



Co-funded by the
Erasmus+ Programme
of the European Union



September 2021



SYMPATIC

Support and Value Adults Mobility and
Training for Integration into Companies

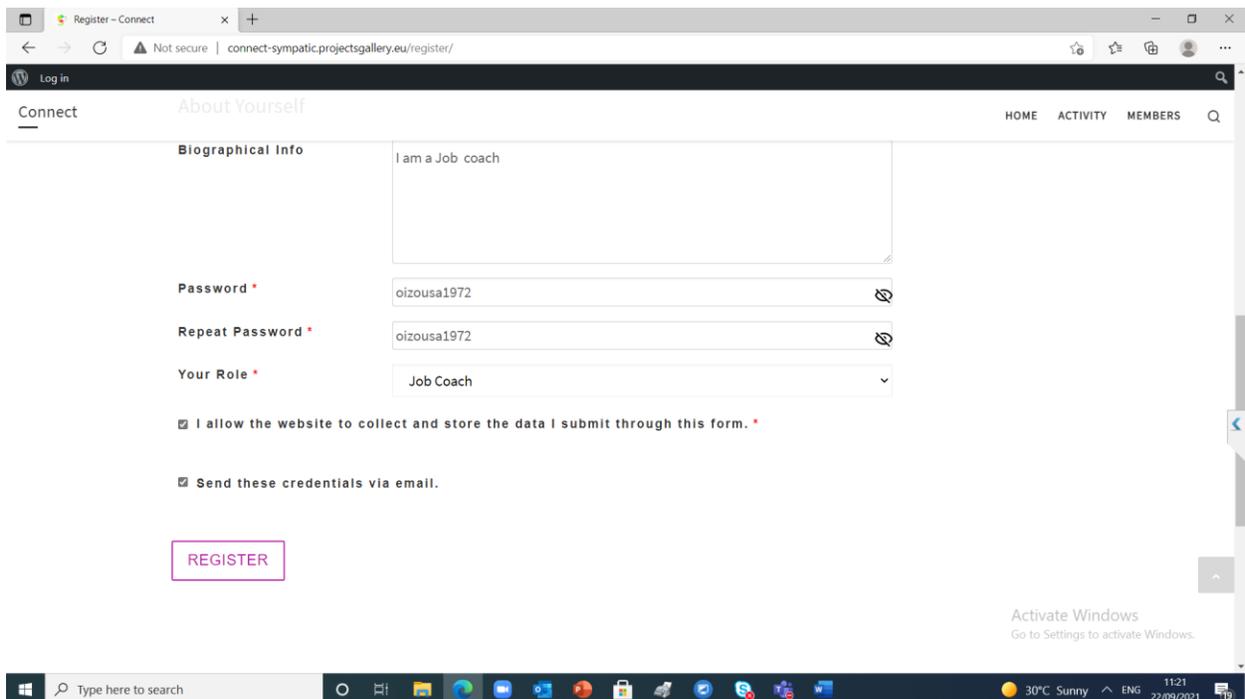


EdiT.C

EDUCATION & INFORMATION
TECHNOLOGY CENTRE

HOW TO REGISTER

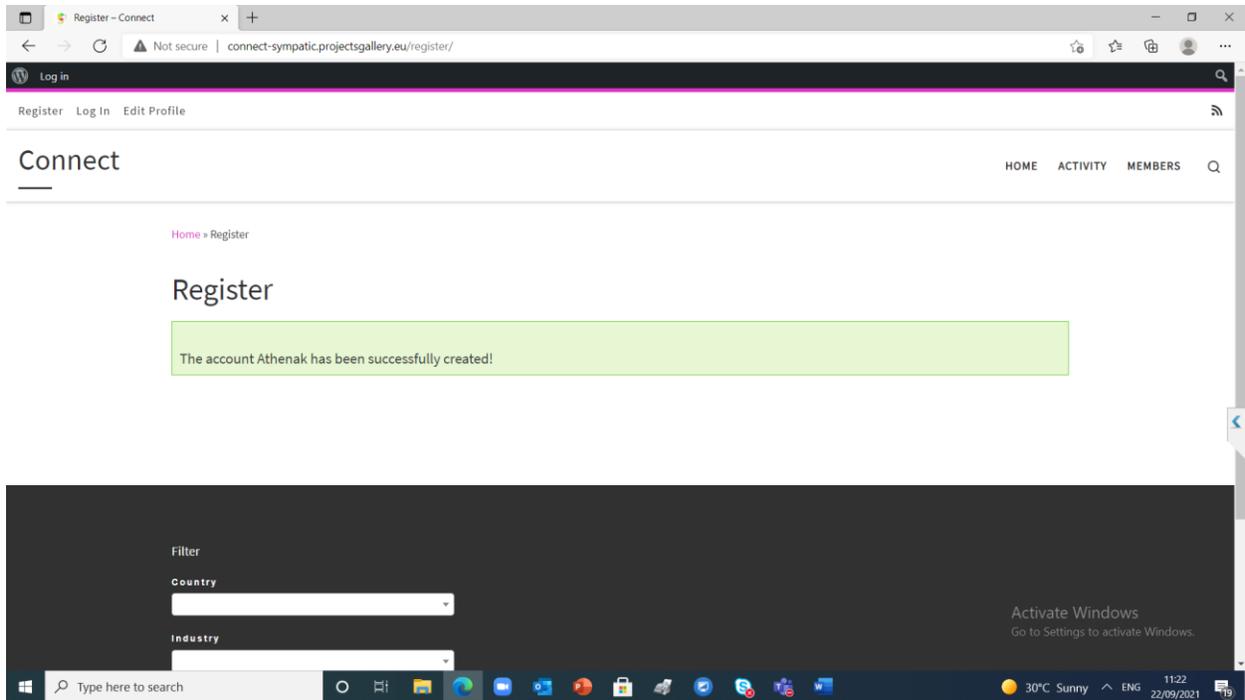
1. Click on **Register** to the top left of the page and click on Register. Add all your details(fields with an asterisk are mandatory) and then click on **REGISTER**.



