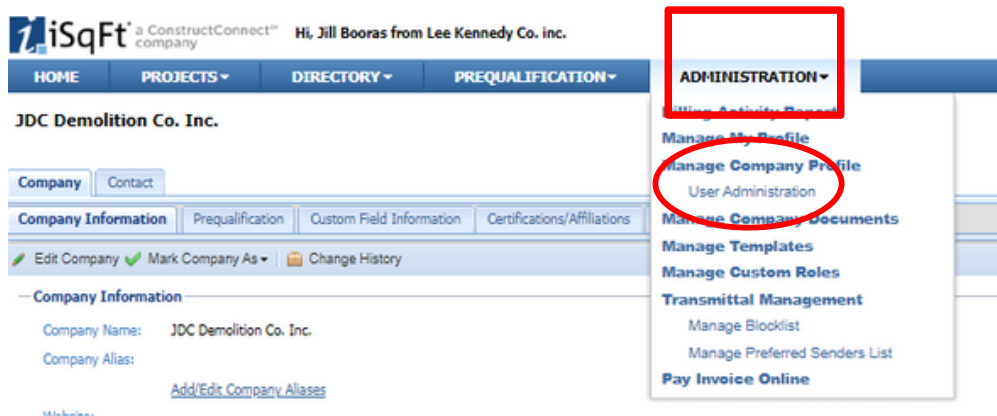


Module 15:

Managing Users

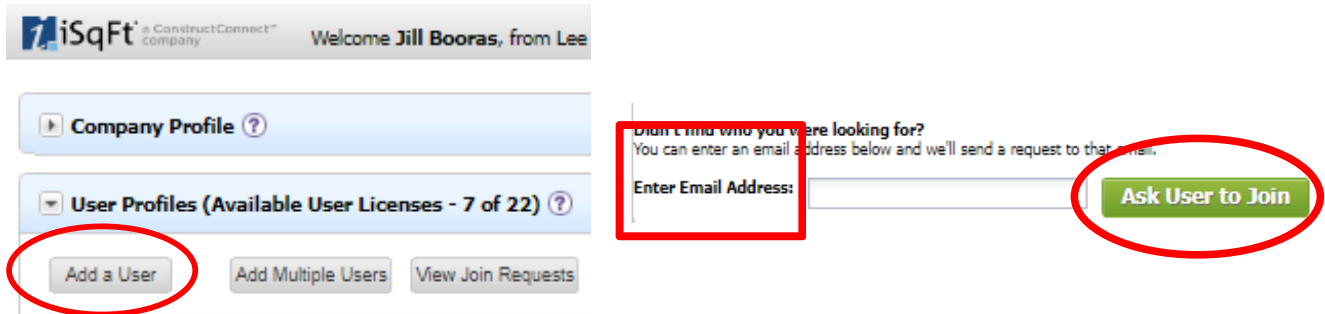
1- Add a user

- Click on the “Administration” Tab on the top home screen
- Under “Manage Company Profile” click on “User Administration”



