

# User Manual

# Jadarat

(Version 1.3)



| Created By |         |            |                         |
|------------|---------|------------|-------------------------|
| Version    | Status  | Date       | Name                    |
| 1.0        | Created | 18/9/2022  | Mai Sherif<br>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           |

## Contents

|   |    |
|---|----|
| 1. Introduction.....                                    | 4  |
| 1.1. Overview.....                                      | 4  |
| 2. About the System .....                               | 5  |
| 2.1. The main functionality .....                       | 5  |
| 3. Login Screen .....                                   | 6  |
| 3.1. Steps.....   | 6  |
| 4. Register New Profile .....                           | 8  |
| 4.1. Basic Information .....                            | 8  |
| 4.2. Education and Certification .....                  | 11 |
| 4.3. Job Preferences.....                               | 14 |
| 5. Home Page Screen.....                                | 15 |
| 5.1. Walkthrough .....                                  | 15 |
| 5.2. Overview & Upcoming interviews .....               | 22 |
| 5.3. Current job applications .....                     | 21 |
| 5.4. Explore recently added jobs and announcements..... | 22 |
| 5.5. User Drop Down Menu .....                          | 23 |
| 6. Explore jobs and announcements .....                 | 27 |
| 6.1. Private Jobs.....                                  | 27 |
| 6.1.1. Filtration.....                                  | 27 |
| 6.1.2. Apply for Private Jobs .....                     | 27 |

|   |    |
|---|----|
| 6.1.3. Apply for Public Jobs.....               | 31 |
| 7. My applications.....                         | 34 |
| 8. My Profile.....                              | 40 |
| 8.1. Personal Information .....                 | 40 |
| 8.2. Contact Information.....                   | 41 |
| 8.3. Professional Skills.....                   | 45 |
| 8.4. Education.....                             | 51 |
| 8.5. Preferences.....                           | 53 |
| 9. Tickets & Support.....                       | 55 |
| 10. About The Jadarat.....                      | 58 |
| 10.1. About Us displayed to logged in user..... | 58 |
| 11. Notification .....                          | 60 |
| 12. Migrated user.....                          | 61 |
| 13. Visitor / Anonymous User .....              | 63 |
| 13.1. Landing Page .....                        | 63 |
| 13.2. About Us .....                            | 65 |
| 13.3. Private Sector Jobs .....                 | 66 |
| 13.4. Public Sector Jobs.....                   | 66 |

# 1. Introduction

## 1.1. Overview

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

## 2. About the System

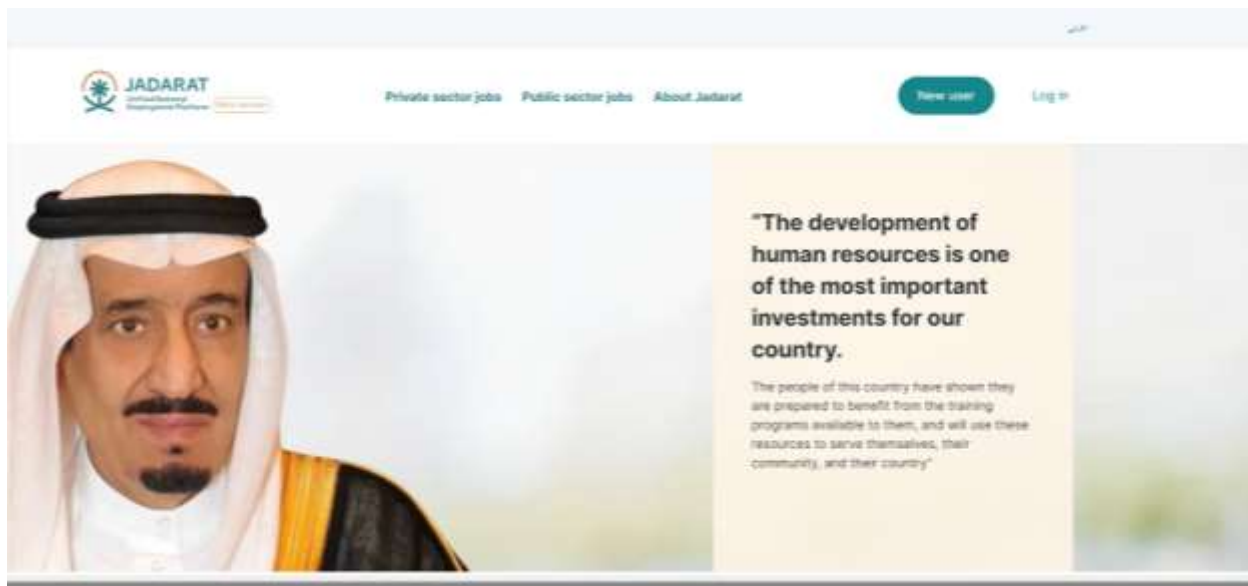
### 2.1. The main functionality

- User Profile
- Public Sector Jobs
- Private Sector Jobs

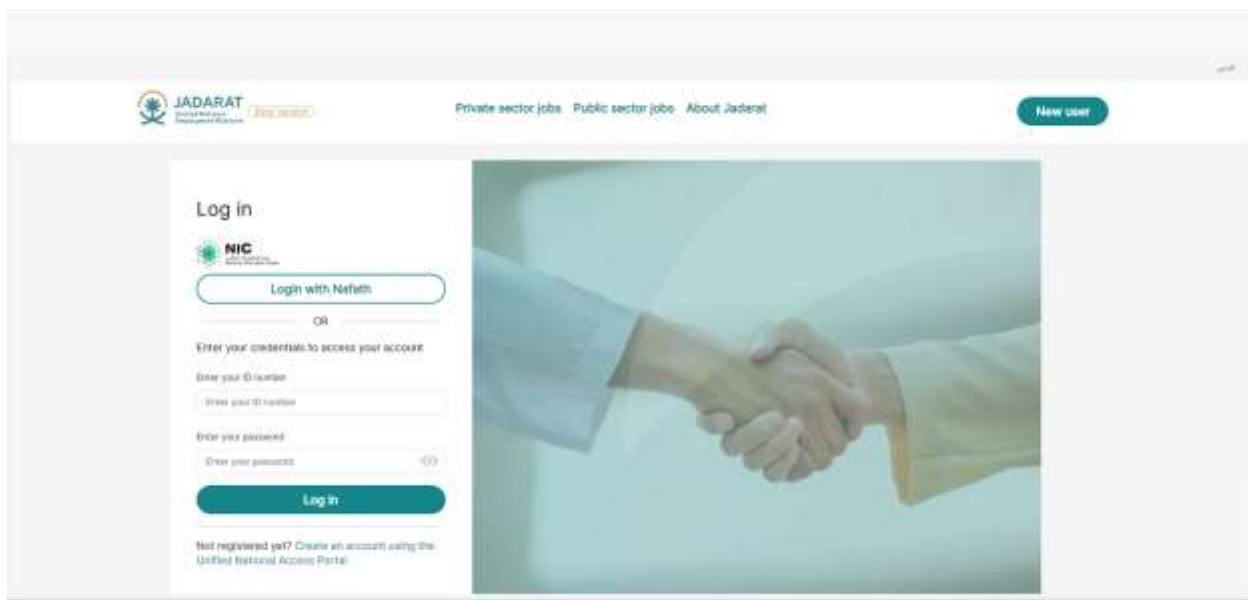
## 3. Login Screen

### 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



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

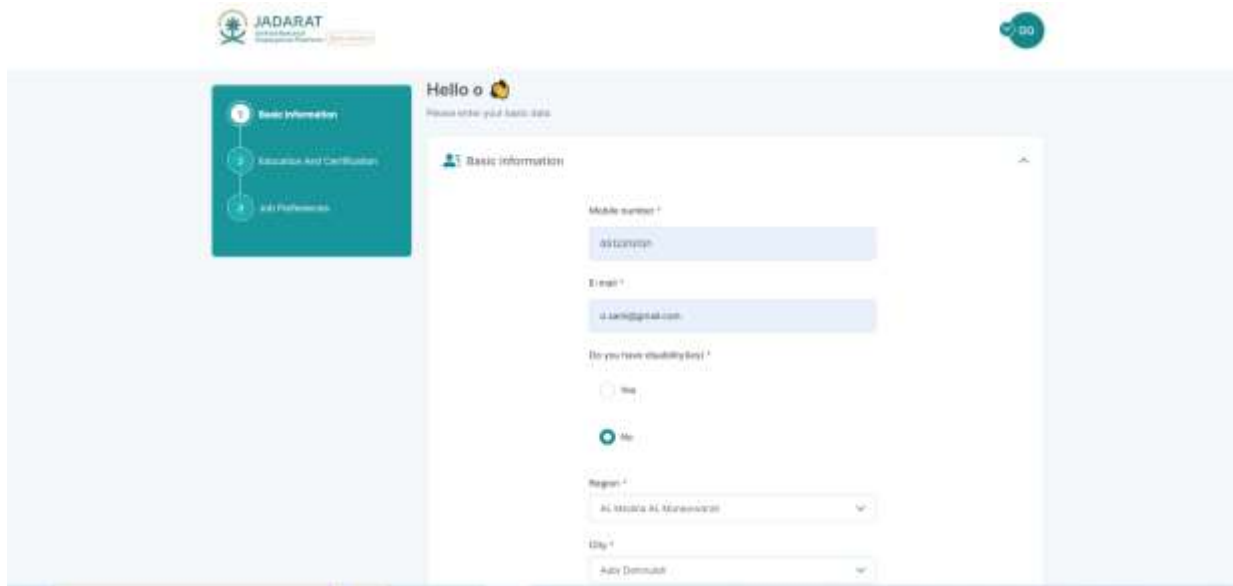


After that the user is logged in successfully

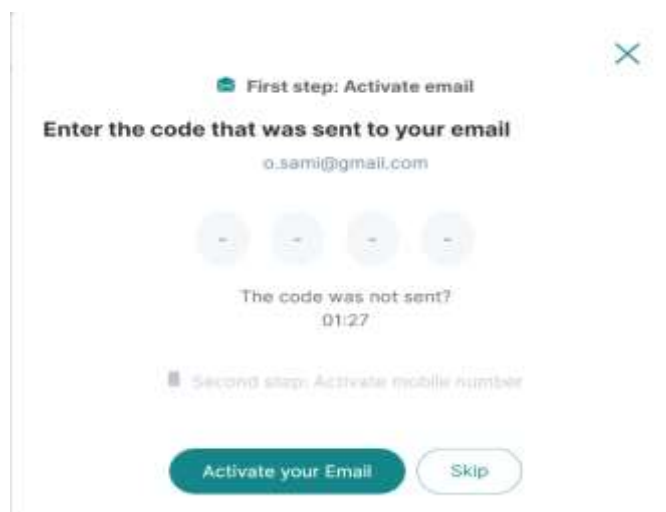


# 4. Register New Profile

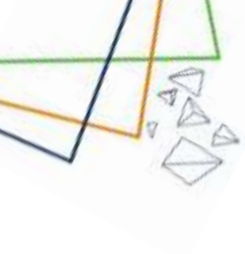
## 4.1. Basic Information



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



✉ First step: Activate email

Enter the code that was sent to your email

o.sami@gmail.com

1

2

3

4

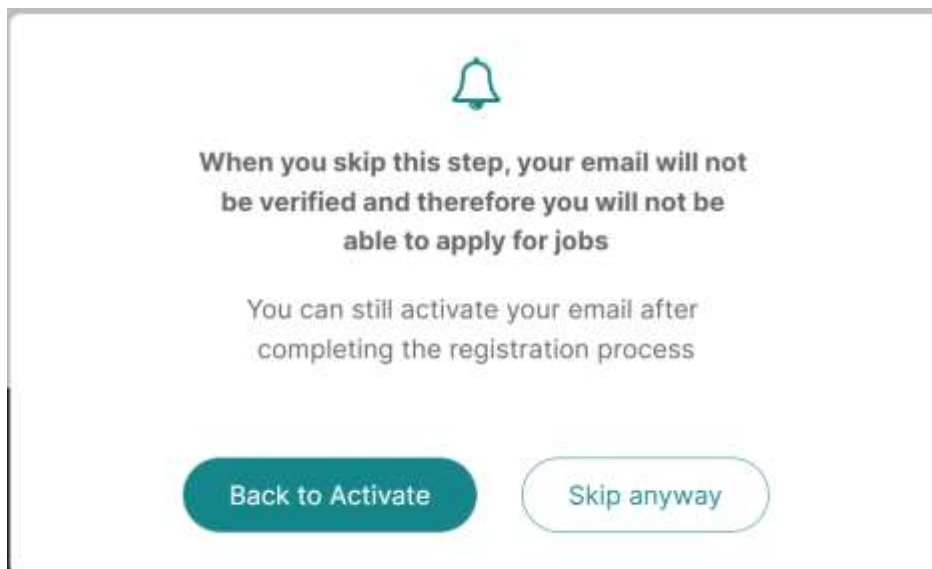
The code was not sent?  
02:49

📱 Second step: Activate mobile number

Activate your Email

Skip

Then the user clicks on “**Activate your email**” button



🔔

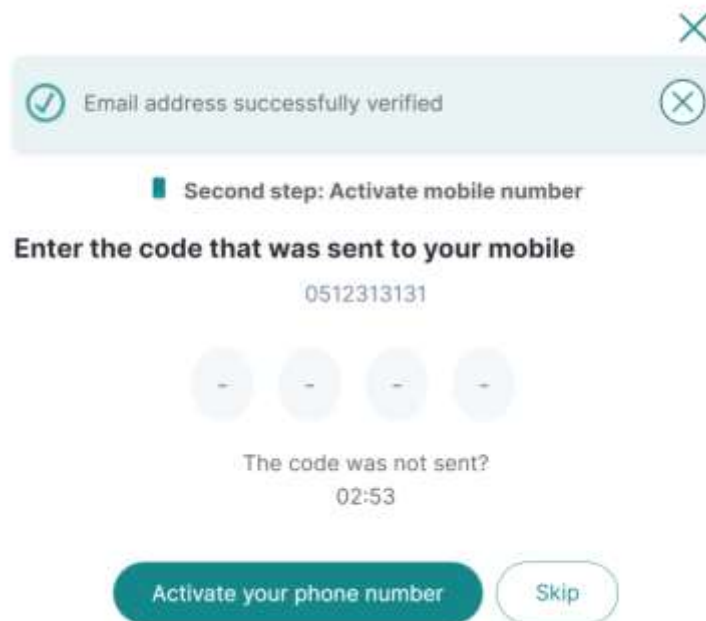
**When you skip this step, your email will not be verified and therefore you will not be able to apply for jobs**

You can still activate your email after completing the registration process

Back to Activate      Skip anyway

The user can also click on “**Skip anyway**” button to ignore activating his email





✓ Email address successfully verified

✕

Second step: Activate mobile number

Enter the code that was sent to your mobile

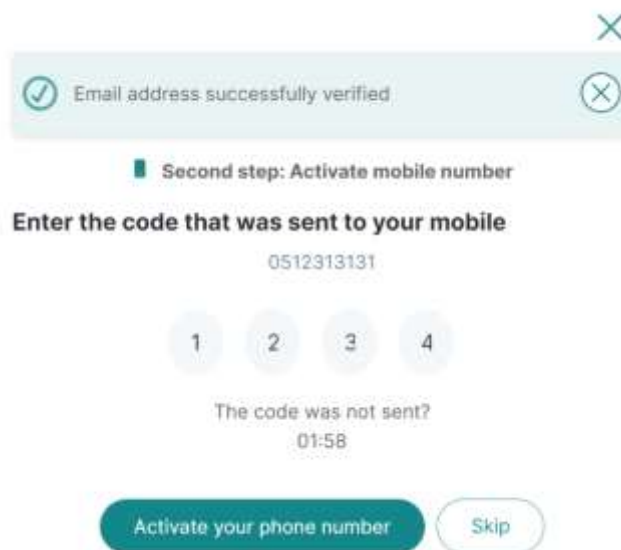
0512313131

— — — —

The code was not sent?  
02:53

Activate your phone number Skip

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



✓ Email address successfully verified

✕

Second step: Activate mobile number

Enter the code that was sent to your mobile

0512313131

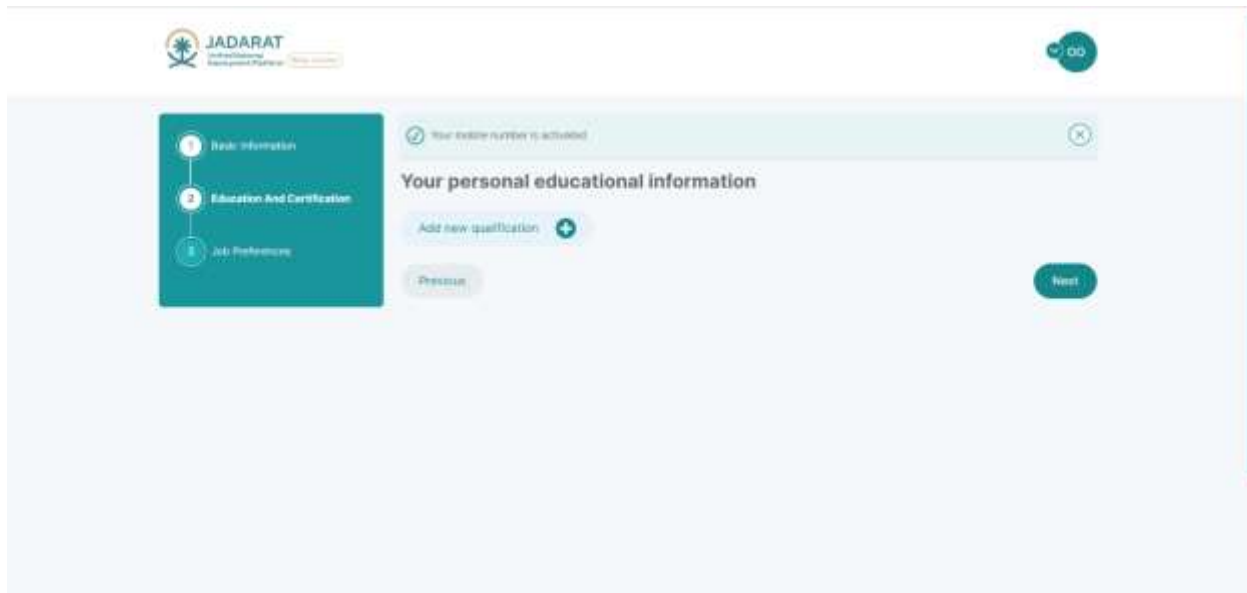
1 2 3 4

The code was not sent?  
01:58

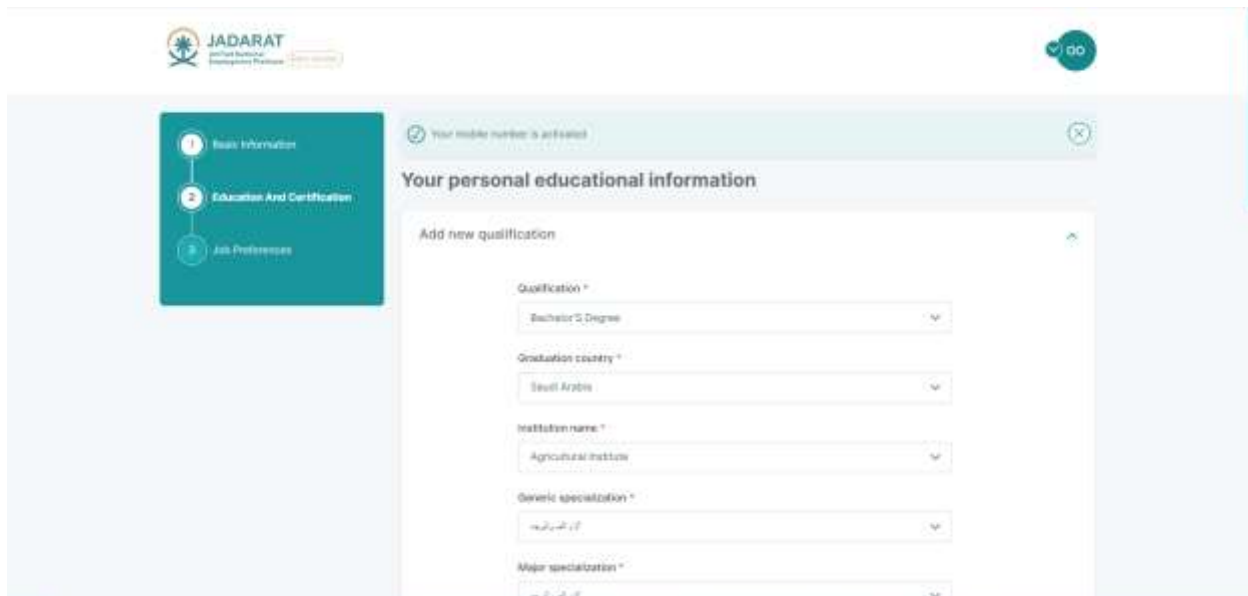
Activate your phone number Skip

The user enters the OTP then clicks on “**Activate your phone number**” button

## 4.2. Education and Certification



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



- 1 Basic Information
- 2 Education And Certification
- 3 Job Preferences

Graduation date \*

1444-09-21

Study type \*

Regular

Affiliation

Results

Standed education

DPA type \*

From 100

DPA \*

99

is qualification pedagogical? \*

- 1 Basic Information
- 2 Education And Certification
- 3 Job Preferences

is qualification pedagogical? \*

Yes

No

Would you like to apply to the public sector with this qualification? \*

Yes

No

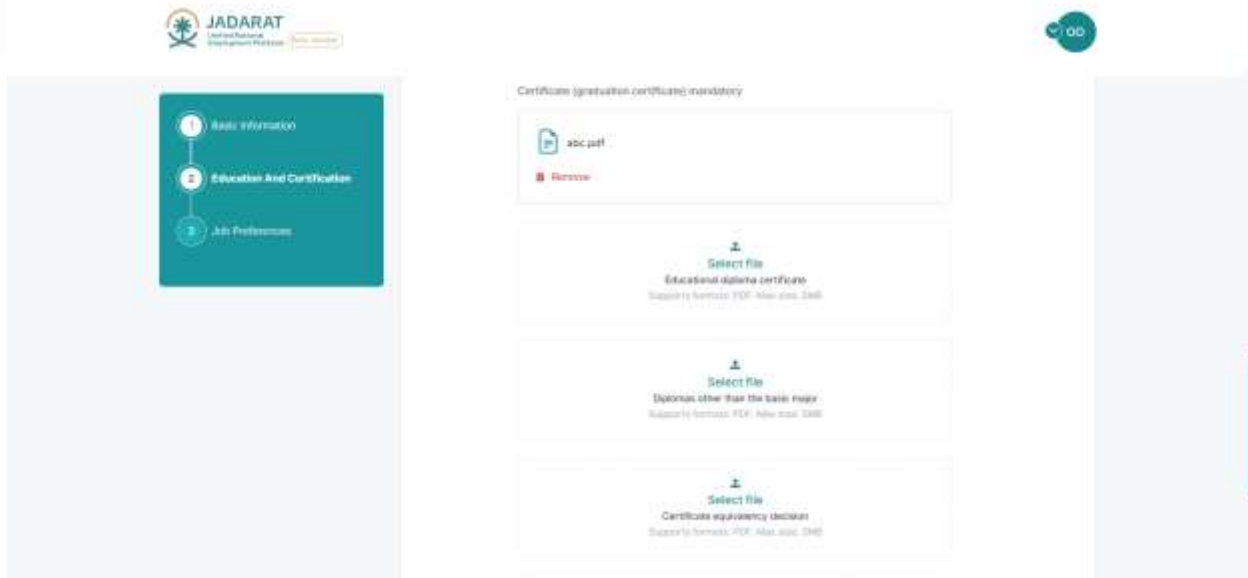
#### Qualification verification

Documenting qualifications is an essential step in applying for public sector jobs

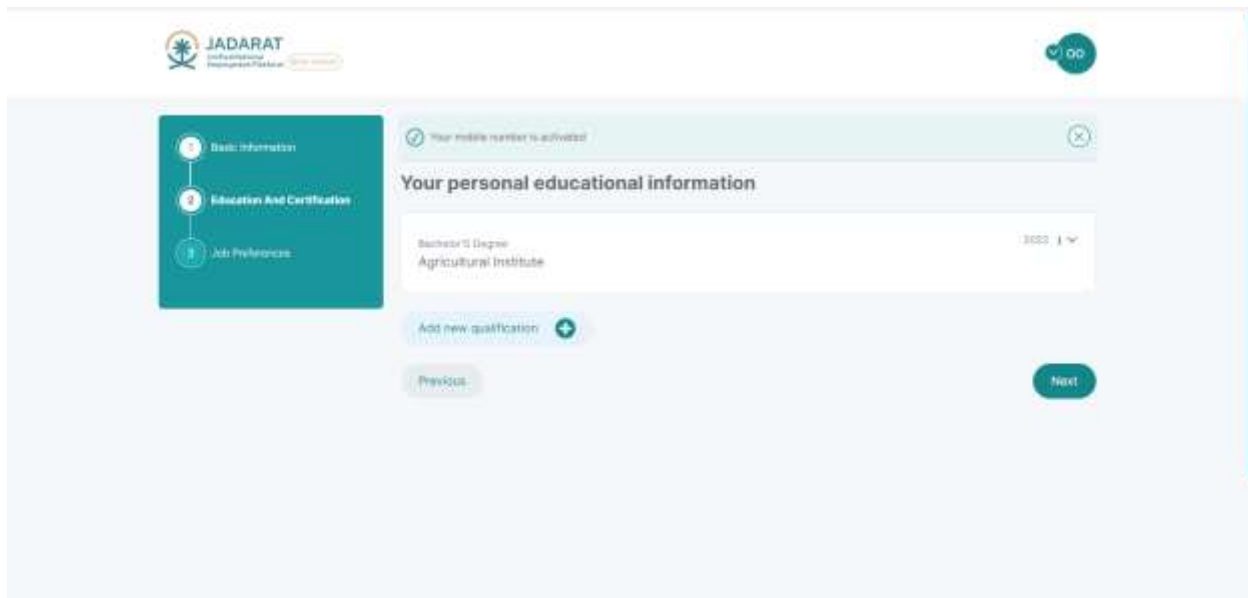
\* Only one qualification for documentation must be selected by the certifier (committee of HRF)

\* After documenting the first certificate of qualification, you can document other qualifications

Certificate (graduation certificate) mandatory

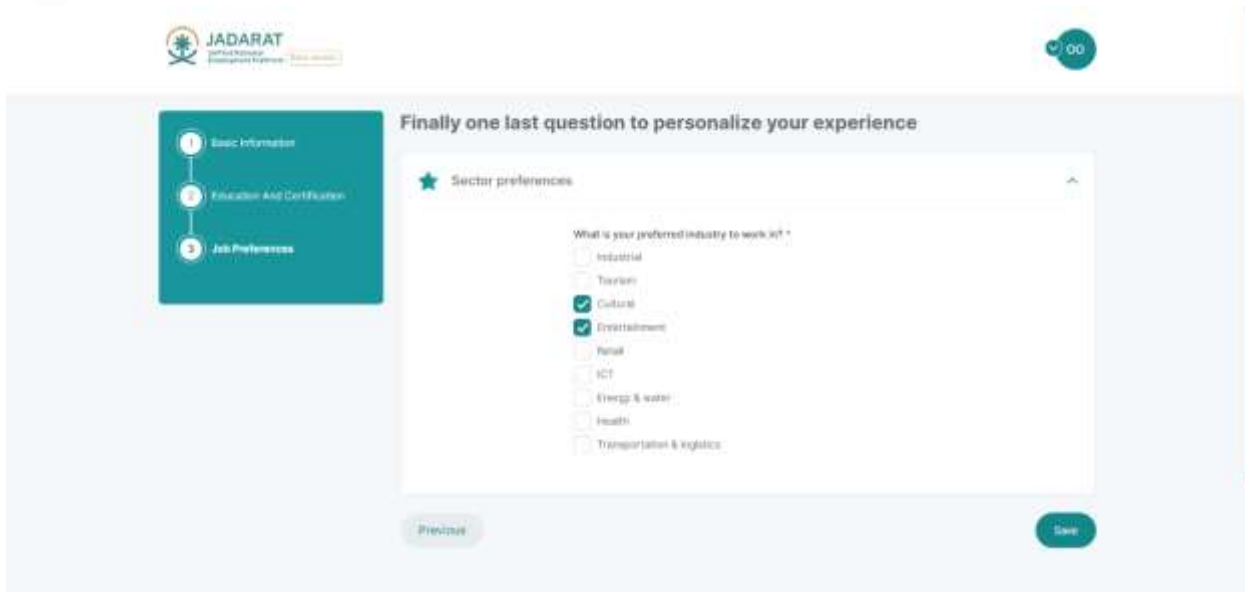


Then the user enters the data of the qualification then click on **“Add qualification”** button

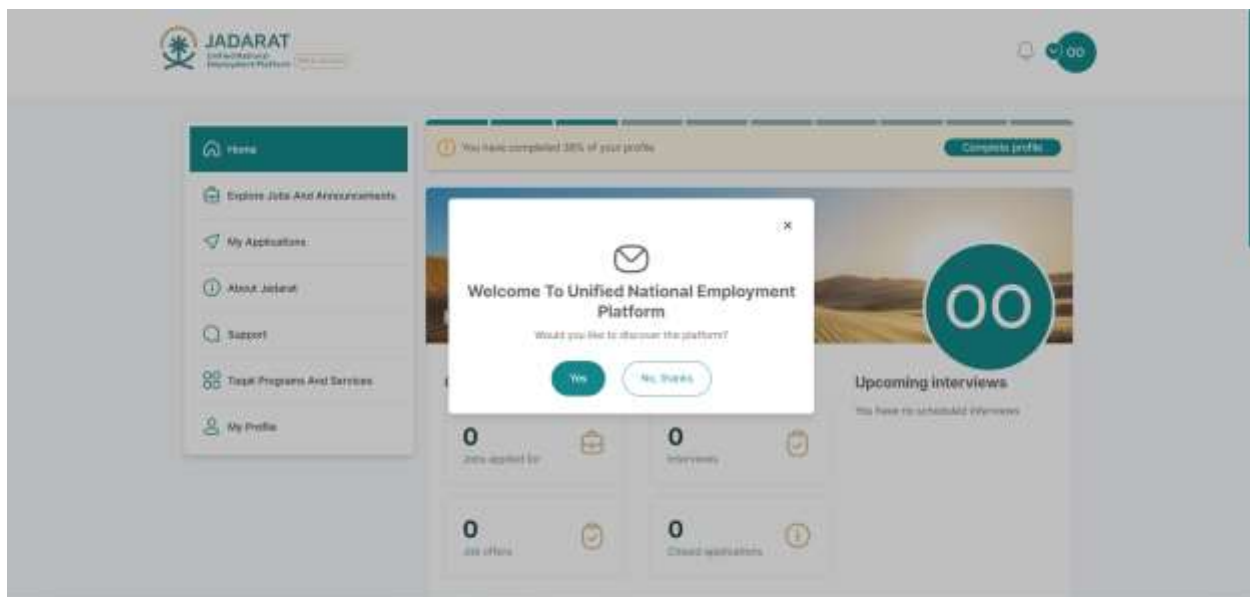


The qualification displayed here after click on **“add qualification”** button  
Then the user clicks on **“next”** button

