Apet®360Pro™ Procurement Portal

User Guide 32

360ProPlus - eTendering

Background

Jobs can be released to selected regions or nationally, on request or automatically. The Adcom feature is 'switched on' by 360Pro's super-user on a client-by-client basis.

Adcom may attract a small increase in 360Pro's annual subscription.

With Adcom switched on and enabled for a Job, users will be required to nominate the industry and location relevant to the Job through a new Promotions tab.

Promoting a Job

1. By default, when a new job is created or imported in 360Pro, the 'Promote by Region' and 'Promote by Industry' will be switched on (to switch it off after a job has been created or imported, click Edit on the Job Info tab and change both settings to 'No').
2. To set your promotion preferences, click on the Promotions tab.

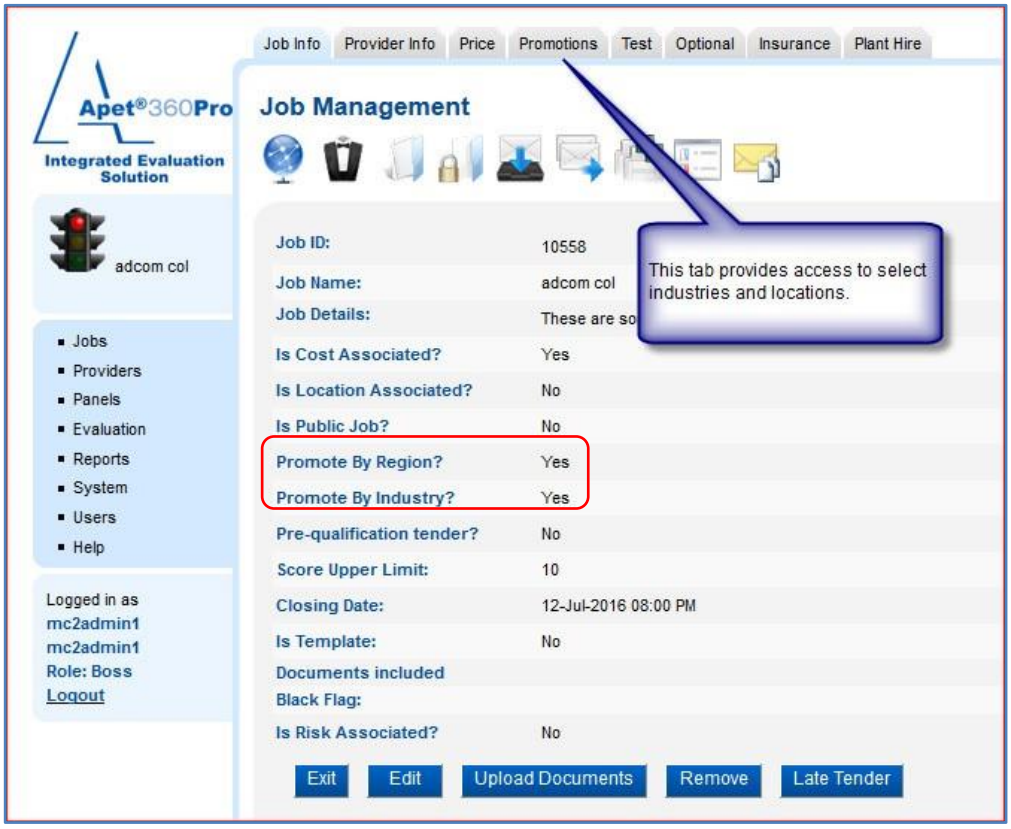

Figure 1 'Promotions' switched on

3. Select the relevant region(s) for the job (All States and Territories are displayed – the preferences are based on the Australian Bureau of Statistics geographic

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split). '*Other Territories*' includes: territories of Cocos (Keeling) Islands, Christmas Island and Jervis Bay.

