

Drupal Job Board RFP: Feature List

Category	Audience	Feature	Description	Required for Job Board Launch
General	General			
General	General	Responsive	Build for responsiveness even if the current Bluecheese theme is not yet responsive. Building for responsiveness means not building tables or hard coded pixels.	X
General	General	Use the theme: Bluecheese		X
General	General	Servers	The store needs to run on the association.drupal.org servers	x
General	General			
Job Board Front Page				
	Job Seekers	List of job post previews & company listing preview	This is what the job seeker sees on the job board front page. The listing has two tabs: JOBS (the default view) and COMPANIES. The job listing preview provides the job title, hiring company name, the job location's city/state/country, and the date that the job was posted. In addition to "regular" job postings, there are featured job postings too, which will look different so they stand out. The vendor will advise us on what the special look and feel will be for featured postings. You click on any job listing (regular or featured) in the job listing preview to access a page with the full job description. The job board also has a tab to see a list of companies who bought the branded company page. That tab says "companies" and it provides a list of companies with this information: Company logo, company location, # of active jobs. Job seeker can click on any company and go directly to the branded company page that is detailed further on in this feature listing. Job seekers can also search for companies with basic search fields: Keyword, company name, location	x
	Job Seekers	Filters for viewing the job listing	The job seeker can filter the job board to see jobs "only from employers" or "only from recruiters" . And they can filter out jobs from the job board aggregator. The view is a radio button where you can click options: See all jobs (auto-default to this), Employer jobs only, Recruiter jobs only, Remove Indeed, oDesk jobs. HOWEVER, in addition to these filters being a stand alone feature, we can also make this feature available in the basic search view. Basic Search description is below.	x
	Job Seekers	Job seeker's job basic search options	On the job board's front page, the job seeker can find jobs using basic search criteria. View Should Include: Keywords, Location	x
	Job Seekers	Job seeker's advanced job search options	From the front page, the job seeker can click on "advanced search" and go to a page with advanced search criteria. This means that we need to identify all of the search fields and correlate it with the information that recruiters/employers must provide when submitting their jobs. View should include: Job Categories, Skill Level, Full-time/Part-time/Freelandce work, remote work.	x
	Job Seekers	Job Seeker's job alerts	The job board front page prompts the job seeker with a button to set up job alerts based on their search criteria and results are pushed to the job seeker by email. This alert system is set up on the job seeker's association.drupal.org individual profile "job seeker tab". Alerts are HTML emails sent to the Job Seeker . The HTML Email has a standard subject line: "Your Drupal Job Alerts". In the email, there is standard copy at the top that says: "Here are some new jobs that match your alert criteria" followed by a list of jobs with this information: Job Title, company, location. The "job seeker tab" allows the Job Seeker to select if they are to receive the alerts daily, weekly or other period of time.	x
	Job Seekers	Subscribe to RSS Feed	The front page prompts the job seeker to follow jobs/companies with an RSS web button. Vendor is to place a button/icon "subscribe via RSS" on the page. When user clicks it - he is taken to whatever outside tool they use to manage their RSS feeds, it can be website like Feedly.com, it can be browser extension or desktop application.	x

	Job Seekers	Twitter	the job board front page prompts the job seeker to follow featured job posts on Twitter. The front page has the Twitter button that takes the job seeker to the official Drupal job board twitter handle where they can see the recently tweeted job listings.	x
	Job Seekers	"Be found by employers" (button)	Job Seekers, who are not logged in to association.drupal.org and/or don't have a Job Seeker Profile page set up, will see a button on the front page that says "Be found by employers", which takes the job seeker to a page where they set up their association.drupal.org individual profile page (if they don't have one) and then they are sent to their association.drupal.org profile page to to complete their job seeker profile.	x
		"Update your Job Seeker Profile" (button)	Job Seekers who ARE logged in to association.drupal.org and have a Job Seeker Profile Page will not see the "Be found by employers" button on the job board front page. Instead, they will see a button that says "Update your Job Seeker Profile". They click this and go right to their Job Seeker Profile Page.	
