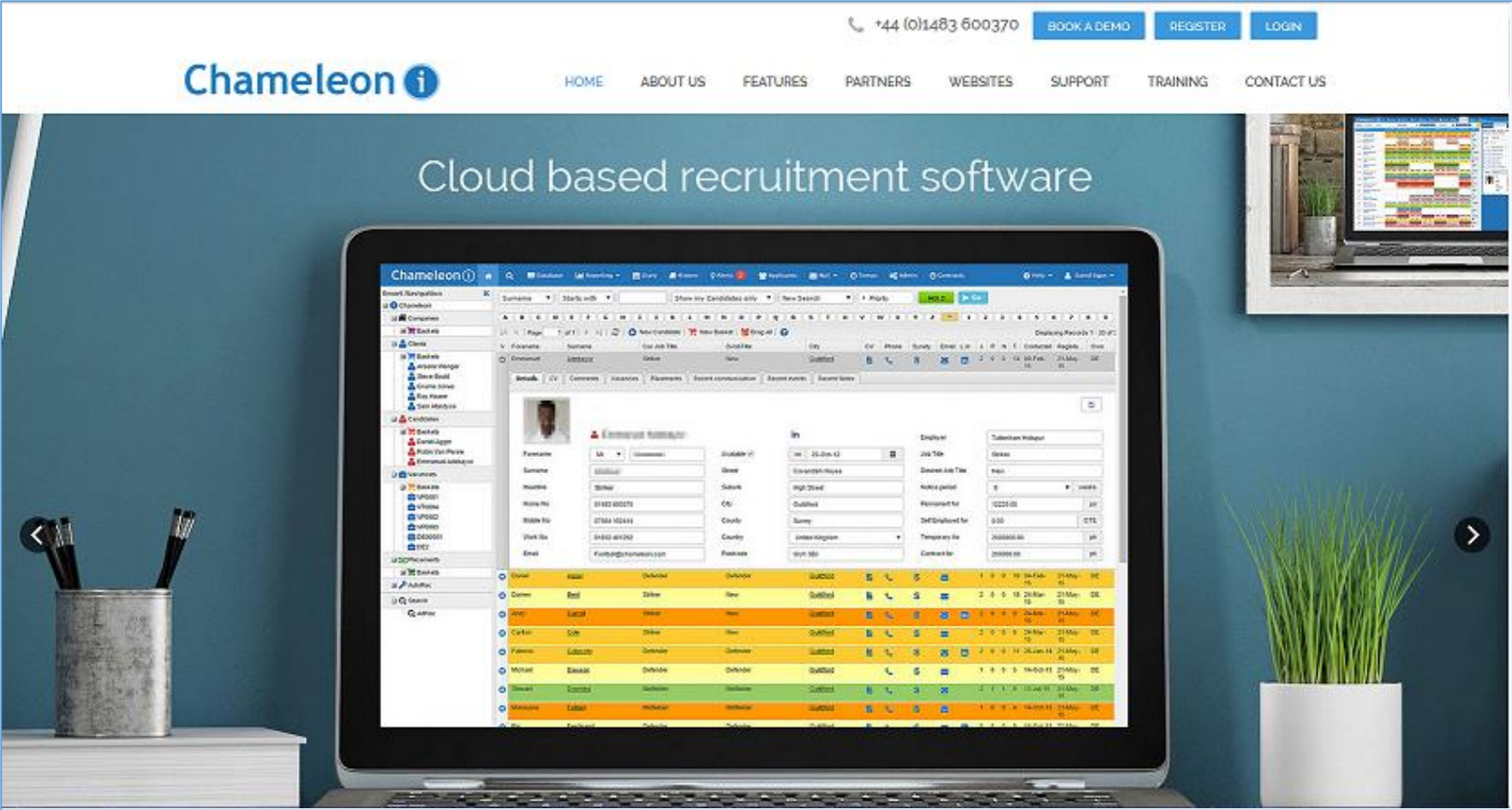


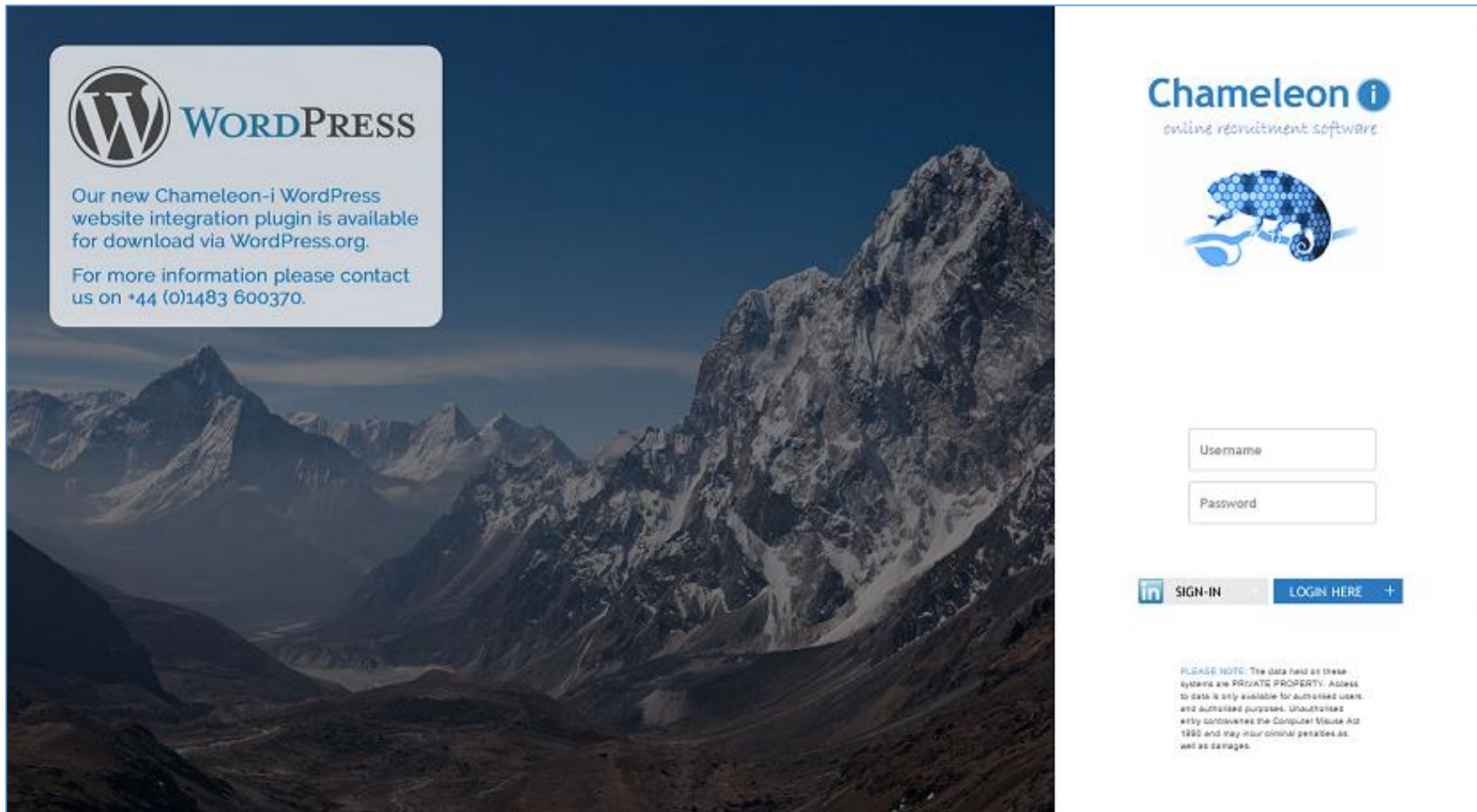
Quick Start Guide

Welcome to Chameleon-I online recruitment software. Please use our quick start guide to begin using your database. For more detailed information and assistance please visit our searchable knowledgebase.

To access your account - Open <https://www.chameleoni.com> and the Chameleon-i homepage will load.

