



Colleague Website Plugin

Version 1.0
10th November 2023

Gold
Microsoft Partner


Colleague

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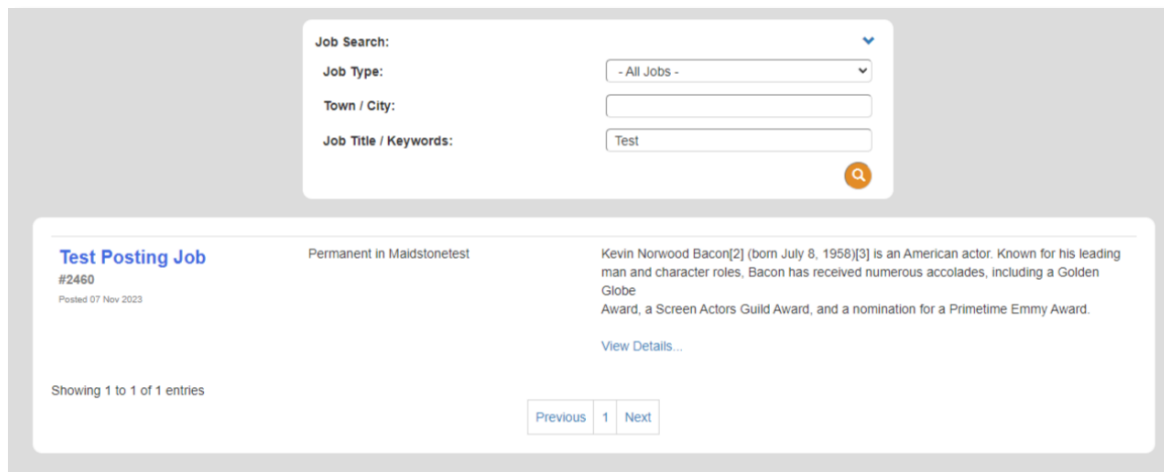
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Summary

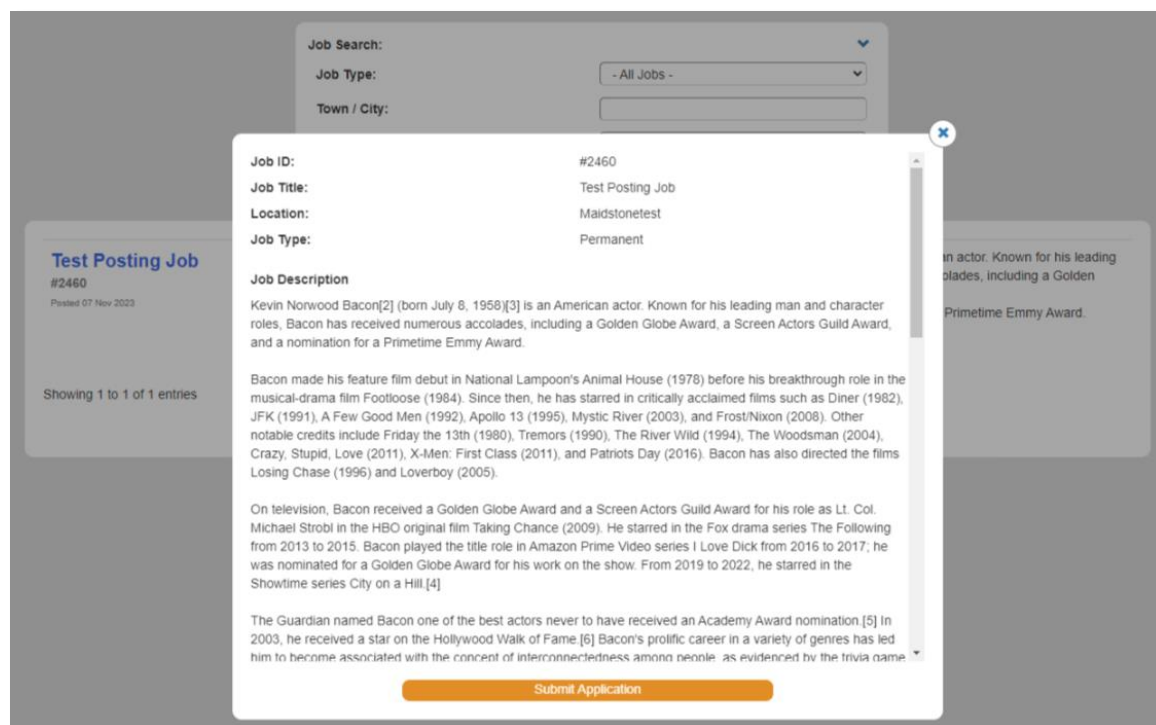
Colleague 7 offers a standard template of pages/scripts which can be added to a client website. These pages link directly with the customer's Colleague database.

