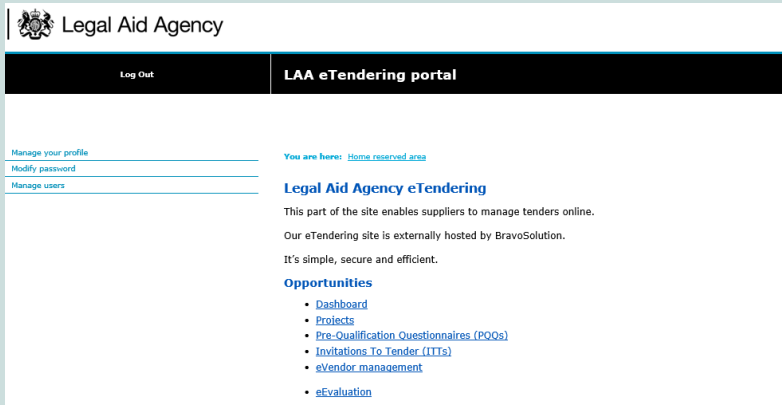




LSC eTendering Quick Guides

QG02: Creating Additional Users

1. Manage Users

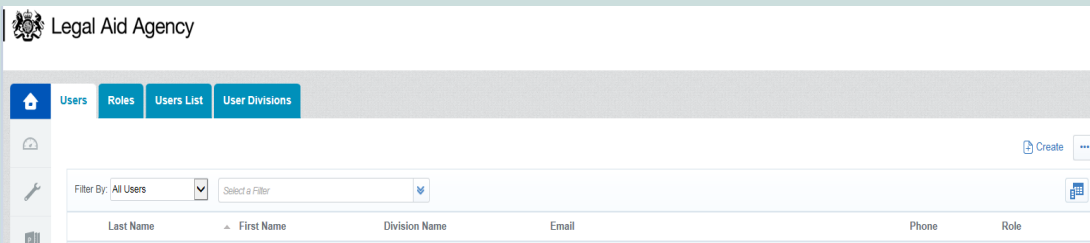


It is possible for you to create additional user accounts on the portal, allowing colleagues to participate in eTendering activities.

You should create additional users so that if someone is out of the office, others can use the system.

In order to create additional user accounts, first log in to the portal, then click the 'Manage Users' link.

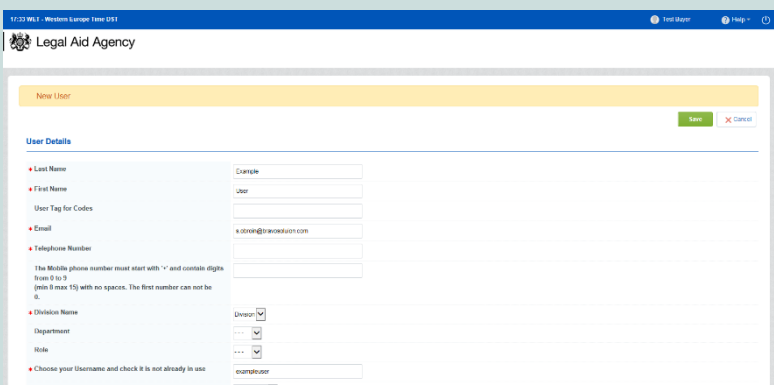
2. Adding an Additional User



You are able to view a list of the current additional users.

To create a new additional user, you must click the 'Create' button...

3. Enter the Details of the new User



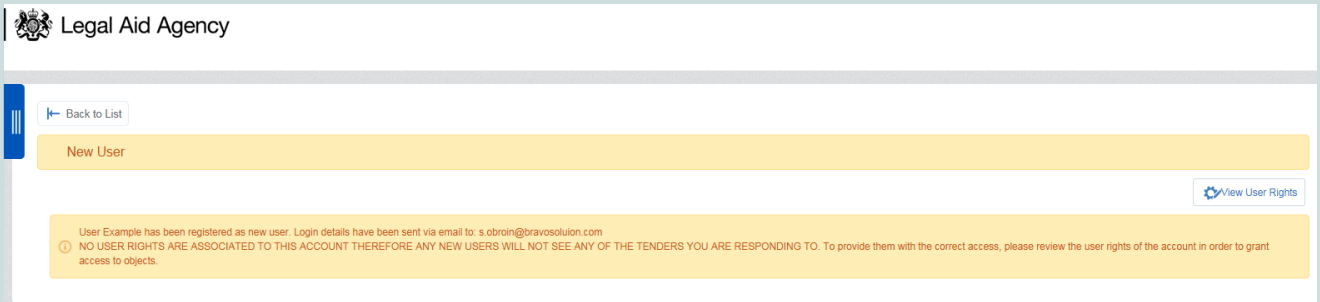
You will now need to complete the 'User Details' form, providing the details of the new user to be created.

