Login Page

Login/Welcome

Logo		Sign in

Login

Username

Password

Forgot username?
Forgot password?

Logo -

Each page will include a QPI logo on the top left of the page.

Sign in -

Sign in on the top right side of the page will redirect you to the sign in page.

Username & Password -

The username will be an email address or unique name that is associated with the Global admin account. Both username and password will be needed to log into the account.

Forgot username? -

If the Global admin forgets their username, they can request what it is by clicking on 'Forgot Username?' This will allow them to enter an email address which is associated with an account. If the username is correct, they will receive an email with their username.

Forgot Password? -

If the Global admin forgets their password, they can request to reset it by clicking on 'Forgot Password?' This will allow them to enter an email address which is associated with an account. If the email is correct they will be able to reset the password via email.

Home page

Home Page

Logo		Profile Name

Users
Archive

Organisations

Add Organisation

Organisation Name	Managers	Contact number	Status
QPI	Harry	01530 265900	Active
42 Live	chris; Jon	01530 265900	Deactive
QPI	Harry	01530 265900	Active
QPI	Harry	01530 265900	Active

The Homepage shows all Organisations that the Global admin have created.
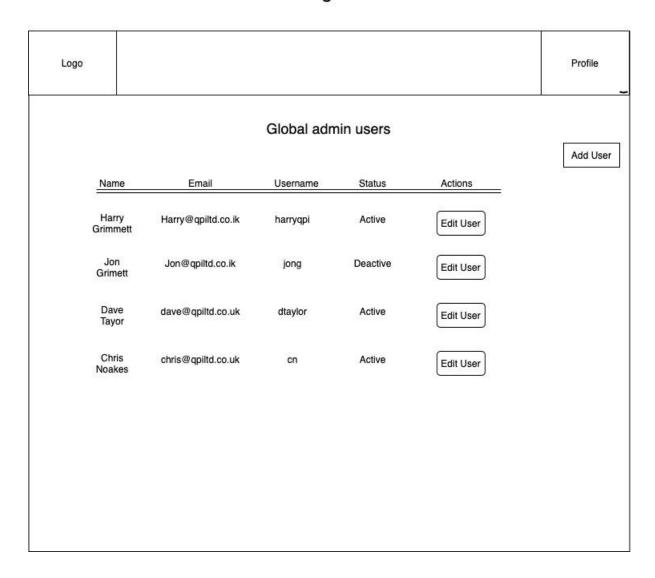
Each Organisation will Show:

- Organisation name
- Manager (any Manager that is associated with the Organisation)
- Contact number
- Status

To View more information about the Organisation you will need to click on them.

Users

Home Page > Users

Logo				Profile

Global admin users

Add User

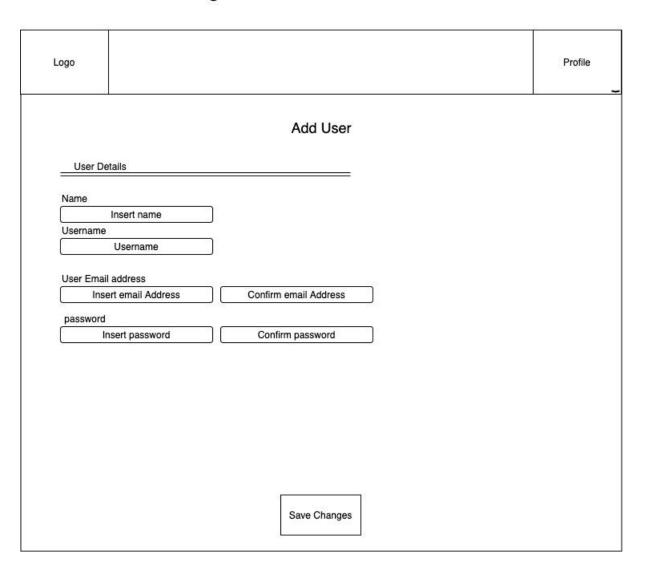| Name	Email	Username	Status	Actions
Harry Grimmett	Harry@qpiltd.co.ik	harryqpi	Active	Edit User
Jon Grimett	Jon@qpiltd.co.ik	jong	Deactive	Edit User
Dave Tayor	dave@qpiltd.co.uk	dtaylor	Active	Edit User
Chris Noakes	chris@qpiltd.co.uk	cn	Active	Edit User

All Global Administrators will be listed under users. From this page the user will be able to add, Edit and view all current Global Administrators.

