

Editor / Approver User Guideline

Editor

{{ domainURL }}/user/login?destination=admin/editor

After login the CMS system it will redirect to the Editor Content Panel.

The screenshot shows the 'Editor Content' interface. At the top, there is a navigation bar with buttons for 'All Job', 'Add Job', 'Job Category', 'Batch Approval', and 'Logout'. Below this is a table with columns for 'Language', 'Status', 'Updated', 'Operations links', and 'Job Status'. The table contains 17 rows of job listings. The first 15 rows have checkboxes in the first column. The last two rows have 'Translate' buttons in the 'Operations links' column. Below the table, there is a 'Home' link and a row of buttons: 'All Job', 'Add Job', 'Job Category', 'Batch Approval', and 'Logout'.

	Language	Status	Updated	Operations links	Job Status
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:49:31		Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:48:20		Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:47:50		Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:46:43		Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:45:51		Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:39:56		Batch Approval
<input type="checkbox"/>	繁	UnPublished	2019-06-12 15:40:04	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	簡	UnPublished	2019-06-12 15:17:17	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	EN	UnPublished	2019-06-12 15:16:41	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	簡	Published	2019-06-12 15:13:44	<input type="button" value="Edit"/>	Published
<input type="checkbox"/>	繁	Published	2019-06-12 15:13:34	<input type="button" value="Edit"/>	Published
<input type="checkbox"/>	EN	Published	2019-06-12 15:13:21	<input type="button" value="Edit"/>	Published
<input type="checkbox"/>	繁	UnPublished	2019-06-10 16:38:48	<input type="button" value="Translate"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-10 16:38:38	<input type="button" value="Translate"/>	Batch Approval
<input type="checkbox"/>	EN	Published	2019-06-05 11:32:54	<input type="button" value="Edit"/>	Published

In Editor Content Panel the editor may preview all Job vacancies, add job vacancies, preview all job categories, preview all job vacancies that job status is “Batch Approval”.

All Job Button

The editor can preview all Job vacancies by click the “All Job” button.

This screenshot is identical to the one above, but the 'All Job' button in the navigation bar is highlighted with a blue border, indicating it is the active or selected button.

Add Job Button

The editor can add Job vacancies by click the “Add Job” button.

Create Job Vacancies Record

Home » Node » Add content

Title *

Language

EN ▼

Job Location

Job Ref No

Job Country *

- Select a value - ▼

Job Region *

Job Category *

Job Requirement

B *I* **S** **x²** **x₀** *I_x* **Format** **Source** **Styles** ▼

After filled the form the editor can submit the form as **Draft / Batch Approval**. The job approver will receive an email when the editor submits the job as “Batch Approval”.

Draft ▼

Draft

Batch Approval

After saved as **Draft** the editor can edit the node again. On the other hand, after saved as **Batch Approval** the editor can't not edit the node again.

Job Category Button

The editor can preview all Job categories by click the “Job Category” button.

Job Category Page (Editor)

[Home](#)

Administration & Human Resources

Architectural and Engineering

Building/Construction

Catering

Community Relations

Company Secretarial

Corporate Communications / Public Affairs

Customer Service

Finance and Accounting

Financial Services

Hotel Operations

Information Technology

Insurance

Interior/Graphic Design

Job Approval Button

The editor can preview all Job vacancies records which status is “Batch Approval” by click the “Job Approval” button.