You will need to specify a 'username' for this new additional user as part of completing this form.

Click the 'Save' button once all details have been entered.



4. View User Rights

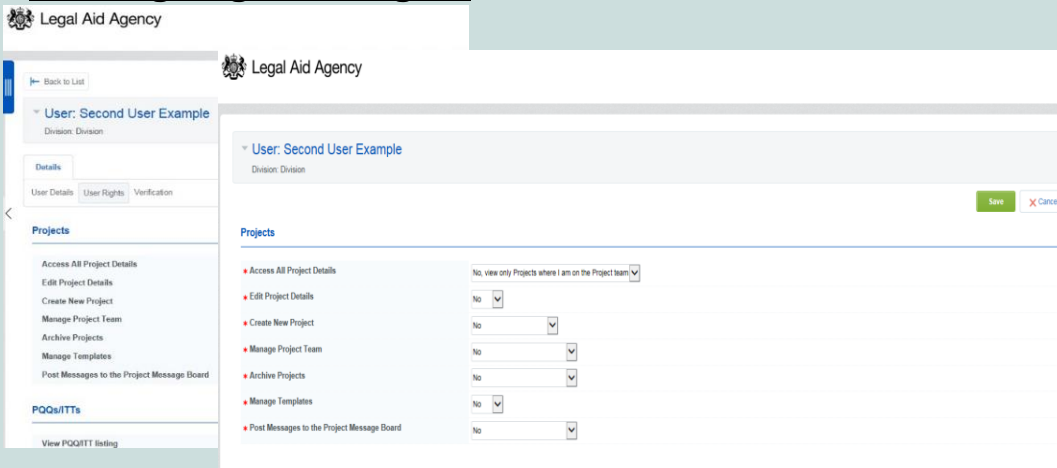


Once an additional user has been created, you will need to assign 'user rights' that define the actions the new user can perform on the eTendering portal.

If no user rights are granted, the new user will NOT be able to perform any actions to view and respond to PQQ's or ITT's.

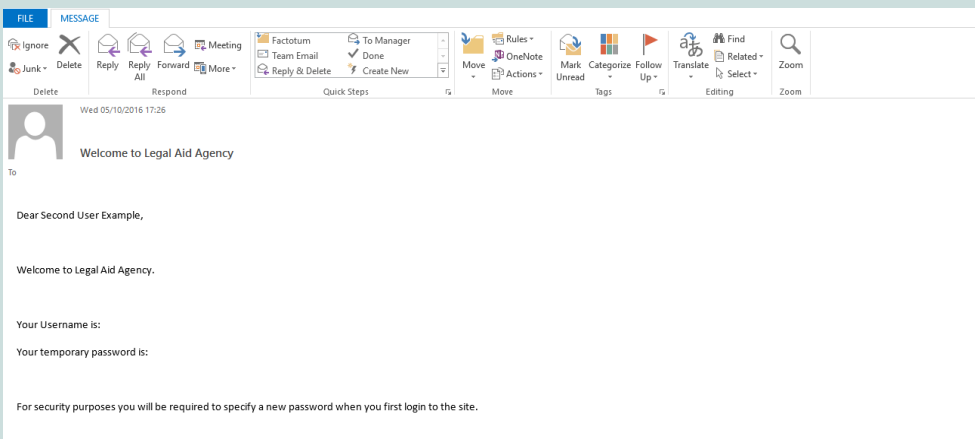
To assign user rights, please click the 'View User Rights' link...

5. Assigning User Rights



You will now need to define the actions the new user can perform on the eTendering Portal. Click 'Edit' and assign each of the user rights. Once you have assigned the correct level of access, click the 'Save' link.

6. Email Notification to the New Additional User



The new user will receive an automated email to their registered email address, detailing their new username and password.