



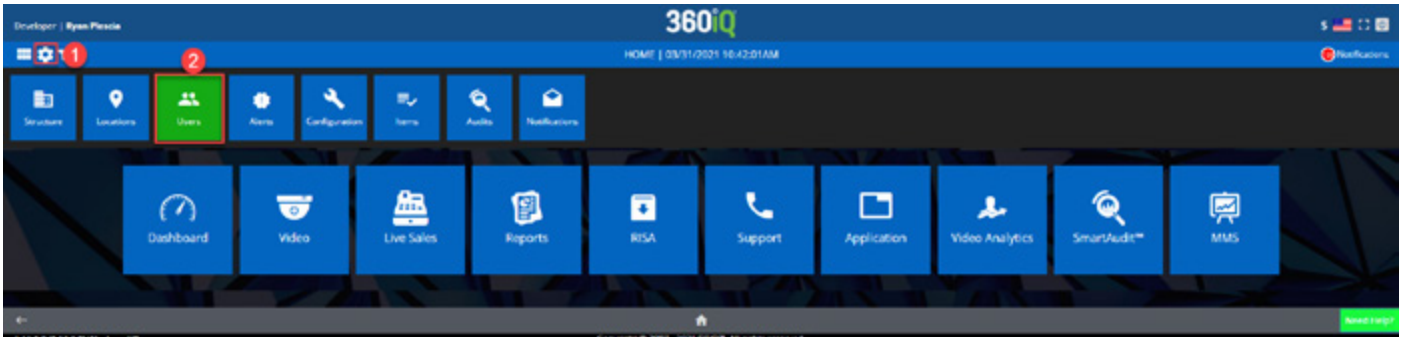
## How to Create New Users through 360iQ



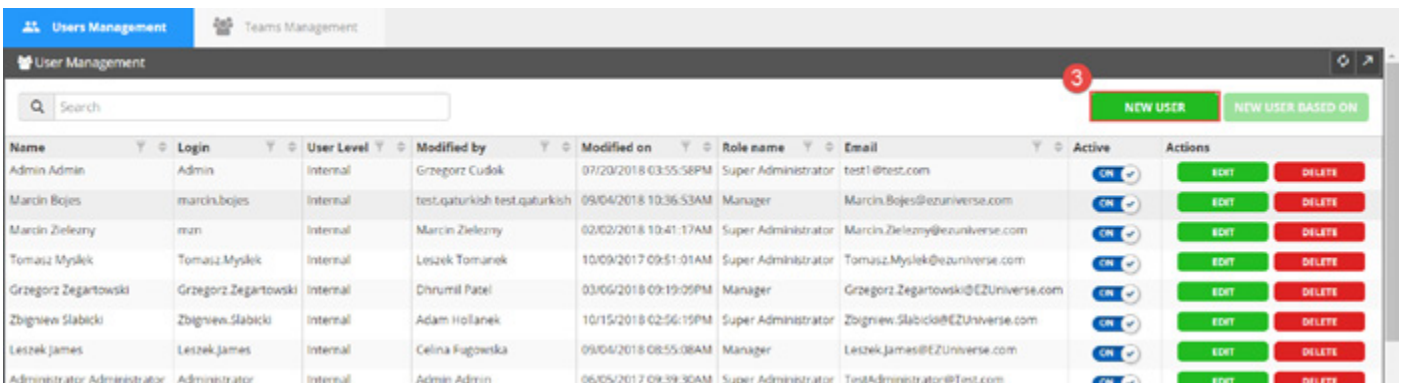
## 1 - Log onto <http://app.go360iq.com>

