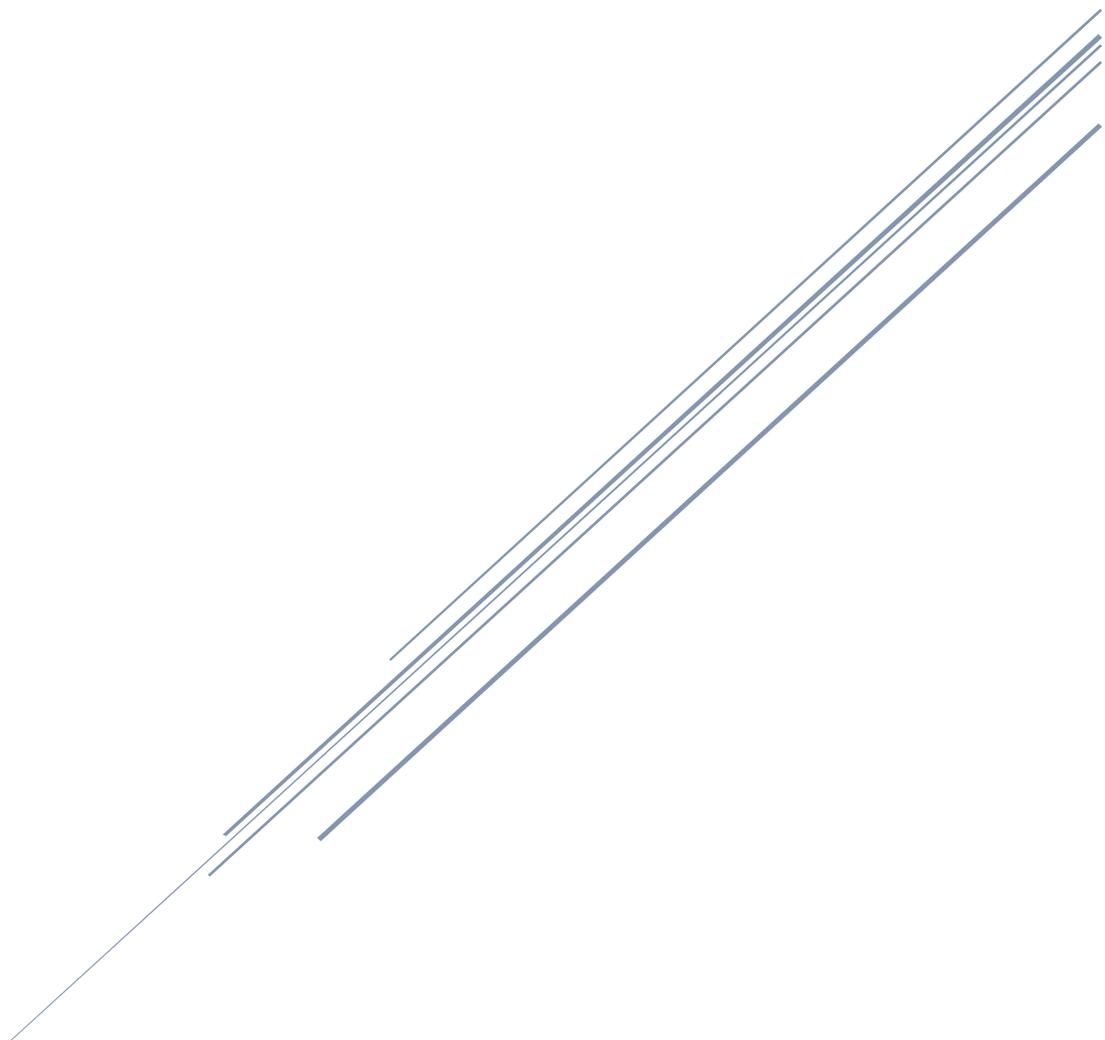


The Institute of Chartered Accountants of Nepal (ICAN) JOB PORTAL

User Manual – Job Seeker



नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL
(Established under the Nepal Chartered Accountants Act, 1997)

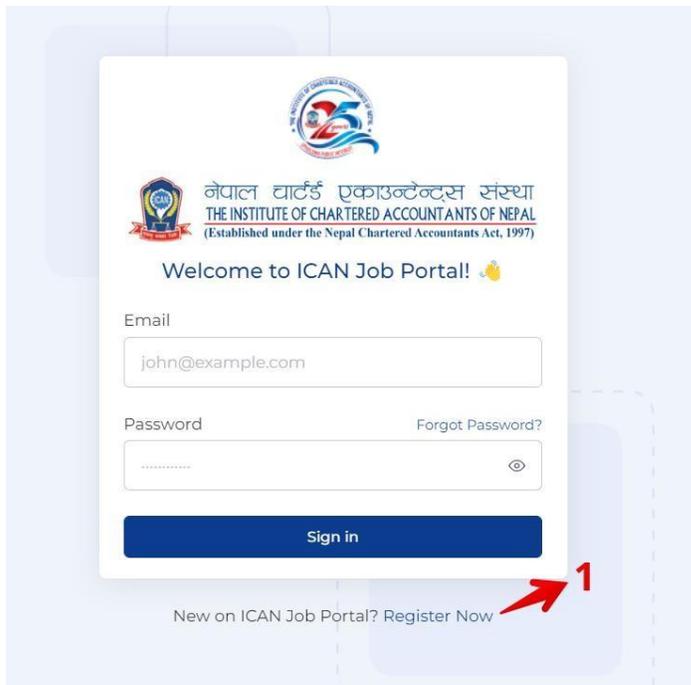
Contents

1. Profile	2
1.1. Register.....	2
1.2. Login	3
1.3. Change Password	4
1.4. Edit Profile	6
1.5. Logout	7
1.6. Forgot Password.....	8
2. Job.....	9
2.1. Apply Job	9
3. Education.....	12
3.1. Add Education.....	12
3.2. Edit Education	13
3.3. Delete Education	15
4. Work Experience	16
4.1. Add Work Experience	16
4.2. Update Work Experience	18
4.3. Delete Work Experience	19
5. Training	20
5.1. Add Training	20
5.2. Update Training.....	21
5.3. Delete Training.....	22
6. Language	23
6.1. Add Language	23
6.2. Update Language.....	24
6.3. Delete Language.....	25
7. Skill.....	26
7.1. Add Skill	26
7.2. Update Skill.....	27
7.3. Delete Skill.....	28

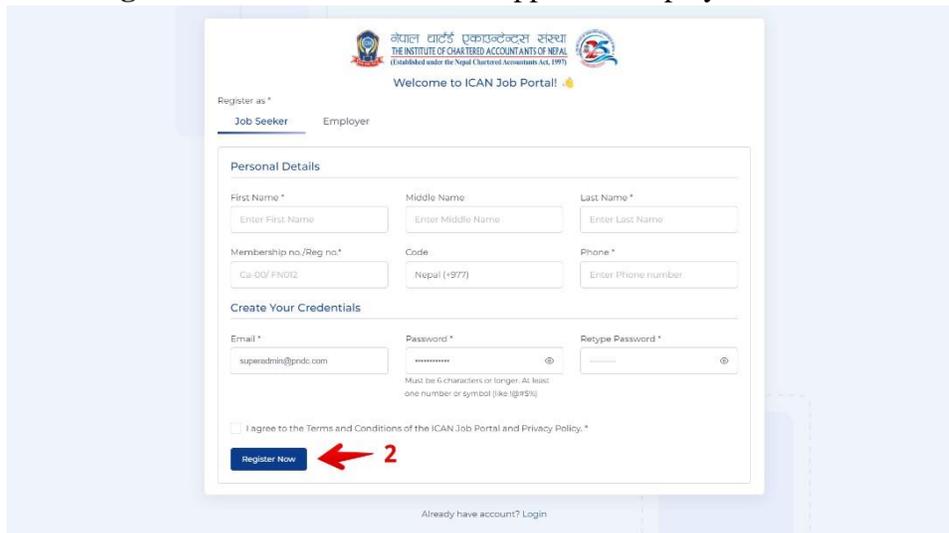
1. Profile

1.1. Register

In the address bar of the browser, enter the link (<https://jobportal.ican.org.np/user/login>) of the user login portal. A login screen will appear as shown below.