### 4.3. Job Preferences



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

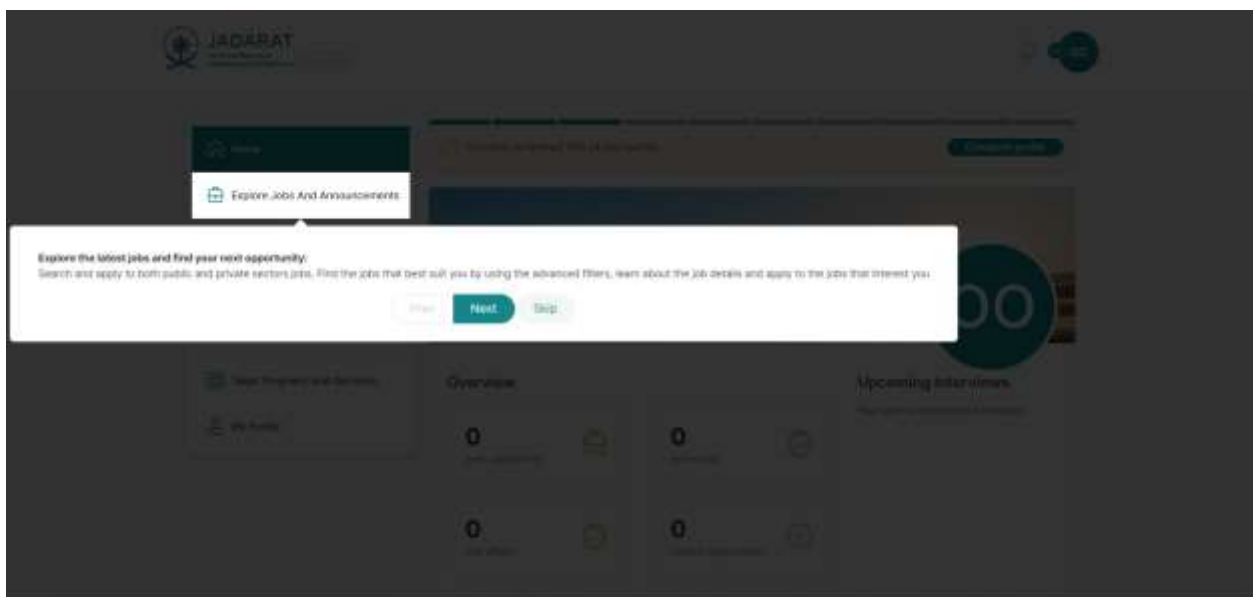
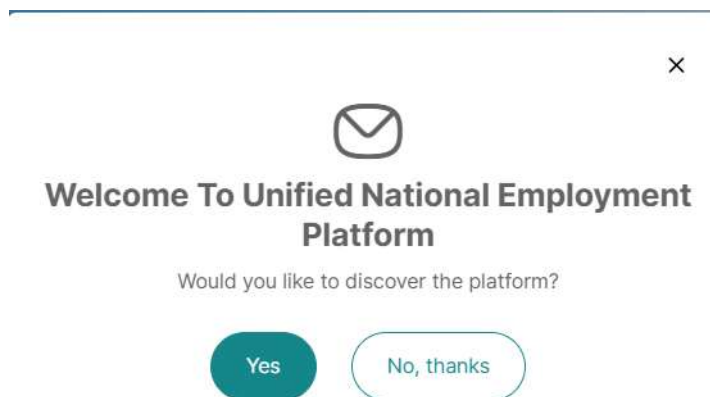


After registration, the system display” welcome message” ,and asks user “would you like to discover the platform”

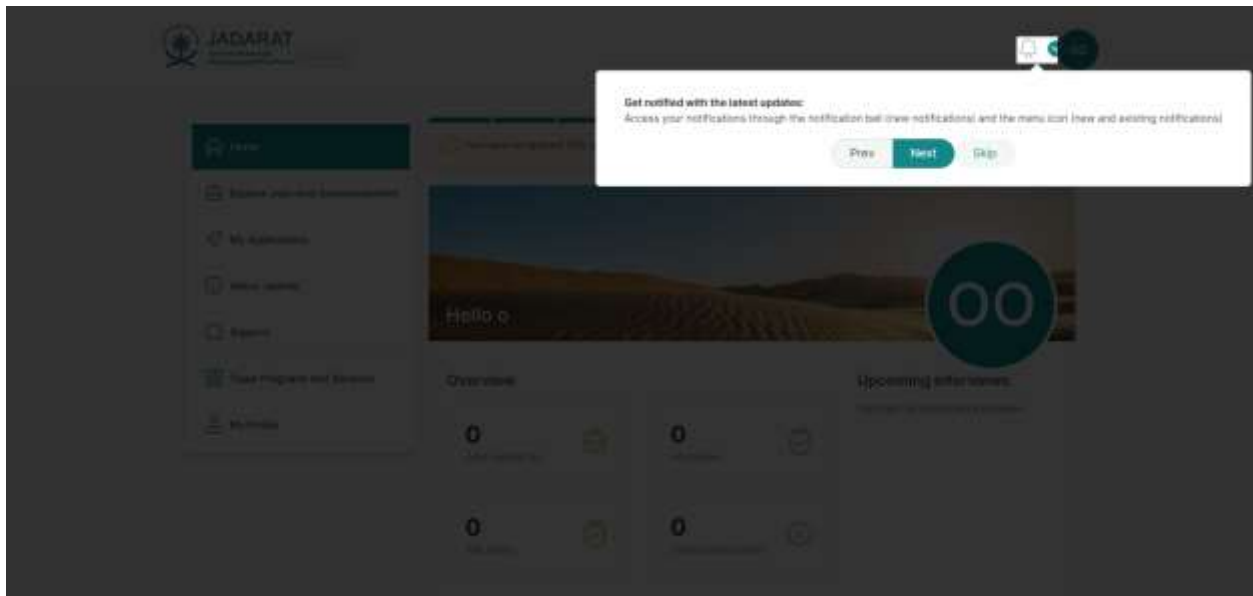
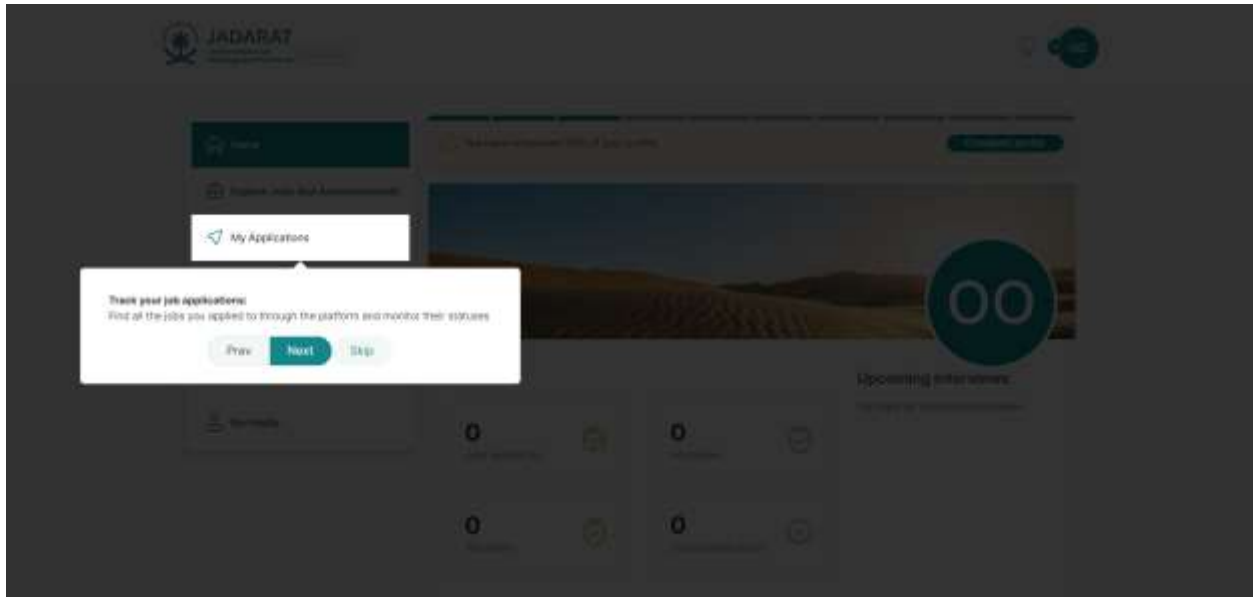
# 5. Home Page Screen

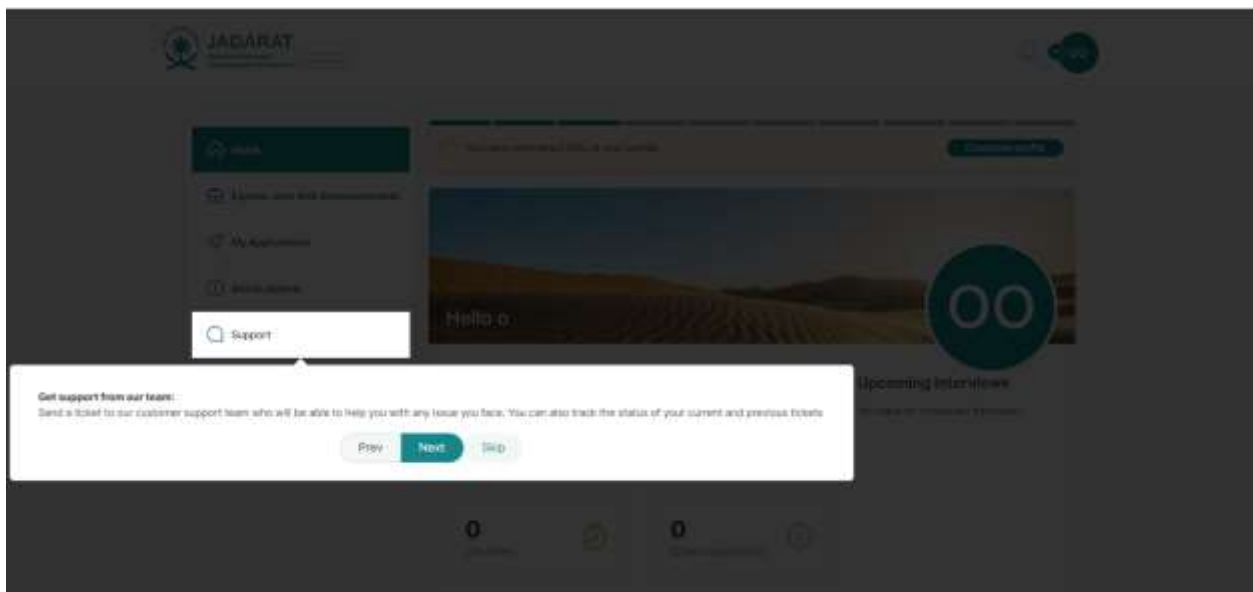
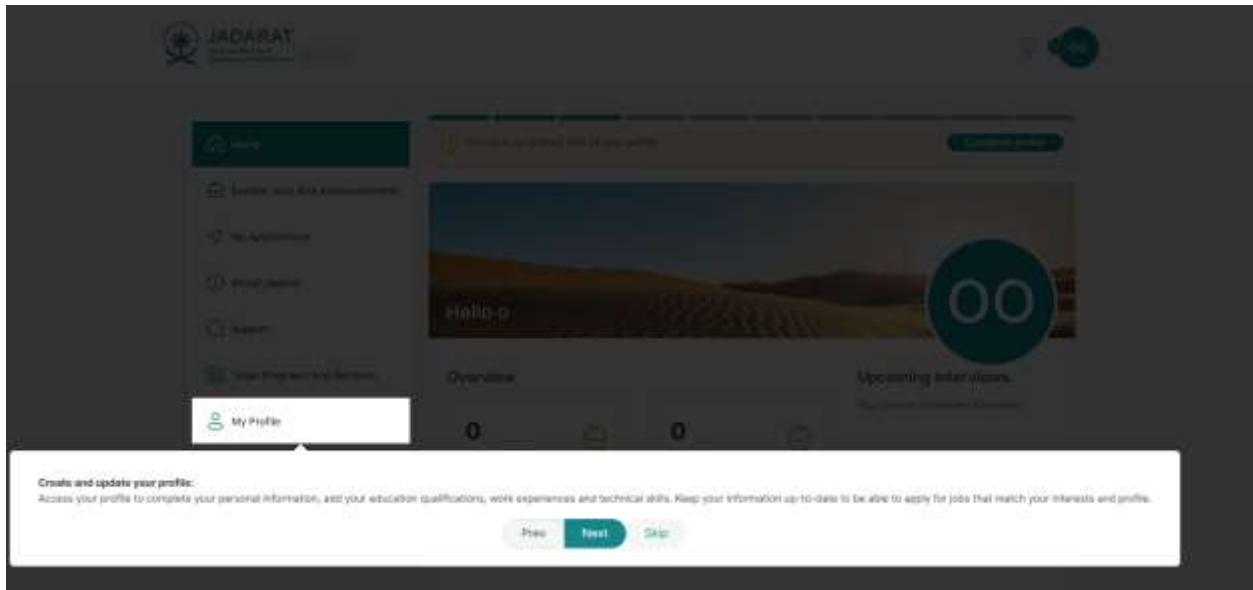
## 5.1. Walkthrough

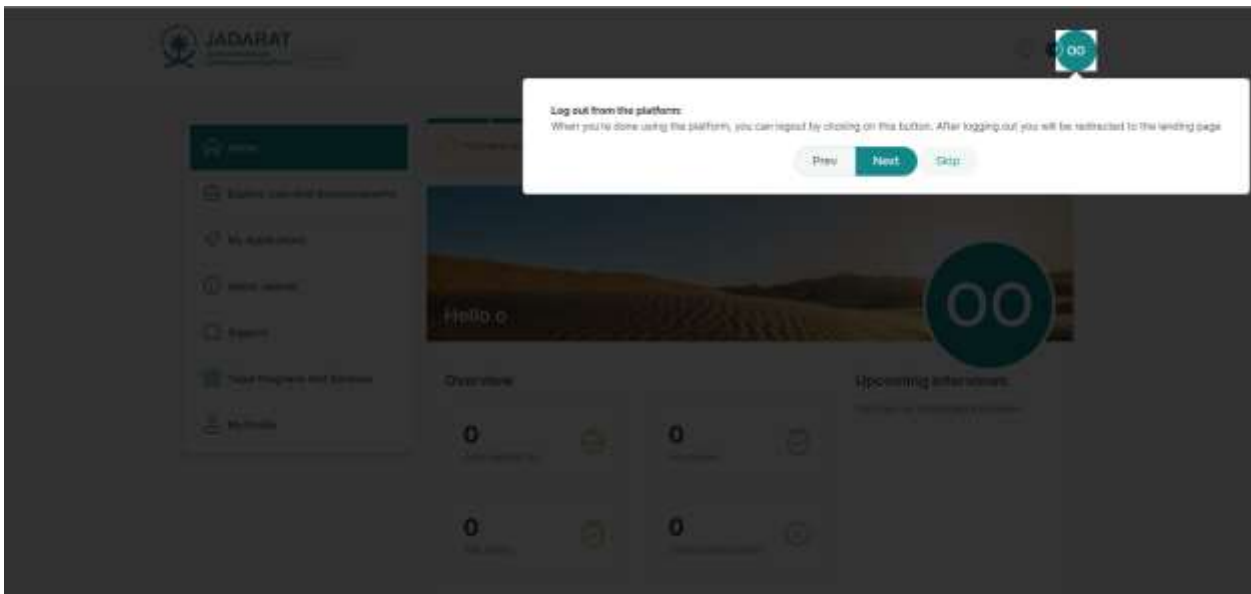
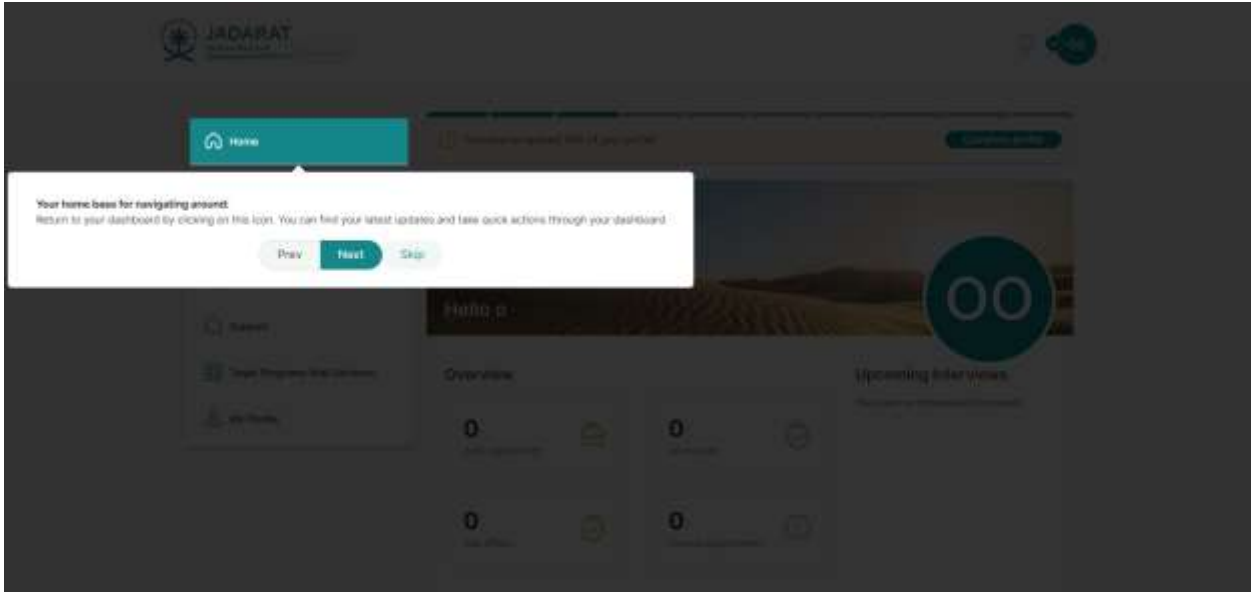
When the user logs in for the first time to the platform, walkthrough guide the user how to use the system

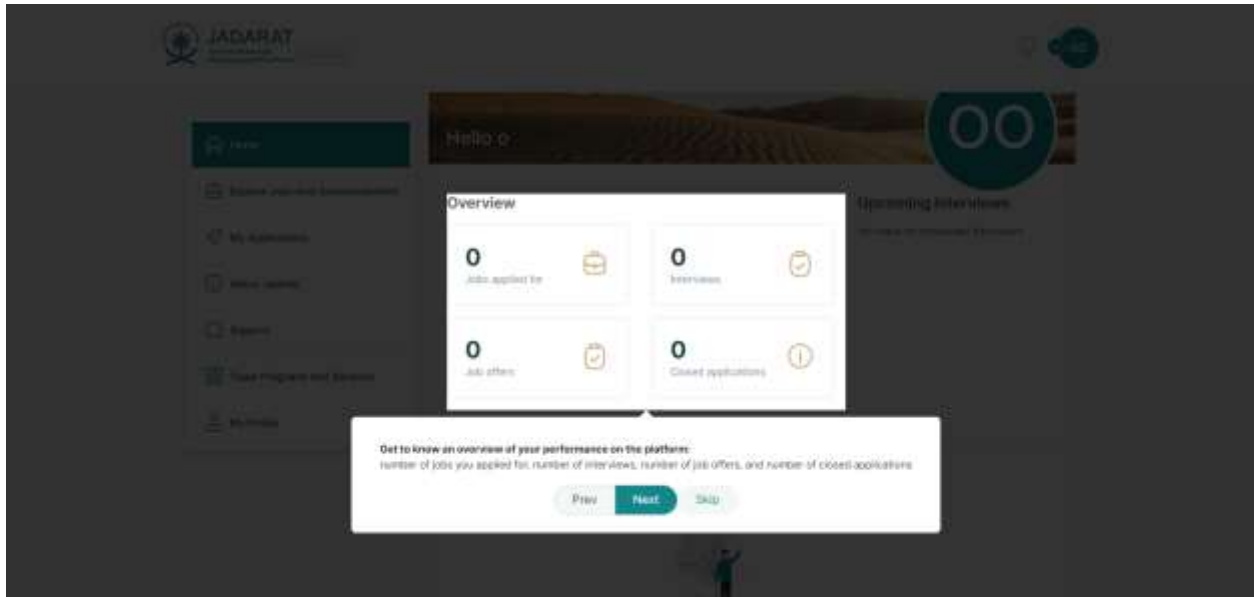


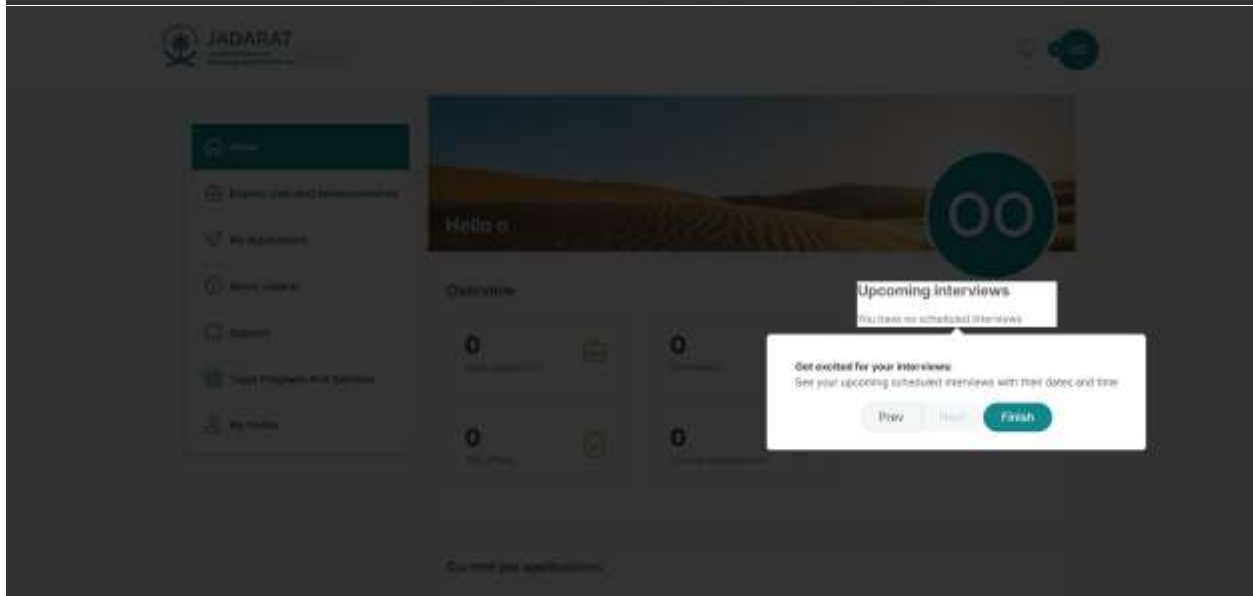
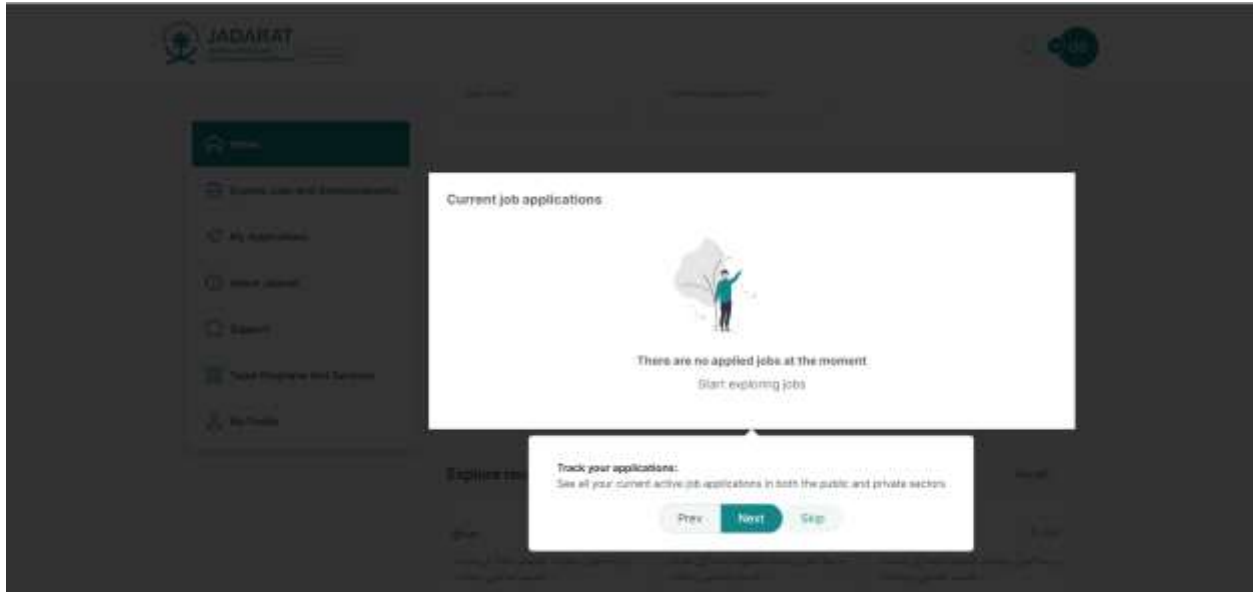


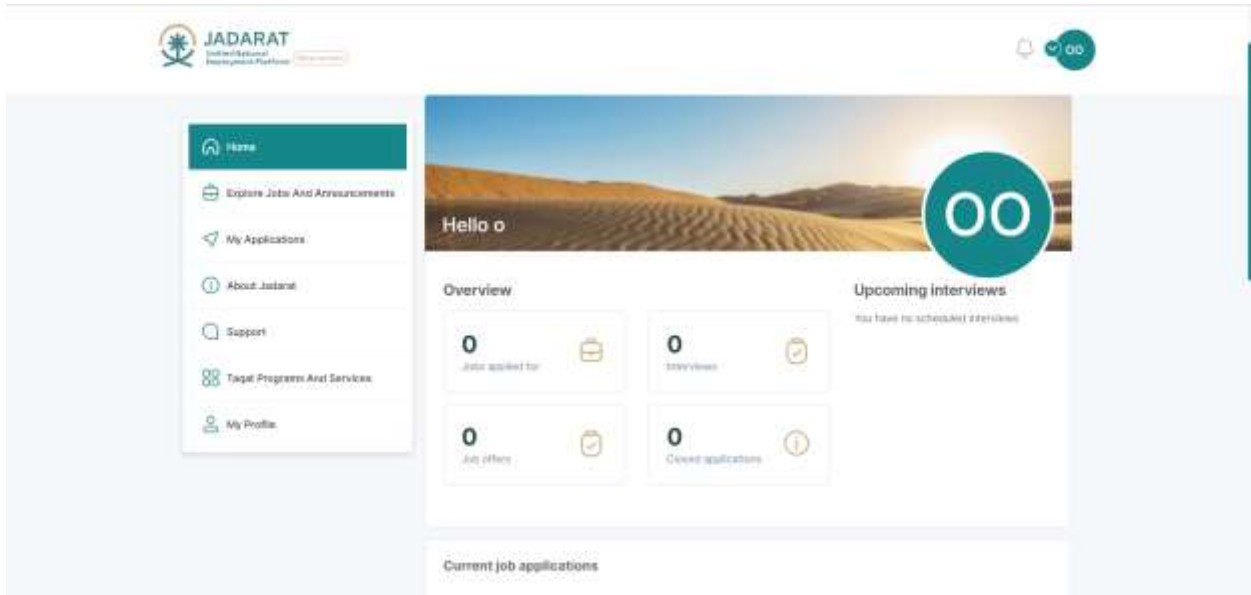




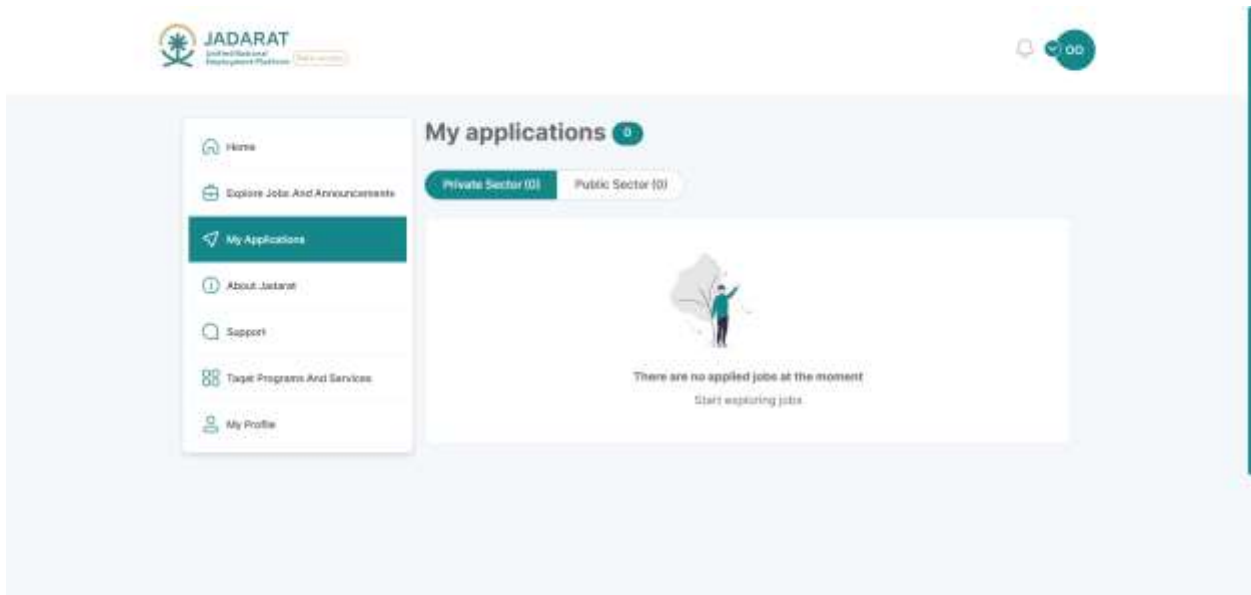








## 5.2. Current job applications



When User first login:

