

# Quick Start Guide



# Welcome to Go Insource

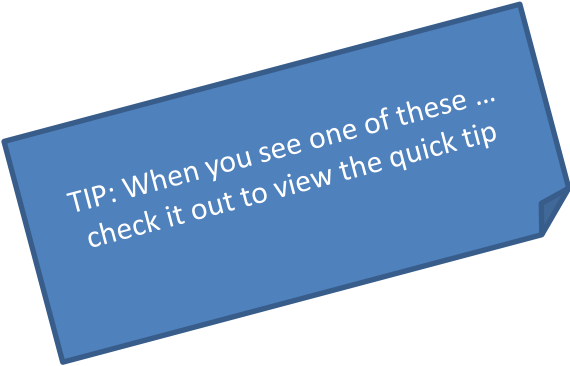
This guide has been designed to get you up and running with your Go Insource solution as quickly as possible.

We'll take you through the key features and show examples from a demo site. Along the way we will provide you with useful tips.

## What to Expect

In this guide you'll learn to;

- Navigate the main page
- Change your password
- Create a profile
- Apply for an opportunity
- Create an advert
- View applicants
- Use the dashboards



TIP: When you see one of these ...  
check it out to view the quick tip

## System Requirements

Go Insource is a hosted solution, so the system requirements are minimal. All you need is a good connection to the internet and a web browser. IE7 or higher works but for a faster experience we recommend Chrome, Firefox 3.5 (or above) or Safari.

# Getting Started with Go Insource

## First things first ....

You will be issued with an access link, username and password which are required to access your Go Insource site. It will be setup with your company logo and configured with the look and feel of your own company.

A login form with a light gray background. It contains two input fields: "Email:" and "Password:". Below the password field is a green link that says "Forgot Password?". At the bottom of the form is a dark gray button with the word "Login" in white text.

Email:

Password:

[Forgot Password?](#)

Login

## Access Levels

There are 4 user access levels that determine what you can do and see on the site. The most common is the Normal User profile which this guide is based on.

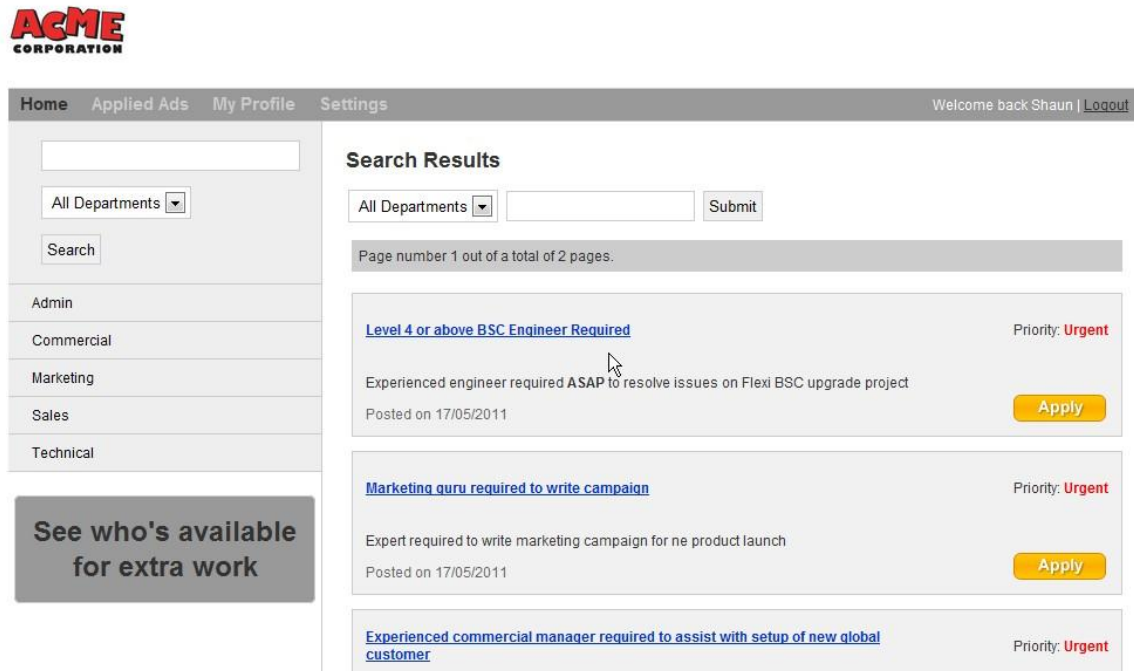
TIP: We'll add your company logo to your site in place of the sample ACME logo

