



DEMO GUIDE

Job portal & applicant tracking for a UAE manpower agency

How the platform works, what's inside, every feature by role, and the demo accounts to try it all yourself.

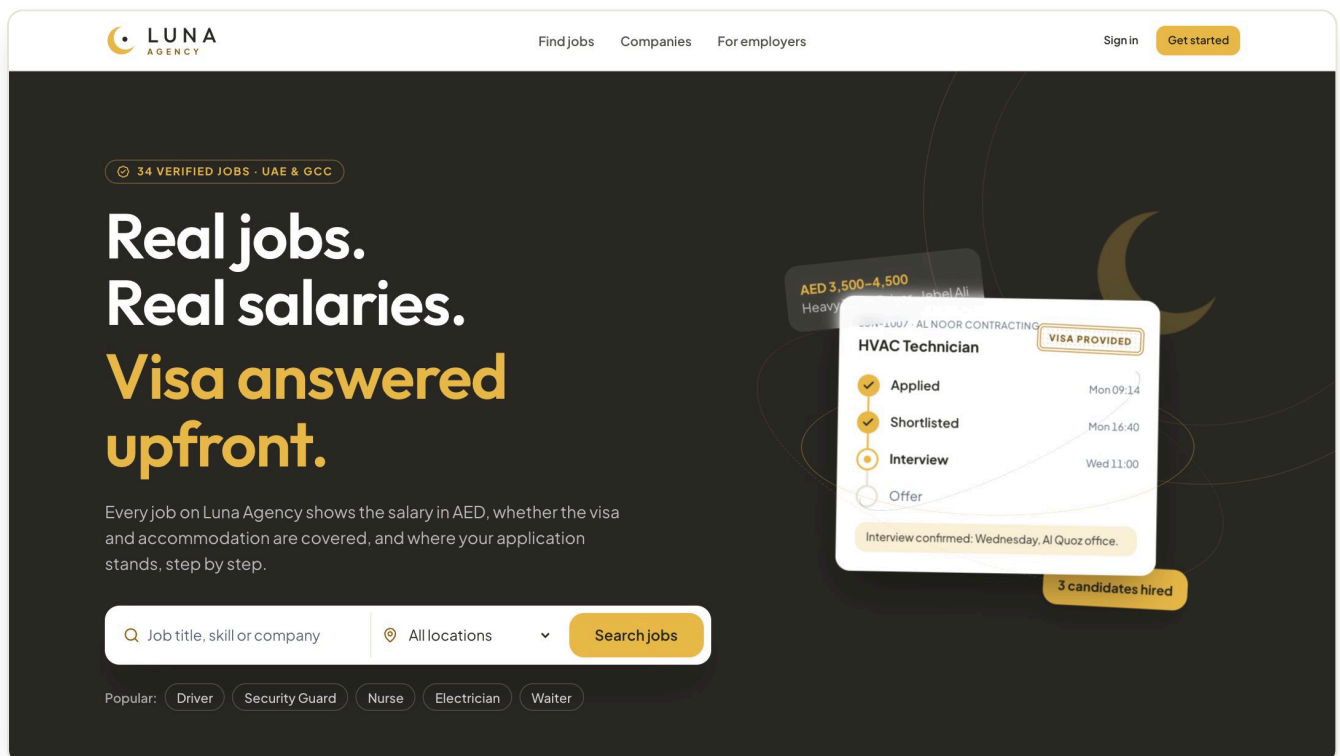
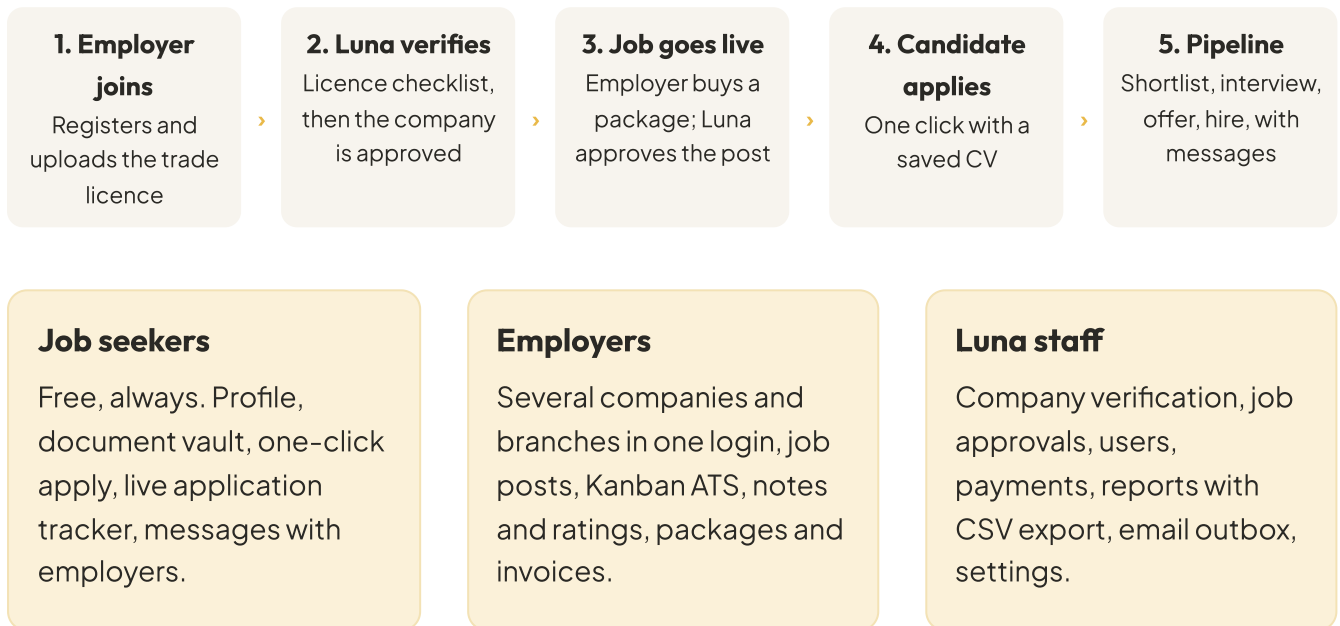
OPEN THE LIVE DEMO