4. Make your selection and click Update.

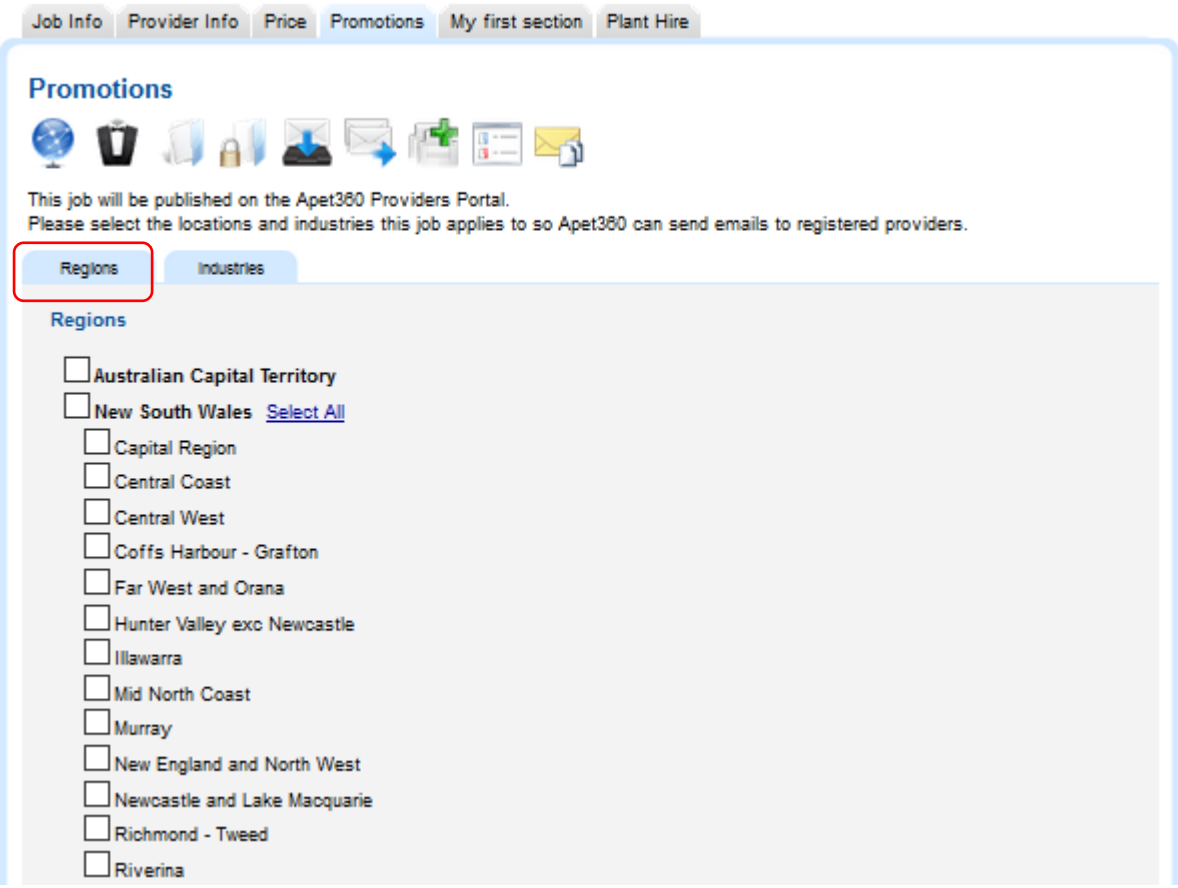

Figure 2 Promote by Region

5. Click on the Industry tab and select the relevant Industry(s) for the job and click Update.

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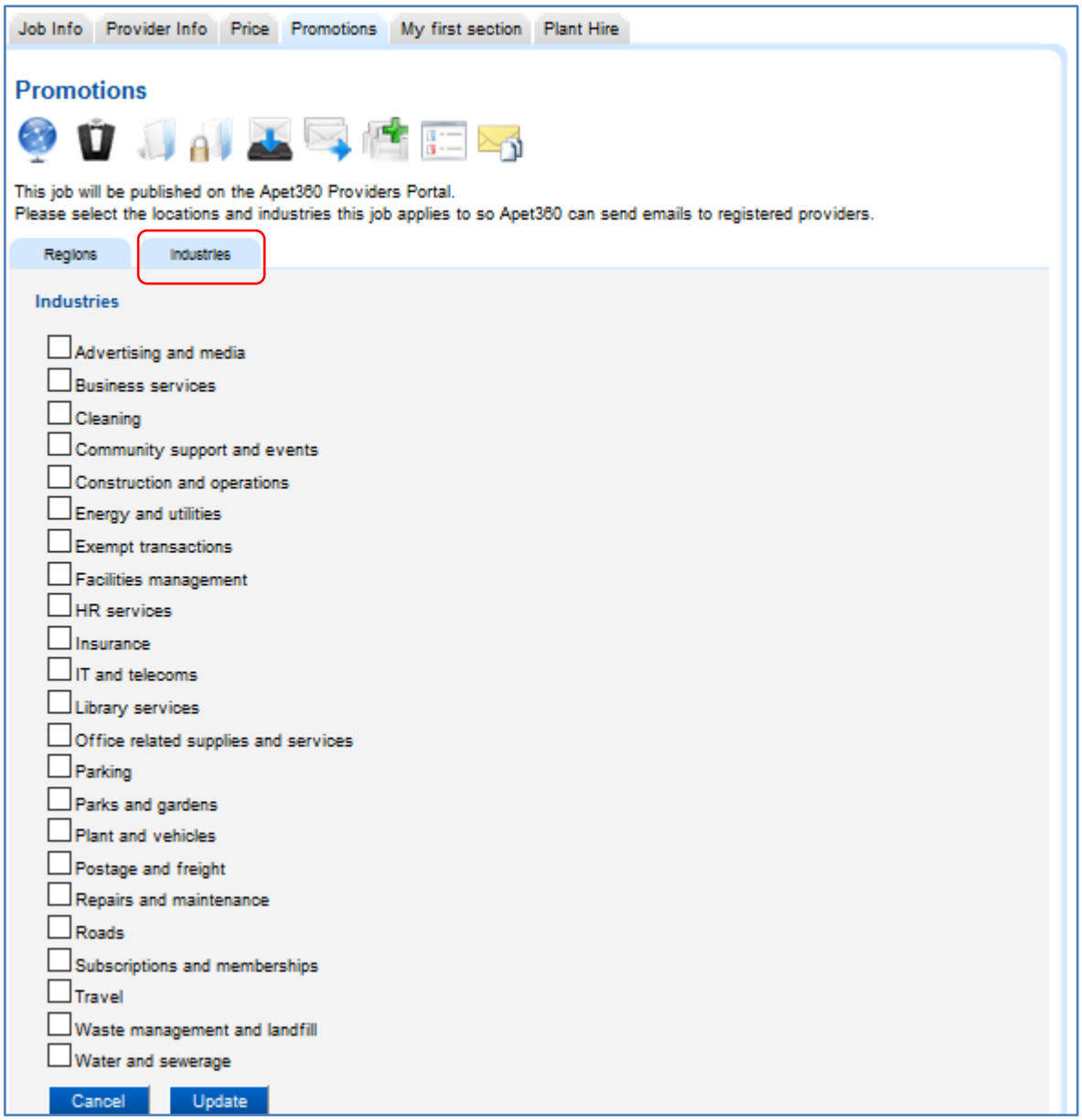

Figure 3 Promote by Industry

6. Complete the remaining job details and when the Job is published, the following Job Notification email template is populated and distributed to the providers where there is a **direct** match with region and industry.