The screenshot shows a web browser window with the URL `connect-sympatic.projectsgallery.eu/register/`. The page title is "About Yourself" and the site name is "Connect". The registration form includes the following fields and options:

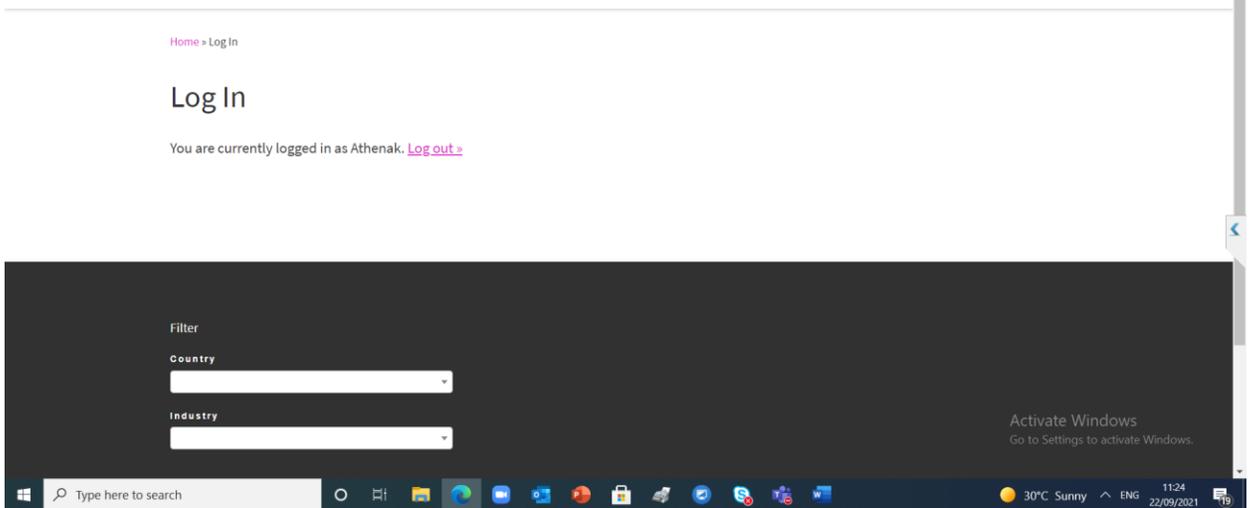
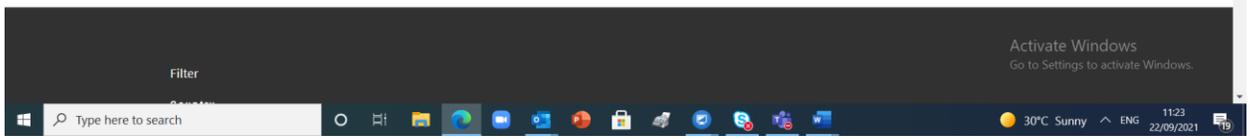
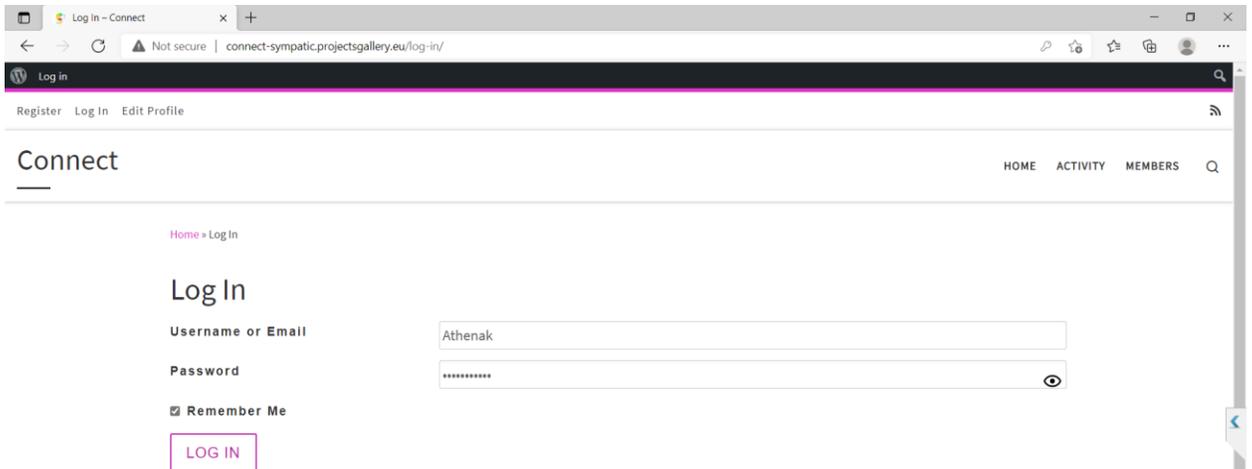
- Biographical Info**: A text area containing "I am a Job coach".
- Password ***: A text input field containing "oizousa1972".
- Repeat Password ***: A text input field containing "oizousa1972".
- Your Role ***: A dropdown menu with "Job Coach" selected.
- I allow the website to collect and store the data I submit through this form. *
- Send these credentials via email.

A pink "REGISTER" button is located below the form. The Windows taskbar at the bottom shows the date as 22/09/2021 and the time as 11:21.



