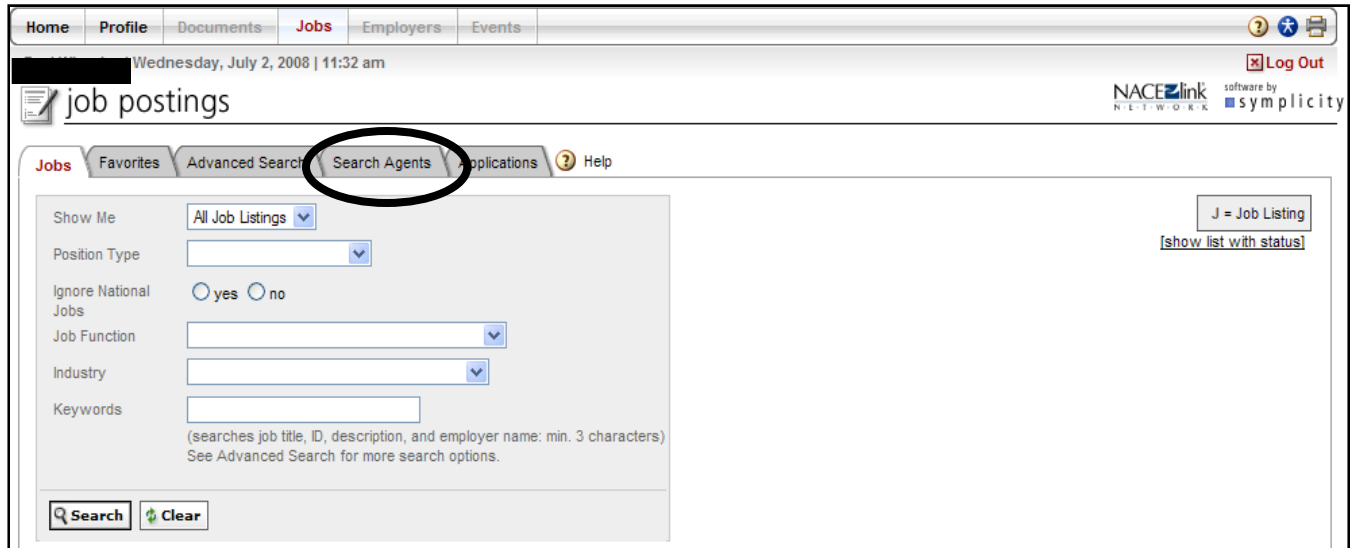


# COCCStudentJobs Instructions

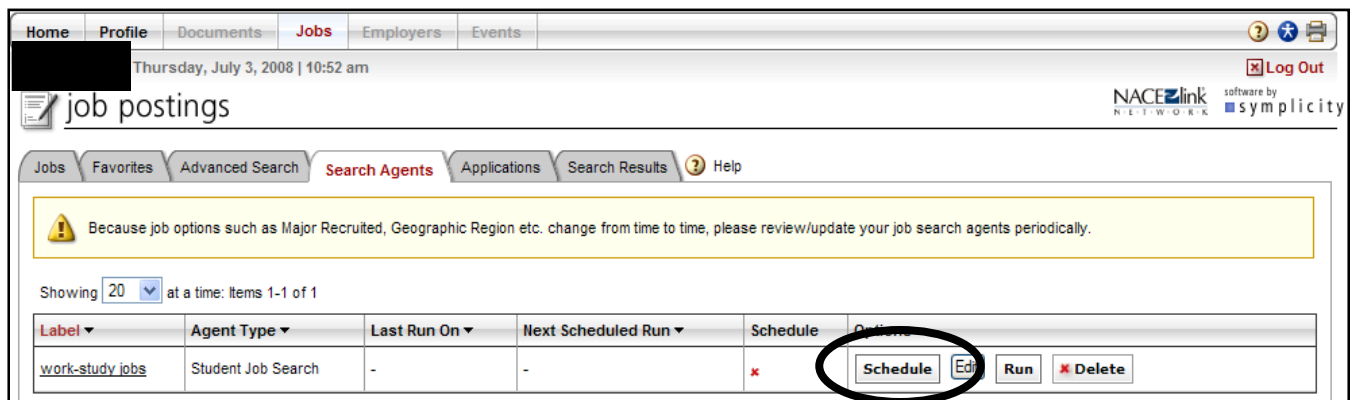
## Receiving Job Search Agent Results by Email

