

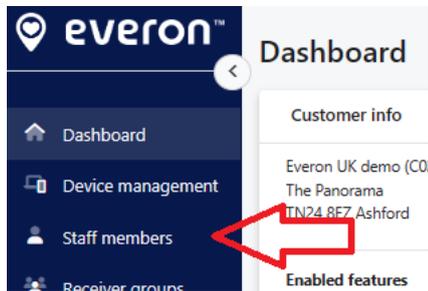
Adding a New Team Member



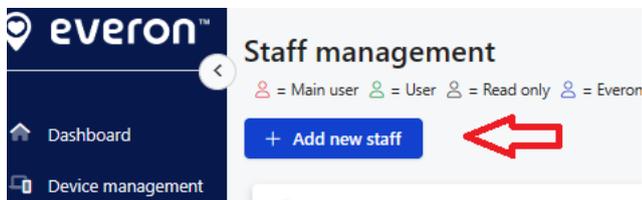


Log in to the portal (see User guide – “Portal access”)

On the home page, to the left, you will see **Staff members** - click on this: -



Then click on the “+ Add new staff” button



A new box will appear: -

The screenshot shows a modal window titled 'Add new staff' with a close button (x) in the top right corner. The form is titled 'Edit staff information' and is divided into sections: 'User details' and 'Account details'.
Under 'User details':
- 'First name' field with a text input box.
- 'Family name' field with a text input box.
Under 'Account details':
- 'Username *' field with a text input box, highlighted with a red border.
- 'Password' section with a note 'Password must contain atleast 6 characters' and two text input boxes for 'Password' and 'Retype password'.
- 'Right *' field with a dropdown menu.
At the bottom of the form, there are two fields: 'Alert receiving' and 'Location *'.



Complete all mandatory fields (they have the “*” next to the field).

As you progress, you will assign the user: -

- First and Last name
- Username and Password
- Right (app user, main user, etc) (see appendix below with different privileges with each level)
- Location – this is which location/site/scheme you require them to have access to
- GSM number – this is the backup number we would call if the EMA app went down
- Email – this is the email address we would use if you selected to receive alerts via email
- SMS-message-language – this is the language you would like to receive the SMS in

When all completed, click on the bottom left, the **Save** button: -

We would then suggest that you test the username and password works ok when you log in to the app and the portal.

Appendix 1

User Privileges

Rights	EMA Access	Portal Access	Labeling equipment	Equipment routing	Reporting & Statistics	Create & Edit Staff	Modify wider	Add a base to portal
Main User	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
User	Yes	Yes	Yes	No	Yes	Yes	No	No
Read only	Yes	Yes	No	No	Yes	No	No	No
EMA	Yes	No	No	No	No	No	No	No