

How to Add User Id

User List View

PORTERS Trial expires in 597 days Catherine Porters Apps ?

Client Recruiter Job Person Resume Sales Process Activity

User New

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
Nancy	nozomi.ishii@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
Stacie	satoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30

Edit
 Login History
 Reset Password and Notify
 Forceful Logout

**■ The following are the “User” screen functionalities:
 (For System Administrators only)**

- Add user id (※No need to apply)
- Edit user information
- Check login history
- Password reset and notification
- Force user logout

■ User List View Count
 List View shows maximum of 200 items.
 Display order is fixed as follows:

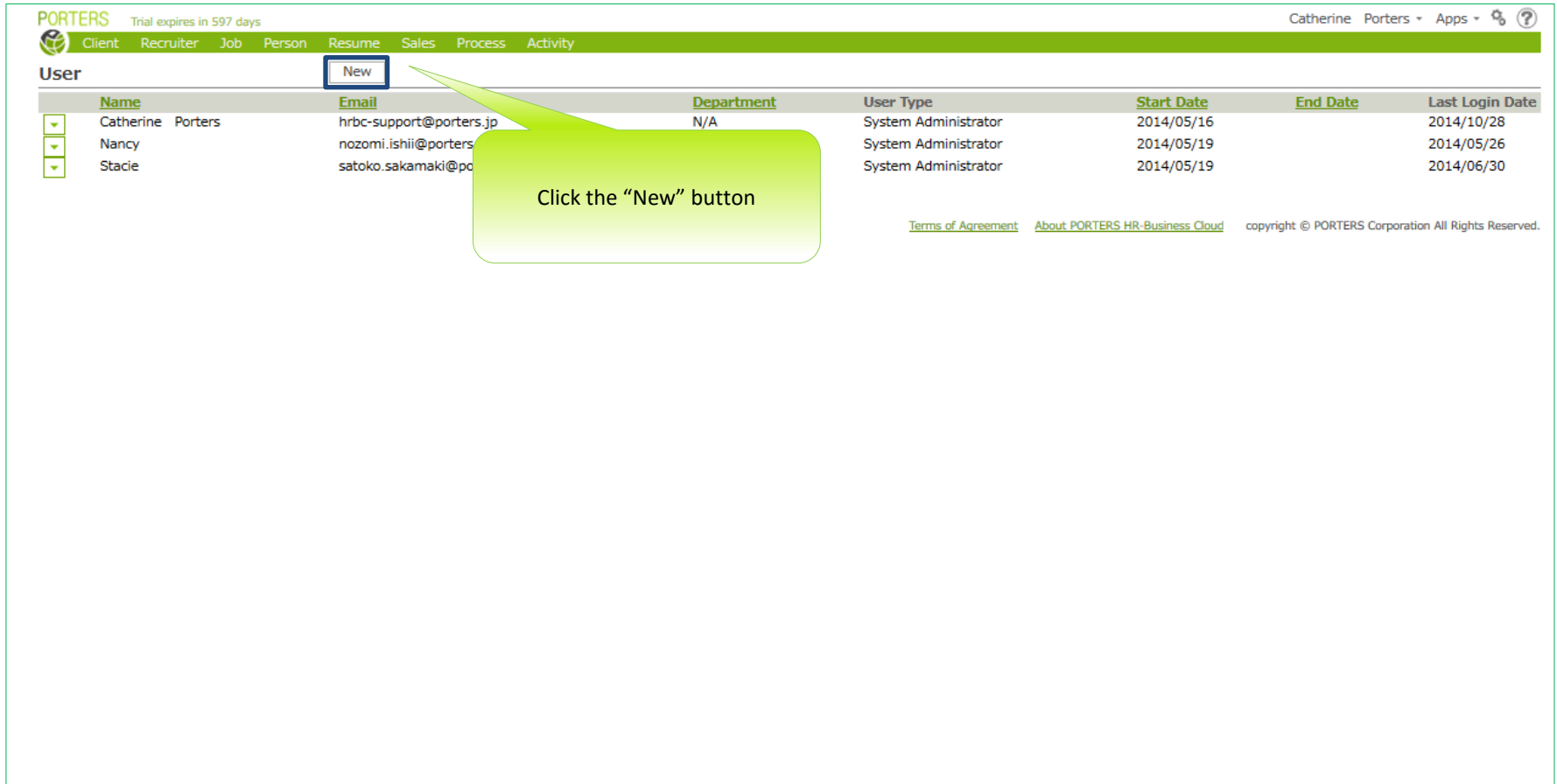
- ① Current valid users or soon-to-be users
(Department Name Registration Date order > User Name order)
- ② Terminated users
(Department Name Registration Date order > User Name order)

