Chameleon i

Introducing the Admin panel

The first user to sign up to Chameleon-i is automatically assigned administrator rights and will have access to the Admin panel (unless you specify otherwise). Permission will need to be set for each subsequent user to have access to the Admin panel.

Admin: Company tab

From the company screen you can add your company details; define company wide settings as well as access your account details and purchase user accounts and modules.

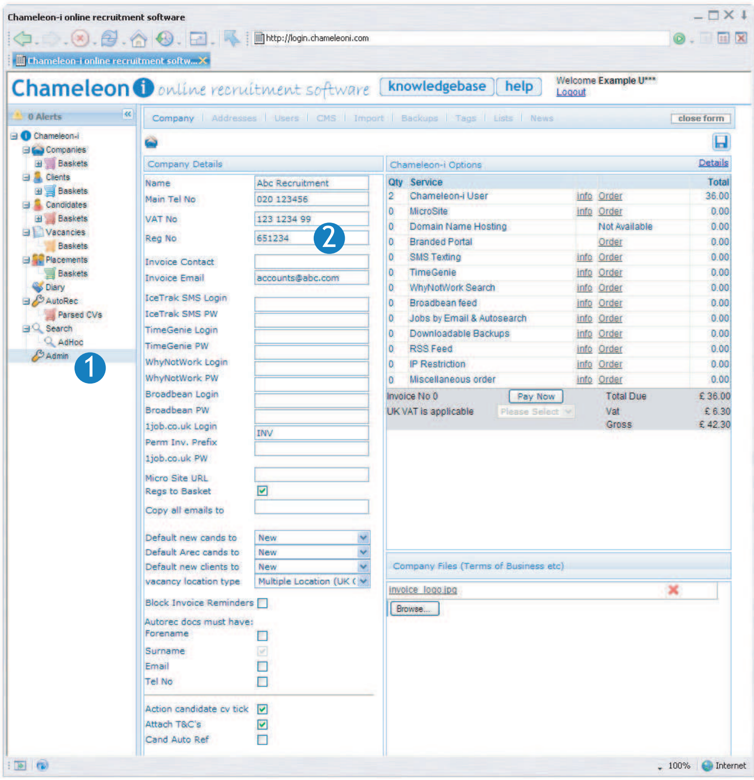
1. Select **Admin** from the Smart Navigation and you will land by default on the **Company** page.

   Tip: If you don't have Admin displayed in your Smart Navigation speak to your Chameleon-i administrator about adding permission.

2. Add your company details (a requirement of our terms and conditions).

   Complete the fields: Company name; Main Telephone number, VAT and company registration number as well as the Invoice contact and Email address.

   Tip: Make sure you save any changes by pressing the **save** icon at the top-right of the screen.



Company-wide settings

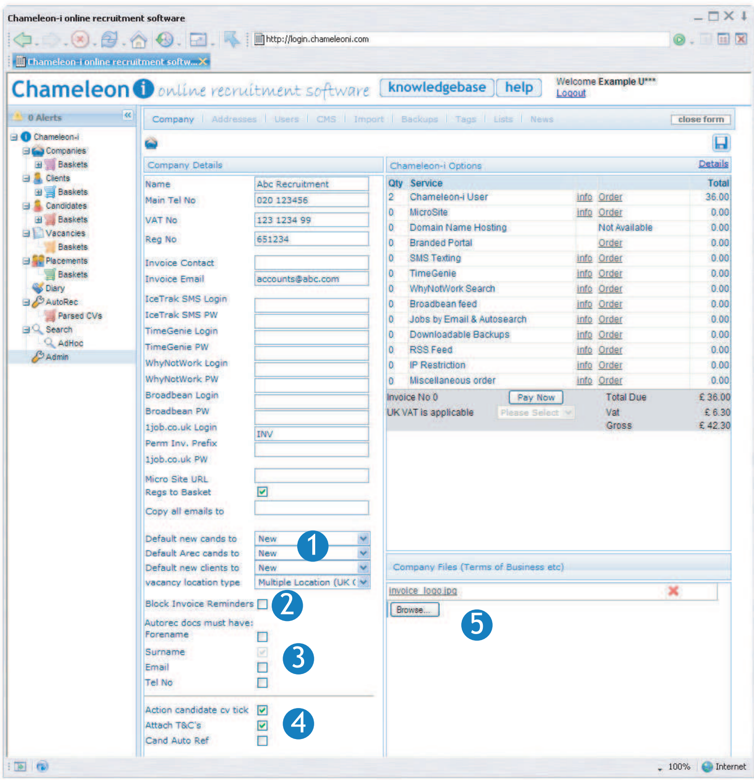
1. **Default priority filter settings**
   A company-wide priority filter setting for records uploaded manually or using the auto-recognition feature. Records are displayed in corresponding colours within the quick search grids depending on the priority that is selected.