1. Click **Register Now**. A new form will appear as displayed below.



2. Enter all the required fields and click **Register Now** button to complete the process and create a new account.

Note: Jobseekers do not require admin approval to login after registration.

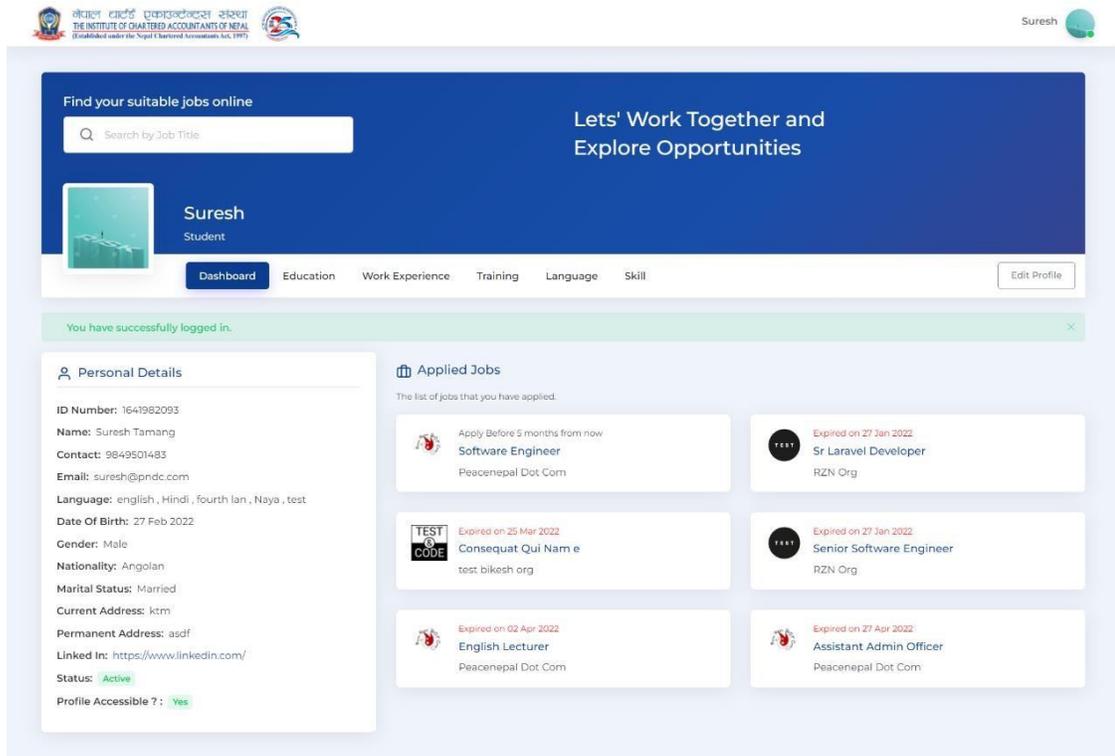
1.2. Login

The screenshot shows the login page for the ICAN Job Portal. At the top, there is a logo for 'THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL' with the Nepali text 'नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था' and '(Established under the Nepal Chartered Accountants Act, 1997)'. Below the logo, it says 'Welcome to ICAN Job Portal!'. The form has two input fields: 'Email' with the value 'john@example.com' and 'Password' with a masked password '.....'. A 'Forgot Password?' link is next to the password field. A blue 'Sign in' button is at the bottom of the form. Red annotations are present: a '1' next to the email field, a '2' next to the password field, and a '3' next to the 'Sign in' button. Below the form, there is a link: 'New on ICAN Job Portal? Register Now'.

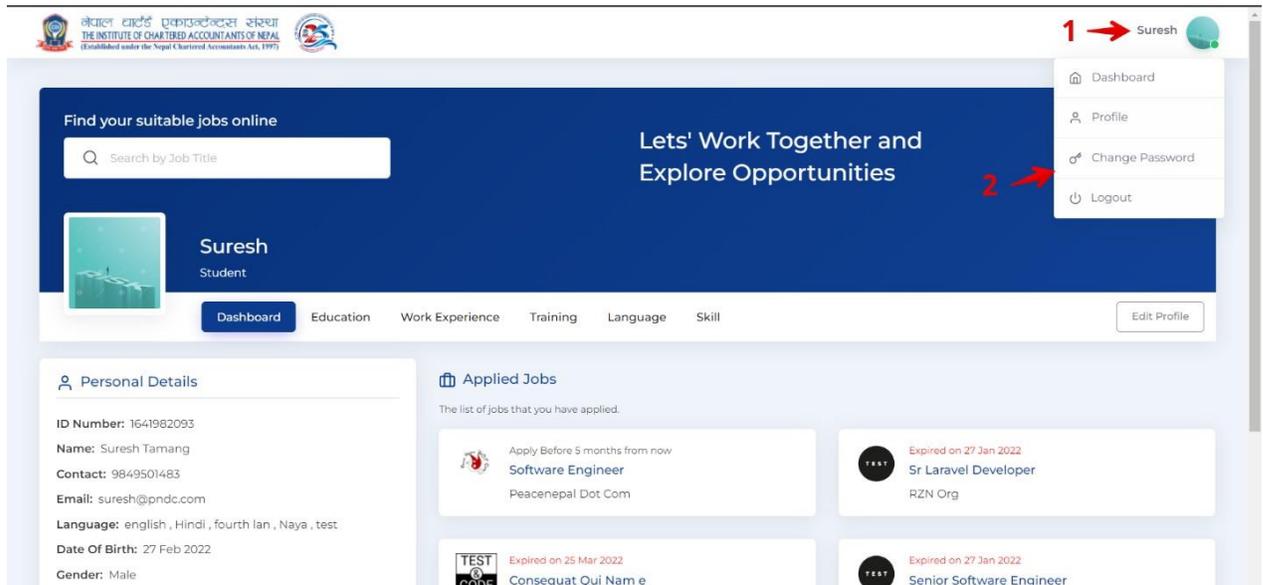
1. Enter **Email**.
2. Enter **Password**.
3. Click **Sign In** button to login. An error message will be displayed if the login credentials are incorrect as shown below.

This screenshot shows the same login page as above, but with an error message displayed. The error message is a red box with a white border containing the text 'These credentials do not match our records.' and a close button (X). The email field now contains 'superadmin@pndc.com' and the password field is masked with '.....'. The 'Sign in' button is still visible. The rest of the page content remains the same.

