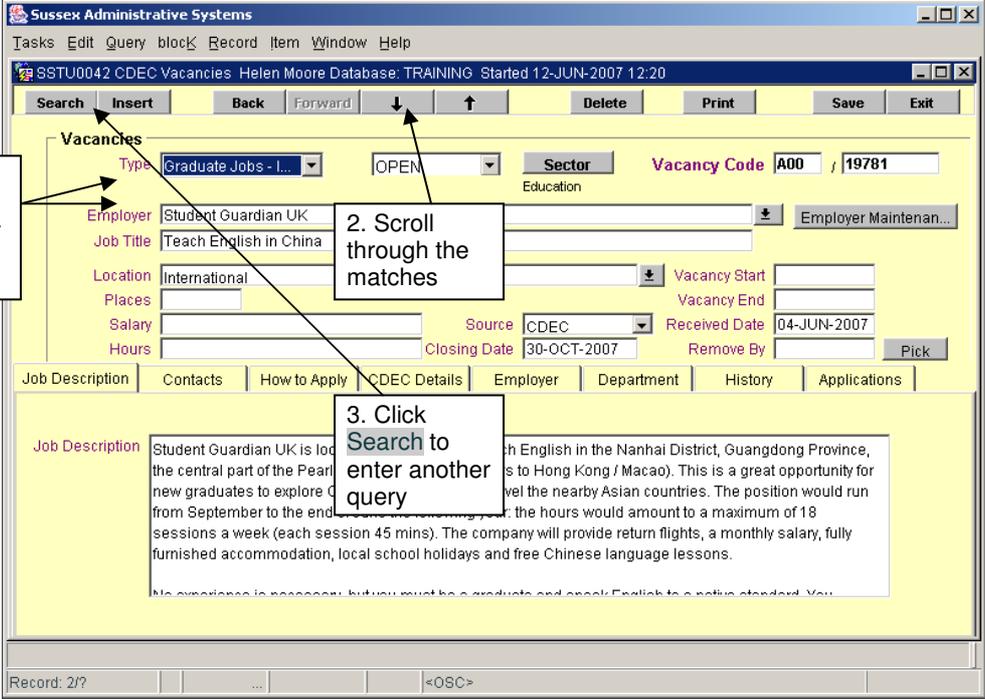


SSTU0042 - CDEC Vacancies SSTU0037 - CDEC Employers

To query

1. Enter one of the following
 - Type, e.g. 'Graduate Jobs - Immediate Start'
 - Employer, e.g. 'Leo%' (the '%' symbol will return any name starting with 'Leo')
2. Use the  button to scroll through the matches
3. Click **Search** to enter another query

If you want to count the number of matches, press the F12 key



The screenshot shows the 'Sussex Administrative Systems' interface. At the top, there's a menu bar with 'Tasks', 'Edit', 'Query', 'Block', 'Record', 'Item', 'Window', and 'Help'. Below that is a toolbar with buttons for 'Search', 'Insert', 'Back', 'Forward', a scroll-down arrow, a scroll-up arrow, 'Delete', 'Print', 'Save', and 'Exit'. The main area is a form titled 'Vacancies' with the following fields:

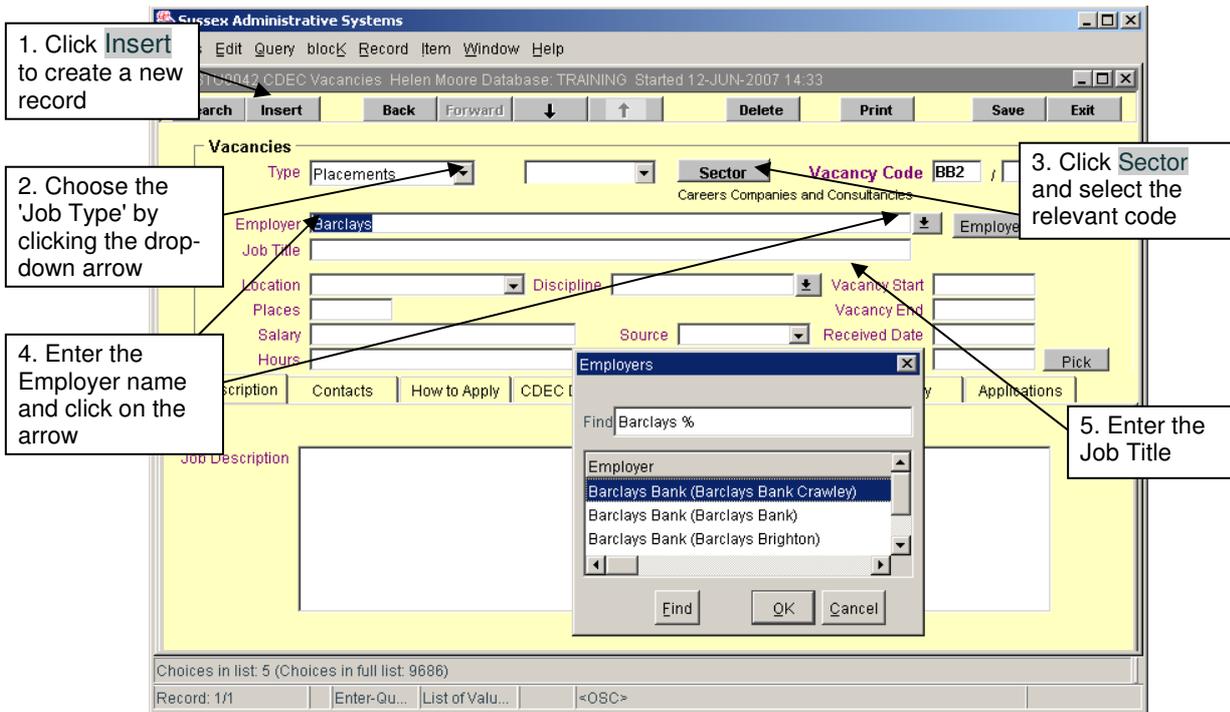
- Type: Graduate Jobs - I...
- Employer: Student Guardian UK
- Job Title: Teach English in China
- Location: International
- Salary: (empty)
- Hours: (empty)
- Source: CDEC
- Closing Date: 30-OCT-2007
- Received Date: 04-JUN-2007
- Vacancy Code: A00 / 19781

At the bottom, there's a 'Job Description' field with text about teaching English in China. Three callout boxes with arrows point to specific parts of the interface:

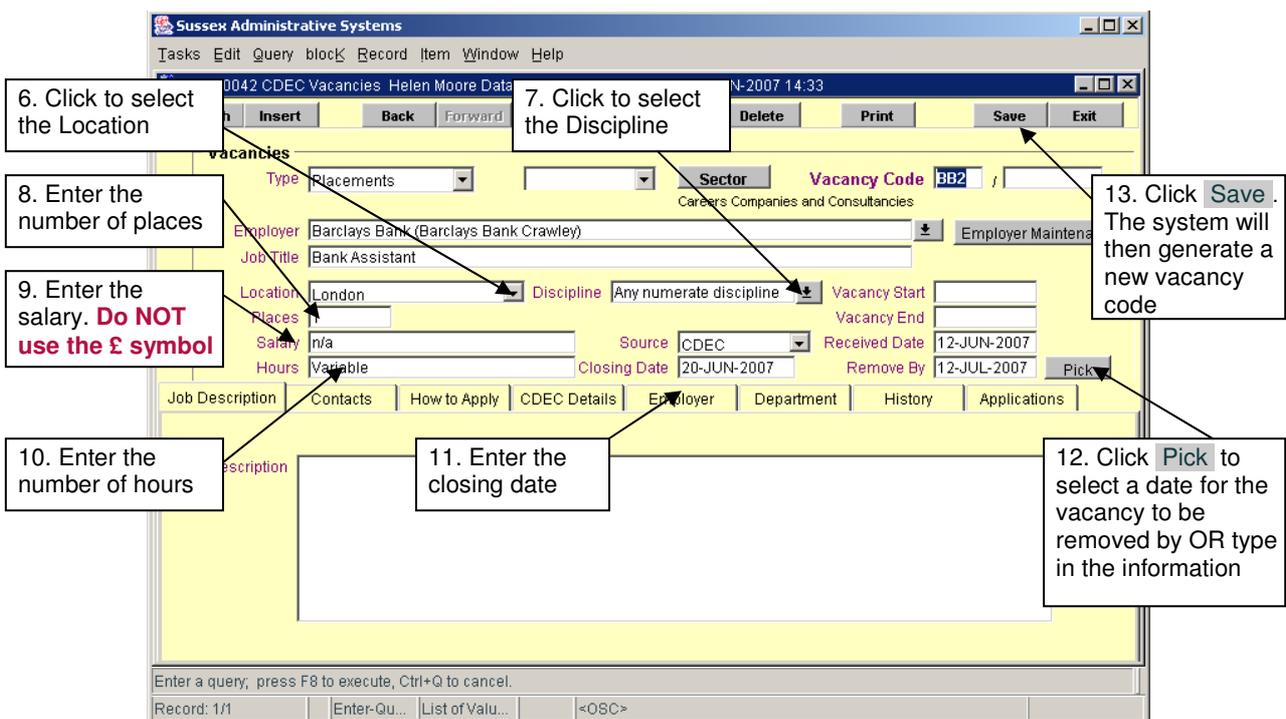
- Box 1: '1. Enter information into 'Type' or 'Employer'' points to the 'Type' and 'Employer' fields.
- Box 2: '2. Scroll through the matches' points to the scroll-down arrow button.
- Box 3: '3. Click Search to enter another query' points to the 'Search' button.

