



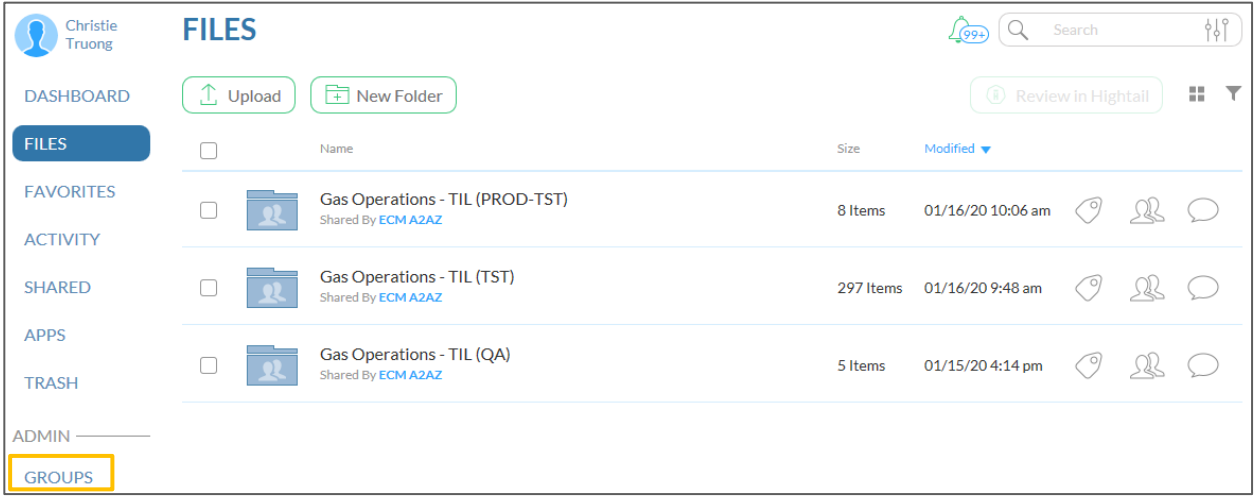
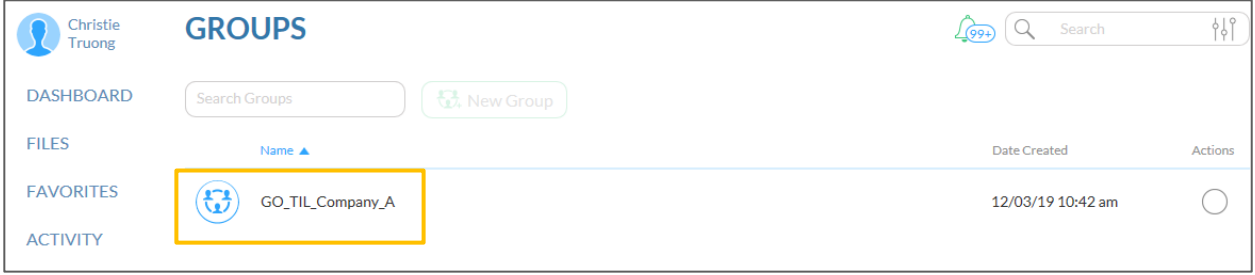
Adding Users to Groups – Admin Task

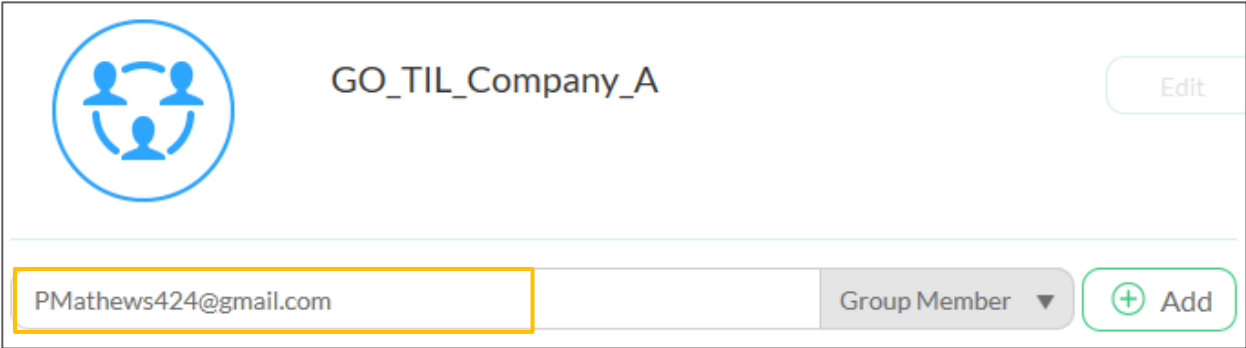
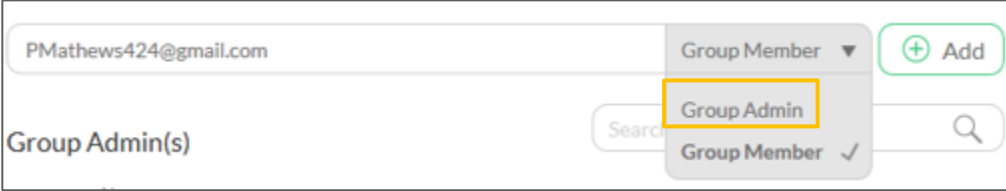

