

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:

FinDonIT PineSoft™ PTD Company Access Module

Please Log-in to access the PineSoft Company Module

Department:

Username:

Password:

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:

The screenshot shows the main menu of the PineSoft PTD Company Access Module. At the top left, it says "Department of Something" and "University of Somewhere". The user is logged in as "ANGUSDISTRICTCOUNC" and can click "Logout". The main menu has three tabs: "Home", "Company Information", and "My Account". Under "Company Information", there are four options: "Company Information (ANGUSDISTRICTCOUNC)" with a sub-link "Edit Company Information", "Job Information" with "Edit Job Details", "Add New Job" with "Add New Job Information", and "My Account" with "Change my password, contact University admin staff". A URL "http://www.findonit.org/pinesoft/comp/jobs.php" is visible at the bottom left.

A brief description of the available options is shown below:

Company Information

The screenshot shows the "Company Information" page. It features a "Company Details" section with two columns of information. The left column contains contact details for Mr Douglas McDonald, Personnel Manager, with phone, fax, and email addresses. The right column contains company details for Angus District Council, including address and website. An "Update Information" button is located at the bottom.

Contact Name :	Mr Douglas McDonald	Company Name :	Angus District Council
Contact Title :	Douglas	Address :	District Buildings
Contact Job Title :	Personnel Manager		Forfar
Tel :	0132 6786578		Angus
Fax :	0132 6786579		DD4 3SA
Mobile :		Company Website :	www.pinesoft.net
Email :	d.mcdonald@angusdc.co.uk		

[Update Information](#)

Job Information



PineSoft™ PTD Company Access Module

You are logged in as ANGUSDISTRICTCOUNC [Logout](#)

JobRef	Job Title	Job Summary	Start Date	Online	Approved	
ADC/12/2	IT Development Officer	I.T. Department. Work in network environment	05/11/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	More Details
ADC/12/1	Student Placement	Use this 255 character Summary region to enter a brief description of the job spec for future reference. This Summary is printed in most Placement reports.	26/11/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	More Details

- Click More Details to display :

Department of Something



University of Somewhere




PineSoft™ PTD Company Access Module

You are logged in as ANGUSDISTRICTCOUNC [Logout](#)

Home	Company Information	My Account
Job Details		
Job Reference : ADC/12/2		Student Job Look Ups :
Job Reference :	ADC/12/2	Job Sector : Local Government
Job Title :	IT Development Officer	Job Type : Information Technology Support
Start Date :	05/11/2012 (dd/mm/yyyy)	<input checked="" type="checkbox"/> JobFlag1 <input type="checkbox"/> JobFlag2
Finish Date :	14/11/2013 (dd/mm/yyyy)	<input type="checkbox"/> JobFlag3 <input checked="" type="checkbox"/> JobFlag4
Salary (£) :	15000 <input type="checkbox"/> Unpaid Position	<input type="checkbox"/> JobFlag5 <input type="checkbox"/> JobFlag6
No. Vacancies :	3	How To Apply
Pro Rata :	1.0 (5 days per week / full time)	<input checked="" type="checkbox"/> CV <input type="checkbox"/> App. Form
		<input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Online
		Closing Date : 21/09/2012 (dd/mm/yyyy)
Summary :	I.T. Department. Work in network environment (max 255 char)	
Job Details :	12 month placement opportunity in I.T. Department. Work in network environment, possible database and/or internet development. They use ORACLE and MS ACCESS databases. NOTE : This Memo field region can contain full details about vacancies and it is easy to copy/paste from other documents, websites etc.	
Personal Notes :		
Links to Supporting Information		
test		
Employment Application Form : http://www.findonitenterprise.com/phpPTD/documents/application.pdf		
Sample Job Description Form : http://www.findonitenterprise.com/phpPTD/documents/description.pdf		
To add new links or supporting documentation to this job please Contact the Placement Administrator here.		
Update Information		

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

Add New Job

Department of Something  University of Somewhere

FinDonIT PineSoft™ PTD Company Access Module You are logged in as ANGUSDISTRICTCOUNC [Logout](#)

Home Company Information My Account

Add A New Job

Job Reference : ANGUS/1344801177

Job Reference : ANGUS/1344801177 Job Sector : Engineering

Job Title : Student Placement Job Type : Accountant

Start Date : (dd/mm/yyyy) JobFlag1 JobFlag2

Finish Date : (dd/mm/yyyy) JobFlag3 JobFlag4

Salary (£) : Unpaid Position JobFlag5 JobFlag6

No. Vacancies : 1

Pro Rata : 1.0 (5 days per week / full time)

How To Apply

CV App. Form

Letter Online

Closing Date : (dd/mm/yyyy)

Summary : (max 255 char)

Job Details :

Personal Notes :

Links to Supporting Information

To add new links or supporting documentation to this job please [Contact the Placement Administrator here.](#)

[Add New Job Information](#)

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