※ There is a possibility that the screen image might change.
 ※ In this manual, the default menus displayed are the default settings.
 To change the global menu display settings, please refer to the document “How to Customize the Global Menu”.

1) Access User List View

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the user is logged in as Catherine Porters. The navigation bar includes links for Client, Recruiter, Job, Person, Resume, Sales, Process, and Activity. The 'Apps' dropdown menu is open, showing options such as System Account, Company Profile, User, Department, Settings, IP Address Restriction, Duplicate check, Security Group, and Customize. A callout box with a green gradient background and a white border points to the 'User' option, containing the text: "Click the Settings icon, then select the 'User' item from the menu." The main content area shows a calendar for October 2014, with a 'Customize the calendar' button and a '+'. The calendar grid shows dates from 28 to 1. The right sidebar contains an 'Information' section with a search icon and a question mark icon.

2.1) Add User Id: Launch Add User Dialog



PORTERS Trial expires in 597 days Catherine Porters Apps ?

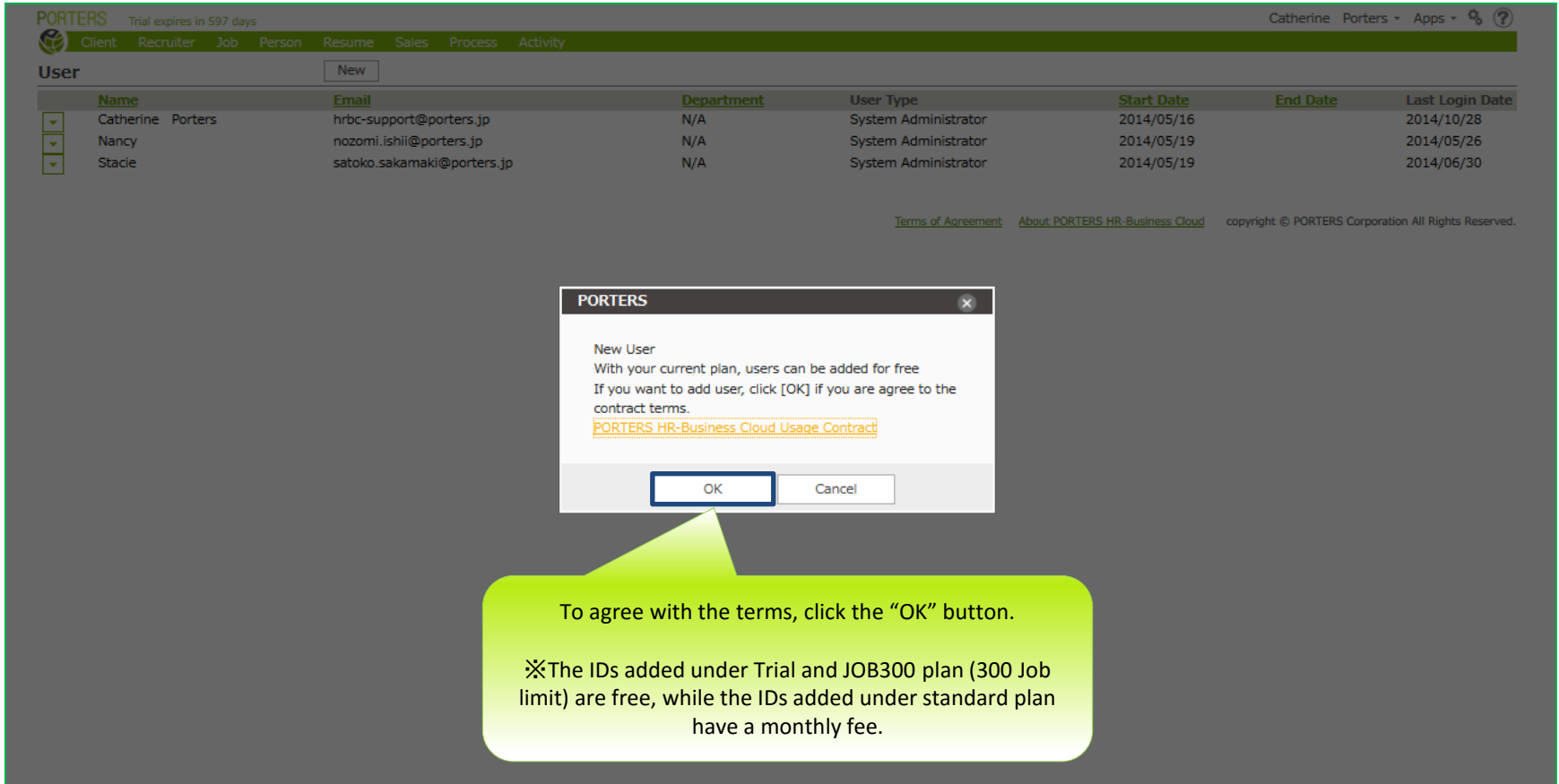
Client Recruiter Job Person Resume Sales Process Activity

