



# Short Manual Jobboard LMU Career Services

<https://jobboerse-lmu-partner.matorixmatch.de>

(BOTTOM RIGHT at each site you can switch to English)

## Content


1. New Account.....	2
2. Login & your data.....	3
3. Employer information .....	4
4. More than one account / different billing addresses .....	5
5. Create new ads.....	6
6. Invoices.....	7
7. Payment notification .....	7
8. Changes in billing information on an invoice .....	7
9. Changing ads .....	8
10. Having made a mistake while booking an ad.....	9


## 1. New Account





### Registration

- 1 I'm a Arbeitgeber/Employer
- 2  Please enter your email address.
- 3 

 Note: 8 to 12 characters, of which at least one digit. Special characters are not allowed!

 The password must contain at least 1 digit.

 Special characters are not allowed.

 The passwords must match.
- 4  I accept the [Privacy Policy](#), the [usage rules](#) and confirm that you have read and understood it. In addition, I agree with the electronic processing of my data.
- 5

Note: Abuse will be prosecuted.

You will receive an email with your identifier and a shortlink to the login.

Please add the shortlink to your favorites. This way you will only have to enter the password in the future.

## 2. Login & your data



My Data	
<b>Personal Data</b> <a href="#">/Edit</a>	<b>Company</b> <a href="#">/Edit</a>
Salutation: male	Company: LMU München
First Name: Stephan	Department: Career Service Herrn Pflaum
Middle(s) name(s):	Additional Information: Human Resources
Name: Pflaum	Street: Ludwigstr. 27
Your phone (for queries): 123456789	Nr: 27
Registration email: muenchen.de	ZIP-Code: 80539
alternative E-Mail (z.B. zusätzl. Rechnungsempfänger):	City: München
Display/System Language: German	Country: Deutschland
	VAT-ID: DE 310160235
	Invoice language: Deutsch

Please complete all the data. Above all, make sure that the billing address is correct. It applies to all ad bookings unless you enter a different billing address under "Book ad/s".

If you do not have a VAT ID, write "n/a" in this field, for example. With the VAT ID lacking you will have to pay VAT.

### 3. Employer information



Before you book your first ad, you should ideally first switch to the tab „Employer details...“ Here you set the employer data and company information that will complement your job ads and apply to all ads.



If necessary, you can enter a different billing address here that applies to all ads. Please ensure that this is complete. Otherwise, or if these fields remain empty, the billing address stored in the "My data" master data will be used.

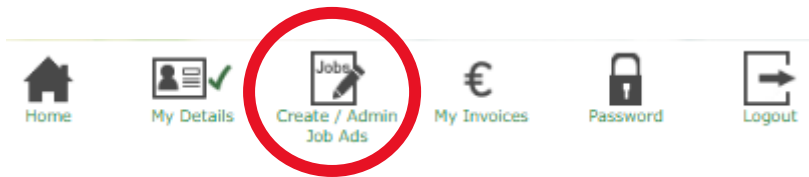
Jobs | [Job details](#) | [Employer details \(name, logo, alt.invoice adr.\)](#)

<b>Company Name</b>	2W Technische Informations GmbH Co. KG
<b>Contact for applicants</b>	E-Mail (is displayed to users)
<b>Logo (jpg or png, roundabout 75x75 dpi max. 500KB)</b>	<input type="button" value="Datei auswählen"/> Keine ausgewählt <input type="button" value="Löschen"/>
<b>Sector of industry</b>	Sector of industry...
<b>target group / faculties</b>	target group / faculties
<b>Short description of your company (Please not more than 300 characters.)</b>	Short description of your company (Please not more than 300 characters.)...
<b>Your website</b>	Your website
<b>Link to image / video</b>	Link to further content...

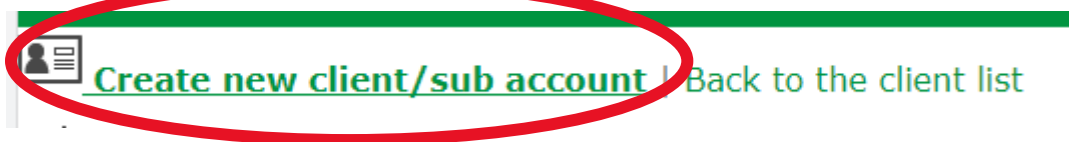
  

<input type="checkbox"/> <b>Different billing address, if applicable</b>	
Company	<input type="text"/>
Department	<input type="text"/>
Additional Information	<input type="text"/>
Street	<input type="text"/>
Nr	<input type="text"/>
ZIP-Code	<input type="text"/>
City	<input type="text"/>
Country	Deutschland <input type="button" value="v"/>
VAT-ID.	<input type="text"/>
Invoice language	beide <input type="button" value="v"/>

## 4. More than one account / different billing addresses



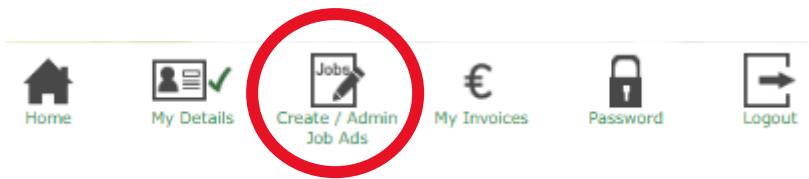
If you manage more than one account (e.g. for staffing agencies or subsidiaries or departments with different billing addresses):

A form titled "New client" with a text input field for "Client Name" containing "test client" and a "Create" button. Both the input field and the button are circled in red.A table titled "Book jobad" with a search bar and filter options. The table lists three clients: "Partner" (highlighted in blue), "test client", and "Testkunde".