User doesn't have current job applications

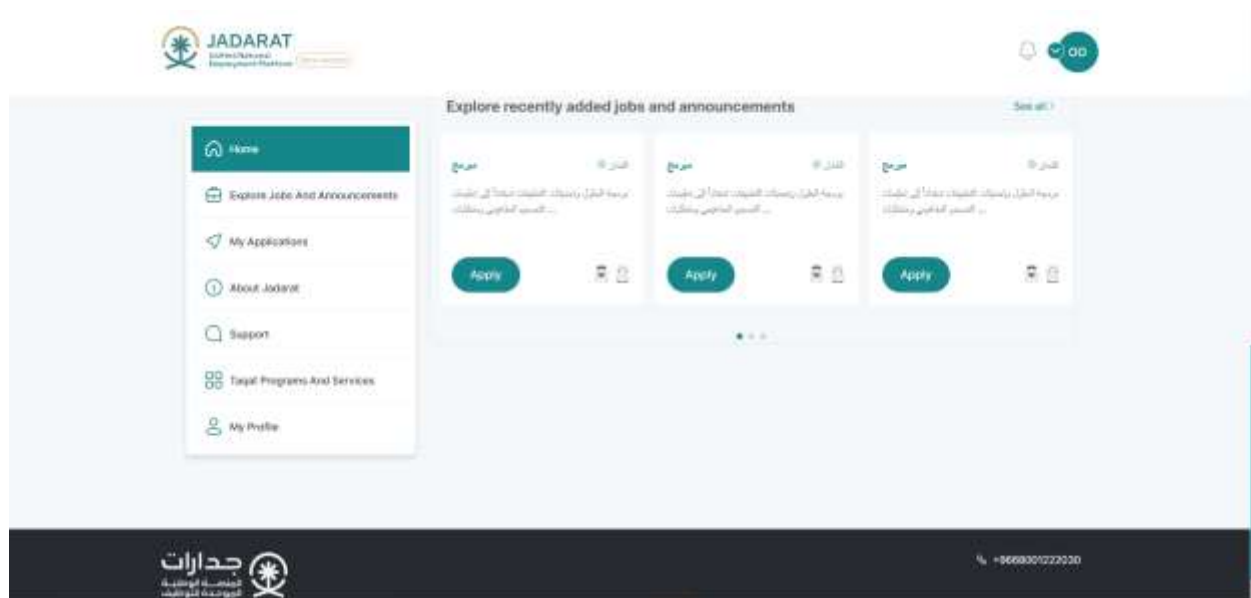
### 5.3. Overview & Upcoming interviews

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

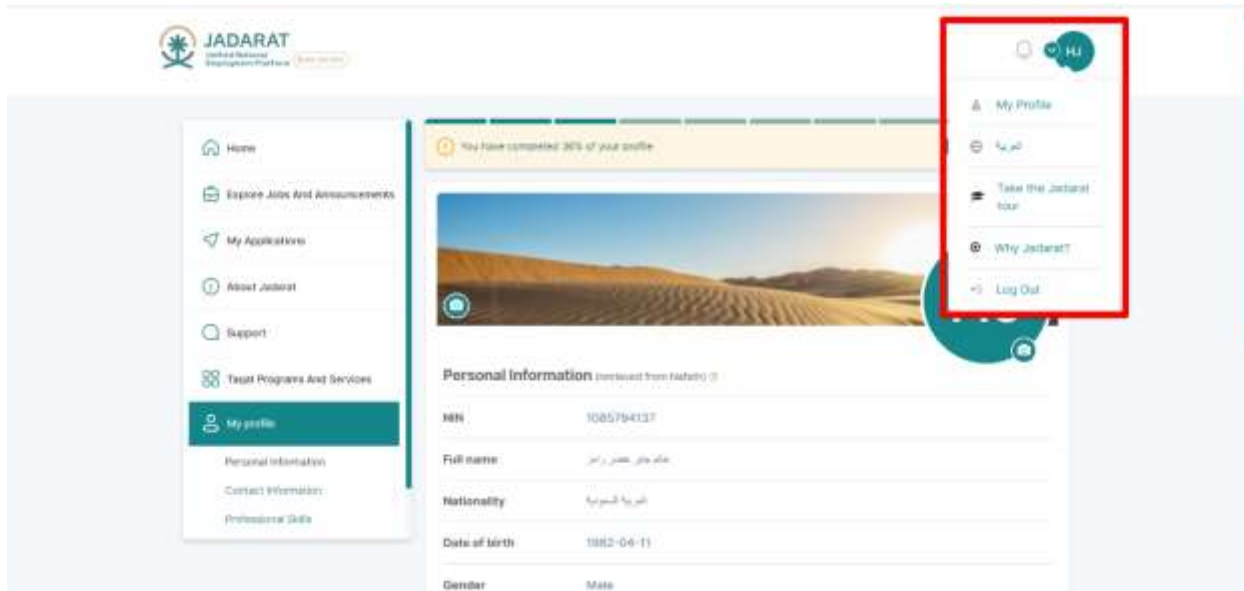


Recent jobs added are displayed here, from the private sector and public sector

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

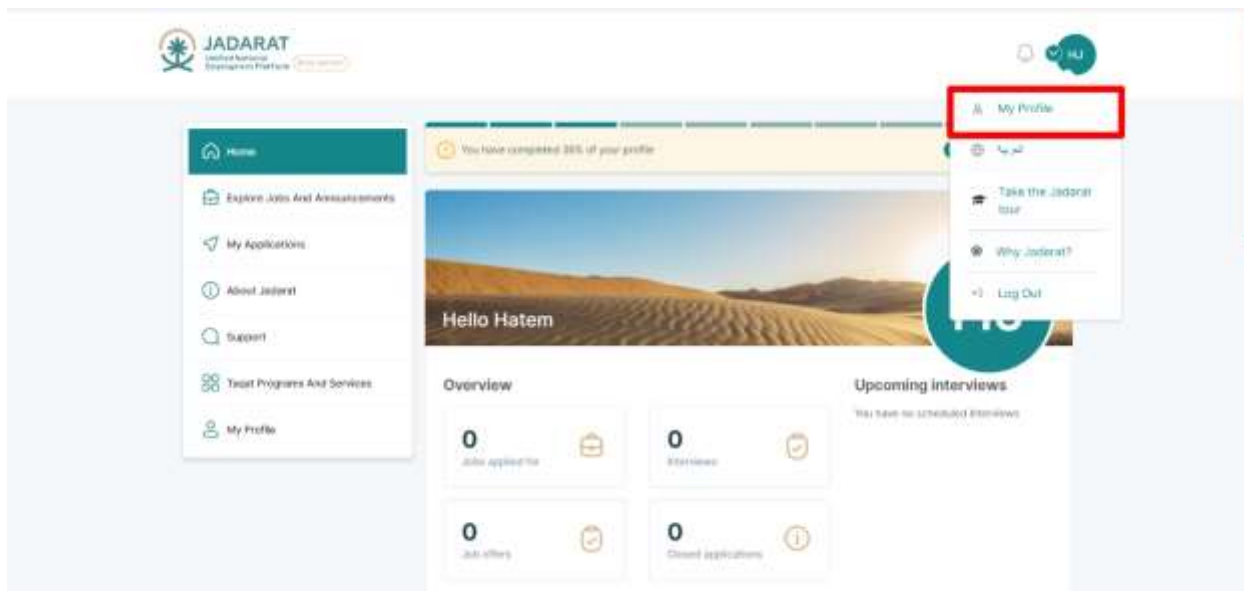
If user click on “**Apply**” button user will be navigated to **Job details screen**

## 5.5. User Drop Down Menu



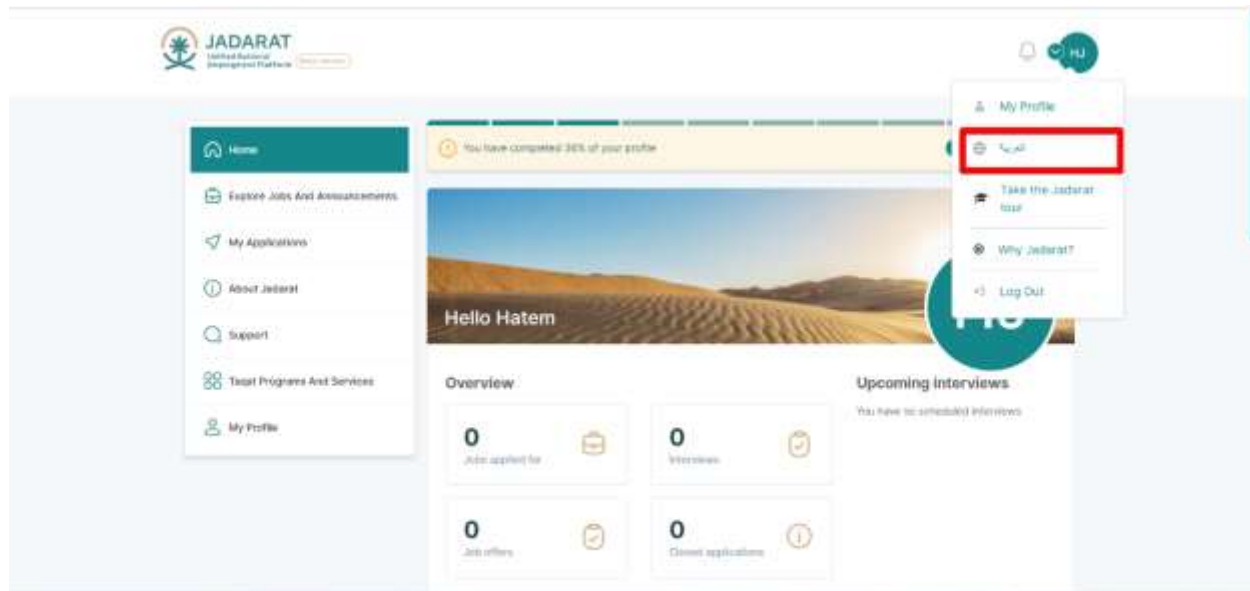
Through the drop down menu the user can take many actions

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

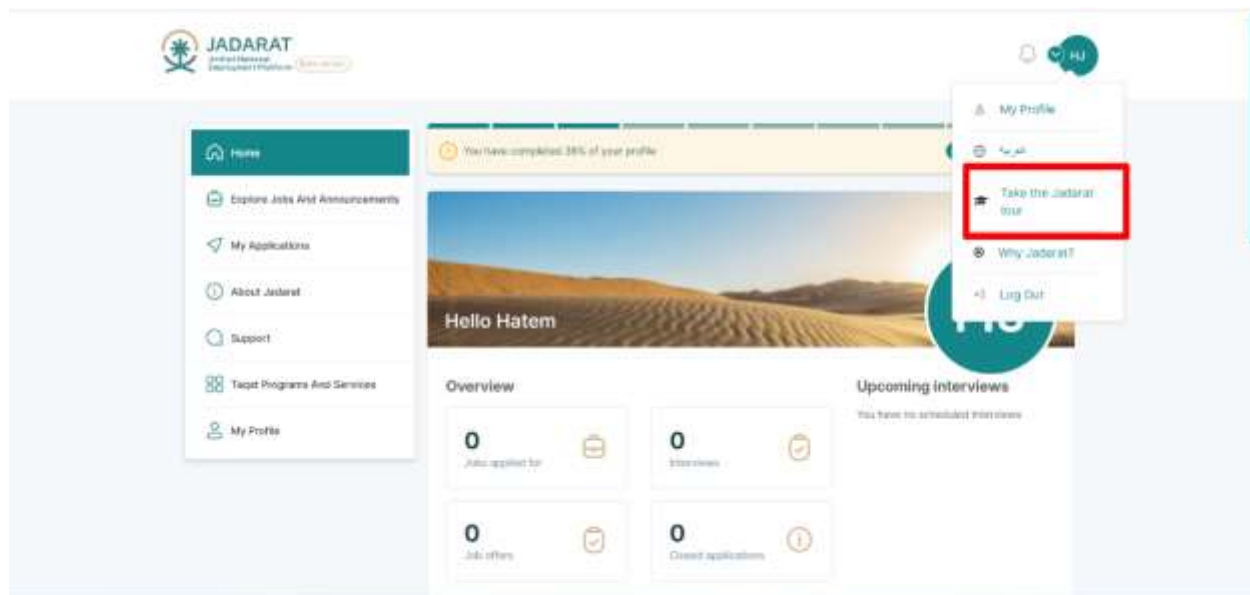




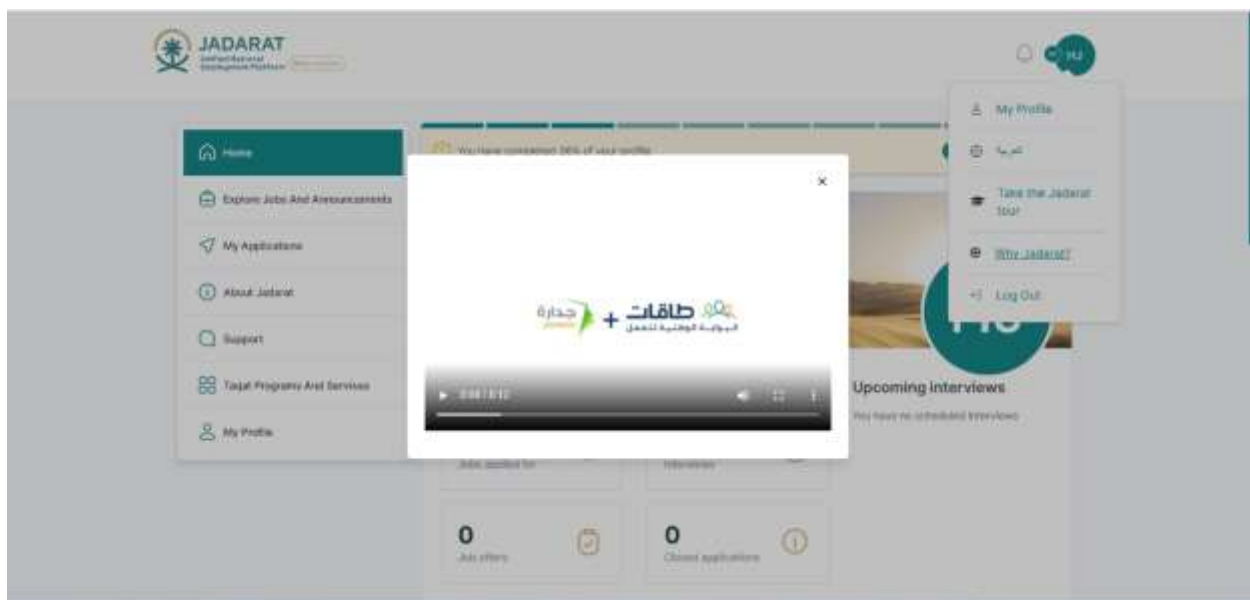
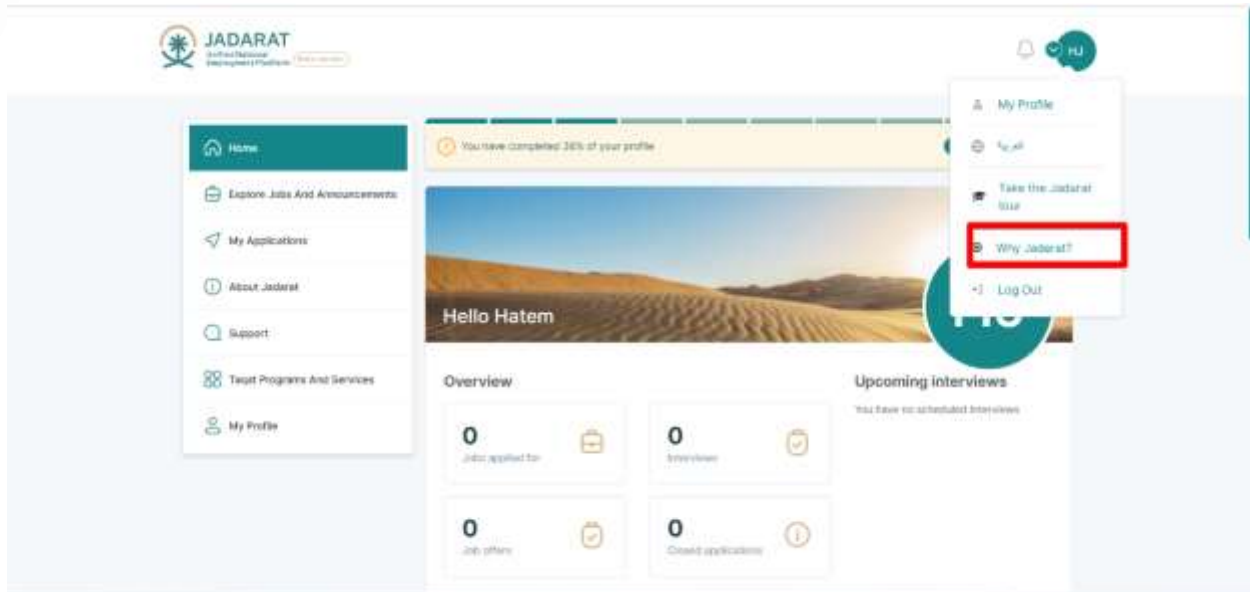
The user can change the language of the system by clicking on "Arabic" Option



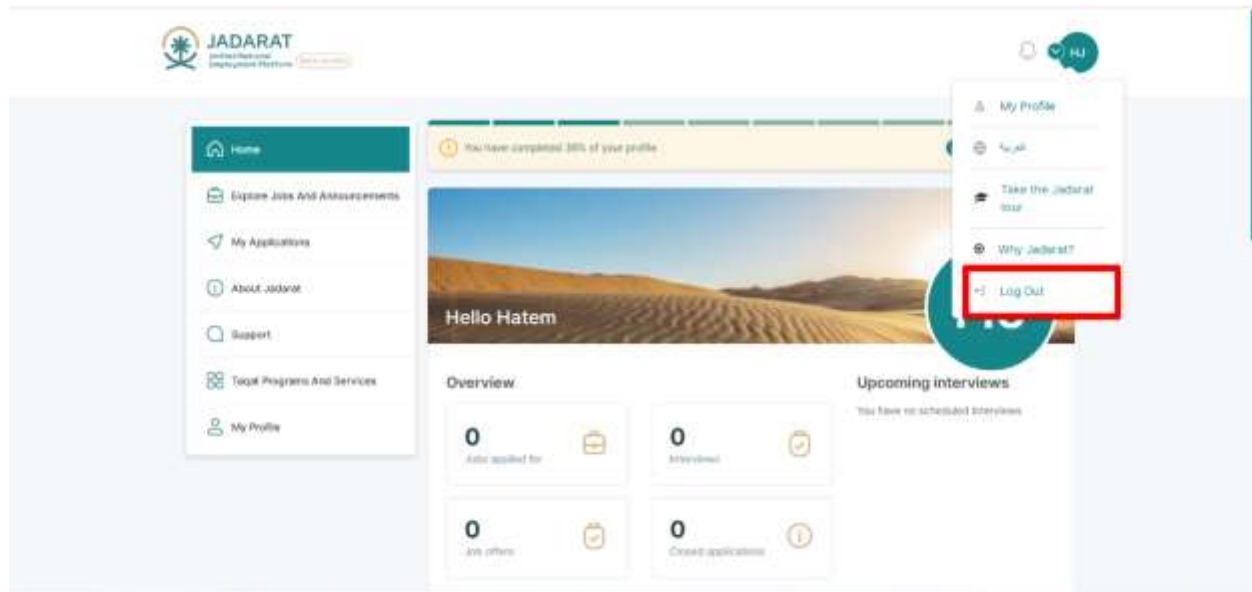
The user can take a tour (Tutorial) on Jadarat by clicking on "Take the Jadarat tour "



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



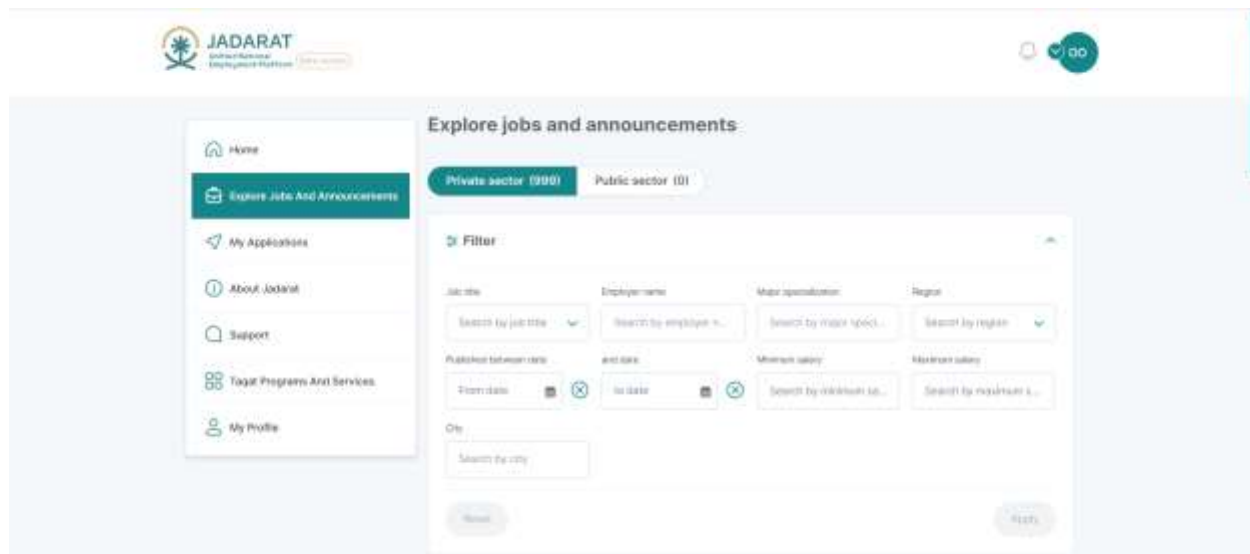
The user can also log out from the system by clicking on Logout option from



## 6. Explore jobs and announcements

### 6.1. Private Jobs

#### 6.1.1. Filtration



User can filter by one or more category as:

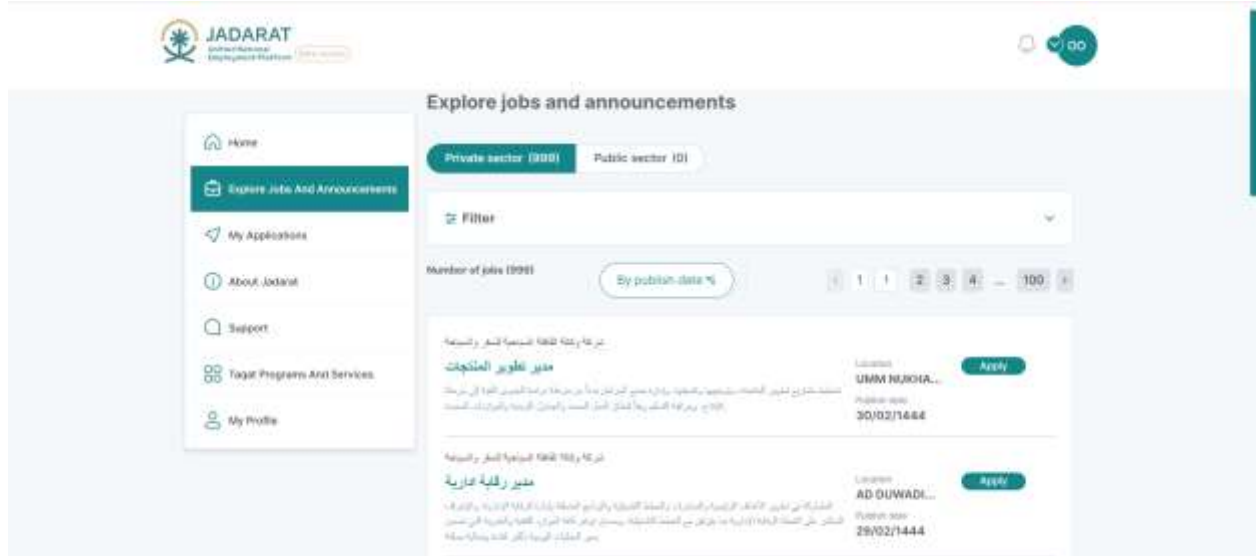
1. Job title
2. Employer name
3. Major specialization
4. Region
5. Publish between date
6. Minimum salary
7. Maximum salary
8. City

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

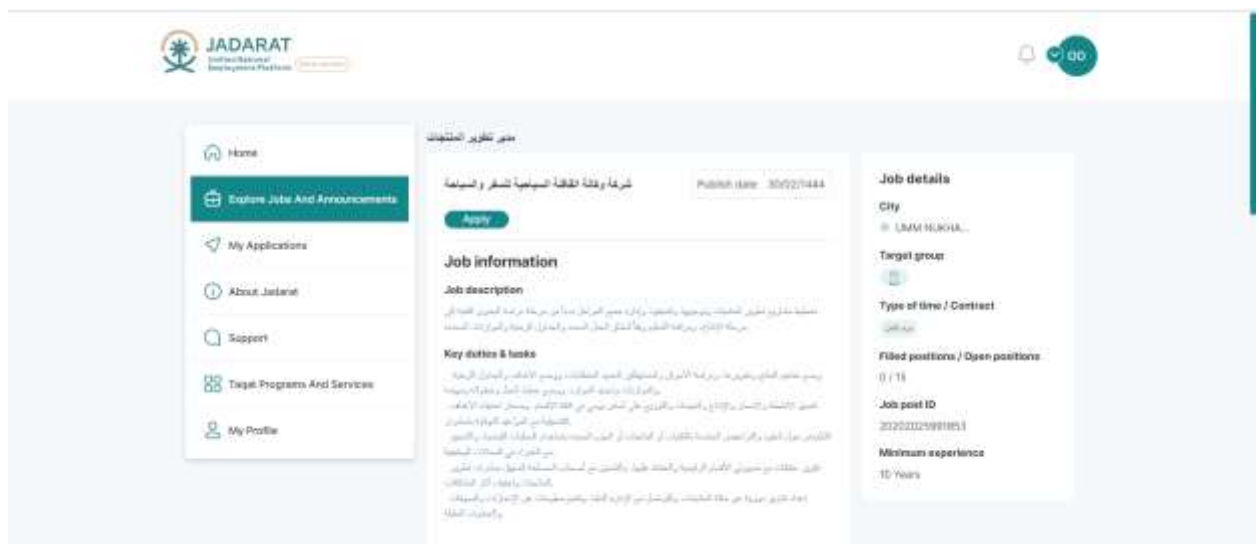
#### 6.1.2. Apply for Private Jobs

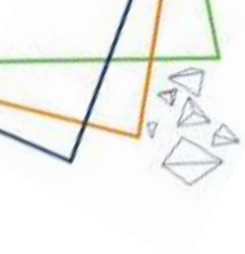
##### Steps

1. Click on **Explore jobs and announcements** from menu



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





**JADARAT**  
Jordanian National Employment Platform

00

- Home
- Explore Jobs And Announcements**
- My Applications
- About Jadarat
- Support
- Target Programs And Services
- My Profile

### About entity

شركة رعاية الطاقة الشمسية لتسليم وتصيعة

|               |             |                   |
|---------------|-------------|-------------------|
| Entity number | Entity type | Economic activity |
| 90-1459404    | شخص         | تجارة التجزئة     |

Entity size  
شخصيات 1-9

### Work location and condition data

|                       |   |
|-----------------------|---|
| Region<br>البحر       | Location coordinates<br>Google<br>This page can't load Google Maps correctly.<br>Do you see the problem? OK |
| City<br>LJMI HJHKA... |   |

**JADARAT**  
Jordanian National Employment Platform

00

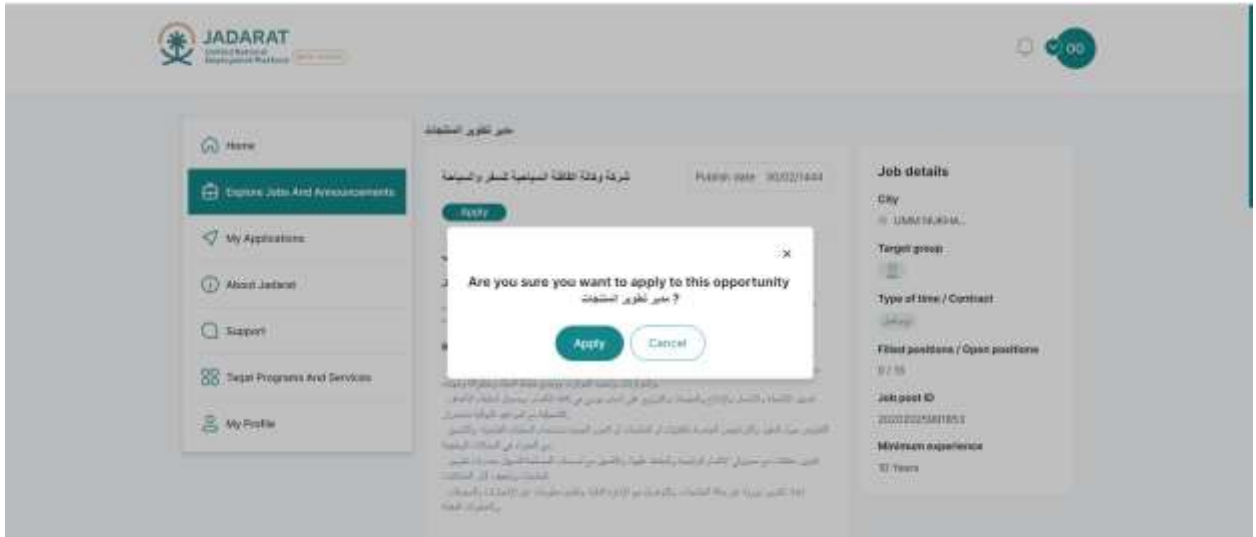
- Home
- Explore Jobs And Announcements**
- My Applications
- About Jadarat
- Support
- Target Programs And Services
- My Profile

|                       |   |
|-----------------------|---|
| Region<br>البحر       | Location coordinates<br>Google<br>This page can't load Google Maps correctly.<br>Do you see the problem? OK |
| City<br>LJMI HJHKA... |   |