2- Add a user

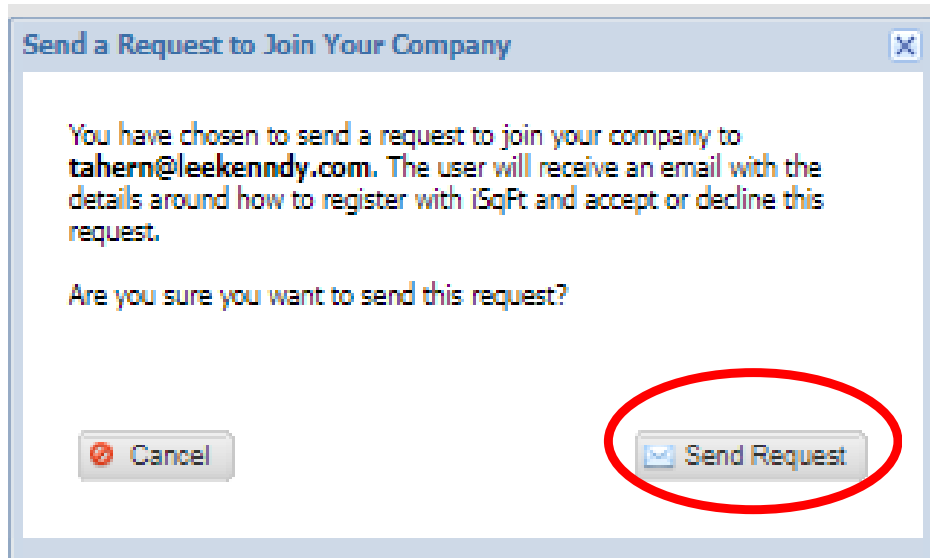
- To add a user, click on “Add a User”
 - A new screen will open.
- Enter the user’s email address. Click “Ask User to Join”



Module 15: Managing Users

3- Add a user

- Confirm information and click, “Send Request”



4- Change user roles

- Under “User Profiles” click on the name of the person whose role you’d like to change

Company Profile ? Last Updated: 9:44 AM ET on 12/07/2023

User Profiles (Available User Licenses - 7 of 22) ?

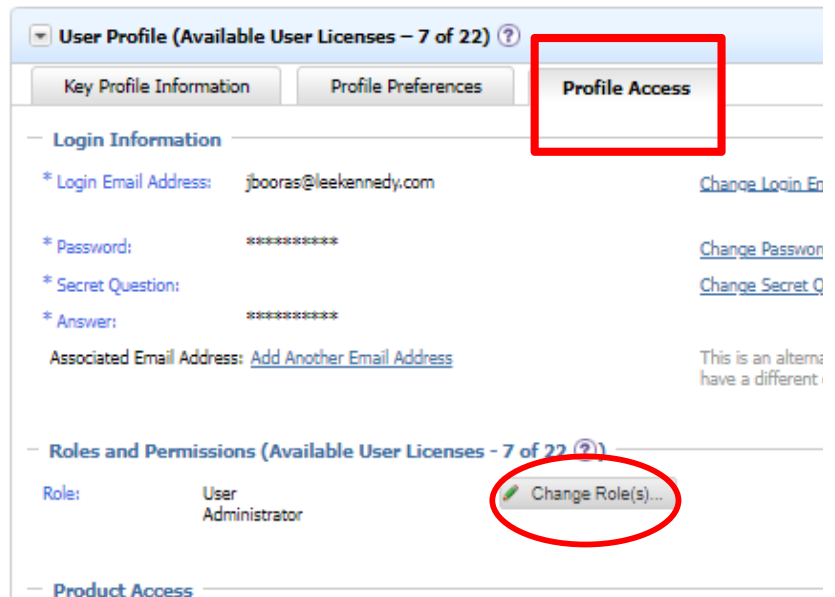
Add a User Add Multiple Users View in Requests

