



AC Job Board User Guide

Advanced Communities Ltd. registered in England and Wales (No. 6659236) VAT No. 115662818
We Work 30 Churchill Place, Canary Wharf, London E14 5RE United Kingdom
We Work SOMA, 156 2nd Street, San Francisco, CA 94105 USA
sales@advancedcommunities.com +44 20 3051 0075



Contents

Contents	2
Prerequisites	3
Installation and Configuration	4
Set Up Permissions	4
Object Permissions and Field-Level Security	4
Admin User Permissions	6
Apex Class Access	6
Sharing Settings	7
Guest User Permissions	8
Custom Metadata Types Access	8
Enable Google Maps API (for location search)	10
Internal Setup	11
Job Board Settings	11
Custom Metadata Type Records	12
Autocomplete Fields	12
Validation Rules	13
Create a Job	15
Community Setup	19
Set up AC Job Board List Page	19
AC Job Board Component	22
Set up AC Job Board Detail Page	24
AC Job Detail Component	24
AC Add Job Component	24
Use Case	26
Get in Touch	30



Prerequisites

AC Job Board component from Advanced Communities is a convenient and useful tool for recruiting departments and HR teams, etc.

It can be used by one customer aiming to share their job openings as well as serve as a platform to accommodate different job openings from different companies. The flow is easy and transparent, it gives a lot of flexibility for the users who want to create a personalized experience for job seekers. It's good not only for those who want to publish their job openings but also for those who are looking for new opportunities.

To start using the application, please make sure the following features are enabled and set up in your Salesforce organization:

1. Communities should be enabled on your org (Setup - Community Settings).
2. You should have My Domain set and deployed to users (Setup - My Domain).



Installation and Configuration

Install the AC Job Board app from the Appexchange:

<https://appexchange.salesforce.com/appxListingDetail?listingId=a0N4V00000Fgv13UAB>

Set Up Permissions

The AC Job Board component comes with custom objects and fields. In order for the component to function properly, you need to provide appropriate access to these objects and their fields.

We recommend using the permission sets provided in a package:

- **AC Job Board Provider** for admins.
- **AC Job Board Applicant** for community users.
- **AC Job Board Guest Applicant** for guest users.

You can also set up permissions manually, as shown below.

Object Permissions and Field-Level Security

Give users access to the custom objects. The table contains access provided in the permission sets.

Objects and Fields	Job Board Administrator (AC Job Board Provider)	Job Board User (AC Job Board Applicant)	Guest User (AC Job Board Guest Applicant)
Jobs	Read, Create, Edit, Delete	Read	Read
Address	Read, Edit	Read	Read
City	Read, Edit	Read	Read
Company Name	Read, Edit	Read	Read
Country	Read, Edit	Read	Read
Currency	Read, Edit	Read, Edit	Read, Edit

Description	Read, Edit	Read	Read
Experience	Read, Edit	Read	Read
External Application Link	Read, Edit	Read	Read
Industry	Read, Edit	Read	Read
Location	Read, Edit	Read	Read
Owner	Read, Edit	Read, Edit	Read, Edit
Publish End Date	Read, Edit	Read	Read
Publish Start Date	Read, Edit	Read	Read
Salary	Read, Edit	Read	Read
Summary	Read, Edit	Read	Read
Title of position	Read, Edit	Read, Edit	Read, Edit
Type	Read, Edit	Read	Read
Job Application	Read	Read, Create, Edit, Delete	Read, Create
Contact	Read	Read, Edit	Read, Edit
Cover Letter	Read	Read, Edit	Read, Edit
Currency	Read, Edit	Read, Edit	Read, Edit
Email	Read	Read, Edit	Read, Edit
First Name	Read	Read, Edit	Read, Edit
Job	Read	Read, Edit	Read, Edit
Job Application Name	Read, Edit	Read, Edit	Read, Edit
Last Name	Read	Read, Edit	Read, Edit
Mobile	Read	Read, Edit	Read, Edit
Owner	Read, Edit	Read, Edit	Read, Edit

Admin User Permissions

Tab settings:

Jobs - Default On

Job Application - Default On

Apex Class Access

The list contains access provided in the permission sets.

To set Apex class security manually, go to Setup - Permission sets and select a permission set.

In the Apex Class Access page or related list, click Edit.

Select the Apex classes that you want to enable from the Available Apex Classes list and click Add.

