LESSON 7
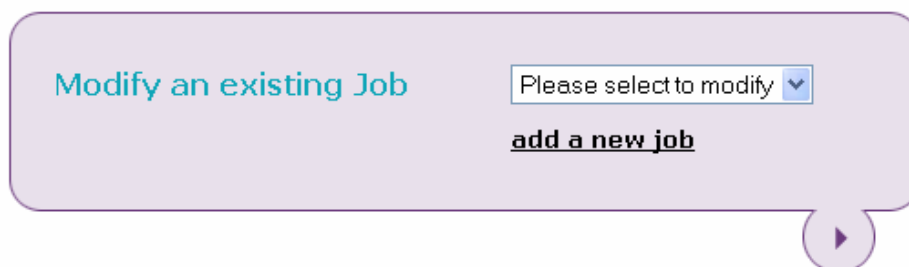
Jobs Module

Once you have logged in, you are presented with the 3 options of 'Create a Site', 'Modify a Site', 'Delete a Site' or 'Modify an Existing Job'.

In the Modify an Existing Job section, there is the option to 'add a new job'. Selecting this will take you to the Add Job template. This works exactly the same as the page templates; you enter your text and then upload to the website.

These fields are compulsory:

- Job Title
- Short Job description
- Place
- Job Type
- Job Sub Type

Other information such as contact details and web links can be added at the bottom of the template, along with a company logo. Information can also be added into the 8 bullet point boxes to be displayed as a bulleted list.

Once you have added your job, click the arrow at the bottom of the form. Your entry will then be added to the job service for the whole of the district community website. Modifications can be made to the job entry by selecting it from the drop down box under 'Modify an Existing Job'.