

File Format Required

The file format required is called Extensible Markup Language, or XML. The file needs to be in valid XML format, preserving all of the XML specific requirements that define the XML standard. This format consists of elements called nodes and attributes.

The XML Format required by the TipTopJob (TTJ) system is called "element-centric mapping". In this format each attribute is presented as a separate node. An attribute is effectively a field or column when compared to the CSV format.

Uploading the File onto TTJ

Once you have generated your XML file in the required format, login to the TTJ website and go to the "Manage Jobs" section, select the "Upload Multiple Jobs from File" option and browse to the file you created above via the "Click Here to Select Your File" button. Once you have selected the file click on the "Continue" button. The file will be transferred to the website. Next select "XML" as the format of the file and click on the "Submit" button. If the data in the file is in the correct format the jobs will be registered for your account. If there are any problems you will receive a message to indicate what they are.

Data Supplied

Some attribute/fields for the job record detailed below are optional and, unlike the CSV format, it is not necessary to include nodes for them. However, it is preferable to include values for as many of them as you can. This improves the chances of relevant searches by job seekers bringing up your specific job(s).

Data Structure

The XML file required by the system may contain data for one or more jobs. The data file contains three primary areas in its structure:

1. The ROOT node which is a container for all the job records.
2. The JOB node which defines the start and end of the data for each individual job.
3. There can then be up to 31 other nodes encapsulated within each JOB node, each representing one of the data field values that relate to an individual job. These nodes are detailed below.

Here is an example XML representation of the data for one job in the format required by the system:

```
<?xml version="1.0" ?>
<ROOT>
  <job>
    <userid>LoginID</userid>
    <userpwd>password</userpwd>
    <job_type>1</job_type>
    <job_status>0</job_status>
    <job_title>Title for First job in List</job_title>
```

```
<job_advert><![CDATA[This is the advert for the job to be added and it can be quite long]]></job_advert>
<job_ad_language>ENG</job_ad_language>
<job_ad_duration>27</job_ad_duration>
<job_active_date>12/01/2007</job_active_date>
<job_domain>www.dweb.com</job_domain>
<job_market_sector>1000225</job_market_sector>
<job_cats>300222, 300227, 300230</job_cats>
<job_assc_industries>1000221, 1000223</job_assc_industries>
<job_country>GBR</job_country>
<job_region> 100005</job_region>
<job_count y>131</job_count y>
<job_location>Guilford</job_location>
<job_qualifications>A-level or equivalent</job_qualifications>
<job_experience>At Least 4 years in a tele-sales environment</job_experience>
<job_languages>Required to speak fluent German</job_languages>
<job_salary_text>£30,000 p/a with health and pension</job_salary_text>
<job_start_date>As soon as possible, closing date is 30 Jun.</job_start_date>
<job_period>6 months</job_period>
<job_hours>36</job_hours>
<job_ref_no>1234561</job_ref_no>
<job_contact_name>A Contact</job_contact_name>
<job_contact_tel>+44 (0)12345 6789302</job_contact_tel>
<job_contact_email>acontact@mywebsite.com</job_contact_email>
<job_application_url>http://www.mywebsite.com/applicationpage.html</job_application_url>
<job_permit_status>0</job_permit_status>
<job_ads_id>0</ job_ads_id >
</job>
</ROOT>
```

Note the use of the <![CDATA[]> tags to ensure that any special formatting or language specific characters do not break the structure of the XML data.

For each additional job the JOB node with its attribute nodes, up to 31 of them, is repeated within the ROOT node and contains the appropriate details for each job.

Field Names and Definitions

Each the field items in the table below represent the name required for an attribute node of the JOB node within the XML file. In order to be successfully uploaded to the system, it is imperative that the node names supplied in the file match these exactly. The table describes the content for each field and details the type and size of the data restrictions that apply to it. It also identifies if the field is a mandatory or optional one.

