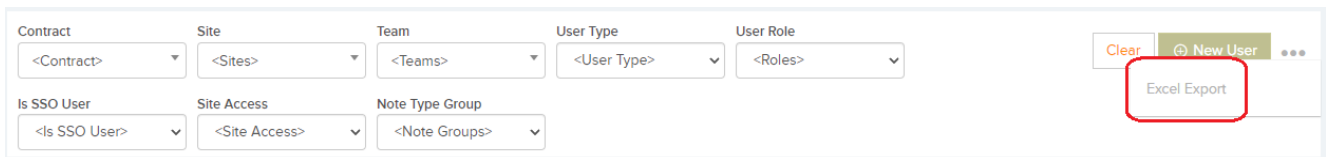


Users

The *Settings* -> *Users* area shows a list of Users that have been set up to use the main application, and their respective details; such as Name, Email, Role, Site Access, and Jobs associated with the user.

The list can be filtered using the below filters and exported to excel



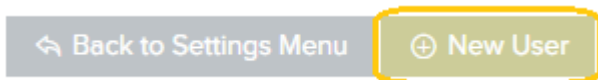
The screenshot shows a filter bar with the following elements:

- Contract: <Contract> (dropdown)
- Site: <Sites> (dropdown)
- Team: <Teams> (dropdown)
- User Type: <User Type> (dropdown)
- User Role: <Roles> (dropdown)
- Is SSO User: <Is SSO User> (dropdown)
- Site Access: <Site Access> (dropdown)
- Note Type Group: <Note Groups> (dropdown)
- Clear button
- New User button (highlighted in green)
- Excel Export button (highlighted in red)
- More options menu (three dots)

Clicking on the User Name will bring you to the *User Details* view. From here you can configure the main User Details, General Settings, Email & Notification Settings, or add this user to the Manager App.

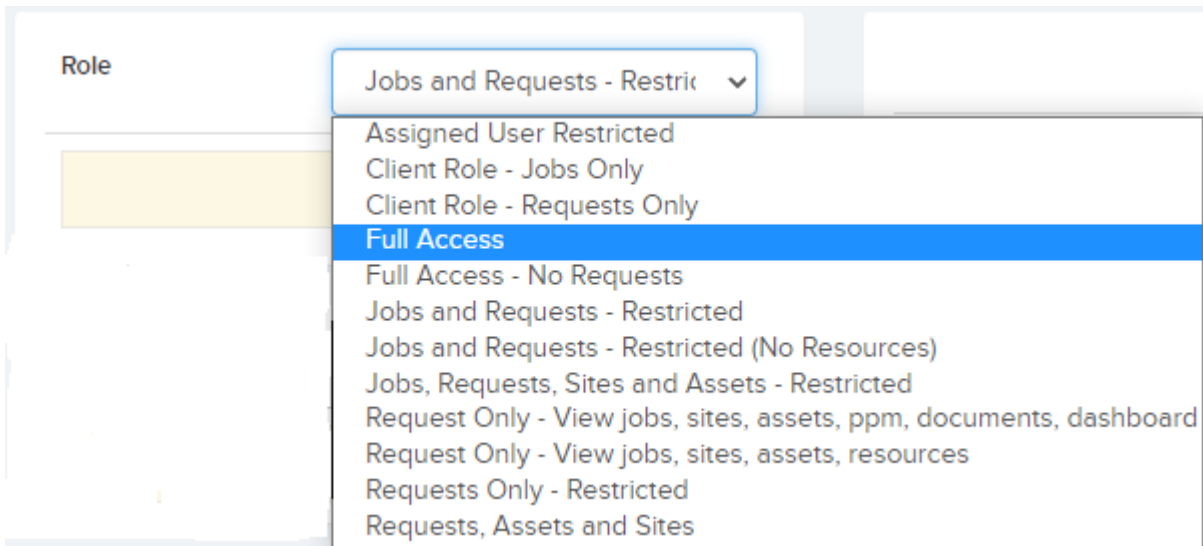
Creating A New User In The Main Application:

From the main *Users* list, you can create a new user by clicking on the *New User* button at the top-right of the page:



This will bring you to the *Create User* page with forms for you to populate with the user details:

You can also select what Role this user will have. These roles will determine what this user can and cannot do in the application:

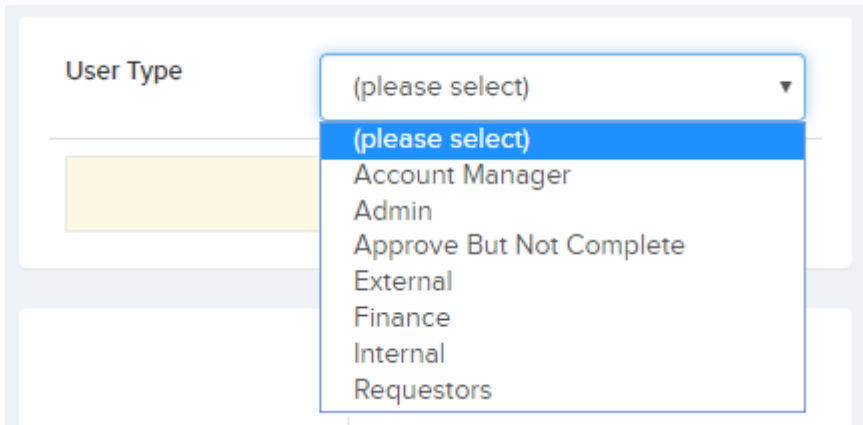


Next you can choose what Sites this new user will have access to in the application. If you choose “multiple sites” you can allocate these sites, “one site” will display a drop-down menu for you to choose from:

You can also select a specific Region or Site Type at this point.

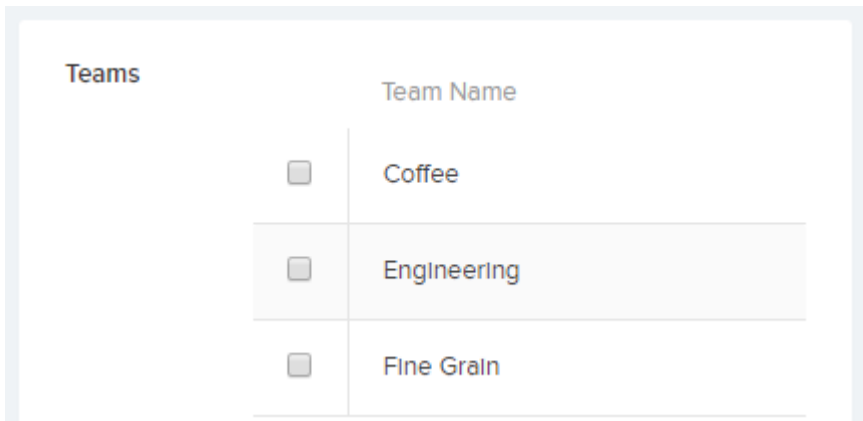
A form with three sections. The first section is labeled 'Region' and contains a dropdown menu with the text '(Please Select)'. The second section is labeled 'Site Type' and contains a dropdown menu with the text '(Please Select)'. The third section is labeled 'Site Access' and contains four radio button options: 'Access All Sites' (which is selected), 'Access to multiple sites', 'Access to one site only', and 'Access to locations only'.

You can then select the User Type:



(User Types can be set up in the *Settings* -> *User Types* area. Each User Type profile can be set up with certain general / email settings which can be applied to any user of that type)

You can then allocate this User to one or more Teams:



(Teams can be set up in the *Settings* -> *Teams* area. Users can also be allocated there)

When you have finished, click *Save* to save your new user to the *Users* list.