

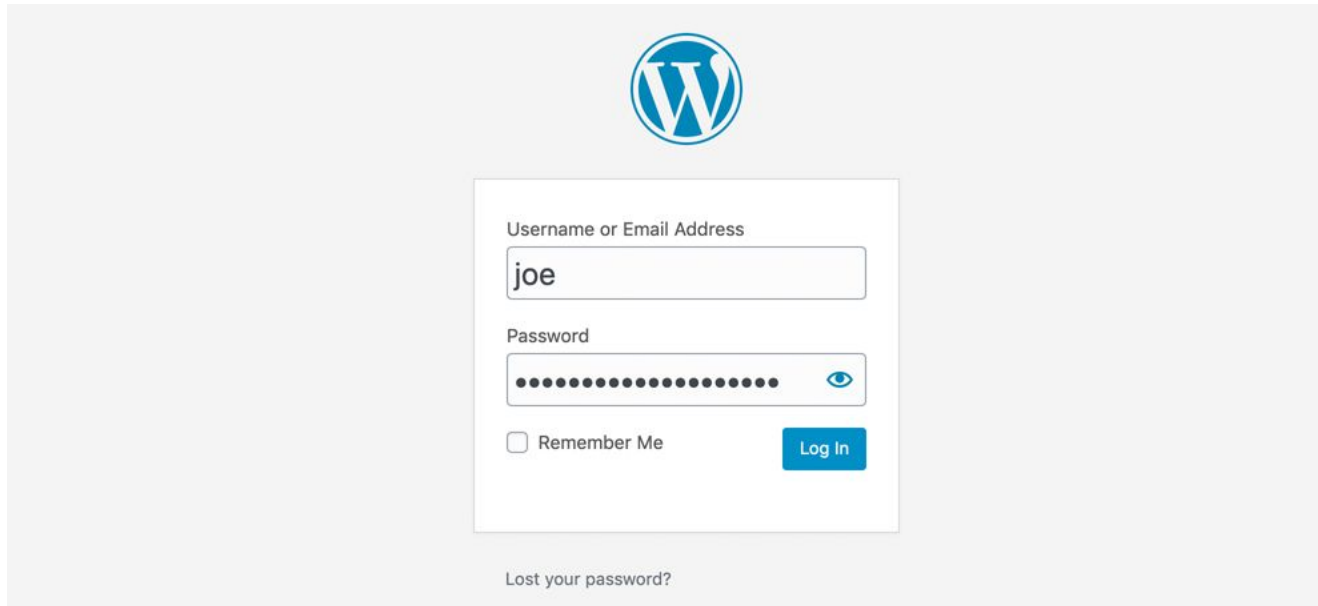


USER GUIDE

Adding and Editing Careers

Login

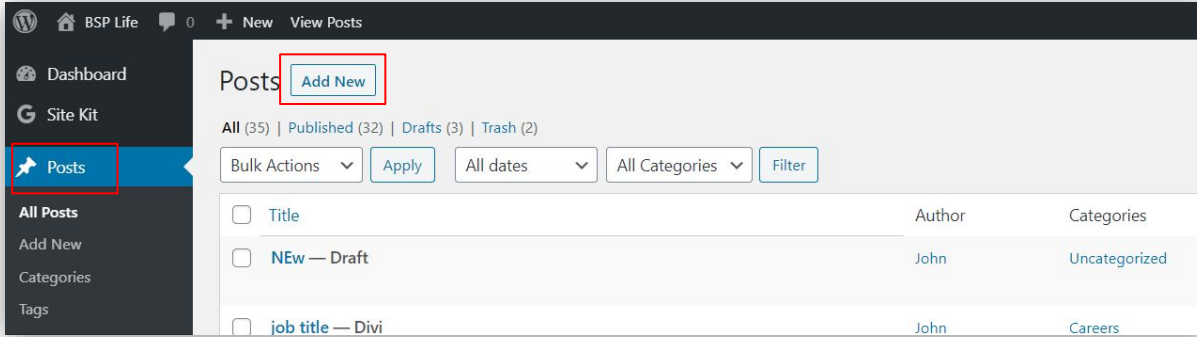
Before you can make any changes to your site, you will need to log in to your website Content Management System (**CMS**) Dashboard. The login for your site is typically found at the following URL – <https://bsplife.com.fj/wp-admin>



