

STEP 1
Click on Staff

ICERT Electrical Ltd (DEMO ACCOUNT) 27/02/2019

Staff Accounts

Create new staff account

Search staff Search

FILTER BY ROLE

All Roles

Admin

Company

Trade

Apprentice

Showing 1 to 4 of 4 users.

With Selected -

| All None | Name | Username | Email | Status | Admin | Company | Electrical | Gas |
|--------------------------|---------------|--------------|---------------------|--------|-------|---------|------------|-----|
| <input type="checkbox"/> | Nick Campbell | NickCampbell | nick@campbell.co.nz | Active | | | Trade | |
| <input type="checkbox"/> | John Peterson | JohnPeterson | john@peterson.co.nz | Active | | | Trade | |
| <input type="checkbox"/> | Jack Smith | JackSmith | jake@smith.co.nz | Active | | | Trade | |
| <input type="checkbox"/> | Scott Wilson | ScottWilson | scott@wilson.co.nz | Active | ✓ | | Trade | |

STEP 2
Click your staff member you wish to update

Staff Accounts

Create new staff account

Search staff Search

FILTER BY ROLE

All Roles

Admin

Company

Trade

Showing 1 to 4 of 4 users.

With Selected -

| All None | Name | Username | Email | Status | Admin | Company | Electrical | Gas |
|-------------------------------------|---------------|--------------|---------------------|--------|-------|---------|------------|-----|
| <input type="checkbox"/> | Nick Campbell | NickCampbell | nick@campbell.co.nz | Active | | | Trade | |
| <input type="checkbox"/> | John Peterson | JohnPeterson | john@peterson.co.nz | Active | | | Trade | |
| <input checked="" type="checkbox"/> | Jack Smith | JackSmith | jake@smith.co.nz | Active | | | Trade | |
| <input type="checkbox"/> | Scott Wilson | ScottWilson | scott@wilson.co.nz | Active | ✓ | | Trade | |

STEP 3
Adjust as required

Company User
Create certification jobs, access account data.

Electrical Apprentice User
Assigned to electrical certificates as supervised person.

Electrical Trade User
Create and sign off electrical certificates.
Electrical Registration #
E10001

Expiry
30/06/2020

Electrical Inspector Trade User
Create and sign off electrical Rol certificates.

Gas Apprentice User
Assigned to gas certificates as supervised person.

Gas Trade User
Create and sign off gas certificates.

Generate a signature for me Upload a signature

Jack Smith

Save

STEP 4
Push Save