assuredJobCheck™





How To: Add a User to JobCheck PackOut Edition

This tutorial will demonstrate how to add a new user to JobCheck PackOut Edition.

Home Contacts Accounts Employees Admin +
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User access can be controlled within the employee record; to turn on user access, simply create/edit the employee you want to assign as a user and enable them as a user. Users and Employees differ in JobCheck in the following ways:

- **Users** have the ability to log into the JobCheck application, either by web desktop or mobile device; each user account requires a JobCheck license.
- **Employees** do not have login access into the system, and do not require a user license. Employees are entered into the system to be assigned as 'packed by' on the iPad app.

For more information on how to add an employee, see tutorial #10b – How to Add an Employee to the Packed By Dropdown.

Create a New Employee (Enabled as User)

- 1. Log in to the JobCheck Web Desktop from your computer.
- 2. Click on the *Employees* tab from the primary navigation bar \rightarrow Click "New".

Employees	Admin	+	
Emplo	oyees		
Hoi	me		
View: All		▼ Go!	Clone Create New View
	-	-	
Recent E	mployee	s	New

- 3. Enter the new employee detail; note that only *last name* and *email* are required.
- 4. Under User Information, click 'Enable as User'.
- 5. Select the appropriate user profile: Assured Contents Manager \rightarrow Click 'Save'.
- 6. The new user will be emailed an invitation to create a password for login into JobCheck; this email will come from jobcheck@assuredsoftware.com

(See example next page)



User creation is limited to the number of licenses you have purchased. If you receive an error message while attempting to setup an additional user, please contact support for assistance.

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Admin Tutorial

Employee Edit		Save Cancel		
Employee Information				
First Name	Chad		Phone	
Last Name	Vatson		Mobile	
Title			Email	chad.watson@gmail.com
Division 🥥			Active	
Address Information				
Mailing Street			Other Street	
Mailing City			Other City	
Mailing State/Province			Other State/Province	
Mailing Zip/Postal Code			Other Zip/Postal Code	
Mailing Country			Other Country	
Additional Information				
Fax	X		Description	
Home Phone				
Other Phone				
Jser Information	+			
	Enabled as User			
u	Iser Name chad.watson@gmail.com		Time Zone	(GMT-08:00) Pacific Stan
U	ser Profile Assured Contents Manager V	1	Last Logir	1

Note: By default, the email address entered in the employee information will be set as the Username for this new user. This can be changed but it must retain the format of a typical email address (abcd@efghij.com). This username will be used when logging into JobCheck.

Additional Considerations

• Changes to user access may take up to 5 minutes to take effect. For changes to user access, ask the user to log off and log back on in 5 minutes to see the new changes.

For more information on how to disable a user in the system, see tutorial #72 – How to Deactivate Users in Assured JobCheck.

For additional support or assistance, visit our <u>online support portal</u>, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.