

## E1076 - Expert Manual

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### **AUTHORS**

**P.Indrani,  
B.Rajyalakshmi**

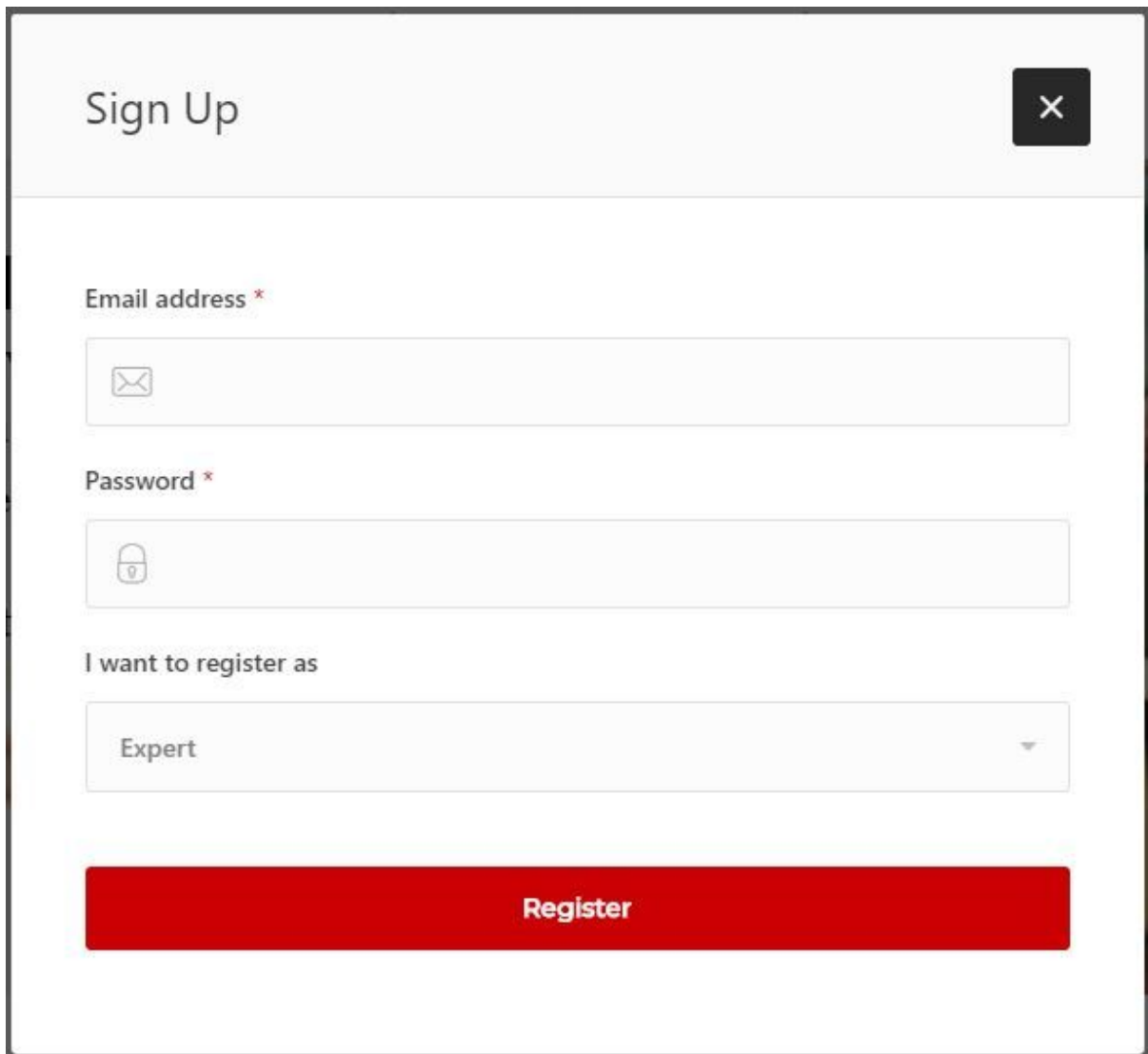
**Access Permission - CheckList**

1.	Senior Leadership Team	Y
2.	Managers	Y
3.	Development Team	Y
4.	Validation Team	Y
5.	Business Development Team	Y
6.	Operation Team	Y
7.	Finance	Y
8.	Human Resources	Y
