



Job Board Integration with eEmpACT

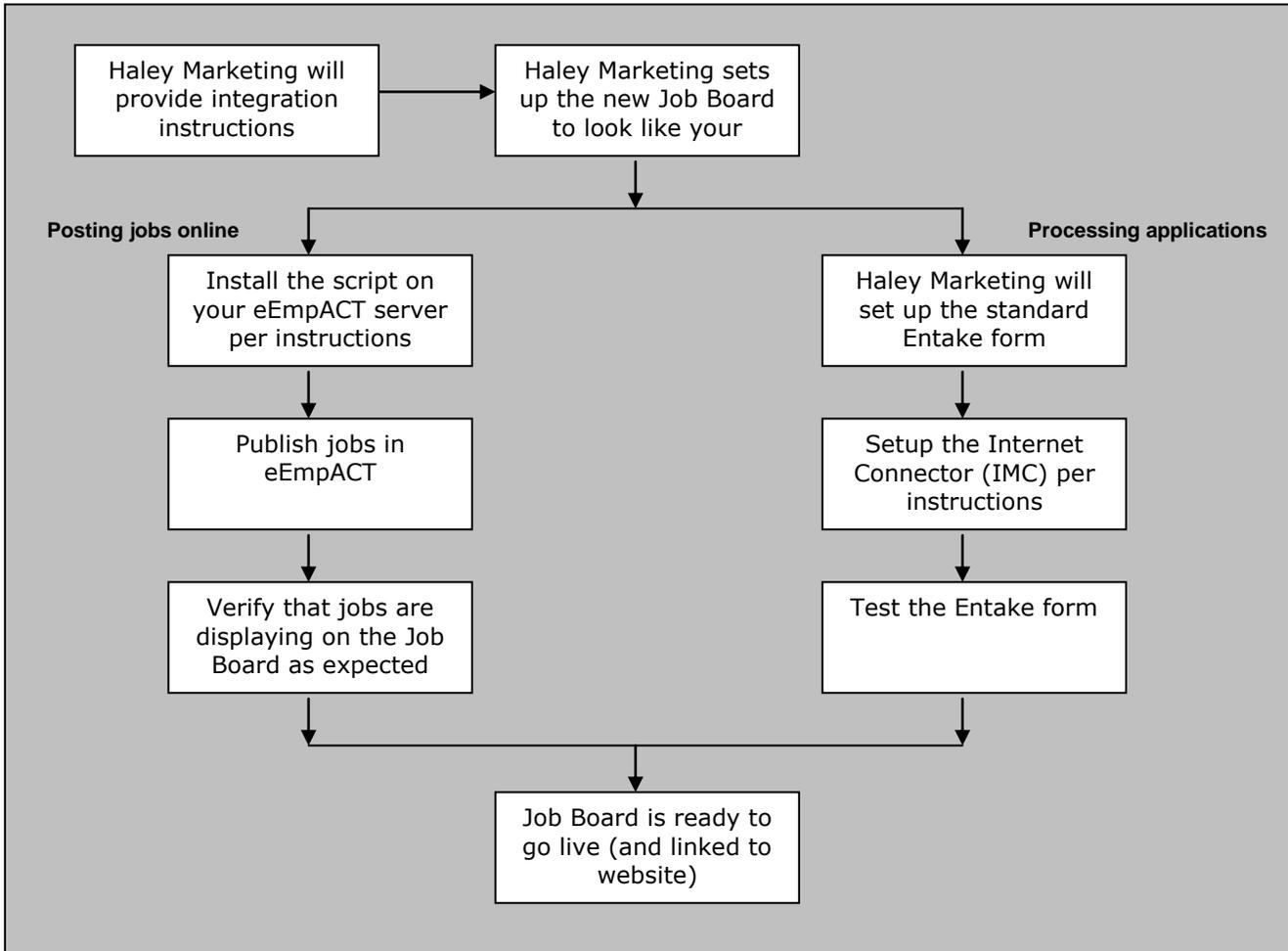
The purpose of this document is to provide you with all of the details necessary to successfully integrate eEmpACT with the Haley Marketing Group Job Board on your website.

