

Quick Start Guide

Copy an Existing Job

Prepared By: Reach Support

Strictly Commercial in Confidence





1. Copy an Existing Job

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

| | | | | 0.00 | | | |
|---------|-----------------------------|---------------------------------|--------------------|------------|---------------|-------------|--|
| Elve Jo | bs 11 V Filled 15 U On Hol | d 3 O Incomplete/Awaiting Activ | ation 3 | | U Creat | e a New Job | |
| ID | Title | Location | Role | Created By | Last Modified | Sources | |
| 25778 | Procurement Administrator | Solihull | Operations | Me | Wednesday | 6 | |
| 25773 | Electrical Engineer | Solihull | Engineering | Me | 01/07/2013 | 0 | |
| Edit | Copy D Hold | 🖋 Filled 🔰 🛃 Hiring Manag | iers 📘 🛅 Workflows | Sources | | | |
| 25727 | Main Grade Lecturer Maths | Solihull | Lecturing | Me | 03/06/2013 | 4 | |
| 25724 | Fabric Controller | Oxfordshire, Buckinghamsh | Manufacturing | Me | 29 days ago | 7 | |
| 25723 | Lift Service Engineer | Mansfield | Operations | Me | 02/07/2013 | 5 | |
| 25722 | Main Grade Lecturer Physics | Cannock | Lecturing | Me | 29/04/2013 | 5 | |
| 25668 | Register With Us | Various | Operations | Me | 14/01/2013 | 1 | |
| 25632 | Customer Care Team Leader | Bristol | Call Centre | Me | 20/05/2013 | 2 | |
| 25621 | Sales Assistant - Solihull | Solihull | Sales | Me | 20/01/2013 | 5 | |
| 25620 | Store Manager - Workington | Workington | Sales | Me | 20/05/2013 | 6 | |
| 25618 | Store Manager - Camden | Camden | Sales | Me | 24/05/2013 | 6 | |
| | | | | | | | |

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

| Job Editor | | | | | | | | |
|-----------------------|------------------------------------|------------|-------------------------|-----------------------|---------------------|----------------|---|------|
| | | 1 | | I.e. | | | 1 | Tast |
| Joo Details | act 👷 Job Advert Lext 💟 Hire | Details | B Hinng Managers | Vorktiows | ources | | | |
| These key details are | used in your website's vacancy sea | rch pages. | | | | | | |
| Job Detail | | | Location | | | | | |
| JOD Detail | | | Location | | | | | |
| Title | Electrical Engineer - Copy | | Quick Address | Please | Select an Address | v | | |
| Operating Division | Retail Operations | * | Address 1 | Central E | loulevard | | | |
| Category | Engineering | ~ | Address 2 | Blythe V | alley Business Park | | | |
| Role | Engineering | ~ | City/Location | Solihull | | | | |
| Туре | Permanent - Full Time | ~ | County "Optional | West M | idlands | v | | |
| Hours | 36.5 | | Region | West M | idlands | ~ | | |
| Salary | | | Postcode | B90 8AG | i | | | |
| outury | | | Country | United H | ingdom | ~ | | |
| Description | £26,750 | | | | | | | |
| Range | | | | | | | | |
| | | | A C -24 C | in second Observation | Carlo & Dahum Ia | Verservitieker | | |



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

| Vac | Vacancy Listing | | | | Type Your Search Here and Press Enter | | | |
|---------|----------------------------------|----------------------------------|----------|------------|---------------------------------------|------------------|---|--|
| Live Jo | bbs 11 🧳 Filled 15 🕕 On Hold 3 🤅 | Incomplete/Awaiting Activation 4 | | | | Create a New Job | Ľ | |
| ID | Title | Role | # Hires | Created By | Last Modified | Sources | | |
| 25882 | Mechanical Engineer | Engineering | 1 | Me | just now | 0 | | |
| 🖗 Acti | ivate 📄 🕞 Edit 🛛 🔚 Copy 📄 Arc | hive 💽 🖾 Test 📔 🌋 | Managers | Workflows | s 📘 🔓 Sources | | | |
| 25768 | Customer Care Team Advisor | Call Centre | 1 | Me | 23/05/2013 | 0 | | |
| 25656 | Paralegal Secretary | Operations | 12 | Me | 24/04/2012 | 1 | | |
| 25624 | Store Manager - Edinburgh | Sales | 1 | Me | 24/01/2012 | 0 | | |
| | | | | | | _ | | |
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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.