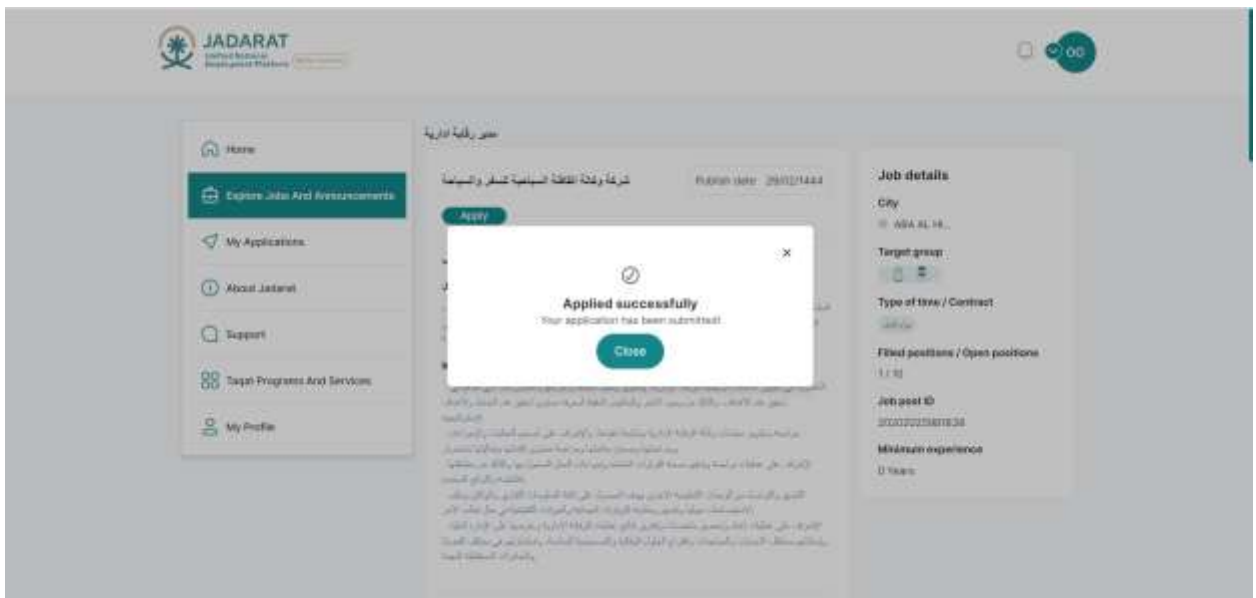
### Benefits data

|                 |
|-----------------|
| Salary<br>15000 |
|-----------------|





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

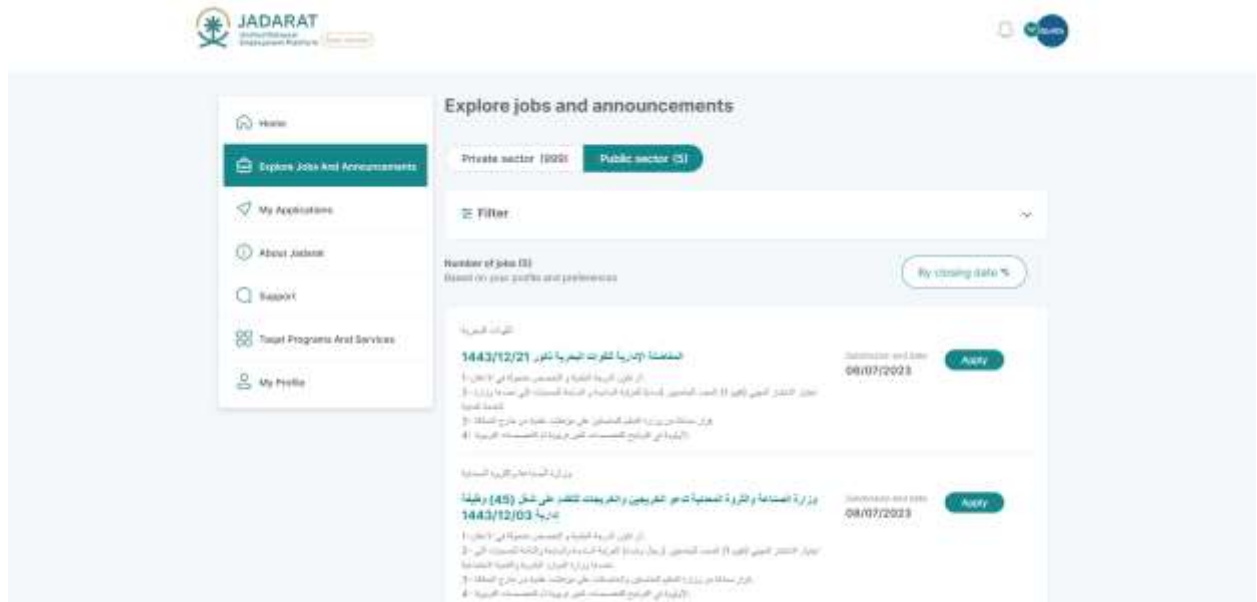


4. A confirmation message displayed that you have successfully applied for this job

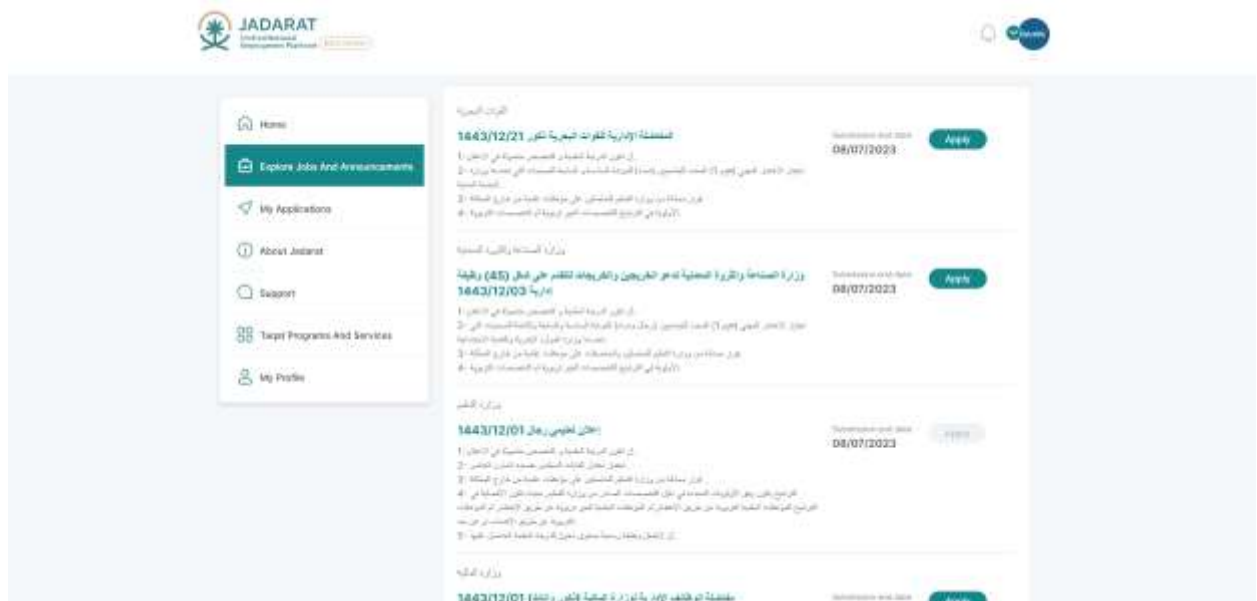
### 6.1.3. Apply for Public Jobs

#### Steps

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

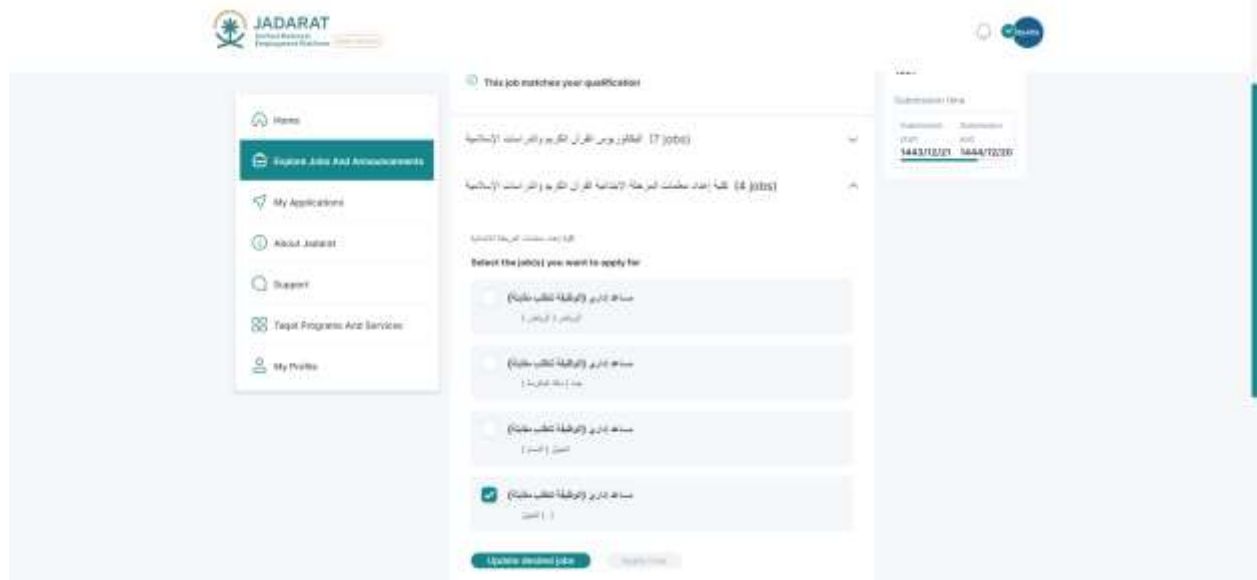


5. Click on **the Apply** button or **Job Title** for the job you want to display Job details

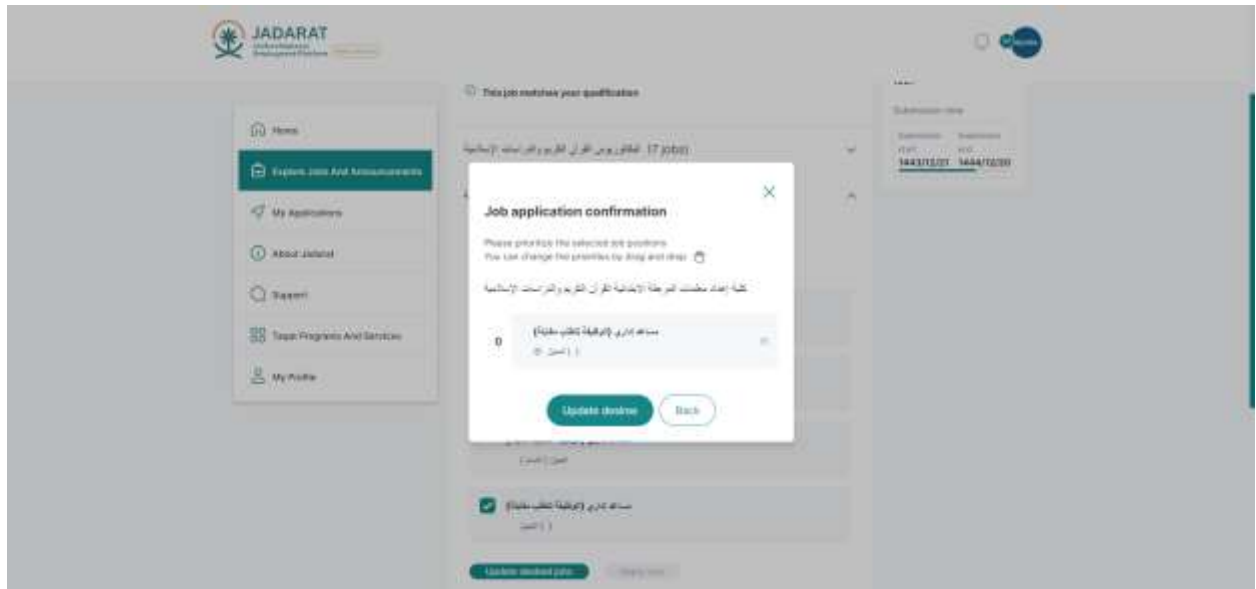


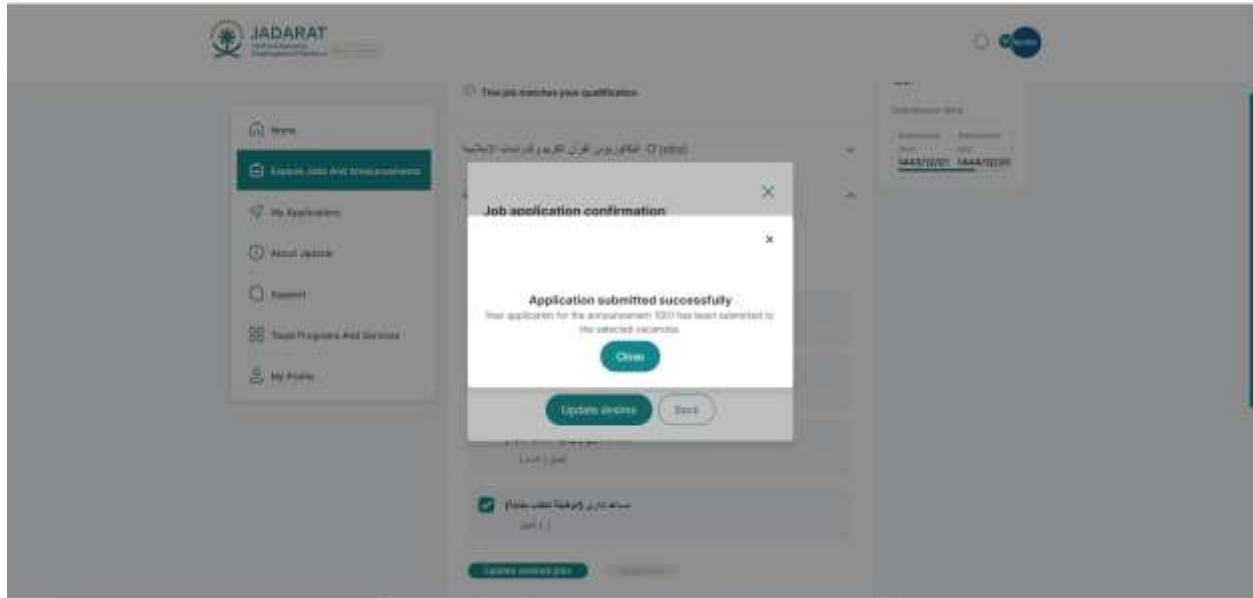


6. Select Job or more and click on the **Apply now** button



7. You can change the priority of the jobs and then click **the Submit** button





## 7. My applications

The screenshot shows the 'My applications' page on the JADARAT portal. The left sidebar contains navigation options: Home, Explore Jobs And Announcements, My Applications (selected), About Jadarat, Support, Talent Programs And Services, and My Profile. The main content area is titled 'My applications' and shows a filter for 'Private Sector (3)' and 'Public Sector (0)'. Below the filter, it indicates 'Number of jobs (3)'. A table lists three job applications:

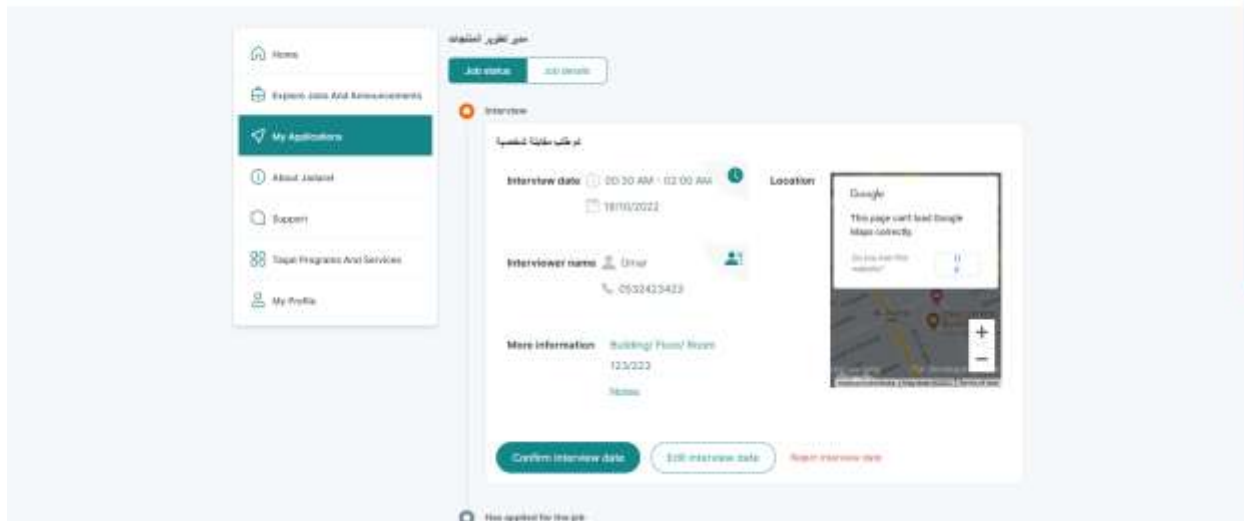
| Job Title                   | Latest update | Status          |
|-----------------------------|---------------|-----------------|
| مركز رعاية الطفولة الحكومية | 8 August      | Job Offer Ac... |
| مركز رعاية الطفولة الحكومية | 8 August      | Cancelled       |
| مركز رعاية الطفولة الحكومية | 8 August      | Cancelled       |

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

This screenshot shows the 'My applications' page after a job application has been updated to 'Applied'. The filter now shows 'Private Sector (4)' and 'Public Sector (0)'. The table lists four job applications:

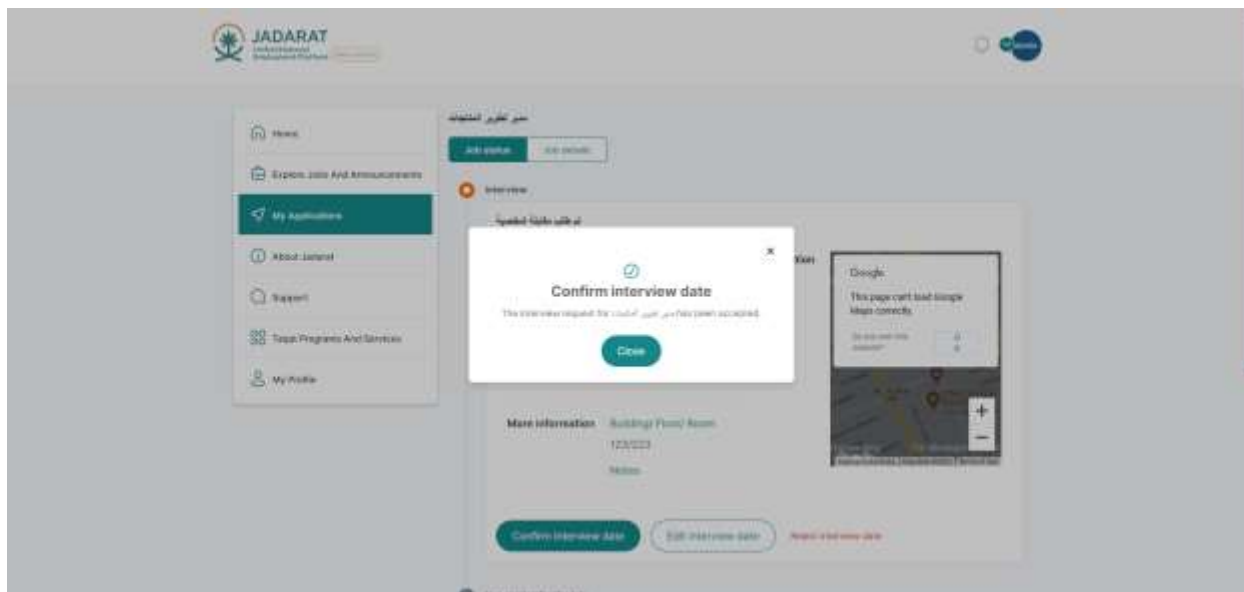
| Job Title                   | Latest update | Status          |
|-----------------------------|---------------|-----------------|
| مركز رعاية الطفولة الحكومية | Today         | Applied         |
| مركز رعاية الطفولة الحكومية | 8 August      | Job Offer Ac... |
| مركز رعاية الطفولة الحكومية | 8 August      | Cancelled       |

- 1 Job Application Status is **“Applied”** if beneficiary receives an interview

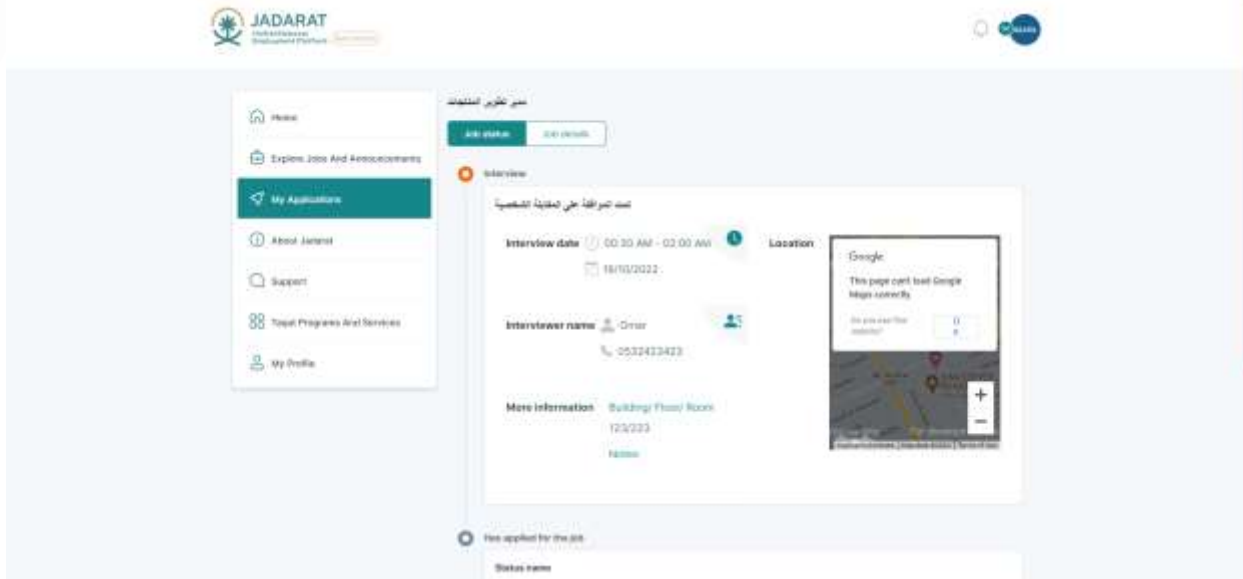


2 The beneficiary can take the following actions like:

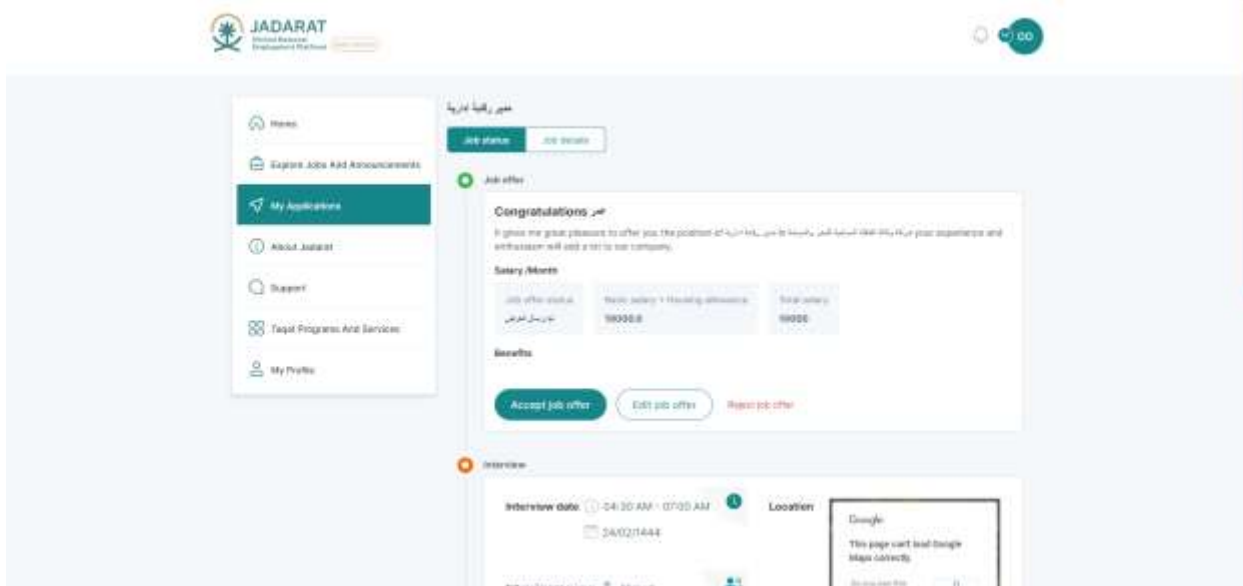
- Confirm interview date
- Edit interview date
- Reject interview date



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

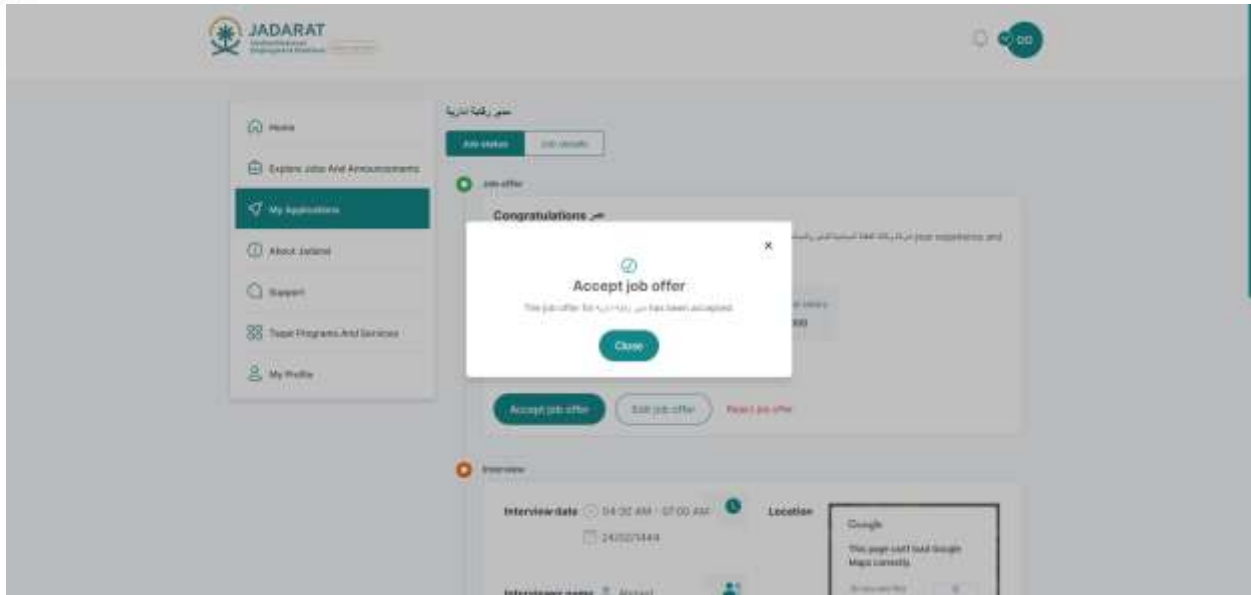


4 Status is changed to "تمت الموافقة على المقابلة الشخصية"

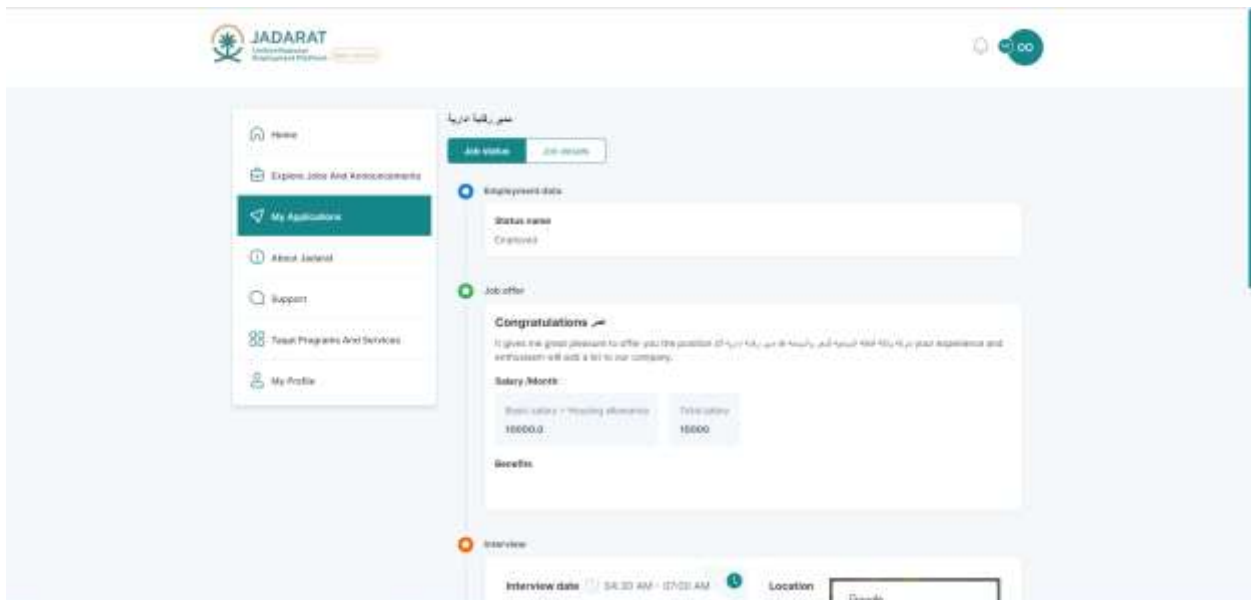


5-If beneficiary receives an offer, The beneficiary can take the following actions like:

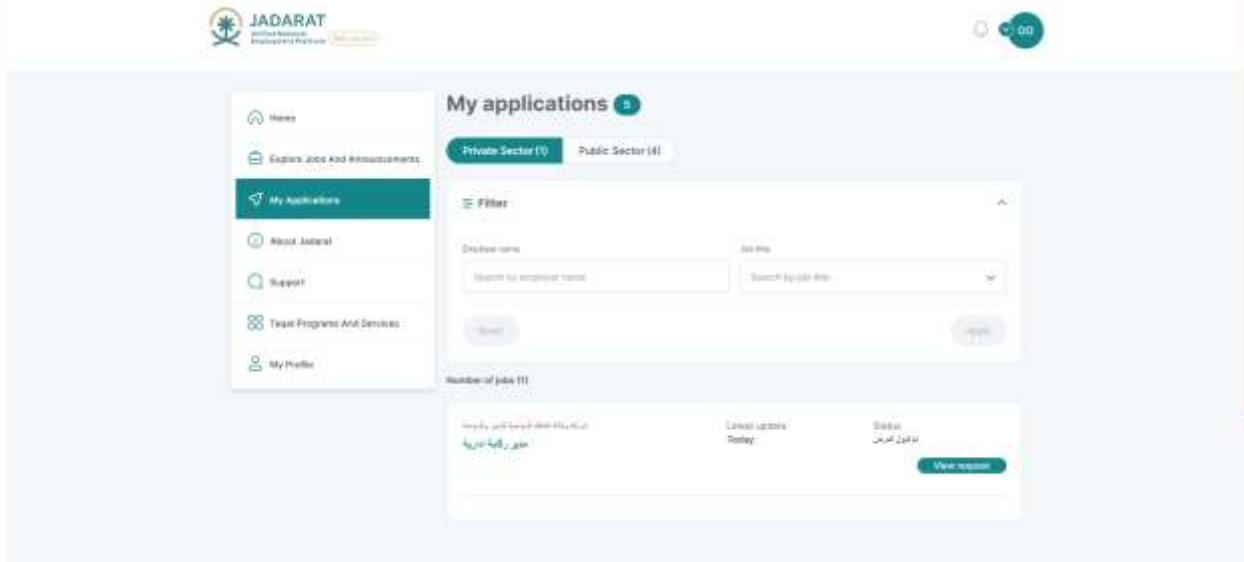
- Accept job offer
- Edit job offer
- Reject job offer