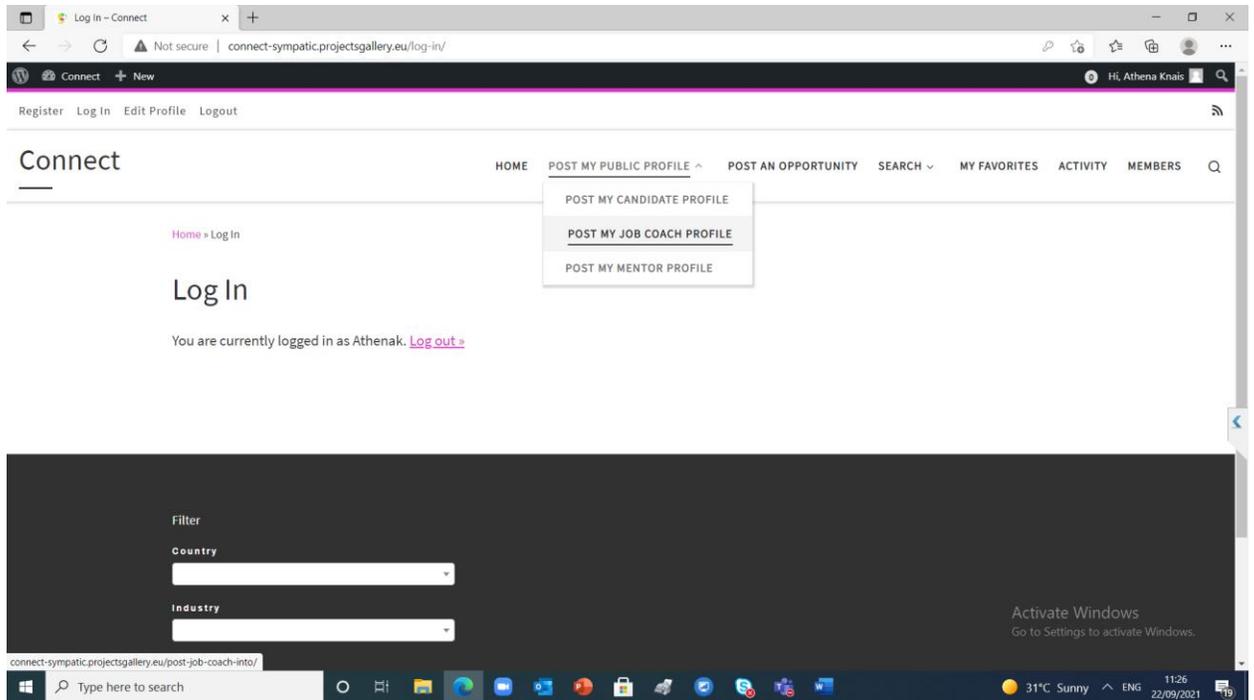
How to LOGIN

1. Click on **Login**. Type username and password and click on **remember Me**
2. Click on **LOG IN**



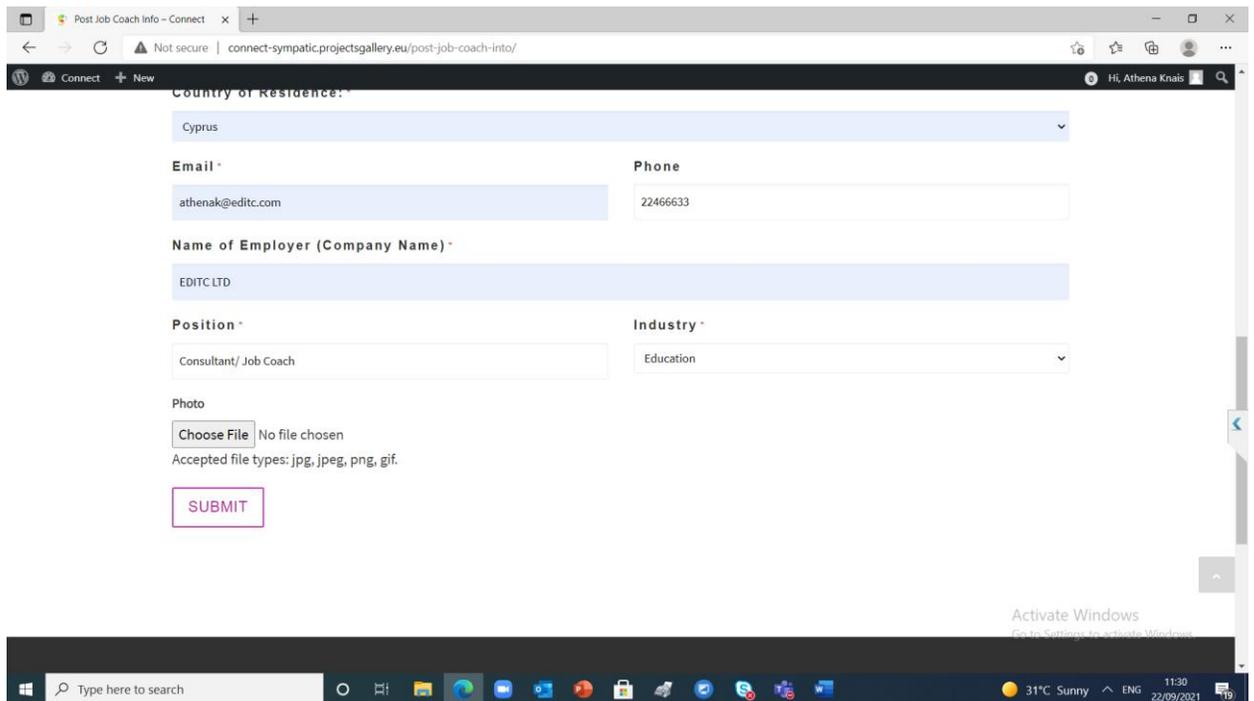
How to post my public profile

1. Click on Post my Public Profile and select Post my Job Coach Profile



3. Add your details. *All fields with an asterisk are mandatory.*

