

# Guide to Navigate the QURECA Platform

## ORGANISATION - QUANTUM HIRING & TRAINING

Once you have logged in, you will see the 'Quantum Hiring & Training' dashboard.

Here you have the option to enter the learning or recruitment sections.

Let's have a look at learning first.

### 1. LEARNING

#### *Courses*

If you have already enrolled in a course, you can find your course displayed.

If you have not already enrolled in a course, you will find a list of courses on offer.

Press 'Subscribe' to enrol in a course.

For each course:

At the top, you can find the star rating. This is determined depending on what users who have taken that course have rated it.

Next to the star rating, you can see how many other students are enrolled in the course.

Below this, the course creator and the last date of the course update are provided.

- **Overview:** If you click the '+' button, you will find the course overview. This outlines the general details of what the course will entail.
- **Curriculum:** If you click the '+' button, you will find more specific details of what the key learning areas are of the course.

- Instructors: If you click the '+' button, you can see who will be instructing the course and guiding you through it.
- Reviews: If you click the '+' button, you can find reviews from previous course candidates.

To start the course, press the 'start course' button on the right-hand side of the page.

**NOTE:** If you request courses for your staff, we will support you on the different company options.

Follow the purchasing process and contact us [info@qureca.com](mailto:info@qureca.com) if you have any remaining questions.

All purchase order will appear in the Cart under your user icon.

### *Webinars*

To access the list of upcoming webinars, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'webinars'.

Here you will find dates and timings of all webinars conducted through the QURECA platform.

You can access Webinars replays in our [YouTube channel](#).

### *Profile*

To access your training profile, scroll up to the top of the page and click on 'profile' under your user icon on the top right.

You can locate here:

1. Number of enrolled courses
2. Number of completed courses
3. Number of certificates

## 2. RECRUITMENT

To access the recruitment section, scroll to the top of the page and click 'home', then click on 'recruitment'.

You can also access directly on 'Employer Dashboard'.

### *Open Positions*

Once you have clicked here, you will see a page asking you to select your role. Please select 'employer' (this is to secure via a 2-step confirmation process).

You can manage here your list of jobs and add new open positions.

### *Add Jobs*

To access this, scroll to the top of the page, click on 'employer dashboard' and click on 'add jobs'.

Here you can add any job vacancies that you have. Once you have added this, potential applicants will be able to view it and select if they are interested.

**REMEMBER:** users cannot apply to jobs directly. QURECA wants to know the kind of jobs they find interesting to offer them the best career option!

**Tags:** these are keywords for you to organise your submissions or to use in any specific search

**Meta Keywords:** these are keywords defining skills that QURECA uses to identify potential matches. This will ensure we offer you the best candidates!

Once you have filled all the details, you can click save job.

## 3. EVENTS

To access events, scroll up to the top of the page and hover your mouse over the 'learning tab', and click on 'events'.

Here you will find a calendar with events on offer. You can search for a specific event through the search icon, in the top left corner.

In the top right corner, you can choose how to view the events. This can be in list, month, day, week or map format.

If you scroll to the bottom of the page, you can click 'export events'. This will download the events calendar onto your device.

If you want us to add a specific event, please send us the information to [info@qureca.com](mailto:info@qureca.com)

## 4. ORGANISATION MANAGEMENT

This will provide a dashboard to monitor the access for your staff when joining our online courses. If you require this to be open for you, please contact us at [info@qureca.com](mailto:info@qureca.com)

## 5. EDIT PROFILE

To manage your account, scroll to the top of the page and click on edit profile.

Here you can view any notifications and change your settings.

## 6. CONTACT US

If you have any further questions about the website or QURECA, navigate to the top right-hand corner of the page and hover over your icon to click 'contact us'.

You can reach us through email, web form or any of the social media platforms and we will be more than happy to help!

## 7. SEARCH ICON

The magnifying glass allows you to search for any key word or event in the QURECA platform content.