luna-agency-demo.vercel.app

One platform, three sides of hiring

Luna Agency is a job board and applicant tracking system (ATS) for a manpower recruitment agency in Dubai. Candidates find verified jobs with the salary, visa and accommodation shown up front. Employers post jobs and move applicants through a drag-and-drop pipeline. Luna's staff verify every company and job, and see the whole business in one dashboard.

How it works



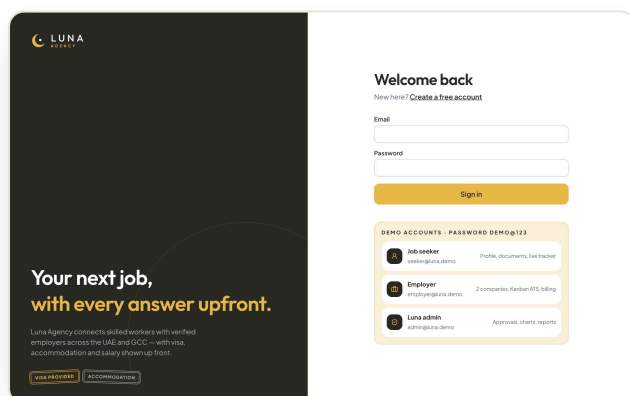
Homepage: search, live roles ticker, featured jobs, sectors and verified employers.

