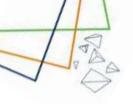




User Manual Jadarat

(Version 1.3)

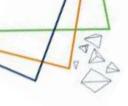






Created By				
Version	Status	Date	Name	
1.0	Created	18/9/2022	Mai Sherif Omar Sami	
1.1	Review	21-9-2022	Hanan Mohamed	
1.2	Updated	17-10-2022	Omar Sami	
1.3	Review	21-10-2022	Hanan Mohamed	







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1. Introduction

1.1. Overview

- This document is a guide to the user
- Detailed Steps of the system are provided





2. About the System

2.1. The main functionality

- User Profile
- Public Sector Jobs
- Private Sector Jobs

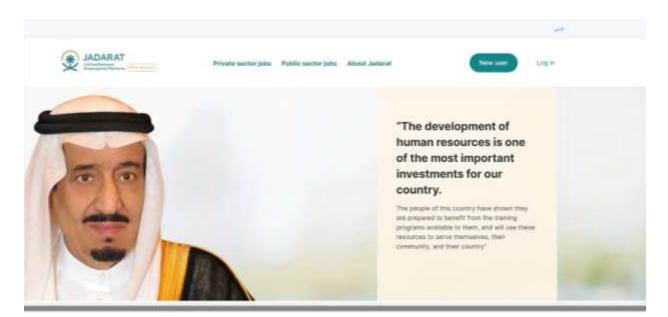




3. Login Screen

3.1. Steps

The User searches for Unified National Employment Platform



Then the user clicks on the "Log In" button to go to the login Screen

1

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The user enters The NIN and password then clicks on "**Submit**" button Then the system navigates the user to the next page



After that the user is logged in successfully



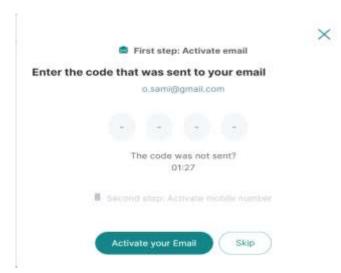


4. Register New Profile

4.1. Basic Information

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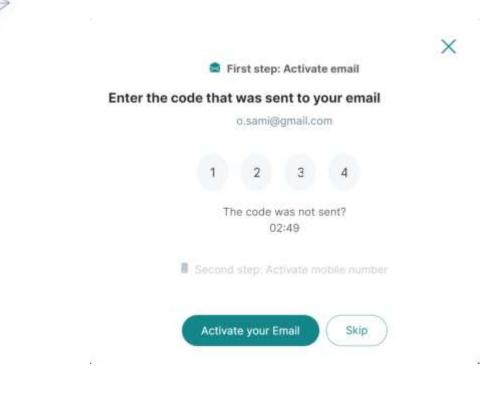
The user enters a data in the fields of Basic information The click on "**Next**" button



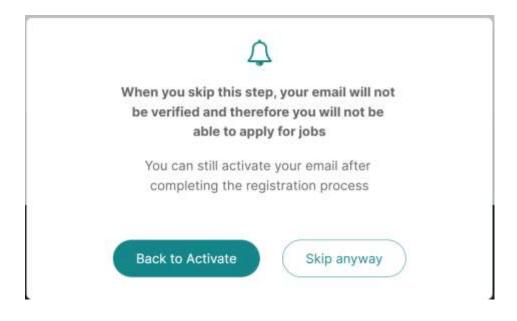
The user enters the OTP that sent on his Email



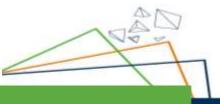




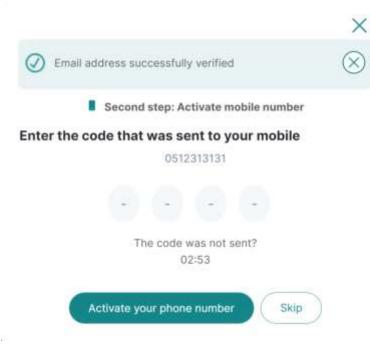
Then the user clicks on "Activate your email" button



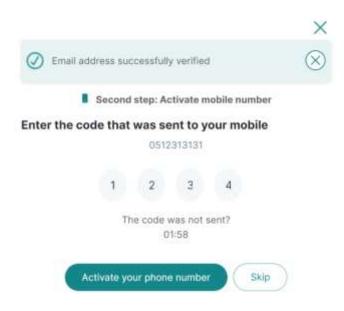
The user can also click on "Skip anyway" button to ignore activating his email



