jobscience

WordPress Job Board

Plugin Configuration

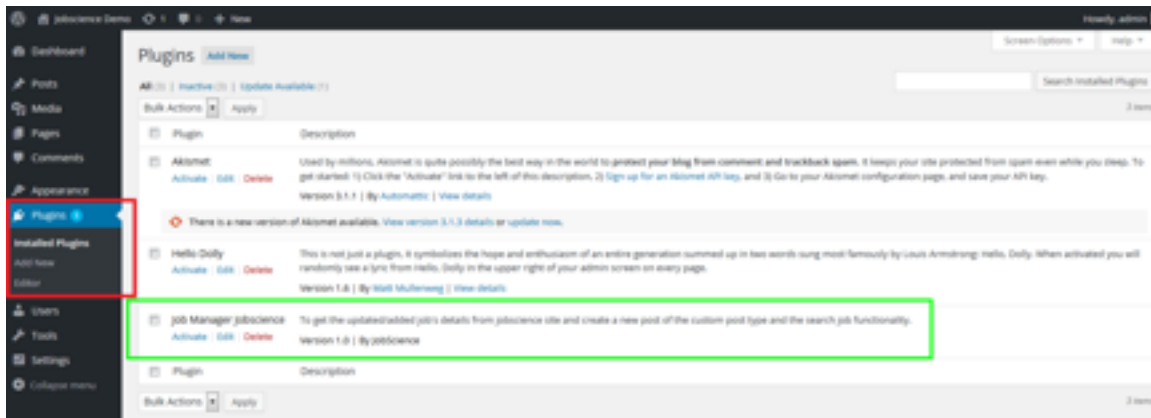For WordPress v. 4.0 or higher

jobscience

# WordPress Job Board Plugin Configuration

Activate the WordPress Plugin

- Download the WordPress Plugin zip file
- Login to WordPress as Admin
- Go to Plugins section > click Add New > Upload Plugin
- Click Browse and locate the zip file, click Install Now. Screen should say "Plugin installed successfully". Click **Activate Plugin.**

After activation, you should see the Job Manager Jobscience Plugin in the list of plugins (see above), and the Jobscience Plugin Menu (Jobs) in the Admin Dashboard (left panel, see below)
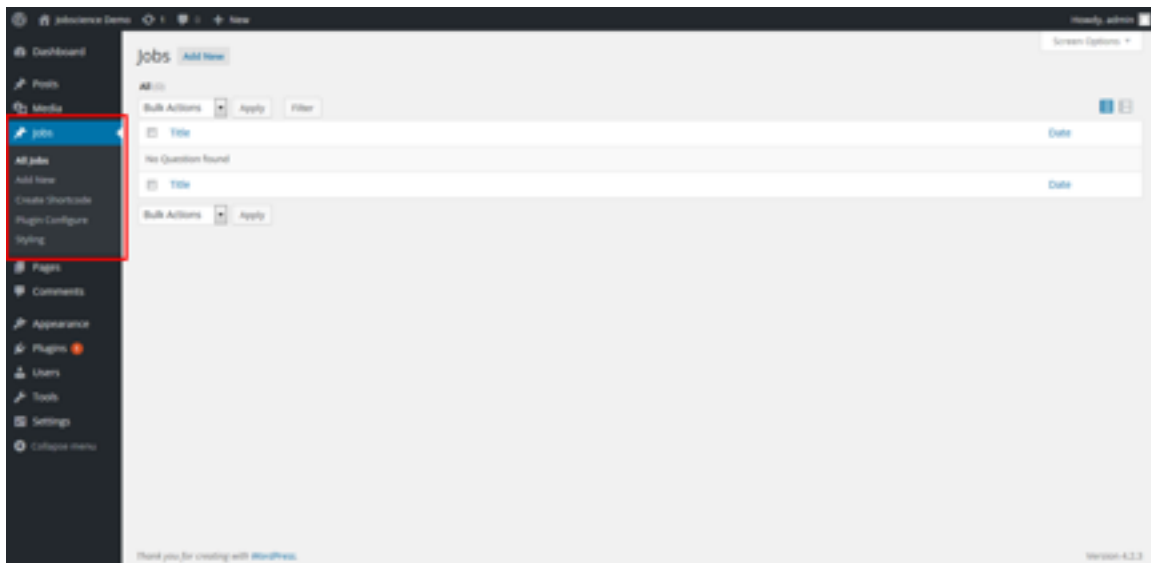
Plugin Configure

