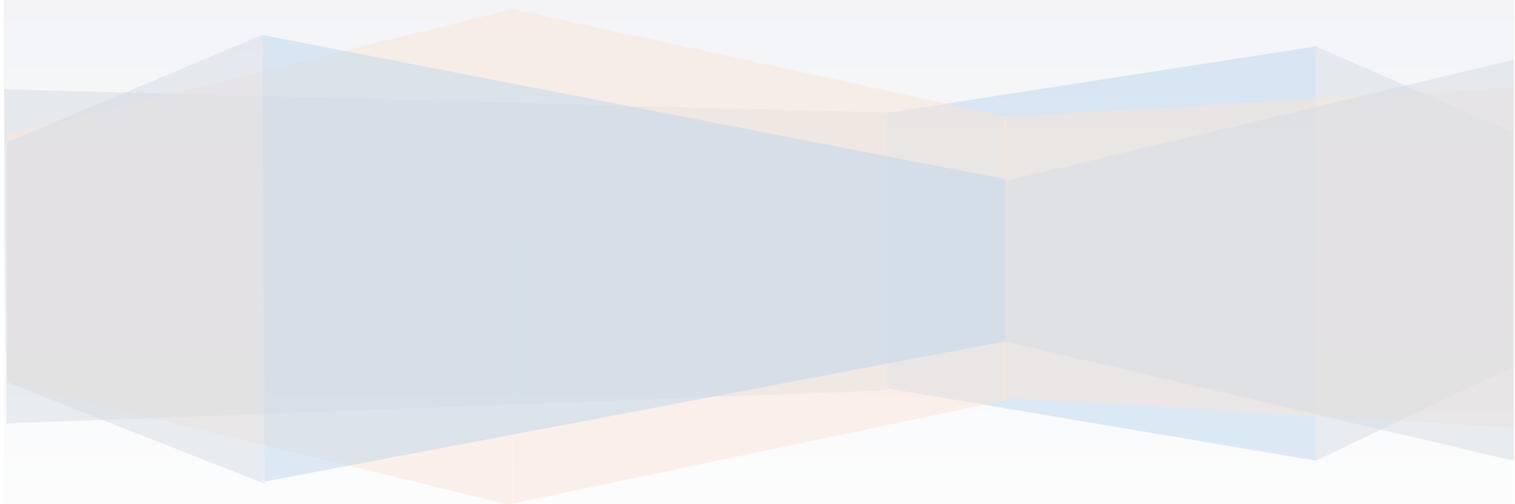


Jobmonster Document

by NooTheme



Jobmonster Document

GENERAL.....	6
Jobmonster Instruction	6
WordPress Information.....	6
Download Theme Package	6
Requirement For Jobmonster	7
INSTALLATION.....	7
Install Theme via WordPress.....	7
Install Theme via FTP	8
Plugin Installation	9
Import Demo Content.....	9
Update Theme	10
THEME CUSTOMIZER	11
Site Enhancement	12
Design & Layout.....	12
Typography	13
Header	13
Footer	14
Widget	14
Blog.....	14
Post List.....	14
Single Post.....	15
Jobs.....	15
Job List	15
Single Job	15
Resume	15
Custom Code.....	16
Import/Export Setting	16

HEADER.....	16
Add Logo.....	16
Set Up Menu.....	17
PAGES.....	18
Create New Page.....	18
Page Templates.....	19
Set up Homepage.....	19
Set up Job Listing Page.....	20
Set up Resume Listing Page.....	20
Create Company Listing Page.....	20
Create Post a Job Page.....	20
Create Post a Resume Page.....	21
Create Member Page (Frontend Dashboard).....	21
Create Package Page.....	21
JOBS.....	22
Add New Job.....	22
Approve/Reject Job.....	22
Companies.....	22
Job Settings.....	23
JOB POSTING PACKAGE.....	24
Create a Package.....	24
Package Page.....	25
RESUMES.....	25
Add New Resume.....	25
Resume Settings.....	25
Candidates & Employers.....	26
Job Applications.....	26

BLOG.....	26
Create A Blog Post.....	26
Post Format Setting	27
SIDEBARS	27
Create sidebar.....	28
Add Sidebar Widgets.....	28
Jobmonster Sidebars.....	28
FOOTER.....	29
Add Footer Widgets	29
Bottom Bar.....	30
JOBMONSTER WIDGETS.....	30
Noo Job Categories	31
Noo Job Count	31
Noo Job Location	32
Noo Job Search	32
Noo Job Type	33
Noo Mailchimp	33
Noo Resume Search	34
Resume Categories	35
Resume Count.....	35
JOBMONSTER SHORTCODES	36
Companies Listing	36
Advanced Search.....	37
Noo Jobs	38
Job Maps.....	39
Noo Recent News.....	40
Noo Step Icon	41

EXTRAS.....	42
Woo Commerce.....	42
Visual Composer	42
VIDEO TUTORIAL.....	43
JOBMONSTER SUPPORT	43

GENERAL

Jobmonster Instruction

Firstly we would love to send our great thanks to you for purchasing Jobmonster. This documentation covers almost everything to guide you step by step from the start to have your site on air. We encourage you to read thoroughly all section before you go on. If you still have to cope with any problem around, get our quick support at [NooTheme Support Center](#).

Thanks again and enjoy building your website with Jobmonster!

WordPress Information

Before installing this theme, please make sure you have a working WordPress version already installed. For further guide to install WordPress, please find in below useful links:

[WordPress Codex](#): General info about WordPress and how to install your server.

[Instructional Video](#): How-To video created by Woo Themes

[First Steps With WordPress](#): Multiple topics about WordPress.

[FAQ New To WordPress](#): Popular FAQs about WordPress.

Download Theme Package

When purchasing successfully our theme from Themeforest, you will need to download theme package for your use. To download the package, please login to your Themeforest account, navigate to “**Downloads**”, click the “**Download**” button in the left of the theme, choose “**All files & documentation**” to download our theme package to your computer. The theme package contains:

- **Jobmonster Theme File**: Includes **noo-jobmonster.zip** file that consists of everything you need to install the theme.

- **Document Folder:** Includes Jobmonster Documentation file that helps you get to know about Jobmonster and guides you to build your site with our theme.
- **Licensing Folder:** Includes the licensing files of Themeforest purchase.
- **Demo Content Folder:** Includes the .xml file you will need to import our demo data.

Requirement For Jobmonster

To use Jobmonster theme, you must be running WordPress 3.6 or higher, PHP5 or higher, and MySQL 5 or higher. Follow below checklist to ensure your host can work well with Jobmonster theme:

- Your web host has the minimum requirements to run WordPress.
- They are running the latest version of WordPress.
- You can download the latest release of WordPress from official WordPress website.
- You did create best secure passwords FTP and Database.