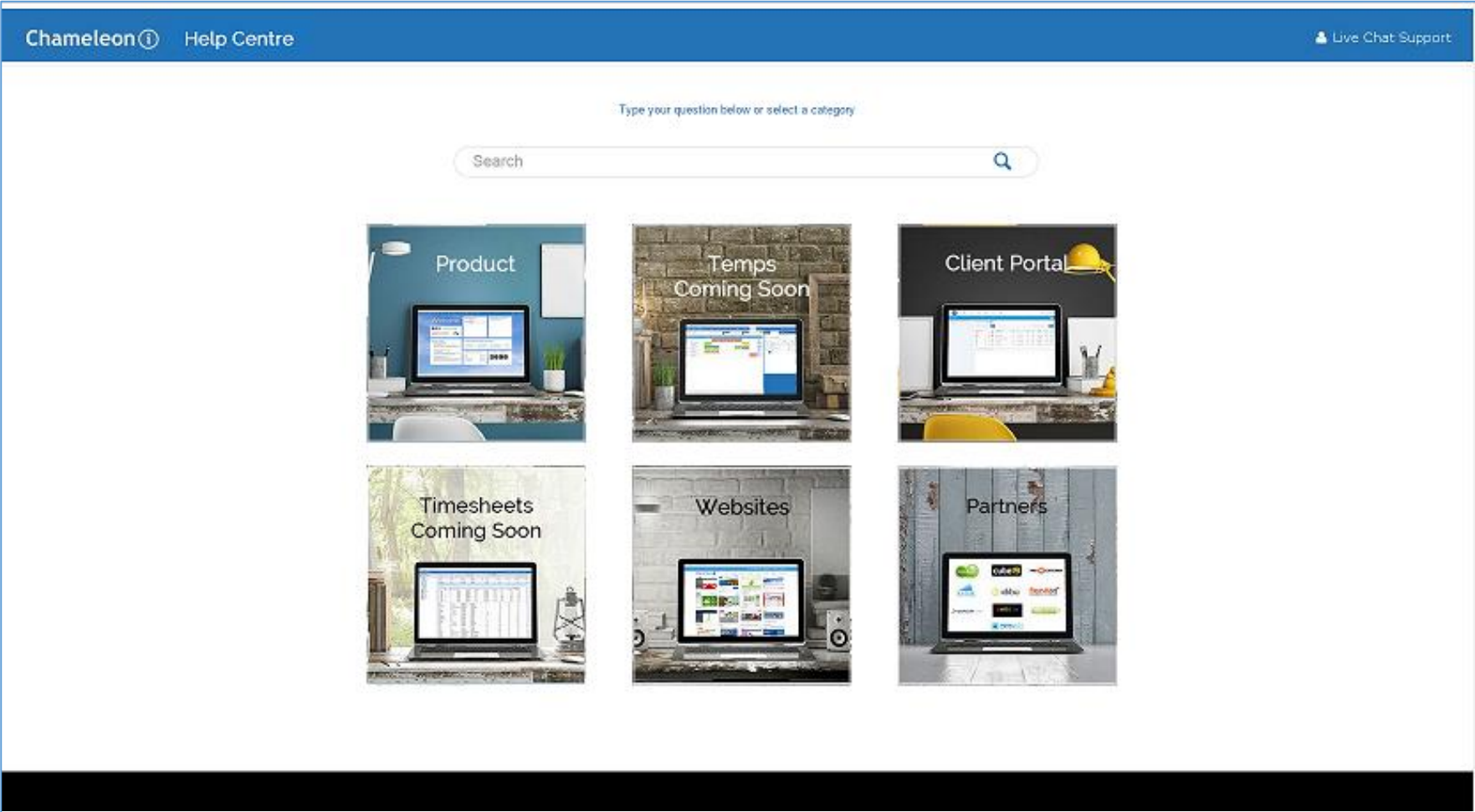


Select the LOGIN button. When you reach the login screen you will need to enter your unique login and password and press the login button.