9.	Legal	Y
10.	Administration	Y
11.	All employees	Y
12.	All suppliers	N
13.	All Customers	Y
14.	Specific entities as listed below:	

## STEPS FOR APPLYING A JOB

### 1.Registration:

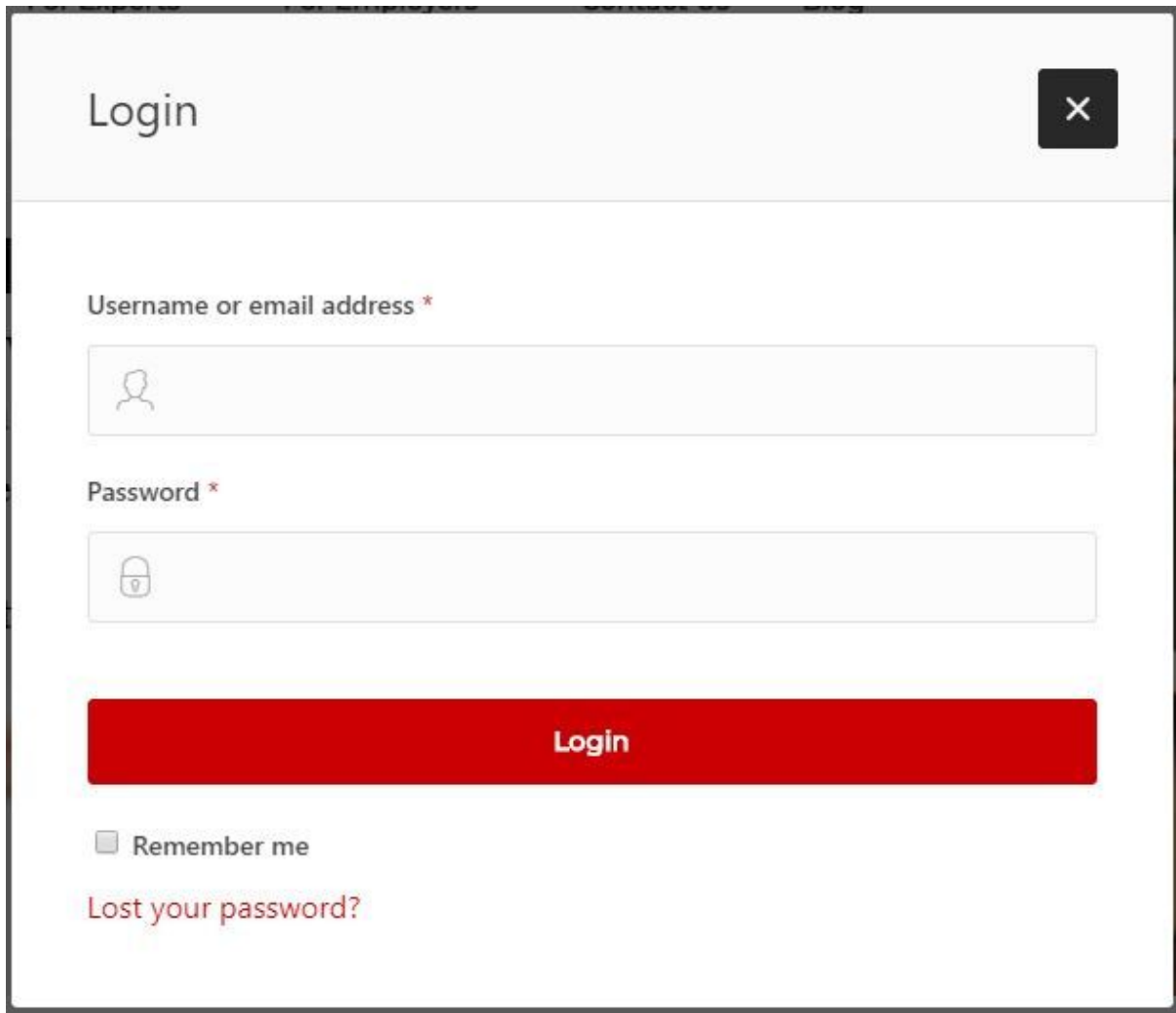
- You can register on our site by clicking 'Sign Up' button on the header. Choose Expert from the dropdown in 'I want to register as' field.



