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### How to Create New Users through 360iQ

#### 1 - Log onto http://app.go360iq.com

- A. Click on the toggle wheel in the upper left corner
- B. Then select settings

#### 2 - Select, "Users"



#### 3 - Select, "New Users"

25. Users Management	🚰 Teams Ma	nagement						
🗑 User Management							3	07
Q Search							NEV	USER NEW USER BASED ON
Name Ÿ 0	Login Y 0	User Level 🍸 🌼	Modified by T ©	Modified on 🛛 🕆 👳	Role name 😗 0	Email Y 0	Active	Actions
Admin Admin	Admin	Internal	Grzegorz Cudok	07/20/2018 03:55:58PM	Super Administrator	test1@test.com		IDIT DILITI
Marcin Bojes	marcin.bojes	Internal	test.qaturkish test.qaturkish	09/04/2018 10:36:53AM	Manager	Marcin.Bojes@ezuniverse.com		EDIT DELETE
Marcin Zielezny	man	Internal	Marcin Zielezny	02/02/2018 10:41:17AM	Super Administrator	Marcin Zielezny@ezuniverse.com		EDIT DILETE
Tomasa Myslek	Tomasa Myslek	Internal	Leszek Tomanek	10/09/2017 09:51:01AM	Super Administrator	Tomasz.Myslek@eauntverse.com		EDIT DELETE
Grzegorz Zegartowski	Grzegorz Zegartowski	Internal	Dhrumil Patel	03/06/2018 09:19:05PM	Manager	Grzegorz.Zegartowski@EZUniverse.com		EDIT DILETE
Zbigniew Slabicki	Zbightew.Slabicki	Internal	Adam Hollanek	10/15/2018 02:56:19PM	Super Administrator	Zbigniew:Slabicki@EZUniverse.com		EDIT DILETE
Leszek James	LeszekJames	Internal	Celina Fugowska	09/04/2018 08:55-08AM	Manager	Leszek James@EZUniverse.com		EDIT DILETE
Administrator Administrator	Administrator	Internal	Admin Admin	06/05/2017 09:39:30AM	Super Administrator	TestAdministrator@Test.com	(N CO)	IDT DILITI

#### 4 - Begin entering all credentials for new user such as:

- 1. First/last name
- 2. Initial screen they will see once logged on
- 3. Role (example: manager)
- 4. Email address
- 5. Username/password

💄 New user								2 ×
1		-0				-0	-0	
Credentials		Location	is			Permissions	Summary	
User Details								
First name		Sign i	n creden	tials				
Last name								
User Level:		360iQ	G- Google+	f Facebook	Y Twitter	Linkedin		
8 External								
Initial screen:				4	User Nan	ne		
<b>P</b>	•							
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			ZN -					

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#### 5 - Hit Next

1 New user				2 x
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User Details				i i i i i i i i i i i i i i i i i i i
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Doenal     anicial soreen:     G	•		Lucer Name	
Role: a Support Manager	•		Paisword     Confirm password	
E Enal Teams	~			
rielo us oustomize your experience <b>Country:</b>				6
				NECT

## 6 - Select the organization and location the user will be assigned to and then hit next.

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Credentials		Locations		Permissions			Summary
Select locations							i
<ol> <li>Select organizations</li> </ol>		2 Sele	ect locations			Selected locatio	ns / organizations
Q Search	SILICTALL	Q Search		SILICTALL	Q	Search	
A&W	•	No orga	nization selected				
Armor Safe	•						
Beehive	•						
BK-FL	•						
BKE20							
PREVIOUS							8 NEXT

#### 7 - Select the permissions this user will be granted access to & hit next

Credentials	Locations		Permissions			Summary	
EXPERIENCE	Name	Create	View/Read	Modify	Delete		
BJECTS	Experience customization		*			DISILICT ALL	Ē.
ONFIGURATION	LP Verification access		1			DISILICT ALL	Ē.
	View as					DISILICT ALL	Ē
SUE	Global filters					SILICT ALL	Ē
ELCOMESCREEN	Report Auto Delivery					SILICTALL	Ē
ENLL	Compact list					DESELECT ALL	Ē
TTINGS	Video motion		2			DISILICT ALL	

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## 8 - Review the summary of the user you've created. If everything is correct, press "save & finish"



