

Quick start guide

Welcome to Chameleon-i online recruitment software. Use this quick start guide to learn how to get to grips with the functions offered by Chameleon-i. For more detailed information please refer to the knowledgebase which is available at: www.chameleoni.com/knowledgebase.aspx

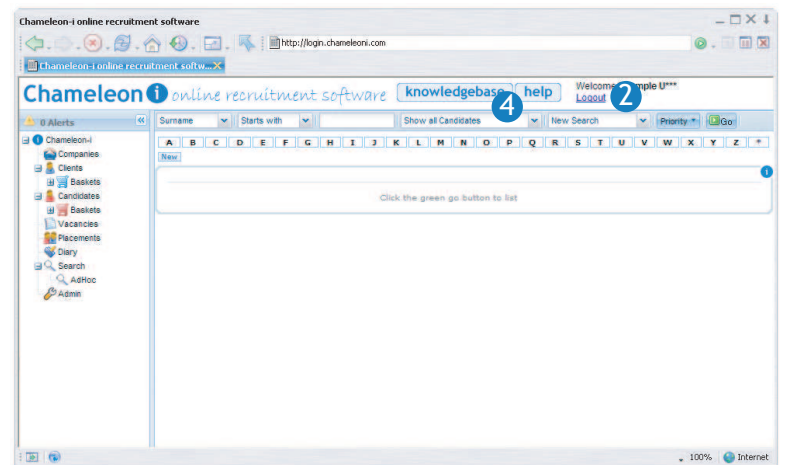
To access your account

- 1 Open www.chameleoni.com and the Chameleon-i home page will load.
- 2 Select the **LOGIN** button which can be found at the top-right of the screen.
- 3 When you reach the login screen you will need to enter your unique login and password and press the login button.
- 4 We recommend you enable pop-ups in your web browser so you can view all the screens within Chameleon-i. Need help to do this? Visit www.chameleoni.com/popups.aspx.



Chameleon-i recommendations

- 1 To ensure the best functionality and performance from Chameleon-i we recommend you use the latest version of **Internet Explorer** or **Firefox** browser.
- 2 When logging out, we recommend you use the Logout button, rather than the browser close function for added security.
- 3 Save us to your favourites or create a shortcut to Chameleon-i on your desktop for easy access. Visit www.chameleoni.com/knowledgebase/create_shortcut.pdf for details.
- 4 We provide free online customer support, use the **Help** button at the top of the screen in Chameleon-i to ask us any questions that you may have. This will open up a real-time conversation with our support team who will be happy to help answer any of your questions.



Candidate landing page

Each time you login to Chameleon-i the landing page will default to the candidate screen. From here you can access the following:

1 Smart navigation

Easily find your way around using the main menu found on the left of your screen. This menu contracts and expands providing an instinctive way of navigating the hierarchical information and your natural movement through the software. It also supports the history system and baskets.

2 History system

As you open contact records and move between screens you will find your actions mirrored within the smart navigation. This clever history system will display your recently viewed records keeping them close to hand and saving you the time of repeating recent searches. Select **Close form** from the contact record to remove it from the history system or select the **Close all** button located next to the alerts.

3 Quick search

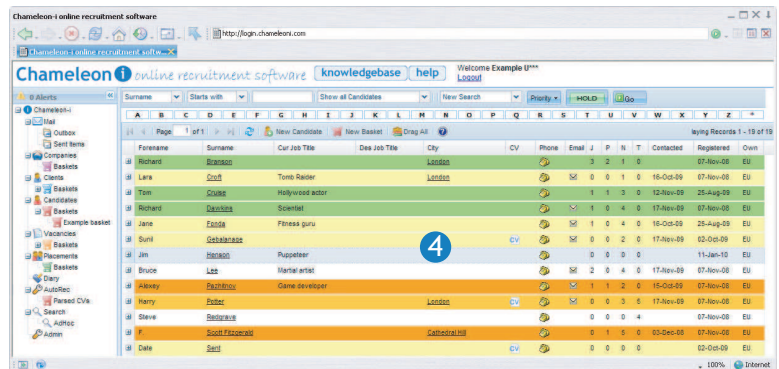
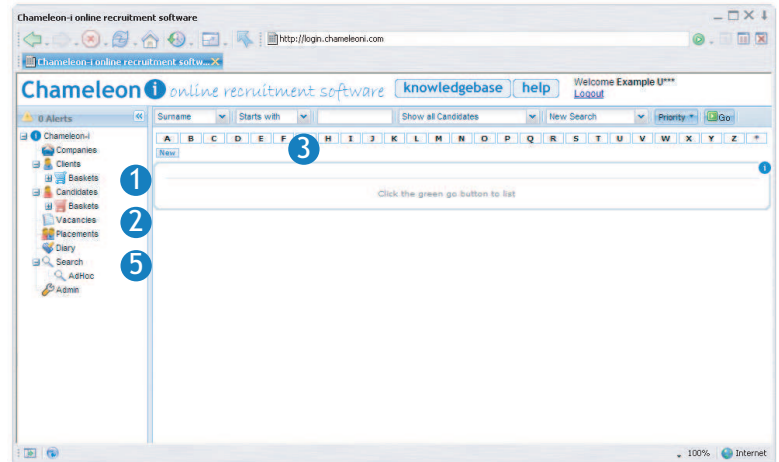
Quickly search your contacts which are displayed in the quick search grids. A-Z quick-start letters allow you to jump straight to matching results.

4 Results grids

Search results are displayed in the results grids. They are fast loading with selectable pages and an advanced grid-sorting feature. A single click opens the full record of choice. Set the number of results displayed (20-60) in the Admin panel under the users tab.

5 Baskets

Baskets provide flexible containers for your contacts and allow you to micro-manage your database. Create contact lists, for example your hot prospects, bulk marketing lists, candidates for short-listing or to bulk assign Tags and priorities.



What should you do next?

1 Visit the knowledgebase

The knowledgebase is a self-service resource where you can access step-by-step guides to help you use the features found in Chameleon-i.

The knowledgebase can be accessed from the top of the screen in Chameleon-i or at the following link:

www.chameleoni.com/knowledgebase.aspx

2 Sign up for our free online training

Join us for a guided tour of the product. This is a group session that allows you to see our representatives screen as they discuss how to use the features in Chameleon-i effectively. You will need to dial into a conference call to hear our representative and this will provide a forum for asking any questions you may have.