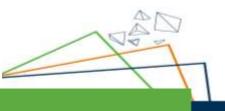




After the user activates his email, he can also enter OTP sent to him on his phone number to activate it



The user enters the OTP then clicks on "Activate your phone number" button







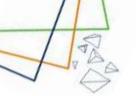
4.2. Education and Certification

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After activating Both phone number and email the user navigate to education and certification the user can click on" **Add new qualification**" button to add new qualification

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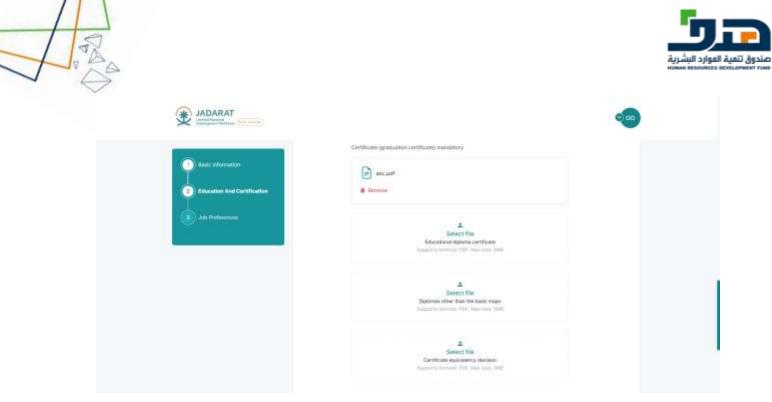






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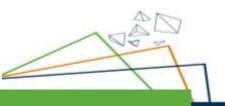


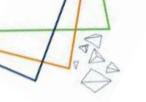


Then the user enters the data of the qualification then click on "Add qualification" button

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The qualification displayed here after click on "add qualification" button Then the user clicks on "**next** "button







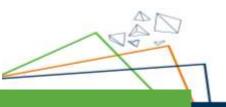
4.3. Job Preferences

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After that the user goes to the section of "Job Preferences " then the user choose his preferences and then click on "**Save**" button

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After registration, the system display" welcome message" ,and asks user "would you like to discover the platform"

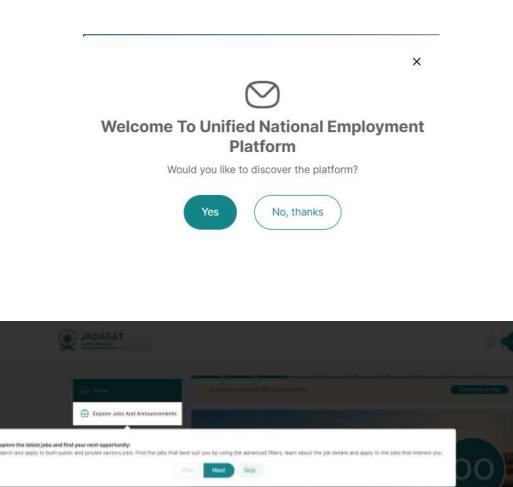




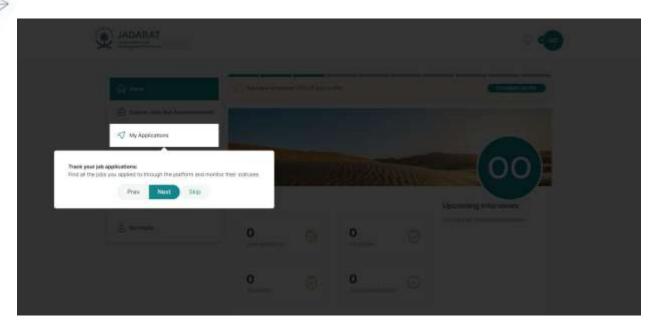
5. Home Page Screen

5.1. Walkthrough

When the user logs in for the first time to the platform, walkthrough guide the user how to use the system







