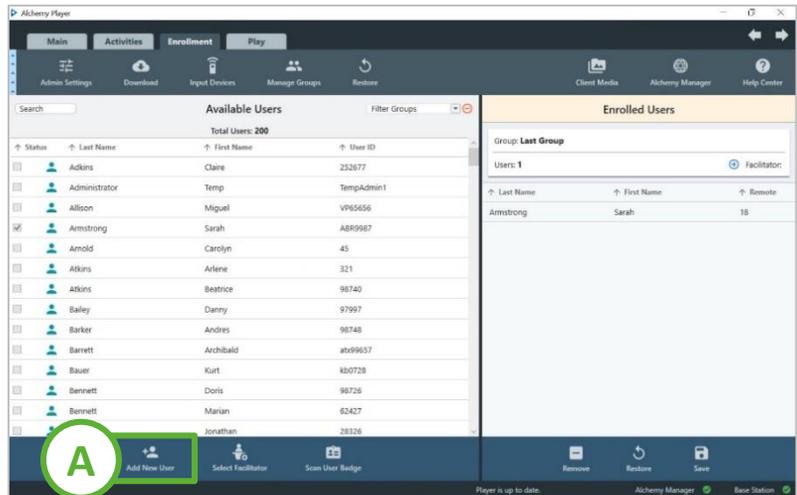


Manager

User Validation

User Validation is a special listing that prevents new hire duplications, ensuring that your head count is accurate. There are two ways to validate a user: through the multi-check option and merging users. If your company uses the automatic HR import option with Manager, you may use Validation if you need to train someone *before* their information is processed from your HR payroll feed.

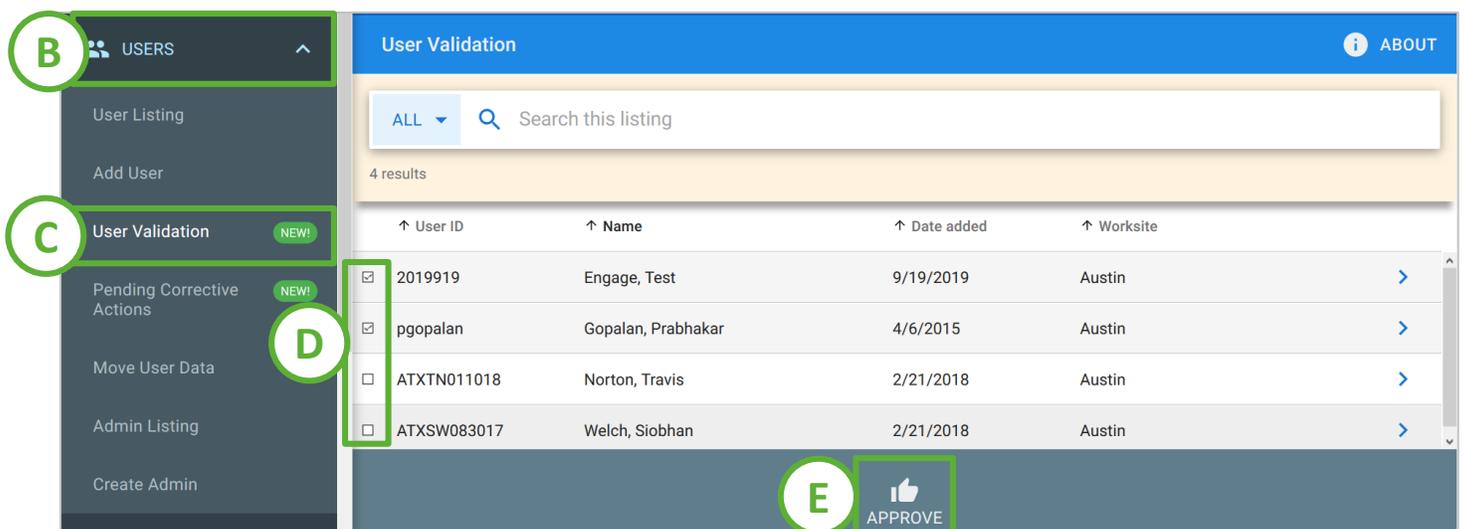
- A. The validation process begins in **Player** when a **New User** is added in the **Enrollment** screen.
- B. When a new user is added, the user is uploaded to **User Validation** in **Manager** on the next download or after completing a course.



The steps below begin after a download or the user completes a course:

Check Validation

- A. Log in to your Manager website as a supervisor.
- B. Access the **Users** category
- C. Select **User Validation**
- D. **Select** the box(es) of the user(s) that need to be validated
- E. Click **Approve**



(Player 5+ and Manager 7.6+)

Manager

User Validation

If your user has a duplicate, there is easy way to tell within User Validation. If your company uses the automatic HR import option with Manager, you may use Validation if you need to train someone *before* their information is processed from your HR payroll feed.

Merging Users

- A. Click on the name or user ID in the User Validation list
- B. At the top you will see if there are similar users. Click **View and Merge** to review the information.*
- C. You will be asked if the pending user can be deleted after merging with the user already in the User Listing. If there are multiple similar users, select which user to merge with.
- D. Click **Merge**
- E. Confirm you want to merge the unvalidated user with the permanent user

← Pending user Test Engage

DETAILS RECORDS

1 similar user
Before approval, verify or update the user's information

VIEW AND MERGE

Personal information
First name

Employment details
User ID

× View and Merge

Name Test Engage
User ID 2019919
Date of Hire 2019-09-19
Worksite Austin

Who do you want to merge to?
The pending user will be deleted. Training records and learning plan assignments will be moved. All other information is not merged.

User ID	Name	Worksite
test919	engage, test	Austin

CANCEL MERGE

⚠ Merge Users?

Changes to learning plans will impact reports and may take up to 1 hour to process.

- Permanently delete 2019919?
- Move records to test919

MERGE

*If you believe a similar user exists but is *not* listed in the top section:

- Verify the spelling of the user's name in the Validation record and edit if incorrect.
- Another issue that could prevent the similar user from appearing is that the name is associated with a different Worksite; contact the Support Team to transfer the user before you Validate.