

Bright-Minded Quick Guide 1

This is the first of several tutorial quick guides that will make setting up your account and finding your next candidate even easier. Using simple screenshots, short instructions and providing valuable extra tips, the posts follow the same order as the workflow of entering information on the Bright-Minded platform.

Company Profile

Welcome to the first step of setting up your account on Bright-Minded. Here you will be setting up details like:

- Basic Information about the Company
- Values inherent to the Company
- Financial information
- Social Links
- Location
- Account members

 Dashboard

 How to Guides

 Company Profile

 Post a New Job

 Bright-Minded Soft

Skills Questionnaire



Company Profile

Basic Information

+ Upload Jobs Cover Photo

Upload your logo or a representative picture

First Name *

Last Name *

Company Name *

Email *

Phone

Website

About the Company

Visual Text

B *I* U

Describe shortly what is your core business

Other Information

Values *

Other Values

There are examples and you can choose one or more of them or add your own ones

These values are useful for within the matching process





Financial Details (only visible to Bright-Minded)

Necessary for payments, based on the plan you chose

Bank Country

Bank Name

IBAN

BIC/SWIFT

VAT Number

Social Links

Not compulsory, useful for candidates who want to read about you

Linkedin

Other

Address / Location

Country

State

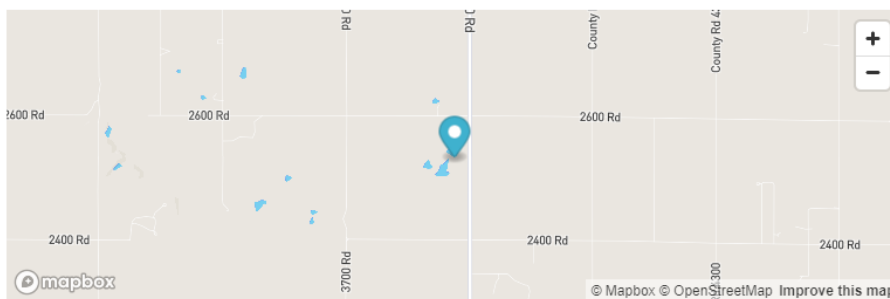
City

Latitude

Longitude

Zoom

You can locate your company on Google Maps



For the precise location, you can drag and drop the pin.



ADD ACCOUNT MEMBER ✕

Member First Name:

Member Last Name:

Member Username:

Member Email:

Password:

Confirm Password:

Member Permissions

- Post New Job
- Manage Jobs
- Saved Candidates
- Packages
- Transactions

HR team that have permission to use Company B-M account



TEAM MEMBERS

+ ADD TEAM MEMBER

Member Title *

Designation *



Experience *

Image *

+ Upload Photo

Facebook URL

Google+ URL

Twitter URL

LinkedIn URL

Description

Here the details of
your Regional
Partners appear – you
do not to fill it in!



SAVE Settings: Please don't forget to use it after you make a change!