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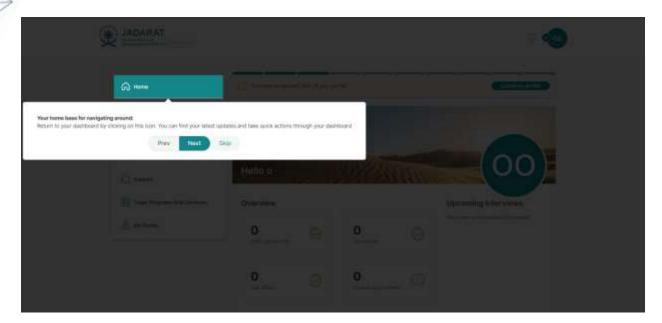


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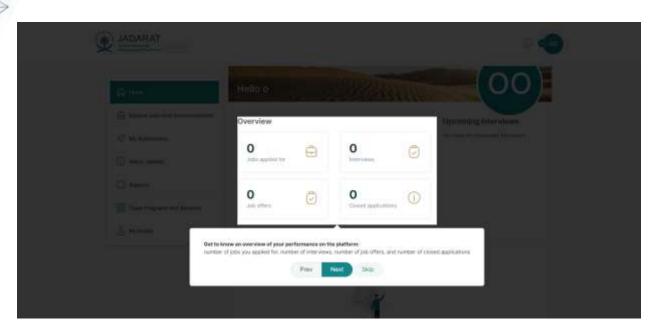


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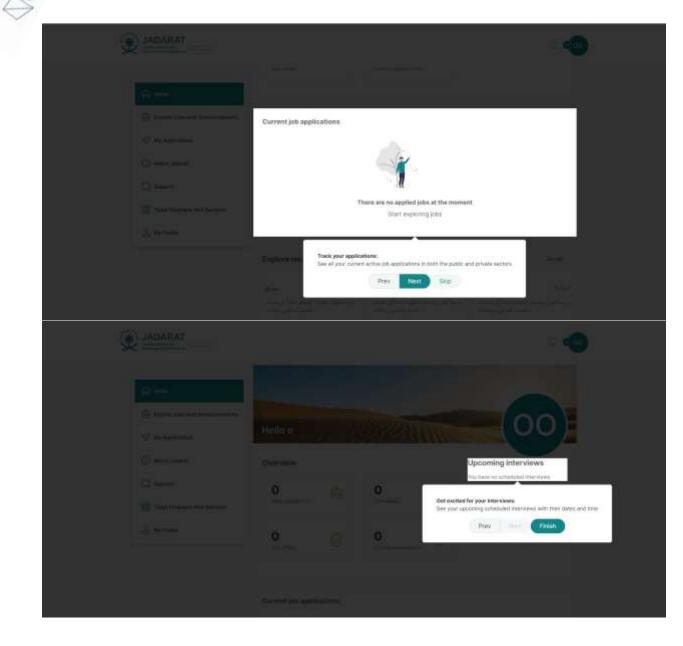






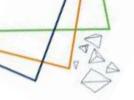
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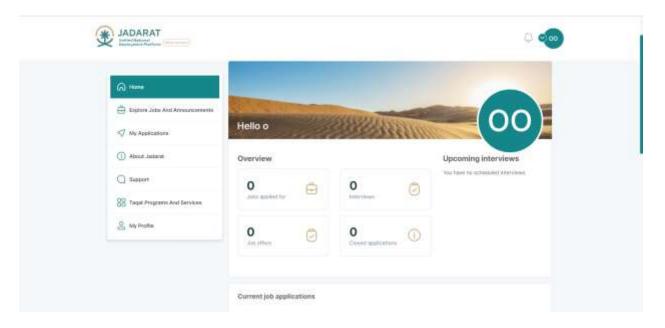




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5.2. Current job applications

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When User first login:

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User doesn't have current job applications





5.3. Overview & Upcoming interviews

When User first login:

User doesn't have interviews yet

User doesn't have (Jobs applied for, Interviews, Job offers, Closed applications)

5.4. Explore recently added jobs and announcements

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Recent jobs added are displayed here, from the private sector and public sector

If user click on "See all "link user will be navigated to Explore Jobs and Announcements Page

If user click on "Apply" button user will be navigated to Job details screen

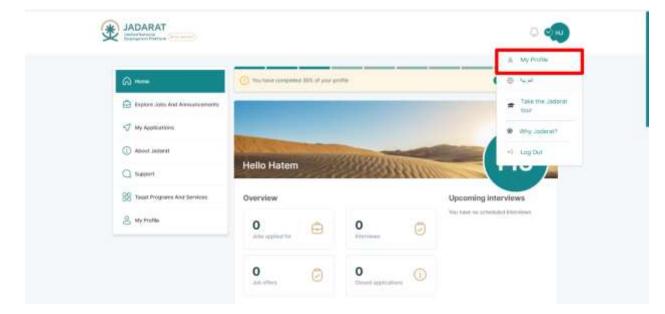




5.5. User Drop Down Menu

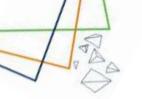
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Through the drop down menu the user can take many actions