Demo accounts

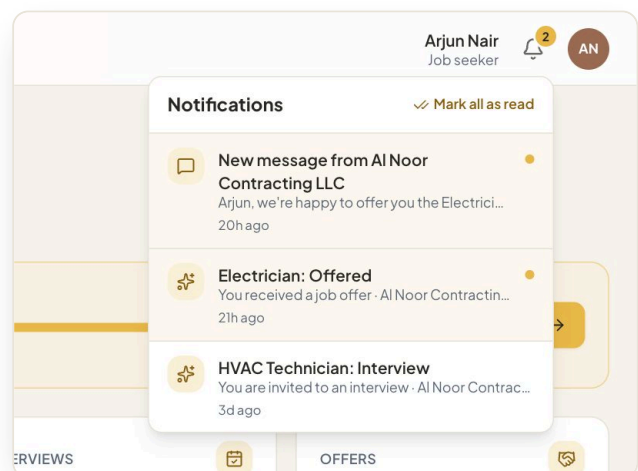
Open luna-agency-demo.vercel.app, click **Sign in**, then use the one-click buttons, or type the details below. All demo data is fictional; documents are marked SPECIMEN.

ROLE	EMAIL	PASSWORD	START HERE
Job seeker Arjun Nair	seeker@luna.demo	Demo@123	The bell → the Electrician offer and its attached offer letter; My applications (live tracker); My documents.
Employer Omar Haddad, 2 companies	employer@luna.demo	Demo@123	Overview → Your pipelines → drag candidates on the board; open a candidate to message them; Billing → buy a package.
Luna admin Mariam Al Suwaidi	admin@luna.demo	Demo@123	Approvals → verify Crescent Tower Maintenance with the checklist; Reports → export CSV; Email outbox.

Test payments. Buying a package opens a checkout showing the test card **4242 4242 4242 4242** (any future date, any CVC). No real money moves, and every email the platform "sends" is captured in Admin → Email outbox instead of being delivered.



Sign-in page with the three one-click demo accounts.



The notification bell, here for the job seeker.

Site map

Public website

- **Home:** search, featured and latest jobs, sectors, top companies
- **Find jobs:** filters for keyword, sector, city, salary (with a live histogram), job type, experience, date, visa, accommodation
- **Job page:** salary, stamps, requirements, benefits, apply
- **Companies** and each verified company's page
- **For employers:** packages and pricing
- **Company & legal:** About, Contact (form), FAQ, Terms, Privacy, Cookies, Refund policy, Recruitment fraud warning

Job seeker area

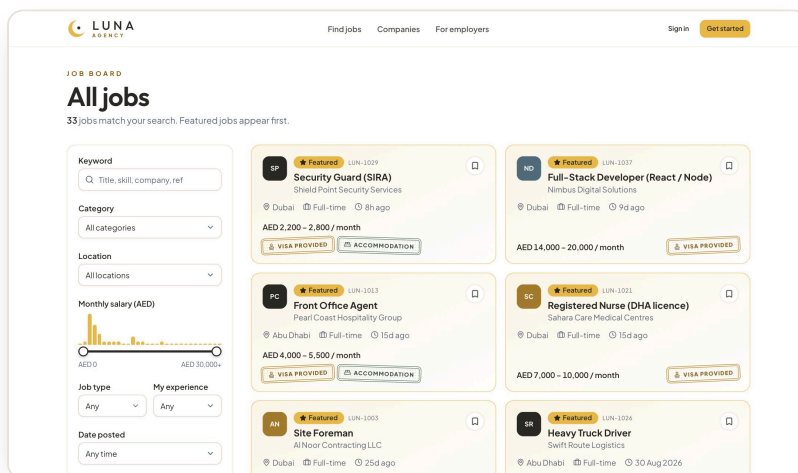
- **Overview:** profile strength, latest application, recommendations
- **My applications:** step-by-step tracker for each job, with messages
- **Saved jobs**
- **My documents:** CV, passport, certificates, visa
- **My profile:** photo, details, visa status, skills, experience, education