Jobs seeker profiles				
	Job Seekers	Profile set up	To be found by employers and to have more job searching features, the job seeker must set up an association.drupal.org individual profile, if they haven't already. When they set up this profile page, there will be a Job Seeker Section, where they provide information about their career.	x
	Job Seekers	Profile fields	The Job Seeker tab/section has a check box that says ""Enable Job Board profile". After user clicks it, a set of fields becomes available, First, Last name etc. and relevant data is pulled into the fields from the job seeker's CiviCRM account via bakery (if that user has data in CiviCRM). OPTIONAL FIELDS to add: Job category, Skill Level, Upload Resume, Current Title/Position, Type of job you are looking for, Willing to relocate?. REQUIRED: Job seeker must click a button "Employers/Recruiters may contact me with job opportunities" - this yes/no decision must be visible to employers/recruiters OR we can also address this community sensitivity by requiring job seekers to accept Terms & Conditions such as this before creating their Job Seeker Profile Page . We also need language on the job seeker profile that explains who will see their job profile page data (employers/recruiters with active jobs only).	
	Job Seekers	Profile search	Job Seeker Profile must be searchable and profile must include fields that the employer/recruiter will use to search for candidates	x
	Job Seekers	Upload resume	The Job Seeker Profile has a field that prompts them to upload their resume. Resumes can be downloaded only by employers/recruiters with an active job listing or who have bought the Super Bundle.	x
	Job Seekers	Job Searches	Job Seekers can save their search criteria to repeat those searches in the future.	Future iteration
	Job Seekers	Save Jobs	Job Seekers should be able to save jobs they are interested in	Future iteration
	Job Seekers	Job Recommendation Engine	Job Seeker Profile Page recommends and displays jobs on that page that match the job seeker's title and other fields like "I'm seeking this kind of job"	Future iteration
	Job Seekers	Profile Page/Tab & Resume statistics	Job Seeker Profile Page provides insight into key stats like how many companies looked at their profile/resume. This data needs to be seen by the job seeker AND Drupal Association staff.	x
	Employers & Recruiters (customers)	Views	Job Seeker Profile Page & resume is not publicly viewable. Only employers/recruiters with active job listings, accounts with an active "Super Bundle Annual Plan", and job board administrators can view these items	x
	Job Seekers	Job Seeker's job alerts	The Job Seeker Profile Page prompts the job seeker with a button to set up job alerts based on their search criteria and results are pushed to the job seeker by email. Alerts are HTML emails sent to the Job Seeker . The HTML Email has a standard subject line: "Your Drupal Job Alerts". In the email, there is standard copy at the top that says: "Here are some new jobs that match your alert criteria" followed by a list of jobs with this information: Job Title, Company, Company Location. The Job Seeker Profile Page allows the Job Seeker to select if they are to receive the alerts daily, weekly or other period of time.	Future iteration

	Job Seekers	Subscribe to RSS Feed	The Job Seeker Profile Page prompts the job seeker to follow jobs/companies with an RSS web button. Vendor is to place a button/icon "subscribe via RSS" on thi page. When user clicks it - he is taken to whatever outside tool they use to manage their RSS feeds, it can be website like Feedly.com, it can be browser extension or desktop application. On the Job Seeker Profile Page we can have links to some rss feeds, but every page which has corresponding RSS feed should have a link to it.	Future iteration
Job Pages				
	Job Seekers	Full job description	To see a full job description, the job seeker clicks on the job in the preview list and is taken to the full job description.	x
	Job Seekers	Full Job Description fields	Job Title, Hiring Company, Location, Job Description, Skills & Requirements, About the Hiring Company (link to branded company page if available), How to Apply: (in this section, always have default text that says: "Be sure to mention you found this job on the Drupal Job Board."	x
	Job Seekers	"Share job with a friend"	The page with the full job description prompts the job seeker to email the job to a friend or share the job with a friend via social media networks like Twitter, LinkedIn, and Facebook.	Future iteration
	Job Seekers	Mark this job as spam	A job seeker has the ability to mark a job s/he feels is spam	x
