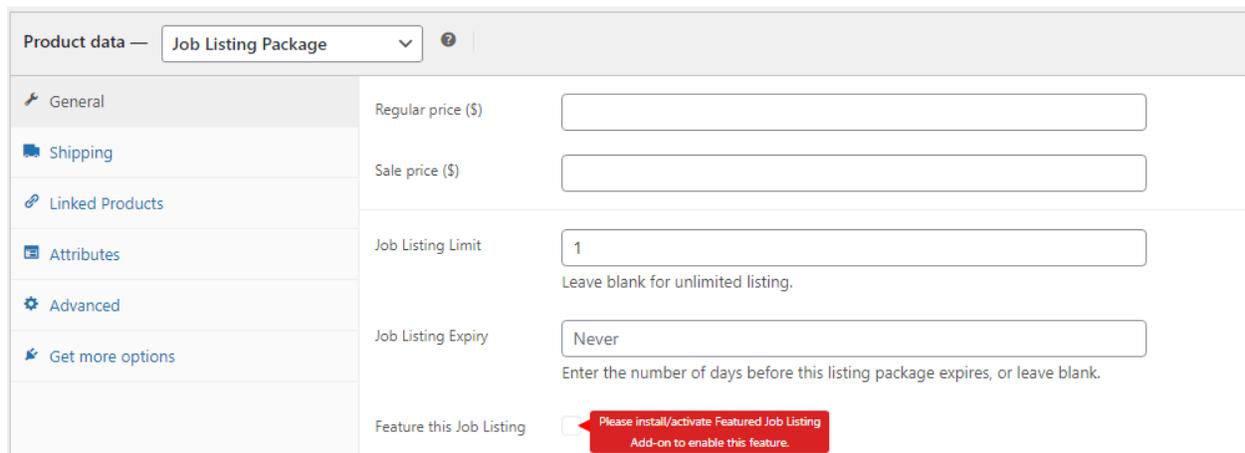


## Setting up WooCommerce Products as Job Listing Package

After activating the plugin, you'll need to set up some products in WooCommerce that job submitters can purchase.

1. Create a new product.
2. Select a package product type:
  1. **Job Listing Package** – A package that lets a user post jobs before expiring.
3. Enter the price and other product details like any other product.
4. Enter Job Listing Limit and Job Listing Expiry for the package.
5. Package-specific options are as follows:



The screenshot shows the 'Product data' section of the WooCommerce product editor. The product type is set to 'Job Listing Package'. The left sidebar contains tabs for General, Shipping, Linked Products, Attributes, Advanced, and Get more options. The main content area has the following fields:

- Regular price (\$):
- Sale price (\$):
- Job Listing Limit:   
Leave blank for unlimited listing.
- Job Listing Expiry:   
Enter the number of days before this listing package expires, or leave blank.
- Feature this Job Listing:  Please install/activate Featured Job Listing Add-on to enable this feature.

- **Job Listing Limit** – How many jobs can a user create with this package after purchase? Can be left blank for unlimited publishing.
- **Job Listing Expiry**– How long a job last (in days) before expiring while using the package.
- **Feature Job Listing?** – Whether or not job listings should be featured when using this package. **Note:** Activate the [Featured Job Listing](#) Add-on to enable this feature.

Product data — Job Listing Package

General	Regular price (\$)	<input type="text"/>
Shipping	Sale price (\$)	<input type="text"/>
Linked Products		
Attributes	Job Listing Limit	<input type="text" value="Unlimited"/> <small>Leave blank for unlimited listing.</small>
Advanced	Job Listing Expiry	<input type="text" value="Never"/> <small>Enter the number of days before this listing package expires, or leave blank.</small>
Get more options	Feature this Job Listing	<input checked="" type="checkbox"/>
	Feature Job Listing Limit	<input type="text" value="Unlimited"/>

- **Feature Job Listing Limit** – How many feature jobs can a user create with this package after purchase? Can be left blank for unlimited publishing.
6. Publish the product.

## Enable WooCommerce paid listing option

An option used to make a job free or paid. This option is available under Job Board > Settings > Frontend Job Posting

**WC Paid Job Listing**

Enable WC paid job listing feature

**Note: Please install WooCommerce plugin to use this feature.**

## Job Submission Workflow

For WC Paid Job Listings, the job submission process has changed slightly, adding the necessary purchase/job pack steps. This is how to proceed:

1. The user fills in the job submission form as normal
2. When clicked the submit button, the Choose a package screen will be displayed. This page lists all Job Packages and previously purchased active job packages (highlighted in yellow, listed on top):

**Choose a package**

**Your Packages:**

**10 Listings 30 days**  
3 job posted out of 10, for 30 days.

**Purchase Package:**

**10 Listings 30 Days**  
\$100.00 for 10 jobs listed for 30 days.

**2 Featured 15 Days**  
\$50.00 for 2 featured job listed for 15 days.

**1 Listing 10 Days**  
\$30.00 for 1 job listed for 10 days.

3. The user chooses a package and clicks submit.
  - a. If this is a new package:
    - i. it will be added to the WooCommerce cart, referencing the Job ID.
    - ii. At this stage, the job listing is created, but its status is 'pending payment' and it won't yet be listed on the site until the package is purchased.
    - iii. Once paid for, the job status will become 'pending' and the package assigned to the user. After admin approves it then the job status will be 'publish'.
  - b. If this is a package that has already been purchased, the job will be submitted right away.

## Job-Checkout Actions

After checkout, the job will not be accepted/rejected until payment has been received. This includes orders with the following statuses:

Processing  
Completed

On-hold

If the order is unpaid or isn't on one of these statuses, the job will not be approved without admin intervention.

## Viewing Purchased Packages

Users can view their purchased/active job packages on the 'My Account' and Job Packages tab of the employer dashboard page. Here are the main highlights and remaining jobs for each package.

### My account

PACKAGE NAME	REMAINING	LISTING DURATION	FEATURED
Job Package	0/2	2 Days	No
Job Package	0/2	2 Days	No
Job Package	0/2	2 Days	No
Job Package	1/2	2 Days	No

DASHBOARD

JOB POSTED

JOB FEATURES

APPLICATION FORM

RESUME MANAGER

**JOB PACKAGES**

PACKAGE NAME	REMAINING	LISTING DURATION	FEATURED
Job Package	0/2	2 Days	No
Job Package	0/2	2 Days	No
Job Package	0/2	2 Days	No
Job Package	1/2	2 Days	No

## **Deleting Jobs**

When a user posts a job using a job package with a listing limit, their “Jobs Remaining” count will be decreased by 1.

If they later delete that job, the “Jobs Remaining” count will be incremented by 1.

However, there is no grace period for the job deletion.

## **Job Expiration**

When the admin approved a job a expiry date is set for the job and when the job expired the Job status becomes ‘Job Package Expire’. If a user wants to reuse this job he can select a package from the package listing page and the same process will be followed as on Job creation.