

Quick Start Guide

# Copy an Existing Job

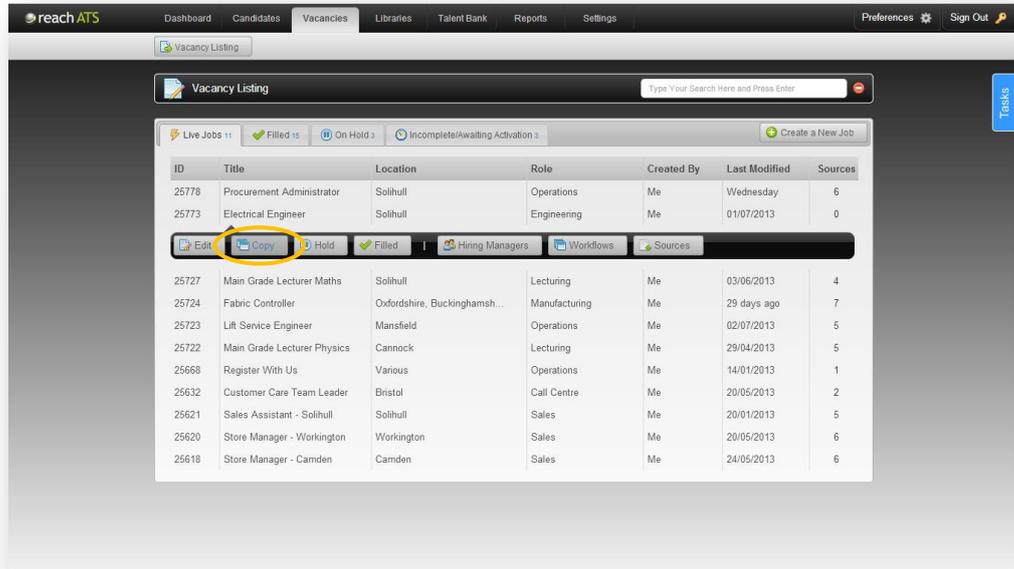
*Prepared By:* Reach Support



## 1. Copy an Existing Job

To copy an existing job, click the original job in the Vacancy Listing and then press Copy.

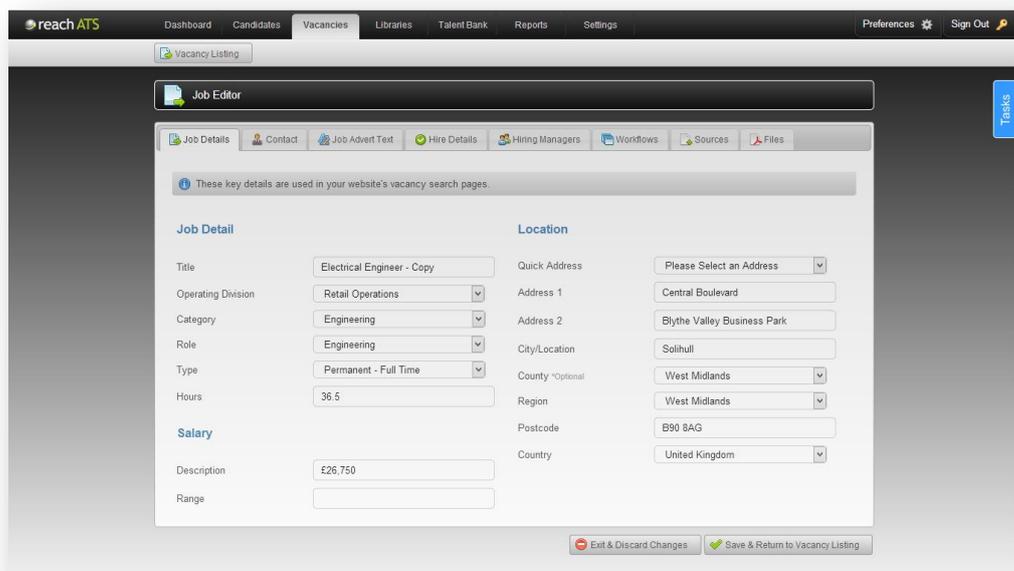
Figure 1: Copy a Job



## 2. Amend Details

Change the job title and other details as necessary, in particular checking Closing Date, Hiring Managers, Workflows, Sources and Files for download.

Figure 2: Check details on each tab and amend as required



### 3. Activate Your Job

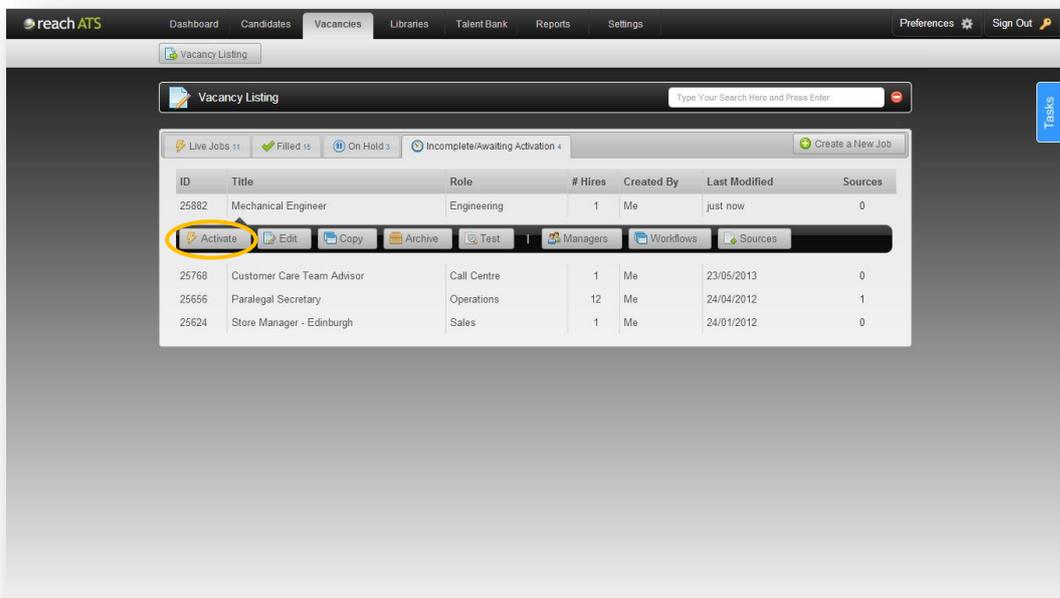
Your new job it will be stored in the **Incomplete / Awaiting Activation** tab in your **Vacancy Listing**.

When you are ready to release the new job, use the **Activate** action:

1. Click the **Incomplete / Awaiting Activation** tab
2. Click the **Job Title**
3. From the Options bar click **Activate**

The **Job Status** will immediately change to **Live** and the job will be listing in the **Live Jobs** tab.

**Figure 3: Activate Your Job**



**Your vacancy is now live:**

- If the **Company Website** source has been selected, the job will instantly appear on your Vacancy pages (and on your Intranet if setup).
- If any **Agency Suppliers** have been selected, your Agency Contacts will be emailed details of their New Assignment.
- In addition, **Job Alert Emails** will be sent instantly to candidates whose preferences match the new job.
- If you are posting to any **Third Party Websites**, the Application Links are now activated and can be prepared for advertising.