The user can go to his profile by clicking on My profile option

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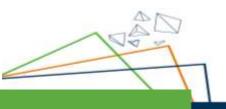
The user can change the language of the system by clicking on" Arabic" Option

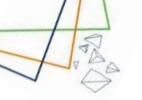
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The user can take a tour (Tutorial) on Jadarat by clicking on "Take the Jadarat tour "

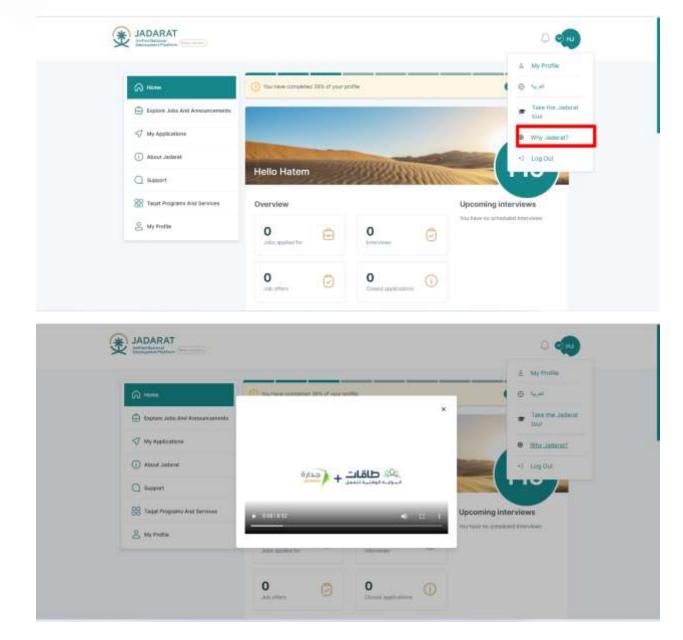
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The user can also view a video that explain what is jadarat by clicking "Why jadarat?"















The user can also log out from the system by clicking on Logout option from

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6. Explore jobs and announcements

6.1. Private Jobs

6.1.1. Filtration

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User can filter by one or more category as:

- 1. Job title
- 2. Employer name
- 3. Major specialization
- 4. Region
- 5. Publish between date
- 6. Minimum salary
- 7. Maximum salary
- 8. City

And click the Apply button to apply filtration

6.1.2. Apply for Private Jobs

Steps

1. Click on Explore jobs and announcements from menu





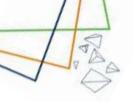


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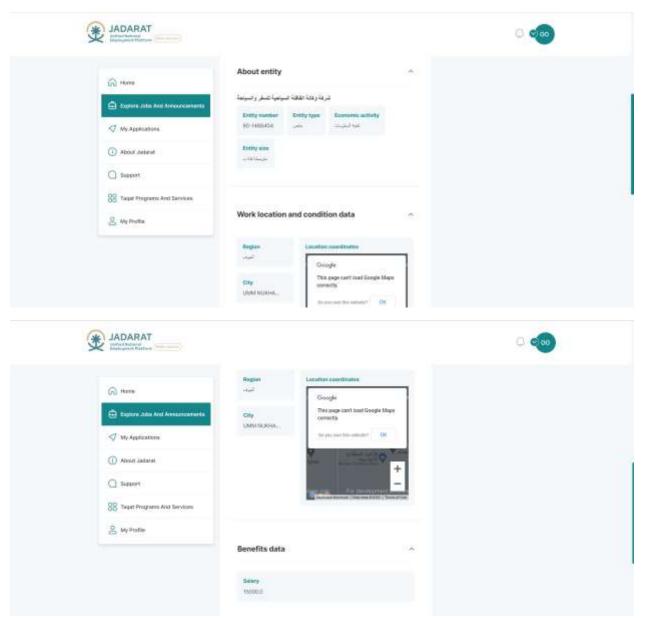
2. Click on **the "Apply**" button or **Job Title** for the job you want to display its Job details