- Provide access for **admin users** to the following Apex Classes:

JobBoard.acFieldWrap
JobBoard.acFilter
JobBoard.acFilterController
JobBoard.acGeocoding
JobBoard.acJob
JobBoard.acJobApplication
JobBoard.acJobApplicationController
JobBoard.acJobController
JobBoard.acJobDetail
JobBoard.acJobDetailController
JobBoard.acJobTriggerHelper
JobBoard.acJobWrap
JobBoard.acLookupInputController
JobBoard.acQueryManager
JobBoard.acSecurity
JobBoard.ContentVersionTriggerHandler
JobBoard.EncryptionService
JobBoard.FieldSetUtils
JobBoard.JobBoardSettings

- Provide access for **external users** to the following Apex Classes:

JobBoard.acFieldWrap
JobBoard.acFilter
JobBoard.acFilterController
JobBoard.acGeocoding
JobBoard.acJob

JobBoard.acJobApplication
JobBoard.acJobApplicationController
JobBoard.acJobController
JobBoard.acJobDetail
JobBoard.acJobDetailController
JobBoard.acJobTriggerHelper
JobBoard.acJobWrap
JobBoard.acLookupInputController
JobBoard.acQueryManager
JobBoard.acSecurity
JobBoard.ContentVersionTriggerHandler
JobBoard.EncryptionService
JobBoard.FieldSetUtils
JobBoard.JobBoardSettings

- Provide access for **guest users** to the following Apex Classes:

JobBoard.acFieldWrap
JobBoard.acFilter
JobBoard.acFilterController
JobBoard.acGeocoding
JobBoard.acJob
JobBoard.acJobApplication
JobBoard.acJobApplicationController
JobBoard.acJobController
JobBoard.acJobDetail
JobBoard.acJobDetailController
JobBoard.acJobTriggerHelper
JobBoard.acJobWrap
JobBoard.acLookupInputController
JobBoard.acQueryManager
JobBoard.acSecurity
JobBoard.ContentVersionTriggerHandler
JobBoard.EncryptionService
JobBoard.FieldSetUtils
JobBoard.JobBoardSettings

Sharing Settings

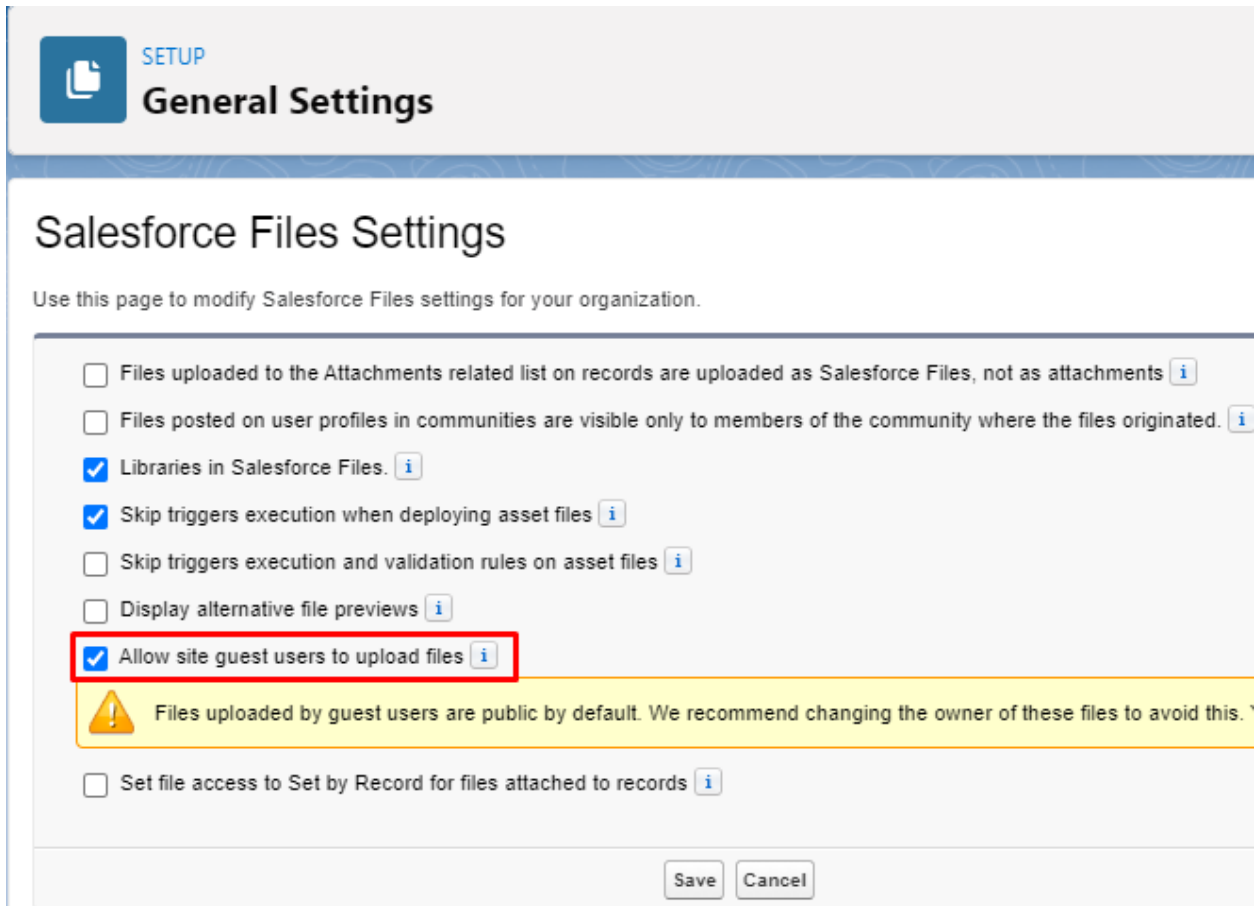
Org-Wide Default (Default External Access):

Job - Public Read Only
Job Application - Private

Guest User Permissions

By default, guest users can't upload files and don't have access to objects and their associated records. To enable guest users to upload files, enable the org preference "Allow site guest users to upload files":

- Go to Setup - General Settings - click Edit - enable the "Allow site guest users to upload files" checkbox.