Phone: 1-888-696-2900
Fax: 1-716-631-5272
Email: service@haleymarketing.com

The Integration Process

Congratulations and thank you for choosing to use Haley Marketing Group’s Job Board integrated with eEmpACT. We look forward to working with you closely over the next several weeks to implement this project on your website.

Here’s what we are going to be doing:



As you can see, there are two distinct processes that we need to complete. Please be aware that while your Project Manager will be available to answer general questions for you about the process, the eEmpACT script and IMC are provided and supported by eEmpACT. Your Project Manager may advise you to contact eEmpACT Support for assistance for any technical issues.

Before we get started

Please make sure you are familiar with the eEmpACT Administrator Manual before we get started. You will need adequate permissions to access your server, install scripts, and configure the IMC. Haley Marketing Group will provide the instructions for performing these tasks but we are not able to access your server to perform this work. This must be performed by you or your IT vendor.

Gathering the Necessary Information to Get Started

Before you are able to get started, please make sure that you have the following information available:

Posting Jobs Online:

Production database name
Database System Administrator username and password

Processing Applications:

eEmpACT username and password
Email address (must be a POP account) for Entake applications
POP address for email server
Email username and password
Routing Information from the eEmpACT OWNER_USER field

Please provide Haley Marketing with:

Production database name
Email address (must be a POP account) for Entake applications
Routing Information from the eEmpACT OWNER_USER field

Change Orders

We've entered into a contract with you to provide eEmpACT integration of Haley Marketing Job Board with standard Entake form. This includes setting up the job board to look like your website, configuring the job board to publish jobs that are sent to us by using the script provided by eEmpACT, and submitting emails from the Entake form in the format specified by eEmpACT.

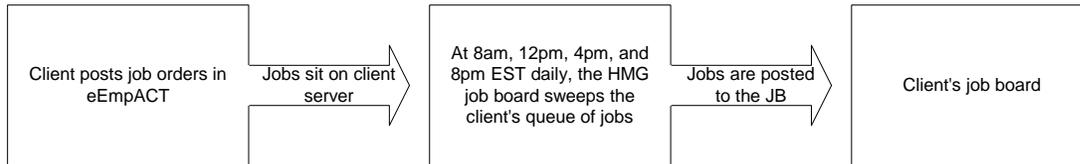
Sometimes, changes will be requested to the job board or Entake form. These changes can be a great enhancement, but please be aware; any changes beyond the scope of the original agreement may result in change orders, or extra fees, in association with this project. Please note that we will NEVER initiate a change order without your approval!

The following are some of examples of requests that necessitate changes orders:

Changes in form design or content
Changes to routing codes on the Entake form, after the initial setup
Addition of skills to the Entake form
Changes to the look of the job board after signoff
Excessive project management to get input or process completion
Changes to the website to link the job board