In the left column, click Jobs > Plugin Configure
Enter your Salesforce credentials (Username, Password, Security Key).
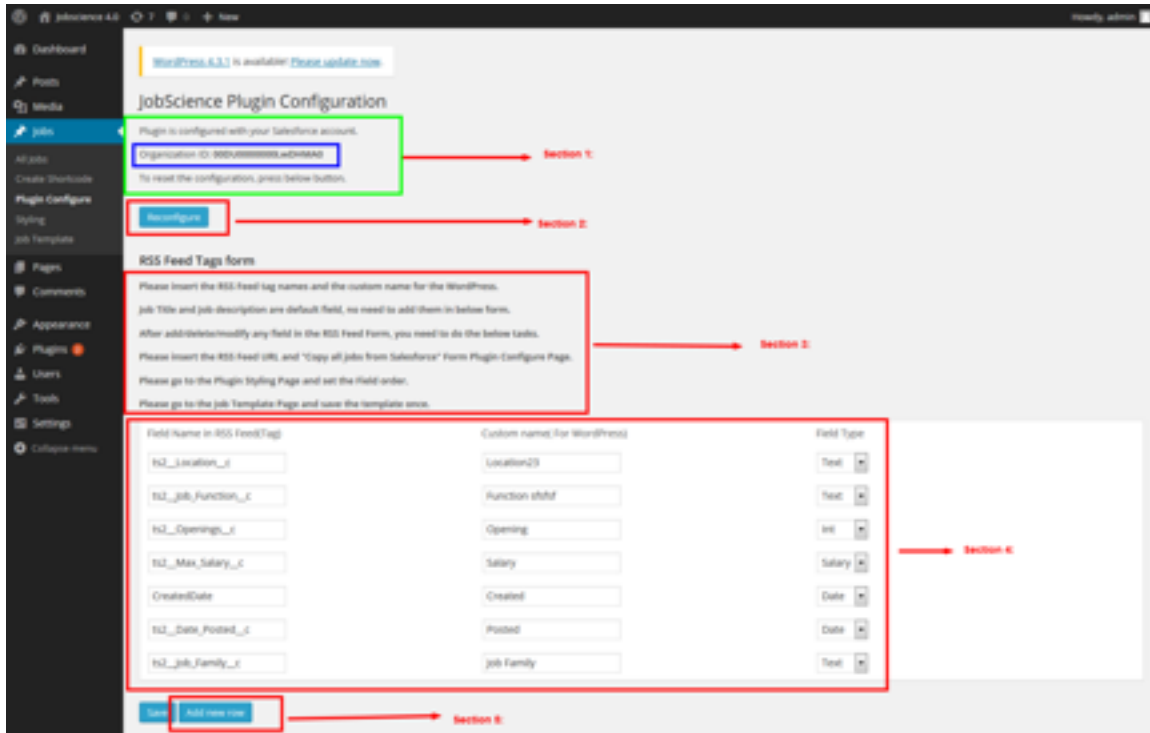Click Configure.

Set the RSS Feed tags

After clicking Configure, a new section will appear in the "Plugin Configure" page below the previous section. Here the admin can choose which fields (tags) will be present in the Job Listings.

There are three columns in the section, the 1st is for the RSS Feed tag name (API name of the field in Salesforce). The plugin will search for this tag in the RSS Feed. The 2nd column is the custom name (For WordPress). Enter a name to identify the field, this custom name will be mapped with the RSS Feed tag. The last field is Field Type. Here you can specify whether the field type is Text, Date, Integer, or Salary.

