

OPPORTUNITY
— FOR ALL —

FRONTEND
USER GUIDE

**SCREEN
MALTA®**

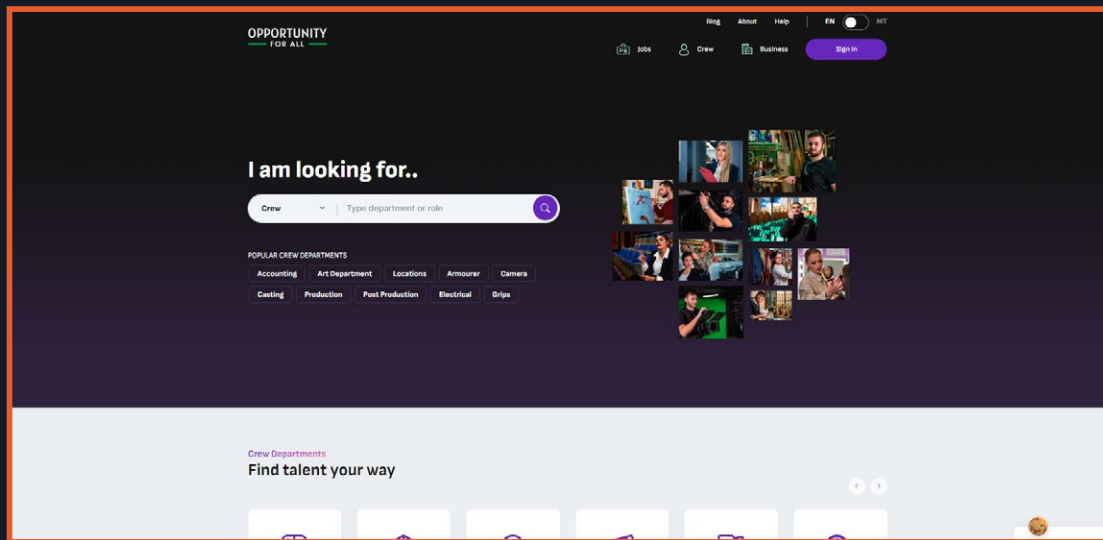
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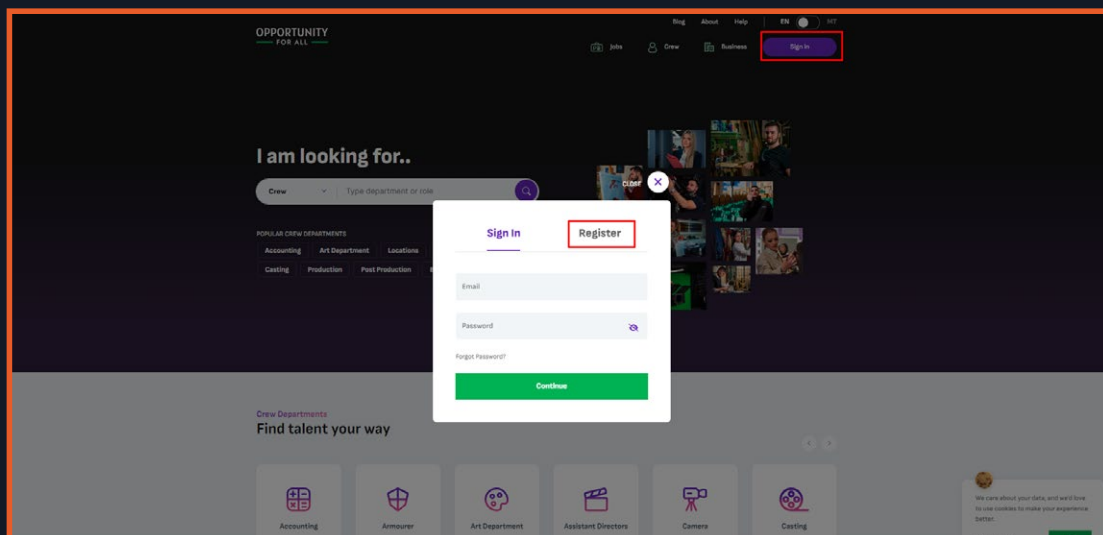
SECTION 1: USER

Part 1: Register

1. Access the following link in your web browser: <https://opportunityforall.mt>
2. You will be redirected to the OFA home page.

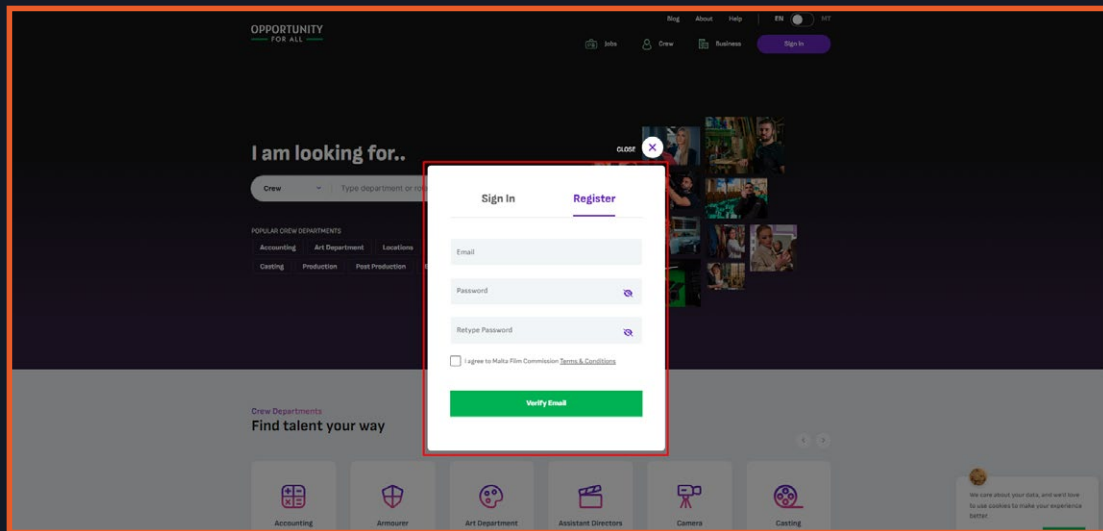


3. Click on Sign in a modal will show, then click on Register.

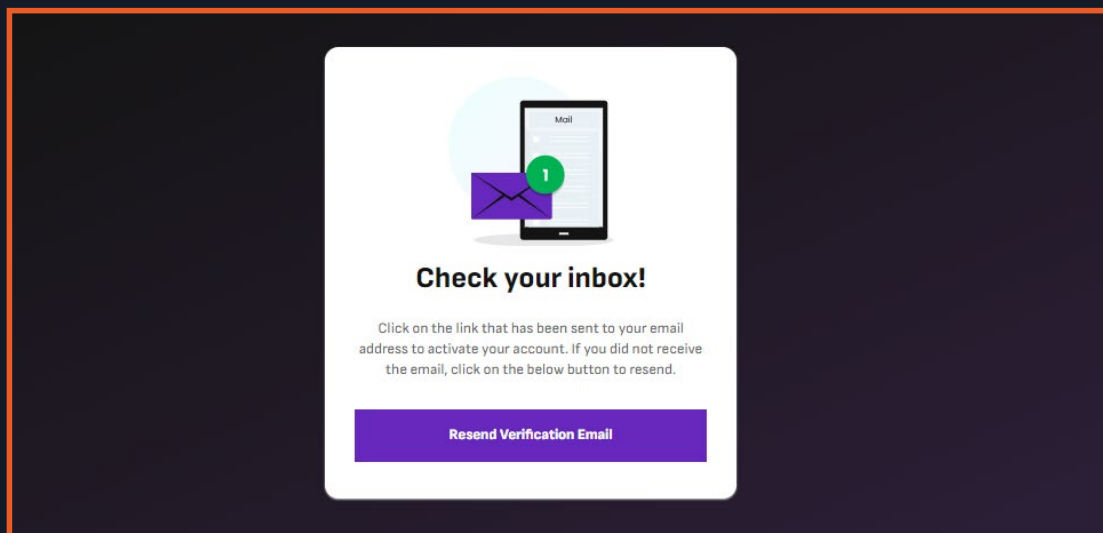


SECTION 1: USER

4. You can now enter the email and the password for your account, then click agree the terms and condition and click “Verify Email”.

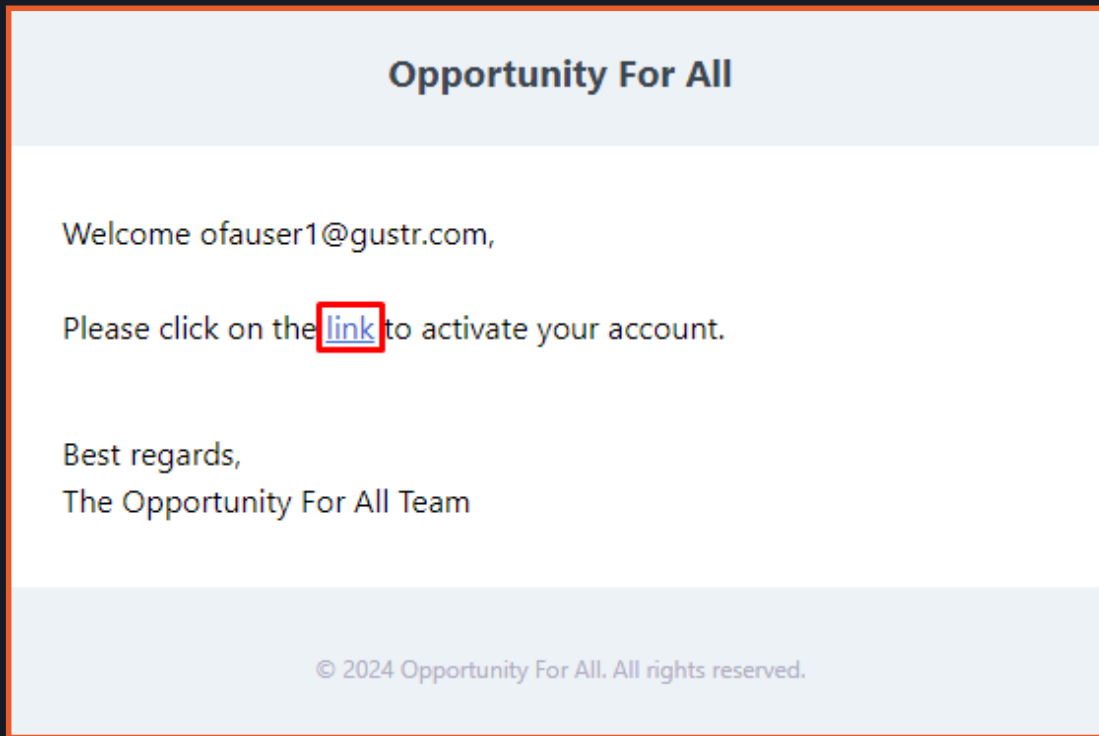


5. After clicking on Verify Email, you will be redirected to the verification page. You can click on Resend Verification Email if you didn't receive an email.

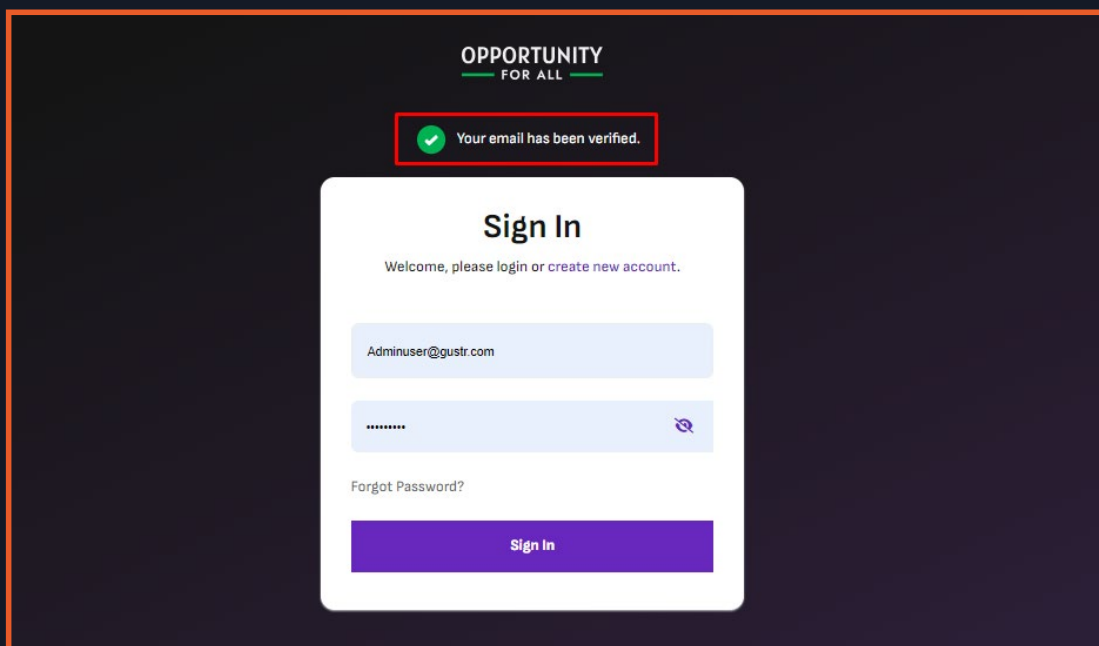


SECTION 1: USER

6. In your email's inbox you'll receive an email notification, click on the link to verify your account.



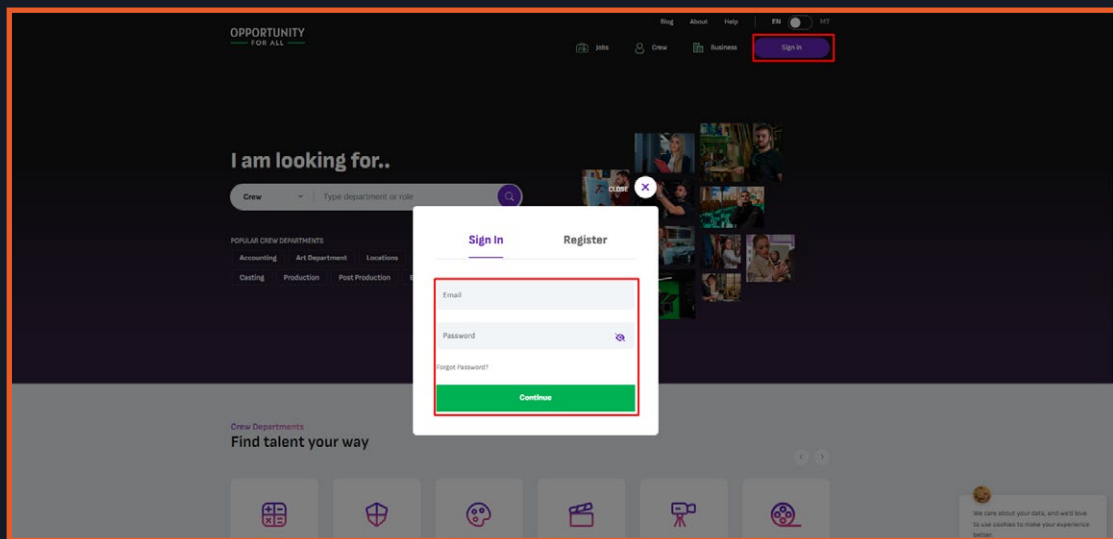
7. You will be redirected to the Login page with a message that your email has been verified. You can now login using your account.



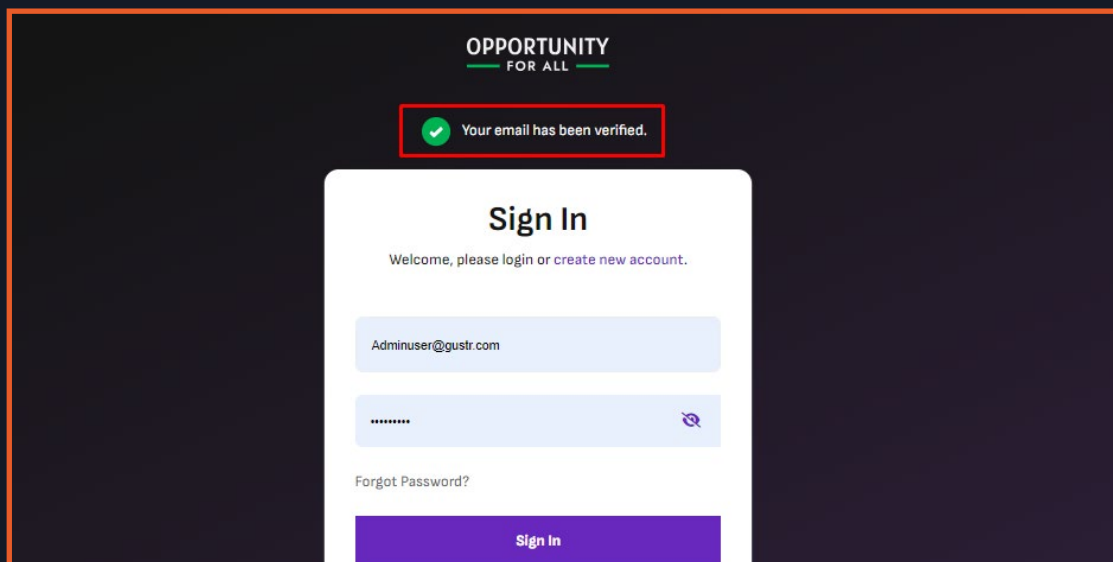
SECTION 1: USER

Part 2: Sign in

1. You can sign into your account by either clicking on the Sign in tab which can be found on the homepage, where a modal will show.



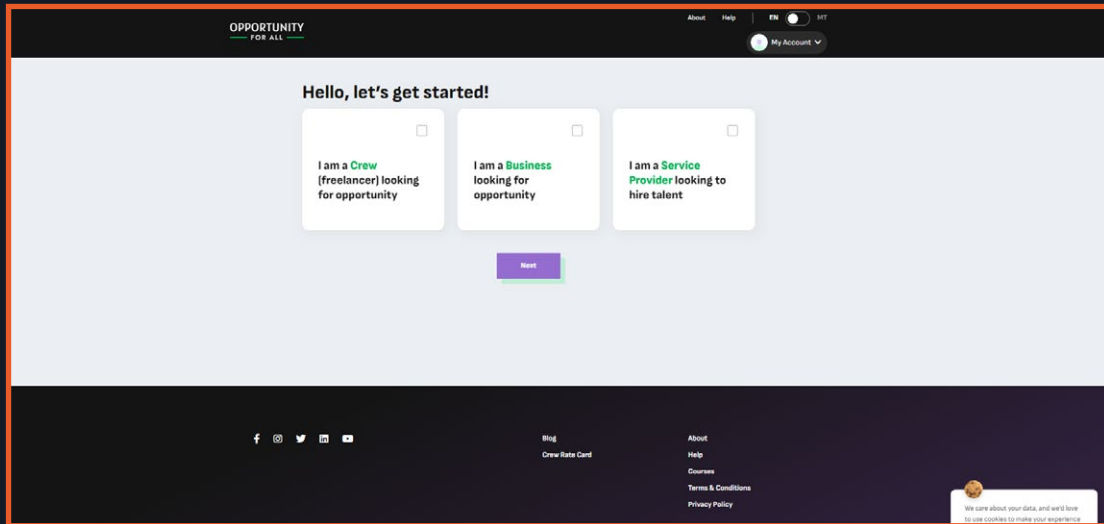
Or in the login page where you'll be after verifying your account.



2. You can login by entering your account's email and password.

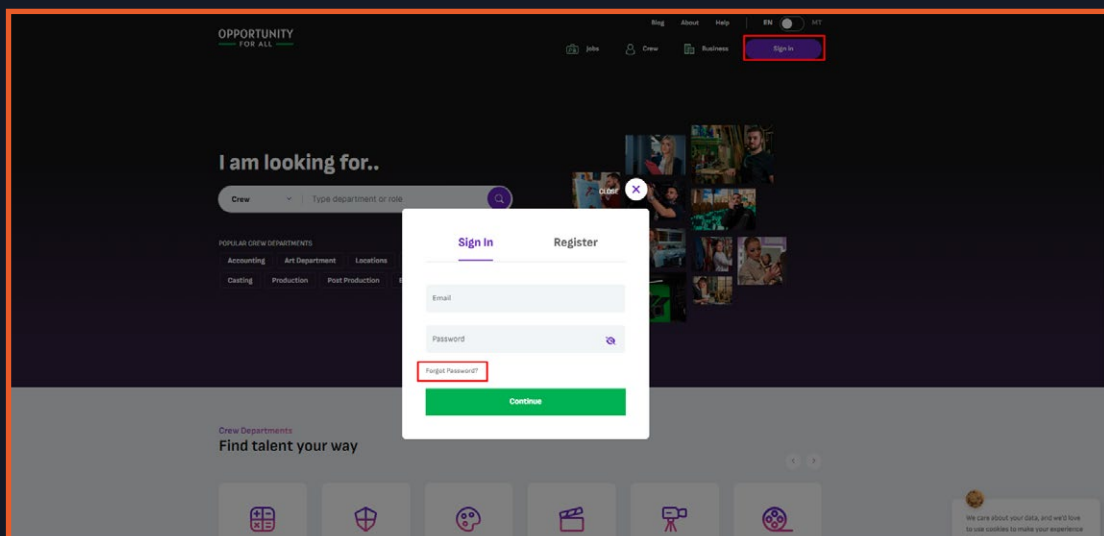
SECTION 1: USER

After logging in, you will be redirected to the homepage (if you have already set up your profile). If you haven't yet set up your profile, you will be redirected to the 'getting started' page.



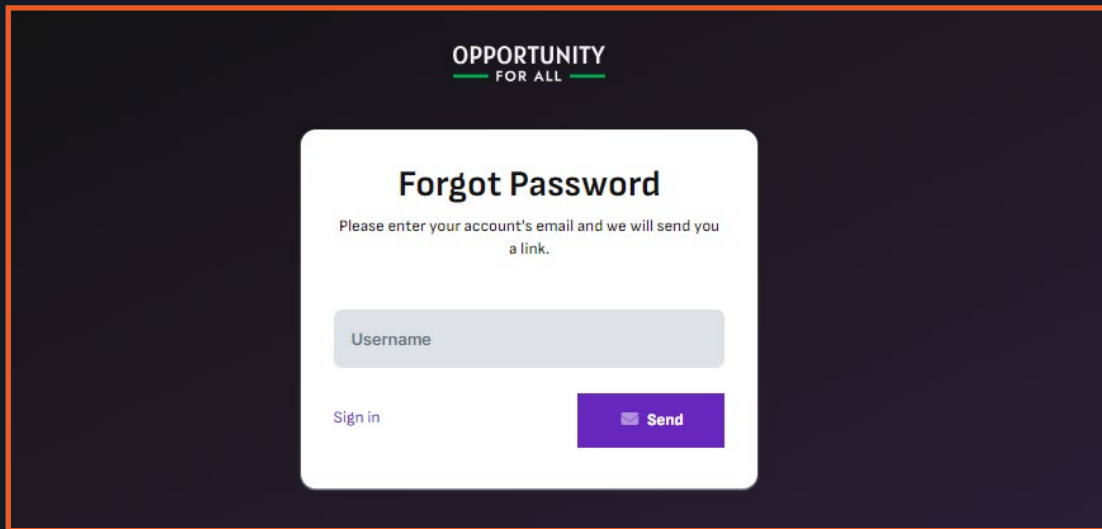
Part 3: Forgot Password

1. If somehow you forget your password, you can still recover your account. You can do so by clicking on the 'Sign in' tab in the homepage, then click the 'forgot password' tab in the modal that will show.



