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. Adding another/new user .................................................. 6
6. Create new ads .................................................................. 7
7. Invoices ............................................................................ 8
8. Payment notification ............................................................ 8
9. Changes in billing information on an invoice ............................... 8
10. Changing ads ...................................................................... 9
11. Having made a mistake while booking an ad .............................. 10
12. User Support .................................................................... 10
13. Accounts – Offers ................................................................ 10
1. New Account

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

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.
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):

Create / Admin Job Ads – Select one of your existing accounts – Then follow these steps:

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. Adding another/new user

Add another user to your account:

Add the e-mail address and send login data to the new user via „Save“.
6. Create new ads

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

"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).
7. Invoices

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.

8. Payment notification

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

magdalena.mueller-trepl@zuv.uni-muenchen.de

9. 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) 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.
10. 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.
11. 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

12. User Support

If you need further help, you can activate your account for 7 days so that we can help you directly. Please also briefly describe your error.

13. Accounts – Offers

You can use the Accounts button to switch to our partner offers, e.g. to create a Premium Partnership. You can then use this button to switch back and forth between our offers and only need to remember one login.