The template will populate a search result of Requirements which have been set to appear on the website via workflow on the Requirement record.

Applicants will be able to search against posted vacancies based on Job Type (Contract/Permanent), Location and Job Title / Keywords (contained in Job Description).



The option to apply for the role is made available, with the recipient email address being a configurable setting in Colleague.



Admin

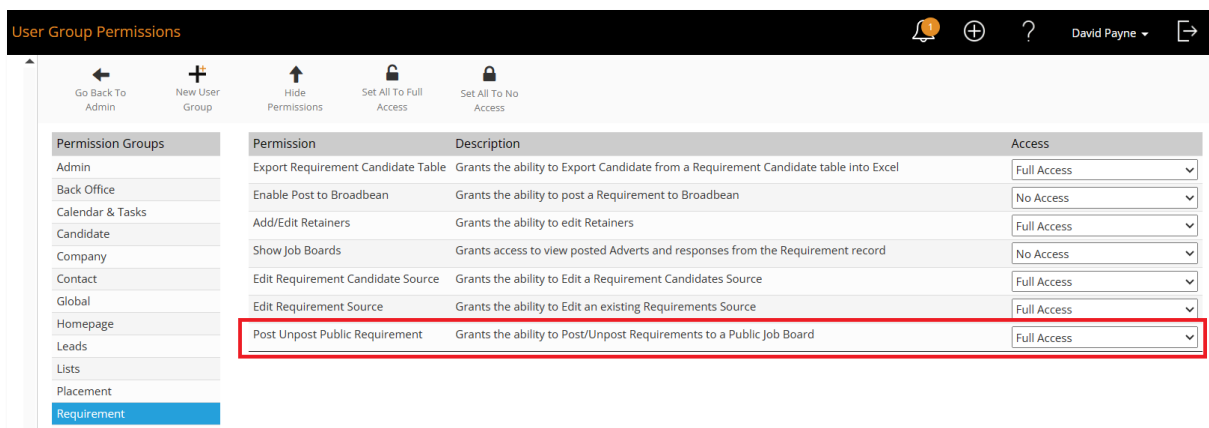
Within the Admin area of Colleague there are settings which need to be configured so that the required functionality is available to the users and the necessary details are passed to the website.

User Group Permissions

Within the 'User Group Permissions' section in Admin, select the necessary Permission Group and the Requirement Permission folder.

There is a setting called: *'Post Unpost Public Requirement'*

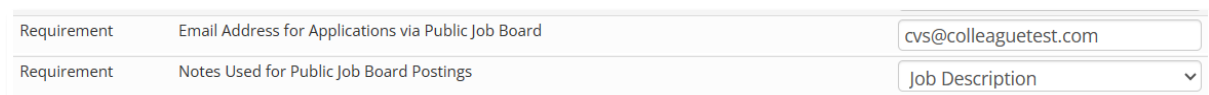
This will need to be set to *'Full Access'* for all the users who intend to add or remove Requirements to and from their website.



Global Settings

Within Global Settings, there is a setting which defines which Job Description note tab is shown on the Job feed.

There is also an email address setting to configure the recipient email for applications.