1 A confirmation message displayed after accepting a job offer



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

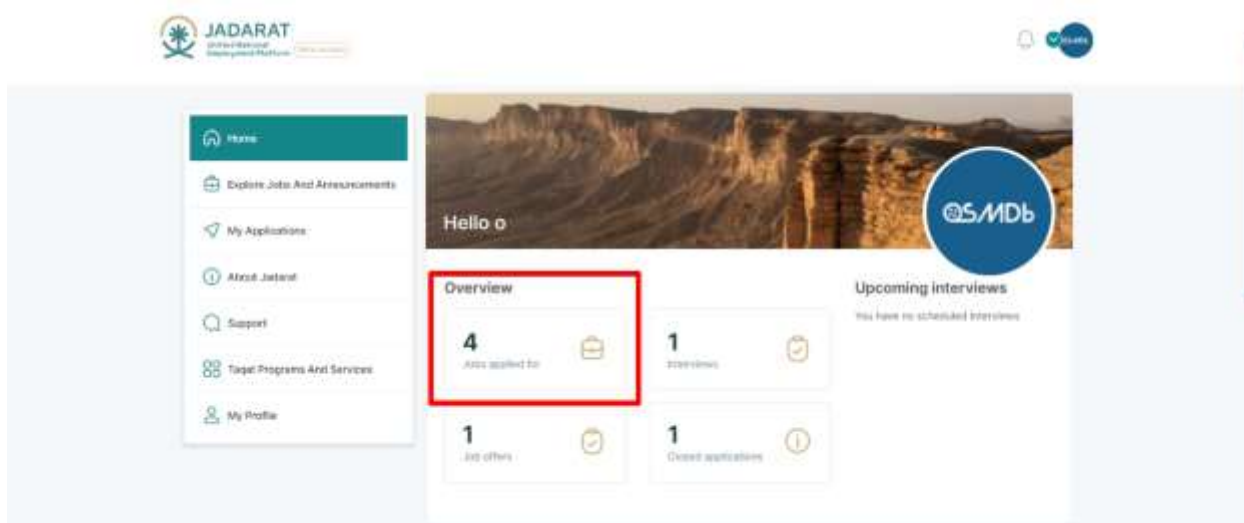


Beneficiary can filter by one or more categories as:

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



**Overview section** changes depending on action taken on the applied jobs

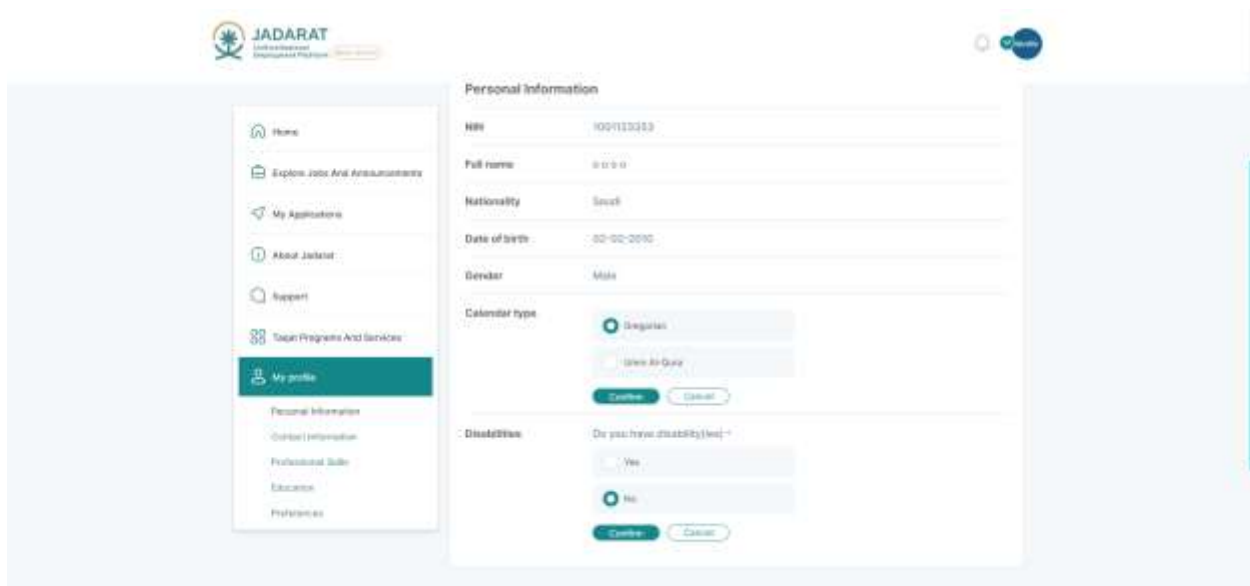
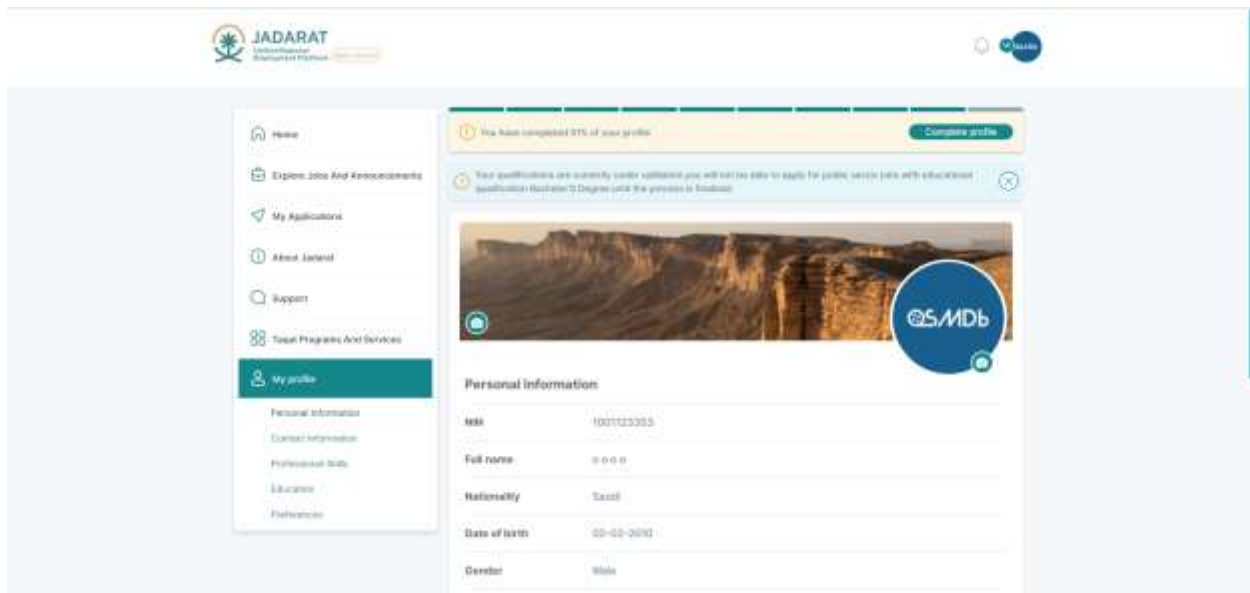
**The current job section** now contains data with the jobs that the user applied to





# 8. My Profile

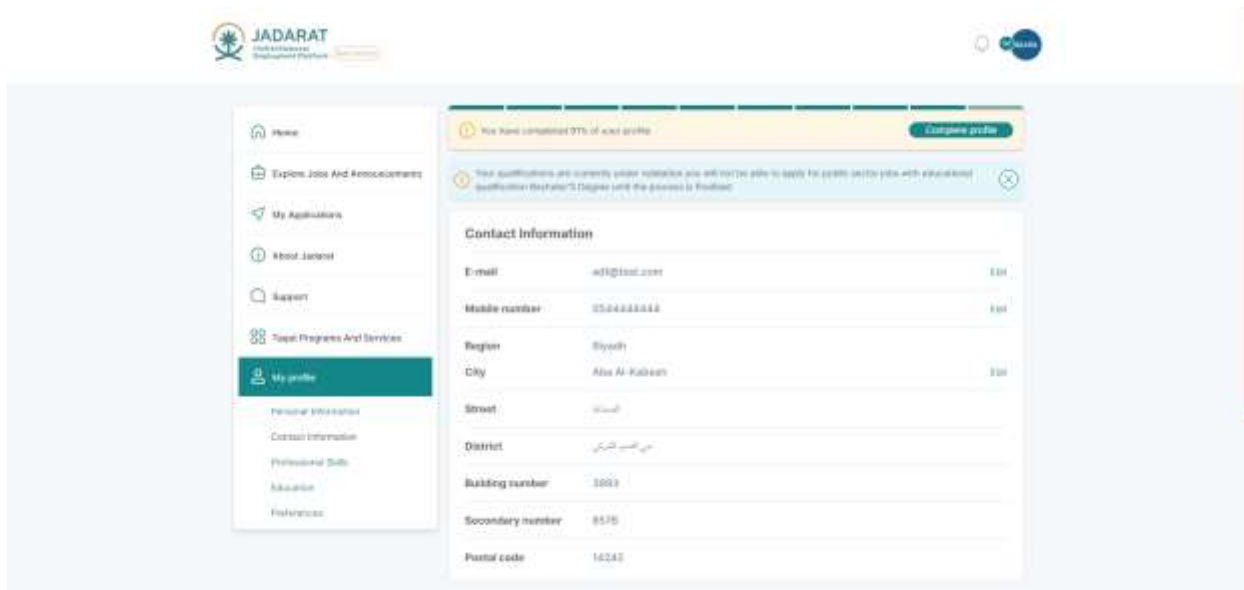
## 8.1. Personal Information



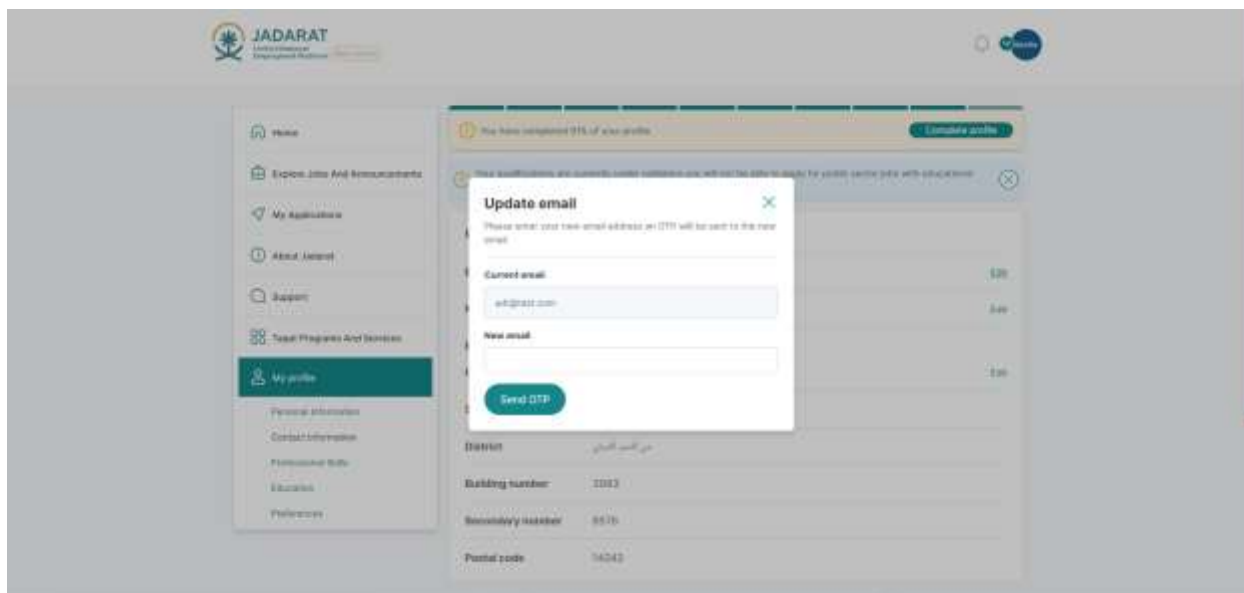
Click on My profile tab from the side menu, system display **Personal info**

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

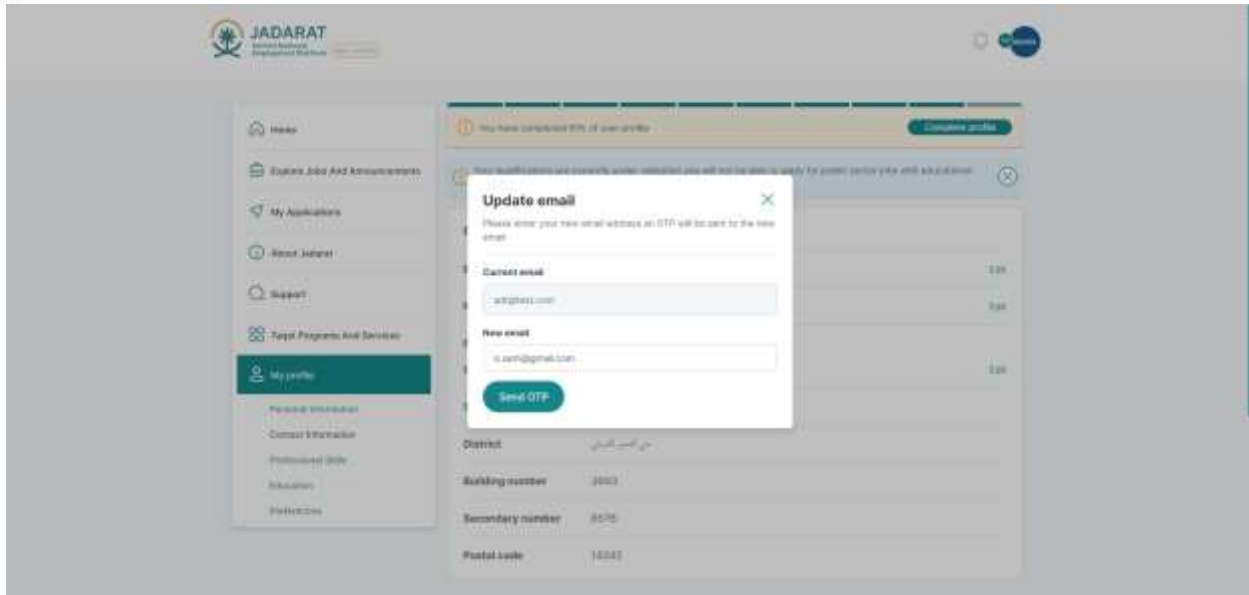
## 8.2. Contact Information



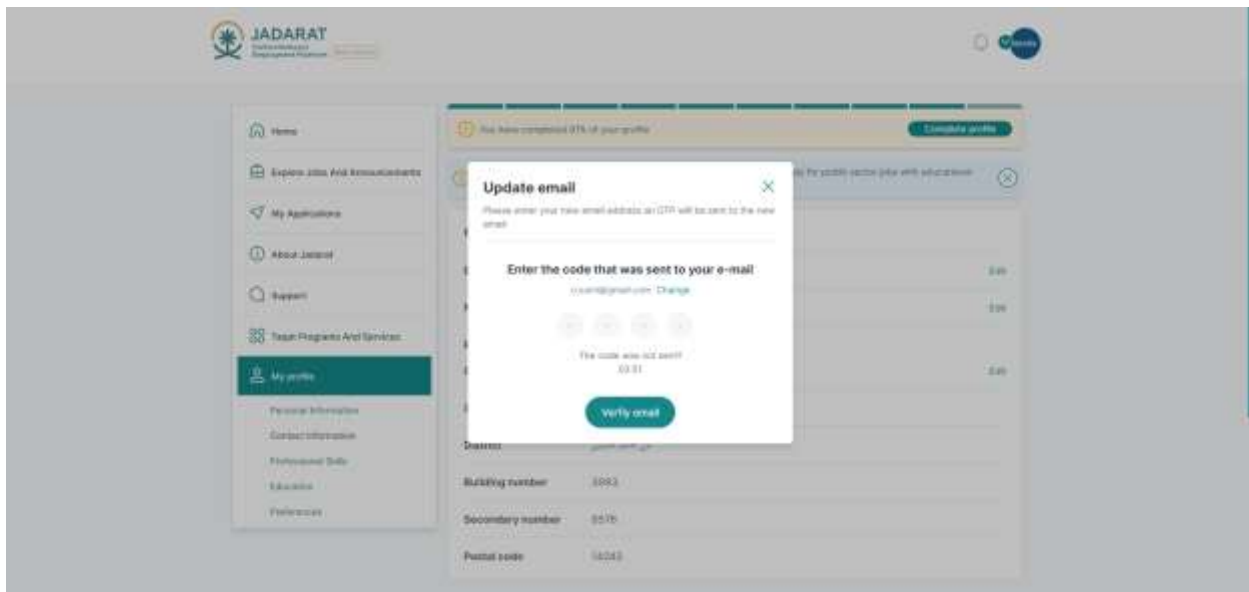
The user can edit the fields of email and mobile number and Region, City



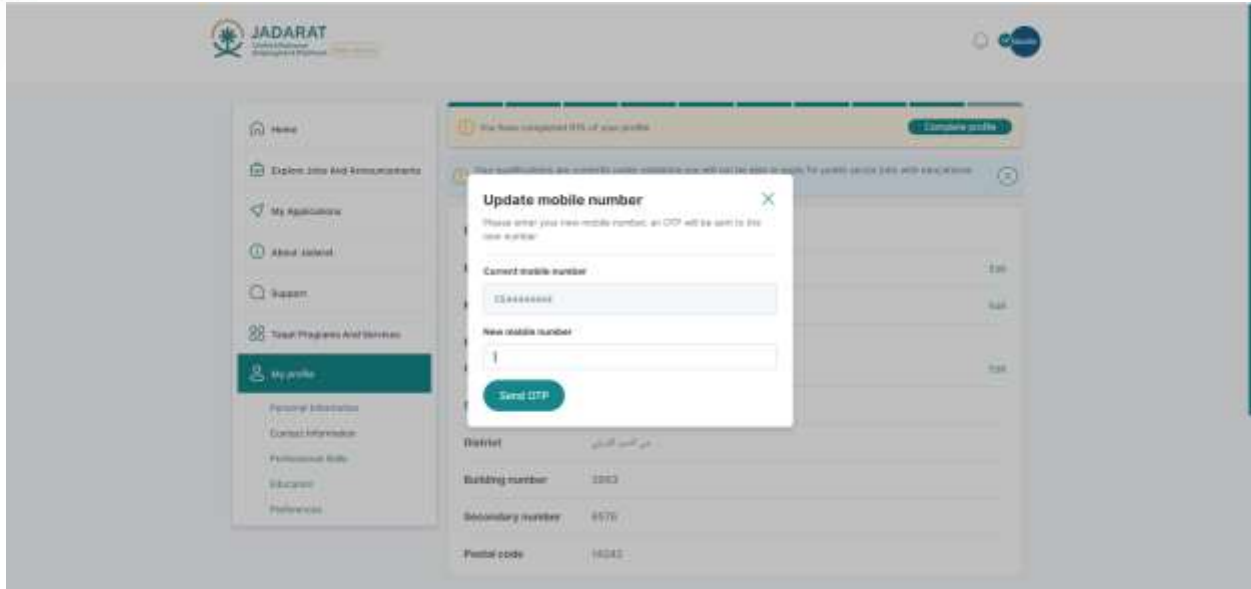
When the user clicks on **edit** email the popup appears, and the user can enter new email then verify it through the OTP sent to new email



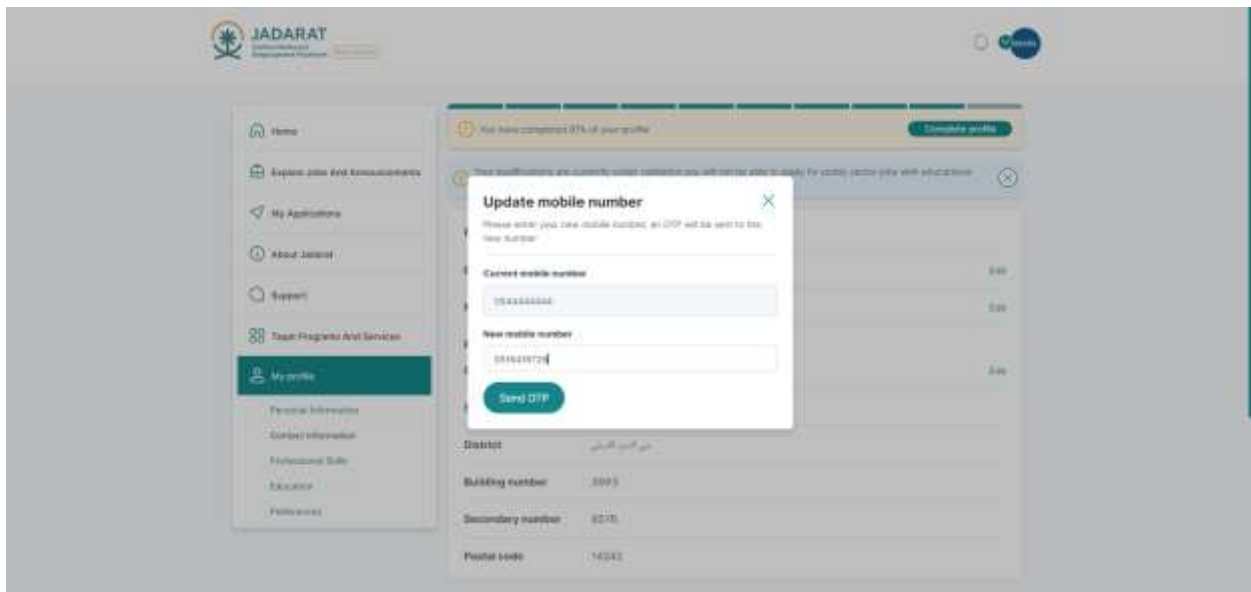
After entering The new email the user click on **Send OTP**



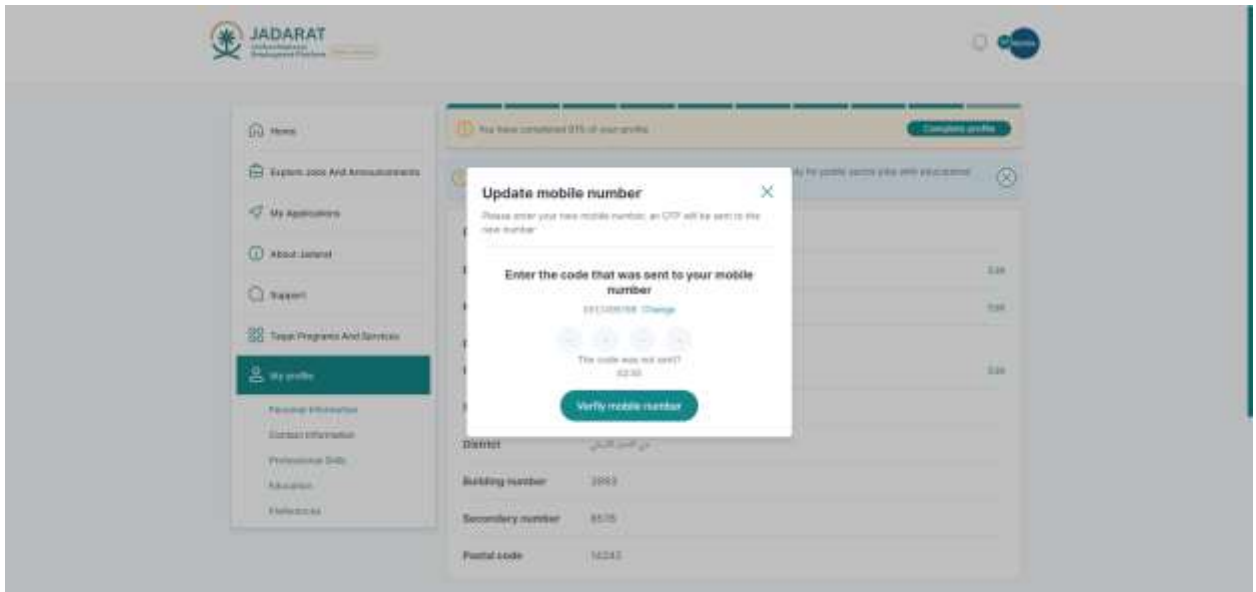
The popup of the OTP appears, the user enter the OTP send to email the click on **Verify email** button



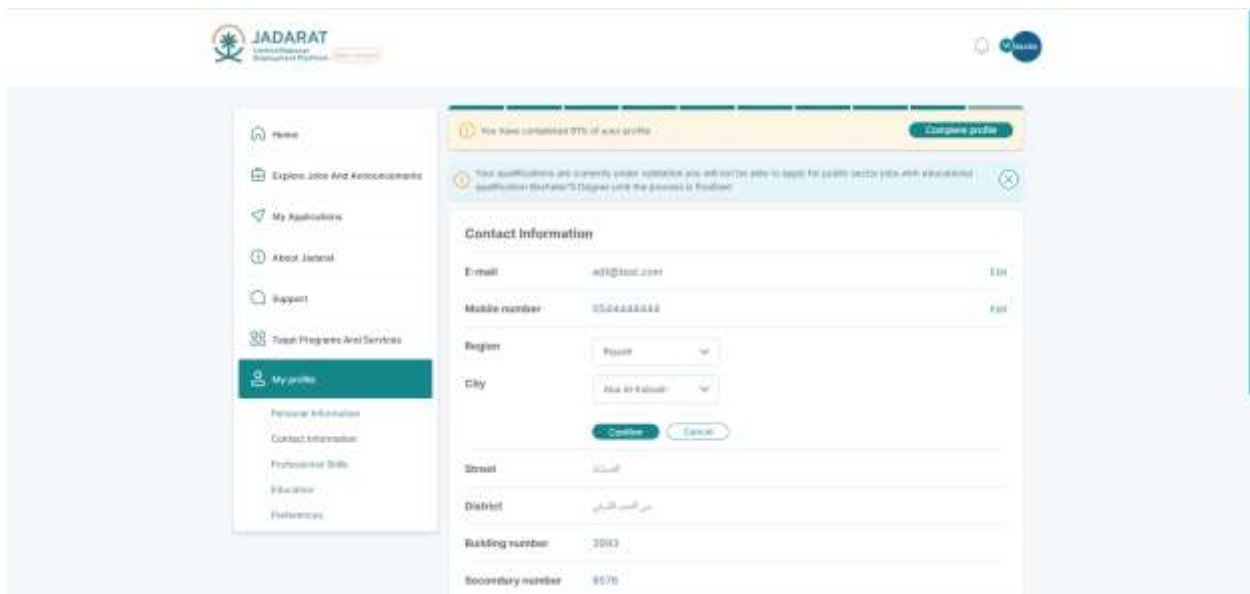
When the user clicks on edit Mobile number the popup appears, and the user can enter new mobile number then verify it through the OTP sent to new Mobile number



After entering The new mobile number the user click on **Send OTP**

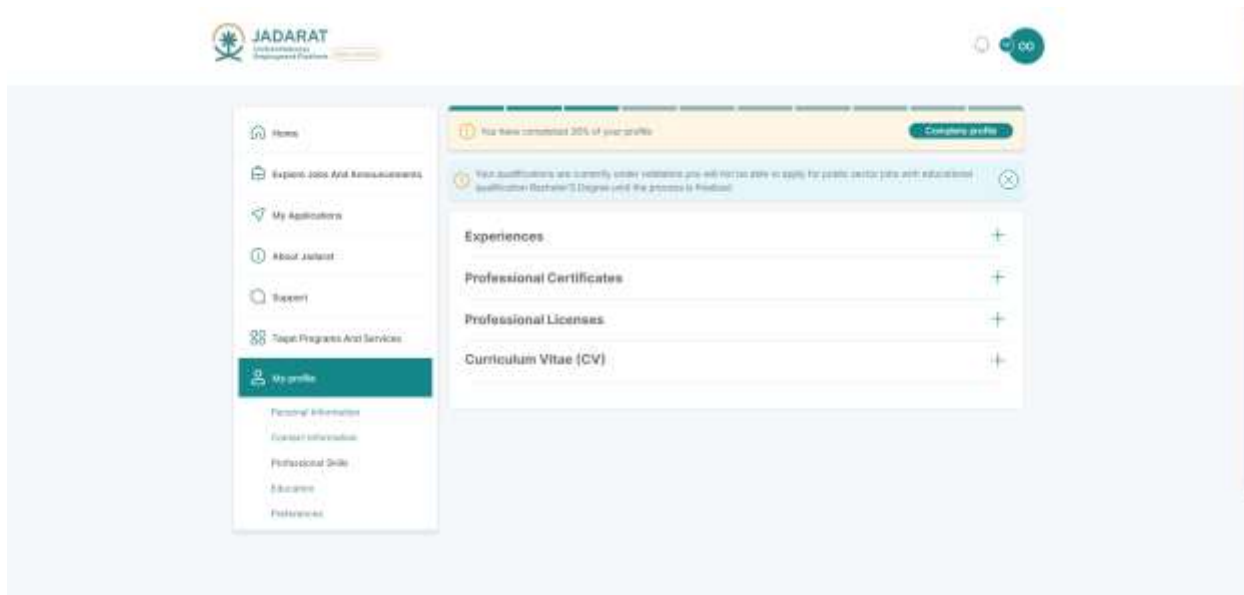


The popup of the OTP appears, and the user enter the OTP send to mobile number the click on **Verify mobile number** button

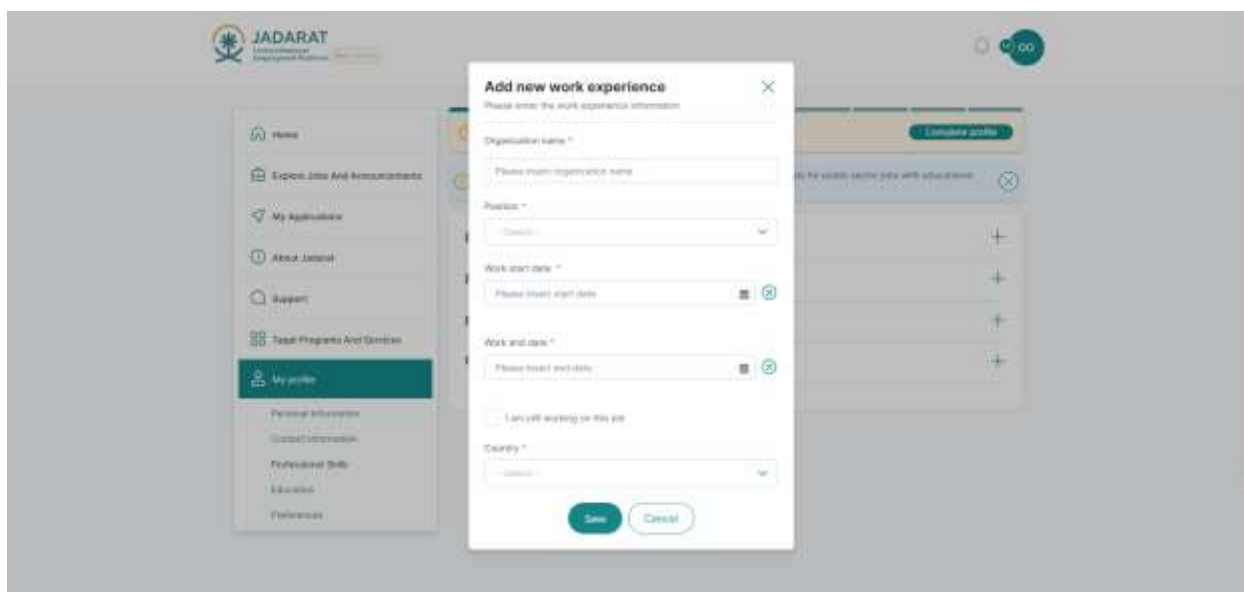


The user can edit the fields of region and city by clicking on edit button then choose the specific Region and city from the dropdown list then click on **confirm** button

