CheckaLoad App

A User Guide for CheckaLoad App
for Company Admin's

Accessing the CheckaLoad Content Management System (CMS) is easy… once you know how

User guide for administrators

So you are the CheckaLoad administrator?

Check your junk mail. Sometimes these emails are treated like spam.

Step 1

You'll receive an email from "noreply@checkload.com" with a link to the *CMS

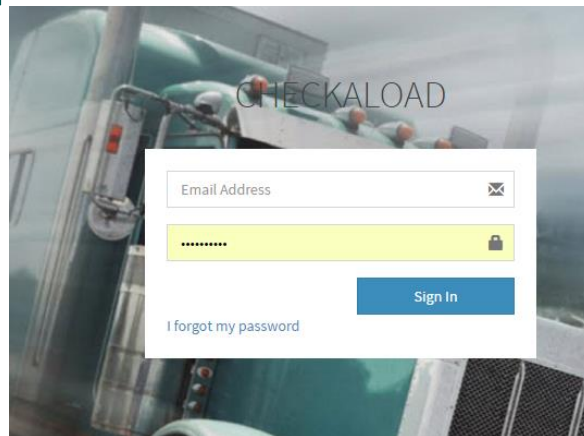You'll be asked to set a password for the CMS, just as you would for the app

Note: your username is your email address

You're ready to add users and be the boss!
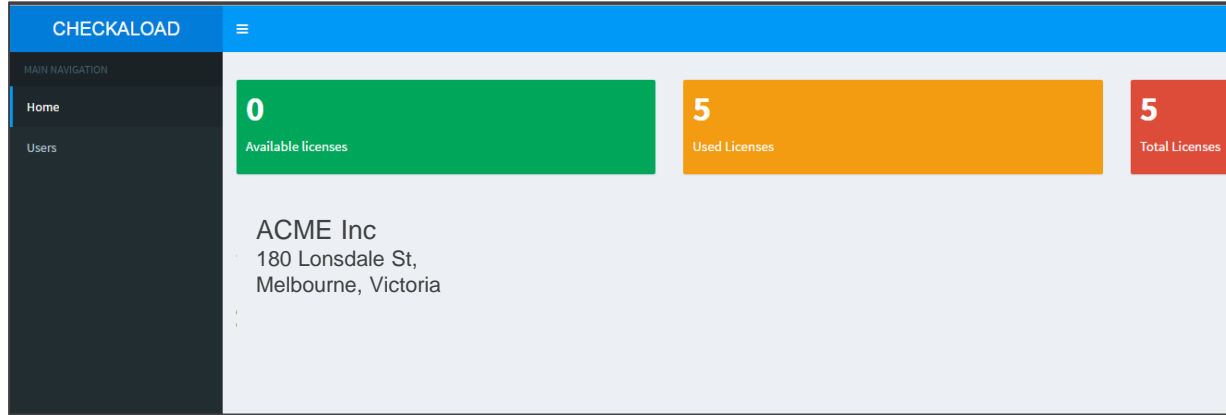
Step 2

CMS log in
http://app.checkaload.com/login

CHECKALOAD

Email Address

I forgot my password

Sign In

*CMS = **Content Management System**. It's the portal you'll use to manage licences and view assessment logs.
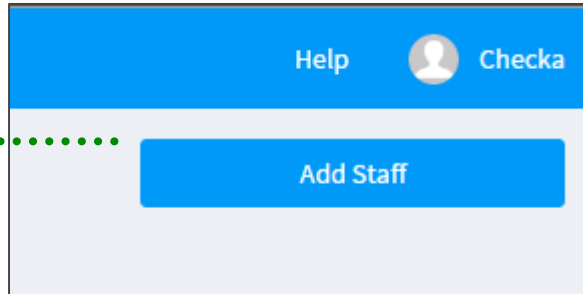
Time to create your users

Step 3

Click users · · · · ·

CHECKALOAD

MAIN NAVIGATION

Home

Users

0
Available licenses

5
Used Licenses

5
Total Licenses

ACME Inc
180 Lonsdale St,
Melbourne, Victoria

Step 4

Add staff · · · · · · · ·

Help   Checka

Add Staff

· · · · · · · Continued next page

Create users and assign them a status

Step 4

⚠️

Note:
Create all of your users first. Then allocate licences to the user(s) you have created.