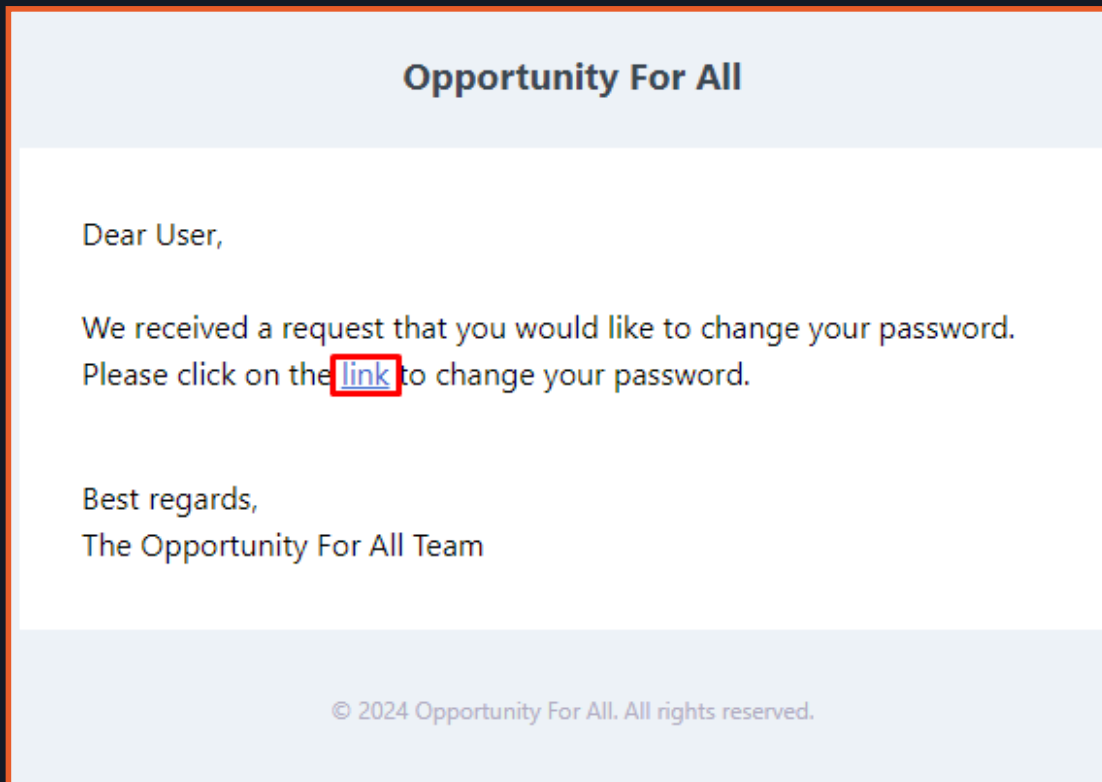
SECTION 1: USER

2. You will be redirected to the Forgot Password page, you can now enter your username and click on Send.



The screenshot shows a web page for 'OPPORTUNITY FOR ALL'. At the top center is the logo 'OPPORTUNITY FOR ALL' with a green underline. Below the logo is a white card with the title 'Forgot Password'. Under the title, it says 'Please enter your account's email and we will send you a link.' There is a text input field labeled 'Username'. Below the input field, there is a 'Sign in' link and a purple button labeled 'Send' with an envelope icon.

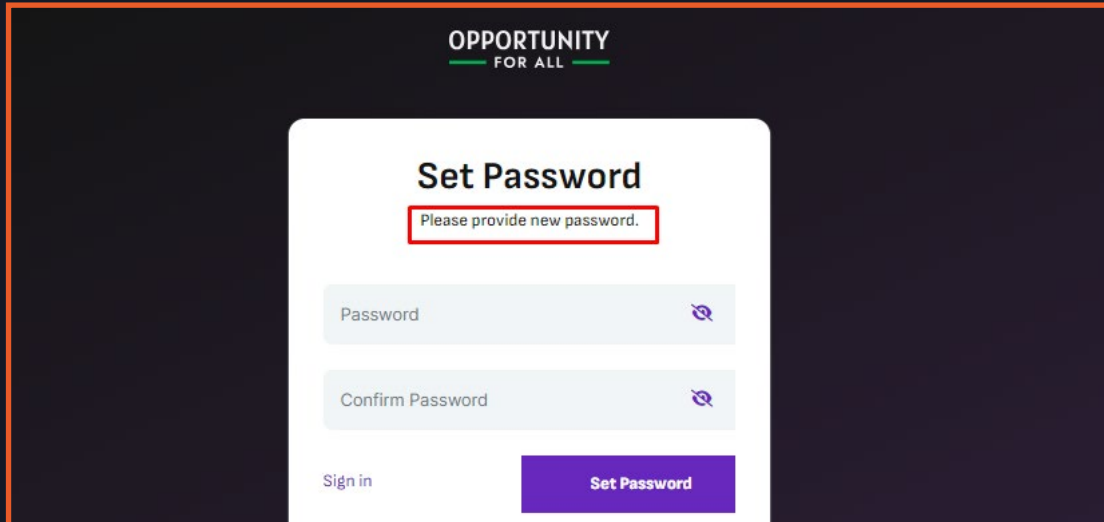
3. After clicking on Send you will receive an email notification, you can click on the link to set up your new password.



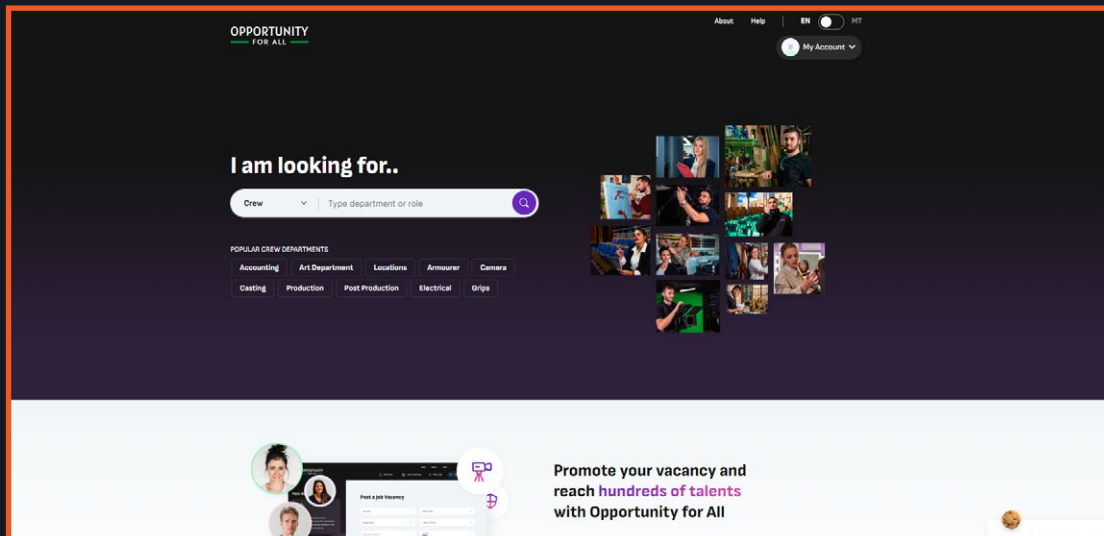
The screenshot shows an email notification from 'Opportunity For All'. The header is 'Opportunity For All'. The body of the email starts with 'Dear User,' followed by 'We received a request that you would like to change your password. Please click on the [link](#) to change your password.' The word 'link' is highlighted with a red box. The email ends with 'Best regards, The Opportunity For All Team'. At the bottom, there is a footer: '© 2024 Opportunity For All. All rights reserved.'

SECTION 1: USER

4. After clicking on the link you can set up your new password.



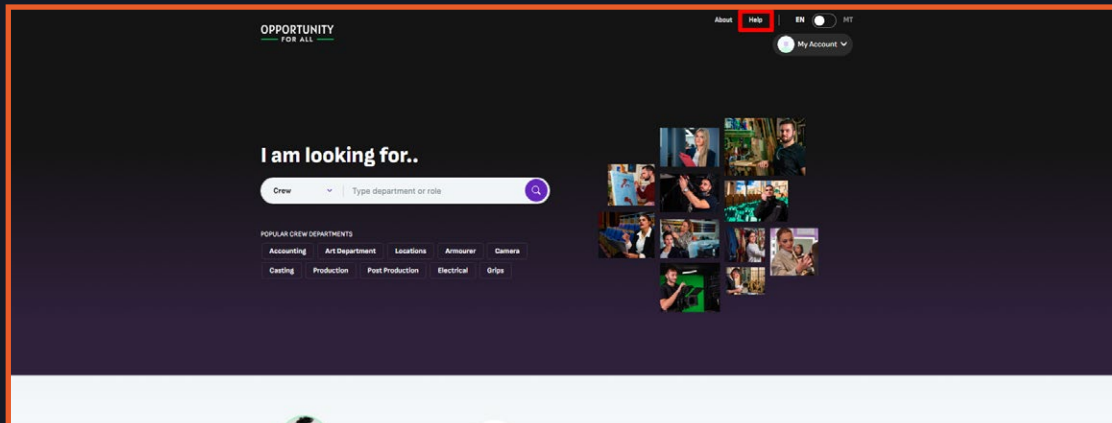
5. You will be automatically logged in after you set up your new password.



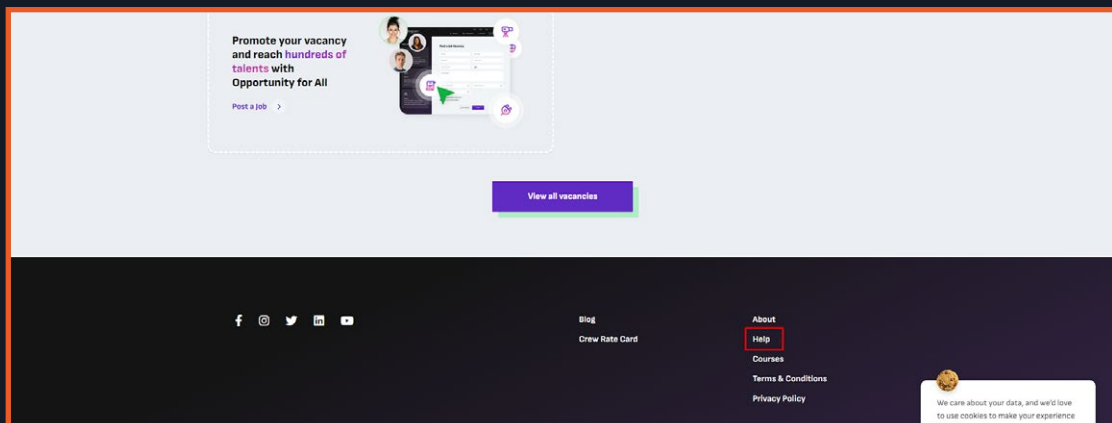
SECTION 1: USER

Part 4: Help

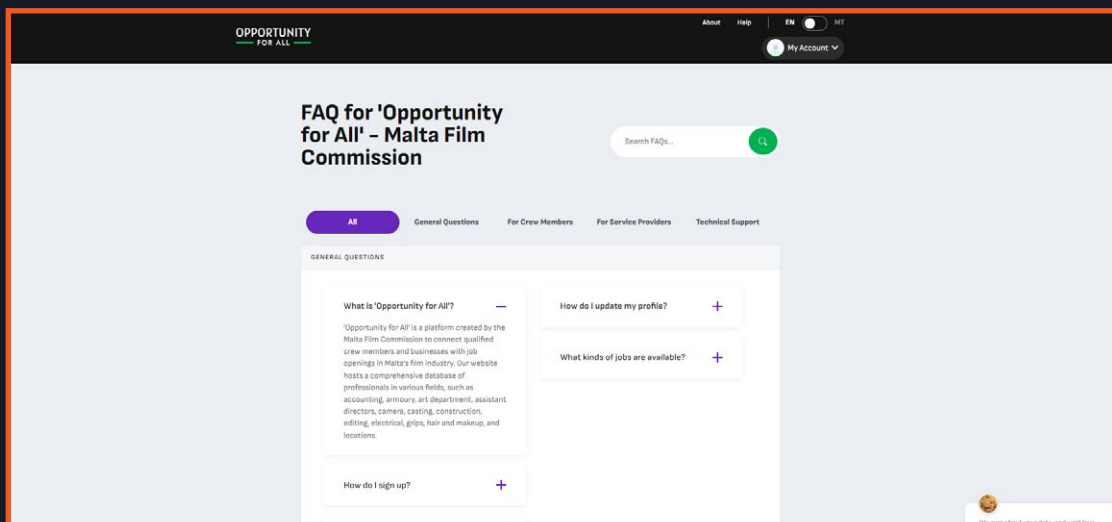
1. You can click the 'Help' tab in the header when you scroll to the top.



2. You can also find Help in the footer.



3. In this page you can find the FAQs for OFA and a Contact Us form at the bottom.



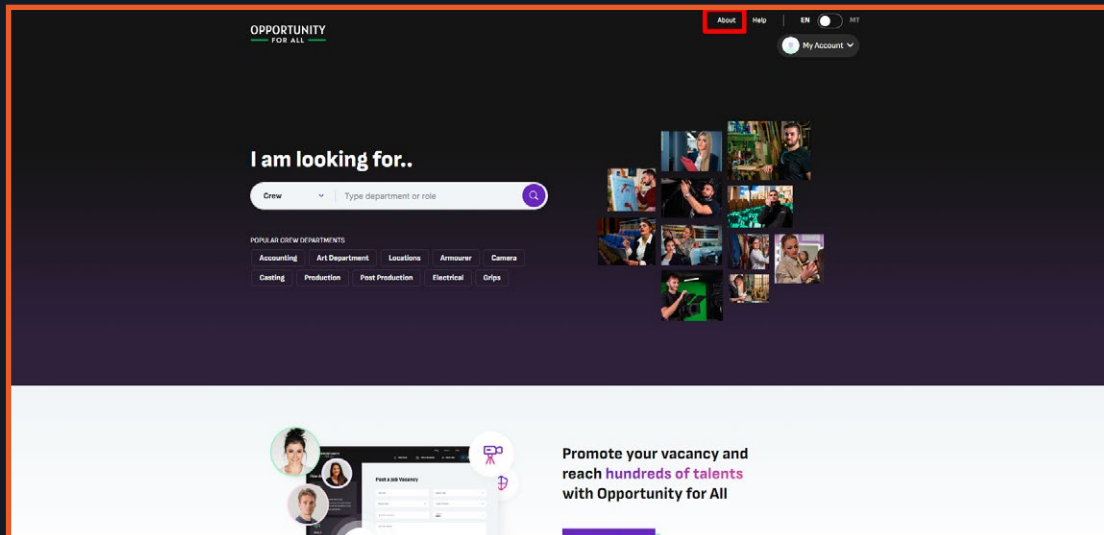
SECTION 1: USER

4. You can reach the admin of OFA by filling up the contact us form then clicking on submit button.

The screenshot shows the 'Contact us' form on the Opportunity for All website. The form is set against a purple background. At the top left, the logo 'OPPORTUNITY FOR ALL' is visible. At the top right, there is a 'My Account' dropdown menu. The form title is 'Contact us' with a subtitle 'We'll get back to you within 48 hours'. The form fields include: 'Name' and 'Surname' input boxes; 'Select Topic' dropdown menu; 'Email address' input box; a large 'Message' text area; a checkbox for 'I agree to Terms & Conditions'; and a 'Submit' button.

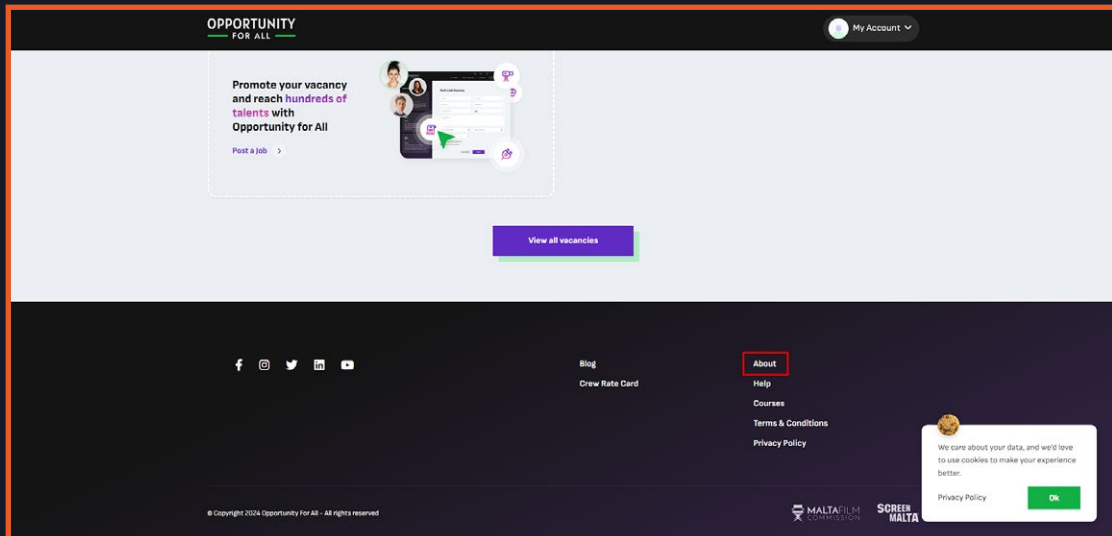
Part 5: About

1. You can click the 'About' tab in the header when you scroll to the top.

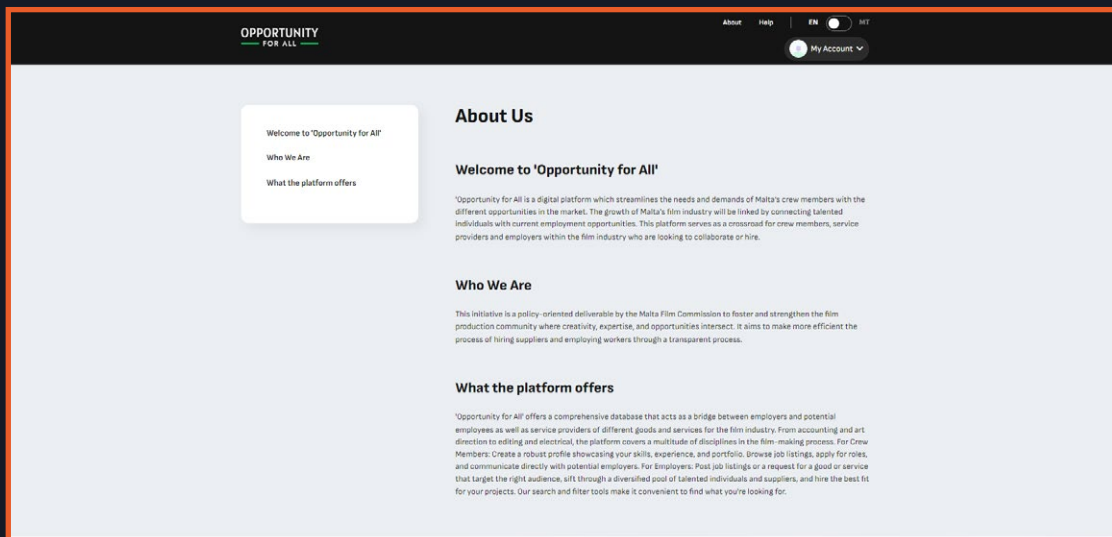


SECTION 1: USER

2. You can also find About in the footer.



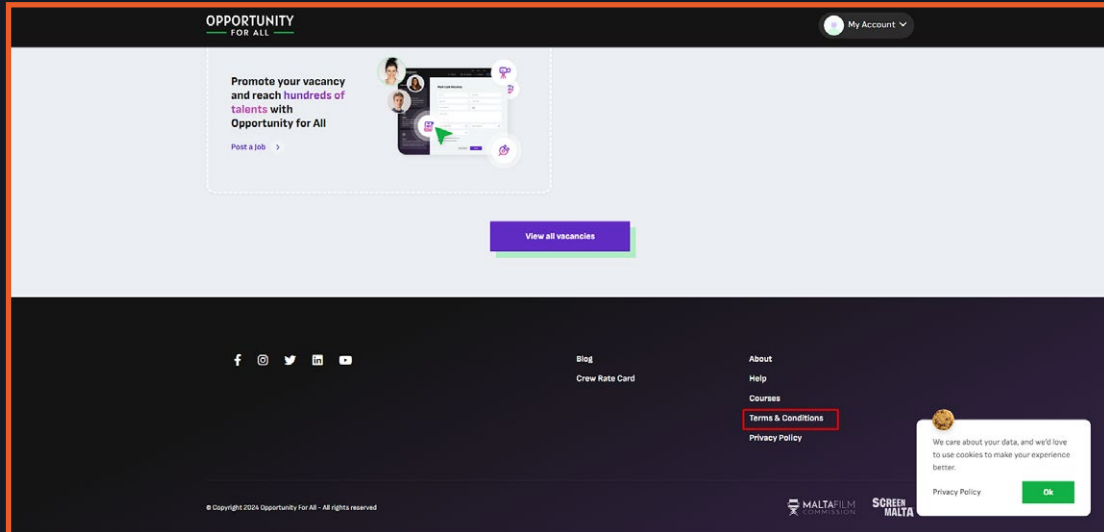
3. In this page you can find information about OFA.