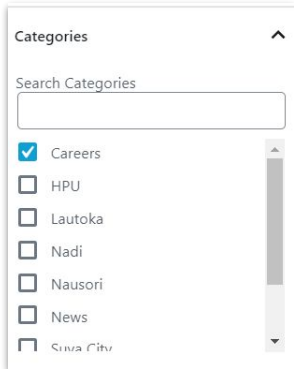
The image shows the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and contains the text 'joe'; the second is labeled 'Password' and contains a series of black dots, with a blue eye icon to its right. Below the password field is a checkbox labeled 'Remember Me' and a blue button labeled 'Log In'. At the bottom of the form, there is a link that says 'Lost your password?'.

Careers

Step 1: Go to **POSTS** on the CMS Dashboard and click **ADD NEW**.

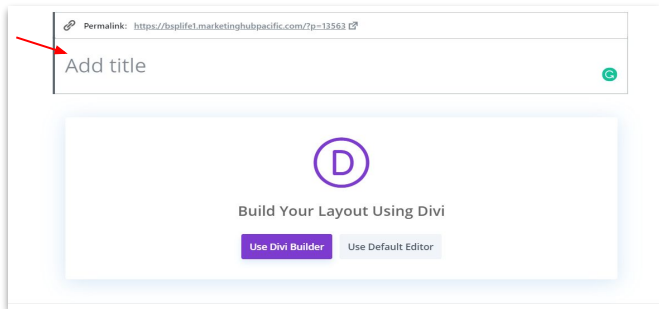


Step 2: Select **Careers** from the Categories drop down in the right column menu.

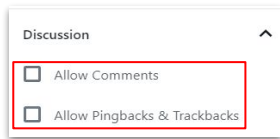
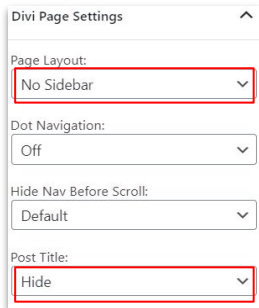


Careers

Step 3: Enter the Career title in the title field

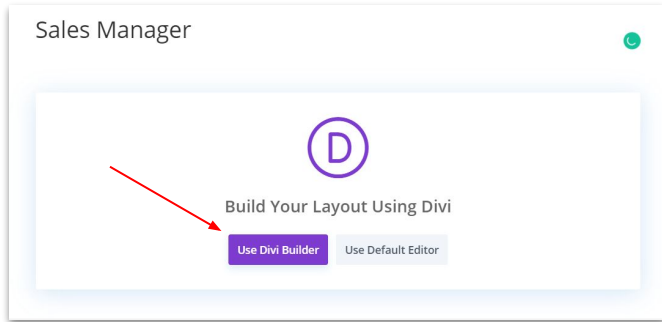


Step 4: Set Post Title to **“Hide”** and the page layout to **“No Sidebar”**. This can be found in the Divi Page Settings dropdown. Next **uncheck** the 2 check box in the Discussion dropdown

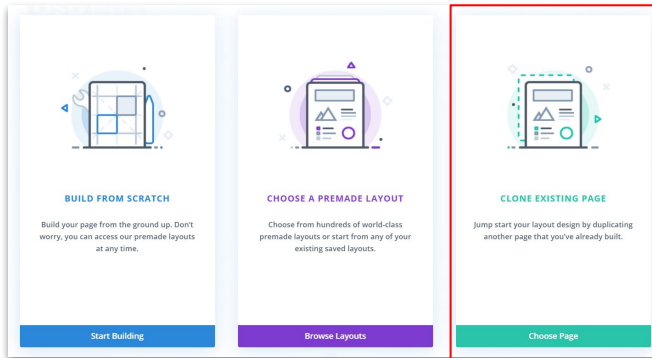


Careers

Step 3: Click **Use Divi Builder** button

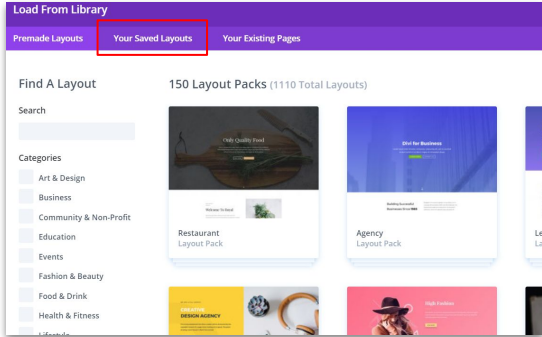


Step 4: Allow the builder to load before selecting the green **“CLONE EXISTING PAGE”** option

