

Introduction

Job DA is a job digital assistant; it helps job seekers to record and track job information and its relative information such as company, application, interview information, and schedule your plan.

Summary of Job DA v.1.0 Features

- Friendly user interface, easy edit, and easy track.
- Easy date entry for positions, contact, company information, and job apply history.
- Most of useful data entry managed by selector trigger or popup list, to avoid frequently pen stroke.
- Allow performing cut, copy, and pasting text edit features.
- Bitmap Icons represent method process, application status, and priority status.
- Allow edit application status, method process, and position priority from popup lists on first view.
- Allow export record to **Memo Pad** with TXT file format. And export your schedule to **To Do List** and **Data Book** with VCS file format, so you can manage your agenda in an easy way.
- Allow add comment for your application process method, and interview process.
- Allow add your application comment to a To Do List's Note, and put the priority
- Your own **Category popup list** manages records.
- Primary data entry modify on the first list view, only need is to press the **bitmap icons**.
- Color support.
- Track a record in the form view, or export to **Memo Pad** in txt file format.

Tutorial

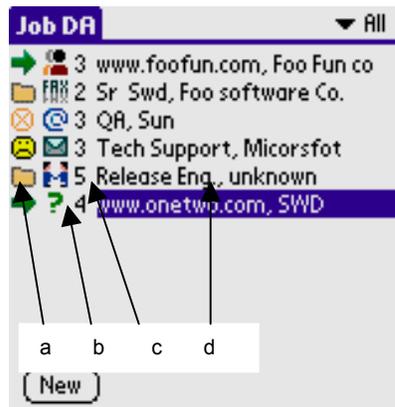


Figure 1-1

This is the first view, that columns from left to right are (a): process status, (b): applied status, (c): priority status, and (d): title/company/company URL. Press <New> button go to Figure 2-1 to start a new record entry.



Figure 1-2

Select column (a), (b), or (c) will popup a list, it allows you to select list item to modify your data from this view.

But select the column (d) will go to Detail View form, to view record details on Figure 5-1.

Figure 2-1

From Edit form, you can select the <Entry Date> select trigger to specified which date is the day you fill the record information. Scroll up or down to show more fields such as Fax, Address, City, State, Contact, etc.

Figure 2-2

The Edit form allows you send the record to **Memo Pad, To Do List/Date Book.**

Note: <Send to ToDo> menu item only exports the application schedule date as show on Figure 3-1.

Press <More..> Button will go to **Figure 4-1**
Press<Method> button will go to **Figure 3-1**

Figure 3-1

This is a form contains all information for schedule your plan and interview schedule. When? How? Comments, and results. All of information about process method for the position.

Note: If popup list item <Apply later> presents, <Send ToDo> would be not work. You can send a To Do to To Do List and Date Book, if you didn't select other than <Apply later> list item in apply list, it wouldn't export to Memo Pad about the apply, apply follow up information, but comment.

Job DA: To Do

Today (circled) ▼ Phone follow-up

Tomorrow

One week later

No Date

Chosse Date...

▼ first interview: Fri 6/13/03

Time: 4:40 am - 4:40 am

▼ Letter follow-up: No Date

Result:

.....

Done Cancel Send To Do

Figure 3-2

You can trigger the apply date by simple press the date trigger to select Today, Tomorrow. Just as the popup list on left picture.

Press <Send ToDo> button send those apply information to **To Do List** and/ **Date Book**, <Comment> field contains will be attach to To Do List's **Note**. If you select a list item except <Apply later> in apply list. (Under the circle)

Job DA: To Do

Fri 6/13/03 ▼ Apply later

Sat 6/14/03 ▼ Phone follow-up

Comment:

.....

First Interview: No Date

2Th Interview: ime

3Th Interview: No Date

Phone Interview: No Date

Offered: [Interview]

Done Cancel Send To Do

Figure 3-3

Most data from this form can be entered by pick up a list item.

Job DA: Additional Info

Industry:

Head Count: ▼ N/A

Department:

Pay Range:

Found From: ▼ N/A

Profile/Requirement:

.....

.....

.....

Done Cancel Delete...

Figure 4-1

In additional of information for this target. You can also add some details into bottom <Profile/Requirement> field. It also contains edit, cut, paste etc editing features on menu bar.

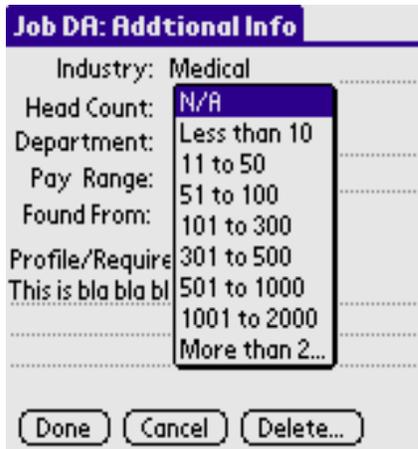


Figure 4-2

A popup list for sample entry data.



Figure 5-1

A report view, press <Send..> button sending record to **Memo Pad** and **To Do List** if apply status was selected. It doesn't matter which day was select.

In additional of sending record to **To Do List** or **Memo Pad**, you can either one from menu bar.



Figure 5-2:

More date displayed after press the scroll buttons. Because it modified from the list view *Figure 1-1*, so it only displays the apply date and apply status, not follow-up date and follow-up status.



Figure 5-3:

After press <Edit> button went to edit form (Figure 3x) did those editing.



Figure 6:

There is some information about the application.

*Please email your questions, comments, and bug reports to ptmeng02@netscape.net

Thanks for you using this software.