The screenshot shows a 'Sign Up' modal window. At the top left is the text 'Sign Up' and at the top right is a dark square button with a white 'X' icon. Below this are three input fields: 'Email address \*' with an envelope icon, 'Password \*' with a padlock icon, and 'I want to register as' with a dropdown menu showing 'Expert'. At the bottom is a large red button with the text 'Register'.

### 2.Login:

- You can log in with your credentials by clicking 'Log In' button in the header.
- If you forgot your password, you can simply click on 'Lost your password?' and you will get a rest link to your registered mail id.

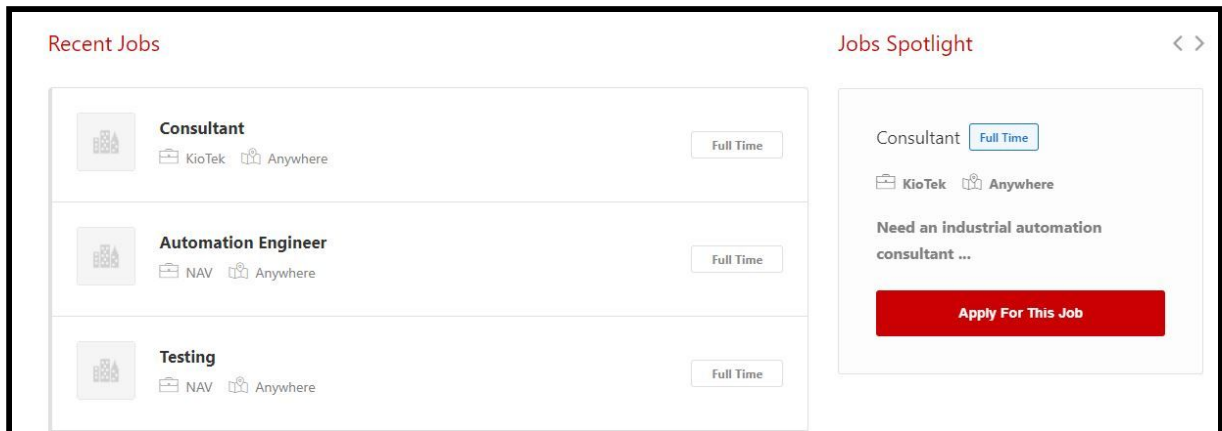


The image shows a login form with the following elements:

- Title:** Login (with a close button 'X' in the top right corner)
- Field 1:** Username or email address \* (with a person icon)
- Field 2:** Password \* (with a padlock icon)
- Button:** Login (a large red button)
- Checkbox:**  Remember me
- Link:** [Lost your password?](#)