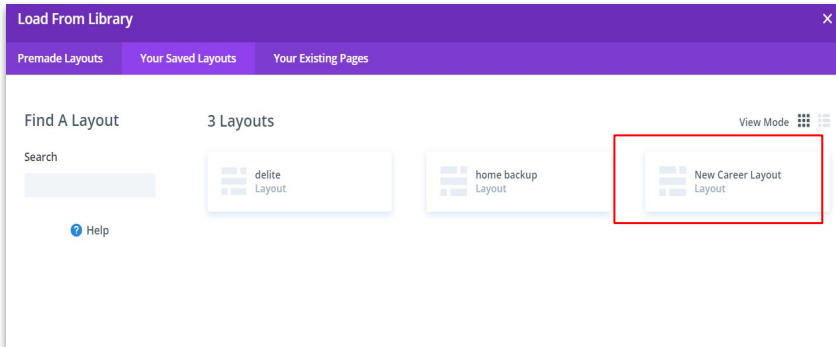


Careers

Step 3: With the library loaded, select **“Your Saved Layouts”**

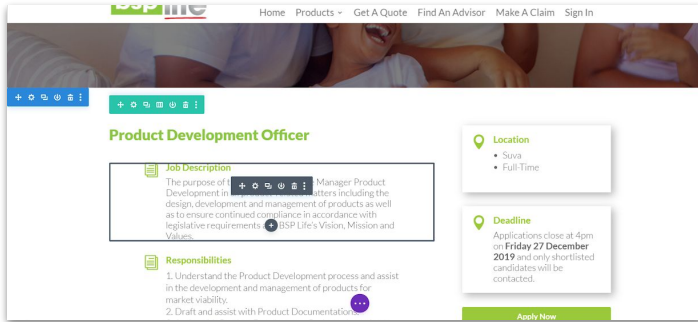


Step 4: Select **“New Career Layout”**

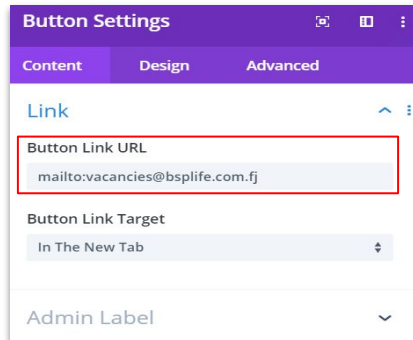


Careers

Step 5: With the New Career Layout now loaded. You can copy paste in your content for the New Career post i.e. Job description, Location, Deadline etc.

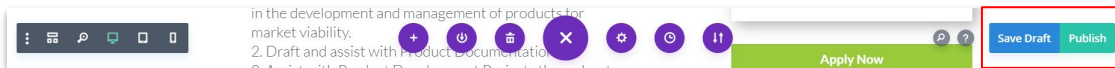
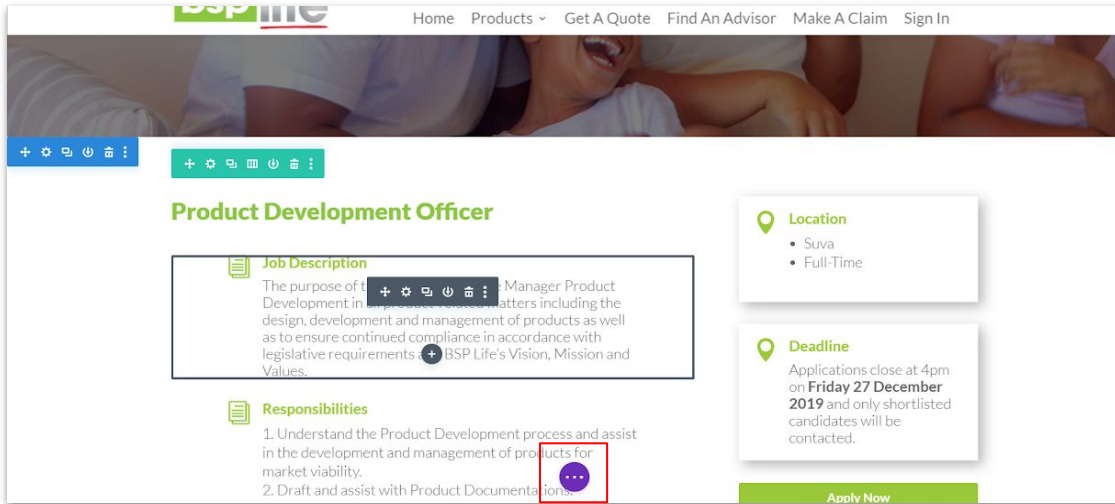


