



COLORADO
Department of
Labor and Employment

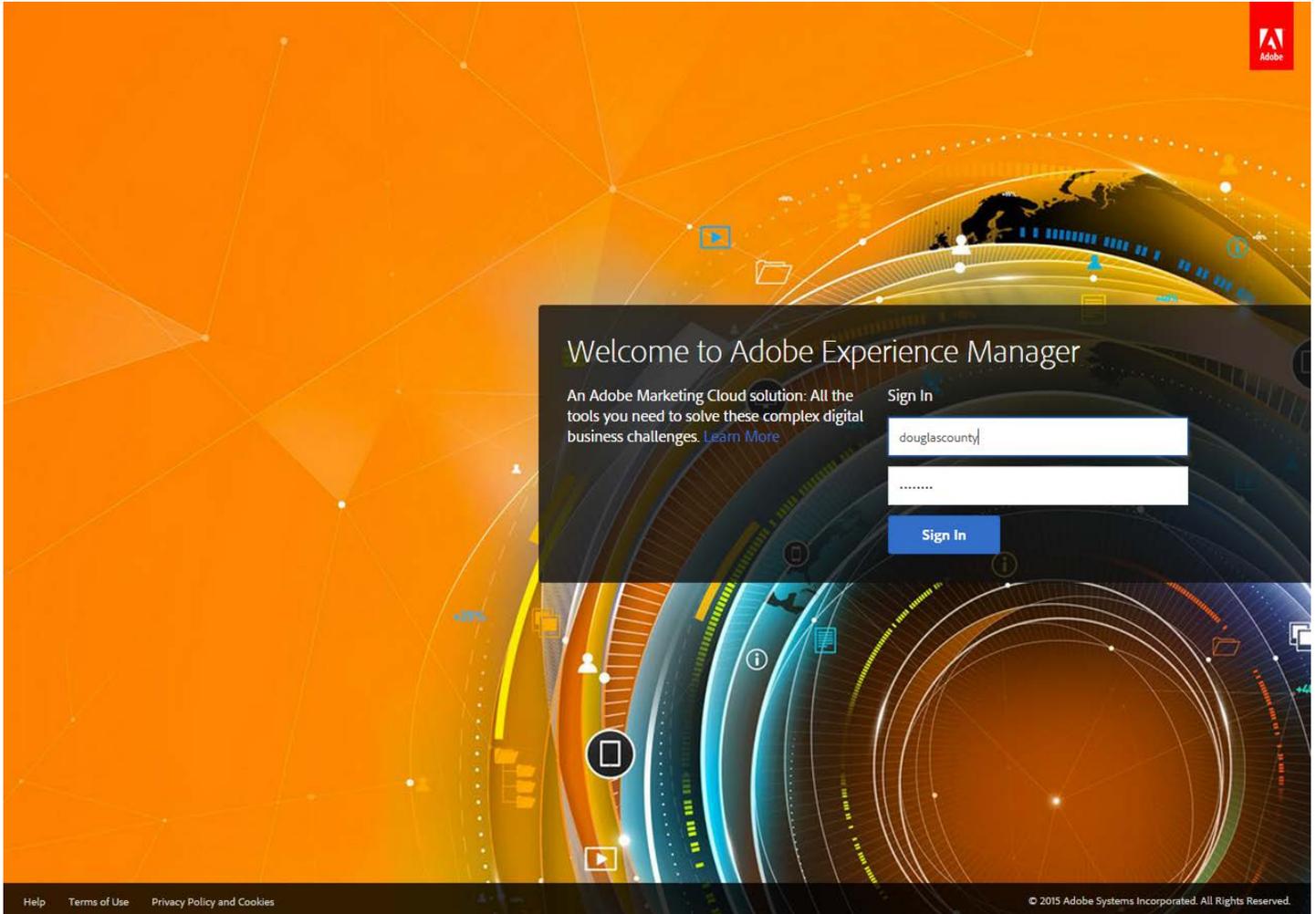
Step 1: Creating a New VJF Site from a Blueprint

