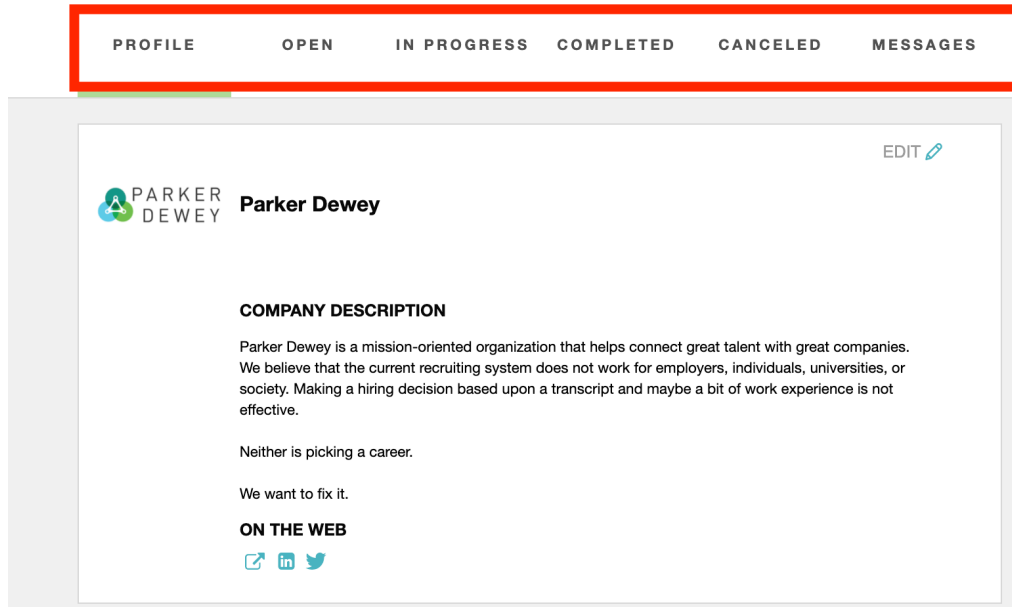


Navigating the Parker Dewey Platform



- **Profile:** Click to view your company's profile. Click **Edit** to make changes to your company description.
- **Open:** Click to post a new project or view any open projects that have not been filled.
 - Click **Create a New Project** to post a new project.
 - Click **Details** to view any posted project. Then select:
 - **Share This Project** to see a URL that leads directly to that project. You can use this to share the project via email, social media, etc.
 - **View Applicants** to see all Career Launchers who have applied for that project. You can also **Send Them a Message or select a candidate.**
 - **Cancel Project** to close out a project without selecting a Career Launcher.
 - **Reopen New Applications** to reopen the project to new applicants.
- **In Progress:** Click to see all projects that are ongoing (a Career Launcher has been selected but the project is not completed yet).
- **Completed:** Click to see all projects that have been completed. Click **Details** to view information about that project, the Career Launcher who was selected, and to provide feedback.
- **Canceled:** Click to see all projects that were canceled.
- **Messages:** Click to see any messages that you have sent to applicants for your projects.