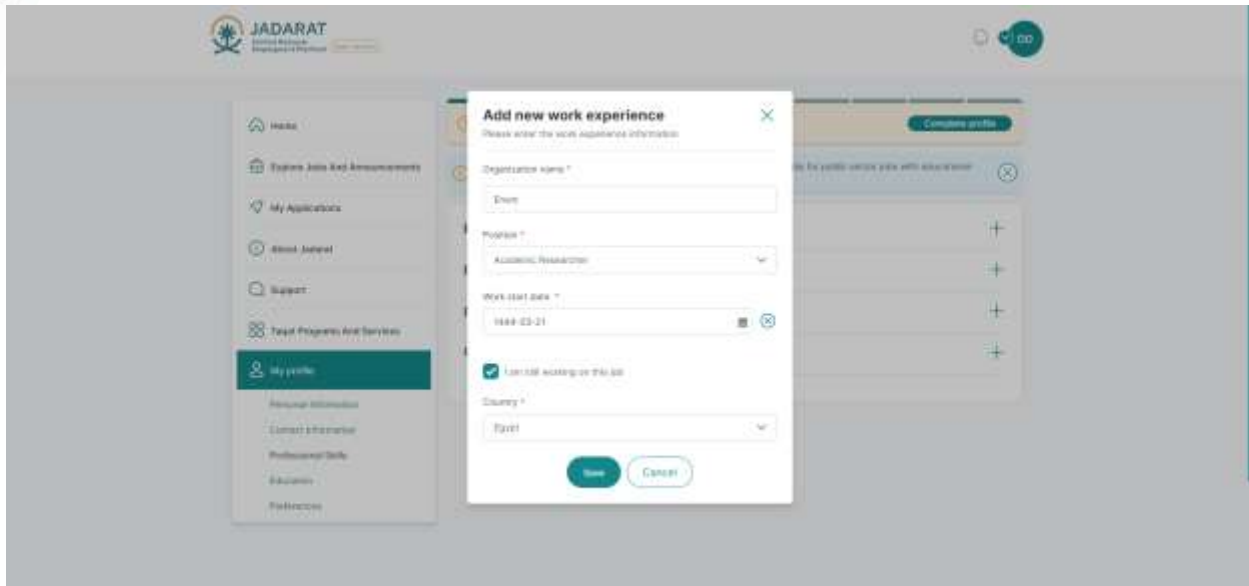
### 8.3. Professional Skills



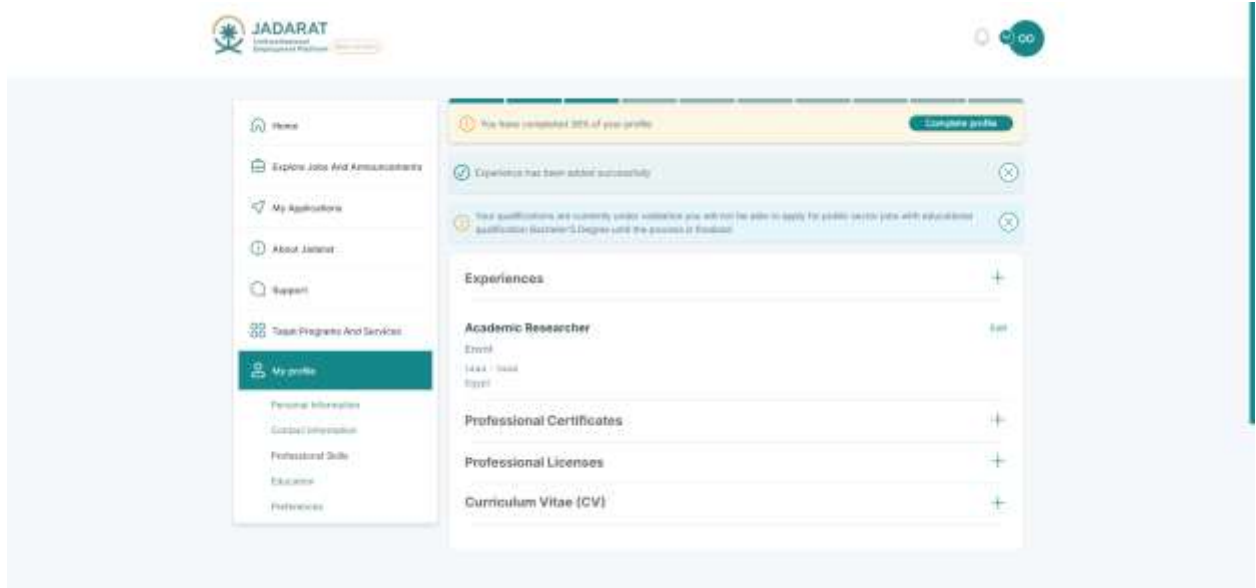
The user can add Experiences, Professional Certificates, Professional Licenses and CV by clicking on + icon

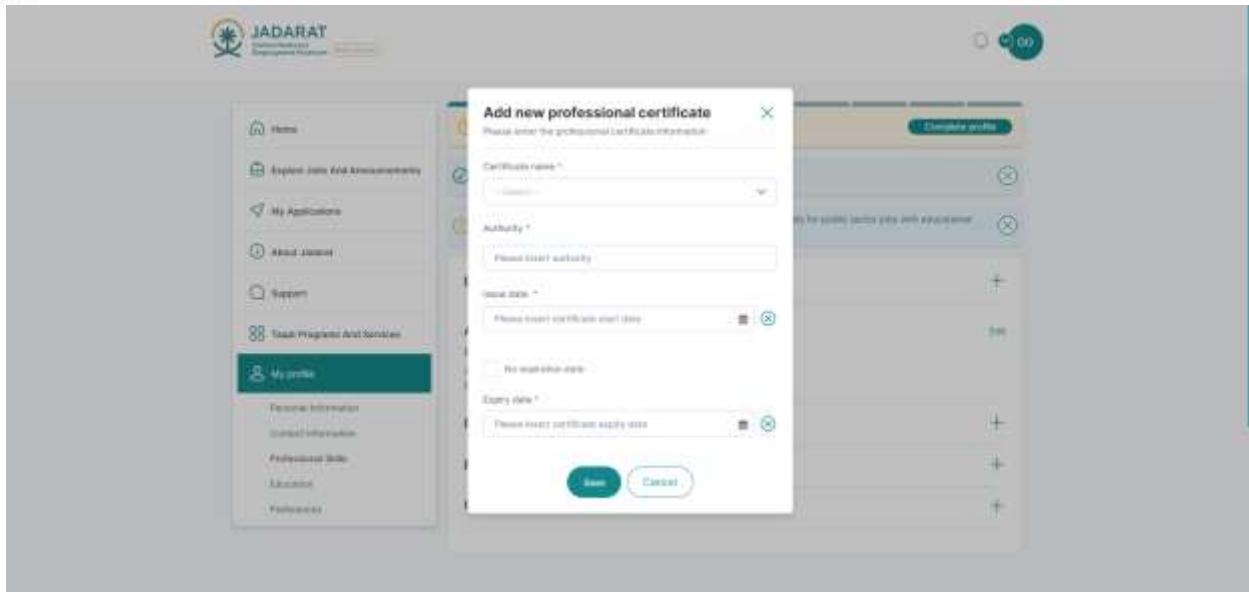


After the user clicks on icon + in the Experiences the popup appears and then the user fills the popup fields

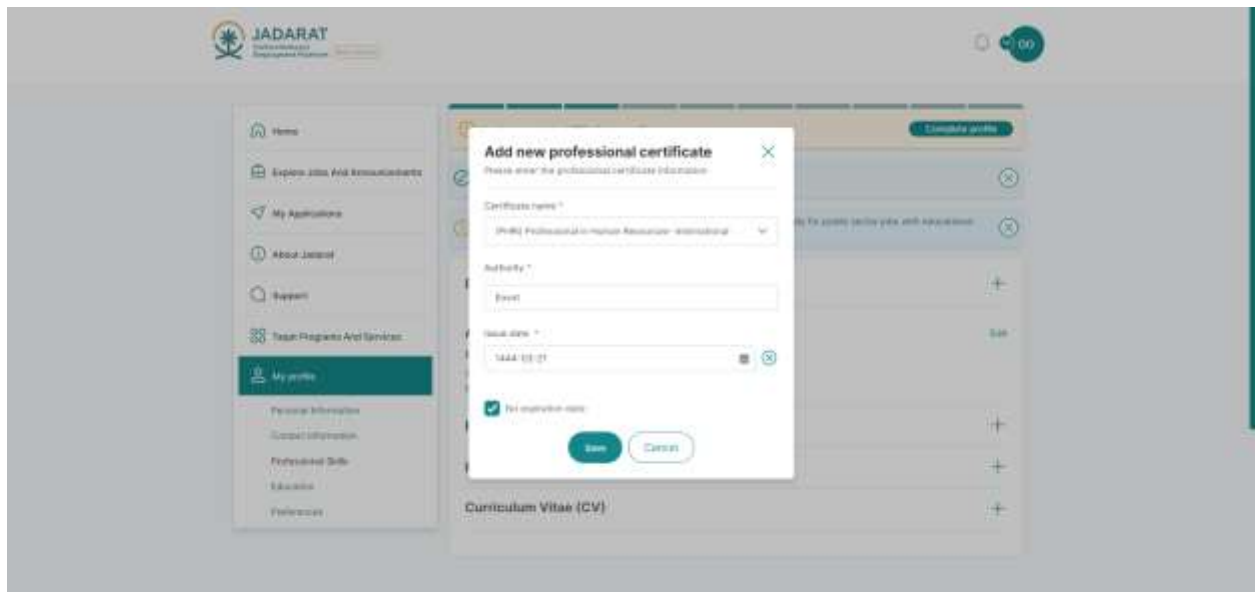


After that the user clicks on the **save** button then the experience is added successfully



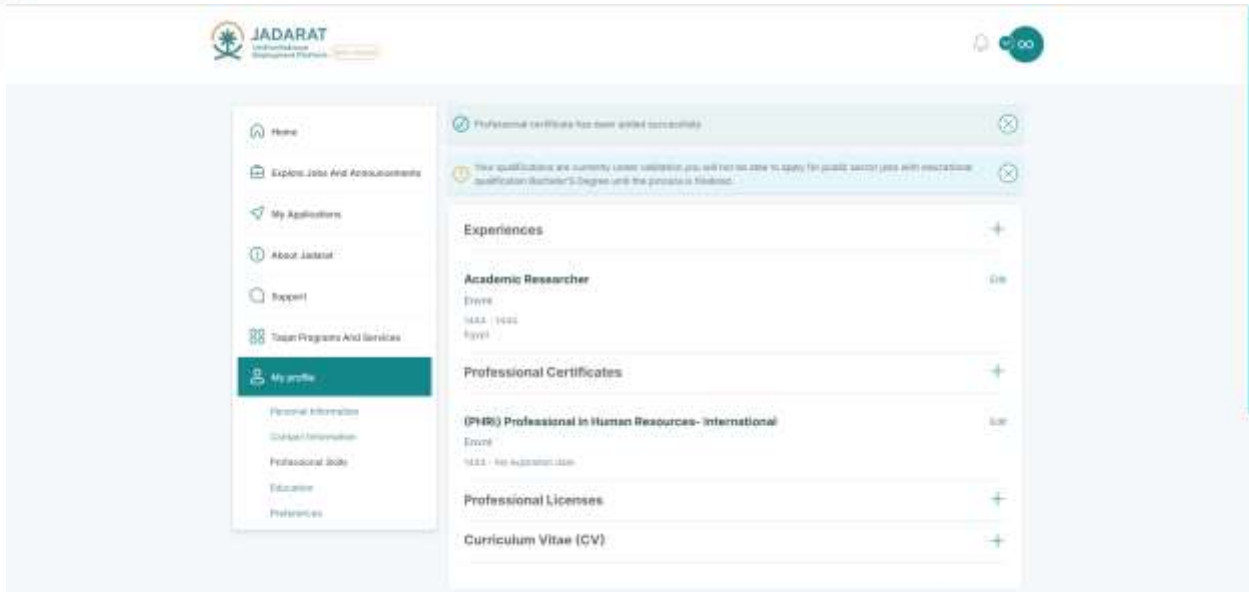


After the user click on + icon in Professional Certificates the popup appears

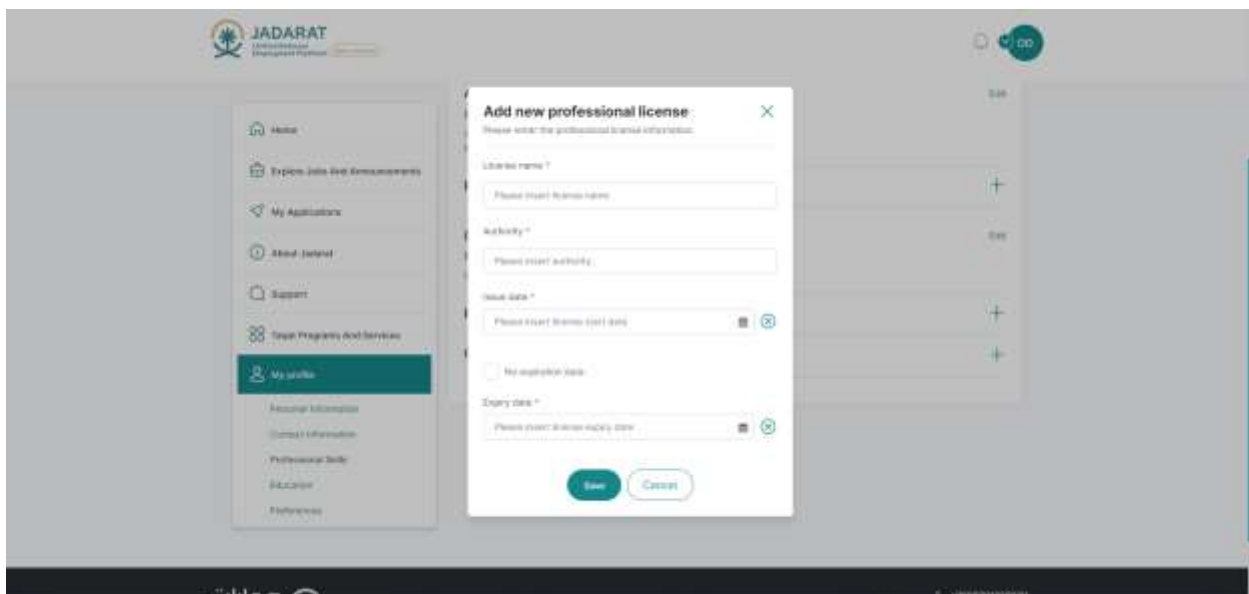


The user fills all the fields of the popup then clicks on **save** button

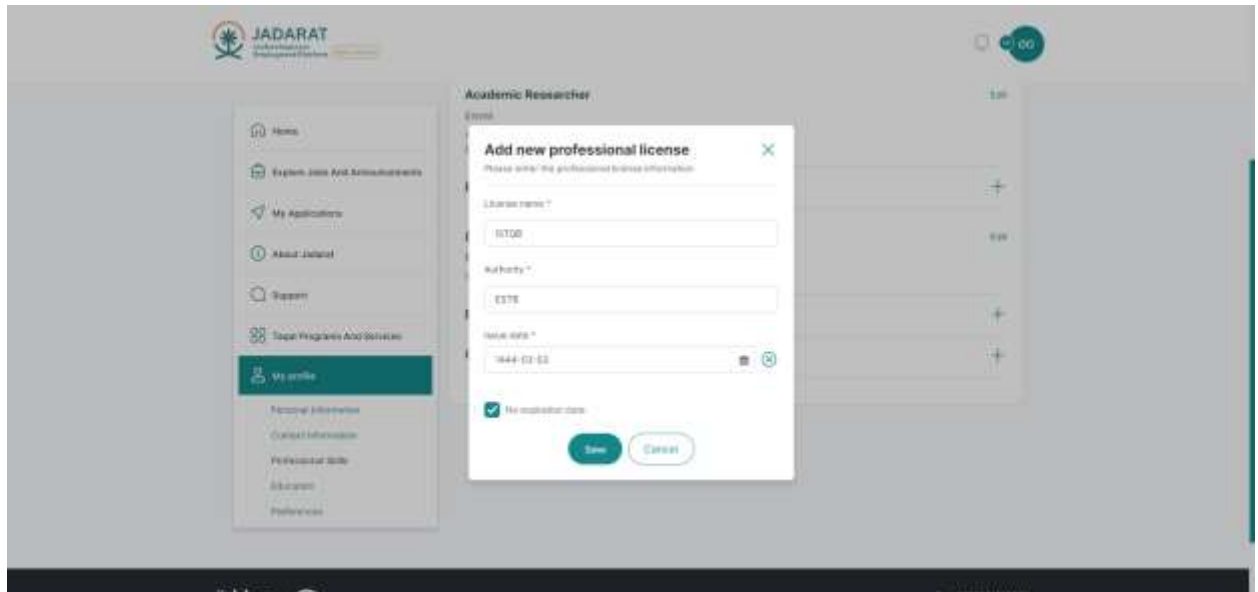




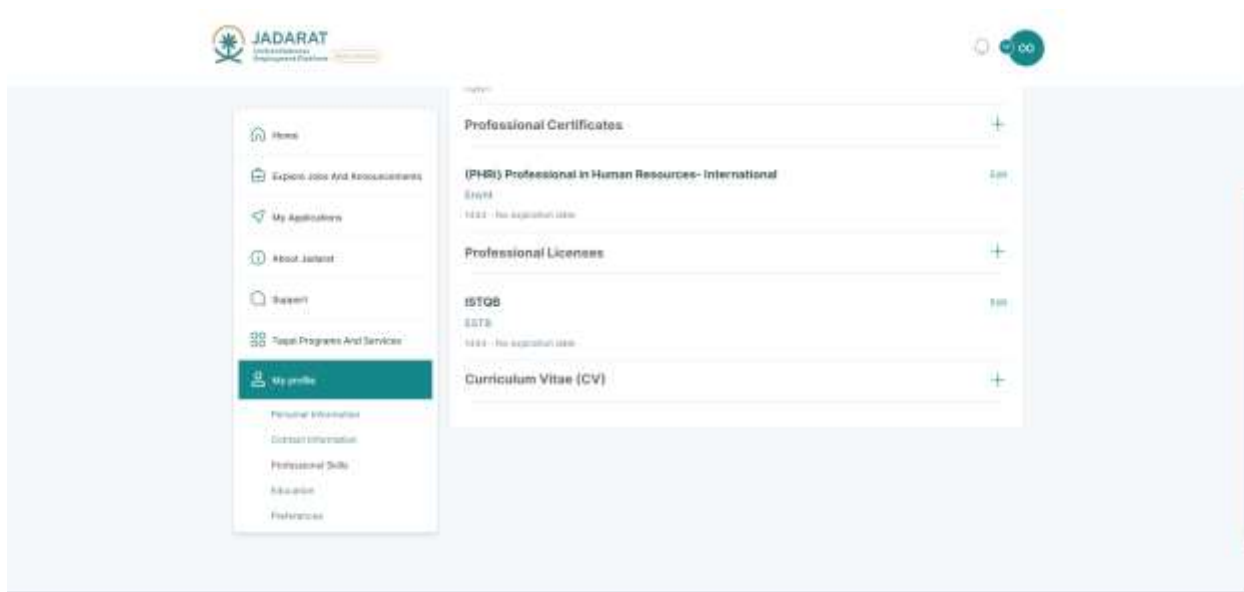
After the user clicks on the **save** button then the Professional Certificate is added successfully



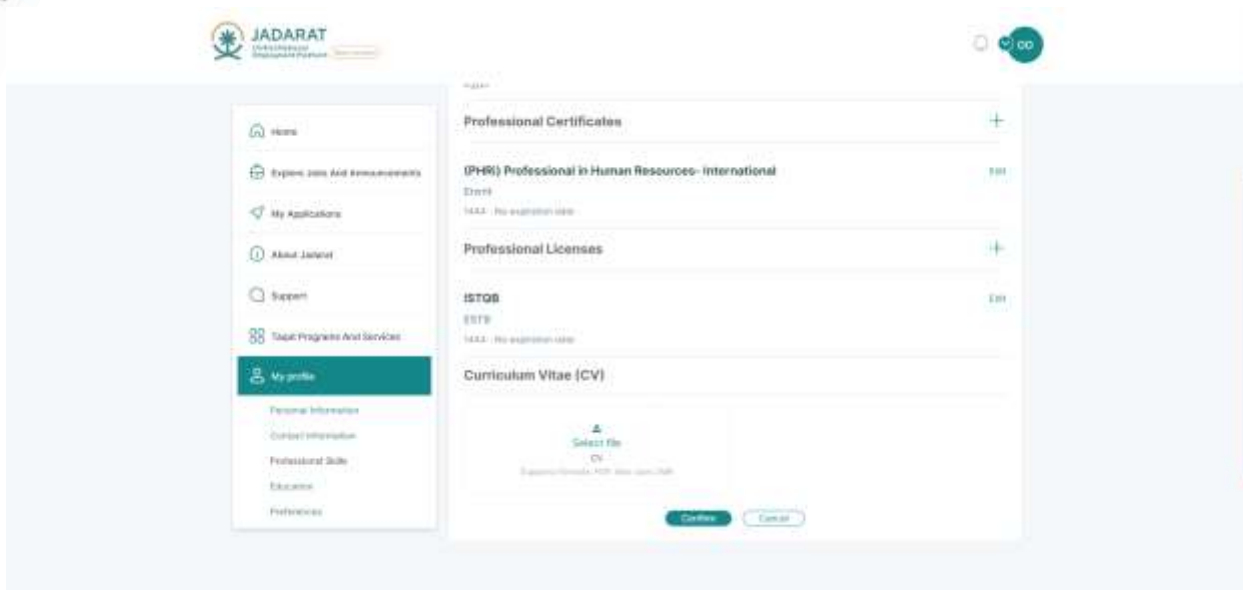
After the user click on + icon in Professional License the popup appears



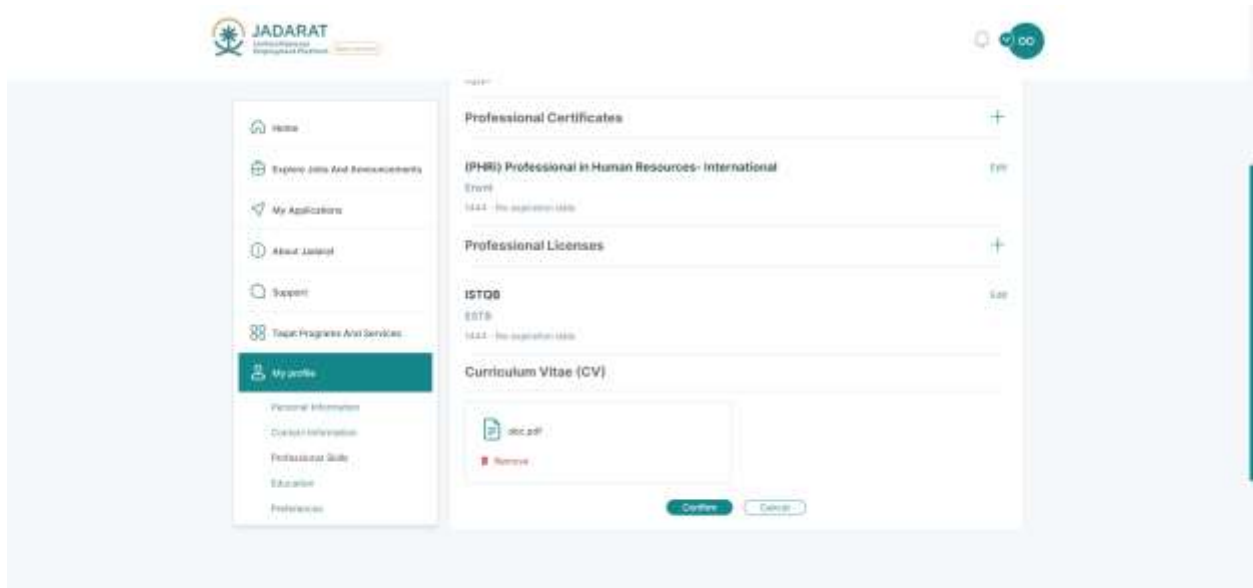
The user fills all the fields of the popup then clicks on **save** button



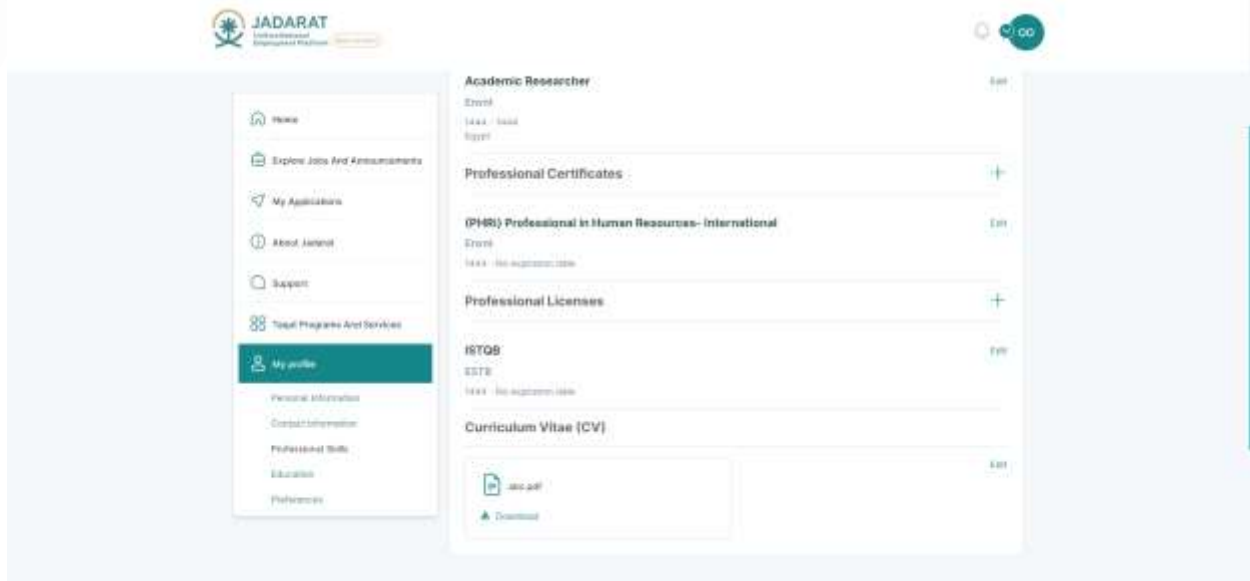
After the user clicks on the **save** button then the Professional Certificate is added successfully



