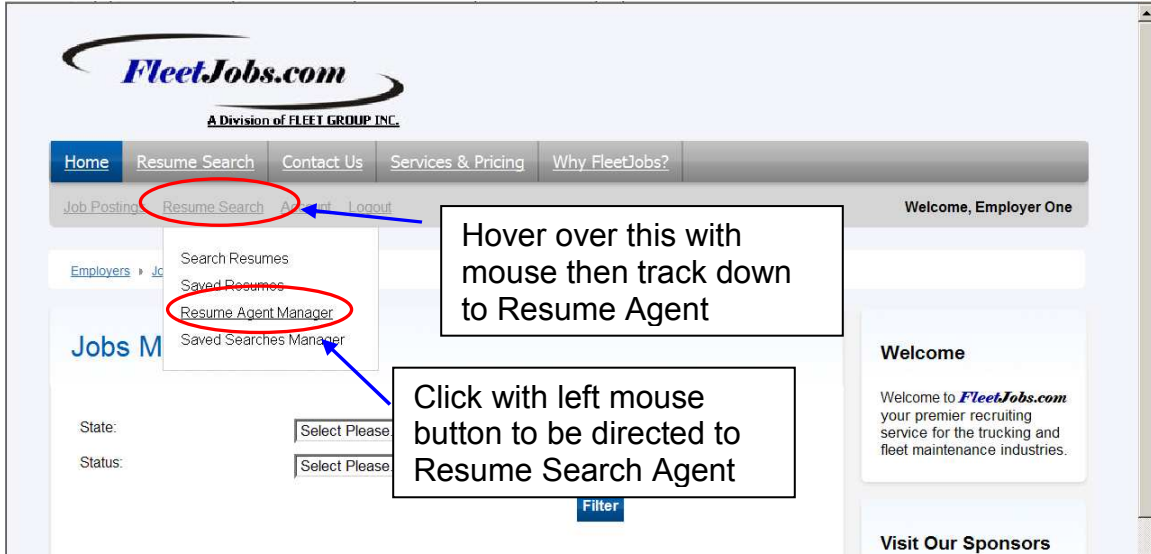


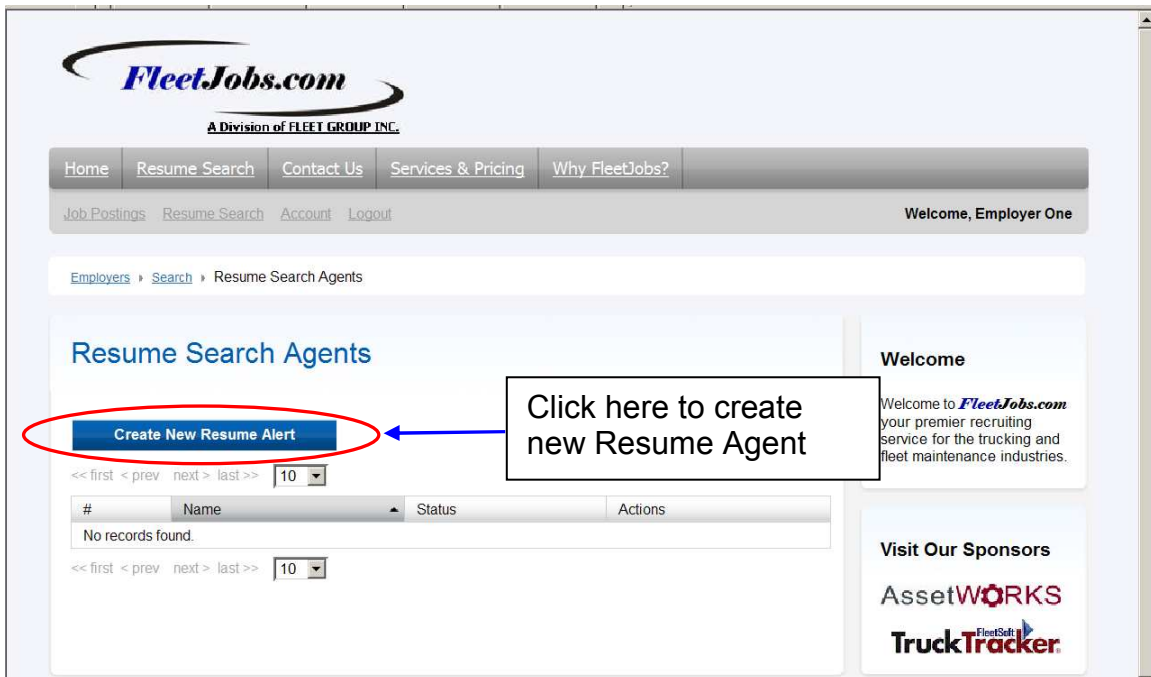
Resume Agent Manager

Setting up Resume Search Agents

Once you have signed in as an Employer you will come to your Home page which is the “Jobs Manager” page. Hover over “Resume Search” and then track down to the “Resume Agent Manager” and click with left mouse button to go to the “Resume Agent Manager” page.



To make a new resume search agent on the “Resume Search Agent” page click on the “Create New Resume Alert” button



You will get this page and will be need to fill in the following information:

1. **Name** – the name you want to call the saved resume search
2. **Keywords** – keywords that you want to search for
 - a. Diesel mechanic
 - b. Local driver
 - c. Auto mechanic
 - d. Etc.
3. Do not use the **sector** area – this will be removed or replaced in the future
4. **Region** – The State or States that you want to search in (*leave blank for all*)
5. **City** – the city you want to search in (*leave blank for all*)
6. **Date posted** – when the resume was posted to the site
 - a. Any time
 - b. Last 24 hours
 - c. Last 3 days
 - d. Last 7 days

****The more data that you put in the search the more exact the return will be.
(I.E. if you want to search for Diesel mechanic anywhere in USA then just use Diesel mechanic in the Keywords section and you will get every one with Diesel or Mechanic in their resume. If you are just looking for a Diesel mechanic in New York and they have to live in the city of Rochester and have to have resume that was posted with in 24 hours – that is all you will get)**

7. When you are done click on “**Create**”

The screenshot shows a web form titled "Create New Resume Search Agent". The form includes the following fields and elements, each with a numbered callout:

- (1)** Name: * (Text input field)
- (2)** Keywords: (Text input field)
- (3)** Sector: (Empty list box)
- (4)** Region: (Dropdown menu showing states like Alabama - AL, Alaska - AK, Arizona - AZ, Arkansas - AR, California - CA, Colorado - CO)
- (5)** City: (Text input field)
- (6)** Date Posted: (Dropdown menu showing options: Any Time..., Any Time, Last 24 hours, Last 3 days, Last 7 days)
- (7)** Create (Blue button)

Additional text on the page includes a note: "Hold CTRL to choose multiple sectors, sub sectors (maximum 5 in each category)." and a sidebar with "Welcome" and "Visit Our Sponsors" (AssetWORKS, TruckTracker).

From your “Resume Search Agents” page you can:

1. Edit current searches
2. Activate or Deactivate current searches
3. Run them now
4. Delete them
5. Change how often the agents run
 - a. Daily
 - b. Weekly

The screenshot shows the 'Resume Search Agents' page with several annotations: (1) Edit points to the 'auto mechanic' search name; (2) Activate/Deactivate points to the 'activate' link for the 'Not active' search; (3) Run now points to the 'Run' button for the 'Not active' search; (4) Delete points to the delete icon for the 'Not active' search; (5) When run points to the 'daily' radio button in the update period settings.

Resume Search Agents

Create New Resume Alert

<< first < prev 1 next > last >> 10

#	Name	Status	Action
1	auto mechanic	Not active : activate	Run [edit icon] [delete icon]
2	diesel mechanic in New York	Active : deactivate	Run [edit icon] [delete icon]

<< first < prev 1 next > last >> 10

Current update period: daily

daily weekly

Submit

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TruckTracker