

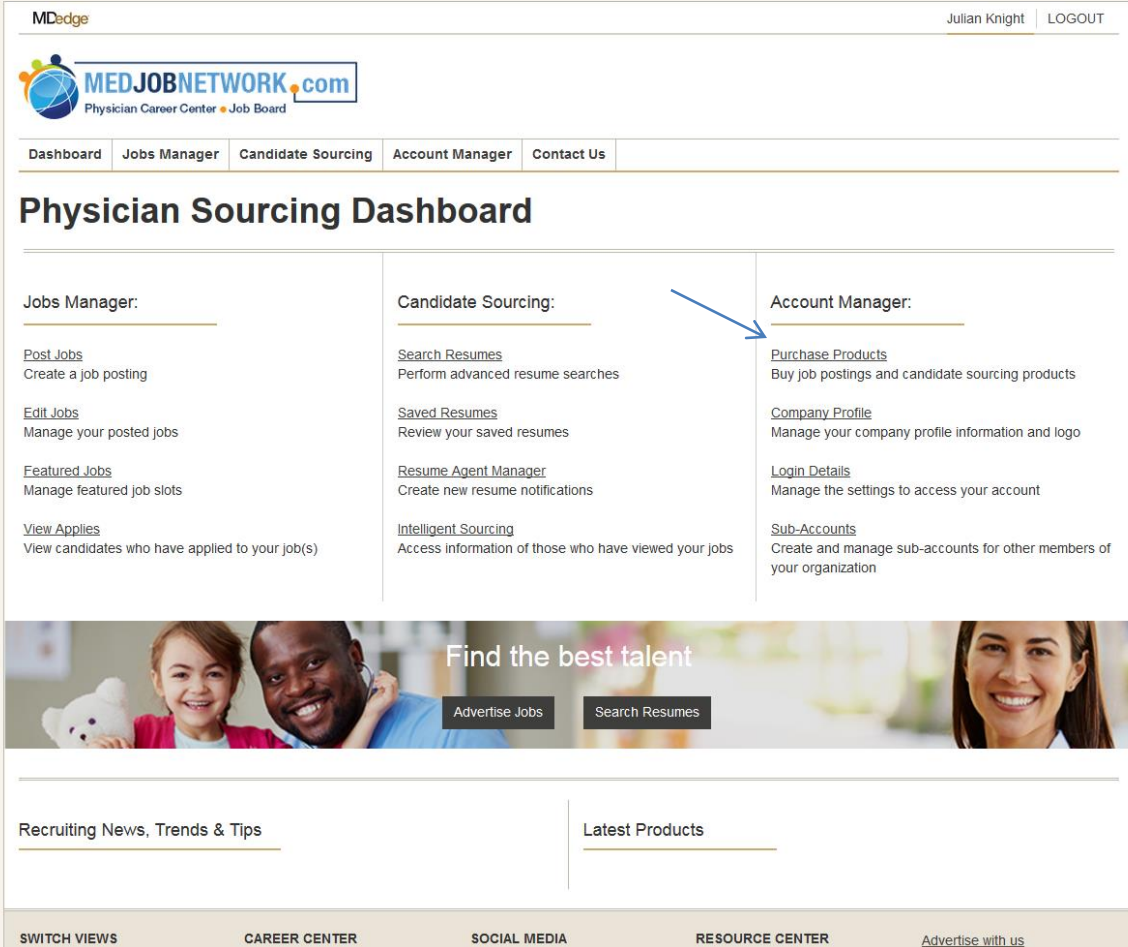
Posting a Job

A short tutorial for the



Locate “Purchase Products”

- After logging in to your account, locate the “Purchase Products” link under “Account Manager.”



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MEDJOBNETWORK.com
Physician Career Center • Job Board

Dashboard | **Jobs Manager** | Candidate Sourcing | Account Manager | Contact Us

Physician Sourcing Dashboard

Jobs Manager:	Candidate Sourcing:	Account Manager:
Post Jobs Create a job posting	Search Resumes Perform advanced resume searches	Purchase Products Buy job postings and candidate sourcing products
Edit Jobs Manage your posted jobs	Saved Resumes Review your saved resumes	Company Profile Manage your company profile information and logo
Featured Jobs Manage featured job slots	Resume Agent Manager Create new resume notifications	Login Details Manage the settings to access your account
View Applies View candidates who have applied to your job(s)	Intelligent Sourcing Access information of those who have viewed your jobs	Sub-Accounts Create and manage sub-accounts for other members of your organization

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Recruiting News, Trends & Tips | Latest Products

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Purchase Package

- Purchase the appropriate job package using the form provided. In this example, we'll purchase the "Basic – 30 Day Job Posting."

