

EURES Classroom training
EOJD Workshop

EOJD simulation guidelines



TABLE OF CONTENTS

A. JOBSEEKER	4
1.1 ACCOUNT MANAGEMENT (MATCHING INFORMATION THAT WILL BE SEEN BY THE EMPLOYER)	5
1.2 UPLOAD YOUR CV	6
1.3 CHANGE PASSWORD	7
1.5 MANAGE MY EVENTS	9
1.6 EXPRESS INTEREST FOR AN EMPLOYER	11
1.7 MANAGE INTERVIEWS INVITATIONS AND AGENDA	12
B. EMPLOYER.....	14
2.1 REGISTER AND CREATE A PERSONAL PROFILE LINKED TO AN ORGANISATION	14
2.2 LOGIN WITH EXISTING CREDENTIALS	15
2.3 CREATE JOBS	16
2.4 SCHEDULE TIME FOR INTERVIEWS.....	17
2.5 THE ONLINE CHAT	20
C. EURES ADVISER	21
3.1 CREATE JOBS	22
3.2 SEARCH A VACANCY FROM EURES PORTAL.....	23
D. EVENT ORGANISER	24
4.1 EMPLOYERS' VALIDATION.....	25
4.2 ADVISERS' VALIDATION	26
4.3 EXTRACT EMPLOYERS' LIST.....	27
4.4 MANAGE CONTENTS I (SEARCH AND ADD CONTENTS)	28
4.5 MANAGE CONTENTS II (SEARCH AND EDIT CONTENTS)	29
4.6 MODERATING THE LIVE CHAT	30

Introduction

Dear participant,

This document is aimed at helping you with the activities related to European Online Job Days platform (<http://www.europeanjobdays.eu/>)

Please carefully read the following instructions in order to perform the activities related to the EJD platform. This document should be used as a reference for exercises and as a complementary document to EJD Manual, which you can download from extranet section of EURES portal.

The document is divided in four sections, related to different activities carried out during EOJD workshop representing different roles:

SESSION 1: JOBSEEKER

SESSION 2: EMPLOYER

SESSION 3: EURES ADVISER

SESSION 4: EVENT ORGANISER

All activities can be performed accessing the training environment of the EJD platform at the address: training.europeanjobdays.eu and entering the following credentials (please note that it is case sensitive):

USERNAME: user

PASSWORD: GcUser

In the following pages, you will find different activities to perform during the simulation. Thank you for your collaboration.

EY Team

a. Jobseeker

- Click on 'login'
- Enter following credentials:

Login: testing_jobseeker

Password: Eures123_?



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



home



events



exhibitors



jobs



log in

English **EN**

LOG IN

REGISTER

RESET PASSWORD

Log in

Email or username — Mandatory field



Password — Mandatory field



LOG IN

Don't have an account? [Click here](#)

1.1 Account Management (matching information that will be seen by the employer)

- Click on 'My Profile'
- Scroll down and click 'Edit Profile'
- Choose your Language skills (the job matching will be done on this item)
- Choose your Education fields (the job matching will be done on this item)

Logged in as **Testing JOBSEEKER** jobseeker

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FIND YOUR JOB IN EUROPE

THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY

dashboard events exhibitors jobs

My profile

Account settings
Log out

English EN

My profile

ABOUT YOU

First name: Testing

Last name: Jobseeker

Country of residence : Greece

Nationality (citizen of): Cyprus

Nationality (citizen of) — Mandatory field

Cyprus

Language skills — Mandatory field

Greek Fluent

English Very good

- Select a value -

Education level — Mandatory field

Post-secondary education (Vocational training)

Education fields

☐ Agriculture, forestry and fishery

☐ Architecture and building


1.2 Upload your CV

- Click on 'Profile settings'
- Scroll down the page
- Upload your CV


Your CV

CV file

- Upload -



CV video



1.3 Change password

- Click on 'Account settings'
- Enter and confirm your password
- Click on save

Logged in as **Testing JOBSEEKER**
jobseeker

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FIND YOUR JOB IN EUROPE

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EUROPEAN LABOUR AUTHORITY

dashboard events exhibitors jobs

My profile >
Account settings >
Log out >

English EN

My profile

ABOUT YOU

First name: Testing

Last name: Jobseeker

Country of residence : Greece

Nationality (citizen of): Cyprus

DOWNLOAD CV

My account

My profile >



Password

Password strength:

Confirm password

1.4 Manage jobs I applied for (starting from recommended jobs)

- Click on 'Recommended jobs'
- Click on the job you want to apply for (example: Manager in marketing and communication)
- Click on 'Apply for this jobs'

The image shows a two-part interface. The left part is a dashboard with a sidebar and a main content area. The sidebar has sections: 'My dashboard', 'Jobs panel' (with 'Recommended jobs' circled in red), 'Events panel', 'Organisations panel', and 'Info'. The main content area is titled 'Recommended jobs' and lists two job cards. The first card, 'Manager in marketing and communication in Greece', is circled in red and shows a 'PROFILE MATCHING: VERY GOOD (100%)' badge. The second card, 'Imp. Commerciale estero - Trade', also shows a 'PROFILE MATCHING' badge. A large blue arrow points from the first job card to the right part of the image.