1. From the JOB POSTINGS Homepage click on the SEARCH AGENTS tab



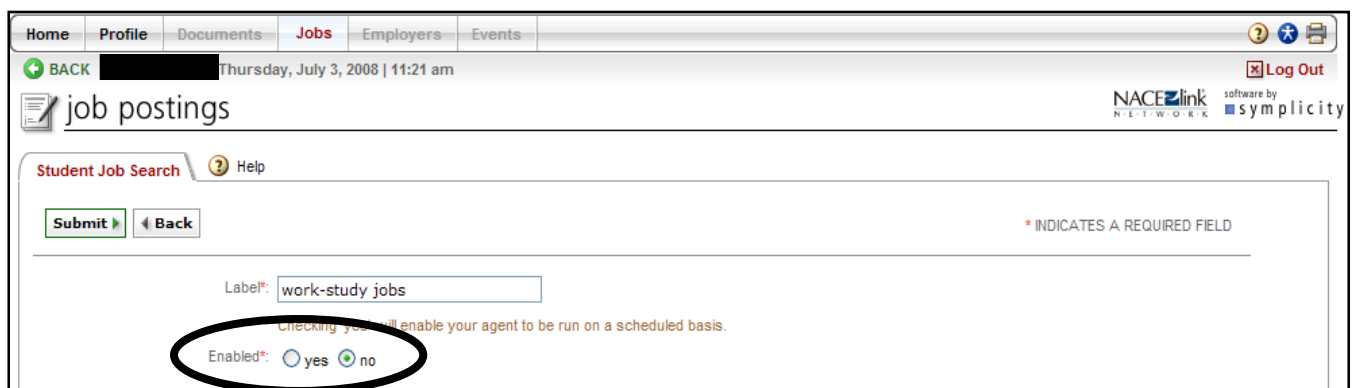
The screenshot shows the COCC Student Jobs homepage. The navigation bar includes Home, Profile, Documents, Jobs, Employers, and Events. The 'Jobs' tab is active. Below the navigation bar, there are tabs for Jobs, Favorites, Advanced Search, Search Agents (circled in black), and Applications. The Search Agents tab is selected, displaying a search form with fields for Show Me (All Job Listings), Position Type, Ignore National Jobs (yes/no), Job Function, Industry, and Keywords. A Search button and a Clear button are at the bottom of the form.

2. For the SEARCH AGENT to receive emails from, click on the SCHEDULE button



The screenshot shows the COCC Student Jobs Search Agents page. The navigation bar includes Home, Profile, Documents, Jobs, Employers, and Events. The 'Search Agents' tab is active. A yellow warning box at the top states: "Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically." Below the warning box, there is a table with columns: Label, Agent Type, Last Run On, Next Scheduled Run, Schedule, and Actions. The table contains one row for 'work-study jobs' with Agent Type 'Student Job Search'. The 'Schedule' column shows a red 'x'. The 'Actions' column contains buttons for Schedule (circled in black), Edit, Run, and Delete.

3. Next to ENABLED, Click on YES



The screenshot shows the COCC Student Jobs Search Agent configuration page. The navigation bar includes Home, Profile, Documents, Jobs, Employers, and Events. The 'Student Job Search' tab is active. The page shows a form with a Submit button and a Back button. The Label field contains 'work-study jobs'. Below the Label field, there is a message: "Checking 'yes' will enable your agent to be run on a scheduled basis." The Enabled\* field has two radio buttons: 'yes' and 'no' (circled in black).

4. Set the criteria for the SEARCH AGENT email:

- Next to PERIOD, select DAY, WEEK, or MONTH
- Next to MULTIPLE, set how often to receive the email based on what was selected for the PERIOD

**FOR EXAMPLE:**

- If DAY is selected in PERIOD and 1 is set in MULTIPLE, then an email will be sent 1 time each day
- If MONTH is selected in PERIOD and 3 is set in MULTIPLE, then an email will be sent 3 times each month
- Next to INCLUDE ONLY NEW RESULTS, select YES or NO
  - Selecting YES will only include new results for the SEARCH AGENT posted since the last email
  - Selecting NO will include all results for the SEARCH AGENT

The screenshot shows the 'Student Job Search' interface. At the top, there are navigation tabs: Home, Profile, Documents, Jobs (selected), Employers, and Events. Below the tabs, there is a breadcrumb trail: BACK > Profile > Job Postings > Thursday, July 3, 2008 | 10:40 am. The main heading is 'job postings' with a 'Log Out' button. The search form is titled 'Student Job Search' and includes a 'Help' icon. It has 'Submit' and 'Back' buttons at the top left. A note on the right says '\* INDICATES A REQUIRED FIELD'. The form contains the following fields and options:

- Label\*:
- Enabled\*:  yes  no
- Period\*:  (circled)
- Multiple\*:  (circled)
- Include only new results\*:  yes  no (circled)

Additional text in the form includes: 'Checking 'yes' will enable your agent to be run on a scheduled basis.', 'Select a frequency for this agent to run.', and 'The value entered here will be used to determine how frequently your agent is run. (Example: Period=month, Multiple=2, Agent will be run every 2 months)'. At the bottom, there are 'Submit' and 'Back' buttons.

5. Click on the SUBMIT button