

To upload your CV onto your Iphone

A. Connect your iPhone to iTunes - 2 steps

Items you will need

- Dock connector-to-USB cable

Step 1

Open the iTunes program. You must have version 10.1 or later installed on the computer. If you do not have this version, download the newest version from Apple's website.

Step 2

Plug the dock connector accessory into the iPhone, then plug the other end of the cable into a USB port on the computer. This accessory is included with the iPhone. The iPhone is now connected to iTunes and appears in the Devices column of iTunes.

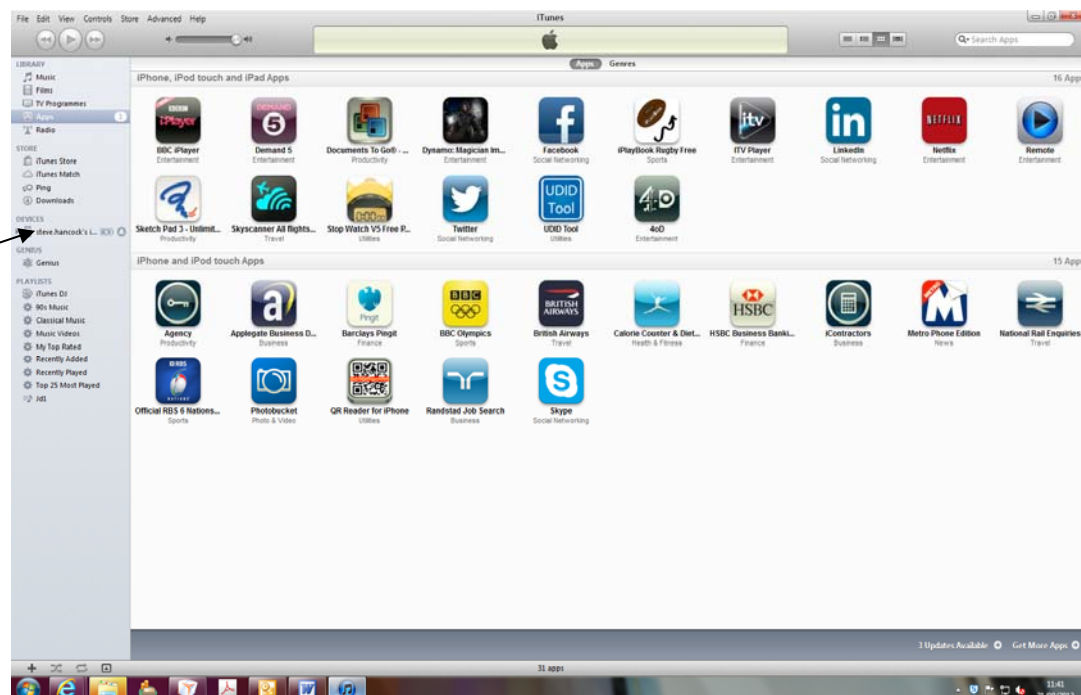
Tips

- If the iPhone is low on power, it may take a few minutes to appear in iTunes. Wait for the battery to charge.
- Connect the iPhone to a different USB port if a connection cannot be established. If this does not work, restart the iPhone and the computer.