***Note: Job Title and Job description are included by default; there's no need to add RSSFeed(Tags) for these fields

Add whichever fields you wish to be able to view and sort by on the WordPress site, and click Save. See below image for example
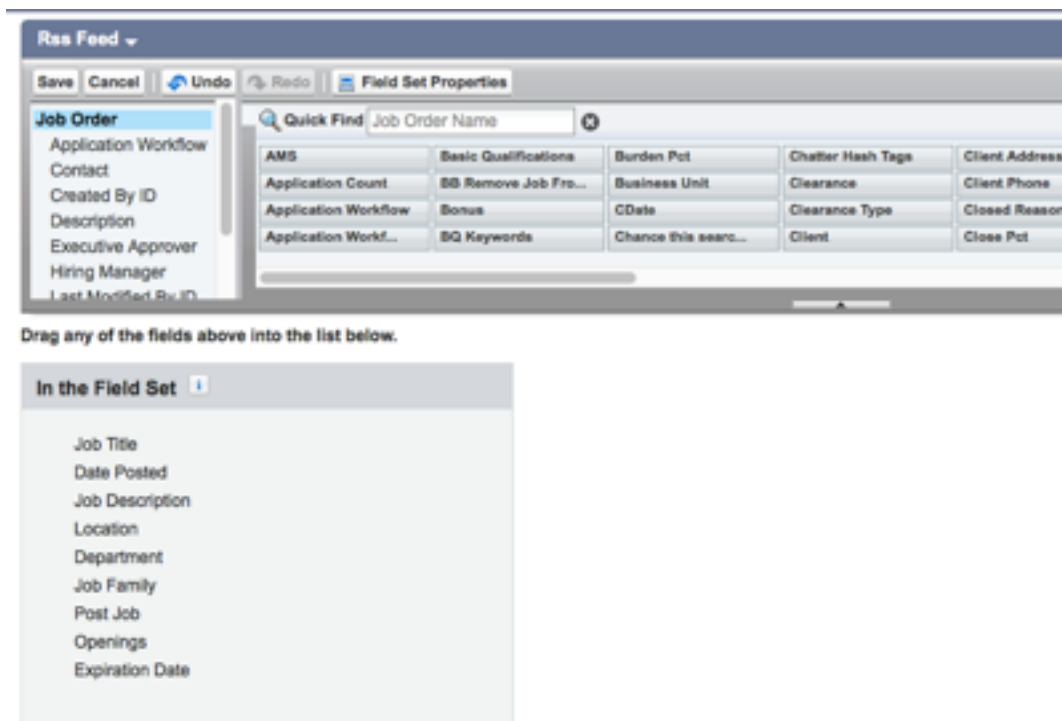
- Section 1: Once an org ID has been configured, it will be displayed here.
- Section 2: Using this button you can Reconfigure the Plugin.
- Section 3: This is the instruction section for the RSS Feed Tags form.
- Section 4: Here is where you insert the RSS Feed tag names, the custom name for the WordPress and the Field Type.
- Section 5: Once one RSS Feed Tag has been added, click Add new row to continue adding more.

Salesforce RSS Field Set

In order to pass information from Salesforce to Wordpress you must ensure each field that was added in the RSS Feed Tags in the previous section is included in the RSS Field Set in Salesforce. To edit this field set:

- Go to Salesforce Setup > Create > Objects > click on Job Order
- Scroll down to section titled Field Sets
- Click Edit next to Rss Feed
- Fields that are in the box titled **In the Field Set** are available to be added in WordPress. Make sure Post Job, Job Description, and Job Title are all included, since there are required fields. If additional fields are needed, drag from the top section into this box > click Save.
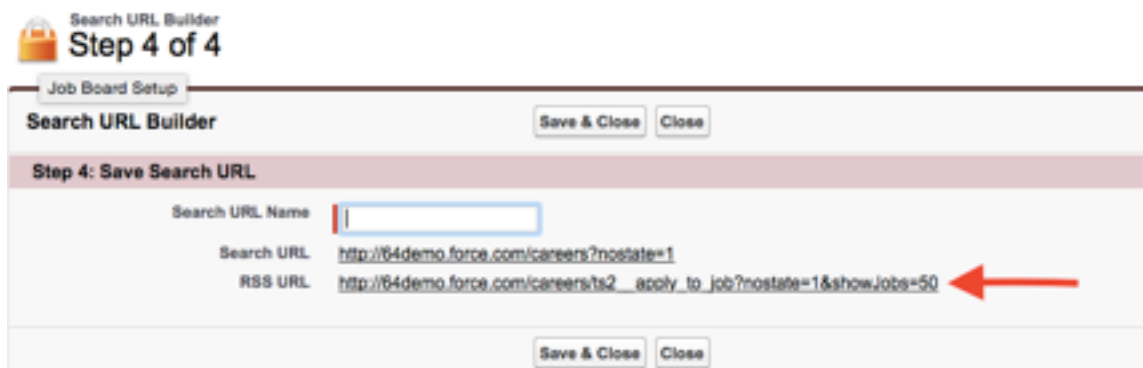
Copy All Jobs From Salesforce

After successful submission of the RSS Feed Tag form on the WordPress site, the RSS Feed URL section will be displayed. To Copy all jobs from salesforce, you need to insert the RSS Feed URL here.

