

# KAZI KORNER

**USER MANUAL**

# Accessing the Website

1. Access the website login to <http://www.kazikorner.com/>

The screenshot shows the homepage of Kazi Korner. At the top, there is a navigation bar with 'HOME', 'BROWSE JOBS', and 'SEARCH JOBS' on the left, and 'Join Us' and 'Log In' on the right. The 'Log In' button is highlighted with a red box labeled 'A'. Below the navigation bar is a large search form titled 'Search Jobs' with fields for 'Keyword' (with an example 'e.g. Nurse, Accountant'), 'Job Location' (set to 'Any'), and 'Job Category' (set to 'Any'). A 'SEARCH' button is at the bottom of the form. This search form is highlighted with a red box labeled 'E'. Below the search form are three columns: 'Jobs by Locations' (listing Kisumu - 6, Nairobi - 7, Nyeri - 7), 'Jobs by Category' (listing Construction - 1, Design - 7) with a 'SEE MORE' button, and 'Latest Jobs' (listing Administrative Assistant at Test Company 1 on October 2, 2014). These three columns are highlighted with red boxes labeled 'B', 'C', and 'D' respectively. Below these columns is a larger job listing for 'Administrative Assistant' at 'Test Company 1' dated 'August 14, 2014' with a 'SEE MORE' button. At the bottom of the page, there is a footer with '© 2014 Kazi Korner | Terms of use' and social media icons for Facebook, Twitter, and Google+. The social media icons are highlighted with a red box labeled 'F'.

2. The following are the sections in the Homepage.
  - a. To Login or register click the button 1 highlighted above (A).
  - b. All jobs grouped by location are highlighted(C)
  - c. Summary of all jobs are grouped by the categories in which they belong to. (C).
  - d. The latest active jobs posted appear here with the latest job first.
  - e. The search form for the user to search for the jobs by keywords, category and location as they may wish to. (E )
  - f. The social media sharing links are here for user to access the social media section. (F)
3. When a user clicks on the Login button (A), they are redirected to the login page as shown below.
  - a. The user can use the credentials to login or register using the registration form on the right.
  - b. To register, the user can either register (sign up) as a
    - i. Candidate – can apply for jobs
    - ii. Employee – posts jobs and receives invites

### Sign In 1

Username:

Password:

Keep me signed in

**SIGN IN**

[Forgotten Password?](#)

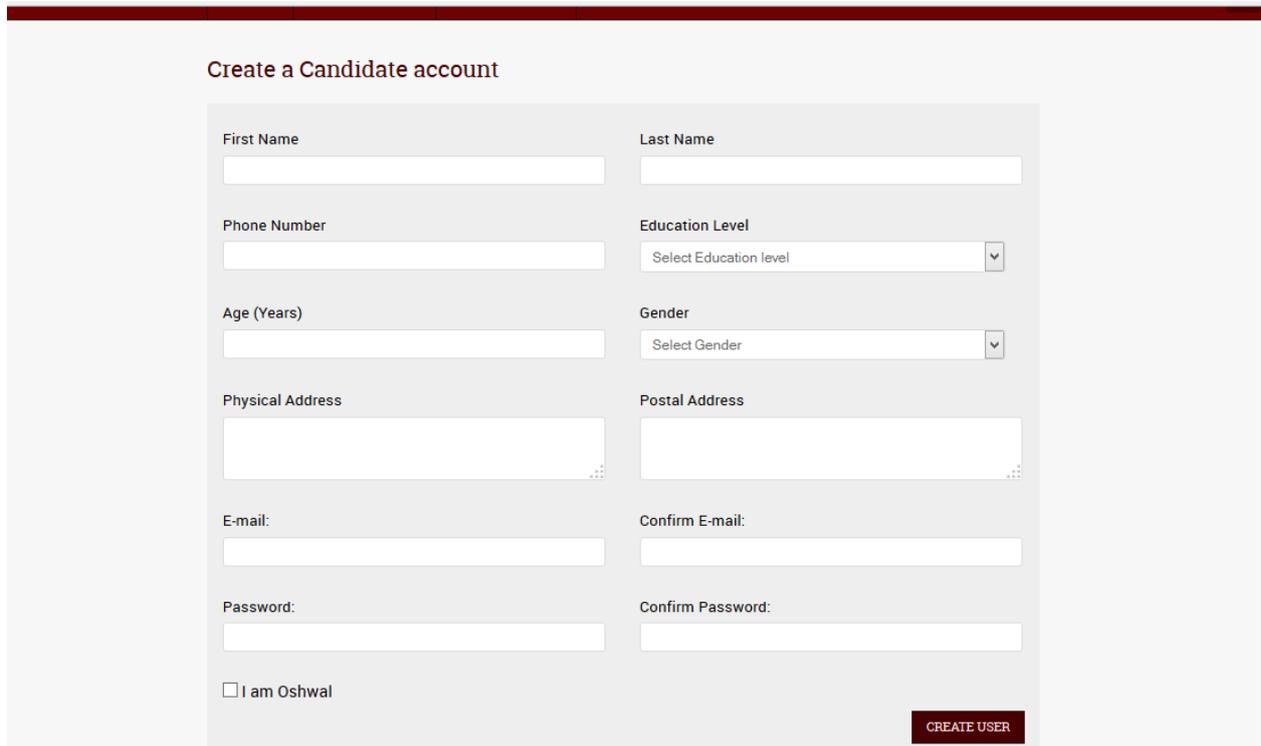
### Create an account

Sign Up as  
 2

**CONTINUE**

## Kazi Korner Register as a Candidate

1. To register as a candidate,
  - a. select the option as shown in the figure above and
  - b. Click continue
  - c. Fill all the required fields
  - d. submit



