

JobCircles Admin Manual

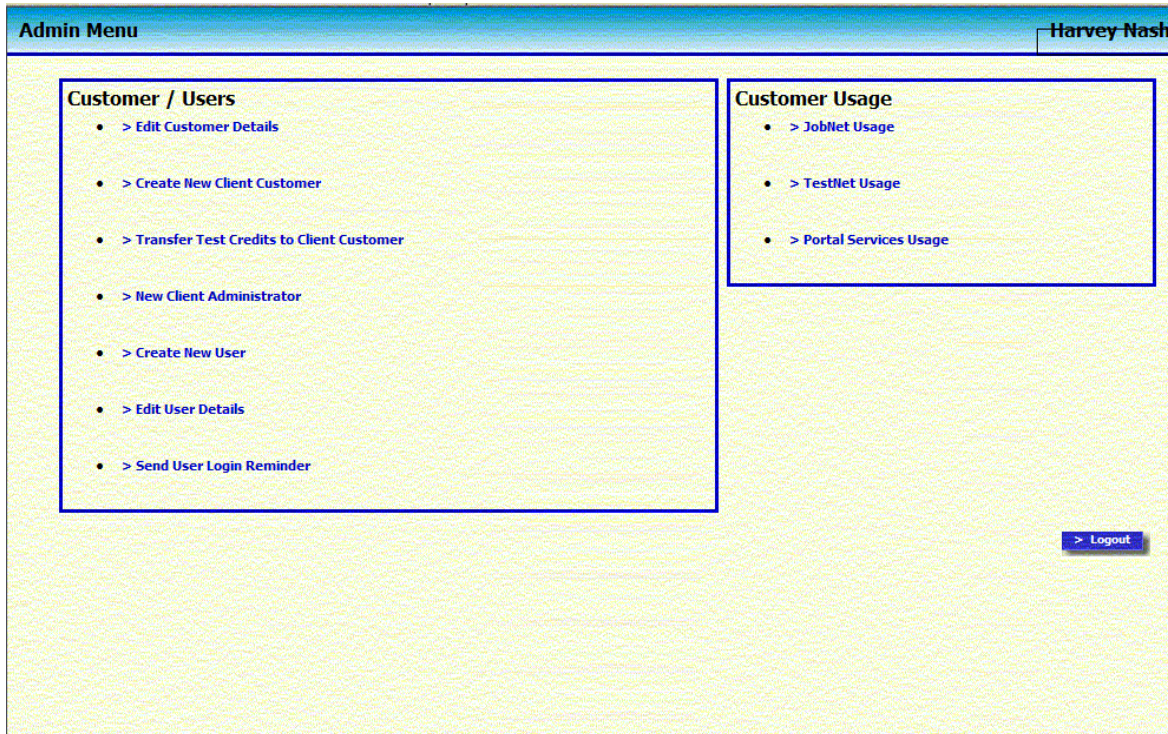
Please note that styles and fonts vary depending on the customer. However, functionality remains the same.

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1.0 Admin Login

- 1.1 Go to www.jobcircles.co.uk/admin
- 1.2 Type in your Username, Password and company ID number. If you don't know some of this information then please call Fearn Marketing Services Ltd on 44 (0)1487 711309 normal office hours only (GMT)
- 1.3 The following screen is displayed:



Your company's name will appear in the top right hand corner if you have a JobCircles microsite.

2.0 Customer/Users

2.1 Edit Customer Details

From the Main Menu click on Edit Customer Details and you will see the following screen:

Company Name:	
Address	33 Knightsbridge *
Town / City	London *
Country	Greater London *
Post Code / Zip Code	W1J 6QA *
Telephone	0207 3330077 *
Fax	0207 3330098
Parent Customer	Fearn Marketing Services Ltd *
Country	United Kingdom *
Has Microsite	<input checked="" type="checkbox"/>
Microsite URL	http://www.jobcircles.co.uk
Is Portal Customer	<input type="checkbox"/>
Is Sister Site	<input type="checkbox"/>

From here you can change any of your company details except the name and number of your account. If you change a field you will then need to click on "Update Customer Details" for the change to take effect. To return to the Main menu, click on "Main Menu".

2.2 Add a New Client Customer

As an Administrator for your company you can create a client customer. This is one of your company's customers whose use of TestNet or JobNet credits passes through your account. In this way you can add value to credits that you've already purchased and so pass that added value onto your client.

New Client Customer

Company Name *

Address *

Town / City *

County *

Post Code / Zip Code *

Telephone *

Fax

Country *

From here you can add the details of a new client. These details are held on the database as **your** client.

Click on "Add New Client Customer" to save the information. Click on "Main Menu" to return to the Main Menu.

2.3 Transfer Test Credits to Client Customer

You can transfer test credits to your new client customer by clicking on "Transfer Test Credits to Client Customer". You will then see the following screen:-

Transfer Testing Credits to Client Customer

Choose Client Customer:

Alternatively you have the opportunity to return to the Main Menu.