The right part of the image is a detailed view of the 'MANAGER IN MARKETING AND COMMUNICATION IN GREECE' job. It features a blue header with the IKEA logo, a 'PROFILE MATCHING: VERY GOOD (100%)' badge, and a grid of job details: Workplace: Greece, Sector: Administrative and support service activities, Education level: University studies (Master), Type of position: Full-time Remote, and Salary range: N/A. Below this is a 'Job summary' section and a 'Job details' section. At the bottom, a yellow bar contains a blue button labeled 'APPLY FOR THIS JOB', which is circled in red.

1.5 Manage my events

- Click on 'Dashboard' to go back to your profile
- Click on 'My events'
- Click on 'Register for another event' in order to subscribe to other available events
- Select the event you want and click on 'Register for this event'

The screenshot displays the 'My events' section of a user profile. The top navigation bar shows the user is logged in as 'Testing JOBSEEKER'. The main content area lists two events: 'ICT Specialists for Norway and Sweden' (Oct 12) and 'EOJD workshop' (Jun 20 - Jun 23). Both events have an 'EDIT PARTICIPATION' button. The left sidebar contains a 'My events' link, which is circled in red. The bottom of the page features a yellow banner with a blue button labeled 'REGISTER FOR ANOTHER EVENT', also circled in red.

Upcoming events

Jun
20
–
Jun
23

EOJD workshop

About:

We need you in this training course if you'd like to know more about how to manage EJD events! Join this online job fair and start a new chapter in your career path and experience the perks of EJD events. We look forward to e-meeting you during this workshop!

Event date:

20 – 23 June 2022

Event type:

Online event

Registration status:

You are already registered

Jul
07

ICT & TECHNOLOGY – Austria is Calling together with Croatia, Italy, Slovakia and Slovenia

ICT & TECHNOLOGY – Austria is Calling together with Croatia, Italy, Slovakia and Slovenia

REGISTER FOR THIS EVENT



Event date:
07 July 2022



Event type:
Online event



Registration status:
Open

1.6 Express interest for an employer

- Click on 'EMPLOYERS'
- Select the Employer
- Click on the 'EXPRESS INTEREST' button

The image shows a two-part screenshot of a website. The top part is the 'EOJD Workshop 26-28 March 2024' page for Budapest. It features a navigation bar with 'ABOUT', 'PROGRAMME', 'JOBS', and 'EMPLOYERS'. The 'EMPLOYERS' tab is circled in red. Below the navigation bar, there's a section 'About this event' with a blue arrow pointing to the right. The bottom part of the image shows the IKEA company page. It has a blue header with the IKEA logo and a navigation bar with 'about the company', 'active job offer(s)', and 'event participation(s)'. Below this, there's a section 'About the company' with a paragraph of text. To the right of the text is a 'Company details' box with the website 'www.ikea.se'. At the bottom of the page, there's a yellow bar with a blue 'EXPRESS INTEREST' button, which is circled in red.

EOJD Workshop 26-28 March 2024
Budapest

REGISTER FOR THIS EVENT

Event date: 26 - 28 March 2024
Event type: Online / Onsite
Event venue: Budapest, Hungary
Registration status: Open

EMPLOYERS

About this event

[About this event](#)

We need you in this training course if you'd like to know more about how to manage E...

IKEA

about the company active job offer(s) event participation(s)

Location: Sweden
Job offer(s): 4
Organisation type: Company
Sector: Computer programming, consultancy and related activities

About the company

IKEA is one of the world's leading home furnishing companies. Our vision is to create a better everyday life for the many people. We do this by offering a wide range of well-designed, functional home furnishing products at prices so low that as many people as possible will be able to afford them. IKEA IT Delivery is a global organization supporting the growing IKEA with outstanding IT services. Our contributions to creating a better everyday life for the many people are to keep our IT services available at all times; and deliver the new IT services that IKEA need. We strive for excellent leadership on all levels to lead business and people together. We aim to integrate perform & deliver and learn & develop as the two dimensions in our everyday work. The IKEA culture is a crucial factor of our success and our values influence everything we do. We believe in people! It takes a dream to create a successful business idea. It takes people to make dreams a reality. Check out our available jobs at [IKEA.se/jobb](https://www.ikea.se/jobb)

Company details

Website(s): www.ikea.se

EXPRESS INTEREST

1.7 Manage interviews invitations and agenda

- Click on 'Job applications', then on 'Invited'
- Click on 'Accept' and choose the timing for interviews with exhibitors who invited you