	DA Staff	Alerts related to jobs marked as spam	A job must be marked as spam three times before an alert is triggered, letting the staff know to check the job posting and decide to remove it or not. The alert to staff should come in the way of an email (ideally via zendesk). And the staff should have a log of spam alerts as part of their admin dashboard so they can always track the history of spam alerts and decisions to remove. Only logged in job seekers can mark jobs as spam. Drupal Association staff needs a way to block employers/recruiters if they abuse job postings with too much spam.	x
	Employers/Recruiter (aka The Customer)	Alerts related to jobs removed due to spam	When the Drupal Association removes a job posting due to spam, the system needs to trigger an automated email to the employer/recruiter, alerting them that they violated the terms and conditions and posted a job listing that the community and the Drupal Associaiton determined to be spam. This communication is also logged in the adminstrator's dashboard so this type of communication can be tracked for historical records, failed delivery, etc.	x
Job Board Front Page				
	Employers/Recruiter who have not set up an Employer/Recruiter Profile Page and may or may not be logged into ADO	Post a job (a button)	The front page of the Job board prompts employers/recruiters to "post a job" with a big "post a job" button. When s/he clicks on the button, it takes him/her to a page with product information where they select the action button: "Create a Profile". Then, the person selects if they are creating and Employer Profile or Recruiter Profile. Then, they are prompted to set up their association.drupal.org user profile if they have not done this Then, s/he completes his/her Employer or Recruiter Profile. However, most of these fields in the profile page can be auto-populated from CivCRM via Bakery. And, if the customer changes this account information in the Employer/Recruiter profile page, then bakery will automatically update the account fields in Civi-CRM. Once the Employer/Recruiter Profile pages are completed, this person is sent to the PCI compliant store. Employers see all of the products in the store while Recruiters see all of the products Except the Single Job Posting product. After the transaction is complete, s/he is directed to their dashboard	x
	Employers/Recruiter who have not set up an Employer/Recruiter Profile Page and may or may not be logged into ADO	Go to Your Dashboard (a button)	If an Employer / Recruiter has created an Employer or Recruiter Profile Page and they are logged into association.drupal.org when they come to the Drupal Job Board front page, then instead of seeing the button: "Create Your Profile", they see "Go to Your Dashboard". They click this button and are directed to their dashboard.	x
Job Board Store features				

	Employers/Recruiter (aka The Customer)	Shopping Cart	This Job Board Store page lists and describes the various products that an employer or recruiter can choose from. The Employer sees all of the products while the Recruiter sees all of the products except the Single Job Post product. The customer selects the quantity of each product they want to buy. The shopping cart provides a total, allows the customer to remove/edit selected products. The shopping cart can see if the customer bought a single posting or bundle of 5 postings and will ask if they also want to buy a featured listing or branded company page to stand out more. The shopping cart is complete when customer clicks on the "buy button".	x
	Employers/Recruiter (aka The Customer)	Buy Button	This is the button that the customer clicks on when they are done selecting products and are ready to purchase that selection.	x
	Employers/Recruiter (aka The Customer)	Transaction	When the customer is happy with their shopping cart, they are prompted to complete their transaction, which brings them to a PCI compliant store where they purchase with a credit card.	x
		Transaction: service	We have a strong preference for the shopping cart to be built with Commerce, but we are open to suggestions.	x
	Employers/Recruiter (aka The Customer)	Transaction: Expiring Credit cards	The system must recognize if a customer is buying the Super Bundle (a 12 month recurring fee) and if the credit card will expire before then. If this situation arises, then the system must alert the customer and ask them to use another credit card with a later expiration date or to buy the product in full "at this time".	x
	Employers/Recruiter (aka The Customer)	Transaction: Currency	This job board serves an international audience, so we want to offer one shopping cart that handles USD and Euro. We can accept Euros through our bank account in the UK.	x
	Employers/Recruiter (aka The Customer)	Transaction: Terms and Conditions	Customer must be presented with click-wrap Terms and Conditions and must click "agree" to proceed with the transaction.	x
