⬡ MANAGE USERS IN THE SYSTEM

1. To access user information, go to the **Main menu** ☰, and click **👥 Suite administration > User Management**.

2. To add users, select the **⊕ Add users** button; select the **Edit icon** ✎ to edit user details and roles; select the **Delete icon** ⊗ to delete users; and to view user details select **Show information details icon** ⓘ.

User Information Panel

Admin InEight

Email address	InEight.Admin@inei...
Employee ID	
Status	Active
Start date	01.01.2016
End date	31.12.9999
Vendor	
Office number	
Mobile number	
Country / Region	
Address 1	
Address 2	
City	
State	
Postal / Zip code	
Last login date	16.08.2022 6:42:38 ...

Created by	Service Account
Created on	27.01.2017 3:48:09 ...
Last modified by	Core qa1
Last modified on	17.08.2022 5:00:21 ...

ROLES AND PERMISSIONS

Change - Basic Edit Only   San Fernando Grn... ⓘ

⊕ Assign/unassign roles
⊕ Assign/unassign vendors

Manage Users links

3. You can quickly import multiple roles for your organization by using a spreadsheet. In the upper right-hand corner of the **User Management** register, click the **Import icon** ⬏ to upload the spreadsheet.

⬡ ADD USERS AND MEMBERS TO PROJECTS

1. In the **Main Menu** ☰, click **◈ All projects & organizations** and to select ☑ a project.

2. Select the **Show information details icon** ⓘ and scroll down to **Members** and select **Add members to this project** or **Add users to this project.**

3. Select the **⊕ Add members to this project** to open the dialog box, then select a **Project role**.

Add members to project

| Project role | ACS Admin ▼ | ⓘ |

Start typing the role name i.e Engineer

Members available in library :   ineight 🔍

	Employee ID	First name	Last name	Inherited roles	Project roles
		Admin	InEight		
⊕		Sandip	pal Ineight	Contracts - Adminis...	
⊕		Marianne	Crane INEIGHT	Account Administrat...	
⊕		pavan	penmetsa@ineig...	Account Administrat...	
⊕		sadmesh	kilvidhi_atv@inei	Account Administrat	

Selected members :

Admin InEight - ACS Admin ✕

Cancel   Add

4. In the **Members available library** section, select the **Add icon** ⊕ to add a member into the **Selected members**. Select **Add** to submit.

5. Select the **⊕ Add users to this project** to open the dialog panel to the **Details** and **Roles** settings.

6. Fill in necessary user information and click **Save.**

Add users to project   ✕

① DETAILS   ② ROLES

* First name	* Last name
* Email address	* Start date 📅
* End date 📅	Vendor

Hint: type vendor name or ID

Contact

Office number	Mobile number
Country / Region ▼	Address 1
Address 2	City
State	Postal / Zip code

Cancel   Next

Phone: In Australia: 1800 727 102   **In United States:** +1 800 801 1426   **Worldwide:** +61 3 9291 0820   **Email:** support@ineight.com

Quick Guide Last Updated: 4/14/2023