

# FilmLocal

Cast. Crew. Clients. Community.

## **AUTO APPLY USER GUIDE**

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## User Dashboard

You need to access your Dashboard with the credentials shared to your personal email address to streamline your job search process by leveraging the capabilities of our automation platform. You have to actively engage with your job results and trigger our apply tool plugin (Chrome browser extension) for additional job applications on LinkedIn, Indeed, Reed, and Dice.

### Key Features

- ✓ Unlimited Job Searches (loops)
- ✓ AI-driven Job Matching per Job Search (loop)
- ✓ Automated Job Applications per Job Search (loop)
- ✓ AI Answering for Personalized Job Applications
- ✓ Apply Tool Plugin for Additional Automated Job Applications
- ✓ Application Tracker for Monitoring Job Applications
- ✓ Access to 15+ Job Boards
- ✓ Search for Remote Jobs Anywhere in the World
- ✓ Access to Salary Ranges for Matching Jobs\*
- ✓ Custom Email Address

\*Assuming that the salary information per job posted is provided by each company

# How to **create** an automated job search

NEW LOOP

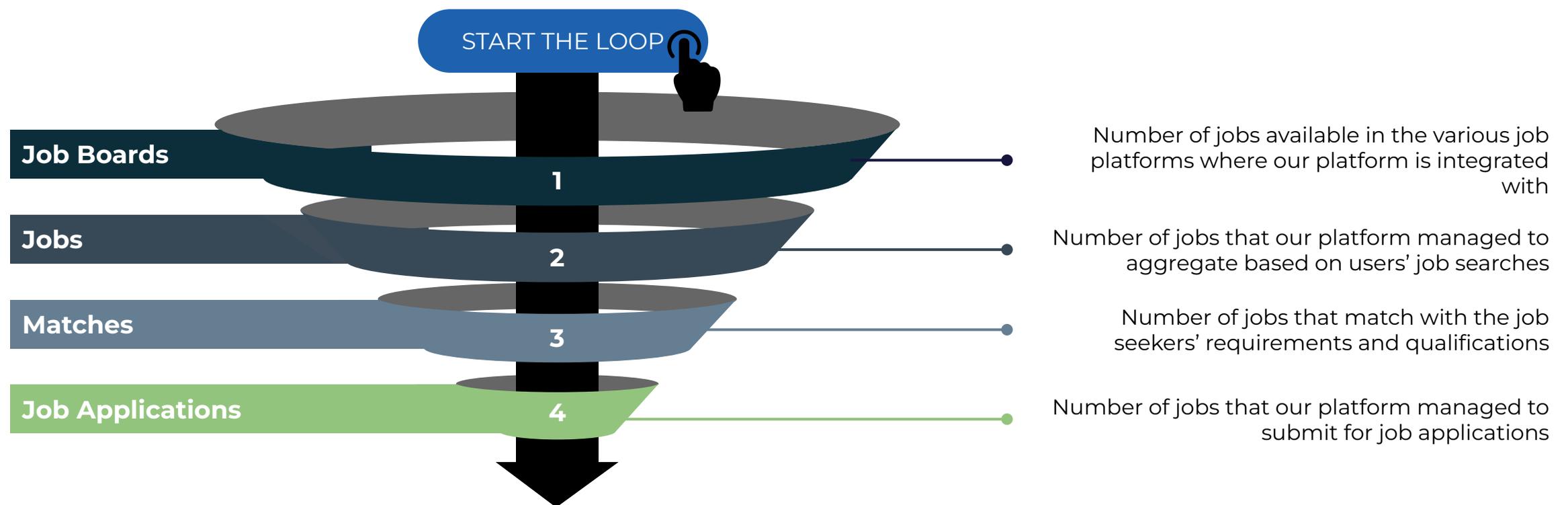
USER **GUIDE**

## What is an **automated job search**? - loop

A loop is a function that allows you to automate your job search process. You can select your desired job title(s), in the preferred location and your on-site or remote preference, your seniority level, upload your resume (CV), set up some keywords and let your loop(s) do the job for you.

After you trigger your automated job search ("start the loop"), your loop will have access to more than 20 different Job Boards. It will match your profile with several jobs that align with your job search settings, and it will auto-apply on your behalf if you have enabled the automations.

## What happens **after you "start the loop"** ?



## What are the **different ways of submitting job applications** through our platform?

### 01 Automatically send emails

Enable this to let our platform instantly send emails to companies, streamlining the job hunt. Prefer reviewing emails first? Simply turn this off to personalise messages, ensuring alignment with your preferences before dispatch.



### 02 Auto-fill Job Application Forms

Enable this to allow our platform to automatically submit job application forms on behalf of the job seeker.



### 03 Auto-apply using our Chrome extension

Click the install button on the right to enable our Chrome extension. This will allow you to apply on certain platforms requiring login.

INSTALL

A step-by-step guide showcasing how to **create** an automated job search  
in 3 simple steps



USER **GUIDE**

## How to create a "new loop" in 3 steps - automated job search



Job Title  
e.g. Production Assistant 

**1** Enter the desired job title. The job title needs to be well-defined. You may also select one of the recommended job titles from the list that appears while typing

Job Location  
e.g. Los Angeles, United States 

**2** Specify the preferred location (e.g., city, country)

Search only for remote jobs 

**3** Click here if you want to search only for remote jobs in the Job Location

Search for remote jobs anywhere in the world 

**4** Click here if you want to search for remote jobs anywhere in the world

Search in Specific Job Boards  
e.g. ALL 

**5** Select the platform(s) from which the job search will be made (e.g., LinkedIn, Indeed, Glassdoor, etc). Leave this field blank if you want all available job boards to be included in the search

Choose specific platforms if you want to narrow your search. Leave it blank to allow all platforms for your profile.

Experience  
e.g. Junior 

**6** Select the seniority level of the jobs you are looking for. You are able to select among junior, medior, or senior roles (meaning that junior = no years of experience, medior = up to 4 years of experience, senior = 4+ years of experience)

Job Type  
e.g. Full time 

**7** Select the type of the job that you are looking for (Full-time, Part-time, Contract, Temporary, Internship)

Firstname\_Lastname\_resume1.pdf 

SELECT A PDF FILE OR WORD FILE 

**8** Upload your resume (CV) and click "NEXT" 

NEXT 

## How to create a “new loop” in 3 steps - automated job search



In case you want to instruct your automated job search (loop) to send automated emails to the companies in order to present your motivation for their posted jobs, you need to either **select an email template** from the list of your Dashboard or **create your template**.

**Note that your resume (CV) will always be attached to your emails**

### Popular templates

The Unique Value Proposition SELECT

The Straightforward Application SELECT **9**

The Enthusiastic Application SELECT

CREATE YOUR TEMPLATE

Email template name (this is just an identifier to help you distinguish the templates)

The Straightforward Application

Email subject

Job Application for {{JOB\_TITLE}}

Email body

Dear Hiring Team,

I hope this message finds you in good health.

I am {{USER\_FIRSTNAME}}, and I am writing to apply for the {{JOB\_TITLE}} position at {{COMPANY\_NAME}}, which I found through your website.

I have attached my resume and a brief cover letter highlighting my qualifications. With much work experience as well as many tested skills in this field, I am confident in my ability to thrive in this job role and contribute to {{COMPANY\_NAME}}'s goals and success.

I would greatly appreciate the opportunity to discuss how my professional profile aligns with your requirements.

Thank you for considering my application.

Best regards,

{{USER\_FIRSTNAME}} {{USER\_LASTNAME}}

Click here to “create your template”. **Hint:** type { to show the suggestions list for the {{VARIABLES}}

### Send a test email

This is the email a company will receive once your criteria match the job posting

firstname.lastname@gmail.com

SEND TEST EMAIL

NOTE: We will attach your resume (CV) to this email.

**10** Click “NEXT”

NEXT

**Note:** You can **SEND A TEST EMAIL** to your own email address to check out what a company will see when you send an automated email submission via your automated job search (loop).

## How to create a “new loop” in 3 steps - automated job search



### Automatically send emails

Enable this “toggle” if you want to instruct our platform to automatically send emails (the email template you have previously selected) to companies. Leave this toggle disabled if you don’t

11

### Auto-fill Job Application Forms

Enable this “toggle” if you want to instruct our platform to automatically fill out job application forms on your behalf. The platform will auto-fill your resume (CV), qualifications and personal information as provided by you (phone, city, cover letter)

12

### AI answering

Enable this “toggle” if you want to instruct our platform to automatically answer any additional question(s) (based on your resume and profile) that may occur during the job application process

13

### Auto-apply using our Chrome extension

Click the install button on the right to enable our chrome browser extension. This will allow you to apply for jobs through job platforms requiring login (e.g., LinkedIn, Indeed, Reed.co.uk, and Dice)

14 [INSTALL](#)

Do you want to exclude some companies?