After the user clicks on + icon in CV, the uploader appears

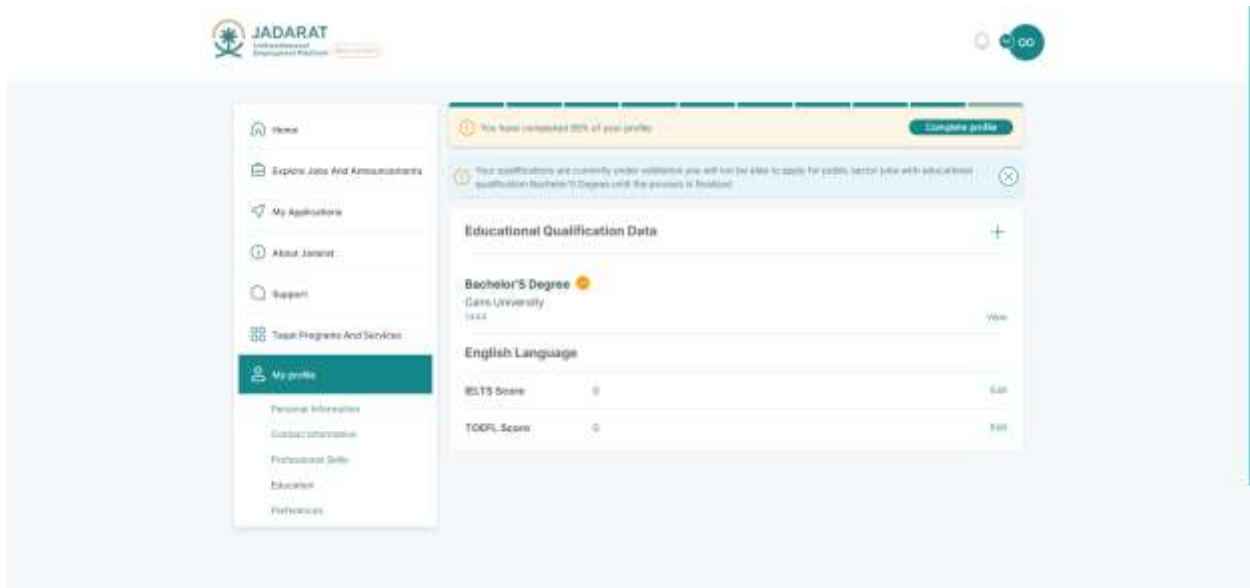


The user attaches a CV then clicks on **the confirm** button

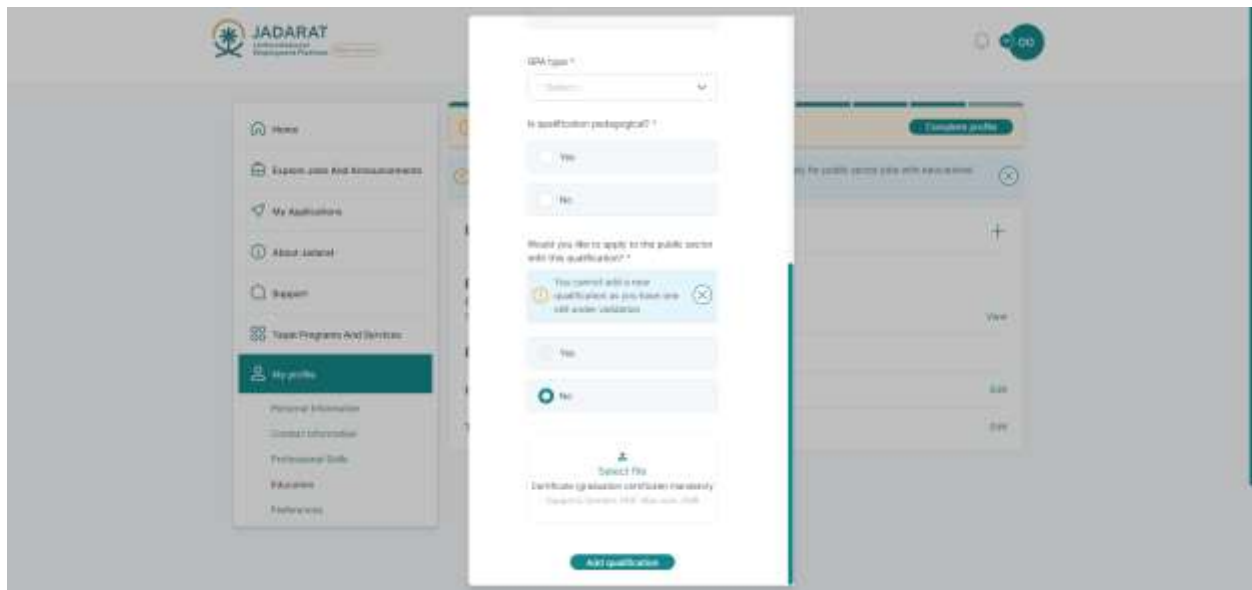
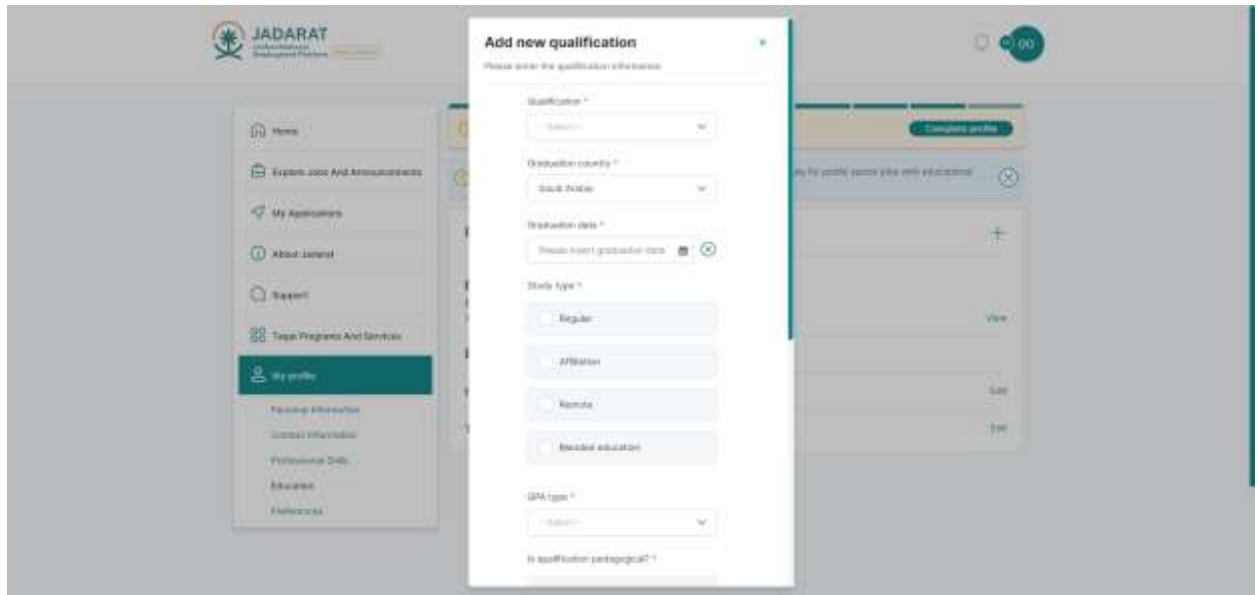


The CV is added successfully

## 8.4. Education



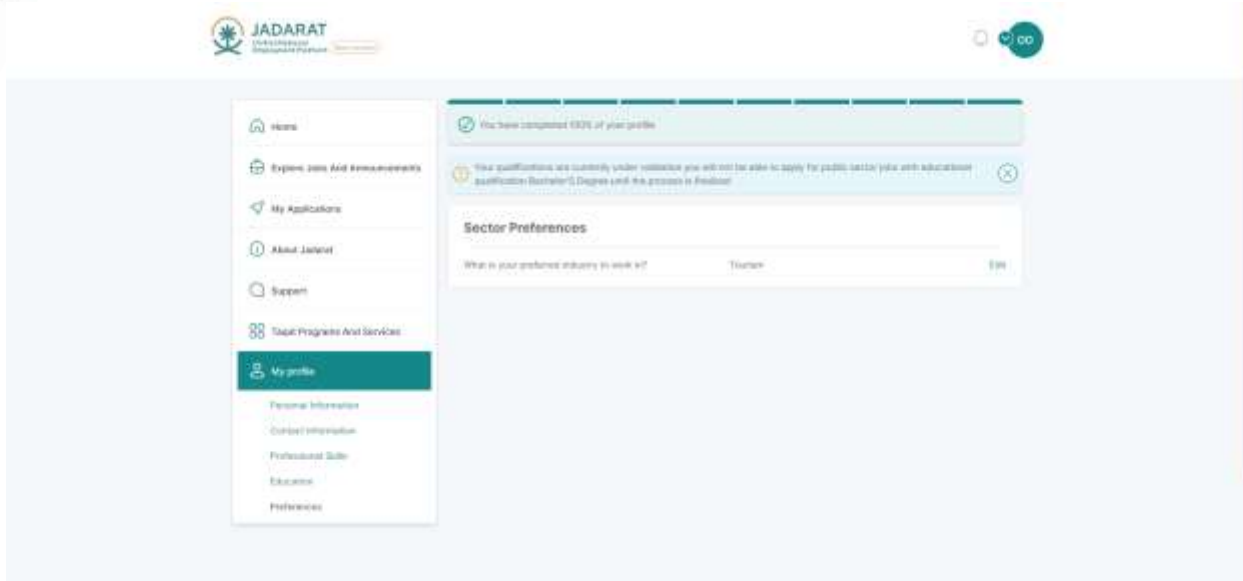
The user can add new qualification by clicking on + icon



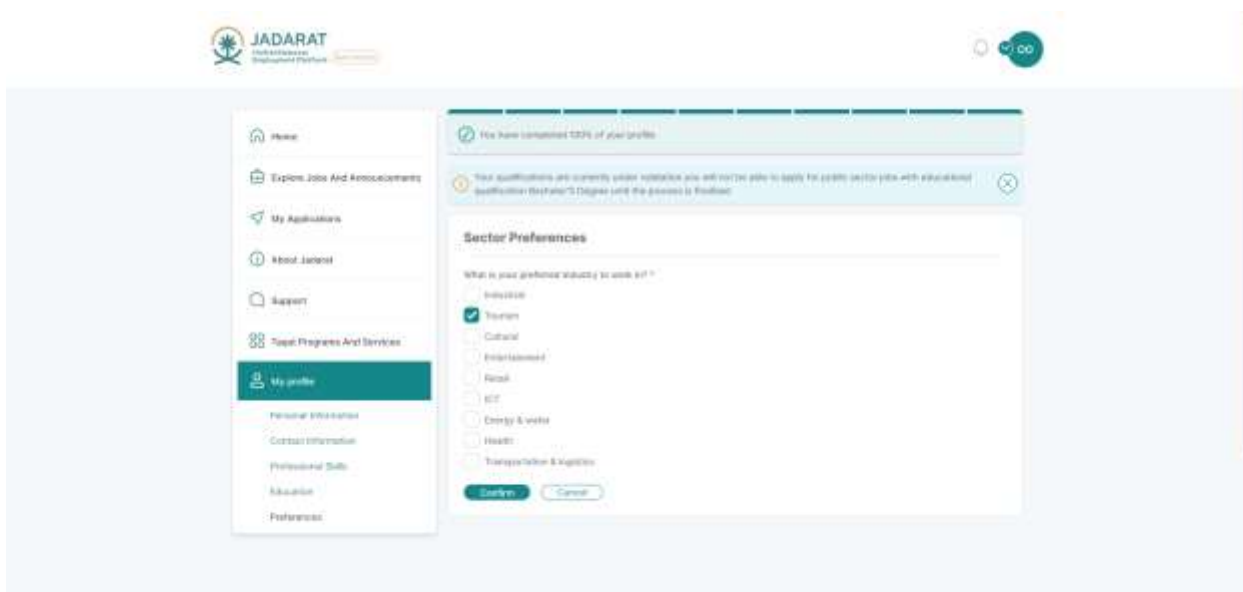
The user fills in the data then clicks on **the add qualification** button

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

## 8.5. Preferences

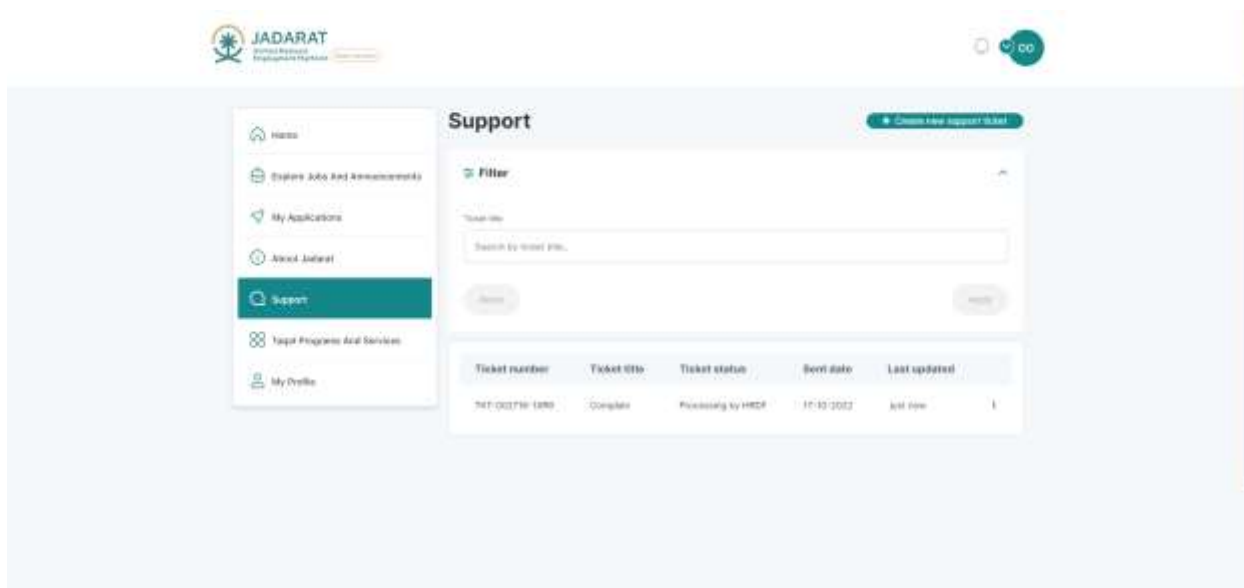
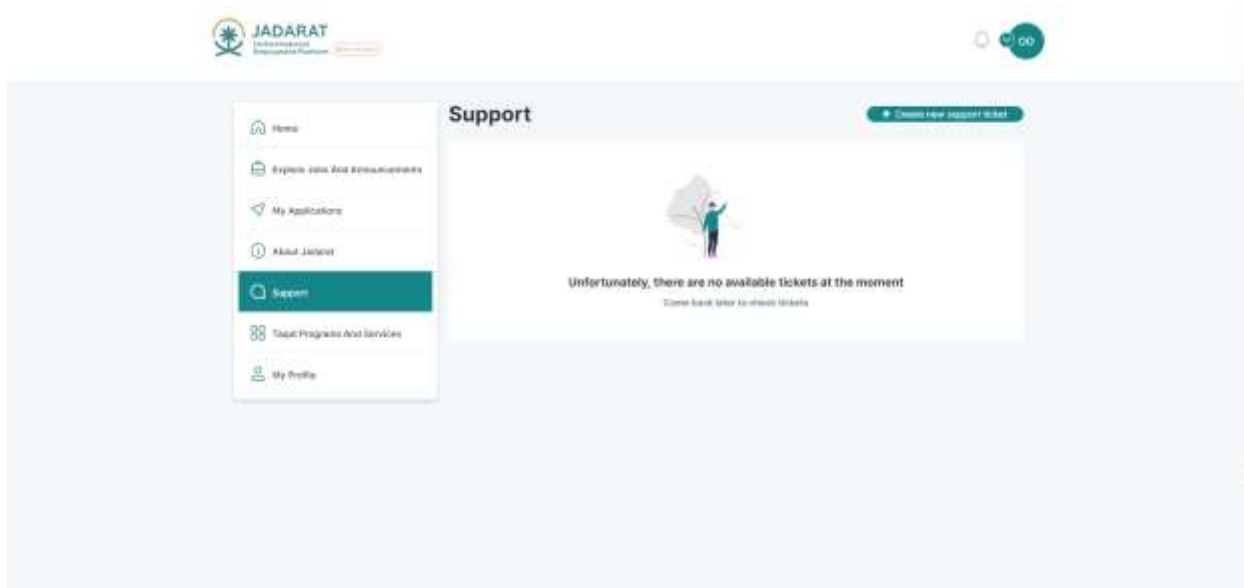


The user can edit preferences by clicking on **the edit** button



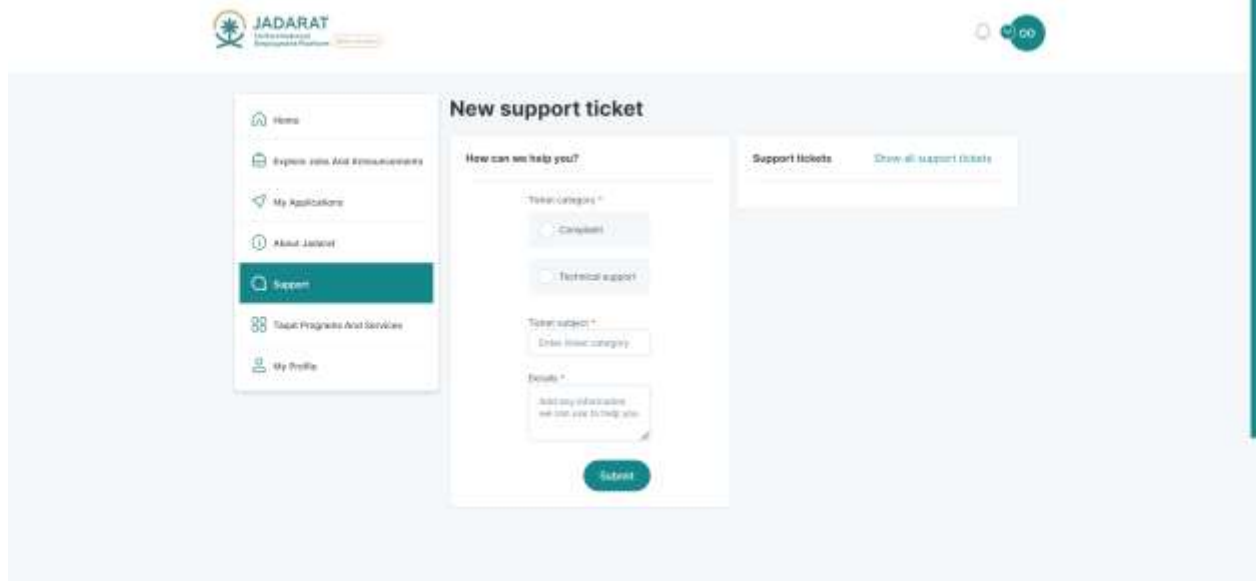
After editing, the user can click on the **confirm** button

## 9. Tickets & Support

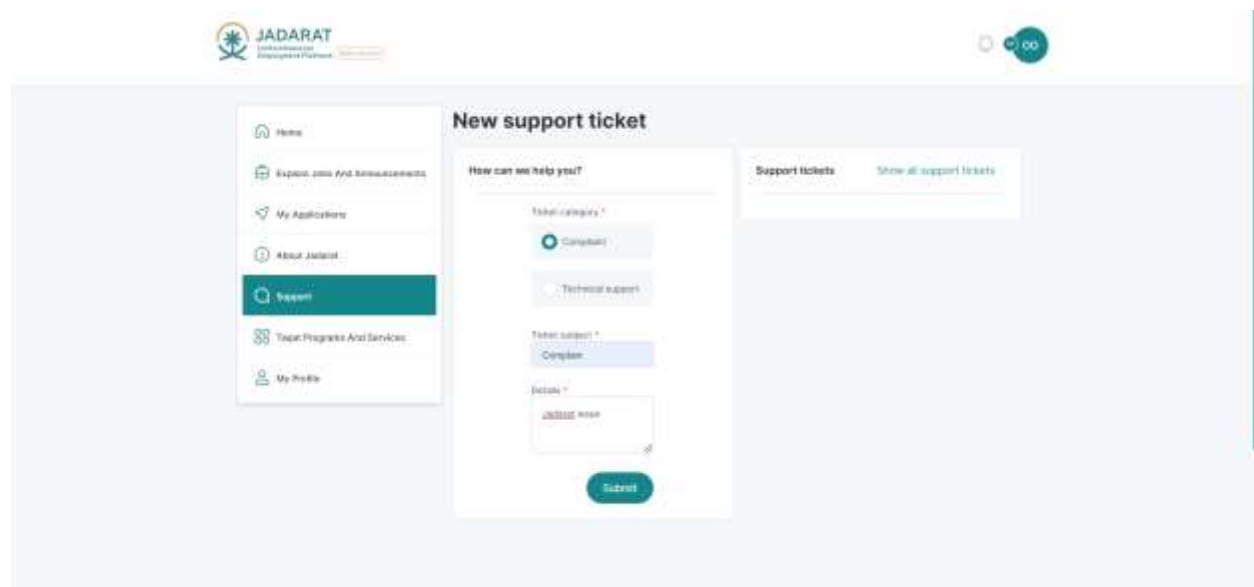


The user clicks on Support tab from the side menu, the support page appears with list of Tickets  
 The user can filter the tickets by the Ticket title

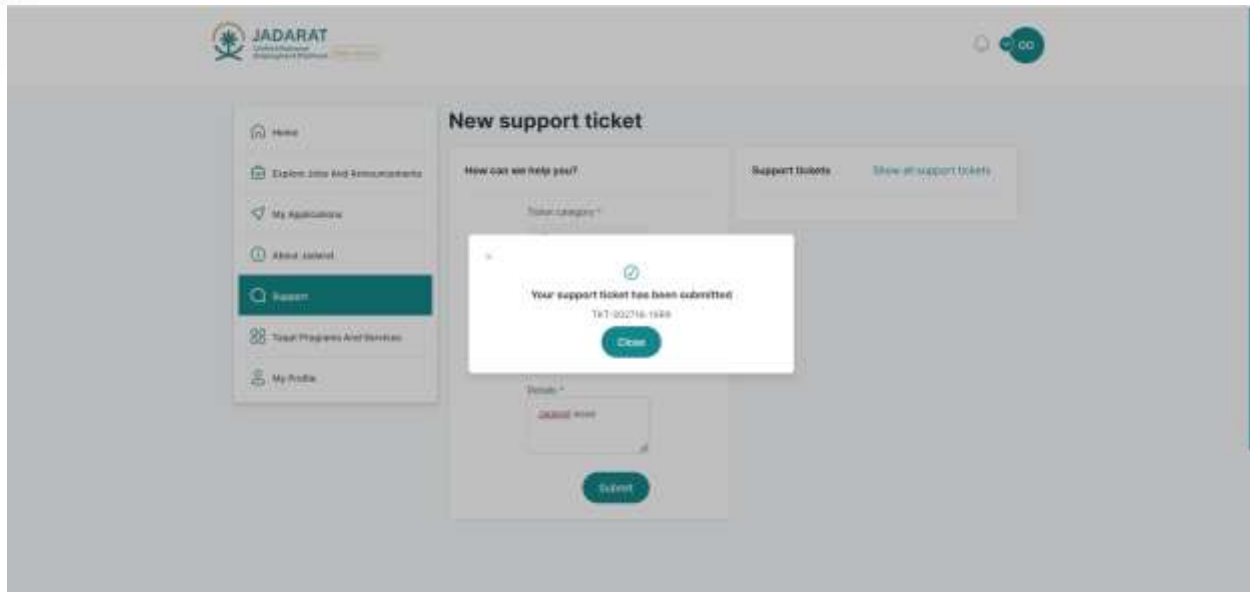




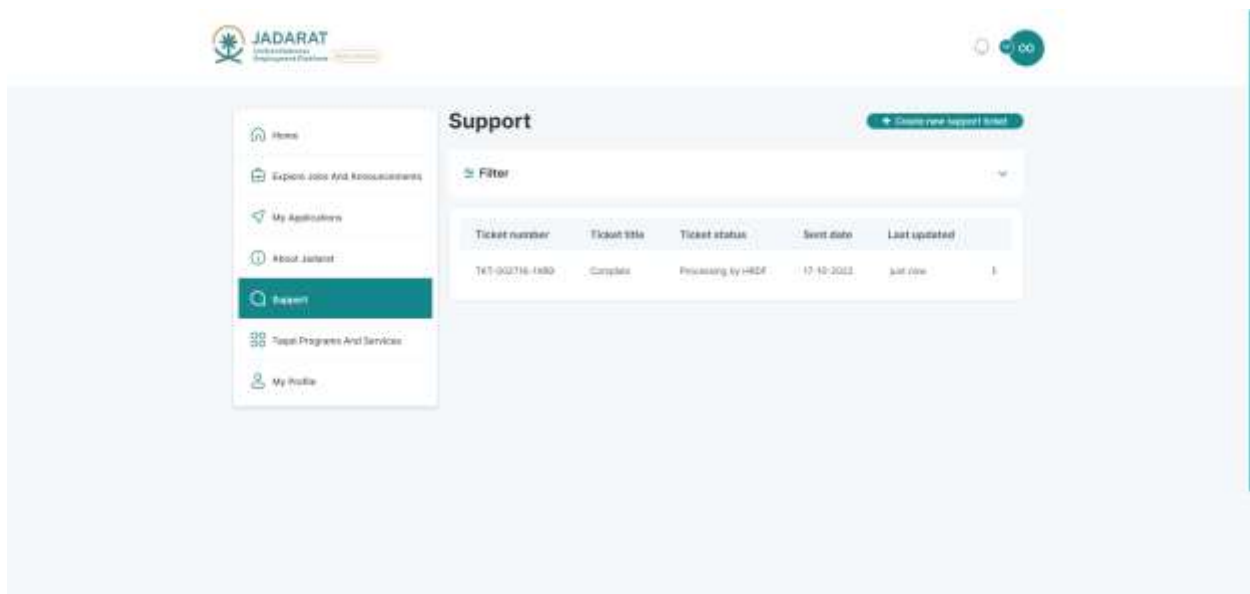
The user can add a new support ticket by clicking on the button of **Create new support ticket**



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



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

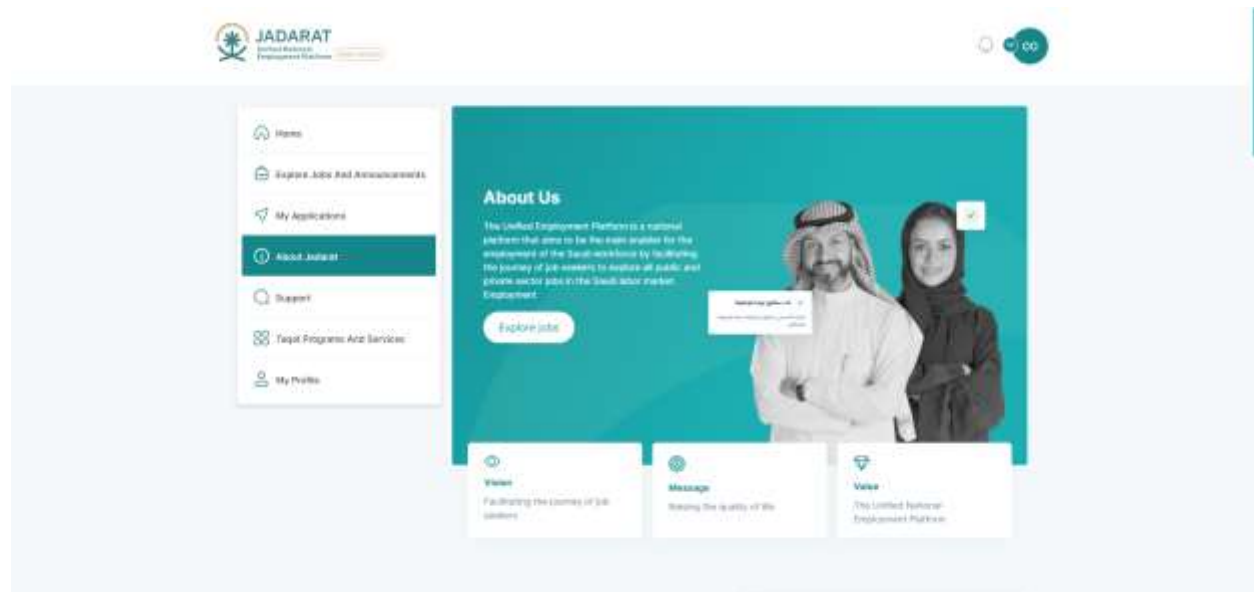


# 10. About The Jadarat

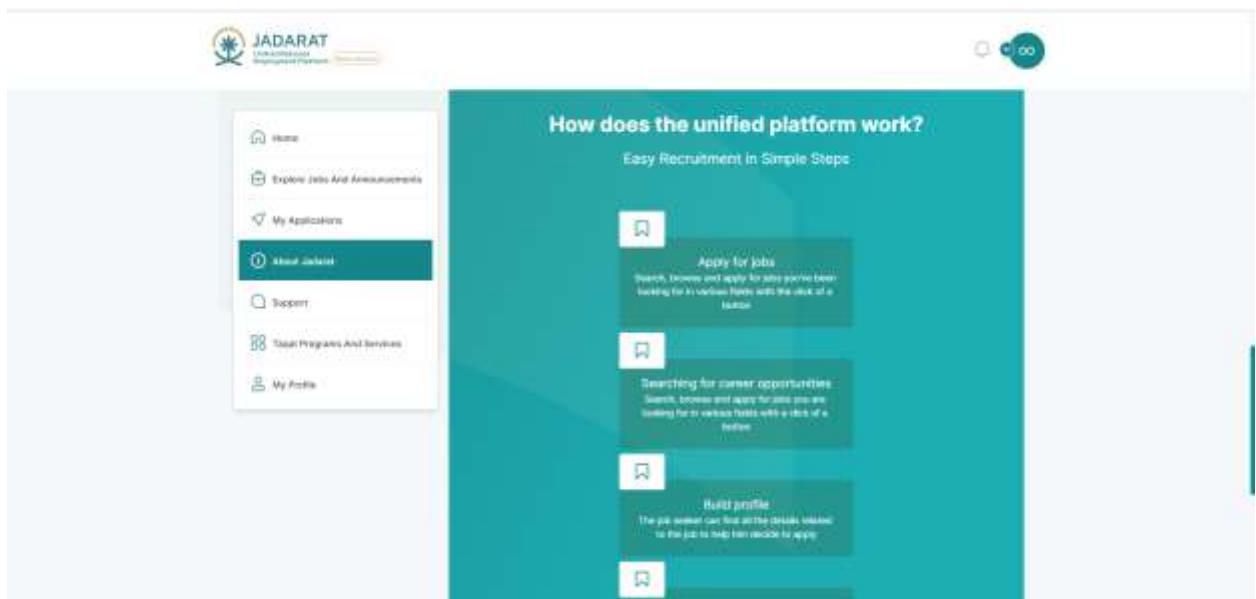
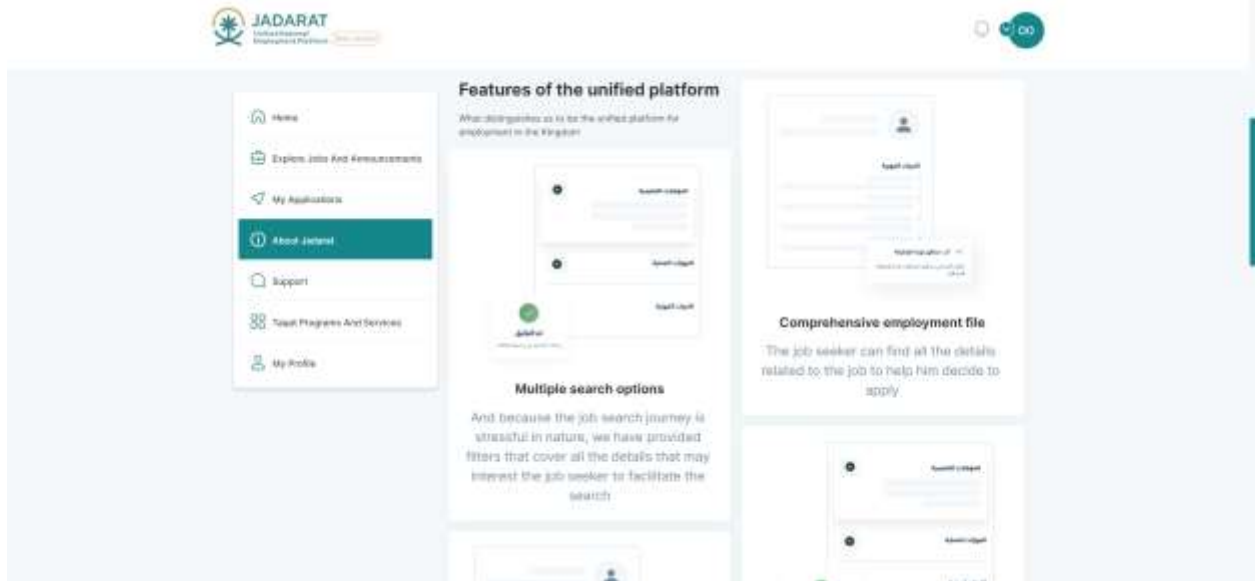
## 10.1. About Us displayed to logged in user