SETUP
General Settings

Salesforce Files Settings

Use this page to modify Salesforce Files settings for your organization.

- ☐ Files uploaded to the Attachments related list on records are uploaded as Salesforce Files, not as attachments [i](#)
- ☐ Files posted on user profiles in communities are visible only to members of the community where the files originated. [i](#)
- ☒ Libraries in Salesforce Files. [i](#)
- ☒ Skip triggers execution when deploying asset files [i](#)
- ☐ Skip triggers execution and validation rules on asset files [i](#)
- ☐ Display alternative file previews [i](#)
- ☒ Allow site guest users to upload files [i](#)

 Files uploaded by guest users are public by default. We recommend changing the owner of these files to avoid this. [i](#)

- ☐ Set file access to Set by Record for files attached to records [i](#)

[Save](#) [Cancel](#)

Custom Metadata Types Access

The permission is part of the permission sets provided in the package.

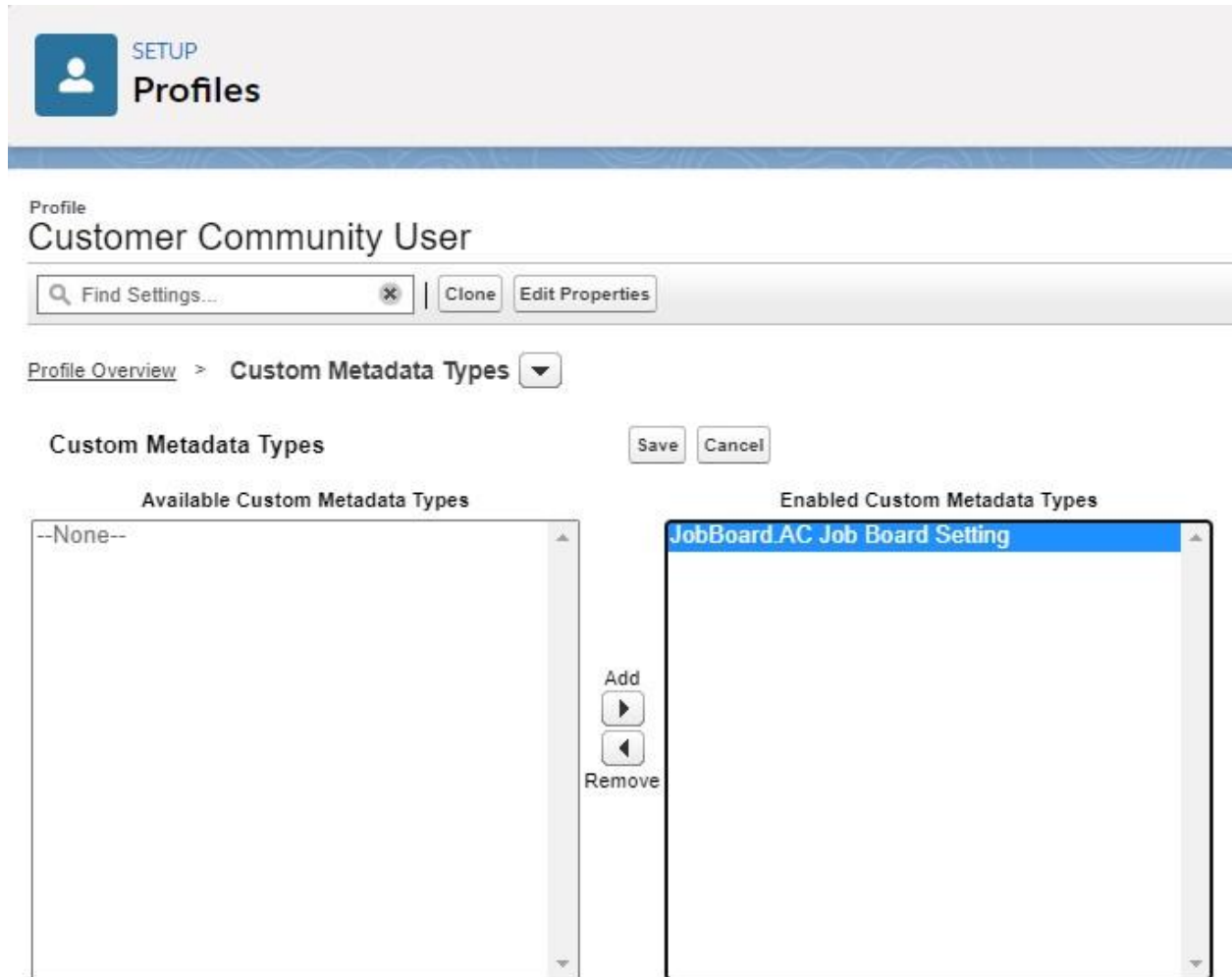
If you are not using our packaged permission sets, provide read access for **admin users**, **external users** and **guest users** to the following Custom Metadata Type manually:

JobBoard.AC Job Board Setting

Only users with Customize Application permission can provide access to custom metadata types.

