## Chilca Sci bio Chrome Tool SOP

Chilca is a tool used to help insert individual profiles from LinkedIn into Kortivity. You do not need a linkedin recruiter account. You are able to do this from your personal linkedin profile.

Navigate to the Team Drive Folder→ Technology Tools→ Chilca-Sci bio

Click to Download.

Once downloaded, find it on your computer, you can right click and extract all or click "Extract All" on the top of window. You will then see the file available underneath.



Open Google. Click the three dots on the far right of the screen. Scroll down to More tools  $\rightarrow$  Extensions.

Ensure Developer mode is turned on and the button is to the right.

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Click "Load Unpacked"

The Chrome tool will be there for you to choose. Click "Select Folder." You will then see the tool populate under one of your extensions.

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Close all google windows.

Re-Open google. If you do not see your extensions listed click on the puzzle piece. When you click on it you can pin the extension to always have easy access.



Sign into your LinkedIn account.

Search for a person to link to a job. Click on the tool when in the person's profile and a screen will pop up.

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- Log Out		Add Person

\*If this person is a connection her email address will appear. If the person is not a connection please be sure to add the email address.

Edit other fields as necessary.

Click "Add Person" and they will then be entered into Kortivity.

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