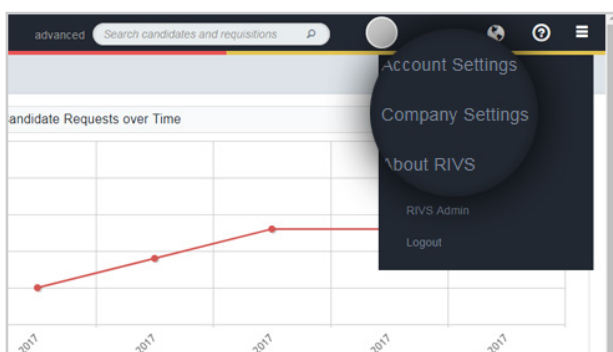


ADDING NEW USERS

This guide will cover the process of adding new users to your RIVS platform.

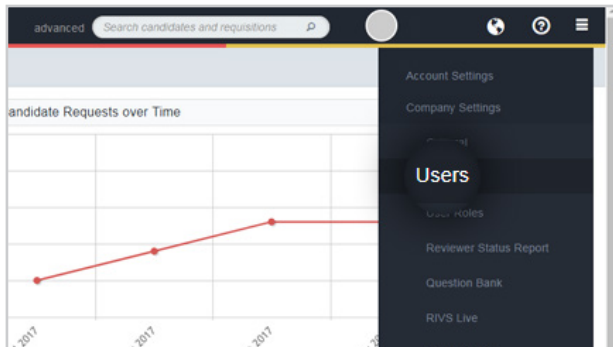


- 1 Click the Settings icon in the top right corner.

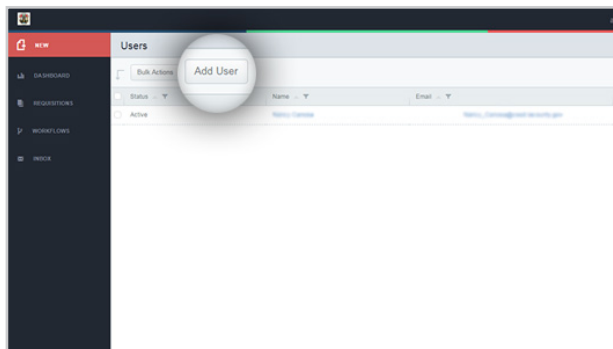


- 2 Select the Company Settings option in the settings menu.

ADDING NEW USERS



3 Click the Users option.



4 From the Users page, click the Add User button.

A screenshot of the 'New User' form. The form is titled 'New User' and contains a 'Basic Details' section. Fields include 'Email', 'First Name', 'Last Name', 'Title', 'Phone Number', 'New User' (checkbox), 'Send Notification Email' (checkbox), 'Password', and 'Confirm New Password'. A 'Save' button is at the bottom right.

5 Fill out the new user form.

*To view the user role permissions, navigate to Settings > Company Settings > User Roles.

A screenshot of the 'New User' form, similar to the previous one, but with the 'Send Notification Email' checkbox selected. A circular callout highlights the 'Save' button in the bottom right corner.

6 To manually set a user's password, leave the Send Notification Email checkbox deselected, set and confirm the password. To allow the user to set their own password, select the Send Notification Email checkbox. Click Save in the bottom right corner to create the new user.

*Allowing the user to set their own password will send an invitation email from the platform.