**(Optional)** Type the name(s) of the companies you want to exclude from your job results and press “enter”. Make sure to input one at a time

Select the keywords that should be present in the job posting




**15** Type keyword(s) that you want to be present to the job description and press “enter” so you can have proper job matches. The better the keyword, the better job matches. Our platform will make sure that jobs contain at least one of these keywords

**Make sure to input one well-written keyword at a time and then press “enter”**

Exclude keywords




**16** Type keyword(s) to identify jobs that you want to exclude from your job search results. Thus, no job match will be performed

Please choose the level of the job match you prefer



17

Adjust the matching level to refine the relevance of job postings. There are three levels, low, middle and high. If you select the low matching level, then the job search tool will look for jobs that match your job search requirements but also additional jobs which will supplement your job results. If you select the high matching level then the job search will get stricter and the tool will only match jobs that are very close to your resume and profile. In the middle, you balance your job results

18

[NEXT](#) 

## How to create a “new loop” in 3 steps - automated job search



### Full Stack Developer

Job Title

#### Search Info

Los Angeles, United States  
Job Location

ALL  
Job Board Platform

Junior  
Experience

Full time  
Job Type

AD Filming Video

Keywords

News

Excluded Keywords

Netflix

Excluded Companies

#### Your Info

(323) 123-4567  
Phone number

Firstname\_Lastname\_resume2.pdf  
Uploaded CV

firstname.lastname@gmail.com  
Personal email

#### Your Info

Automatic Emails  
This loop automatically sends emails when we are able to find company email

Automatic Form Applications  
This loops applies to platforms automatically when possible

In the 4th step, you can quickly review all the configured settings to ensure everything is accurate and meets your job search requirements

**19** Press “**START THE LOOP**” if everything is set according to your preferences

START THE LOOP

## IMPORTANT INFORMATION



Once you click the **“START THE LOOP”** button, your automated job search (loop) will then start to:

1. Collect the most recently posted and relevant jobs (from multiple Job Boards) based on the job search (loop) you have created
2. Match the available jobs with your job search requirements and resume (CV)
3. Start applying automatically on your behalf according to the application method that is supported (email submission and/or job application forms)
4. Filter in all the “Extension Supported” job matches so you just select those and trigger the extension to automatically apply

The job collection process usually takes from a few seconds to a couple of minutes until the first job results arrive to your **“All Matches”** tab.

Make sure to frequently reload the “All Matches” page to see the job results.

The platform will start to collect the most recently posted jobs and it will keep collecting new and older jobs that match your job search settings as the time goes on.

# How to **create multiple** automated **job searches** to increase efficiency

DUPLICATED LOOPS

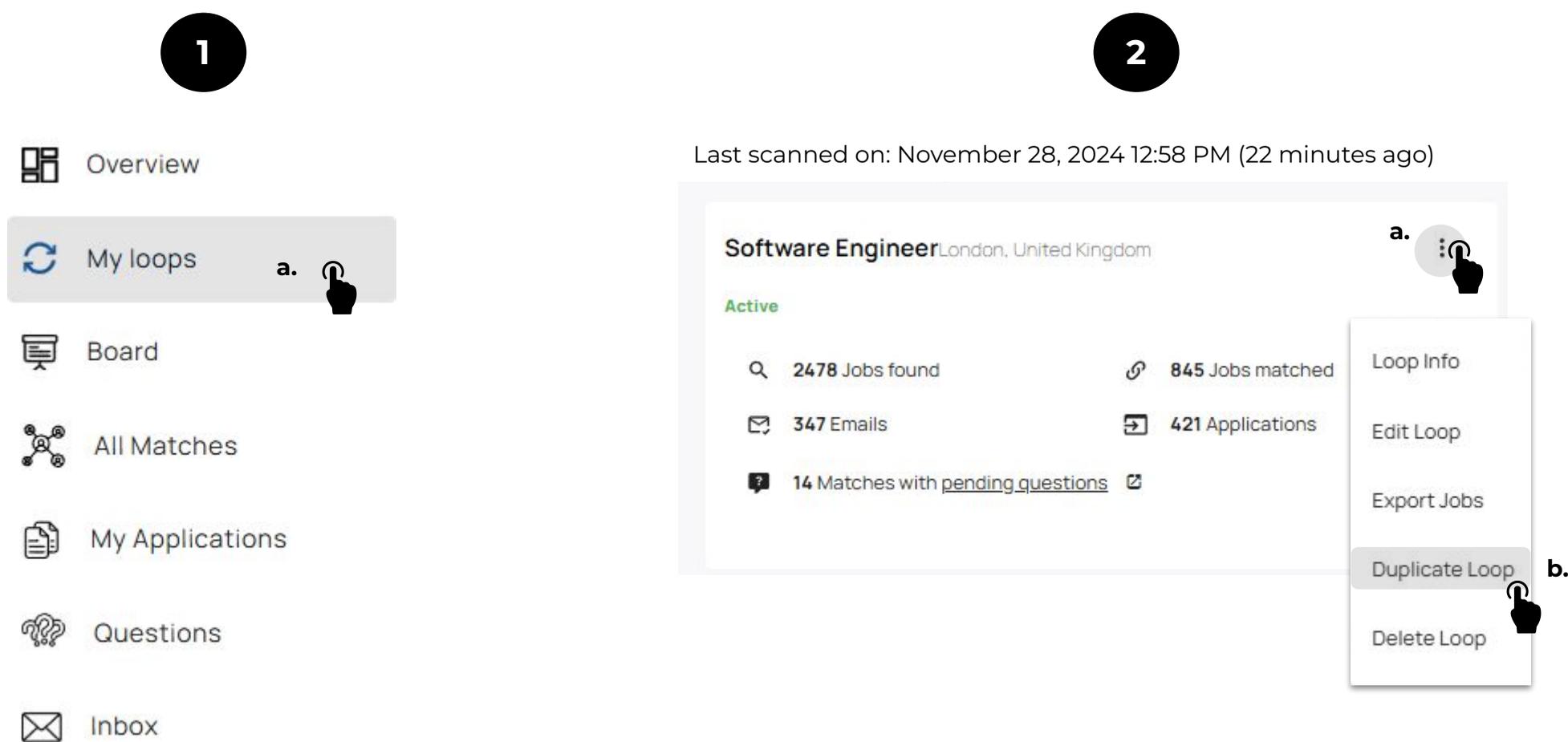
USER **GUIDE**

## How to create **multiple loops** quickly - automated job searches

You can create several loops running at the same time with different job search settings each to increase job search efficiency by enabling the duplication feature.

You can duplicate multiple automated job searches (loops) based on specific job titles, locations, preferences (on-site or remote), seniority (junior, medior, senior), and additional parameters such as resume (CV) and keywords. This functionality aggregates job postings from diverse online sources (Job Boards), streamlining the job search experience and optimizing job results.

The objective of this section is to provide you clear, step-by-step, instructions to efficiently create several job search configurations running on your behalf automatically, increasing incoming job matches, thus job application number (if automations enabled)



### After logging in:

**a.** locate and click on the "**My Loops**" tab from top left menu list

Then, you will be redirected to a page with your loop(s).

### Then:

**a.** Locate the automated job search that you would like to duplicate and click on the "**3 dots**" icon (next to/under the job title) to open the settings

**b.** Click on "**Duplicate Loop**" to start the process

## How to create **multiple loops** quickly - automated job searches

**Note:** You are able to edit/change all the aspects of your loop (such as job title, location, job boards, seniority level, jobtype, resume (CV), email templates, to set up new automation enablements, keywords, and/or matching level). At the same time, you are able to only change the job title or location and keep the rest settings as is to create one more automated job search that will be trying to find and apply to ideal jobs for you (if apply-automations enabled)



Job Title  
e.g, Production Assistant 

Job Location  
e.g., New York, United States 

Search only for remote jobs

Search for remote jobs anywhere in the world

Search in Specific Job Boards  
ALL

Choose specific platforms if you want to narrow your search. Leave it blank to allow all platforms for your profile.

Experience  
Junior

Job Type  
Full time

### Upload your CV (résumé)

Firstname\_Lastname\_resume1.pdf X

SELECT A PDF FILE OR WORD FILE



3

It is up to you what parameters you want to modify for your new job search (loop)

### Example:

For this example, we will change the Job Title from Software Engineer to Software Developer and the Job Location from London, United Kingdom to Manchester, United Kingdom.

Lastly, we will unclick the "search only for remote jobs" button to search only for on-site jobs

4

Click "NEXT"



## How to create **multiple loops** quickly - automated job searches

**Note:** If you want to keep the same email template then click "NEXT" and go to the 3rd step



### Popular templates

The Unique Value Proposition SELECT

The Straightforward Application SELECT

The Enthusiastic Application SELECT

CREATE YOUR TEMPLATE

**Note:** Click here to "create your template", or select a different template from the list we provide

Email template name (this is just an identifier to help you distinguish the templates)

The Straightforward Application

Email subject

Job Application for {{JOB\_TITLE}}

Email body

Dear Hiring Team,

I hope this message finds you in good health.

I am {{USER\_FIRSTNAME}}, and I am writing to apply for the {{JOB\_TITLE}} position at {{COMPANY\_NAME}}, which I found through your website.

I have attached my resume and a brief cover letter highlighting my qualifications. With much work experience as well as many tested skills in this field, I am confident in my ability to thrive in this job role and contribute to {{COMPANY\_NAME}}'s goals and success.

I would greatly appreciate the opportunity to discuss how my professional profile aligns with your requirements.

Thank you for considering my application.

Best regards,

{{USER\_FIRSTNAME}} {{USER\_LASTNAME}}

For this example we will keep the same template

NOTE: We will attach your resume (CV) to this email.

