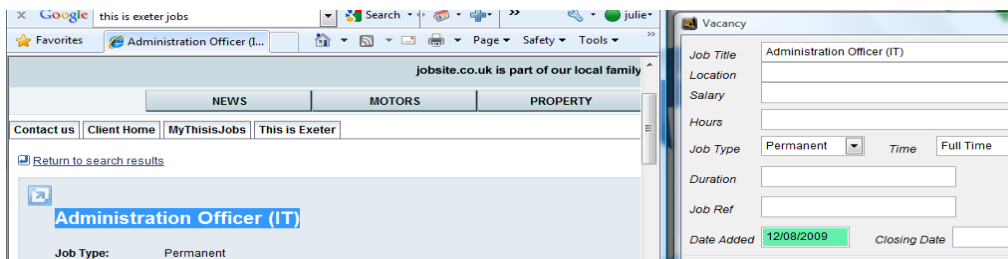




How to Guide

How to enter information in Job Prospector

- ✓ You can type directly into any of the white boxes on the screens.
- ✓ To copy text from another document or from an advert on a website. In the file that you want to copy from, use the mouse pointer to select the information you want to copy and then either
 - Use **Right mouse** click and copy or
 - Press the **Ctrl key on your keyboard plus the “C” key** to copy the selected information.
- ✓ To paste text you have copied. In Job Prospector click the location where you want to insert the information you copied either
 - Use **Right mouse** click and paste or
 - Press the **Ctrl key on your keyboard plus the “V” key** to paste the information.
- ✓ You can also drag & drop information from other documents or websites into the Vacancy, Employer or Agency screens.
- In the file that you want to copy from, use the mouse pointer to highlight the information you want to copy.
- Hold down the left click button on your mouse and drag the text into the box you want to complete.
- Release the mouse and the information will transfer.



- ✓ In Job Prospector, boxes that are green or shaded grey are automatically filled in by the program and you can not enter anything into them yourself.

Employer			
Agency	Target 250		
Application Made	Yes	Application Date	16/11/2009
Interview Arranged	No	Interview Date	
Follow-up Date	27/11/2009		



How to Guide


How to enter information in Job Prospector

- ✓ Boxes with a tab on the side have a drop down menu. Click on the tab to view the options available to you and select the most appropriate option using the cursor.

A screenshot of a web form element. It shows a dropdown menu with a blue tab labeled 'Permanent'. The menu is open, showing three options: 'Permanent' (highlighted in blue), 'Temporary', and 'Contract'.


- ✓ On the New Vacancy screen you will notice this box

A screenshot of a form with two input fields. The top field is labeled 'Employer' and the bottom field is labeled 'Agency'. Both fields are highlighted with a green background, indicating they are active or selected.

When you put your cursor on either green box a magnifying glass symbol appears. 

Clicking on either will enable you to link the vacancy to an existing Employer or Agency you have previously entered or input New Employer or Agency information.

- ✓ On all screens the system automatically saves all the information you have input once you **Save and Close** a screen so you don't have to worry about losing your work. Selecting **Cancel** will delete all your information and close the screen.

- ✓ Please note that the close  button has been disabled on all screens in Job Prospector to prevent you from losing unsaved information. If you want to close a screen without saving any information click 