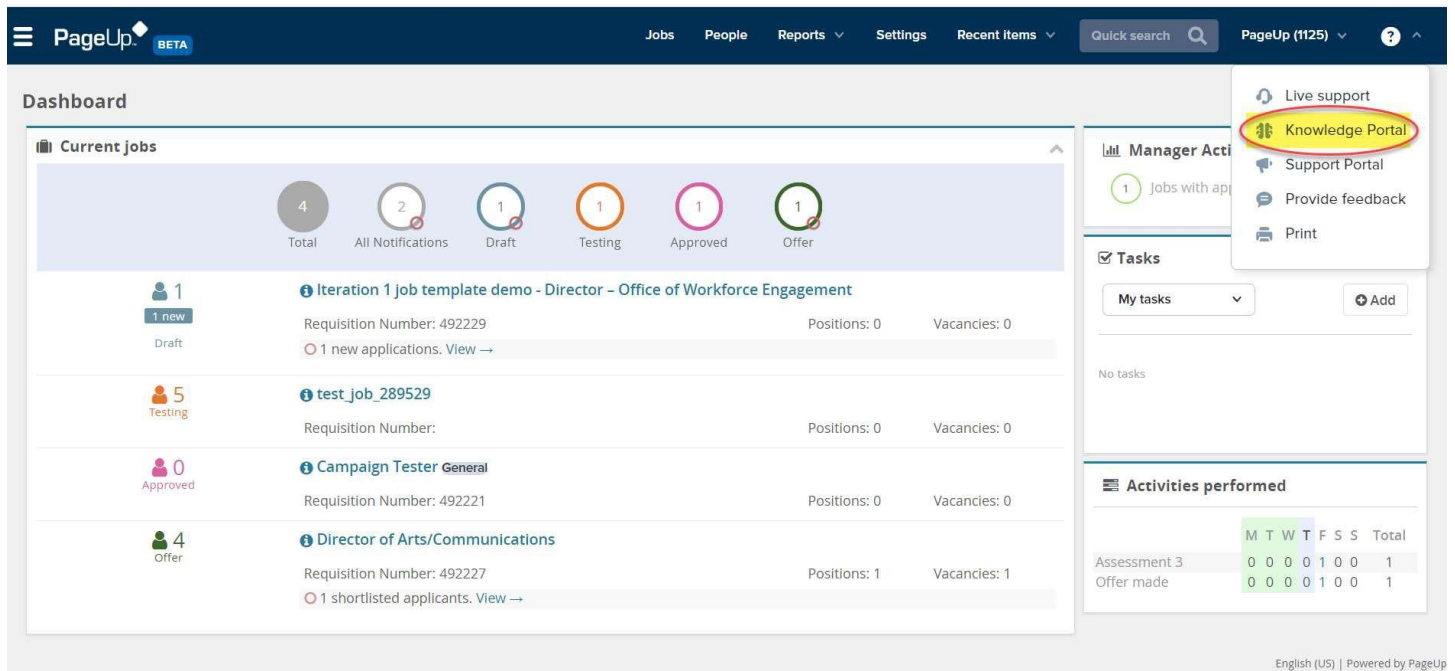# Quick Start Guide

Access the Knowledge Portal by logging into the PageUp instance, then clicking "?" and selecting Knowledge Portal. Once this action has been completed, the below links will be accessible.

Training Videos
- Recruitment New User Videos - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126147629209-Recruitment-videos
- Reporting Videos - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126170817049-Reporting-videos

Knowledge Portal Areas of Interest
- Position Descriptions - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126135478937-Position-Descriptions
- Job Card
  - Approval Processes - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126370982937-Approving-a-job
  - Sourcing a Job - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126369452185-Sourcing-a-job
- Applicant Management
  - Applicant Card - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126343018265-Applicant-card
  - Applicant Progress Board – https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126316266777-Applicant-Progress-Board
  - Offer Overview – https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126234112281-Offer-overview
  - Offer Card – https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126246424473-Offer-card
  - Offer Approvals – https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126234810649-Approving-an-offer
- Onboarding - https://knowledgeportal.pageuppeople.com/hc/en-gb/articles/17126247314329-Onboarding