To obtain the RSS Feel URL, go into your salesforce org and go to the Board Setup tab. Click on the name of the Job Board you wish to configure, and click the Search URL Builder button. Enter total number of Jobs you wish to include on the RSS Feed > click Next. Add any filters if desired > click Next. Click Next again. Now you will see the RSS URL, copy the full URL.
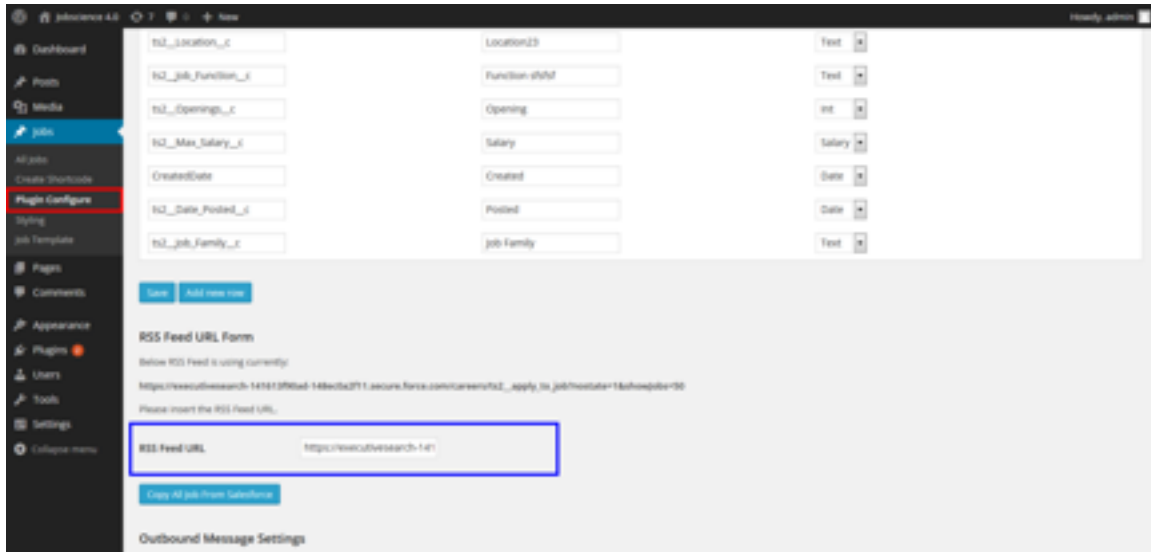
Go back to the WordPress page and paste this URL in the RSS Feel URL box. Click the "Copy All Jobs from Salesforce" button. It may take a while depending on how many jobs are present in the RSS Feed. After complete it will display the total number of jobs in the top of the page.
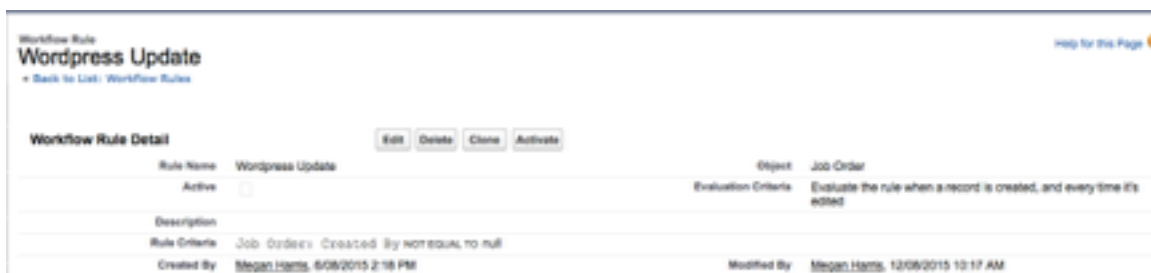

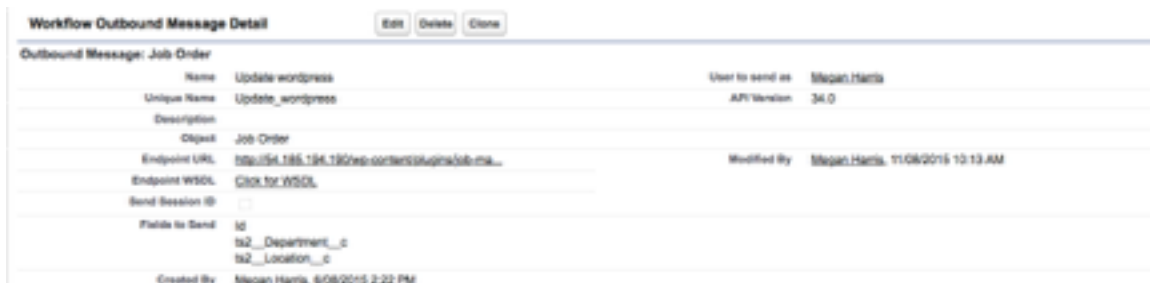## Configure Salesforce Outbound Message

Next an Outbound Message and Workflow rule need to be created in Salesforce to send the RSS feed to WordPress:

- In Salesforce go to Setup > Create > Workflow & Approvals > Workflow Rules
- click New Rule
- select Object: **Job Order**
- choose a Rule Name (Wordpress Job Update, for example)
- Evaluate the rule when a record is: **created, and every time it's edited**
- Run this rule if the following criteria are met: Job order: Created by > not equal to > (leave blank)
- Save & Next

- Add Workflow Action > New Outbound Message
- Choose a name (e.g. Wordpress update)
- Endpoint URL: copy & paste URL from Wordpress site (go to Jobs > Plugin Configure. Scroll to bottom of page, find "Use below URL for the Salesforce Outbound Message")
- select fields ts2__Post_Job__c, Name, Id and ts2__Job_Description__c in Available Fields column and move into Selected Fields column (note these fields are all required)
- Repeat for any other fields included in the RSS Tags (e.g. to include Location and Department fields, select ts2__Location__c and ts2__Department__c and move into right column) – Note these fields must also be included in the **RSS field set** (see previous section)
- Click Save > Done
- Click Activate

Plugin Styling Page

Go back to the Wordpress site. Click on the Jobs tab and Click Styling. The fields that you added RSS Tags for should all be available. Check the box next to any fields that you want displayed on the job listing page. You can choose to display each field as a columns (Display Fields Horizontally), or rows (Display Fields Vertically). For each field selected, indicate the order you wish them to appear, along with the heading that you want to display. Click Submit.

In the "Total number of jobs in job listings page", box, indicate how many jobs you want listed per page.

Add any custom CSS into the "Add Custom CSS" box to override the default style. Click Submit.
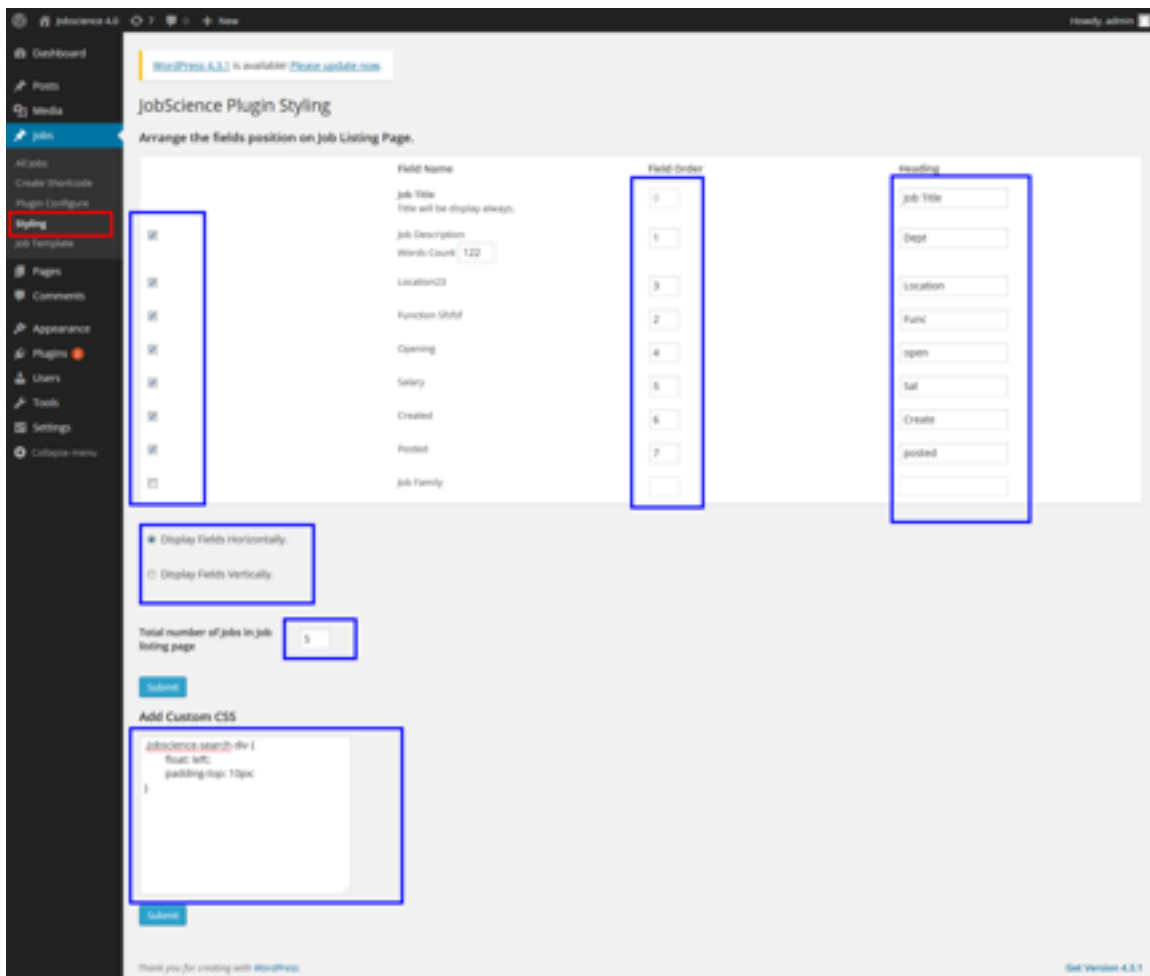
Job Template Page