Colorado Virtual Job Fair

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

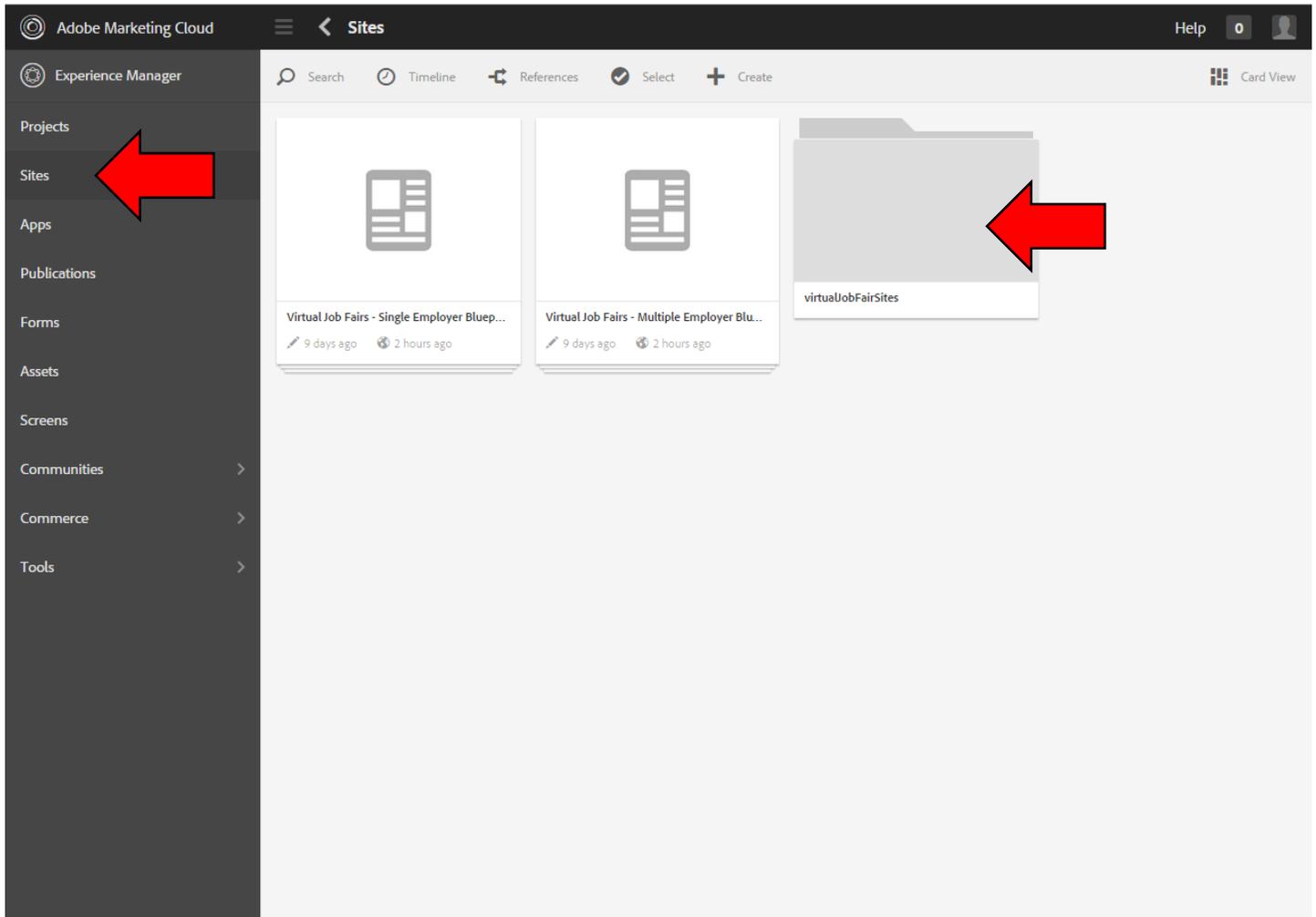
Link to Login Page: <http://10.33.31.96:4502/>

Enter username and password. Sign in.