		Transaction: Coupon Codes	The store needs to accept coupon codes that gives a discount on a specific product, not on the total amount in the shopping cart. For example, if we provide a coupon code for 20% off the single job posting (discounted price = \$159.20), and the customer buys this product, redeems the coupon AND buys a featured listing option (list price = \$89). Then, we want the 20% coupon to only be applied to the job listing so that the total is \$159.20 + \$89 = \$248.2	x
		Transaction: upsell/recommend	During the shopping cart experience, the system should recommend additional products to buy, namely featured listings, company branded page, and Super Bundle.	x
	Employers/Recruiter (aka The Customer)	Transaction: Auto-email	After the transaction is complete, the customer is taken to a confirmation page that provides a receipt and a similar message is emailed to the customer. Transaction history is also recorded in the employer/recruiter's dashboard in the "Manage My Account" section.	x
	Employers/Recruiter (aka The Customer)	Reports of our customers	We want to be able to communicate with our customers who buy job listings in order to educate them on new features, upsell them on new products, etc. We don't need an email engine in the job board, but we do need to pull reports (.csv) of who bought or who abandoned their shopping cart within a certain time period. An integration with Mailchimp is a nice to have.	x
Employer/Rec dashboard				
	Employers/Recruiter (aka The Customer)	"Manage my Account" Section: Capturing contact information	This section in the dashboard lets the customer manager their contact information	x
	Employers/Recruiter (aka The Customer)	"Manage my Account" Section: Transaction History	This section of the dashboard provides the customers' transaction history.	x
	Employers/Recruiter (aka The Customer)	"Manage my Account" Section: Credit	This section of the dashboard tells the customer how much store credit is left (e.g. you have used 4 of your 5 job listings from the 5 job bundle product you bought on Dec 28, 2013. Your credit will expire in 2 months and 3 days).	x
	Employers/Recruiter (aka The Customer)	"Manage my Jobs": Job postings	This section of the dashboard prompts the employer/recruiter to complete a form with job details. This section also lists active job listings and how many days until they expire, inactive job listings, and how much job posting credit still remains	x

	Employers/Recruiter (aka The Customer)	Post a job Fields	The Manage my Account Section of the Employer/Recruiter Dashboard prompts him/her to "create a job". They need to fill out the following fields, which need to be searchable by the job seeker: Job Title, Hiring Company, Location, Job Description, Skills & Requirements, About the Hiring Company (link to branded company page if available), How to Apply: (in this section, always have default text that says: "Be sure to mention you found this job on the Drupal Job Board.")	x
	Employers/Recruiter (aka The Customer)	"Manage my Jobs": Feature listings	When filling out a job posting form (detailed above), the last field is: Do you want this to be a Featured Listing. If yes, apply credit for the product and let it post as a featured listing. If they don't have enough credit for this product, they are prompted to buy it and are sent back to the store.	x
	Employers/Recruiter (aka The Customer)	"Manage my Jobs": auto-email	When the job listing (or feature listing) is posted, the customer will automatically receive an email confirming this action. And the email will remind them when the posting will expire (30 days).	x
	Employers/Recruiter (aka The Customer)	"Manage my Jobs" confirmation page	When the job listing (or feature listing) is posted, the system will confirm that the job has successfully posted and remind the customer that it expires in 30 days. And the email should include a shortened link to the job posting for the customer to use in other communications.	x
	Employers/Recruiter (aka The Customer)	"manage my jobs: edit features	Customers are allowed to edit job posts anytime before the post expires	x
	Employers/Recruiter (aka The Customer)	"manage my jobs": stats	Track job postings and branded page stats such as number of visitors/impressions, click thrus, CTR. We do not want to track which job seekers viewed a job to protect our community members anonymity.	x
	Employers/Recruiter (aka The Customer)	"Manage my company page": Set up	This section of the dashboard is activated if the customer buys this product. The customer can add, delete, edit content. upload pics and videos. The fields for creating a branded company page are: upload image, upload company logo, company URL, company statement why you are a great place to work, upload video, view of active job openings, RSS feed to company blog, office locations	x
	Employers/Recruiter (aka The Customer)	"Manage my company page": RSS Feed	The customer can have company blogs fed onto their company page via RSS.	Future iteration
