BD

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BD Automator User Manual

How to log in, build a candidate profile, and apply to jobs with the BD Apply browser extension — step by step, with screenshots.

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1 Before you start

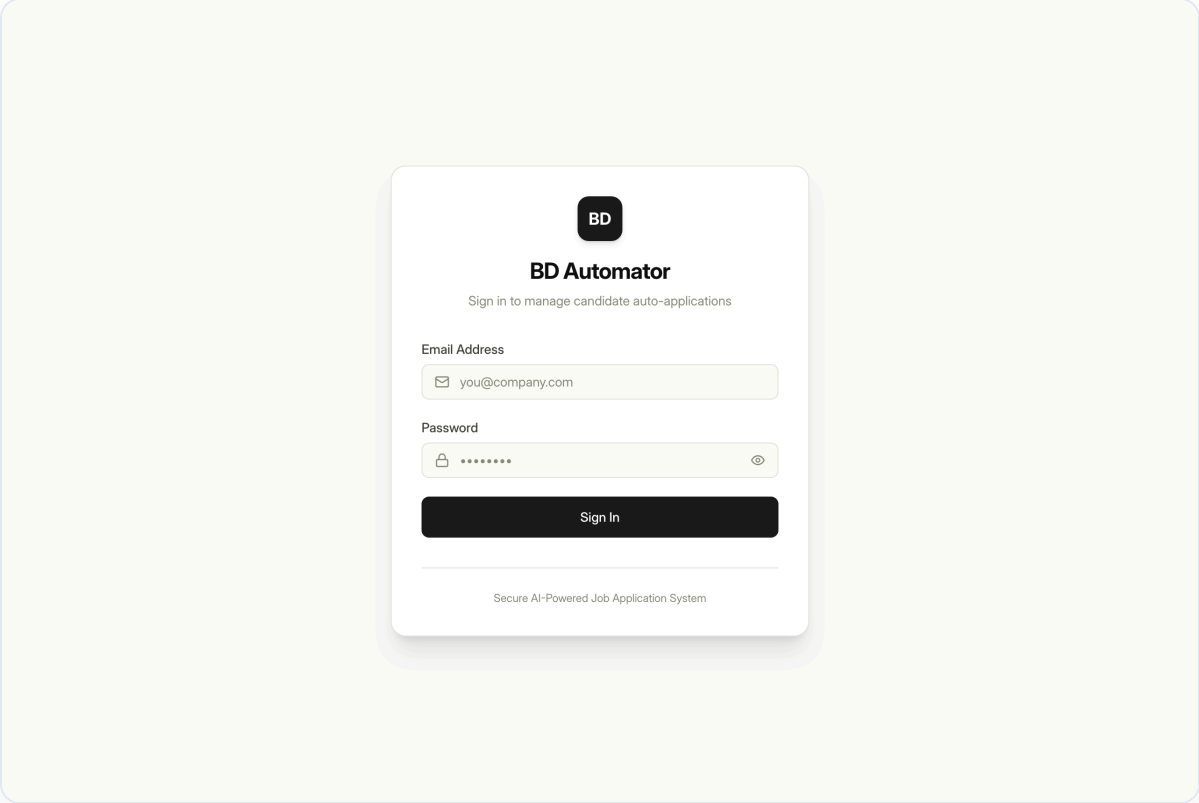
Your administrator has created a **BD Automator account** for you and emailed your sign-in details. Before you begin, make sure you have:

1. Your **login email and password** (from the account email we sent you).
2. **Google Chrome** installed (the BD Apply extension runs in Chrome).
3. The **BD Apply extension file** — `bd-apply-extension-v1.1.0.zip` — which we share with you directly.
4. For each candidate: their **résumé as a PDF** and, ideally, access to their **Gmail**.

> **How it works in one line.** You build a candidate's profile in BD Automator, then open a job's application page and let the **BD Apply** extension fill the form from that profile. You always review and click Submit yourself — the extension never submits for you.