To grant a profile or permission set read access to a custom metadata type:

1. Go to the profile or permission set that you want to grant access to.
2. Under Enabled Custom Metadata Type Access, click **Edit**.
3. Add the custom metadata type to the list of enabled custom metadata types.



The screenshot shows the 'SETUP Profiles' interface. The profile selected is 'Customer Community User'. Below the profile name is a search bar 'Find Settings...' and buttons for 'Clone' and 'Edit Properties'. The breadcrumb trail is 'Profile Overview > Custom Metadata Types'. The main section is titled 'Custom Metadata Types' and includes 'Save' and 'Cancel' buttons. It features two list boxes: 'Available Custom Metadata Types' (containing '--None--') and 'Enabled Custom Metadata Types' (containing 'JobBoard.AC Job Board Setting'). Between the list boxes are 'Add' and 'Remove' buttons with right and left arrow icons respectively.

If you need to create Custom Metadata Types, go to:

- Setup - Custom Metadata Types - click Manage Records next to AC Job Board Setting;
- Click New and fill all fields. To do this, use field sets of Job and Job Application objects;

- You also need a Google Geocoding API Key.

AC Job Board Setting

[« Back to List: Jobs](#)

AC Job Board Setting Detail Edit Delete Clone

Label	Job	Protected Component
AC Job Board Setting Name	Job	Namespace Prefix
Fieldset to filter Jobs	JobBoard__Fieldset_to_filter_Jobs	
Fieldset to show Job Details	JobBoard__Fieldset_to_show_Job_Details	
Fieldset to create new Jobs	JobBoard__Fieldset_to_create_new_Jobs	
Google Geocoding API Key	AlzaSyDdG4yccKBSNNCH0jmU7tQrXjLanRHjdSU	
Fieldset to create new Job Applications	JobBoard__Fieldset_to_create_new_Job_Applications	
Fieldset to query Jobs	JobBoard__Fieldset_to_query_Jobs	
Created By	Job Board, 11/01/2021, 15:02	Last Modified By Job Board, 12/01/2021, 13:11

Edit Delete Clone

Enable Google Maps API (for location search)

Setup – Remote Site Settings – Create New Remote

In the field “Remote Site URL” insert <https://maps.googleapis.com> and select “Active”.

Setup | Home | Object Manager

remote

Custom Code

Remote Access

Security

Remote Site Settings

Didn't find what you're looking for?
Try using Global Search.

Remote Site Settings

All Remote Sites

Below is the list of Web addresses that your organization can invoke from salesforce.com. To add another Web address, click

View: All Remote Sites | Create New View

Action	Remote Site Name	Namespace Prefix	Remote Site URL	Active	Created By
Edit Del	ApexDevNet	–	http://www.apexdevnet.com	✓	Board Job
Edit Del	Google Maps	–	https://maps.googleapis.com	✓	Board Job