They'll be able to see the below info on each user:
- Name
- Email
- Username
- Status

Add User

From the Users page you will click on add User, which directs the user to the above image.
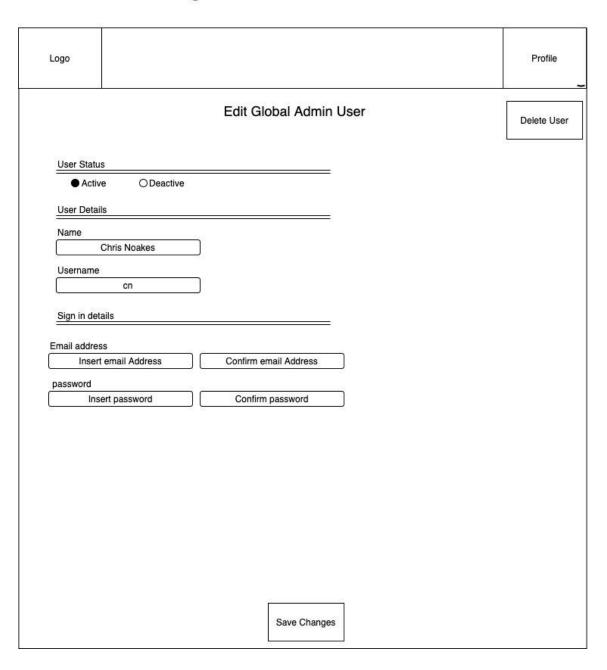
The User will need to fill out:
- Name
- Username
- Email
- Password

Confirm email and password

Confirm email and password will need to be identical to 'Insert Email' and 'Insert Password' for the user to be created.

Once a user has been successfully created, they will be able to use the username or email as a username to sign in.

Edit User

Home Page > Global Admin Users > Edit User

Overview

From the Users page, the User will be able to view/edit Users information by clicking on 'Edit User'
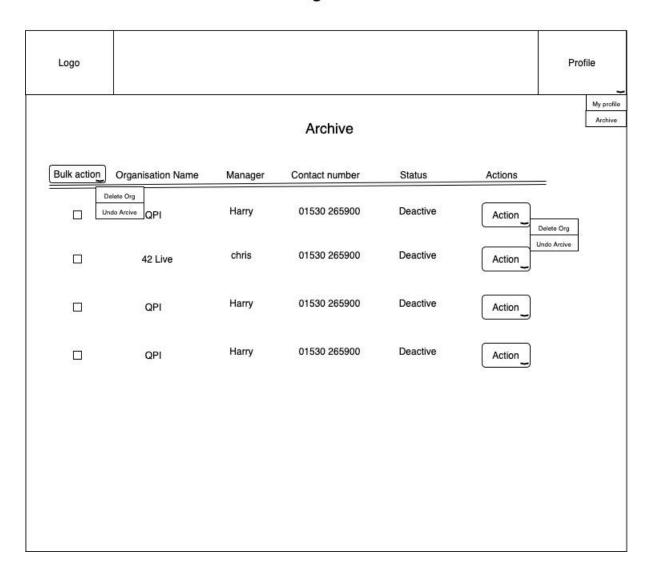
User status

The user will have the option to activate/Deactivate a User. If the User is Active, they will be able to access all information. If they are Deactivated they will not be able to sign in to their account.

Sign in details

A Global Admin user will have the ability to change the sign in details for another user. To do this they will fill out the email Address & Password field and click Save Changes.

Archive

Home Page > Archive

	Logo		Profile
			My profile
			Archive

Archive

Bulk action	Organisation Name	Manager	Contact number	Status	Actions
Delete Org					
☐ Undo Arcive	QPI	Harry	01530 265900	Deactive	Action
					Delete Org
					Undo Arcive
☐	42 Live	chris	01530 265900	Deactive	Action
☐	QPI	Harry	01530 265900	Deactive	Action
☐	QPI	Harry	01530 265900	Deactive	Action

Overview

Each Organisation has the option to be Archived. This moves the particular Organisation to the Archived page, which the global admin user can access under Profile tab.