Posting Jobs Online

EmpACT Job Order Process

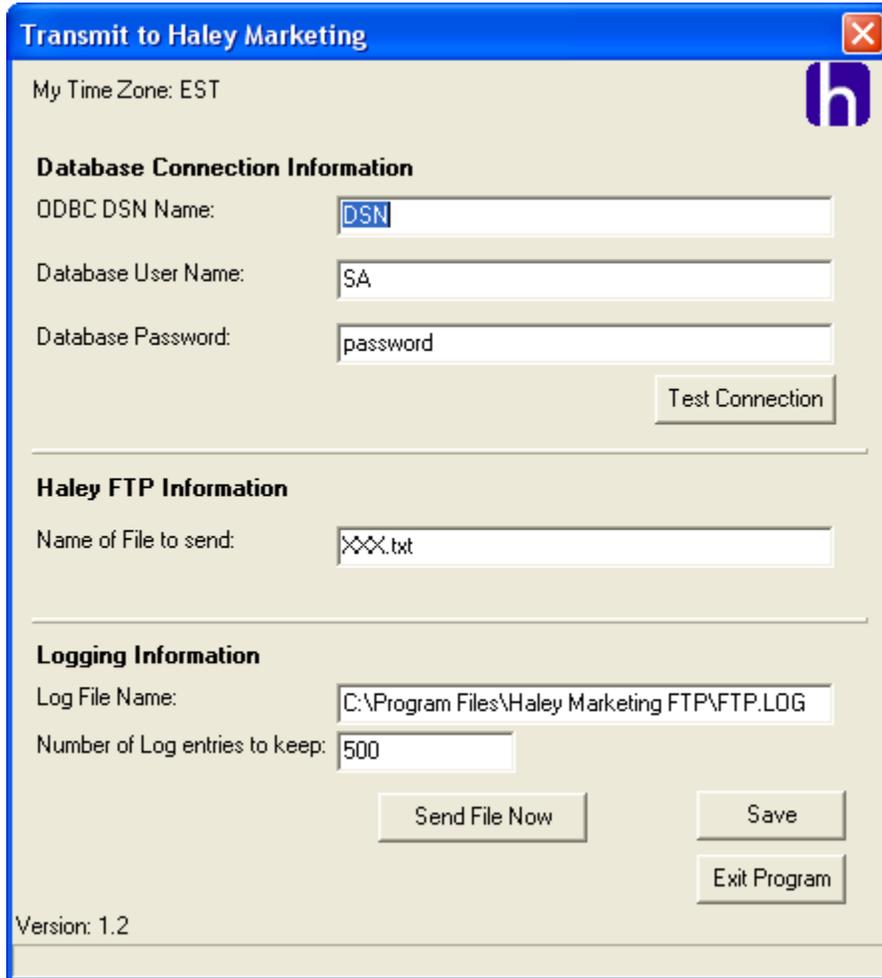


Haley Marketing FTP program

Your Haley Marketing Project Manager will provide you with the Haley Marketing FTP Setup Wizard. This program was developed by eEmpACT to automate sending your job order information to Haley Marketing. Haley Marketing updates your order publishing information four times a day – 2:00 am, 6:00am, 10:00am, 2:00pm, 6:00pm, 10:00pm Eastern time. This program will query your database an hour before those times and upload your information to the Haley Marketing FTP server. The time that it does this is based on your current time zone, so even if you are in a different time zone, the program will do the upload an hour beforehand.

Installation Instructions

1. Install this program on your eEmpACT server by running the included haley-setup.exe file.
2. Make an ODBC connection to your eEmpACT database. Remember the name of that connection.
3. You'll need the database System Administrator username and password, and the name of the file that you will be sending to Haley Marketing. Your Project Manager will provide you with the name of the file since this information is unique to your integration.
4. Start the program called Haley Marketing FTP. Since this is the first time that you have run the program, a parameters window will pop up.

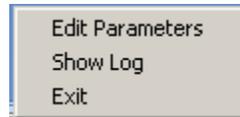
A screenshot of a Windows-style dialog box titled "Transmit to Haley Marketing". The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a small Haley Marketing logo (a blue 'h' in a square). The main area of the dialog box is light beige and contains several sections of information:

- My Time Zone:** EST
- Database Connection Information:** This section contains three text input fields: "ODBC DSN Name:" with the value "DSN", "Database User Name:" with the value "SA", and "Database Password:" with the value "password". To the right of these fields is a "Test Connection" button.
- Haley FTP Information:** This section contains one text input field: "Name of File to send:" with the value "xxx.txt".
- Logging Information:** This section contains two text input fields: "Log File Name:" with the value "C:\Program Files\Haley Marketing FTP\FTP.LOG" and "Number of Log entries to keep:" with the value "500".

