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...	

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]

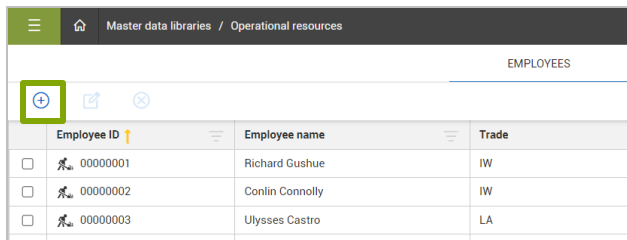## ⬡ ADD RESOURCE USERS TO MASTER DATA

Resource users are specific employees added to jobs and treated as part of the **project operational resources**. Resource users do not have email or assignments within InEight Compliance and no notifications are sent.

1. In the **Main Menu** ☰, click 🏛 Master data libraries to select **Operational resources**.

2. In the **Employees** tab. Click ⊕ **Add resource** then **Add employee**.

3. Type in the **Employee ID**, **First name**, **Last name**, **Craft** and other necessary details.
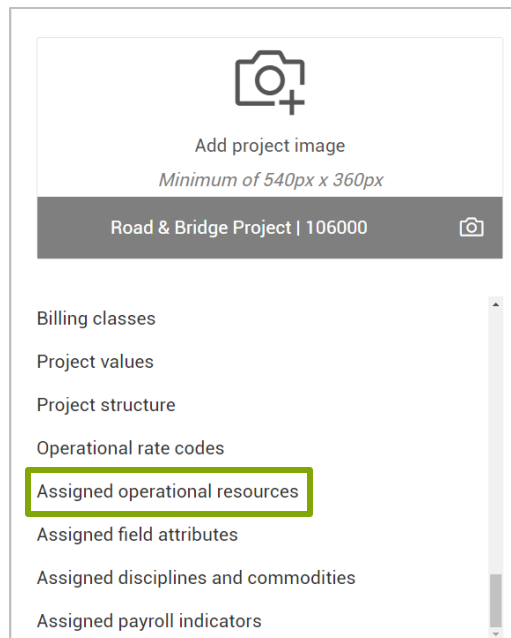
   💡 When assigned to a **Master Data Craft**, an employee's metadata such as their ID, name, global start/end dates, job title, and pay rates are recorded. The pay rates are initially inherited from the assigned Master Data Craft.

4. Click **Save** when done.

⬡ ADD RESOURCE USERS TO PROJECTS

Once **Resource users** are added to the **Operational resource** library**,** they can be assigned to a project.

1. In the **Main Menu** ☰, click 📑 All projects & organizations and select the desired project.

2. On the **Projects tab**, use the **column filters** ≡ or use the **search** 🔍 feature to quickly select a project.

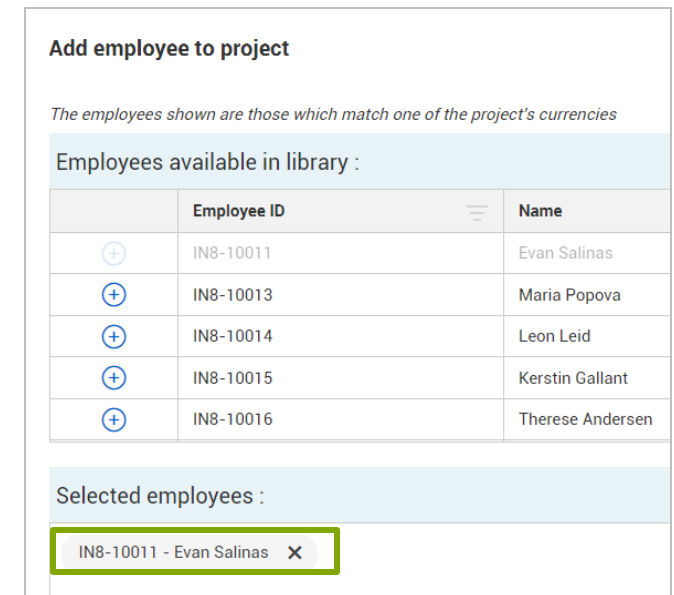3. On the **project home page**, on the left panel scroll down and select **Assigned operational resource.**

4. Click the ⊕ **Add icon** to open the **Add employee to project** panel.

5. Select the employee from the list by clicking the ⊕ **Add icon** next to the employee.

6. When done click the **Add** button.

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