Click on Jobs in the left panel > Job Template. From this page, the admin can create the template for the job detail page (visible when clicking on any job title from the job listing page).

There are two sections:

1. Choose Format: From this section admin can choose any format for the template. Select any Format from the list and click "Change Format".

2. Template Preview: In this section admin can preview the design of the selected format for the template and the added fields on the template with their individual style.

Options in Template Preview Section:

- You can change the width of any section using the "Width" field of any section.
- You can add any field in any section from the "Add field" select box.
- You can change the order of any field on any section. The added fields are draggable.
- You can easily delete any field from any section.
- You can edit the style of any field also.
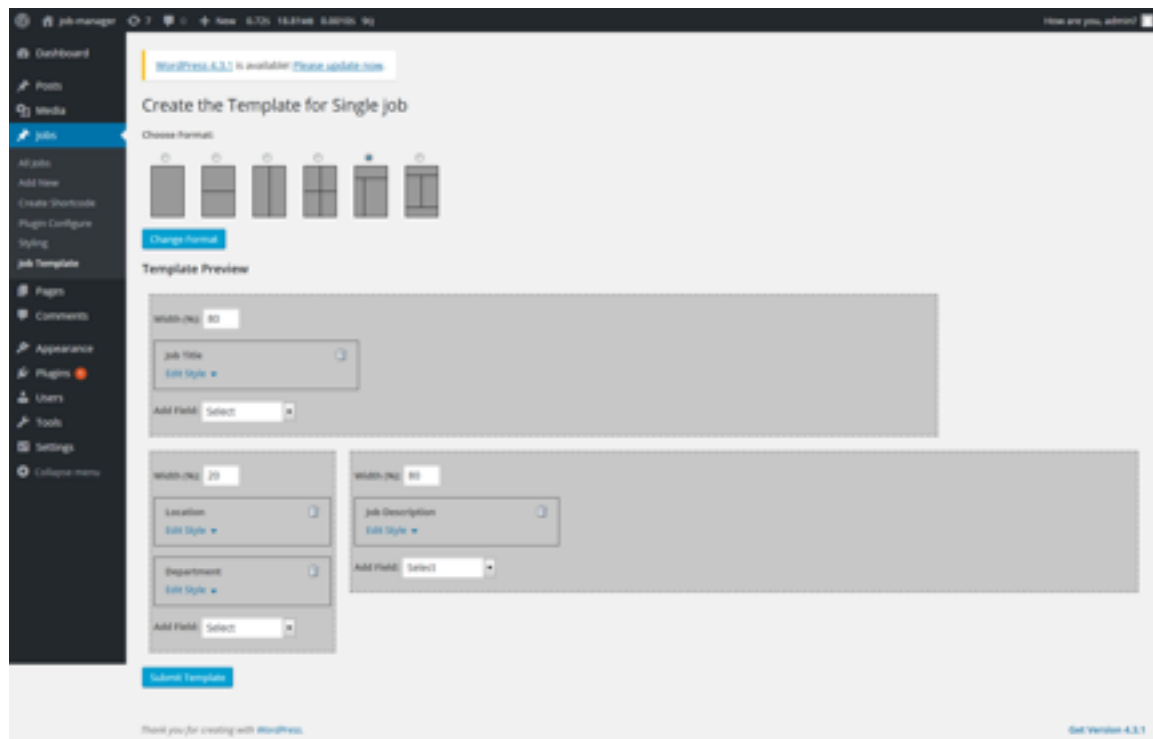
Edit Style of any field

Here you can select the font color, size, and format (Bold/Italic). Once all formatting is completed click Submit Template.

http://www.jobscience.com

Create Shortcode Page

From this page you can create shortcode which can be used in any page. Picklist fields will be available to add as filters on your job listing page.

Step 1: Using the Checkboxes, you can select which picklist fields will be present in the shortcode and the same fields will be present as search/filter on the job listing page.

