Quick Manual

Version 1.0

Employer Login

Employer login

Login ID

1

Password

2

Login   Forgot password

3

1 **Login ID**
Login ID provided by JobMarket

2 **Password**
Login password

3 **Forgot password**
Reset login password

Overview

1 2 3 4 5 6

Dashboard	Instant post	Job listing	Candidate match	Recruitment day	Account setting

Dashboard

Account start date [**16 Jan 2006**]	Account end date [**30 Apr 2021**]	Instant post balance [**105**]	Candidate match balance [**0**]

Order History (showing latest 5 records, for complete history, go to Account setting)

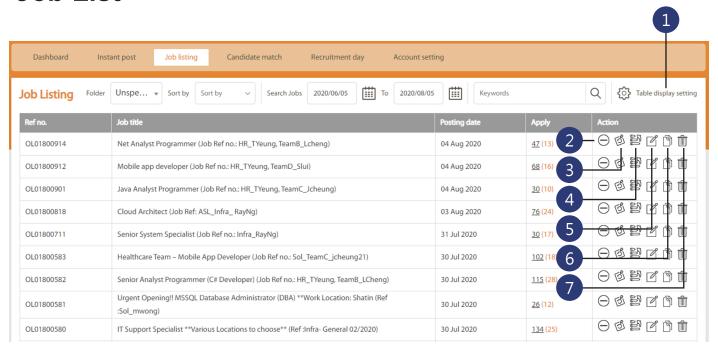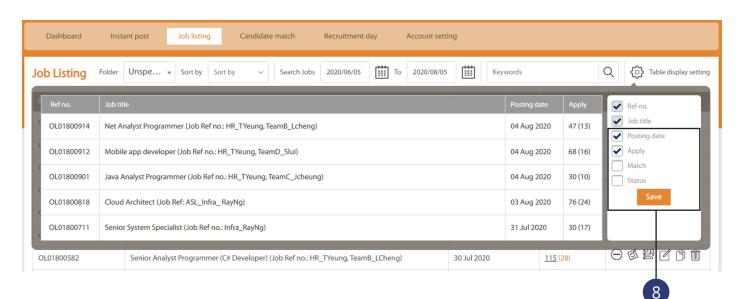| Items	Order date	No. of units purchased	Valid until	Used units	Balance
Instant Post	23 Jul 2020	120	31 Dec 2020	15	105
Priority Job	12 May 2020	20	12 Sep 2020	8	12
Instant Post	28 Apr 2020	120	28 Oct 2020	120	0
Instant Post	16 Jan 2019	120	28 Feb 2019	87	33
Instant Post	23 Sep 2018	90	31 Dec 2018	69	21

7

1 Instant post

2 Job listing

3 Candidate match

4 Recruitment day

5 Account setting

6 Account balance

7 Sales history

Job List

Legend
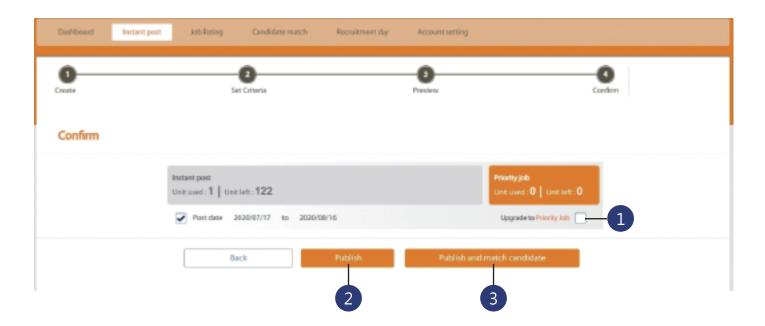
1 Table display setting
Edit display column for job listing

2 Deactivate
Deactivate job post

3 Re-post
Re-post job

4 Prioritize
Prioritize job position

5 Edit
Edit job

6 Copy
Copy job post

7 Delete
Delete job

8 Edit display column
Edit display criteria

Options

1 Upgrade to Priority Job
Upgrade your job post to priority job

2 Publish
Publish your job post

3 Publish and match candidate
Publish your job post and match candidate from our membership