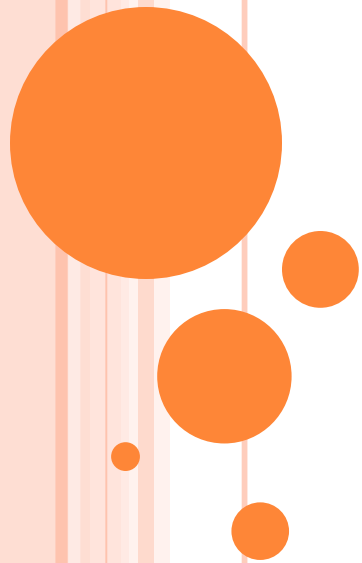


# JOB PORTAL



**FREE – Hosting (1 year ) & Domain Registration (1 year)**



## Login Details

- Admin Login
- I am Employer
- I am Candidate



## Dashboard

- Total Company
- Total Students
- Total Job Seekers
- General Setting
- Order Follow-up Details
- All Payments Details
- Placed Students



# PROFILES



## Change Passwords

- Add Current Password
- Enter New Password
- Re-Enter New Password.

## My Information

- Add Profile Info. Of Admin
- Add Company Name, Address , Logo ,& contact .
- Add KYC Details
- Add ID Proof Details.



## Master Entry

- Add New Job Category.
- Add Job Skills.
- Add New Job Title.
- FAQ / Help Change.
- Get Response.
- Add Job Types.
- Change Registration Title.
- Reports Issue.
- Edit Or Delete All Master Entry.



## About Us

- All Information About Job Portal
- Important Interviews Tips Available
- Change Term & Conditions.
- Change Privacy Policy's.



# LANGUAGES

## Add New Language

- Add New Language.
- Edit, Delete Language.
- Ex. Marathi, Hindi, English etc.

## Add New Language Type

- Select Language And Enter Language Type.
- Edit, Delete Language & Language Type.
- Ex. Marathi, Thoda Marathi



# HOW TO REACH



## Add Minutes

- Add Minutes like 5 min.
- Edits, Deletes Times like 10 min.



**JOB**

## Add Landmark : (walking Type)

- Add Landmark like (Walking Types)
- Ex. Sharing Bus, Auto, Bike etc.
- Edits, Delete Landmarks.





## Other Details

- Restrictions Note
- All Company Details.
- Change Home Page Images
- Change Job Seekers Details.
- Add Pricing Details

## Add Governments' Jobs

Add Job Information.  
Ex. Job Title, Job Description,  
Closing Date Age Limit etc





## Change Post Job Status

- Add New Job Details.
- Activate & Deactivate Job Post.
- Add Job Requirement
- Add job Status

## Accounting

- Safely Accounting.
- Installment Payments .
- All Payments Invoices.
- All Payments Reports



## SMS

- Send SMS
- Send Auto SMS
- Enquiry SMS
- Students Birthday SMS
- Payment Reminder SMS
- Sms Marketing & Email Marketing

## REPORTS

- Jobs Wise Reports.
- Active Or Deactive Package Reports.
- Payment Installment Reports.
- All Invoice Reports.
- All Exam Set Reports .
- All Types Of Reports Available.



## Contact Details



For More Information



[www.comzent.com](http://www.comzent.com)



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**Online Exam Portal**



**Thank You**

