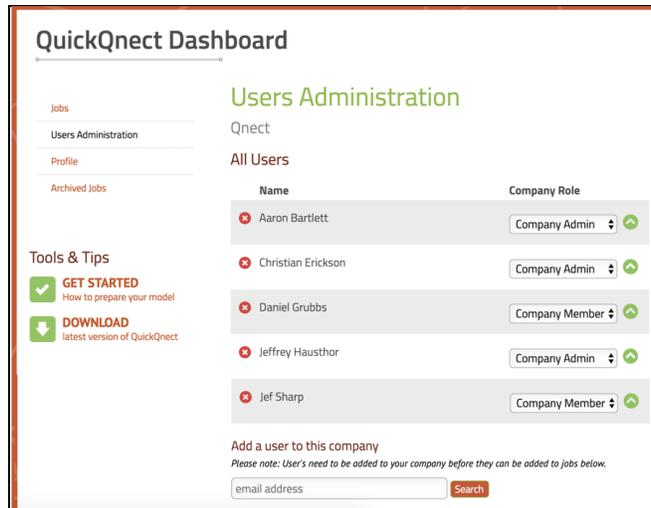


This document describes the procedure for User Administration running Qnect within your organization.

If at any time, you run into any issues at all,
please contact Qnect at 413-387-4375.

Company Administrator steps:

1. User Administration page
 - a. The next item on the left menu within the Dashboard page is the User Administration. This page allows you to Add, Delete and Modify the security level of new users to your company.



- b. In the center of the page, you will see a list of all users within your company.
- c. Each user listed has a red X next to their name, that is how you delete the user.
- d. Each user has a Company Role.
 - i. Company Member has the ability to be assigned to Jobs.
 - ii. Company Admin in addition to Company Member abilities also can Add, Delete and Change the Company Role of users.
- e. In order to Add a new User to your company
 - i. Enter their email address under the list of Users and hit the Search button.
 - ii. If the user is not already in our system, the system will ask if you would like us to send them an invitation.
 - iii. If the user is in our system, it will add that user to your company.
- f. Underneath the users in the company section is the Jobs access list. This shows the list of jobs in the company with a list of users that have access to that job.



- g. To add a new user to this job, you would choose a Company Member from the dropdown list and then choose the Role.
 - i. Role can be Job Detailer that can run Buttons 1, 2 and 3 in Tekla.
 - ii. Role Job Admin can do anything Job Detailer can do and can also update the Job Preferences.