User **New**

	Name	Email	Department	User Type	Start Date	End Date	Last Login Date
▼	Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
▼	Nancy	nozomi.ishii@porters.jp		System Administrator	2014/05/19		2014/05/26
▼	Stacie	satoko.sakamaki@porters.jp		System Administrator	2014/05/19		2014/06/30

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2.2) Add User Id: Launch Add User Dialog



The screenshot shows the PORTERS HR-Business Cloud interface. At the top, it says "PORTERS Trial expires in 597 days" and "Catherine Porters Apps". Below the navigation bar, there is a "User" section with a "New" button. A table lists three users:

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
Nancy	nozomi.ishii@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
Stacie	satoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30

Below the table, there are links for "Terms of Agreement" and "About PORTERS HR-Business Cloud", and a copyright notice: "copyright © PORTERS Corporation All Rights Reserved."

A dialog box titled "PORTERS" is open, displaying the following text:

New User
With your current plan, users can be added for free
If you want to add user, click [OK] if you are agree to the contract terms.
[PORTERS HR-Business Cloud Usage Contract](#)

The "OK" button is highlighted with a blue border.

To agree with the terms, click the "OK" button.

※The IDs added under Trial and JOB300 plan (300 Job limit) are free, while the IDs added under standard plan have a monthly fee.

2.3) Add User Id: Information Entry

Enter the user information in the Add User Dialog.

- ※ Fields with a red mark are required.
- ※ Default Language: The language setting of each user can be set (English or Japanese).
- ※ Department: The values displayed here can be set from the "Department" item under the "Settings" menu.