### Send a test email

This is the email a company will receive once your criteria match the job posting

firstname.lastname@gmail.com

SEND TEST EMAIL

5

Click "NEXT"

NEXT



## How to create **multiple loops** quickly - automated job searches

**Note:** You can keep the settings in the 3rd step as is or update automations (toggles), update or change keywords, and update the matching level bar according to your job search preferences. So, make any necessary changes if needed and once you are done, you may then click **"NEXT"**



### Automatically send emails

Enable this "toggle" if you want to instruct our platform to automatically send emails (the email template you have previously selected) to companies. Leave this toggle disabled if you don't



### Auto-fill Job Application Forms

Enable this "toggle" if you want to instruct our platform to automatically fill out job application forms on your behalf. The platform will auto-fill your resume (CV), qualifications and personal information as provided by you (phone, city, cover letter)



### AI answering

Enable this "toggle" if you want to instruct our platform to automatically answer any additional question(s) (based on your resume and profile) that may occur during the job application process



### Auto-apply using our Chrome extension

Click the install button on the right to enable our chrome browser extension. This will allow you to apply for jobs through job platforms requiring login (e.g., LinkedIn, Indeed, Reed.co.uk, and Dice)



Do you want to exclude some companies?

Google X

For this example we will keep the same settings

Select the keywords that should be present in the job posting

Python X

Javascript X

C++ X

Exclude keywords

React X

Please choose the level of the job match you prefer



6

Once you have made necessary changes, click **"NEXT"** to review your loop



## How to create **multiple loops** quickly - automated job searches

**Note:** Make sure that everything aligns with your job search requirements and then click **"START THE LOOP"**



### Software Developer

Job Title

#### Search Info

- New York, United States  
Job Location
- ALL  
Job Board Platform
- Junior  
Experience
- Full time  
Job Type
- AD   Filming   Video  
Keywords
- News  
Excluded Keywords
- Netflix  
Excluded Companies

#### Your Info

- (323) 123-4567  
Phone number
- Firstname\_Lastname\_resume1.pdf  
Uploaded CV
- firstname.lastname@gmail.com  
Personal email

#### Your Info

- Automatic Emails  
This loop automatically sends emails when we are able to find company email
- Automatic Form Applications  
This loops applies to platforms automatically when possible

7

START THE LOOP

# How to **edit** an automated job search

EDIT LOOP

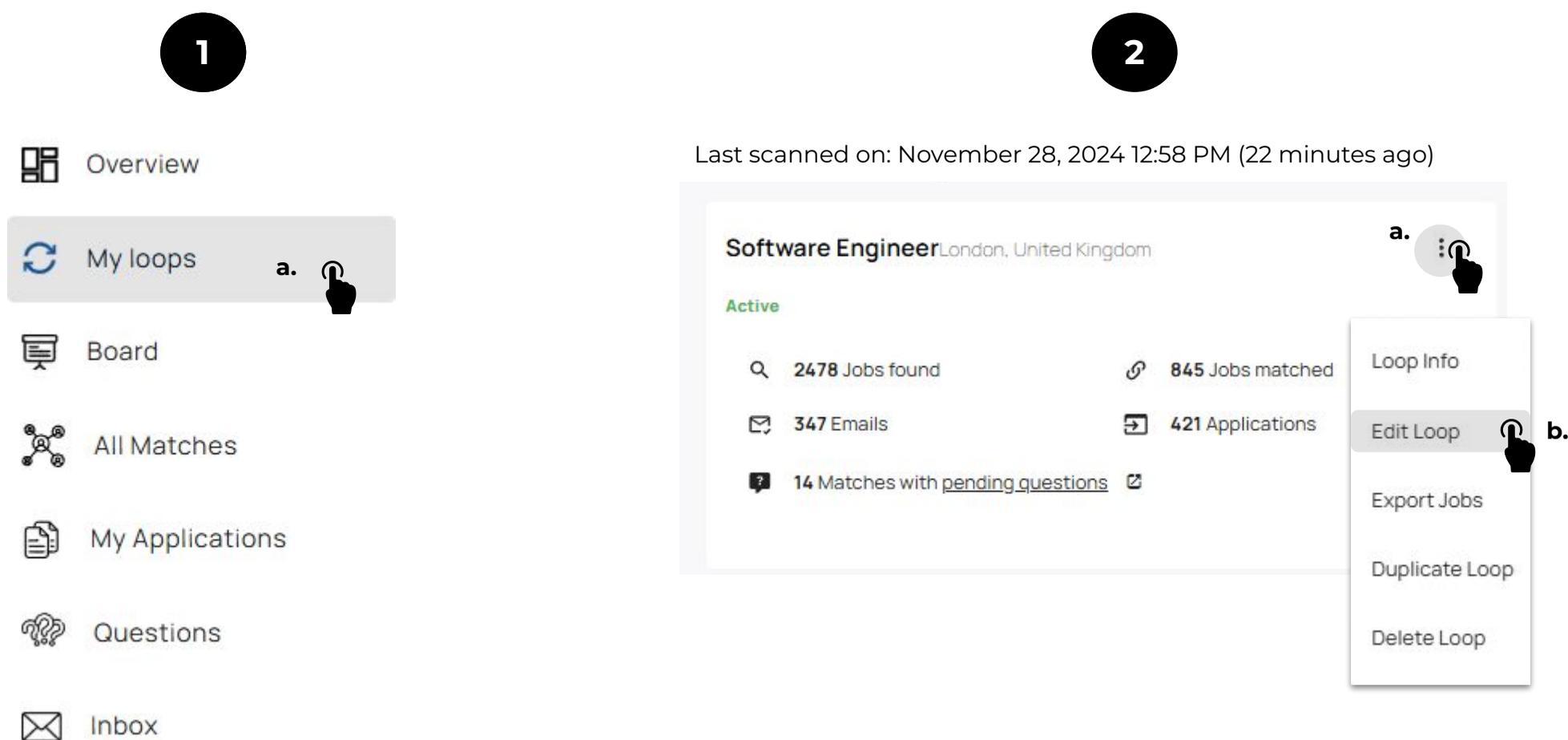
USER **GUIDE**

## How to edit a **loop** - automated job search

You can edit loop(s), while being active at the same time, inputting different job search settings each to increase platform efficiency by enabling the “edit loop” feature.

You can edit automated job searches (loops) based on specific job titles, locations, preferences (on-site or remote), seniority (junior, medior, senior), and additional parameters such as resume (CV) and keywords. This functionality aggregates job postings from diverse online sources (Job Boards), enhancing the job search process and optimizing job results.

The objective of this section is to provide you clear, step-by-step, instructions to efficiently edit several job search configurations running on your behalf automatically, increasing job matches incoming, thus job application number (if automations enabled)



### After logging in:

a. locate and click on the "**My Loops**" tab from top left menu list

Then, you will be redirected to a page with your loop(s).

### Then:

a. Locate the automated job search that you would like to edit and click on the "**3 dots**" icon (next to or under the job title) to open the settings

b. Click on "**Edit Loop**" to start the process

## How to edit a **loop** - automated job search

**Note:** You are able to edit/change all the aspects of your loop (such as job title, location, job boards, seniority level, jobtype, resume (CV), email templates, to set up new automation enablements, keywords, and/or matching level). At the same time, you are able to edit only the job title or location and keep the rest settings as is.



Job Title  
Production Assistant

Job Location  
e.g., United States 

Search only for remote jobs

Search for remote jobs anywhere in the world

Search in Specific Job Boards  
ALL

Choose specific platforms if you want to narrow your search. Leave it blank to allow all platforms for your profile.

Experience  
Junior

Job Type  
Full time

### Upload your CV (résumé)

Firstname\_Lastname\_resume1.pdf X

SELECT A PDF FILE OR WORD FILE



It is up to you what parameters you want to modify for your active job search (loop)

**Example:** For this example, we will change the Job Location from London, United Kingdom (Remote) to United Kingdom (Remote).

Leave the “search only for remote jobs” button clicked to search for remote jobs



Click “**NEXT**”

NEXT 

## How to edit a **loop** - automated job search

**Note:** If you want to keep the same email template then click "NEXT" and go to the 3rd step



### Popular templates

- The Unique Value Proposition SELECT
- The Straightforward Application** SELECT
- The Enthusiastic Application SELECT

CREATE YOUR TEMPLATE

**Note:** Click here to "create your template", or select a different template from the list we provide

Email template name (this is just an identifier to help you distinguish the templates)

The Straightforward Application

Email subject

Job Application for {{JOB\_TITLE}}

Email body

Dear Hiring Team,  
I hope this message finds you in good health.  
I am {{USER\_FIRSTNAME}}, and I am writing to apply for the {{JOB\_TITLE}} position at {{COMPANY\_NAME}}, which I found through your website.  
I have attached my resume and a brief cover letter highlighting my qualifications. With much work experience as well as many tested skills in this field, I am confident in my ability to thrive in this job role and contribute to {{COMPANY\_NAME}}'s goals and success.  
I would greatly appreciate the opportunity to discuss how my professional profile aligns with your requirements.  
Thank you for considering my application.  
Best regards,  
{{USER\_FIRSTNAME}} {{USER\_LASTNAME}}

For this example we will keep the same template

### Send a test email

This is the email a company will receive once your criteria match the job posting

firstname.lastname@gmail.com

SEND TEST EMAIL

5  
Click "NEXT"  
NEXT

NOTE: We will attach your resume (CV) to this email.