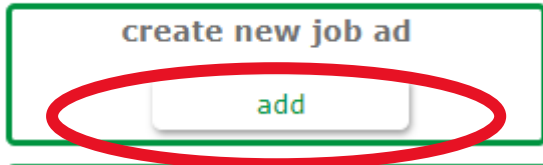
search all	
<input type="checkbox"/> filter	filter
Partner	Beschr
<input type="checkbox"/> [blue highlight] live.de	
<input type="checkbox"/> test client	
<input type="checkbox"/> Testkunde	

For each sub-account, you can save a separate profile and, if desired, a separate billing address. If no different billing address is stored for a sub-account, the billing address stored in the "My data" master data is used.

## 5. Create new ads



Job details | Employer details (name, logo, alt. invoice)



To place a new job ad, please click on [Create new job ad](#)  
In the next window you will see the following view:

Job details | Employer details (name, logo, alt. invoice)

A form for creating a new job ad. It has a title "Your already published job ads" with a dropdown menu set to "new" and a trash icon. The form fields are: Job title (m/f/x) with value "new"; Type of employment (dropdown); Job location (dropdown) with value "Germany"; Ad-Link and/or PDF (file selection) with "Datei auswählen" and "Keine ausgewählt"; Ad duration (dropdown); release date DD.MM.YYYY with value "25.08.2022" and a calendar icon; optional: PO / your reference (text input). At the bottom are "Book for a fee" (circled in red) and "Save" buttons.

"new" indicates that a new initially empty job ad has been generated. Please fill in all fields.

You can store a PDF and/or a link to the ad for a job ad.

Only when you have filled in all mandatory fields, "Book with costs" will turn green and you can release the ad for review by our team before publication. This review and approval usually takes place on the same/next working day.

(Under "Save" you can temporarily save the processing. The ad is not yet forwarded to us for publication).

## 6. Invoices

invoice number	documents	status	creation date	net	gross	payment date	withdr. date
420004352320	🇩🇪	cancelled	26.7.2022	€90.00	€107.10		26.7.20
420004352339	🇩🇪	cancelled	26.7.2022	€90.00	€107.10		26.7.20
420004352348	🇩🇪	cancelled	26.7.2022	€10.00	€11.90		26.7.20
420004352357	🇩🇪 🇬🇧	cancelled	26.7.2022	€10.00	€11.90		26.7.20
420004352356	🇩🇪 🇬🇧	cancelled	26.7.2022	€10.00	€11.90		26.7.20
420004350938	🇩🇪	cancelled	13.7.2022	€180.00	€214.20		13.7.20
420004271881	🇩🇪 🇬🇧	not payed	25.10.2021	€100.00	€100.00		
420004271765	🇩🇪	not payed	22.10.2021	€100.00	€100.00		

In the invoice module you can view all data of your invoices / reminders. You can download your invoices again at any time using the icons in the "Documents" column.

## 7. Payment notification

If you send a payment notification, you can send it directly to our accounting department:

[magdalena.mueller-trepl@zuv.uni-muenchen.de](mailto:magdalena.mueller-trepl@zuv.uni-muenchen.de)

## 8. Changes in billing information on an invoice

We send the invoice exclusively to the addresses that you have stored in our system, either in the master data under "My data"

or as a different address under "Book ads" / "Company details...".

If you have inadvertently entered incorrect details here, please first change them in the places described and then inform us ([careerservice@lmu.de](mailto:careerservice@lmu.de)) that you require a new invoice.

We will then cancel the incorrectly addressed invoice and send you a new invoice with a new invoice number. Processing fees will be charged in accordance with the T&C.

## 9. Changing ads



Within the booked period, you can revise your ad yourself under "Book ad/s" if necessary, provided that the editing does not relate to the type of ad or the duration of the ad.

Use the "Your existing job ads" drop-down field to select the ad to be edited.

Using the trash can icon you can delete ads if necessary. ATTENTION: The deletion cannot be undone.

A screenshot of a web form titled "Your already published job ads". The title and a dropdown menu with "Please choose" are circled in red. To the right of the title is a trash can icon. The form contains several fields: "Job title (m/f/x)" with a "Please choose" dropdown; "Type of employment" with an empty dropdown; "Job location" with an empty dropdown; "Germany" with a "Germany" dropdown; "Ad-Link and/or PDF" with a "Datei auswählen" button and "Keine ausgewählt" text; "Ad duration" with an empty dropdown; "release date DD.MM.YYYY" with a date field showing "01.01.1970" and a calendar icon; and "optional: PO / your reference" with a text field. At the bottom right are "Book for a fee" and "Save" buttons.



## 10. Having made a mistake while booking an ad

Please note that we may make subsequent change requests, which will affect the price:

- Type of ad
- duration of the ad

will be examined on a case-by-case basis and, if necessary, considered as a gesture of goodwill. In principle, we consider change requests max. 24h after receipt and confirmation of order.

[careerservice@lmu.de](mailto:careerservice@lmu.de)