	Employers/Recruiter (aka The Customer)	"Manage my company page" auto email	Setting up a branded company page triggers an automated email, confirming that the page is active and information on how to edit it.	x
	Employers/Recruiter (aka The Customer)	"Manage my company page" confirmation message	Setting up a branded company page triggers an automated confirmation message on the site that confirms that the page is active and information on how to edit it. The page remains active for one year. Each quarter, the sytem automatically emails the customer reminding him/her to refresh the content and to check page statistics in their dashboard. And, 30 days before the page expires, the sytem auto-emails the customer warning them that the page is about to expire and to renew this product in the store.	x
	Employers/Recruiter (aka The Customer)	Search: Job Seeker Profile pages/tabs	As long as a job listing is active, the customer is given access to search tools where they put in search criteria (keywords) or select from set fields to find applicants who have set up a job seeker profile on their association.drupal.org user account. However, customers who bought the Super Bundle product have access to these search tools for the full 12 months regardless of active job listings. Search fields include: Current Title, Location, Job Cateogry, Type of Job I'm looking for, willing to work remote (y/n), has uploaded resume (yes/no), Skill Level.	x
	Employers/Recruiter (aka The Customer)	Search: Resumes	When an employer/recruiter searches for a candidate, they will go through job seeker profile pages. Some will have resumes. The employer/recruiter has the ability to download resumes.	x
	Employers/Recruiter (aka The Customer)	Search: saving searches	The customer can save "applicant searches" to quickly search again using the same criteria.	Future iteration
	Employers/Recruiter (aka The Customer)	Search alerts	The customer can sign up for alerts using this search criteria so they receive emails of new applicants/resumes that fit the criteria. The HTML email would have a subject line "Drupal Job Board - Candidates Alert" and the email would say: "there are new Drupal job seekers who match your job criteria". Then there would be a list of matching candidates with this informaiton: First name, Last name, Current Title (if available), Location. This information hyperlinks to the job seeker's Job Seeker Profile Page.	Future iteration

	Employers/Recruiter (aka The Customer)	Search: saving candidates in a queue	As the employer/recruiter conducts candidate searches, they can save candidates who seem to be a match. They are saved in a list. The list provides: first name, last name, current title (if available) and location. The employer/recruiter can click on any name in this list to go directly to that job seeker's profile page.	Future iteration
	Employers/Recruiter (aka The Customer)	Search: Recommendation engine	There is a view where the job board recommends candidates based on search criteria - likely using a recommendation engine.	Future iteration
	Employers/Recruiter (aka The Customer)	Store:	This is actually not a section with content. Rather, the employer/recruiter clicks on the "store tab" and is directed to the store page.	x
Features related to Individual Products				
		Single job posting	Expires after 30 days and is no longer visible in the job board. The expired job is not deleted. Rather it is unpublished. Also, the job poster can edit and reactivate old postings.	x
	Employers/Recruiter (aka The Customer)	Single job posting	You can edit the listing as long as posting is active	x
	Employers/Recruiter (aka The Customer)	Single job posting	Before the listing expires, the customer receives an automated email reminding them that the ad is about to expire and prompts them to buy another 30 days for this posting and/or edit the posting to refresh the content.	x
		Single job posting	Credit expires in 12 months (use it or lose it)	x
	Employers/Recruiter (aka The Customer)	Single job posting	Dashboard: as long as the job listing is active, the customer has access to the search tools in the dashboard	x
	Employers/Recruiter (aka The Customer)	Single job posting	Statistics: the customer's dashboard needs to track each jobs' # of views and # of clicks over a period of time.	Future iteration
		Bundle of 5 posts	Once activated, job posts expires after 30 days	x
	Employers/Recruiter (aka The Customer)	Bundle of 5 posts	You can edit the job posting as long as it is active	x
	Employers/Recruiter (aka The Customer)	Bundle of 5 posts	Before the listing expires, the customer receives an automated email reminding them that the ad is about to expire and prompts them to buy another 30 days for this posting and/or edit the posting to refresh the content.	x
		Bundle of 5 posts	Credit expires in 12 months (use it or lose it)	x