The screenshot displays the 'Job applications' dashboard. On the left, the 'My dashboard' sidebar includes sections for 'Jobs panel' and 'Events panel'. In the 'Jobs panel', 'My job applications' is highlighted with a red circle. The main content area shows a filter for 'European (Online) Job Day Event [01 - 14 March 2024]' and tabs for 'PENDING (3)', 'INVITED (1)' (circled in red), 'SCHEDULED', and 'DECLINED'. Below the tabs, a card for 'Communication Manager' is shown, with 'ACCEPT INVITATION' circled in red. A blue arrow points from this button to a modal titled 'SELECT INTERVIEW TIMESLOT'. The modal contains a message from IKEA and a list of five timeslots for 2022-06-20. The second slot, 11:00 - 11:30, is selected with a checkmark. At the bottom of the modal, the 'ACCEPT' button is circled in red.

My dashboard

Jobs panel

- My favourite jobs >
- My job applications** >
- Recommended jobs >

Events panel

- My events >

Organisations panel

- Interesting organisations >

How to...

- Video tutorials >
- Join a job interview >

Job applications

Select your event: European (Online) Job Day Event [01 - 14 March 2024]

PENDING (3) **INVITED (1)** SCHEDULED DECLINED

TIME NOT SET

Offered by: Max Born Institute

Communication Manager

APPLIED INVITED MEETING SET

Workplace: Norway, Trondheim

Profile matching: AVERAGE (57%)

ACCEPT INVITATION

MANAGE

SELECT INTERVIEW TIMESLOT

You were invited by IKEA according to your application on Assistant in marketing and communication in Italy.

Please select a timeslot to schedule your job interview with the exhibitor.

2022-06-20

1	10:00 - 10:30	<input type="checkbox"/> Online interview
2	11:00 - 11:30	<input checked="" type="checkbox"/> Online interview
3	11:30 - 12:00	<input type="checkbox"/> Online interview
4	12:00 - 12:30	<input type="checkbox"/> Online interview
5	12:30 - 13:00	<input type="checkbox"/> Online interview

Cancel ACCEPT

- c. Click on 'Scheduled' to modify your timeslot, then 'change time'
- d. When the time of your scheduled meeting comes, the 'Join Chat' button will become available. Click on it to join the live chat with the exhibitor.

Job applications

Select your event:

EOJD workshop [20 - 23 June 2022]

PENDING (1)

INVITED (0)

SCHEDULED (1)

DECLINED (0)

^ 20 JUNE 2022, MONDAY

Scheduled interview(s): 1

11:00
-
11:30
(CEST)

APPLIED

INVITED

MEETING SET

Assistant in marketing and communication in Italy

Offered by: [IKEA](#)

Interview type: Online

Profile matching: GOOD (83.7%)

JOIN CHAT

MANAGE

CHANGE TIME

CANCEL APPLICATION

b. Employer

2.1 Register and create a personal profile linked to an organisation

- Click on 'Log In'
- Click on 'Register' and then 'Create account' in the 'I am an exhibitor' box
- Complete all information and connect your profile to the organisation you work for
- Click on 'Create account' at the bottom of the page

The image shows a sequence of steps for creating an employer account on the EURES website. The first screenshot shows the top navigation bar with 'log in' circled in red. Below it, the 'REGISTER' button is circled in red. The second screenshot shows the 'Tell us who you are' section with 'I am an Employer' circled in red. The third screenshot shows the 'Create an Employer account' form with the 'CREATE ACCOUNT' button at the bottom circled in red.

Account information

Username *

Email *

Time zone *

UTC: Monday, March 11, 2024 - 11:06 +0

☐ I would like my account to remain accessible for other events, until I delete it myself.
(Otherwise it will be deleted after 12 weeks - please refer to the [Privacy statement and specific conditions](#))

☐ I would like to receive information on new and upcoming events

I have read the [legal notice](#) and the [privacy statement and specific conditions](#) and agree to their terms and conditions.

☐ By registering for this event, my organisation commits to providing feedback to the European Job Days team by responding to a short online questionnaire and providing a reply on:

- The usefulness of the event for the organisation in general.
- The number of interviews carried out with candidates encountered at the event.
- The number of people subsequently given an offer of employment.

☐ I have read the [legal notice](#) and the [privacy statement and specific conditions](#) and agree to their terms and conditions.

I confirm that I am the owner of all content contributed by me to this event (including visuals and sounds, if applicable).

Since some of the events may be streamed (also live) using the European Job Days platform, the national EURES website and/or EURES Social Media accounts and/or a dedicated Facebook or LinkedIn account, I agree to appear in these video(s). By ticking this box I agree in particular to:

- My contribution, including my presentation, being streamed, using the channels listed above.
- Handing over the rights of publication to the European Commission for the purpose of this event.

CREATE ACCOUNT

2.2 Login with existing credentials

- Click on 'Login'
- Enter following credentials:

Login: testing_employer

Password: Eures123_?