2 Log in to BD Automator

1. Open Chrome and go to **https://bd-autoamation.mavericklabs.io**
2. Enter the **email** and **password** from your account email.
3. Click **Sign In**. You'll land on your dashboard.



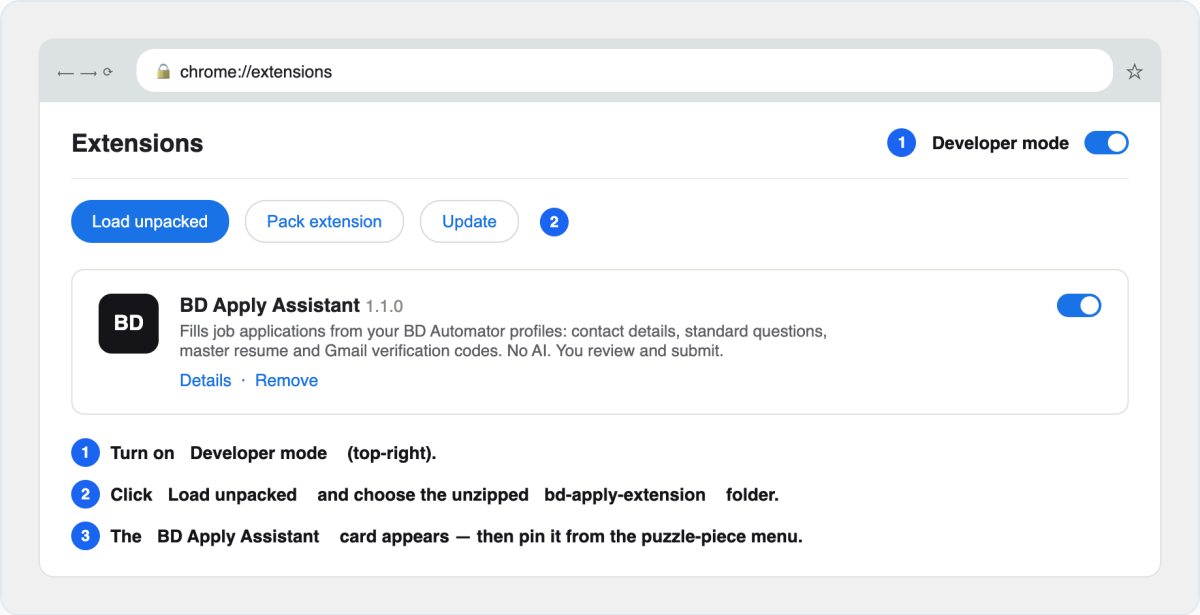
The BD Automator sign-in screen.

Keep your password private. If you ever get locked out, reply to your account email and we'll reset it for you.

3 Install the BD Apply extension

You only do this once. The extension is shared as a ZIP file (it isn't on the Chrome Web Store yet), so you load it manually:

1. **Unzip** `bd-apply-extension-v1.1.0.zip` to a folder you'll keep (e.g. Documents). You'll get a folder named `bd-apply-extension`.
2. In Chrome, go to **chrome://extensions** (type it in the address bar).
3. Turn on **Developer mode** (toggle, top-right).
4. Click **Load unpacked** and select the unzipped `bd-apply-extension` folder.
5. The **BD Apply Assistant** card appears. Click the puzzle-piece icon in Chrome's toolbar and **pin** BD Apply so it's always one click away.



