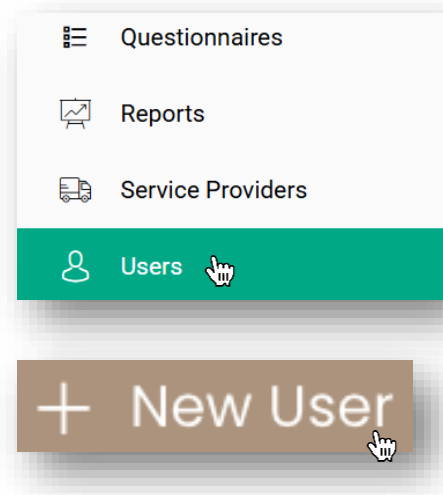


ADDING A NEW USER

This is the process for adding users individually.

1. On the left side of the screen select User
2. Click to User, then at top right click '+ New User'.
3. You will be taken to the form 'Create User' as seen on the right to input the details.



Adding a new user

Profile Security Organisations Two Factor Authentication

1. Personal Details

First Name

Last Name

Email

Job Title

Company Name

Phone Number

Mobile Number

Post Code

All mobile numbers should start with + followed by the Country Code followed by the Mobile Number without leading zeros. Brackets () and dashes - are not allowed. Example for Australia: +61 412 345 678

2. Organisation

These values are for the CURRENT TEAM only make sure you are in the correct team

Country

Geography

Location

Business Unit

Departments

ASSIGNING A ROLE TO AN EXISTING PERSON

This is the process for adding a role to a person already within the people list.

1. Go to your dashboard and select 'User'.
2. Click to User, then search and click on the person you want to assign the role.
3. You will see a section of the user profile called 'Set Roles'. Click the role(s) you want to assign.

Users will receive a login link, username and a link to reset their password.

Status

Status

Send Welcome Email on Save

Set Roles

Roles

Global Roles

Add and Edit Users Crisis Manager

Critical Operations Dashboard User

Field Editor General User

Incident Manager Manager Read Only

Policy Manager Policy Manager (View Only)

Resilience Escalated User Resilience Manager

Resilience User Risk Culture

Resilience User: Select for basic security permissions

Resilience Manager: Suitable for managers and higher, included system admin permissions.

SIM FACILITATOR: Select if you want the user to run workshops.