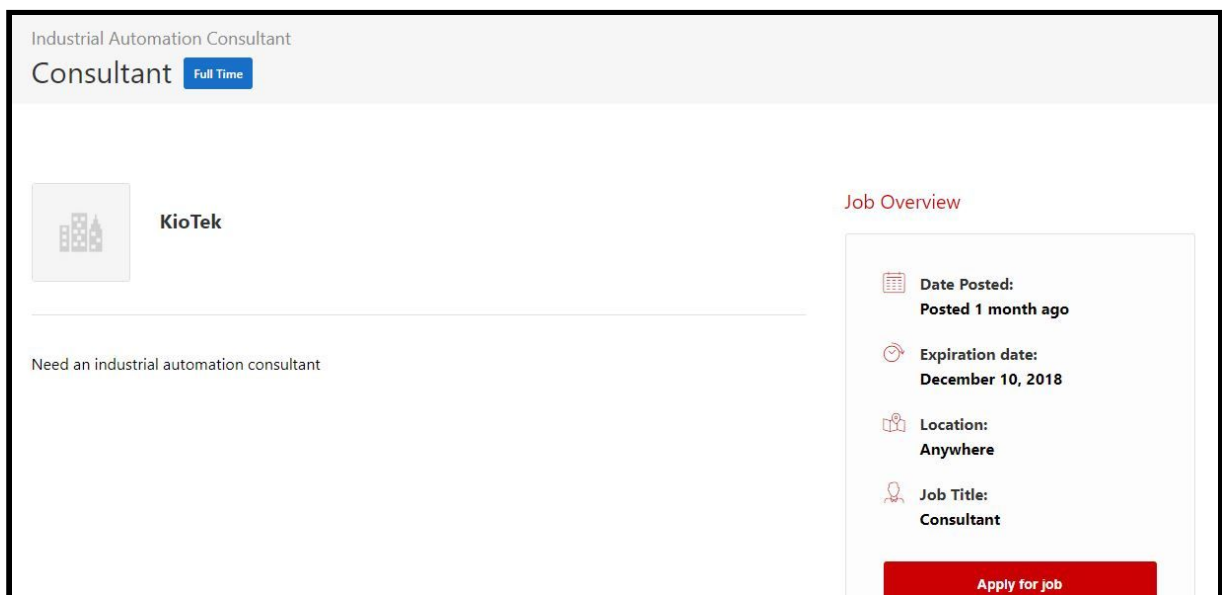
### **3. Browse Jobs:**

- You can find jobs in Recent Jobs section on the homepage. You can also go to Browse Jobs page under 'For Experts' section in the menu on the header.
- You can navigate through different jobs available by clicking '< >' (navigation bar) in the Jobs spotlight section.
- You can click on 'Apply for this job' button shown in the image for the job you want to apply.



#### **4.Job Description:**

- After clicking on 'Apply for this job' button in Jobs spotlight section, you will be redirected to the page where the full description of the job is displayed.
- You can click on 'Apply for job' button on this page if you are sure to apply for that job after going through the complete details of the job.



#### **5.Apply for job:**

- After clicking on 'Apply for job' button on the above page, a popup will be displayed as shown below.

## Apply For This Job ✕

You can apply to this job and others using your online resume. Click the link below to submit your online resume and email your application to this employer.

[Submit resume and apply](#)

### **6.Submit resume:**

- Once you click on 'Submit resume and apply' on the popup, then a form will be displayed on the page.
- You have to fill the required details and upload your resume in doc or pdf format.
- You have a field to give a link to a video about yourself like video resume.

Submit your resume below to apply for the job "Consultant".

Welcome to Myautomation.expert  
You are currently signed in as indranip797. [Sign out](#)

