Quick Reference Guide

CorrigoPro – User Management (Desktop)

Click on the 👥 icon towards the top of the page

- On the next page, you will be able to Invite New Users and Edit existing Users
  - Invite New Users:
    - Enter in Contact information, and select if the new user will be an Administrator by clicking the Administrator checkbox
      - Administrators are able to edit the company profile; non-administrators can only edit their own information and work on Work Orders

Invite New User

FULL NAME: Timothy Schilling

EMAIL: Timothys@corrigo.com

☑ **Administrator**

BACK   **INVITE**

- New Users will then receive an email to the email provided, and will be asked to fill out all information below

CORRIGOPRO DESKTOP   🇺🇸 / English ▾

Secure Password Tips
- Use no less than 8 characters
- Use a combination of English uppercase and lowercase characters and numerals
- Do not use the same password you have used with us previously
- Do not use dictionary words, your name, email addresses, or other personal information that can be easily obtained

Create Your CorrigoPro Account

EMAIL   Timothys@corrigo.com   CHANGE

YOUR NAME   Timothy Schilling

YOUR CELL PHONE   🇺🇸 ▾

PASSWORD

CONFIRM PASSWORD

By pressing Register I confirm that I have read and agree to the **TERMS OF USE**

REGISTER

- On the User Management home page, you can see the statuses of all users
- Please note that the user's ID will also be the confirmed email address of the user

User Management

INVITE NEW USER

NAME	EMAIL	STATUS	ACTION
Avery	@corri...	Registered	EDIT
Corrigo Support	corrigos02@yahoo.com	Registered	EDIT
Jeff Taylor Main	jefft@...	Registered	EDIT
New User (1)	test@...	Invited	EDIT
New York Branch User	corrigopspt123413@yahoo.com	Registered	EDIT
Panama City Branch User	@yahoo.com	Registered	EDIT

Fully registered user → Registered

Invited user (waiting on user to accept & confirm invitation) → Invited

- Never replace a user's information with someone else. If you are replacing a user with a new employee, you must delete the old user and add the new user
  - There are issues that will arise with replacing a user's information if they are linked to a specific Cru Person
- Please note: only Admin users can access invoicing
- Desktop & Cru users can be setup separately.
  - You can have a Cru user who only uses the CorrigoPro Mobile App or only uses the Desktop App
- Desktop Cru users cannot login to the CorrigoPro desktop unless they are added by an Administrator as a User using the steps above
  - Desktop users will login using their email address & password
- Mobile users will not be able to access work orders unless they are added to the Cru using a valid mobile number
  - Mobile users will login to the mobile app using their telephone number only. There is no username or password for Cru on the mobile app.
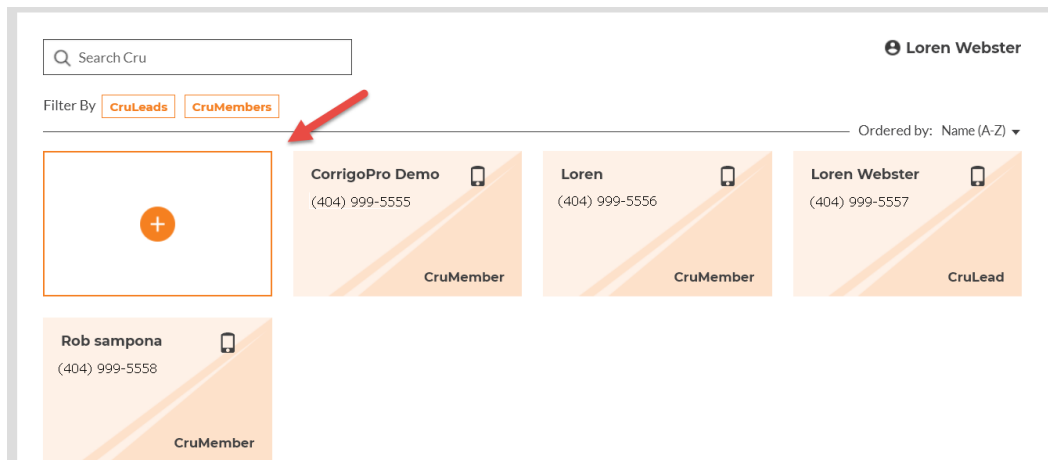 - Follow the steps below to setup a Cru user who will be using the mobile app

CorrigoPro – User Management (Mobile)