4. Click on **SUBMIT**.



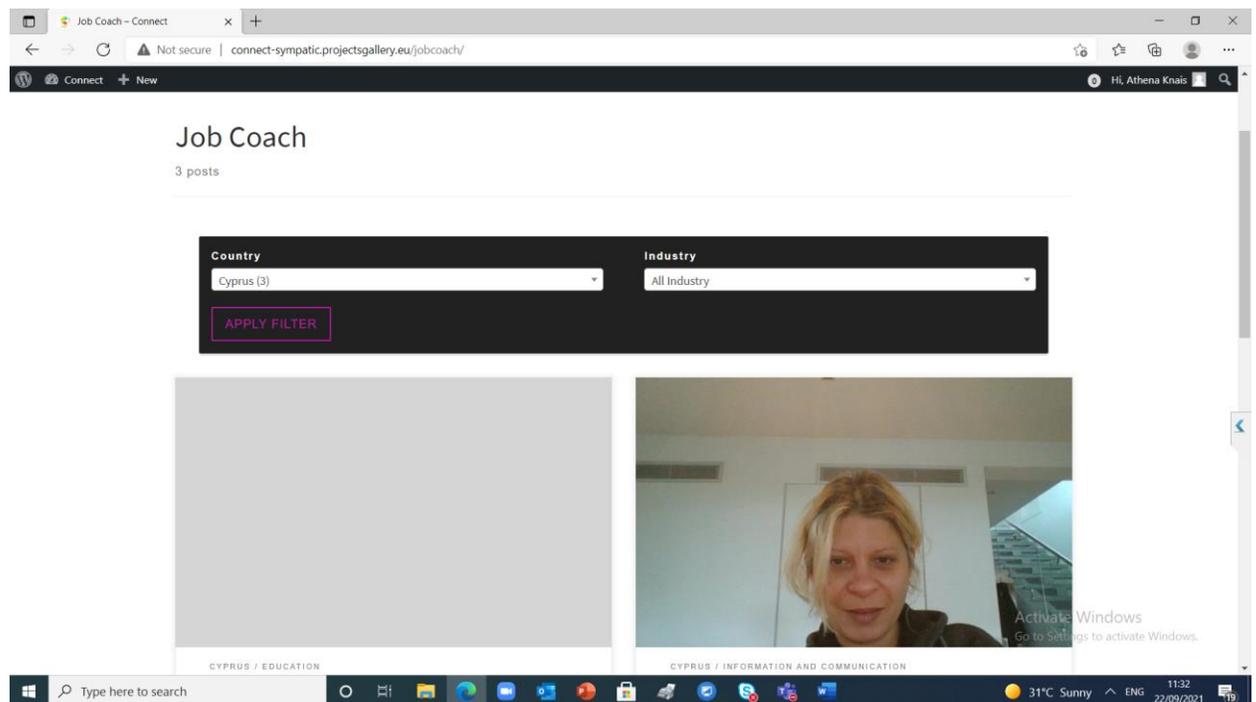
In the same way I can post as a Mentor or a Candidate.

How to edit your profile

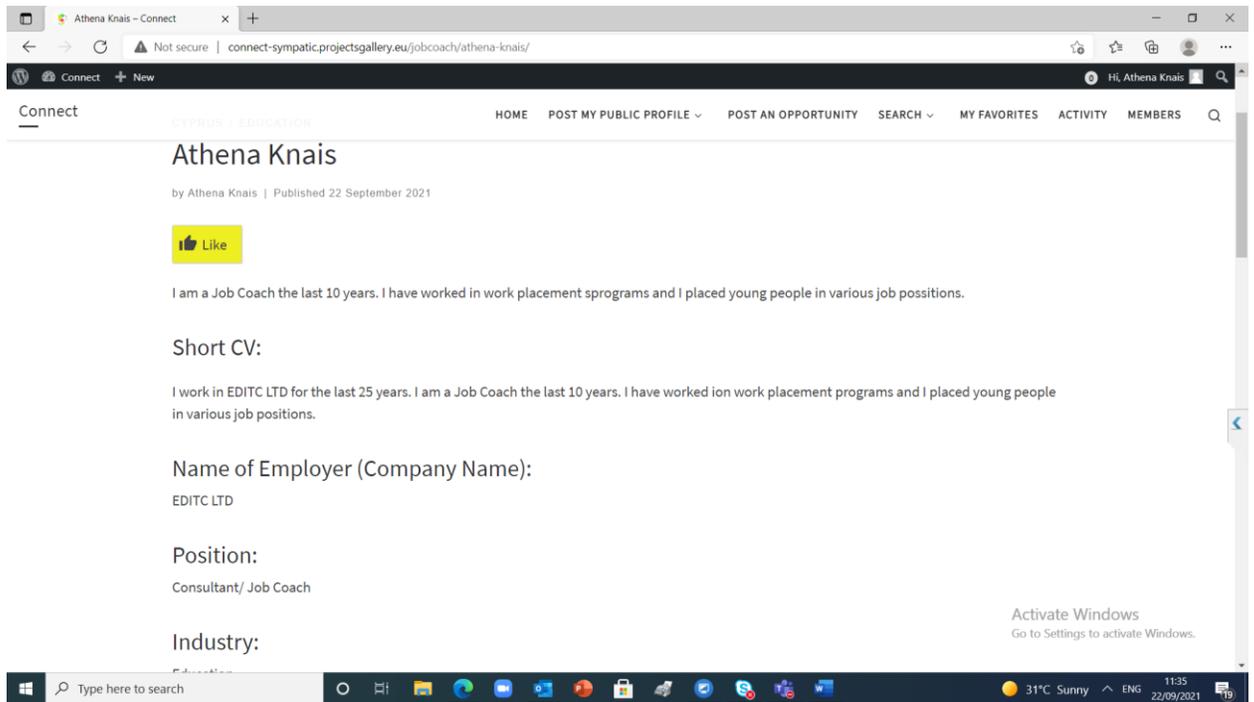
1. Click on **Edit Profile** that is placed on the top left of your screen.
2. You can change any of your details shown below and click on **UPDATE**