To Insert Data where Employer Details already exist on the system

1. Click **Insert** to create a new record
2. Choose the 'Job Type' in the field marked 'Type' by clicking on the arrow to the right-hand side of the field and selecting from the choices
3. Set the first part of the 'Vacancy Code' by clicking on **Sector** and selecting the relevant code
4. Select the Employer:
 - a. Type in the name of the employer e.g. Barclays
 - b. Click on the arrow to the right of this field
 - c. Select the relevant Employer.
5. Enter the Job Title



6. In 'Location' click the arrow to the right of the field to select the relevant location
7. In 'Discipline' click the arrow to the right of the field to select the relevant discipline
8. Enter the number of places
9. Enter the salary. **Do NOT use the £ symbol**
10. Enter the number of hours
11. Enter the closing date
12. Click **Pick** to the right of the 'Remove By' field to select a date for the vacancy to be removed by OR type in the information
13. Click **Save** at the top right-hand of the screen. The system will then generate a new vacancy code.



Additional Information

- Job Description** You can type in any relevant details
- Contacts** Shows the current contacts listed for your employer
- How to Apply** You can type in details on how to apply, **OR** you can click **Apply Help** - which lets you select standard phrases
- CDEC Details** You can enter details on the vacancy, which are primarily to be seen by other CDEC staff
- Employer** Displays the Employer contact details
- Department** Displays specific Department contact details for the company
- History** Displays who has input the vacancy details
- Applications** Lets you enter application details.

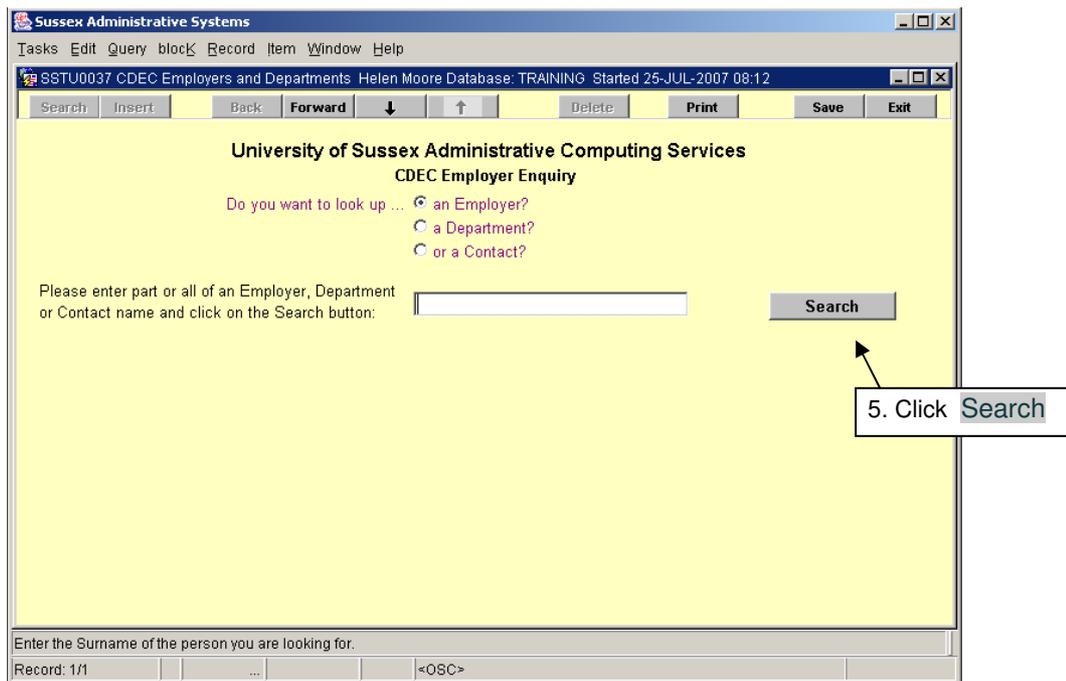
To move from this block back to the main details, click **Back** at the top of the screen.