# The Home Screen

## Your First Login

When you login to your site you will see the home page. The site has 2 very specific functions and the easiest way to think of it is as an advertising board for;

1. Situations Vacant (any size work that needs to be completed from a small document review task to an overseas secondment).
2. Situations Wanted (this is where you advertise your additional time / resource, either part time or full time so that others can request the use of your / their expertise)



The screenshot displays the ACME Corporation website's home screen. At the top left is the ACME CORPORATION logo. A navigation bar includes links for Home, Applied Ads, My Profile, and Settings, along with a user greeting 'Welcome back Shaun | Logout'. The main content area is divided into a left sidebar and a right main section. The sidebar contains a search box, a department filter dropdown set to 'All Departments', a 'Search' button, and a list of categories: Admin, Commercial, Marketing, Sales, and Technical. A grey button at the bottom of the sidebar reads 'See who's available for extra work'. The main section is titled 'Search Results' and features a search box, a department filter dropdown, and a 'Submit' button. Below this is a pagination bar indicating 'Page number 1 out of a total of 2 pages.' Three job listings are shown, each with a blue link for the job title, a description, a posting date, and a yellow 'Apply' button. The first listing is for a 'Level 4 or above BSC Engineer Required' with a priority of 'Urgent'. The second is for a 'Marketing guru required to write campaign' with a priority of 'Urgent'. The third is for an 'Experienced commercial manager required to assist with setup of new global customer' with a priority of 'Urgent'.

**ACME CORPORATION**

Home Applied Ads My Profile Settings Welcome back Shaun | Logout

Search Results

All Departments [Dropdown] [Search Box] Submit

Page number 1 out of a total of 2 pages.

[Level 4 or above BSC Engineer Required](#) Priority: **Urgent**

Experienced engineer required ASAP to resolve issues on Flexi BSC upgrade project

Posted on 17/05/2011 [Apply](#)

[Marketing guru required to write campaign](#) Priority: **Urgent**

Expert required to write marketing campaign for ne product launch

Posted on 17/05/2011 [Apply](#)

[Experienced commercial manager required to assist with setup of new global customer](#) Priority: **Urgent**

See who's available for extra work

# Home Screen - Top Navigation Bar

## Navigation Bar

The top Navigation Bar (shown below) provides quick access to the following areas;

- Home – the main page you see when you login
- Applied Ads – any advertisements that you have applied for
- My Profile – you can create one or more profiles that can be turned on or off. These profiles should be written to showcase your specific experience / talents and will be sent to the advertiser when you apply for a piece or work.
- Settings – This will allow you to change your password (Click on Settings then Change Password)



Home Applied Ads My Profile Settings

Welcome back Shaun | [Logout](#)

TIP: Click on Settings to access the Change Password option

# Home Screen – Advertising Space

## Advertising Space

The main advertising space is where you will find all the available work opportunities (Situations Vacant) with the urgent work advertised first.

- View ads
- Place your ads
- Apply for ads

Page number 1 out of a total of 2 pages.

### [Level 4 or above BSC Engineer Required](#)

Priority: **Urgent**

Experienced engineer required **ASAP** to resolve issues on Flexi BSC upgrade project

Posted on 17/05/2011

**Applied For**

### [Marketing guru required to write campaign](#)

Priority: **Urgent**

Expert required to write marketing campaign for ne product launch

Posted on 17/05/2011

**Apply**

### [Experienced commercial manager required to assist with setup of new global customer](#)

Priority: **Urgent**

New global account to be set up over the next month.

TIP: Check for new opportunities regularly and apply for the ones you have the right skills for!

# Home Screen – Search / Departments

## Search Box

Provides options to search for ads by keywords and / or department.