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



home



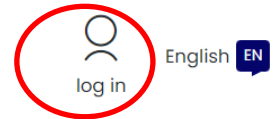
events



exhibitors



jobs



LOG IN

REGISTER

RESET PASSWORD

Log in

Email or username — Mandatory field



Password — Mandatory field



LOG IN

Don't have an account? [Click here](#)

2.3 Create jobs

- Click on 'Manage my jobs' to see all the vacancies you have created so far. Then on 'Add new job' to add a new vacancy.
- Import the vacancy from EURES portal or enter manually all the necessary information below. Go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field 'EURES Job ID' below.
- Edit the part which will be used for matching vacancies related to 'Job title', 'Occupation field', 'Education level', 'Education field', 'Language skills' and 'Required ESCO skills'
- Click on 'Save' at the bottom of the page

My dashboard

My jobs

Jobs panel

- My jobs** >
- Job applications >
- Interview timeslots >
- My organisation jobs >

Events panel

- My events >
- Manage organisation events >

Organisations panel

- View my organisation >
- Edit my organisation >

Jobseekers interested in my organisation >

Info

Test job IKEA

Created on: 16 Jun 2022
Published by: testing_exhibitor
Available for the following event: [Find your Beat in Gothenburg, West Sweden](#)

Assistant in marketing and communication in Malta

Created on: 16 Jun 2022
Published by: testing_exhibitor
Available for the following event: [EOJD workshop](#)

Assistant in marketing and communication in Italy

Created on: 16 Jun 2022
Published by: testing_exhibitor

ADD NEW JOB

If you have already registered a job vacancy on the EURES Portal, you can now import it here. To do so, simply go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field "Job reference" below.

EURES

SALES / WAREHOUSE ASSISTANT

Job Overview

Import from the EURES portal

EURES job ID

Basic information

Related organisation — Mandatory field

IKEA (33187)

Job title — Mandatory field

Available for event — Mandatory field

20 - 23 June 2022 - EOJD workshop

Job summary — Mandatory field

B I | **Format** -

2.4 Schedule Time for interviews

- Click on 'Interview timeslots' on the left column
- Click on 'Edit timeslots' under the event you want to schedule

My dashboard

Interview timeslots

Jobs panel

- My jobs >
- Job applications >
- Interview timeslots** >
- My organisation jobs >

2022

EOJD workshop

Interviews date: 20 - 23 June 2022

Online timeslots: 0 booked / 0 available

Onsite timeslots: 0 booked / 0 available

VIEW TIMESLOTS

EDIT TIMESLOTS

Events panel

- My events >
- Manage organisation events >

Organisations panel

- View my organisation >
- Edit my organisation >

Find your Beat in Gothenburg, West Sweden

Interviews date: 16 - 18 June 2022

Online timeslots: 0 booked / 10 available

Onsite timeslots: 0 booked / 5 available

VIEW TIMESLOTS

EDIT TIMESLOTS



- c. Increase (or reduce) the number of exhibitors available on the specific online or onsite timeslot by using the right or left arrow. You can have maximum 5 exhibitors per slot.
- d. Click on 'Save timeslots' to save your schedule

	16 JUN 2022		17 JUN 2022	18 JUN 2022
TIME Europe/Berlin (CEST)	ONLINE TIMESLOTS		ONSITE TIMESLOTS	
10:00 - 10:30	<input type="button" value="←"/> <input type="text" value="5"/> <input type="button" value="→"/>	BOOKED: 0	<input type="button" value="←"/> <input type="text" value="2"/> <input type="button" value="→"/>	BOOKED: 0
10:30 - 11:00	<input type="button" value="←"/> <input type="text" value="1"/> <input type="button" value="→"/>	BOOKED: 1	<input type="button" value="←"/> <input type="text" value="3"/> <input type="button" value="→"/>	BOOKED: 0
11:00 - 11:30	<input type="button" value="←"/> <input type="text" value="5"/> <input type="button" value="→"/>	BOOKED: 0	<input type="button" value="←"/> <input type="text" value="0"/> <input type="button" value="→"/>	BOOKED: 0
11:30 - 12:00	<input type="button" value="←"/> <input type="text" value="0"/> <input type="button" value="→"/>	BOOKED: 0	<input type="button" value="←"/> <input type="text" value="0"/> <input type="button" value="→"/>	BOOKED: 0

[Cancel](#)

- g. Click on 'Job applications'
- h. Approve/decline jobseeker request for an interview by clicking on 'Manage' and then 'Decline' or 'Invite'

The screenshot displays a web dashboard titled "Job applications". On the left, a sidebar menu includes "My dashboard", "Jobs panel", "Events panel", and "Organisations panel". Under "Jobs panel", "Job applications" is highlighted with a red circle. The main content area shows a "Select your event:" dropdown set to "EOJD workshop [20 - 23 June 2022]". Below this, a status bar indicates "PENDING(3)", "INVITED(0)", "SCHEDULED(0)", and "DECLINED(0)". The "PENDING" tab is active, showing two jobseeker entries: "Testing JOBSEEKER" and "Testing JOBSEEKER2". Each entry has a "TIME NOT SET" box and a progress bar with "APPLIED", "PROFILE REVIEW", and "MEETING SET" stages. The "APPLIED" stage is highlighted in blue. To the right of the entries is a vertical menu with options: "MANAGE" (circled in red), "SEE PROFILE", "ASSIGN INTERVIEWER", "INVITE" (circled in red), "DECLINE", and "CONTACT".