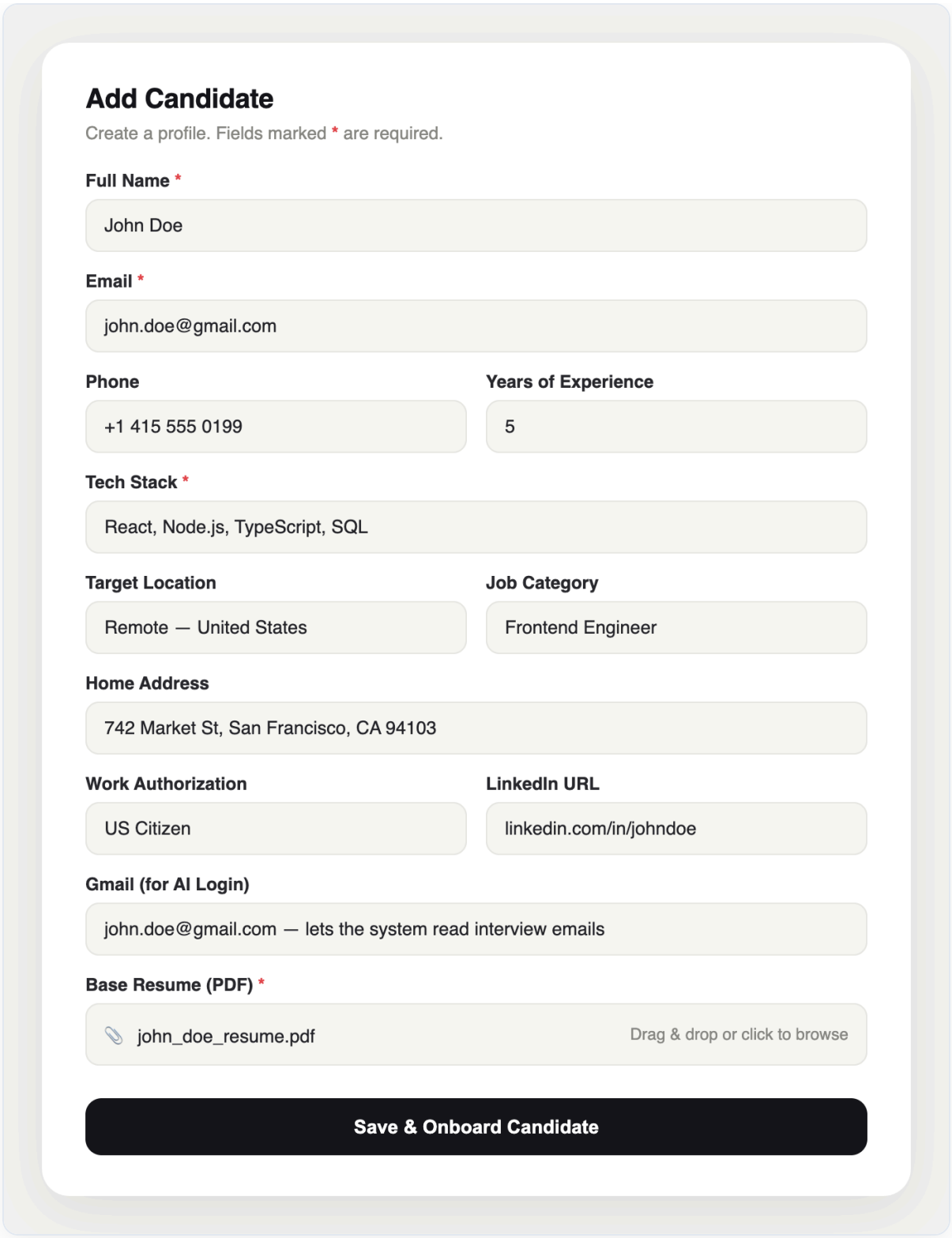
chrome://extensions — turn on Developer mode, then Load unpacked.

> **Don't delete the folder.** Chrome runs the extension from the folder you selected — if you move or delete it, the extension stops working. If we send an updated version, replace the folder and click the refresh icon on the extension card.

4 Create a candidate profile

Each person you apply for is a **candidate profile**. The extension fills job forms from this profile, so the more complete it is, the better the auto-fill.

1. In the left menu, click **Candidates**, then **Add Candidate** (top-right).
2. Fill in the profile. Fields marked * are required: **Full Name**, **Email**, **Tech Stack**, and a **Base Résumé (PDF)**.
3. Fill the rest too — phone, target location, years of experience, full home address, work authorization, job category, LinkedIn, and the candidate's **Gmail**. These make the auto-filled applications far more accurate.
4. Drag the **résumé PDF** into the upload box (or click to browse).
5. Click **Save & Onboard Candidate**.



