

Peopleclick VMS™ 4.9

Quick Reference Guide for Vendor Users

How do I . . . ?	Where do I go?	What are the steps?	What are the results?
LOG IN			
Login to Peopleclick VMS	Web Browser Address Line Login Page	Type https://vms.peopleclick.com . Type your user Name, Password, and Org ID.	You are ready to use Peopleclick VMS .
Change My Password and Hint Question and Answer	My Peopleclick Page User Detail	Click view in the upper-right corner of page. Click Change User Password on the left side of the page. Complete page and click Submit .	Password/hint answer and question reset.
WORK WITH REQUIREMENTS			
View a New Requirement	Email notification from client (contains hotlink to new requirement)	Click the hotlink in the email notification.	The Requirement Details page will be displayed. If you have not logged in, the Log In screen will be displayed first.
View an Existing Requirement	My Peopleclick Page Requirement Summary Page	Click Requirements tab. Search for the requirement you want to view. Click [Requirements Details] for the requirement you wish to view.	Requirement is viewable.
Search for a Requirement	My Peopleclick Page Requirement Summary Requirement Summary	Click Requirements tab. Click Advanced... on the left side of the page. Complete the desired fields and click Search .	View requirement summary list and specific requirement by clicking [Requirement Details] .

WORK WITH CANDIDATES

Submit a Candidate	Notification of new Requirement or My Peopleclick Page	Click hotlink in the email Or Click Requirements tab. Locate the correct requirement and click [Submit Candidate] . Enter the candidate's name. Complete or edit the pages and click Continue . Attach resume if desired, and click Submit Candidate .	Email Notification generated to client announcing that a candidate has been submitted.
Search for a Candidate	My Peopleclick Page Candidate Summary	Click Candidates tab. Enter search criteria in Quick Search section and click Search .	View candidate summary list.
Exchange Information About Requirements	Requirements Tab	Search for desired candidate or requirement. Click [Requirement Detail] . Click Comments on the left side of the page. Type your message. Click Add .	Email notification to vendor.
Accept an Interview	Candidate Detail Page	Click the hotlink in the workflow notification. Type response in Body box, then click Send .	Email notification to client.


ACCEPT AN ENGAGEMENT

Accept a new or changed engagement.	Notification requesting acceptance Engagement Details Page	Click the hotlink to the Engagement Details page. Indicate Accept or Do Not Accept .	Email to client indicating your acceptance or rejection of the engagement terms.
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WORK WITH USER INFORMATION (ADMIN USER ONLY)

Add a User	My Peopleclick Page Admin Tab User Summary User Detail User Password Change	Click Admin tab. Click Users on the left side of page. Click [Add New User] . Complete first page and click Continue . Enter password and click Update .	Email sent to user based on company configuration.
Update User Information	My Peopleclick Page Admin Tab User Summary User Search User Summary User Detail User Detail	Click Admin tab. Click Users link on the left side of page. Click User Search on the left side of the page. Enter user's last name and click Search . Click user's name. Click Edit User on the left side of the page. Enter information and click Submit .	Email sent based on company configuration.
Reset User Password— System Reset	My Peopleclick Page Admin Tab User Summary User Search User Summary User Detail User Password	Click Admin tab. Click Users on the left side of page. Click User Search on the left side of the page. Enter user's last name and click Search . Click user's name. Click Change User Password on the left side of the page. Click Reset Password .	System will reset and e-mail the new password to the user.
Reset User Password— Manual Reset	My Peopleclick Page Admin Tab User Summary User Search User Summary User Detail User Password	Click Admin tab. Click Users on the left side of page. Click User Search on the left side of the page. Enter user's last name and click Search . Click user's name. Click Change User Password on the left side of the page. Enter password and click Update .	Password reset. You will need to notify the user of new password.

RUN DELIVERED REPORTS

Run Reports	My Peopleclick Page Report List Report Request	Click Delivered Reports  icon. Click [Report Detail] for the report you wish to run Complete information and click Submit Report Request .	Report will be run and sent to you via email.
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