



Halo Solutions User Guide

Accreditation for Third Parties

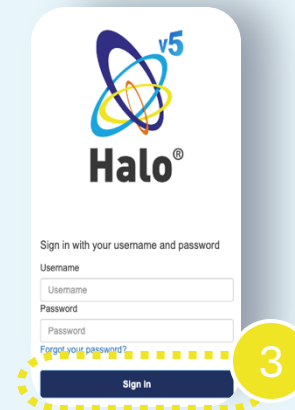
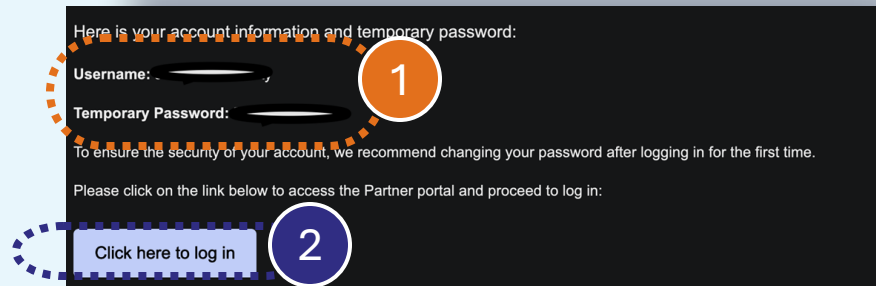
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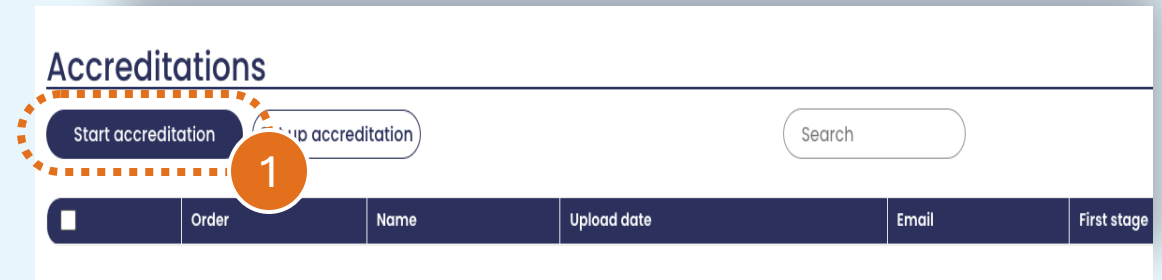
Using the system for the first time

1. You will receive an email from the system administrator
2. Make a note of the username and temporary password in the email
3. Log on to the system, enter your username and temporary password
4. Change your password
5. You can now log on to the



Starting an accreditation for a user

1. Click on Start Accreditation



Accreditations

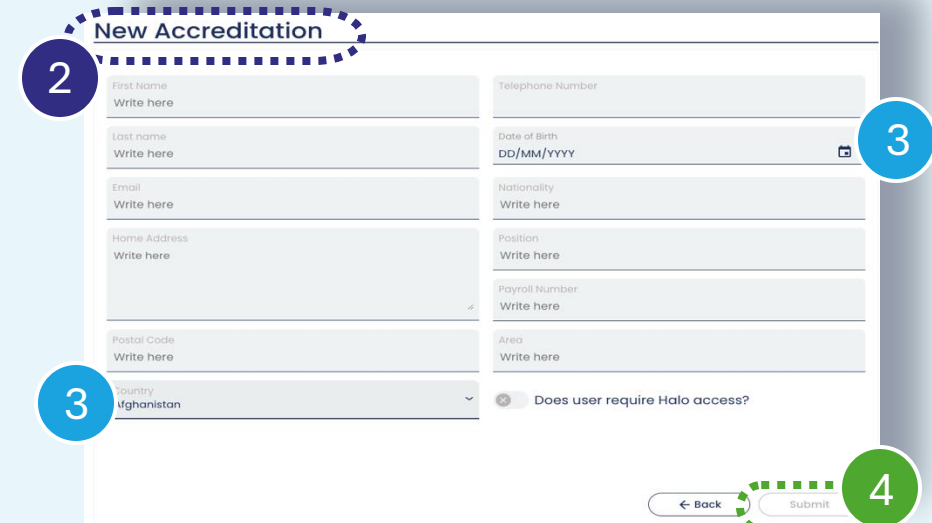
Start accreditation Renew accreditation Search

	Order	Name	Upload date	Email	First stage
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2. In the new accreditation screen complete the details of the individual you wish to accredit

