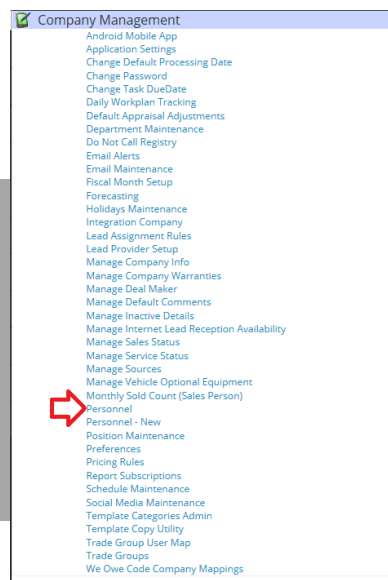


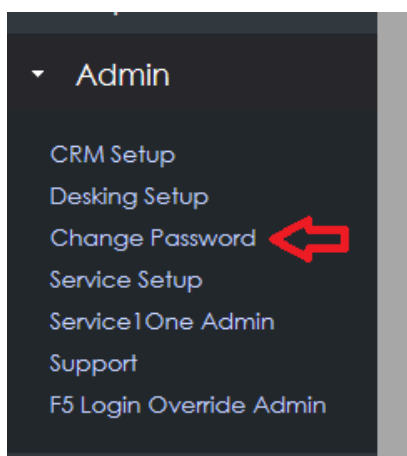
How to add personnel in eLead:

1. Click on Admin
2. Click on CRM Setup
3. Click on Personnel
4. Scroll to the bottom of the page
5. Click on Add Personnel



Required information in personnel profile:

1. First and last name
2. Employee number (if one has not been provided yet, you can use the last name)
3. Minimum of one department
4. Minimum of one position
5. Check the active box
6. Select save



You will then need to set up a username and password by going to:

1. Admin
2. Change password
3. Select the name from the drop down
4. Remove numbers generated by default
5. Input wanted username and password

6. Select Change Password