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3. Click on Apply to confirm that you want to apply for this job

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4. A confirmation message displayed that you have successfully applied for this job





6.1.3. Apply for Public Jobs

Steps

- 1. Click on **Explore jobs and announcements** from menu
- 2. Click on **Public Sector** section

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5. Click on **the Apply** button or **Job Title** for the job you want to display Job details

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6. Select Job or more and click on the Apply now button

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After applying for a job click on **My Application** from menu and system displays all applied jobs with its status

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1 Job Application Status is "**Applied**" if beneficiary receives an interview





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- 2 The beneficiary can take the following actions like:
- Confirm interview date
- Edit interview date
- Reject interview date

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3 After clicking on "**confirm interview date**", a confirmation message is displayed





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4 Status is changed to "تمت الموافقة على المقابلة الشخصية"

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5-If beneficiary receives an offer, The beneficiary can take the following actions like:

- Accept job offer
- Edit job offer
- Reject job offer





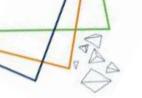
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1 A confirmation message displayed after accepting a job offer

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2 Application status is now changed to **Employed**







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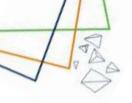
- 1. Job title
- 2. Employer name

And clicking the **Apply** button to apply filtration

Go to Home Page after applying for a job / Accepting interview / Accepting Offer

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Overview section changes depending on action taken on the applied jobs The current job section now contains data with the jobs that the user applied to









8. My Profile

8.1. Personal Information

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Click on My profile tab from the side menu, system display **Personal info**

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In the personal info the user can edit the fields of Calendar type and Disabilities





8.2. Contact Information

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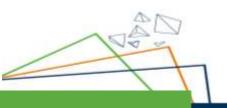


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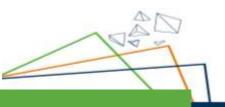


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The user can edit the fields of region and city by clicking on edit button then choose the specific Region and city from the dropdown list then click on **confirm** button







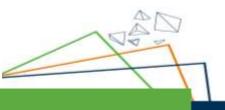
8.3. Professional Skills

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The user can add Experiences, Professional Certificates, Professional Licenses and CV by clicking on + icon

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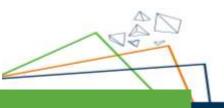


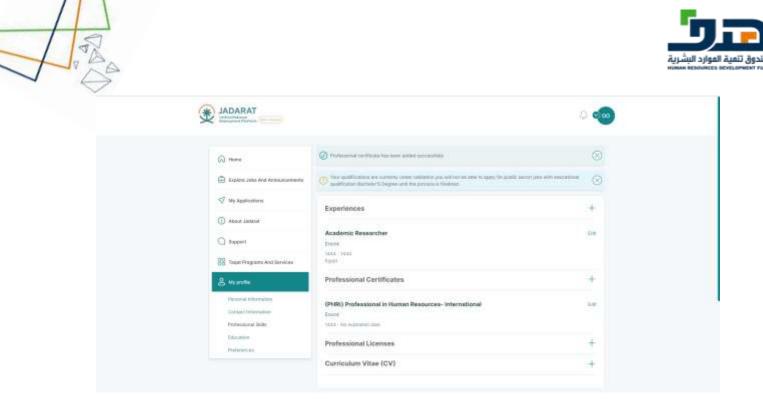
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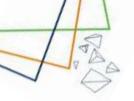


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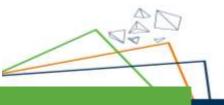
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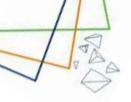
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8.4. Education

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The user can add new qualification by clicking on + icon



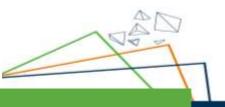




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The user fills in the data then clicks on the add qualification button