Employer area

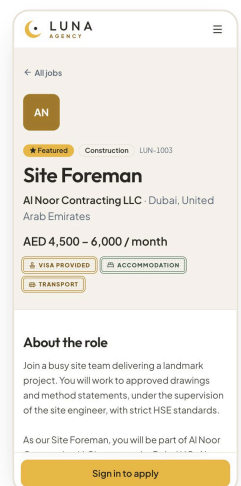
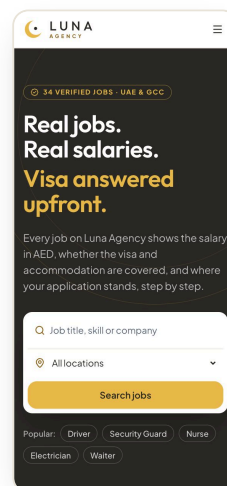
- **Overview:** stats, pipelines, latest applicants, credits
- **Jobs & pipelines:** post, edit, duplicate, close, feature, and **Open board**
- **Candidate page:** profile, documents, notes, rating, history, messages
- **Companies & branches:** several companies, branches, trade licence verification
- **Billing & credits:** packages, featured upgrades, payments, invoices

Luna admin area

- **Overview:** KPIs and charts
- **Approvals:** company verification checklist and job approvals
- **Users, Companies, Jobs, Applications, Payments:** view, edit, suspend, delete
- **Reports:** jobs, applications, revenue, with date filter and CSV
- **Email outbox** and **Settings:** categories, locations, packages



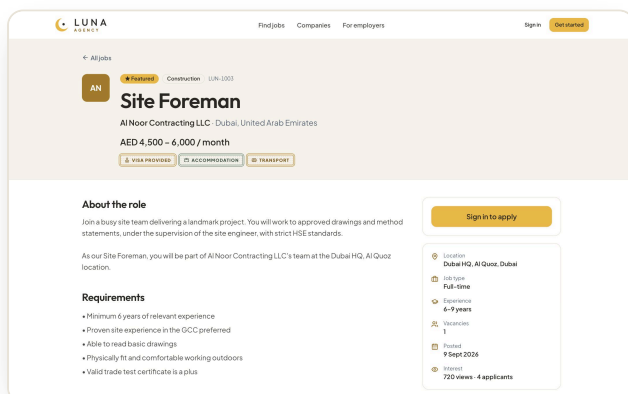
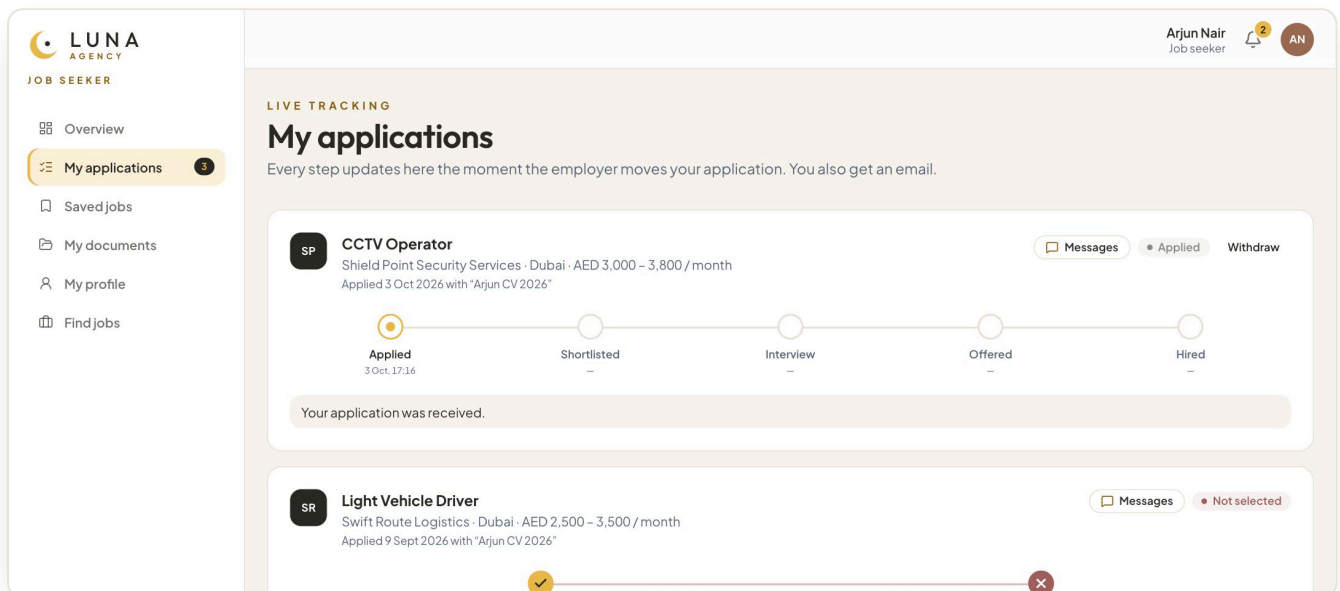
Job search: salary histogram, visa and accommodation filters.



