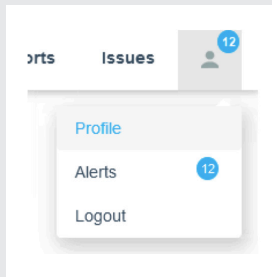


How to create an agency user

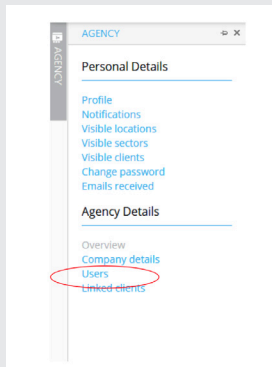
➤ 1. Select the profile icon from the tool bar

➤ 2. Select profile from the drop down



➤ 3. Select agency tab

➤ 4. Select users from the menu list



➤ 5. Select 'Add User'

Add user

➤ 6. Complete user profile information

User details

Agency: Demo Agency

Title: Miss

First name: Emma

Last name: Black

Telephone Number:

Job Title:

Login details

Email: Emma.Black@supplier.com

Broadbean Username: Broadbean username

User Roles

Roles:

- AgencyAdmin
- AgencyFinance
- Consultant

➤ 7. Select the access level you would like to give the user

- a. Consultant: basic access to view jobs, create and submit candidates and submit timesheets
- b. AgencyFinance: all of the above with additional access to download self-bills
- c. AgencyAdmin: all of the above with additional access to create other users

User Roles

Roles:

- AgencyAdmin
- AgencyFinance
- Consultant

➤ 8. Select what job you would like to make visible to users based on location, client and sector

Visible Clients

Clients: Lincolnshire County Council Retinue Client

Visible Sectors

Sectors: Gather & Gather (Standard & Net) Admin

- Asset Management
- Asset Management & Compliance
- Business Support
- Care (Qualified)
- Care work
- Care Work (Old Structure)
- Catering & Facilities Management
- Catering/ Hospitality

Visible Locations

Locations:

- North Wales
- East Anglia
- South West England
- West Midlands
- North England
- North East England
- North Scotland
- South Scotland
- Northern Ireland
- South East England
- London
- East Midlands
- North West England
- South Wales

➤ 9. Select save to create the profile

➤ 10. The user will receive a notification and a link to setup their password to logon to the Retinue system