The screenshot shows a registration form titled "Create a Candidate account". The form is divided into two columns and contains the following fields:

- First Name**: Text input field.
- Last Name**: Text input field.
- Phone Number**: Text input field.
- Education Level**: Dropdown menu with the placeholder text "Select Education level".
- Age (Years)**: Text input field.
- Gender**: Dropdown menu with the placeholder text "Select Gender".
- Physical Address**: Text area with a small grid icon at the bottom right.
- Postal Address**: Text area with a small grid icon at the bottom right.
- E-mail:**: Text input field.
- Confirm E-mail:**: Text input field.
- Password:**: Text input field.
- Confirm Password:**: Text input field.

At the bottom left, there is a checkbox labeled "I am Oshwal". At the bottom right, there is a dark red button labeled "CREATE USER".

- e. After submission, the user is authenticated ( if an Oshwal) and can login to the system
  - f. An email will also be sent to the user after registration
- The user can apply for jobs.

# Kazi Korner Register as an Employer

2. To register as an employer,
  - a. Select the employer option from the dropdown above
  - b. Click Continue

[HOME](#) [BROWSE JOBS](#) [SEARCH JOBS](#)

### Create an Employer account

#### Company Details

**Company Name**

**Company Phone Number**

**Physical Address**

**Company Size**

**Company Email Address**

**Company Industry**

**Postal Address**

#### Contact Person Details

**First Name**

**Job Title**

**E-mail:**

**Password:**

**Last Name**

**Gender**

**Confirm E-mail:**

**Confirm Password:**

I am Oshwal.

# Kazi Korner Logged in candidate

1. After logging in as a candidate, you access the profile
  - a. To edit the profile, click on the edit profile, update and save.
  - b. You can also view the application you have made earlier on this system.

**My Profile**

Username/ Email : trushitshah@gmail.com  
Name : ZXZX ZXZXZX  
Phone Number : 0700777777  
Education Level: High School or equivalent  
Age : 32 yrs  
Gender : Male  
Physical Address : Physical Address  
Postal Address : Postal Address  
Newsletter : Yes  
Gender : Male

**My Account**

- My Applications
- My Profile

**EDIT**

**My Profile**

First Name: Tjusted  
Last Name: Dude  
Phone Number: 0700777777  
Education Level: High School or equivalent  
Age (Years): 12  
Gender: Male  
Physical Address: Physical Address  
Postal Address: Postal Address

I'd like to receive career related emails from Kazi Korner

Label

**CANCEL** **UPDATE**

**My Account**

- My Applications
- My Profile

2. To Apply for a Job search/ browse for the job

◀ Back to Job List

## Administrative Assistant

Company :	Test Company 1	Deadline Date :	22 Oct 2014
Location :	Nyeri	Reference Number :	KZKR14-10-000008
Job Type :	Internship		

Test

### Job Description

The Administrative Assistant will be responsible for providing general administrative support to the Secretariat. The person must be adept at producing high-quality reports and presentations under tight deadlines, therefore knowledge of Word, Excel, PowerPoint, and Outlook is essential.

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### Related Jobs

- Administrative Assistant - Test Company 1
- Administrator - Test Company 1
- Administrator - Test Company 1
- Administrator - Test Company 1
- Administrative Assistant - Test Company 1
- Administrative Assistant - Test Company 1

Click apply now button. – This will only apply if the job is active.

The screenshot shows a web application interface for applying to a job. At the top right, there are logos for 'STANBANKS BANK' and 'ECO'. A dark red navigation bar contains 'HOME', 'BROWSE JOBS', 'SEARCH JOBS', 'My Account', and 'Sign out'. The main content area is titled 'Apply for a Job' and 'Administrative Assistant'. It displays the same job details as the previous image: Company (Test Company 1), Location (Nyeri), Job Type (Internship), Deadline Date (22 Oct 2014), and Reference Number (KZKR14-10-000008). Below the details is a 'Cover Letter' section with a rich text editor toolbar and a large empty text area. Underneath is an 'Upload CV' section with a 'Browse...' button and the text 'No file selected.' and 'Your CV must be a .doc, .pdf, .docx, .rtf, and no bigger than 1Mb'. On the right side, there is a 'My Account' sidebar with links for 'My Applications' and 'My Profile'. At the bottom right, there is a red 'Apply Now' button.

