

How to Add Users

This manual applies to:

<http://admin.prevueaps.com>

<http://admin.prevueaps.ca>

<http://admin.prevueapspro.com>

<http://admin.recruit4business.com>

Adding Users

Step One:

Login to the PrevueAPS Admin Area:

Enter **Username** and **Password**

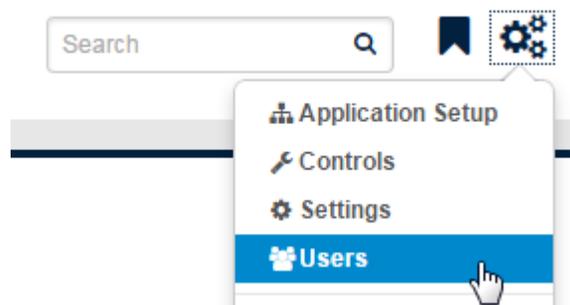
Username or Email:

Password:

[Forgot Your Password?](#)

Step Two:

Click on the gears icon in the top right and select “Users”.



Step Three:

Select which type of User you want to add to the system. Please see below for an explanation of each type of user.



Administrators- Are the main login to your system. These logins have unlimited access to all jobs, settings, and everything else in your account.

Managers-

Viewing – (formerly non posting managers) are only able to view jobs & applications assigned to their business unit. The only action they can take is to add notes to an applicant and this feature can be controlled in the User section.

Posting – Are allowed to view applications and jobs for the business units they are assigned. They also have the ability to add jobs and push them to job boards.

Non Posting – (All previous viewing managers have been changed to non posting managers) Are allowed to view and make changes to applications and jobs for the business units they are assigned. They do not have the ability to add jobs or push them to job boards.

Assigned User (formerly Screened Users) allow managers/users to login and view just the applications that you have assigned to them. You can assign users in groups of one or more on the jobs dashboard or assign them one at a time by viewing an application and going to the notes and history tab.

Step Four:

After selecting which level of User you want to add, click on the corresponding tab

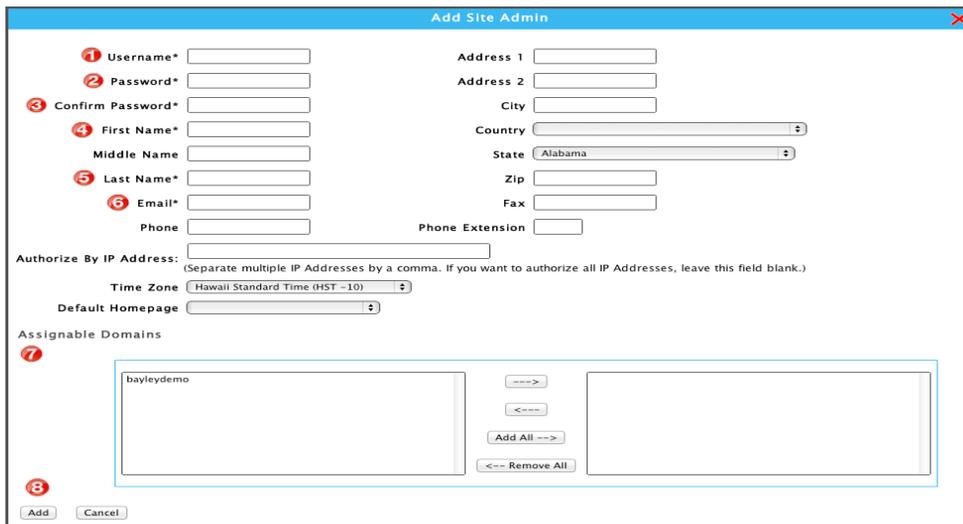


. Select the “**Green Plus Icon**” to populate the form. Depending on the level of User, a different form will populate. Please see below for specifics on adding each type of User.