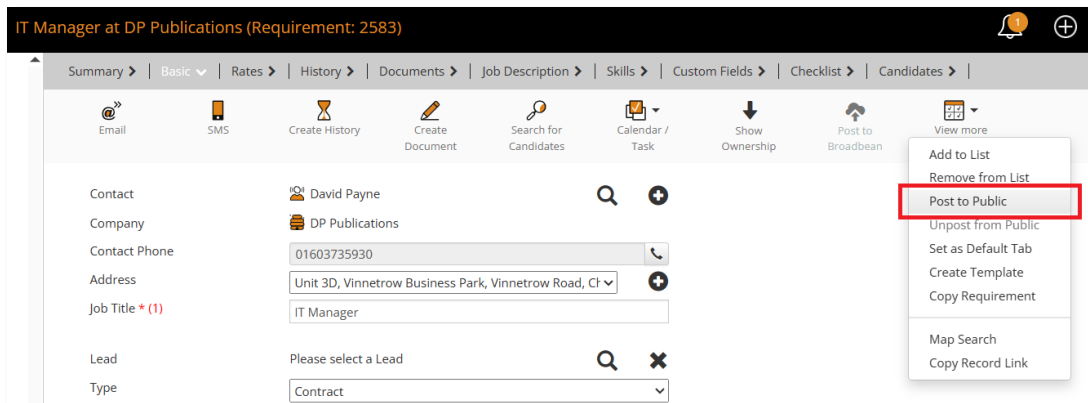


Requirement

Post to Public

On the Requirement record there is workflow which sets whether the Requirement has been posted to the website.

Based on the whether the User Group Permission has been set to 'Full Access', when on a Requirement, off the 'View More' menu, there is an option called 'Post to Public':



When pressed this will stamp today's date to the 'Public Post Date' field on the Requirement and release the Requirement to be seen on the website.

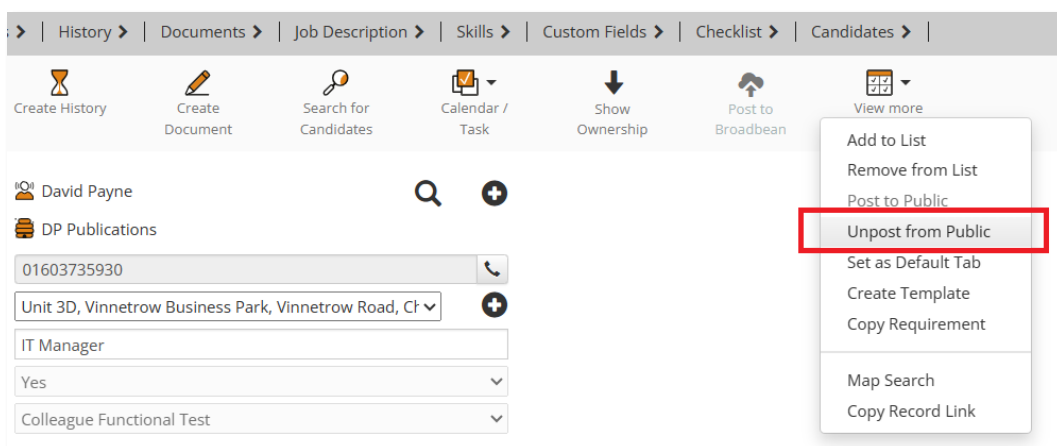
It will also create a History log to record when and who posted the Requirement.

Show 10 entries

Type	Date	Text	User
Unposted from Public	10 Nov 2023 16:43	Requirement Unposted from Public Website	David Payne
Posted to Public	10 Nov 2023 16:42	Requirement Posted to Public Website	David Payne