They'll need a licence to use the app.

How to allocate licences is explained in Step 5.

CHECKALOAD ☰

MAIN NAVIGATION

Home

Users

Add Staff

First Name • • • • • • • • • • • • • •
First Name

Email address
Enter email

Role • • • • • • • • • • • • • • •
User

Has license? ☐

Save • • • • • • • • • • • • • • • •

Import CSV • • • • • • • • • • • • •

File
Choose file   No file chosen

Import

Enter staff details

Select user type
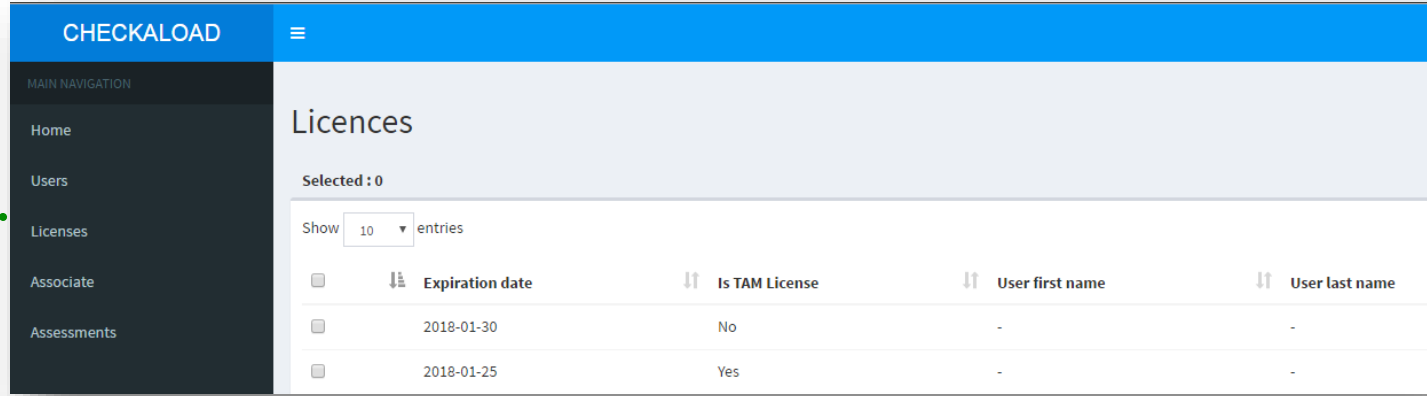(Note: making a user an Admin allows them to make changes, add users etc.

Hit "Save"

Lots of staff to enter? You can perform a bulk upload via a .csv file
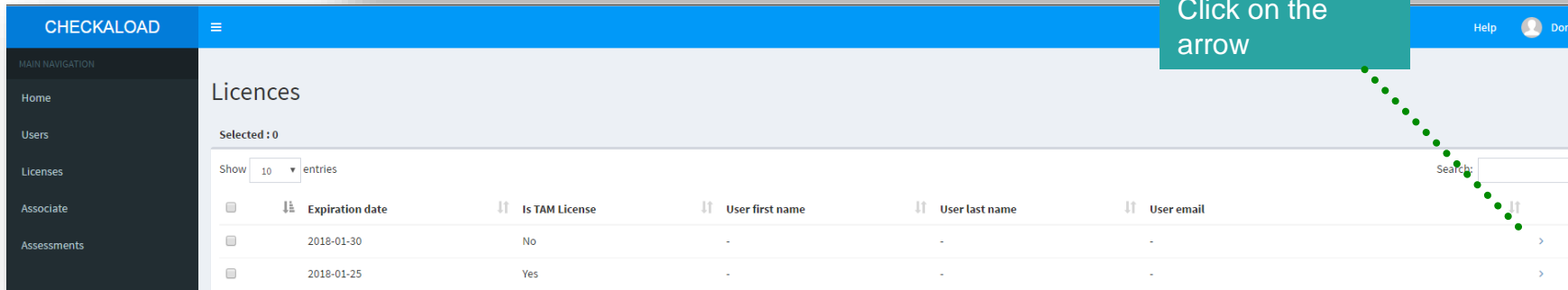
Allocate a licence to your new user