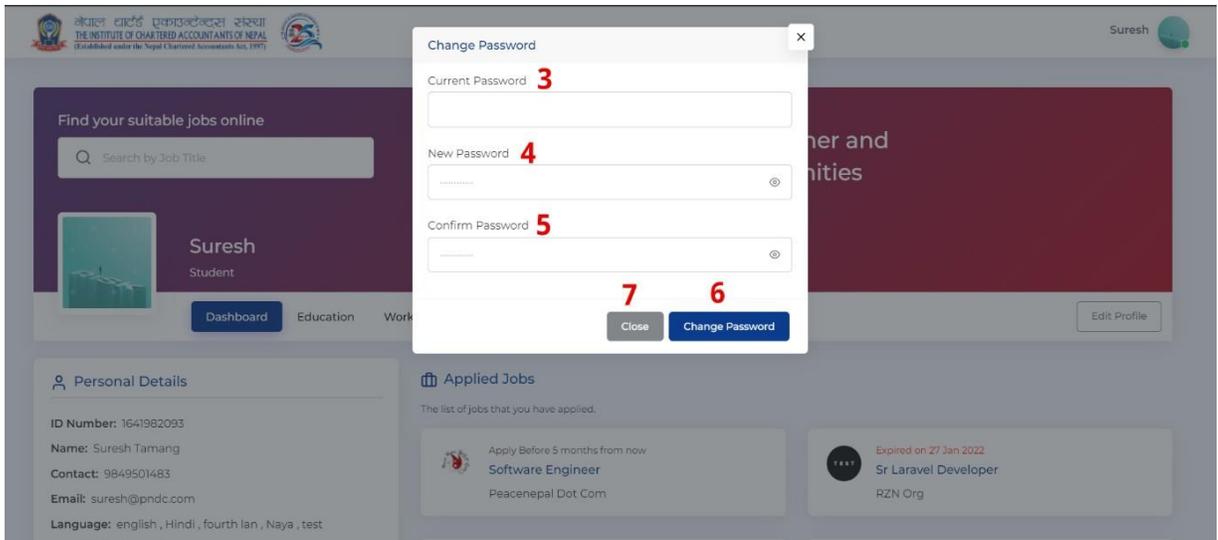
4. After login is successful, the user will be redirected to the dashboard.



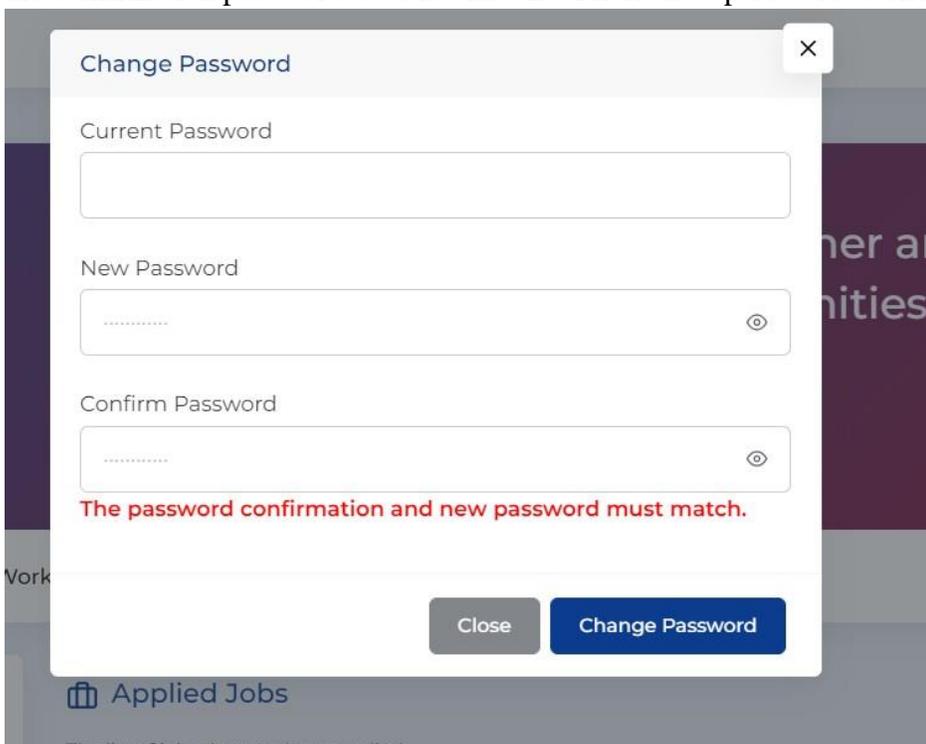
1.3. Change Password



1. Click the profile image of the user located at the top right corner of the screen.
2. Click **Change Password**. A form will appear in pop up as shown below.



3. Enter the **Current Password**.
4. Enter **New Password**.
5. Enter **Confirm Password**.
6. Click **Change Password** to complete the process. An error message will be displayed if the confirmation password does not match with the new password as shown below.



7. Click **Close** button to cancel the process.

1.4. Edit Profile

The screenshot shows the user profile page for Suresh Tamang, a student. The page features a navigation menu with options: Dashboard, Education, Work Experience, Training, Language, Skill, and Edit Profile. A red arrow points to the 'Edit Profile' button, which is labeled with a red '1'. Below the navigation menu, a green notification bar states 'You have successfully logged in.' The main content area is divided into two sections: 'Personal Details' and 'Applied Jobs'. The 'Personal Details' section includes fields for ID Number, Name, Contact, Email, Language, Date of Birth, Gender, Nationality, Marital Status, Current Address, Permanent Address, Linked In, Status, and Profile Accessibility. The 'Applied Jobs' section displays a list of jobs that the user has applied for, including Software Engineer, Sr Laravel Developer, Senior Software Engineer, and Assistant Admin Officer, each with an expiration date and the organization name.

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh
Student

Dashboard Education Work Experience Training Language Skill Edit Profile

You have successfully logged in.

Personal Details

ID Number: 1641982093
Name: Suresh Tamang
Contact: 9849501483
Email: suresh@ipndc.com
Language: english , Hindi , fourth lan , Naya , test
Date Of Birth: 27 Feb 2022
Gender: Male
Nationality: Angolan
Marital Status: Married
Current Address: ktm
Permanent Address: asdf
Linked In: https://www.linkedin.com/
Status: Active
Profile Accessible ? : Yes

Applied Jobs

The list of jobs that you have applied.

Apply Before 5 months from now
Software Engineer
Peacenepal Dot Com

Expired on 27 Jan 2022
Sr Laravel Developer
RZN Org

Expired on 25 Mar 2022
Consequat Qui Nam e
test bikesh org

Expired on 27 Jan 2022
Senior Software Engineer
RZN Org

Expired on 02 Apr 2022
English Lecturer
Peacenepal Dot Com

Expired on 27 Apr 2022
Assistant Admin Officer
Peacenepal Dot Com

1. Click **Edit Profile** button. A form will appear as shown below.

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh Student

Dashboard Education Work Experience Training Language Skill Edit Profile

Personal Details

First Name * Suresh Middle Name Last Name * Tamang Gender Male Female Other

Phone Number * 9849501483 Date Of Birth * 27-Feb-2022 Religion Buddhism Nationality Angolan

Current Address ktrn Permanent Address asdf Linked In https://www.linkedin.com/ Profile Accessible Yes

Marital Status Married

Biography

Profile Photo

Upload Reset Allowed file types: png, jpg, jpeg.

Save

2. Edit all the information as required and click **Save** button to save the changes

1.5. Logout

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh Student

Dashboard Education Work Experience Training Language Skill Edit Profile

Dashboard Profile Change Password Logout

Personal Details

ID Number: 1641982093 Name: Suresh Tamang Contact: 9849501483 Email: suresh@pndc.com Language: english, Hindi, fourth lan, Naya, test Date Of Birth: 27 Feb 2022 Gender: Male

Applied Jobs

The list of jobs that you have applied.

Apply Before 5 months from now Software Engineer Peacenepal Dot Com

Expired on 27 Jan 2022 Sr Laravel Developer RZN Org

Expired on 25 Mar 2022 Consequat Qui Nam e

Expired on 27 Jan 2022 Senior Software Engineer

1. Click **Logout** button to sign out the account and exit the system.

1.6. Forgot Password

नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL
(Established under the Nepal Chartered Accountants Act, 1997)

Welcome to ICAN Job Portal! 🙌

Email
john@example.com

Password [Forgot Password?](#)

Sign in

New on ICAN Job Portal? Register Now

1. Click **Forgot Password**. A form will appear as shown below.

नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL
(Established under the Nepal Chartered Accountants Act, 1997)

Forgot Password? 🔒

Enter your email and we'll send you a new generated password.