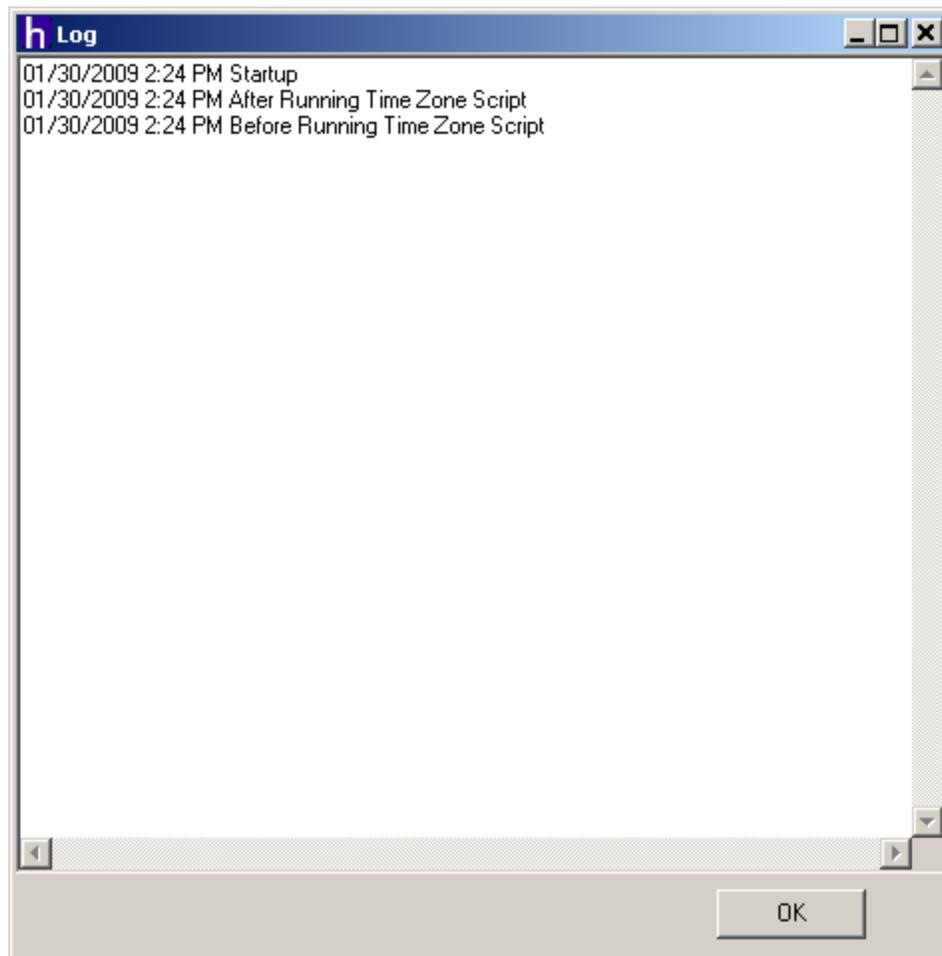
At the bottom of the dialog box, there are three buttons: "Send File Now", "Save", and "Exit Program". In the bottom left corner, the text "Version: 1.2" is displayed.

5. You will need to enter the following information:
 - a. In the **ODBC DSN Name** field, enter your ODBC Connection name.
 - b. In the **Database User Name** field, enter the System Administrator username.
 - c. In the **Database Password** field, enter the System Administrator password.
 - d. Use the **Test Connection** button to verify that the connection information is correct.
 - e. In the **Name of File to send** field, enter the name of the file. Your Project Manager will provide this file name. If you do not know the file name, please contact Haley Marketing.
 - f. There is no need to change the path in the **Log File Name** field, unless you want to save your transaction log in a different location.
 - g. There is no need to change the **Number of Log entries to keep**. This indicates the maximum number of log entries that will be kept to track ftp processing.
 - h. Once the fields are all filled in, click on the **Save** button to save the information. The program screen will disappear and the program will reside in the windows task bar. You can always change these parameters by right clicking on the Haleyftp icon in the windows tray.
 - i. You can Exit the program by clicking on the 'Exit' button.

6. You can send a file to Haley immediately by clicking on the 'Send File' button.
 - a. You will see the following menu pop up:



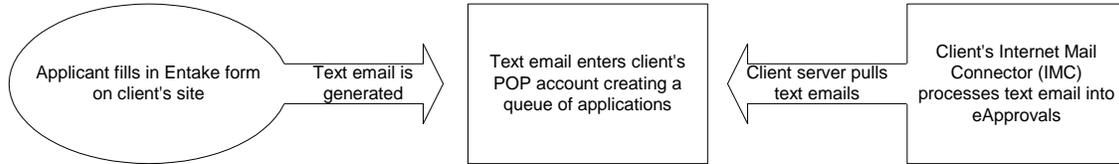
- b. Choose the 'Edit Parameters' option to bring the parameters screen back up.
 - c. Choose the 'Show Log' option to bring up the transaction log.