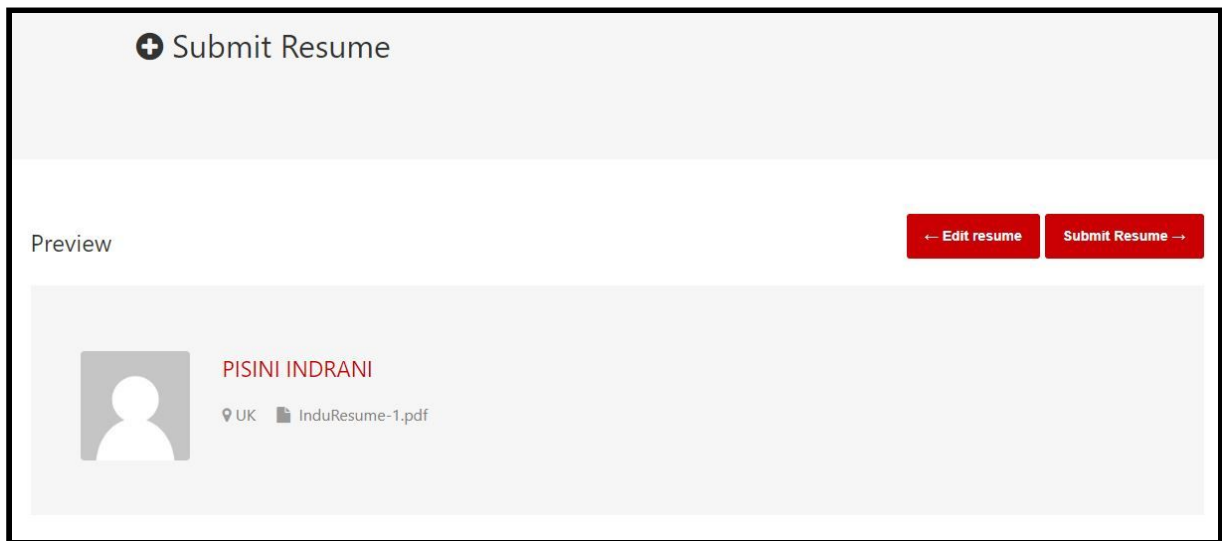
Your name

Your email

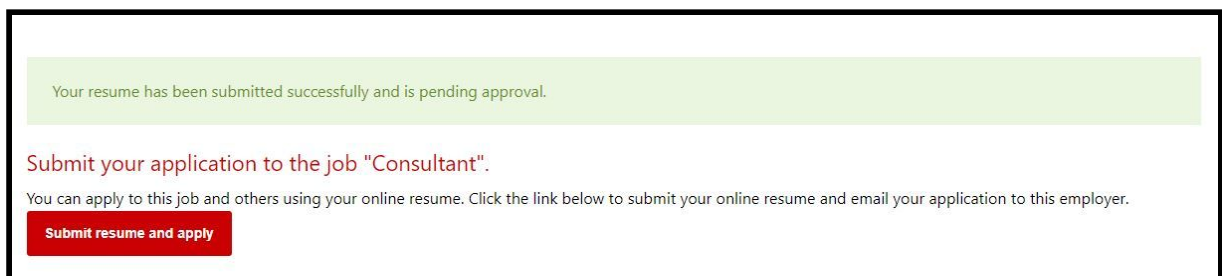
Location

**7.Preview:**

- When you fill all the details, you can preview it by clicking on the 'Preview' button on the page.
- If you want to edit your details, you can click on 'Edit resume' and then you can submit your resume.