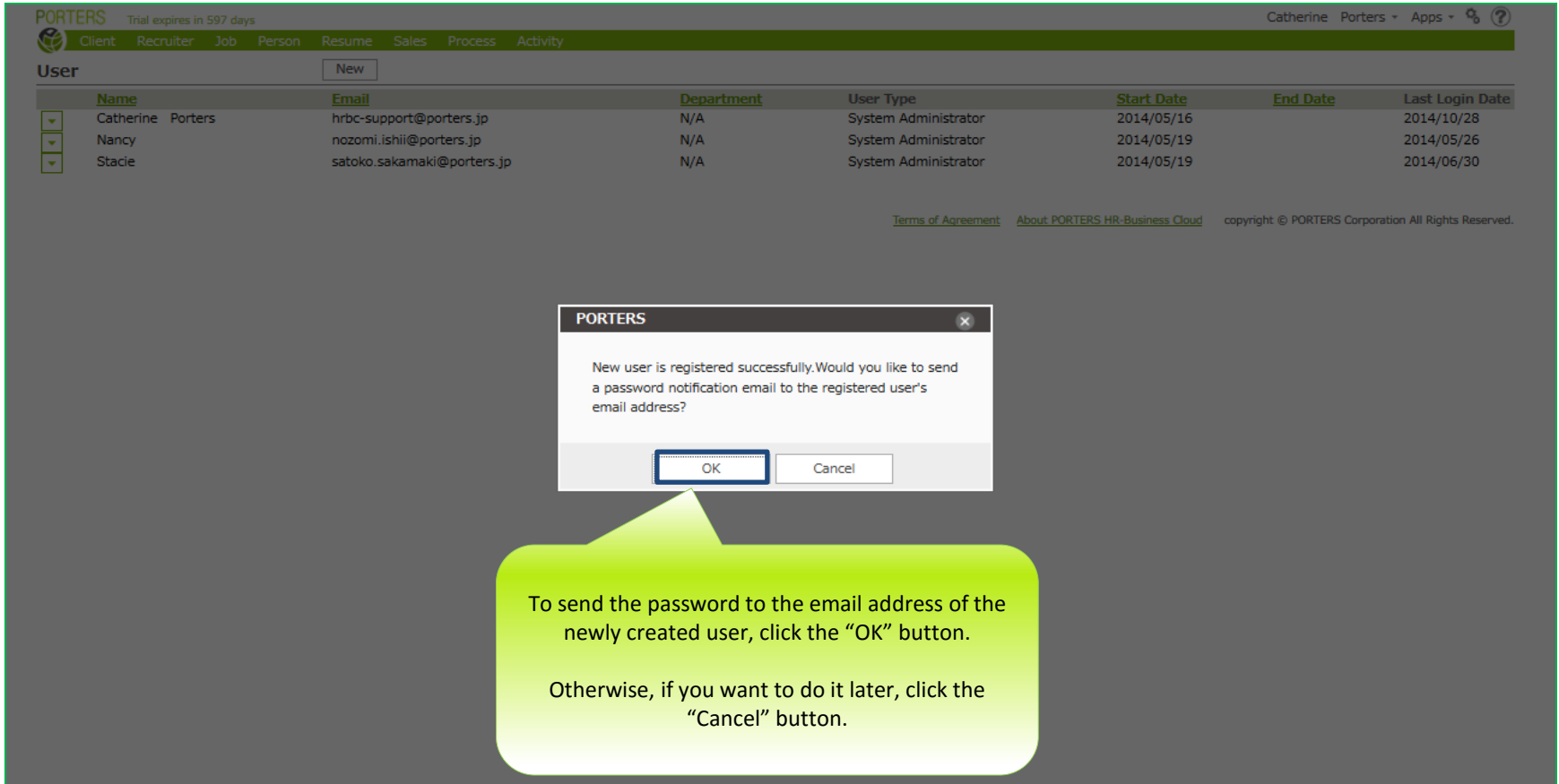
2.4) Add User Id: Save

The screenshot shows the PORTERS HR-Business Cloud interface. The top navigation bar includes 'PORTERS' with a trial expiration notice, and user options for 'Catherine', 'Porters', 'Apps', and a help icon. Below the navigation bar, there are tabs for 'Client', 'Recruiter', 'Job', 'Person', 'Resume', 'Sales', 'Process', and 'Activity'. The main content area is titled 'User' and features a 'New' button. A table lists existing users with columns for Name, Email, Department, User Type, Start Date, End Date, and Last Login Date. A 'User - New' modal form is open, displaying various input fields for creating a new user. The 'Save' button at the bottom of the form is highlighted with a blue border and a callout box.

