



Partner/Agent Portal – User Guides

Manager Administration

Manager Administration - Update Organisation Details

Agent data

Now showing 1 of 1

This table contains your Agency information.

Full name	<input type="text" value="Pruebas Education"/>
Contact Name	<input type="text" value="Carlos Rodríguez"/>
Address Line 1	<input type="text" value="223"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
Address Line 5	<input type="text"/>
Post Code (if UK based)	<input type="text"/>
Country	<input type="text" value="663"/> <input type="button" value="List"/> GUATEMALA
Email address	<input type="text" value="info@pruebaseducation.com"/>
Alt. Email address	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
Telephone 3	<input type="text"/>
Fax Number	<input type="text"/>
URL/Web address	<input type="text"/>
Contract Start Date	<input type="text" value="15/May/2018"/>
Contract End Date	<input type="text" value="15/May/2019"/>

From the Main Menu select **Update Organisation Details** from the **Manager Administration** container (*only accessible to users with **Manager Level** access*).

You have access to make amends to some of the details about your organisation.

Grey fields cannot be changed from your account and you should contact recruitmentagents@cranfield.ac.uk if a change is required.

Manager Administration - Manage User Accounts

Partner/Agent Portal Logged In : Carlos Rodríguez (Logout)

Agent Staff Maintenance

This screen can be used to maintain or view your Agent Staff data

Agent contact data

Now showing 1 of 2

This table contains all the Agent Staff information for your selected record(s).

Username *	CU01111	
<input checked="" type="checkbox"/> In Use?		
Full name *	Carlos Rodriguez	
Title	Mr	Mr
Surname	RODRÍGUEZ	
Forename 1	CARLOS	
Forename 2		
Forename 3		
Gender	Male	Male
Date of birth *	15/Jun/1996	
Job title	Head of Recruitment	
Email address *	carlos.rodriguez@pruebaseducation.com	
Manager Level Access?	Yes	

Showing page 1 of 2

First Previous **1** 2 Next Last

Clear Add Store Exit

From the Main Menu select **Manage User Accounts** from the **Manager Administration** container (*only accessible to users with **Manager Level** access*).

Manager users can update existing users and add new user accounts.

You will initially see a list of all users with the ability to move through them using the **First**, **Previous**, **Next** and **Last** navigation options.

To deactivate an account and all access untick the *In Use?* box. Please note that access cannot be reactivated for a user from the portal and you will need to contact recruitmentagents@cranfield.ac.uk.

- **Clear** will take you to a search function (see page 4).
- **Add** can be used to create a new user (see page 4).
- **Store** applies any changes made to the record on screen.
- **Exit** will return you to the **Main Menu**.

Agent contact data

Now showing 1 of 0

This table contains all the Agent Staff information for your selected record(s).

Username *

Surname

In Use?

Clear Add Retrieve Exit

User search

You can search users based on their Username (if known), their Surname (or part of it¹), or retrieve based on the *In Use?* tick box.

¹ To use part of a name insert a * before and/or after the text. In the example here the search results will be for any user who's surname starts with 'Rod'.

Agent contact data

Now showing 1 of 0

This table contains all the Agent Staff information for your selected record(s).

Username *

Full name *

Title


Surname

Forename 1

Forename 2

Forename 3

Gender

Date of birth 
(this will be your initial password in the format DD/MM/YYYY e.g. 1 October 1990 will be 01/10/1990) *

Job title

Email address *

Manager Level Access?

Clear Store Exit

Add new user

Please complete as much information as possible when creating new users.

The usernames are system generated and cannot be changed.

Note that pink fields are mandatory.

The **Date of birth** field will be the users initial password, and the email address will be used to provide them with their login details - so please enter these carefully.

The default access is **not** Manager Level. Remember to change this option if you want the user to be able to make changes to the organisation details and manage user accounts.