   The text within the email template can be customized by the Boss User (all text that is capitalized and within # has to remain in that format in order for the relevant information to be populated).

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Figure 4 Job Notification Email Template

Provider's Perspective

The new landing page for 360Pro (https://360providers.apetsoftware.com.au/) includes details of promoted jobs:

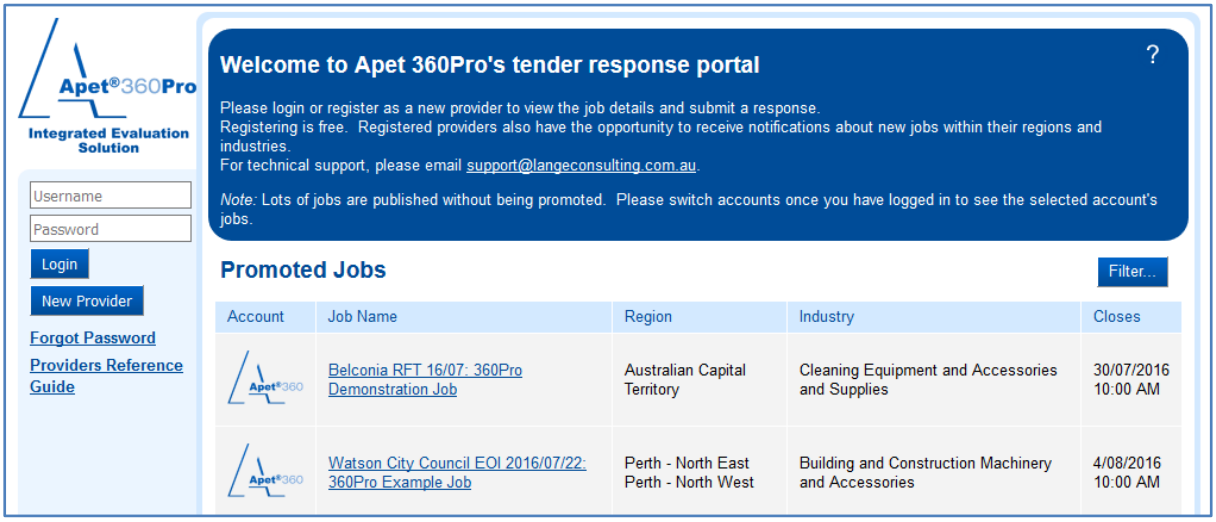

Figure 5 360Pro Provider Portal landing page

Please note: the image in Figure 5 shows the 360Pro logo in the Account column, the 360Pro logo is replaced by the council or organisation's logo when their promoted job is published.