- d. Choose the 'Exit' selection to end the program.
7. You can ensure that the program always starts by dragging a shortcut of the program into the Windows start folder. Whenever you log in to Windows, the program will start automatically. When you log out of Windows, the program will terminate.

Processing Applications Online

EmpACT Application Process



Please note: The standard eEmpACT integration includes adding the *standard* Entake form to your website. If you need to change any fields or layout on the standard form, it will be considered a customization and will be billable above the cost of the standard eEmpACT integration. Customization is a separate project and will be billed hourly at the current service rates.

Getting started:

In addition to the technical information you gathered on page 3, providing your Project Manager with the following details will make the process flow easier:

- The contact name of the person who will be testing the Entake form and reviewing the information in eApprovals.
- A sample of the email that Entake generates if your Entake form has ever been in production before. If you have never used the Entake form before, you will not have this.

Setting up the Entake Process:

1. Review the standard Entake form using this address:
[http://\[YOUR JOB BOARD URL\]/index.smpl?arg=jb_entake](http://[YOUR JOB BOARD URL]/index.smpl?arg=jb_entake)

[YOUR JOB BOARD URL] refers to the web address of the Haley Marketing job board on your website. Your Project Manager can provide you with this information if needed.

Unless quoted as a separate project (see page 8), the standard Entake form appears exactly as it will when taken live. If changes are needed, please notify your Project Manager as soon as possible.

2. Set up the Internet Connector (IMC).

Instructions for setting up eEmpACT’s Internet Connector can be found in the eEmpACT Administrator’s Manual. For Express Admin 14.0, this can be found on page 186.

Please be aware that while your Project Manager will be available to answer general questions for you about this step of the process, the eEmpACT IMC is provided and supported by eEmpACT. Your Project Manager may advise you to contact eEmpACT Support for assistance for any technical issues.

3. After the IMC is setup, notify your Project Manager to ensure all setup at Haley Marketing is complete.
4. Submit a test application and verify that the following occurs:
 - The Internet Connector picks up the application from the Entake inbox.
 - The application appears in eApprovals.
 - All fields are mapped correctly into eEmpACT.

Notify your Project Manager immediately if there is a problem with any of these items.

Customizing the Entake form:

The standard eEmpACT integration includes adding the *standard* Entake form to your website. If you need to change any fields or the layout on the standard form, it will be considered a customization and is billable above the cost of the standard eEmpACT integration. Customization will be set up as a separate project and billed hourly at the current service rates.

To complete a customization of the Entake form, you will need to provide the field names from eEmpACT. You may choose to do this by providing the generated HTML file in FrontPage format. Alternatively, you can provide an electronic list of the fields and their codes. For example, skill codes can be provided as "Management - SKILL_A0725"

Note that customization of the Entake form may cause the project to take longer than originally specified as it requires additional information gathering, programming and more thorough testing.

Going Live

As soon as your jobs are posting as expected and your Entake form is submitting applications, you may link your job board and Entake form to your website. Your Project Manager can provide you with the correct URLs and/or manage your Website Update Project at your option.

Troubleshooting Problems

After your eEmpACT integration has been taken live in your site, we certainly hope you won't have any problems. Unfortunately things do sometimes happen. Before calling Haley Marketing please make sure you have checked the following:

- If jobs aren't posting:
 - Is your Haley Marketing FTP script running on your server?
 - Has anything changed (e.g., new server, new firewalls, upgrade of eEmpACT, etc.)?
- If your applications aren't coming in:
 - Is the IMC running?
 - Has the POP account password changed?
 - Has anything else changed (e.g., new server, new firewalls, upgrade of eEmpACT, etc.)?

Having this information will help Haley Marketing solve the problem faster. If all else fails, please contact us at HelpMe.HaleyMarketing.com for assistance.