

John Deere Job Portal

MADE FOR JOHN DEERE DEALERS

Managing Content in the Control Panel

The control panel is the administrative area where you manage your content. In this case we're managing job postings and locations.

Jobs and locations are closely tied together. Many jobs can have many locations. This reduces data load and makes it easier for users to distinguish several jobs at multiple locations and easier for you to maintain your content.

In this guide we'll show you how to publish your first job.

Basic steps to publish a job

1. Create a job with relevant information
2. Create one or more locations
3. Assign at least one location to each job
4. Publish your job

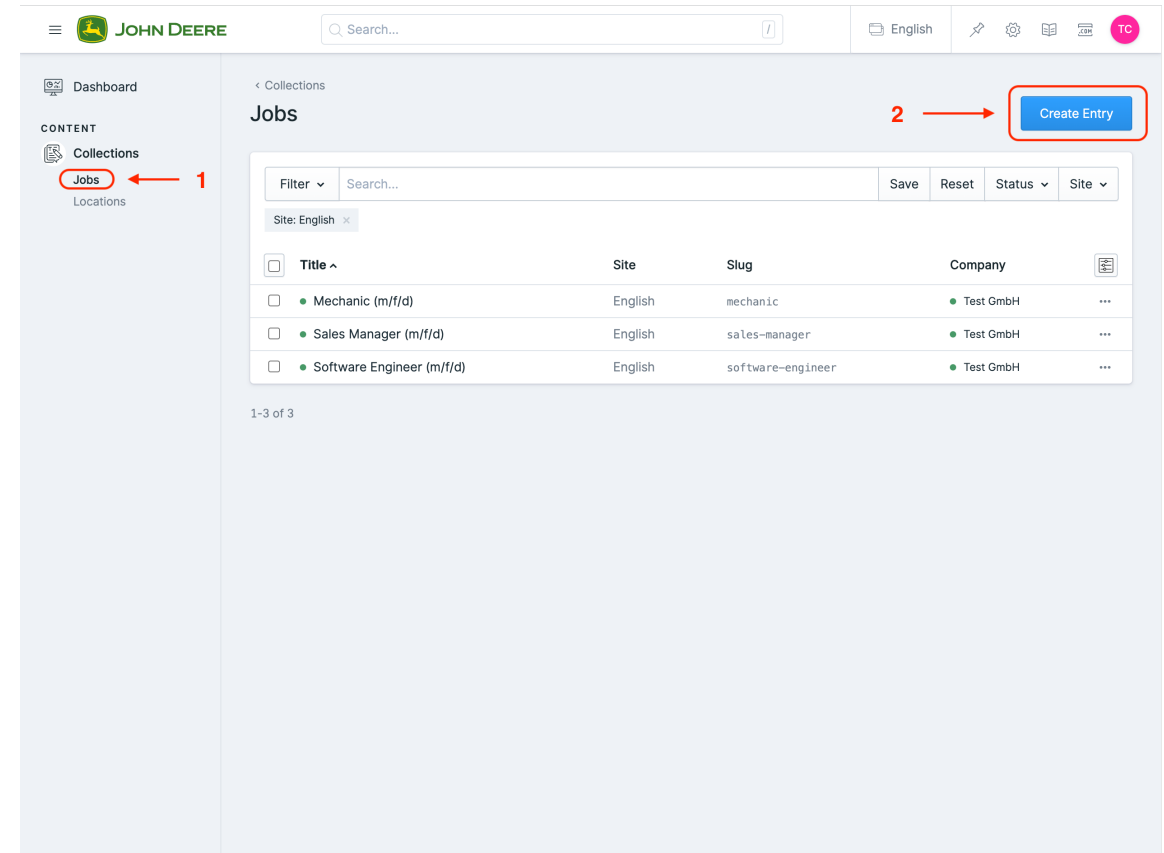
Creating a Job

Jobs and locations are structured in „Collections“. To create a job we need two things:

1. A Job and its contents
2. At least one location

Jobs can have multiple locations and are able to share those among them.

To create a job, go to **Collections > Jobs** and click **Create Entry**.