All Jobs that are Archived are automatically deactivated, and therefore no manager/user will be able to login to that account.

Actions

Under actions, the user will be able to permanently delete the organisation. When clicking delete a pop up prompt will appear saying "Are you sure you want to delete Organisation".

The user will also be able to recover the Organisation by clicking Undo Archive, this will move the Organisation back to the homepage.

Bulk Actions

Bulk actions have the same options as each individual Action button. The User can click on multiple boxes and use the bulk actions to either delete or recover multiple Organisations at the same time.

Add Organisation

Home Page > Add Organisations

Logo		Profile

Add Organisation

Add Details

Organisation Name
[Insert name]

Company Number
[phone number]

Company Address
[Building name/number]
[Street name]
[County]
[Postcode]

[Save]

Overview

To Add a Organisation, the User can click on Add Organisation from the home page. Once it has been created, the Global Administrator can add users.
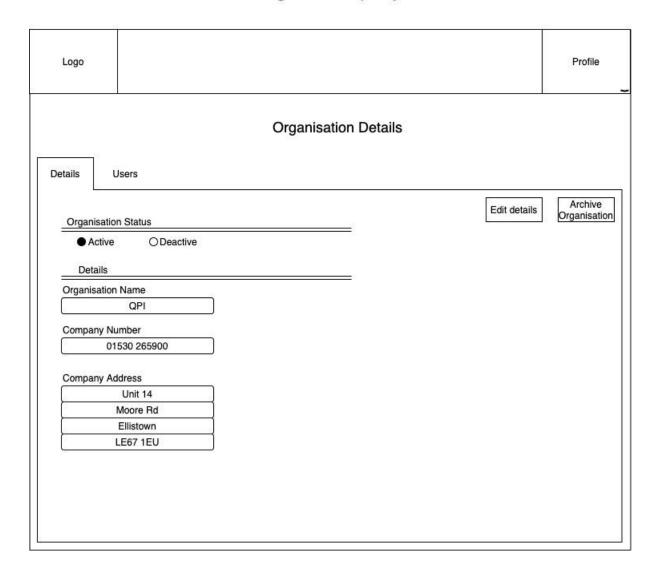
Add Details

The user will need to fill out the below before being able to create the Organisation:
- Organisation Name
- Company Number
- Company Address

Once the details have been filled out, and the user clicks Save, The Organisation will be saved to the homepage.

Company Details

Home Page > Company details

Logo		Profile

Organisation Details

Details | Users

Edit details | Archive Organisation

Organisation Status

● Active   ○ Deactive

Details

Organisation Name
| QPI |

Company Number
| 01530 265900 |

Company Address
| Unit 14 |
| Moore Rd |
| Ellistown |
| LE67 1EU |

Organisation Status

The user will have the option to Activate/Deactivate an Organisation. If the Organisation is Active, all associated Users will have access to the Organisation. If it is Deactive they will not have access to the Organisation information.

Details

All details will be of the company, this is to help the Global admin to see extra information about the organisation.
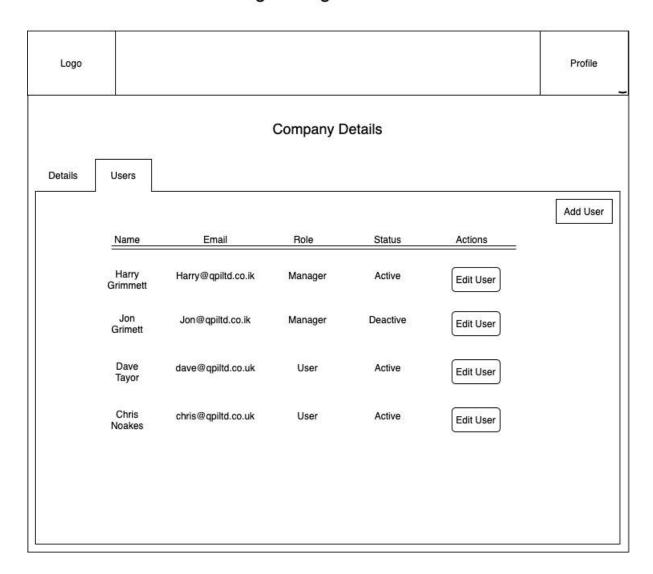
Edit details