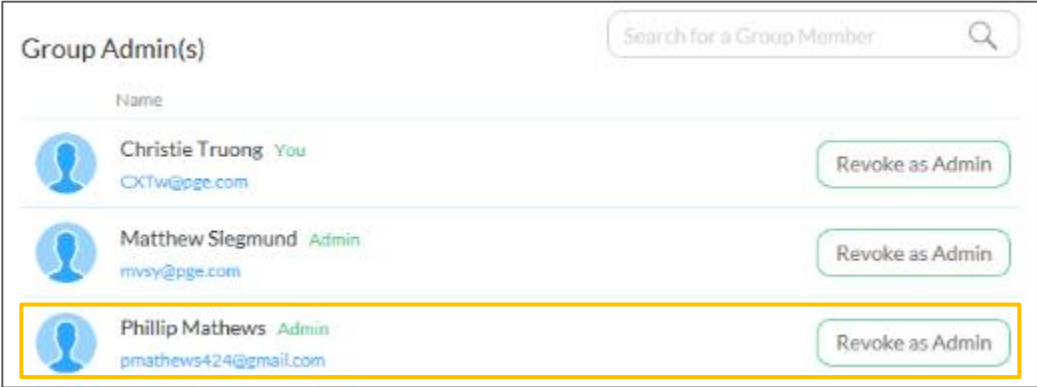
Effective: 01/20

Add a Backup Admin

Your first task as a CORE Admin is to add a backup Admin for vacation coverage or anytime you cannot perform the Admin duties.

Caution: Admin access enables the user to add and delete users. Please limit two Admins per company.

Step	Description
1.	<p>As an Admin, you will see an Admin menu when you log in. Click Groups.</p>  <p>The screenshot shows the 'FILES' dashboard for user Christie Truong. The 'ADMIN' menu is visible at the bottom left, with the 'GROUPS' option highlighted in a yellow box. The main content area shows a list of folders under 'FAVORITES', 'ACTIVITY', and 'SHARED', all shared by ECM A2AZ. The folders are: 'Gas Operations - TIL (PROD-TST)' (8 items, 01/16/20 10:06 am), 'Gas Operations - TIL (TST)' (297 items, 01/16/20 9:48 am), and 'Gas Operations - TIL (QA)' (5 items, 01/15/20 4:14 pm).</p>
2.	<p>Click your company name.</p>  <p>The screenshot shows the 'GROUPS' dashboard for user Christie Truong. The 'GO_TIL_Company_A' group is highlighted in a yellow box. The group is listed under 'FAVORITES' with a date created of 12/03/19 10:42 am. The dashboard also includes a 'Search Groups' field and a 'New Group' button.</p>

Step	Description
3.	<p>Enter the Admin email address.</p> <p>Note: The email that you enter becomes the User ID during the login process. If you have a choice of multiple email addresses, always select the shortest email with the fewest keystrokes. See example below.</p> <ul style="list-style-type: none"> GeorgeMcCarthy@SCBConstruction.com GeorgeMc@SCBConstruction.com GM@SCB.com ← 
4.	<p>Select Group Admin from the dropdown.</p> 
5.	<p>Click Add.</p>  <p>The new Admin is added. This user will now have access to perform all Admin tasks.</p> 



Adding Users to Groups – Admin Task

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Add Users to Groups

Similar to the Admin step, the email address becomes the login User ID. When possible, select the shortest email address.

To add users to groups, follow the same steps as above, except select **Group Member** from the dropdown and click **Add**.

MikeB@Yahoo.com

Group Member ▼

+ Add

Group Admin(s)

Search

Group Admin

Group Member ✓

Adding Multiple Users

If you have a list of user email addresses, separated by commas, you can copy (**CTRL+C**) and paste (**CTRL+V**) the list to add multiple users at once.

1. Select the email addresses.
2. Copy (**CTRL + C**).

JoeyDrakian67@yahoo.com, MathiasBerry23@gmail.com, DebbieSmithson@yahoo.com,
JustinDavis89@comcast.com, KevinThomson80@yahoo.com, KCSmith123@gmail.com,
DevinFloyd99@gmail.com, AustinPeets90@aol.com, WalterLockfort79@gmail.com

3. Access the **CORE Company** screen.
4. Click in the **User** field.
5. Paste (**CTRL + V**).
6. Click **Add**.

@gmail.com, AustinPeets90@aol.com, WalterLockfort79@gmail.com |

Group Member ▼

+ Add

The users are added. CORE will email them a link to sign up for a CORE account. Refer the new users to the **Sign up for a CORE Account** job aid for instructions.