

# Viewing Purchased Products

A short tutorial for the

**shm** | CAREER CENTER

# Locate “Purchase Products”

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

Alison Davids | LOGOUT

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## Physician Sourcing Dashboard

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

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# Locate “Purchased Products”

- Locate the “Purchased Products” link at the bottom of the form.

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## Purchase products

Purchase using coupon


Enter coupon code:

Or purchase online

Please select at least one package:

#	Name	Price	Currency	Quantity
1.	<a href="#">Basic - 30 Day Job Posting</a>	599.00	USD	<input type="text"/>
2.	<a href="#">60 Day Featured Job Posting</a>	900.00	USD	<input type="text"/>
3.	<a href="#">90 Day Premium Job Posting</a>	1,200.00	USD	<input type="text"/>

Total cost: 0.00 USD

Payment system:  


[Purchased Products](#)

# View Purchasing History

- Here you can view your payment history as well as active services such as a job package.
- In this example, we can see that there are 5 jobs left to use of a 5 job package that was purchased on 11/2.

The screenshot displays the SHM Career Center dashboard. At the top right, the user name "Alison Davids" and a "LOGOUT" link are visible. The main header features the "shm CAREER CENTER" logo. Below the header is a navigation menu with links for "Dashboard", "Jobs Manager", "Candidate Sourcing", "Account Manager", "Contact Us", and "Help Desk". A promotional banner for "IDEAL PHYSICIAN JOB SEARCH FORMULA" is present, with a "LEARN MORE" button. The main content area is titled "Purchased items" and contains two sections: "Services Active" and "Payment History".

**Services Active**

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#	Title	Activation date	Expiration date	Single action	Items left
1	Job posting	04/11/2017	04/11/2018	true	7
2	Job posting	11/02/2017	11/02/2018	true	5

<< first < prev 1 next > last >> 5

**Payment History**

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#	Description	Date created	Status
1	5 Job Package	11/02/2017 13:37 PM	Activated by Admin
2	Premium Job Posting (90 Days)	04/12/2017 14:02 PM	Activated by Admin
3	Premium Job Posting (90 Days)	04/11/2017 13:55 PM	Activated by Admin
4	60 Day Featured Job Posting (TEST)	04/11/2017 13:43 PM	Activated by Admin
5	10 Job Package (Non-Credit Card Sales Only)	04/11/2017 11:09 AM	Activated by Admin