

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

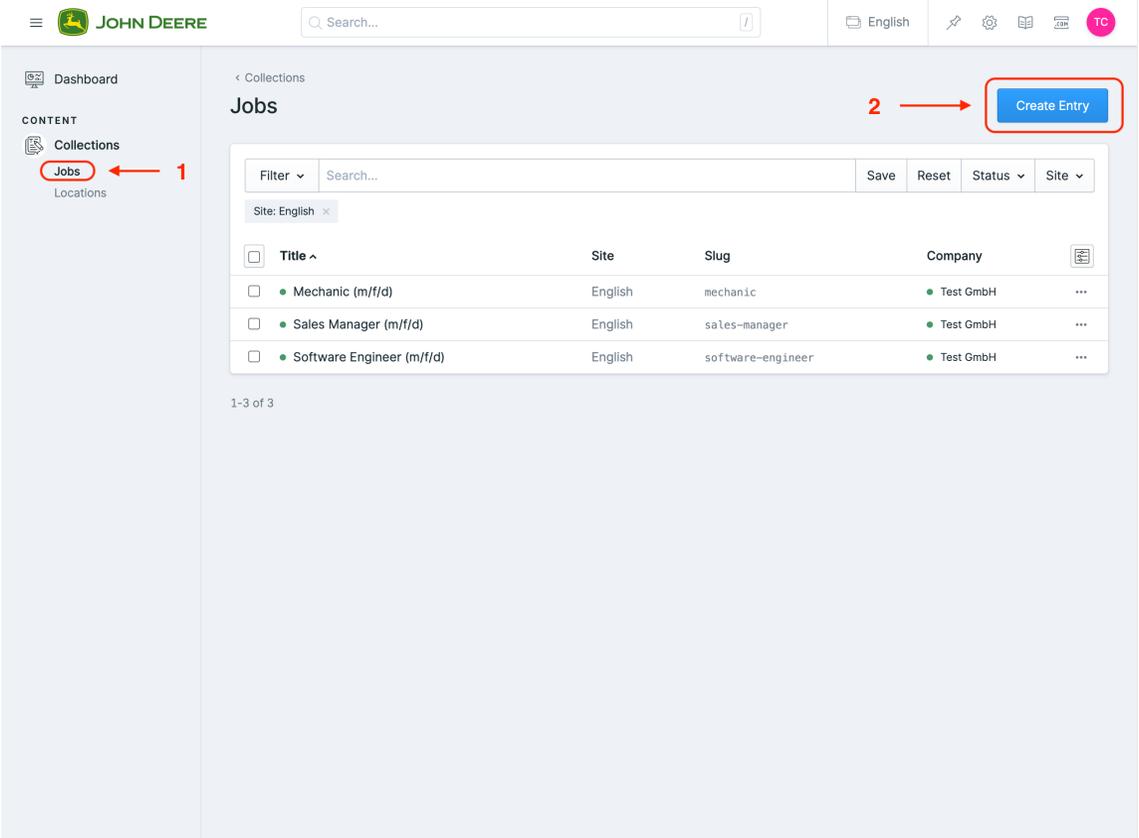
Creating a Job

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**.



The screenshot shows the John Deere CMS interface. The top navigation bar includes the John Deere logo, a search bar, and language settings. The left sidebar shows the 'CONTENT' menu with 'Collections' and 'Jobs' (circled in red with a red arrow and the number '1'). The main content area displays the 'Jobs' collection page. At the top right of the main area, the 'Create Entry' button is circled in red with a red arrow and the number '2'. Below this, there is a filter and search bar, and a table of job entries. The table has columns for Title, Site, Slug, and Company. The entries are: Mechanic (m/f/d), Sales Manager (m/f/d), and Software Engineer (m/f/d), all associated with the 'English' site and 'Test GmbH' company.

