PineSoft Professional Training Database

Enterprise Web Module : Company Guide

Logging On to the Application

The University Placement Manager will provide you with the web address to load the Web Module logon screen shown below:

Enter your initial logon details:

Username : }   Please contact Placement Manager for initial logon details
Password :   }

NOTE

1. For security purposes please change your password the first time you load the Web Module.

2. If you forget your password please contact your Placement Manager who can reset it.

3. Your Placement Manager will enable Full, Read-Only or remove access to Web Modules and control the information that you may view / update.

4. To save any edited information you must click on the relevant Update Button

Main Menu Options

When you log in you will see the Main Menu Screen shown below:

A brief description of the available options is shown below:

Company Information

Job Information

- Click More Details to display :

If enabled by the University Placement Manager you may check and update the above details

Add New Job

Click on Update Information to save your changes.

My Account

- Once you have have logged on, you may change your password to something more private and memorable.

- Contact University Admin staff by email