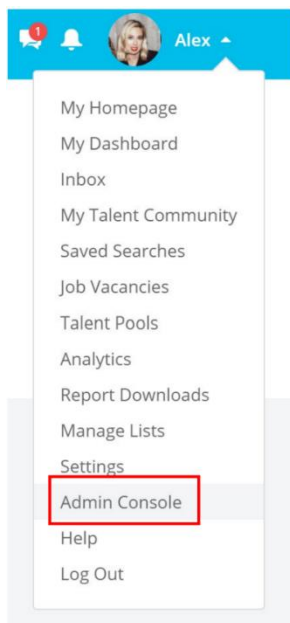


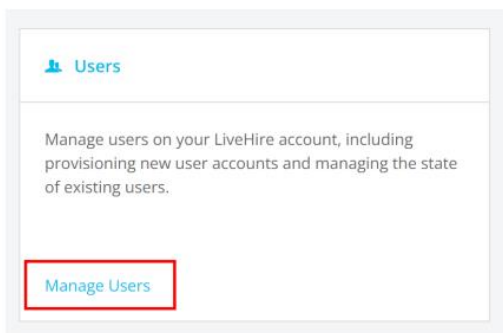
Assigning Talent Now manager access

Talent Now user guide

1. Sign into Talent Now as an administrator using your work email address and password.
2. Hover over your name in the top right-hand corner of your screen and click 'Admin console'



3. This will direct you to the Admin Console page. Click 'Manager users'.



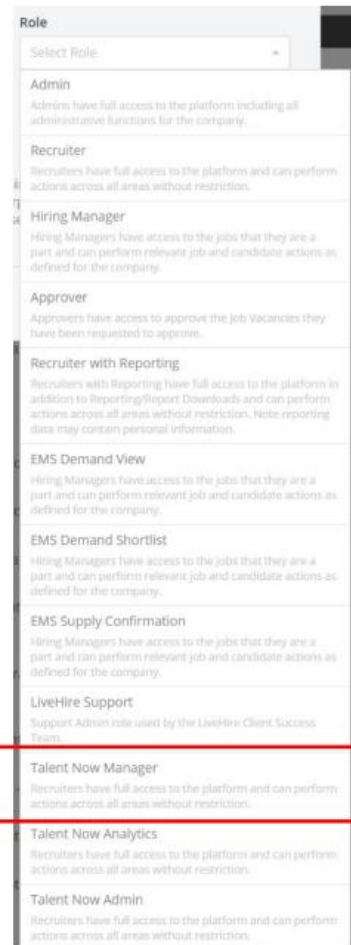
- Then click 'Add user' on the top right-hand corner.



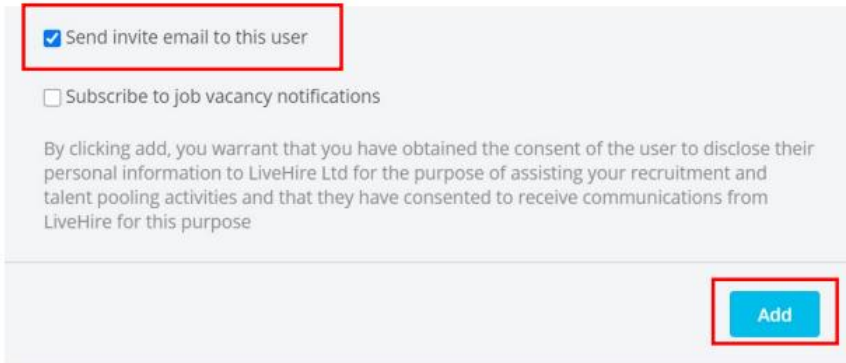
- Enter the new user's name, work email and phone number.
- Enter their job title followed by their agency (for example, Manager, TMR).

A screenshot of a web form titled 'Add User' with a close button (X) in the top right corner. The form has two columns of input fields. The first column contains 'First Name', 'Email', and 'Job Title'. The second column contains 'Last Name', 'Phone' (with a country code dropdown set to '+61' and a 'Phone number' field), and 'Role' (a dropdown menu with 'Select Role' selected). Below the fields are two checkboxes: 'Send invite email to this user' (checked) and 'Subscribe to job vacancy notifications' (unchecked). At the bottom left, there is a paragraph of text: 'By clicking add, you warrant that you have obtained the consent of the user to disclose their personal information to LiveHire Ltd for the purpose of assisting your recruitment and talent pooling activities and that they have consented to receive communications from LiveHire for this purpose'. At the bottom right, there is a blue 'Add' button.

- Select 'Talent now manager' from the Role drop-down list.



8. Ensure the 'Send invite email to this user' checkbox is ticked and 'Subscribe to job vacancy notifications' is unticked. The new user can opt in to receive these notifications when they validate their access.
9. Click 'Add' to add the new user. They will then receive an email asking them to validate their access.



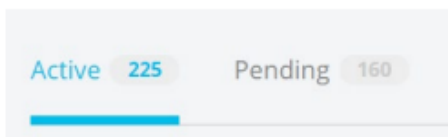
Send invite email to this user

Subscribe to job vacancy notifications

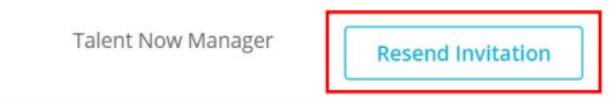
By clicking add, you warrant that you have obtained the consent of the user to disclose their personal information to LiveHire Ltd for the purpose of assisting your recruitment and talent pooling activities and that they have consented to receive communications from LiveHire for this purpose

Add

Once users validate their access they will appear in the 'Active' user tab. Those that have not accepted the invitation and validated access will appear in the 'Pending' tab.



You can resend invitations to users in the pending tab by clicking on the 'Resend invitation' button next to their name.



More information

Visit the [Talent Now training and support](#) hub for further guides and support.