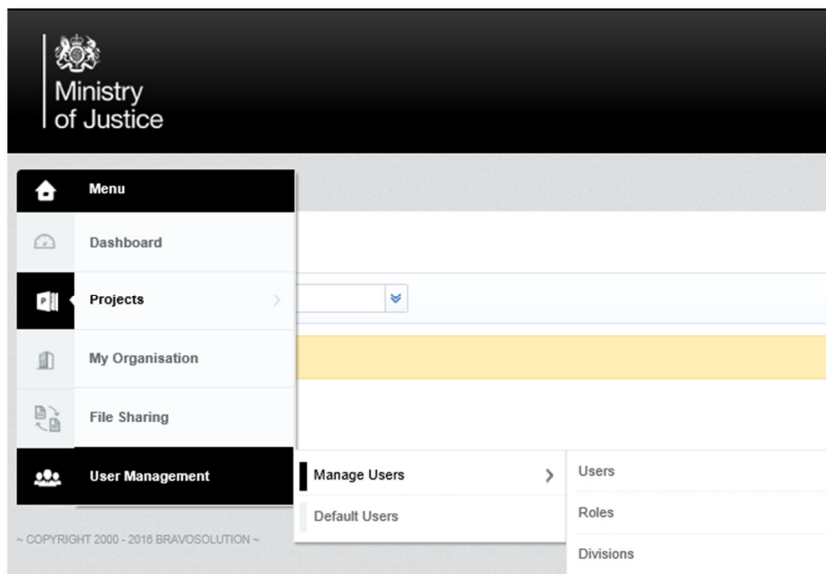


This guide intends to give you an overview on how to register new users within your organisation.

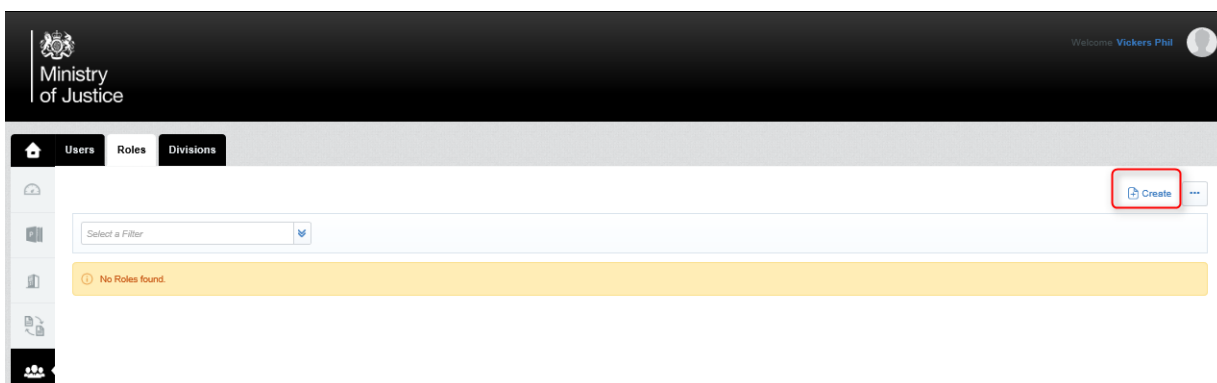
Step 1

To ensure you don't miss crucial communications (e.g. if your primary contact is on leave) you are able to set up additional users within your company profile. Once you have logged into your account it is possible to create additional users. If you are creating multiple users you can first create "Roles" and assign user rights. In order to create a 'Role', in the left menu click on 'User Management' then 'Manage Users' and then 'Roles'.