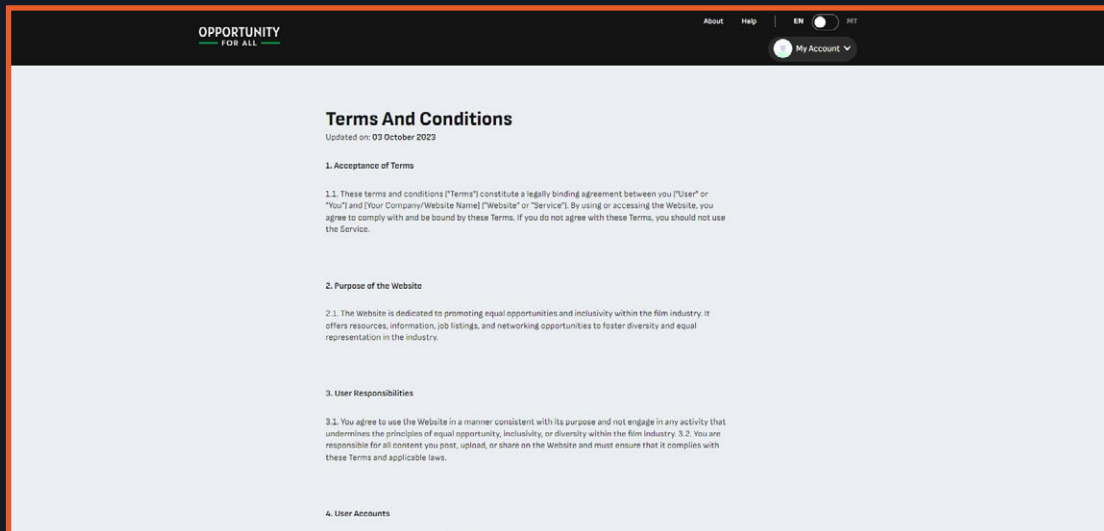
SECTION 1: USER

Part 6: Terms and Condition

1. Click on terms and conditions in the footer.



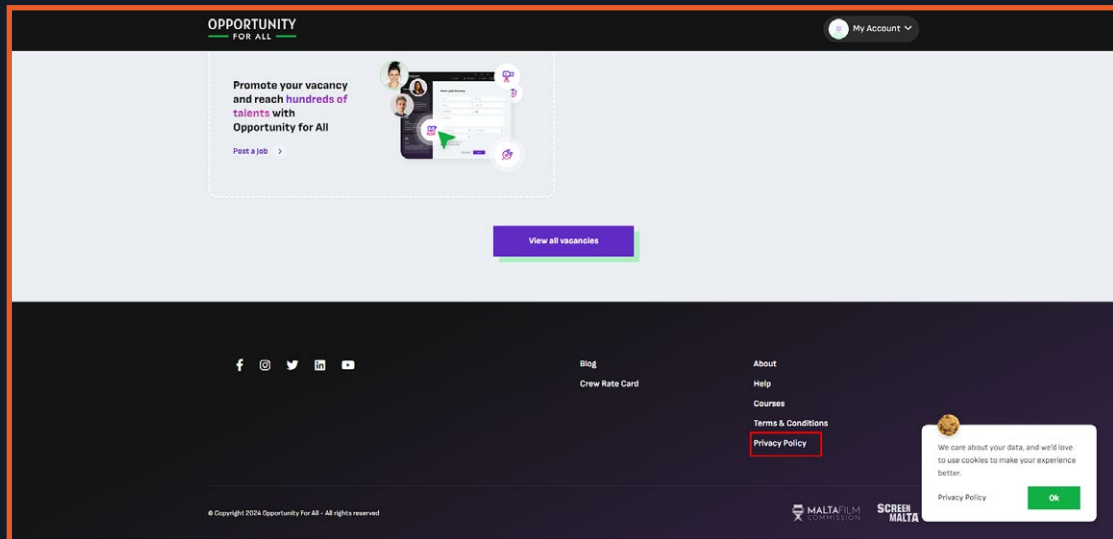
2. In this page you can view the terms and conditions of OFA.



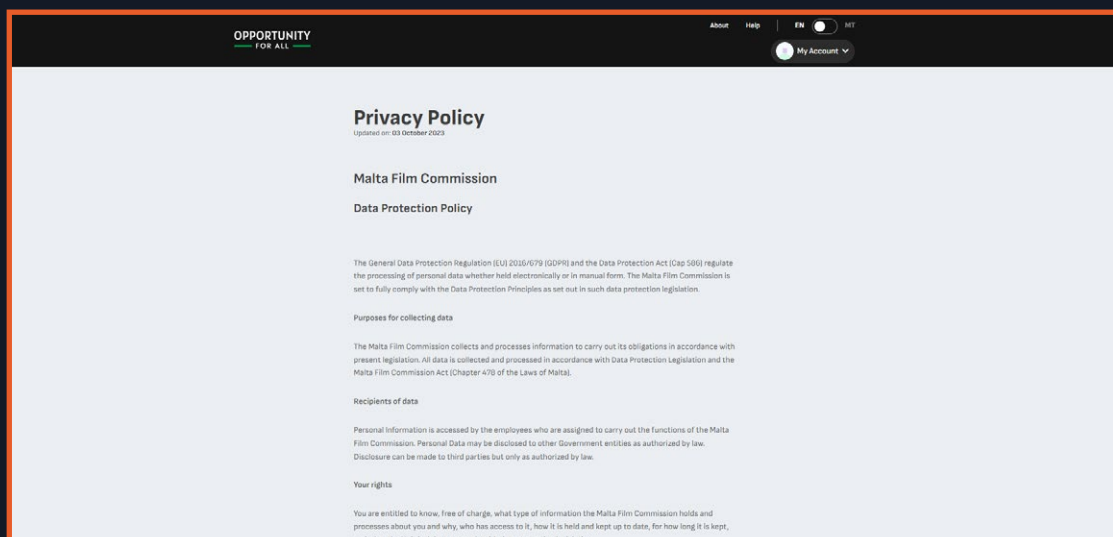
SECTION 1: USER

Part 7: Privacy Policy

1. Click on privacy policy in the footer.



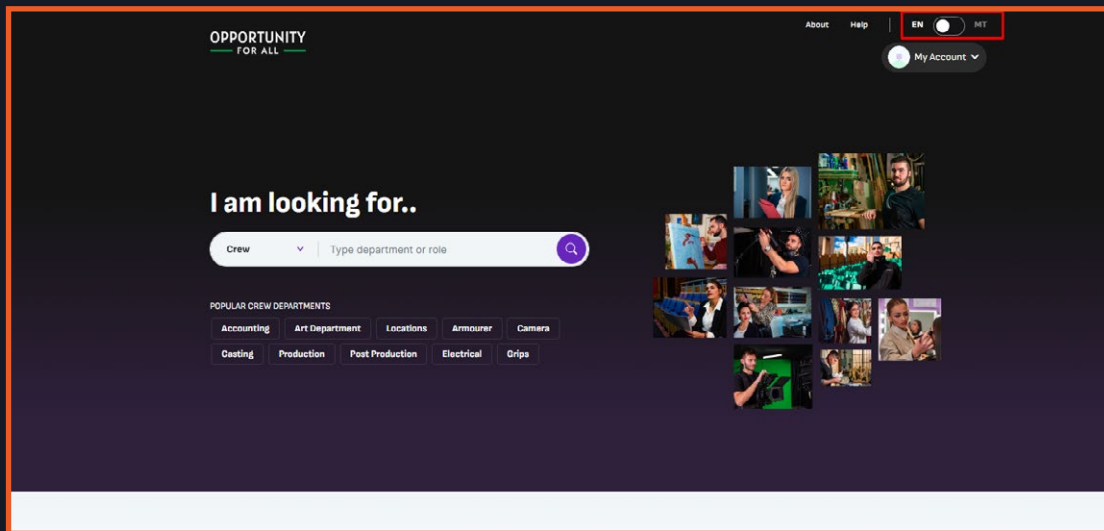
2. You will be redirected to the privacy policy page, where you can view the privacy policy of OFA.



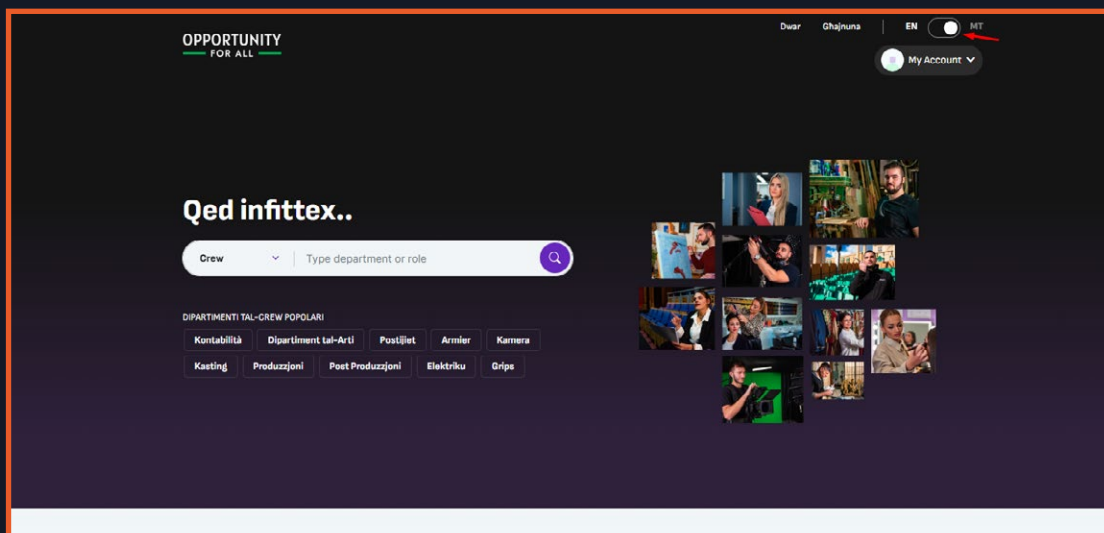
SECTION 1: USER

Part 8: EN to MT Translation

1. If you wish to translate the content from English to Maltese or vice versa, you can do so by clicking on the switch in the header.



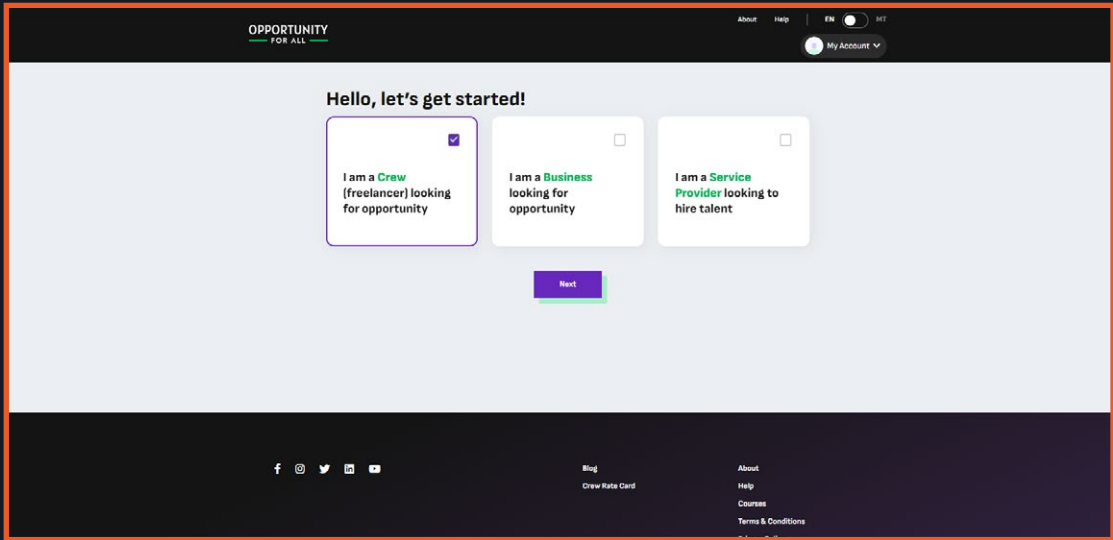
2. When clicking on the page it will reload and the text contents will be translated.



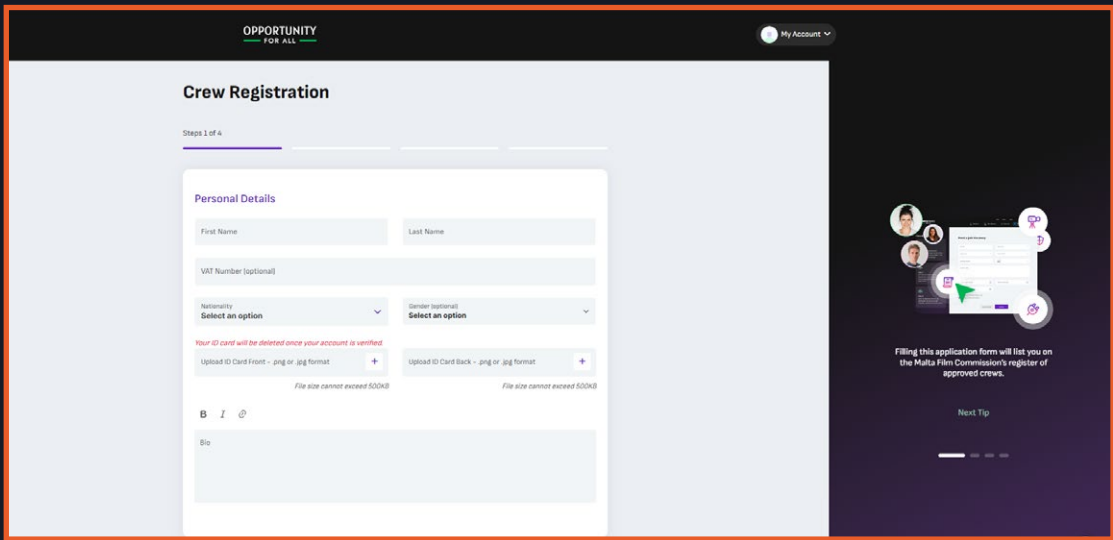
SECTION 2: CREW

Part 1: Setting up account as Crew

1. In the getting started page, you can select as a Crew then click on Next.

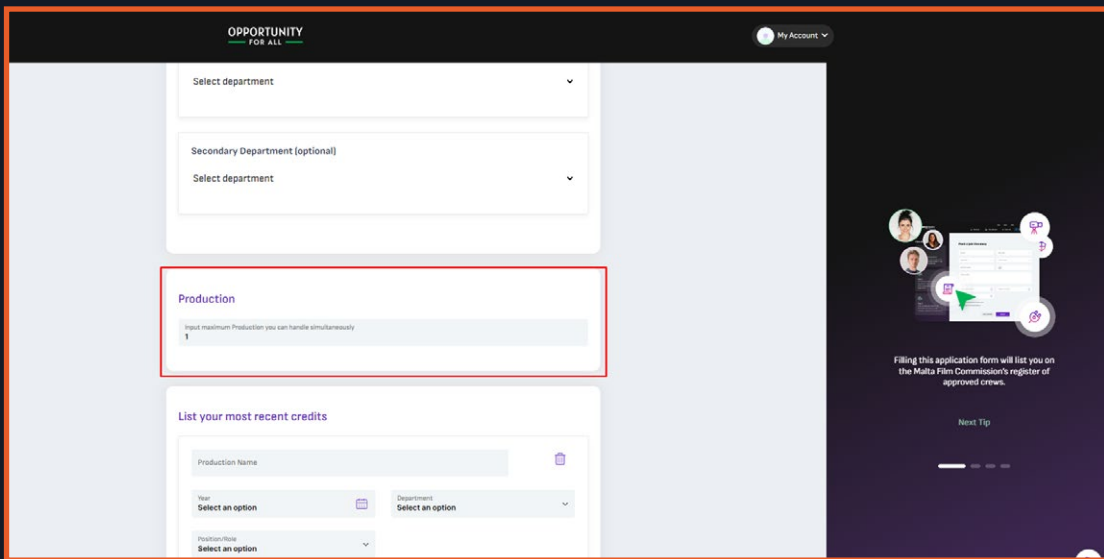


2. You will be redirected to the Crew Registration page, where you can continue inputting your information. Click on 'Next' to continue onto the next page.

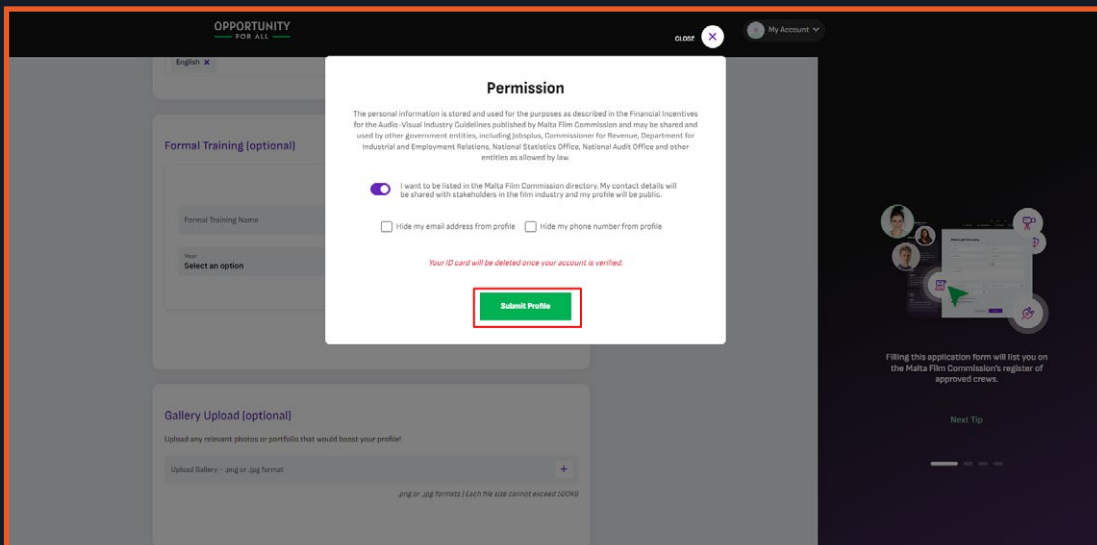


SECTION 2: CREW

3. In step 3, there will be a section called 'Production'. In this section, you will need to state how many productions you can work on simultaneously. This means that if you are already working on a production, but can manage to work on other ones, you will still be visible as an available crew to the service providers.

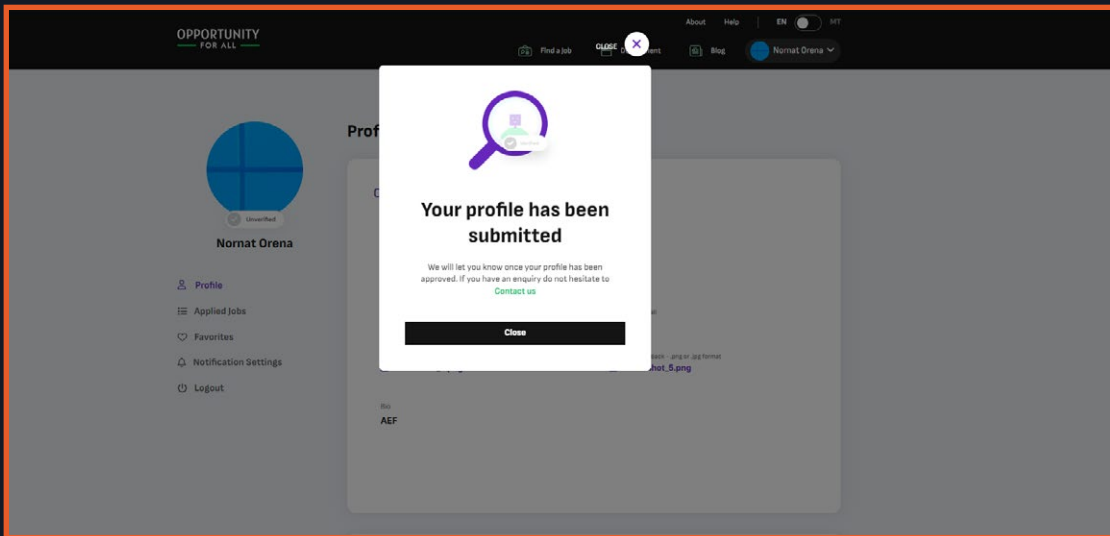


4. In the last part of the registration section, a 'submit' button will appear instead of 'next'. Upon clicking on the 'submit' button, a modal will show, giving you the option to either hide/show your phone number and email address.



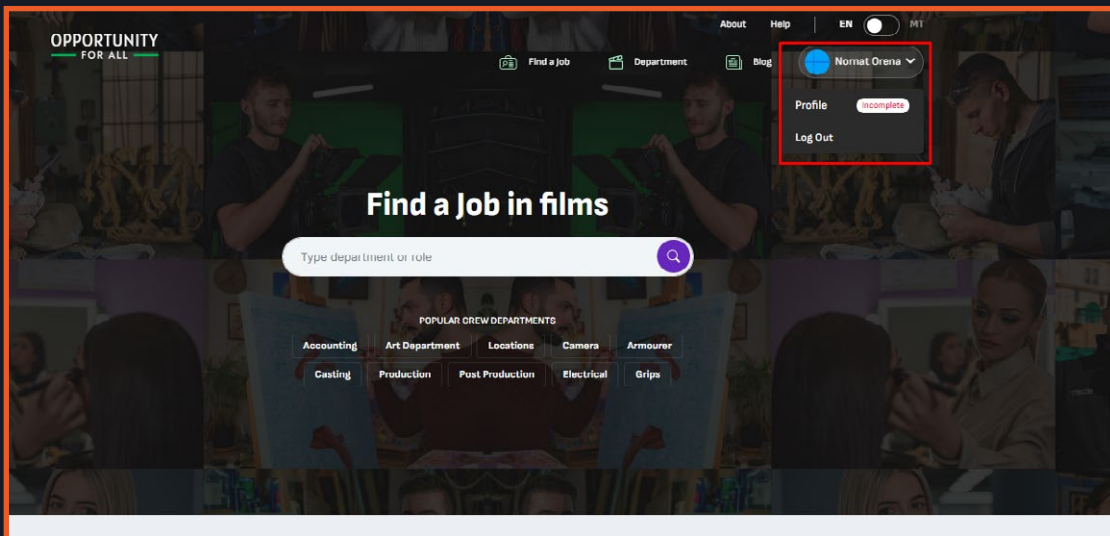
SECTION 2: CREW

5. After clicking on Submit Profile you will be redirected to the Profile page, the admin will now check on your profile and verify it. An Email notification will be sent to you when you submit your profile, you will also receive one after they verify your profile.