To Insert Data where Employer Details do NOT already exist on the system

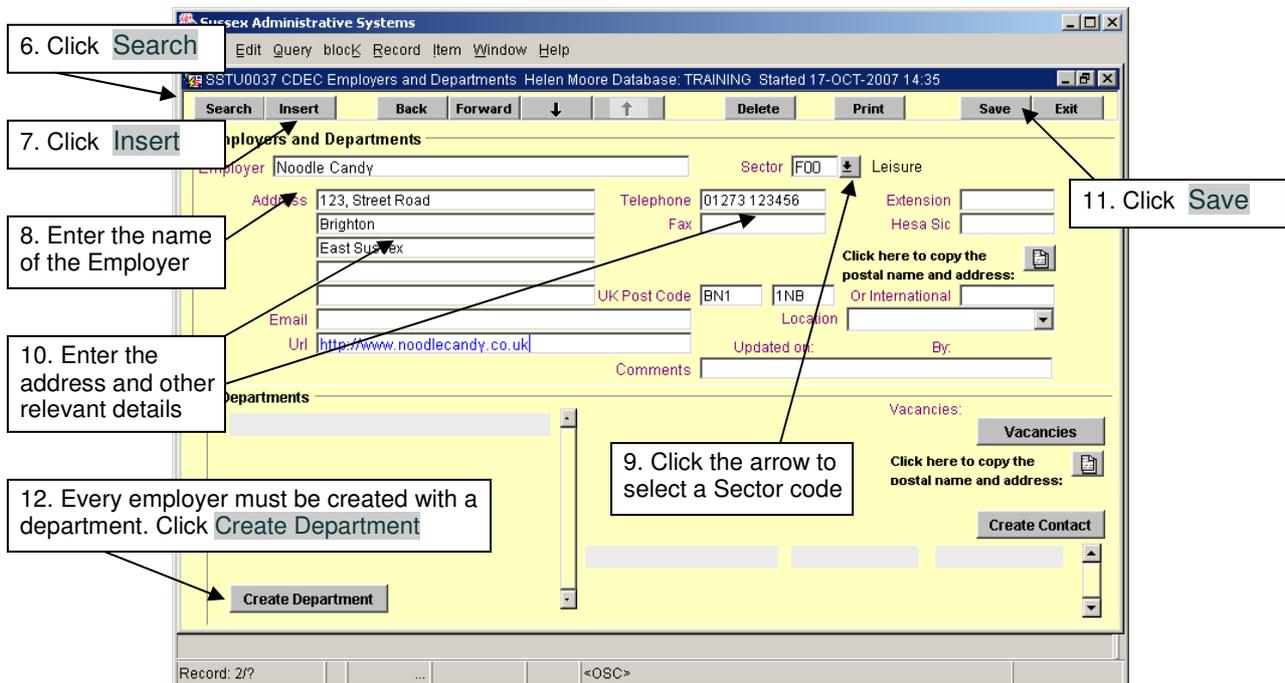
1. Click **Insert**
2. Enter the type of job into the 'Type' section
3. Search for your company to see if it exists. To do this, enter the Employer name, click on the arrow to the right of the 'Employer' field, see if any details are returned
4. If no details are returned, click **Employer Maintenance**.