[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

Step: Navigate to Sites via the left side menu

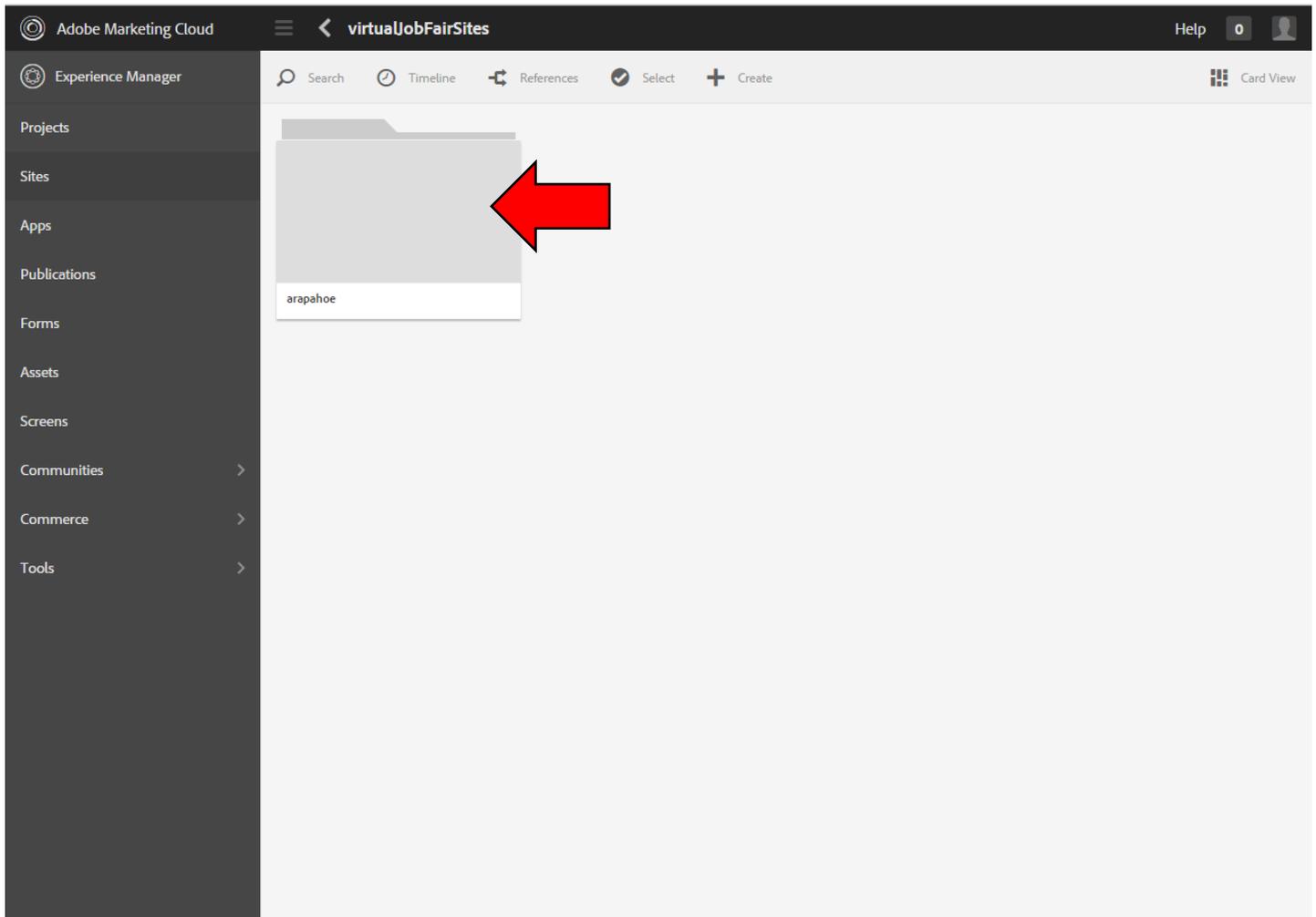


Three tiles:

1. Single Employer Blueprint
2. Multiple Employer Blueprint
3. virtualJobFairSites Folder

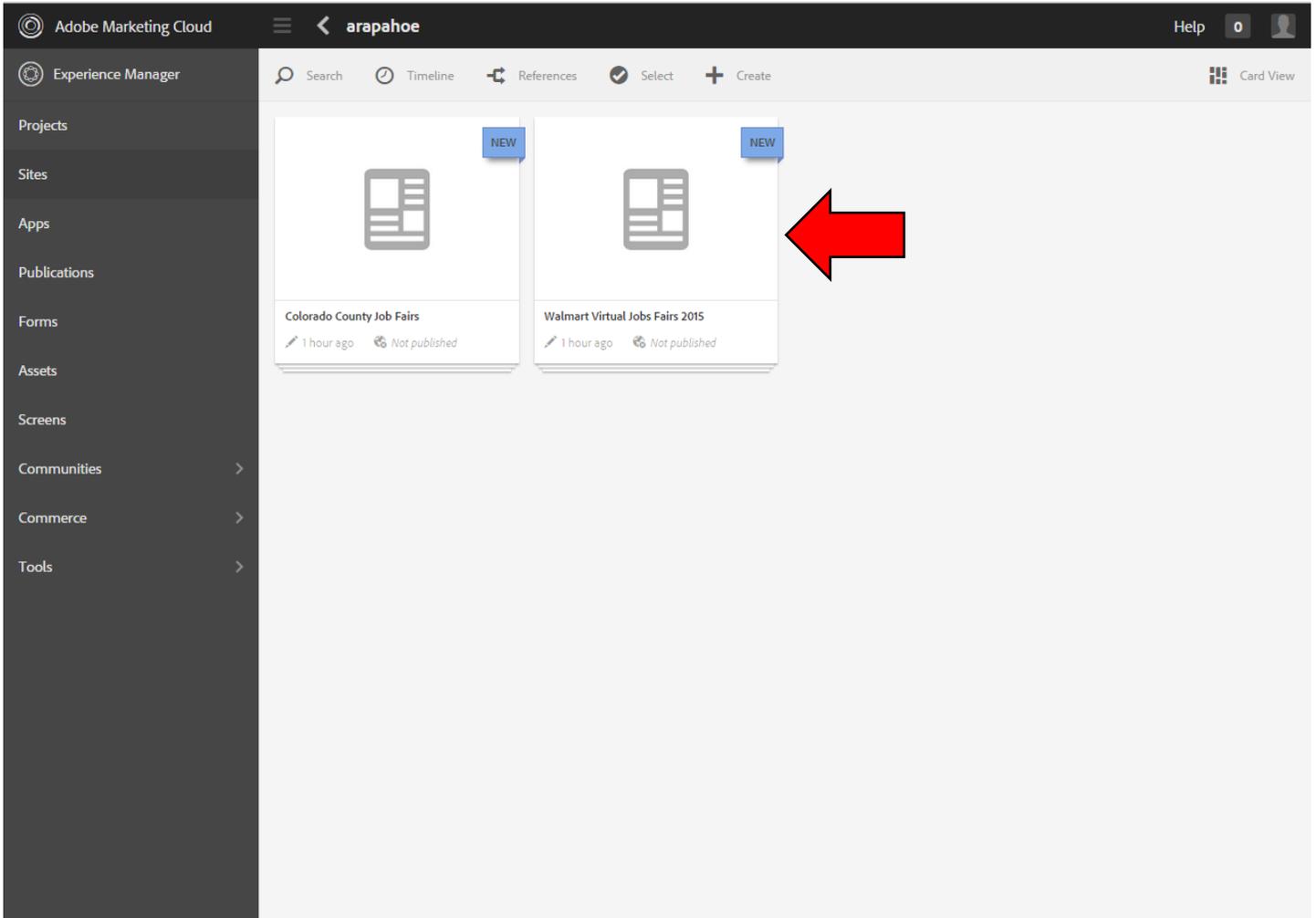
[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