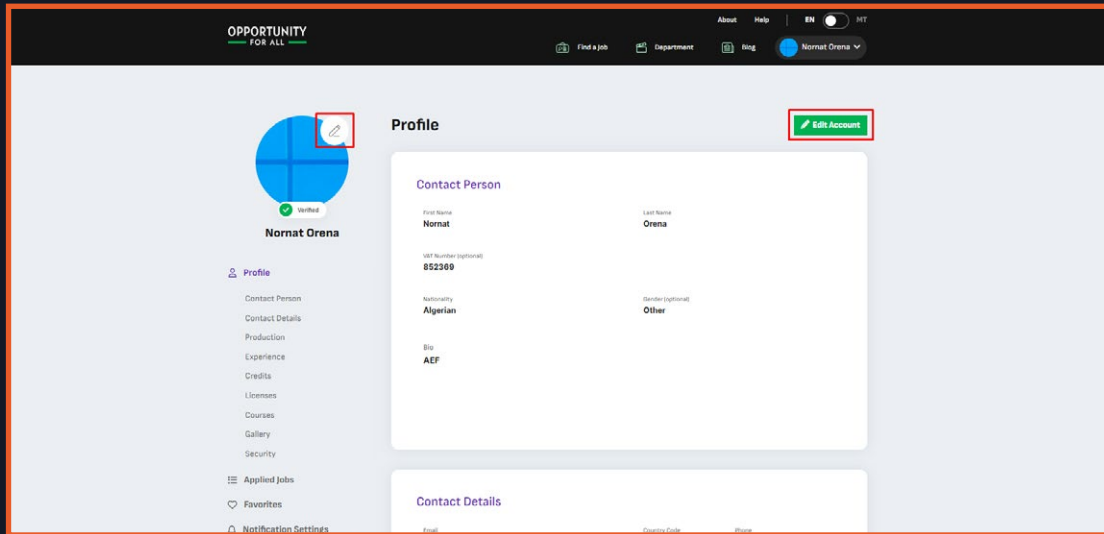
Part 2: Profile

1. You can go to your profile by clicking on your name and image in the header, a drop down will show select on Profile. It will have an incomplete text when your profile is not yet completed or not yet verified.

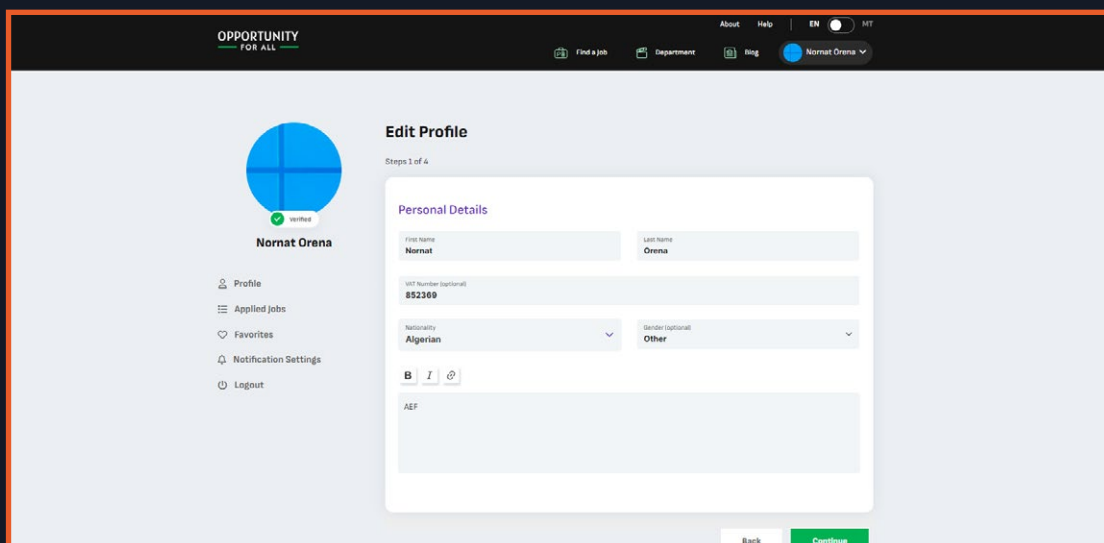


SECTION 2: CREW

2. In this page you can see your profile information, you can edit your profile by clicking on the Edit Account or the pencil in your image. It will only show when your account has been verified by the admin, if not it will be hidden.

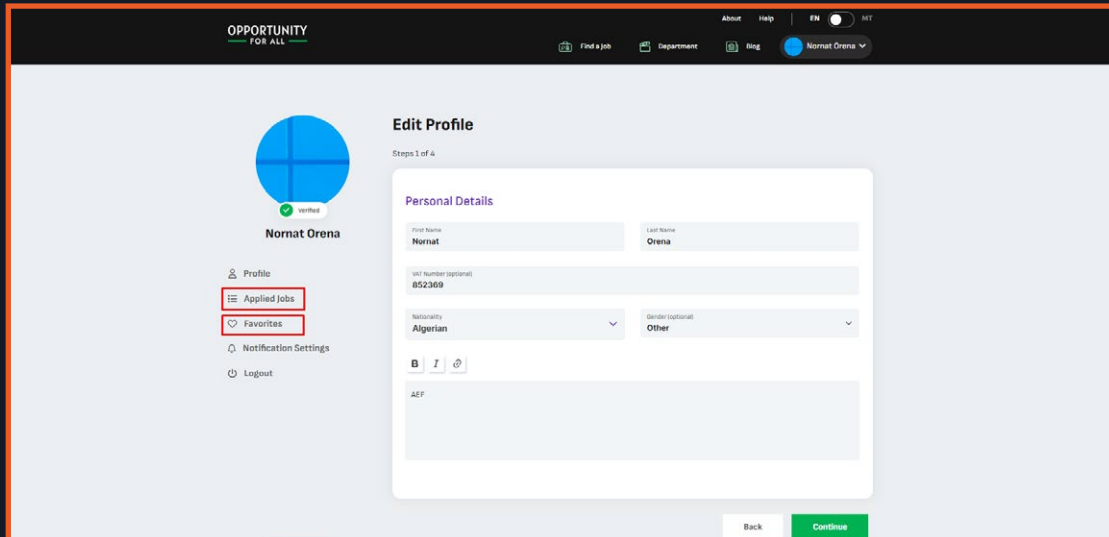


3. By clicking on the 'Edit Account' button, you will be redirected to the edit profile page. You can change your information and then click 'Next' to go to the next page, until you are ready to submit again. An email notification will then be sent to the OFA admin stating that you have made changes to your profile.



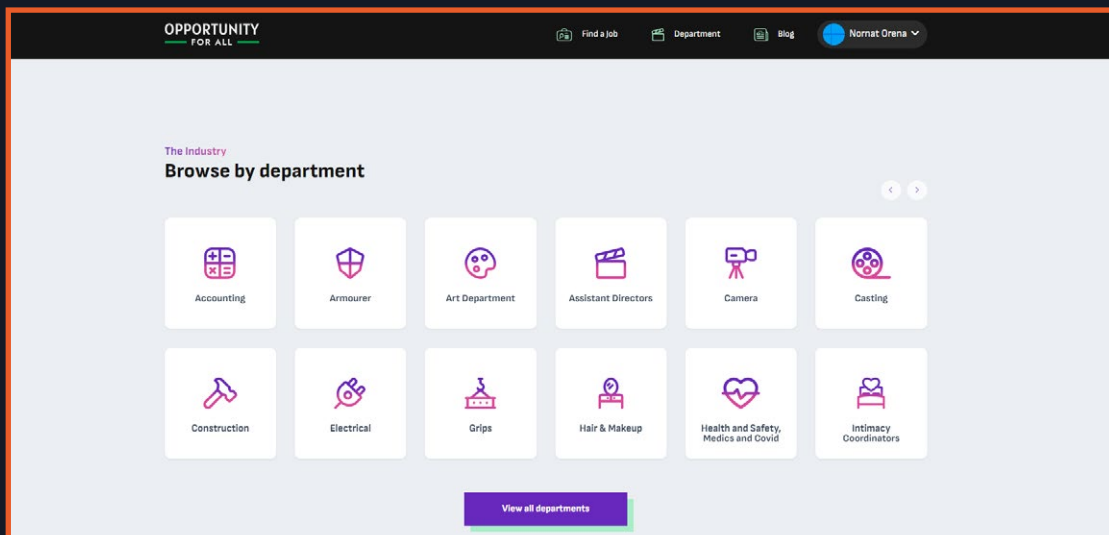
SECTION 2: CREW

4. In your profile page, you can also see your applied jobs and favorites when you click on it in the sidebar.



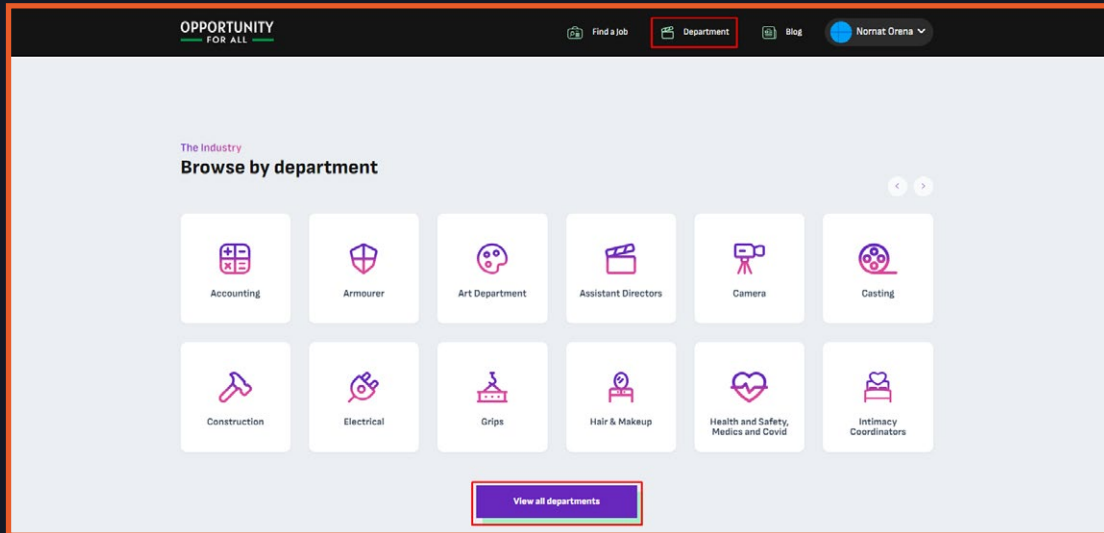
Part 3: Departments

1. As a crew, you can view all the departments available on OFA. These can be viewed on the homepage by scrolling until you reach 'The Industry' section.

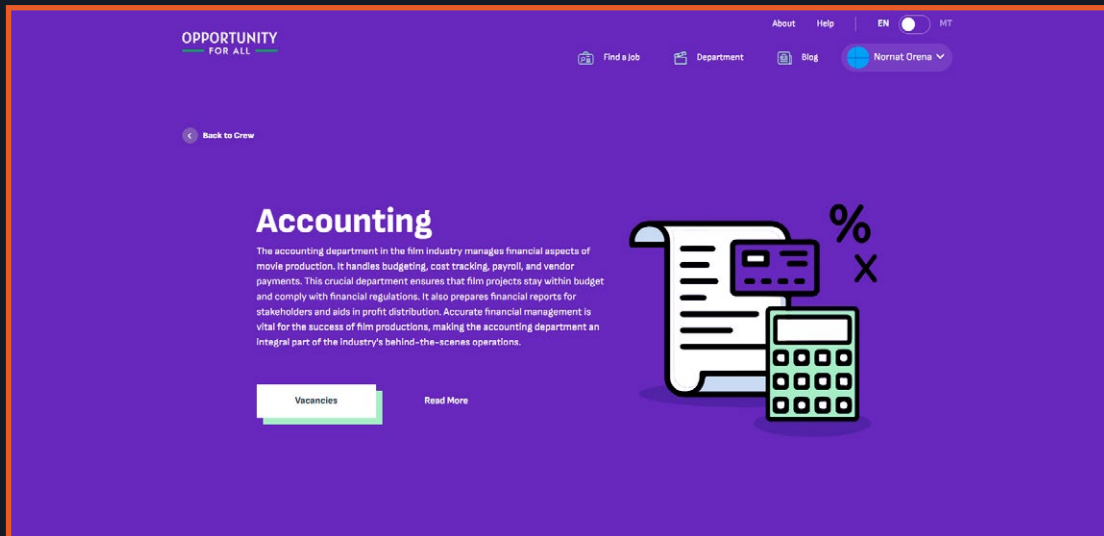


SECTION 2: CREW

3. You will be redirected to the list of all crew departments on OFA.

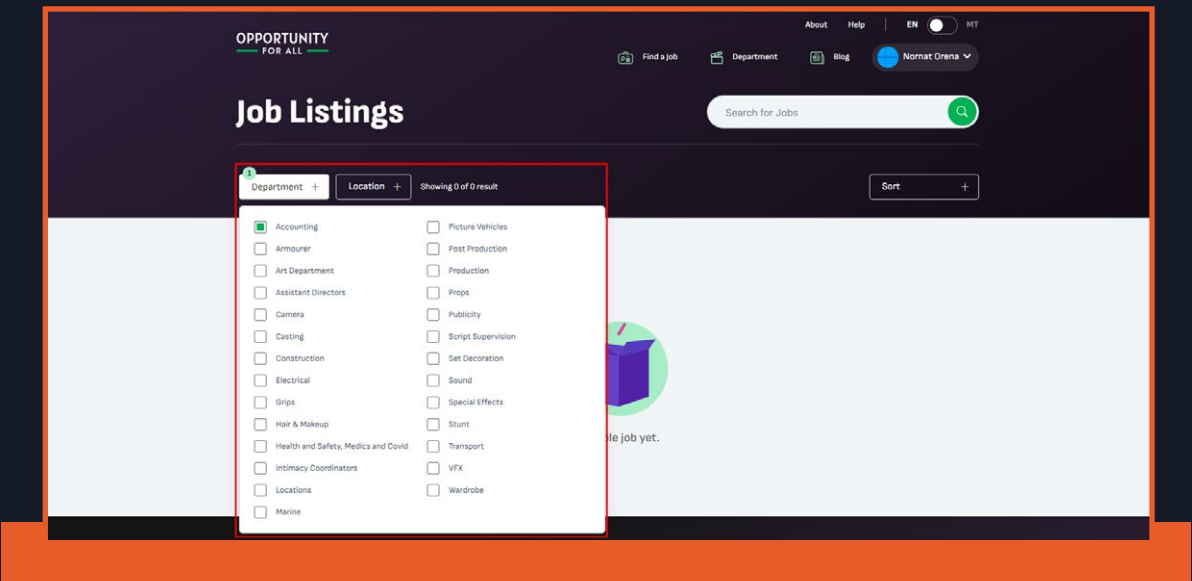


4. You can view its detail page by clicking on the department.



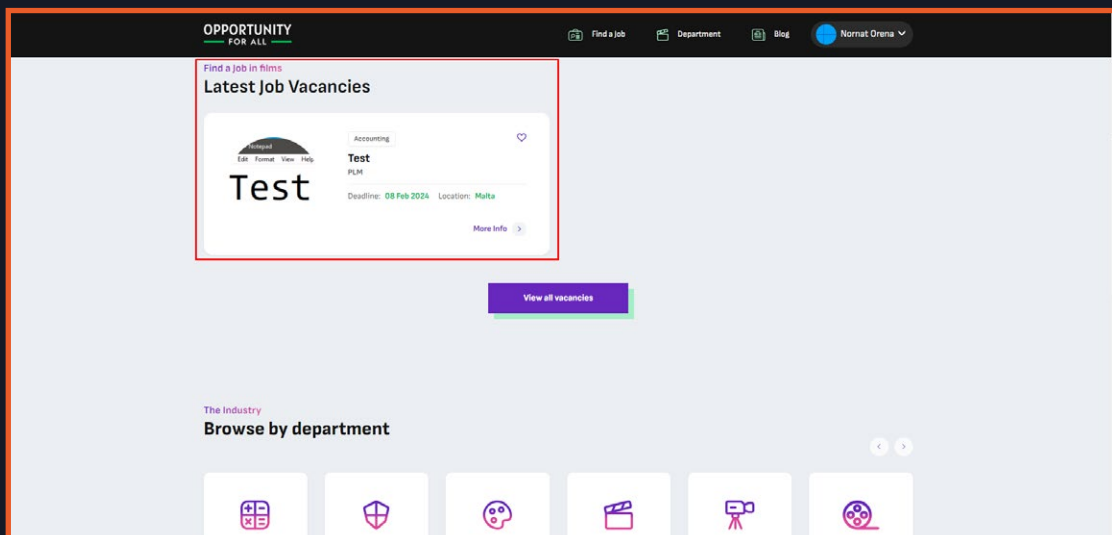
SECTION 2: CREW

5. In this page, you can view the definitions, roles, and jobs available in the respective department. Jobs can be viewed by clicking on the 'Vacancies' button found below the definition of the department, or by clicking on 'view all' in the Jobs section. You will be redirected to the list of all available jobs, but it will automatically filter for that department which you were in.



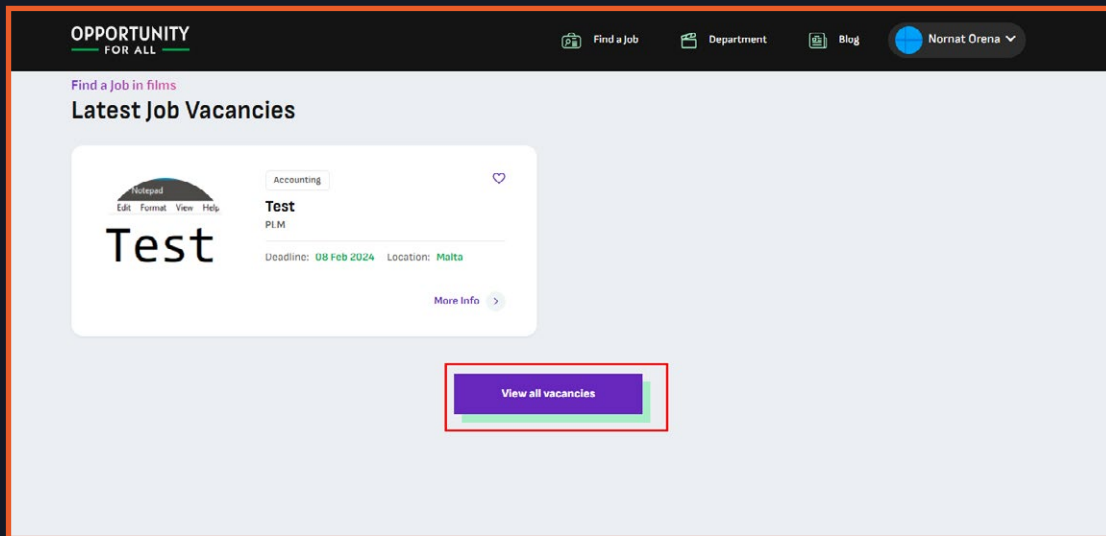
Part 4: Applying for a Job

1. You can view some of the latest jobs in the homepage, just scroll till you are in the Find a Job in Films section.

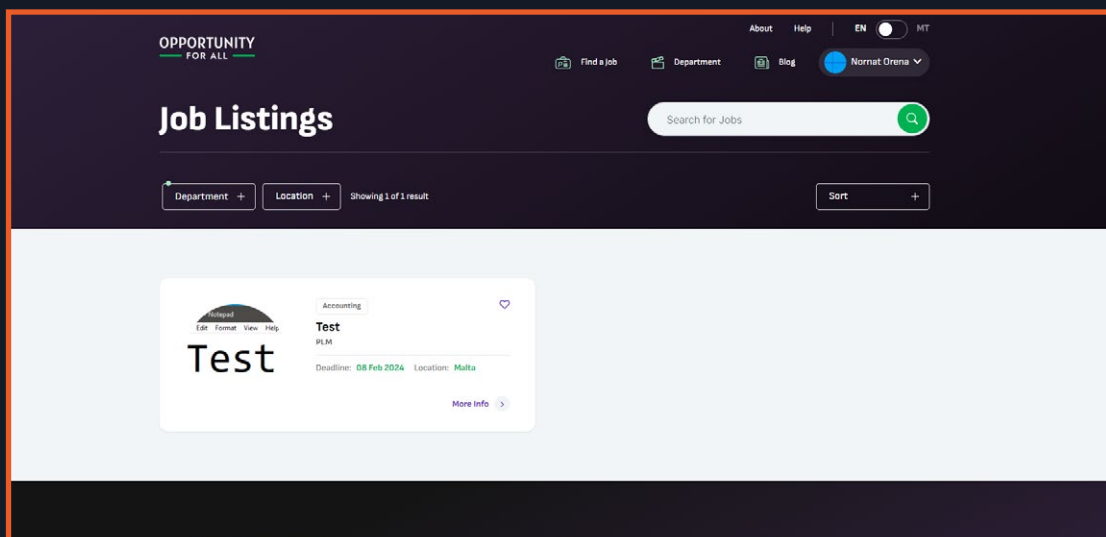


SECTION 2: CREW

2. You can click on the View all vacancies to view all the available jobs or click Find a job in the Header.

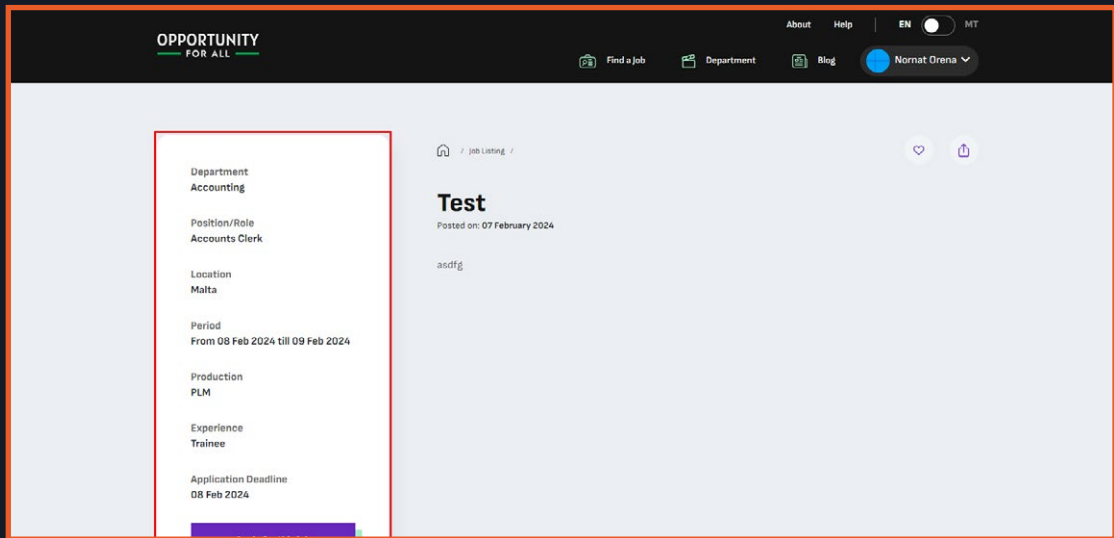


3. You will be redirected in the list of all the jobs available, here you can filter the jobs in your preference. You can only view the jobs for your user type here.