2.5 The online chat

- Click on 'Scheduled'
- Scroll down to the scheduled interviews
- (The following information can be found only on the scheduled day for the meeting with the Jobseeker) Click on 'Join chat' to access Jitsi and start the video call

Select your event:

Find your Beat in Gothenburg, West Sweden [16 - 18 June 2022]

PENDING(0) INVITED(0) **SCHEDULED(1)** DECLINED(0)

^ 16 JUNE 2022, THURSDAY Scheduled interview(s): 1

10:30
-
11:00
(CEST)

APPLIED > INVITED > **MEETING SET**

Testing JOBSEEKER

Job offer: [Test job IKEA](#)

Interview type: Online

Profile matching: **AVERAGE (50%)**

Assigned to: **TESTING EXHIBITOR**

JOIN CHAT

MANAGE

c. EURES adviser

- Click on 'Login'
- Enter following credentials:

Login: testing_adviser

Password: Eures123_?



EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE



home



events



exhibitors



jobs



log in

English EN

LOG IN

REGISTER

RESET PASSWORD

Log in

Email or username — Mandatory field



Password — Mandatory field



LOG IN

Don't have an account? [Click here](#)

3.1 Create jobs

- Click on 'My jobs' on the left column and then on 'Add new job'
- Enter all the necessary information
- Edit the part which will be used for matching vacancies related to 'Job title', 'Occupation field', 'Education level', 'Education field', 'Language skills' and 'required ESCO skills'
- Click on 'Save' at the bottom of the page

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dashboard events employers jobs

English EN notifications

Home / Dashboard / My jobs

Search by keywords FILTERS APPLY

My dashboard

Jobs panel

- My jobs**
- Job applications
- My EURES country jobs

Events panel

- My events
- My EURES country events

Country's panel

- View my EURES country

My jobs

truck driver

Created on: 09 Nov 2023

Published by: Testing Adviser

Available for the following event: EOJD Workshop 26-28 March 2024

Full-time Waiter / Waitress (Experience Essential)

imported eures job add

ADD NEW JOB

Basic information

Related organisation — Mandatory field

Ireland (279)

Job title — Mandatory field

Available for event — Mandatory field

20 - 23 June 2022 - EOJD workshop

Job summary — Mandatory field

B I | | | | | Format -

08/09/2022

Number of positions

1

Type of position

- None - x

Salary range

From to

Salary currency

- None -

3.2 Search a vacancy from EURES portal

- Click on 'Add a new job'
- go to the job vacancy page and copy the unique job reference from the web address (see the screenshot below). Subsequently, paste it into the field 'EURES Job ID' below
- Click on 'Import'

The screenshot shows the EURES portal dashboard. At the top, there are logos for European Job Days and EURES, along with navigation icons for dashboard, events, employers, and jobs. A search bar with 'Search by keywords' and 'FILTERS' and 'APPLY' buttons is present. The 'My dashboard' section on the left has a sidebar with 'My jobs' circled in red. The main content area shows a job listing for 'truck driver' with details like 'Created on: 09 Nov 2023' and 'Published by: Testing Adviser'. Below this, there is a section for 'Full-time Waiter / Waitress (Experience Essential)' with the text 'imported eures job add'. At the bottom, a yellow bar contains a red circle around the 'ADD NEW JOB' button.

This screenshot shows a job vacancy page on the EURES portal. The job title is 'SALES / WAREHOUSE ASSISTANT' for 'NEW LIFE BIO-SCIENCE (TECH) LTD'. A blue arrow points from the 'My jobs' section of the dashboard to this page. A red circle highlights the 'EURES job ID' field in the 'Import from the EURES portal' section. A callout box points to the 'Job vacancy handle' in the URL, which is 'MgZNTyYjQeWMO', and says 'For example'.