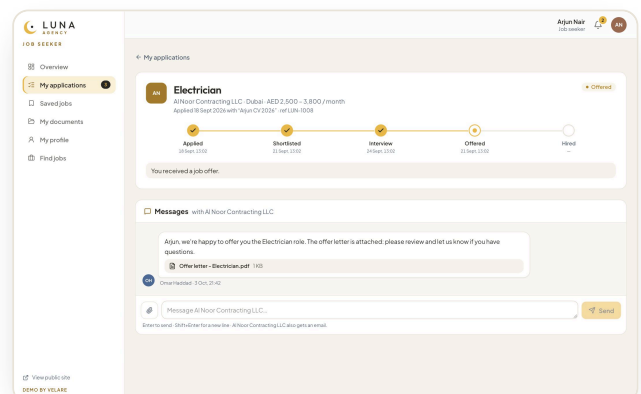
Fully responsive: the same site on a phone.

Every answer up front, every step visible

- **Visa, accommodation and transport stamps** on every job, plus the salary in AED.
- **One-click apply:** choose one of your CVs, add an optional cover letter.
- **Live tracker:** Applied → Shortlisted → Interview → Offered → Hired, with the date of each step and an email at every change.
- **Messages** with the employer on each application, with file attachments (an offer letter, a certificate).
- **Document vault:** PDF/JPG/PNG up to 4 MB, checked by real file type, visible only to you, Luna and employers you apply to.
- **Profile strength** meter that says what to add next.
- **Saved jobs** and recommendations.
- **Never a fee:** the site states it everywhere and warns about recruitment fraud.