Editor Content

[Home](#)

[All Job](#) [Add Job](#) [Job Category](#) [Batch Approval](#) [Logout](#)

<input type="checkbox"/>	Language	Status	Updated	Operations links	Job Status	
<input type="checkbox"/>	CCCCDD	EN	UnPublished	2019-06-24 11:49:31		Batch Approval
<input type="checkbox"/>	FFFF	EN	UnPublished	2019-06-24 11:48:20		Batch Approval
<input type="checkbox"/>	EEE	EN	UnPublished	2019-06-24 11:47:50		Batch Approval
<input type="checkbox"/>	AA	EN	UnPublished	2019-06-24 11:46:43		Batch Approval
<input type="checkbox"/>	DDDD	EN	UnPublished	2019-06-24 11:45:51		Batch Approval
<input type="checkbox"/>	BCC	EN	UnPublished	2019-06-24 11:39:56		Batch Approval
<input type="checkbox"/>	123	🇬🇧	UnPublished	2019-06-10 16:38:48	Translate	Batch Approval
<input type="checkbox"/>	123	EN	UnPublished	2019-06-10 16:38:38	Translate	Batch Approval
<input type="checkbox"/>	Test1248	EN	UnPublished	2019-05-23 12:49:07	Translate	Batch Approval

Logout Button

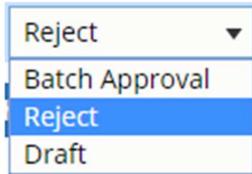
The editor can logout the CMS system by click the “Logout” button.

Job Rejected

Some job vacancies will be listed as “Reject” on the job status column.

<input type="checkbox"/>	TEST201905282	🇯🇵	UnPublished	2019-05-28 12:55:30	Edit ▼	Reject
<input type="checkbox"/>	TEST20190528	EN	UnPublished	2019-05-28 12:54:33	Edit ▼	Reject

The editor can edit the job again and submit it as “Batch Approval” again. The job approver will receive an email when the editor submits the job as “Batch Approval”.



Reject ▼
Batch Approval
Reject
Draft

Job Approver

{{ domainURL }}/user/login?destination=admin/editor

After login the CMS system it will redirect to the Job Approver Content Panel.



In Editor Content Panel the job approver may preview all Job vacancies, add job vacancies, preview all job categories, preview all job vacancies that job status is “Batch Approval”.

All Job Button

The job approver can preview all Job vacancies by click the “All Job” button.

A screenshot of the Editor Content panel. At the top, there is a dark header with the text 'Editor Content'. Below the header, there is a navigation bar with a 'Home' link and five buttons: 'All Job', 'Add Job', 'Job Category', 'Batch Approval', and 'Logout'. The main content area displays a table of job vacancies. The table has columns for 'Language', 'Status', 'Updated', 'Operations links', and 'Job Status'. Each row represents a job vacancy with a checkbox on the left and an 'Edit' button in the 'Operations links' column. The 'Job Status' column shows various statuses like 'Batch Approval', 'Draft', and 'Published'.

	Language	Status	Updated	Operations links	Job Status
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:49:31	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:48:20	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:47:50	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:46:43	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:45:51	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	EN	UnPublished	2019-06-24 11:39:56	<input type="button" value="Edit"/>	Batch Approval
<input type="checkbox"/>	繁	UnPublished	2019-06-12 15:40:04	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	簡	UnPublished	2019-06-12 15:17:17	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	EN	UnPublished	2019-06-12 15:16:41	<input type="button" value="Edit"/>	Draft
<input type="checkbox"/>	簡	Published	2019-06-12 15:13:44	<input type="button" value="Edit"/> ▼	Published
<input type="checkbox"/>	繁	Published	2019-06-12 15:13:34	<input type="button" value="Edit"/> ▼	Published
<input type="checkbox"/>	EN	Published	2019-06-12 15:13:21	<input type="button" value="Edit"/> ▼	Published

Add Job Button

The job approver can't add Job vacancies records.

Job Category Button

The job approver can preview all Job categories by click the "Job Category" button.

Job Category Page (Editor)

[Home](#)

[Administration & Human Resources](#)

[Architectural and Engineering](#)

[Building/Construction](#)

[Catering](#)

[Community Relations](#)

[Company Secretarial](#)

[Corporate Communications / Public Affairs](#)

[Customer Service](#)

[Finance and Accounting](#)

[Financial Services](#)

[Hotel Operations](#)

[Information Technology](#)

[Insurance](#)

[Interior/Graphic Design](#)

Job Approval Button

The editor can preview all Job vacancies records which status is "Batch Approval" by click the "Job Approval" button.

