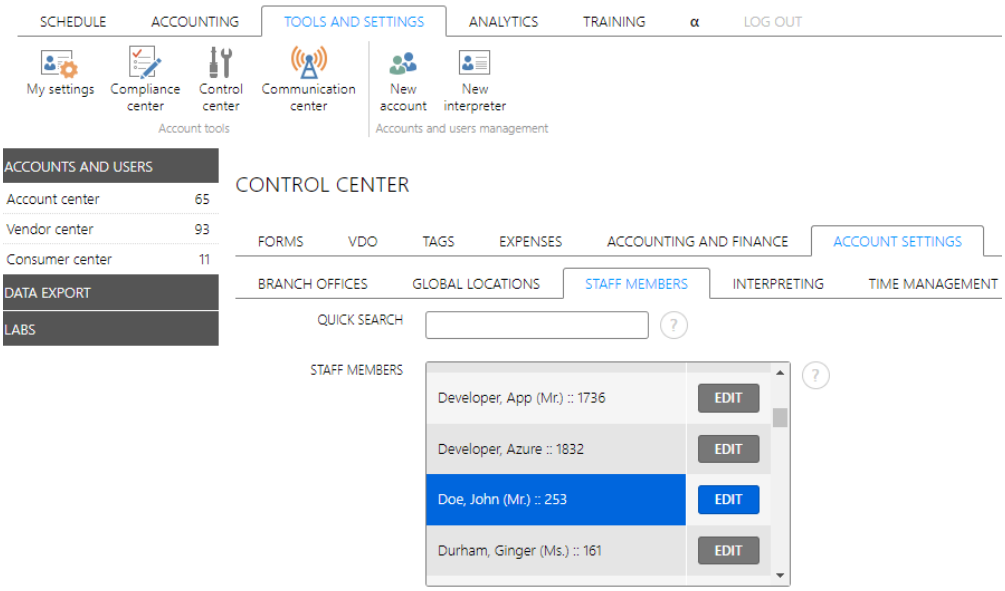
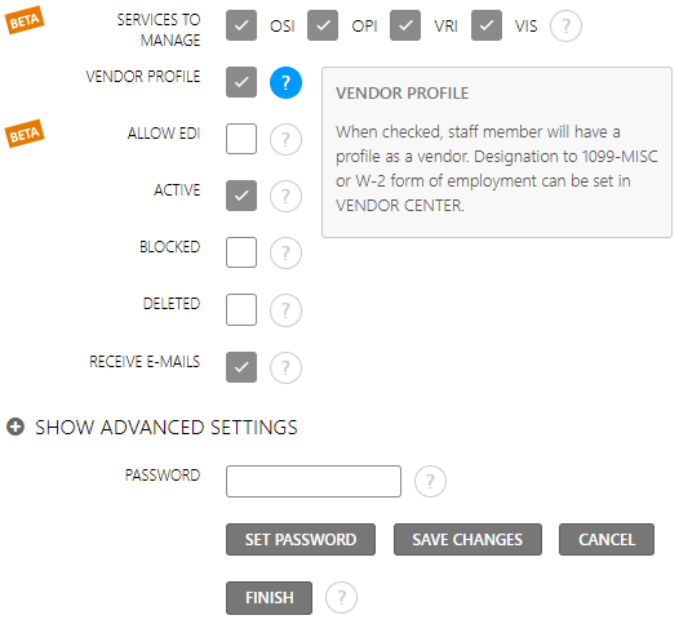
STAFF MEMBER WITH VENDOR PROFILE

SET UP STAFF MEMBER WITH VENDOR PROFILE

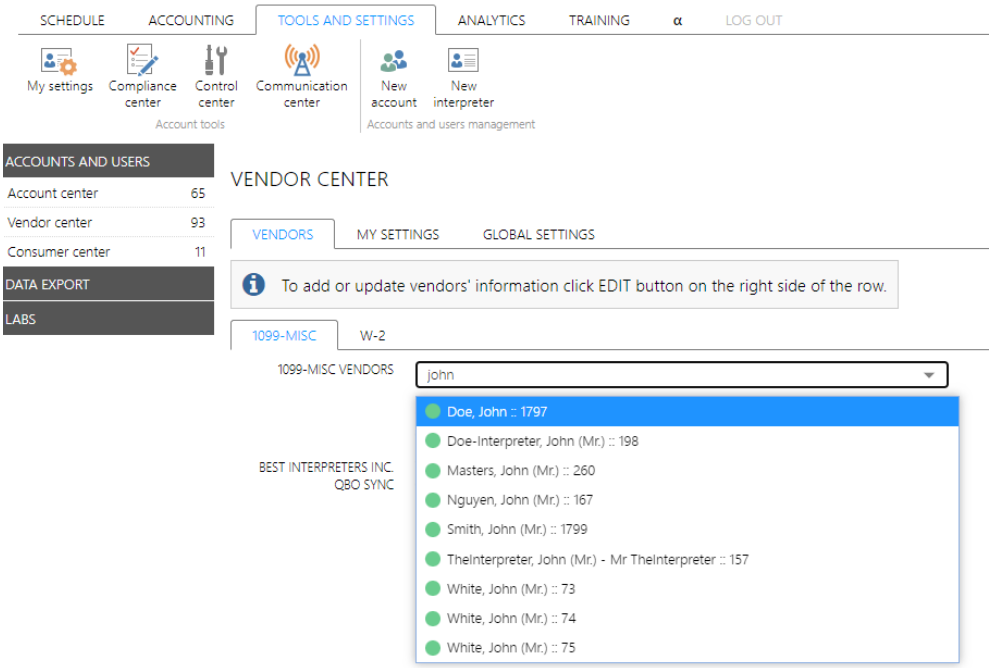
Your staff members can have dual role in ScheduleInterpreter, as staff and as vendors. To add a vendor profile to one of your staff members, go to TOOLS AND SETTINGS, CONTROL CENTER, ACCOUNT SETTINGS, STAFF MEMBERS, locate the staff member needed, then click EDIT.