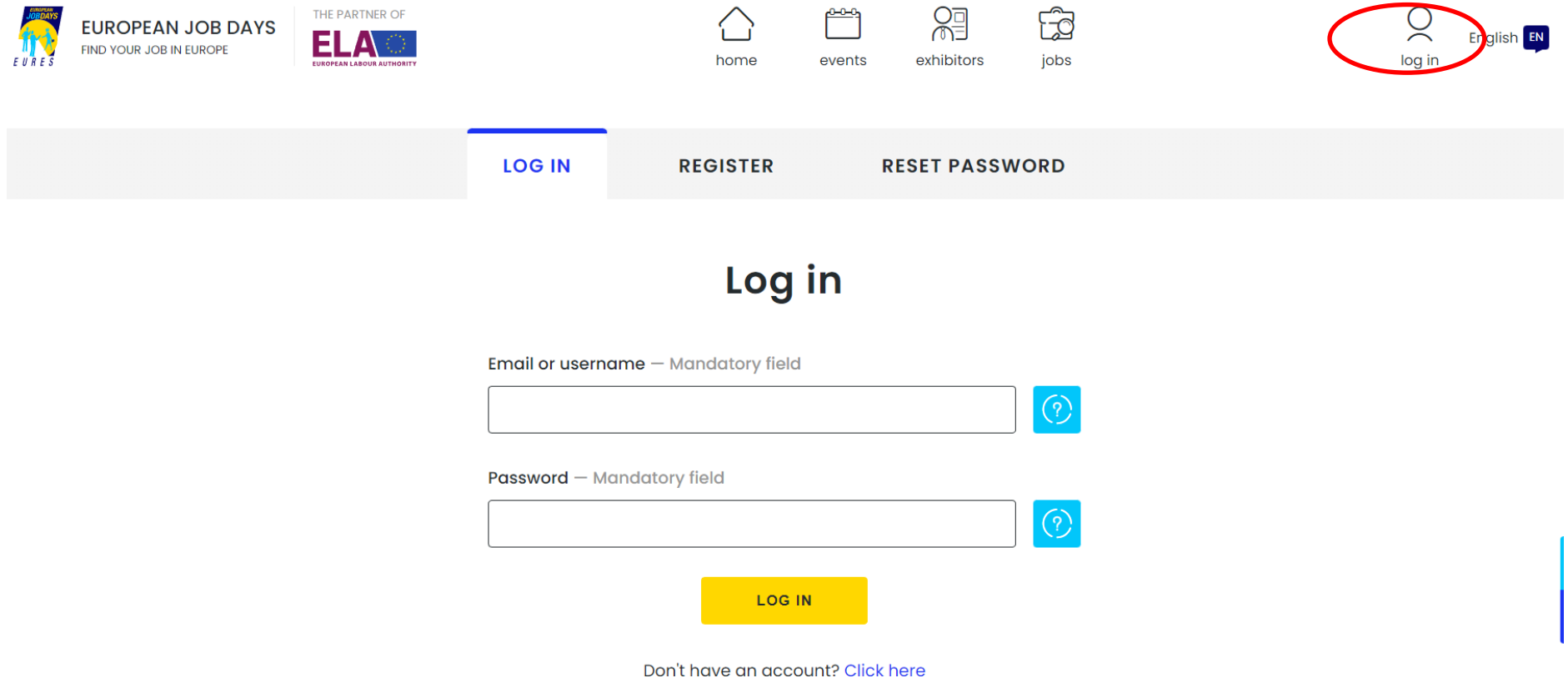
d. Event organiser

- In order to login as EOJD organiser click on 'Login'
- enter following credentials:

Login: testing_event_organiser

Password: Eures123_?

N.B: credentials for your event will be given you by the Communication Contractor/Campaign Manager



The screenshot shows the EURES login interface. At the top, there are logos for European Job Days and ELA (European Labour Authority). Navigation icons for home, events, exhibitors, and jobs are present. A red circle highlights the 'log in' button in the top right corner. Below the navigation bar, there are three tabs: 'LOG IN' (selected), 'REGISTER', and 'RESET PASSWORD'. The main heading is 'Log in'. Below this, there are two input fields: 'Email or username — Mandatory field' and 'Password — Mandatory field'. Each field has a blue icon with a question mark to its right. A yellow 'LOG IN' button is positioned below the password field. At the bottom, there is a link: 'Don't have an account? [Click here](#)'.

EUROPEAN JOB DAYS
FIND YOUR JOB IN EUROPE

THE PARTNER OF
ELA
EUROPEAN LABOUR AUTHORITY

home events exhibitors jobs

log in English EN

LOG IN REGISTER RESET PASSWORD

Log in

Email or username — Mandatory field

Password — Mandatory field

LOG IN

Don't have an account? [Click here](#)

4.1 Employers' validation

- Click on 'Employers' on the menu
- Click on 'Pending'
- Click on 'manage' and then 'Approve' or 'Discard' exhibitor participation to your event

My dashboard

Validate employers

Employers

EURES advisers >

Management panel

Jobs >

Users >

Events >

Content >

Organisations >

Event statistics >

Job applications >

Evaluation surveys >

Expressed interests >

How to...

Join a job interview >

Join live Welcome Desk >

Join chat with employers >

PENDING **APPROVED** **DISCARDED**

Below, you can find a list of organisations who have registered for your event(s). Before they can participate, their pending registration needs to be validated. In case you wish to contact them, you can use the email address and / or contact number below.

