UrTechCity - Job Portal Employees

- 1. Go to the job portal website:
 - a. <u>Desktop</u>



a. Mobile Devices



- 2. Click the **Employees** menu item as shown below:
 - a. <u>Desktop</u>



b. Mobile Devices



- 3. In this page, you can see the profile of the employees that you hire and that had resigned
 - Search button to search for applicants based on the search criteria
 - Add button is to add an employee
 - Edit button edits the employees information.
 - Delete button deletes an employee.
 - a. Desktop

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- 4. Once you click the **Add or Edit** button it will take you to this page as shown below. Fill in the entries to add information about your employee.
 - a. Desktop

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b. Mobile Devices