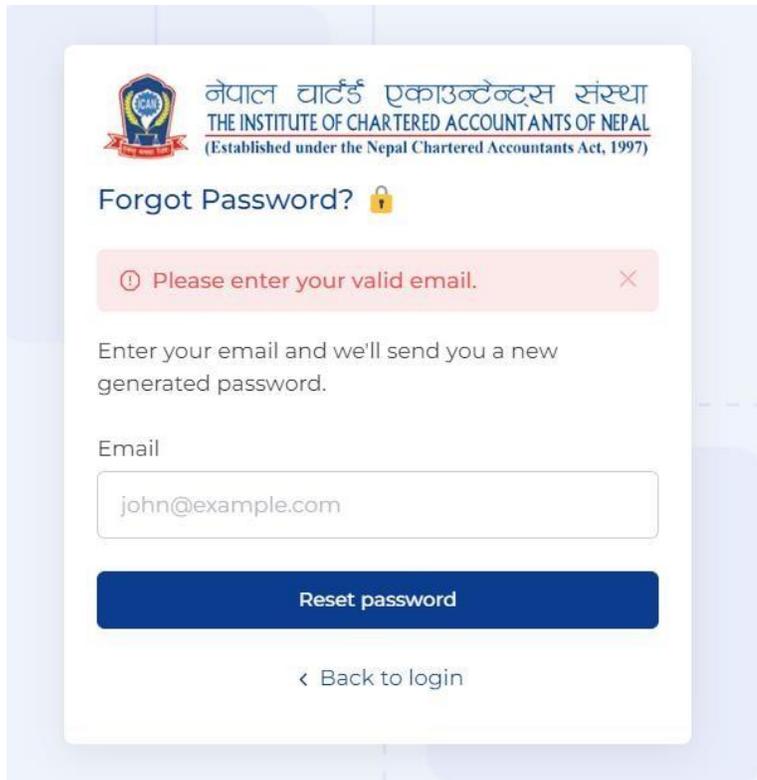
Email
john@example.com

Reset password

< Back to login

2. Enter a valid/registered **Email Address**.

3. Click **Reset Password** button to proceed to send request to change the password. An error message will be displayed if the entered email is invalid as shown below.



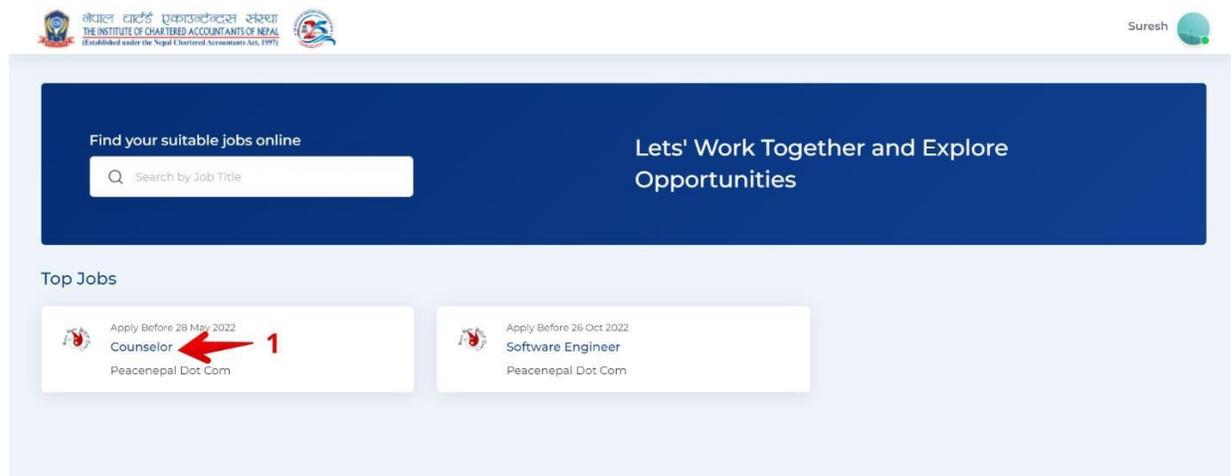
If the email address is valid user will receive a new password in an email which they can login with later.

4. Click **Back to Login** button to cancel the process and go back to the previous page.

2. Job

2.1. Apply Job

In the address bar of the browser, enter the link (<https://jobportal.ican.org.np/>). A list of currently opened vacancies will be displayed as shown in the image below.



1. Click the title of the job. A page will appear showing the detailed information of the job as shown below.

The screenshot shows a job listing for 'Counselor' at Peaceneal Dot Com. The page includes a search bar, the user's name 'Suresh', and a 'View Details' button for the employer. The job details table is as follows:

Basic Job Information		Views Count : 8 Apply Before 3 weeks from now
Industry Type	Manufacturing Compaines	
Job Category	Social Science	
Job Level	Mid-level	
No. of Vacancy/s	99	
Education Level	Master	
Job Location	Pokhara	
Deadline	28 May 2022	
Professional Skill Required	PHP, java	

The Job Description and Job Specification sections contain identical text: 'Peace Nepal DOT Com is a leading IT company based in Nepal. It is an IT company with highly qualified and dedicated team members always committed for providing state of art and quality output and delivering it on the time committed for. With the advent of the globalization, it is necessity that the company goes global for finding the potential customers. The success of the company depends on the demand from the customers globally and not how much more it sells than the competitors; we can help the company/business expand and go global with every possible expertise we have. To make the business successful in reaching global customers, we will provide the solutions with vary techniques and consultation by the group of our IT professionals.'

At the bottom left, there is an 'Apply Now' button with a red arrow and the number '2' pointing to it.

2. Click **Apply Now** button to apply for the job. A success message will be displayed after applying for the job successfully.

The screenshot shows the same job listing page after a successful application. A green banner at the top reads 'Job applied successfully.' The job details table is as follows:

Basic Job Information		Views Count : 15 Apply Before 3 weeks from now
Industry Type	Manufacturing Compaines	
Job Category	Social Science	
Job Level	Mid-level	
No. of Vacancy/s	99	
Education Level	Master	
Job Location	Pokhara	
Deadline	28 May 2022	
Professional Skill Required	PHP, java	

The Job Description and Job Specification sections contain the same text as in the previous screenshot.

3. To view the profile of the employer, click the **View Detail** button.



Suresh 

Q Search by Job Title

Counselor

Basic Job Information Views Count : 8 | Apply Before 3 weeks from now

Industry Type	Manufacturing Companies
Job Category	Social Science
Job Level	Mid-level
No. of Vacancies	99
Education Level	Master
Job Location	Pokhara
Deadline	28 May 2022
Professional Skill Required	PHP Java

Peaceneal Dot Com
Kupandol, Kathmandu, Nepal

[View Details](#)

↑
3

The profile page of the employer will be displayed in following way.



Suresh 

Q Search by Job Title



Peaceneal Dot Com

Kupandol, Kathmandu, Nepal

Basic Info

Contact Person Name: Bikesh Shrestha

Contact: 98765876543

Email: user@pnidc.com

Address: Ktm, Kathmandu, Bagmati, Nepal

Employee size: 10-100

Detail

Peace Nepal DOT Com is a leading IT company based in Nepal. It is an IT company with highly qualified and dedicated team members always committed for providing state of art and quality output and delivering it on the time committed for.

With the advent of the globalization, it is necessary that the company goes global for finding the potential customers. The success of the company depends on the demand from the customers globally and not how much more it sells than the competitors; we can help the company/business expand and go global with every possible expertise we have. To make the business successful in reaching global customers, we will provide the solutions with vary techniques and consultation by the group of our IT professionals.