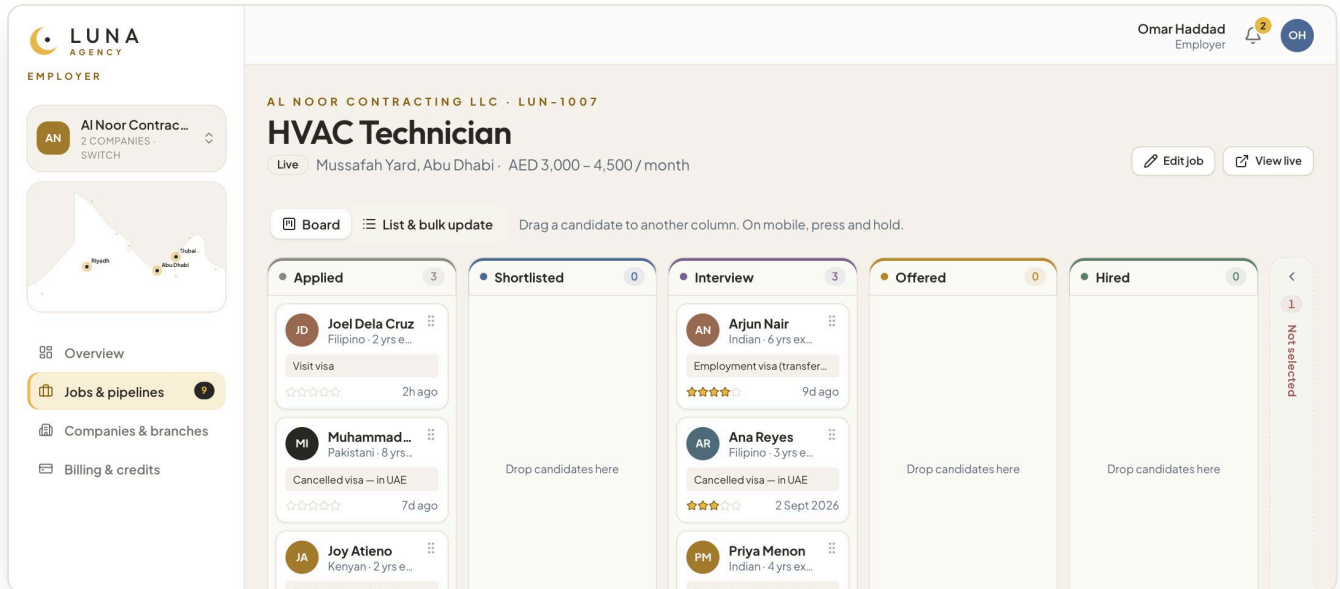
Job page: stamps, salary, apply.



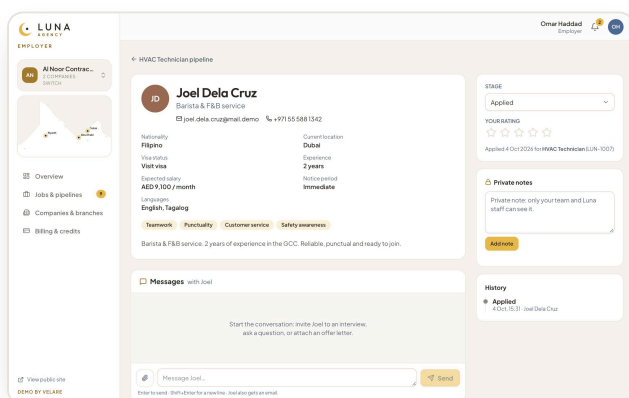
Conversation with the employer, offer letter attached.

A drag-and-drop pipeline for every job

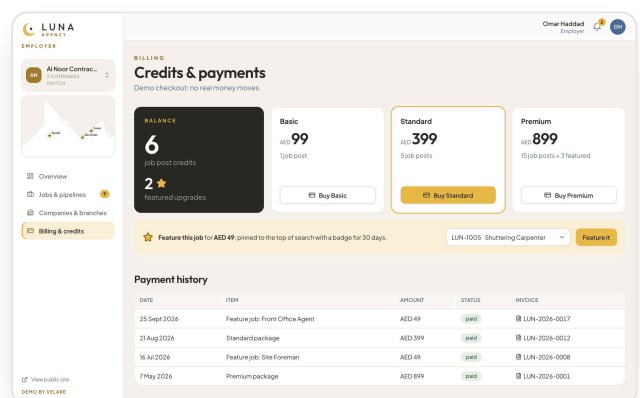
Open a board from **Overview** → **Your pipelines** or **Jobs & pipelines** → **Open board**. Drag a candidate to the next stage and they're notified by email and in their tracker.



- **Several companies and branches** in one login (Dubai, Abu Dhabi, Riyadh, Doha...), switched from the sidebar.
- **Job posts** with category, branch, salary range, experience, visa, accommodation and transport; edit, duplicate, close, reopen.
- **List view** for bulk stage updates; private notes and star ratings per candidate.
- **Messages** with candidates, with attachments, read receipts and email alerts.
- **Packages:** Basic AED 99 (1 post), Standard AED 399 (5), Premium AED 899 (15 + 3 featured); **Feature this job** AED 49. Card checkout and VAT invoices.
- **Trade licence verification** per company before jobs go public.

