

Department Admin Guide



Welcome to Go Insource

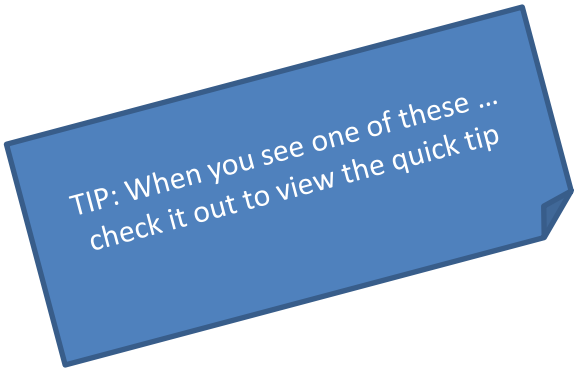
This guide is designed for Department admin users who will be responsible for managing users within their department. The “Quick Start” guide should be read prior to working through this “Department Admin” guide.

We’ll explain how to manage your users including creating, deleting, blocking and unblocking them.

What to Expect

In this guide you will;

- Learn to manage your department users
- Gain an understanding of the User Licence dashboard



TIP: When you see one of these ...
check it out to view the quick tip

System Requirements

Go Insource is a hosted solution, so the system requirements are minimal. All you need is a good connection to the internet and a web browser. IE7 or higher works but for a faster experience we recommend Chrome, Firefox 3.5 (or above) or Safari.

Initial Login

Initial Login

When you first login you will see the site that has been configured by your company administrator.

ACME CORPORATION

Home Applied Ads My Ads My Profile Settings Welcome back John | [Logout](#)

All Departments ▾

Search

Admin

Commercial

Legal

Marketing

Sales

Technical

See who's available for extra work

Search Results

All Departments ▾

No results were found for jobs.

Click on “Settings” on the top navigation bar. You will see 2 options that you can click on;

- User Licences
- Change Password

TIP: Take a moment to change your password now. Make sure it's one you can remember!

User Licences

User Licences

This is where you can add and manage access for the users within your department. Simply click on [add new user] to add a new user.

When you are setting up a new user you will need to assign an access level (this can be changed at a later date if required).

You will have 2 levels to choose from;

- Normal User
- View Only User

(these are described on the next few pages)

Department:	Marketing
Access Level:	<input type="text" value="Select One"/>
Current Status:	<input type="text" value="Select One"/>
	<input type="text" value="Normal User"/>
	<input type="text" value="View Only User"/>
	<input type="button" value="Add user"/>

User Licences – Access Levels

Normal User

The Normal User is a useful profile for resource managers, people managers or team members that can actively manage their own time.

It has access to;

- Change their password
- Create adverts
- Create profiles
- Apply for Ads
- See who is available for extra work

View Only User

The View Only user has limited access and can be given out to users who will actively look for opportunities but do not manage their own time i.e. they report through to a resource manager or team leader.

They have access to;

- View Adverts
- See who is available for extra work

TIP: The Normal user profile is great for Resource Managers and Team Leaders who manage their teams time.






User Licence - Dashboard

User Licence Dashboard

Manage User Licenses [[Add new user](#)]

Showing 5 out of a total of 15 licenses available to Startup Demo [Request more licenses](#)

Lookup a user: and/or by department and/or by access level

Name	Department	Position	Level	Status		
Mark Smith	CEO	Management Team	Company Admin	Active	Edit	
Jan Smith	Marketing	Marketing Manager	Department Admin	Active	Edit	
Bob Parker	Admin	Admin Team Leader	Department Admin	Active	Edit	
Kate Jones	Technical	Technical Manager	Normal User	Active	Edit	
Shaun Henry	Technical	IT Project Manager	View Only	Inactive	Edit	

The dashboard;

- Provides a “quick search” function to allow easy management of your users
- Shows high level details of the current users in your system
- Shows the number of licences used from your total licence allocation
- Provides a quick method of blocking and un-blocking a users access with the simple click of a button. To block a users access click on the stop sign next to their name (it will then turn into a tick icon) – Click the tick to re-instate access (the screenshot above shows that Shaun Henry has been blocked)

Editing a User

User Licence Dashboard

Click the pencil icon in the user licence dashboard to edit a user.

You will be presented with the screen to the right and can then change any of the information in the available fields.

Press “update user” to save the changes.

Manage Settings

You are able to manage settings for all aspects of your account.

[Departments](#) [Locations](#) [Priorities](#) [Skill Levels](#) [User Li](#)

Add a new user

First Name:

Last Name:

Email Address:

Position:

Password: [Change Password](#)

Department:

Access Level:

Current Status:

The End

Please [contact us](#) if you have any comments or suggestions