INSTALLATION

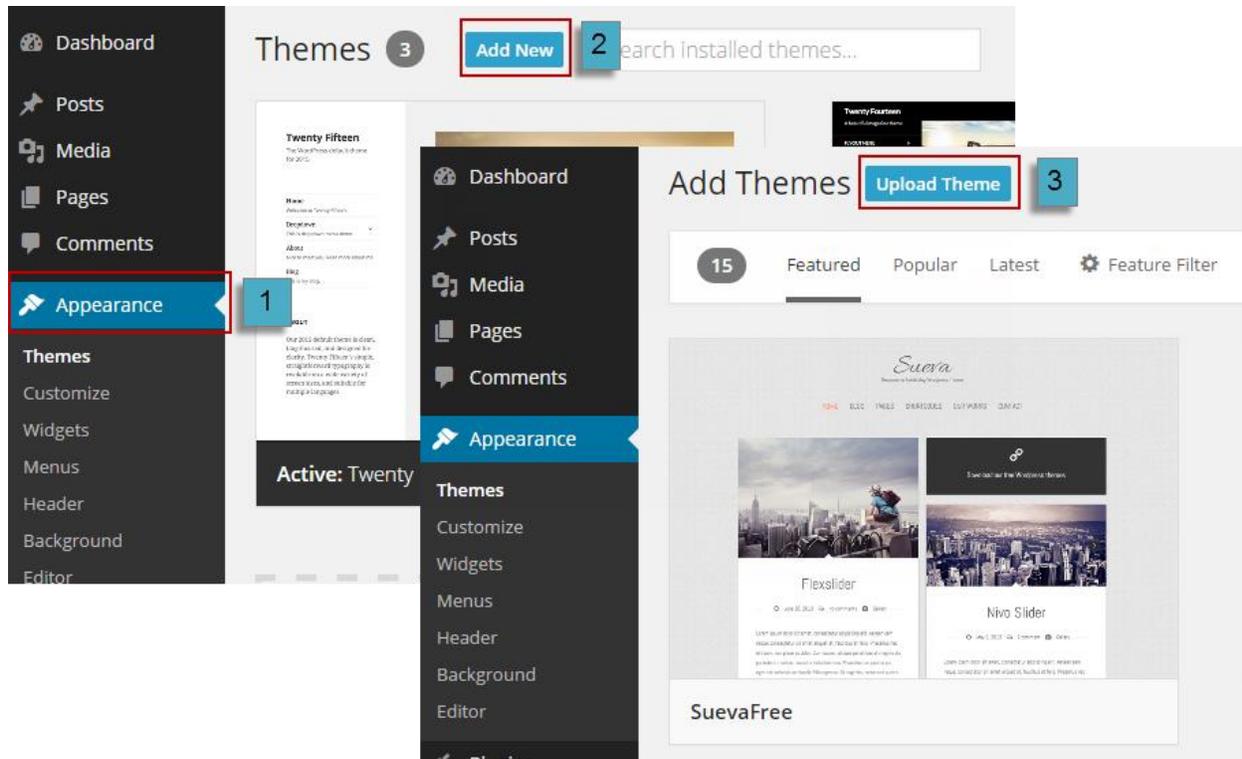
There are 2 ways to install the theme. It is up to you to choose your preference.

Install Theme via WordPress

How to install Jobmonster via WordPress

- **Step 1:** Login to your **WordPress Admin Panel**, navigate to **Appearance** → **Themes**
- **Step 2:** Click **Install Themes** on the top → hit **Upload** button.
- **Step 3:** Find “**noo-jobmonster.zip**” file on your computer and click “**Install Now**”.
- **Step 4:** Once uploaded, activate the theme. Go to **Appearance** → **Themes** and activate it.

- **Step 5:** Then you will see a notification message to activate the required & recommended plugins: **WooCommerce, Visual Composer**. Follow the steps to install and activate each plugin.



Note: If you see this message **“Are You Sure You Want To Do This”** when installing noo-jobmonster.zip file via WordPress, it means that you have an upload max file size limit. Try to install the theme via FTP instead, or contact your host to increase the limit.

Install Theme via FTP

How to install Jobmonster via FTP

- **Step 1:** Login into your hosting space via an FTP software.
- **Step 2:** Unzip the noo-jobmonster.zip file and **ONLY** use the extracted Jobmonster theme folder.
- **Step 3:** Upload the extracted Jobmonster theme folder into **wp-content** → **themes** folder.

- **Step 4:** Activate the newly installed theme by going to **Appearance** → **Themes** and clicking the **Activate** button.
- **Step 5:** Then you will see a notification message to activate the required & recommended plugins **Visual Composer, Woo Commerce**. Follow the steps to install and activate each plugin.

Plugin Installation

Here is the list of plugins that will come together with our theme when you activated it. You are recommended to install and activate these plugins base on your own need:

1. **Woo Commerce:** An e-commerce plugin. This is a very popular free plugin you will need if you plan to create job posting packages for your site.
2. **Visual Composer:** The popular drag and drop page builder plugin with intuitive interface to build your content at ease. Save another **\$33** for this plugin with Jobmonster.

Import Demo Content

How To Import Jobmonster Demo Data

- **Step 1:** From **Admin Panel**, after installing and activate our theme, navigate to **Tools**, choose **Import** → **WordPress**.
- **Step 2:** Click **Choose File** and browse the demo content **.xml** file extracted from the **.zip** file you can download from Themeforest following guide in **DOWNLOAD THEME PACKAGE** section above. Click **Upload file and import** to upload the file.
Note: If you have not installed **Deme Importer Plugin**, you may see the notification message to install the plugin. Click **Install Now** to install and move on.
- **Step 3:** You will first be asked to map the authors in the file to users on the blog. For each author, you may choose to map to an existing user on the blog or to create a new user.
- **Step 4:** WordPress will then import each of the posts, comments, and categories contained in this file into your blog.

See guide to import a sample content into a WordPress blog in [WordPress Codex](#).

Note: Not all the content in our demo will be included. Those files might be excluded from the content your can import:

- **Images:** our stocks might not be in the content due to license issues. Instead, we replace with grey images. Please change to your own pretty images for your site.
- **Sliders, Post and Pages:** not all sliders, posts and page in our demo will be consisted in our dummy date when you import. However, we still add some sliders and pages for your reference.

Update Theme

First way: Manual update

There are 3 methods to update the theme:

1. **Manually via WordPress admin:** After downloading the package from Themeforest, you can delete the old theme and install the new theme. All your settings with our theme will be preserved but it sometimes results in losing Menu or Widgets settings because this method actually switches on/off the menu and widget location which has been registered by this theme.
2. **Manually via FTP:** After downloading the package from Themeforest, you can extract it and using FTP client like FileZilla to remove the old theme and upload the new theme. With this method, all your settings, including the menu and widget will be persevered.
3. **Using Envato WordPress Toolkit introduced on this link:** <http://premium.wpmudev.org/blog/how-to-update-themeforest-themes-with-the-envato-wordpress-toolkit/>. This is the plugin developed by Envato to auto update WordPress theme bought in Themeforest.

Second way: Automatic Update

Please follow these steps to update theme:

- **Step 1:** Hover into username then choose Download
- **Step 2:** Select "License certificate and purchase code"

- **Step 3:** In Admin Panel, choose Settings, click “NOO Jobmomster License”. You will see the message Please enter your license key to enable updates to NOO Jobmomster.
- **Step 4:** Enter code into License key

Note: Auto update is available from version 1.2.3 and above

The screenshot shows the Envato Market account interface. A red arrow labeled '1' points to the 'Downloads' menu item in the user profile dropdown. A second red arrow labeled '2' points to the 'License certificate & purchase code (PDF)' option in the download menu for the 'Jobmonster - Job Board WordPress Theme'. A third red arrow labeled '3' points to the license key in a text file named 'ecommerce-wordpress-theme-adot-license.txt'. The text file content is as follows:

```

For the item:
Job monster - Job Board WordPress Theme
http://themeforest.net/item/jobmonster-job-board-wordpress-theme/10965446
Item ID: 10965446
Item Purchase Code: [REDACTED]
Purchase Date: 2015-06-26 03:12:03 UTC
For any queries related to this document or license please contact Help Team via https://help.market.envato.com
  
```

THEME CUSTOMIZER

Our theme customizer works as the original WordPress customizer feature but be much more versatile. All our theme options can be changed in our Customizer on the left side and live previewed instantly in previewed site on right side. With this intuitive interface, you can customize your website as you wish at your fingertips without writing a line of code.

To start using **Customizer** in **Admin Panel**, navigate to **Customizer**, you will be redirected to a live preview screen where you can change options on left side and preview your site on right side promptly. All your change will not be committed and viewed on your site until you click **Save & Publish** on top right of **Customizer** bar. You also are able to **Export** your setting in **Customizer** and **Import** to apply for other sites.