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



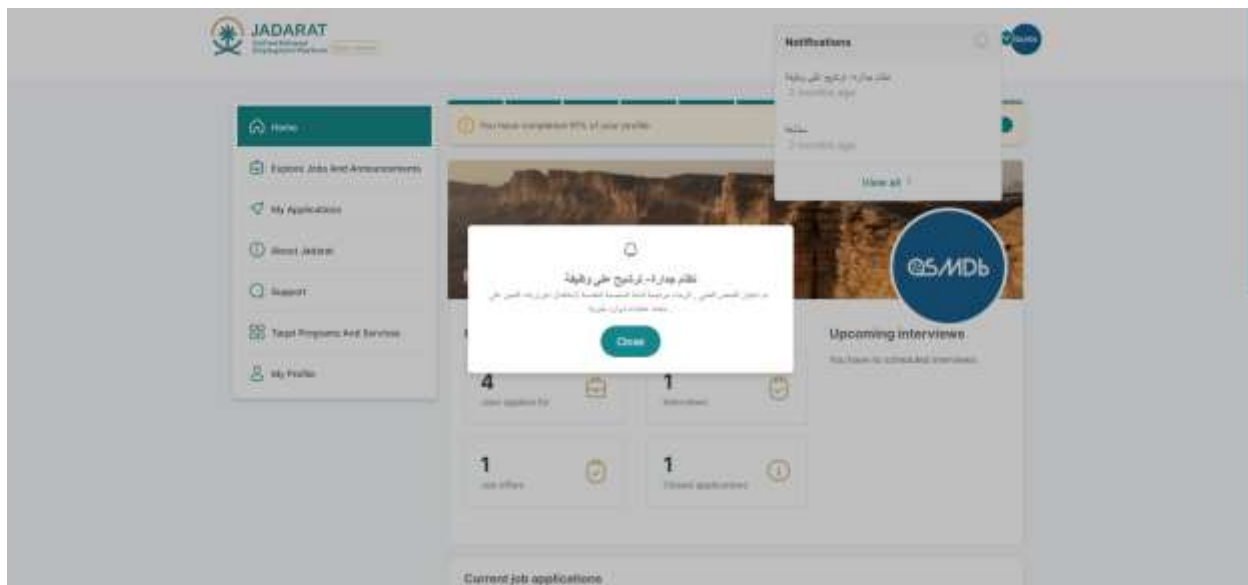
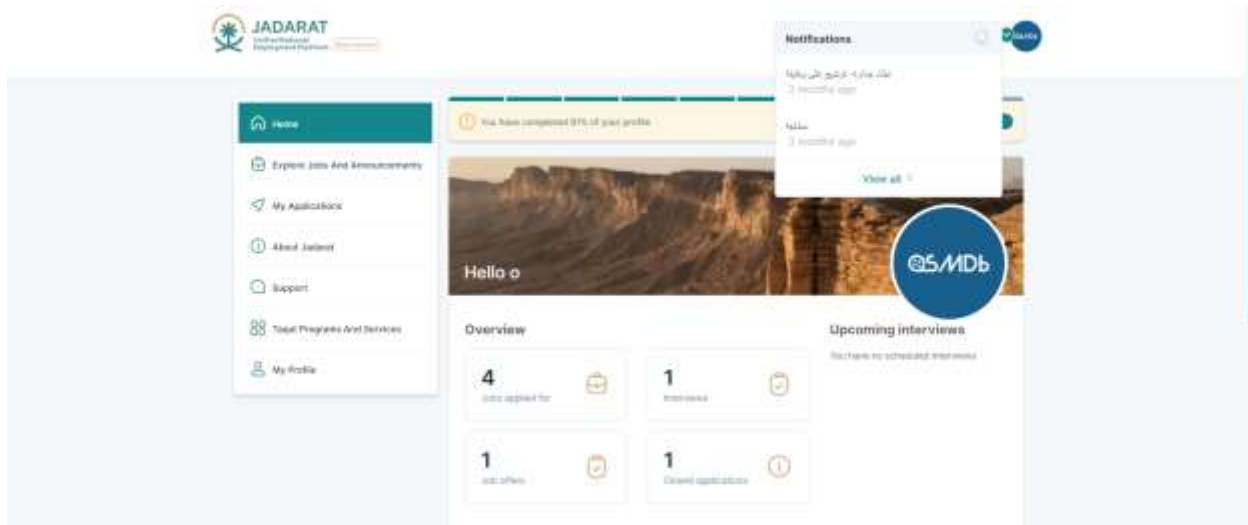
The user clicks on **About the Jadarat** tab from the side menu



In these screens the user can know more information about Jadarat

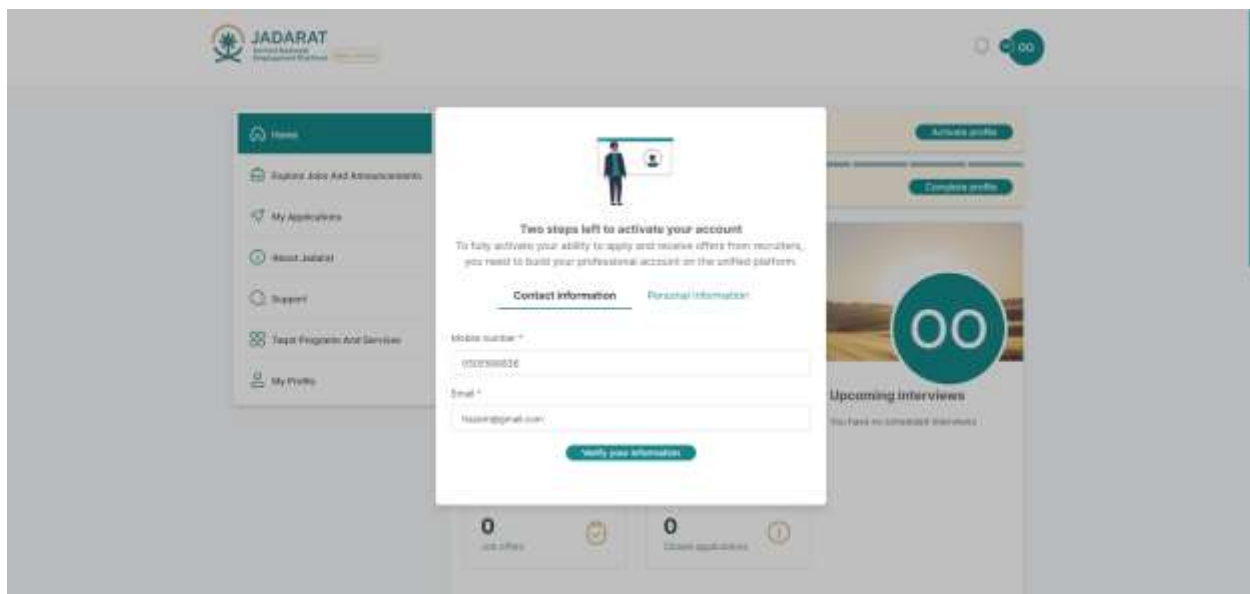
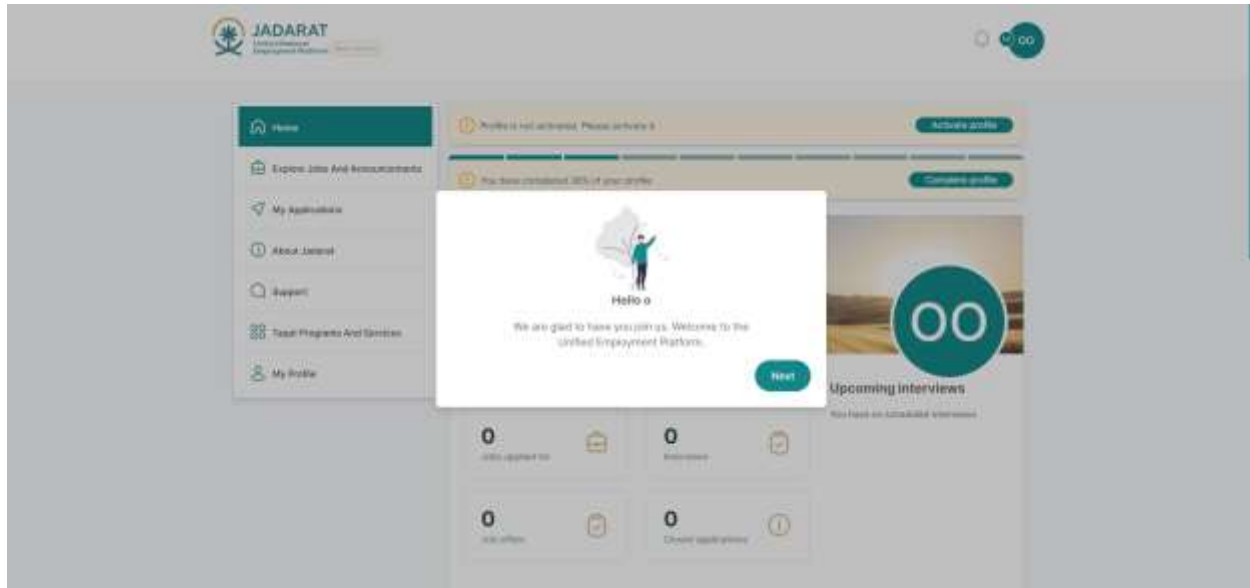
# 11. Notification

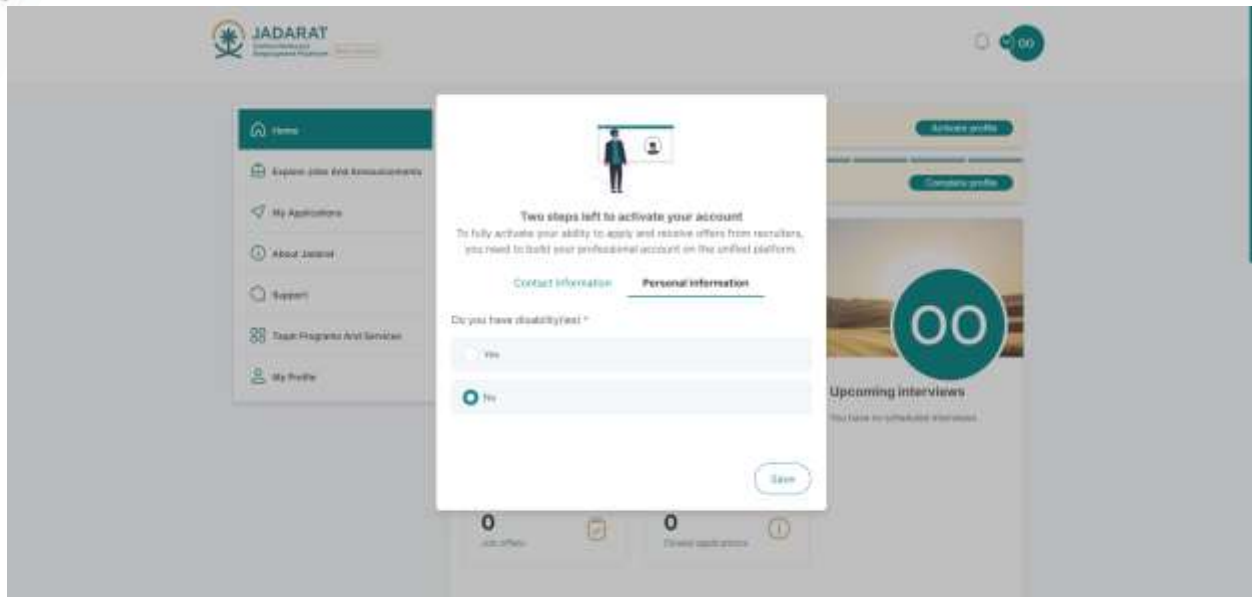
When there is an interview or offer is sent to the user after applying for a job or accepting the interview



The interview details sent to the user

## 12. Migrated user



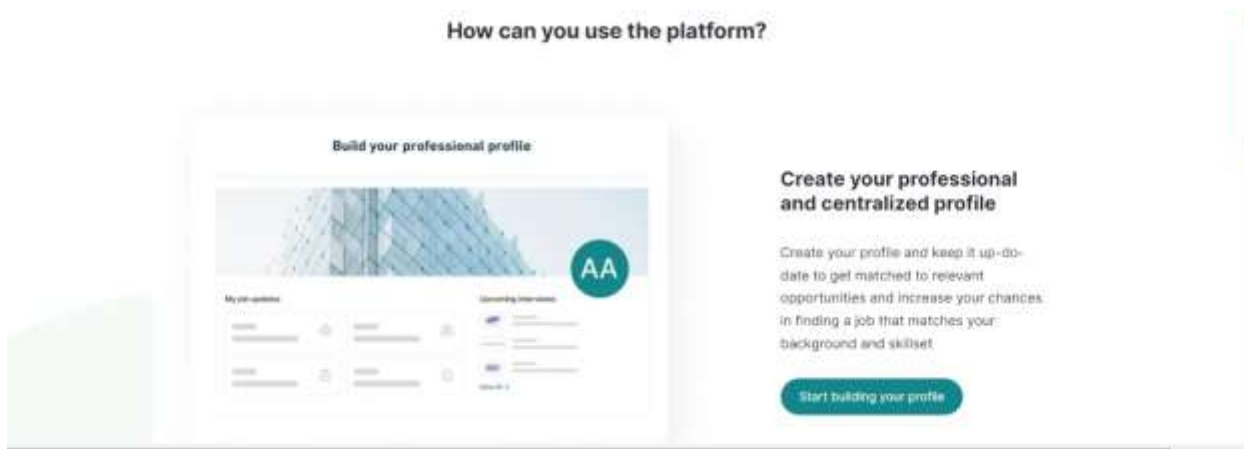
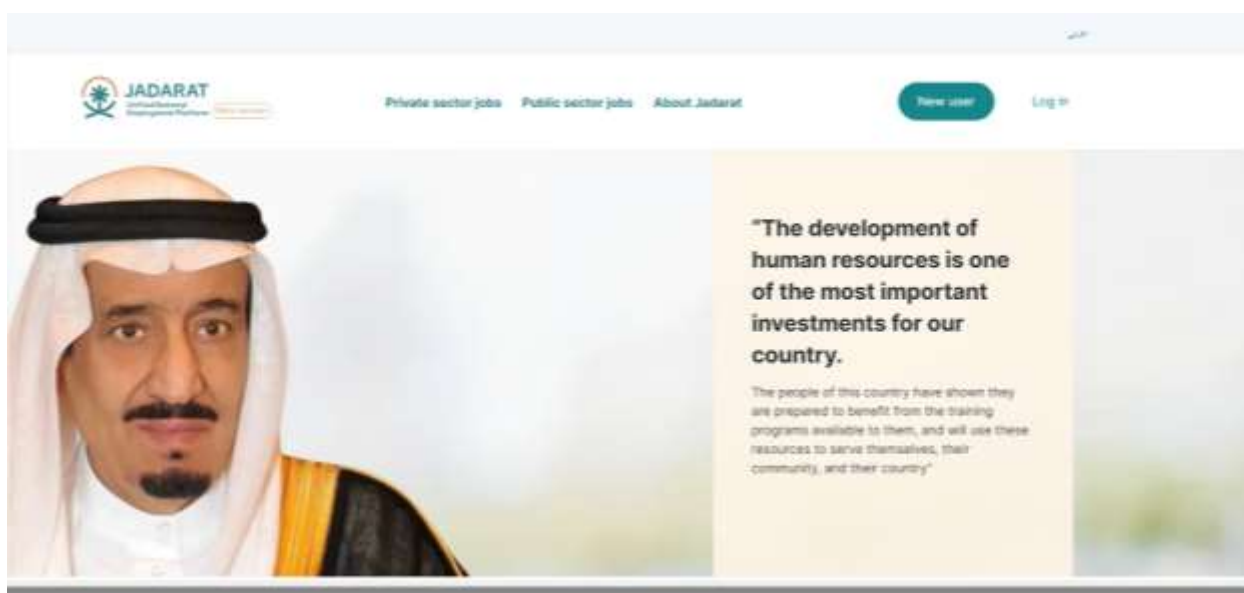


# 13. Visitor / Anonymous User

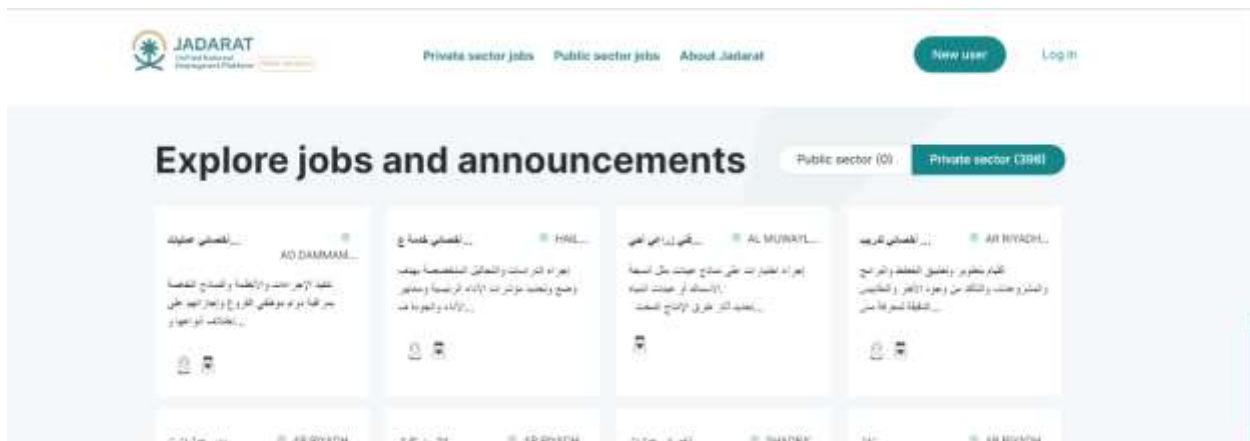
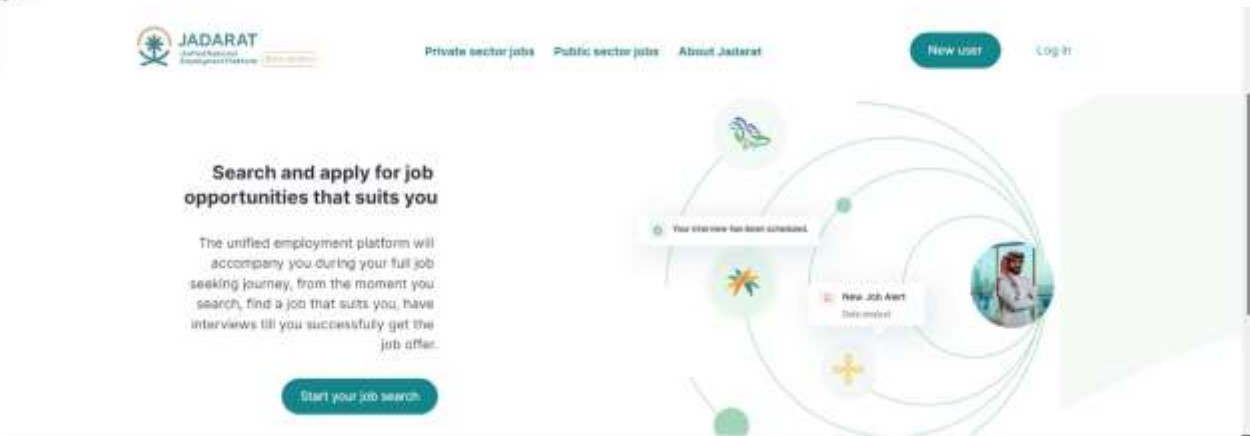
## 13.1. Landing Page

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

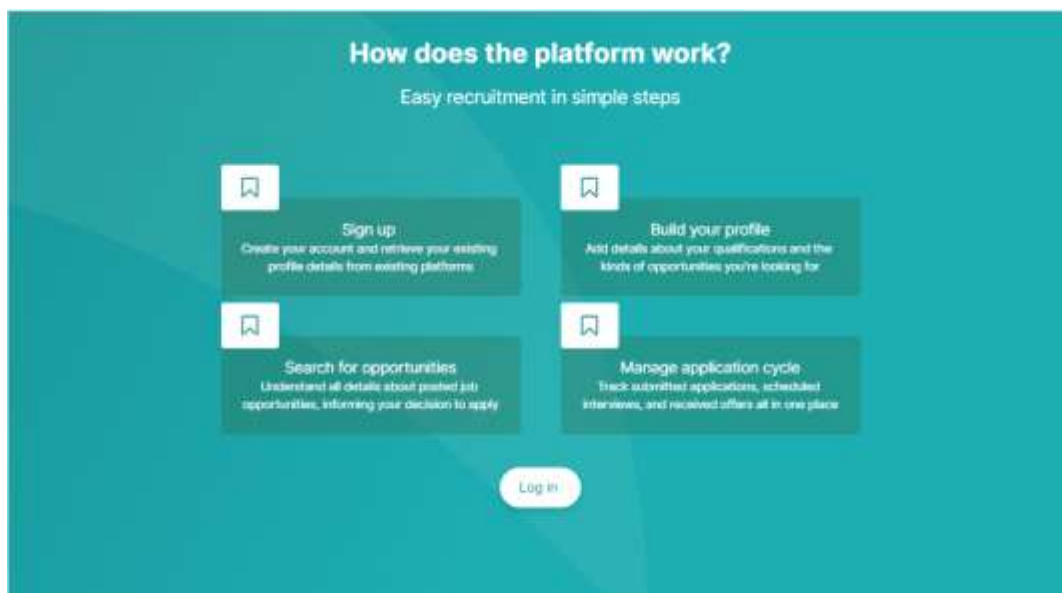
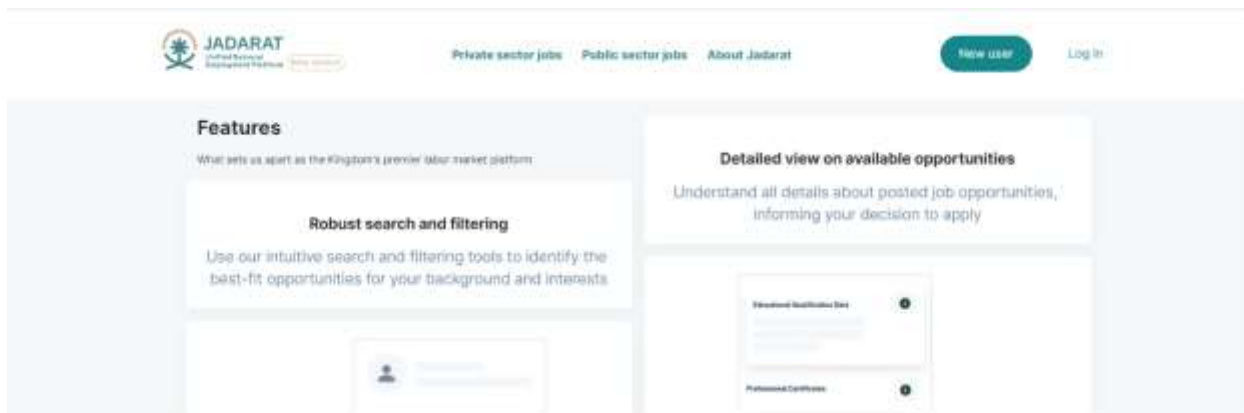
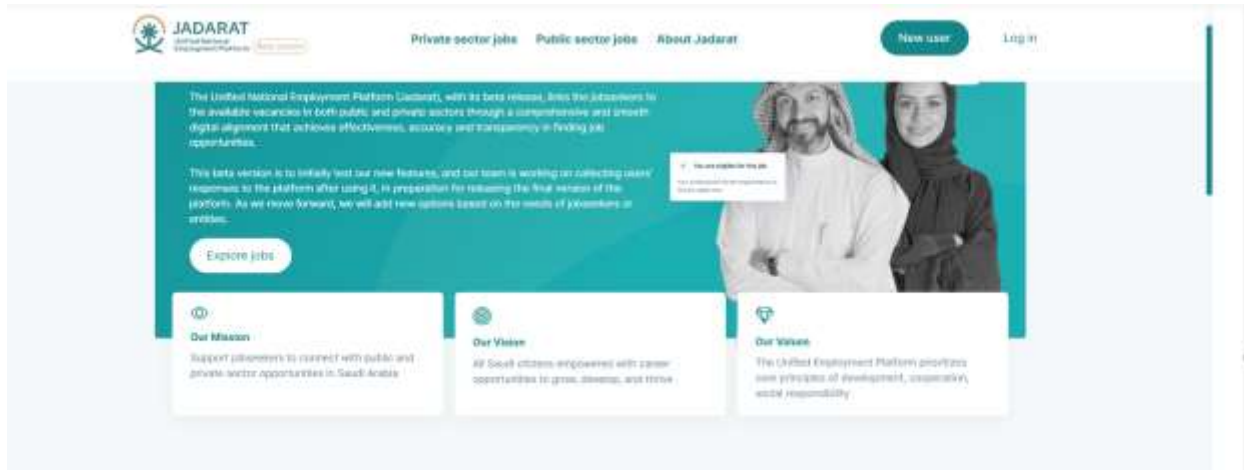




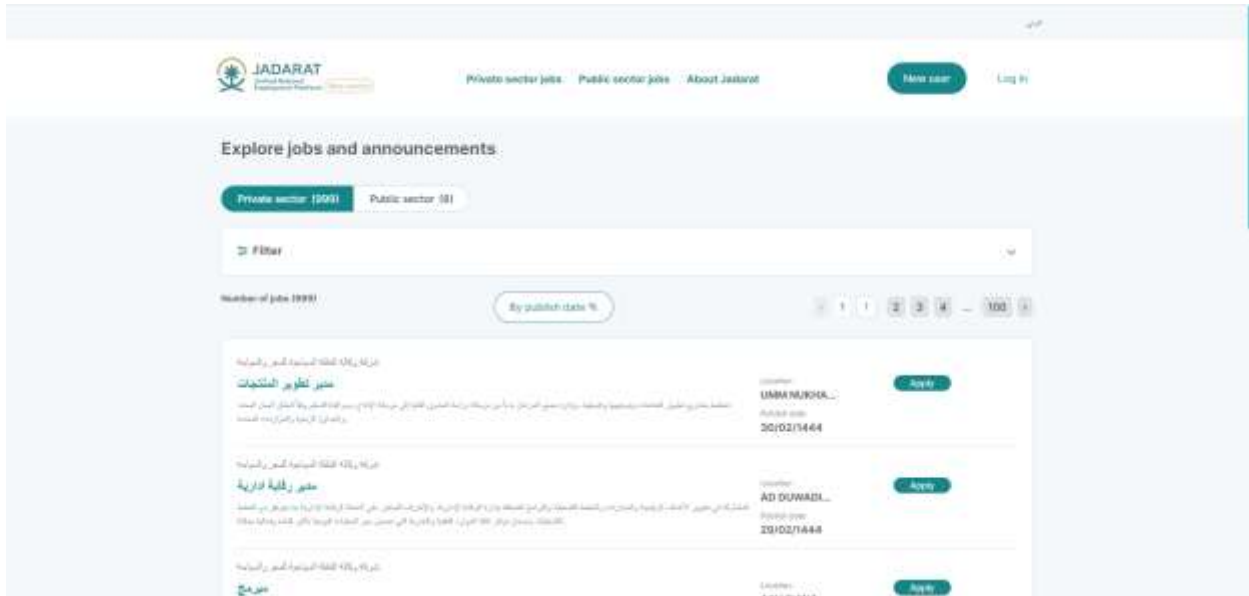


Landing page: Content and Images can be managed by CMS by the admin and displayed with the new update to the user

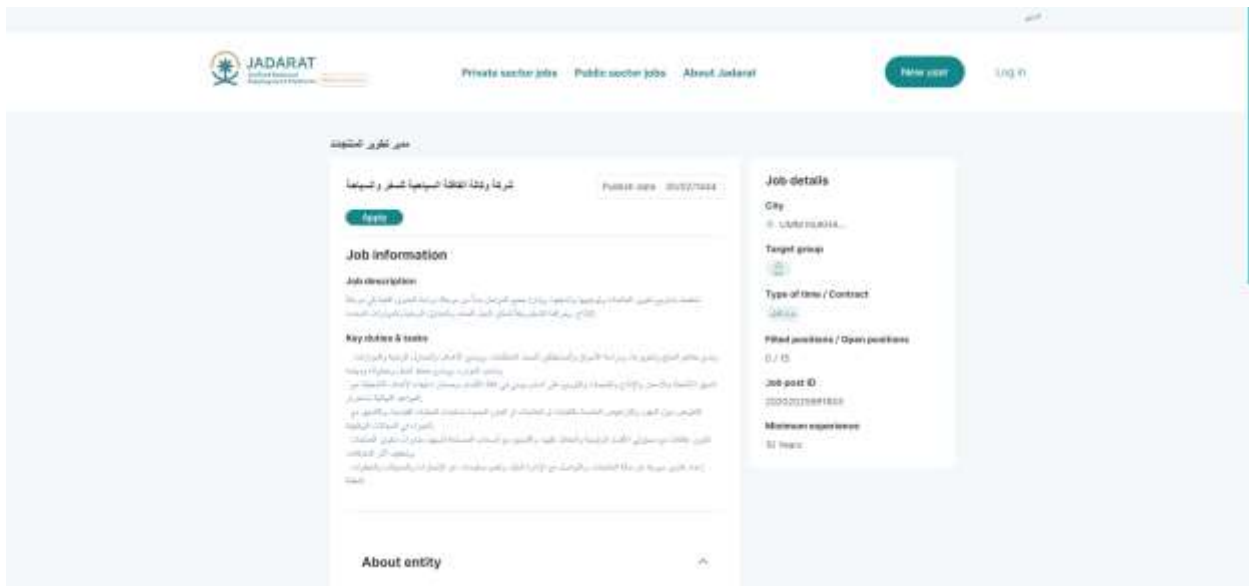
## 13.2. About Us



### 13.3. Private Sector Jobs



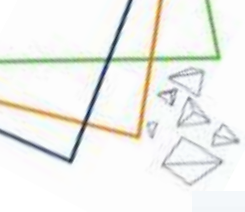
The User can see list of private Jobs and when clicking on apply, user is navigating to job details



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



Private sector jobs   Public sector jobs   About JADARAT

New user   Log In

### Explore jobs and announcements

Private sector (1000)
Public sector (0)

Filter

Number of jobs (0)

By closing date %

| الوظائف  | Application end date |   |
|--|----------------------|---|
| <p><b>1643/12/21</b> <b>المنظمة الإدارية العامة المصرية للقرن 21</b></p> <p>1- حلل الرضا لشباب و الفتيات منحة في الوطن<br/>                 2- تحليل الوضع المالي للقرن 21 عند الانتهاء من دورة التدريب<br/>                 3- ادر دورة من دورة التدريب على مهارات تطوير برامج التدريب<br/>                 4- التفاوض في السوق للتصميم افر او مواد التصنيع الجديدة</p> | 1644/12/20           | <a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 5px;">Apply</a> |
| <p><b>1643/11/24</b> <b>مركز التوظيف العام من طريق القاهرة</b></p> <p>1- حلل الرضا لشباب و الفتيات منحة في الوطن<br/>                 2- تحليل الوضع المالي للقرن 21 عند الانتهاء من دورة التدريب<br/>                 3- ادر دورة من دورة التدريب على مهارات تطوير برامج التدريب<br/>                 4- التفاوض في السوق للتصميم افر او مواد التصنيع الجديدة</p>       | 1644/12/20           | <a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 5px;">Apply</a> |