## How to edit a **loop** - automated job search

**Note:** You can keep the settings in the 3rd step as is or update automations (toggles), update or change keywords, and update the matching level bar according to your job search preferences. So, make any necessary changes if needed and once you are done, you may then click **"NEXT"**



### Automatically send emails

Enable this "toggle" if you want to instruct our platform to automatically send emails (the email template you have previously selected) to companies. Leave this toggle disabled if you don't



### Auto-fill Job Application Forms

Enable this "toggle" if you want to instruct our platform to automatically fill out job application forms on your behalf. The platform will auto-fill your resume (CV), qualifications and personal information as provided by you (phone, city, cover letter)



### AI answering

Enable this "toggle" if you want to instruct our platform to automatically answer any additional question(s) (based on your resume and profile) that may occur during the job application process



### Auto-apply using our Chrome extension

Click the install button on the right to enable our chrome browser extension. This will allow you to apply for jobs through job platforms requiring login (e.g., LinkedIn, Indeed, Reed.co.uk, and Dice)



Do you want to exclude some companies?

Google X

For this example we will keep the same settings as we just want to edit the location

Select the keywords that should be present in the job posting

Python X

Javascript X

C++ X

Exclude keywords

React X

Please choose the level of the job match you prefer



Once you have made necessary changes, click **"NEXT"** to review your loop



**Note:** Make sure that everything aligns with your job search requirements and then click **"SAVE CHANGES"**



## Software Engineer

Job Title

### Search Info

Remote - United States  
Job Location

ALL  
Job Board Platform

Junior  
Experience

Full time  
Job Type

AD   Filming   Video

Keywords

News

Excluded Keywords

Netflix

Excluded Companies

### Your Info

(323) 123-4567  
Phone number

Firstname\_Lastname\_resume1.pdf  
Uploaded CV

firstname.lastname@gmail.com  
Personal email

### Your Info

Automatic Emails  
This loop automatically sends emails when we are able to find company email

Automatic Form Applications  
This loops applies to platforms automatically when possible

7

SAVE CHANGES

How to **change or upload** a new resume (CV)  
in an active automated job search

EDIT RESUME

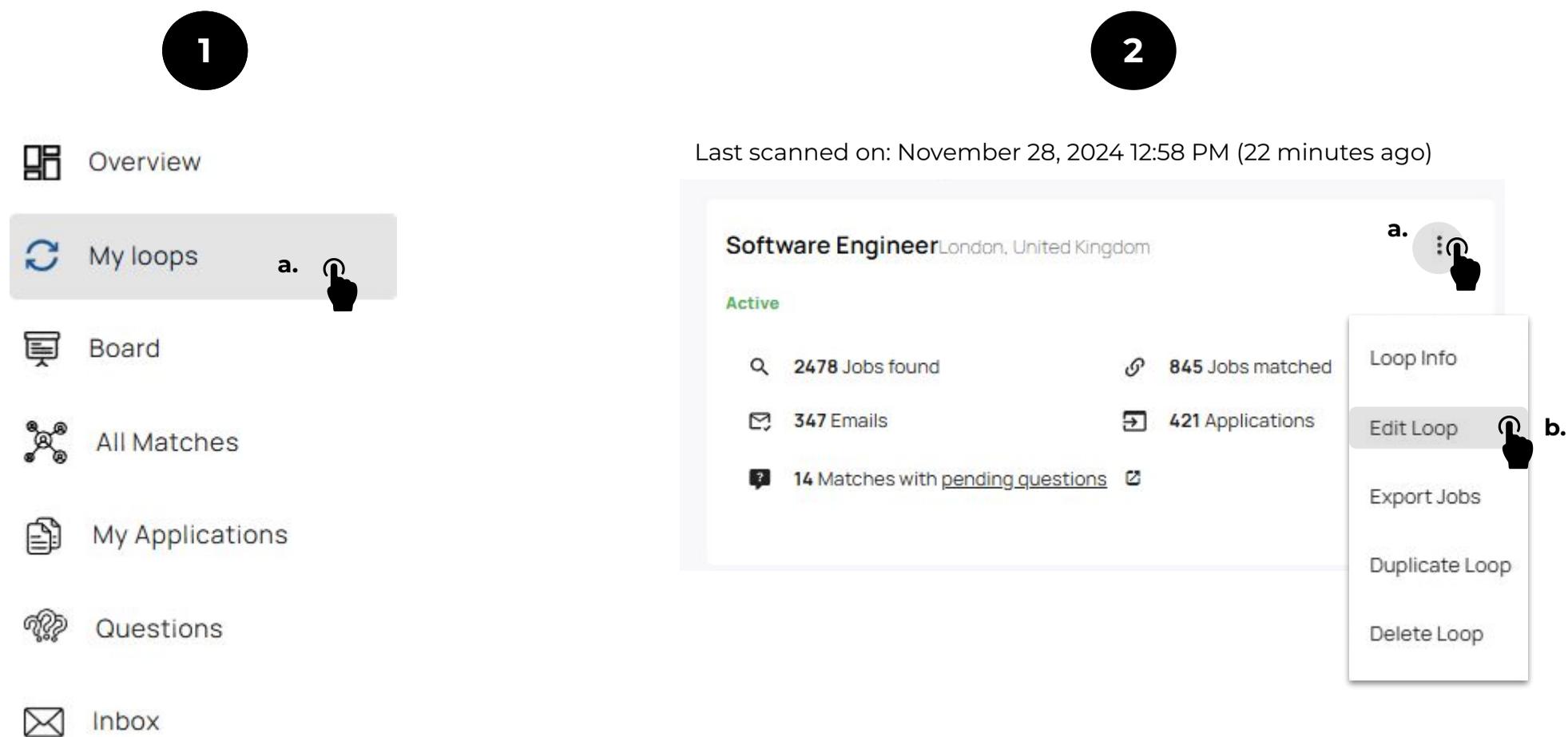
USER **GUIDE**

## How to change or upload a new resume (CV) in a **loop** - edit resume

In an active or a new loop(s), you are able to upload more than one resume and select the proper one, matching your desired job title, to target and attract more relevant jobs for your job search by using the **“edit loop”** feature.

This functionality aggregates job postings from diverse online sources (Job Boards) based on your resume (CV) and the job title you have provided per automated job search (loop), enhancing the job search process and optimizing job results.

The objective of this section is to provide you clear, step-by-step, instructions to efficiently change or upload a new resume (CV) in a new or active automated job search (loop), making your job matches more personalized per job title and resume (CV), thus more targeted job applications (if automations enabled)



### After logging in:

a. locate and click on the **"My Loops"** tab from top left menu list

Then, you will be redirected to a page with your loop(s).

### Then:

a. Locate the automated job search that you would like to edit and click on the **"3 dots"** icon (next to or under the job title) to open the settings

b. Click on **"Edit Loop"** to start the process

## How to change or upload a new resume (CV) in a **loop** - edit resume

**Note:** You are not able to delete a resume (CV) that is being used in parallel active job searches. If you want select a different CV, feel free to upload the CV you want to use and select this over the previous one



Job Title  
e.g., Videographer

Job Location  
Atlanta, United States

Search only for remote jobs

Search for remote jobs anywhere in the world

Search in Specific Job Boards  
ALL

Choose specific platforms if you want to narrow your search. Leave it blank to allow all platforms for your profile.

Experience  
Junior

Job Type  
Full time

3

Change your job title (if needed) according to the resume (CV) you want to change or upload. You can also keep the same job title and just change the resume (CV)

**Example:** From Software Engineer to Full Stack Developer

You can also keep the same job title and just change the resume

### Upload your CV (résumé)

Firstname\_Lastname\_resume1.pdf X

Firstname\_Lastname\_resume2.pdf

SELECT A PDF FILE OR WORD FILE

4

5

Upload and select your new resume (CV)

Click "NEXT"

NEXT

## How to change or upload a new resume (CV) in a **loop** - edit resume

**Note:** You can either select a new template or create yours at your preference and according to the updated resume (CV) and click "NEXT"



### Popular templates

- The Unique Value Proposition SELECT
- The Straightforward Application** SELECT
- The Enthusiastic Application SELECT

CREATE YOUR TEMPLATE

Click here to "create your template", select the same or a different template from the list we provide

Email template name (this is just an identifier to help you distinguish the templates)

The Straightforward Application

Email subject

Job Application for {{JOB\_TITLE}}

Email body

Dear Hiring Team,

I hope this message finds you in good health.

I am {{USER\_FIRSTNAME}}, and I am writing to apply for the {{JOB\_TITLE}} position at {{COMPANY\_NAME}}, which I found through your website.

I have attached my resume and a brief cover letter highlighting my qualifications. With much work experience as well as many tested skills in this field, I am confident in my ability to thrive in this job role and contribute to {{COMPANY\_NAME}}'s goals and success.

I would greatly appreciate the opportunity to discuss how my professional profile aligns with your requirements.

Thank you for considering my application.

Best regards,

{{USER\_FIRSTNAME}} {{USER\_LASTNAME}}

NOTE: We will attach your resume (CV) to this email.