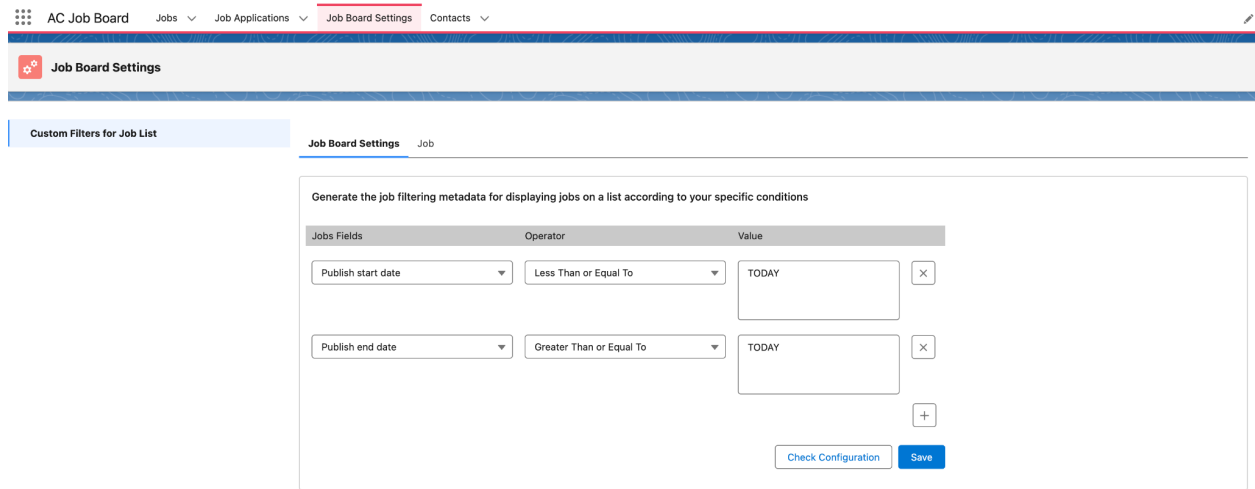
Internal Setup

Job Board Settings

The feature empowers admins to have greater control over the displayed jobs records on Experience Site. This is achieved through the creation of custom filters, which are managed in the Job Board Settings tab.

To access the custom filters, navigate to the Job Board Settings tab within the AC Job Board Lightning App. Here, you will encounter a dedicated component designed for creating and managing custom filters.

Each set of filters can be associated with its own setting record for seamless organization.



Settings fields:

Jobs Fields – Displays available fields from the Jobs object. Picklist field.

Operator – The field for the ability to select a value operator. Picklist field.

Value – The field for filling in the value manually. Text field.

Filters provided by default:

Publish Start Date – Less Than or Equal To – TODAY

Publish End Date – Greater Than or Equal To – TODAY

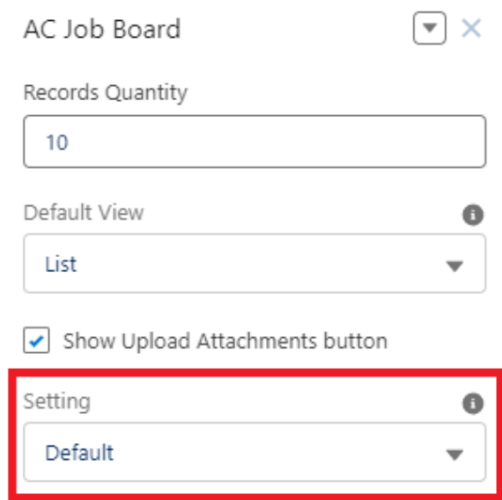
The "Check Configuration" button allows you to verify whether the chosen values have been configured correctly.

Each tab corresponds to distinct custom metadata types created in Setup under Custom Metadata Types.

Custom Metadata Type Records

Within the Custom Metadata Type records, admins are allowed to create as many setting records as they need and use different settings for different instances of the AC Job Board related components across the Experience Sites and pages.

Following the creation of a custom metadata type, you can proceed to set up custom filters within the [Job Board settings](#). Subsequently, you have the flexibility to select the desired custom metadata type within community components, allowing you to precisely control which records are displayed on your site.



AC Job Board ▼ ×

Records Quantity

10

Default View i

List ▼

☒ Show Upload Attachments button

Setting i

Default ▼

For example, if you use two sites with two instances of the Job Board component, you can create custom metadata type records, create custom filters in Job Board Settings and use different field sets by selecting different records for the components via Experience Builder - AC Job Board/Detail components - Settings.

Note Ensure to provide the Google Geocoding API key in settings for location-based sorting to function properly, as we do not provide the custom metadata with the geocoding keys in our package by default.

If you have multiple settings with different API keys, the system will use the first API key found.

Autocomplete Fields

To autocomplete the fields while filling in the application form you need to activate the workflow. Data will be taken from the Contact record so users don't need to enter it manually. To do this:

- Go to Setup - Workflow Rules - activate the Compose Name and Populate Contact Info rules:

All Workflow Rules

Configure your organization's workflow by creating workflow rules. Each workflow rule consists of:

- Criteria that cause the workflow rule to run.
- Immediate actions that execute when a record matches the criteria. For example, Salesforce can automatically send an email that notifies the account team when a new high-value opportunity is created.
- Time-dependent actions that queue when a record matches the criteria, and execute according to time triggers. For example, Salesforce can automatically send an email reminder to the account team if a high-value opportunity is still open ten days before the close date.

Quick Tips

- [Useful Sample Workflow Rules](#)
- [Video Tutorial \(English Only\)](#)
- [Troubleshooting Workflow](#)

View: [All Workflow Rules](#) [Create New View](#)

A | Б | В | Г | Д | Е | Ж | З | И | Й | К | Л | М | Н | О | П | Р | С | Т | У | Ф | Х | Ц | Ч | Ш | Щ | Ю | Я | Other | **All**

New Rule				
Action	Rule Name ↑	Description	Object	Active
Edit Deactivate New	Compose Name	Composes the Name of new Job Application.	Job Application	✓
Edit Deactivate New	Populate Contact Info	Populates some fields with the information from a Contact record.	Job Application	✓

Validation Rules

You can create custom validation rules if you want to make some fields required and don't save the form without these fields filled in. To do this:

- Go to Setup - Object Manager - select the object you need (Job or Job Application);
- Go to the Validation Rules tab - click New - fill in the required data.