The screenshot displays a WordPress website with a dark blue mountain landscape background. On the left, a white box contains the WordPress logo and text: "Our new Chameleon-i WordPress website integration plugin is available for download via WordPress.org. For more information please contact us on +44 (0)1483 600370." On the right, the Chameleon-i logo and tagline "online recruitment software" are shown above a blue chameleon icon. Below this is a login form with "Username" and "Password" input fields. At the bottom of the form are two buttons: "SIGN-IN" (with a LinkedIn icon) and "LOGIN HERE +". A small "PLEASE NOTE" disclaimer is visible at the bottom right of the page.

We recommend you enable pop-ups in the web browser so you can view all the screens within Chameleon-i. If you need help to do this, visit our helpcentre.



Chameleon-i Recommendations

To ensure you receive the best functionality and performance from Chameleon-i, we recommend you use the latest version of web browsers **Firefox or Chrome.**






When logging out we recommend you use the Logout button, rather than the browser close function for added security, Save our web address to your favourites or create a shortcut to Chameleon-I on your desktop for easy access. Visit our helpcentre to see how to do this.

We provide free online customer support, click the **Help** button within Chameleon-i and use the Live Chat facility to chat to one of our online support technicians who will be happy to assist you with any problems. Alternatively search the Helpcentre for any information on how to do /setup something.

Live Support

Welcome to Chameleon-i. How can we help you today?

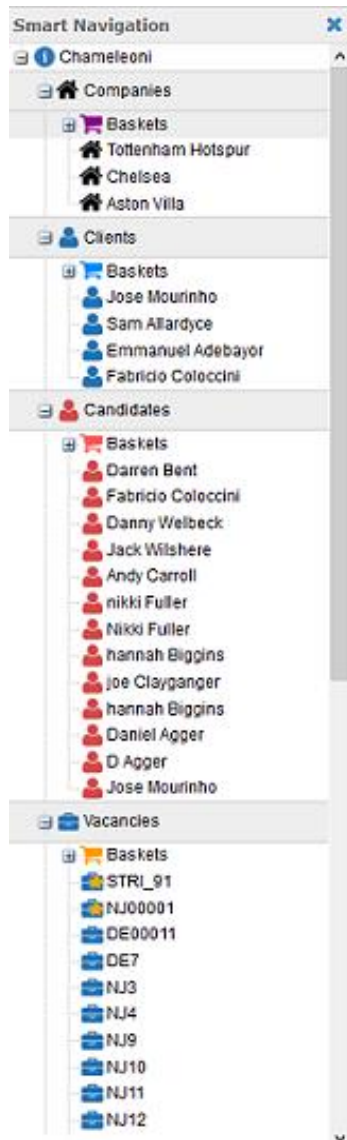
Hello there!