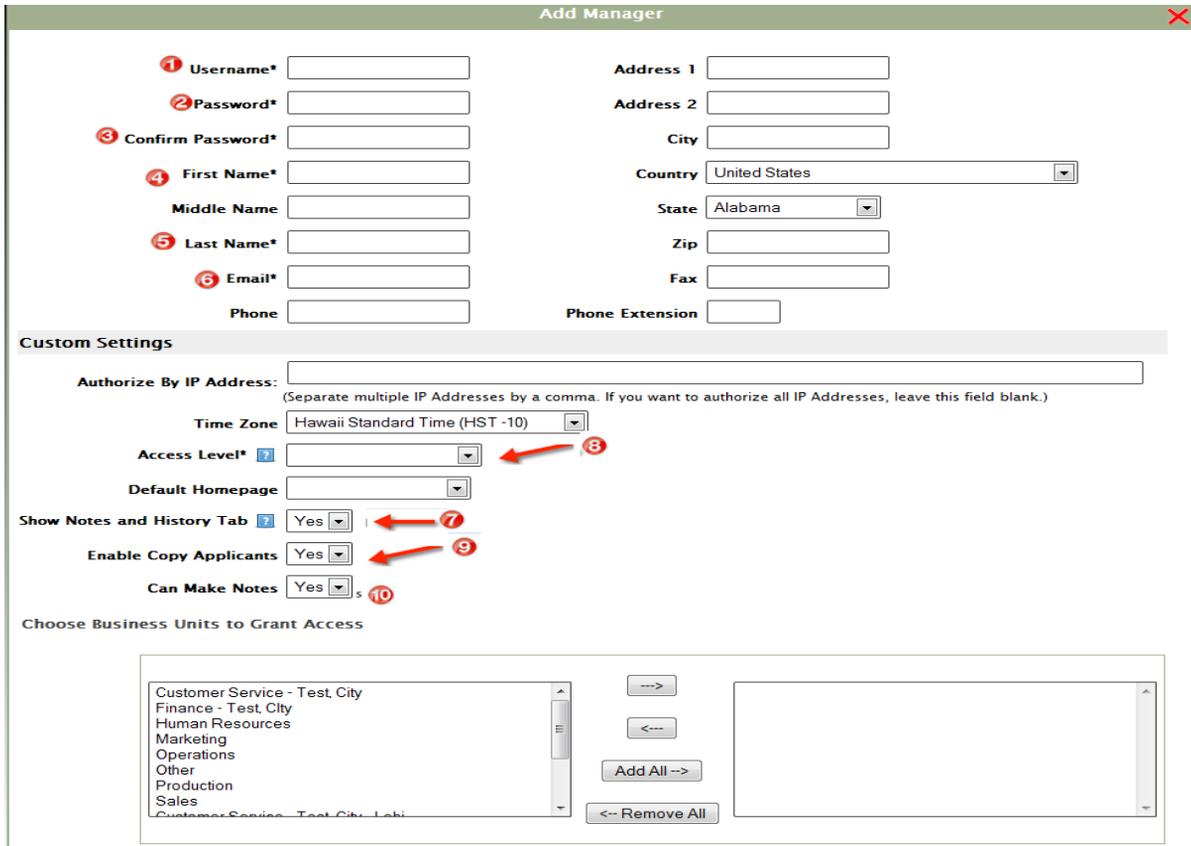
Complete the “**Add New User**” form. Please reference the screen shot below.

Adding an Administrator User:



1. **Username**- Each User is granted their own unique Username for the system. We recommend a first initial and last name.
2. **Password**- The User can change their password once they initially log in to the system.
3. **Confirm Password**- Ensure the password is typed in correctly.
4. **First Name**- This field is required; please ensure to type the Users first name.
5. **Last Name**- This field is required; please ensure to type the Users last name.
6. **Email**- PrevueAPSPRO uses the email address to re-set passwords; please ensure you are typing the Users correct email address.
7. **Assignable Domains**- Administrators have access to everything within the system, select the domain you would like the User to have access to.
8. By selecting “**Add**” you will save the new Administrator User.