Step 2: Click the "Create Shortcode" button.
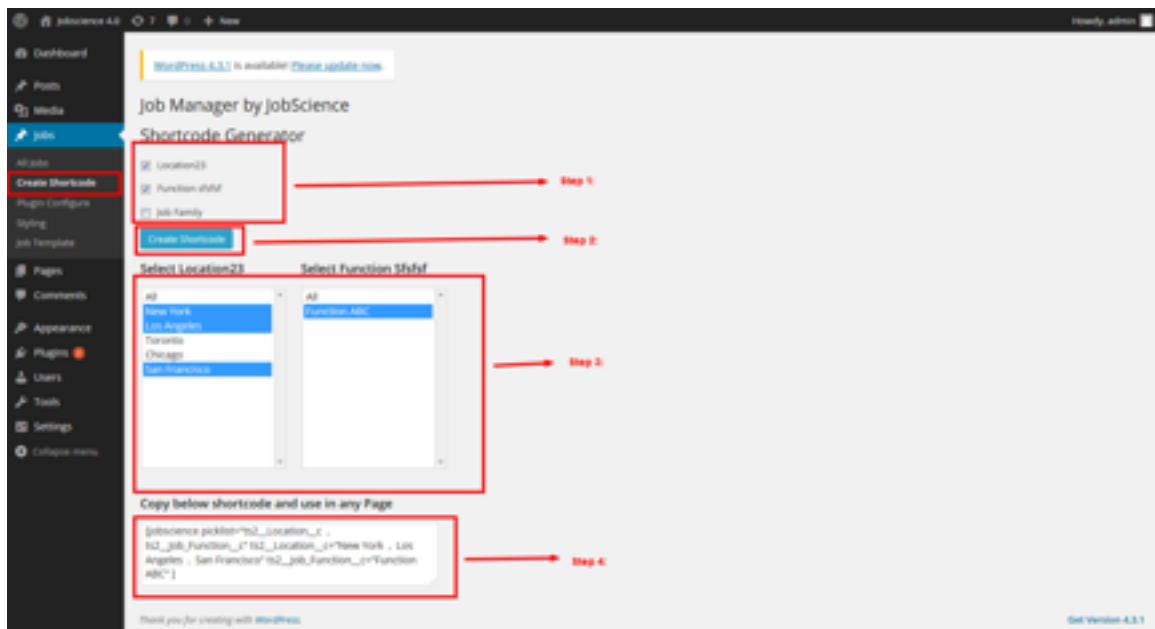
Step 3: If you wish to narrow down the picklist options available, hold the Ctrl key and click to highlight all desired picklist values from the multi-select fields. Otherwise, leave deselected or select "All"

Step 4: Copy the shortcode that is generated at the bottom of the page, and paste it in an page (see next step for creating a new page)

Add the Shortcode to page
- Click on "Pages" menu from the Admin Dashboard.
- Create any new page using "Add New" from the submenu or select any existing page from the page list.
- Paste the shortcode in the content section of the page and update/publish the page.
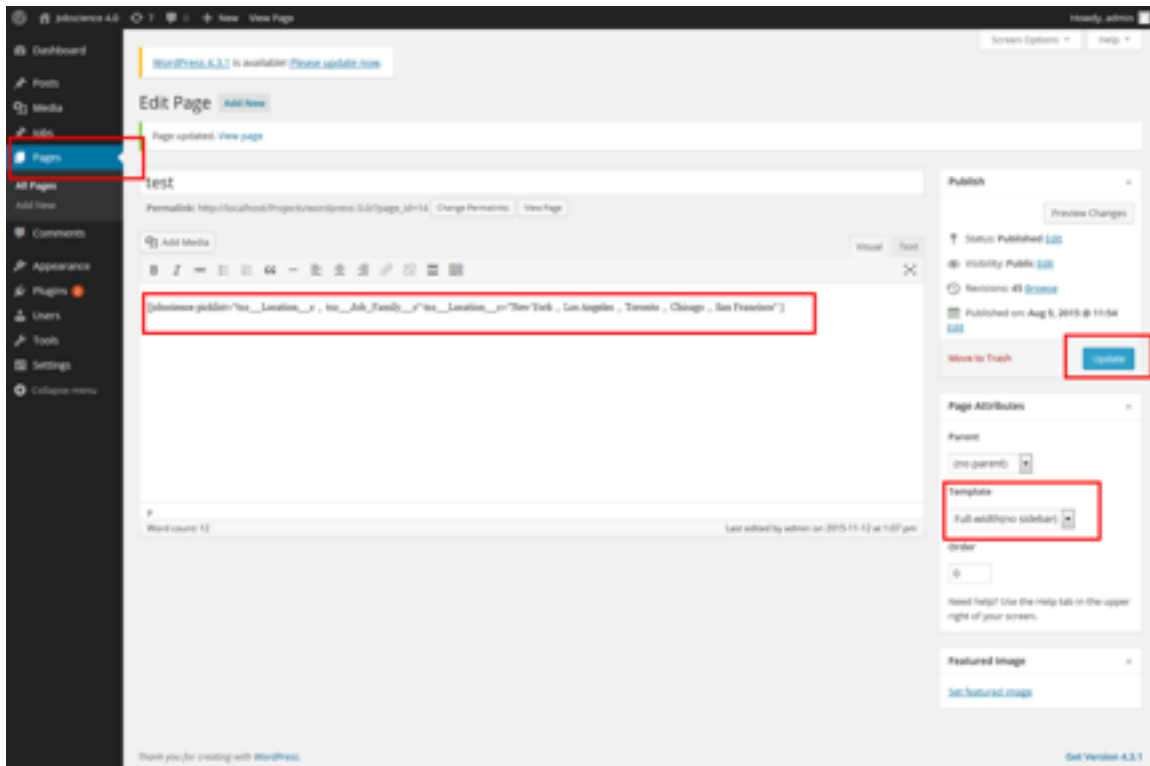
View Job Listings