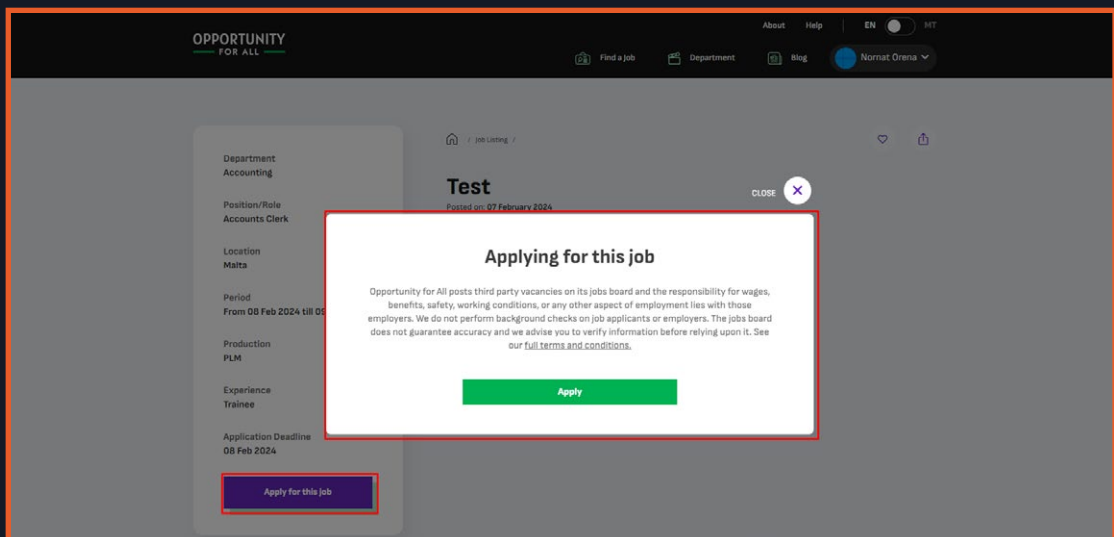


SECTION 2: CREW

4. After you select a job you can visit its detail page by clicking on more info or just clicking on the card itself.

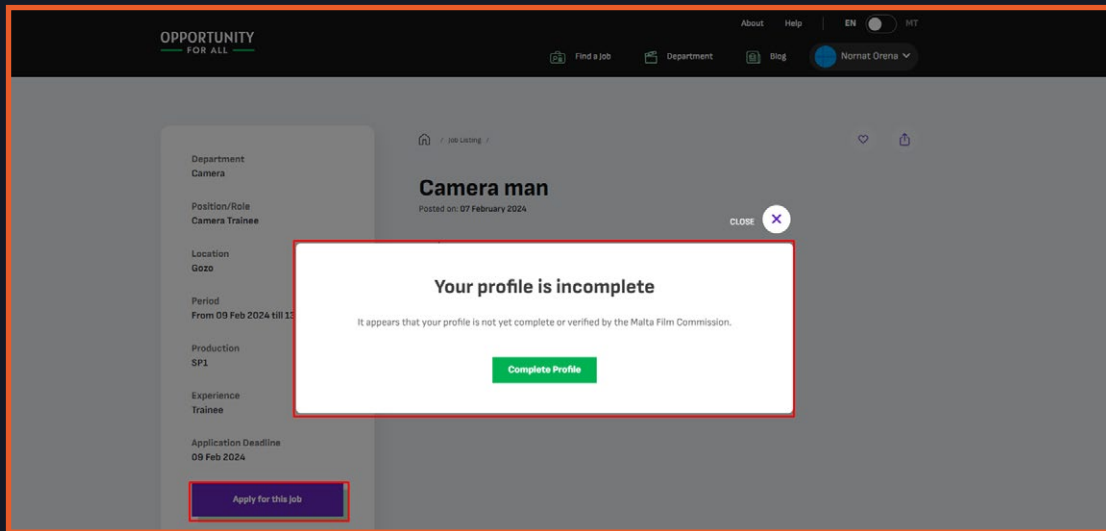


5. After viewing the job, you can apply for it. This can be done by clicking on the 'Apply' button, after which a modal will show for confirmation. Just click on apply to apply for the job.

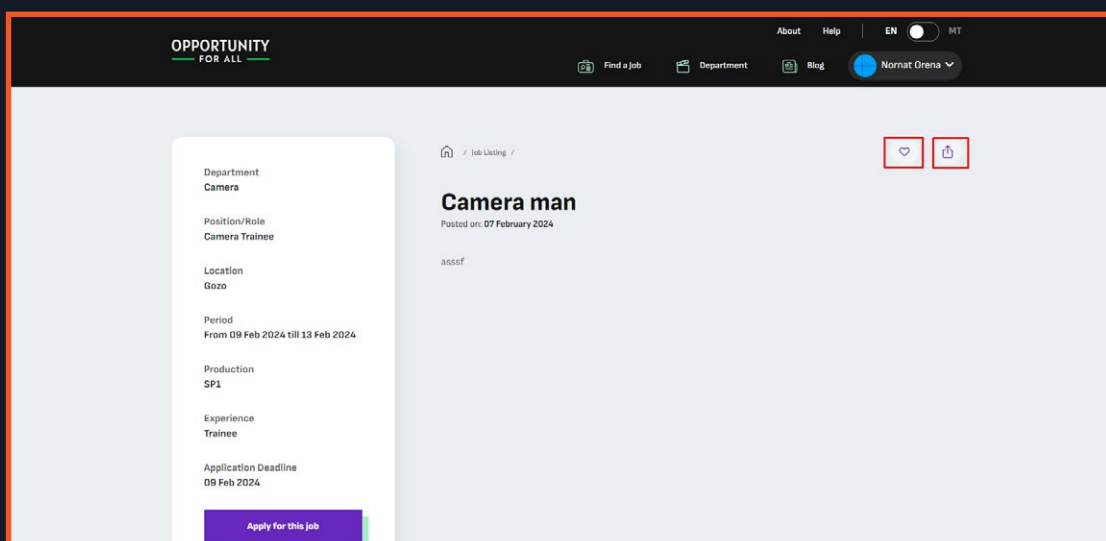


SECTION 2: CREW

6. If you try to apply to a job but your profile is not yet completed or not yet verified, you will receive a message that you need to complete your profile first.

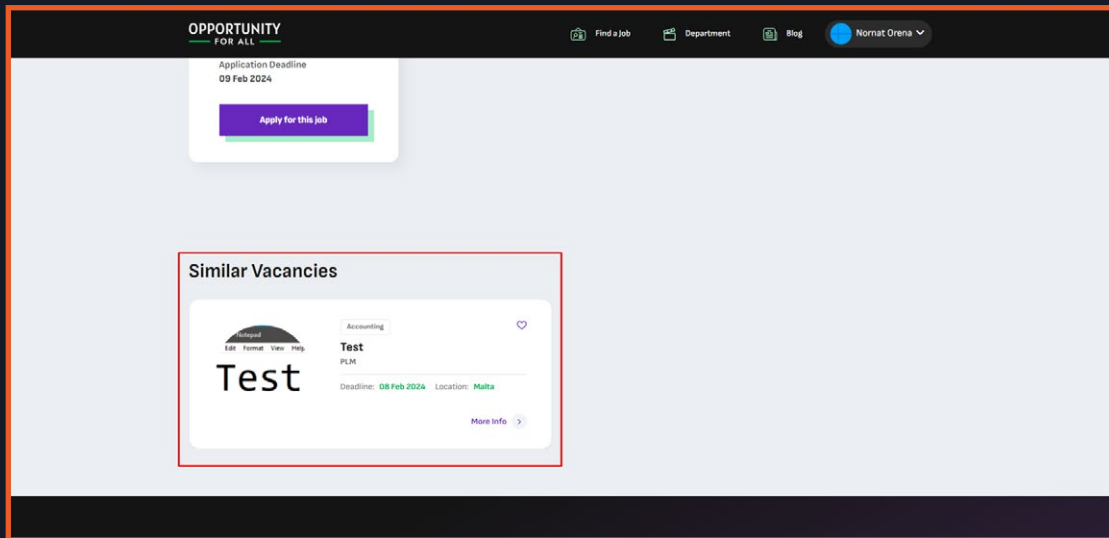


7. By clicking on Complete Profile you will be redirected to the profile page, or just close it to return to the job detail page. While on the job detail page you can add the job by clicking on the heart icon top right of its title, to add it to your favorites. You can also share this job by clicking on the share icon.



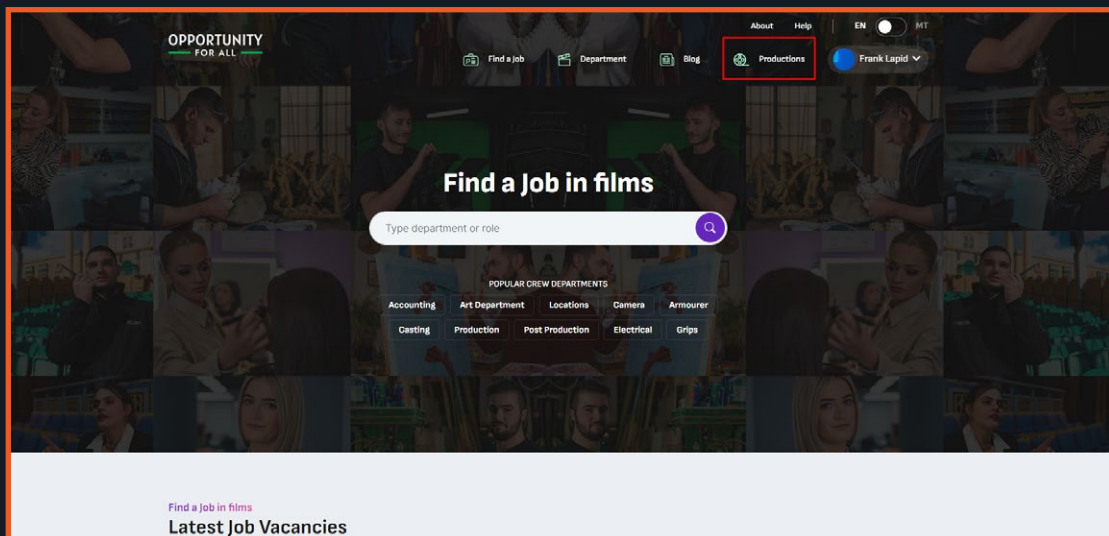
SECTION 2: CREW

8. You can also see some of the similar jobs in the bottom of the page, there will be a section for the similar jobs.



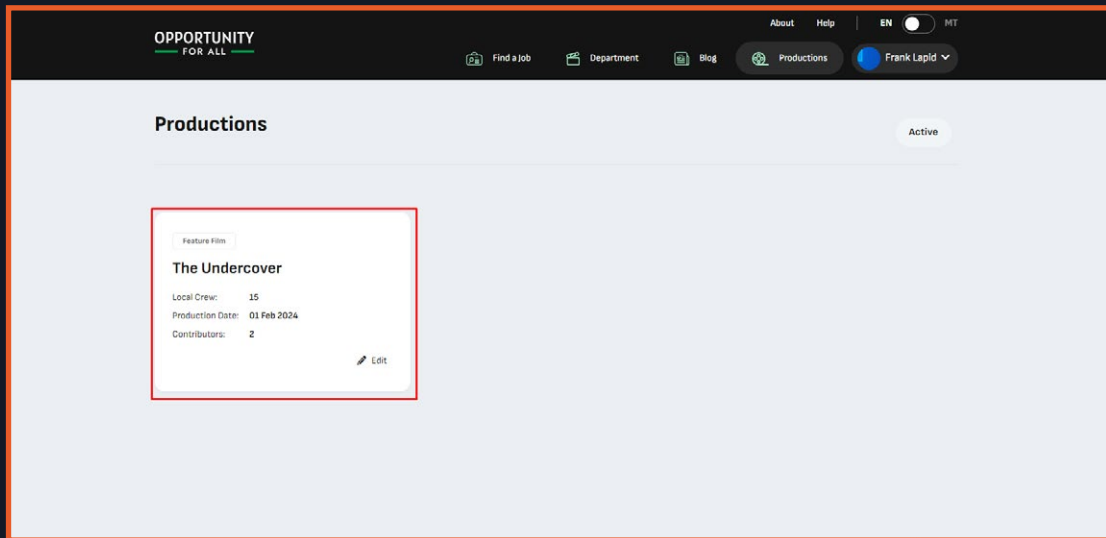
Part 5: Production Contributor

1. As a verified crew you can also be an production contributor, when you were added by the Service Provider as a contributor to their production you can assign/remove crews to that production. You will also have an additional tab in the header called Productions.

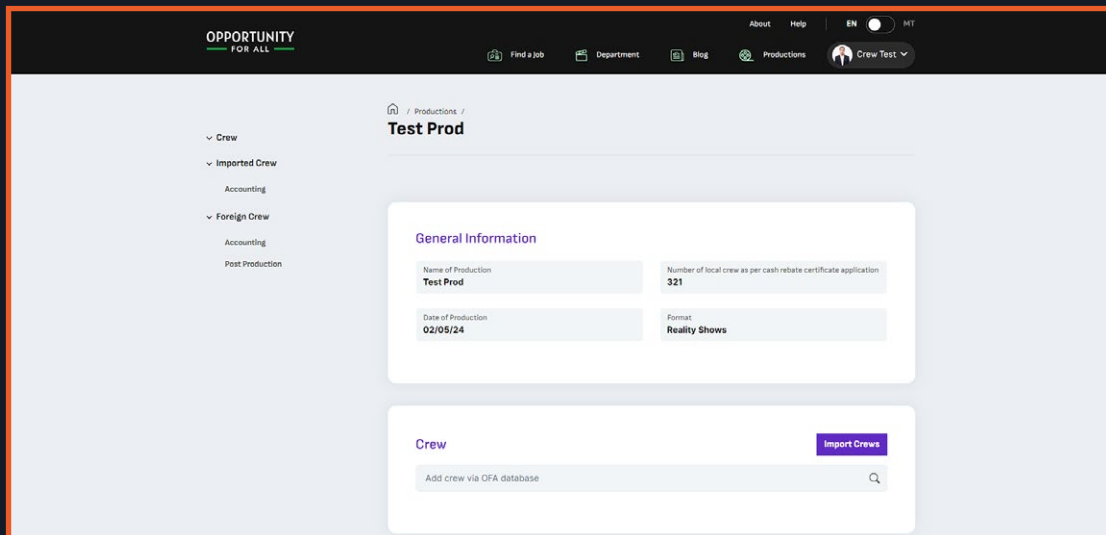


SECTION 2: CREW

2. In this page it will show the production that you are a contributor. You can only be a contributor to one active production.

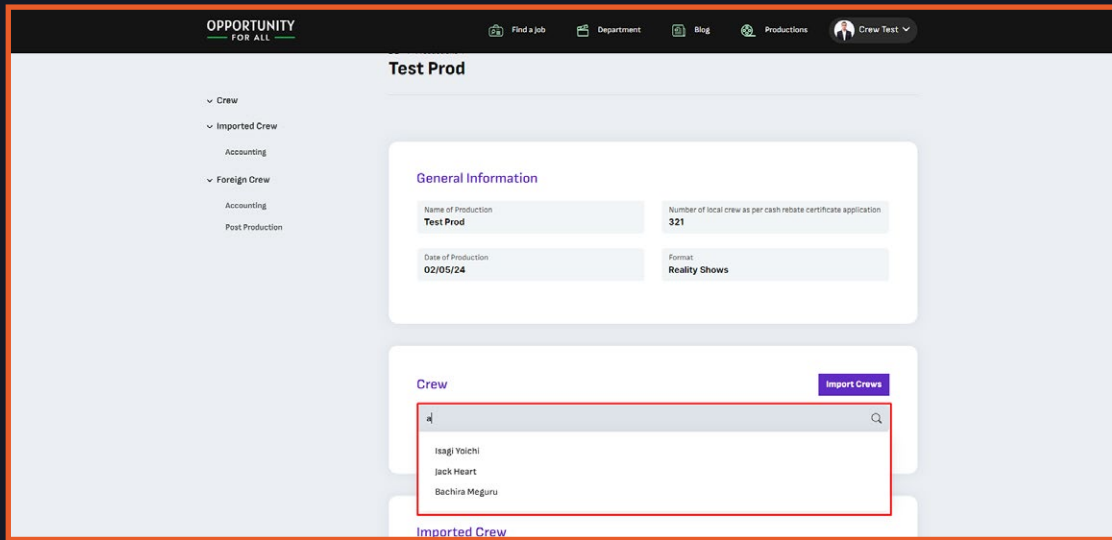


3. By clicking on edit you will be redirected to the production's detail page. Here you can also assign/remove crews to help the Service Provider manage the production.

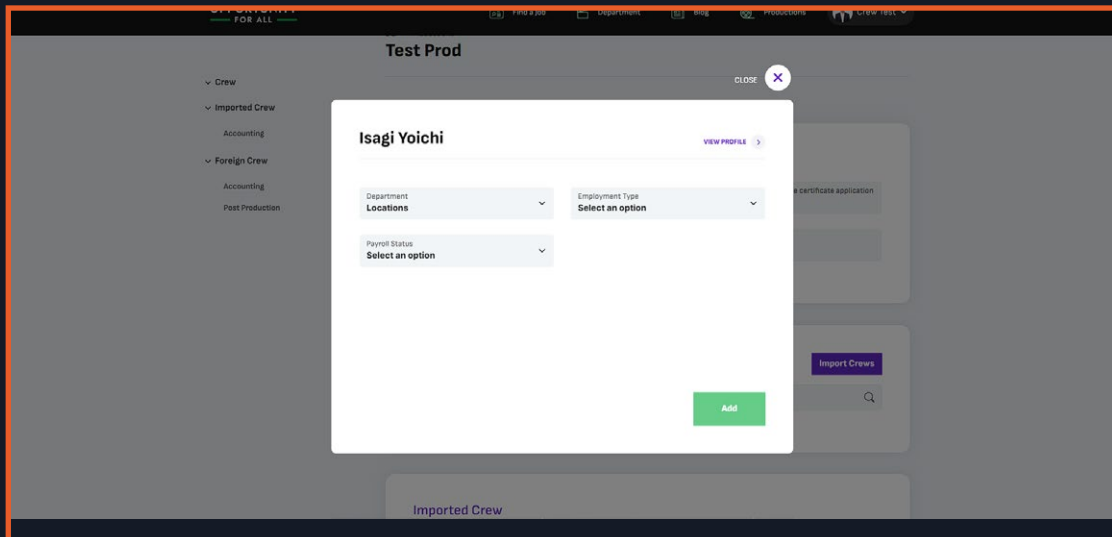


SECTION 2: CREW

4. You can add a crew by searching it in the search bar, you can only search for an available crew (crew that doesn't meet their max production).

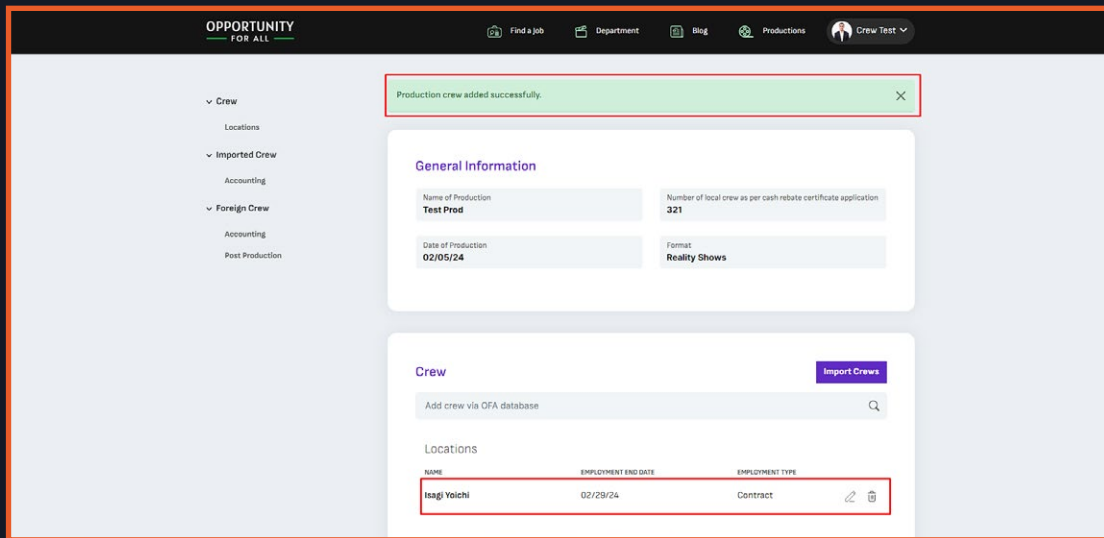


5. Click on the name you wish to add in the production, a modal will pop up to set their hiring information.

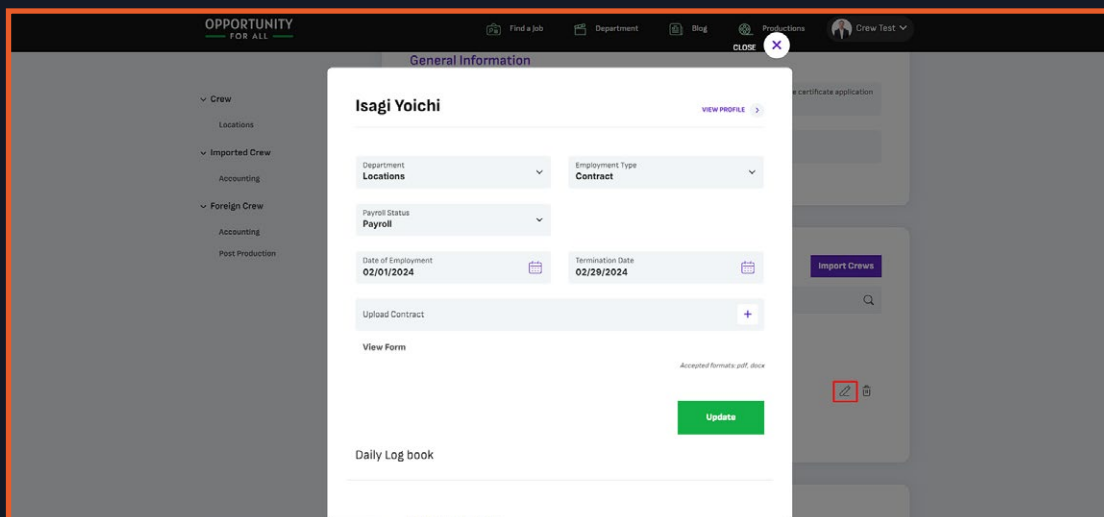


SECTION 2: CREW

6. You can view their profile by clicking on the view profile. You can assign them to departments and select their employment type, you will need to set the dates and upload the contract based on the said date. After clicking on Add the crew will be added to the production.