## Department Filter

Shows all advertisements for the selected department.

Use these search / Filter options to narrow down the advertisements to areas you are skilled for

**TIP:** Use these search / filter options to focus on the advertisements you have the skills for

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Applied Ads', 'My Ads', and 'My F'. Below the navigation bar is a search box, a dropdown menu labeled 'All Departments' with a downward arrow, and a 'Search' button. Below these elements is a vertical list of department options: 'Admin', 'Commercial', 'Marketing', 'Sales', and 'Technical'.

# Home Screen – See Who’s Available

**See who's available  
for extra work**

Click the “See who’s available for extra work” button to access the search fields.

## Search Box

Select the appropriate options from the drop down boxes and / or add in your key words. Use as many or as few of the fields as you like.

If you don’t enter any information then the search will return all available resources.

**TIP:** Your availability can be turned on and off from the My Profile screen – covered later in this guide

## Find users who can take on extra work

Location:

Select One



Keywords:

Preference:

Anything



Level:

Anything



Search

# Creating a profile

Click “My Profile” to access the profile options. You can create more than one profile if you wish – it’s a good idea to create multiple profiles if you have expertise in multiple areas. Your profile will be used when you apply for an opportunity or when you are available to take on additional work so it’s a good idea to take your time and make them right.

**Tag** – give a name to your profile that makes it easy for you to recognise i.e. Technical Specialist.

**Keywords** – these are important for the search functions so make sure you put some thought into the keywords you use.

**Details** – provide a concise summary of key details and experience – this is your sales pitch!

You can also add your current availability in here if it’s relevant. This is shown to the advertiser when you apply for an opportunity.

**Description** – add additional details into this section. This can be more specific information about your experience etc.

## Profiles

Profiles help us match the right kind of jobs with your skill sets to make sure things get done fast. If you think you possess varying skill sets then please create multiple profiles.

You don't have a profile yet. [Create one now.](#)

### Create a new profile

All fields marked with \* are mandatory.

Tag:*	<input type="text"/>	(What you would like to call it)
Status:*	<input type="text" value="Please Specify"/>	
Your Location:*	<input type="text" value="Select One"/>	
Can you work Remotely?*	<input type="text" value="Please Specify"/>	
Availability:	<input type="text" value="Please Specify"/>	
Phone:*	<input type="text"/>	
Extension:	<input type="text"/>	
Mobile:*	<input type="text"/>	
Skill Level:*	<input type="text" value="Select One"/>	

**TIP:** Spend time to get this right as this is the information that shows up in the search and is sent to the advertiser when you apply for an opportunity

# Profile Dashboard

The profiles dashboard allows you to quickly and easily manage your profiles. Here you can see all of your profiles, edit them and change your availability status.

## Profiles

Profiles help us match the right kind of jobs with your skill sets to make sure things get done fast. If you think you possess varying skill sets then please create multiple profiles.

Click on one of the profiles below to view details and options. [Create a new profile](#)

Profile Tag	
<a href="#">Marketing Copy Writer</a>	Available
<a href="#">Technical Specialist</a>	Not Available

**Availability Status** - The search function uses the profile information to match suitable profiles to the search requests. If your profile is showing as “Available” then it will be included in the search results. If your profile is showing as “Not Available” then it will not show in the search results. This can be managed by the click of a button on your profile dashboard.

# Applying for an Ad

Applying for a job is really easy! Simply click “Apply” on the ad that you want to apply for.

This will take you to the application form below.

## **Apply for this job > Marketing guru required to write campaign**

[View Job Details](#)

Next, write a quick cover note and select the profile you wish to attach for this application.

Now click “Apply” and that’s it!

An email will be sent to the advertiser to advise them that you have applied. At the same time, you will receive an email confirming that your application has been lodged successfully.

This is your Cover Letter. Tell us a little bit about yourself. Include your brief work history and state why you are suitable for this opportunity. This section is all about making a good first impression so be as good as you can.

