**INTRODUCTION TO FUNCTIONALITY**

**MAIN WEBSITE:**

From main website, user can perform following actions:

* Search jobs on the basis of skills, city, country or job title.
* Register as a jobseeker or as a job provider.
* Login to jobseeker or job provider portal.

**JOB SEEKER:**

After registration job seeker can perform following actions:

* Search for jobs
* Apply Online for desire job
* Add/Edit profile information including qualification, experience, and skills.
* Build his resume by using CV builder functionality of the website.
* Upload latest resume.

**JOB PROVIDER / COMPANY:**

After registration job provider can perform following action:

* Add / Edit company’s profile
* Post new job vacancies
* Edit / Deactivate posted jobs
* Job provider can see the list of jobseekers who has applied for the job
* Job provider can search jobseekers
* Job provider can see and download the jobseeker’s resume
* Job provider can send message to any job seeker

**ADMINISTRATOR:**

Administrator can manage whole website:

* Manage complete jobseeker section. Like: activate/deactivate/delete/ edit jobseeker’s information.
* Admin user can view the jobseeker’s applications for each job.
* Manage complete employer section. Admin user can activate/deactivate/delete/ edit company information.
* Manage posted jobs. Like: activate/deactivate/delete/edit posted job.
* Manage whole website content. Dynamic CMS is included to manage the content of the website.
* Admin user can send message to any jobseeker or job provider.
* Admin user can send bulk emails as well.
* Admin user can manage the skills section. Like: Add or remove skills from the website.
* Manage newsletters section
* Manage success stories
* Admin user can manage and handle the prohibited words for whole website.
* Admin user can add/edit countries, cities, salaries range, qualification, institutes, job industries, website ads.