Site Enhancement

- **Custom Favicon:** A favicon is a simple square image viewable in browsers for users to identify your website among many tabs. Ideally, it should be a 32x32 pixels or a 16x16 pixels. Most modern browsers can display a favicon in PNG format but older versions of Internet Explorer may not. To make sure your favicon be shown nicely, it is recommended to be in .ico format. Add your favicon in our customizer simply by clicking “**Open Library**” button in “**Custom Favicon**”, selecting your existing image or uploading new image.
- **Back To Top Button:** Back To Top Button will appear in the right bottom when users scroll down. **Enable/Disable** as your preference.
- **MailChimp Setting:** MailChimp is a web-based email marketing service. You need to enter MailChimp API key to connect to your account. If don't know where to find [Just click here to get your API](#)

Design & Layout

- **Site Layout:** This option will help you set Layout for your site. We provide two layout styles, including: Boxed Layout and Fullwidth layout. With Boxed layout, you will have additional options for max site width, background color or image setting.
- **Color:** This option allows you set the color for links and various elements for your site.

Links Color: you can change link color by this option. There is table of color which allows to select color you want or enter your color code on box.

Links Hover Color: similarly you can change link hover color by this option. There is table of color which allows to select color you want or enter your color code on box.

Typography

You can customize your Typography settings here. Jobmonster integrated all Google Fonts. See font preview at [Google Fonts](#).

- **Custom Fonts:** Enable Custom Fonts to customize font, font size and other settings for heading and body text.
- **Custom Font Color:** Enable Custom Font Color to customize font color of heading and body.
- **Headings:** If checked on Transform to Uppercase, you will have heading `<h1>` `<h2>` `<h3>` which is uppercase type.
- **Body:** You can change font size of body by selecting font size from dropdown list.

Header

Customize settings for Heading including Navigation Bar, Logo and NavBar Alignment.

- **Navigation Bar:** Adjust settings for Navigation Bar.
 - NavBar Position:** This option allows you to select type of displayed for NavBar, include Static Top and Fixed Top.
 - Show Post Job/Resume Button:** If On, you will have post job/resume button appears on the main menu like in our demo.
 - Show User Menu:** If On, an user menu will be shown when users log in their account where they can access dashboard links.
 - Use Custom NavBar Font and Color:** If On, you can change font, font size, link color and link hover color for header font.

Logo: Jobmonster allows you to add image file or use text for logo. You will see a button to turn **On/Off Use Image for Logo**.

If **Off**, you will have option to enter your site name, select logo font from Google font, font size and color for your logo.

If **On**, you will have two logo images to upload. The first one is for standard desktop while the second one is for retina ready devices (optional). Click the **Upload** button and select your logo file. Upload your logo image and retina one (a larger image, with double the amount of pixels that your image will be displayed at). Enter your image height you want to display on navigation bar and we will do the calculation part for you to make it look great on all screen size.

- **NavBar Alignment:** Adjust height of navigation bar, space between links and size of mobile navigation button.

Footer

Footer contains Widgetized area and Bottom Bar. This section describes all settings for Footer in your site.

- **Footer Columns (Widgetized):** set the footer column number from drop-down list. Number of columns can be from 1 to 4. You also can select None to leave it blank (no footer content).
- **Bottom Bar Content:** Add content shown in bottom bar.

Widget

This section enables you to add and customize Widgets on your preview site. It includes number of Footer Columns due to setting in above section: Footer settings.

Footer Column #i: Add text, image or other widget by hitting **Add a Widget** button.

Blog

Post List

Choose layout setting for your Post List.

- **Blog layout:** It can be full-width, right sidebar or left sidebar. If you choose layout with sidebar, select blog sidebar for your blog.
- **Blog sidebar:** Choose a sidebar for your blog page from dropdown list.
- **Show Post Meta:** Check the box to show post meta of Blog page.
- **Show Read more link:** Check the box to show read more link.

Excerpt Length: enter the number of character shown in excerpt (an optional summary or description of a post; in short, a post summary)

Single Post

- **Post Layout:** Choose Post layout same as blog layout by checking the boxes beside options or uncheck to choose another layout.
- **Enable Social Sharing:** Enable/Disable Social Sharing. If enable, you enable visitor to share your post by Facebook, Twitter, Google+, Pinterest.
- **Sharing Title:** Enter sharing title and decide which social media your post can be shared.

Jobs

Job List

Choose layout setting for your Job List.

- **Job list layout:** It can be full-width, right sidebar or left sidebar. If you choose layout with sidebar, select job sidebar for your job list.
- **Job list sidebar:** Choose a sidebar for your job list page from dropdown list.

Single Job

- **Enable Social Sharing:** Enable/Disable Social Sharing. If enable, you enable visitor to share your job post by Facebook, Twitter, Google+, Pinterest, LinkedIn.

Resume

- **Resume list layout:** It can be full-width, right sidebar or left sidebar. If you choose layout with sidebar, select resume sidebar for your resume list.
- **Resume list sidebar:** Choose a sidebar for your resume list page from dropdown list.

Custom Code

In this section you can add custom JavaScript and CSS to your site. You Google analytics tracking code should be added to Custom JavaScript field.

Import/Export Setting

All themes from NooTheme share the same theme settings structure so you can export then import setting from one theme to another conveniently with our any problem.

- **Import Settings:** Click Upload button then choose a JSON file (.json) from your computer to import setting to this theme. All the settings will be loaded for preview here and will not be saved until you click button “Save and Publish”.
- **Export Setting:** Simply click Download button to export all your settings to a JSON file (.json). You then can use that file to restore theme settings to any theme of NooTheme.

HEADER

Add Logo

Jobmonster allows you to add image file or use text for logo. For the image file, you can upload at any size and it will be adjusted to fit into the menu. There is an option for you to upload a retina logo to keep your logo retina ready.

- **Step 1:** Navigate to **Customizer** → **Header** → **Logo** tab to access the logo options.
- **Step 2:** You will see a button to turn **On/Off Use Image for Logo**.
If **Off**, you will have option to enter your site name, select logo font from Google font, font size and color for your logo.
If **On**, you will have two logo images to upload. The first one is for standard desktop while the second one is for retina ready devices (optional). Click the **Upload** button and select your logo file.
- **Step 3:** If you are uploading a retina logo (optional), you need to upload a larger image of which dimensions are 2 times larger than dimension that your standard logo will be displayed.
- **Step 4:** If you are using a retina logo, you must enter the logo height for standard logo.