Note! When creating a condition (formula) for a validation rule, you need to add the following value: **&& NOT (ISNEW ())**. This translates as "validate when the record is updated". If you don't do this an error message "Validation rules were not followed when creating the record" will appear immediately when you open the creation form.

Validation Rule Edit

Save
Save & New
Cancel

Rule Name

Active ☐

Description

Error Condition Formula

Example: [More Examples...](#)
 Display an error if Discount is more than 30%
 If this formula expression is true, display the text defined in the Error Message area

Insert Field
Insert Operator ▼

`ISBLANK( JobBoard_External_Application_Link__c ) && NOT( ISNEW() )`

Functions

-- All Function Categories - ▼

ABS
ADDMONTHS
AND
BEGINS
BLANKVALUE
BR

Insert Selected Function

ABS(number)

Returns the absolute value of a number, a number without its sign

[Help on this function](#)

Check Syntax

Error Message

Example:

This message will appear when Error Condition formula is true

Error Message

Application Link should not be empty

This error message can either appear at the top of the page or below a specific field on the page

Error Location ☐ Top of Page ☒ Field

External Application Link ▼

14

Advanced Communities Ltd. registered in England and Wales (No. 6659236) VAT No. 115662818
 We Work 30 Churchill Place, Canary Wharf, London E14 5RE United Kingdom
 We Work SOMA, 156 2nd Street, San Francisco, CA 94105 USA
 sales@advancedcommunities.com +44 20 3051 0075

Create a Job

By default, only admins can create Jobs on your org internally.

- To create a new Job on the org, navigate to App Launcher – AC Job Board App – Jobs tab.



- Click New.
- Fill in the following form and click Save.

New Job

* = Required Information

Information

* Title of position

Owner

 Svitlana Krysenko

Summary ⓘ

* Type

* Experience

Salary ⓘ

Description

Salesforce Sans
12

B I U
List Bulleted List Numbered List

Link Image

Country

Cancel

Save & New

Save

See the example below.

New Job

Information

* Title of position ↻ Software Test Engineer	Publish start date ↻ 20/01/2021 📅
Summary ⓘ ↻ Who We Are Geomotiv is an international software development company with a reputation in the US and European media industry. Since 2012 we have	Publish end date ↻ 08/02/2021 📅
* Type ↻ Contract ▼	Owner 👤 Job Board
* Experience ↻ 3 to 5 years ▼	
Salary ⓘ ↻ €40,000	
Description ↻ Salesforce Sans ▼ 14 ▼ 🔴 B I U ↺ ☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷ 🔗 🖼️ 🔗	

Qualifications:
– API Testing using Java-Based Framework(Rest assured).

Country ↵
Belarus

City ↵
Minsk

Address ↵
Nemiga metro station

Location ↵
Latitude
53.905959
Longitude
27.5540649

External Application Link

Company Name ↵
Geomotiv

Industry ↵
Information Technology ▼

Cancel Save & New Save

Note Sorting by Location on the community will be available if you filled in either the Location or Address field so make sure you've entered the address in the correct format. Location field should be filled in automatically when you put information into the Country, City and Address field if you've [enabled Google Map API](#).

To add the image to your vacancy:

- Go to the Related tab - Upload a file from your computer or add an image from the library.


Job
Software Test Engineer

Related Details


Files (0)
Add Files


Upload Files

Or drop files


Job Applications (0)
New

If you want to create new fields to add them to filters notice that its API name should only include spaces and underscore to separate words:

Values			New	Reorder	Replace	Printable View	Chart Colors
Action	Values	API Name					
Edit Del Deactivate	Contract	Contract					
Edit Del Deactivate	Full-time	Full-time					
Edit Del Deactivate	Temporary	Temporary					
Edit Del Deactivate	Flexible – office-based, blended or home working will all be considered	Flexible_office_based_blended_or_home_working_will_all_be_considered					
Inactive Values							



Community Setup

AC Job Board package comes with the following lightning components:

- **AC Add Job** - button that serves to post a new job;
- **AC Job Board** - displays the full list of all the vacancies;
- **AC Job Detail** - displays detailed information about the vacancy.

Set up AC Job Board List Page

In the Community Builder, create a new Standard or Object page and add it to the navigation menu.

To create a Standard page, go to:

- Pages menu - New page - Standard page - enter the Name, URL - Create.
- Publish your changes.

A screenshot of the "New Page" form in the Community Builder. The form has a title "New Page" and a subtitle "Give your page a name and a URL." Below the subtitle are three input fields: "Name" with a red asterisk, "URL" with a red asterisk, and "API Name" with a blue information icon. The "Name" field contains the text "Jobs". The "URL" field contains the text "/" followed by "jobs". The "API Name" field is empty. At the bottom of the form are two buttons: "Back" with a left arrow and "Create" with a right arrow. A red arrow points to the "Create" button.

