

Vacancy User Guide

Vacancy Actions

Add Vacancy

To start this action, click the **Add Vacancy** button above the Vacancy listing.

Creates a new Vacancy.

When this action starts a form is displayed to enter the details of the Vacancy.

Each field customises or controls some aspect of the Vacancy display or behaviour.



Some fields are required and must be entered before the Vacancy can be added, the required fields are Description, Vacancy Importance, Add to Search Engine Site Map file.

Although some fields are not required, it is best practice to populate these, including Title, Description, Add to Search Engine Site Map file.

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View


To start this action, select the Vacancy you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Vacancy.

This action displays the Vacancy similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Vacancy you need to work on, and click the  button on that row.

Edits an existing Vacancy.



When this action starts a form is displayed with the existing Vacancy and any previous information entered.

Each field customises or controls some aspect of the Vacancy display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.



Copy

To start this action, select the Vacancy you need to work on, and click the  **Copy** button in the  More Menu on that row.

Copies an existing Vacancy.

The selected Vacancy is copied and the word (Copy) will be added to the name of the new Copy

Delete

To start this action, either select the Vacancy to work on and click the  button on that row. Or CTRL+click to select multiple Vacancies and click the  button above the Vacancy listing.

Deletes an existing Vacancy.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Vacancy.

Search

To start this action, click the  button above the Vacancy listing.

Allows a Search of Vacancies.

This allows a simple text search across all Vacancies.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the  **Adv. Search** button above the Vacancy listing in the  More Menu.

Allows an Advanced Search of Vacancies.

The Advanced Search opens a new section at the bottom of the Vacancies and allows several distinct features:

- Multiple Search Lines : allows Vacancy matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the  **Refresh** button above the Vacancy listing in the  More Menu.

Refresh the list of Vacancies.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  **Export to List** button above the Vacancy listing in the  More Menu.

Export the Vacancy results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Vacancies shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Vacancies will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



Export All

To start this action, click the  **Export All** button above the Vacancy listing in the  More Menu.

Export all the Vacancies to a List.

Exactly as for "Export to List" except rather than just Exporting the Vacancy results shown, all Vacancies will be expored.



Export Item

To start this action, select the Vacancy you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Vacancy to a List.

Exactly as for "Export to List" except rather than just Exporting the Vacancy results shown, only the selected Vacancy is exported.

Choose Columns

To start this action, click the  **Choose Columns** button above the Vacancy listing in the  More Menu.

Changes the Columns shown in the Vacancy Listing.



The Choose Columns screen shows the Selected Columns on the left, and the Vacancy Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Vacancy Listing.

Manage Filters

To start this action, click the  **Manage Filters** button above the Vacancy listing in the  More Menu.

Creates custom Filters for Vacancies.

A Filter is a saved Advanced Search. Multiple Filters can be created for Vacancies.

These Filters appear at the top of the Vacancy listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Vacancies where these can be managed.

Vacancy Field Reference

Pay Type

The type of pay this job offers.

Default - When selected the pay description will be appended to best describe the pay for the selected job type

Salaried - When selected nothing will be appended to the end of the pay description

Hourly - When selected 'per Hour' will be appended to the end of the pay description

Daily - When selected 'per Day' will be appended to the end of the pay description

Minimum Salary

The minimum salary in pounds, e.g. 100000

Maximum Salary

The maximum salary in pounds, e.g. 15000

Salary Additional

Text displayed after the minimum/maximum salary, e.g. 'OTE' or 'depending on experience'

Benefits

Additional benefits, e.g. '22 days holiday and company car'

Experience

Experience required, e.g. '3 years field sales experience'

Start Date

Date when the appointment is due to start

Job Duration

A description of how long the appointment is for. Useful if Type is not 'Permanent'

Description

This field is mandatory.

Full description of the vacancy, excluding other fields such as salary and benefits

Vacancy Importance

This field is mandatory.

Vacancy will be ordered in listings from most important to least important

Broadbean aplitrak e-mail address

Used for broadbean application tracking

Tags

Select the tags that allow this item to be found as a related item when another item is displayed

Find Others Mandatory Tags

When this item is displayed, another item will be found as a related item if it has ALL of these tags set

Find Others Option Tags

When this item is displayed, another item will be found as a related item if it has ANY OF these tags set. These tags operate in addition to any 'Find Others Mandatory Tags' set

Link names

Name(s) for direct hyperlinks to this item. Separate multiple link names with ';'. e.g. if 'fred;fred.html' is entered, entering a URL of \$BASEURL\$/fred or \$BASEURL\$/fred.html into a browser will show this item directly.

Additional Header Content

Advanced Use Only.

This content will be copied directly into the <head> section of the page's HTML.

A '\$USE\$' macro can be used to copy the Additional Header Content from another item.

The format of the \$USE\$ macro is \$USE;Page:English/Who We Are/About Us\$.

Where:

Page - the type of item (e.g. Page, Product, Article)

English/Who We Are/ - the names of the parent Pages (for Pages), or the category path (for Products, Articles etc.)

About Us - the name of the item, e.g. the Page's 'Name' field or Article's 'Heading' field.

Where the Additional Header Content from the other item is wrapped in <nouse>...</nouse> tags then the section inside the <nouse> tags will be ignored.

Closing Date / Remove After

Date the item should be automatically removed from the live site.

Valid when 'Publish Mode' is set to 'Scheduled'

Title

It is recommended to provide this field for Best Practice to improve each Vacancy

Title displayed in title bar of browser. Defaults to Name if blank

As a guide a title of 55 characters with reasonably few capital letters is 95% likely to be viewable in Google results without being cut short

Description

It is recommended to provide this field for Best Practice to improve each Vacancy

Search Engine Meta tag Description

Recommended maximum length 240 characters

Note: In 2017 and before the recommended limit was 150.

Add to Search Engine Site Map file

This field is mandatory.

It is recommended to provide this field for Best Practice to improve each Vacancy

Set to add an entry to the file used by search engines to locate pages on the Web Site when published

Additional Search Text

Enter additional words, such as plurals or common misspellings, that are not part of the content to enable this item to be found using the site search facility

Engagement Score

Engagement score associated with viewing this item. Leave blank for default score

Post Types

Select the post types that can be used for this content item.

Attribute Set

The attributes in the selected attribute set will be made available to this item