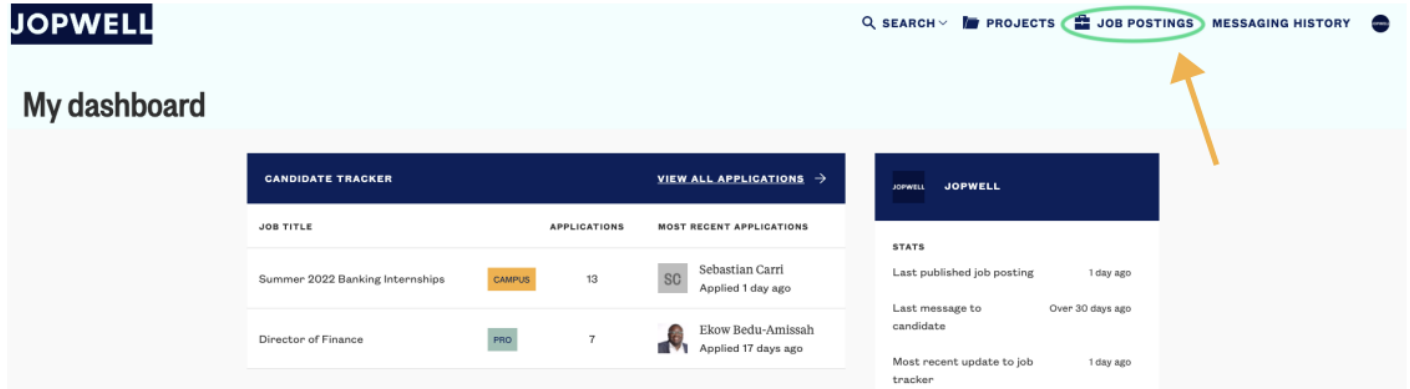


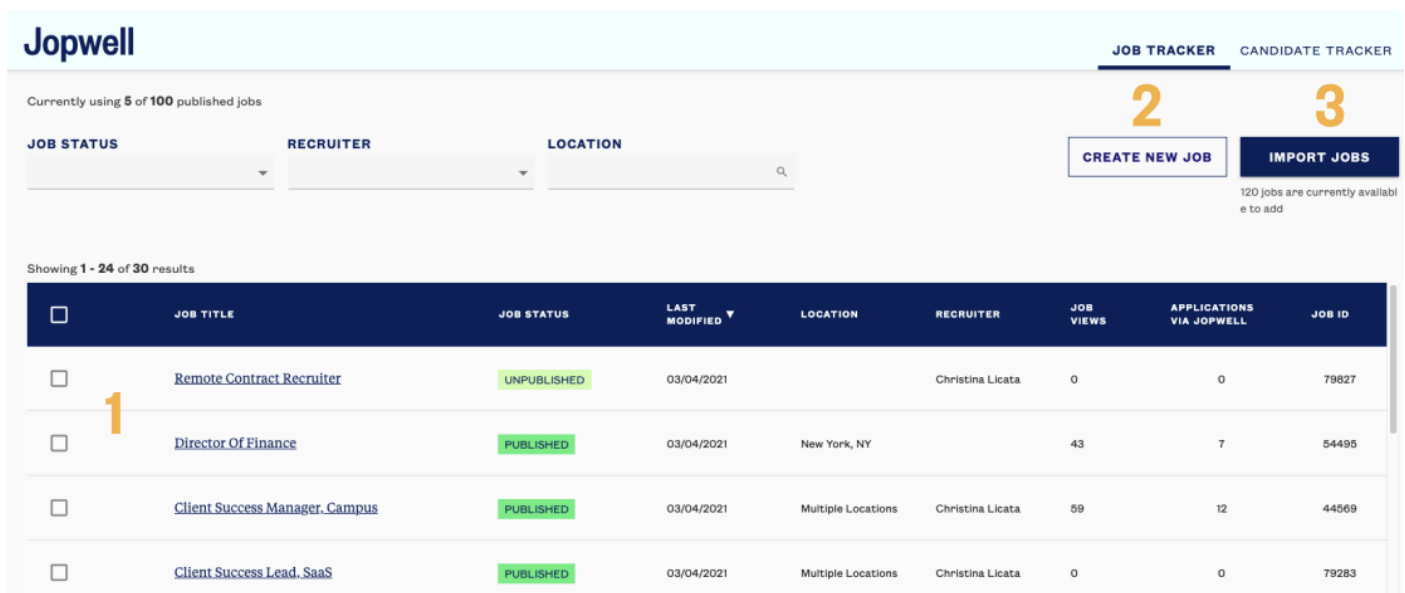
Accessing Job Tracker

Log in to Jopwell.com and select **Job Postings** in the top navigation bar.



You will be routed to the Job Tracker tab, and should see a list of all Published and Unpublished job postings. From this screen, you can:

1. Click into existing job postings to edit, publish, or unpublish roles.
2. Create a new job
3. Import job postings directly from your career site*
4. Filter and search through existing roles by publication status, recruiter, or city



*Only companies with an active Job Feed or ATS Integration will be able to import jobs from their career site.

Revision #10

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