



OEApp™ –SES Candidate Management Software by WebStudio R

Quick Start Guide

Intended Audience:

This quick start guide is for SES providers interested in a top-to-bottom overview of the OEApp™ product. It shows how to register for the demo, how to view candidate applications and all the steps in between. It is intended to help providers evaluate the effectiveness of the tool and to reach a decision to subscribe to the service.

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Registration

The first step is to complete the registration form. The registration process is necessary to build a custom URL for your company. Your candidates will use your custom URL to apply for positions.

- Choose a password between 6 and 10 characters in length
- Enter the email address you want employment applications delivered to
- Enter your company name and website to customize OEApp™

REGISTER

SUBSCRIBE

REGISTER

LOGIN

Registering is easy...and it's secure.

- **REGISTER YOUR EMAIL ADDRESS FOR USE WITH THE DEMO.**

The first step in evaluating the effectiveness of OEApp™ is to register your email address for use with the demo. The demo is fully functional. However, to view the email and the autoresponder you need to register your email address. Once you have registered, the SES Job Candidate Management software sends both the autoresponder and the completed job application to your registered email address.

It's Free! Register for the Demo.

Register

First Name *

Last Name *

Choose a password between 6 and 10 characters.

Password *

Company Name *

E-mail address *

Work Phone Number

Website

Submit



[REGISTER](#)[SUBSCRIBE](#)[REGISTER](#)[LOGIN](#)

Registration Succeeded.

Thank you JANE DOE for your interest in OEApp™. An email containing the demo URL was sent to JD@H1GHER1EARN1NG.COM.

Retrieve the email and click the link to see how the SES Candidate Management Software can work for HIGHER LEARNING DOT COM. You may also access the demo by [clicking here](#)

Registration Successful email

This email contains your custom URL. It tells you

- The email address configured to receive your employment applications
- Your custom URL
- How to subscribe to OEApp™

OEApp Registration Successful Inbox | X

☆ ronnie.wilkins@webstudior.com to GENIUS [show details](#) 5:03 AM (0 minutes ago) [Reply](#)

Thank you WILEY COYOTE for your interest in OEApp™. You have successfully registered.

Try the demo by clicking the link below. During the demo, the SES Candidate Management software will send job applications to GENIUS@WB1R2F3.COM.

YOUR UNIQUE URL TO THE SOFTWARE IS: [DEMO LINK](#)

Click the link above or copy and paste the following into the address bar of your browser.
<https://www.webstudior.com/index.cfm?pageTI=demoContent&sideBar=demo&headerPage=companyHeader&id=WITEWAR656#WARNER%20BROS>

When you are ready to use OEApp™ for your organization follow these steps:

- Return to the website <http://www.webstudior.com/>
- Click Subscribe
- Choose your billing option
- Click Subscribe or Buy Now button

If you have any questions about installing the URL on your website please contact me.

Thank you,

Ronnie F. Wilkins
<http://www.webstudior.com>
(804) 467-9482


Click 'DEMO LINK'. Doing so opens OEApp™ in your browser.

Demo

OEApp™ opens in the browser window. It has been branded for your company. If desired, you may submit your company logo to further brand the tool for your company.

OEApp™
SES Candidate Management Software

Careers



SALK INSTITUTE
Complete the job application to apply for a position. Yours could be our next new face.

SALK INSTITUTE Links
Home

DEMO | REGISTER | LOGIN

This is a mockup of the page your job candidates will access when they apply for positions within your company. Once you subscribe to OEApp™ your company name will replace DEMO COMPANY everywhere it appears on this page. The graphics can be replaced by your company's logo.

SES Candidate: Please note. You will be able to submit your application once all required fields have been answered.

OEApp - SES Candidate Management Software

NOTE: Your application will be available for processing when you receive the confirmation email. If you do not receive the confirmation please call (804) 467-9482.


Employment Application

LAST NAME *

FIRST NAME *

MIDDLE NAME

SSN *

DOB * 

STREET ADDRESS LINE 1 *

STREET ADDRESS LINE 2

COUNTY

CITY

STATE **AK** ▼

ZIP CODE *


EMAIL ADDRESS *

HOME PHONE *

WORK PHONE

CELL PHONE

DESIRED POSITION **Teacher** ▼



powered by WebStudio R

WebStudio R

HOME ABOUT CONTACT CLIENTS FAQ FEES REGISTER

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demo

Recruiting email

To acknowledge receipt of a candidate's employment application, OEApp™ sends an email to the candidate. This email includes the Confirmation ID. OEApp™ can be configured to 'CC' you on this email.

