



## Arbeitsagentur Setup

Below are the steps for obtaining the proper Arbeitsagentur keys/certificates, extracting those keys, configuring Arbeitsagentur as an eQuest posting option, and creating/reviewing test jobs.

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#### Step 1: Provide .p12 File (Arbeitsagentur)

- Arbeitsagentur provides .p12 file to client (this file contains the certificates and everything eQuest needs to post jobs on client's behalf)
  - We need the *special PIN* provided by Arbeitsagentur to complete extraction

#### Step 2: Provide .p12 File and IDs to eQuest (Client)

- Client provides .p12 and PIN to eQuest via some secure method
- Supplier ID and Customer ID are also necessary (you find these in your Arbeitsagentur web cabinet in the login and password section)
- Everything should be delivered via SFTP or some other secure method configured by the client (do not send via email)

#### Step 3: File Extraction - .p12 (eQuest)

- eQuest extracts contents of .p12 file

#### Step 4: Arbeitsagentur Board Option Configuration (eQuest)

- eQuest configures Arbeitsagentur board option for client in test environment (using contents of .p12, Supplier ID & Customer ID)
- eQuest allows Arbeitsagentur permissions within eQuest test environment
- eQuest confirms completed Arbeitsagentur board setup to requestor

#### Step 5: Create Test Posting (Client)

- Post a test job to Arbeitsagentur through eQuest testing environment
- Take note of Job Requisition Number

#### Step 6: Request eQuest Review (Client)

- In a [support ticket](#), provide test Job Requisition Number to eQuest
- Note “Arbeitsagentur Testing” in Title and “ATTN: Board Integration Team” in body
- Report anything unexpected that happened while posting/testing (in ticket body)
- Allow 1-2 business days for response from eQuest

Note: We must manually run the delivery in the test environment for this phase, and keep in mind that jobs are flagged as hidden on Arbeitsagentur by default.

#### Step 7: Job Posting Review (eQuest)

- eQuest to verify results of test post
- Report results back to owner of the support ticket

#### Step 8: Quality Assurance (eQuest)

- If adjustments are necessary - determine what must be modified
- Report next steps back to ticket owner

#### Step 9: Production Configuration (Client, eQuest)

- If everything works as expected, plan for move to production, repeating steps above

Note: The original .p12 file should already contain everything necessary for production configuration (so we start at STEP 4 for production setup)