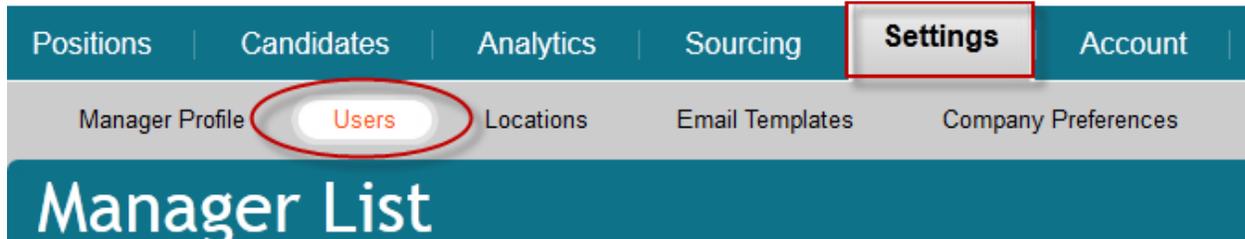




Adding and Managing Users in your Chequed.com™ Account

Accessing the Users Page in your Chequed.com™ Account

As a System Administrator it's very easy to access a list of all available users in the system. To begin, select SETTINGS in the navigation toolbar at the top of your screen and select USERS.



You are now in the MANGER LIST page where the users for your account are listed. Here you can view all users in the system and what type of user they are. You can also use this page to invite more users into the system.

Manager List

Mouse over the magnifying glass to see Manager options.

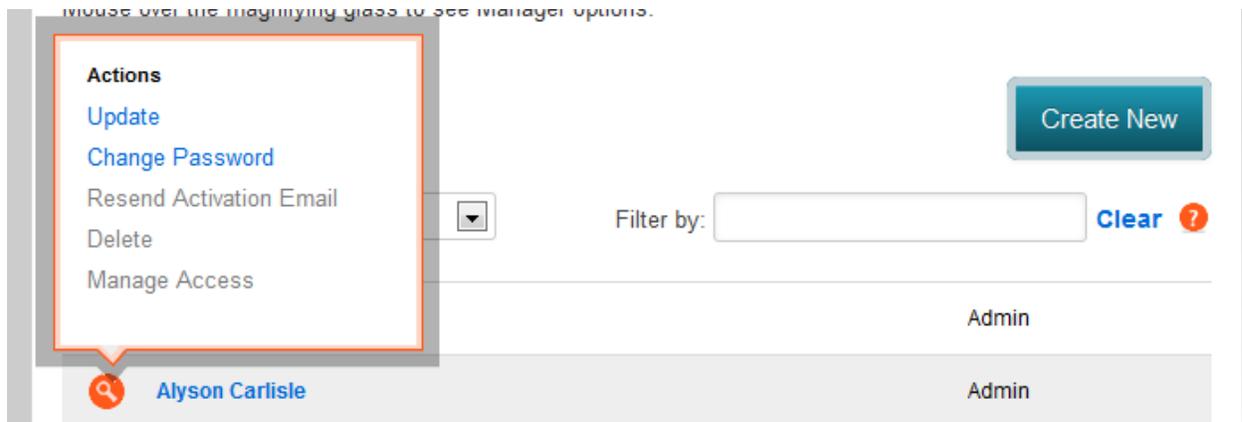
Mouse over the magnifying glass to see Manager options.

Create New

Sort: Create Date Filter by: Clear ?

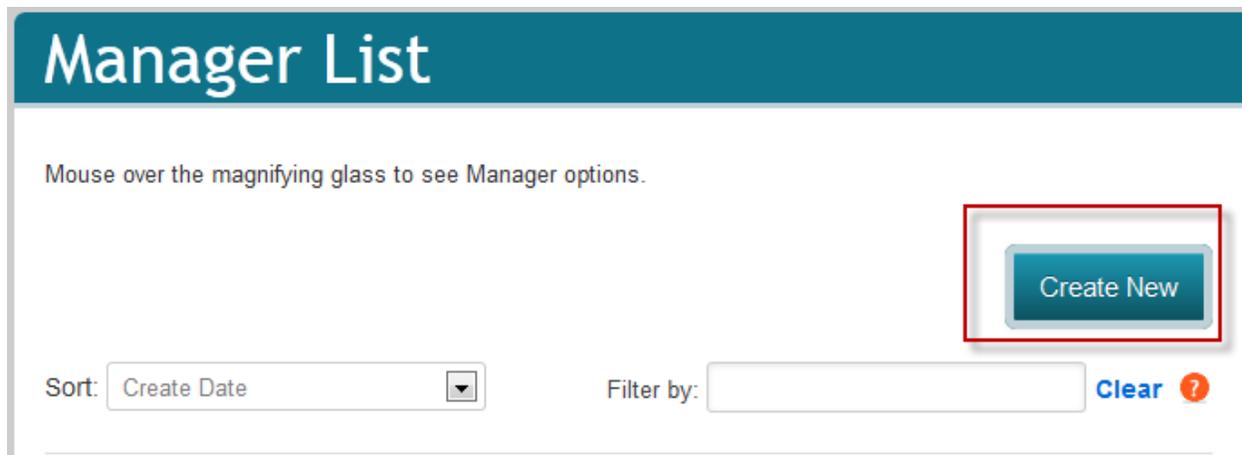
 Jason P. Owens	Admin
 Alyson Carlisle	Admin
 Stephanie OBrien	Admin
 Ryan Schultz	Admin
 Elizabeth Collier	Admin

The orange magnifying glass next to each user's name unlocks additional controls for that user including sending reminder emails to users you invited and updating their information. The controls you have access to for that user will be blue.



Adding Users to your Chequed.com™ Account

To begin, click on the blue CREATE NEW button.



You are now in the CREATE MANAGER page. From here you just need to fill out the required information for the manager. If there is information you don't know the system will accept N/A. **YOU MUST USE A VALID EMAIL ADDRESS.**

Personal Information

First Name *

Last Name *

Job Title *

Job Category * ▼

Kind ▼

*Fields with * are required.*

When you are finished make sure to click SAVE at the bottom of the screen to send the invitation email to the new user.

ChequedReference™ Settings

Notify when a ChequedReference™ report for a candidate that I have invited is available.

Notify when a ChequedReference™ report for a candidate that I have access to is available.

Save

Cancel

Monitor the status of the invited user via the MANAGER LIST page.