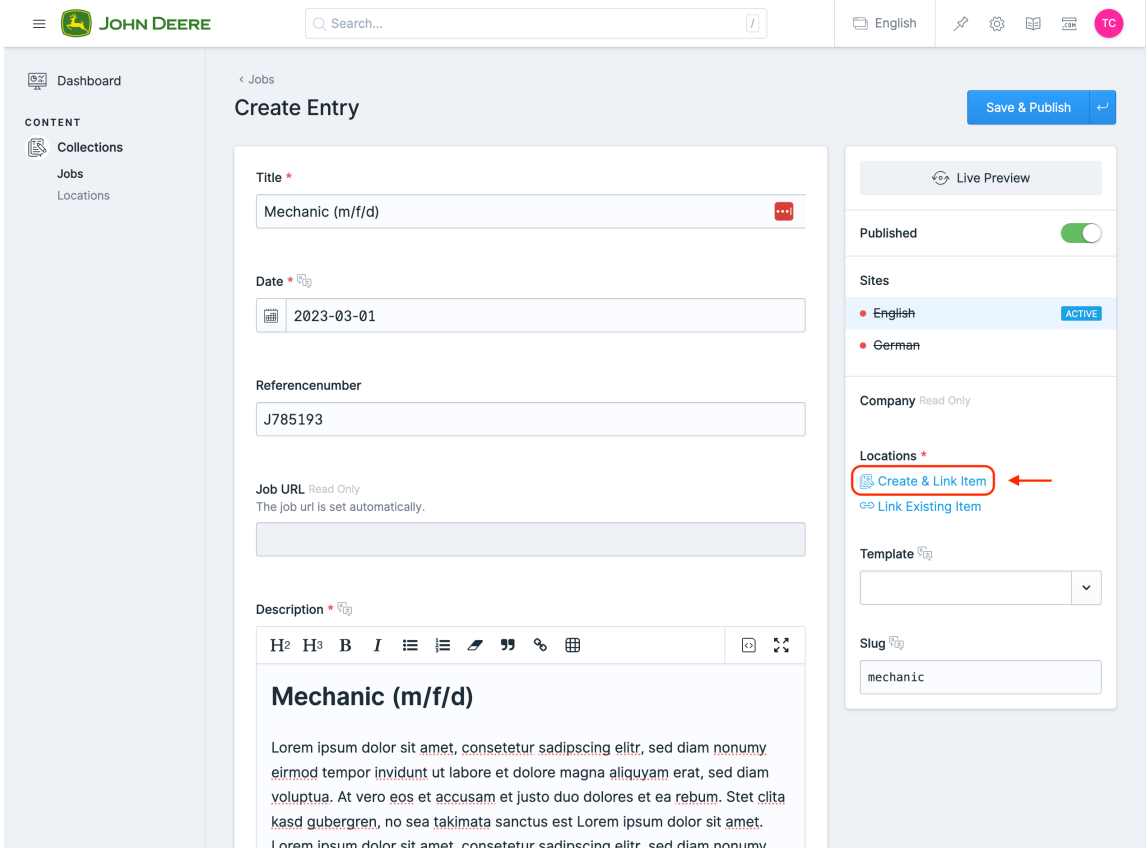


Creating a Job

This brings you to a new view where you can enter all the data relevant to your job posting. A few fields are required to ensure your job can be easily picked up by job platforms like Indeed (if requested) or search engines. Those fields include:

1. Title
2. Description
3. Location

Fill in the data and let's create a location next by clicking **Create & Link Item**



The screenshot shows the 'Create Entry' form in the John Deere Emplify software. The form is divided into several sections:

- Title ***: A text field containing 'Mechanic (m/f/d)'.
- Date ***: A date picker showing '2023-03-01'.
- Referencenumber**: A text field containing 'J785193'.
- Job URL**: A text field with a 'Read Only' label and a note 'The job url is set automatically.'.
- Description ***: A rich text editor with a toolbar and a preview of the job description. The preview shows 'Mechanic (m/f/d)' followed by placeholder text.
- Locations ***: A section with a 'Create & Link Item' button (highlighted with a red box and an arrow) and a 'Link Existing Item' link.
- Published**: A toggle switch that is currently turned on.
- Sites**: A list of sites with 'English' selected and marked as 'ACTIVE'.
- Company**: A text field with a 'Read Only' label.
- Template**: A dropdown menu.
- Slug**: A text field containing 'mechanic'.

At the top right of the form, there is a 'Save & Publish' button. The left sidebar shows the navigation menu with 'Dashboard', 'Collections', 'Jobs', and 'Locations'.