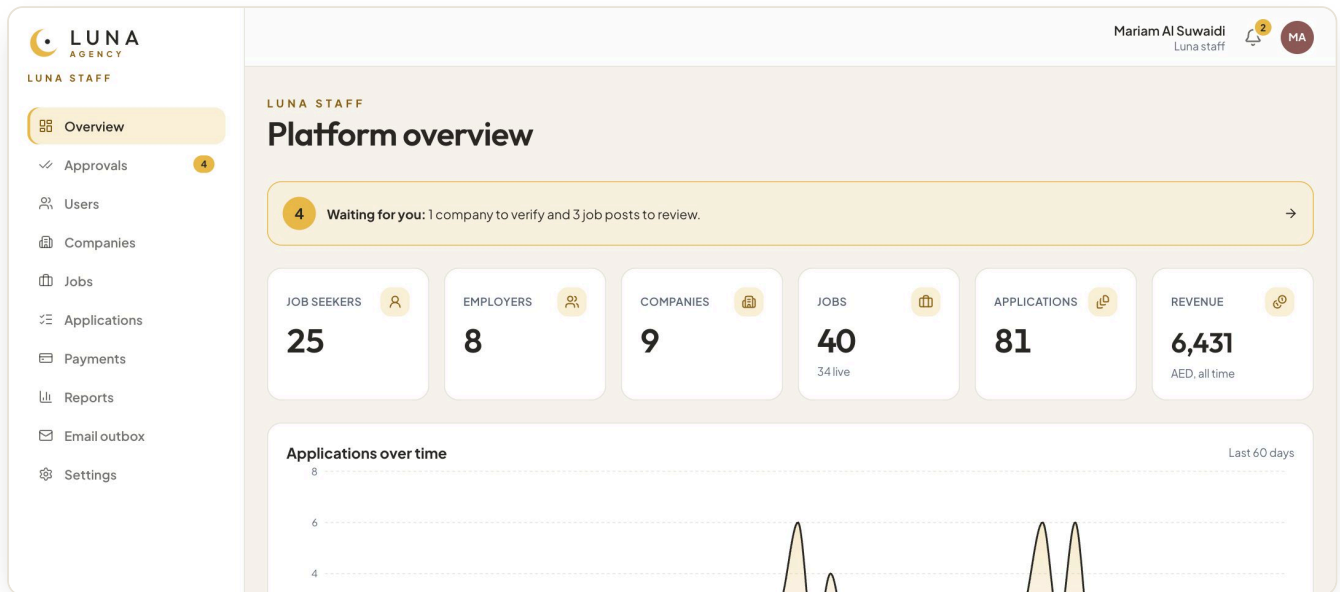


Candidate page: profile, documents, notes, rating, messages.



Billing: credits, packages, payment history, invoices.

Trust, approvals and the whole business at a glance



Company verification

Employers upload their trade licence (number, authority including free zones, expiry, optional MOHRE licence). Staff open the document and tick a checklist: genuine document, name match, valid, licensed activities, contact verified, MOHRE checked if declared. **Approve** unlocks only when the checklist is complete; **Reject** needs a reason that the employer sees. Licences expiring within 30 days are flagged.

Run the platform

- Approve or reject job posts (rejected posts refund the credit).
- Manage users, companies, jobs, applications and payments.
- Reports with date filters and CSV export.
- Email outbox: every notification email, rendered.
- Settings: sectors, locations and packages.

The screenshot shows the 'Approvals' page in the LUNA STAFF interface. It displays a list of companies to verify, with details for 'Crescent Tower Maintenance'. The verification checklist includes:

- ☐ Licence document is legible and looks genuine (Clear scan of the full licence, no edits, QR/barcode visible).
- ☐ Company name matches the licence (Trade name on the licence - company name on candidate's declared brand).
- ☐ Licence is valid (not expired) (Check the expiry date on the document, not only the one displayed).
- ☐ Licensed activities allow employing staff in this sector (e.g. contracting, hospitality, healthcare, facilities management, etc.).
- ☐ Contact person verified (Called or emailed the company to confirm number / domain).

