



Registering As New User, Logging into Matrix and the Home screen

Client Guide
Vol. 1



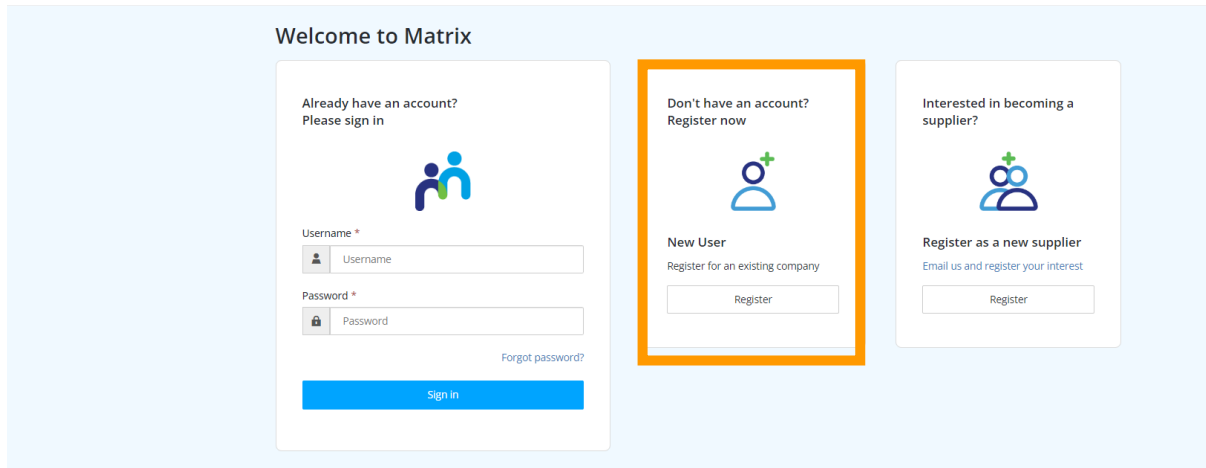
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Registering a New User

1. Visit www.Matrix-CR.net in your internet browser.
2. Choose the New User option.



Welcome to Matrix

Already have an account?
Please sign in

Don't have an account?
Register now

Interested in becoming a
supplier?

Register as a new supplier
Email us and register your interest

Username *

Username

Password *

Password

Forgot password?

Sign in

New User
Register for an existing company

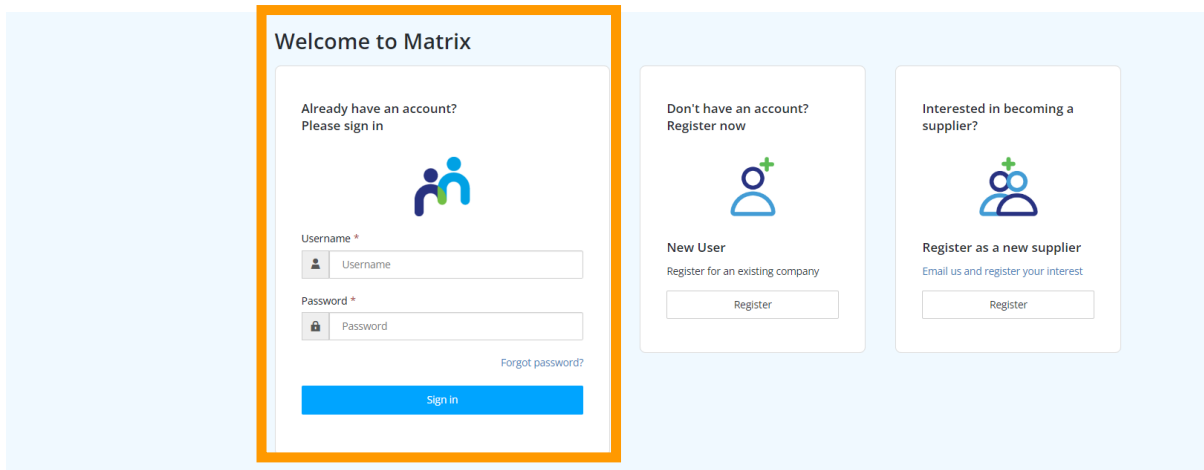
Register

Register

3. Click Register and fill in all relevant details.
4. Please note, for some clients once you have registered for a user, this will go to your HR/Contracts Manager to approve.
5. Once approved, you will receive an email with your login details.
6. Please always check your Spam and Junk folders for this email.