SALK INSTITUTE Recruiting

Inbox | X

☆ donotreply@invalidemail.com to EB

[show details](#) 9:45 PM (0 minutes ago)

Reply

Dear EAGER BEAVER

Thank you for your interest in employment with SALK INSTITUTE. We have received your application. This is your confirmation email. Your Application ID is EAVER46892010.

We will notify you if your qualifications match our recruitment needs. Please be prepared to submit to a background investigation and to provide a complete employment history including references.

PLEASE DO NOT REPLY TO THIS EMAIL ACCOUNT SINCE IT IS NOT MONITORED.

Thank you,

SALK INSTITUTE
Candidate Recruitment
WWW.SALKI.COM

Employment Application

This is the actual employment application. It can be printed and stored for reference. The information on the report is also stored in the database. In addition to the candidate's information, the application also includes

- Confirmation ID
- The email address the application was submitted to
- The date and time it was submitted

EAGER BEAVER Employment Application Inbox | X

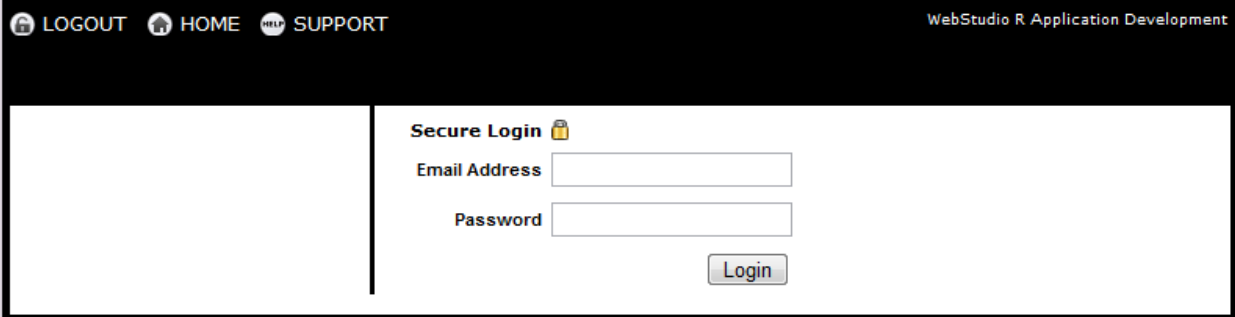
★ [EB@yahoo.com](#) to JSALK [show details](#) 9:45 PM (0 minutes ago) [Reply](#)

EMPLOYMENT APPLICATION				
Application ID: EAVER46892010 EAGER BEAVER				
NAME & ADDRESS				
last	first	middle	ssn	dob
BEAVER	EAGER		SEE DATABASE	03/13/2010
address line 1	address line 2	city	state	zip
14461 SOUTH 5600 WEST		LAJOLLA	NC	23059
home	work	cell	email	crimes
(801) 435-8987	(919) 823-7089		EB@YAHOO.COM	FALSE
POSITION				
position	date available	days	hours	hs/ged
TEACHER	03/13/2010	MONDAY	11:00 A.M.	GED
EDUCATION				
degree	major	college	dates	
B.A	MATH	MATH ROCKS U	11/90 - 06/92	
EMPLOYMENT				
employer	city	state	zip	phone
CALPERS	TARBORO	VA	84096	(919) 477-8082
EXPERIENCE				
teaching	tutoring	grades	subjects	
YES	YES	1ST	READING	
ACKNOWLEDGMENTS				
terms	investigation	complete & accurate	principal	signature
TRUE	TRUE	TRUE	TRUE	TRUE
COMMENTS				
I AM LOOKING FORWARD TO HELPING THE CHILDREN				


organization: SALK INSTITUTE
 EMAIL ADDRESS: JSALK@SALKI.COM
 This employment application was submitted online on Saturday, March 13, 2010 at 09:45:45

OEApp™ Reporting Component

To view employment applications, login to the reporting component. Your account was created during the registration process. The login page can be found at <https://www.webstudior.com/EA/>.