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Purchase products

[Purchase using coupon](#)


Have a coupon code? Enter it here:

Or, please select at least one package:

Please select at least one package:

#	Name	Price	Currency	Quantity
1.	Basic - 30 Day Job Posting	449.00	USD	<input type="text"/>
2.	60 Day Featured Job Posting	599.00	USD	<input type="text"/>
3.	90 Day Premium Job Posting	749.00	USD	<input type="text"/>
4.	180 Day (6 Month) Job Posting	990.00	USD	<input type="text"/>
5.	1 Year (12 Month) Job Posting	1,800.00	USD	<input type="text"/>

Total cost: 0.00 USD

Payment system:
 Authorize.Net
SECURE CHECKOUT

[Purchased Products](#)

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Purchase Confirmation

- Once you've completed your purchase, you will receive a confirmation email and a separate receipt email. Please retain the receipt for your records.

From: Auto-Receipt [<mailto:noreply@mail.authorize.net>]
Sent: Thursday, April 13, 2017 4:13 PM
To: Julian Knight
Subject: Transaction Receipt from Frontline Medical Communications Inc. for \$0.01 (USD)

Thank you for your purchase! The details of your purchase are below.

Order Information

Description: Goods or Services

Invoice Number 1557

Billing Information

J Knight
Frontline
Parsippany, NJ
jknight@frontlinemedcom.com

Shipping Information

Item #	Name	Description	Qty	Taxable	Unit Price	Item Total
#1	Candidate/CV Databank - Full Ac		1	N	\$0.01 (USD)	\$0.01 (USD)

Total: \$0.01 (USD)

Payment Information

Date/Time: 13-Apr-2017 13:12:59 PDT
Transaction ID: [REDACTED]
Payment Method: [REDACTED]
Transaction Type: Purchase
Auth Code: [REDACTED]

Merchant Contact Information

Frontline Medical Communications Inc.
Parsippany, NJ 07054
US
bcurth@frontlinemedcom.com



MEDJOBNETWORK

Dear [REDACTED],

Congratulations! Following packages were purchased:

60 Day Featured Job Posting (1 - 599.0)

Thank you for choosing the Med Job Network. We appreciate your business!

7 Century Drive, Suite 302, Parsippany, NJ 07054-4609

Post a Job

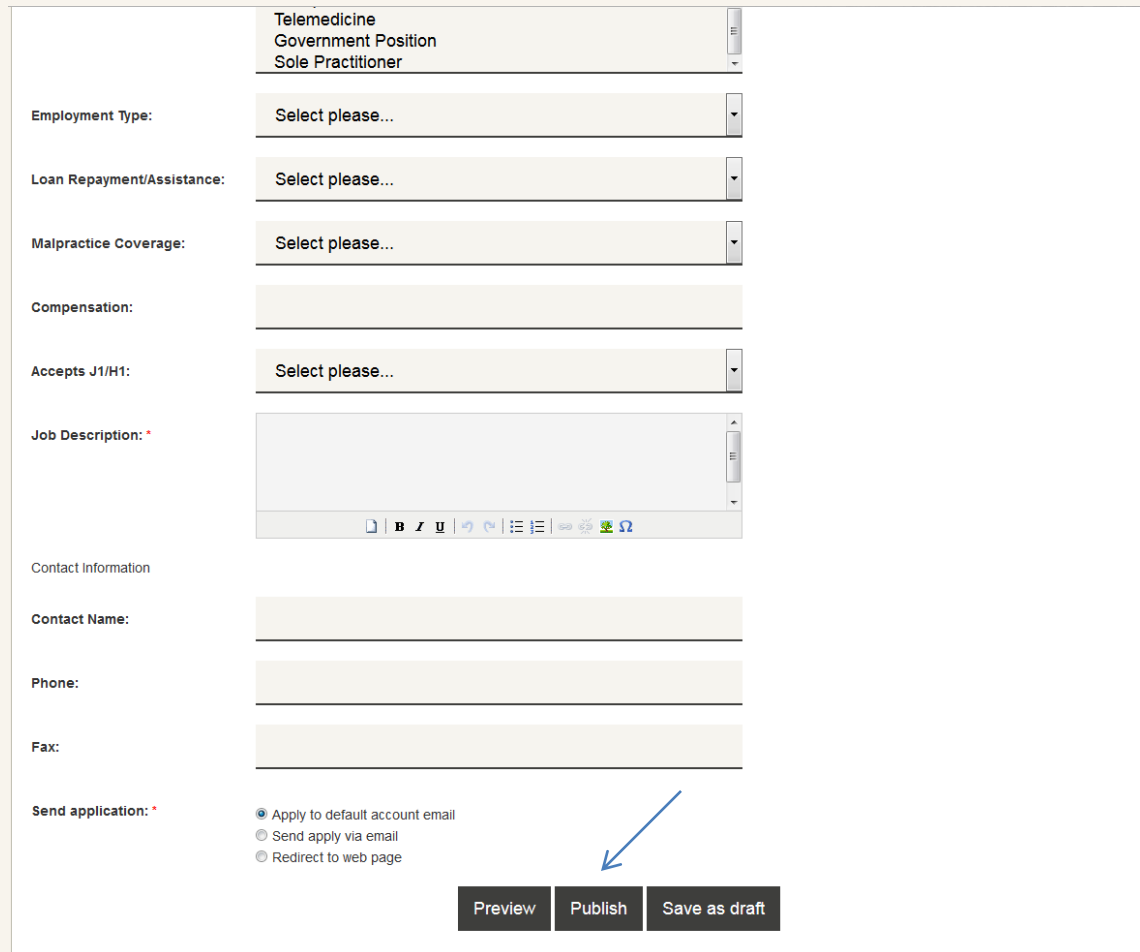
- Once you've completed your purchase, go to the "Post Jobs" page located under "Jobs Manager."
- Here you will find the form used in order to post a job.