2. **Block invoice reminders**
   Turn off the Emailed invoice reminders by ticking this tickbox. Just don't forget to pay the invoice or your account will be suspended!

3. **Auto-recognition must have's**
   From the **Admin - Company** page you can also set your preferences for CV auto-recognition. Select the terms that must be searched for, CVs will be rejected if the terms aren't then found in CVs uploaded by auto-rec.

4. **Send documents default option**
   When ticked, these settings define if the original CV and documents are attached to outgoing Emails by default.

5. **Company documents**
   Store your company documents so they can be used as attachments for Emails sent through Chameleon-i ie. Terms of business or privacy statements. Use the 'Browse' button to search for and upload the files.



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Need to add new users, or extra modules?

It's easy and flexible with our self-service, pay-as-you-go area located in the Admin panel under the Company tab.

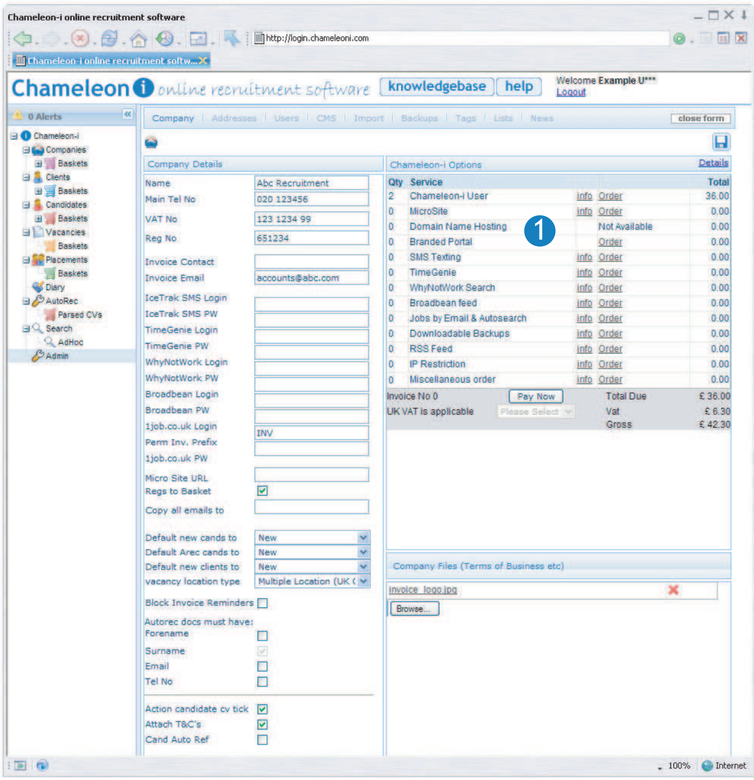
Admin - Company tab

1 Select **Admin** from the smart navigation and on the **Company** screen you will see the Chameleon-i options section.

Chameleon-i options
This section provides an at-a-glance summary of your next invoice and due date. Also information about the modules and an **Order** button to purchase extra user licenses or pay-as-you-go modules.

You will receive an automatic email notification when your account is due, and this will also be displayed in the Admin panel. The backups module will be disabled until the account is settled which must be within 14 days of the invoice date. If your account goes over the 14-day period it will be suspended and a reactivation fee will apply.

When your invoice is due a **Pay now** button appears. Select the **Pay now** button and you will be transferred to HSBC's Secure ePayments server where you can safely enter your credit or debit card details. Once the information is submitted your account will be marked as paid.