Key:	
	Required Values
	Optional (Not mandatory)

Field Number	Field Name	Field Description	Data Type	Data Length
1. (A)	userid	Advertiser User/Account login ID as supplied by TTJ	Character	10
2. (B)	userpwd	Advertiser Password as supplied by TTJ	Character	10
3. (C)	job_type	The code/label for the type of job Valid codes and labels are.. 0=Permanent 1=Contract 2=Temporary 4=Part-Time	Character	20
4. (D)	job_status	This field is used to define if a job should be set to active or deleted status. Supply the code: The job type codes are.... 0=Active 2=Delete 0 is the default if a value is not supplied or a value other than 0 and 2 is supplied	Numeric	1
5. (E)	job_title	Job Title	Character	100
6. (F)	job_advert	Advertisement Text	Character	2500
7. (G)	job_ad_language	Specify the ID/name of the Language in which the advert is written. e.g. ENG or English Get the Language ID/name from supported codes	Character	50
8. (H)	job_ad_duration	Duration for advertising the Job in days: 7 or 30	Numeric	2
9.	job_active_date	What date does the Advert become	DateTime	

(I)		active on the TTJ site? This would normally be today's date. Enter in this format: dd/mm/yyyy		
10. (J)	job_domain	Specify the ID/name of the domain. Get the Domain ID/name from supported codes document.	Character	50
11. (K)	job_market_sector	Specify the Industry Sector ID/name. Example: 1000224 (for IT Industry). Get the Industry Sector ID from supported codes document.	Character	50
12. (L)	job_cats	Enter the IDs/names of Sub-Industry Sectors(s). The values must be separated with ", " (comma and space). Example: 300162, 300058, 300160 (for "Consulting, ERP, Hardware") Get the Sub Industry Sector IDs/names from supported codes document.	Character	250
13. (M)	job_assc_industries	Enter the Associated Industry Sectors ID(s)/names from supported list for the Main industry sector. The values must be separated with ", " (comma and space). The upper limit on the number of associated industries is 5. The value selected for job_market_sector should be excluded from this list. Example: 1000231, 1000218 (for "Engineering, Electronics)	Character	250
14. (N)	job_country	Enter the Country ID/name in which the job is located. Example: GBR (for United Kingdom) Get the Country ID/name from supported codes document.	Character	50
15. (O)	job_region	Specify Region ID/name within the Country in which the job is located. The region has to be from the country you entered above. Get the Region ID/name from supported codes document.	Character	50
16. (P)	job_county	Specify a County ID/name within the Region to be associated with this Job.	Character	200

		Example: 102 (for "London City" etc) Get the County ID/name from supported codes document.		
17. (Q)	job_location	Textual name of Town where the job is located.	Character	100
18. (R)	job_qualifications	Specify Qualifications required for this Job	Character	255
19. (S)	job_experience	Specify Experience required for this Job	Character	100
20. (T)	job_languages	Specify any Spoken or written Languages for this Job	Character	100
21. (U)	job_salary_text	Specify the Job Benefits for this Job – Salary range, Car or Car allowance, Commission &/or Bonuses, Holidays, etc.	Character	100
22. (V)	job_start_date	The preferred date or short description related to when the successful candidate is required to start the job Required for contract jobs. Enter in this format: dd/mm/yyyy	Character	50
23. (W)	job_period	The duration in weeks for which the contract will last Required for contract jobs.	Character	50
24. (X)	job_hours	The number of hours per week Required for contract jobs.	Decimal	18,2
25. (Y)	job_ref_no	Your job reference number	Character	100
26. (Z)	job_contact_name	Name of the contact person for this job	Character	50
27. (AA)	job_contact_tel	Telephone number of the contact person	Character	50
28. (AB)	job_contact_email	Email address of the contact person	Character	100
29. (AC)	job_application_url	The website address for a webpage that you would like the applicant to be directed to if you wish for them to apply via your own website	Character	100
30. (AD)	job_permit_status	Whether applications will be accepted form candidates who may require a work visa / permit or not:	Numeric	1

		0=All applicants considered 1=Candidates requiring work permits not considered		
31. (AE)	job_ads_id	A unique advertiser identifier that may be assigned to you by TTJ	Numeric	1

Further Information

If you need any more information about any of the aspects covered in this document or would like to contact a member of staff about any technical issues, please contact

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