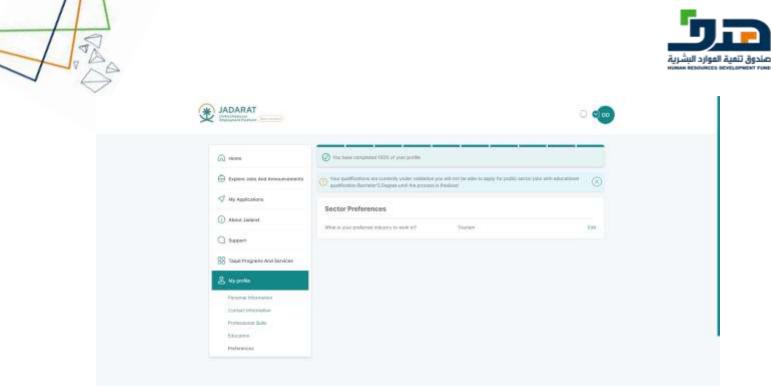
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Beneficiary can add ILETS Score and TOEFL Score by adding a value in the text fields the click on confirm buttons

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8.5. Preferences

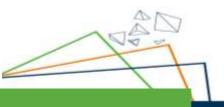




The user can edit preferences by clicking on the edit button

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After editing, the user can click on the **confirm** button

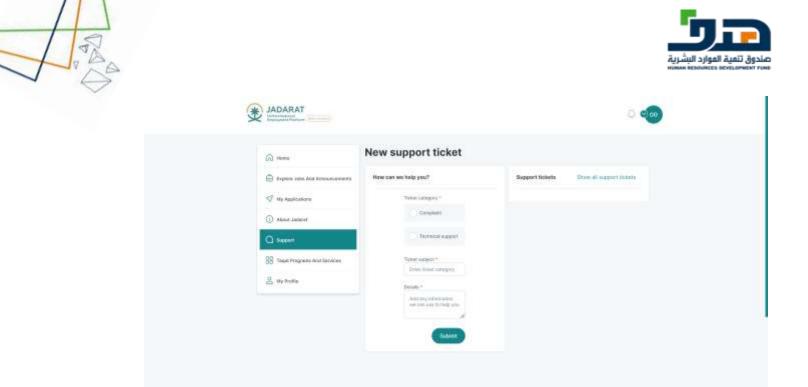




9. Tickets & Support

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The user clicks on Support tab from the side menu, the support page appears with list of Tickets The user can filter the tickets by the Ticket title



The user can add a new support ticket by clicking on the button of Create new support ticket

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The user fills the fields of ticket then click on submit button





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After clicking on the **Submit** button the confirmation message appears and then the ticket submitted successfully and appears in listing screen

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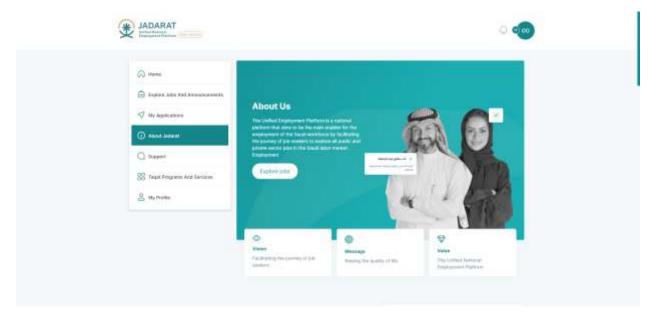


10. About The Jadarat

10.1. About Us displayed to logged in user

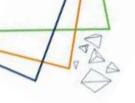
Overview about Jadarat and steps to apply for jobs

Also, all Content and Images of this screen can be managed by CMS by the admin and displayed with the new update to the user