The screenshot shows the 'Post job' form on the MDEdge MEDJOBNETWORK.com website. The page header includes the MDEdge logo, the user name 'Julian Knight', and a 'LOGOUT' link. The main navigation menu contains 'Dashboard', 'Jobs Manager', 'Candidate Sourcing', 'Account Manager', and 'Contact Us'. The form itself is titled 'Post job' and contains the following fields:

- Job Title:** A text input field.
- Employer/Recruiter:** A dropdown menu with 'Demo (primary account)' selected.
- Job Ref:** A text input field.
- Specialty:** A dropdown menu with 'Academics', 'Allergy/Immunology', 'Anesthesiology', and 'Cardiology' visible.
- Profession:** A dropdown menu with 'Select please...' selected.
- Facility:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with 'Select please...' selected.
- Zip/Postal Code:** A text input field.
- Country:** A dropdown menu with 'Select please...' selected.

Post a Job (cont.)

- Once you've reached the end of the form, you can preview your job posting, publish it, or save it as a draft.
- By clicking "Publish" you will enable the job for the time period purchased - in this example, 30 days.



The screenshot shows a job posting form with the following fields and options:

- Employment Type:** A dropdown menu with options: Telemedicine, Government Position, Sole Practitioner.
- Employment Type:** A dropdown menu with the option: Select please...
- Loan Repayment/Assistance:** A dropdown menu with the option: Select please...
- Malpractice Coverage:** A dropdown menu with the option: Select please...
- Compensation:** A text input field.
- Accepts J1/H1:** A dropdown menu with the option: Select please...
- Job Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and link.
- Contact Information:** A section containing three text input fields: Contact Name, Phone, and Fax.
- Send application:** A section with three radio button options:
 - Apply to default account email
 - Send apply via email
 - Redirect to web page

At the bottom of the form, there are three buttons: Preview, Publish, and Save as draft. A blue arrow points to the Publish button.

Success!

- If you would like to check on your job, simply visit the “Edit Jobs” page under the “Jobs Manager” for a complete list of active and expired jobs. Here we see our job has been posted for the time purchased.
- If you have any questions, feel free to contact us at info@medjobnetwork.com or by calling (973) 206-2317.

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My jobs

status:

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#	Job Title	Speciality	Post Date	Expiration Date	Update Date	Apps	Mobile Apps	Views	Mobile Views	Action
1	TEST	Allergy/Immunology	04/04/2017	05/03/2017	04/04/2017	0	0	0	0	
2	test Do Not Apply 3 (Expired)	Anesthesiology	03/23/2017	03/23/2017	01/30/2017	0	0	12	0	
3	TEST - DO NOT APPLY (Expired)	Academics	03/23/2017	03/23/2017	03/08/2017	0	0	1	0	

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