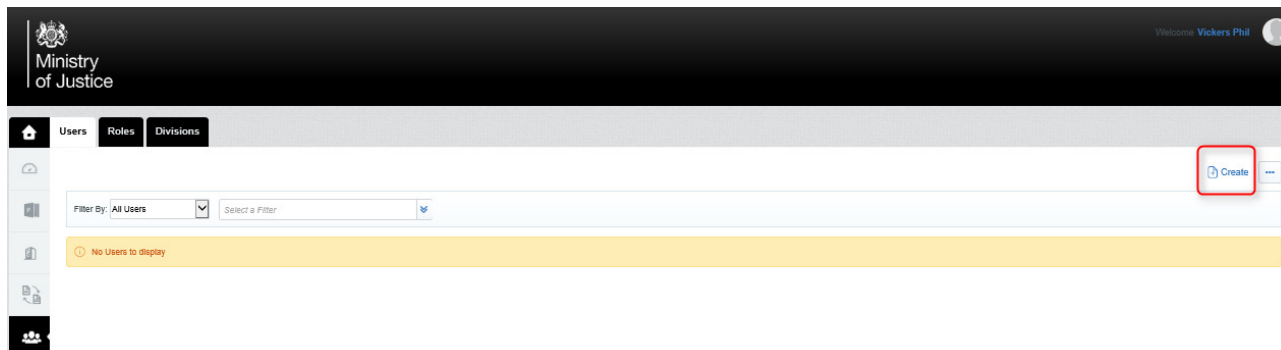
Step 2

To create a new role, click on 'Create' in the right top corner. You will need to assign User rights and click on 'Save'. Then when setting a new user you can select the specific role and the user rights will be already generated.



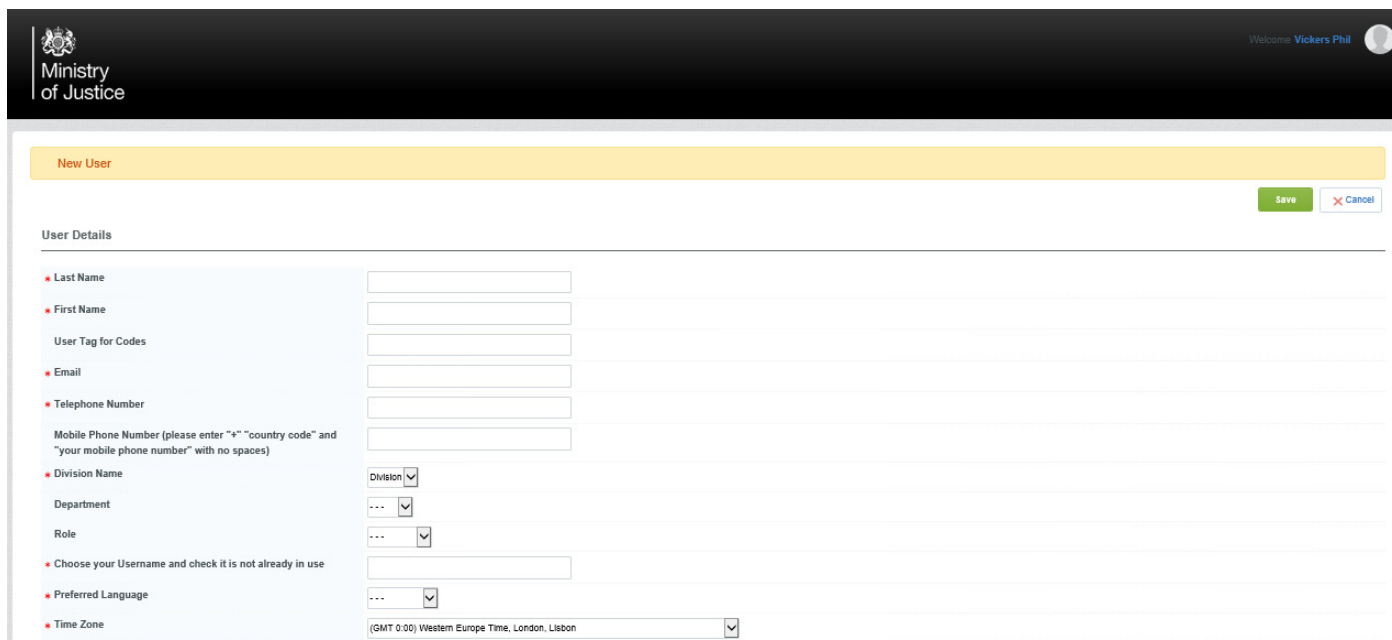
Step 3

In order to create a new user navigate to the first tab 'Users' then click 'Create' in the right top corner.