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Once all necessary information is entered, click the "Save" button.

2.5) Add User Id: Password Notification.



The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the user is logged in as Catherine Porters. The main menu includes Client, Recruiter, Job, Person, Resume, Sales, Process, and Activity. A 'New' button is visible in the top right. Below the menu is a table titled 'User' with columns for Name, Email, Department, User Type, Start Date, End Date, and Last Login Date. The table lists three users: Catherine Porters, Nancy, and Stacie. A dialog box titled 'PORTERS' is open in the center, asking if the user wants to send a password notification email to the registered user's email address. The 'OK' button is highlighted with a blue border. A green callout box points to the 'OK' button with the following text:

To send the password to the email address of the newly created user, click the "OK" button.

Otherwise, if you want to do it later, click the "Cancel" button.

2.6) Add User Id: Verification.

PORTERS Trial expires in 597 days Catherine Porters Apps

Client Recruiter Job Person Resume Sales Process Activity

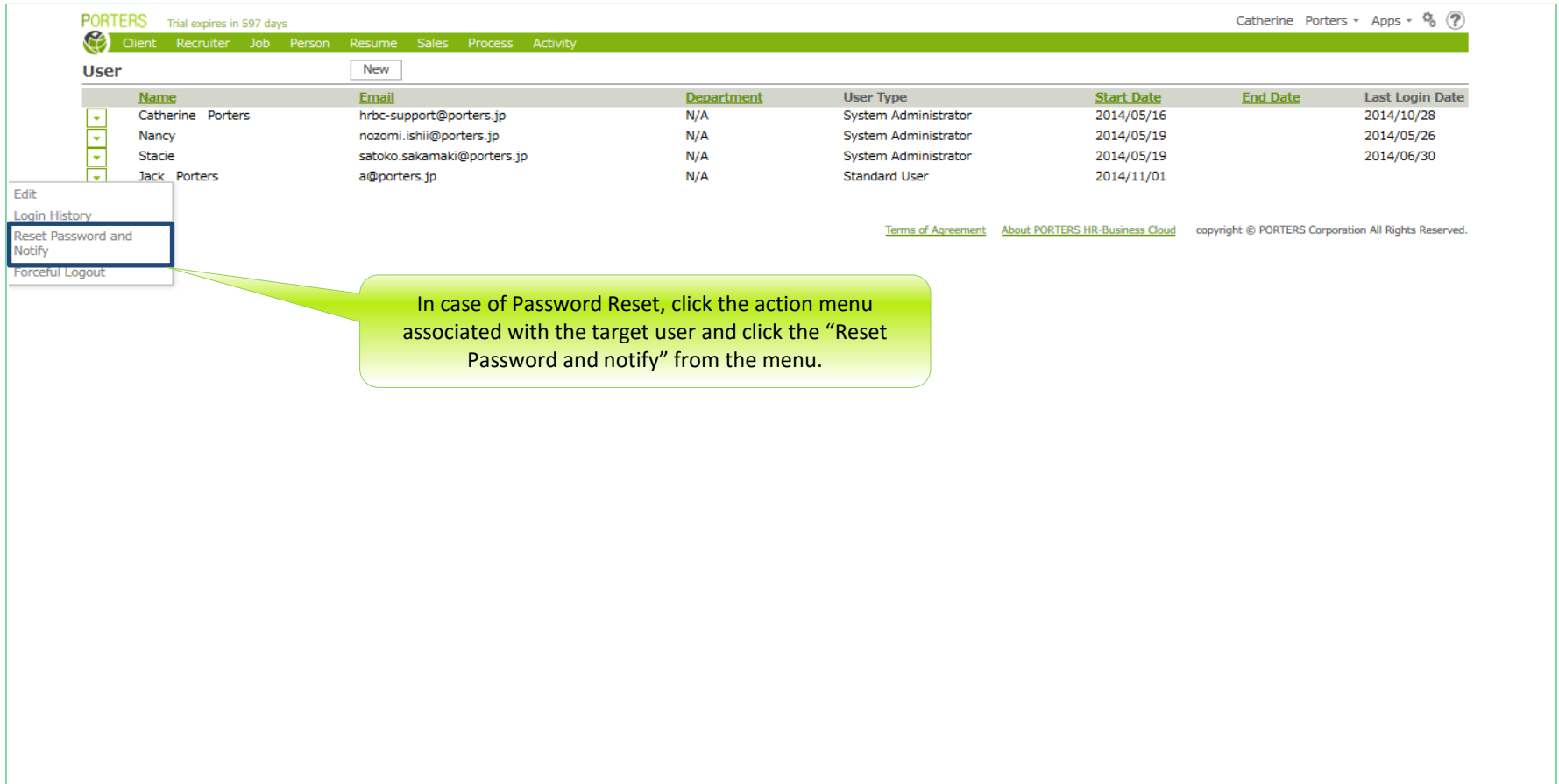
User

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
Nancy	nozomi.ishii@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
Stacie	satoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30
Jack Porters	a@porters.jp	N/A	Standard User	2014/11/01		

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The newly created user can now be seen in the user list view.

3.1) Password Reset and Notification



PORTERS Trial expires in 597 days Catherine Porters - Apps - ?

Client Recruiter Job Person Resume Sales Process Activity

User

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
<input type="checkbox"/> Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
<input type="checkbox"/> Nancy	nozomi.ishii@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
<input type="checkbox"/> Stacie	satoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30
<input type="checkbox"/> Jack Porters	a@porters.jp	N/A	Standard User	2014/11/01		