Delete User	Name	Title	Role	Location	Phone	Email Address	Last Login	Last Updated
Delete User	Barbacallo, Seba...		User, Project Man...	Quincy, MA		sbarbagallo@leek...	12/08/2023	10/26/2020
Delete User	Booras, Jill		Admin	Quincy, MA		jbooras@leekann...	12/19/2023	10/10/2023
Delete User	Crane, Stephen		Admin	Quincy, MA		scrane@leekenne...	12/13/2023	07/21/2020
Delete User	Driscoll, Terrence		Admin	Quincy, MA	(617) 212-3263	tdriscoll@leekenn...	12/11/2023	02/24/2023
Delete User	Dunn, Ciara		Admin	Quincy, MA	(617) 825-6930	cdunn@leekenne...	12/19/2023	09/18/2023
Delete User	Fiddes, Allan		Admin	Quincy, MA	(617) 825-6930	afiddes@leekann...	12/06/2023	07/22/2022
Delete User	Frary, Brad		Admin	Quincy, MA		bfrary@leekenne...	12/15/2023	08/31/2021
Delete User	Grassett, Ken		User, Bidboard Pr...	Quincy, MA	(603) 396-0671	kgrassett@leeken...	12/18/2023	12/07/2023
Delete User	Kennedy, Mairead		Admin	Quincy, MA	(617) 825-6930	mkennedy@leeke...	08/16/2023	05/22/2023
Delete User	Kennedy, Ryan		Admin	Quincy, MA	(617) 825-6930	rkennedy@leeka...	04/24/2023	02/07/2023
Delete User	Li, Tiffany		Admin	Quincy, MA	(617) 825-6930	tli@leekennedy.c...	12/14/2023	09/22/2023
Delete User	Picco, Evan		Admin	Quincy, MA		epicco@leekenne...	12/15/2023	02/08/2022
Delete User	Postler, David		User, Project Man...	Quincy, MA	(617) 825-6930	lpostler@leekenn...	12/14/2023	04/02/2020
Delete User	Ren, Donald		Admin	Quincy, MA	(617) 733-5052	dren@leekenned...	12/07/2023	03/22/2021
Delete User	Smith, Ryan		Admin	Quincy, MA	(617) 825-6930	rsmith@leekenne...	11/15/2023	08/26/2019
Delete User	Zac, Brian		Admin	Quincy, MA	(617) 825-6930	bzac@leekenned...	12/13/2023	02/22/2023

Module 15: Managing Users

5- Change user role

- Click on the “Profile Access” tab
- Click on the “Change Role(s)” button

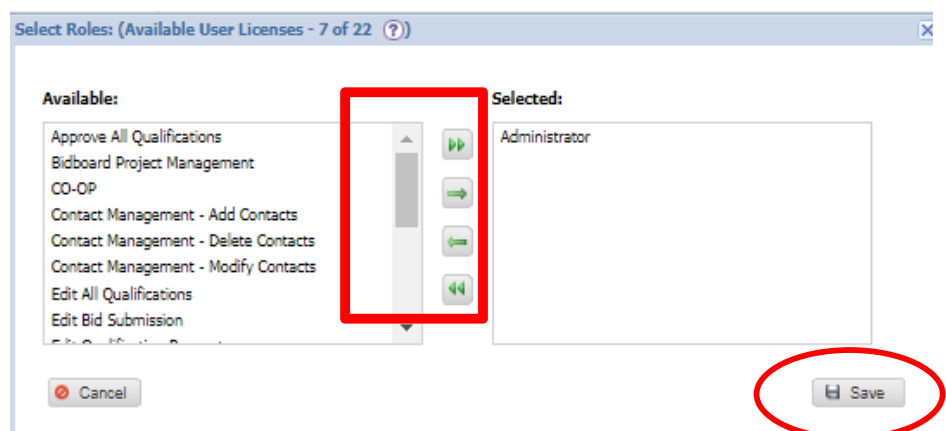


The screenshot shows the 'User Profile' page for a user with 7 of 22 available licenses. The 'Profile Access' tab is highlighted with a red box. Below the tabs, the 'Login Information' section includes fields for Login Email Address, Password, Secret Question, and Answer, each with a corresponding 'Change' link. The 'Roles and Permissions' section shows the user's current role as 'User Administrator' and a 'Change Role(s)...' button, which is circled in red.

6- Change user roles

- Use the arrows to move items in the “Available” column to the “Selected” column.
- Click “Save”

***NOTE- All LKCO staff should have “admin” in their permissions**



The screenshot shows the 'Select Roles' dialog box. It has two columns: 'Available' and 'Selected'. The 'Available' column contains a list of roles, and the 'Selected' column contains the role 'Administrator'. A red box highlights the arrow buttons between the columns. At the bottom right, a 'Save' button is circled in red.