

## USER MANAGEMENT

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It should be easy and efficient to manage all the people who need access to your locations.

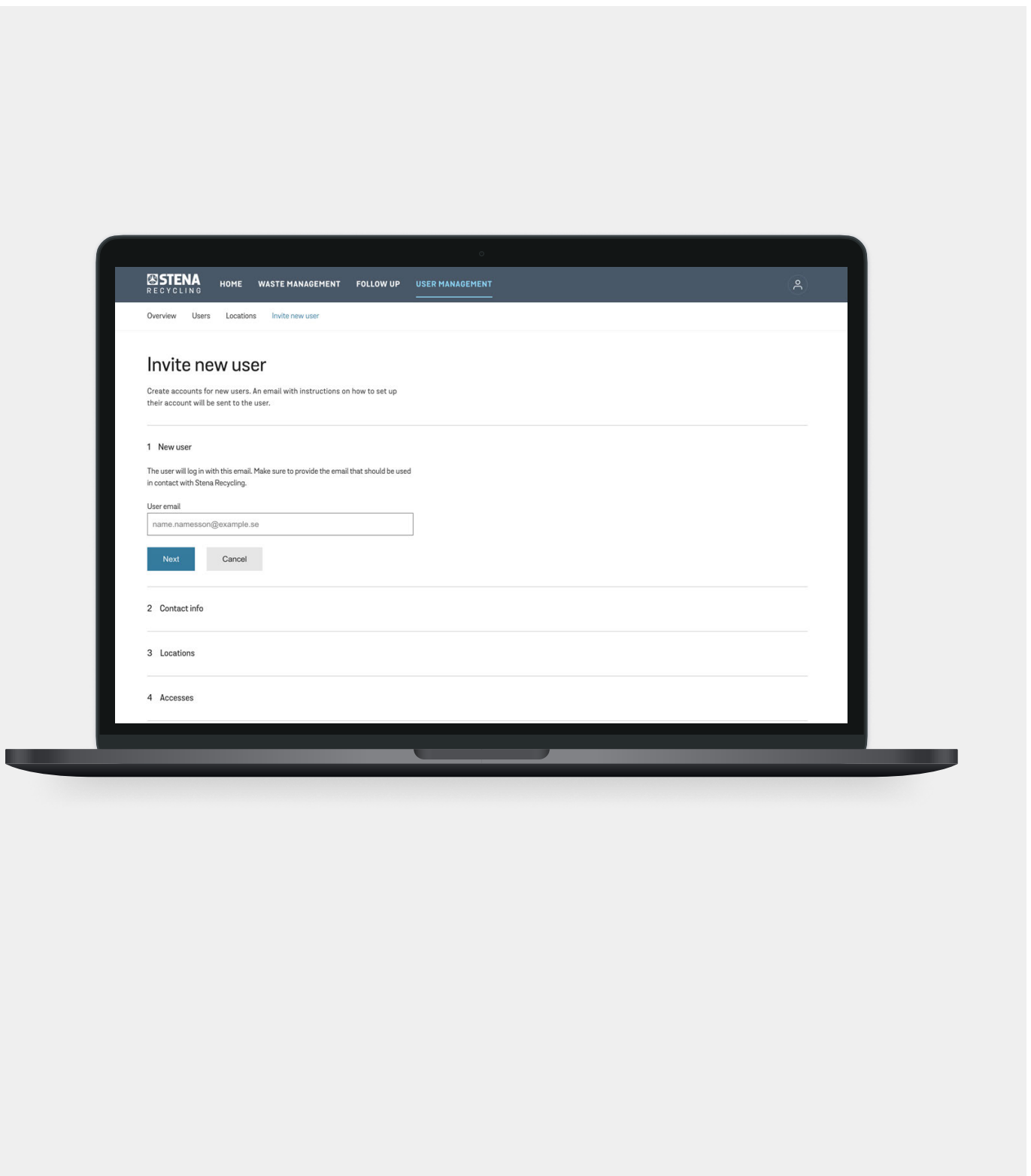
User management is available to everyone who have admin rights and allows you invite new users, grant them specific access rights for selected locations and manage their permissions at anytime.

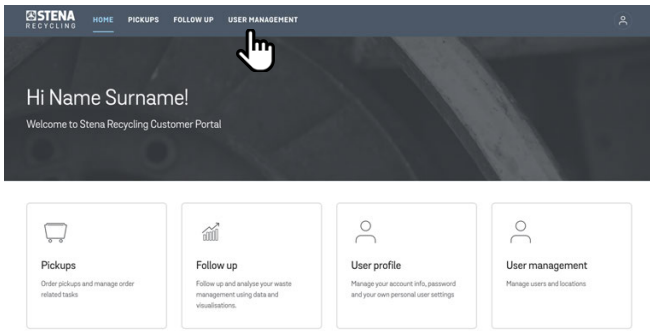
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It starts here.