3. Use the drop-down menus for country and date of birth

4. When you are happy the details you have entered are correct, click on submit



New Accreditation

First Name
Write here

Last name
Write here

Email
Write here

Home Address
Write here

Postal Code
Write here

Country
Afghanistan

Telephone Number

Date of Birth
DD/MM/YYYY

Nationality
Write here

Position
Write here

Payroll Number
Write here

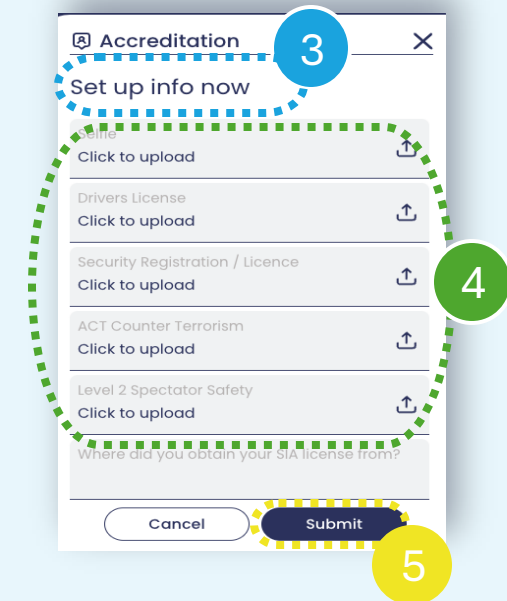
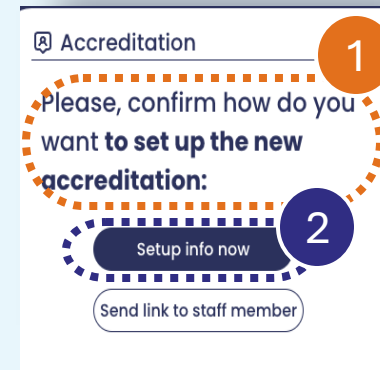
Area
Write here

Does user require Halo access?

Back Submit

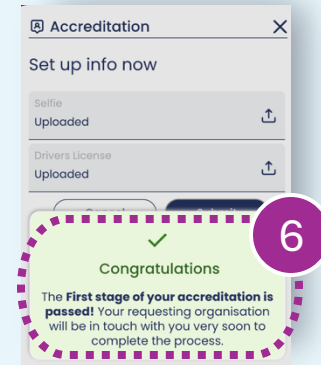
Set up an accreditation where you upload documents

1. You have two options for setting up an accreditation
2. If you have the required documentation, select Set up Info now
3. A list of all the accreditation documentation you have specified will appear
4. Upload each document in turn
5. When all documents are uploaded, click on submit

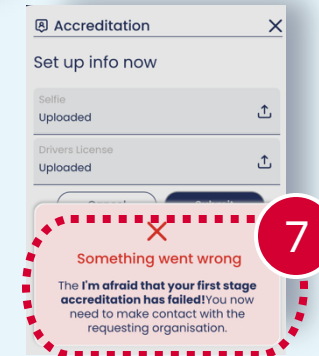


Set up an accreditation where you upload documents

6. You will see a pop up stating the first stage of the accreditation has passed.



7. You may see a pop up stating the first stage of accreditation has failed. This is related to image uploads



Set up an accreditation where you upload documents

8. If the something went wrong pop up appears, click on the name of the failed accreditation

Accreditations

Start accreditation

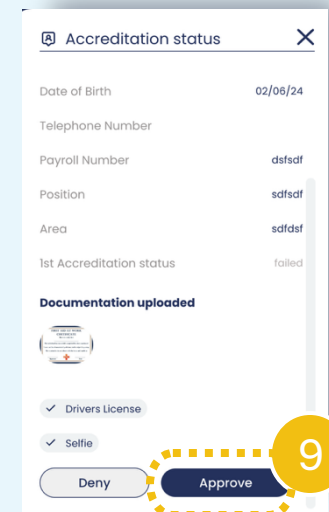
Set up

	Order	Name
<input type="checkbox"/>	1	Charlie Archer
<input type="checkbox"/>	2	James Spencer

First stage	Status	Details
⊗	Approved	...
⊗	Failed	...
⊗	Approved	...
☑	Pending	...
⊗	Failed	...