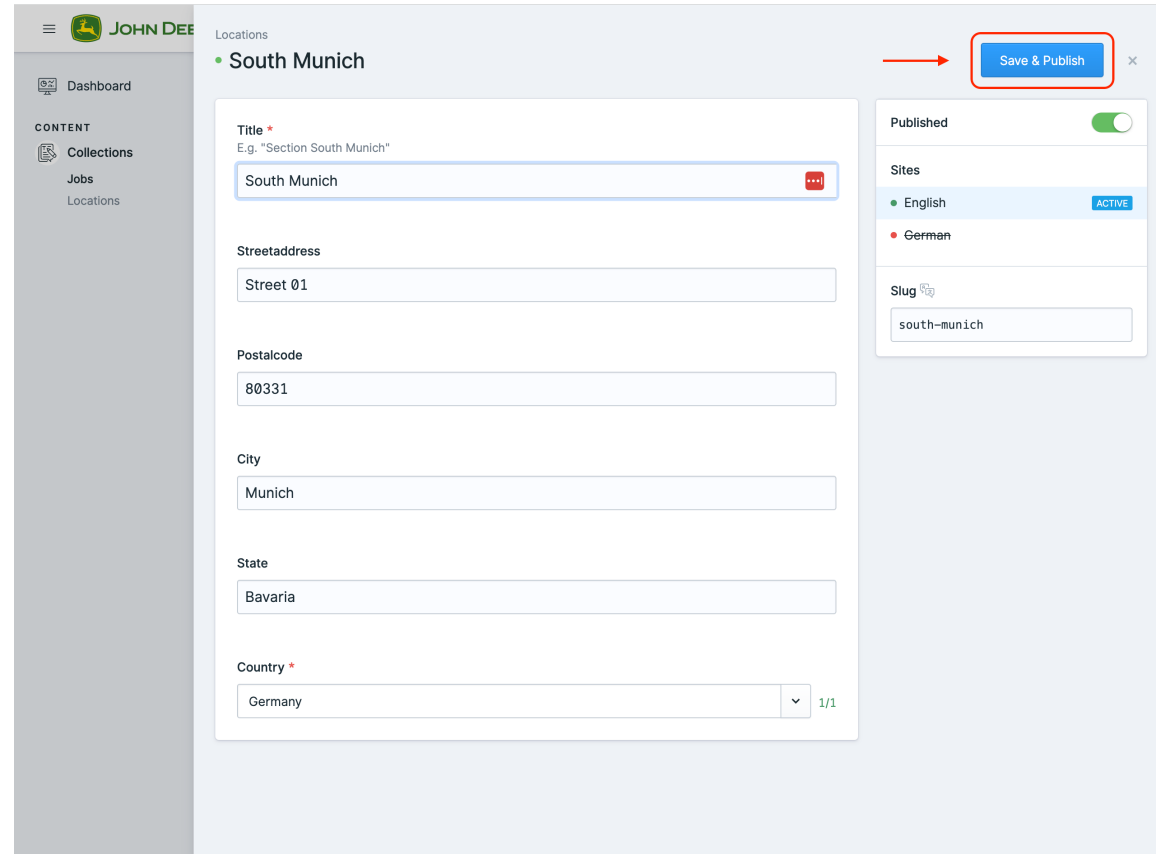
Creating a Location

Locations behave very similarly to jobs with the difference that the required fields include:

1. Title
2. Country

Click **Save & Publish** to create the location.

Tip: The more precise you are when creating a location, the more precise a user can search for the location on the job portal.



The screenshot shows the 'John Deere' Locations management interface. The left sidebar contains a 'CONTENT' menu with 'Dashboard', 'Collections', 'Jobs', and 'Locations'. The main area is titled 'Locations' and shows a list with one entry, 'South Munich'. The form for creating a location is displayed, with fields for Title, Streetaddress, Postalcode, City, State, and Country. The 'Title' field is highlighted with a red box and contains the text 'South Munich'. The 'Country' field is a dropdown menu set to 'Germany'. On the right side, there is a 'Published' toggle switch, a 'Sites' section with 'English' (ACTIVE) and 'German', and a 'Slug' field containing 'south-munich'. A red arrow points to a 'Save & Publish' button in the top right corner.

John Deere Locations

• South Munich

Title *
E.g. "Section South Munich"