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

## 2 - Select, "Users"

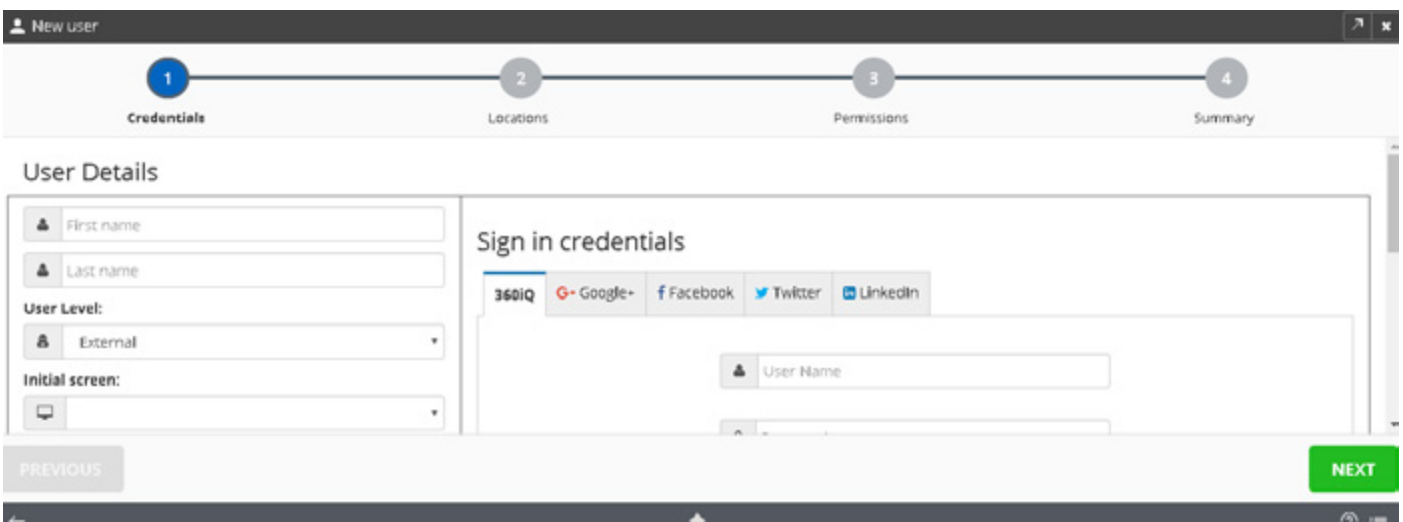


## 3 - Select, "New Users"



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

- First/last name
- Initial screen they will see once logged on
- Role (example: manager)
- Email address
- Username/password



## 5 - Hit Next

**User Details**

First name  
Last name

User Level:  
External

Initial screen:

Role:  
Support Manager

Email

Teams

Country:

**Sign in credentials**

360Q Google+ Facebook Twitter LinkedIn

User name  
Password  
Confirm password

PREVIOUS **NEXT**

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

**Select locations**

1 Select organizations 2 Select locations Selected locations / organizations

Search SELECT ALL Search SELECT ALL Search SELECT ALL

A & W  
Armor Safe  
Beehive  
BK-FL  
BROWN

No organization selected

PREVIOUS **NEXT**

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

**EXPERIENCE**

Name	Create	View/Read	Modify	Delete	
Experience customization		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		DESELECT ALL
LP Verification access		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		DESELECT ALL
View as		<input checked="" type="checkbox"/>			DESELECT ALL
Global filters		<input type="checkbox"/>			SELECT ALL
Report Auto Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SELECT ALL
Compact list		<input checked="" type="checkbox"/>			DESELECT ALL
Video motion		<input checked="" type="checkbox"/>			DESELECT ALL

PREVIOUS **NEXT**

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

The screenshot shows the 'Users Management' interface with a 'New user' sub-section. A progress bar at the top indicates four steps: 1. Credentials, 2. Locations, 3. Permissions, and 4. Summary. The 'Summary' step is currently active and highlighted with a blue circle and a red '8' in a circle. Below the progress bar, the 'User Summary' section displays the following information:

Full Name	test test	Selected locations/Organizations
User Level	External	BK - 25932
Role	Support Manager	
Email	test@gmail.com	
360IQ Password	****	
Facebook Password	Not changed	
Google Password	Not changed	
Your Country	United States of America	
Your Language		
Your Currency		

At the bottom of the interface, there are two buttons: 'PREVIOUS' on the left and 'SAVE & FINISH' on the right. The 'SAVE & FINISH' button is highlighted with a red '8' in a circle, indicating the current step.