Step: Navigate to the Folder – virtualJobFairSites

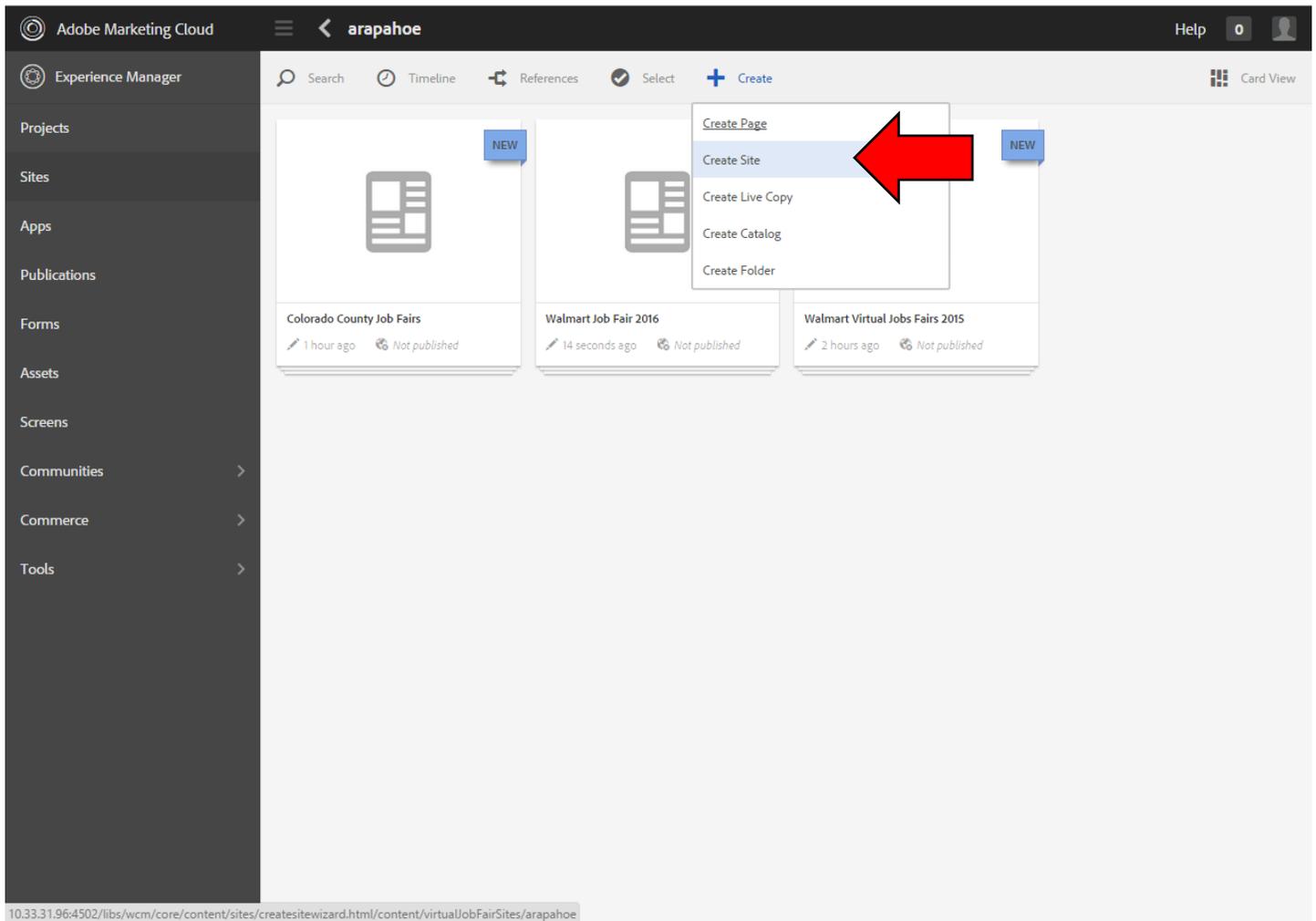


Navigate into your folder.