To create an Object page, go to:

- Pages menu – New page – Object page.
- Choose the Job object – Create – Publish your changes.

New Object Pages

Select an object to create the detail, list, and related list pages associated with it.

All

Individual

Invoice

Invoice Line

Job

Job Application

Lead

Lead Clean Info

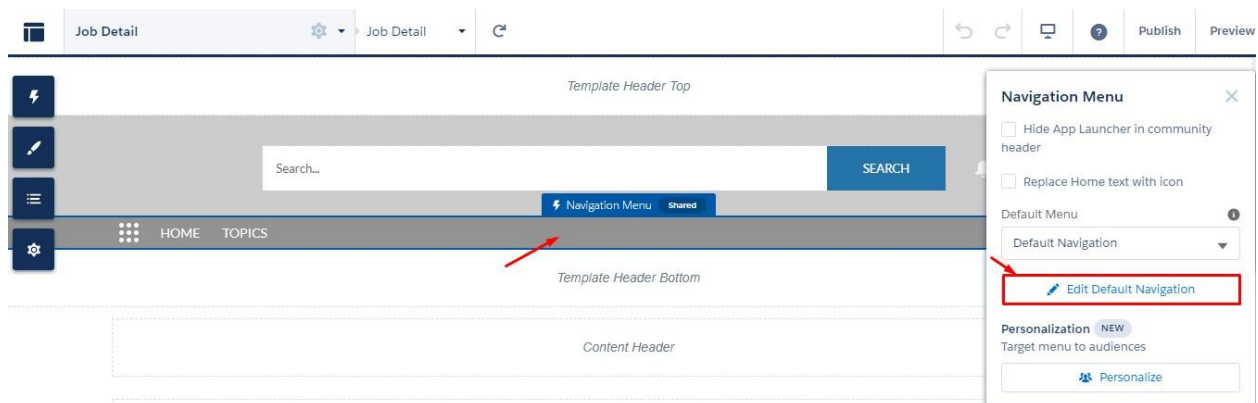
Location

← Back

Create

To make the page available for community users, add it to the Navigation menu. Take the following steps to do this:

- Navigation Menu – Navigation Menu window.



- Click “+ Add Menu Item” – Enter the Name; Type: Community Page; Page: Job List.
- Copy an appropriate list view ID on the AC Jobs tab address bar.

- Past it into the Job Navigation page URL field using the following format:

/job/JobBoard__Job__c/Recent

Edit Default Navigation

* Menu Name

Default Navigation

Menu Structure

+ Add Menu Item

Home

Topics

Jobs

Menu Item

* Name

Jobs

* Type

Community Page

* Page

Job List

* URL

/job/JobBoard__Job__c/Recent

Please replace the parameters in the url of the page you selected. Parameters start with ":" and point to specific data. For example, :recordId.

☒ Publicly available

Cancel

Save Menu

Add the following components to the page:

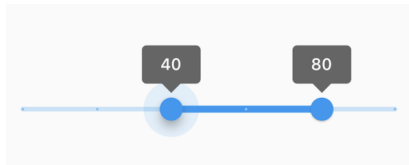
AC Job Board Component

The component includes:

- Filters. You can filter vacancies by Industry, Experience and Type;

! Admins can expand the filters by adding custom fields to the fieldset. It's also possible to change labels in existing values. Supported field values include checkbox, picklist, number, lookup fields.

Number field is displayed as a slider that displays the minimum and maximum values available.



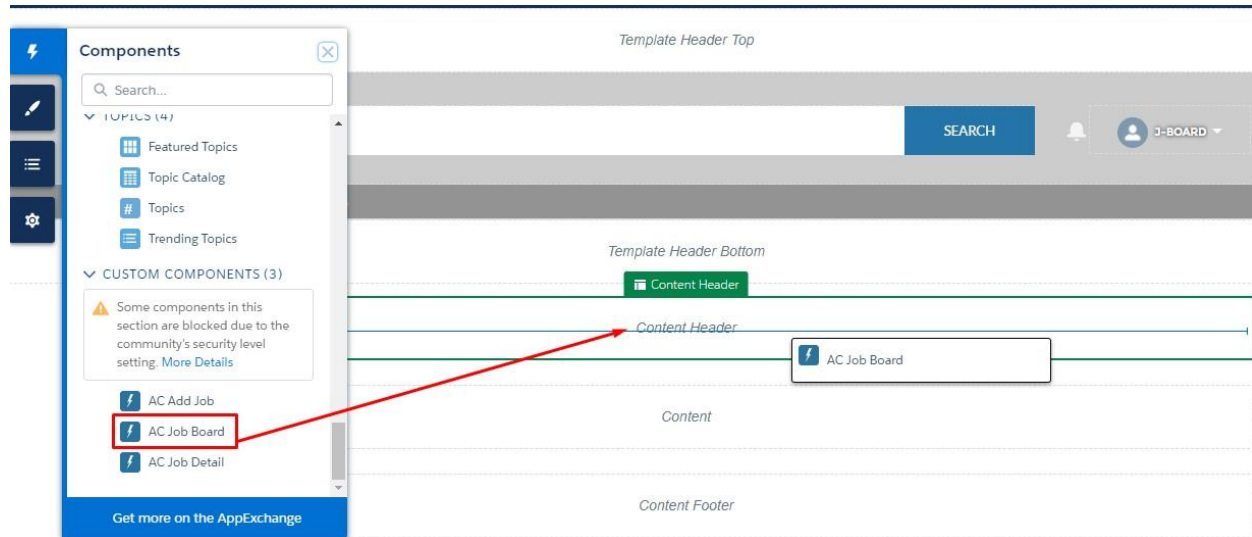
- Search. Search is done by title and location;