Use the "Manage" button to approve, discard or report abuse. When approved or discarded, the organisation will be informed accordingly by a system message. If you decide to report abuse, the Help Desk will take action and deal with the request.

Pippo DISNEY
Employer

EOJD Workshop 26-28 March 2024 [26 - 28 March 2024]

Organisation: **ECORYS** Organisation type: Company

Organisation country: Belgium E-mail: pippo@disney.com

Contact number: 123456789 Participation type: Online

MANAGE

APPROVE

DISCARD

REPORT ABUSE

EOJD Workshop 26-28 March 2024 [26 - 28 March 2024]

4.2 Advisers' Validation

- Click on 'EURES advisers' on the menu
- Click on 'Pending'
- Click on 'Manage' and approve/deny EURES advisers participation of certain countries to certain events

My dashboard

Validation panel

- Employers >
- EURES advisers >**

Management panel

- Jobs >
- Users >
- Events >
- Content >
- Organisations >
- Event statistics >
- Job applications >
- Evaluation surveys >
- Expressed interests >

How to...

- Join a job interview >
- Join live Welcome Desk >

Validate EURES advisers

PENDING APPROVED DISCARDED

Below, you can find a list of EURES advisers who have registered for your event(s). Before they can participate, their pending registration needs to be validated. In case you wish to contact them, you can use the email address and / or contact number below.

Use the "Manage" button to approve, discard or report abuse. When approved or discarded, the EURES representative will be informed accordingly by a system message. If you decide to report abuse, the Help Desk will take action and deal with the request.

Maria MEGNA
EURES Adviser

MANAGE

APPROVE
DISCARD
REPORT ABUSE

Seize the Summer with EURES 2024 - TEST [04 - 08 March 2024]

EURES Country: Italy
E-mail: tm.waat+41783@gmail.com
Contact number: 390372485329
Participation type: Online

Seize the Summer with EURES 2024 - TEST [04 - 08 March 2024]

4.3 Extract employers' list

- Click on 'Users' on the left of the page
- Click on 'Employers'
- Scroll down to see the list of users
- Click on 'Export data' at the bottom of the page to extract the full list

The screenshot displays the 'Manage users' interface. On the left, a sidebar contains a 'My dashboard' section with 'Employers' and 'EURES advisers' links, and a 'Management panel' section with 'Jobs', 'Users' (highlighted with a red circle), 'Events', 'Content', 'Organisations', 'Event statistics', 'Job applications', and 'Evaluation surveys' links. The main area is titled 'Manage users' and features three tabs: 'JOBSEEKERS', 'EMPLOYERS' (circled in red), and 'EURES ADVISERS'. Below the tabs, three user profiles are shown: 'max_testing' (MAX_TESTING, Jobseeker, Croatia), 'Mister BOMBASTIC' (Jobseeker, Spain), and 'Bibi BLOCKSBERG' (Jobseeker, Belgium). Each profile includes fields for E-mail, Username, and Country of residence. To the right of the profiles, a yellow 'EXPORT DATA' button is highlighted with a blue box, and a large blue arrow points from it towards the bottom right.

max_testing	Mister BOMBASTIC	Bibi BLOCKSBERG
MAX_TESTING		
Jobseeker	Jobseeker	Jobseeker
E-mail: max_testing@gmail.com	E-mail: mr@bombastic.com	E-mail: bibi@gmx.com
Username: max_testing	Username: mrbombastic	Username: Bibiundtina
Country of residence: Croatia	Country of residence: Spain	Country of residence: Belgium

4.4 Manage contents I (search and add contents)

- Click on 'Content' on the left of the page
- Click 'Add new content' and add the content you want.
- Choose the event related to your modification and click on 'Save'

N.B. Always share the programme with the campaign manager.

The screenshot displays the 'Manage content' interface. On the left, a sidebar titled 'My dashboard' contains a 'Validation panel' with 'Employers' and 'EURES advisers', and a 'Management panel' with 'Jobs', 'Users', 'Events', 'Content' (circled in red), and 'Organisations'. The main area is titled 'Manage content' and shows two content cards for 'Agenda for: EOJD Workshop 26-28 March 2024 [28 March 2024]'. Each card has a 'MANAGE' button and details about content type, availability, creation date, and language versions. A yellow banner at the bottom contains the 'ADD NEW CONTENT' button, which is circled in red. A large blue arrow points from this button to a modal window titled 'ADD CONTENT'. The modal window has a close button (X) and four rows: 'Agenda', 'Event information', 'Event news', and 'Job', each with an 'ADD' button.