Posted Jobs

Apply Before 5 months from now

Software Engineer

Peaceneal Dot Com
Totam voluptatem cor

PHP

[View Details](#)

Apply Before 3 weeks from now

Counselor

Peaceneal Dot Com
Pokhara

PHP Java

[View Details](#)

Apply Before 3 weeks from now

test test

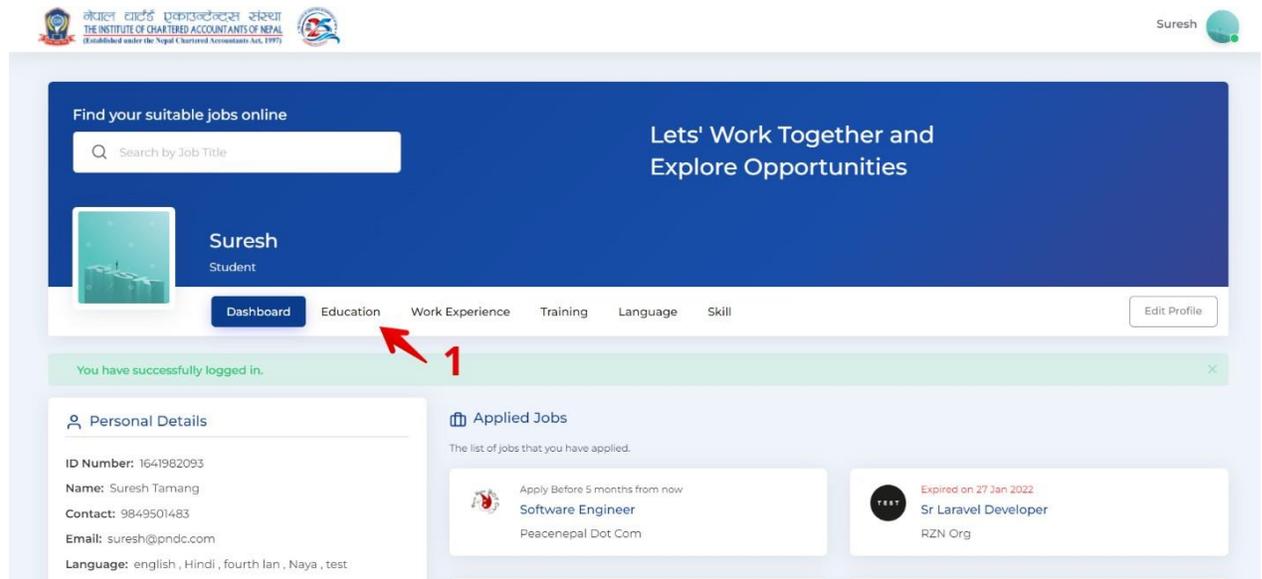
Peaceneal Dot Com
scf

PHP

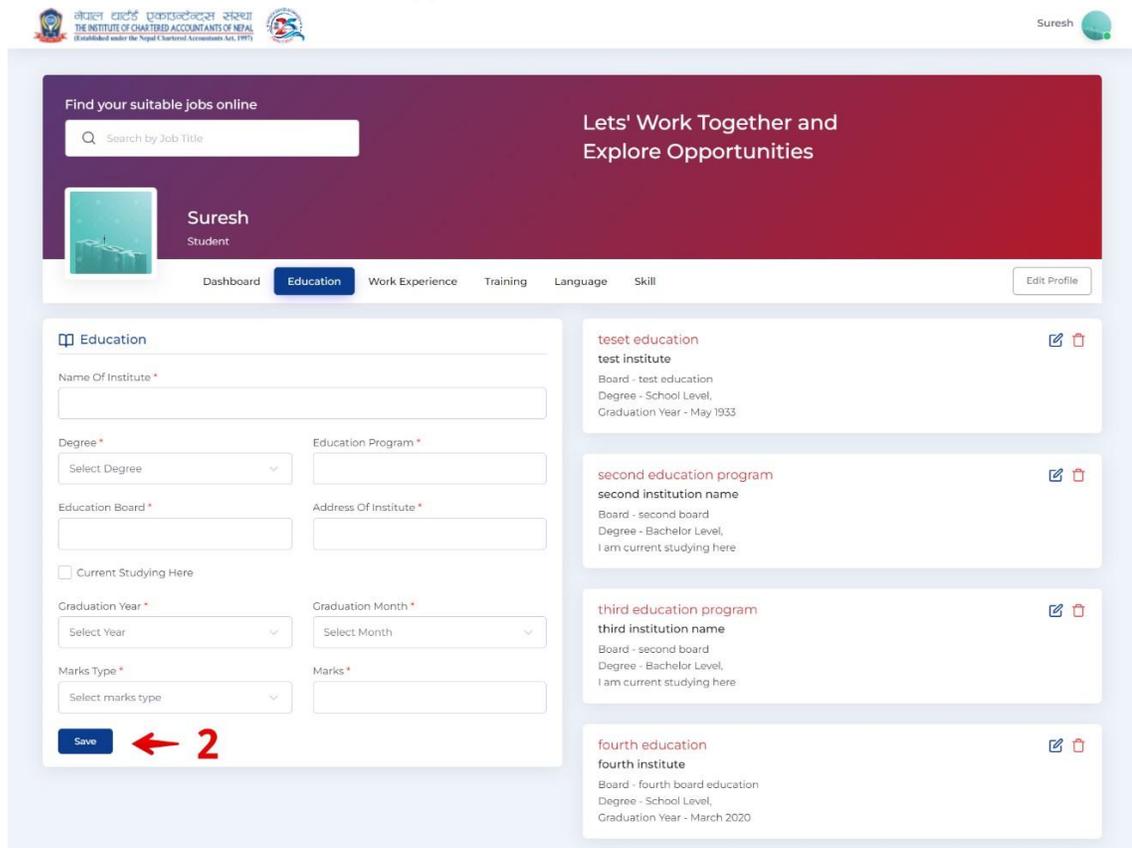
[View Details](#)

3. Education

3.1. Add Education



1. Click **Education**. A form will appear as shown below.



2. Enter all the required fields and click **Save** button to create new education record. The record will be listed on the right side of the screen as shown in the above image.

3.2. Edit Education

The screenshot displays the 'Edit Education' interface. At the top, there is a search bar with the text 'Find your suitable jobs online' and 'Search by Job Title'. Below this is a navigation menu with options: Dashboard, Education (selected), Work Experience, Training, Language, and Skill. An 'Edit Profile' button is located in the top right corner. The main content area is divided into two columns. The left column contains a form for adding or editing education details, with fields for: Name Of Institute, Degree, Education Program, Education Board, Address Of Institute, Current Studying Here (checkbox), Graduation Year, Graduation Month, Marks Type, and Marks. The right column shows a list of education entries. The first entry, 'teset education test institute', is highlighted with a red arrow and the number '1'. The details for this entry are: Board - test education, Degree - School Level, Graduation Year - May 1933. The second entry is 'second education program second institution name' with details: Board - second board, Degree - Bachelor Level, I am current studying here. The third entry is 'third education program third institution name' with details: Board - second board, Degree - Bachelor Level, I am current studying here. Each entry has an edit icon (pencil) and a delete icon (trash).

1. Click  icon to edit the education information. The existing information of the selected education will be displayed on the left side of the screen as shown below.

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh
Student

Dashboard Education Work Experience Training Language Skill Edit Profile

Education

Name Of Institute *
test institute

Degree *
School Level

Education Program *
teset education

Education Board *
test.education

Address Of Institute *
test.address

Current Studying Here

Graduation Year *
1933

Graduation Month *
May

Marks Type *
CGPA

Marks *
33

Update Reset

teset education
test institute
Board - test education
Degree - School Level,
Graduation Year - May 1933

second education program
second institution name
Board - second board
Degree - Bachelor Level,
I am current studying here

fourth education
fourth institute
Board - fourth board education
Degree - School Level,
Graduation Year - March 2020

2. Edit all the necessary information as required and click **Update** button to save the changes.
3. Click **Reset** button to cancel the process.