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]



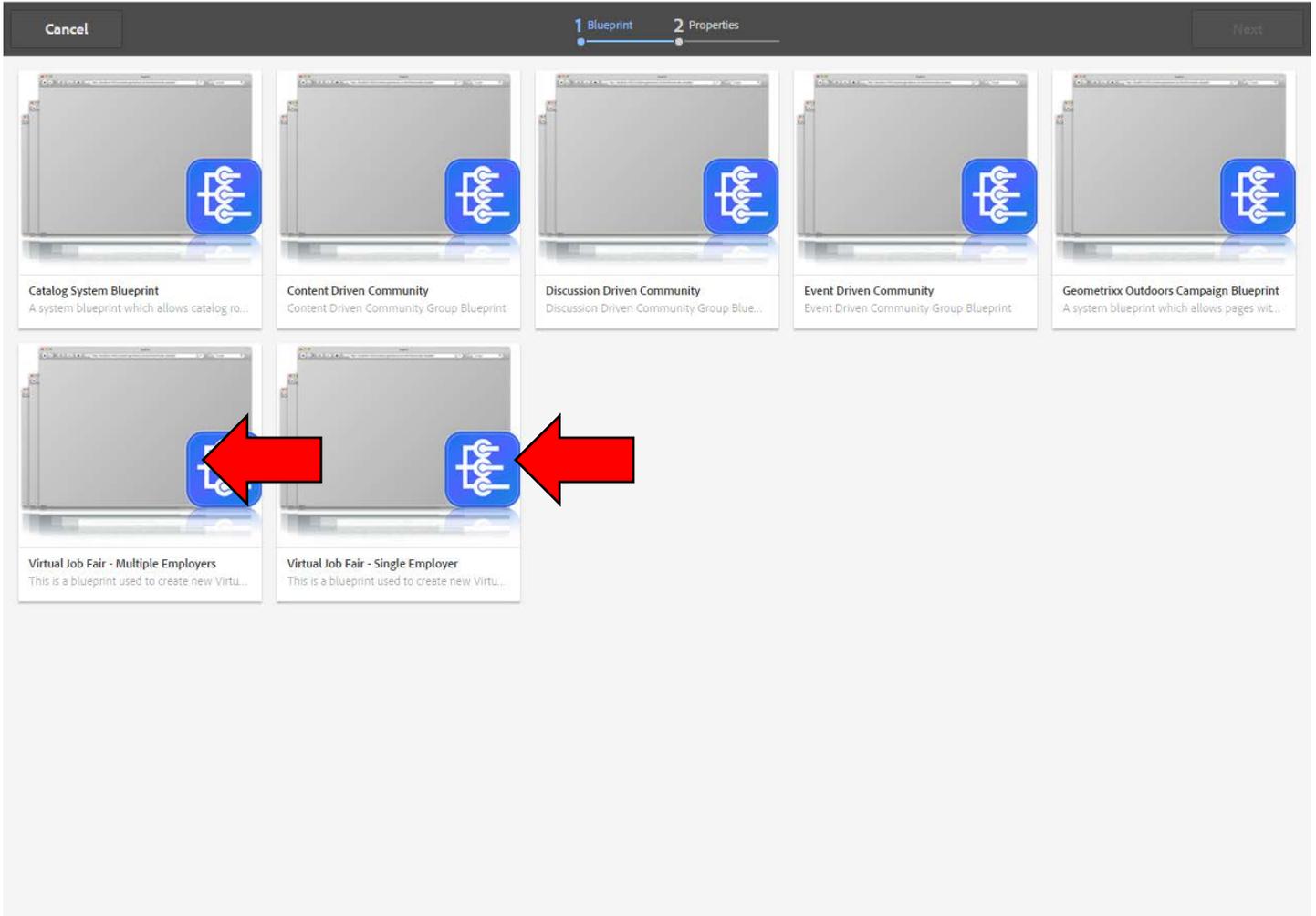
[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]



To create a new VJF Site-

1. Click Create
2. Then Click Create Site
3. Select either:
 - a. Virtual Job Fair – Multiple Employers
 - b. Virtual Job Fair – Single Employers

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]



[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

Cancel 1 Blueprint 2 Properties Next

Catalog System Blueprint
A system blueprint which allows catalog ro...