4.5 Manage contents II (search and edit contents)

- Click on 'Content' on the left of the page
- Choose contents to edit
- Click on 'Manage' and then 'Edit'
- Edit the content
- Click on 'save'

Manage content

**Agenda for: EOJD
Workshop 26-28 March
2024 [28 March 2024]**

MANAGE

VIEW

EDIT

DELETE

TRANSLATE

Content type:
Agenda

Available for event:
[EOJD Workshop 26-28 March 2024](#)

Created by:
[admin](#)

Created on:
28 Feb 2024 - 09:50

Last update on:
28 Feb 2024 - 09:50

Available language versions:
EN

Content type:
Agenda

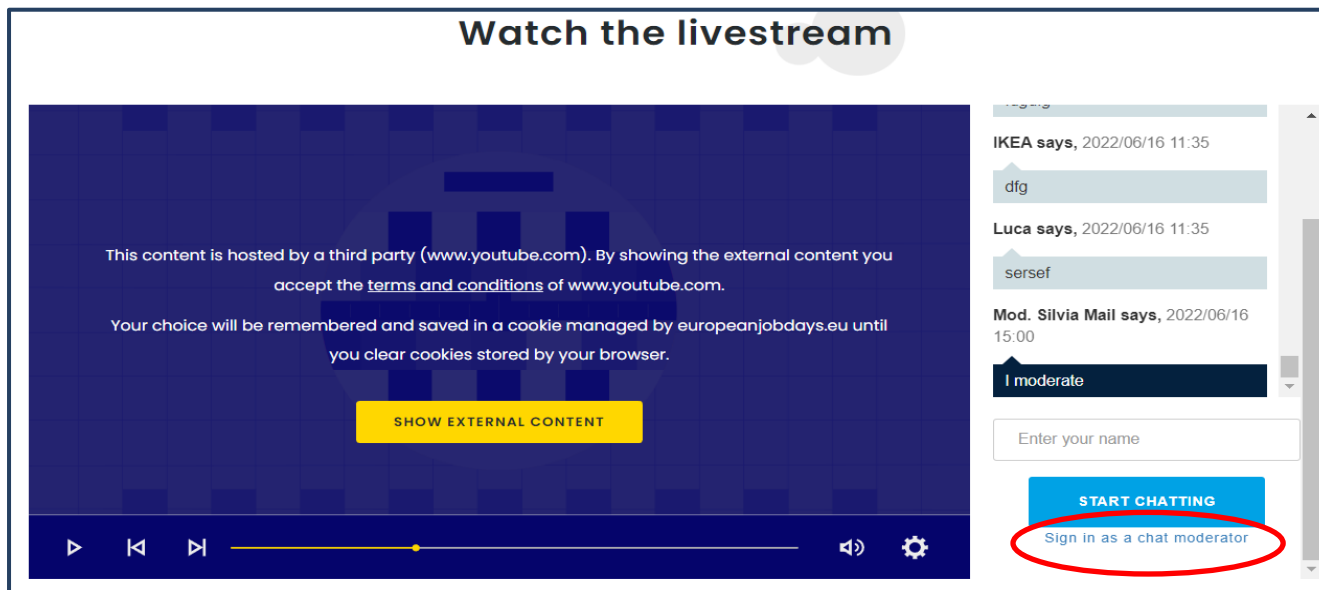
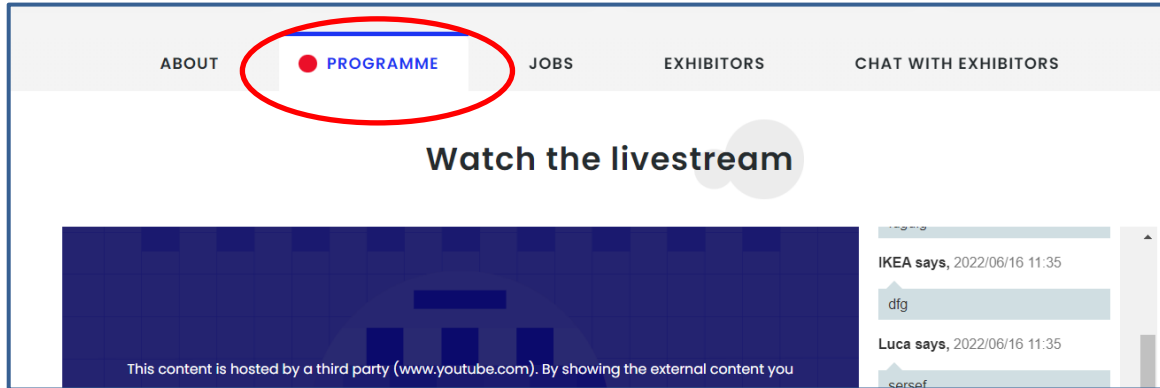
Available for event:
[EOJD Workshop 26-28 March 2024](#)

Created on:
28 Feb 2024 - 09:50

Last update on:
28 Feb 2024 - 09:50

4.6 Moderating the live chat

- Go to eh section 'Programme' of your event
- Then click on 'Sign in as a Moderator'
- Enter moderator email address and password. Now you can moderate the live chat.



The login form consists of two input fields: 'Enter your e-mail address' and 'Enter your password'. Below these fields is a blue button labeled 'SIGN IN'. At the bottom of the form, there is a link 'Sign in as a chat moderator'.