3.3. Delete Education

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh Student

Dashboard Education Work Experience Training Language Skill Edit Profile

Education

Name Of Institute *

Degree * Education Program *

Education Board * Address Of Institute *

Current Studying Here

Graduation Year * Graduation Month *

Marks Type * Marks *

teset education test institute
Board - test education
Degree - School Level,
Graduation Year - May 1933

second education program second institution name
Board - second board
Degree - Bachelor Level,
I am current studying here

third education program third institution name
Board - second board
Degree - Bachelor Level,
I am current studying here

1. Click  icon. A pop up will appear as shown below.

Work Exp

Are you sure?

You will not be able to recover this !

2 → Yes, delete it! No, keep it ← 3

Graduation Year - May 1933

Program *

2. Click **Yes, delete it!** button to complete the process.
3. Click **No, keep it** button to cancel the process.

4. Work Experience

4.1. Add Work Experience

The screenshot shows the user profile page for Suresh Tamang, a student. The page has a dark blue header with a search bar and the text "Lets' Work Together and Explore Opportunities". Below the header is a navigation menu with tabs for "Dashboard", "Education", "Work Experience", "Training", "Language", and "Skill". The "Work Experience" tab is highlighted with a red arrow and the number 1. Below the navigation menu is a green notification bar that says "You have successfully logged in." The main content area is divided into two sections: "Personal Details" and "Applied Jobs".

Personal Details:

- ID Number: 1641982093
- Name: Suresh Tamang
- Contact: 9849501483
- Email: suresh@pndc.com
- Language: english , Hindi , fourth lan , Naya , test
- Date Of Birth: 27 Feb 2022
- Gender: Male
- Nationality: Angolan
- Marital Status: Married
- Current Address: ktm
- Permanent Address: asdf
- Linked In: <https://www.linkedin.com/>
- Status: Active
- Profile Accessible ? : Yes

Applied Jobs:

The list of jobs that you have applied.

Job Title	Company	Expiration Date
Software Engineer	Peaceneal Dot Com	Apply Before 5 months from now
Sr Laravel Developer	RZN Org	Expired on 27 Jan 2022
Consequat Qui Nam e	test bikesh org	Expired on 25 Mar 2022
Senior Software Engineer	RZN Org	Expired on 27 Jan 2022
English Lecturer	Peaceneal Dot Com	Expired on 02 Apr 2022
Assistant Admin Officer	Peaceneal Dot Com	Expired on 27 Apr 2022

1. Click **Work Experience**. A form will appear as shown below.

The screenshot shows a user profile for 'Suresh' (Student) on a job portal. The 'Work Experience' section is active, displaying a form with the following fields:

- Organization Name *
- Nature of Organization *
- Job Location *
- Job Title *
- Job Category *
- Job Level
- Start Work Year * (dropdown: Select Year)
- Start Work Month * (dropdown: Select Month)
- Current Working Here
- End Work Year * (dropdown: Select Year)
- End Work Month * (dropdown: Select Month)

A blue 'Save' button is located at the bottom left of the form, with a red arrow and the number '2' pointing to it. To the right of the form, a list of job records is shown, including one for 'developer peace' with details: Job Level - high, Year - February 1936 - August 1938, Location - kupondole.

2. Enter all the required information and click **Save** button to create a new record. The newly created information will be listed on the right side of the screen as shown in the above image.

4.2. Update Work Experience

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh
Student

Dashboard Education **Work Experience** Training Language Skill Edit Profile

Work Experience

Organization Name * Nature of Organization *

Job Location * Job Title *

Job Category * Job Level

Start Work Year * Start Work Month *

Select Year Select Month

Current Working Here

End Work Year * End Work Month *

Select Year Select Month

Save

developer
peace
Job Level - high
Year - February 1936 - August 1938
Location - kpondole

1. Click  icon to edit work experience. The existing information of will appear on the left side of the screen as shown below.

Work Experience

Organization Name * Nature of Organization *

peace information technology

Job Location * Job Title *

kpondole developer

Job Category * Job Level

high

Start Work Year * Start Work Month *

1936 February

Current Working Here

Update Reset

2. Edit all the information as required and click **Update** button to save the changes.
3. Click **Reset** button to cancel the process.

4.3. Delete Work Experience

Find your suitable jobs online

Search by Job Title

Lets' Work Together and Explore Opportunities

Suresh
Student

Dashboard Education **Work Experience** Training Language Skill Edit Profile

Work Experience

Organization Name * Nature of Organization *

Job Location * Job Title *

Job Category * Job Level

Start Work Year * Start Work Month *

Select Year Select Month

Current Working Here

End Work Year * End Work Month *

Select Year Select Month

Save

developer peace

Job Level - high

Year - February 1936 - August 1938

Location - kuponhole

1

1. Click  icon to delete the record. A pop up will appear as shown below.

Are you sure?

You will not be able to recover this !

2 → Yes, delete it! No, keep it ← 3

2. Click **Yes, delete it!** button to delete the data.

3. Click **No, keep it** button to cancel the process.

5. Training

5.1. Add Training

The screenshot shows the user profile page for 'Suresh Student'. The navigation menu includes 'Dashboard', 'Education', 'Work Experience', 'Training', 'Language', and 'Skill'. The 'Training' tab is highlighted. A green notification bar at the top says 'You have successfully logged in.' The 'Applied Jobs' section is visible, showing a list of jobs with a red '1' next to the header. The 'Personal Details' section on the left includes fields for ID Number, Name, Contact, Email, Language, Date Of Birth, Gender, Nationality, Marital Status, Current Address, Permanent Address, Linked In, Status, and Profile Accessible?.

1. Click **Training**. A screen will appear with a form as shown below.

The screenshot shows the 'Add Training' form. The navigation menu includes 'Dashboard', 'Education', 'Work Experience', 'Training', 'Language', and 'Skill'. The 'Training' tab is highlighted. The form has the following fields: 'Name Of The Training *', 'Name Of Institution *', 'Duration *', 'Duration Type *' (with a dropdown menu), 'Complete year *' (with a dropdown menu), and 'Complete Month *' (with a dropdown menu). A 'Save' button is at the bottom left, with a red arrow pointing to it and a red '2' next to it. On the right side, there are two existing training entries: 'first trainings' (first institution, Duration - 8 Month, Completed Date - November 2018) and 'second training' (second institution, Duration - 1 Year, Completed Date - May 2021).

2. Enter all the required fields and click **Save** button to create a new record. The newly created entry will be listed on the right side of the screen as shown in the above image.

5.2. Update Training

The screenshot shows the 'Update Training' form. The form has the following fields:

- Name Of The Training *
- Name Of Institution *
- Duration *
- Duration Type *
- Complete year *
- Complete Month *

Buttons: Save

Training entries on the right:

- first trainings
first institution
Duration - 8 Month
Completed Date - November 2018
- second training
second institution
Duration - 1 Year
Completed Date - May 2021

1. Click  icon. An existing information of the selected entry will be displayed on the left side of the screen as shown below.