Scroll down, check VENDOR PROFILE box, then click SAVE CHANGES.



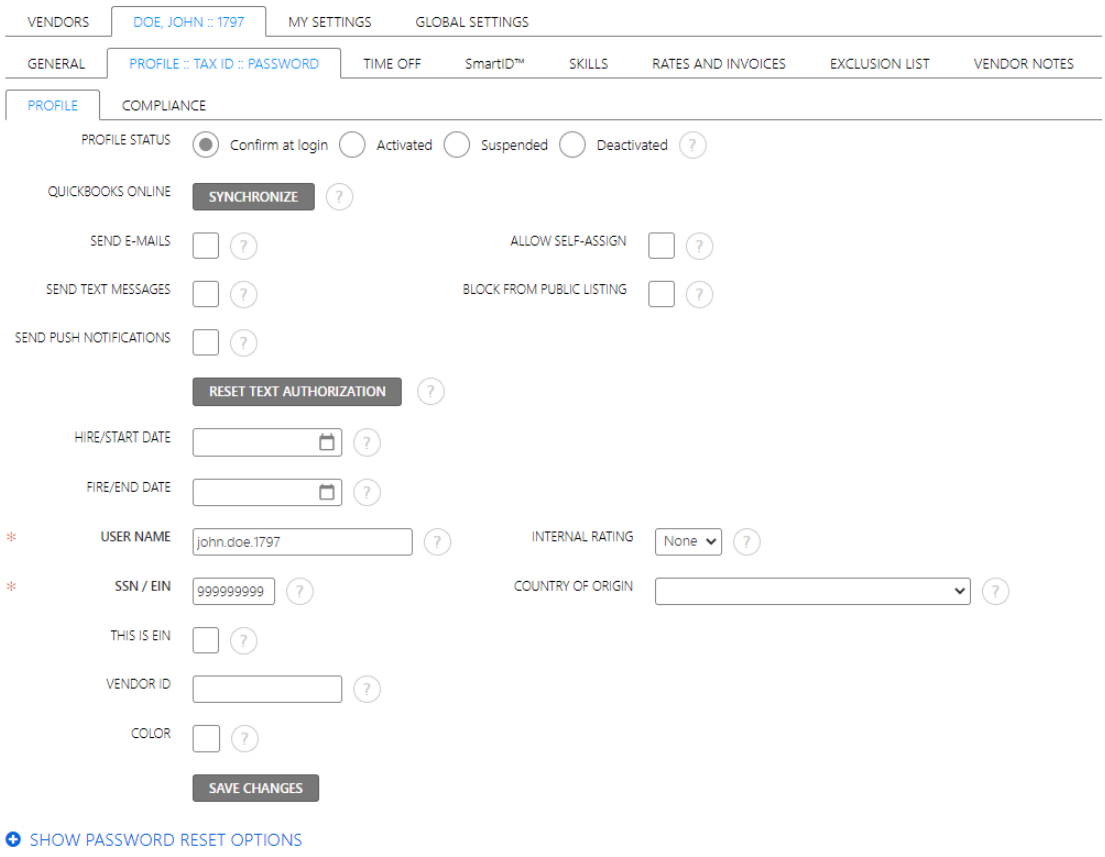
To complete the vendor profile, go to TOOLS AND SETTINGS, ACCOUNTS AND USERS, VENDOR CENTER, type the name of the staff member/vendor, and select them from the drop down list.



Once you select the vendor, you can set up their profile, including skills, rates, exclusions, notes, tags, and several other settings.

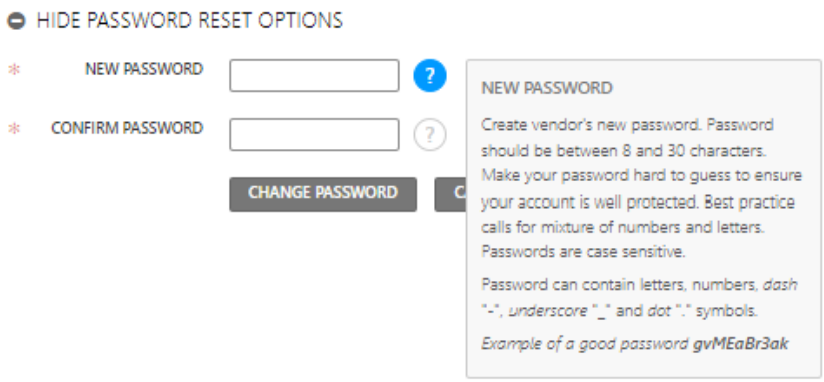
RESET PASSWORD FOR VENDORS

In order for your staff members with vendors profiles to log in and use On The Spot!, you will need to reset their password under their vendor profile. To do so, go to PROFILE : TAX ID : PASSWORD tab, then PROFILE, and scroll down to SHOW PASSWORD RESET OPTIONS.



Enter and confirm the new password, making sure to review and follow the password requirements, then click

CHANGE PASSWORD .



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