	Employers/Recruiter (aka The Customer)	Bundle of 5 posts	Dashboard: As long as at least one job listing is active, the customer has access to the search tools in the dashboard	x
	Employers/Recruiter (aka The Customer)	Bundle of 5 posts	Statistics: The customer's dashboard needs to track the jobs' # of views and # of clicks over a period of time.	x
		Feature listing	This is a product you add on to a job listing in order to highlight the job in the board. Feature listings have a unique look so they stand out better.	x
		Feature listing	Credit expires in 12 months (use it or lose it)	x
		Feature listing	Twitter: when a job is tagged as a featured listing, a tweet is triggered to promote that job. We will use an existing protocol where the first 100 - 140 words of the job posting will be sent to the Drupal Association's Hootsuite account, where the tweet is automatically pushed out to the desired twitter handle.	x
		Feature listing	Pay for performance. Today we are charging a flat rate for this product, but might want to charge pay for performance someday, so build in this future feature. Pay for Performance means that we run the feature listing until it receives either X amount of impressions or X amount of click thrus.	Future iteration
	Employers/Recruiter (aka The Customer)	Company Branded Page	The page will be located on association.drupal.org and will pull in information from the company's account in Civi CRM (or as much as is possible). The fields for creating a branded company page are: Upload image, upload company logo, company URL, company statement why you are a great place to work, upload video, view of active job openings, RSS feed to company blog, office locations.	x

	Employers/Recruiter (aka The Customer)	Company Branded Page	Company can add, delete, edit content. Again they can edit any of the above mention fields. And any edits made can update their CiviCRM account via bakery.	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	Company can upload, remove videos and pictures. And they can edit any copy / text on their branded page.	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	This page aggregates and displays all active jobs posted by this company	x
	Job Seekers	Company Branded Page	The job board front page displays jobs, but should also have a tab that displays "companies". The "Companies Tab" shows a list of branded companies similar to Over Stack Career 2.0. It provides the following information per company: Company logo, location, # of active jobs. Job seeker can click on any company to go to the branded company page. Job seeker can also search the company list with basic features: Keyword, company name, location.	x
	Job Seekers	Company Branded Page	Job Seekers can follow company branded pages content using RSS. Specifically, they can follow job postings, new videos, and new blog posts.	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	Viewable: Customers get this page for a full year. So it expires in 12 months and is no longer viewable (unless they renew)	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	Auto-email: Quarterly, the customer receives an auto-email reminding them to refresh the content on their page	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	Auto-email: Before the page expires, the customer receives an email reminding them to renew the page and to check the page statistics in their dashboard	x
	Employers/Recruiter (aka The Customer)	Company Branded Page	Statistics: The customer's dashboard needs to track pageviews, clicks, click thru rates for content and assets on the page.	1st or 2nd iteration
		Super Bundle	The Super Bundle provides unlimited job listings for one year along with a branded company page and 5 featured listings that also get tweeted.	x
	Employers/Recruiter (aka The Customer)	Super Bundle	Customer can chose to pay equal amounts over 12 months or "pay it all now". There a reduced price if they "pay it all now"	x
	Employers/Recruiter (aka The Customer)	Super Bundle	Credit card can not expire in that 12 month window. If it does, the system needs to prompt the customer to use a different credit card or go with the "pay it all now" option	x
	Employers/Recruiter (aka The Customer)	Super Bundle	All features related to job posting, feature posting and branded company pages apply. EXCEPT the Super Bundle Customer has access to the dashboard search tools all 12 months.	x
	Employers/Recruiter (aka The Customer)	Advertising	Advertising: We will not launch the initial job board with advertising, but want the job board to support this future product. We want the vendor to recommend ad placement within the job board that fits into the vendor's recommended overall job board layout. Advertising will be served via Google Doubleclick for Publisher. We have not set advertising fees yet, but will either offer a fixed monthly rate or a pay for performance rate.	Future iteration