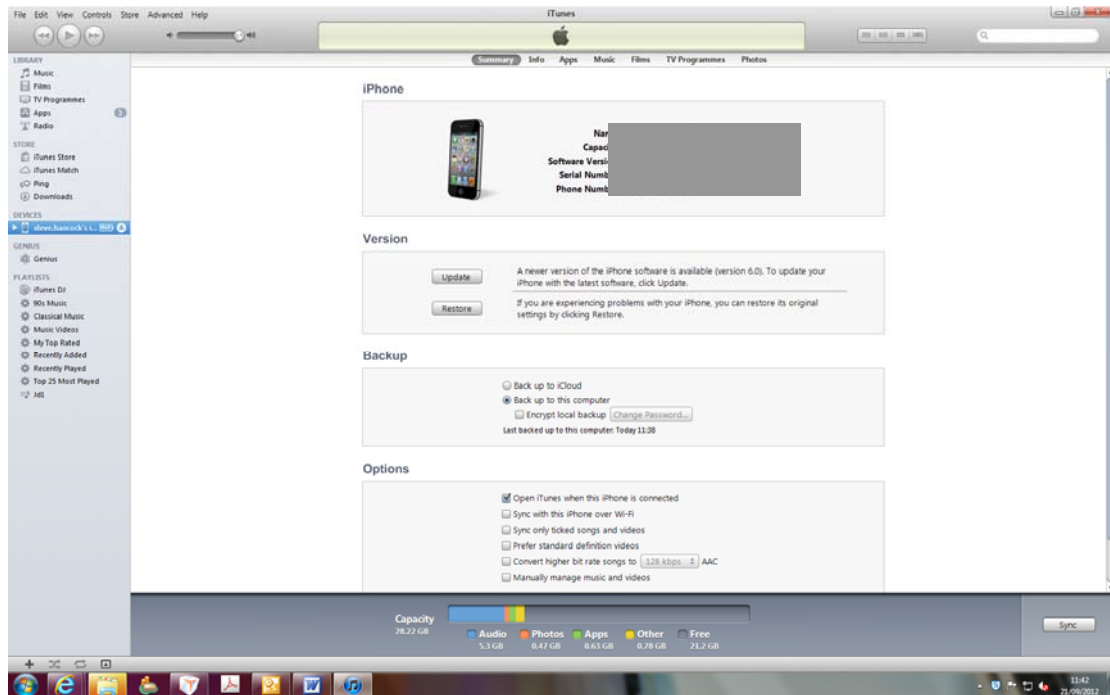
B. Select & attach your CV - 7 Steps

Step 1 – Open up iTunes and look for your phone on the right hand side under devices