Adding a Manager User:



The screenshot shows the 'Add Manager' form with the following fields and options:

- 1 Username***: Text input field.
- 2 Password***: Text input field.
- 3 Confirm Password***: Text input field.
- 4 First Name***: Text input field.
- Middle Name**: Text input field.
- 5 Last Name***: Text input field.
- 6 Email***: Text input field.
- Phone**: Text input field.
- Address 1**: Text input field.
- Address 2**: Text input field.
- City**: Text input field.
- Country**: Dropdown menu (United States).
- State**: Dropdown menu (Alabama).
- Zip**: Text input field.
- Fax**: Text input field.
- Phone Extension**: Text input field.

Custom Settings

- Authorize By IP Address:** Text input field with a note: (Separate multiple IP Addresses by a comma. If you want to authorize all IP Addresses, leave this field blank.)
- Time Zone:** Dropdown menu (Hawaii Standard Time (HST -10)).
- Access Level***: Dropdown menu with callout **8**.
- Default Homepage:** Dropdown menu.
- Show Notes and History Tab**: Yes/No dropdown with callout **7**.
- Enable Copy Applicants:** Yes/No dropdown with callout **9**.
- Can Make Notes:** Yes/No dropdown with callout **10**.

Choose Business Units to Grant Access

- Left list: Customer Service - Test City, Finance - Test City, Human Resources, Marketing, Operations, Other, Production, Sales, Customer Service - Test City, Labi.
- Buttons: -->, <--., Add All -->, <-- Remove All.
- Right list: Empty.

- 1. Username-** Each User is granted their own unique Username for the system. We recommend a first initial and last name.
- 2. Password-** The User can change their password once they initially log in to the system.
- 3. Confirm Password-** Ensure the password is typed in correctly.
- 4. First Name-** This field is required; please ensure to type the Users first name.
- 5. Last Name-** This field is required; please ensure to type the Users last name.
- 6. Email-** ApplicantPro uses the email address to re-set passwords; please ensure you are typing the Users correct email address.
- 7. Show Notes and History Tab-** When this user is viewing an applicant's information about a certain application, this will disable all access to the notes and history tab.
- 8. Access Level-** See User descriptions above in step three.
- 9. Enable copy Applicants** – User can copy applicants to a different job.
- 10. Can Make Notes & Choose Business Units to Grant Access-** Allows users to make notes in the system. Select which departments this manager will have access to view applicants for.

By selecting “Add” you will save the new Manager User.

Adding an Assigned User: This option must be enabled by your account manager or support

Add Assigned User ✖

<p>1 Username* <input type="text"/></p> <p>2 Password* <input type="password"/></p> <p>3 Confirm Password* <input type="password"/></p> <p>4 First Name* <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>5 Last Name* <input type="text"/></p> <p>6 Email* <input type="text"/></p> <p>Phone <input type="text"/></p>	<p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>State <input type="text" value="Alabama"/></p> <p>Zip <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Phone Extension <input type="text"/></p>
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Custom Settings

Authorize By IP Address:
(Separate multiple IP Addresses by a comma. If you want to authorize all IP Addresses, leave this field blank.)

Time Zone:

Show Notes and History Tab 7

Show Other Jobs the Applicant Has Applied to* 8

Can Make Notes

- 1. Username-** Each User is granted their own unique Username for the system. We recommend a first initial and last name.
- 2. Password-** The User can change their password once they initially log in to the system.
- 3. Confirm Password-** Ensure the password is typed correctly.
- 4. First Name-** This field is required; please ensure to type the Users first name.
- 5. Last Name-** This field is required; please ensure to type the Users last name.
- 6. Email-** ApplicantPro uses the email address to re-set passwords; please ensure you are typing the Users correct email address.
- 7. Show Notes and History Tab-** When this user is viewing an applicant’s information about a certain application, this will disable all access to the notes and history tab.
- 8. Show Other Jobs the Applicant Has Applied to & Can Make Notes-** When an Assigned User is viewing a particular applicant on the applicant information page, if this option is marked “Yes” the User will be able to view any/all other jobs the applicant has applied to. The User will only be able to view very basic information about the applicant because the User is not assigned to that department. Ability to make notes can be controlled here.
- 9.** By selecting “Add” you will save the new Assigned User.

Helpful Hint: If a User ever leaves your company and you want to deny them further access in to the system, click on the red arrow icon next to their name.