Click on the drop down, click on your client customer to highlight the field and then click on “Go”.

The screenshot shows a web interface titled "Transfer Testing Credits to Client Customer". At the top, there is a blue header bar with the title. Below the header, the text "Choose Client Customer:" is followed by a dropdown menu containing the word "Test" and a "Go" button. The interface is split into two columns. The left column shows "Your JobNet contract: Unlimited" and "Test's JobNet credits: 0". Below this is a text input field with the label "How many JobNet credits do you want to transfer to Test" and the number "0" entered. The right column shows "Your TestNet contract: Unlimited" and "Test's TestNet credits: 0". Below this is a text input field with the label "How many TestNet credits do you want to transfer to Test" and the number "0" entered. At the bottom right, there are two buttons: "Transfer Credits" and "Cancel".

Enter the number of tests credits that you want to transfer in the transfer window and then click on Transfer Credits. Something similar to the following screen will appear to show a successful transfer:

The screenshot shows a confirmation screen with a yellow background. It displays "blobblob's TestNet credits: 10" in red text. Below this, there is a text input field with the label "How many TestNet credits do you want to transfer to blobblob" and the number "0" entered.

2.4 New Client Administrator

To create a new Client Administrator click on “New Client Administrator” from the Admin Menu. The following screen will appear:

The screenshot shows a web interface titled "New Client Administrator". At the top, there is a blue header bar with the title. Below the header, the text "Choose Client Customer:" is followed by a dropdown menu containing "-- Please Choose --" and a "Go" button. To the right of the "Go" button is a blue button with a right-pointing arrow and the text "Create Client Customer". At the bottom right, there is a blue button with a right-pointing arrow and the text "Main Menu".

You will see that you also have the opportunity, from this screen, to create a new Client Customer as well. Should you wish to do this, click on the button and you will go to Section 2.2.

To continue; click on the drop down window and select the person of your choice, then click on “Go”. The following screen will then appear:

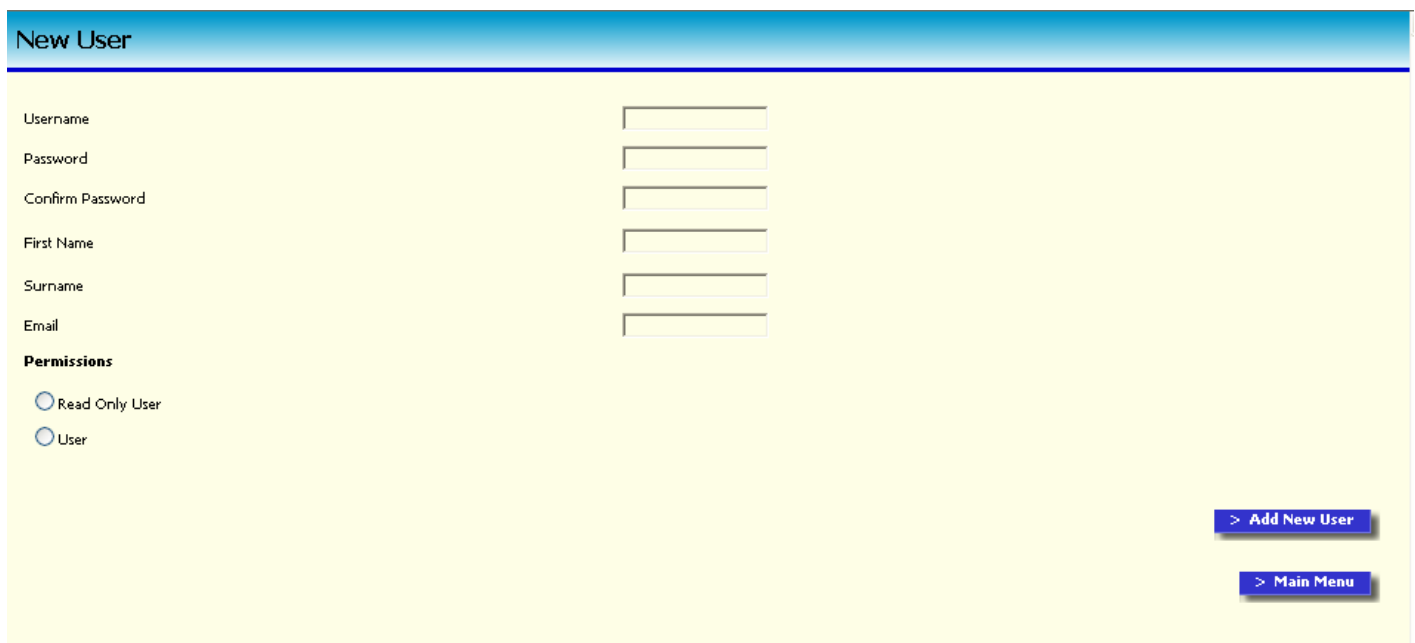
Please note that at this stage, you still have the choice of creating a new client customer.

