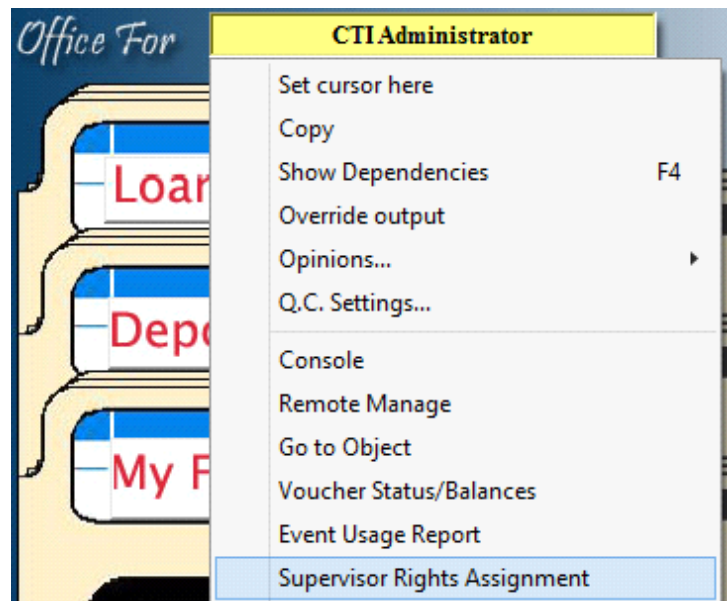


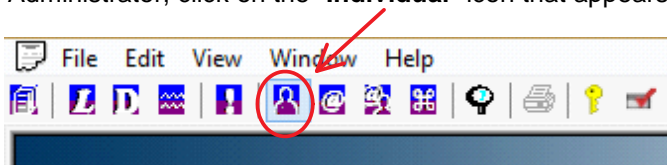
Create New CreativeVisions User

Wednesday, October 22, 2014 10:16 AM

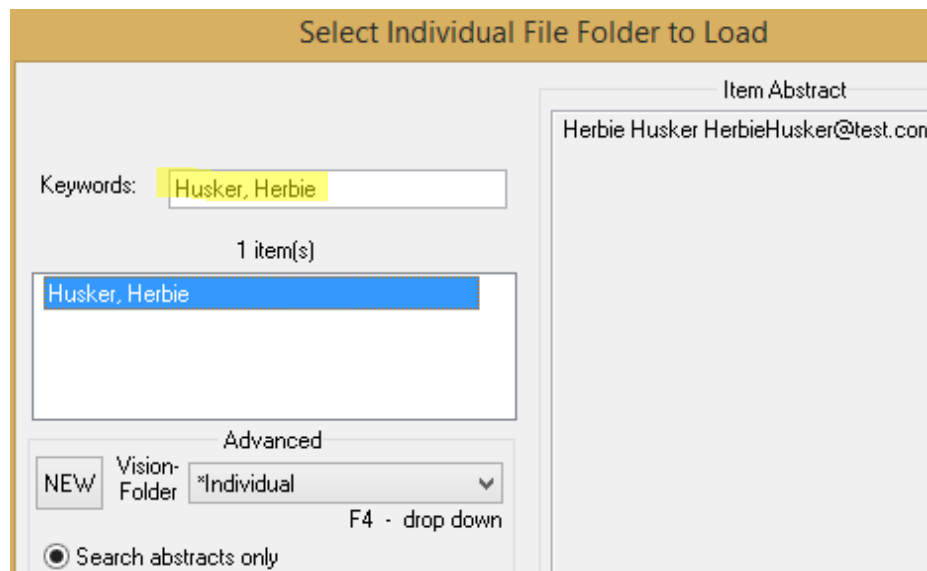
- 1) You must have Supervisor Rights in the CreativeVisions software in order to create a new user.



- 2) As an Administrator, click on the "Individual" icon that appears on the top toolbar of any screen in CreativeVisions.



- 3) Search for the new employee's name using the keywords field.



If a match is found, double-click on the name in the results window.

If you don't find the name, then click on the "NEW" button in the bottom left hand corner of that box.

