

## Creating Users in BowTie Pro™ Cloud Edition

This document describes the process to allow an Administrator to Create a User. Once a user has been created an Automatic email goes out to the user which allows the user to activate their account within the following 24 hrs. If the user does not activate their account within this period the Administrator can resend the password using "Resend Password Email" button.

## Procedure

- 1. Login into the system using your user name and password.
- 2. Click the "Admin" button at the top of the screen.



3. Click on the "Users" button in the "Configure" section

Configure				
	Cases, Locations and Security		Admin Roles	
	Users	)	Setup Risk Matrix	

4. Press the "Create New" button to Add or the "Edit" button on the right hand side to amend

Users List					Create New
User Name	Full Name	Default Case	Admin	Suspended	
Admin	Default Admin		Full		Edit
BTPUser	Default User				Edit

## 5. In the Edit Screen enter the details

- a. If the user needs Admin access this is selected on this screen
- b. At the bottom there are the section for the user rights for each Case

User Details	
Full Name	
Email	
Default Post	Select Post •
Default Case	Select Default Case •
Locked Out	
Suspended	
Admin	No Admin Rights 🔻
Last Login	Never
	Rights on Cases First -None Selected - •
Save Return	

- 6. User Rights for Cases can also be set in the "Cases, Locations, Users and Security" screen from the "Admin" screen, shown above.
- 7. On the right hand side of the Cases and Locations there is a button called "Users".

Return to home > Administration           Users         Security Roles         Case Types	
Cases and Locations	New Case
First	Edit   Add New Child Users
Business Risks	Edit   Add New Child Users
Default	Edit   Add New Child   Users   Delete
General	Edit   Add New Child Users
Logistic Operations	Edit   Add New Child Users
Tank Filling	Edit   Add New Child Users
Zoo	Edit   Add New Child Lusers

V	The modern, fast and easy to use risk analysis tool
8.	From this screen assign the rights for each user via the drop down list
	User Rights - First

User Rights - First	
Admin	User Full V
BTPUser	User Full V
Save Return	

9. Press the "Save" button and an email will be sent out from the system to the email address entered.



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