Logging into Matrix

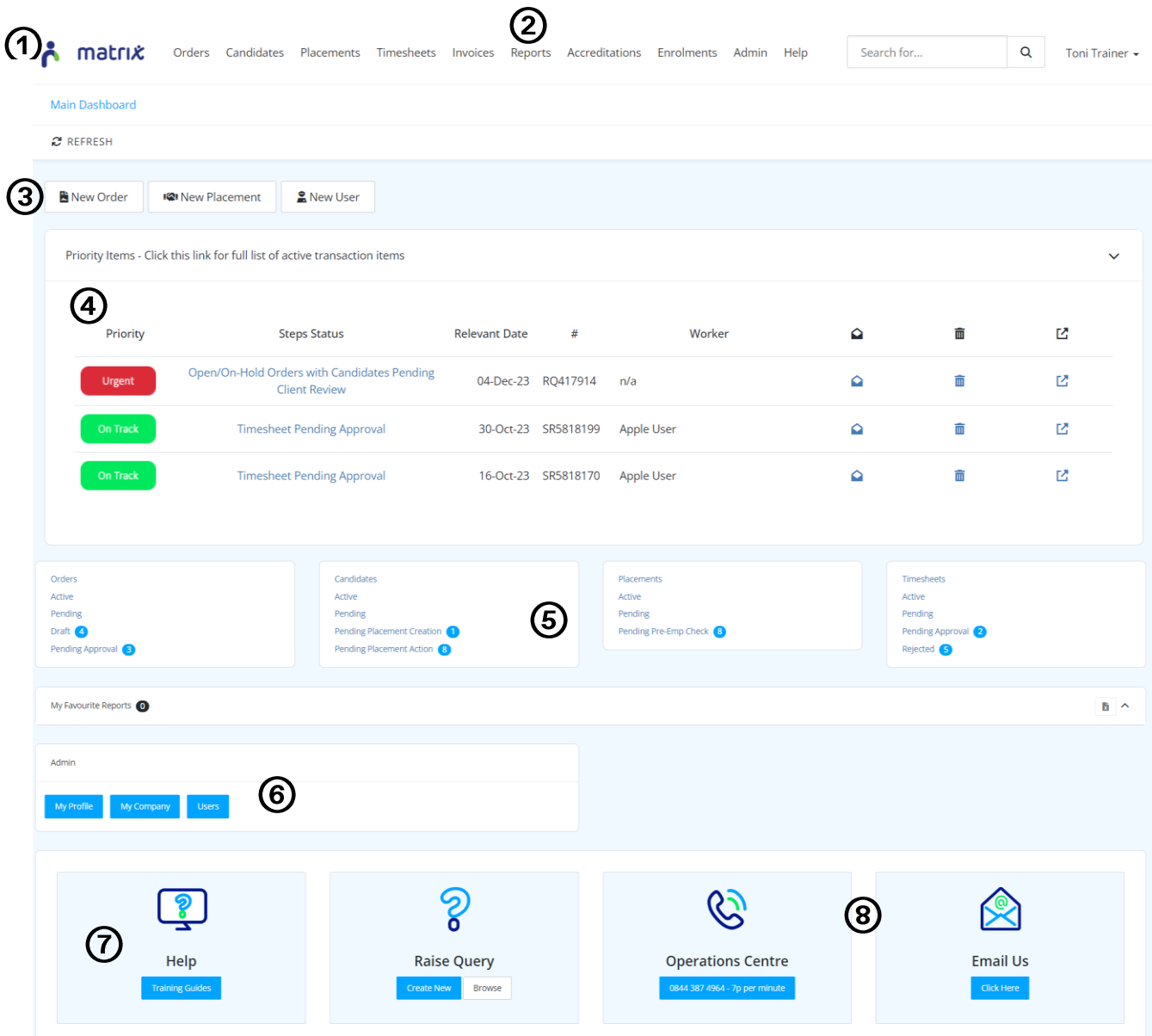
1. Visit www.Matrix-CR.net in your internet browser
2. Login to your Matrix-CR.Net system by entering your Username and Password



The screenshot shows the Matrix login page with a light blue background. On the left, a white box titled 'Welcome to Matrix' is highlighted with an orange border. It contains the text 'Already have an account? Please sign in' and the Matrix logo. Below the logo are two input fields: 'Username *' and 'Password *', each with a small icon to its left. A 'Forgot password?' link is positioned below the password field. At the bottom of this box is a blue 'Sign in' button. To the right of the sign-in box are two registration options. The first is 'Don't have an account? Register now' with a 'New User' icon and a 'Register for an existing company' button. The second is 'Interested in becoming a supplier?' with a 'Register as a new supplier' icon and an 'Email us and register your interest' button.

3. If you have forgotten your Password, please click on the 'Forgotten password' link underneath the Sign In button and follow the instructions.