LOGOUT HOME SUPPORT WebStudio R Application Development

Secure Login 

Email Address

Password

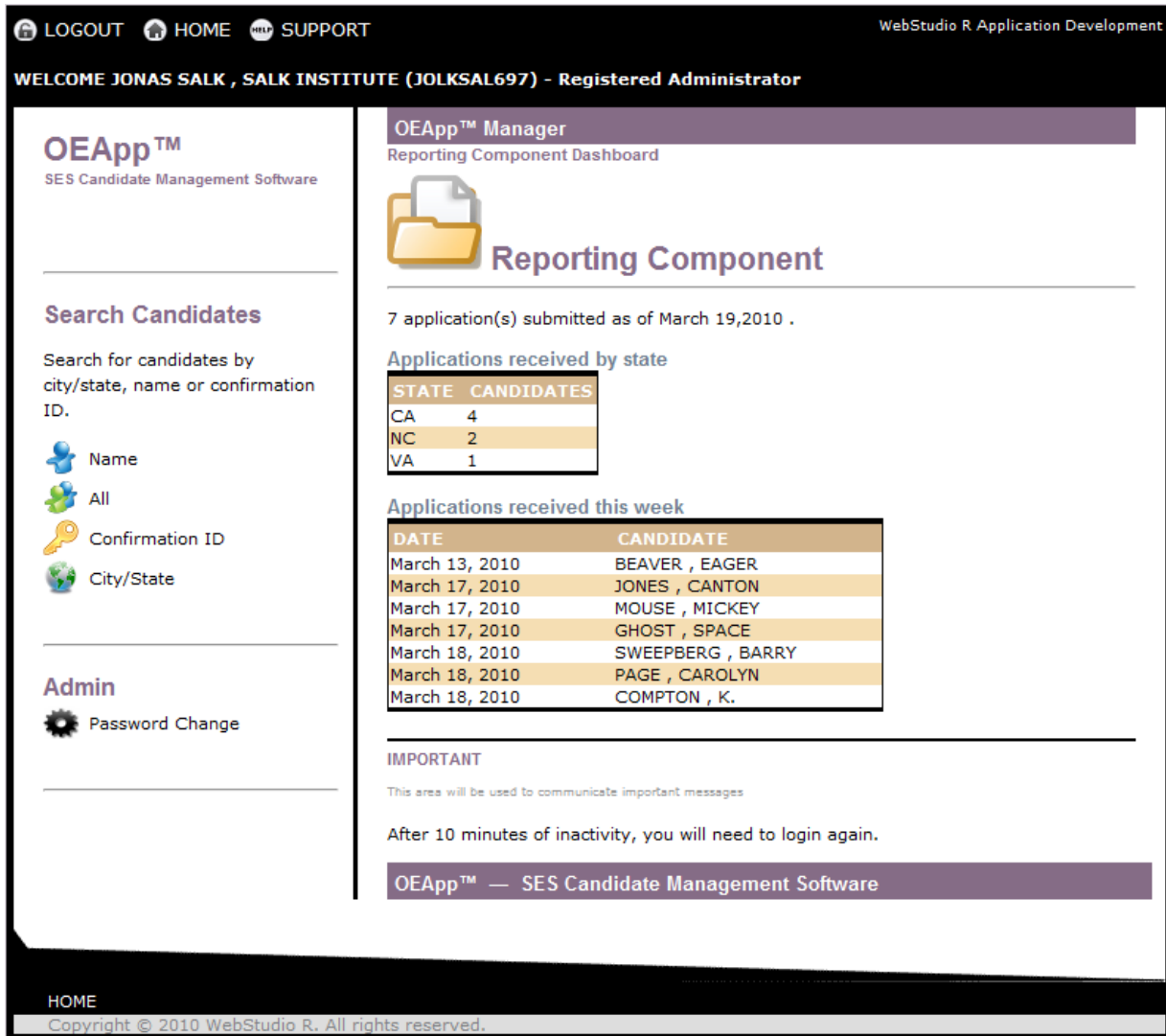
Login

The home page loads. This page show how many candidates have applied for positions to-date.

The home page banner shows

- Your full name
- Name of your company
- Your company ID (assigned during registration)

The home page also shows the menu options. The options allow you to find candidates that have applied for positions. Each option produces a report with details on candidates matching the search criteria.



LOGOUT HOME SUPPORT WebStudio R Application Development

WELCOME JONAS SALK , SALK INSTITUTE (JOLKSAL697) - Registered Administrator

OEApp™
SES Candidate Management Software

Search Candidates
Search for candidates by city/state, name or confirmation ID.

- Name
- All
- Confirmation ID
- City/State

Admin
Password Change

OEApp™ Manager
Reporting Component Dashboard

Reporting Component

7 application(s) submitted as of March 19,2010 .

Applications received by state

STATE	CANDIDATES
CA	4
NC	2
VA	1

Applications received this week

DATE	CANDIDATE
March 13, 2010	BEAVER , EAGER
March 17, 2010	JONES , CANTON
March 17, 2010	MOUSE , MICKEY
March 17, 2010	GHOST , SPACE
March 18, 2010	SWEEPBERG , BARRY
March 18, 2010	PAGE , CAROLYN
March 18, 2010	COMPTON , K.

IMPORTANT
This area will be used to communicate important messages

After 10 minutes of inactivity, you will need to login again.

OEApp™ — SES Candidate Management Software

HOME
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Search By Name

This report allows you to find candidates by name.