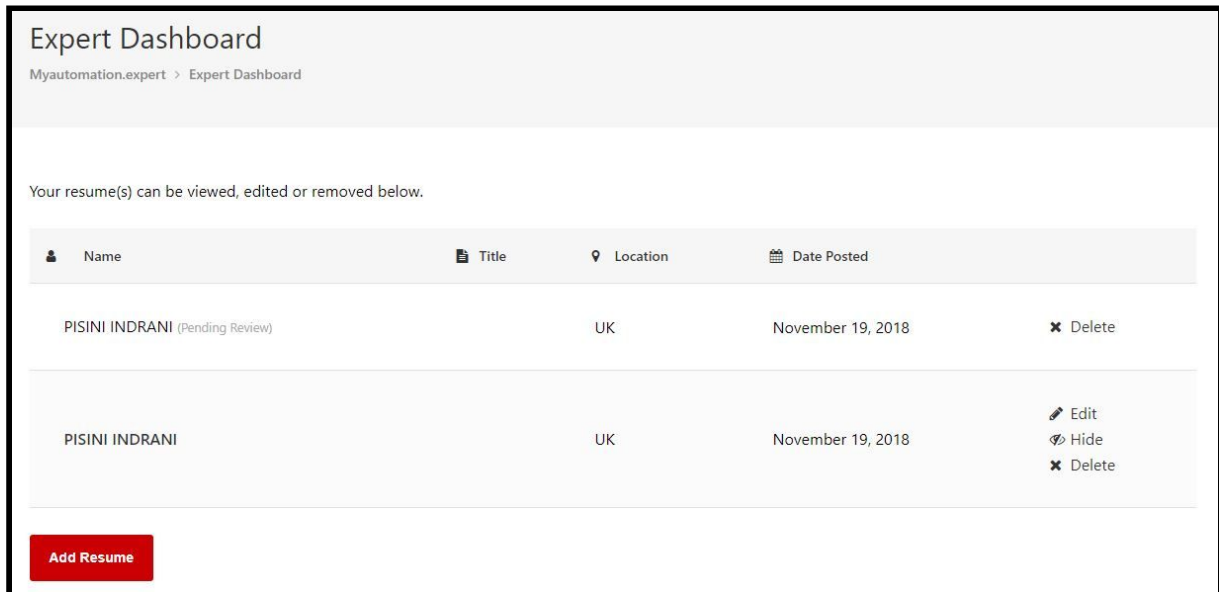
**Approval:**

- Once you click on 'Submit Resume', you can see a successful submission message.
- You have to wait for our approval which is done by our technical team and once it is approved, you can apply for the jobs using the resume.



**Dashboard:**

- You can check whether your resume is approved or not in the ‘Expert Dashboard’ page under ‘For Experts’ section.
- The resumes which are yet to be approved will be shown as Pending Review.



**8.Send application:**

- To send your application to the employers, you have to go through 3rd and 4th steps and once you click on ‘Apply for job’, a popup will be displayed as shown.
- The pop-up consists of an application form with two fields.
- You can choose the required resume for that job in the ‘Choose a resume’ dropdown.
- You can include a message about your interest in the job so that the employer can know your desire to do the job.
- Once you fill the details,click on ‘Send application’ button.



## Apply For This Job ✕

Apply using your online resume; just enter a short message and choose one of your resumes to email your application.

Online resume:

Choose a resume...

Message:

To whom it may concern,

I am very interested in the Automation Systems Engineer position at GSG Company. I believe my skills and work experience make me an ideal candidate for this role. I look forward to speaking with you soon about this position.

Thank you for your consideration.