 Internal notes (optional) are also present, with a note: 'e.g. Called the office on +971... licence checked on the DET portal.'

Approvals: licence details and the verification checklist.

The screenshot shows the 'Reports' page in the LUNA STAFF interface. It displays a table of revenue data for the period from 01/07/2026 to 04/10/2026. The table includes columns for PAB, INVOICE, EMPLOYER, COMPANY, ITEM, PROVIDER, and AMOUNT. The total revenue is AED 2,938.

PAB	INVOICE	EMPLOYER	COMPANY	ITEM	PROVIDER	AMOUNT
2 Oct 2026	LUN-2026-0019	Faisal Qureshi	Swift Route Logistics	Feature job: Heavy Truck Driver	Demo checkout	
30 Sept 2026	LUN-2026-0018	Dr. Leena Kapoor	Sahara Care Medical Centres	Basic package	Demo checkout	
25 Sept 2026	LUN-2026-0017	Omar Haddad	AlNoor Contracting LLC	Feature job: Front Office Agent	Demo checkout	
19 Sept 2026	LUN-2026-0016	Rashid Al Mansoori	Falcon Facility Services	Standard package	Demo checkout	
12 Sept 2026	LUN-2026-0015	Karthik Ramani	Nimbus Digital Solutions	Premium package	Demo checkout	
4 Sept 2026	LUN-2026-0014	Ahmed Saleh	Shield Point Security Services	Feature job: Security Guard (SR4)	Demo checkout	
27 Aug 2026	LUN-2026-0013	Sophie Laurent	Dune & Palm Retail Co.	Standard package	Demo checkout	
21 Aug 2026	LUN-2026-0012	Omar Haddad	AlNoor Contracting LLC	Standard package	Demo checkout	
10 Aug 2026	LUN-2026-0011	Faisal Qureshi	Swift Route Logistics	Standard package	Demo checkout	
1 Aug 2026	LUN-2026-0010	Dr. Leena Kapoor	Sahara Care Medical Centres	Feature job: Registered Nurse (RN Licence)	Demo checkout	
24 Jul 2026	LUN-2026-0009	Rashid Al Mansoori	Falcon Facility Services	Basic package	Demo checkout	

Revenue report with CSV export.

How everyone stays informed

WHEN THIS HAPPENS	WHO IS TOLD (BELL + EMAIL)
A candidate applies	The candidate (confirmation) and the employer (new applicant)
The employer moves a candidate	The candidate, with the new stage
A message is sent	The other side of the conversation
A licence or job is submitted	Luna staff
A company or job is approved / rejected	The employer, with the reason when rejected
A payment completes	The employer, with the invoice

Trust & compliance

- Candidates never pay; recruitment fraud warning page.
- Documents and licences are private, type-checked and access-controlled.
- Privacy policy aligned with the UAE PDPL (Federal Decree-Law 45 of 2021).
- Passwords hashed; every page and action checks the user's role.

10-minute walkthrough

- 1 Home and Find jobs: salary slider, visa filter.
- 2 Job seeker: bell → offer → reply; apply to **Mason**.
- 3 Employer: Mason board → drag the new applicant to Shortlisted, then Hired.
- 4 Employer: message the candidate; buy Basic with 4242...
- 5 Admin: verify Crescent Tower; approve a job; export a report.
- 6 Open the site on a phone.

About this demo. "Luna Agency" is a working name and the crescent logo, colours and legal texts are placeholders to be replaced with the agency's own brand and reviewed wording. Card payments run in test mode and emails are simulated until the agency's Stripe account and email service are connected. Questions: Velare · velare.ae