

COATS

303 Lynnhaven Parkway, Suite 200 Virginia Beach, VA 23452
(757) 499-7652 (757) 490-2888 Fax

Online Website Job Posting - Setup

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

STEPS:

1. Give your Approving Authority Access in COATS.
 - a. Click **Maintenance**.
 - b. Click **COATS Setup**.
 - c. Click **Branch Preferences**.
 - d. Click the **Users** button.
 - e. **Find** the appropriate user.
 - f. Click the **Edit Security** button.
 - g. Click the **Integrated Solutions** tab.
 - h. Click **Web Ad Approval** check box.
 - i. Close all open windows.

NOTE: The user must quit out of Coats and log back in for the new security setting to take effect.
2. Set up your access to be able to send your data to Haley Marketing
 - a. Click **Maintenance**
 - b. Click **COATS Setup**
 - c. Click **Global Preferences**
 - d. Beneath **ONLINE AD SERVER INFORMATION**, within the fields to the right, enter the following:
 - i. **Server** – Type the following link: <ftp.haleymarketing.com>
 - ii. **User Name:** [Coats](#)
 - iii. **Password :** [cOat3](#)
 - iv. **File name:** [577.txt](#)
3. Set up your links, by clicking **Setup Links**
(Every department which has a linked screen whether Clerical, Industrial or a Custom Skill Screen, will need to have a link set up.)
 - a. Click **Add**
 - b. Type in a the specific **name** for the link
For example: Clerical, Industrial or the Custom Skill Screen Title
 - c. Enter the **web link** provided by COATS (via Online Applicant Entry) for this *specific* Department.
 - i. **Industrial:** <https://www.applyonline.bz/form/?form=194>
 - ii. **Clerical:** <https://www.applyonline.bz/form/?form=193>
 - d. Right click in the **Dept** box to choose the appropriate corresponding Region, Branch, and Department to this *specific* web link.

- e. Repeat steps a-d until all unique Department Online Applicant Entry screens have a link.
- f. X out of all screens.