CHECKALOAD ☰

MAIN NAVIGATION

Home

Users

Licenses

Associate

Assessments

Licences

Selected : 0

Show [10 ▼] entries

☐		Expiration date		Is TAM License		User first name		User last name
☐		2018-01-30		No		-		-
☐		2018-01-25		Yes		-		-

CHECKALOAD ☰   Help 👤 Don

MAIN NAVIGATION

Home

Users

Licenses

Associate

Assessments

Licences

Selected : 0

Show [10 ▼] entries   Search:

☐		Expiration date		Is TAM License		User first name		User last name		User email		
☐		2018-01-30		No		-		-		-		›
☐		2018-01-25		Yes		-		-		-		›

Allocate a licence to your new user

Note:
You can create a user and not allocate a licence to them. Perhaps you want to have 2, 3 or more Admin's that won't use the app and therefore don't need a licence, but need access to the CMS to manage users or view logs etc.

Click on the arrow.
Clicking the arrow will reveal a dropdown menu with the users you have created. Select a user to allocate the licence to. Then "Save".

Help   Dominic

Edit license

Expiration date

30/01/2018

User

Save   Cancel

Looks like you're finished
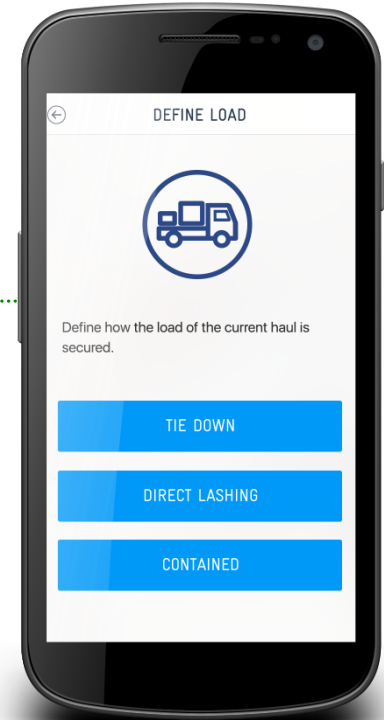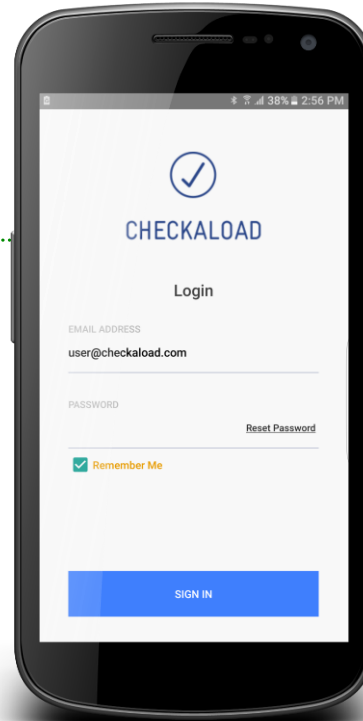
Users set up? Check! Next?

The users you created will receive an email asking them to set their password. They will click the link in the email to do that.

Once their password is set, they can download the app from the App Store® or Google Play™ store if they haven't already.

They can then log into the app using their email address and the password they have set for their account.

They'll be asked to set a pin. This is so when the phone or the app times-out due to inactivity, they can log back in using the 4 digit pin rather than having to retype their password

They can select the "Remember Me" button so the next time they log into the app, they don't have to type in their email address again…and again…and again.

Any questions?

Company Administrators can send an email to:
checkaload@team.telstra.com

Thank you