8

9. Verify all the details are correct and click on approve



Accreditation status

Date of Birth 02/06/24

Telephone Number

Payroll Number dsfsdf

Position sdfsdf

Area sdfsdf

1st Accreditation status failed

Documentation uploaded

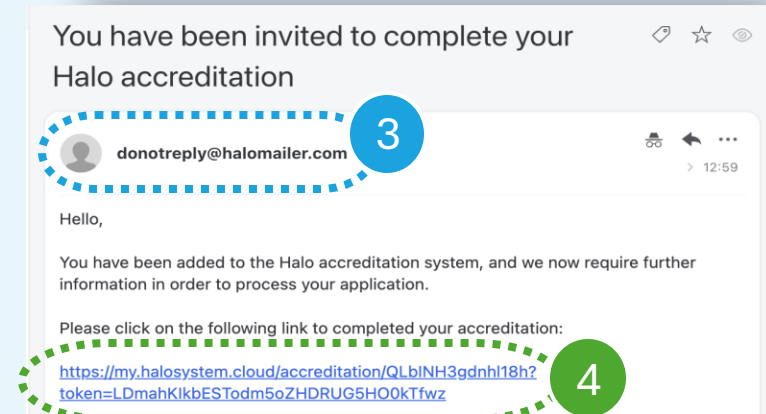
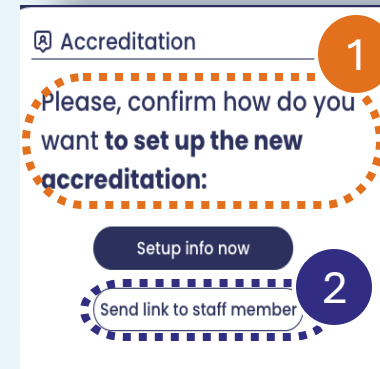
✓ Drivers License

✓ Selfie

Deny Approve

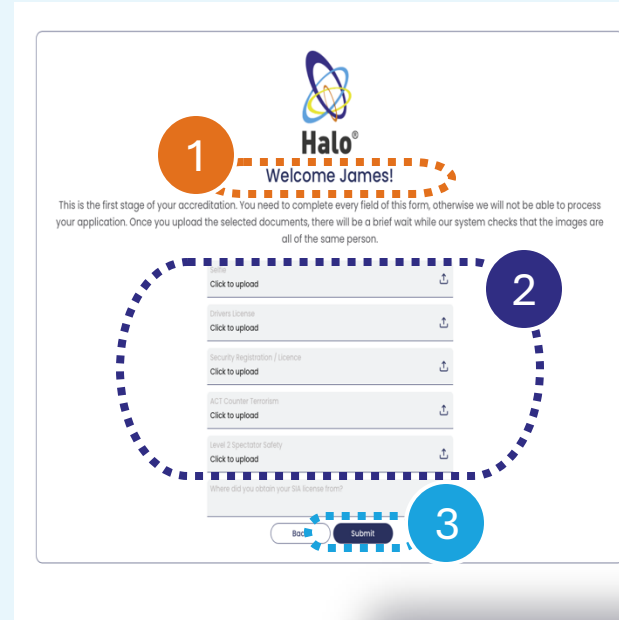
Set up accreditation where the user uploads documents

1. You have two options for setting up an accreditation
2. If you want the individual to upload their documentation directly, select send link to staff member
3. The individual will receive an email from **halomailer**
4. The individual clicks on the link in the email

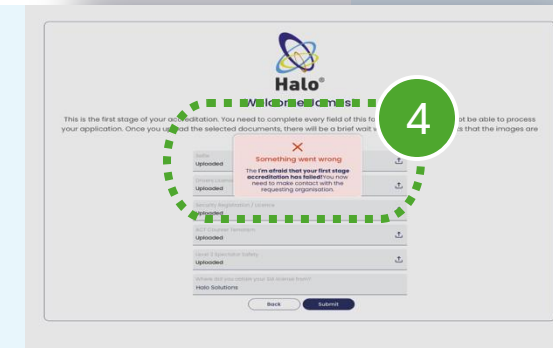


Set up accreditation where the user uploads documents

1. The user is taken to a welcome page
2. The user uploads the relevant documentation for each required field
3. The user clicks on submit
4. The user will see a pop up stating the accreditation has failed. This is because each individual needs to be approved manually. Your users can ignore this message