Home Screen Navigation



The screenshot shows the CR.Net Home Screen with the following elements highlighted by numbered callouts:

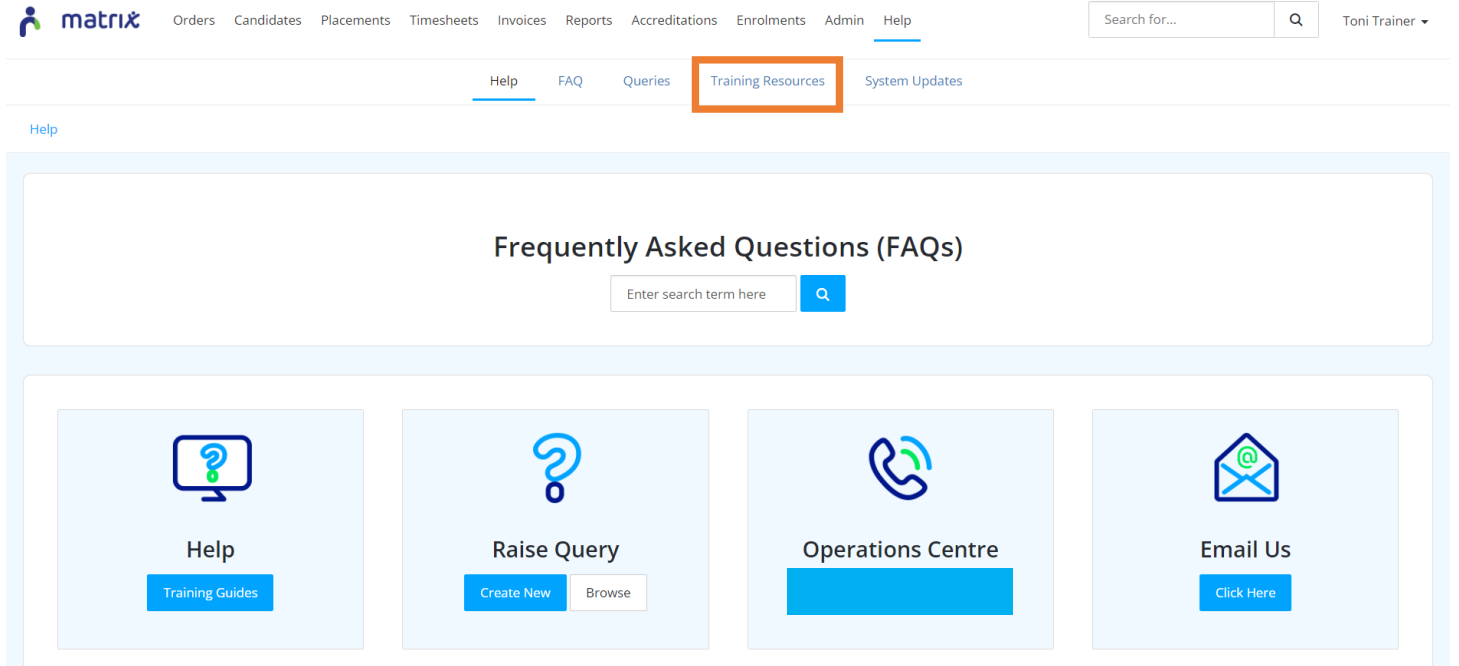
- 1:** Home icon in the top left corner.
- 2:** Navigational tabs (Orders, Candidates, Placements, Timesheets, Invoices, Reports, Accreditations, Enrolments, Admin, Help) and a search bar.
- 3:** Action buttons for 'New Order', 'New Placement', and 'New User'.
- 4:** A table of 'Priority Items' with columns for Priority, Steps Status, Relevant Date, #, Worker, and action icons.
- 5:** Quick access buttons for 'Orders', 'Candidates', 'Placements', and 'Timesheets' with sub-status counts.
- 6:** Admin sub-sections for 'My Profile', 'My Company', and 'Users'.
- 7:** 'Help' button with a 'Training Guides' link.
- 8:** 'Operations Centre' button with a phone icon and 'Email Us' button with an envelope icon.

1. Home Icon – To return back to the home screen
2. Navigational tabs to each corresponding section and sub tabs on CR.Net
3. New Order creation button when requiring Agency Workers
4. List of Priority Items – this is anything requiring your action or attention
5. Quick access buttons to each stated sub tab section
6. Admin sub sections for personal profile management and Company information
7. Training Guides and Videos available on CR.Net
8. Different methods to contact the Customer Success Team



Need more support?

You can contact your Matrix Customer Success Executive or another member of the Customer Success Team for assistance with Matrix-CR.net through the following options:



The screenshot shows the Matrix website's navigation menu. The 'Help' tab is selected, and the 'Training Resources' sub-tab is highlighted with an orange box. Below the navigation, the 'Frequently Asked Questions (FAQs)' section is visible, featuring a search bar and four main support options: 'Help' (with a 'Training Guides' button), 'Raise Query' (with 'Create New' and 'Browse' buttons), 'Operations Centre' (with a blue button), and 'Email Us' (with a 'Click Here' button).

Underneath your help tab you also have access to help guides and videos under 'Training Resources' as highlighted above.

The number for the Customer Success Team will be displayed on the live site.