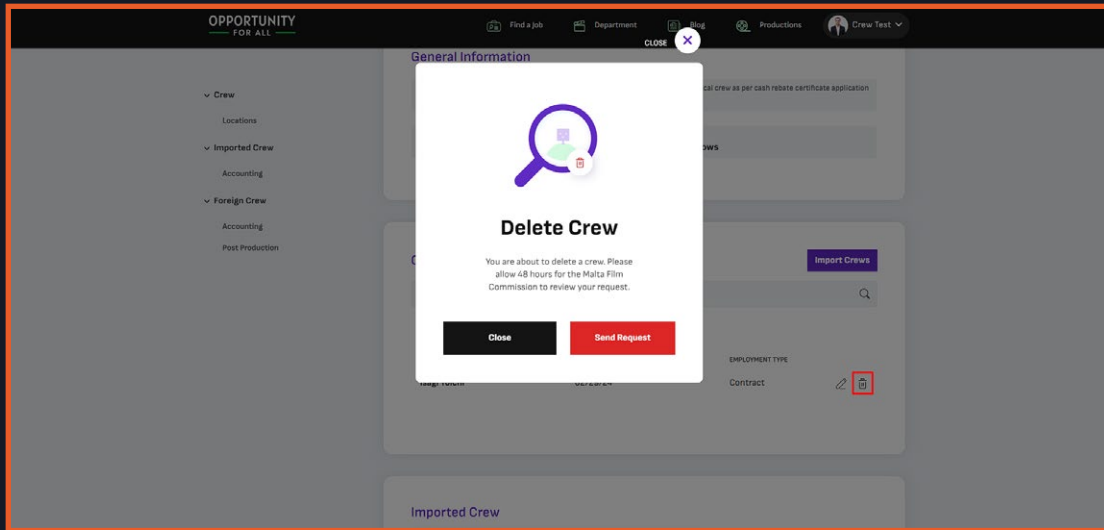


7. If you wish to edit the crew, you can do so by clicking on the pencil in its row. A modal will show again. If you edit a contract type, you can only edit the termination date and would need to upload another contract. If you edit a daily type, you can add additional dates to them and add a contract. After editing, you can click on 'Update' to update the crew.

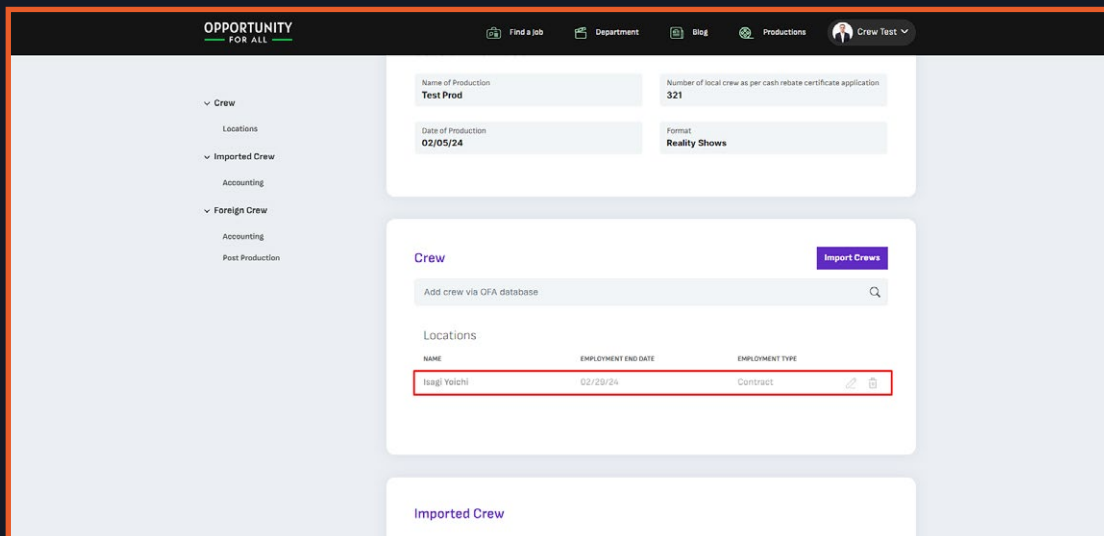


SECTION 2: CREW

8. You can also request to delete the crew by clicking on the trash icon, a modal will show for confirmation. It will also state that the MFC will review the crew deletion request, this might take 48 hours.

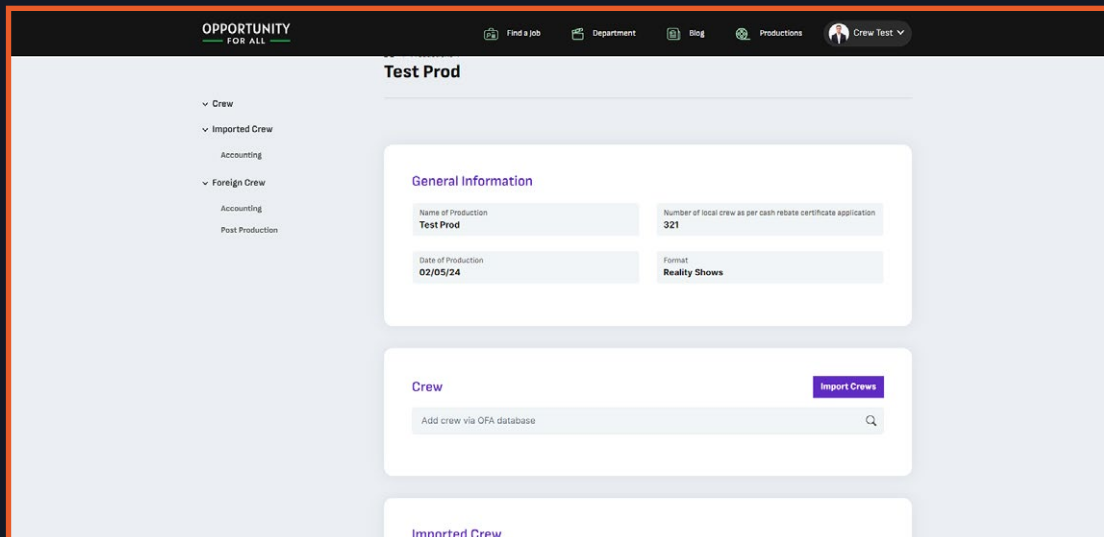


9. After requesting to delete the crew, an email notification will be sent to the admin. The crew will also be grayed out as it is still not fully deleted yet.

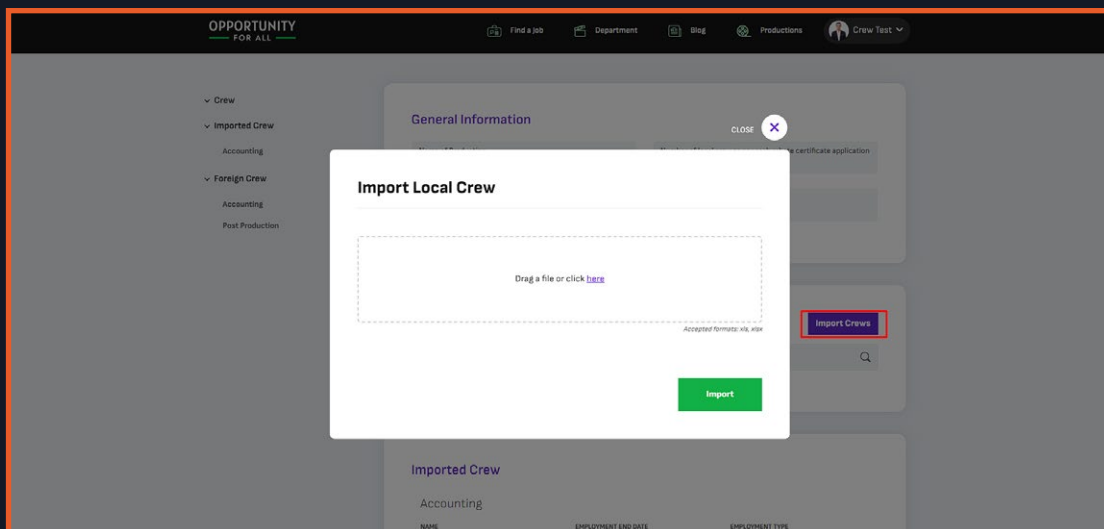


SECTION 2: CREW

10. When your request has been approved you will receive an email notification, it will also remove the crew in the production.



11. You can import multiple crews into the production by clicking on “Import Crews.” This action will prompt a modal to appear, allowing you to drag and drop or select an Excel file for uploading.



SECTION 2: CREW

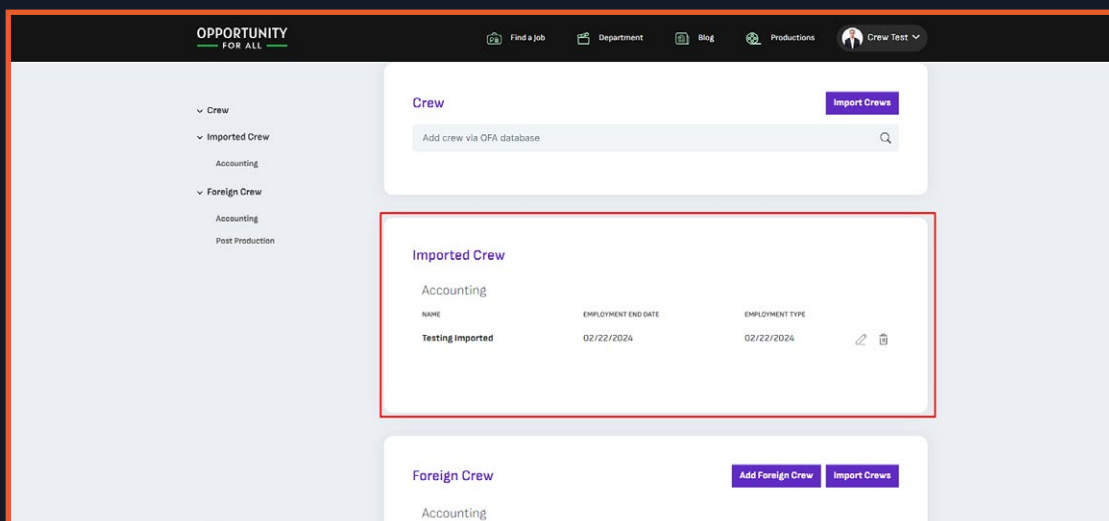
12. When setting up the Excel file for importing crews, ensure that the following fields are included and populated:

- a. Crew ID
- b. Name
- c. Surname
- d. Department
- e. Employment Type
- f. Date of Employment
- g. Payroll/Self-Employed

These fields are required to successfully import the crews into the system.

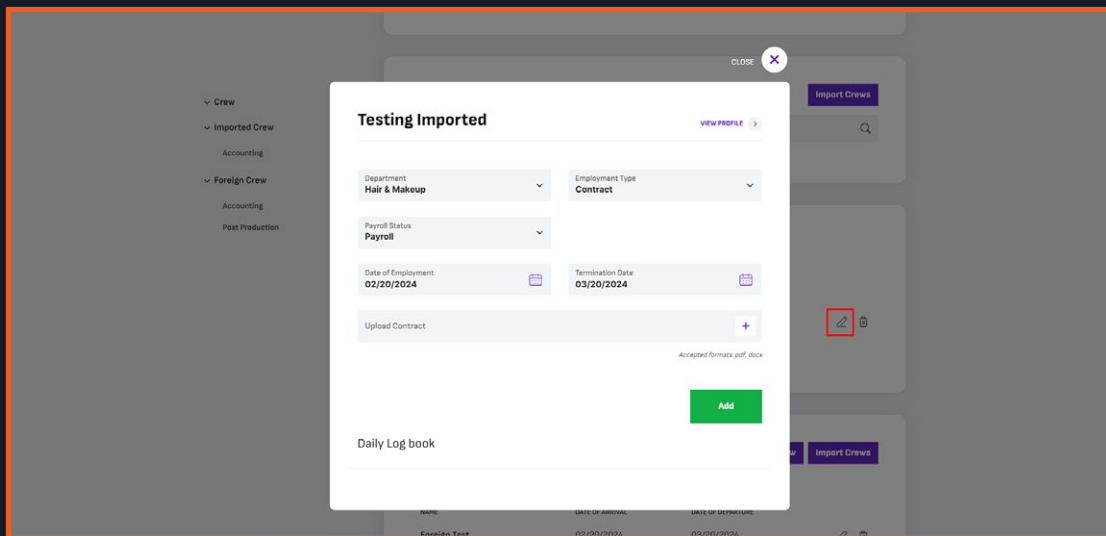
	A	B	C	D	E	F	G	H
1	Crew ID	Name	Surname	Department	Employment Type	Date of Employment	Payroll/Self-Employed	
2	CW443232	Jack	Heart	Grips	Contract	19/02/2024;19/03/2024	Payroll	
3	CW060009	John	Doe	Grips	Daily	19/02/2024;20/02/2024;21/02/2024	Self-Employed	
4								

13. After importing the Excel file, a new section will appear below the local crew section. It will skip the crews that don't exist in the OFA database or already exist in the production.

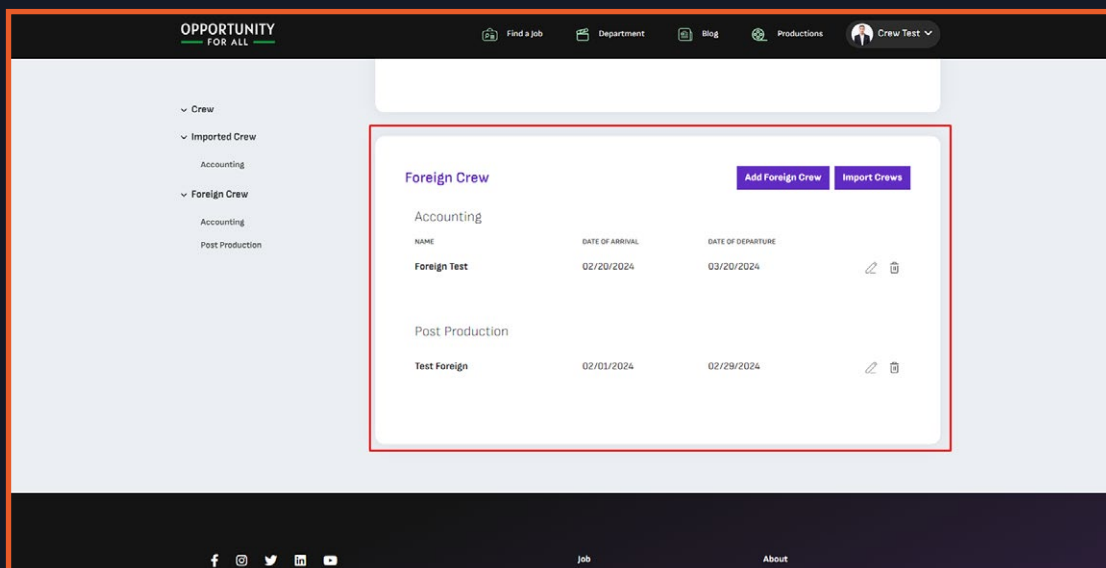


SECTION 2: CREW

14. This section lists all of the imported crews who have not yet updated or uploaded a document. Clicking on the Edit button, represented by the pencil icon, will open a modal displaying their information. Here, you can upload the document, and after saving it, they will be transferred to the Local Crew Section.

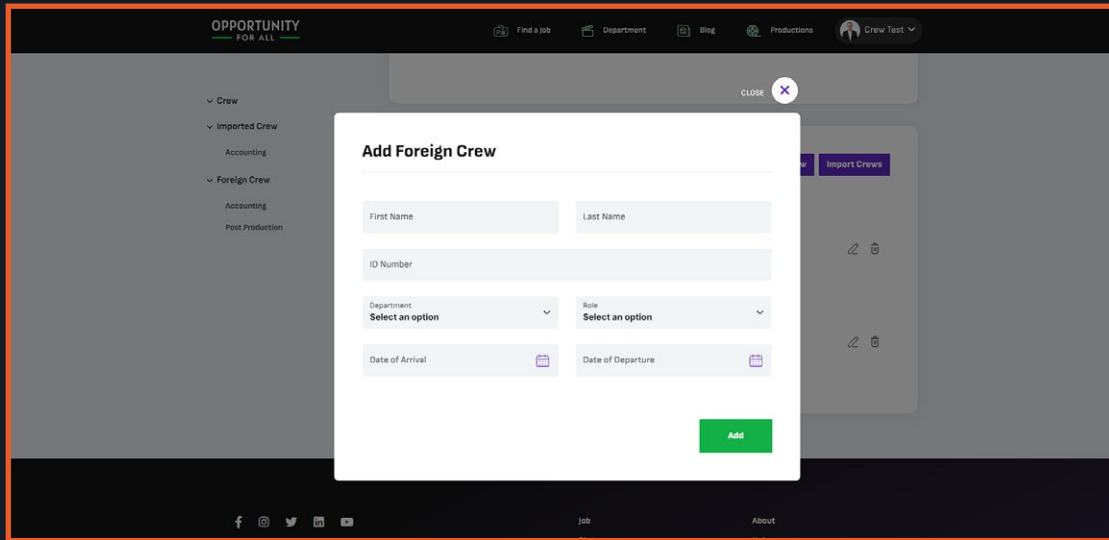


15. Foreign Crew will contain the list of all the foreign crew members that have been added to the production and do not have an OFA Account.

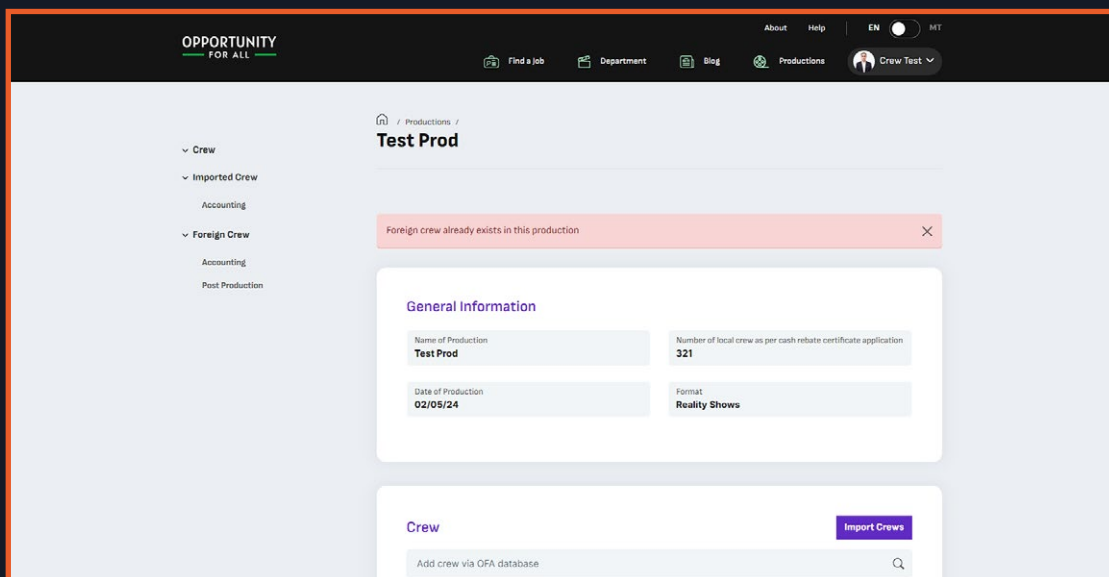


SECTION 2: CREW

16. You can add foreign crew one by one by clicking on “Add Foreign Crew.” This action will prompt a modal to appear, allowing you to input the foreign crew member’s information.

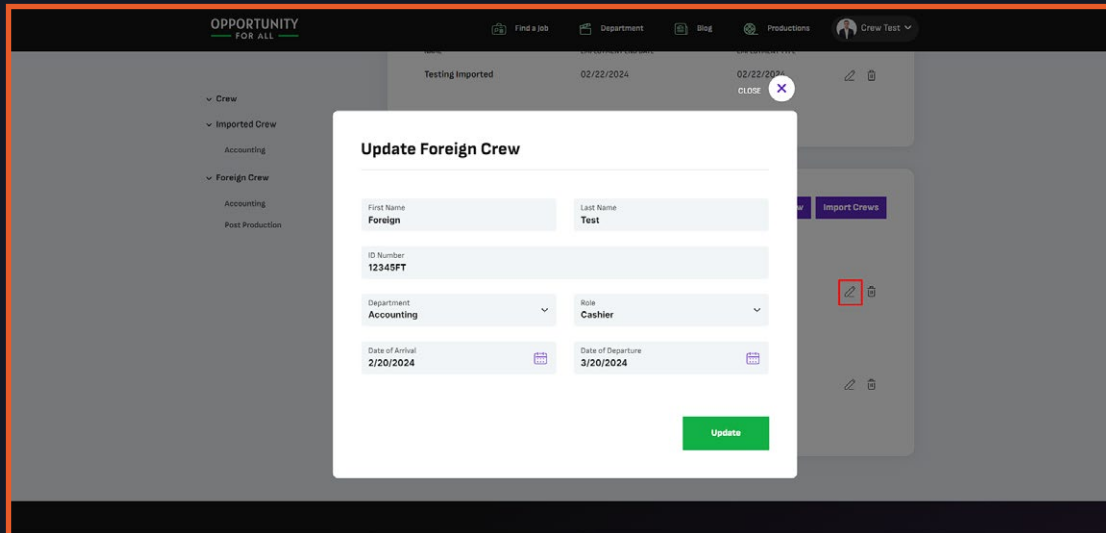


17. Whenever you add a foreign crew that already exists in the production it will have an error alert. The system will check if it has the same name and id number in the production.