The screenshot shows a software interface for 'Sex Administrative Systems' with a 'Vacancies' form. The form includes fields for 'Type' (set to 'Vacation Work'), 'TO CHECK', 'Sector', and 'Vacancy Code'. The 'Employer' field contains 'Noodle Candy' and has a dropdown arrow to its right. Below the 'Employer' field are fields for 'Job Title', 'Location', 'Places', 'Discipline', 'Vacancy Start', 'Vacancy End', 'Source' (set to 'CDEC'), 'Received Date' (set to '11-JUL-2007'), 'Posting Date', and 'Remove By'. A 'Pick' button is located to the right of the 'Remove By' field. At the bottom of the form is a 'Job Description' text area. The interface also shows a menu bar with 'Tasks', 'Edit', 'Query', 'Block', 'Record', 'Item', 'Window', and 'Help', and a toolbar with 'Search', 'Insert', 'Back', 'Forward', 'Delete', 'Print', 'Save', and 'Exit'. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'. Four numbered callout boxes provide instructions: 1. 'Click **Insert**' points to the 'Insert' button. 2. 'Enter the type of job into the 'Type' section' points to the 'Type' dropdown. 3. 'Enter the Employer name and click on the arrow' points to the 'Employer' field and its dropdown arrow. 4. 'If no details are returned, this shows that the Employer does not already exist in the database, so click **Employer Maintenance** to add your new Employer details' points to the 'Employer Maintenance' button.

This opens 'SSTU0037 - CDEC Employers'

