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eJobs Portal: INFORMATION FOR EMPLOYERS
On Adding, Editing, Uploading and Deleting

From the **eJobs Portal** 'Home Page http://www.disabledworkers.org.uk/careers

1. All **Employer** features must be accessed by clicking on the '**Employer'** Link on the top Navigation bar. (logging in on the main eJobs Portal home page will just give you access to vacancy details).

If you wisn to save this page for faster login use:
http://www.disabledworkers.org.uk/careers/employers/default.asp

2. Enter Your Name and password.
If you have forgotten your password click on 'get password'. If you have forgotten your username email admin@disabledworkers.org.uk and we will send you your details to the e-mail address we currently have on file.

ONCE LOGED IN

To Change your details, including password:
Click on '**My Jobs'** from your '**personal menu'** the left right side of the screen.

Click on '**Edit'** by your PROFILE
You will now be able to update all of your details including your password.

To Post a NEW vacancy:
From your personalised home page click on **'Post a Job'**
It is recommended that you fill in as much of the detail as possible then click on **'Submit Ad'**
On the next screen you have the option to upload an image from your hard disk. If you wish to add an image click on the '**Browse'** button and navigate to your image. If you don't wish to upload an image click on the 'skip' link.
Your Advertisement will now be sent for review for by Admin.

TO EDIT OR DELETE AN ADVERTISMENT
From your '**Personal Menu'**, click on '**My Jobs'** (See above).

Your current vacancies will be listed towards the bottom of the page (You may need to click on 'List All' To Delete click on the Delete button. To Edit click on the Edit button, your advertisment will be sent for review by Admin.

Common Errors

1. "HTTP 500 - Internal server error"

   From Post a new job page
   (http://www.disabledworkers.org.uk/careers/employers/newListing.asp)

   After you click on the **Submit Add**

   Check that you haven't entered any type other than a numeric number in the '# OF OPENINGS' field. For example 2 not 'two vacancies'

2. Microsoft OLE DB Provider for ODBC Drivers error '80040e21'
   Multiple-step OLE DB operation generated errors. Check each OLE DB status value, if available. No work was done.
   /careers/employers/newListing.asp, line 104

   After you click on the **Submit Add**

   You have entered too much into 'Salary £'. use your browsers back button, delete some of the text and try again.

3. **"An error has occurred during record update!**
   There are no fields to update ...
   If the file upload field is the only field on your form, you should make it required.
   Please correct and try again"

   From page following Post a new job after clicking on '**Upload Image Now'**

   You have clicked on the Upload Image Now button without adding an image to upload. To select an image use the '**Browse**' Button otherwise click on **'Skip and upload latter >>'**