

Quick Start User Guide

Add a New Hiring Manager User

Prepared By: Reach Support

Strictly Commercial in Confidence





1. Add a new Hiring Manager

To create a new Hiring Manager click the **Settings** button to open the **Account User Listing** then:

- 1. Click Add New User
- 2. Fill in the User Details text boxes (see figure 1)
- 3. Set the User Role to Basic User
- 4. Tick the manager's permissions in Access Rights (i.e. Screening, Request Job, Approve Job)
- 5. Click Save & Return

Figure 1: Add New Hiring Manager User

User Details		User Role	
First Name Jack		Role O HR Admin Basic User	
Email Address	jackhawkins@acme.com	Access Rights	
Job Title	Branch Manager	Screening Request Vacancy	 ✓
Phone Number Mobile Number	0161 779 1733	Approve Vacancy	
	Conservations.		
			🖛 Discard & Go Back 🖌 🖋 Save & Return

You can grant Hiring Managers any of three access permissions:

- Screening to process candidates for vacancies that have been assigned to them by HR
- Request Vacancy to submit job requisition forms for approval
- Approve Vacancy to grant authority to approve requisition forms for their staff

The user will now be shown in the Account User Listing.

2. Email the new user their password

To email the password to the new user:

- 1. Click the user name in the Account User Listing
- 2. From the options bar click Email Password



The temporary password will be emailed to the User immediately.

ID First Name Lest Name Email Type Login 15 Amanda Clark demo@acme.com HR Admin © Enabled 16 BMETC Manager support@reach-ats.com Basic User © Enabled 123 Dave Harris dave@acme.com Basic User © Enabled 42 Isaac Dickson support@reach-ats.com Basic User © Enabled 28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin © Enabled 27 Kevin Dalton testmyapplication@yahoo.co.uk Basic User © Enabled 101 Richard Halstead richard@aol99.com Basic User © Enabled Imail Password Imaile Login © Remove	So Osers					- Addition Osti	
15 Amanda Clark demo@acme.com HR Admin Image: Enabled 116 BMETC Manager support@reach-ats.com Basic User Image: Enabled 123 Dave Harris dave@acme.com Basic User Image: Enabled 124 Isaac Dickson support@reach-ats.com Basic User Image: Enabled 28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin Image: Enabled 27 Kevin Daton testmyapplication@yahoo.co.uk Basic User Image: Enabled 101 Richard Halstead richard@aol99.com Basic User Image: Enabled 101 Richard Maloney perturn@monail.com Basic User Image: Enabled	ID	First Name	Last Name	Email	Туре	Login	
116 BMETC Manager support@reach-ats.com Basic User © Enabled 123 Dave Harris dave@acme.com Basic User © Enabled 42 Isaac Dickson support@reach-ats.com Basic User © Enabled 28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin © Enabled 27 Kevin Daton testmyapplication@yahoo.co.uk Basic User © Enabled 101 Richard Halstead richard@aol99.com Basic User © Enabled Image: Edit Image: Email Password Maloney return@monail.com Basic User © Enabled	15	Amanda	Clark	demo@acme.com	HR Admin	Enabled	
123 Dave Harris dave@acme.com Basic User © Enabled 42 Isaac Dickson support@reach-ats.com Basic User © Enabled 28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin © Enabled 27 Kevin Dalton testmyapplication@yahoo.co.uk Basic User © Enabled 101 Richard Halstead richard@aol99.com Basic User © Enabled 101 Richard ¥ Disable Login © Remove ?	116	BMETC	Manager	support@reach-ats.com	Basic User	Enabled	
42 Isaac Dickson support@reach-ats.com Basic User Senabled 28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin Senabled 27 Kevin Dalton testmyapplication@yahoo.co.uk Basic User Enabled 101 Richard Halstead richard@aol99.com Basic User Enabled Image: Edit Image: Email Password Maloney return@monail.com Basic User Enabled	123	Dave	Harris	dave@acme.com	Basic User	🔮 Enabled	
28 Jenny Reeve testmyapplication@yahoo.co.uk HR Admin Image: Constraint of the straint of the s	42	Isaac	Dickson	support@reach-ats.com	Basic User	📀 Enabled	
27 Kevin Dalton testmyapplication@yahoo.co.uk Basic User Image: Enabled 101 Richard Halstead richard@aol99.com Basic User Image: Enabled Image: Edit Image: Email Password Image: Enabled Image: Email Password Image: Email Password 25 Rvan Maloney return@monail.com Basic User Image: Enabled	28	Jenny	Reeve	testmyapplication@yahoo.co.uk	HR Admin	📀 Enabled	
101 Richard Halstead richard@aol99.com Basic User Image: Comparison of the comparison of th	27	Kevin	Dalton	testmyapplication@yahoo.co.uk	Basic User	😔 Enabled	
Edit Email Password Solution Email Password Enable 35 Ryan Maloney return@omail.com Basic User Enabled	101	Richard	Halstead	richard@aol99.com	Basic User	Enabled	
35 Ryan Maloney return@mmail.com Basic liser C Enabled	Edit	Email Password	💥 Disable Login	Co Remove			
Totallogginalization Date and Charles	35	Ryan	Maloney	return0@gmail.com	Basic User	Enabled	
104 Tina Lawson info@reach-ats.com Basic User 🧿 Enabled	104	Tina	Lawson	info@reach-ats.com	Basic User	📀 Enabled	
	-						

Figure 2: Email Password

The user can change their password as soon as they have logged by using the **Change Password** tool in **Preferences**.

Figure 3: Change password via the Preferences button

🥥 reach ATS	Dashboard	Candidates Vacancies Libraries Talent Bank	Reports Settings	Preferences 🔅 🛛 Sign Out 🔎		
	a Account Use	ers 🛛 🚨 <u>Agencies & Users</u> 🖉 CRB Managers				
	Age	User Preferences X				
	🔓 Agency	My Profile Password Change Wallp	aper			
	First Nam	Please complete the following fields	Iser			
	1D 12	Current Password				
	🗱 Disa	New Password	Enter your new password. 8 characters or more.			
	13					
		Chan	ge Password	e & Return		
			Save & Close Preferences			