**B** *I* U ABC | ↶ ↷ | 📎 | ☰ ☷

Select a Profile to attach to this application

Select One

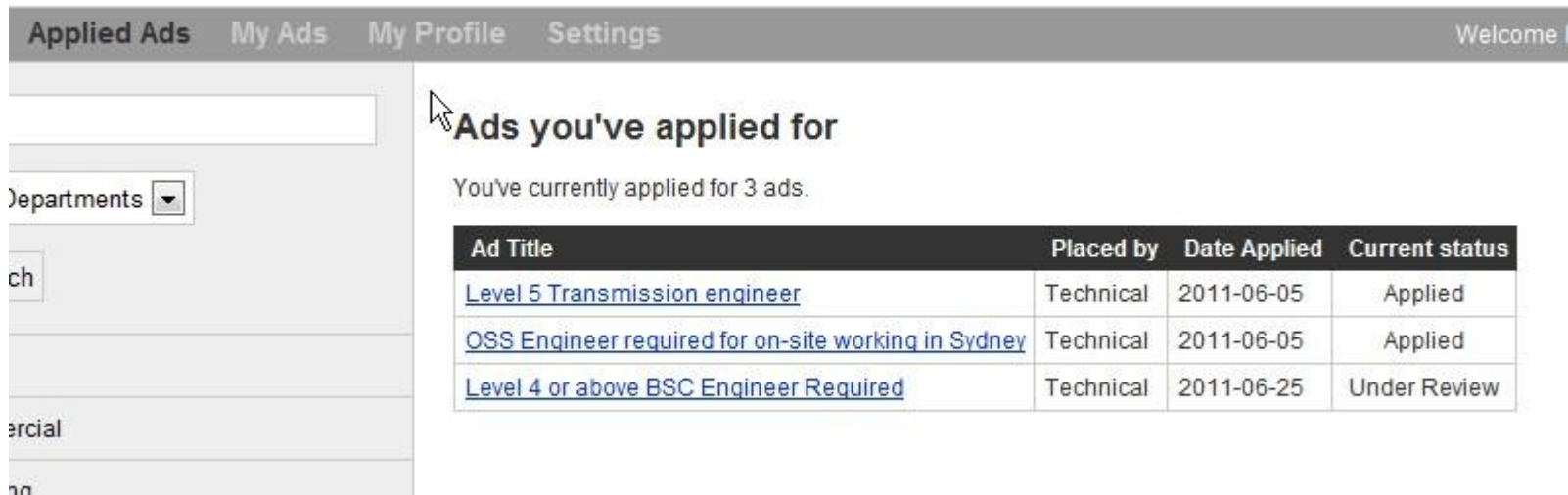


or [create a new one](#)

**Apply**

# Applied Ads Dashboard

Once you have applied for an ad you can check the status in the “Applied Ads” dashboard. Here you can easily see your applications, the date you applied and the current status of each one.



The screenshot shows a web dashboard with a navigation bar at the top containing 'Applied Ads', 'My Ads', 'My Profile', and 'Settings'. A 'Welcome' message is visible in the top right corner. On the left side, there is a sidebar with a search bar and a 'Departments' dropdown menu. The main content area is titled 'Ads you've applied for' and includes a sub-header 'You've currently applied for 3 ads.' Below this is a table with four columns: 'Ad Title', 'Placed by', 'Date Applied', and 'Current status'. The table lists three ads: 'Level 5 Transmission engineer', 'OSS Engineer required for on-site working in Sydney', and 'Level 4 or above BSC Engineer Required'.

Ad Title	Placed by	Date Applied	Current status
<a href="#">Level 5 Transmission engineer</a>	Technical	2011-06-05	Applied
<a href="#">OSS Engineer required for on-site working in Sydney</a>	Technical	2011-06-05	Applied
<a href="#">Level 4 or above BSC Engineer Required</a>	Technical	2011-06-25	Under Review

**TIP:** When the advertiser changes the status of an application, your dashboard is automatically updated to keep you in the loop.

# Creating an Ad

Click “My Ads” and then “Place a new Ad” to access the “Place a new Advert” form. Simply fill out the details on the form and post your ad.

**Summary Text** – This info shows up in the search results page. Keep the statement short but make sure you include a good description of what the work is.