- Click on the "View Page" on the "Edit Page".
- The View page design will be the default design of the current theme, you can use any free/paid WordPress theme. (Example shown uses " Sparkling " theme.)
- In most of the themes, there is an option on the Edit Page. You can select the page template. For example check, below image.

jobscience

Example Sparkling wordpress theme:

Example Default wordpress theme:
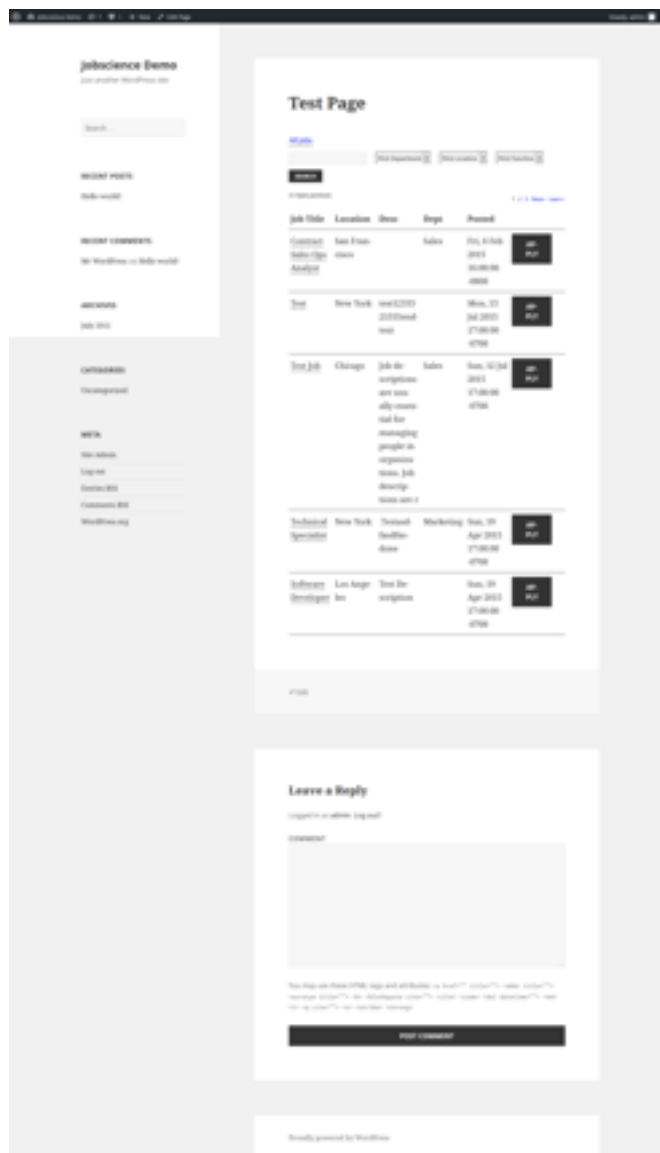
Modifying RSS Feed Tags

Once all steps have been completed, if you ever want to go back and add/delete/ modify any field in the RSS Feed Form, you will need to repeat these steps to ensure fields are configured correctly:

- Insert the RSS Feed URL and "Copy all jobs from Salesforce" from Plugin Configure Page.
- Go to the Plugin Styling Page and set the Field order.
- Go to the Job Template Page and save the template once.