Unpost from Public

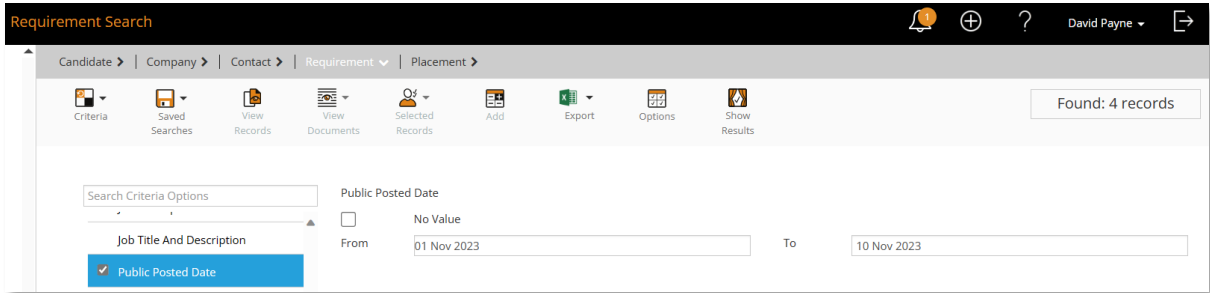
When it is appropriate to do so, a User can then remove the job from the website using the 'Unpost from Public' option off the 'View More' menu.



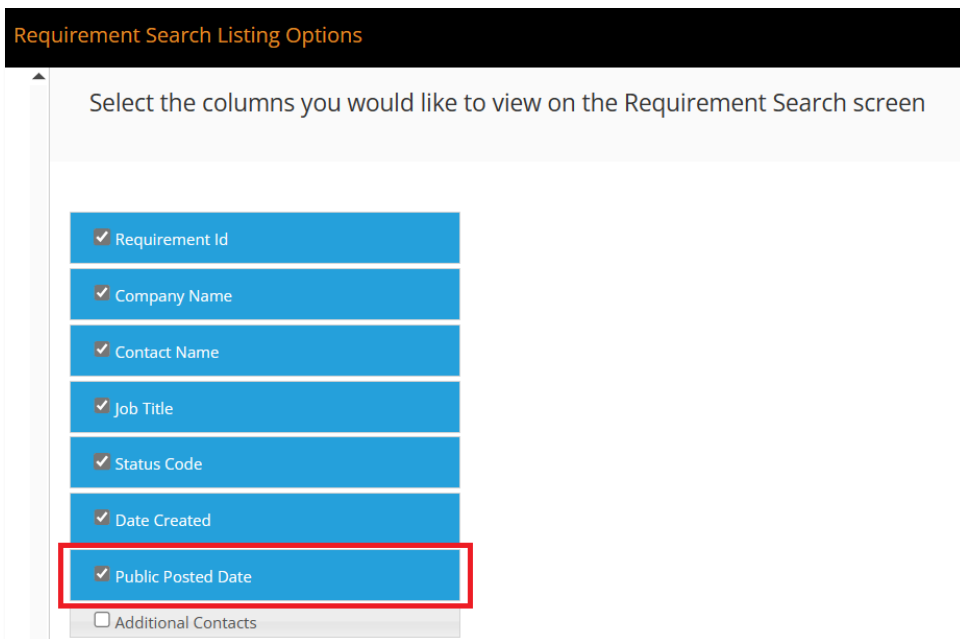
This will also generate a history to record when it was removed.

Searching

Users will be able to search using the 'Public Posted Date' (Date Range: From and To):



Users will be able to see the 'Public Posted Date' as an available column when reviewing Requirement records.