To continue; fill in the details in the windows, as required then click on “Create Administrator”. Once created, you can then return to the Admin Menu by clicking on “Main Menu”.

Please Note: A new Administrator for a main customer can only be created by FMS Ltd. To arrange a new Administrator please contact FMS by emailing: pete@fearnmarketingservices.com or phoning 01487 710462 or 07766 952637.

2.5 Create New User

As an Administrator, you are able to create new users who can schedule tests for candidates. From the Admin Menu, click on “Create New User”. You will then see the following screen:



The screenshot shows a web form titled "New User" with a light yellow background and a blue header. The form contains the following fields and options:

- Username:
- Password:
- Confirm Password:
- First Name:
- Surname:
- Email:
- Permissions:
 - Read Only User
 - User

At the bottom right of the form, there are two blue buttons: "> Add New User" and "> Main Menu".

Enter the relevant details into the boxes. You can decide whether you want the new user to be able to schedule tests and review scores or just to review scores only. To review scores only click on “Read Only User”. This feature is often used so that your client can personally see how a candidate has scored but has no interest in scheduling tests.

Once you have completed the form click on “Add New User”. You will then have a new blank form presented to you for the next entry. Alternatively you can return to the Main Menu “Admin Menu”.

2.6 Edit User Details

You can edit all details regarding a user, including passwords, from the “Edit User Details” menu. Choose this option from the Admin Menu. The following screen will be displayed:

Edit User Details
Step 1 of 2

First Name	Surname	Edit
Steven	Arnold	<input type="button" value="Edit"/>
Fred	Bloggs	<input type="button" value="Edit"/>
Tina	Choy	<input type="button" value="Edit"/>
William	Excell	<input type="button" value="Edit"/>
Lisa	Jobson	<input type="button" value="Edit"/>
James	Leder	<input type="button" value="Edit"/>
Stephen	McCann	<input type="button" value="Edit"/>
Colin	Morley	<input type="button" value="Edit"/>
Neil	Toms	<input type="button" value="Edit"/>
Paul	Yates	<input type="button" value="Edit"/>

The main user (Administrator) will be highlighted in darker green. There can be more than one. Choose the user whose details you want to edit by clicking on the appropriate “Edit” button. You will then see the following screen:

Edit User Details
Step 2 of 2

Username: Fred Bloggs
Old Password: *****
New Password:
Confirm New Password:

Password Guidelines

- Case sensitive
- Must be between six and fifteen characters long
- Must contain at least one numeric character
- Must contain at least one alphabetic character
- Cannot be identical to user name

First Name:
Surname:
Email:

User Enabled:

Permissions

Read Only User
 User
 Administrator

You will see that the user’s password can be changed separately to other details. However you have to know the old password. If you have difficulties with this, please contact FMS Ltd on 01487 711309, or email to pete@fearnmarketingservices.com. Once you have made the updates that you want then click on “Main Menu” to return to the Admin Menu.

2.7 Send User Login Reminder

When you have created a new user you might want to send them an email to remind them of their Login details. Click on “Send User Login Reminder” from the Admin Menu and the following screen will be displayed:

First Name	Surname	
Steven	Arnold	Send Email
Fred	Bloggs	Send Email
Tina	Choy	Send Email
William	Excell	Send Email
Peter	Fearn	Send Email
Lisa	Jobson	Send Email
James	Leder	Send Email
Stephen	McCann	Send Email
Colin	Morley	Send Email
Neil	Toms	Send Email
Paul	Yates	Send Email

> Main Menu

Adjacent to the relevant user, click on “Send Email”

The following email is sent to your selected user:

Dear Peter Fearn,

This email is a reminder of your login details for corporate login to JobCircles, please find below the information we have on file for you.

Your username is: Peter Fearn

Your password is: milk12

Thank you for using JobCircles!

www.jobcircles.co.uk

Clicking on “Main Menu” will return you to the Admin Menu.

3.0 Customer Usage

The following product usage details can be accessed from this part of the Admin Menu:

- JobNet Usage
- TestNet Usage
- Portal Services Usage.

Similar details for each product are shown in the subsequent screens; here is the screen for “TestNet Usage”:

TestNet usage this month (July 2007)

Customer	Total TestNet Credits Used	

TestNet usage last month (June 2007)

Customer	Total TestNet Credits Used	

TestNet usage year to date (2007)

Customer	Total TestNet Credits Used	

TestNet usage last year (2006)

Customer	Total TestNet Credits Used	
Harvey Nash	1	

[> Admin Menu](#)

Clicking on "Admin Manual" will return you to the Admin Menu main page.