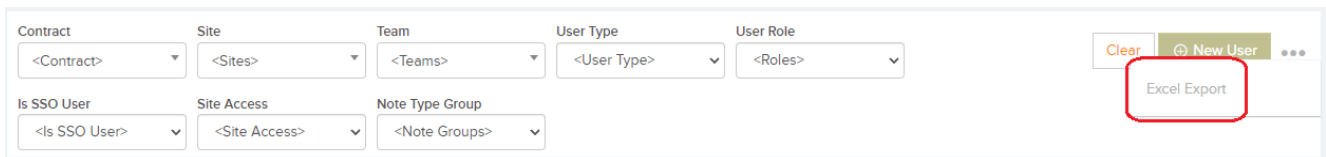


Users

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

A screenshot of the top section of the 'Users' management interface. It features a series of filter dropdown menus: 'Contract' (with '<Contract>' selected), 'Site' (with '<Sites>' selected), 'Team' (with '<Teams>' selected), 'User Type' (with '<User Type>' selected), and 'User Role' (with '<Roles>' selected). Below these are three more filters: 'Is SSO User' (with '<Is SSO User>' selected), 'Site Access' (with '<Site Access>' selected), and 'Note Type Group' (with '<Note Groups>' selected). To the right of the filters is a 'Clear' button, a 'New User' button with a plus icon, and a three-dot menu. The 'Excel Export' option within the menu is highlighted with a red rectangle.

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.

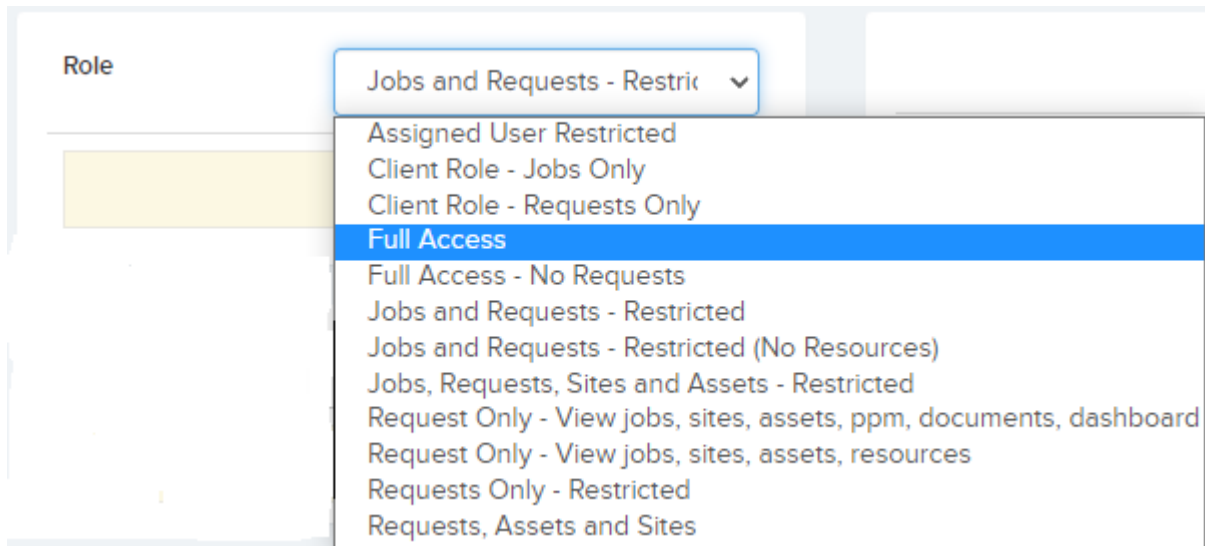
Creating A New User In The Main Application:

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:

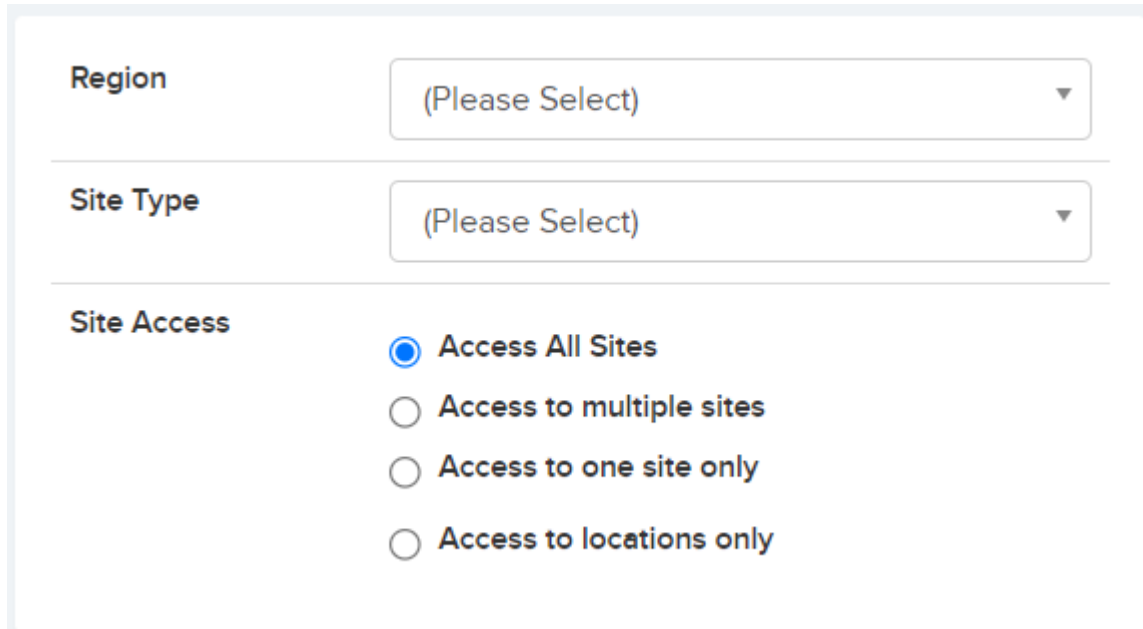


The image shows a 'Role' dropdown menu with the following options:

- Jobs and Requests - Restrict
- Assigned User Restricted
- Client Role - Jobs Only
- Client Role - Requests Only
- Full Access**
- Full Access - No Requests
- Jobs and Requests - Restricted
- Jobs and Requests - Restricted (No Resources)
- Jobs, Requests, Sites and Assets - Restricted
- Request Only - View jobs, sites, assets, ppm, documents, dashboard
- Request Only - View jobs, sites, assets, resources
- Requests Only - Restricted
- Requests, Assets and Sites

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.



The image shows a form with the following fields:

- Region**: (Please Select)
- Site Type**: (Please Select)
- Site Access**:
 - ☒ Access All Sites
 - ☐ Access to multiple sites
 - ☐ Access to one site only
 - ☐ 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.