Website

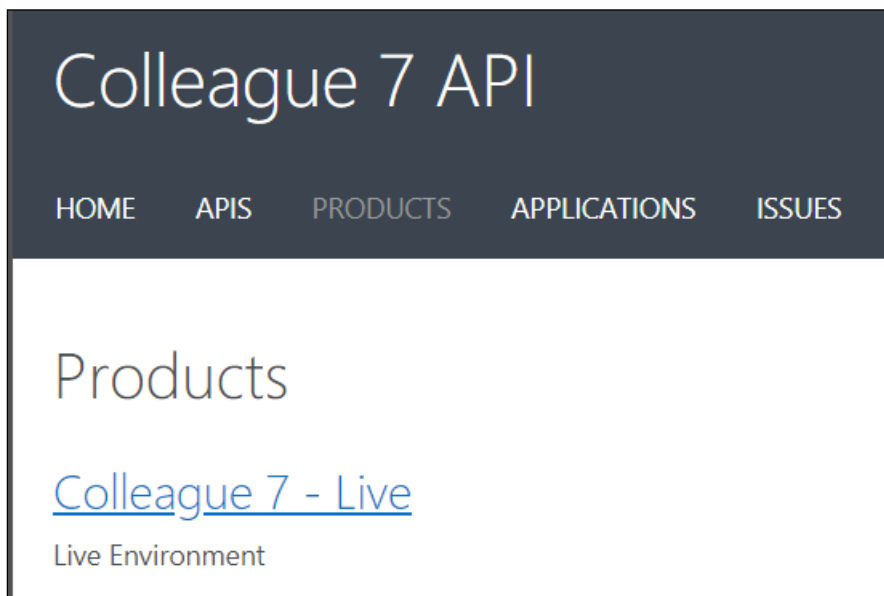
API Registration

Setting up the Website page requires that a Developer registers with our API.

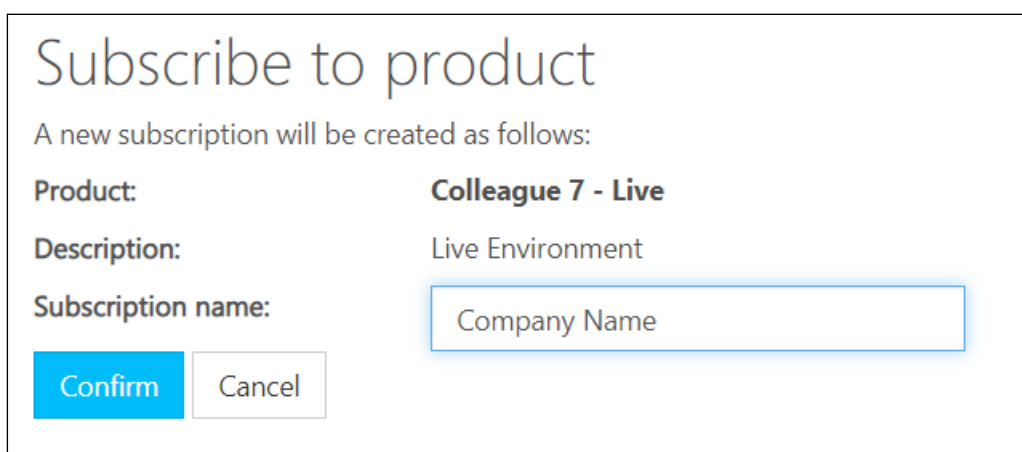
A developer can register to access the Colleague 7's API via this URL:

<https://coll7openapi.portal.azure-api.net/>

Once registered, the developer can then subscribe to access a client's system by going to 'PRODUCTS' and then 'Colleague 7 - Live':



Within this area, the developer will need to 'Add Subscription' and advise the Company they are attempting to gain a subscription key to access:



Colleague Software will then seek authorisation from the client.

When granted we will apply a subscription key to the developer's account.

Template Files

As part of the subscription key process there is also a 'Public Key', which is a restricted API key to gain access to Requirements that have been posted to public via the Requirement workflow above.

The requesting Developer will also be sent our templated set of files (PHP and HTML).

Colleague will edit the PHP page to contain the relevant 'Public Key'.

Within the HTML, the Developer will need to adjust the AJAX call to correctly reference the PHP within their website structure.

```
function fetchData () {  
    var url = "./php/getRequirements.php";  
  
    // Populate the data call...  
    var data = {};  
    var queryFound = false;  
  
    if($('#TownFilter').val() !== undefined && $('#TownFilter').val()  
    {  
        var filterVal = '%' + $('#TownFilter').val().trim() + '%';  
        data['Town'] = filterVal;  
        queryFound = true;  
    }  
}
```

Whilst Colleague will provide the base template, the recipient Developer is free to edit and design the page how they see fit relevant to their website.

Colleague Support Team

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