 **nikki**
nikki@remdyhcms.com  

Phone Number

Message *

Start Chatting



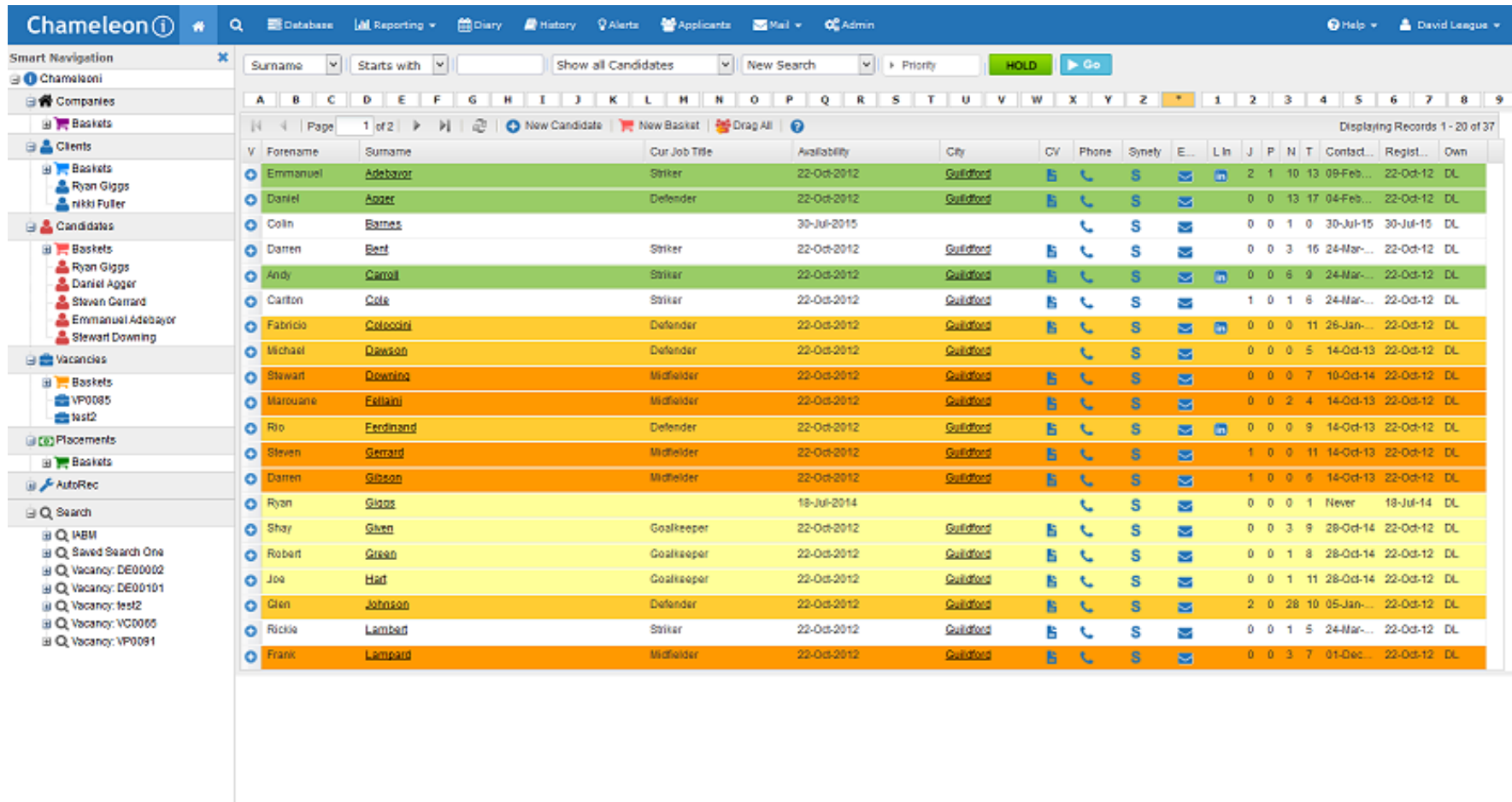
Smart navigation

Easily find your way around Chameleon-i using the Smart Navigation main menu on the left of your screen. This menu contracts and expands providing an intuitive way of navigating the hierarchical information. It also shows the history system and baskets.

History system

As you open contact records and move between screens you will find your actions mirrored within the smart navigation. This clever history system will display your recently viewed records keeping them close to hand and saving you the time of repeating recent searches.

Select **Close form** from the contact record to remove it from the history system or select the **Close all** button located next to the alerts.



The screenshot displays the Chameleon software interface. At the top, there is a navigation bar with the Chameleon logo and various menu items: Database, Reporting, Diary, History, Alerts, Applicants, Mail, and Admin. A user profile for David League is visible in the top right corner. Below the navigation bar is a 'Smart Navigation' section with search filters for Surname and Starts with, and buttons for 'Show all Candidates', 'New Search', and 'Priority'. A 'HOLD' button and a 'Go' button are also present. The main area features a grid of candidates with columns for Forename, Surname, Cur Job Title, Availability, City, CV, Phone, Synety, E..., L In, J, P, N, T, Contact..., Regist..., and Own. The grid is color-coded by availability: green for '22-Oct-2012', yellow for '18-Jul-2014', and orange for '22-Oct-2012'. A left-hand sidebar contains a 'Smart Navigation' tree with categories like Companies, Baskets, Clients, Candidates, Vacancies, Placements, AutoRec, and Search. The Search category is expanded, showing a list of search criteria such as 'IABM', 'Saved Search One', and various 'Vacancy' entries.