### Send a test email

This is the email a company will receive once your criteria match the job posting

firstname.lastname@gmail.com

SEND TEST EMAIL

6

Click "NEXT"

NEXT



## How to change or upload a new resume (CV) in a **loop** - edit resume

**Note:** You can keep the settings in the 3rd step as is (or update automations (toggles), keywords, and the matching level bar according to your job search preferences). So, make any necessary changes if needed and once you are done, you may then click "next"



### Automatically send emails

Enable this "toggle" if you want to instruct our platform to automatically send emails (the email template you have previously selected) to companies. Leave this toggle disabled if you don't



### Auto-fill Job Application Forms

Enable this "toggle" if you want to instruct our platform to automatically fill out job application forms on your behalf. The platform will auto-fill your resume (CV), qualifications and personal information as provided by you (phone, city, cover letter)



### AI answering

Enable this "toggle" if you want to instruct our platform to automatically answer any additional question(s) (based on your resume and profile) that may occur during the job application process



### Auto-apply using our Chrome extension

Click the install button on the right to enable our chrome browser extension. This will allow you to apply for jobs through job platforms requiring login (e.g., LinkedIn, Indeed, Reed.co.uk, and Dice)



Do you want to exclude some companies?

Google X

Select the keywords that should be present in the job posting

Python X

Javascript X

C++ X

Exclude keywords

React X

Please choose the level of the job match you prefer



Once you have made necessary changes (if needed), click "NEXT" to review your loop



# **Apply Tool Plugin**

Chrome browser extension

USER **GUIDE**

Our platform aggregates job posts from multiple Job Boards around the world, collecting daily new job opportunities and matching them with your job search requirements. However, there are some Job Platforms that require the applicant to have an actual account (accessible with login credentials) in order to be able to apply for jobs.

So, you as a user of our platform are able to leverage our Apply Tool plugin so that you can automatically apply for jobs posted on these Job Boards.

All you have to do is to create an account on these Job Platforms (if you do not have any, under the same chrome profile, email address and contact details), upload your resume (CV), download our Apply Tool plugin (find how on the next page), and start using it.

Below, you may find a list of the Job Boards that our Apply Tool supports:



For automated job applications through LinkedIn, Indeed, Dice and Reed, **it is necessary to download and use the browser extension as explained in the next pages.**

**The process is quite simple, so you are good to go!**

# How to **install** the Apply Tool Plugin

Chrome browser extension

USER **GUIDE**

## How to **install** the **apply tool plugin** - Chrome browser extension

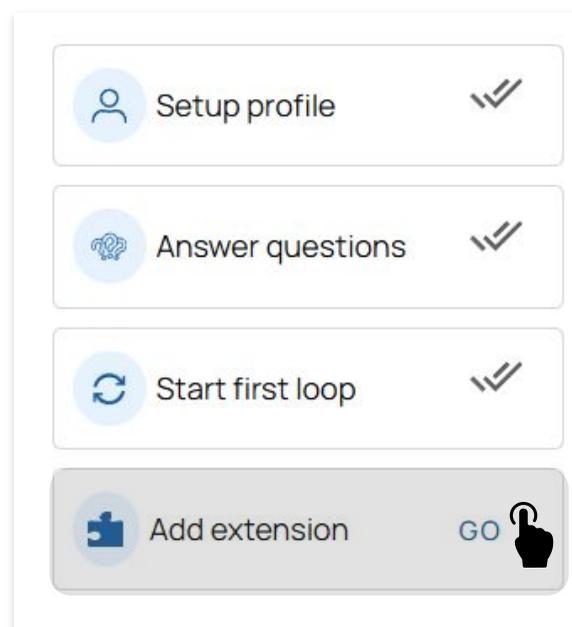
In order for you to be able to automatically apply for jobs, posted on Job Boards that require the applicant to have an individual account and login credentials, you need to install our apply tool plugin (chrome browser extension) in your chrome browser and trigger it for selected job matches or all the job matches that have the status "Extension Supported" in the "VIEW ALL MATCHES" tab within your Dashboard.

You may download the the [apply tool plugin](#) through your Individual Dashboard **with 3 different simple ways**:

**1** Install the extension from the "Overview" tab in your Dashboard

**After logging** in to your Dashboard, in the "**Overview**" tab, you may find a dialog on the upper side of your screen with action buttons ("GO"):

1. Click on the "**GO**" button (add extension)
2. Click "**Add to chrome**"
3. Go back to your Dashboard



**2** Install the extension while setting your account

While setting your new account after logging in and creating your first automated job search (loop), in the 4th step of the onboarding process, you need to click the "**ADD EXTENSION**" blue button. Add the extension to your chrome browser and go back to your Dashboard.

**Apply faster by installing our browser extension on your Desktop.**

**ADD EXTENSION**

## How to **install** the **apply tool plugin** - Chrome browser extension

### **3** Install the extension while creating an automated job search (loop)

While creating a new automated job search (loop), in the 3rd steps of the process (Settings), you are asked to click the install button to download and enable the chrome browser extension. The only thing you have to do is to click on the “**INSTALL**” button and you will be redirected to our chrome web store where you will be able to add our Apply Tool plugin to your chrome browser.

See below where you may find this option (grey area)

1 Search Info — 2 Email Template — **3 Settings** — 4 Review

**Automatically send emails**  
Enable this “toggle” if you want to instruct our platform to automatically send emails (the email template you have previously selected) to companies. Leave this toggle disabled if you don't

**Auto-fill Job Application Forms**  
Enable this “toggle” if you want to instruct our platform to automatically fill out job application forms on your behalf. The platform will auto-fill your resume (CV), qualifications and personal information as provided by you (phone, city, cover letter)

**AI answering**  
Enable this “toggle” if you want to instruct our platform to automatically answer any additional question(s) (based on your resume and profile) that may occur during the job application process

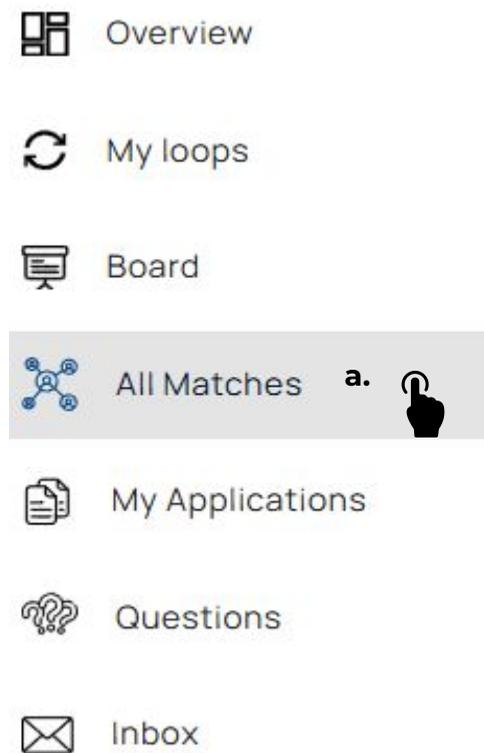
**Auto-apply using our Chrome extension**  
Click the install button on the right to enable our chrome browser extension. This will allow you to apply for jobs through job platforms requiring login (e.g., LinkedIn, Indeed, Reed.co.uk, and Dice)

# How to **use** the Apply Tool Plugin

Chrome browser extension

USER **GUIDE**

1



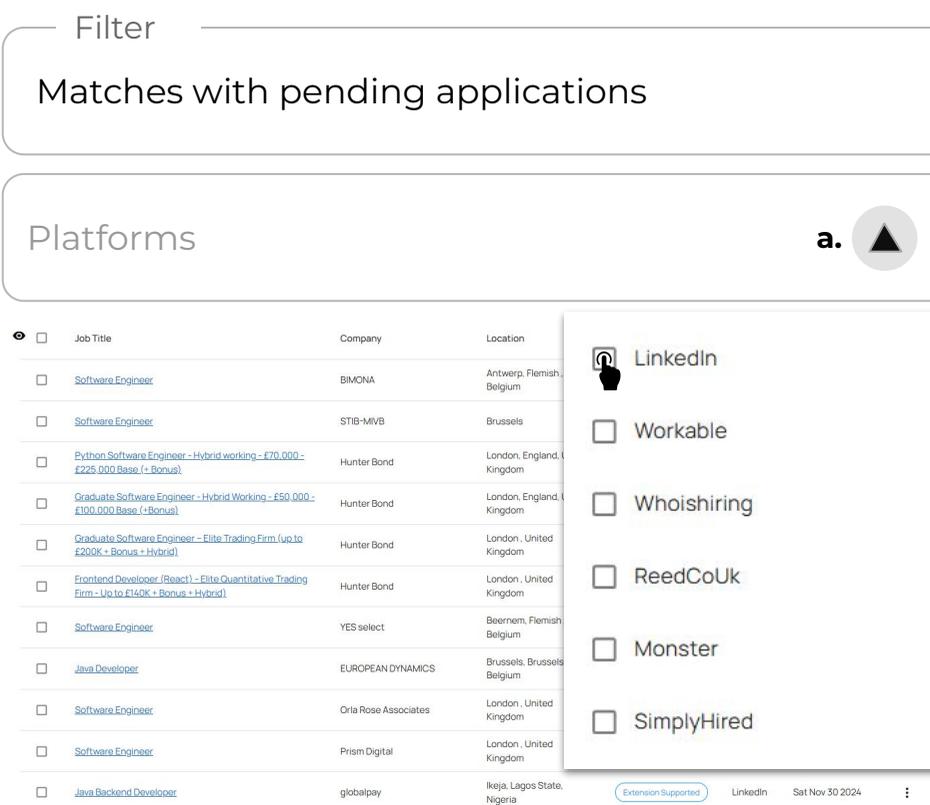
**After logging in:**

**a.** Click on the "All Matches" tab from the top left menu list

You will be redirected to your "All Matches" page

2

Results from all loops



**Then:**

**a.** Select the Job Board (LinkedIn, Indeed, Dice, or Seek) that you would like to use our browser extension to automatically apply for jobs with status "Extension Supported"

You have now filtered in job matches on the Job Board you have selected

**Note:** Make sure you use the browser extension separately for each platform it supports to make the job application process smoother.

