



What to expect in your Training

What is covered in the sessions may vary a little depending on what is included in your package. Training is done using a screen share link and conference line number (details will be in the invite).

Session 1 (approx 45-60 mins)

- Registering on the site & managing user groups
- Support area - raising support tickets
- Support area - using our Knowledge Base
- Adding new pages
- Using the navigation
- Adding content - copy, images, PDFs, forms, media
- Adding blogs
- Adding clients
- Adding consultants
- Adding testimonials

Session 2 (approx 60-75 mins)

- Analytics
- Accessing & adding new registration questions
- Adding Jobs
- Applications area
- Reference data/Job search - adding/editing disciplines, job types, salary bands etc.
- Building forms
- Setting up email notifications
- Job alerts area
- Theme content
- SEO area - console, meta titles/descriptions, Alt tags