The Add Candidate form — required fields are marked with a red asterisk.

Tech Stack *	The candidate's technologies, comma-separated (e.g. React, Node.js, SQL). Used to match relevant jobs.
Base Résumé (PDF) *	The master résumé. The extension uploads this file on application forms and reads contact details from it.

Home address & work auth	Used to fill address and work-authorization questions on application forms.
Gmail (for AI Login)	The candidate's Gmail — lets the system read interview replies and pull email verification codes during applications.

5 Connect the candidate's Gmail

Connecting Gmail lets BD Automator detect real interview invitations and lets the extension fetch **email verification codes** automatically while applying.

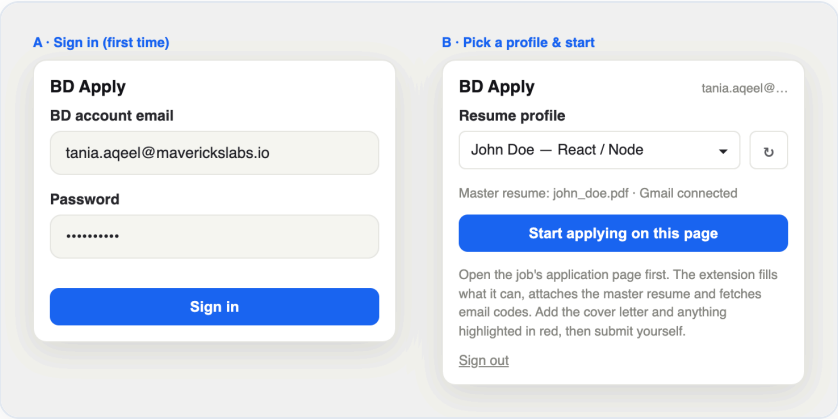
1. Open the candidate's profile page (click their name under **Candidates**).
2. Click **Connect Gmail**.
3. Sign in with that candidate's Google account and approve access.
4. When it shows **Gmail connected**, you're done.

> **Why it matters.** Some application portals email a verification code before you can continue. With Gmail connected, the extension reads that code and enters it for you. It only reads messages to detect applications and codes — nothing is sent on the candidate's behalf.