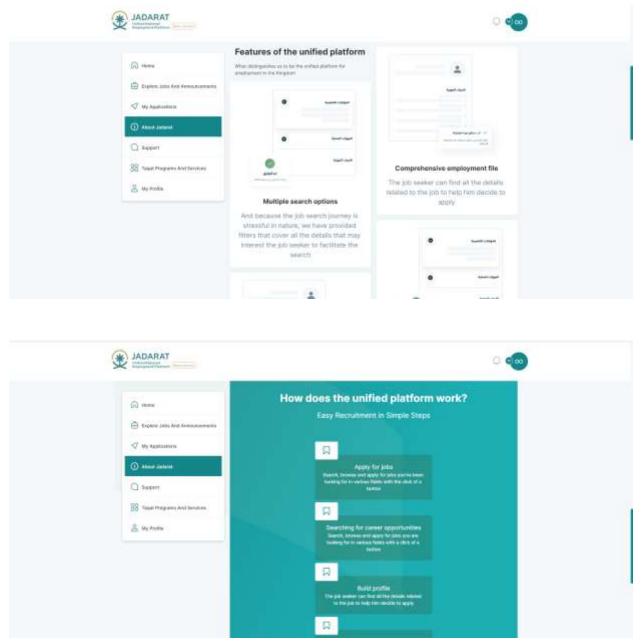


The user clicks on About the Jadarat tab from the side menu









In these screens the user can know more information about Jadarat

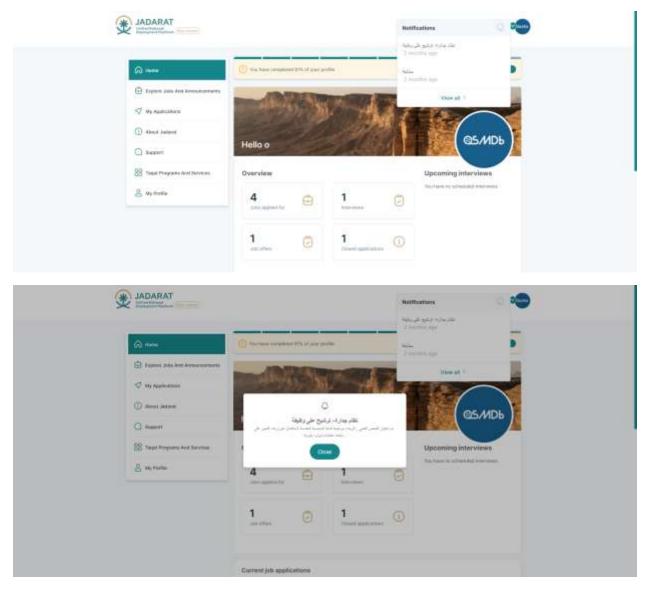




11. Notification

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When there is an interview or offer is sent to the user after applying for a job or accepting the interview