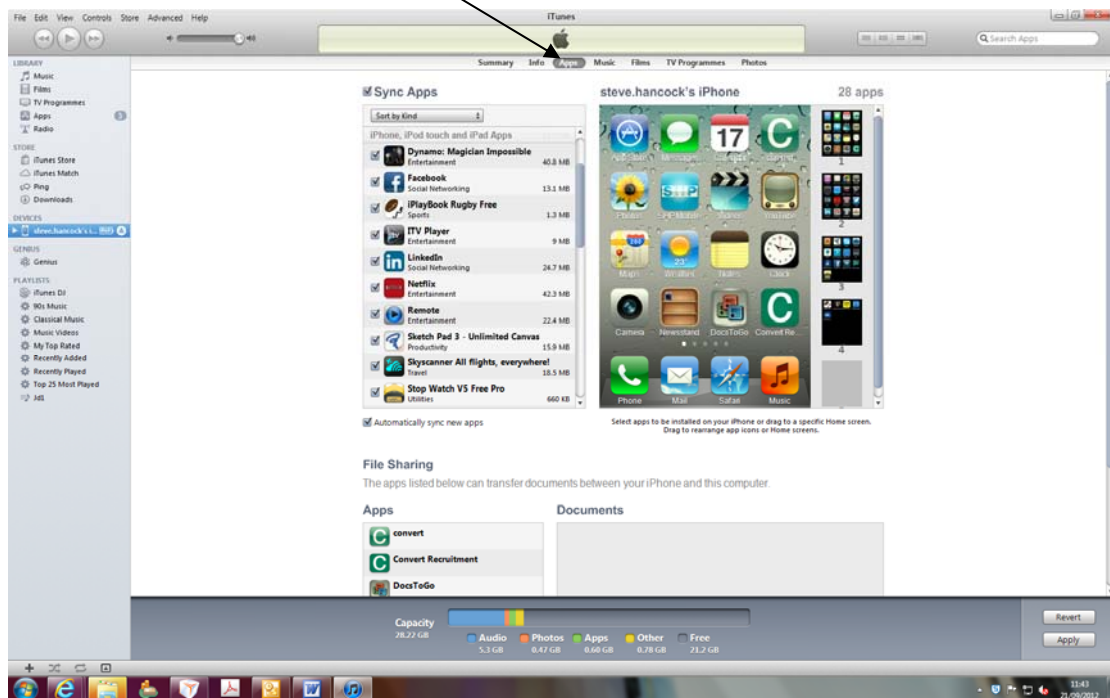
Your phone



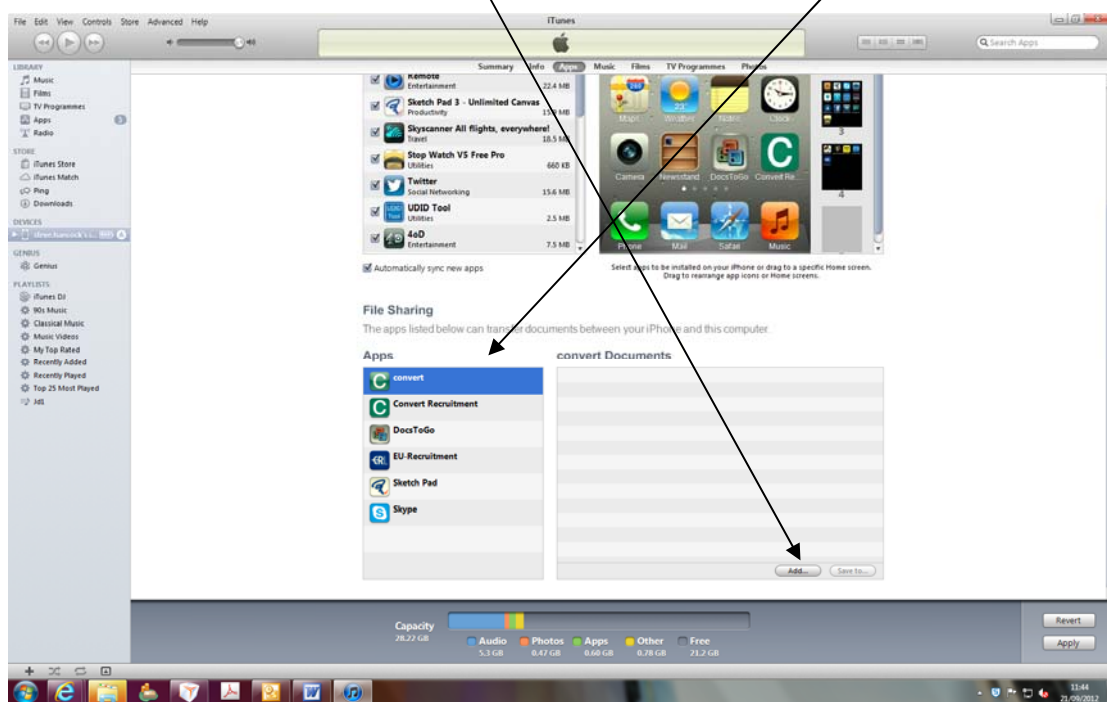
Step 2 "click" on your phone (device)



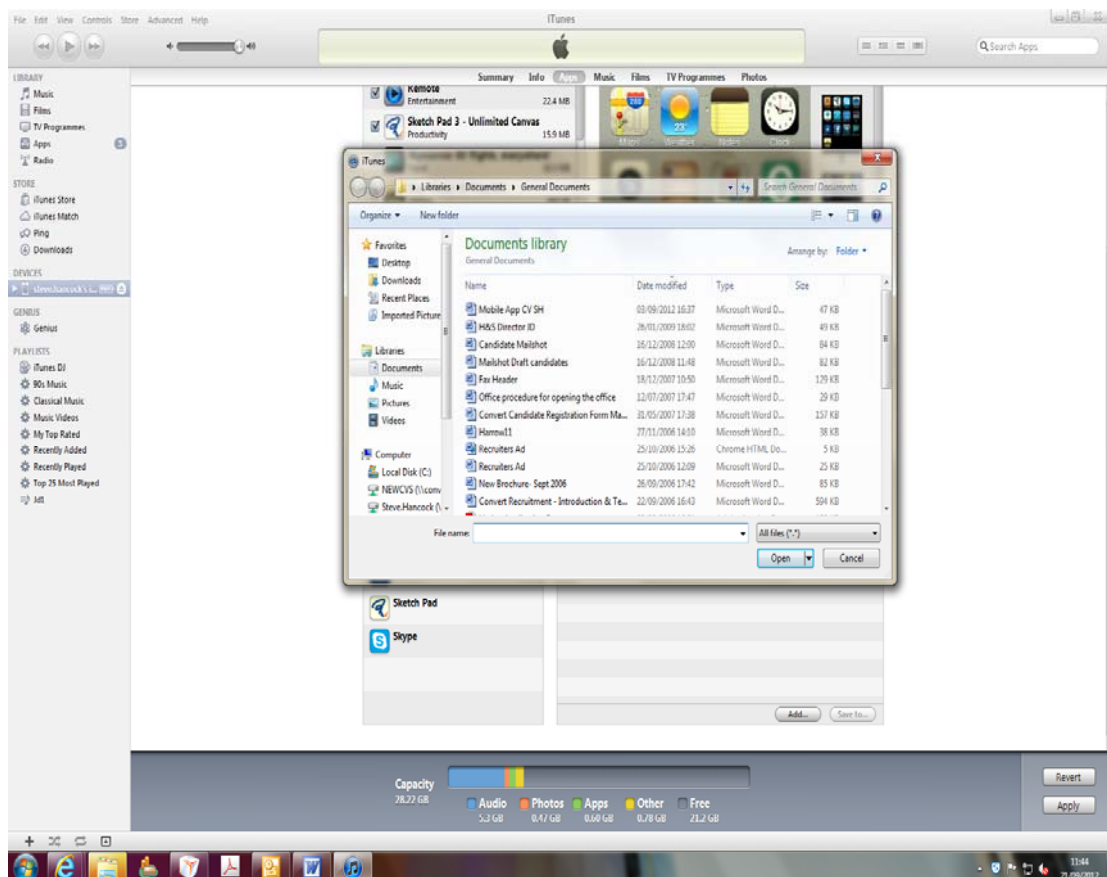
Step 3 "click" on **Apps** at the top of main page