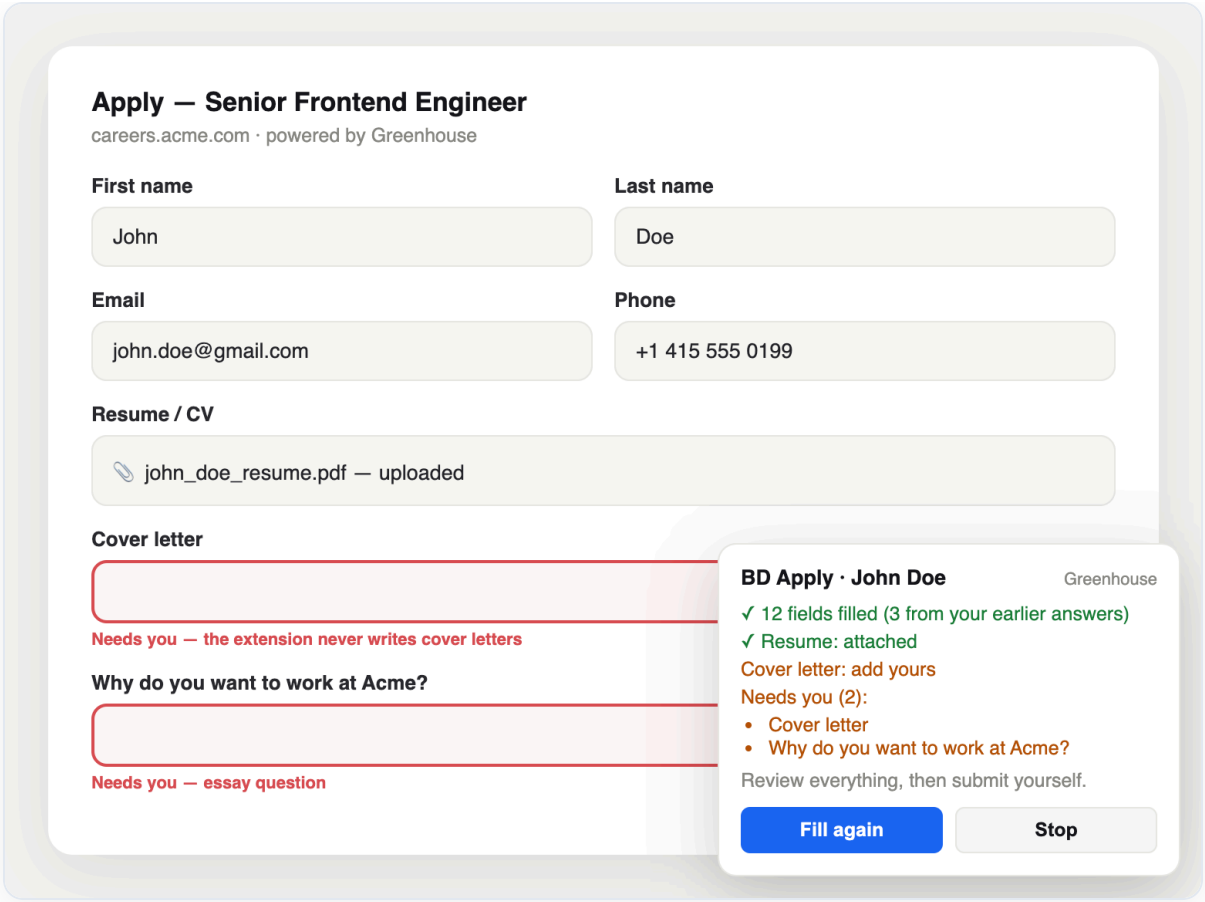
6 Apply to jobs with the extension

This is the day-to-day workflow. Open a job you want to apply to, get to its **application form**, then let BD Apply fill it.

1. On the job posting, click **Apply** so the actual **application form** is on screen.
2. Click the **BD Apply** icon in the toolbar. The first time, **sign in** with your BD Automator email and password (same as the website).
3. Pick the **résumé profile** (the candidate) from the dropdown, then click **Start applying on this page**.
4. Watch the panel at the bottom-right: it shows how many fields were filled, whether the résumé was uploaded, and **what still needs you**.
5. Fill anything highlighted in **red** — these are things the extension never writes, like the **cover letter** and "why us" essay questions.
6. **Review every field**, then click the site's **Submit** yourself.



BD Apply popup — sign in once (A), then pick a profile and start (B).



On the application page: filled fields, résumé attached, and what still needs you.

Two buttons to remember: Fill again re-runs on the current step (useful after a multi-step form loads the next page); **Stop** ends BD Apply for that tab.

> **You are always in control.** BD Apply never clicks Submit, Next or Apply, never writes cover letters or essays, and never runs inside a captcha. Always review before you submit.

7 Good to know & getting help

What BD Apply fills — and what it leaves for you

Fills automatically	Name, email, phone, LinkedIn, location, current company/title, school & degree, work authorization, sponsorship, clearance, relocation, start date, how-you-heard, EEO questions, and uploads the master résumé.
Leaves for you REVIEW	Cover letters, "why do you want to work here" essays, portfolio/GitHub links, and anything it isn't sure about — all highlighted in red.
Learns your answers	Anything you type by hand is remembered for that profile and filled automatically next time (never for essays or cover letters).

Tips

✓ **Open the application form first.** If BD Apply says "no application form on this page yet," click Apply so the real form loads, then press **Fill again**.

✓ **Complete the profile.** A full address, work authorization and résumé mean far fewer red fields to finish by hand.

✗ **Don't move or delete** the extension folder, and don't expect BD Apply to submit — that last click is always yours.

Need help?

Reply to your BD Automator account email with a short description (and a screenshot if you can). If a specific field won't fill on a site, note the site name and the field — that helps us fix it quickly.