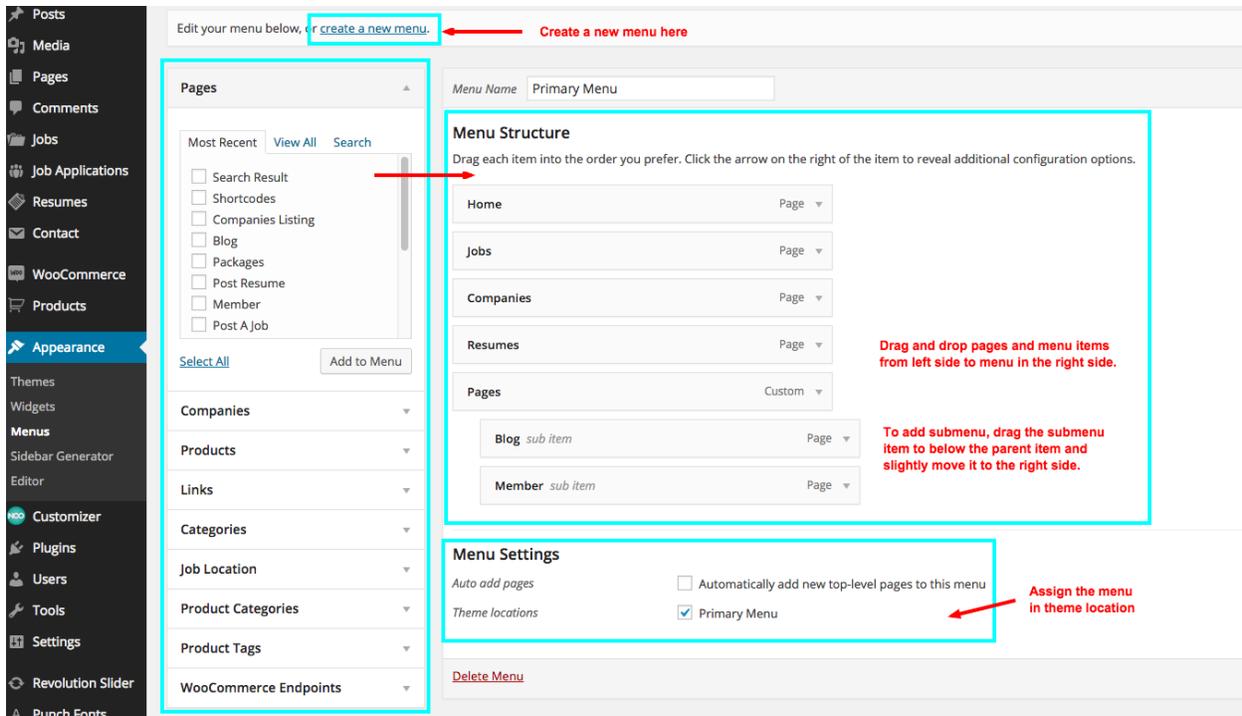
Set Up Menu

Jobmonster supports custom WordPress menu, with multiple levels of dropdown for the main menu. You also can show/hide the Post a Job/Post a Resume button on main menu. The button text changes corresponding to the account users logged in (Post a Resume for Candidate accounts and Post a Job for Employers and other kind of accounts). When logged in, users get their own user menu to access Dashboard links. All option to show/hide button and user menu can be configured in **Customizer > Header tab > Navigation Bar**.

How To Create A New Menu

- **Step 1:** Navigate to **Appearance** → **Menus** from Admin panel.
- **Step 2:** Click the **Create A New Menu** link to make a new menu. Enter the name then click **Create Menu** button.
- **Step 3:** To add menu item, select pages on the left hand side and click Add to Menu button. You also can add custom links or blog categories into menu.
- **Step 4:** To create a dropdown menu, simply drag a menu item below of another menu item and slightly to the right, and it will lock into place and create a dropdown section.
- **Step 6:** After setting up your menu, scroll down to the bottom of the page to assign the menu on the Theme Location box.
- **Step 7:** Once it's all done, make sure you click the **Save Menu** button.

Below is the screenshot of menu structure and place to assign menu.



PAGES

In this section, you will find how to create a new page and number of important pages in Jobmonster using our shortcode and widgets. We also did some change to the default WordPress page setup by adding some page templates and preset options for you to build your page fluidly.

Create New Page

Please follow these steps to create your pages:

- Step 1:** In **Admin Panel**, choose Page, click “**Add New**” on top then enter your page title. You can custom **slug** of the page in Permalink field appeared after entering title.
 If you need to know more about Pages in WordPress, use the Help tab in the upper right of your screen.
- Step 2:** In **Page Attributes** box on the right side, choose your Parent page. It is set by default as no parent. Pages are usually ordered alphabetically, but you can choose your own order by entering a number in Order field.
- Step 3:** Also in **Page Attributes** box, choose your **Page Template** in dropdown list. See below Page Template list for more detail.

- **Step 4:** Start editing your page content in the editing field. You can choose to edit your content using Visual or Text editor. To build content for your page you will need to use our provided Shortcodes.
- **Step 5:** Make other settings for the page in meta-boxes under editing field. Once you get your settings done, click Publish your page.

Page Templates

We have built some specific Jobmonster page templates for you. Here is the list and their short description:

- *Default Template:* The default template can be used for any page. You can customize and add shortcode to build Homepage, Contact, Blog...
- *Full-width Template:* This template is set to be full-width that can be used for Homepage, About page....
- *Page with Left Sidebar:* You can have your page with left sidebar with this template. Use this template for your blog or whichever page you want to have sidebar. Select Page sidebar to display in sidebar position in Sidebar box.
- *Page with Right Sidebar:* Also with sidebar but the right one, and of course, its use is quite the same. Choose this template for your blog whichever page you want to have sidebar. Select Page sidebar to display in sidebar position in Sidebar box.
- *Post Job:* This template is used for Post a Job page as in our demo site with job posting steps.
- *Post Resume:* This template is used for Post a Resume page as in our demo site with resume posting steps.

Set up Homepage

To set up a page as home page, please follow these steps:

- **Step 1:** Navigate to **Settings** → **Reading** tab.
- **Step 2:** Select A Static Page option.
- **Step 3:** Choose the page you want to be your home page from the Front Page dropdown list.

- **Step 4:** Here you also can select a page to display blog post from the Post page dropdown list.

Set up Job Listing Page

In Admin panel, navigate to **Jobs > Settings**. In General tab, enter slug you want for your job listing page in Job Archive base (slug) field.

To set up a page as job listing, you just need to create a new page with the same slug you enter above.

Set up Resume Listing Page

Similarly, In Admin panel, navigate to **Resumes > Settings**. In General tab, enter slug you want for your resume listing page in Resume Archive base (slug) field.

To set up a page as resume listing, you just need to create a new page with the same slug you enter above.

Create Company Listing Page

By default, after installing Jobmonster, we will generate a slug page “*companies*” to show all companies. You just need to create a page with the same slug “*companies*” to have Company listing page.

Otherwise, you can build a company listing page yourself using shortcode **Companies Listing**. Simply add the shortcode from Jobmonster Shortcode list into page to have company listing in your page.

You can also display Companies Sidebar like in our demo by choosing page template with sidebar and choose Company Sidebar from Sidebar drop down list.

Create Post a Job Page

You may wonder how to create job posting page with posting steps as in Jobmonster demo? We have premade the page template for the page. Simply

create a new page and select Post Job template from Page Template dropdown list.

Create Post a Resume Page

Same as creating post a job page, you can fluidly set up post a resume page with posting steps as in our demo by creating a new page and select Post Resume template from the Page Template dropdown list.

Create Member Page (Frontend Dashboard)

You can see that, each time login or register an account in Jobmonster, users will have a Dashboard page to manage account, job, resume and application and many more. To enable personal Dashboard, you need to create a Member page. Add a new page as usual and enter following shortcode into editing field

[noo_member_account]

Save and Publish. You 've just done creating Member page.

To make this feature work properly, you need to set the member page you just created as member manage page. Navigate to **Jobs > Settings**. In Member tab, select the page you just created from Member Manage Page dropdown list.

Now you can go to frontend to check if personal Dashboard function works.

Create Package Page

Jobmonster enable you to setup job posting package using Woo Commerce. Want a page to display all package in frontend? Simply create a new page and enter following shortcode into editing field, save and publish.

[noo_job_package_list]

Now turn back to **Jobs > Settings**, in Package tab, select Package page you just created from dropdown list and click Save Changes.

JOBS

In addition to frontend job submission, Jobmonster allows admin to add job, review and edit job, reject or approve job. In this section, you can find all the necessary settings for jobs in Jobmonster.

Add New Job

Please follow these steps to add a new job from backend:

- **Step 1:** From admin panel, navigate to Jobs > Add New Job tab.
- **Step 2:** Enter title and description of your job.
- **Step 3:** Choose Job Category and Type in right side box
Note: you can add or remove Job Category at Jobs > Job Category. Same for Job Type, please go to Jobs > Job Type to add or remove Job type.
- **Step 4:** In Job Settings field below editing area, enter email that receives application for job and select company the job belongs to in dropdown list. Set Closing date of the job then save and publish.

Approve/Reject Job

Jobmonster allows admin to approve or reject a job from Admin panel. To enable this function, navigate to Jobs > Job Settings. In General tab, check/uncheck the box Job Approve to enable/disable this feature.

To approve job, turn back to Jobs. You can approve job by clicking the approve button on the right side of each job. To reject job, move the job to trash by clicking the button Move to Trash on the left side of each job.

Companies

You can add more company and manage all companies from Admin panel. Navigate to Jobs > Companies to have list of all companies available on your site. Click Add New button on the top to add a company. Fill in the necessary field: Name, Description (editing field), upload logo and website and social link. You've just done. Save and publish it.

Job Settings

You can change almost settings for jobs in this section. From Admin Panel, navigate to **Jobs > Settings**. There are 6 setting tabs as you can see.