**3** Select the jobs you would like to apply and click the "**Apply**" button to the right

**4** APPLY

a.

	Job Title	Company	Location	Status	Platform	Matched At	Actions
<input type="checkbox"/>	<a href="#">Software Engineer</a>	BIMONA	Antwerp, Flemish , Belgium	Extension Supported	LinkedIn	Wed Dec 04 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>	STIB-MIVB	Brussels	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Python Software Engineer - Hybrid working - £70,000 - £225,000 Base (+ Bonus)</a>	Hunter Bond	London, England, United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Graduate Software Engineer - Hybrid Working - £50,000 - £100,000 Base (+Bonus)</a>	Hunter Bond	London, England, United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Graduate Software Engineer - Elite Trading Firm (up to £200K + Bonus + Hybrid)</a>	Hunter Bond	London , United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Frontend Developer (React) - Elite Quantitative Trading Firm - Up to £140K + Bonus + Hybrid)</a>	Hunter Bond	London , United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>	YES select	Beernem, Flemish , Belgium	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Java Developer</a>	EUROPEAN DYNAMICS	Brussels, Brussels , Belgium	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>	Orla Rose Associates	London , United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>	Prism Digital	London , United Kingdom	Extension Supported	LinkedIn	Sun Dec 01 2024	⋮
b. <input checked="" type="checkbox"/>	<a href="#">Java Backend Developer</a>	globalpay	Ikeja, Lagos State, Nigeria	Extension Supported	LinkedIn	Sat Nov 30 2024	⋮

**After selecting the Job Board (LinkedIn, Indeed, Dice, or Seek):**

a. You can either select all the job titles and then click "**Apply**" → 

**OR**

b. You can select one-by-one the job matches that you would like to send for job application through the extension and click "apply" →

The screenshot shows a table of job listings with columns: Job Title, Company, Location, Status, Platform, Matched At, and Actions. A blue 'APPLY' button is in the top right. A modal dialog box is open in the center, titled 'Apply to selected matches with the browser extension'. It contains the following text: 'You have selected 10 extension matches. Please ensure the following requirements are met.' Below this are two requirements: 'Ensure you're logged into LinkedIn, Reed, Indeed and Dice (currently supported with our browser extension).' and 'Make sure your CV is uploaded on LinkedIn.' At the bottom of the modal are 'CANCEL' and 'CONFIRM' buttons. A black circle with the number '5' is overlaid on the 'Locations' column of the table.

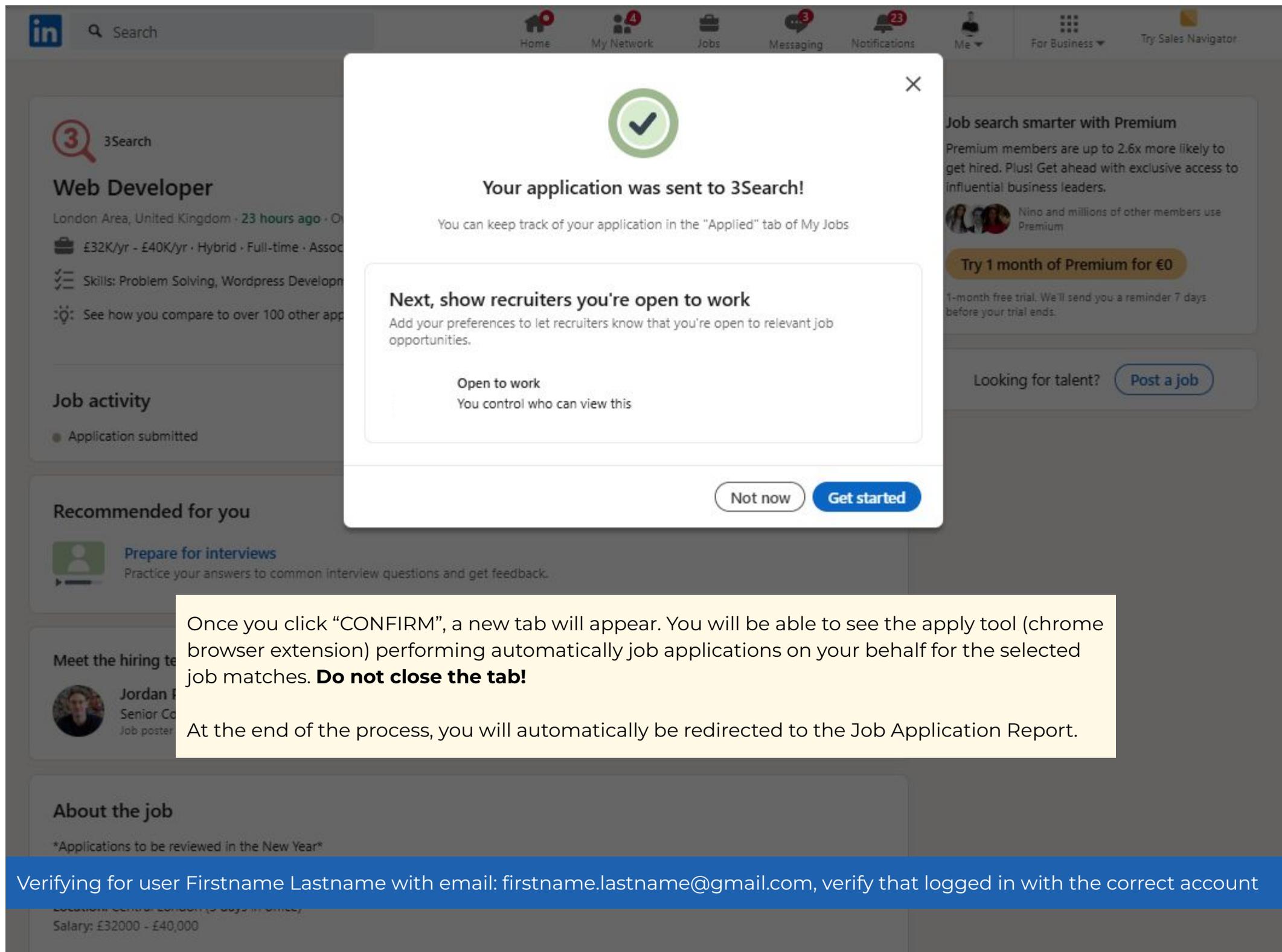
<input type="checkbox"/>	Job Title	Company	Location	Status	Platform	Matched At	Actions
<input type="checkbox"/>	<a href="#">Software Engineer</a>	BIMONA	Antwerp, Flemish , Belgium	Extension Supported	LinkedIn	Wed Dec 04 2024	⋮
<input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>	STIB-MIVB	Brussels	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
<input checked="" type="checkbox"/>	<a href="#">Python Software Engineer - Hybrid working - £70,000 - £225,000 Base (+ Bonus)</a>	Hunter Bond	London, England, United Kingdom	Extension Supported	LinkedIn	Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Graduate Software Engineer - £100,000 Base (+Bonus)</a>					Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Graduate Software Engineer - £200K + Bonus + Hybrid</a>					Tue Dec 03 2024	⋮
<input type="checkbox"/>	<a href="#">Frontend Developer (React) - Firm - Up to £140K + Bonus</a>					Tue Dec 03 2024	⋮
<input checked="" type="checkbox"/>	<a href="#">Software Engineer</a>					Tue Dec 03 2024	⋮
<input checked="" type="checkbox"/>	<a href="#">Java Developer</a>					Tue Dec 03 2024	⋮

After clicking “**CONFIRM**”, the chrome browser extension opens a new tab within your browser and starts to automatically apply for the selected jobs.

The **blue bar** at the bottom of your screen is an indication that the apply tool (extension) is active. While the apply tool is applying on your browser, you may leave the tab and navigate within your browser. **Do not close the tab!**

At the end of the process, you see the Job Application Report which informs you of the status of your job applications. The Report informs you whether there are any jobs with additional questions for which you need to provide answers and re- run the chrome browser extension afterwards to apply.

How the **blue bar** look like while the Chrome browser extension is active



The screenshot shows a LinkedIn job application confirmation dialog box. The dialog has a green checkmark icon at the top center. The main text reads: "Your application was sent to 3Search!". Below this, it says: "You can keep track of your application in the 'Applied' tab of My Jobs". There is a section titled "Next, show recruiters you're open to work" with the subtext: "Add your preferences to let recruiters know that you're open to relevant job opportunities." Below this section, there is a link "Open to work" with the subtext "You control who can view this". At the bottom of the dialog, there are two buttons: "Not now" and "Get started".

Once you click "CONFIRM", a new tab will appear. You will be able to see the apply tool (chrome browser extension) performing automatically job applications on your behalf for the selected job matches. **Do not close the tab!**

At the end of the process, you will automatically be redirected to the Job Application Report.

