

rekry!Joom User Manual Fast for Dummies

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1.0 Using Opportunities Editor

Using opportunities editor you seeing screen below. Tty to understand whole software from this and learn it by trying and mistage.

The screenshot shows the 'Opportunities Editor' interface. At the top, there are navigation tabs: 'Opportunities', 'Applications', 'Config', and 'About'. Below this, there are sub-tabs: 'Opportunities', 'Archives', and 'Professions'. A toolbar contains several icons: 'New', 'Deselect Rows', 'Publish', 'Unpublish', 'Lock', 'Unlock', 'Move to archives', 'Delete', and 'Refresh'. The main area is a table with the following columns: 'Title', '# Applicants', 'Date Created', 'Closing Date', 'Public', 'Locked', and 'Profession'. The table is divided into two sections: 'Profession: None (7 Items)' and 'Profession: Software Development (1 Item)'. The first section contains 7 rows of opportunities, all with 'None' as the profession. The second section contains 1 row of an opportunity with the profession 'Software Development'. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 8 of 8'.

	Title	# Applicants	Date Created	Closing Date	Public	Locked	Profession
Profession: None (7 Items)							
1	Opportunity 1347	0	2008-09-30	1970-01-01	true	true	None
2	Opportunity 19	0	2008-09-30	1970-01-01	true	true	None
3	Opportunity 3443	0	2008-09-30	1970-01-01	true	true	None
4	Opportunity 431	0	2008-09-30	1970-01-01	true	true	None
5	Opportunity 440	0	2008-09-30	1970-01-01	true	true	None
6	Opportunity 5315	0	2008-09-30	1970-01-01	true	true	None
7	Opportunity 8998	0	2008-09-30	1970-01-01	true	true	None
Profession: Software Development (1 Item)							
8	Opportunity 4592sdgsdg	0	2008-09-26	1970-01-01	false	false	Software Development

Refresh opportunity grid.

Delete all unlocked selected items.

Move selected items to archive.

With Lock/Unlock you can protect opportunity items from delete.

With Publish/Unpublish you can make opportunities to public or non-public on frontend.

With Deselect Rows button you can deselect selected rows.

With New button you can add new job opportunity with default lorem ipsum content.

+	1	Opportunity 1347	0	2009-09-30	✗	1970-01-01	true	true	None
+	2	Opportunity 19	0	2009-09-30	✗	1970-01-01	true	true	None
+	3	Opportunity 3443	0	2009-09-30	✗	1970-01-01	true	true	None
+	4	Opportunity 431	0	2009-09-30	✗	1970-01-01	true	true	None
+	5	Opportunity 440	0	2009-09-30	✗	1970-01-01	true	true	None
+	6	Opportunity 6315	0	2009-09-30	✗	1970-01-01	true	true	None

Doupleclicking grid cells you can edit them.

By pressing X you can set recruiting ending date to job opportunity is filled when right person is found.

+	3	Opportunity 3443	0	2009-09-30	✗	1970-01-01	true	true	None
+	4	Opportunity 431	0	2009-09-30	✗	1970-01-01	true	true	None
+	5	Opportunity 440	0	2009-09-30	✗	1970-01-01	true	true	None
+	6	Opportunity 6315	0	2009-09-30	✗	1970-01-01	true	true	None
+	7	Opportunity 9	0	2009-09-30	✗	1970-01-01	true	true	None

By right mouse button you get dropdown menu to get detailed edit / duplicate buttons.

Opportunities Archives Professions **Opportunity 431**

Save Reset

Title:

Date Created:

Closing Date:

Public:

Main

Tahoma **B I U A A**

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Company Description

2.0 Setup rekry!Joom via FTP/SFTP

Okay we telling basics fast here. There is one config file that you need to edit:

[documet_root]/[joomla_root]/administrator/components/com_rekry/zfconfig.rekry.php

You can edit lines above with plain text editor like Windows Notepad and transfer changes with your FTP/SFTP solution.

```
/* you can modify below */
$company = 'Company Ltd';
$dateformat = 'F j, Y';
$blow_fish_key = 'sER4564GG';
$secret_cv_crypt = 'sER4564GG';
$company_email="jobs@invalid.tld";
DEFINE("_RECRUITING",utf8_encode("Recruting Company Ltd"));
DEFINE("_UP_MAIL_BY",utf8_encode("User updated the profile"));
DEFINE("_THANK_UP_MAIL_BY",utf8_encode("Thank you from profile update!"));
DEFINE("_THANK_APP_MAIL_BY",utf8_encode("Thank you from your Job Application!"));
DEFINE("_APP_MAIL_BY",utf8_encode("User applied to job oppoertunity!"));
```

Line:

```
$company = 'Company Ltd';
```

; Makes: Name for email notices sender and name for career uploader files privacy responsible organisation.

Line:

```
$dateformat = 'F j, Y';
```

; Makes: Dateformat for uploaded files footer where is privacy responsible organisation name also. So do not't change if you are not familiar with PHP dataformatting.

Line:

```
$blow_fish_key = 'sER4564GG';
```

; Makes: It is encryption key for career database. So change it after install and do not never lost this key

Line:

```
$secret_cv_crypt = 'sER4564GG';
```

; Makes: It is encryption key for uploaded CV names. Actually all encryption both of these uses HMAC check based to Joomla users so only the key is not enough to hack encryption. Change this after install and do not lose it ever.

Line:

```
$company_email="jobs@invalid.tld";
```

; Makes: Email address where email notices are sent from when careers post applications etc.

Other lines after this are for email notices so change to fit your company.

3.0 Backup and upgrade

Always you upgrade to new rekry!Joom make backup first from folders

[documet_root]/[joomla_root]/administrator/components/com_rekry/

[documet_root]/[joomla_root]/components/com_rekry/

After upgrade restore file zfconfig.rekry.php and folder:

[documet_root]/[joomla_root]/administrator/components/com_rekry/uploads/