The screenshot shows the 'Update Training' form with the first entry selected. The form fields are populated with the data from the first entry:

- Name Of The Training *: first trainings
- Name Of Institution *: first institution
- Duration *: 8
- Duration Type *: Month
- Complete year *: 2018
- Complete Month *: November

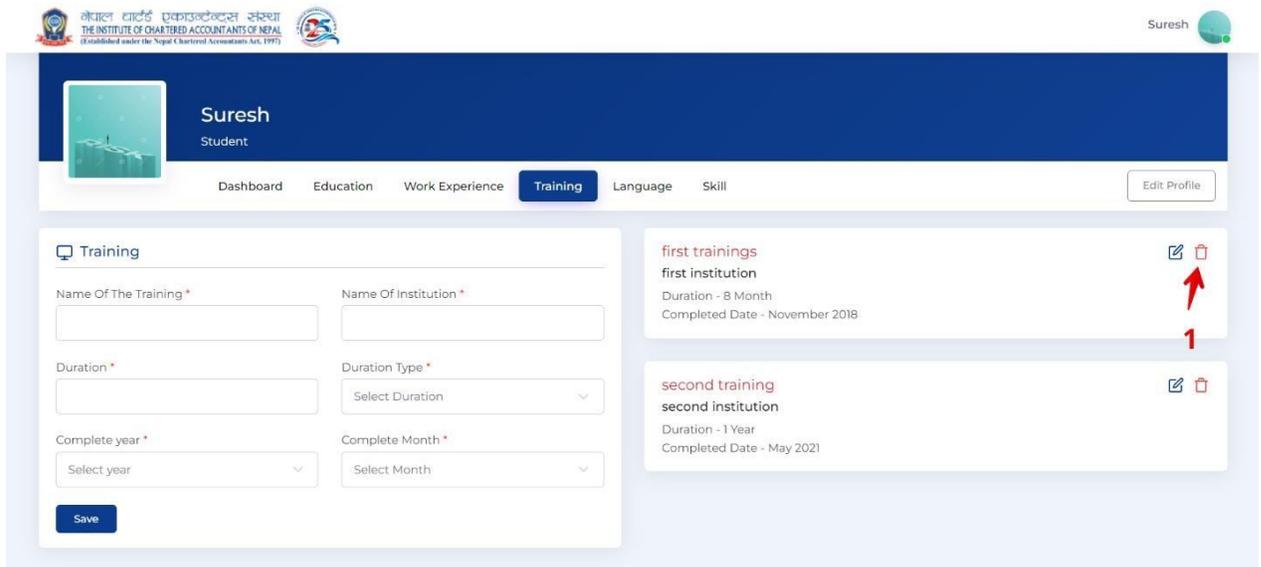
Buttons: Update, Reset

Training entries on the right:

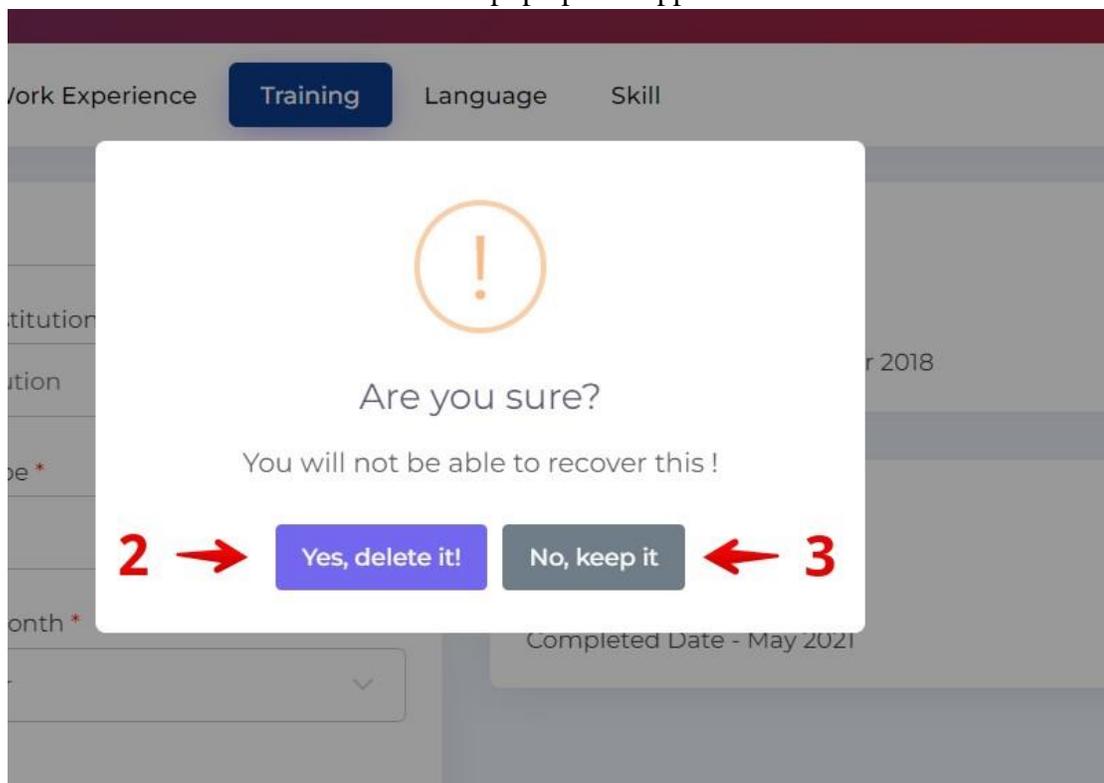
- first trainings
first institution
Duration - 8 Month
Completed Date - November 2018
- second training
second institution
Duration - 1 Year
Completed Date - May 2021

2. Edit all the necessary information and click **Update** button to save the changes.
3. Click **Reset** button to cancel the process.

5.3. Delete Training



1. Click  icon to delete the record. A pop up will appear as shown below.



2. Click **Yes, delete it!** button to delete the record.
3. Click **No, keep it** button to cancel the process.

6. Language

6.1. Add Language

The screenshot shows the user profile page for Suresh Tamang. The navigation menu at the top includes Dashboard, Education, Work Experience, Training, Language, and Skill. The 'Language' tab is highlighted with a red arrow and a red number '1'. Below the navigation menu, there is a green notification bar that says "You have successfully logged in." The main content area is divided into two sections: "Personal Details" on the left and "Applied Jobs" on the right. The "Personal Details" section includes fields for ID Number, Name, Contact, Email, Language, Date Of Birth, Gender, Nationality, Marital Status, Current Address, Permanent Address, Linked In, Status, and Profile Accessible. The "Applied Jobs" section displays a list of jobs that the user has applied for, including Software Engineer, Sr Laravel Developer, Consequat Qui Nam e, Senior Software Engineer, English Lecturer, and Assistant Admin Officer.

1. Click **Language**. A screen will appear with a form as shown below.

The screenshot shows the "Add Language" form. The form has a "Language" dropdown menu set to "english". There are four dropdown menus for "Reading", "Writing", "Speaking", and "Listening", all of which are set to "Please select an option". A "Save" button is located at the bottom left of the form, highlighted with a red arrow and a red number "2". To the right of the form, there is a list of existing language records. The first record is for "english" with the following details: Speaking - Poor, Writing - Good, Listening - Poor, Reading - Good. The second record is for "Hindi" with the following details: Speaking - Poor, Writing - Excellent, Listening - Poor, Reading - Good.

2. Enter all the required fields and click **Save** button to create a new record. The created record will be listed on the right side of the screen as shown in the above image.

6.2. Update Language

The screenshot shows the 'Update Language' form. The form contains the following fields:

- Language * (dropdown menu)
- Reading * (dropdown menu with 'Please select an option')
- Writing * (dropdown menu with 'Please select an option')
- Listening * (dropdown menu with 'Please select an option')
- Speaking * (dropdown menu with 'Please select an option')

A 'Save' button is located at the bottom of the form. To the right of the form, there are two language entries:

- english**: Speaking - Poor, Writing - Good, Listening - Poor, Reading - Good. Edit and delete icons are present.
- Hindi**: Speaking - Poor, Writing - Excellent, Listening - Poor, Reading - Good. Edit and delete icons are present.