Edit
Login History
Reset Password and Notify
Forceful Logout

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In case of Password Reset, click the action menu associated with the target user and click the "Reset Password and notify" from the menu.

3.2) Password Reset and Notification: Confirmation

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, the logo and navigation menu are visible. The main content area shows a table of users. A modal dialog box titled "User - Change Password and Notify" is open, asking for confirmation to change the password and notify the user. The dialog includes a "Yes" button and a "No" button. A green callout box points to the "Yes" button with the following text:

Click the "Yes" button to continue sending the new password. Otherwise, click "No" to go back to the list view.

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
Nancy	nozomi.ishii@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
Stacie	satoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30
Jack Porters	a@porters.jp	N/A	Standard User	2014/11/01		

3.2) Password Reset and Notification: Confirmation

The screenshot displays the PORTERS HR-Business Cloud interface. At the top, there is a navigation bar with the PORTERS logo and a user profile for Catherine Porters. Below the navigation bar, there is a 'User' section with a 'New' button. A table lists the following users:

Name	Email	Department	User Type	Start Date	End Date	Last Login Date
Catherine Porters	hrbc-support@porters.jp	N/A	System Administrator	2014/05/16		2014/10/28
Nancy	nozomi.ishi@porters.jp	N/A	System Administrator	2014/05/19		2014/05/26
Stace	safoko.sakamaki@porters.jp	N/A	System Administrator	2014/05/19		2014/06/30
Jack Porters	a@porters.jp	N/A	Standard User	2014/11/01		

Below the table, there is a dialog box titled 'User - Change Password and Notify'. The dialog box contains the text 'Change Password' and 'User: Jack Porters'. An 'OK' button is highlighted with a blue border. A yellow callout box points to the 'OK' button with the following text:

Click the "OK" to go back to the user list view.
The new password is now sent to the target user.