- **General:** in this tab, you can set the Job listing page slug in **Job Archive base (slug)** field. Check/ uncheck the Job Approve box to enable/disable Job posting admin approve feature. If you are not using Woo Commerce for job posting package, you can configure setting for Job Submission here: Job Limit (number of jobs employer can post), Job Duration (number of days job listing displayed), and Job Featured Limit (number of featured job an employer can set). Remember to click Save Changes button to save your settings.
- **Custom field:** in addition to the default description field, you are able to add your self-defined custom field just by clicking Add button, enter field key and field label then hit Save Changes. The custom label will be displayed as H3 in job detail pages and allows users to fill in certain required information when submit job. You can change order of the field and set it to appear above or below description.
- **Apply with LinkedIn:** Jobmonster allows candidates to apply for job via LinkedIn. In this tab, check/uncheck the **Allow apply with LinkedIn** box to enable/disable the feature. You need to enter API key and Secret key of LinkedIn to make this feature work. Applying via LinkedIn also comes with Cover letter field. Set it as required, optional or hidden. Click Save Changes button to save your settings.
Get your API key by creating a new application on <https://www.linkedin.com/secure/developer>
Get your secret key by creating a new application on <https://www.linkedin.com/secure/developer>
- **Member:** Member Manage Page need to be assigned to a member page to make personal frontend Dashboard work properly. To know how to create a member page, turn to PAGES section > Create Member Page (Frontend Dashboard) part for detailed guide. Terms and Conditions need to be assigned to a specific term and condition page to have the link **Agree with**

Term and Conditions in job posting steps work. Click Save Changes button to save your settings.

- **Package:** In this tab, you can assign the package page which displays all the job posting packages. Select the package page you created from Package Page dropdown list then click Save Changes button to save your settings. You can find how to create a package page in PAGES section > Create Package Page.
- **Job Alert:** Job Alert feature allows candidates to create job alerts and receive email of jobs related to their keyword, expected location, category in frequency they set. Check/Uncheck the Enable Job Alert box to enable/disable this feature. Enter the number of job you want to show in job alert email sent to candidates. It helps make sure the email has reasonable length. If there are more jobs than this number, a read more link will be added to the end of email.

JOB POSTING PACKAGE

Jobmonster allows you to create Job Posting packages using Woo Commerce. Before creating Job Posting Package, make sure you have installed and activated **Woo Commerce plugin** (navigate to **Plugins > Installed Plugins** to check). Now follow these steps to add a new job package. You are enabled to create as many job packages as you want.

Create a Package

- **Step 1:** Navigate to **Products > Add Product**
- **Step 2:** Enter title of package then scroll down to **Product Data** field. From dropdown list, select **Job Package**
- **Step 3:** Now in this field, you will see custom field for Job package including **Job posting limit** (number of job employer can post using the package), **Featured job limit** (number of featured job employer can set using the package) and **Job display duration** (number of days the job posted in this package will be displayed). You also can set user who purchase this package can view resume or not by checking the box **Can view resume**.
- **Step 4:** Save and Publish the package.

Package Page

Want a page to display all package in frontend? Simply create a new page and enter following shortcode into editing field, save and publish.

```
[noo_job_package_list]
```

Now turn back to **Jobs > Settings**, in Package tab, select Package page you just created from dropdown list.

RESUMES

Add New Resume

Please follow below steps to add new resume from backend:

- **Step 1:** From Admin panel, navigate to Resumes > Add New Resumes
- **Step 2:** Enter title, general information as well as other fields such as Education, Work Experience, Skills
- **Step 3:** Select candidate which this resume belong to from Candidate drop down list in Candidate box and choose Yes/No for Searchable option in the right side
- **Step 4:** Save and publish

Resume Settings

To change setting for resumes such as page slug, number of searchable resume for each candidate and resume form, navigate to Resume > Settings.

- **General Settings**

In General tab, you can enter slug of the page that display resume listing. Each candidate can post many resume and you can set max number of viewable/searchable resume per candidate.

Besides, you can set **Who can view resume** here. There are 4 options: public (everyone can view resume), logged in employers, employers with premium (not free) job package or set by specific job package.

- **Resume Form**

You are enabled to customize resume fields in Resume Form tab. We have made Education, Experience and Skill field as default. You can add more field or enable/disable them.

Candidates & Employers

You are able to manage candidate and employer in user list. From Admin panel, navigate to Users > All User. On the top, you can see list of employers and candidates and other user roles. You can add, delete or change role of users properly here.

Job Applications

Job applications are applications sent from candidates to employers to apply for a job. You are able to view all job application from Admin panel. Navigate to Job Applications. List of job applications with their status, candidate name, jobs applied, attached files and applied date all are viewable here.

BLOG

Jobmonster supports 7 post formats. Follow below steps to create blog post and assign blog page.

Create A Blog Post

Follow the steps below to create a blog post:

- **Step 1:** In your **Admin Panel**, go to **Post** and navigate to **Add New**.
- **Step 2:** Enter your title and choose Post Format from Format box on the right side which shows different post format options: **Standard, Image, Video, Audio, Quote, Link and Gallery**.
- **Step 3:** Add your post content in editing field. You can use our shortcode to build your content where needed.
- **Step 4:** Add **Categories** for the post from the **Categories** box on the right side. You can add new category or choose from existing categories. Check the box to select Categories for your post. Add relevant **Tags** for your post

in the **Tags** box, set Featured image on the right side and other setting from the sections below Editing field.

If you need detailed guide about post settings in **WordPress**, please find in [WordPress Codex](#).

- **Step 5:** All done, click Publish to publish your post.

Post Format Setting

- **Gallery Settings:** When selecting Gallery Format, you will have Gallery Setting meta-box to add as many images as you want into your gallery and manage your preview content as Featured Image, First Image on Gallery or Image Slideshow.
- **Video Settings:** When selecting Video Format, you will have Video Setting meta-box where you can add embedded video code, aspect ratio and preview content as Featured Image, Video or Featured Image as Video Thumbnail.
- **Link Settings:** When selecting Link Format, you will have Link Setting meta-box to add link.
- **Quote Settings:** When selecting Link Format, you will have Link Setting meta-box to add quote and citation.
- **Audio Settings:** When selecting Link Format, you will have Link Setting meta-box to add embedded audio code.

SIDEBARS

Jobmonster allows you to create an unlimited number of sidebar. Each page or post can come with unique sidebar.

To select a sidebar for post or page, make sure you set page template with sidebar then you can choose a sidebar you want to display from Sidebar dropdown list on the right side. You may need to create several separate sidebars to use for different pages and posts. Follow these steps to generate a sidebar and add widgets to it.

Create sidebar

- **Step 1:** Navigate to **Appearance**→ **Sidebar Generator** and click the **Add New** button, enter sidebar title then save. You can add as many sidebars as you need.
- **Step 2:** Once you are done, you need to add Widgets to the sidebar you just created.
- **Step 3:** Navigate to **Appearance**→ **Widgets** and find your sidebar on the right side.
- **Step 4:** On the left hand side you will see all the widgets you can use, simply drag and drop the widget you want into your sidebar on the right hand site.
- **Step 5:** Make sure you click Save to save the widgets added to your sidebar.

Add Sidebar Widgets

In addition to default WordPress widgets, Jobmonster included custom Job and Resume widgets. All the custom widgets will be introduced in next section **JOBMONSTER WIDGETS**. You can add any widget and any number of widgets into your sidebar. All widgets are accessible from **Appearance**→ **Widgets** and easily dragged and dropped into your sidebar.

- **Step 1:** Navigate to **Appearance**→ **Widgets** to access the list of widgets and widget section that they can be added. The left hand side shows all the widgets you can use. The right hand side shows all different sections you can add widgets to.
- **Step 2:** Simply drag and drop the widget you want into the widgets section you want the right hand side.
- **Step 3:** Don't forget to click save changes after you customize any widget in sidebar.