A red arrow points to the edit icon for the 'english' entry.

1. Click  icon. The existing information of the selected entry will be displayed on the left side of the screen as shown below.

The screenshot shows the 'Update Language' form with the 'english' entry selected. The form fields are now populated with the existing data:

- Language * (dropdown menu): english
- Reading * (dropdown menu): Good
- Writing * (dropdown menu): Good
- Listening * (dropdown menu): Poor
- Speaking * (dropdown menu): Poor

The 'Update' and 'Reset' buttons are visible at the bottom of the form. A red arrow points to the 'Update' button (labeled 2) and another red arrow points to the 'Reset' button (labeled 3).

2. Edit all the information as required and click **Update** button to save the changes.
3. Click **Reset** button to cancel the process.

6.3. Delete Language

1. Click  icon to delete the record. A pop up will be displayed as shown below.

2. Click **Yes, delete it!** button to delete the record.
3. Click **No, keep it** button to cancel the process.

7. Skill

7.1. Add Skill

The screenshot shows the user profile page for Suresh Tamang. The navigation menu at the top includes Dashboard, Education, Work Experience, Training, Language, and Skill. The 'Skill' tab is highlighted with a red arrow and the number '1'. Below the navigation menu, there is a green notification bar that says 'You have successfully logged in.' The main content area is divided into two sections: 'Personal Details' on the left and 'Applied Jobs' on the right. The 'Applied Jobs' section lists several jobs with their expiration dates and company names.

1. Click **Skill**. A screen will appear with a form as shown below.

The screenshot shows the 'Add Skill' form. The form has two main sections: 'Skill' and 'First Skill'. The 'Skill' section contains a 'Name' field with the placeholder 'Enter Name' and a 'Description' field with the placeholder 'Enter description'. Below the form is a 'Save' button, which is highlighted with a red arrow and the number '2'. The 'First Skill' section on the right shows a newly created record with the text 'First Skill' and a trash icon.

2. Enter all the required information and click **Save** button to create a new record. The newly created record will be listed on the right side of the screen as shown in the above image.

7.2. Update Skill

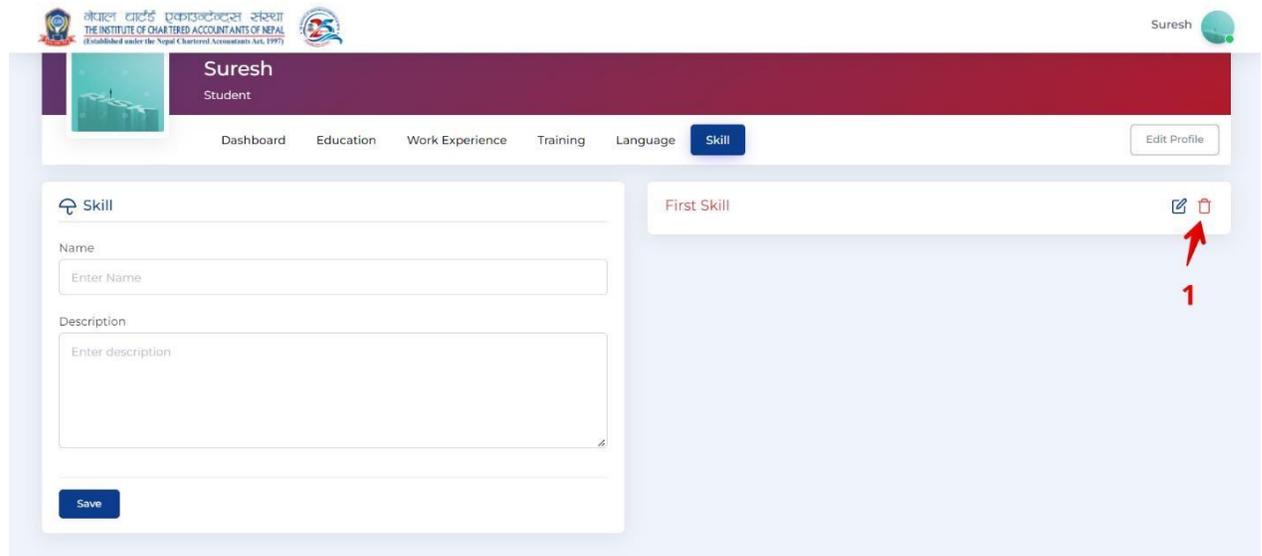
The screenshot shows the user profile for Suresh, a Student. The navigation menu includes Dashboard, Education, Work Experience, Training, Language, and Skill. The Skill management section is active. On the left, there is a form to add a new skill with fields for Name (placeholder: Enter Name) and Description (placeholder: Enter description), and a Save button. On the right, there is a card for 'First Skill' with edit and delete icons. A red arrow and the number '1' point to the edit icon.

1. Click  icon to update the record. An existing information of the selected entry will be displayed on the left side of the screen as shown below.

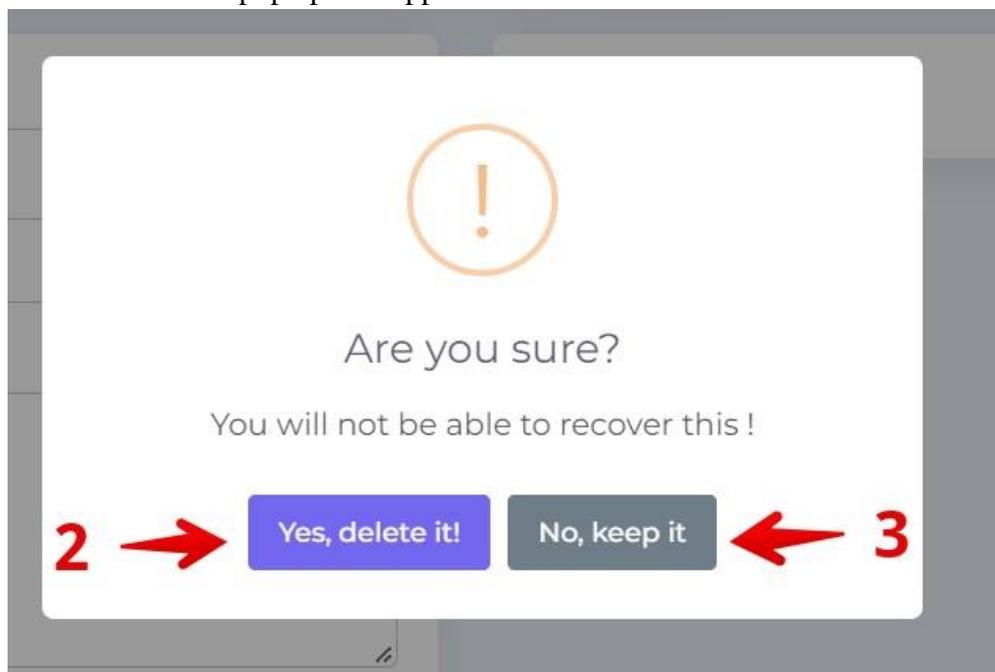
The screenshot shows the 'Skill' management interface after selecting an existing skill. The form on the left now displays the existing information for 'First Skill'. The 'Name' field contains 'First Skill' and the 'Description' field contains 'This is the description of the skill'. At the bottom of the form, there are two buttons: 'Update' (blue) and 'Reset' (orange). Red arrows and numbers '2' and '3' point to the 'Update' and 'Reset' buttons respectively. The 'First Skill' card on the right still has the edit and delete icons.

2. Edit all the necessary information and click **Update** button to save the changes.
3. Click **Reset** button to cancel the process.

7.3. Delete Skill



1. Click  icon. A pop up will appear as shown below.



2. Click **Yes, delete it!** button to delete the record.
3. Click **No, keep it** button to cancel the process.