Lunchtime Webinar

Top tips – User Management

Wednesday, 12 September 2018

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West Midlands EMPLOYERS
PEOPLE & LEADERSHIP SOLUTIONS

Agenda

1 **Password resets**

2 **Can't find a user?**

3 **New user creation tips**

4 **Assigning roles to a new user**

5 **Questions**

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How to reset a password

1

A user can request a reset themselves

2

Local system administrators can change this

How to reset a password 🔑

A user can request a reset themselves
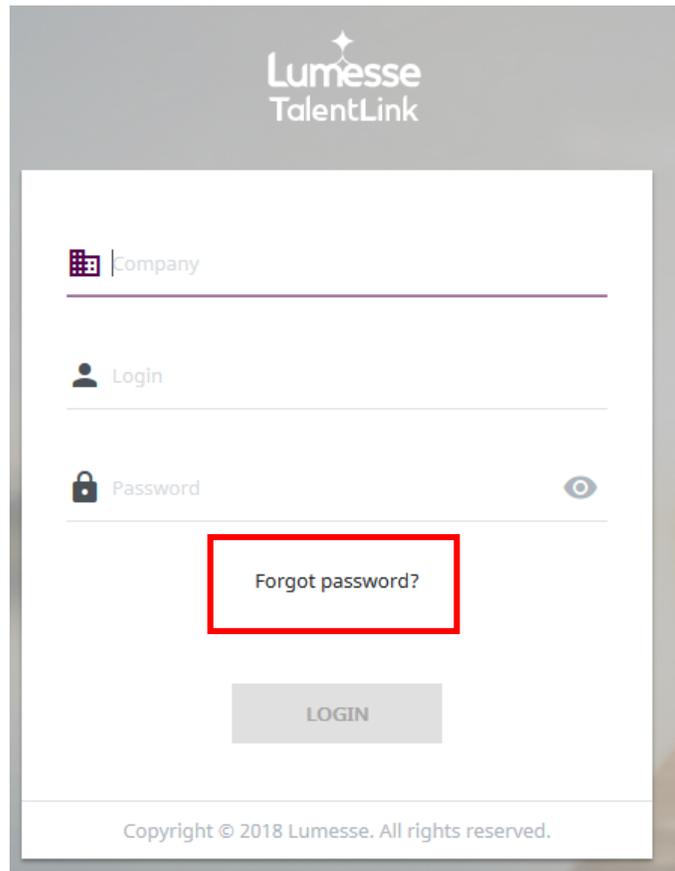
Please note the company name is case sensitive, therefore it must be entered exactly as it displays below.

PASSWORD MANAGEMENT

Forgot password?
In order to authenticate who are you, we must send you an email to the email address provided for your account.
In this email you will find a link you must click to authenticate.
The Company Name is case sensitive.

Company Name: **WM Jobs**

E-mail: m.kang@wmemployers.org.uk

SUBMIT   CANCEL

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Local system administrators can change this

MANAGE USER PASSWORD   ✕

User	Kang Melissa
Email	m.kang@wmemployers.org.uk

Change Password

New Password *   [   ]   Password Rules

Confirm Password *   [   ]

SAVE   CANCEL   * Required Field

⚠ **ALERT**

Password rule broken: password is forbidden.

OK

The password entered matches the current password, so you will need to enter a different password.

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Can't find a user?

What type of user are you trying to find

USER MANAGEMENT

ADVANCED PORTAL   MANAGER SELF SERVICE PORTAL   EMAIL CONTACT

Tip: Its always best to ensure you search on all portals.

Users in Organisation 🔍 ▼

(2 3 A B C D E F G H I J K L M N O P Q R S T U V W Y Active users Inactive Users

Advanced Search

Make sure you are searching under the correct user portal.

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What organisation the user sits under

USER MANAGEMENT

| ADVANCED PORTAL | MANAGER SELF SERVICE PORTAL | EMAIL CONTACT |

Users in Organisation 🔍 Best Practice Organisation ▾

A B C D E F G H I J K L M N O P R S T U V W Y Active users Inactive Users

Advanced Search

If you have filtered your search by 'Organisation', does this user sit under this organisation?

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Is the user account active?

USER MANAGEMENT

ADVANCED PORTAL   MANAGER SELF SERVICE PORTAL   EMAIL CONTACT

Users in Organisation 🔍 Associate Opportunities ▾

A B C D G H K L M O P R S T U W Active users Inactive Users

Advanced Search

User status   Inactive   Enable User

☐ User must change password at next logon

☐ Mobile Access

If a user has been disabled, they will not appear in the 'Active users' list – they will appear as 'Inactive'. You can search inactive users, by selecting 'Inactive' on the User Management screen.

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What criteria are you searching on?

USERS   ✕

First Name	Last Name	User Login	Email Address	Department

CLOSE   **CLEAR**   **SEARCH**

If you are using 'Advanced Search' to find your user, you may need to think about the criteria you are using to search. Try a few different variations, entering part information, i.e. just a first name will expand your search results.