Click on the [icon] icon towards the top of the page

- You can add and manage your mobile users within "Our Cru" icon
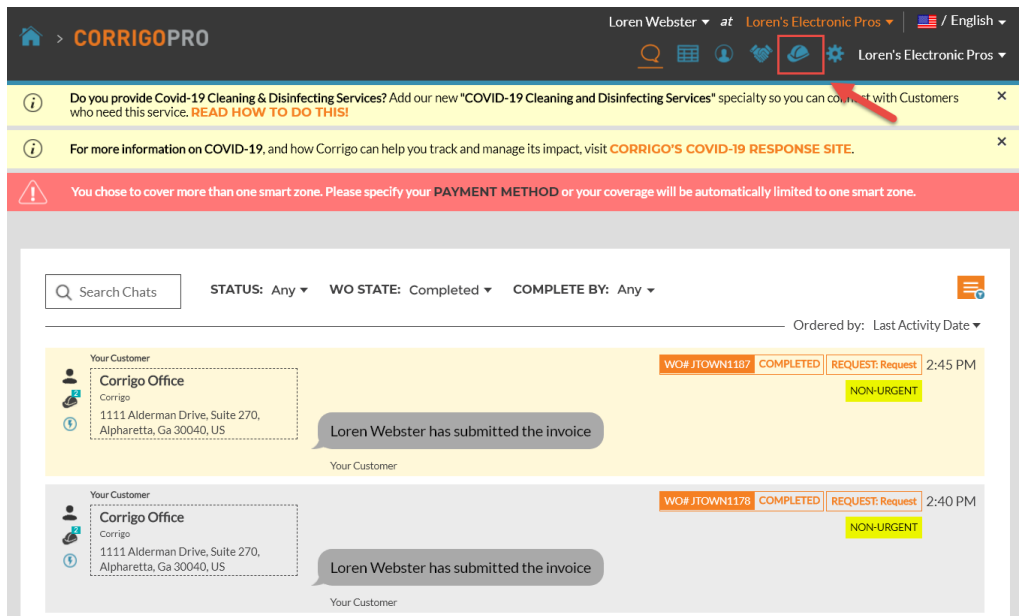
- Click the orange box with the "+" to add the mobile user

- Enter the mobile number for the user you wish to add.
  - You can also make them a "CruLead" if they need to access all work orders received
  - By default, all users will be added as CruMembers and will need to be assigned to work orders

- Once the mobile user is added, they will be displayed as "Invited" until they download and sign into the mobile app on their smartphone
  - After the user signs in on the mobile app, a phone icon will display in the top right corner of the user. You can then begin assigning work orders to them to manage on the mobile app
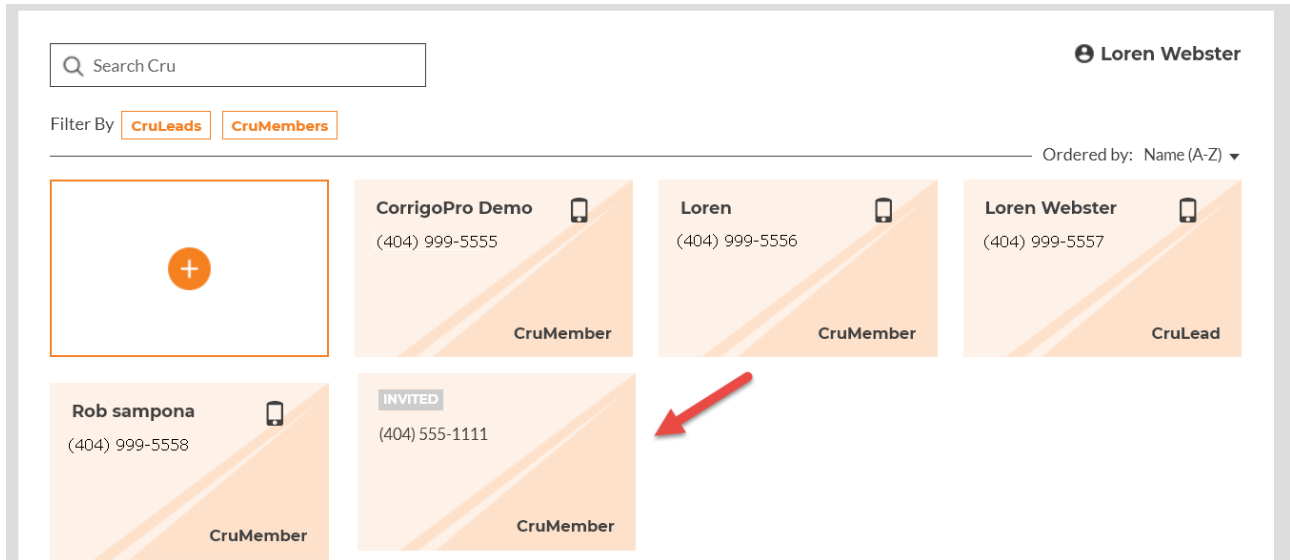
- Cru users can also be managed by clicking on the user(s)
  - **CruChat** – A private conversation between one or more users that is outside of a work order
  - **Reinvite** – Sends a reminder text message to a mobile user to download the CorrigoPro app
  - **Change Role** – Allows a CruMember to be changed to a CruLead. CruLead's can also be changed to a CruMember if needed.
    Note – You can only select one user at a time when using the "Change Role" function
  - **Delete** – Removes the user from your Cru. This will also remove their access to any assigned work orders