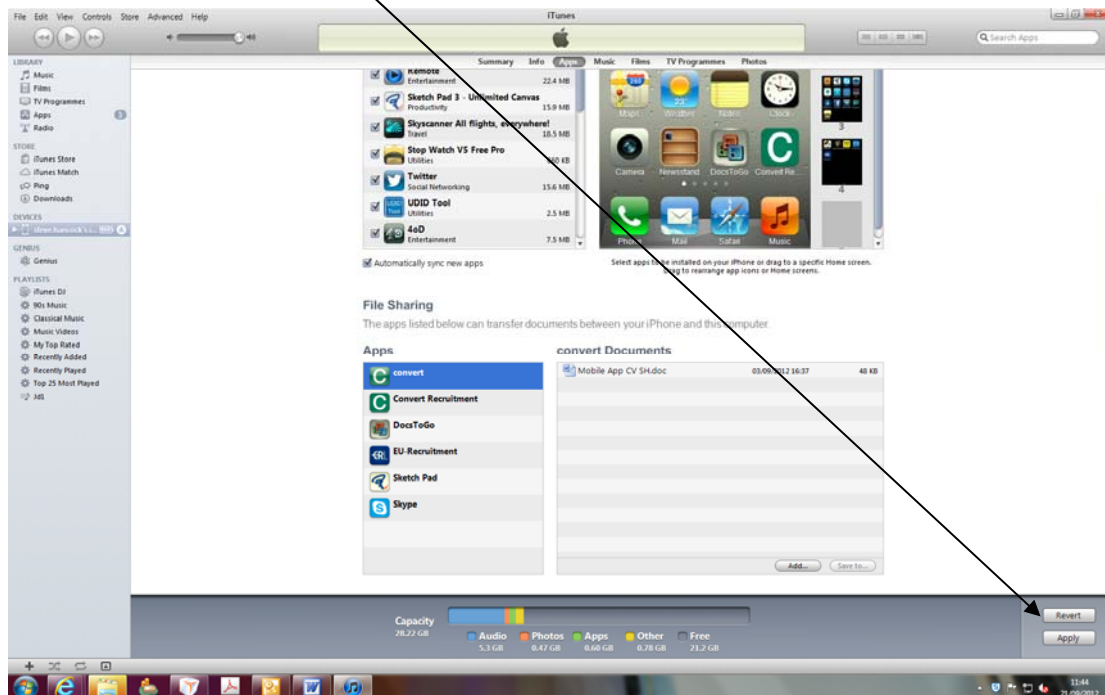
Step 4 Scroll to bottom of Apps page and you will see the Convert Icon listed under **Apps** and then click on **Add**



Step 5 Attach you WORD document from you PC



Step 6 Click on Apply



Step 7 Return to your mobile phone and enter the Convert Mobile App

- Your profile
- Your CV

You should now see your CV attached to the Convert Mobile App ready for use

Tip To view a similar tutorial on You Tube visit:

<http://www.youtube.com/watch?v=eQ-LcjC7Zww>

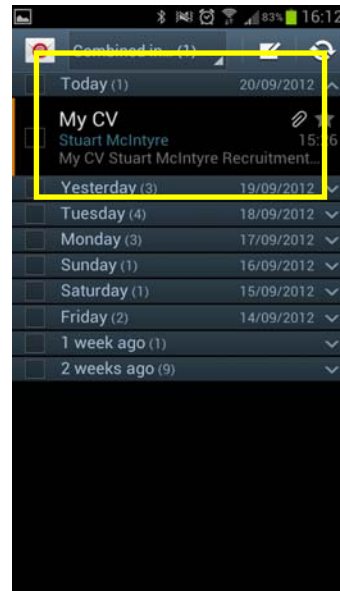
Convert App CV Upload Guide for Android phones



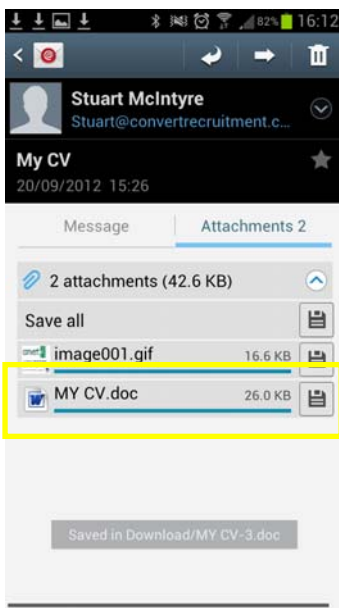
1. *Mobile User Interface*

If you have email available on your phone, email yourself a copy of your CV as a Microsoft word document.

File type :
example.doc



2. *Email account*
Open your Emails

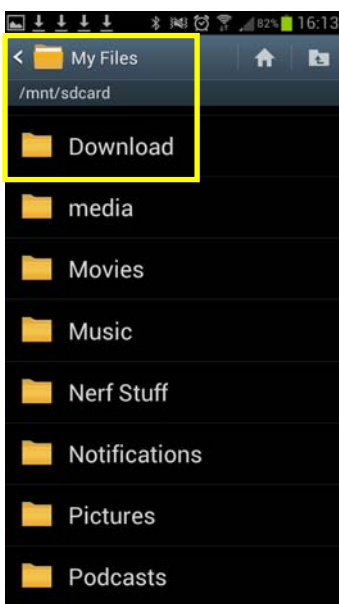


3. *Email account*
Download the attachment the default should be to: my files - mnt/sdcard/ download folder

You can skip stages 4,5, & 6 if you know where your file has gone.



4. *Mobile User interface*
To check this, go to My Files



5. *My Files/sdcard*
Go to Download folder



6. *Myfile/sdcard/download*
You should have the file here saved.

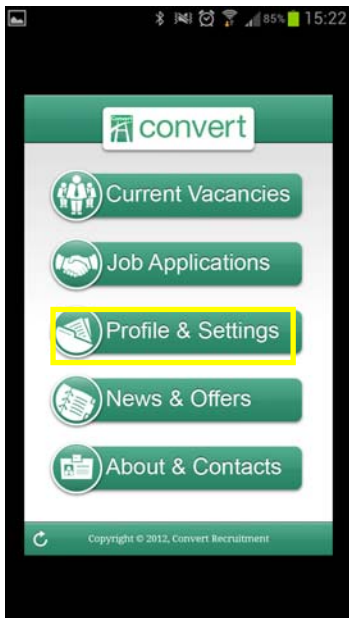
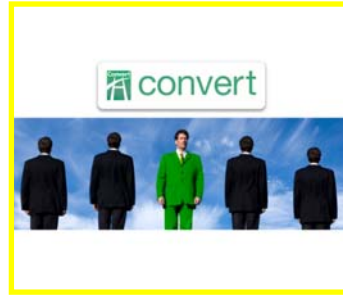