**Send application**

**Successful application:**

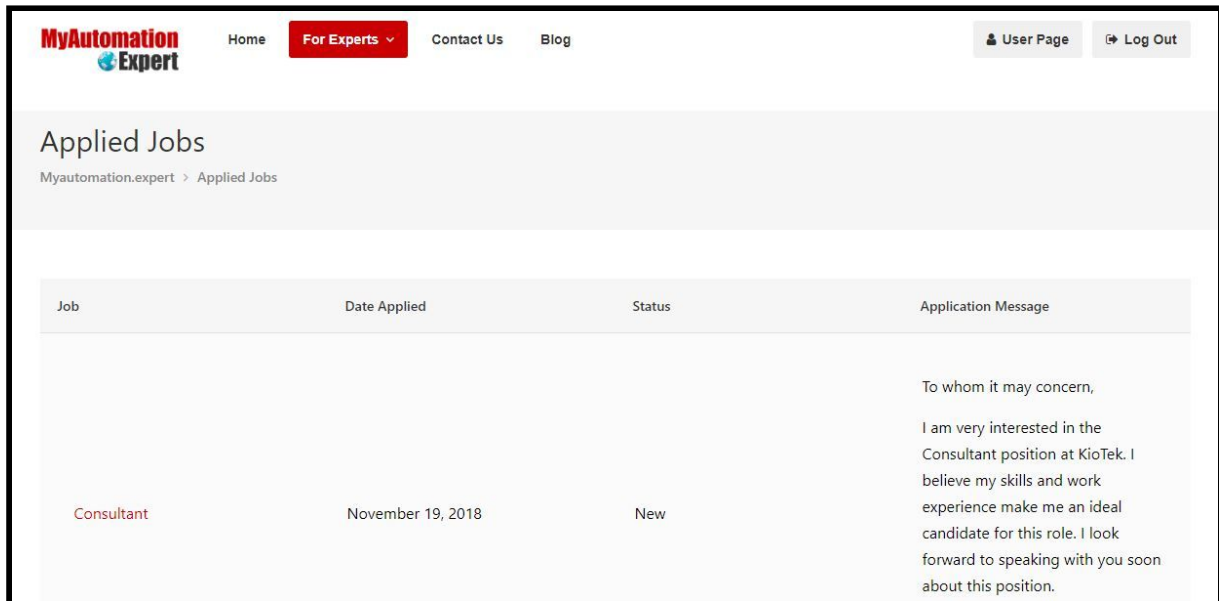
- Once you click on 'Send application' button, a successful message will be displayed on the page.

Industrial Automation Consultant  
Consultant Full Time

Your application has been sent successfully

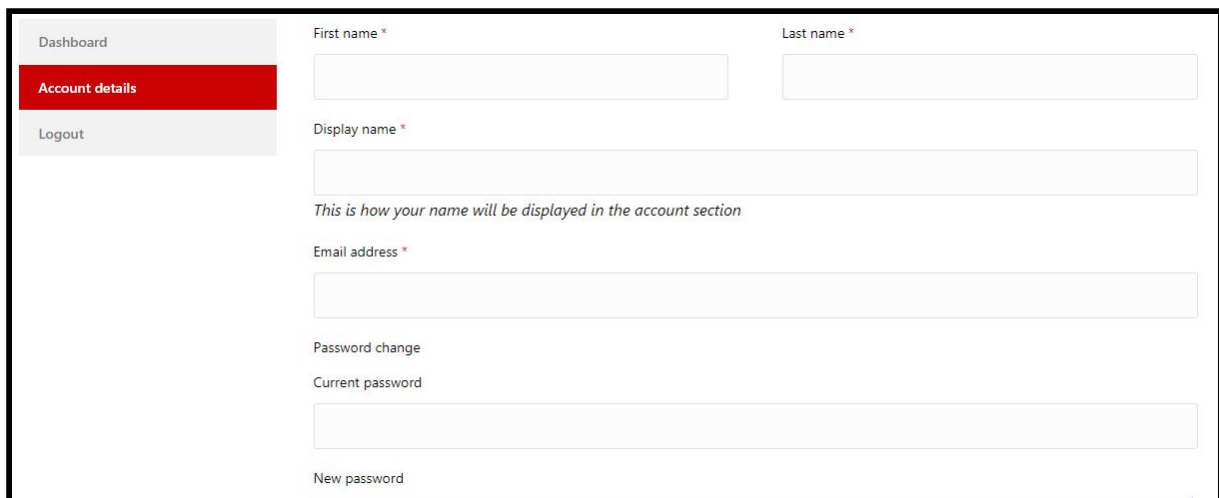
**Applied Jobs:**

- You can check for the jobs you have applied in the ‘Applied Jobs’ page under ‘For Experts’ section.



**User Page:**

- When you click on ‘User Page’ in the header, it goes to ‘My Account’ page. Here, You can see your Dashboard and Account details fields. You can change your password in Account details page.



**Change Log:**

Date	Section Number	Section Name	Sub-Section Name	Change made	Change made by