Location Admin Guide

InterviewStream Location Administrators control the account for an office, an area, or a Local Workforce Development Board. The Location Admin has the same features as a User and Counselor with additional access to the Admin tab. The Admin tab of the account has the following features:

- **Dashboard**: Shows Recent Interviews, New Users, and the Resource Center.
- **Interviews**: Master display for all interviews, interview sets and assessments.
- **Interviews**: Create new folders, update questions, select and deselect questions and record new questions in the Question admin (Question Library).
- **Assignments**: Manage and/or view Counselor activity, assignments, interviews, and invitations.
- **Settings**: Creating new users, including customers, counselors and location admins for the account.
- **Reports**: Download activity reports for all users.

Access the Admin tab by selecting “Admin” located on the right side of the top menu bar.
Admin Dashboard

1. In the Admin Dashboard, recent interviews and new users are displayed. From the top menu, there is a Resource Center and User View. Selecting User View will bring you back to the main page view. The Admin section has menu options going down the left side and across the top of each section header.

2. The Resource Center contains user guides that are available on the main page for all users.
3. Select "Edit Location Admin Resources" to add websites and upload user guides or handouts.

Introductions

1. Select “Introductions” (camera icon) to navigate to the next menu option. In this section there are Completed Interviews, Customized Interview Sets, the Question Admin, and Assessments.
2. Customized interview sets are available to all customers when they select “Take Premade Interview”. New interview sets can be created by selecting “Create New Interview Set” from the Customize Interview Sets tab.

3. Also available in the Interview section is the Question Admin. This is where the 7,000 InterviewStream recorded interview questions are available. This section allows the Location Admin to control the questions that are available in the Question Library to create customized interview sets.
4. The Location Admin can create new assessment templates and make them available to counselors from the Assessments tab.

Assignments

1. Any assignments that were created and sent to customers are available in the Assignments section (folder icon) under the Counselor Activity tab.
2. Assignments can be managed and/or created from the Manage Assignments Tab.

3. Completed interviews can be viewed or discarded from the Completed Assignments tab.
4. Invitations are managed from the Invitations tab. They can be filtered by Counselor and/or Assignment.

Settings

1. New users are created from the Users tab in the Settings section (gear icon). To create a new user, select either “Create New User” or “Bulk User Upload.”
2. On the Edit User page, select “Counselor” for staff members and “User” for customers from the “Role” drop-down menu. Enter the First Name, Last Name and Email Address. Set Status as Active and then select “Save”. The new user will receive an email.

3. The “Bulk User Upload” option can be *only* be used when creating customers. The file must be in CSV format with columns: Email, FirstName, LastName, StudentID.
Reports

1. The Reports section (paper files icon) keeps records on all users and user activity.