COATS

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Online Website Job Posting– Approving
Authority Instructions

<u>**Online Website Job Posting – Approving Authority Instructions**</u>

SITUATION: You have set up an account, via COATS, in order to upload your Job Opportunities to your website and need to know the procedural instructions for an Approving Authority.

STEPS:

1. Approve ads and upload file.

    a) The Staffer will want to change their view within the **Selected Departments Tool** Bar in order to see only their desired Web Ads.

    b) Click **Integrated Solutions**.

    c) Click **Web Ad Approval**.

    d) Click on the **ad** at the bottom of the screen to select it, in order to approve. (To see the specific Job Order itself the user may right click on the **Job ID# field**.)

    e) Click **edit**.

    f) Once the Ad has been reviewed and approved, check **Approved**, within the details of the Ad. (The Approved box cannot be checked within the summary along the bottom.) The Staffer's name and time date stamp will appear.

    g) The user may click on each ad (within the summary at the bottom) in order to view the details in the top window, to review, edit and approve all desired ads at that time.

    h) Click **Send file**. (All ads regardless of view that are approved will be created in the file to be posted to the website.)

    i) Click **OK** to the box that shows total bytes.

    j) You may also need to click (Authorize/Allow, etc. should you have a firewall.)

    k) Click **OK** to the Finished alert.

    l) Your file has now been successfully uploaded. Files are posted to your website at 10am, 2pm, 4pm, and 6pm each day.

NOTES:

- If the staffer who entered the Ad did not check "**Activate on Web**" the approving authority must click "**Activate on Web**" in order for the Ad to be included in the Sent File.

- The **Author** will default to the Staffer who first entered the Post Job To Web Page Screen with a Date Stamp.

- The **Edited** will default to the last Staffer who clicked Edit, with a Date/Time Stamp.

- The **Changed box** will become checked once any Staffer clicks **Edit.**

- The **Approved box** is shaded and is only accessible via the **Integrated Solutions/Web Ad Approval** screen with Security.

- Any Edited Job will need to be re-approved prior to a new upload to the website.

- If no expiration date is entered the Job Opportunity, as long as approved, will continue to post to the client Website.

- If the expiration date is entered and passes, the Job Opportunity will no longer appear under the **Web Ad Approval** screen and will not post to the client Website but will remain attached to the Job Order.