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	+

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 → Click *"New"*.
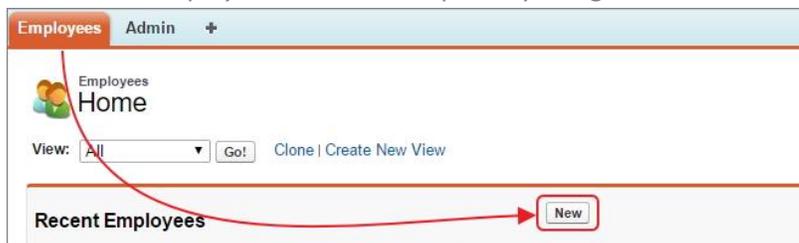
3. Enter the new employee detail; note that only *last name* and *email* are required.
4. Under *User Information*, click '*Enable as User*'.
5. Select the appropriate user profile: <mark>Assured Contents Manager</mark> → Click '*Save*'.
6. The new user will be emailed an invitation to create a password 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.

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 [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.