Job Board Aggregator				
	General	job board aggregator API integration	The Drupal Association will partner with a job aggregator so Drupal jobs can be pushed into our job board from other boards. The Drupal Job Board must be designed to support this effort before we launch and we will continue pushing the aggregators' jobs to our board for an undetermined amount of time. We will work with Indeed (and their XML Feed) and oDesk (and their APIs: http://developers.odesk.com/w/page/12364012/search%20jobs)	x
	Job Seeker	Identifying jobs from the aggregator	Aggregator's jobs in the Drupal job board need to be identified as the aggregator's job.	x
	Job Seeker	job board filter	We need to offer the job seeker a way to filter out job listings from the job board aggregator.	x
		Removing duplicates	We want to make sure our board is not filled with duplicate postings from the aggregator job board	x
	Job Seekers	Mark as spam	We want our community to be able to flag aggregators' jobs as spam.	x

Drupal Association Staff Administration features				
	DA Staff	Add, delete, edit content	The Drupal Association Staff needs administration access to add, edit, remove content onto the site and to populate automated messages (confirmation pages) and emails. on pages and emails. Staff also needs access to company job postings to help edit them as part of our customer service work.	x
	DA Staff	Branding	We need to be able to add and change out our branding (logo) on job board pages and emails (.png files ideally).	x
	DA Staff	Coupon codes	Staff needs the ability to generate coupon codes that offer free or discounted job listings as needed. See the coupon code requirements in the "store" section above. In short, coupon code must apply discount only to the intended product. Not the total amount of the shopping cart.	x
	DA Staff	Access to customer's shopping cart	Staff needs access to customer's user accounts to assist them with issues related to purchases such as "did my transaction go through?" We need the ability to see the site as they do, so we can see what they purchased and if the transaction failed or not. If the transaction fails, we need the ability to manually go into the system and insert the customers credit card information and manually complete the transaction in the job board store. And while we are manually completing their transaction, we need the ability to add additional products or deleted items in the shopping cart incase the customer wants to alter what they originally selected for their shopping cart.	x
	DA Staff	auto-email via zendesk regarding job posting spam alert	Our policy is that any job that gets marked as spam three times, is to trigger an alert and auto-email the Drupal Association staff member a link to the job listing in question. This email should be sent to zendesk so we can best manage these types of emails. Zendesk integration is not required. The staff member will check the job posting and if they deem it to be spam, then they need the ability to remove the job posting. When a job posting is removed, it needs to trigger an alert to the customer that the job posting was removed because it was considered to be spam. It should point to our terms and conditions about "no spamming" and can also point to pro-tips on how to write an effective and appropriate job posting.	x
	DA Staff	removing spammy job postings	Staff needs access to any any jobs that seekers mark as spam three or more times (per the terms and conditions) to verify and remove them if needed.	x
	DA Staff	.csv reports of customers who abandoned shopping carts	Staff needs the ability to view abandoned shopping carts and have the ability to email those "potential customers". We don't need an email engine, but do need to run a report and export customer information via .csv file	x
	DA Staff	zendesk contact us form	The site needs to offer job seekers/customers a way to contact staff with questions/issues, so we can use our current site contact form, with new option "Job board". It will automatically send emails to zendesk (no zendesk integration required)	x
	DA Staff	.csv reports	Reports for product sales, revenue, and coupon code usage	x
	DA Staff	.csv reports	Reports on individual job posts, branded company pages, and the site as a whole. Data needed for each type of report is: Duration (we want to adjust time frame for the report), visitors, unique vistors, # of click thrus, click thru rates.	x
	DA Staff	.csv reports	Reports that allow us to filter by categories to see what jobs and branded company pages are doing well by type, location, geography, etc.	x
	DA Staff	.csv reports	Staff needs to get sales information out of the job board and into Salesforce. Specifically they need an account's opportunity record reports that the customer bought specific job board products and when they bought, and how much.	x