! Search by location would work correctly only if you type the city name (not country, street, etc)

- Sorting. By default, jobs are sorted by date. Sorting by Location is possible when access to geolocation is given;
- Tile/List view. Displays by default the list view of all the added jobs. By clicking on the Tile/List image, you are able to toggle between tile and list view.

Add a component to the page:

- On the “Jobs” page, click on the components tab to find the **AC Job Board** component in the drop-down list, and drag it to the page canvas.



- Open the Properties box by clicking on the component.

AC Job Board

▼
✕

Records Quantity

10

Default View

List
▼

☒ Show Upload Attachments button

Setting

Job Board Settings
▼

- Record Quantity - set the number of records to be displayed on the page
- Default View - select the default view. Currently unavailable.
- Show Upload Attachments button - allow or not allow users to attach files to the vacancies. Maxim number of records - 2000.
- Setting - allows to select a record of the AC Job Board Setting custom metadata to use. Field sets to create and display job records will be used from the selected record.

Configure:

Set up AC Job Board Detail Page

This component includes detailed information about the vacancy, the “Apply for Position” button and the “Back to Search” button.

If you use a Standard page for the AC Job Board List create an Object page for AC Job Board Detail.

If you already created an Object page for the AC Job Board List then add the following components to the Detail page.

AC Job Detail Component

Add a component to the page:

On the “**Job Detail**” page, click on the components tab to find the **AC Job Detail** component in the drop-down list, and drag it to the page canvas. Publish your changes.

Open the Properties box by clicking on the component.

AC Job Detail



Record Id

{!recordId}

☒ Show Upload Attachments button

Setting

Job Board Settings



Configure:

- Show Upload Attachments Button - allow or not allow users to attach files to the vacancies.

Note Supported formats for attachments: .pdf, .jpg, .png, .doc, .docx, .odt, .pages

- Setting - allows to select a record of the AC Job Board Setting custom metadata to use. Field sets to create and display job records will be used from the selected record.

AC Add Job Component

Add a component to the page:

On the “**Job Detail**” page, click on the components tab to find the **AC Add Job** component in the drop-down list, and drag it to the page canvas. Publish your changes.

You can add the **AC Add Job** Component to any page if you need it.

Open the Properties box by clicking on the component.

Configure:

AC Add Job



☒ Show Upload Attachments button

Setting



Job Board Settings



- Show Upload Attachments Button - allow or not allow users to attach files to the vacancies (.pdf, .jpg, .png, .doc, .docx, .odt, .pages)
- Setting - allows to select a record of the AC Job Board Setting custom metadata to use. Field sets to create and display job records will be used from the selected record.



Use Case

Once you have completed the community setup:

- Admins can create jobs on the community. Fill in the following form:

Add Job

*** Title of position**

Summary

*** Industry**

*** Type**

*** Experience**

Company Name

Salary (per year): from

Description

Add Job

Add Job

processes.

Your future tasks:

- Holding daily/weekly meetings with the team, monitoring the performance of tasks by performers in accordance with timing;

* **Country**

* **City**

* **Address**

* **Publish start date** 

* **Publish end date** 

External Application Link

Add Company Logo 

Add Job

Note

- You can't add the Location when creating a vacancy on the community. Only the Address field is available here. Please, make sure that the address format is correct.
- Text formatting is not available on the community. You can copy and paste already formatted text from any text editor.
- Users will be able to see the vacancies and apply for them.

When the user click Apply for Position button the following application form should be opened:



Application Form



* First Name

* Last Name

* Email

Mobile

Covering Letter

Add your CV 

 Upload Files

Or drop files

Apply for Position

Fill in appropriate fields, add your CV and click Apply for Position. Supported file formats: .pdf, .jpg, .png, .doc, .docx, .odt, .pages.

After the user applies, the application form will be displayed on the Related tab inside Salesforce. You can also view all applications in the Job Application tab.



Get in Touch

AC Job Board is created and maintained by **AdvancedCommunities.com** - Experience Cloud experts.

We specialize in Experience Cloud customization, development and consulting.
Feel free to contact us regarding anything related to Experience Cloud.

advancedcommunities.com

sales@advancedcommunities.com