How to Search

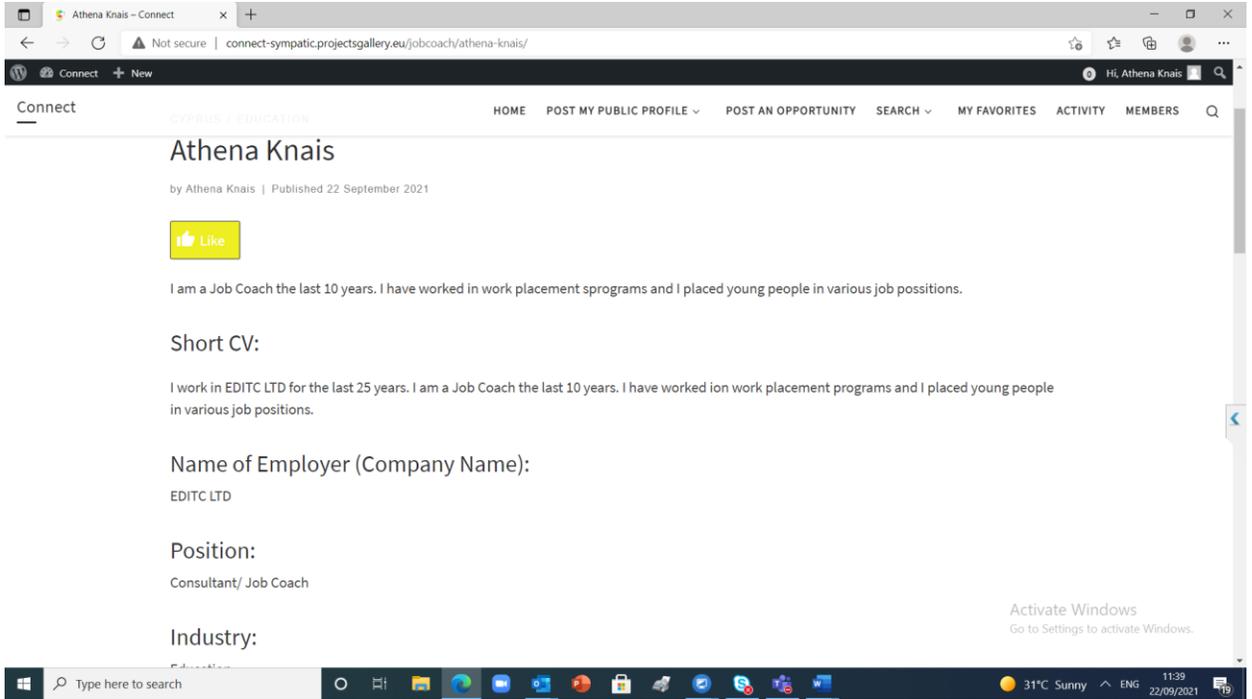
Now under Job Coach you can see your name and profile. From **Search** Select from COUNTRY Cyprus and click on **APPLY FILTER**



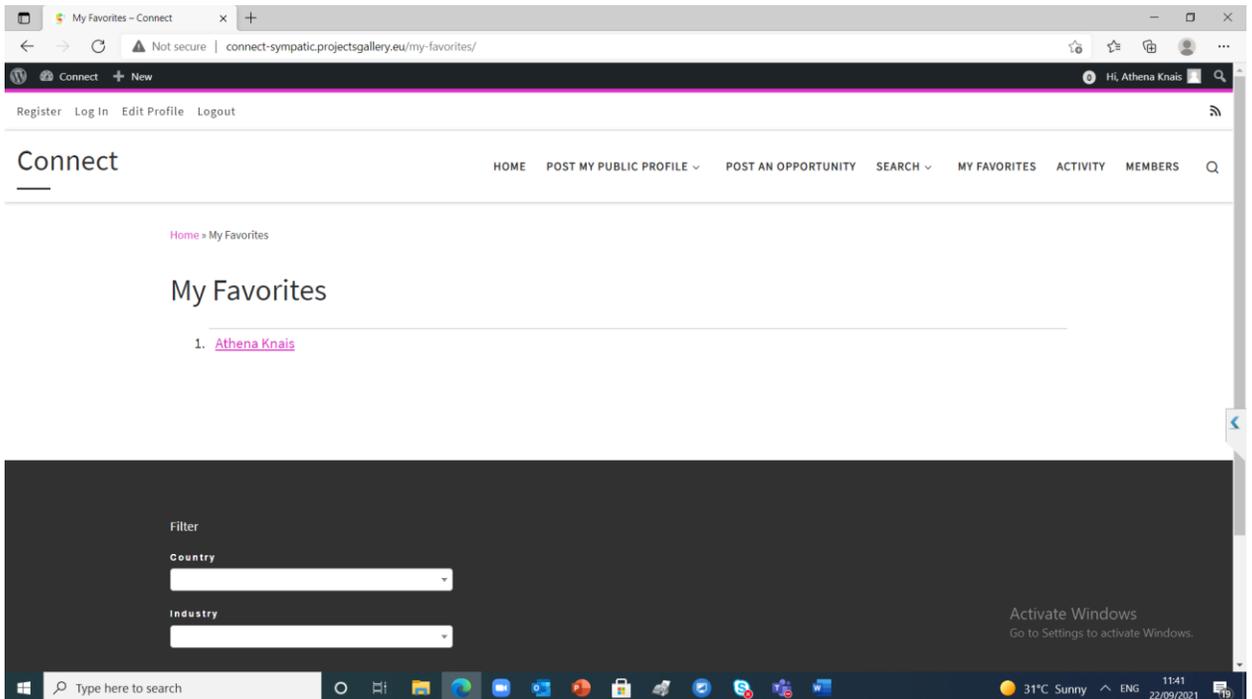
There are 3 results under Job Coach. Click on **Athena Knais**. Now you see the Profile of Athena Knais.



If you like it you click on the **like icon** and this is added in your **MYFAVOURITE** tab.