**Detailed Text** – Add as much detail in here as possible. This information is displayed when someone clicks on the advert to get more detail. Include info such as the location the work needs to be completed i.e. does it need to be completed at your office or can it be done remotely? Does the applicant need to speak a specific language?

**Add some links** This facility is there if you want to add a link to a sample piece of work to help set the expectation e.g. The ad may be to “write a new product user guide” ... you could add a link to an example user guide from a different product.

## Place a new Advert

Department \*

Priority \*

Title \*

Start Date \*  End Date

Summary Text \*

**B I U ABC** |

Shown in the search results page. Make it short, but try to include a good description of what the project is all about.

Detailed Text \*

**B I U ABC** |

Add some links

Link Title  Link

# My Ads Dashboard

The “My Ads” dashboard allows you to quickly manage your ads. You can see all of your ads and the key information for each. You can place a new ad, edit an existing ad or delete an ad.

## Ads you've placed

Found 7 ads. Place a [new ad](#)

Ad Title	Priority	Date Placed	Department	Current status	
<a href="#">Level 4 or above BSC Engineer Required (1)</a>	Urgent	2011-05-17	Technical	Active	  
Marketing guru required to write campaign	Urgent	2011-06-26	Marketing	Active	 
Experienced commercial manager required to assist with setup of new global customer	Urgent	2011-05-17	Commercial	Active	 
<a href="#">OSS Engineer required for on-site working in Sydney (1)</a>	Normal	2011-06-05	Technical	Active	  
<a href="#">Experienced Technical Administrator required for work in Finland (1)</a>	Normal	2011-05-17	Admin	Active	  
<a href="#">Level 5 Transmission engineer (2)</a>	Normal	2011-05-17	Technical	Active	  
Level 4 or above RAN engineer	Normal	2011-05-17	Technical	Active	 

TIP: Check this dashboard regularly and keep it updated. You will also be sent an email when someone applies for one of your ads

You can also see how many people have applied for each ad at a glance. The number in brackets are the number of applicants. Clicking on this number will automatically take you to the “View Applicants” dashboard where you can manage the applications.

[Level 5 Transmission engineer \(2\)](#)

[Level 4 or above RAN engineer](#)

# View Applicants Dashboard

The “View Applicants” dashboard allows you to quickly and easily manage your applicants. You can see the title of the job and the dates it was advertised for. The dashboard then shows all applicants for this role, the status of each one and shows a quick link to the cover note sent when they applied for the job (the cover note provides all of the applicants contact details).

**Status** – The drop down box gives you multiple options to allow you to manage the applicants. When you update the status on this dashboard it automatically updates the status on the applicants dashboard so everyone is kept in the loop.

An email notification is sent to the applicant if they have been either accepted or rejected.

## View Applicants

Total applications received for this job: 2

**Job Advertised: Level 5 Transmission engineer**

Placed on 2011-05-17. This job expires on: 2011-07-31

Applicant Name	Date Applied	Status		
Kate Jones	2011-06-05 21:12:45	Applied	<input type="button" value="Update"/>	<a href="#">view cover note</a>
Jan Smith	2011-06-05 21:20:18	Rejected	<input type="button" value="Update"/>	<a href="#">view cover note</a>

Select One  
Applied  
Viewed  
Under Review  
Rejected  
Discard  
Not Viewed  
Accepted

# View Applicants – Cover Note

## View Applicants

[Go back](#)

### Applicant Detail:

Applicant Name: Kate Jones, Technical Manager

Department: Technical

Email: [startupdemo4@gmail.com](mailto:startupdemo4@gmail.com)

Telephone Number: +615555678

Branch Office: London

**Availability:** 1 September to 31 December 2011

*Jack J is a Transmission engineer with 15 years experience*

*Specialist in DWDM and IP Microwave products.*

*Experienced in all aspects of MW planning, design and implementation.*

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### Covering note for this application:

I have a very experienced engineer available for this role. To discuss, please contact Kate on +6143212345

**Cover Note** - When you click on the “cover Note” for an applicant you are provided with the following details:

- Email
- Contact phone number
- Summary info from their profile
- The cover note which has been filled out specifically for this application.

# The End

Please [contact us](#) if you have any comments or suggestions