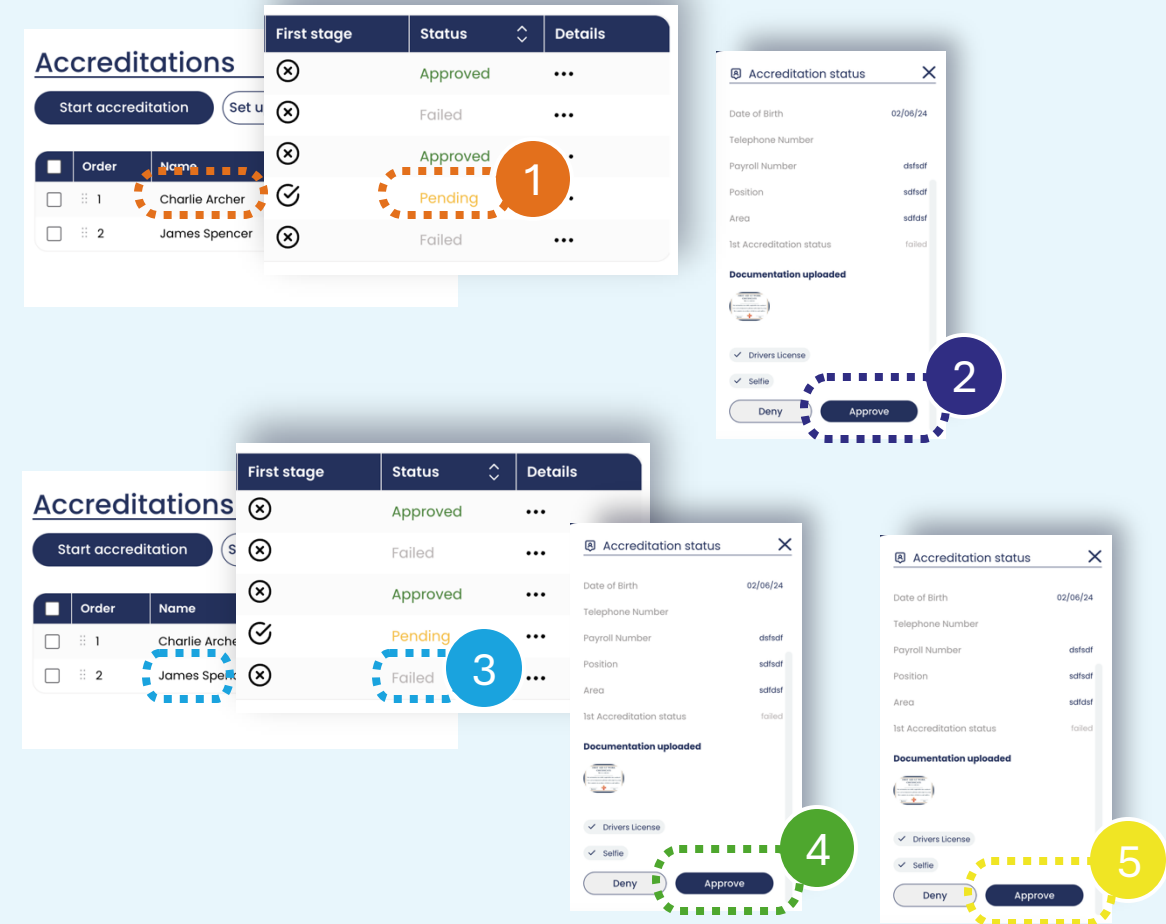
The screenshot shows the Halo accreditation form. Step 1 is a welcome message: "Welcome James! This is the first stage of your accreditation. You need to complete every field of this form, otherwise we will not be able to process your application. Once you upload the selected documents, there will be a brief wait while our system checks that the images are all of the same person." Step 2 is the document upload section, which includes fields for "Name", "Drivers License", "Security Registration / Licence", "ACT Counter Terrorism", and "Level 2 Spectator Safety". Each field has a "Click to upload" button and an upload icon. Step 3 is the "Submit" button, which is highlighted with a blue dashed line.



The screenshot shows the Halo accreditation form with a red error message. The message states: "Something went wrong. You've advised that your first stage accreditation has failed. You need to make contact with the issuing organisation." The form fields are visible in the background, and the "Submit" button is highlighted with a green dashed line.

Approving accreditation documents submitted by a user

1. To verify a pending accreditation, navigate to the accreditations tab and click on the name of a user marked as pending
2. Review details and click on approve
3. To verify a failed accreditation, click on the name of a user marked as failed
4. Verify details are correct and click on approve
5. If details are incorrect, click on deny and re-send link to individual to upload documents



The screenshots illustrate the following steps:

- Step 1:** In the 'Accreditations' table, a user named 'Charlie Archer' is marked as 'Pending'. This entry is highlighted with a red dashed box and a red circle with the number 1.
- Step 2:** The 'Accreditation status' form for Charlie Archer is shown. The 'Approve' button is highlighted with a red dashed box and a red circle with the number 2.
- Step 3:** In the 'Accreditations' table, a user named 'James Spencer' is marked as 'Failed'. This entry is highlighted with a blue dashed box and a blue circle with the number 3.
- Step 4:** The 'Accreditation status' form for James Spencer is shown. The 'Approve' button is highlighted with a green dashed box and a green circle with the number 4.
- Step 5:** The 'Accreditation status' form for James Spencer is shown. The 'Deny' button is highlighted with a yellow dashed box and a yellow circle with the number 5.