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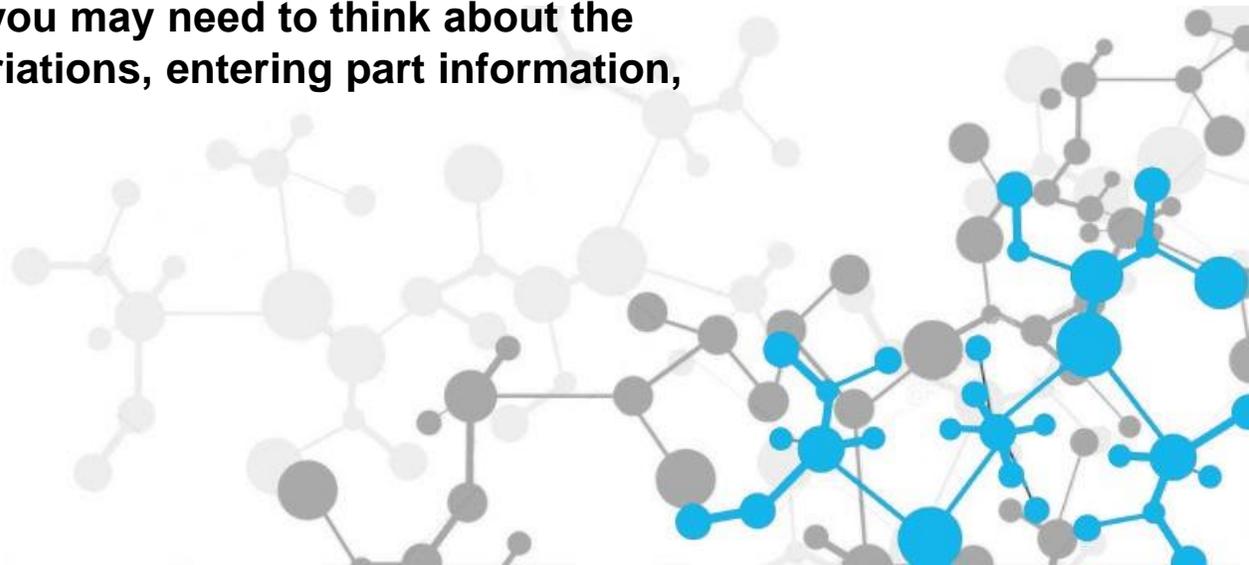
Add a role straight away

Assigned Roles			
Action	Role	Company/Organisation	Expiration Date (if any)
	Basic access	Corporate Library	(dd/mm /yyyy)

COPY USER PROFILE   ASSIGN ROLE

When you first create a user account, the role Basic Access to Corporate is automatically assigned. If this role isn't required, please ensure a new role is added before this role is deleted.

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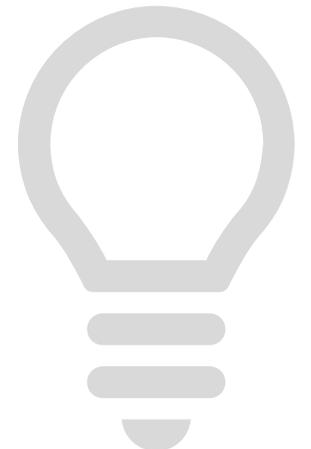
New user creation tips

Username and/or email address already exist

ALERT

Sorry, a user already exists with that email address.

OK

This means the user already has an account, so you will need to search for this record. Once found the record can then be updated.

This doesn't necessarily mean the account already exists, so you will need to enter a new username.

ALERT

This login already exists. Please enter another one.

OK

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What roles should I assign to a new user?

What roles should I assign to a new user?

Modified on: Tue, 27 Feb, 2018 at 12:32 PM

We understand that allocating roles to users within the system can sometimes be complex, so we have put together several Standard User Role Guides which outline the basic roles for the following users and a brief explanation of what each role does;

Local System Administrators
Managers
Recruiters

We have also put together a **Reporting** Standard User Role Guide which will outline what roles you'll need for the type of reports you wish to run from your system.

📄 Standard Use... (190 KB)	📄 Standard Use... (197 KB)
📄 Standard Use... (189 KB)	📄 Standard Use... (190 KB)

Did you find it helpful?   Yes - No

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[**Click here**](#) **to view the Service Centre page**
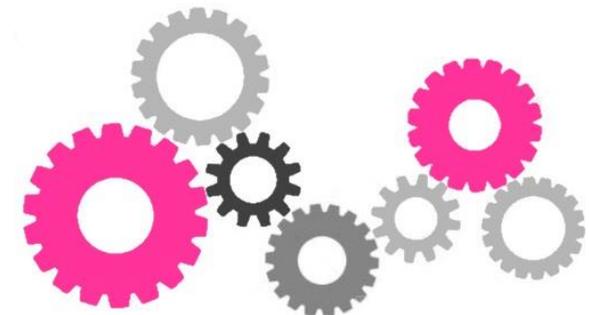
Solution home / FAQ's (2018) / User Management Resources

What access does each role give?

Modified on: Tue, 27 Feb, 2018 at 12:30 PM

To help allocate roles to your users within Talentlink, we have included a **Roles and Rights Matrix** provided by Lumesse which outlines each of the roles available within Talentlink and what rights are attached to that particular role, i.e. what your user will be able to view/action on the system.

Roles _ Righ...
XLS (5.74 MB)

Click here to view the Service Centre page

Did you find it helpful?   Yes   -   No

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