For Providers to receive email notifications when a relevant job is published, they need to set their Notification preferences.

When Providers register for 360Pro they have the option to set their Region and Industry Notification preferences via the My Notifications link. Existing Providers can also set their Notification preferences by clicking on the My Notifications link in the bottom left hand corner.

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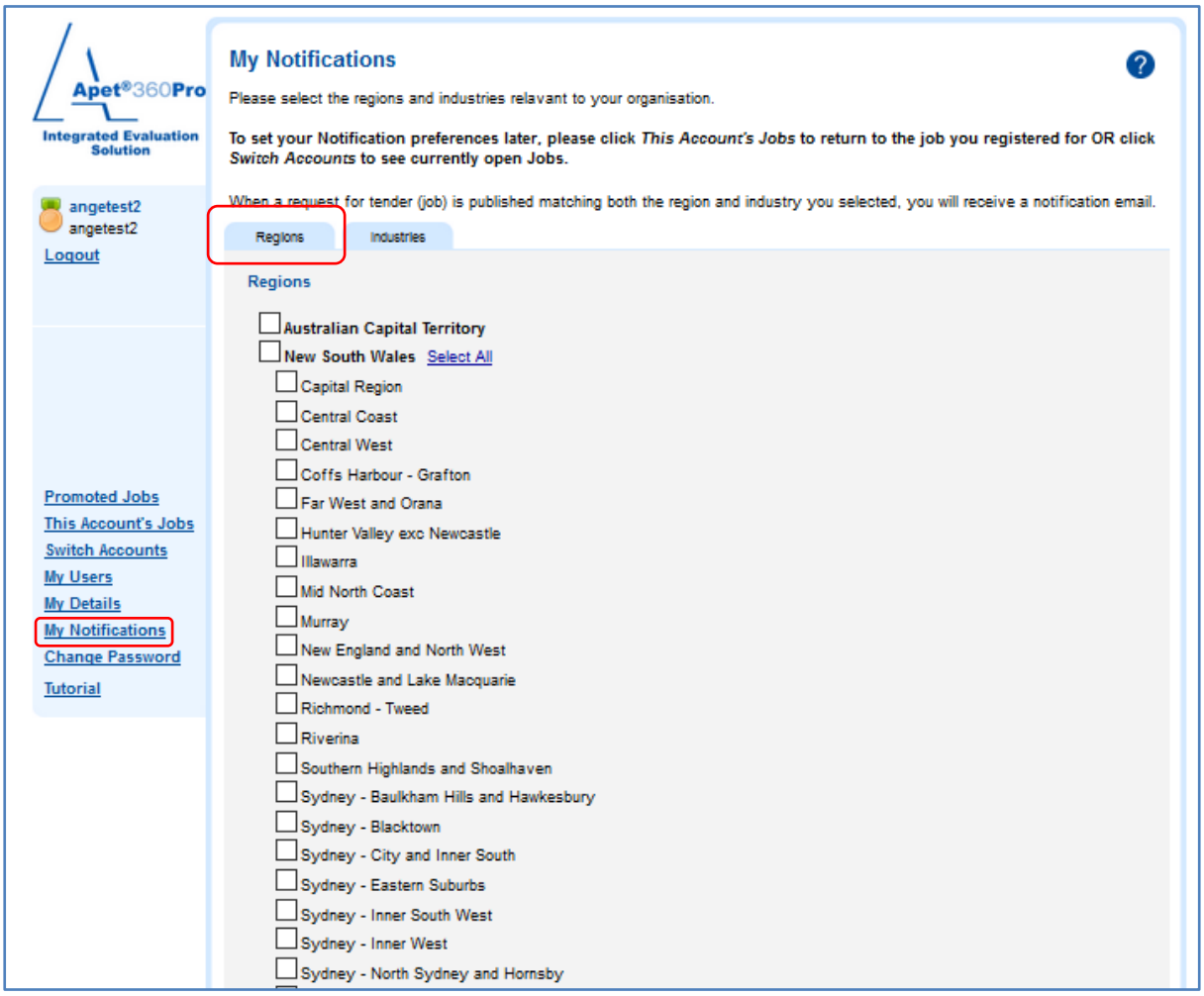