Verifying for user Firstname Lastname with email: firstname.lastname@gmail.com, verify that logged in with the correct account

## Job Applications Report

### Applications Submitted

6



### Applications with pending questions

4



### Already applied or errors

0



## Applications with pending questions

- Production Assistant, Netflix
- Videographer, Centri Productions
- Camera Operator, Paramount
- Boom Operator, Indie Film

Click "**Answer Questions**" and you will be redirected to the corresponding questions per job. Answer the questions and click "**Submit**"

6

Answer Questions 

## Applications Submitted

- Production Assistant, 10/20 Films
- Volunteer, Sundance Film Festival
- Video Editor, HBO
- Colorist, Warner Bros.
- Film Intern, Sony
- Sound Mixer, Neverending Media

View All Applications

## How to use the **apply tool plugin** - Chrome browser extension

 Overview

 My loops

 Board

 All Matches

 My Applications

 Questions

 Inbox

Answered By AI 

### Clarification for the AI Answering:

If you have enabled this feature while creating automated job searches (loops), our AI will automatically answer these extra questions on your behalf based your resume (CV) and previous answers you have possibly provided already.

☰ Questions

Sort by  
Occurrences

Search  
Search by question text

Date  
Last week

Enable A.I Answering

1. Salary Expectation

e.g., 100000



8/8

2. Will you now or in the future require sponsorship for employment visa status?

Yes

No



7

3. How many years of work experience do you have with Film?

Answered By AI 

e.g., 5



4. How many years of on set experience do you currently have?

e.g., 4



5. How many years of work experience do you have with Sound?

Answered By AI 

e.g., 3



6. How many years of work experience do you have with Camera?

Answered By AI 

e.g., 1



7. How many years of work experience do you have with Directing?

e.g., 2



8. Are you willing to relocate to Atlanta?

Answered By AI 

Yes

No



8

Submit



Answer the questions and click **Submit**.

If the "AI Answering" feature is enabled for your loop(s), you will be able to see the mark "Answered By AI" next to some questions. This means that our AI has provided an answer that you are able to keep as is or change it.

Once you are done with answering the questions, click **Submit**.

The screenshot shows the 'Questions' section of the FilmLocal interface. A modal dialog box titled 'Complete the job application process' is overlaid on the page. The dialog contains the following text: 'Congratulations 🎉, By answering those questions we identified that you can automatically apply to the match. Please ensure the following requirements are met.' It lists two requirements: 'Ensure you're logged into LinkedIn, Reed, Indeed and Dice (currently supported with our browser extension)' and 'Make sure your CV is uploaded on LinkedIn.' The dialog has a 'CANCEL' button and a blue 'CONFIRM' button with a hand cursor icon. A yellow callout box with the number '9' points to the 'CONFIRM' button, with the text 'Click "CONFIRM"'. The background shows a sidebar with navigation items: Overview, My loops, Board, All Matches, My Applications, Questions (highlighted), and Inbox. The main content area shows question 1: 'Salary Expectation' with a text input field containing 'e.g., 100000'. Question 2: 'Will you now or in the future require sponsorship for employment visa status?' with radio buttons for 'Yes' (selected) and 'No'. Question 7: 'How many years of work experience do you have with Web Development?' with a text input field containing 'e.g., 1'. Question 8: 'Are you willing to relocate to Belgium?' with radio buttons for 'Yes' (selected) and 'No'. A 'Submit' button is visible at the bottom right of the page. A blue circle in the top right corner of the page contains the text '8/8'.

## Job Applications Report

Applications Submitted

4



Applications with pending questions

0



Already applied or errors

0



## Applications Submitted

Production Assistant, Netflix

Videographer, Centri Productions

Camera Operator, Paramount

Boom Operator, Indie Film

[View All Applications](#)



**The automated job application process through the chrome browser extension has been successfully completed !!!**

You may click "**View All Applications**" and you will be redirected to the table of your total job applications

# **Status** Table

(Descriptions per Status)

## What does each **status** mean?

Status	Description
Ready to Apply	The “automated job applications” (emails/forms) feature is disabled for this job match. Enable the corresponding toggles for automated email and application form submissions from the “My Loops” page.
Extension Supported	This job match is supported by our chrome browser extension. Make sure to download and trigger our apply tool (chrome browser extension) to easily and automatically apply for this job.
Questions Pending	Further action needed: Answer required questions to proceed with the job application.
Submitting	Job application is in progress. Please make sure to regularly refresh the page for updates.
Applied Automatically	The platform has applied automatically for this job. No further action is required.
Email Sent	The platform has automatically emailed your job application to the company for this job. Make sure to check your inboxes to arrange next steps.
Applied Externally	The platform has applied for this job on an external job platform. Marked as applied.
External Apply Required	Open the original job page to apply directly on the job post.
Manual Apply Required	The “job application automation” feature is disabled. Enable the corresponding toggles (for automated email submissions and job applications via form) from the “My Loops” tab to edit your active loop(s).
Interview	You have scheduled an interview for this job.
Unsupported	No automated job application can be provided by our platform as the job is posted on a platform that we do not support. Open the original job page and apply externally.

What does each **status** mean?

Status	Description
Expired	The job post has expired. The match will be removed from your job results. If the company reposts the job, our platform will collect this and you will be able to apply.
Not available	No application method is available at this time.
Failed	The platform attempted to apply, but the submission failed. Possibly, the job post might have been expired. Please try again.

What does each job search **setting** mean?

Settings	Description
Applications Only	This loop will only automatically submit job application forms when possible.
Emails Only	This loop will only automatically sends emails when possible.
Emails & Applications	This loop has automated emails and form applications enabled. You have instructed your loop to automatically send emails and submit job application forms on your behalf.
Job Search Only	This loop has emails and form applications disabled. You can only view the job results.

What are the **Job Boards** that our platform is integrated with?

## Job Boards that you can collect jobs from

Our platform aggregates job posts from multiple Job Boards around the world, collecting daily new job opportunities and matching them with your job search requirements.

Below, you may find a list with the Job Boards that our platform is integrated with:

### Supported Job Boards:

- LinkedIn
- Indeed
- Workable
- Glassdoor
- USA jobs
- Coroflot
- ReedCoUk
- Monster
- SimplyHired
- InfoJobs
- Gulf Talent
- Naukri
- Jooble
- Seek
- CV Library
- CareerJet
- Dice
- Adzuna
- Xing
- CareerAddict
- Lever



### Global Job Market

- **LinkedIn:** Covers professional roles worldwide, including Europe, USA, Asia, Australia, Canada and more.
- **Indeed:** Dominates in general job listings globally, with strong traffic in Western Europe, USA, and Asia.
- **Glassdoor:** Renowned for global employer reviews and job postings, with major traffic in the USA and UK.
- **CareerJet:** Operates in over 90 countries with localized job searches.
- **SimplyHired:** Global coverage for diverse job types.
- **Adzuna:** Global aggregator with a focus on data-driven job market insights.
- **Jooble:** Functions across 60+ countries, providing aggregated job postings.
- **CareerAddict:** It is not tied to a specific region but instead focuses on providing a diverse range of international job opportunities.

### United States

- **USA Jobs:** Exclusive to the United States federal government positions.
- **Monster:** Major player in the USA for diverse job categories.
- **Dice:** Specializes in tech-focused roles in the USA.
- **LinkedIn:** The leading platform due to its professional focus, with significant market share in the U.S. and Canada.
- **Indeed:** Strong competitor, often preferred for entry-level and general job searches. Indeed has higher traffic numbers than LinkedIn in certain localities.

### Europe

- **LinkedIn:** Dominant in Western Europe, particularly in the UK and France.
- **Indeed:** Competes closely with LinkedIn in Western Europe and has better traction in countries like the Netherlands and Germany.
- **Xing:** Market leader, focusing on local preferences for professional networking. Dominant in German-speaking countries like Germany, Austria, and Switzerland.
- **Workable:** European-origin ATS system, supporting global listings but with a strong European presence.
- **Adzuna:** Strong traction in the UK and growing across other European nations.
- **InfoJobs:** Primarily caters to the Spanish market.

### Africa

- **LinkedIn:** Most commonly used in South Africa, though less prevalent in other parts of the continent.
- **Indeed:** Competes in the job markets.

### United Kingdom

- **Reed.co.uk:** A significant player in the UK for diverse job types. Focused on UK jobs, catering to a wide array of industries.
- **CV Library:** One of the largest independent job boards in the UK.
- **LinkedIn:** LinkedIn is a market leader for several job roles within the United Kingdom borders.
- **Indeed:** It offers thousands of job opportunities in several industries within United Kingdom.

### Asia-Pacific

- **Naukri:** A leading job board in India with extensive market coverage. A dominant platform in India, catering to regional needs.
- **Seek:** Dominates the Australian and New Zealand job markets.
- **Indeed:** Holds a strong position in Japan and is gaining ground in broader Asia, supported by parent company Recruit Holdings. It is also popular in Australia and New Zealand.
- **LinkedIn:** While effective in India and Singapore, it has limited traction in East Asia.

### Middle East

- **Gulf Talent:** Caters to professional roles in the Middle East. A key player in the region, addressing specialized local needs.
- **LinkedIn:** Gaining adoption among multinational companies and expat-focused recruitment.

### Oceania

- **Seek:** The primary job board for Australia and New Zealand.
- **LinkedIn:** Widely used in professional circles in Australia and New Zealand.
- **Indeed:** Popular for broader job categories, ranking highly in local markets.

### Creative and Specialized Job Markets (Global Reach)

- **Coroflot:** Focused on creative industries like design and arts, with global opportunities.