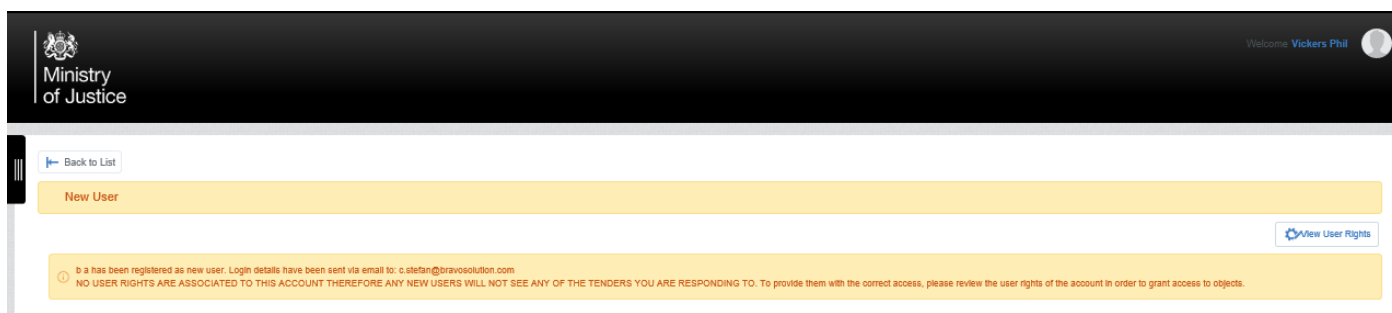
Step 4

You will then need to complete a short form with the additional users' details – ensure you enter a correct email and a suitable username. Click "Save", the new user will then receive an automated email containing their temporary password.



Step 5

If you assign a role within the previous form you will not be required to follow the remaining steps to assign user rights. If you have not assigned a role you need to assign manually User rights to the new user account – click on "view user rights", in the next screen click "edit" in the right top corner - choose from the drop-downs the user rights and then click on "save".



Step 6

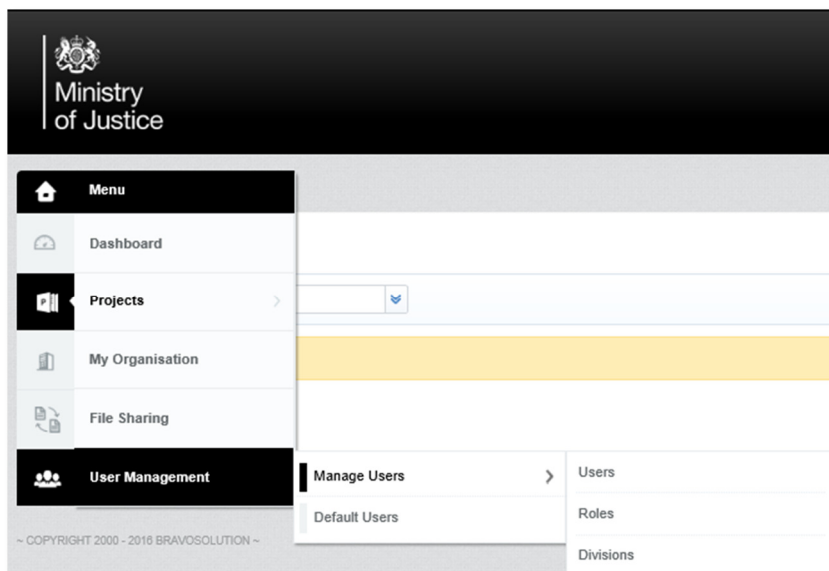
To add this new user to a running tender you must open a live PQQ/ITT and click on “User Rights” followed by “Add”. You must then select the user you wish to add and click “Save”. This new user has now been added to the tender and will receive all alerts.



The screenshot shows the Ministry of Justice tender management interface. At the top, there are tabs for 'ITT Details', 'Contracts (1)', and 'Messages (Unread 1)'. Below these, there are links for 'Settings', 'Buyer Attachments (0)', 'My Response', and 'User Rights'. The 'User Rights' tab is selected. On the right side, there is a red box around the '+ Add' button. Below this, there is a table with columns: Last Name, First Name, Email, Division Name, and Role. The table contains one row with the following data: Last Name: supplier001, First Name: Test, Email: t.pilbeam@bravosolution.co.uk, Division Name: Division, and Role: (empty). At the bottom left of the table, it says 'Total 1'. At the bottom right, there is a dropdown menu set to '10' and 'Page 1 of 1'.

Step 7

You can amend these user rights or roles at any time within “User management”. All additional users are listed here.



The screenshot shows the Ministry of Justice User Management interface. At the top, there is the Ministry of Justice logo. Below it, there is a 'Menu' section with a list of items: Dashboard, Projects, My Organisation, File Sharing, and User Management. The 'User Management' item is selected, and a sub-menu is displayed with the following items: Manage Users, Default Users, Users, Roles, and Divisions. The 'Manage Users' item is highlighted. At the bottom left, there is a copyright notice: '~ COPYRIGHT 2000 - 2016 BRAVOSOLUTION ~'.