Step 6: Double click the **Apply Now** button to open the button settings or hover over it and click the settings icon. Once open edit the **mailto:** link with the correct mailing address. (**NOTE - "mailto:" text is important as this will auto-populate assigned email when the buttons' selected**)



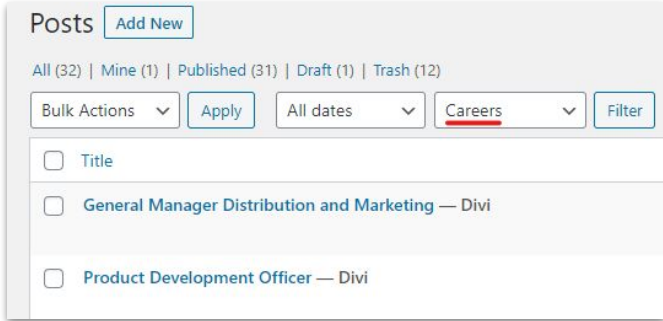
Careers

Step 7: With all content update and 'mailto:' links added, you can open the page settings menu and save draft or publish your new Career(vacancy) to the website on the Careers page.

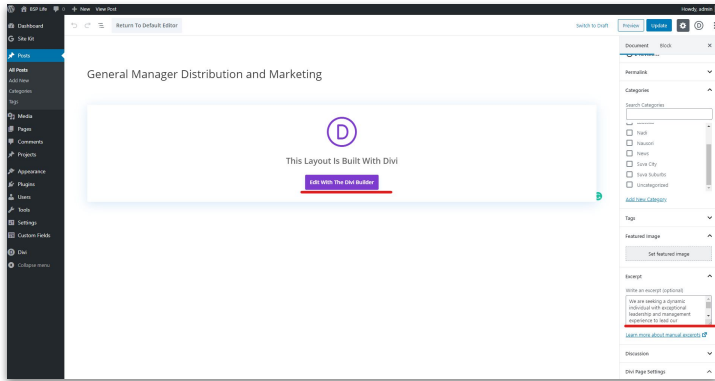


Editing Careers

STEP 1: Go to **POSTS** on the CMS Dashboard and select **Categories filter** and select Careers. After filtering the Advisor by their region. Click on any career/vacancy to begin editing that career.



STEP 2: You can now edit the Excerpt or career content by clicking the purple **Edit with Builder** button.



Editing Careers

Step 3: With the page builder enabled, you can now edit the content of the career posting. Save your changes to see them go live on your website.

BSP Life Website - User Guide > Editing Advisors Site Content

Editing Careers

Step 3: With the page builder enabled, you can now edit the content of the career posting. Save your changes to see them go live on your website.

General Manager Distribution and Marketing
by John | Feb 10, 2020 | Careers | 0 comments

We understand the trauma patients and loved ones go through when sickness or accidents happen. We've designed our Health plans to be able to assist you when you need us most.

Health Insurance | BSP Life

General Manager Distribution and Marketing

Job Description
We are seeking a dynamic individual with experience in leadership and management to join our Distribution and Marketing team.

Location

- Suva
- Full-Time

Save

Further Assistance

For further assistance or query, contact our team:

Contact Person

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