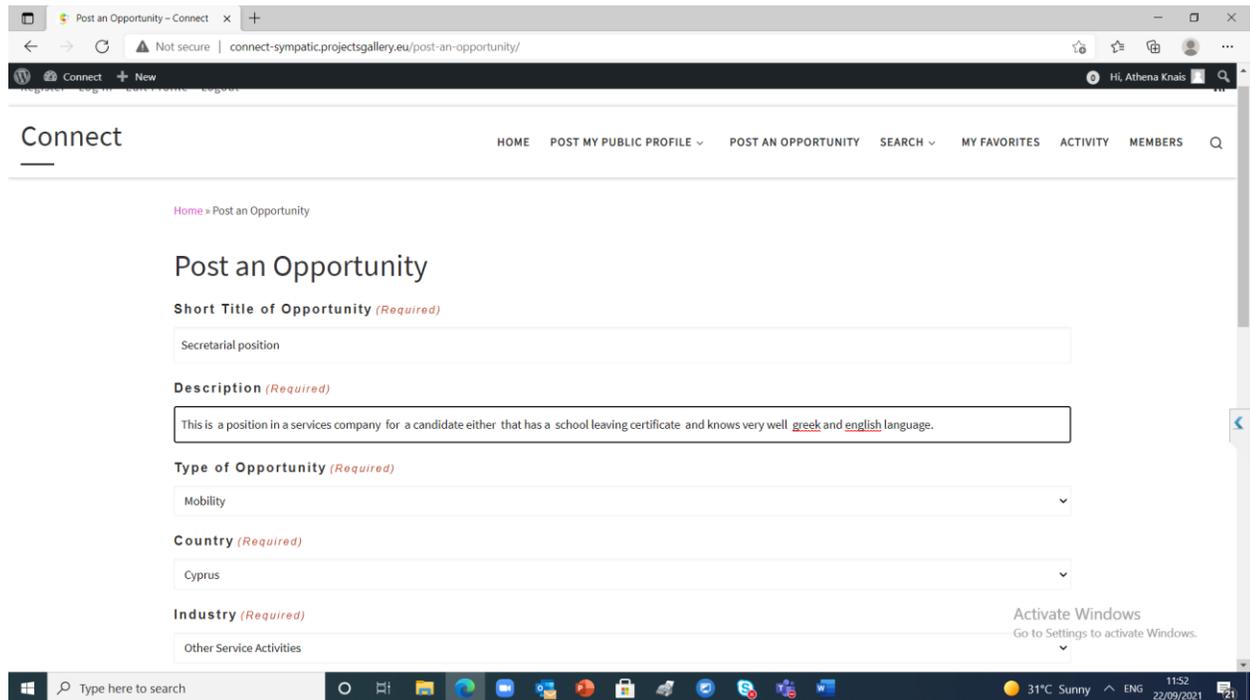


This is added in MY FAVOURITES



How to POST AN OPPORTUNITY

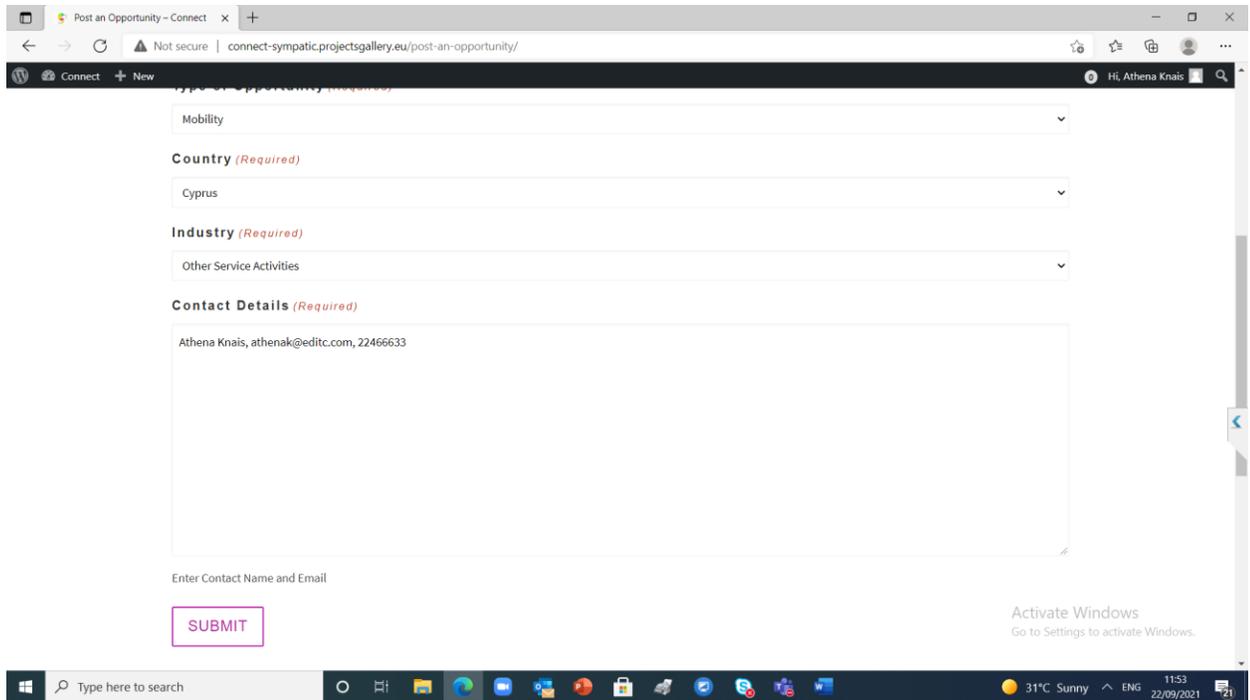
1. Click on **POST AN OPPORTUNITY** tab
2. WRITE, Short Title, Description, Select Type, County, Industry, Contact details (all these fields are mandatory)
3. Click **Submit**.



The screenshot shows a web browser window displaying the 'Post an Opportunity' form on the Connect platform. The browser address bar shows the URL 'connect-sympatic.projectsgallery.eu/post-an-opportunity/'. The page title is 'Connect' and the navigation menu includes 'HOME', 'POST MY PUBLIC PROFILE', 'POST AN OPPORTUNITY', 'SEARCH', 'MY FAVORITES', 'ACTIVITY', and 'MEMBERS'. The breadcrumb trail is 'Home > Post an Opportunity'. The form fields are as follows:

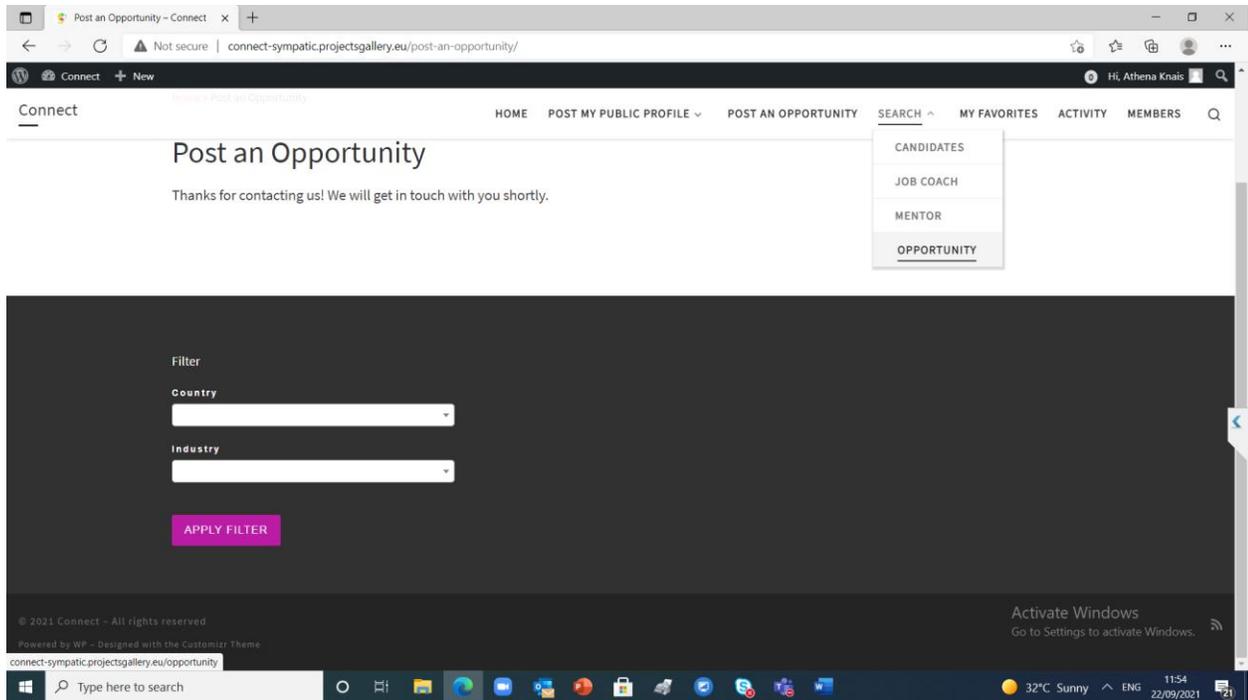
- Short Title of Opportunity (Required)**: Secretarial position
- Description (Required)**: This is a position in a services company for a candidate either that has a school leaving certificate and knows very well [greek](#) and [english](#) language.
- Type of Opportunity (Required)**: Mobility
- Country (Required)**: Cyprus
- Industry (Required)**: Other Service Activities

An 'Activate Windows' watermark is visible in the bottom right corner of the browser window.



How to search for AN OPPORTUNITY

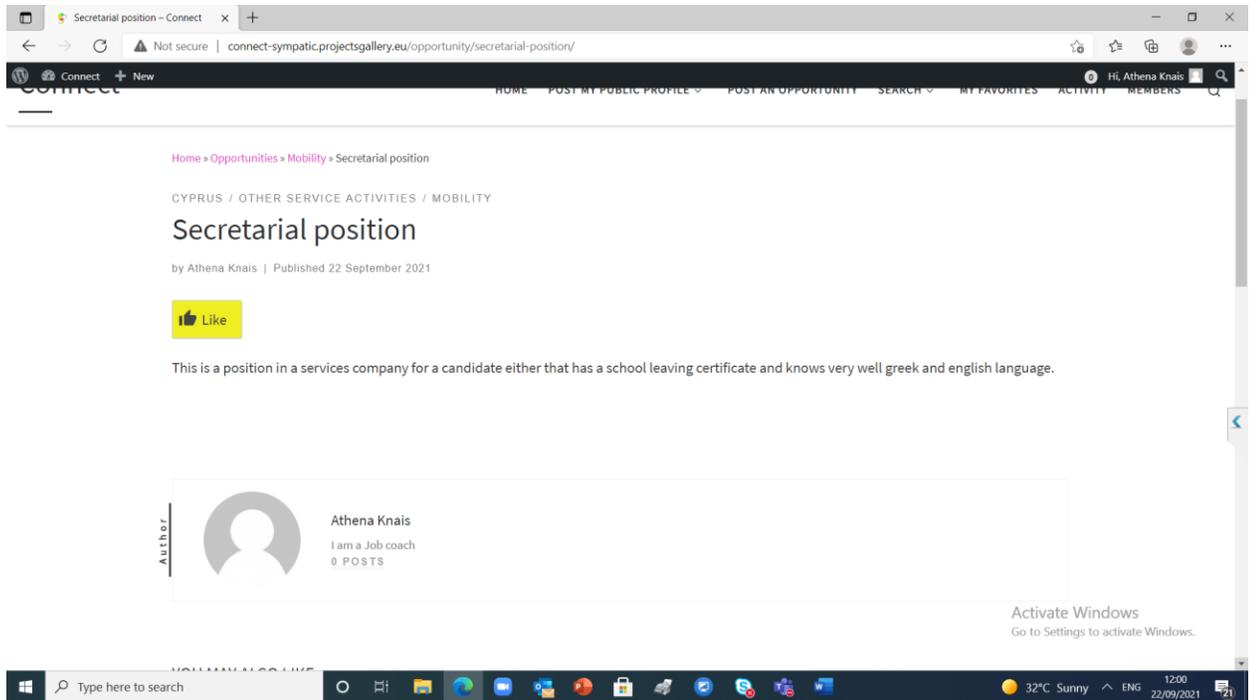
1. Now if you are searching for opportunities Click on **SEARCH** and select **OPPORTUNITY**