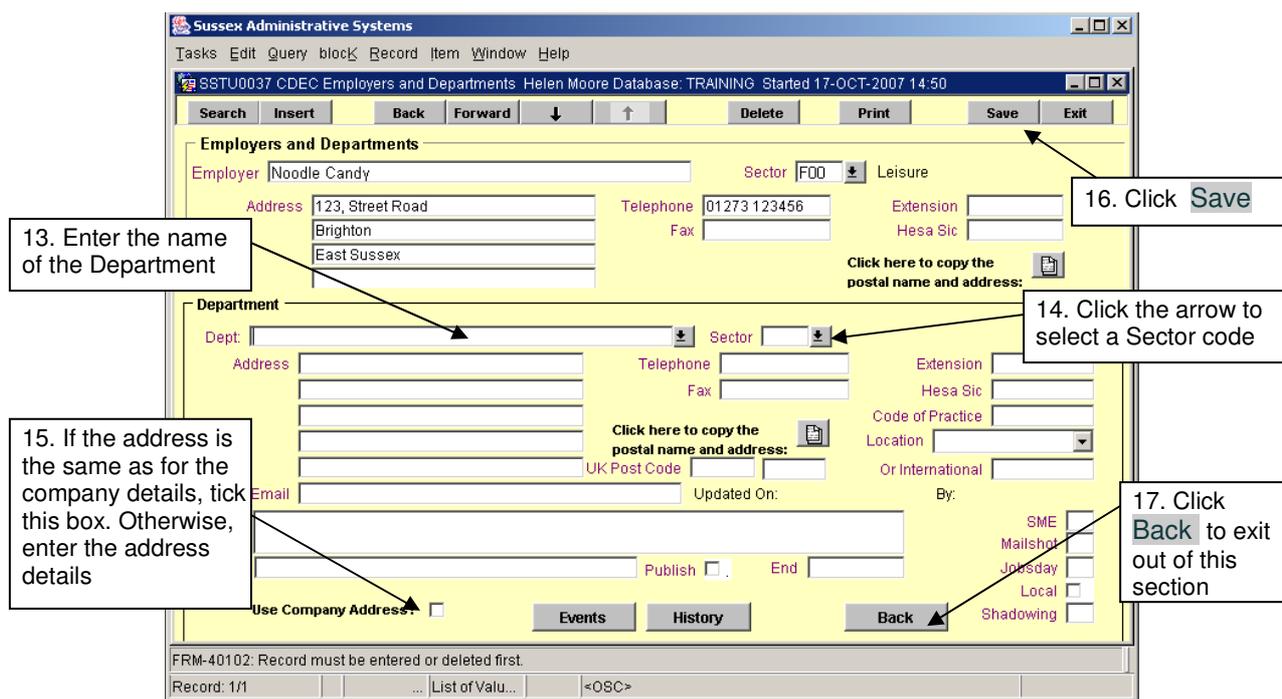


5. Click **Search**. The screen now looks like this:



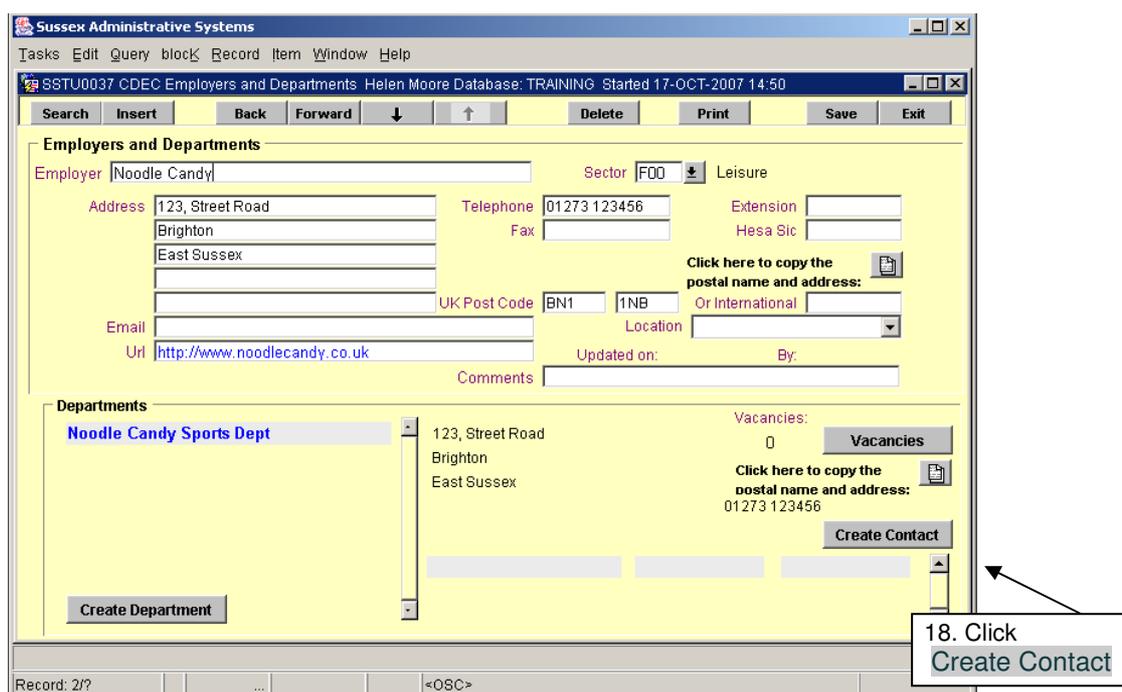
6. Click **Search**
7. Click **Insert**
8. In the 'Employer' field enter the name of the employer
9. Enter the Sector code by clicking on the arrow to the right of the field and making your selection
10. Enter the address and other relevant details, such as the telephone number and email address
11. Click **Save**
12. Every employer must be created with a department. Click **Create Department**

The screen now looks like this:



13. In the 'Department' textbox, enter the name of the department, for example: Noodle Candy Sports Dept
14. Enter the Sector code by clicking on the arrow to the right of the field and making your selection.
15. If the address is the same as for the company details, tick the 'Use Company Address?' tickbox . Otherwise, enter the address details
16. Click **Save**
17. Click **Back** to exit out of this section

In this example, the 'Use Company Address?' tickbox above has been ticked, so the Department address details appear as the Employer address details.



18. To enter department contact details, click **Create Contact**
19. To close out of this screen, click **Save** to commit changes and **Back** at the top of the page to return to the main details
20. Click **Exit** to exit out of the 'Employers' form. You will then return to the 'Vacancies' form. Click the arrow to the right of the 'Employer' field to look for your new company