

## E1077- Job Provider Manual

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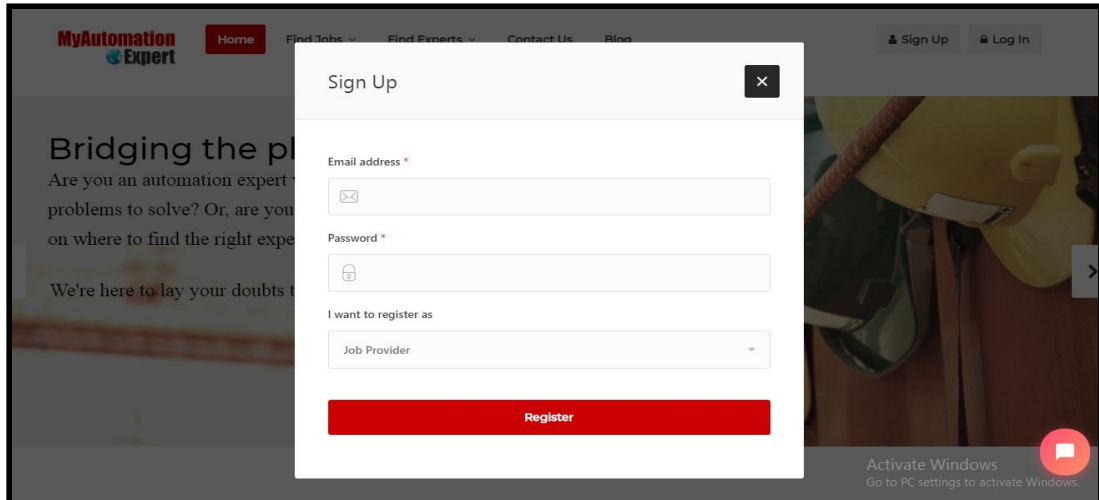
**Access Permission - CheckList**

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 POSTING A JOB**

### **1.Registration:**

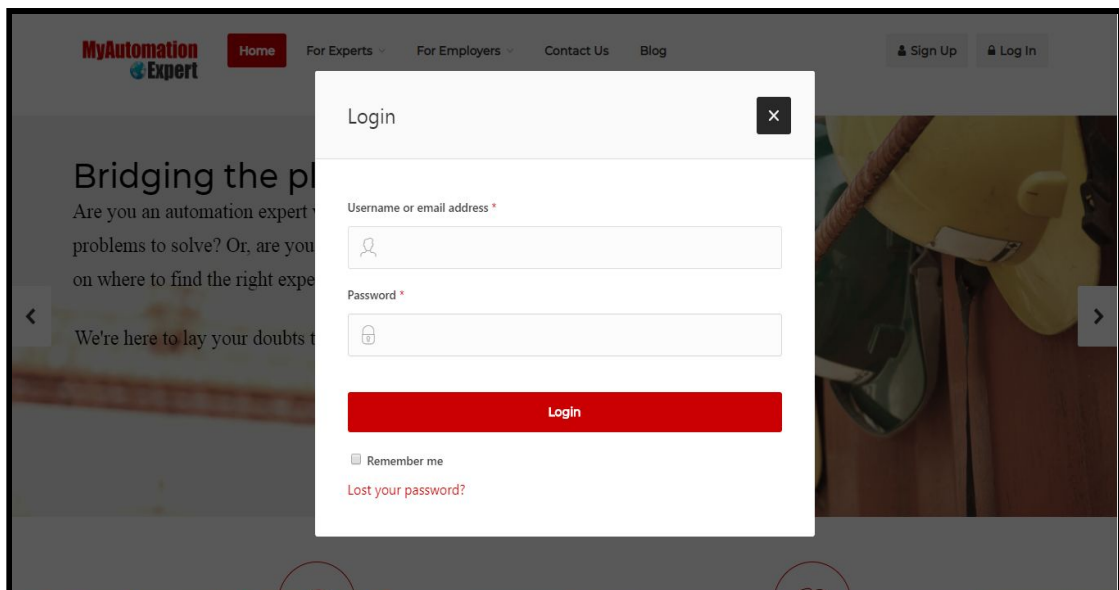
- You can register on our site by clicking 'Sign Up' button on the header. Choose Job Provider in 'I want to register as' field.



The screenshot shows the MyAutomation Expert website with a 'Sign Up' modal form open. The form has a title 'Sign Up' and a close button. It contains the following fields: 'Email address \*' with an email icon, 'Password \*' with a lock icon, and a dropdown menu labeled 'I want to register as' with 'Job Provider' selected. A red 'Register' button is at the bottom. The background shows the website header with 'Sign Up' and 'Log In' buttons, and a banner with the text 'Bridging the p... Are you an automation expert... problems to solve? Or, are you... on where to find the right exper... We're here to lay your doubts t...'. There is also a Windows activation watermark in the bottom right corner.