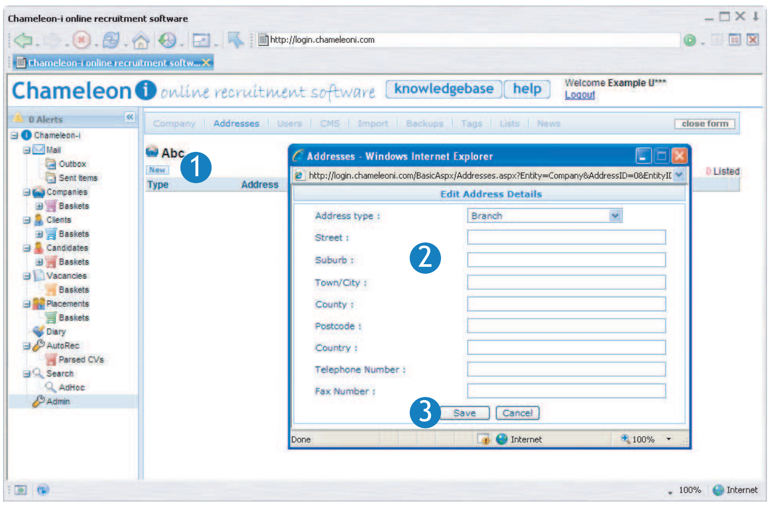


Admin - Addresses tab

1 From the **Address** screen, select the **New** button to add your company addresses (a requirement of our terms and conditions).

2 Complete the details in the Addresses pop-up window.

3 Press **Save** to continue.



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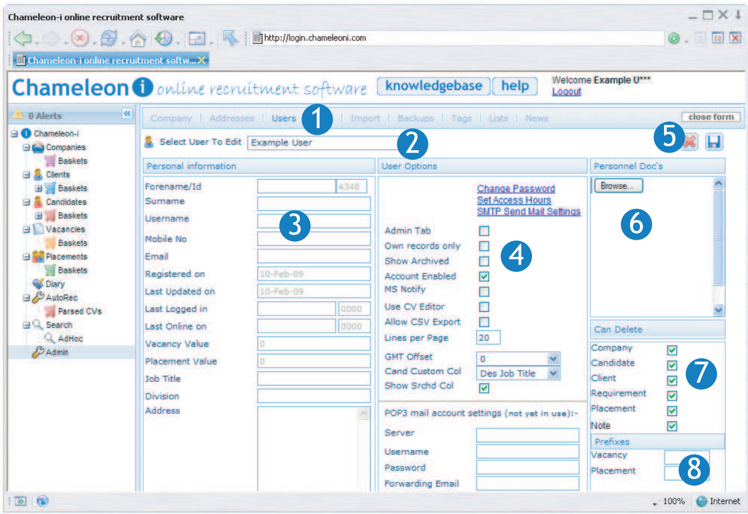
Admin - Users tab

From the Users tab you can control individual user accounts and assign user-specific settings.

Admin: Users tab

From the users screen you can edit the personal settings for each user account. Set up permission for using selected features, set access hours, and rights to delete records.



1. Select **Admin** from the Smart Navigation and choose **Users** from the menu.

   Tip: When you purchase new user licenses, Chameleon-i will automatically create a blank account. Using the drop down box marked **select user to edit**, select 'New User' and update the details ensuring you save the changes.

2. Select the user you wish to update from the drop down box at the top of the screen.

3. Complete the personal information for each of the users in your company. Ensuring you **save** each user individually.

User options

4. **User options**
   This section allows you to change password details and set access hours for users and set up SMTP details for Email.

   The tickboxes enable you to:
   1. Set access to the admin panel.
   2. Set whether users can view all company records or their own records only.
   3. Display archived records.
   4. Disable accounts so that access is denied.
   5. Set users to receive notifications of registrations/applications from an integrated website.
   6. Enable online CV editing (must have Word plugin installed).
   7. Export contact information to Excel (.CSV file) from a basket.

   Lines per page
   Enter a value that will display the number of search results for candidate, client, company, vacancy and placement grids. The maximum value for this field is 60.

   GMT Offset
   For overseas customers to ensure the time zone is set for local time.

   Cand Custom Col
   Allow you to set the information that is displayed

5. **Removing user licenses**
   Select the user from the drop down list and press the **delete user** icon in the top right hand corner. You can either delete the records associated with the user account or re-assign them to another user that you specify.

6. **Personnel Documents**
   Store documents for each user ie. Contract of employment or references. Use the 'Browse' button to search for and upload the files.

7. **Can delete**
   When ticked, this provides users with the option to delete the relating records.

8. **Prefixes**
   When creating Vacancy and Placement Records, the prefixes entered here will be used to create an auto incrementing reference number, ie. EU001, EU002..

   These can be set so they are unique to individual users or if they are repeated for other users in a company then the reference number will increase across the whole group.