Software User's Manual

**Los Angeles Child Guidance Clinic Employment
Opportunities Online Application System**

Team 5

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1. Introduction

1.1 System Overview

Los Angeles Child Guidance Clinic Employment Opportunities Online Application System expedites the application process for job applicants and for the Clinic's HR staff. This system would save time and be more attractive to job-seekers, facilitating the Clinic's hiring process. Full staffing allows us to serve the maximum number of children in need of mental health services in a community with tremendous needs – South and Central Los Angeles.

The system must allow job candidates to fill out forms directly on the website, which can then be submitted electronically to the Clinic's hiring department. Department should section off Job listings with separate pages for each individual listing. The page should include the job description as well as the application form. The system should be easily edited by internal staff, as employment openings turn over too quickly to conveniently updated through a third party. Application questions for fields on the online form should be customizable for each different position.

1.2 System Requirements

1.2.1 Hardware Requirements

Hardware	Minimum Requirements
Processor	Pentium IV
RAM	2GB
HDD	40 GB Total, 10 GB Free

1.2.2 Software Requirements

Software	Minimum Requirements	Purpose	Security/Privacy
Operating System	Windows XP Service Pack 3 or Linux w/ Kernel 2.6.23 or Unix equivalent	OS	Firewall software

2. Installation Procedures
2.1 Initialization procedures

Since the software is a web-based, the web users don't have to install our software. As our software has to be merged with the LACGC website which is hosted in LA design studios, we are talking and discussing with the LA design studios further about the system merging and we have to discuss further about their setup environment and the possible problem of integrating symfony framework into the web server.

2.2 Re-installation

The re-installation process is same as the initialization procedure.

2.3 De-installation

For the de-installation process, we simply remove the project folder from the apache web server, and delete the related database files.

3. Operational Procedures

In this section, all main user functions have been listed in the following table. Our system has three main modules, Apply Online module, Job Posting module and Application Management module. Every applicant can register an account then log into system. In Apply Online module, applicant can change password, edit profile, apply jobs and view submitted applications. While HR staff can track and manage applications, post new jobs, etc. Hiring manager can log into the system to check the new applications then mark the application status, etc. IT staff's main task in the system is to maintain the system, create and manage LACGC staff accounts.

User functions	Function Procedures
One or more user applications	Applicants can click on the interested jobs and apply for them one by one
View Account	·Log in as applicant - if not log in before ·Click on "EDIT YOUR PROFILE"
Applicant attach attachments	·Click on "Choose File" to search the required documents in the applicant's computer ·Select the documents ·Click on "upload" button ·Click on submit button
Internal query and display	·Log in as HR staff ·Click on "TRACK APPLICATION" ·Select or input the query condition ·Click on "Track" button for the query result
Attachment download	·Log in as HR staff ·Click on "TRACK APPLICATION" ·Select or input the query condition ·Click on "Track" button for the query result ·Click on "View" in the query result ·Click on the document name under "ATTACHMENT" and download it
System Reports	·Log in as HR staff

	·Click on "TRACK APPLICATION" ·Select or input the query ·Click on "Track" button for the query result ·Click on "generate a report" at the bottom of the page
Search user profiles	·Log in as HR staff ·Click on "TRACK APPLICATION" ·Select or input the query condition ·Click on "Track" button for the query result ·Click on the name of the applicant in the query result
Edit a Job Post	·Log in as HR staff ·Click on "MANAGE JOB POSTING" ·Click on "View" in the row of the job posting which needs to be edited ·Input the modified content ·Click on "Done" button
View applicant application	·Log in as HR staff or Hiring manager ·Click on "TRACK APPLICATION" ·Select or input the query condition ·Click on "Track" button for the query result (For Hiring manager, he / she can just get the result of "Qualified" applications) ·Click on "View" in the query result
Add a Job Post	·Log in as HR staff ·Click on "MANAGE JOB POSTING" ·Click on " New " button ·Input the content of "Name", "Introduction", " Duties and Responsibilities", "

	Requirements", "Salary, Hours and Benefits " ·Click on "Done" button
Application/Position Status	When other roles in the system observe the applicants' application, the status should be non-editable.
Applicant/Employment Category	When other roles in the system -such as Hiring Manager - observe the applicants' application, the category should be non-editable.
Applicant/HR/IT Login	·Click on "LOGIN" ·Input "Username or Email " and "Password" ·Click on the "Sing In" Button
Applicant/HR/IT Logout	When a user wants to log out of the system, he /she can click on the "Logout" button on the left side of the web pages.
External account creation	·Click on "LOGIN" ·Click on "Want to register?" ·Fill out all the required contents ·Click on submit
Reset password	·Log in ·Click on "CHANGE PASSWORD" ·Input the old password twice and one time of the new password ·Click on "OK" button
Recover password	·Click on "LOGIN" ·Click on "Forgot your password?" ·Input your email address ·Click on "Request" button ·Check email from from@noreply.com ·Click on the link in the email ·Input the new password twice

	·Click on the "Change" button

Table 1: Functionality Table

4. Troubleshooting

4.1 Frequently Asked questions

Q: How can I maintain the system on server?
A: You need to check the code on backend part. Or you can ask the developer for further help.

4.2 Error Codes and Messages

Currently, the system has no error codes, not including the potential error codes found by tester in the future. All error codes will be listed when they are identified.

4.3 Note

Generally, the end users can use the common web browser to surf our system. The aid information will be supported while the users process their application.