South Munich

Streetaddress

Street 01

Postalcode

80331

City

Munich

State

Bavaria

Country *

Germany

Published ☒

Sites

• English ☒ ACTIVE

• German

Slug

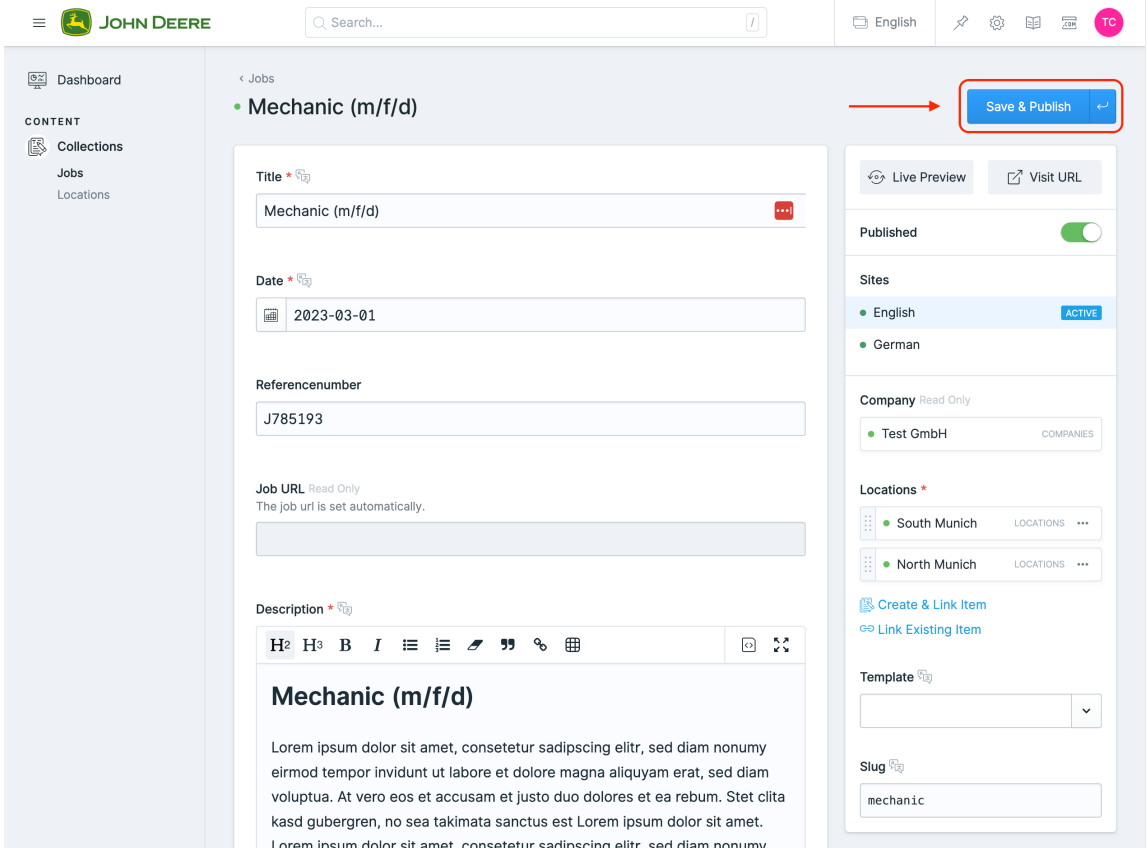
south-munich

Save & Publish

Publishing a Job

When you've set up your job and assigned at least one location to it, you can click the **Save & Publish** button. After that your job will be available on the job portal immediately.

Congrats, you've published your first job!



The screenshot shows the John Deere job publishing interface. The top navigation bar includes the John Deere logo, a search bar, and user settings. The left sidebar contains a 'Dashboard' link and a 'CONTENT' section with 'Collections', 'Jobs', and 'Locations'. The main area is titled 'Mechanic (m/f/d)' and contains several form fields: 'Title' (Mechanic (m/f/d)), 'Date' (2023-03-01), 'Referencenumber' (J785193), 'Job URL' (read-only, automatically set), and 'Description' (with a rich text editor). On the right, there are additional settings: 'Published' (toggle), 'Sites' (English and German), 'Company' (Test GmbH), 'Locations' (South Munich and North Munich), 'Template' (dropdown), and 'Slug' (mechanic). A red box highlights the 'Save & Publish' button in the top right corner, with a red arrow pointing to it.

Localization

By default everything is set up for creating jobs and locations (entries) in English language. If you would like to create your entry in another language, you may do so by selecting the corresponding language in the sidebar when creating one.

A localized entry always has an origin and will inherit all undefined values from it unless you override them.

You may create a new entry in English and translate it afterwards or create the entry in another language right away.



The screenshot shows the John Deere job posting creation interface. The main content area is titled "Mechaniker (m/w/d)". The right sidebar contains localization settings. The "Sites" section shows "English" as the "ORIGIN" and "German" as the "ACTIVE" language, highlighted with a red box. The "Company" section shows "Test GmbH" as the selected company. The "Locations" section shows "South Munich" and "North Munich" as selected locations. The "Template" section shows a dropdown menu. The "Slug" section shows "mechaniker-m-w-d".

CONTENT



- Collections
- Jobs
- Locations

Jobs

Mechaniker (m/w/d)

Title *  
The title of the job posting. Usually ends with "(m/f/d)", e.g. "Sales Manager (m/f/d)".

Mechaniker (m/w/d)



Publish Date *  
The date to be displayed as the publication date of the job posting.










2023-03-01

Referencenumber Read Only
Identifies the job for internal reference.

J719283


Job URL Read Only
The URL to the detail view of the job (is set automatically).



Description *  
Holds any information relevant to the job, e.g. corporate culture, salary, etc.


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Mechaniker (m/w/d)

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Save & Publish 

Live Preview  Visit URL 

Published 

Sites



- English ORIGIN
- German ACTIVE

Company Read Only


- Test GmbH COMPANIES

Locations * Read Only

- South Munich LOCATIONS
- North Munich LOCATIONS

Template  

mechaniker-m-w-d

Slug 

Any questions?

If there are any questions left, feel free to contact us any time.



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