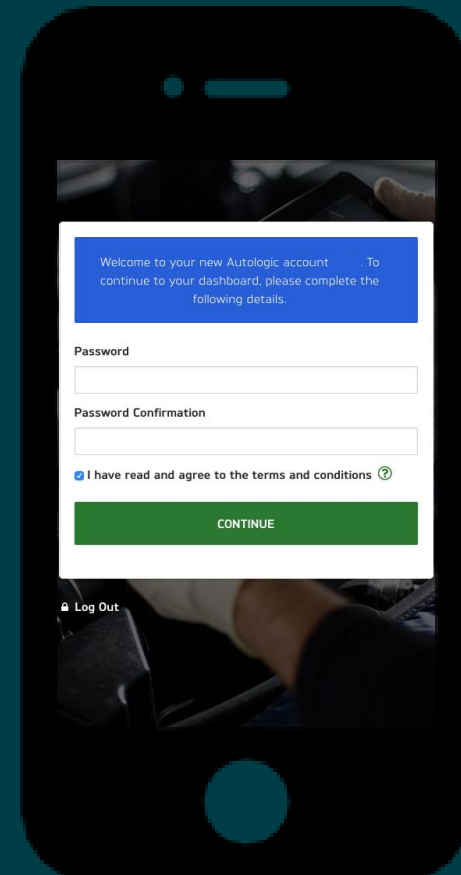




AUTOLOGIC
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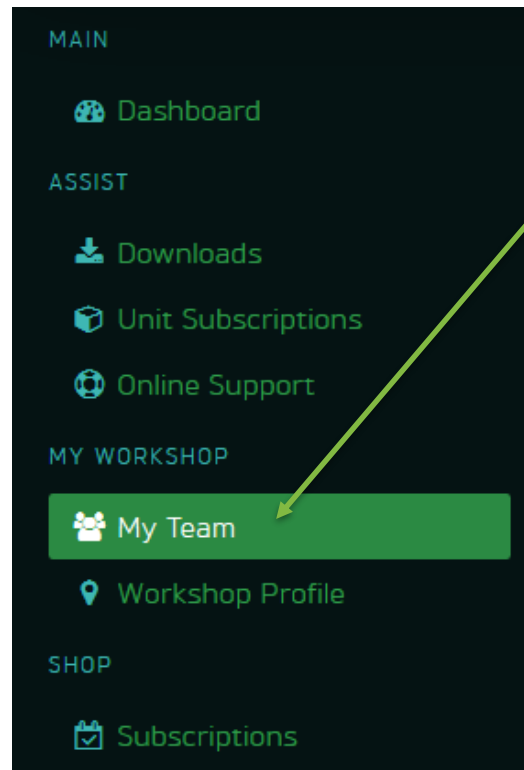
SETTING UP
YOUR TEAM
WITH >>
AUTOLOGIC



User Accounts

Setting up your team

1. Once logged into your Primary account you will be able to set up your team members.
2. There will be a section on the left hand side of the page, under My Workshop called My Team.



User Accounts

3. Fill in the fields under NEW TEAM MEMBER, which will include First Name, Last Name, Email address (this should be unique) and position within the company.

My Team

NEW TEAM MEMBER

<input type="text" value="New User"/>	<input type="text" value="Course"/>
<input type="text" value="newusercourse@autologic-test.com"/>	<input type="text" value="Master Technician"/>
<input type="button" value="ADD"/>	

4. Press the add button once all information is filled in.
5. An email will have now been sent to your team member added for them to set up their OWN account once they have logged in. They MUST follow the link on the email and log into their account for the process to be completed. You will get confirmation once a new team member has been added.

New team member added! We've sent New User an email inviting them to their account.

User Accounts

- Repeat stages 3 – 5 for ALL team members.
- Team members that have been sent invites will be shown under the title **NEW MEMBERS**.

New Members

New User Course	Master Technician	
Email: newusercourse@autologic-test.com Updated: just now		
Edit	Resend invitation	Delete

- If any details are incorrect then simply select edit to change them, If a team member did not receive or has deleted the email then you can resend the invitation and you can also cancel an invite by selecting delete to stop the invitation.