Content Driven Community
Content Driven Community Group Blueprint

Discussion Driven Community
Discussion Driven Community Group Blue...

Event Driven Community
Event Driven Community Group Blueprint

Geometrix Outdoors Campaign Blueprint
A system blueprint which allows pages wit...

Virtual Job Fair - Multiple Employers
This is a blueprint used to create new Virtu...

Virtual Job Fair - Single Employer
This is a blueprint used to create new Virtu...

Click Next

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

The screenshot shows a configuration interface for creating a new VJF site from a blueprint. The interface is divided into two main sections: 'Initial Languages' and 'Initial Chapters' on the left, and 'Destination Path', 'Title', 'Name', 'Site Owner', and 'Rollout Configs' on the right. A red arrow points to a folder icon in the 'Destination Path' field.

Initial Languages

Select

English

Select the languages of the blueprint that you want to copy to the new site

Initial Chapters

Select

Home (home) Employer Chat (employer-chat)

Job Openings (job-openings) Veterans Page (veterans-page)

Resources (resources)

Select the chapters of the blueprint that you want to copy to the new site

Destination Path *

Title *

Name

Site Owner

Live Copy

Rollout Configs

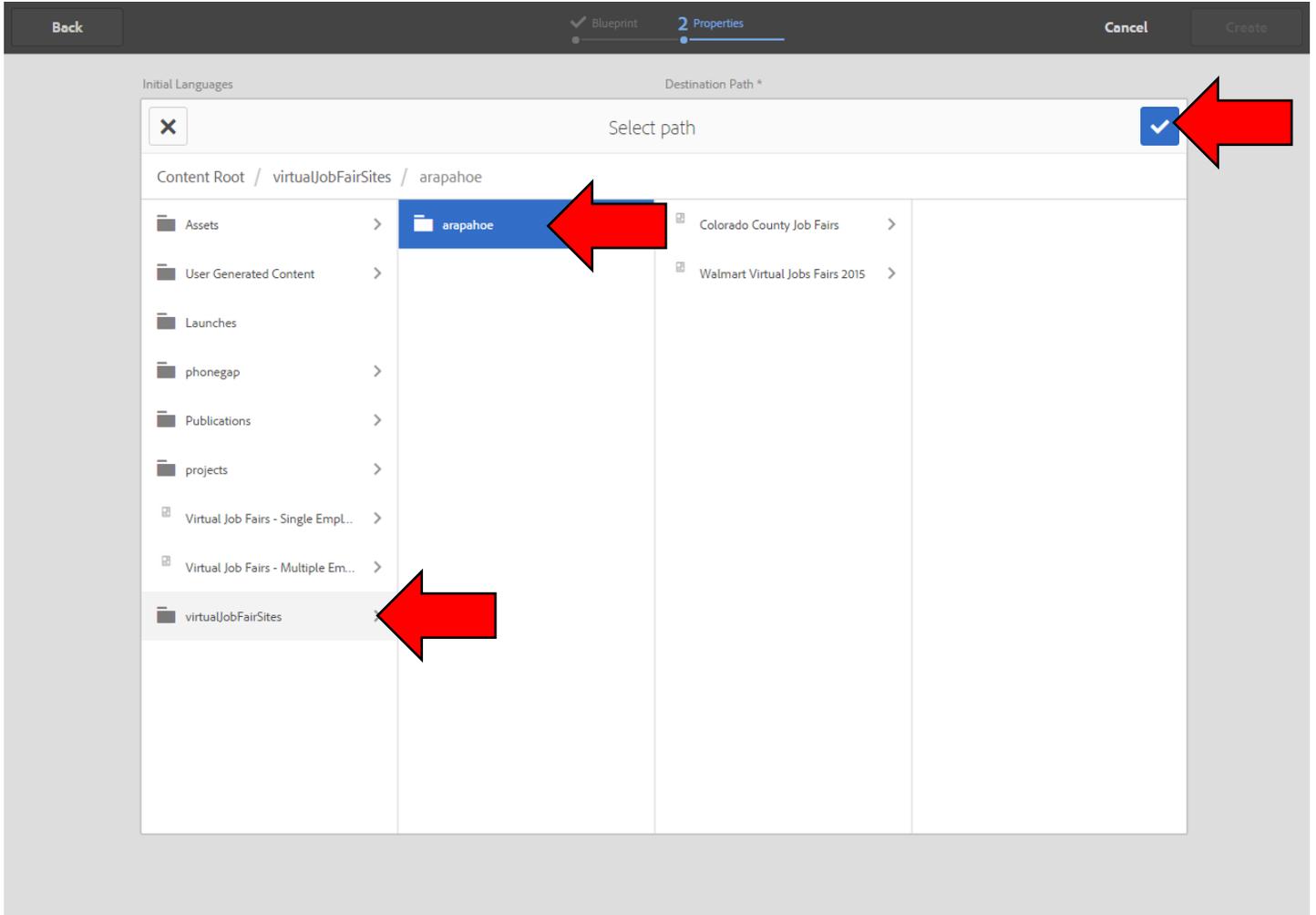
Select

Ignore the left side.

On the destination path* click the folder icon

1. Click virtualJobFairSites
2. Click on your folder

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]



Hit the blue checkmark.

STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT

The screenshot shows a 'Properties' configuration screen for creating a new VJF site from a blueprint. The interface includes a 'Back' button, a progress indicator for 'Blueprint' and 'Properties', and 'Cancel' and 'Create' buttons. The configuration options are as follows:

- Initial Languages:** A dropdown menu set to 'Select' with a button to open the selection. A tag for 'English' is visible.
- Initial Chapters:** A dropdown menu set to 'Select' with a button to open the selection. Tags for 'Home (home)', 'Employer Chat (employer-chat)', 'Job Openings (job-openings)', 'Veterans Page (veterans-page)', and 'Resources (resources)' are visible.