Editor Content

[Home](#)

[All Job](#) [Add Job](#) [Job Category](#) [Batch Approval](#) [Logout](#)

<input type="checkbox"/>		Language	Status	Updated	Operations links	Job Status
<input type="checkbox"/>	CCCCDD	EN	UnPublished	2019-06-24 11:49:31	Edit	Batch Approval
<input type="checkbox"/>	FFFF	EN	UnPublished	2019-06-24 11:48:20	Edit	Batch Approval
<input type="checkbox"/>	EEE	EN	UnPublished	2019-06-24 11:47:50	Edit	Batch Approval
<input type="checkbox"/>	AA	EN	UnPublished	2019-06-24 11:46:43	Edit	Batch Approval
<input type="checkbox"/>	DDDD	EN	UnPublished	2019-06-24 11:45:51	Edit	Batch Approval
<input type="checkbox"/>	BCC	EN	UnPublished	2019-06-24 11:39:56	Edit	Batch Approval
<input type="checkbox"/>	123	繁	UnPublished	2019-06-10 16:38:48	Edit	Batch Approval
<input type="checkbox"/>	123	EN	UnPublished	2019-06-10 16:38:38	Edit	Batch Approval
<input type="checkbox"/>	Test1248	EN	UnPublished	2019-05-23 12:49:07	Edit	Batch Approval
<input type="checkbox"/>	Manager	簡	UnPublished	2019-05-23 12:44:25	Edit	Batch Approval
<input type="checkbox"/>	Project Manager	簡	UnPublished	2019-05-23 12:24:42	Edit	Batch Approval
<input type="checkbox"/>	Project Manager	繁	UnPublished	2019-05-23 12:24:29	Edit	Batch Approval

Job Publish / Reject

The job approver can select the job which status is “Batch Approval” and click “Edit” button.

Editor Content

Home

[All Job](#) [Add Job](#) [Job Category](#) [Batch Approval](#) [Logout](#)

<input type="checkbox"/>		Language	Status	Updated	Operations links	Job Status
<input type="checkbox"/>	CCCCDD	EN	UnPublished	2019-06-24 11:49:31	Edit	Batch Approval
<input type="checkbox"/>	FFFF	EN	UnPublished	2019-06-24 11:48:20	Edit	Batch Approval
<input type="checkbox"/>	EEE	EN	UnPublished	2019-06-24 11:47:50	Edit	Batch Approval
<input type="checkbox"/>	AA	EN	UnPublished	2019-06-24 11:46:43	Edit	Batch Approval
<input type="checkbox"/>	DDDD	EN	UnPublished	2019-06-24 11:45:51	Edit	Batch Approval
<input type="checkbox"/>	BCC	EN	UnPublished	2019-06-24 11:39:56	Edit	Batch Approval
<input type="checkbox"/>	123	繁	UnPublished	2019-06-10 16:38:48	Edit	Batch Approval
<input type="checkbox"/>	123	EN	UnPublished	2019-06-10 16:38:38	Edit	Batch Approval
<input type="checkbox"/>	Test1248	EN	UnPublished	2019-05-23 12:49:07	Edit	Batch Approval
<input type="checkbox"/>	Manager	簡	UnPublished	2019-05-23 12:44:25	Edit	Batch Approval
<input type="checkbox"/>	Project Manager	簡	UnPublished	2019-05-23 12:24:42	Edit	Batch Approval
<input type="checkbox"/>	Project Manager	繁	UnPublished	2019-05-23 12:24:29	Edit	Batch Approval

After that the job approver can change the job status to **Published** or **Reject**. The editor will receive an email when the job approver can change the job status to **Published** or **Reject**.