2. Now select Country, Industry and Type of Opportunity
Click on **APPLY FILTER**

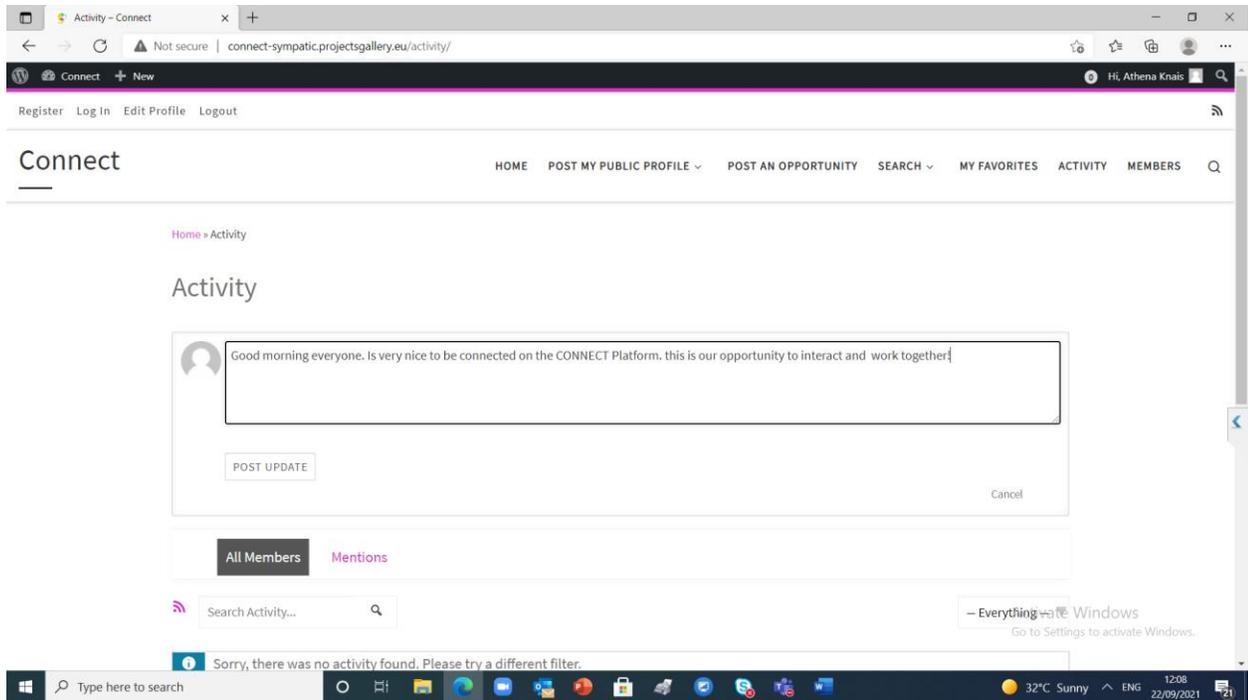
3. Now you see 2 results for opportunities in Cyprus

4. Click on **Secretarial Position** opportunity. Now you see all the details of this opportunity.



How to use ACTIVITY

1. Click on ACTIVITY. Then type a message in the box .



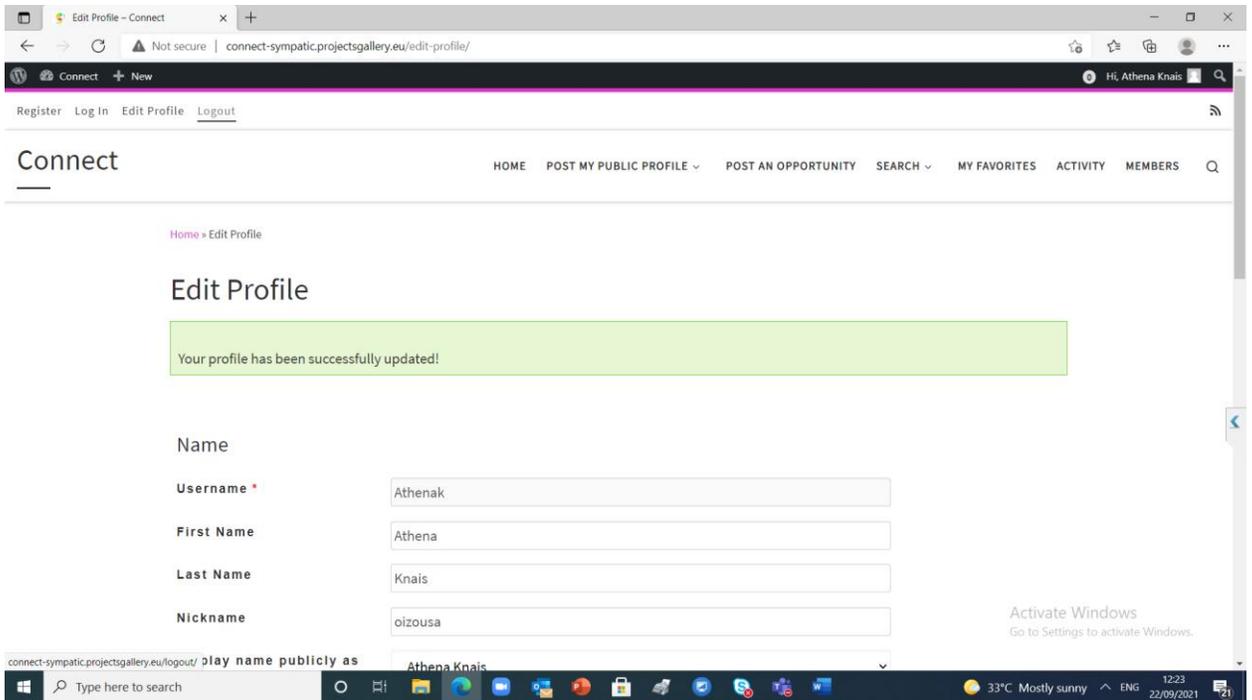
2. Click on post update.

How to use MEMBERS

1. Click on the MEMBERS Tab.
2. Now you can see All Member. If you want to become friend with one you click on **Add Friend** below his/her name. She /he will receive a friend request.

How to LOGOUT

1. Click on the **Logout** which is at the top left of your screen.



It reminds you that you are logged in as xxxx. Click on the link **Logout**