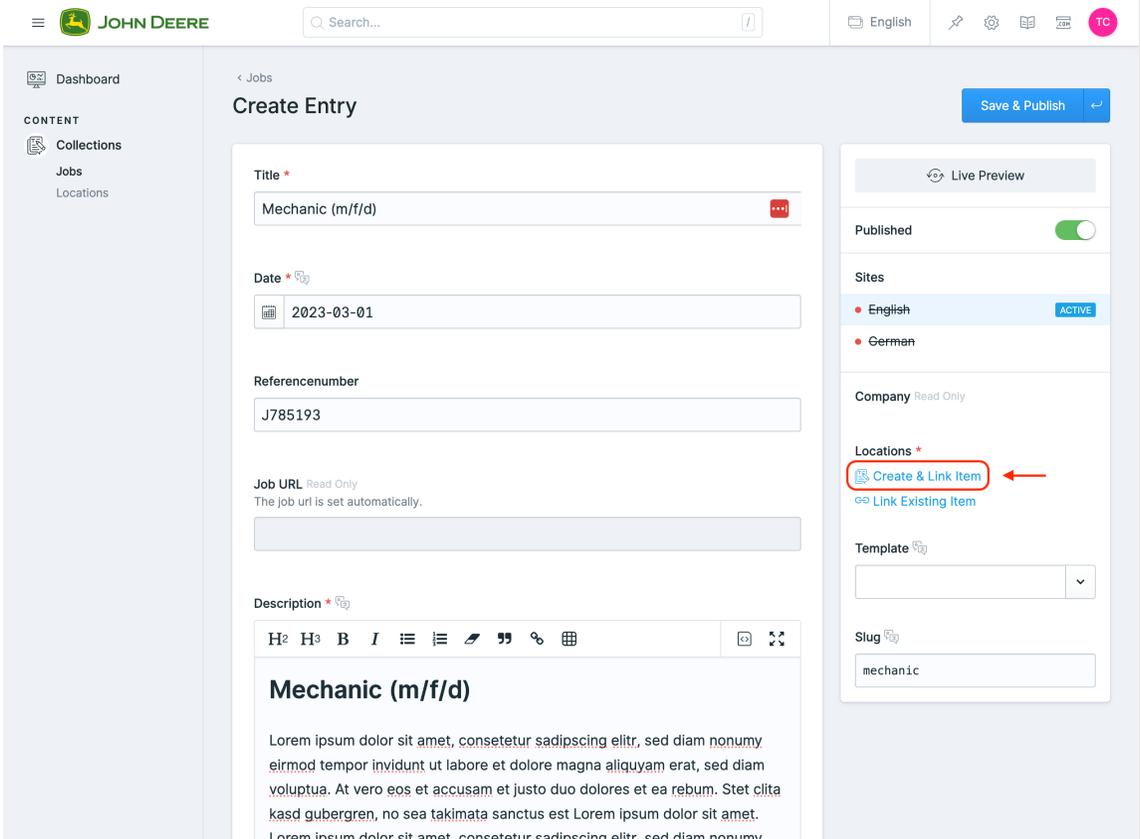
Title ^	Site	Slug	Company
• Mechanic (m/f/d)	English	mechanic	• Test GmbH
• Sales Manager (m/f/d)	English	sales-manager	• Test GmbH
• Software Engineer (m/f/d)	English	software-engineer	• Test GmbH

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 CMS. The form is titled 'Create Entry' and is located under the 'Jobs' section. The form fields are as follows:

- Title ***: Mechanic (m/f/d)
- Date ***: 2023-03-01
- Referencenumber**: J785193
- Job URL** (Read Only): The job url is set automatically.
- Description ***: A rich text editor containing the text: "Mechanic (m/f/d)" followed by placeholder text: "Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy".

On the right side of the form, there are several settings:

- Published**: A toggle switch is turned on.
- Sites**: A list of sites with 'English' selected and marked as 'ACTIVE'.
- Company** (Read Only): A field for the company name.
- Locations ***: A dropdown menu with the option 'Create & Link Item' highlighted by a red box and an arrow pointing to it. Below it is the option 'Link Existing Item'.
- Template**: A dropdown menu.
- Slug**: A text field containing the word 'mechanic'.

At the top right of the form, there is a 'Save & Publish' button and a 'Live Preview' button.

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 displays the 'Locations' management interface for John Deere. The main heading is 'Locations' with a sub-heading '• South Munich'. The form contains the following fields:

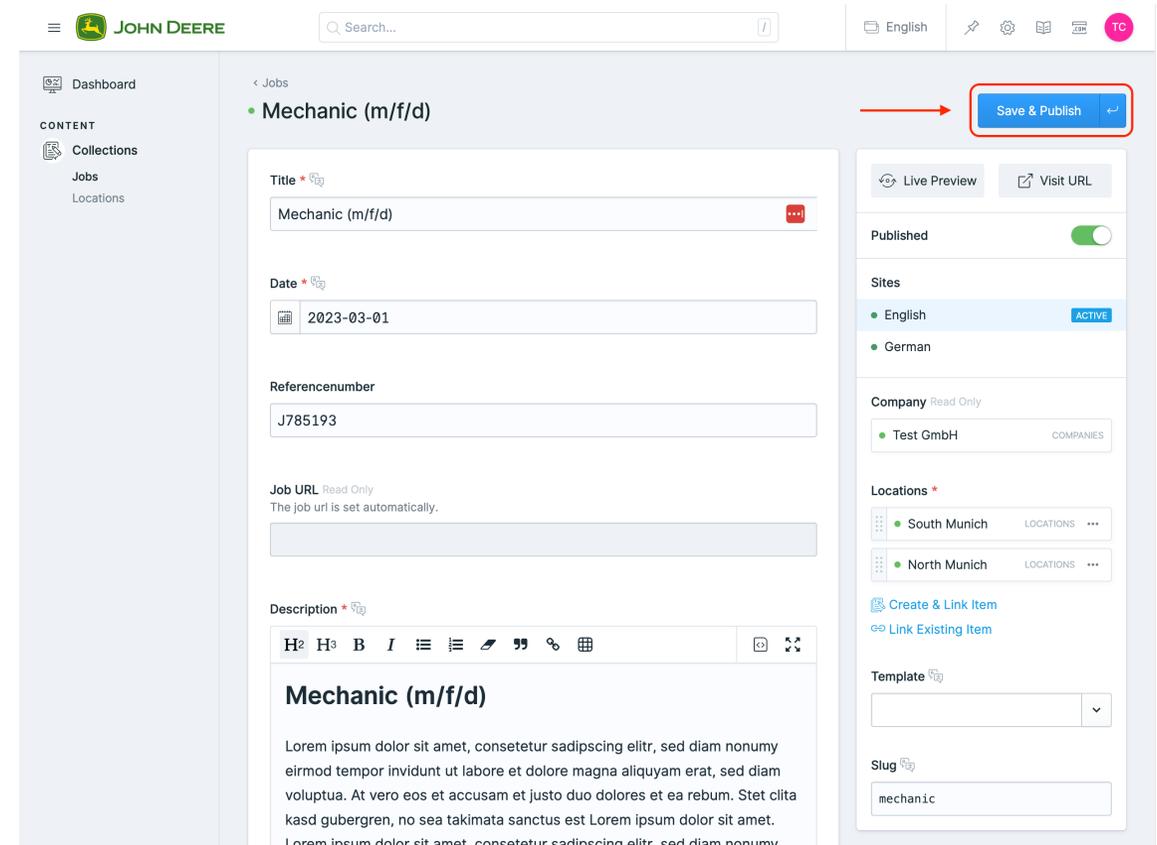
- Title ***: A text input field containing 'South Munich'. Below the field is a hint: 'E.g. "Section South Munich"'. A red 'x' icon is visible in the top right corner of the input field.
- Streetaddress**: A text input field containing 'Street 01'.
- Postalcode**: A text input field containing '80331'.
- City**: A text input field containing 'Munich'.
- State**: A text input field containing 'Bavaria'.
- Country ***: A dropdown menu with 'Germany' selected. A '1/1' indicator is visible to the right of the dropdown.

On the right side of the form, there is a 'Published' toggle switch (currently turned on), a 'Sites' section with 'English' (ACTIVE) and 'German' (inactive) options, and a 'Slug' field containing 'south-munich'. A red arrow points to a 'Save & Publish' button in the top right corner of the form area.

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 navigation menu with 'Dashboard', 'CONTENT', 'Collections', 'Jobs', and 'Locations'. The main content area displays the job details for 'Mechanic (m/f/d)'. The form includes fields for Title, Date (2023-03-01), Referencenumber (J785193), Job URL (read-only), and Description (with a rich text editor). The right sidebar contains a 'Save & Publish' button (highlighted with a red box and an arrow), 'Live Preview', 'Visit URL', 'Published' toggle, 'Sites' (English and German), 'Company' (Test GmbH), 'Locations' (South Munich and North Munich), 'Template', and 'Slug' (mechanic).

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 content management system interface. The top navigation bar includes the John Deere logo, a search bar, and language settings (English). The left sidebar shows the 'CONTENT' menu with options for 'Collections', 'Jobs', and 'Locations'. The main content area displays a job posting form for 'Mechaniker (m/w/d)'. The form includes fields for 'Title', 'Publish Date' (2023-03-01), 'Referencenumber' (J719283), 'Job URL', and 'Description'. The 'Description' field is rich text and contains the text 'Mechaniker (m/w/d)' and a placeholder paragraph. On the right side, there are controls for 'Save & Publish', 'Live Preview', and 'Visit URL'. Below these are settings for 'Published' (checked), 'Sites' (English and German), 'Company' (Test GmbH), 'Locations' (South Munich and North Munich), 'Template', and 'Slug' (mechaniker-m-w-d). The 'German' site is highlighted with a red box and labeled 'ACTIVE'.

Any questions?

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



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