



PEERASSIST

Field Work Order

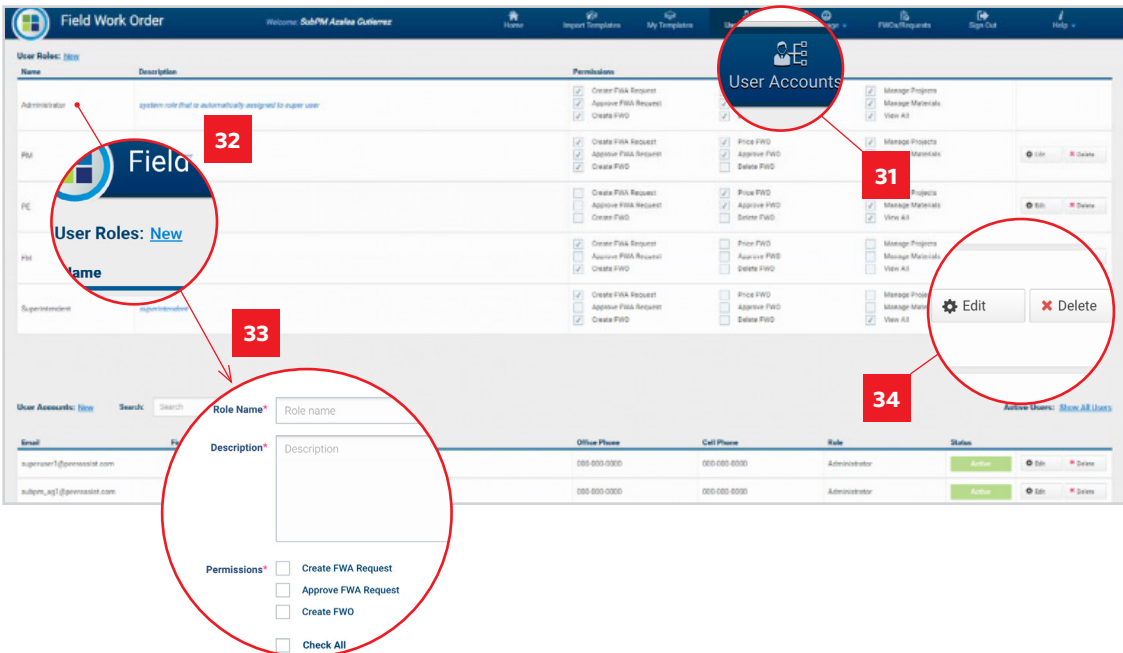
Managing Users & Roles

User Accounts

User Accounts | Part I

User Roles: Add New/Edit Roles

- 31** Click on **“User Accounts”**. As a User with Administrator Role permissions you can click on the **“User Accounts”** icon.
- 32** The list of currently defined user roles will be available to select for edit, or you may choose to add a **New User Role**.
- 33** Click **“New”** to add user role, enter the **Role Name** and **Description**, then **select the permissions** you want the User Role to have.
- 34** **Edit or Delete** the User Role.



User Accounts | Part II

Administrator Account Setup for Users

- 35** As a User with **Administrator Role** permissions you can click on the “User Accounts” icon.
- 36** Add User Accounts by clicking “New” User Account. Enter the User’s information then click “Save”.
- 37** The new user will receive a **confirmation email** on the successful registration. This email will contain their User Name (email) and generic Password for sign in.
- 38** You can Edit saved data of existing user accounts by clicking on the “Edit” icon.
- 39** Click on the “Delete” icon to remove an account. Use caution here as this will **permanently delete** the account. Consider using the edit function to switch the account to “Inactive” instead.