Jobmonster Sidebars

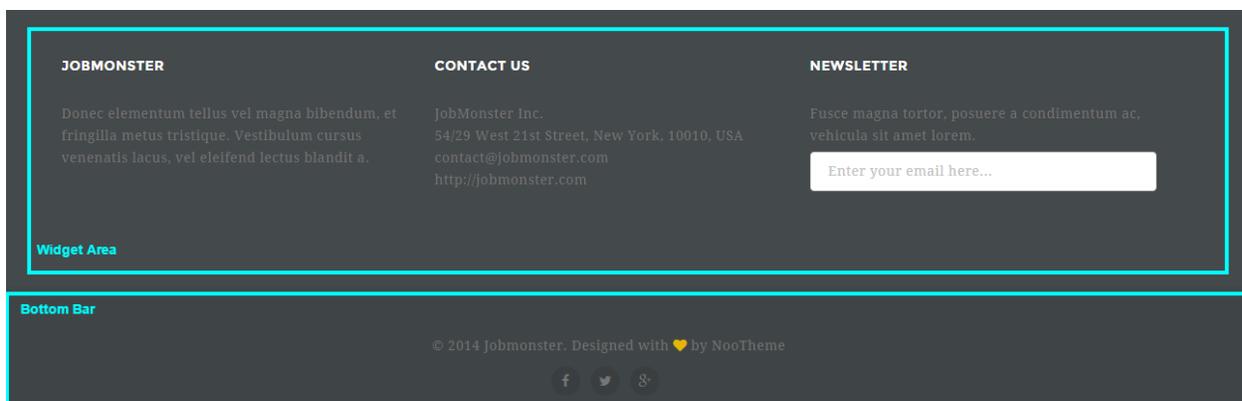
To make it more convenient for you, we pre-made 3 Jobmonster Sidebars that we used in our demo. They are all ready to be added to any page and post you want.

- **Job Sidebar:** is the sidebar with job search, job category, job type boxes, which is being used in Job listing page in our demo.

- **Company Sidebar:** is the sidebar with job search and job count box, which is being used in Companies, listing page in our demo.
- **Resume Sidebar:** is the sidebar with resume search, resume count and resume category boxes which is being used in Resumes listing page in our demo.

FOOTER

You are able to create footer with widget area and bottom bar. Both of these areas can be configured in Customizer on Footer tabs. You can add up to 4 columns into the widget area and customize by adding widgets you want.



Add Footer Widgets

- **Step 1:** From Admin panel, navigate to **Customizer** → **Footer**, set the footer column number from dropdown list. Number of columns can be from 1 to 4. You also can select None to leave it blank (no footer content).
- **Step 2:** To add widgets into footer, you can opt to add in Customizer > Widgets tab directly or come back to Admin panel > Appearance > Widgets.
- **Step 3:** In Customizer > Widget, you will see number of Noo – Footer column #i tab corresponding to number of columns you select in step 1. In each tab, hit Add a Widget button and choose Widget from widget list.

If you add widget in Appearance > Widgets, you will see Noo – Footer Column #i widget section on the right hand side. Your widgets are located on the left hand side. Simply drag and drop the widgets you want from the left side into the sliding bar widget sections on the right side.

- **Step 4:** Don't forget to save changes after you customize any widget in footer.

Bottom Bar

The bottom bar can be customized from **Customizer >Footer** tab. To have the bottom bar with Copyright text and social icon like in our demo, add custom HTML into the Bottom Bar Content field.

Below is the sample code we used for demo:

© 2014 Jobmonster. Designed with

*<i class="fa fa-heart" style="color:#e6b706"> </i>*by NooTheme

<div class="social-widget-wrap social-widget-outlined">

<i class="fa fa-facebook facebook-bg-hover facebook-outlined"></i>

<i class="fa fa-twitter twitter-bg-hover twitter-outlined"></i>

<i class="fa fa-google-plus google-plus-bg-hover google-plus-outlined"></i></div>

JOBMONSTER WIDGETS

Widgets are frequently used to create sidebar or footer. Beside default WordPress widgets, Jobmonster added number of job and resume custom widgets. To view all Widgets, navigate to **Appearance > Widgets**. You can drag and drop widgets from left side list into footer columns or sidebars as you want.

Here is the list of Jobmonster Custom Widget you may want to use to have sidebar and footer like in Jobmonster demo.

Noo Job Categories

Show all job categories and number of job in each category. Can be used in Jobs listing page for filtering jobs by category.

Job Categories

Customer Service	(2)
Designer	(2)
Developer	(2)
Finance	(1)
Human Resource	(1)
Information Technology	(4)
Marketing	(4)
Others	(3)
Sales	(3)

Noo Job Count

Show number of all companies and jobs. Can be used in Companies listing page as in our demo.

Companies
14
Available Jobs
22

Noo Job Location

Show all job locations and number of jobs in each location. Since there may be lots of job location, you can set number of location to show in frontend. Can be used in Jobs listing page for filtering jobs by location.

Job Locations

California	(3)
Scotland	(1)
New York	(1)
Newn	(1)

Noo Job Search

Show job search box. Can be used in Jobs listing page for searching jobs by keywords.

Search

Noo Job Type

Show all job types and number of jobs in each type. Can be used in Jobs listing page for filtering jobs by type.

Job Types

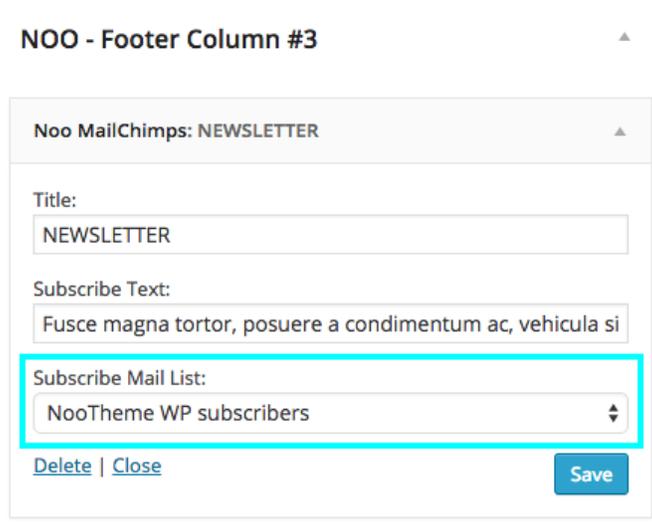
Contract	
Freelance	
Full Time	
Part Time	

Noo Mailchimp

NEWSLETTER

Fusce magna tortor, posuere a condimentum ac, vehicula sit amet lorem.

Show newsletter subscription box to your Mailchimp list. You can select the Mailchimp list from Subscribe Mail List dropdown list.



The screenshot shows a configuration window for a widget titled "Noo MailChimps: NEWSLETTER". The window is titled "Noo - Footer Column #3". It contains the following fields:

- Title:** A text input field containing "NEWSLETTER".
- Subscribe Text:** A text input field containing "Fusce magna tortor, posuere a condimentum ac, vehicula si".
- Subscribe Mail List:** A dropdown menu with "NooTheme WP subscribers" selected. This field is highlighted with a red border.

At the bottom of the window, there are two links: "Delete" and "Close", and a blue "Save" button.

To integrate your Mailchimp list into Jobmonster Mailchimp widget, navigate to **Customizer > Site Enhancement** tab and enable Mailchimp Subscribe. Enter your Mailchimp API key in **Mailchimp Settings** box to connect to your account. To get API key of your Mailchimp account, create a key in this link <https://us3.admin.mailchimp.com/account/api/>

Noo Resume Search

Show resume search box. Can be used in Resumes listing page for searching resumes by keywords.

Search



A simple text input field with a light gray border and rounded corners. The placeholder text "Search Resume..." is displayed in a light gray font.

Resume Categories

Show all resume categories and number of resume in each category. Can be used in Resumes listing page for filtering resumes by category.