# GUIDE

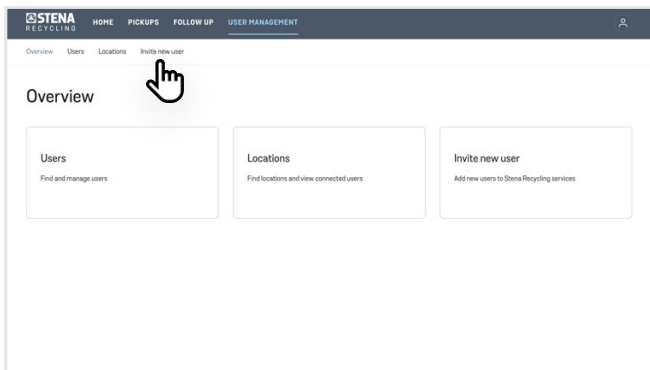
## USER MANAGEMENT - INVITE A NEW USER AS A USER





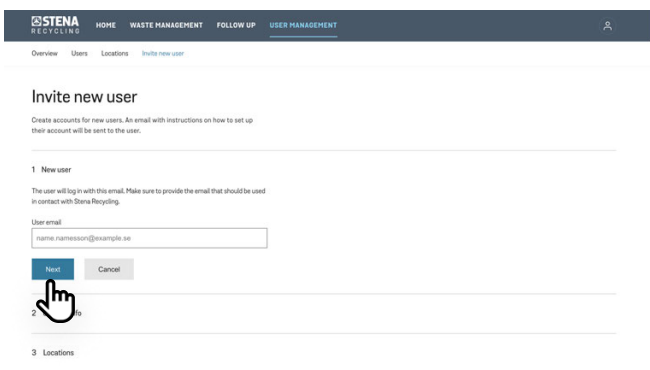
## 1. SELECT USER MANAGEMENT

Select **User Management** in the top menu.



## 2. SELECT INVITE NEW USER

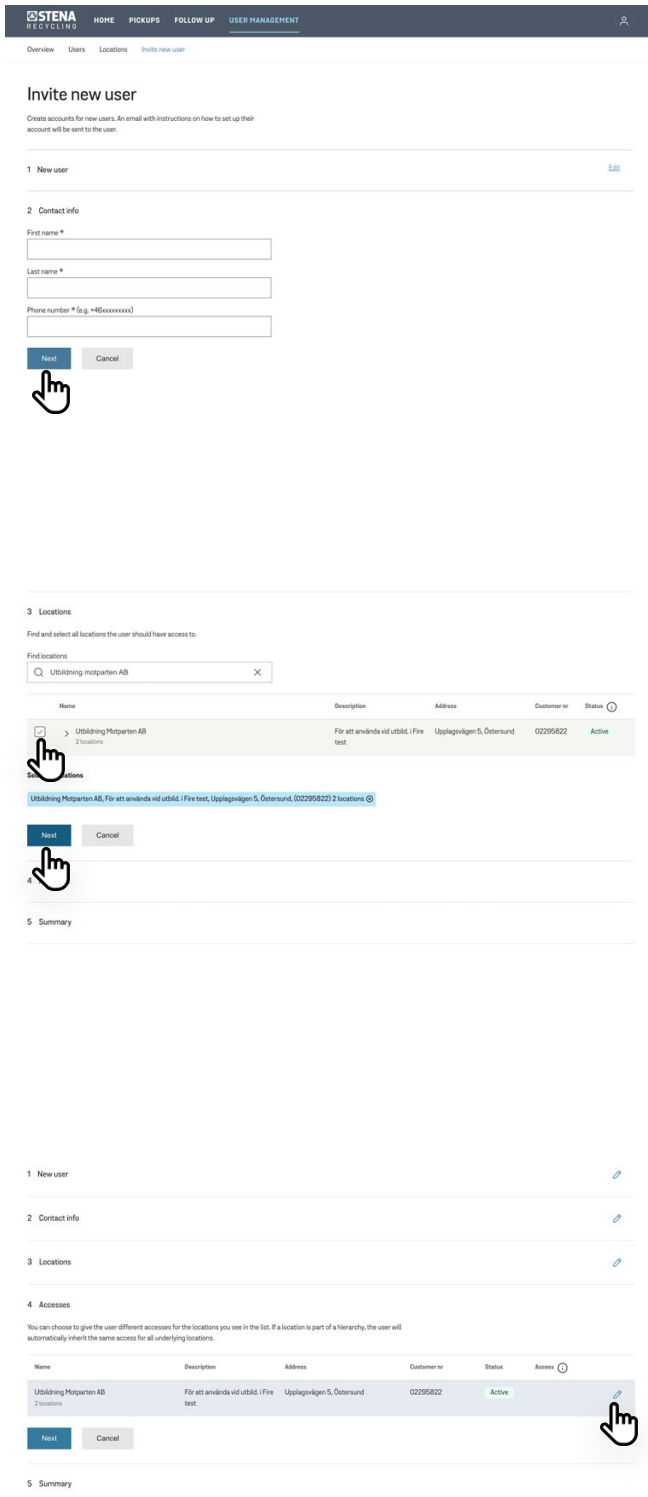
Select **Invite new user** in the submenu