To edit details, click on the Edit details button, the details tab will then become writable, and the 'Edit Details' button will change to 'Save Changes'. Once the user clicks Save changes, the details will Save

Archive Organisation

If the user does not want to use/see a specific Organisation, they can Archive it, which will move it to the Archived page. Once the user clicks Archive, a pop up will appear saying "Are you sure you want to Archive".
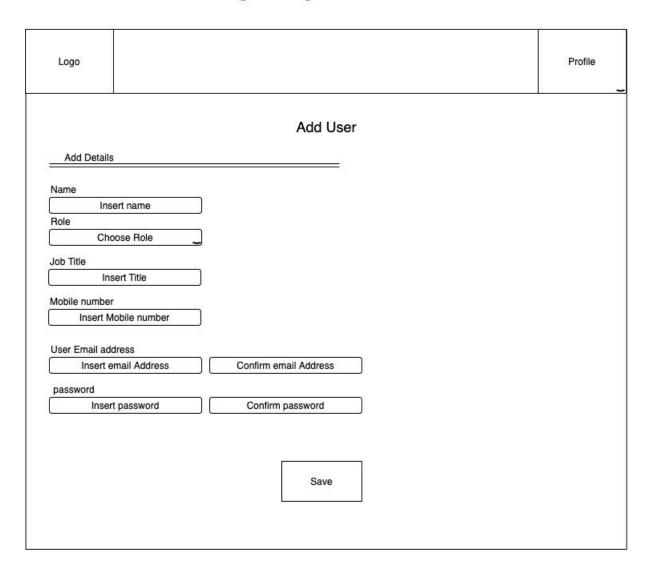
Organisation Users

Home Page > Organisation > Users

Logo		Profile

Company Details

Details	Users			

Add User

Name	Email	Role	Status	Actions
Harry Grimmett	Harry@qpiltd.co.ik	Manager	Active	Edit User
Jon Grimett	Jon@qpiltd.co.ik	Manager	Deactive	Edit User
Dave Tayor	dave@qpiltd.co.uk	User	Active	Edit User
Chris Noakes	chris@qpiltd.co.uk	User	Active	Edit User

Overview

Each Organisation will have Managers and users. Each Role has different Permissions(see PT2 & PT3 for more information). The Global Administrator has the ability to create users with either role.

Add User

Home Page > Organisation > Add User

Logo		Profile

Add User

Add Details

Name
> Insert name

Role
> Choose Role

Job Title
> Insert Title

Mobile number
> Insert Mobile number

User Email address
| Insert email Address | Confirm email Address |

password
| Insert password | Confirm password |

> Save

Add details

The Global Administrator will need to fill all information out to create a User. Once the User has been created, they will use email address and password to login.

Under Role, there will be two options:
- Manager
- User

Both Roles will then log in as described in PT2 & PT3 documents.

Edit User

Home Page > Organisation > Users > Edit User

Logo		Profile

Edit User

Edit User	Delete User

User Status

● Active   ○ Deactive

User Details

Name
| Insert name |

Job Title
| Insert Title |

Mobile number
| Insert Mobile number |

Sign in details

Email address
| Insert email Address | | Confirm email Address |

password
| Insert password | | Confirm password |

Permissions
| Current Permissions ⌄ |
| Manager |
| User |

| Save Changes |

User status

The user will have the option to Activate/Deactivate a User. If the User is Active, they will be able to access all information within the Organisation. If they are Deactivated they will not be able to sign in to their account.

Edit details

To edit details, click on the Edit details button, the details tab will then become writable, and the 'Edit Details' button will change to 'Save Changes'. Once the user clicks Save changes, the details will Save.

Sign in details

A Global Admin user will have the ability to change the sign in details for another user in Organisation. To do this they will fill out the email Address & Password field and click Save Changes.

Permissions

A Global Administrator will be able to change the permissions of a user. To do this they will change the role in 'Permissions' and click 'Save Changes'.