



## Recruitment Software

## Getting Started Guide

### Quick start guide

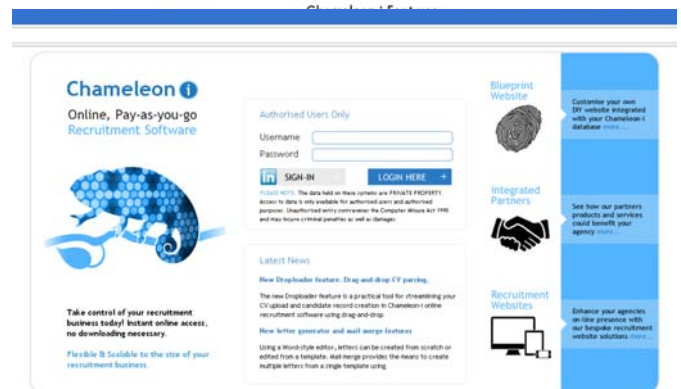
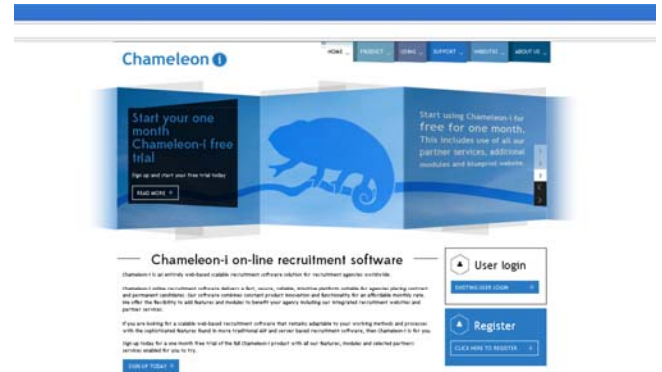
Welcome to Chameleon-i online recruitment software. Please use our quick start guide to begin using your database. For more detailed information and assistance, please visit our searchable knowledgebase.

### To access your account

Open [www.chameleoni.com](http://www.chameleoni.com) and the Chameleon-i home page will load.

Select the **LOGIN** button. When you reach the login screen you will need to enter your unique login and password and press the login button.

We recommend you enable pop-ups in your web browser so you can view all the screens within Chameleon-i. If you need help to do this visit our Knowledgebase.

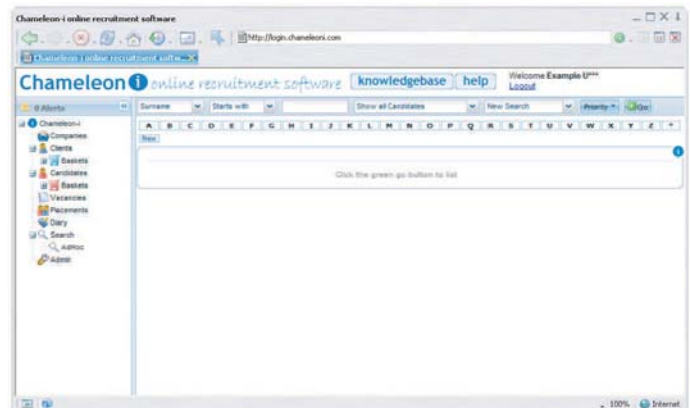


### Chameleon-i recommendations

To ensure you receive the best functionality and performance from Chameleon-i, we recommend you use the latest version of web browsers **Internet Explorer**, **Firefox** or **Chrome**.

When logging out, we recommend you use the Logout button, rather than the browser close function for added security.

Save our web address to your favourites or create a shortcut to Chameleon-i on your desktop for easy access. Visit our knowledgebase to see how to do this.



We provide free online customer support, click the **Help** button within Chameleon-i to chat to one of our on-line support technicians who will be happy to assist you.

## Candidate landing page

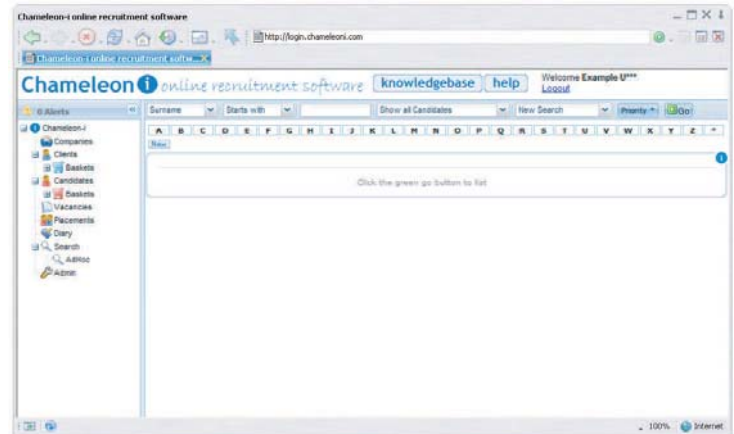
Each time you login to Chameleon-i the landing page will default to the candidate screen. From here you can access the following:

### Smart navigation

Easily find your way around Chameleon-i using the Smart Navigation main menu on the left of your screen. This menu contracts and expands providing an intuitive way of navigating the hierarchical information. It also shows the history system and baskets.

### History system

As you open contact records and move between screens you will find your actions mirrored within the smart navigation. This clever history system will display your recently viewed records keeping them close to hand and saving you the time of repeating recent searches. Select **Close form** from the contact record to remove it from the history system or select the **Close all** button located next to the alerts.

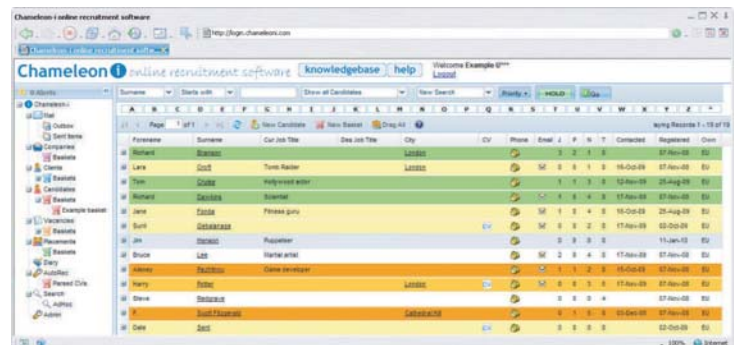


### Quick search

Quickly search your contacts which are displayed in the quick search grids. A-Z quick-start pletters allows you to jump straight to matching results.

### Results grids

Search results are displayed in the results grids. They are fast loading with selectable pages and an advanced grid-sorting feature. A single click opens the full record of choice. Set the number of results displayed (20-60) in the Admin panel under the users tab.



### Baskets

Baskets provide flexible containers for your contacts and allow you to micro-manage your database. Create contact lists, for example your hot prospects, bulk marketing lists, candidates for short-listing or to bulk assign tags and priorities.

## What should you do next?

### **Visit the knowledgebase**

The knowledgebase is a searchable resource containing step-by-step guides on how to use all the features and functions found within Chameleon-i.

The knowledgebase can be accessed from the top of the screen in Chameleon-i.

### **Sign up for our free online training**

We run free training sessions so all the members of your agency can use Chameleon-i effectively. We have two different training sessions, one focusing on administration and setting up your Chameleon-i account and the other using Chameleon-i. We advise that all business owners and administrators attend both sessions.

We run these training sessions every Tuesday and Thursday

### **Data Migration**

We provide two import templates a company, client and candidate. Simply populate the specified fields and upload the data to import. Please visit our Knowledgebase for a step by step guide on self migration.

If you would like to discuss our data migration services, please speak to your account manager.