V	Forename	Surname	Cur Job Title	Availability	City	CV	Phone	Synety	E...	L In	J	P	N	T	Contact...	Regist...	Own
+	Emmanuel	Adebayor	Striker	22-Oct-2012	Guildford			S			2	1	10	13	09-Feb...	22-Oct-12	DL
+	Daniel	Agger	Defender	22-Oct-2012	Guildford			S			0	0	13	17	04-Feb...	22-Oct-12	DL
+	Collin	Barnes		30-Jul-2015				S			0	0	1	0	30-Jul-15	30-Jul-15	DL
+	Darren	Bent	Striker	22-Oct-2012	Guildford			S			0	0	3	16	24-Mar...	22-Oct-12	DL
+	Andy	Carroll	Striker	22-Oct-2012	Guildford			S			0	0	6	9	24-Mar...	22-Oct-12	DL
+	Carlton	Cole	Striker	22-Oct-2012	Guildford			S			1	0	1	6	24-Mar...	22-Oct-12	DL
+	Fabrizio	Colocini	Defender	22-Oct-2012	Guildford			S			0	0	0	11	26-Jan...	22-Oct-12	DL
+	Michael	Dawson	Defender	22-Oct-2012	Guildford			S			0	0	0	5	14-Oct-13	22-Oct-12	DL
+	Stewart	Downing	Midfielder	22-Oct-2012	Guildford			S			0	0	0	7	10-Oct-14	22-Oct-12	DL
+	Marouane	Fellaini	Midfielder	22-Oct-2012	Guildford			S			0	0	2	4	14-Oct-13	22-Oct-12	DL
+	Rio	Ferdinand	Defender	22-Oct-2012	Guildford			S			0	0	0	9	14-Oct-13	22-Oct-12	DL
+	Steven	Gerrard	Midfielder	22-Oct-2012	Guildford			S			1	0	0	11	14-Oct-13	22-Oct-12	DL
+	Darren	Gibson	Midfielder	22-Oct-2012	Guildford			S			1	0	0	6	14-Oct-13	22-Oct-12	DL
+	Ryan	Grigg		18-Jul-2014				S			0	0	0	1	Never	18-Jul-14	DL
+	Shay	Green	Goalkeeper	22-Oct-2012	Guildford			S			0	0	3	9	28-Oct-14	22-Oct-12	DL
+	Robert	Green	Goalkeeper	22-Oct-2012	Guildford			S			0	0	1	8	28-Oct-14	22-Oct-12	DL
+	Joe	Hart	Goalkeeper	22-Oct-2012	Guildford			S			0	0	1	11	28-Oct-14	22-Oct-12	DL
+	Glen	Johnson	Defender	22-Oct-2012	Guildford			S			2	0	28	10	05-Jan...	22-Oct-12	DL
+	Rickie	Lambert	Striker	22-Oct-2012	Guildford			S			0	0	1	5	24-Mar...	22-Oct-12	DL
+	Frank	Lampard	Midfielder	22-Oct-2012	Guildford			S			0	0	3	7	01-Dec...	22-Oct-12	DL

Quick search

Quickly search your contacts which are displayed in the quick search grids. A-Z quickstart letters allows you to jump straight to matching results.

Results grids

Search results are displayed in the results grids. They are fast loading with selectable pages and an advanced grid-sorting feature. A single click opens the full record of choice. Set the number of results displayed (20-60) in the Admin panel under the users tab.

Baskets

Baskets provide flexible containers for your contacts and allow you to micro-manage your database. Create contact lists, for example your hot prospects, bulk marketing lists, candidates for short-listing or to bulk assign tags and priorities.

What should you do next?

Visit the helpcentre

The helpcentre is a searchable resource containing step-by-step guides on how to use all the features and functions found within Chameleon-i. The helpcentre can be accessed from the top of the screen in Chameleon-i.

Sign up for our free online training

We run free training sessions so all the members of your agency can use Chameleon-i effectively. See our training page at www.chameleoni.com/training for more information about what training sessions are available and to book yourselves on them.

Data Migration

We provide two import templates a company, client and candidate. Simply populate the specified fields and upload the data to import. Please visit our Helpcentre for a step by step guide on self migration.

If you would like to discuss our data migration services, please speak to your account manager.

Our helpcentre is available at supportcentre.chameleoni.com