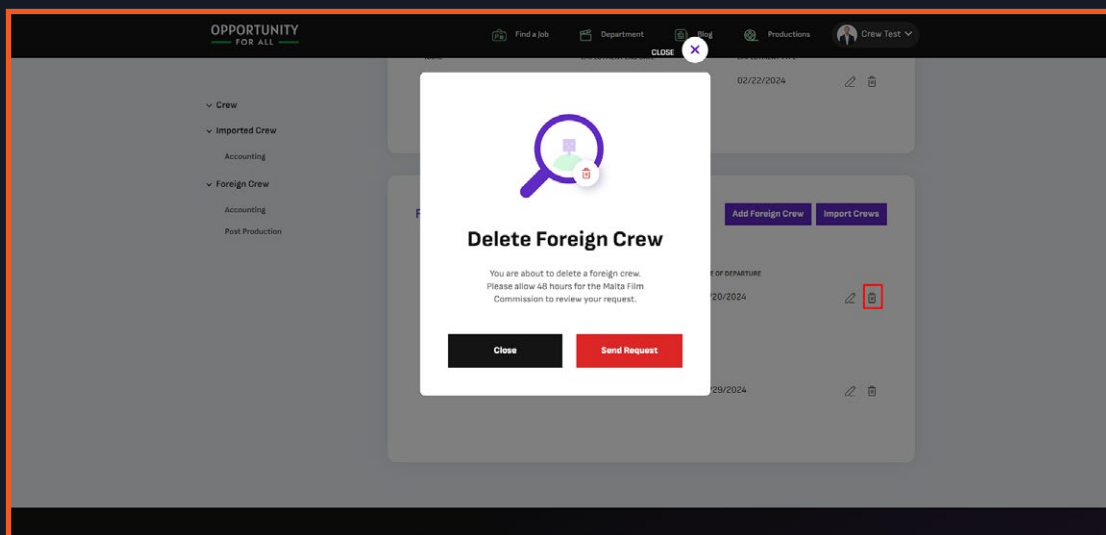


SECTION 2: CREW

18. You can also edit foreign crew members by clicking on the pencil icon.

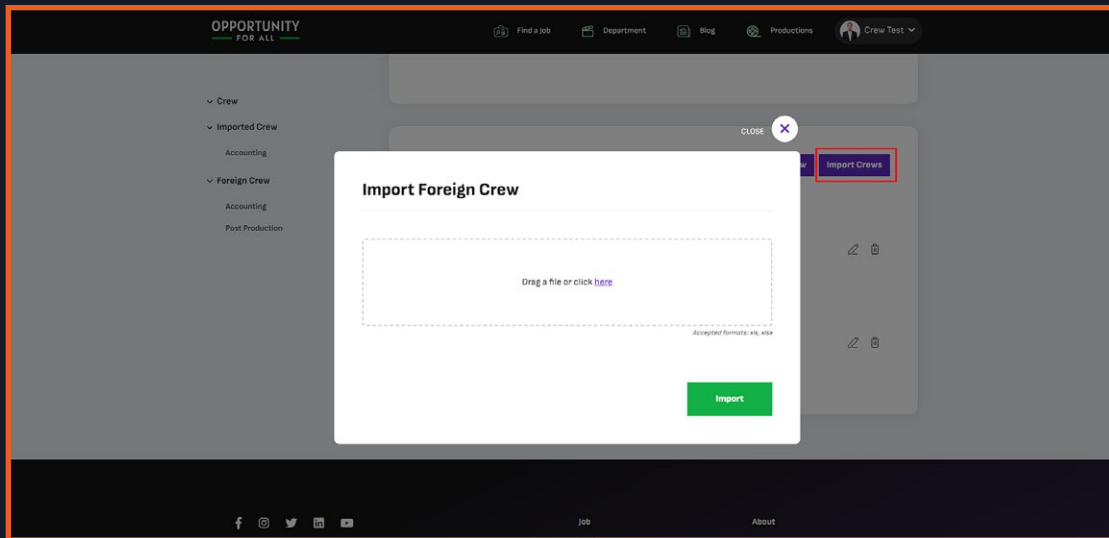


19. You can also delete the foreign crew, but just like the OFA crews it will send a request to the admin.



SECTION 2: CREW

20. You can also import an Excel file to add multiple foreign crews to the production. Click on “Import Crews,” and a modal will appear, allowing you to drag and drop or select an Excel file for uploading.



21. When setting up the Excel file for importing foreign crews, ensure that the following fields are included and populated:

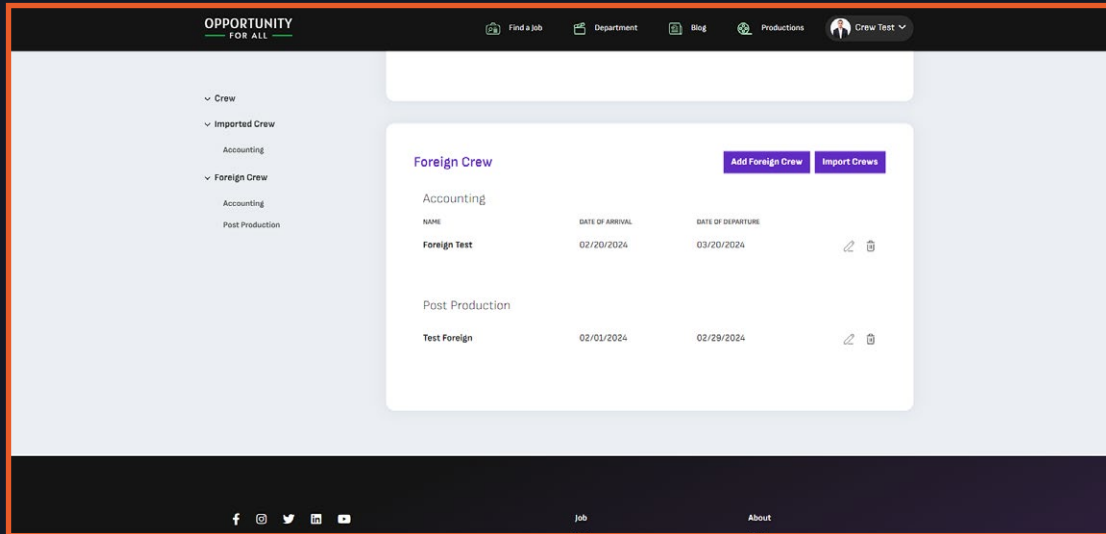
- a. Name
- b. Surname
- c. ID Number
- d. Department
- e. Role
- f. Date of Arrival
- g. Date of Departure

These fields are required to successfully import the foreign crews into the system.

	A	B	C	D	E	F	G	H
1	Name	Surname	ID Number	Department	Role	Date of Arrival	Date of Departure	
2	Foreign	Test	12345FT	Accounting	Cashier	20/02/2024	20/03/2024	
3								

SECTION 2: CREW

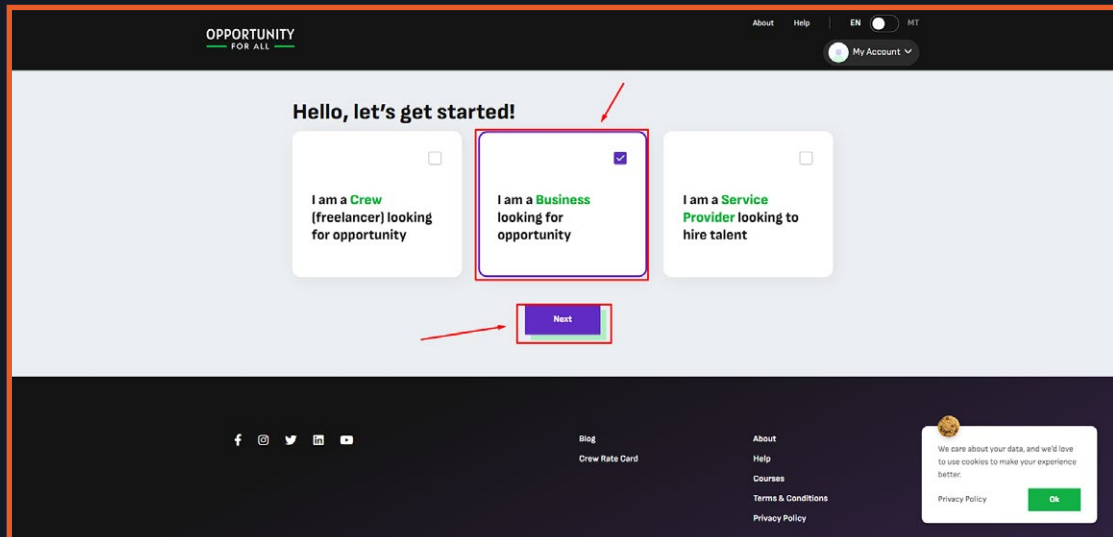
22. After importing the Excel file, the foreign crews will be added to the list. Any foreign crews with the same name and ID number that already exist in the list will be skipped.



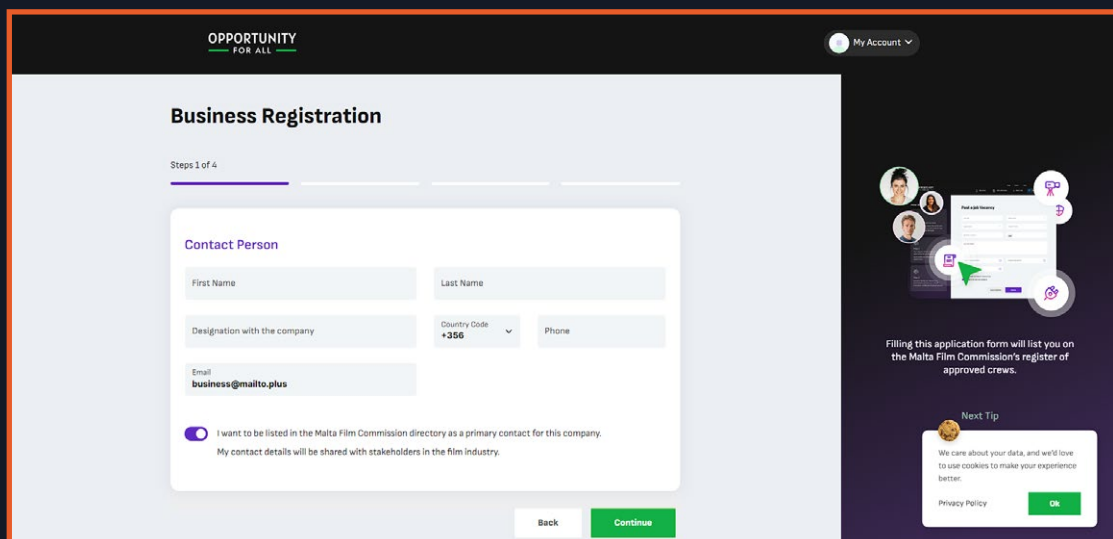
SECTION 3: BUSINESS

Part 1: Setting up account as Business

1. In the getting started page, you can select as a Business then click on Next.

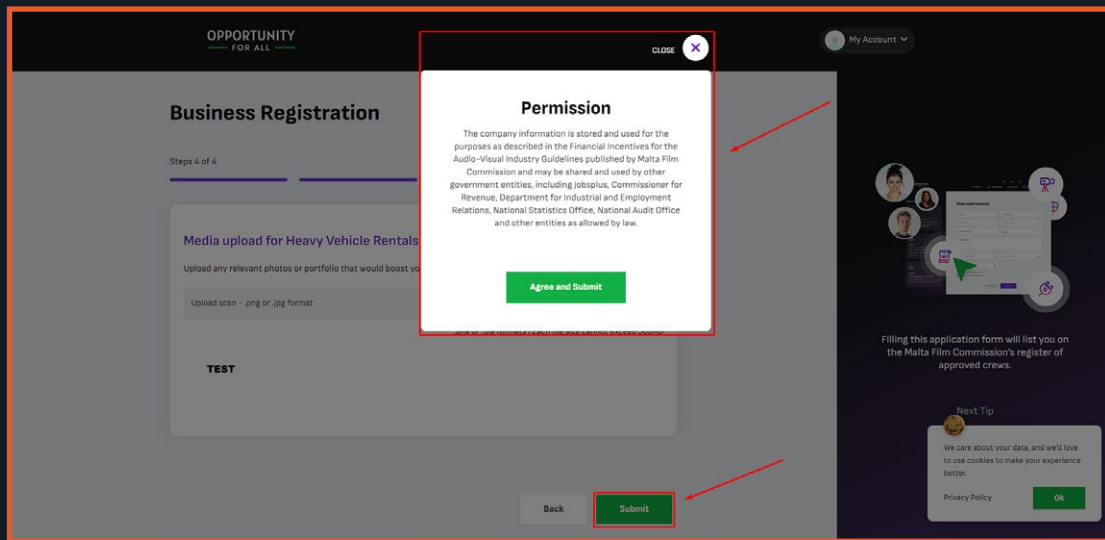


2. You will be redirected to the Business Registration page, where you can continue inputting your information. Click on 'Next' to continue onto the next page.

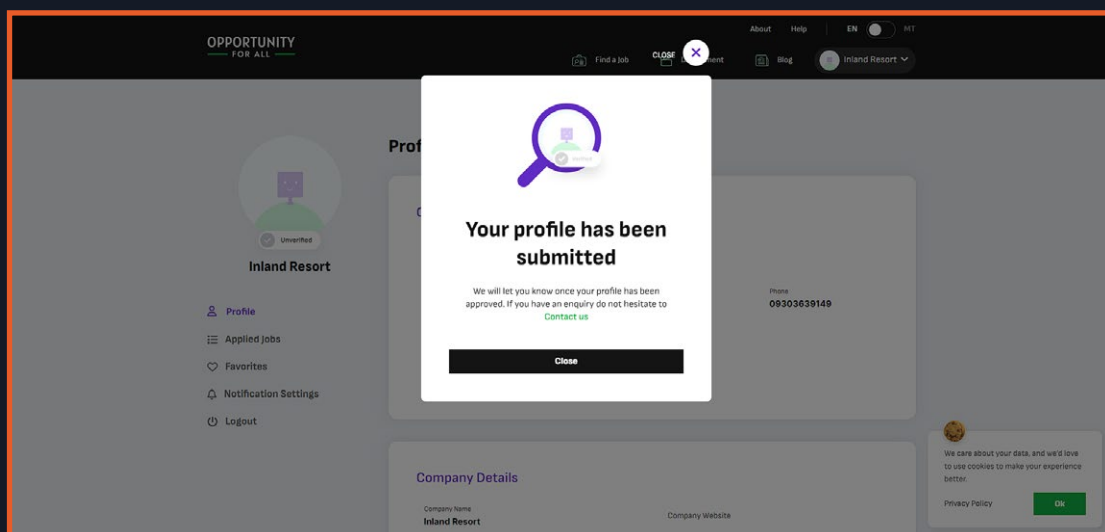


SECTION 3: BUSINESS

3. In the last part of the registration section, a 'Submit' button will appear instead of 'Next'. After clicking on it, a modal will show for confirmation.



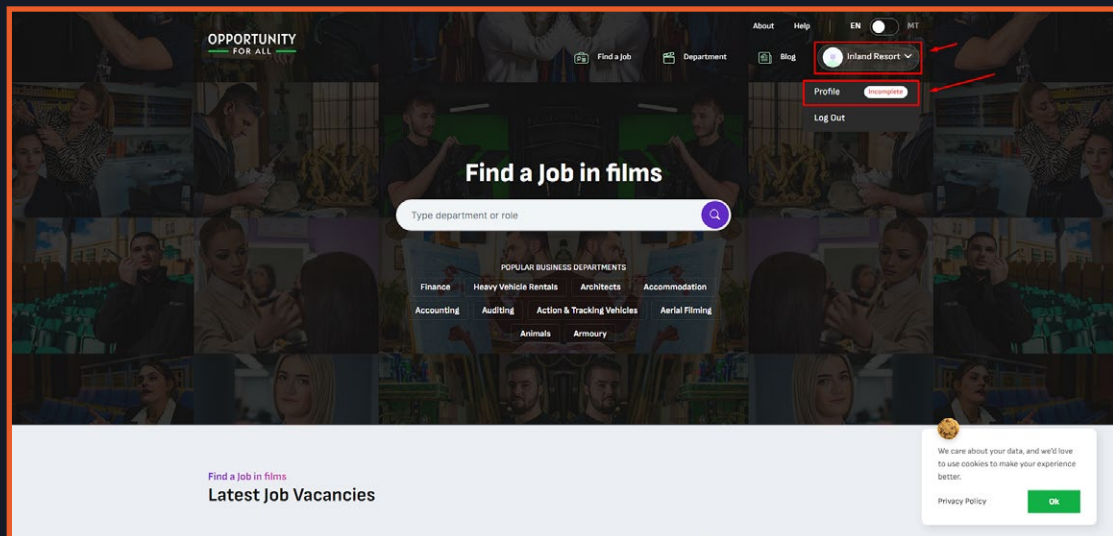
4. After clicking on Agree and Submit you will be redirected to the Profile page, the admin will now check on your profile and verify it. An Email notification will be sent to you when you submit your profile, you will also receive one after they verify your profile.



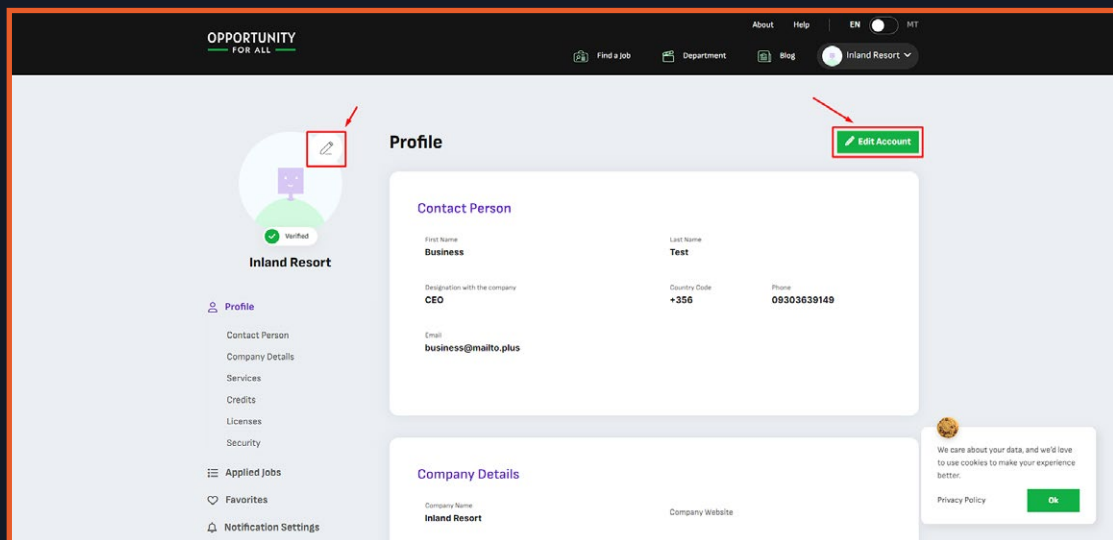
SECTION 3: BUSINESS

Part 2: Profile

1. You can go to your profile by clicking on your name and image in the header, a drop down will show select on Profile. It will have an incomplete text when your profile is not yet completed or not yet verified.

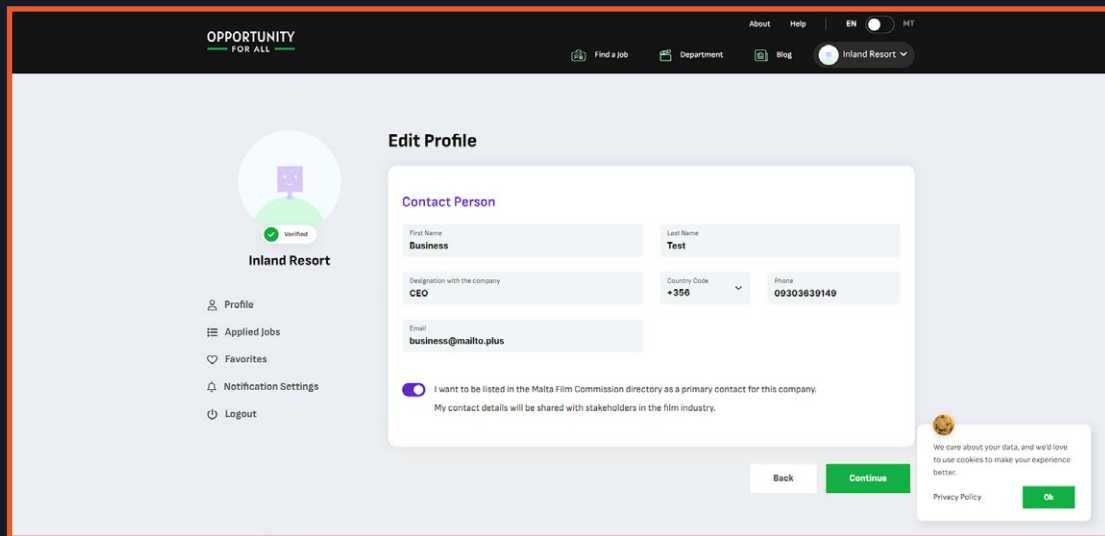


2. In this page you can see your profile information, you can edit your profile by clicking on the Edit Account or the pencil in your image. It will only show when your account has been verified by the admin, if not it will be hidden.

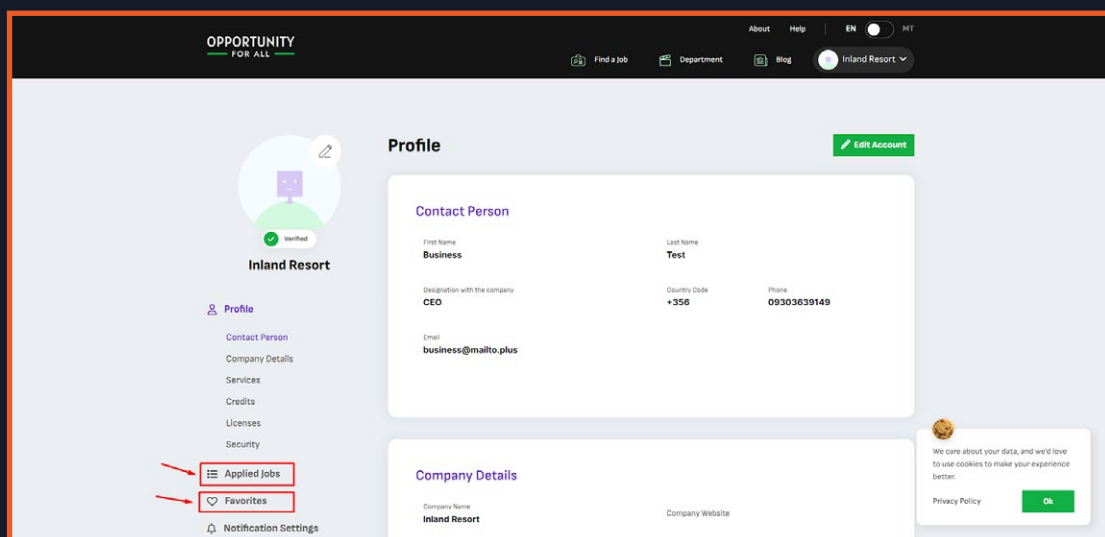


SECTION 3: BUSINESS

3. By clicking on it, you will be redirected to the edit profile page. You can change your information and clicking next to go to the next page, you can then submit it. It will send an email notification to the admin stating you change your profile information.