Resume Categories

Customer Service
Designer
Developer
Finance
Human Resource
Information Technology
Marketing
Others
Sales

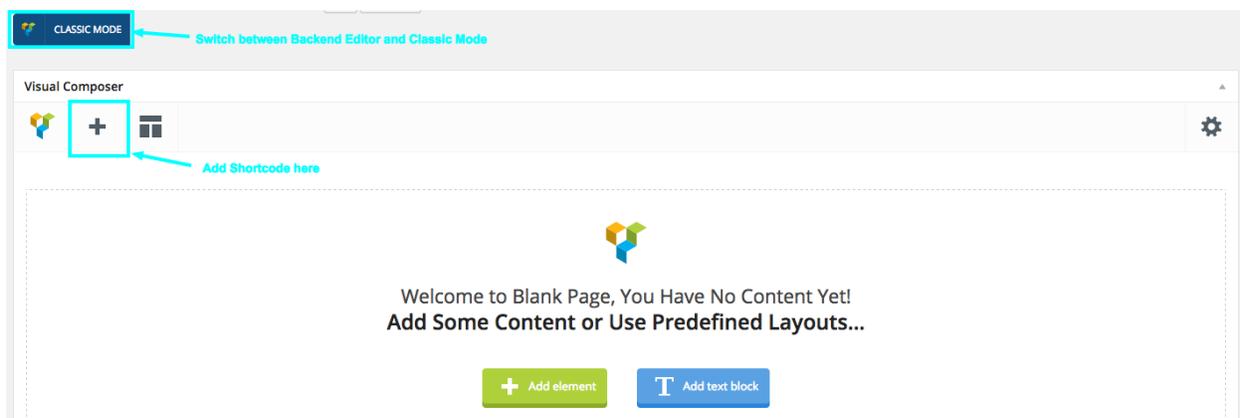
Resume Count

Show number of all resumes. Can be used in Resume listing page as in our demo.

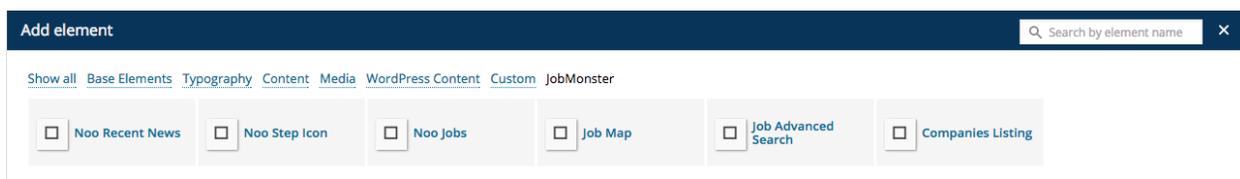
Resumes
7

JOBMONSTER SHORTCODES

Instead of writing lines of code to build elements, we built Jobmonster with number of premade shortcodes that enable you to create many elements you see in our demo in fingertips. By installing Visual Composer (the page builder plugin integrated in the theme package), you will have the Visual Backend Editor where every shortcodes are displayed visually before your eyes and easily generated in several clicks. In addition to Default Visual Composer shortcodes, Jobmonster comes with 6 specific shortcodes. To generate the shortcodes, go to Backend Editor, click the “+” icon to add shortcode. Navigate to Jobmonster tab to find a shortcode you want to use. You can add those shortcode to any pages or posts for your own use.



There are 6 Jobmonster custom shortcodes added. Below are the list of 6 shortcodes and their attributes.



Companies Listing

Add this shortcode to your page to display company list. Here is how it displayed on frontend:

Companies

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Apple Inc. (2)
Automattic, Inc. (1)

B

BMW of North America (2)
Bootstrap Freelancer Edit (3)

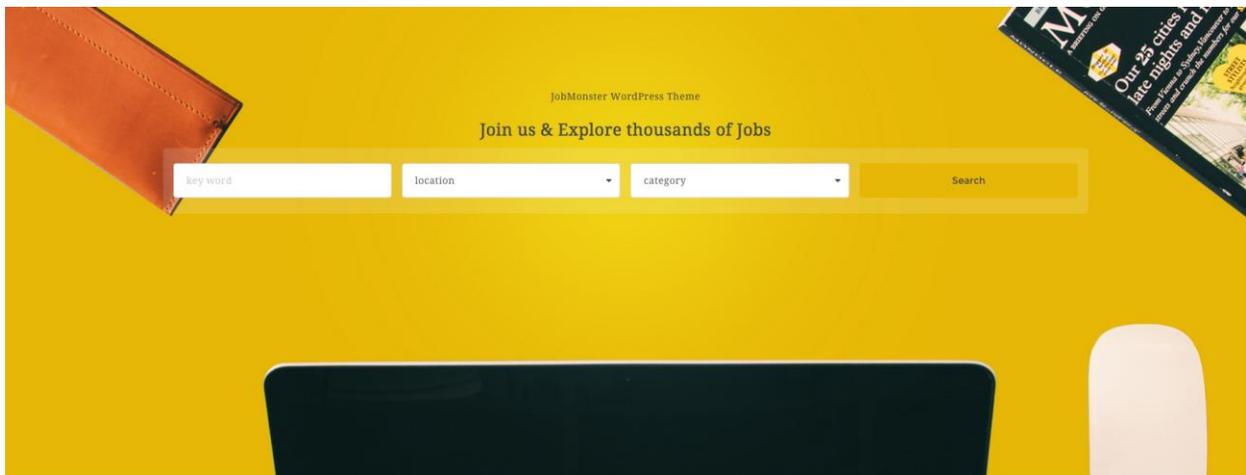
D

Diageo Inc (0)
Dropbox Inc. (3)

Advanced Search

Job Advanced Search shortcode is used for showing job advanced search box with background image or slider like in our demo.

Here is how it shows on frontend:



Major Attributes:

- **Main Title:** Title above job search
- **Top Title:** Title on top, above main title
- **Background Type:** Image slider, one image or none, each background type will go with different attribute. For one image, add image background.

Slider background will go with image slides, animation, time, speed and max height attribute.

- **Slider Images:** Id of slider images
- **Slider Animation:** Fade or slide
- **Slider Times:** Duration of slider
- **Slider Speed:** Speed of slider
- **Slider Max Height:** Height of slider
- **Search Form Top Position:** Padding between search form to top of image/slider background
- **Search Post Type:** You can choose resume search or job search
- **Enable Keyword Search:** This option allows to enable/disable keyword of search button.
- **Search Position 2:** Choose from a custom field to search.
- **Search Position 3:** Choose from a custom field to search.
- **Search Position 4:** Choose from a custom field to search.
- **Visibility:** Which device to show the shortcode, it can be “all, hidden phone, hidden tablet, hidden pc, visible phone, visible tablet, visible pc”

Noo Jobs

Noo Jobs is the shortcode used to show featured or recent jobs, frequently used in job list pages or homepage as in our demo.

How it shows on frontend:

Featured Jobs



Advertising Coordinator

TechCrunch 🟡 *Freelance* 📅 Jan 23, 2015 - Jul 24, 2015



Web Designer

Automattic, Inc. 🟡 *Freelance* 📅 Jan 22, 2015 - Mar 17, 2016



Product Designer

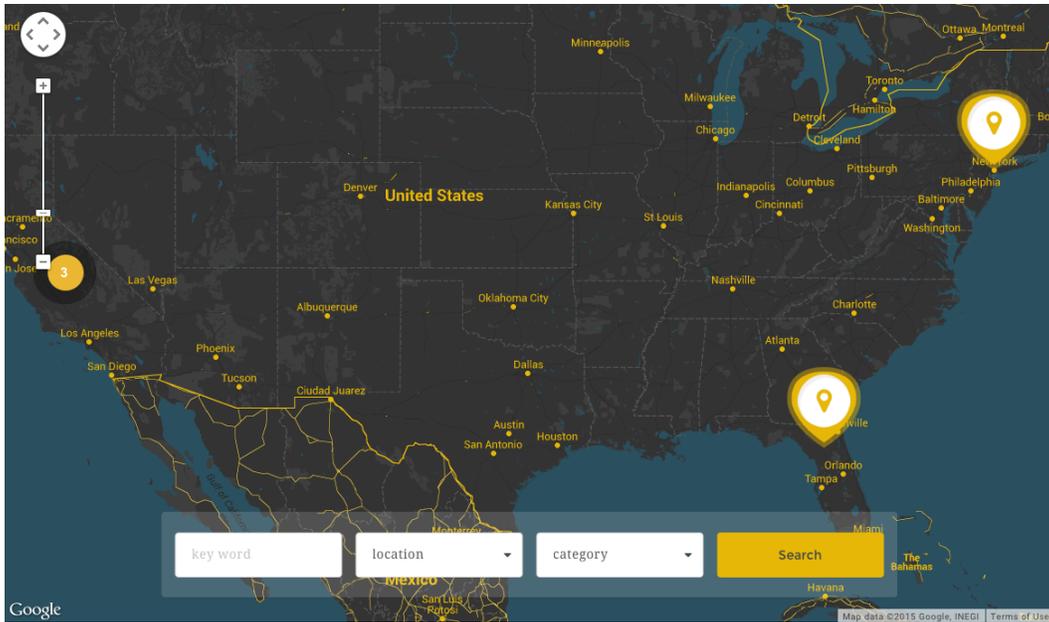
Volkswagen Group 🔴 *Full Time* 📅 Jan 22, 2015 - Mar 17, 2016

Major Attributes:

- **Show:** This option will help you to show Feature Job or Recent Job.
- **Title type:** Text or job count
- **Title:** Enter text which will be used as elements title.
- **Posts per page:** Number of post per page
- **Show Pagination:** hide or show
- **Visibility:** Which device to show the shortcode, it can be “all, hidden phone, hidden tablet, hidden pc, visible phone, visible tablet, visible pc”

Job Maps

Job maps shortcode is used to show map of jobs with search box like in our demo. Here is how it shows on frontend:



Major Attributes:

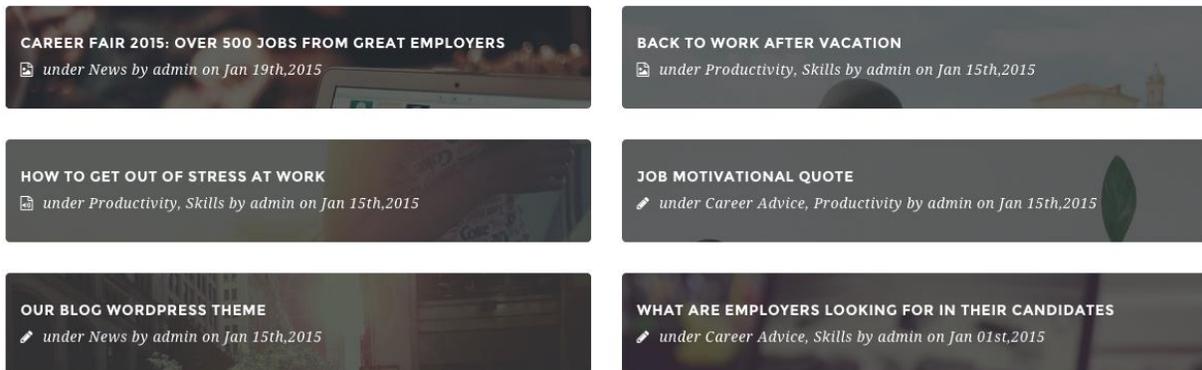
- **Map Height:** Height of the map background
- **Center Latitude:** Latitude of the Map's center point
- **Center longitude:** Longitude of the Map's center point
- **Search Form:** yes or no
- **Show Keyword:** yes or no
- **Show Category:** yes or no
- **Show Type:** yes or no
- **Show Location=** yes or no
- **Visibility:** Which device to show the shortcode, it can be “all, hidden phone, hidden tablet, hidden pc, visible phone, visible tablet, visible pc”

Noo Recent News

Noo Recent News shortcode is used to show recent blog posts. It can be used on homepage like in our demo

From Our Blog

Etiam imperdiet pulvinar nisl, eu iaculis justo efficitur in.

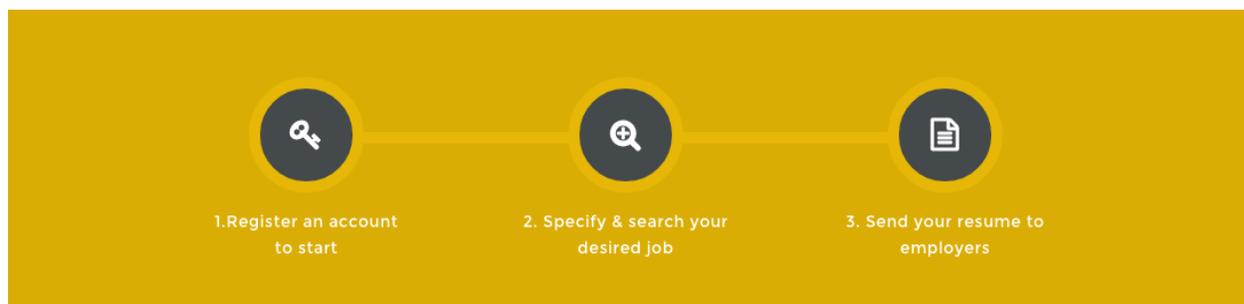


Major attributes:

- **Title:** Title displayed above the blog list
- **Columns:** The column attribute controls how wide are post should be displayed. It can from 2 to 4 columns
- **Posts per page:** Number of posts displayed on a page
- **Excerpt Length:** Number of characters displayed as introduction part
- **Visibility:** Which device to show the shortcode, it can be “all, hidden phone, hidden tablet, hidden pc, visible phone, visible tablet, visible pc”

Noo Step Icon

Noo Step Icon shortcode can be used to show number of steps like in our homepage demo:



Major attributes:

- **Step values:** Input the step icon value in form of step values|icon class|title|link
Example:
1|fa fa-key|1.Register an account to start|#
2|fa fa-search-plus|2. Specify & search your desired job|#
- **Visibility:** Which device to show the shortcode, it can be “all, hidden phone, hidden tablet, hidden pc, visible phone, visible tablet, visible pc”

EXTRAS

Come together with Jobmonster, these plugins are recommended to install and activate for flexible use. Below are the source for documentation and support of each plugins.

Woo Commerce

Jobmonster works compatibly with Woo Commerce that allows you to create job posting packages. If you plan to use Woo Commerce Plugin for your site, check out these sources:

[Woo Commerce Plugin Documentation](#) for user guide to use the plugin.

[Woo Commerce Plugin Community Forum](#) for support upon issues of the plugin.

[Woo Commerce Knowledge Base](#) for questions about the plugin.

Visual Composer

Jobmonster works well with Visual Composer, the popular drag and drop page builder plugin with intuitive interface to build your content at ease. If you plan to use Visual Composer Plugin for your site, check out these sources:

[Visual Composer WordPress Plugin Documentation](#) for user guide to use the plugin.

[Visual Composer WordPress Plugin Support System](#) for support upon issues of the plugin.

VIDEO TUTORIAL

[How to install and activate Jobmonster Theme](#)

[How to Import Demo Content](#)

JOBMONSTER SUPPORT

When you come to this section, we hope that you found all the information provided in this documentation helpful and you have finished installing and polishing your site as what you have imagined of. After reading carefully this guide, if you still need help, don't hesitate to contact us at

<http://support.nootheme.com>. You will be asked to create an account if you are new to us and enter **purchase code** to post a topic for support. To get your purchase code, please login to your Themeforest account, navigate to **"Downloads"**, click the **"Download"** button on the left of our theme, choose **"License Certificate"** to download the license file where you can find the purchase code.

Please be noted to post a topic with your issues be clearly clarified. It is recommended you send us together with link of your site and your admin account. These will help to save time for both of us. Finally, please be patient. It will take us some time to check all the topics and we will solve topics from older to newest.

Hope you enjoy using Jobmonster! Thank you for choosing our theme.