- Destination Path *:** A text input field containing '/content/virtualJobFairSites/rapahoe' and a button to open the selection.
- Title *:** An empty text input field, highlighted by a red arrow.
- Name:** An empty text input field, highlighted by a red arrow.
- Site Owner:** A dropdown menu set to 'Select'.
- Live Copy:** An unchecked checkbox.
- Rollout Configs:** A dropdown menu set to 'Select' with an information icon.

1. Enter your Title (seen via the Sites UI menu) ex: Walmart Job Fair 2016
2. Enter a name. This should be in lowercase with no spaces or special chars.

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

Back Blueprint **2** Properties Cancel **Create**

Initial Languages
Select ▼

English

Select the languages of the blueprint that you want to copy to the new site

Initial Chapters
Select ▼

Home (home) Employer Chat (employer-chat)

Job Openings (job-openings) Veterans Page (veterans-page)

Resources (resources)

Select the chapters of the blueprint that you want to copy to the new site

Destination Path *
/content/virtualJobFairSites/arapahoe 📄

Title *
Walmart Job Fair 2016

Name
walmart2016

Site Owner
 ▼

Live Copy

Rollout Configs i
Select ▼

Click Create.

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

The screenshot shows a web application interface for creating a new VJF site from a blueprint. The interface is divided into several sections:

- Initial Languages:** A dropdown menu set to "Select" with a button for "English".
- Destination Path *:** A text input field containing "/content/virtualJobFairSites/arapahoe".
- Title *:** A text input field containing "Walmart Job Fair 2016".
- Name:** A text input field containing "walmart2016".
- Site Owner:** A dropdown menu.
- Initial Chapters:** A dropdown menu set to "Select" with buttons for "Home (home)", "Employer Chat (employer-chat)", "Job Openings (job-openings)", "Veterans Page (veterans-page)", and "Resources (resources)".

A modal dialog box titled "Site created" is displayed in the foreground. It contains the text "You can either open the new site or return to Sites." and two buttons: "Done" and "Open Site". A red arrow points to the "Open Site" button.

Click Done.

[STEP 1: CREATING A NEW VJF SITE FROM A BLUEPRINT]