7. *Mobile User interface*

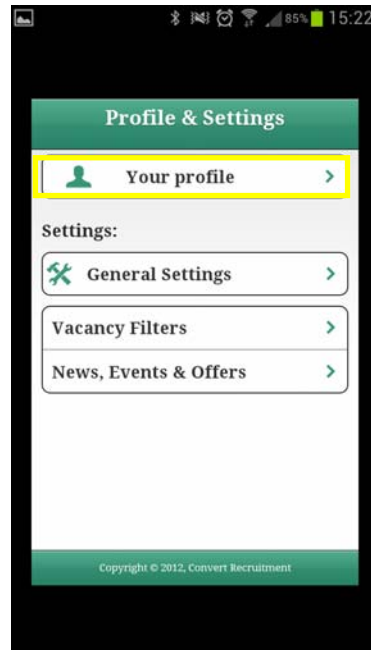
Go to the Convert App



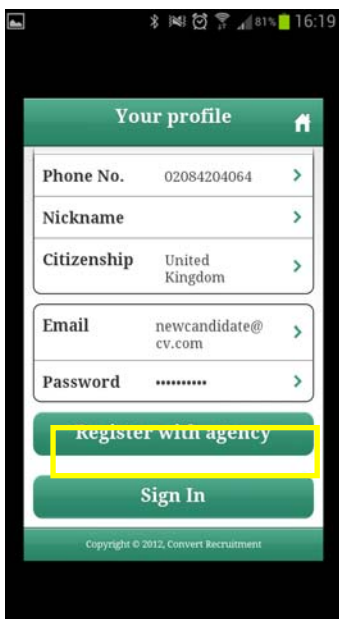
8. *Loading Screen*



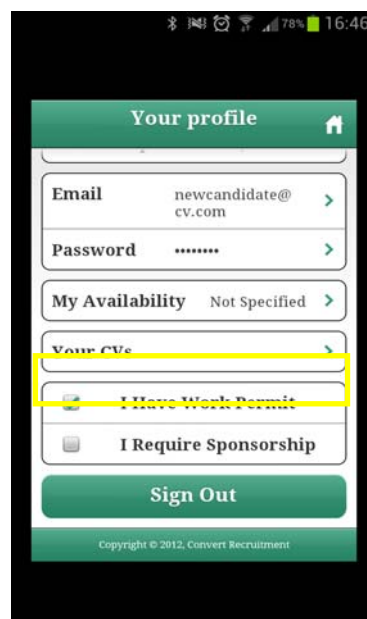
9. *Main Menu*
Go to 'Profile & Setting'



10. *Profile & Settings*
Go to 'Your Profile'



11. *Your Profile*
If you have not yet, go to 'Register with Agency'



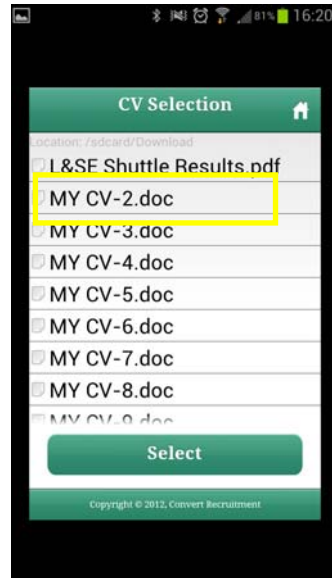
12. *Your Profile*
Once you have registered go to 'Your CVs'



13.

Your CV

Go to 'Upload Another CV'

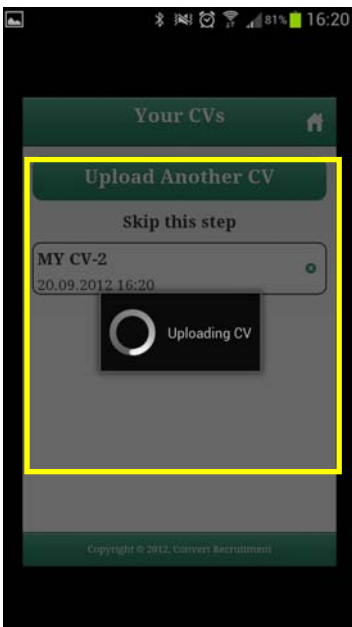


14.

CV Selection

Press on the file and the document you wish to upload

Then Press Select



15.

Your CV

The upload will start



16.

Your CV

Once uploaded your CV will be stored on the App

You can upload more than 1 CV so when you update it be sure to upload a new CV onto the App.

When you apply for a role, you will be asked to attach a CV each time.