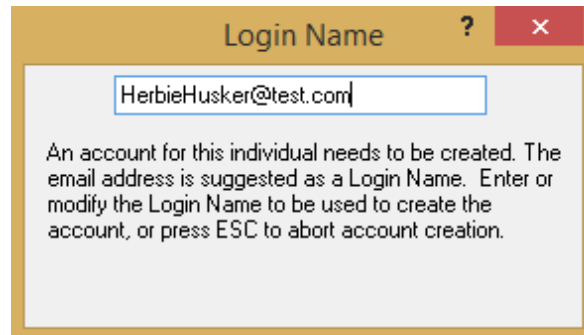
- 4) An "Individual Information Worksheet" will then load, where you can enter the employee's full name, if this has not already

been done.

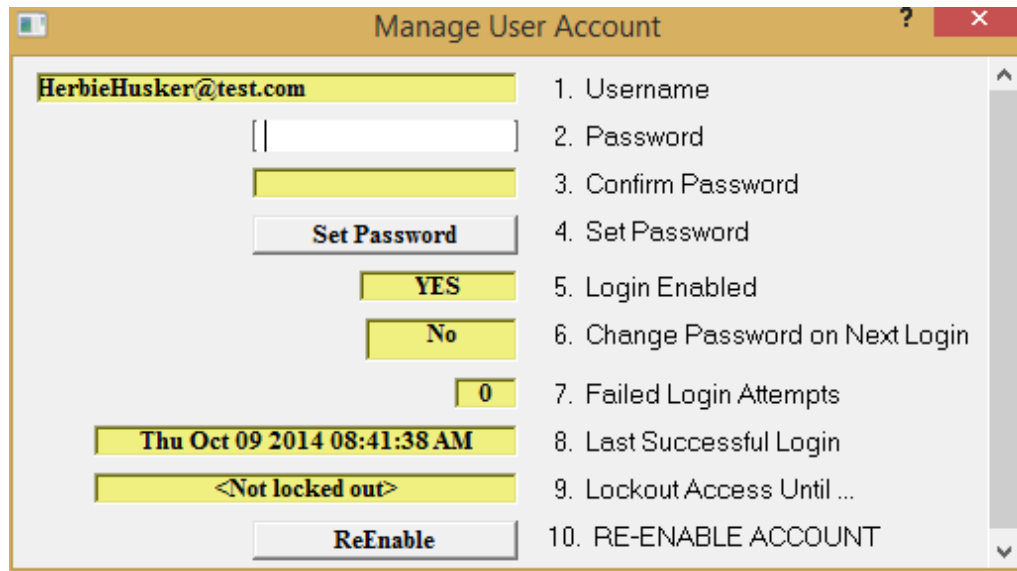
- 5) Proceed down through the Worksheet to the "E-Mail Address" (to the right of the Home Phone Number). Enter the employee's e-mail address.
- 6) Go to the Company Representative Information section and search for the correct Company (i.e. Home Office or Branch) where this individual resides. Enter their Title in this section, pressing the 'Insert' key within the picklist if a new title is needed.
- 7) Scroll down the Worksheet until you see a "Manage CV Access" button towards the bottom on the right hand side.



- 8) Click on this button and a 'Login Name' dialog will display. Email address is used by default however, if your company has a preferred ID system in place for your employees, any identifier may be used so long as it is **unique** for each user.



- 9) The Username field will be completed with the Login Name assigned. Enter and confirm a password in #'s 2. and 3. Be sure to tab off #3. to set the data in the field. Otherwise, the system will read the field as blank and tell you the passwords do not match.



- 10) If your policies require you to force the employee to change their password, before any access is granted to the system, then you may change #6. to Yes.
- 11) Click on # 4. "Set Password".
- 12) Notice additional management functions are also available in this same dialog, should you need to disable (# 5.) or re-enable (#10.) an account.
- 13) Be sure the CreativeVisions client has been installed on the new employee workstation. The install is accessible on the website www.oedna.com under "CreativeVisions" and "Downloads". Or you may refer the following direct URL

<http://update.creativethinkinginc.com/SetupCreativeVisions.msi>

- 14) With CreativeVisions installed, the new employee can enter the Username and Password you assigned to login. Note that the server name field is also required on initial sign in, but will be retained once a successful connection has been made.
- 15) If a required password change was not forced, the employee can also change his or her password by clicking on the yellow key icon which appears on the top toolbar if needed.