Figure 6 Providers can set their Region preference(s)

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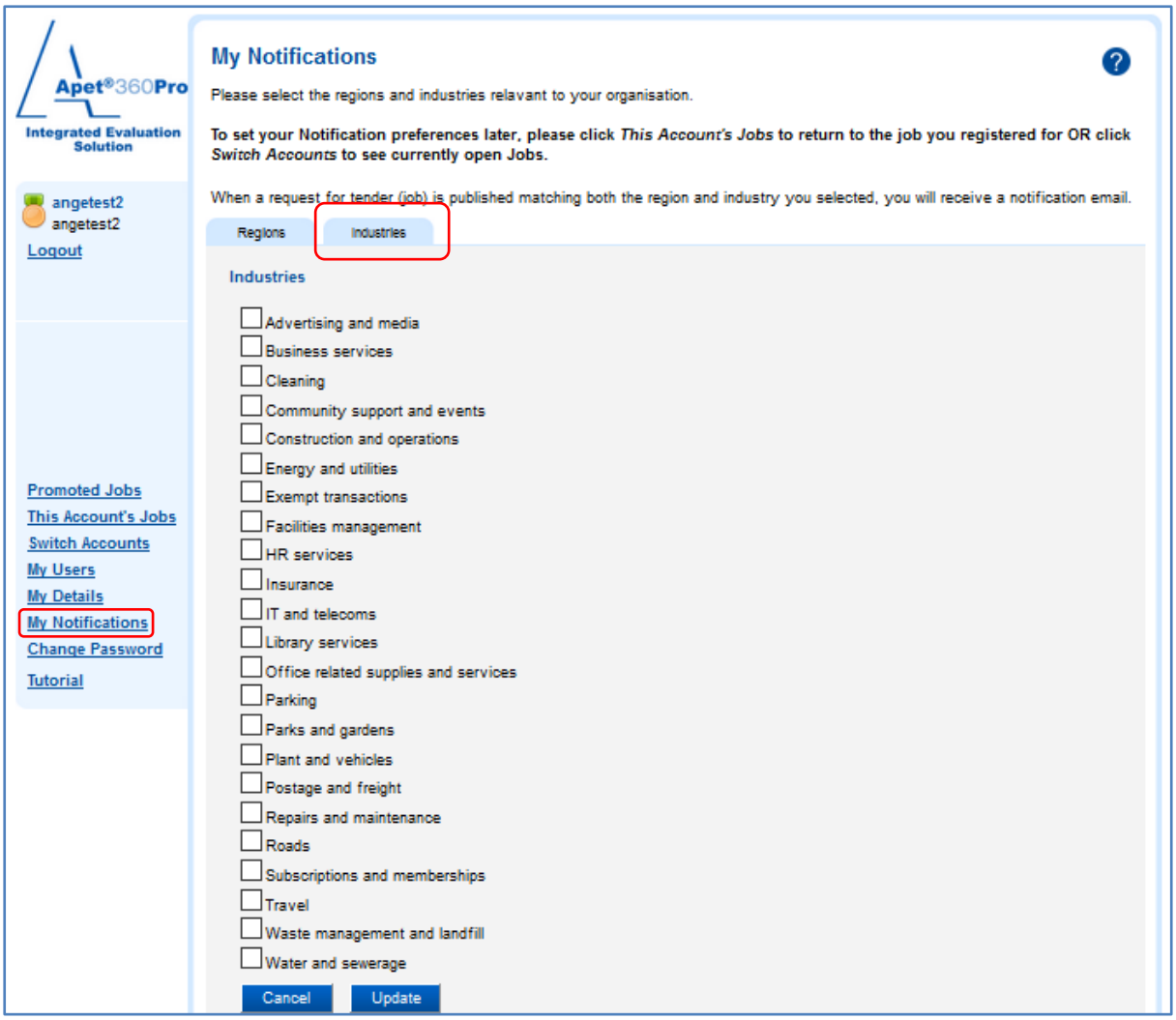

Figure 7 Providers can set their Industry preference(s)

Figure 8 shows an example Job Notification email received by a Provider whose Region and Industry preferences matched a published job.

Dear angetest3,

A new job has been published in the industry and/or region matching your Apet360 notification preferences.
Job: Watson City Council #3
Closing: 28-Jul-2016 04:00 PM.

You can access the job at http://test-360providers.simplylogical.net/ManageJob.aspx?id=10574.
Your account details:
User name: angetest3
Password: angetest3

Kind Regards,
Apet360 Management Team

Figure 8 Example Job Notification email

More Information

For more information, please email support@simplylogical.net.

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