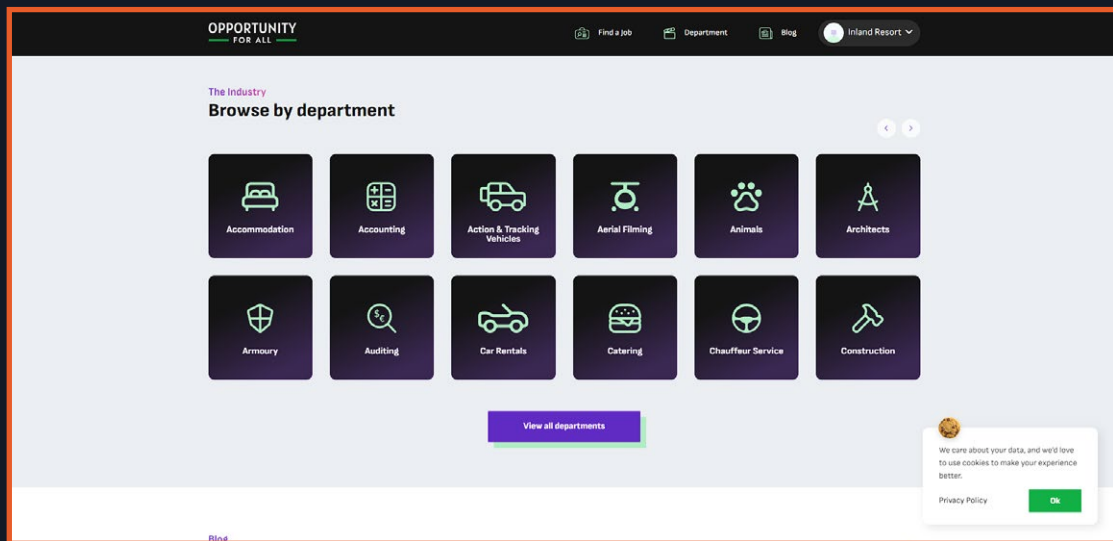
4. In your profile page, you can also see your applied jobs and favorites when you click on it in the sidebar.



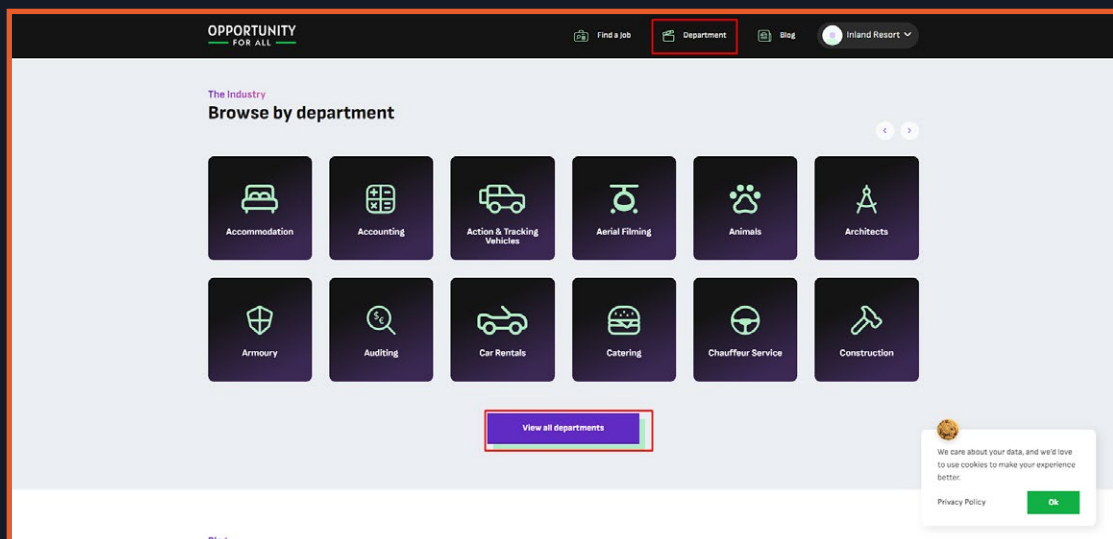
SECTION 3: BUSINESS

Part 3: Departments

1. As a business, you can view all the departments available on OFA. These can be viewed in the homepage by scrolling till you reach 'The Industry' section.

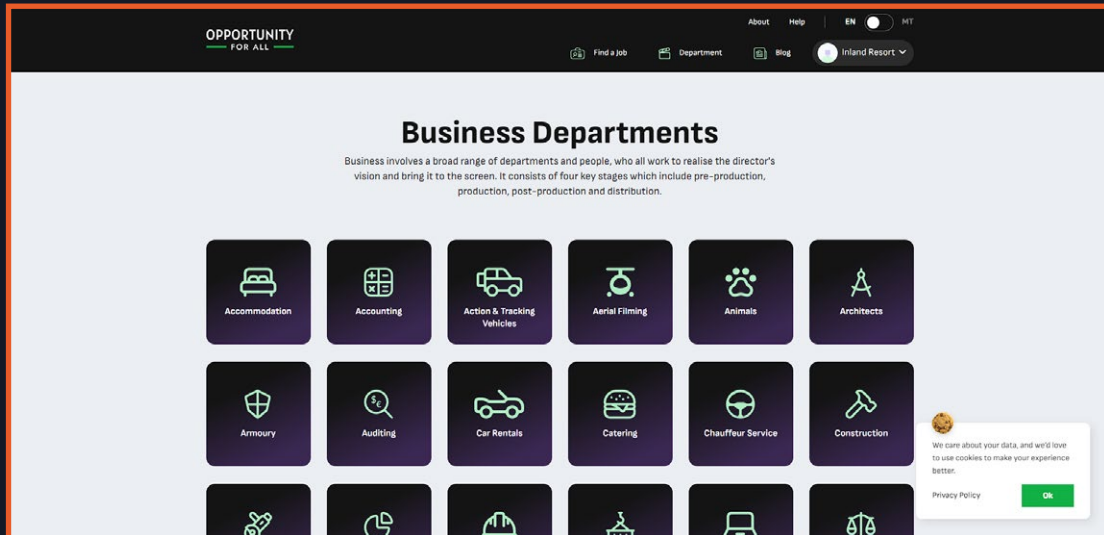


2. You can also view all of it by clicking on the View all departments or the Department in the header.

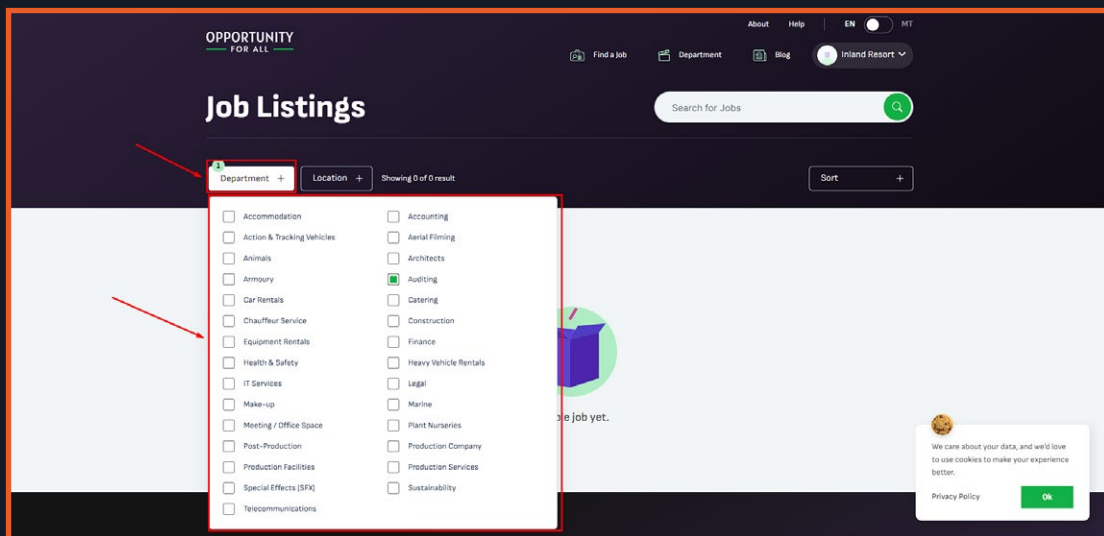


SECTION 3: BUSINESS

3. You will be redirected to the list of all business departments in the OFA.



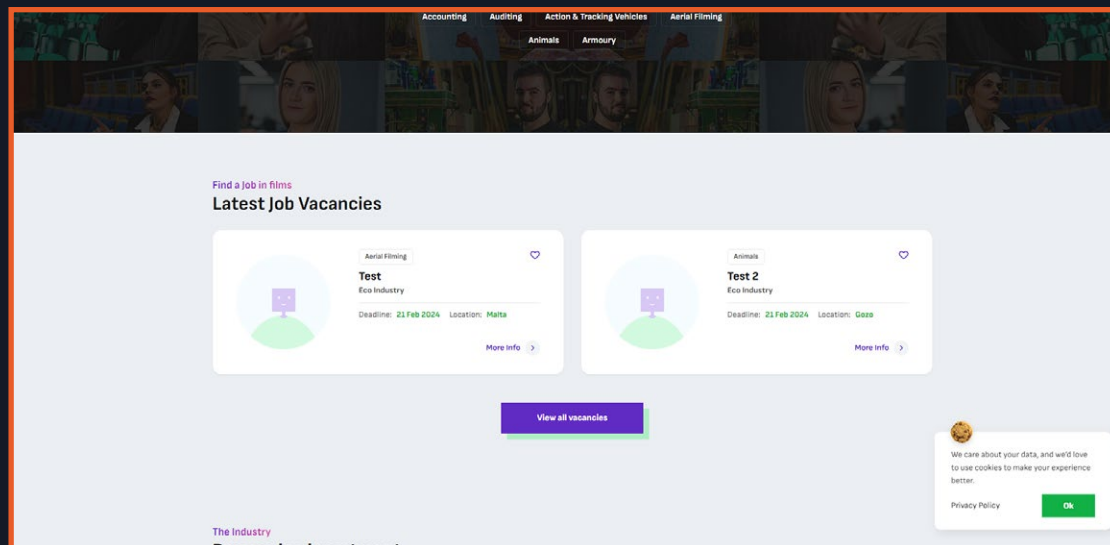
4. By clicking on the department, you will be redirected to the list of all jobs, but it will automatically filter for that department you clicked.



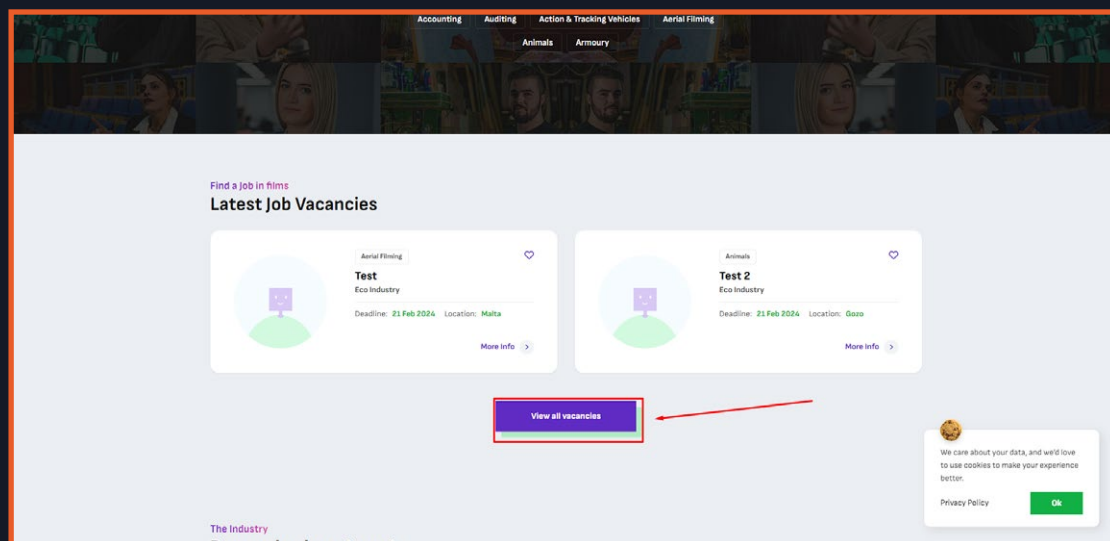
SECTION 3: BUSINESS

Part 4: Applying for a Job

1. You can view some of the latest jobs in the homepage, just scroll till you are in the Find a Job in Films section.

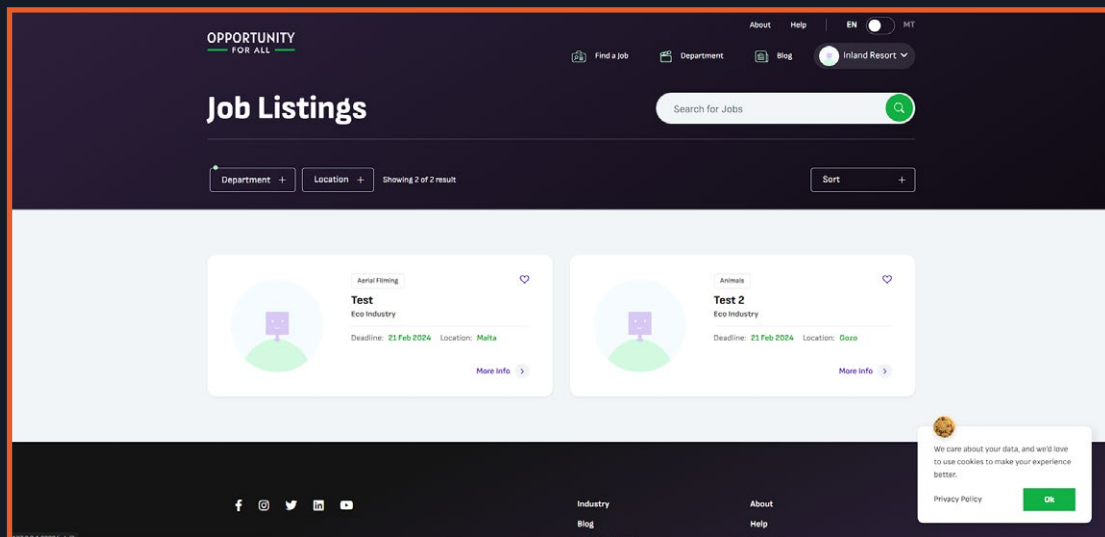


2. You can click on the View all vacancies to view all the available jobs or click Find a job in the Header.

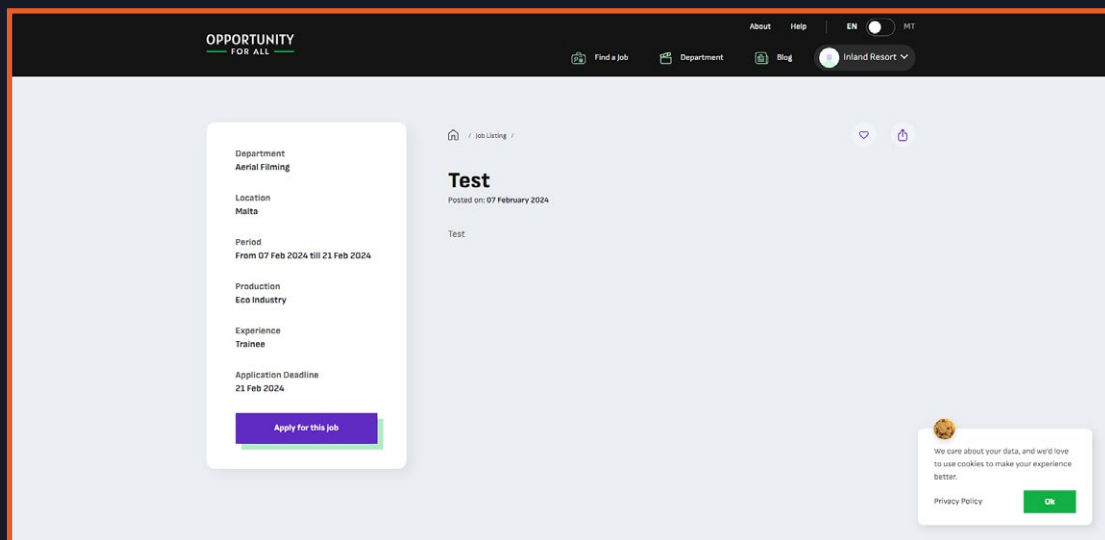


SECTION 3: BUSINESS

3. You will be redirected in the list of all the jobs available, here you can filter the jobs in your preference. You can only view the jobs for your user type here.

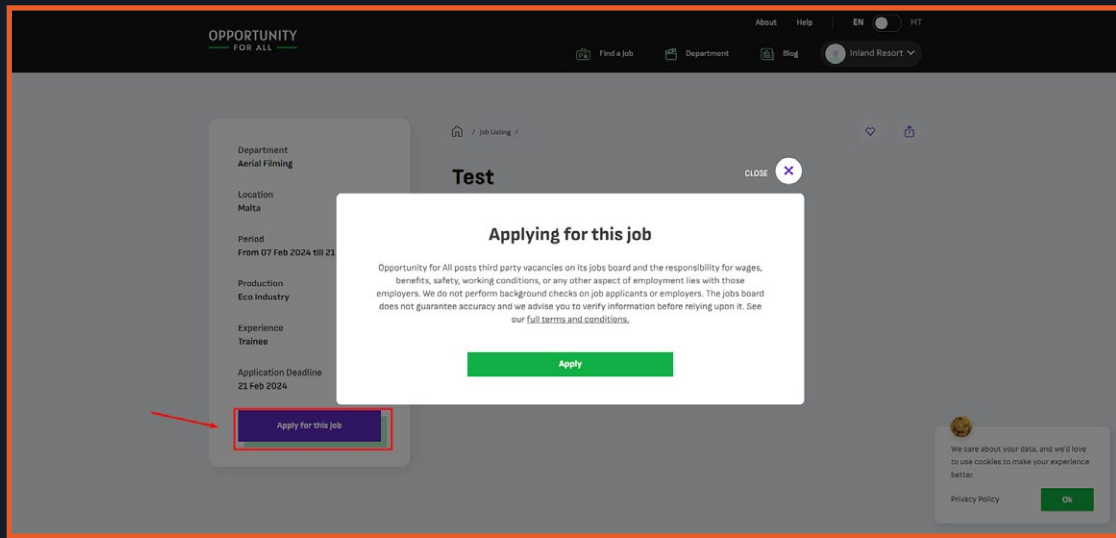


4. After you select a job, you can visit its detail page by clicking on more info or just clicking on the card itself.

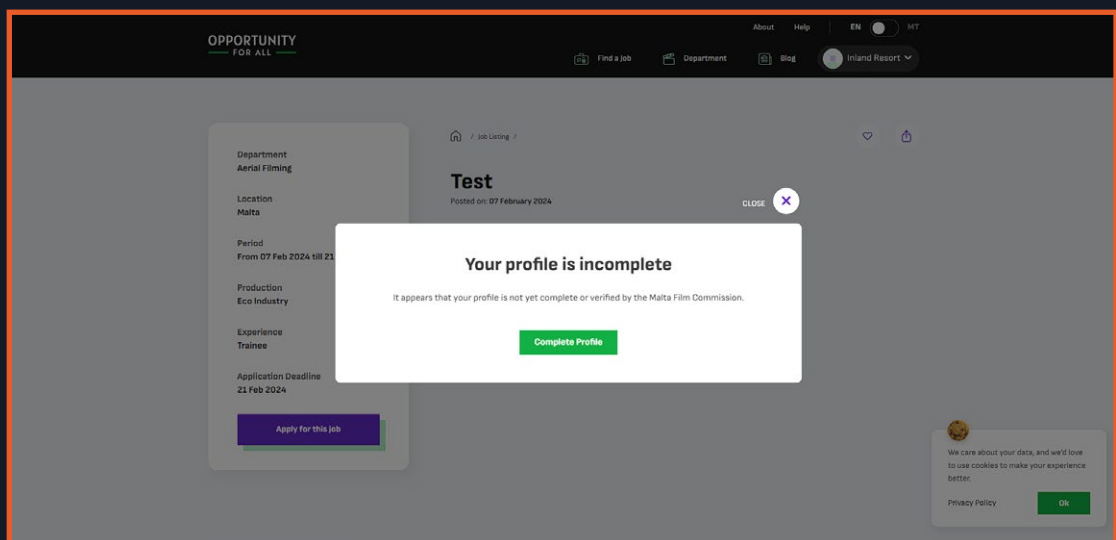


SECTION 3: BUSINESS

5. After viewing the job, you can apply for it. This can be done by clicking on the 'Apply' button, after which a modal will show for confirmation. Just click on apply to apply for the job.

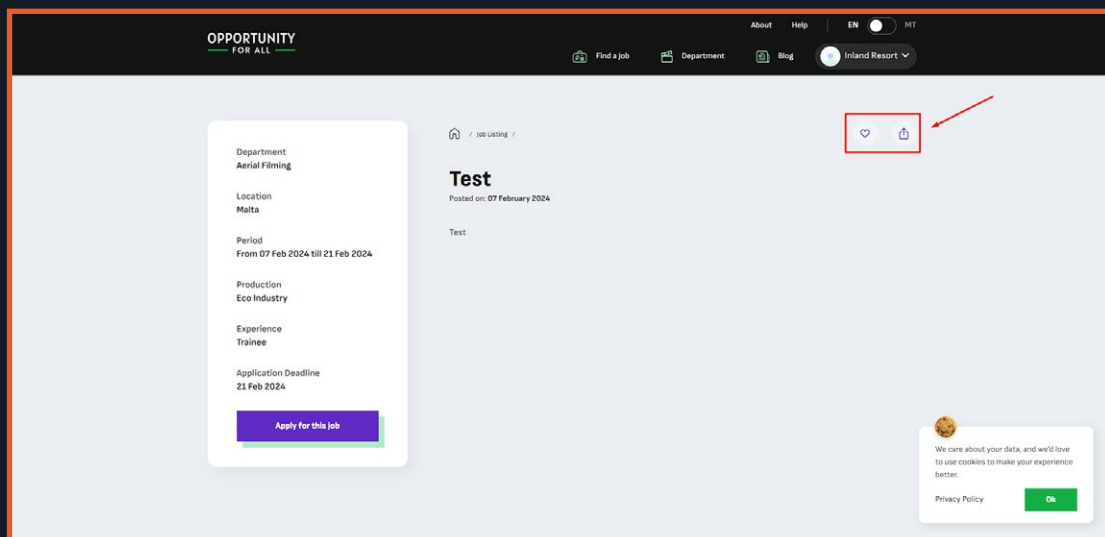


6. If you try to apply for a job but your profile is not yet completed or not yet verified, you will receive a message stating that you need to complete your profile first.



SECTION 3: BUSINESS

7. By clicking on Complete Profile you will be redirected to the profile page, or just close it to return to the job detail page. While on the job detail page you can add the job by clicking on the heart icon top right of its title, to add it to your favorites. You can also share this job by clicking on the share icon.



8. You can also see some of the similar jobs in the bottom of the page, there will be a section for the similar jobs.