### **2.Login:**

- You can log in on our site by clicking 'Log In' button on the header.

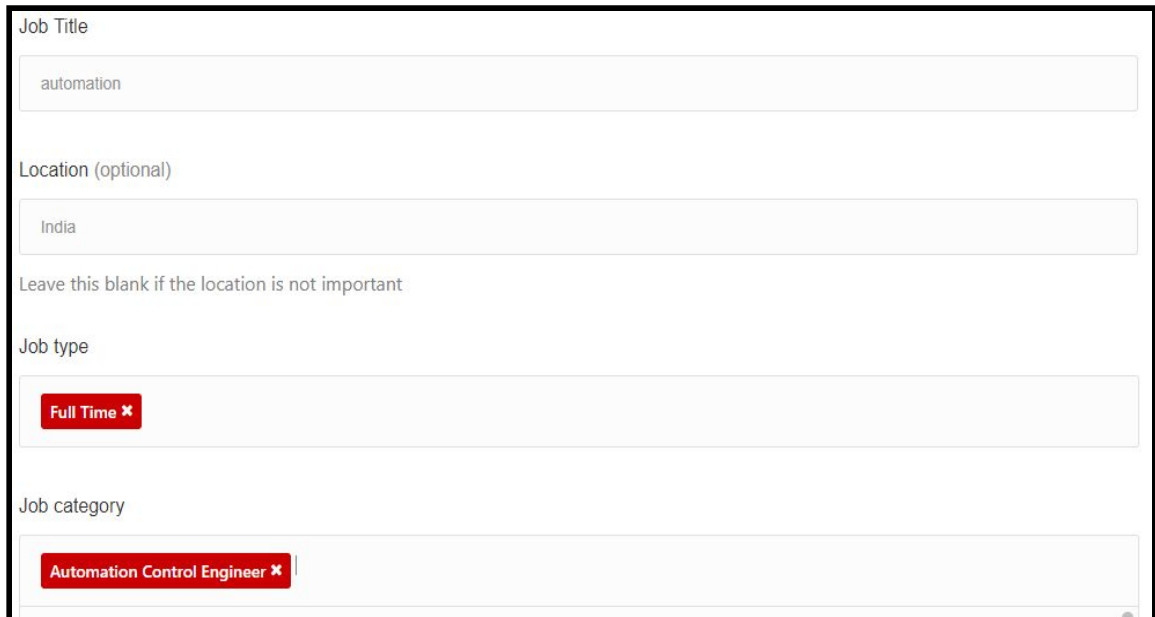


The screenshot shows the MyAutomation Expert website with a 'Login' modal form open. The form has a title 'Login' and a close button. It contains the following fields: 'Username or email address \*' with a person icon, and 'Password \*' with a lock icon. A red 'Login' button is at the bottom. Below the button are a 'Remember me' checkbox and a 'Lost your password?' link. The background shows the website header with 'Sign Up' and 'Log In' buttons, and a banner with the text 'Bridging the p... Are you an automation expert... problems to solve? Or, are you... on where to find the right exper... We're here to lay your doubts t...'. There is also a Windows activation watermark in the bottom right corner.

### **3.Post a job:**

- You can post a job by filling the details.

Go to Find Experts >> post a job



The screenshot shows a job posting form with the following fields and values:

- Job Title:** automation
- Location (optional):** India
- Job type:** Full Time ✕
- Job category:** Automation Control Engineer ✕

Below the location field, there is a note: "Leave this blank if the location is not important".

- After filling the form then click on 'preview' button. It navigates into below page. Here you can edit details by clicking 'Edit Listing' button. If all details are correct then you can submit job by clicking 'Submit Listing'.



The screenshot shows a preview of the job listing with the following details:

- Job Title:** Automation Control Engineer
- Job Category:** Automation
- Job Type:** Full Time
- Status:** NEW

At the top right of the preview area, there are two buttons: "Edit listing" and "Submit Listing".

- After clicking the 'submit Listing' button, it navigates to below page and shows a successful message. You can check jobs on your dashboard whether it is approved or not.



**Dashboard:**

Go to Find Experts >> Dashboard.

- You can see your job listings. You can edit and delete your posted jobs.

Title	Filled?	Date Posted	Listing Expires	Applications
automation (Pending approval)	-	November 19, 2018	-	-
Network Administrator	-	October 10, 2018	December 10, 2018	-

Actions for Network Administrator: Edit, Mark filled, Duplicate, Delete

- When Click on 'User Page' in the header, it navigates to 'My Account'. Here, You can see your Dashboard and Account details fields. You can change the password in the Account details field.

Dashboard

Account details

Logout

First name \*

Last name \*

Display name \*

*This is how your name will be displayed in the account section*

Email address \*

Password change

Current password

New password

**Change Log:**

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