Fill in the required details

Attach the CV

Submit.

An email is sent to user and the employer who posted the job.

# Kazi Korner Logged in Employer

1. After logging in as an employer, you access the profile
  - a. To edit the profile, click on the edit profile, update and save.
  - b. You can also view the jobs posted on the system and their status, and the applications that have been made.



HOME BROWSE JOBS SEARCH JOBS My Account Sign out

### My Profile

Email :	b.mwangi@creative.co.ke	Phone Number :	074444444
Name :	Test Company 1	Name :	Post Address
Phone Number :	074444444	Job Title :	HR
Company Industry :	3	Oshwal :	Yes
Company Size :	0-15 Employees	Gender :	Male

Physical Address :  
sdsds

Postal Address:  
sdsdsd

Company Description :  
Test

My Account

- My Jobs
- Post a Job
- My Profile
- Applications

EDIT

### My Profile

#### Company Details

Company Name	Company Email Address
<input type="text" value="Test Company 1"/>	<input type="text" value="b.mwangi@creative.co.ke"/>
Company Phone Number	Company Industry
<input type="text" value="074444444"/>	<input type="text" value="Design"/>
Physical Address	Postal Address
<input type="text" value="sdsds"/>	<input type="text" value="sdsdsd"/>

#### Company Description

Test

Company Size

0-15 Employees

### My Account

- My Jobs
- Post a Job
- My Profile
- Applications

#### Contact Person Details

First Name	Last Name
<input type="text" value="Post"/>	<input type="text" value="Address"/>
Job Title	Gender
<input type="text" value="HR"/>	<input type="text" value="Male"/>

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UPDATE

The menu items on the right are

- My Jobs
- Post a Job ( for a new Job)
- My profile ( The registration details)
- Applications

## 2. My Jobs

The screenshot shows a web interface with a 'My Job' section on the left and a 'My Account' sidebar on the right. The 'My Job' section contains a table with the following data:

Reference	Job	Posted on	Validity	Location	Category	
ZKR14-08-00001	Administrative Assistant	14 Aug 2014	02 Oct 2014 - 30 Nov 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-08-00002	Financial Analyst	14 Aug 2014	15 Aug 2014 - 23 Aug 2014	Nairobi	Construction	<a href="#">Edit</a>
ZKR14-08-00003	Administrator	28 Aug 2014	16 Sep 2014 - 22 Oct 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-08-00004	Administrator	28 Aug 2014	16 Sep 2014 - 22 Oct 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-08-00005	Administrator	28 Aug 2014	16 Sep 2014 - 22 Oct 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-08-00006	Administrative Assistant	28 Aug 2014	16 Sep 2014 - 22 Oct 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-08-00007	Administrative Assistant	28 Aug 2014	16 Sep 2014 - 22 Oct 2014	Kisumu	Design	<a href="#">Edit</a>
ZKR14-10-00008	Administrative Assistant	02 Oct 2014	16 Sep 2014 - 22 Oct 2014	Nyeri	Design	<a href="#">Edit</a>

The 'My Account' sidebar contains the following menu items: My Jobs, Post a Job, My Profile, and Applications. The 'Edit' link in the first row of the table is highlighted with a red box.

- This is a list of all the jobs ever posted by the Employer.
- Edit a job,

The screenshot shows the 'Post a Job' form with the following fields:

- Job Title: Administrative Assistant
- Location: Nyeri
- Job Type: Internship
- Job Category: Design
- Start Date: 9/16/2014 12:00:00 AM
- Deadline Date: 10/22/2014 12:00:00 AM
- Status: Active

The 'Job Summary' section contains a rich text editor with the following text:

The Administrative Assistant will be responsible for providing general administrative support to the Secretariat. The person must be adept at producing high-quality reports and presentations under tight deadlines, therefore knowledge of Word, Excel, PowerPoint, and Outlook is essential.

The 'KEY DUTIES & RESPONSIBILITIES' section lists the following:

- Serving as the primary receptionist (answering and directing incoming calls and receiving, directing, and assisting visitors).
- Planning and scheduling meetings and appointments.
- Organizing and maintaining paper and electronic files.
- Maintaining general office tidiness at all times.
- Assist in maintaining up to date information on the website.
- Attending and assisting with the Institute's events.

A 'SUBMIT' button is visible at the bottom of the form.

- The client can edit jobs activate or deactivate the jobs as need be. If the job is disabled, it does not appear on the front end.

- d. The job applications that have been placed by the candidates for the jobs that have been posted by the employer.

**KAZI KORNER**



### Job Applications

Application ID	Job Name	Applicant	DateApplied
KZKR14-08-000001/4	Administrative Assistant	ZXZX ZXZXZX	8/28/2014 8:00:22 AM
KZKR14-08-000001/5	Administrative Assistant	ZXZX ZXZXZX	8/28/2014 8:09:12 AM
KZKR14-08-000001/7	Administrative Assistant	ZXZX ZXZXZX	8/28/2014 8:28:46 AM

### My Account

- My Jobs
- Post a Job
- My Profile
- Applications