# **SMTP Settings**

(Simple Mail Transfer Protocol)

USER **GUIDE**

# FAQs

SMTP Settings

USER **GUIDE**

### 1. Why does our platform use the @clyzmail.com email domain to send emails?

Our job search automation platform uses Amazon SES and SendGrid as third-party services to send emails. These services handle large volumes and offer special features, acting like a "post office" to deliver your messages. Since Gmail and Yahoo verify that emails come directly from their servers, emails sent through third-party services may not be delivered properly.

Our platform uses `firstname.lastname@clymail.com` to avoid common issues with sending emails from personal addresses through third-party services:

- **Email Delivery:** Gmail and Yahoo often block emails sent on their behalf via third-party services like SendGrid, causing them to fail or end up in spam.
- **Security Checks:** Personal email providers verify emails coming directly from their servers. Third-party emails can fail these checks and be blocked.
- **Trust Issues:** Emails sent this way may appear suspicious, reducing open rates and increasing the chances of being marked as spam.
- **Reputation Protection:** Spam flags can harm your email reputation, leading to future delivery problems.

Using our platform's domain ensures reliable delivery, security, and trustworthiness.

### 2. How can I send emails from my personal email address?

To avoid issues with deliverability and reputation, you can send emails from your personal address by setting up custom SMTP settings:

- **Why it Works:** Custom SMTP ensures proper authentication, prevents spam flags, and improves delivery rates.
- **How to Set It Up:** Refer to the next pages where thorough instructions are provided for each email provider (e.g., Gmail, Yahoo, Outlook)

This method ensures your emails are trusted and delivered successfully.

### 3. What is SMTP Settings?

SMTP settings are simply your Outgoing Mail settings. "SMTP" stands for Simple Mail Transfer Protocol. It is a set of communication guidelines that allow our platform to transmit emails from your personal email address..

The provided SMTP settings will be used to send emails to companies hiring, presenting applicants' motivation and resume (CV), from their personal email address instead of `firstname.lastname@clyzmail.com`. The user is able to link their personal email address to the platform so that all the communications can be handled by them and within their email inboxes

# **App Password & 2FA**

SMTP Settings

USER **GUIDE**

How to **enable** the **2FA** and **APP Password** for your email provider

**Before you set the smtp settings, you need to first enable the Two-Step Authentication and, then, create an App Password (through your email provider's settings).**

Below, you may find separate step-by-step instructions on how you can set up an App Password and the 2FA in your email provider. Choose the guide of your email provider:

01. [App Password and 2FA for Gmail](#)
02. [App Password and 2FA for Outlook](#)
03. [App Password and 2FA for Yahoo](#)

**The 2FA needs to be always enabled**

If you face any difficulties enabling the above, please contact our support team!

# SETUP

SMTP Settings

USER **GUIDE**

## How to set the **SMTP Settings from your account**

[NEW LOOP](#)

 **USER NAME** 

 Overview

 My loops

 Board

 All Matches

 My Applications

 Questions

 Inbox

### You're almost there!

 Setup profile 

 Answer questions [GO](#)

 Start first loop 

 Add extension 

**1**

Click on the **"user name"** button

### Statistics

Active Loops  
**10** 

Total Matches  
**576** 

Applications Submitted  
**329** 

Emails Sent  
**118** 

Pending Applications  
**8** 

[HELP - FAQ](#)

 SELECT LANGUAGE

## How to set the **SMTP Settings** from your account

The dashboard features a top navigation bar with a **NEW LOOP** button and a user profile dropdown labeled **USER NAME**. The user profile menu includes **Account Settings**, **Pricing Plans**, and **Log out**. A callout box with a circled '2' points to the **Account Settings** option, with the text **Click on "Account Settings"**.

**Navigation Menu:**

- Overview
- My loops
- Board
- All Matches
- My Applications
- Questions
- Inbox

**You're almost there!**

- Setup profile
- Answer questions **GO**
- Start first loop
- Add extension

**Statistics**

Active Loops <b>10</b>	Total Matches <b>576</b>	Applications Submitted <b>329</b>
Emails Sent <b>118</b>	Pending Applications <b>8</b>	

**HELP - FAQ**

**SELECT LANGUAGE**

NEW LOOP

USER NAME

Overview

My loops

Board

All Matches

My Applications

Questions

Inbox

HELP - FAQ

SELECT LANGUAGE

This info will be used in your job applications.

3

Click on "SMTP SETTINGS"

PERSONAL INFO

ACCOUNT SETTINGS

QUESTIONS

SMTP SETTINGS

NOTIFICATIONS

Email

Email

Email

Enable A.I Answering on applications

Job Location

Your location is required for most applications.

SAVE

 Overview

 My loops

 Board

 All Matches

 My Applications

 Questions

 Inbox

HELP - FAQ

 SELECT LANGUAGE

NEW LOOP

 USER NAME

### SMTP SETTINGS

PERSONAL INFO

ACCOUNT SETTINGS

QUESTIONS

SMTP SETTINGS

NOTIFICATIONS



You haven't configured the smtp email server yet

Configure now

4



Click on **Configure now**

NEW LOOP

 USER NAME

 Overview

 My loops

 Board

 All Matches

 My Applications

 Questions

 Inbox

You are redirected to the **"SMTP settings"** page

### SMTP SETTINGS

[PERSONAL INFO](#) [ACCOUNT SETTINGS](#) [QUESTIONS](#) [SMTP SETTINGS](#) [NOTIFICATIONS](#)

Here you can configure the smtp email server

Host\*

smtp.gmail.com

Port\*

587

Secure Connection

Username\*

Type your username

Password\*

Type your password

Cancel

Update Settings

HELP - FAQ

 SELECT LANGUAGE

The screenshot shows the 'SMTP SETTINGS' section of a user's account settings. The page has a dark grey background with a sidebar on the left containing navigation items: Overview, My loops, Board, All Matches, My Applications, Questions, and Inbox. At the top right, there is a 'NEW LOOP' button and a user profile icon labeled 'USER NAME'. Below the sidebar, the 'SMTP SETTINGS' tab is selected among other tabs: PERSONAL INFO, ACCOUNT SETTINGS, QUESTIONS, SMTP SETTINGS, and NOTIFICATIONS. The main content area is a white modal box with the heading 'SMTP SETTINGS' and a sub-heading 'Here you can configure the smtp email server'. A red callout box with the text 'for gmail' and a red circle with the number '5' points to the 'SMTP SETTINGS' tab. The form contains several fields: 'Host\*' with the value 'smtp.gmail.com', 'Port\*' with the value '587', a 'Secure Connection' toggle switch that is turned on, 'Username\*' with the value 'Your personal @gmail address', and 'Password\*' with the value 'App Password (from gmail)'. A yellow callout box with the text 'Type in the fields\*' points to the input fields. At the bottom of the modal, there are two buttons: a grey 'Cancel' button and a blue 'Update Settings' button. At the bottom left of the page, there is a 'HELP - FAQ' button and a 'SELECT LANGUAGE' option with a globe icon.

The screenshot shows the 'SMTP SETTINGS' configuration page in the FilmLocal user interface. The page is titled 'SMTP SETTINGS' and includes a navigation menu with 'PERSONAL INFO', 'ACCOUNT SETTINGS', 'QUESTIONS', 'SMTP SETTINGS', and 'NOTIFICATIONS'. The 'SMTP SETTINGS' tab is active. A blue callout box with the text 'for outlook' and a blue circle containing the number '5' points to the configuration fields. The fields are: 'Host\*' (smtp.office365.com), 'Port\*' (587), 'Secure Connection' (toggle on), 'Username\*' (Your personal @outlook address), and 'Password\*' (App Password (from outlook)). A yellow box highlights the text 'Type in the fields\*' above the Port field. At the bottom of the form are 'Cancel' and 'Update Settings' buttons. The left sidebar contains navigation items: Overview, My loops, Board, All Matches, My Applications, Questions, and Inbox. At the bottom left, there are buttons for 'HELP - FAQ' and 'SELECT LANGUAGE'.

NEW LOOP USER NAME

Overview  
My loops  
Board  
All Matches  
My Applications  
Questions  
Inbox

### SMTP SETTINGS

PERSONAL INFO ACCOUNT SETTINGS QUESTIONS **SMTP SETTINGS** NOTIFICATIONS

for **yahoo** **5**

Here you can configure the smtp email server

Host\* Port\* **Type in the fields\***

smtp.mail.yahoo.com 465

Secure Connection

Username\* Password\*

Your personal @yahoo address App Password (from yahoo)

Cancel Update Settings

HELP - FAQ

SELECT LANGUAGE

How to set the **SMTP Settings from your account**

**Example** for **gmail** provider

NEW LOOP

USER NAME

Overview

My loops

Board

All Matches

My Applications

Questions

Inbox

**SMTP SETTINGS**

PERSONAL INFO ACCOUNT SETTINGS QUESTIONS **SMTP SETTINGS** NOTIFICATIONS

Here you can configure the smtp email server

Host\*

smtp.gmail.com

Port\*

587

Secure Connection



Username\*

firstname.lastname@gmail.com

Password\*

\*\*\*\*\*

Cancel

Update Settings

6

Once you have typed in necessary information, click "**Update Settings**" and you are set to send emails from your personal email address

HELP - FAQ

SELECT LANGUAGE

FilmLocal  
Cast. Crew. Clients. Community.