- Enter 'B' in the last name field to find all candidates with names beginning with the letter 'B'. The search is not case sensitive.
- To find all candidates with the last name "Smith" enter "smith" in the last name field

Find SES Candidate by Name



Find Candidate By Name

Your search for b returned 1 candidate(s).

NAME	CITY	STATE	CELL HOME	EMAIL	POSITION
BEAVER , EAGER	LAJOLLA	NC	(801) 435-8987	EB@YAHOO.COM	Teacher

Select the name to lookup. Last Name is required. To further refine your search, enter a First Name. However, a first name is not required.

The search will return all candidates whose last name starts with the search term.

First Name

* Last Name

Search By Confirmation ID

This report allows you to find a candidate by the candidate’s confirmation ID. Candidates receive a confirmation ID in the ‘Thank You’ for applying auto responder email. Click the candidate’s name to email the candidate.

Find SES Candidate by Confirmation ID



Find Candidate By Confirmation ID

Your search returned 1 candidate(s).

NAME	CITY	STATE	CELL	HOME	EMAIL	POSITION
EAGER BEAVER	LAJOLLA	NC		(801) 435-8987	EB@YAHOO.COM	Teacher

Select the confirmation ID to lookup. The confirmation ID comes from the email received by the candidate. The ID is 13 characters long. An example of a valid confirmation ID is *RKINS67892010*. The Confirmation ID IS case sensitive.

* Confirmation ID

Search By City/State

This report is sorted by city and state. It offers a quick glance of all employment applications received.

- To view details about the candidate, click the candidate’s name.
- To view a summary of candidates click the name of the city/state.

View SES Candidates by City / State**Find Candidate By City and State**

SEARCH RESULTS AREA

This page displays candidates from a given CITY/STATE.

- Click on a CITY/STATE folder to display the names and addresses of those candidates
- Click the candidate's name to display Address, Phone Number, Email Address and Confirmation ID
- Click Reset to return the page to its initial state (displaying no contact info)

Use the vertical scroll bar to control the list of visible entries

EL CAJON, CA
PAGE, CAROLYN

LAJOLLA, CA
COMPTON, K.
SWEEPBERG, BARRY

LOS ANGELES, CA
MOUSE, MICKEY

LAJOLLA, NC
BEAVER, EAGER

TARBORO, NC
GHOST, SPACE

ARLINGTON, VA
JONES, CANTON

Reset

View All Candidates Report

Use this report to visualize the raw data. It includes every field captured on the employment application. The report allows you to sort and rearrange fields.

If you would like a data dump (to use in Excel) contact WebStudio R.

View All SES Candidates



View All Candidates

This page displays all candidates.

- Sort: Double-click the column header to sort a column in ascending order. Double-click again to sort the rows in descending order
- Rearrange: Click any column heading and drag the column to a new position

Use the vertical and horizontal scroll bar to control the list of visible entries

	LAST	FIRST	MIDDLE	SSN	DOB	ADDRESS	LINE 2	COUNTY	CI
1	BEAVER	EAGER		476-...	03/1...	14461 SO...		SAN DIE...	LA
2	COMPTON	K.	D	541-...	03/0...	1394 FAY ...	OFFIC...	SAN DIE...	LA
3	GHOST	SPACE		587-...	03/0...	55 ANIMAT...	BUNG...	EDGECE...	TA
4	JONES	CANTON		258-...	03/1...	123 EASY ...	AVE A	ALEXAN...	AR
5	MOUSE	MICKEY		258-...	03/0...	11 HOLLY...	SUITE ...	LOS AN...	LC
6	PAGE	CAROLYN	YVETTE	258-...	10/1...	1163 SOU...	AVE. A	EL CAJON	EL
7	SWEEPB...	BARRY	RIDELL	258-...	03/1...	11 LAJOL...	SUITE ...	SAN DIE...	LA

Custom URL

Each URL is unique. It was created specifically for your company. It has been encoded to identify your company. Copy and paste the custom URL into the HTML code on your company's website. You may need the assistance of your webmaster. You may place the link on as many pages as you wish.

The URL is the connection between your website and the OEApp™ product. When visitors to your website click the link the online employment application will load in their web browser. Candidates are able to complete and submit the application.

As an example, after you have copied and pasted the custom URL on your website, it should look similar to line below.

```
<a  
href="https://www.webstudior.com/index.cfm?pageTI=demoContent&sideBar=demo&headerPage=companyHeader&id=MIONMW582#MW%20LEARNING%20STAFF" target="_blank">Apply</a>
```

The **bolded** text is your custom URL. It was sent to you when you registered for OEApp™.

Contact WebStudio R for questions installing the custom URL.