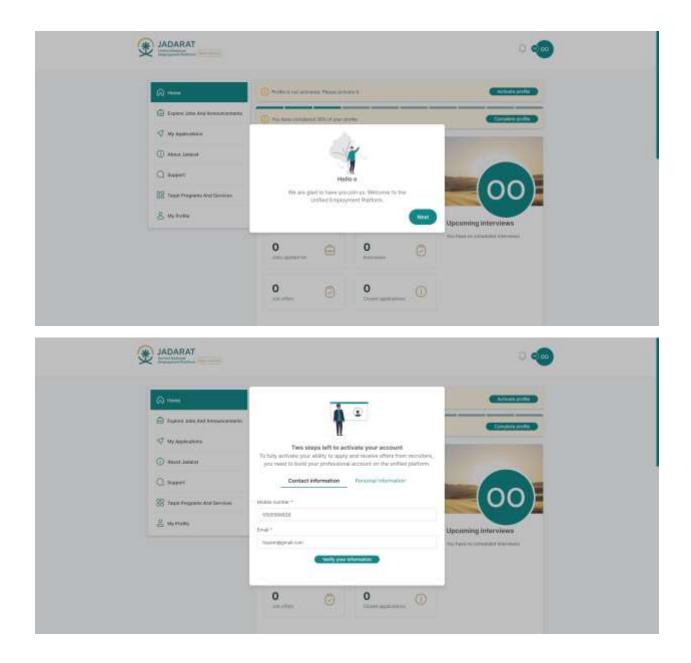
The interview details sent to the user





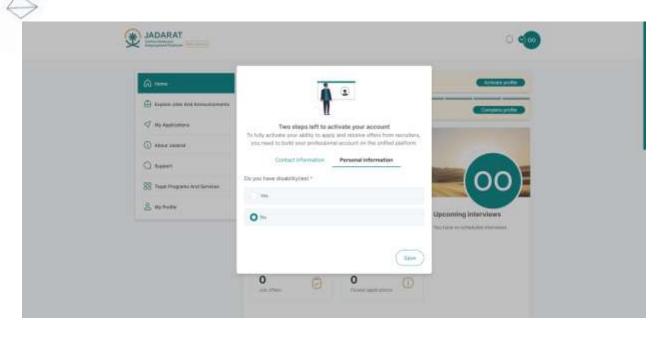
12. Migrated user

NA











4A





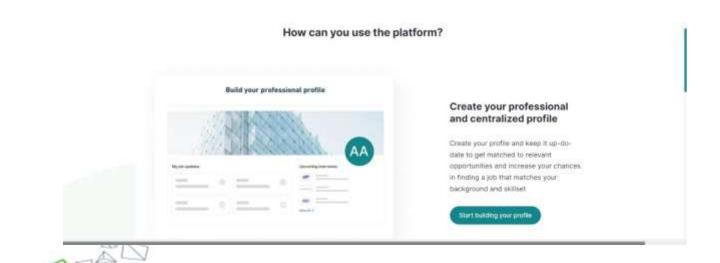
13. Visitor / Anonymous User

13.1. Landing Page

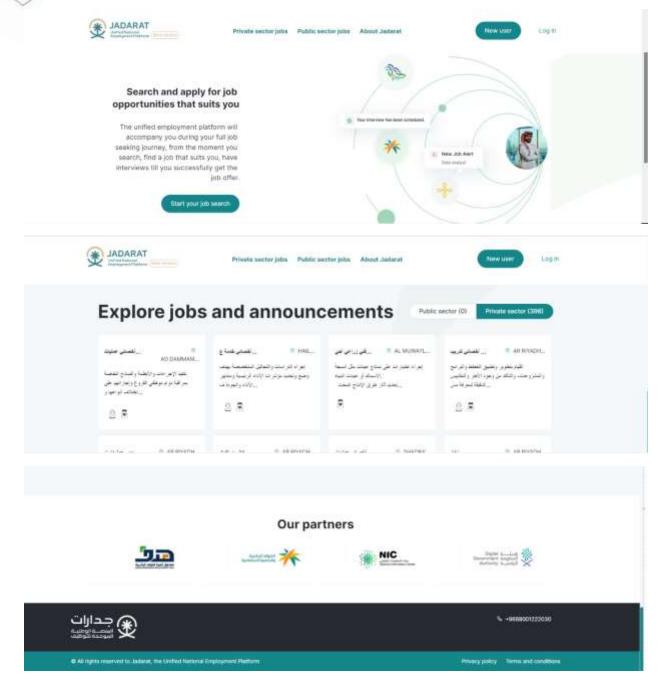
Landing Page is displayed to user before Login and consist of the following sections

- 1. Success Stories
- 2. Our partners in success
- 3. Recent added jobs private sector and public sector but can't apply without registration
- 4. Our partners









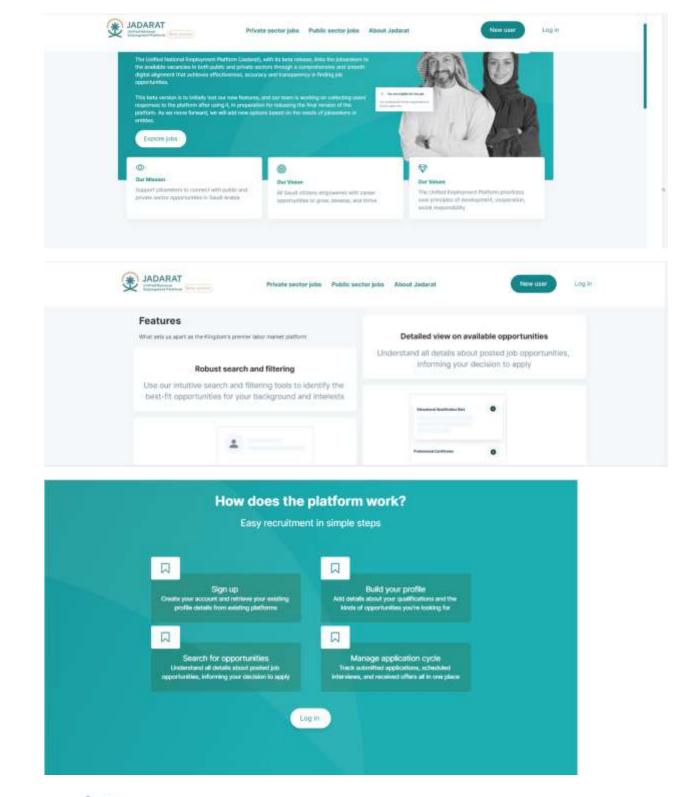
Landing page: Content and Images can be managed by CMS by the admin and displayed with the new update to the user

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13.2. About Us



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13.3. Private Sector Jobs

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The User can see list of private Jobs and when clicking on apply, user is navigating to job details

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And If user click on applies inside the job details, user will navigate to Login screen

13.4. Public Sector Jobs

A List of all public jobs displayed to the user, but he can't apply for any before login







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