## 3. ADD EMAIL ADDRESS

- Add the email address of the person you want to invite
- Click **Next**

It starts here.



**STENA RECYCLING** HOME PICKUPS FOLLOW UP USER MANAGEMENT

Overview Users Locations Invite new user

### Invite new user

Create accounts for new users. An email with instructions on how to set up their account will be sent to the user.

- New user
- Contact info
- Locations
- Accesses
- Summary

**2 Contact info**

First name \*

Last name \*

Phone number \* (e.g. +46xxxxxxxx)

**Next** Cancel

**3 Locations**

Find and select all locations the user should have access to.

Find locations

Utbildning motparten AB

| Name   | Description                              | Address                    | Customer nr | Status |
|--|--|----------------------------|-------------|--------|
| <input checked="" type="checkbox"/> > Utbildning Motparten AB<br>2 locations | För att användas vid utbild. I Fire test | Uppslagsvägen 5, Östersund | 02295822    | Active |

Utbildning Motparten AB, För att användas vid utbild. I Fire test, Uppslagsvägen 5, Östersund, 02295822 2 locations

**Next** Cancel

**4 Accesses**

You can choose to give the user different accesses for the locations you see in the list. If a location is part of a hierarchy, the user will automatically inherit the same access for all underlying locations.

| Name                                   | Description                              | Address                    | Customer nr | Status | Access |
|--|--|----------------------------|-------------|--------|--------|
| Utbildning Motparten AB<br>2 locations | För att användas vid utbild. I Fire test | Uppslagsvägen 5, Östersund | 02295822    | Active |        |

**Next** Cancel

## 4. ADD CONTACT INFO

- Add “Name”, “Surname” and “Phone number” of the user you are inviting
- Click **Next**

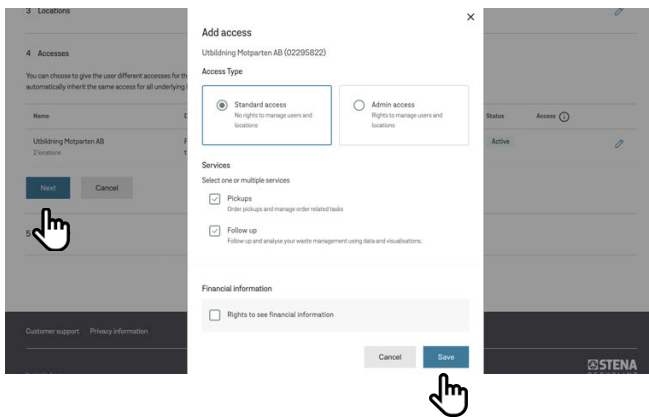
## 5. SELECT LOCATIONS

- Select one or more locations from the list by clicking on the checkbox
- Click **Next**

## 6. ADD ACCESS RIGHTS

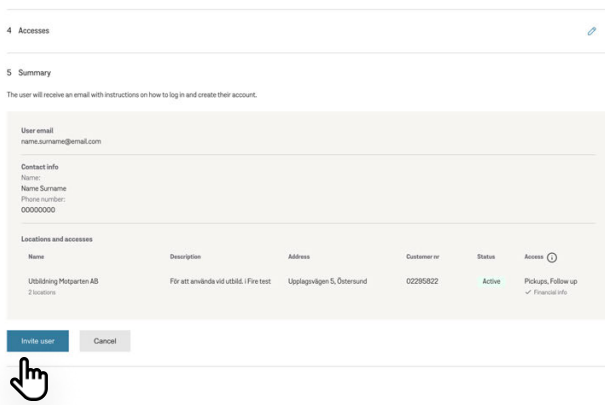
- Click on the pencil icon to add access rights for each location in the table

It starts here.



## 7. CHOOSE ACCESS RIGHTS

- Choose access rights
- Click **Save**
- Then click **Next**



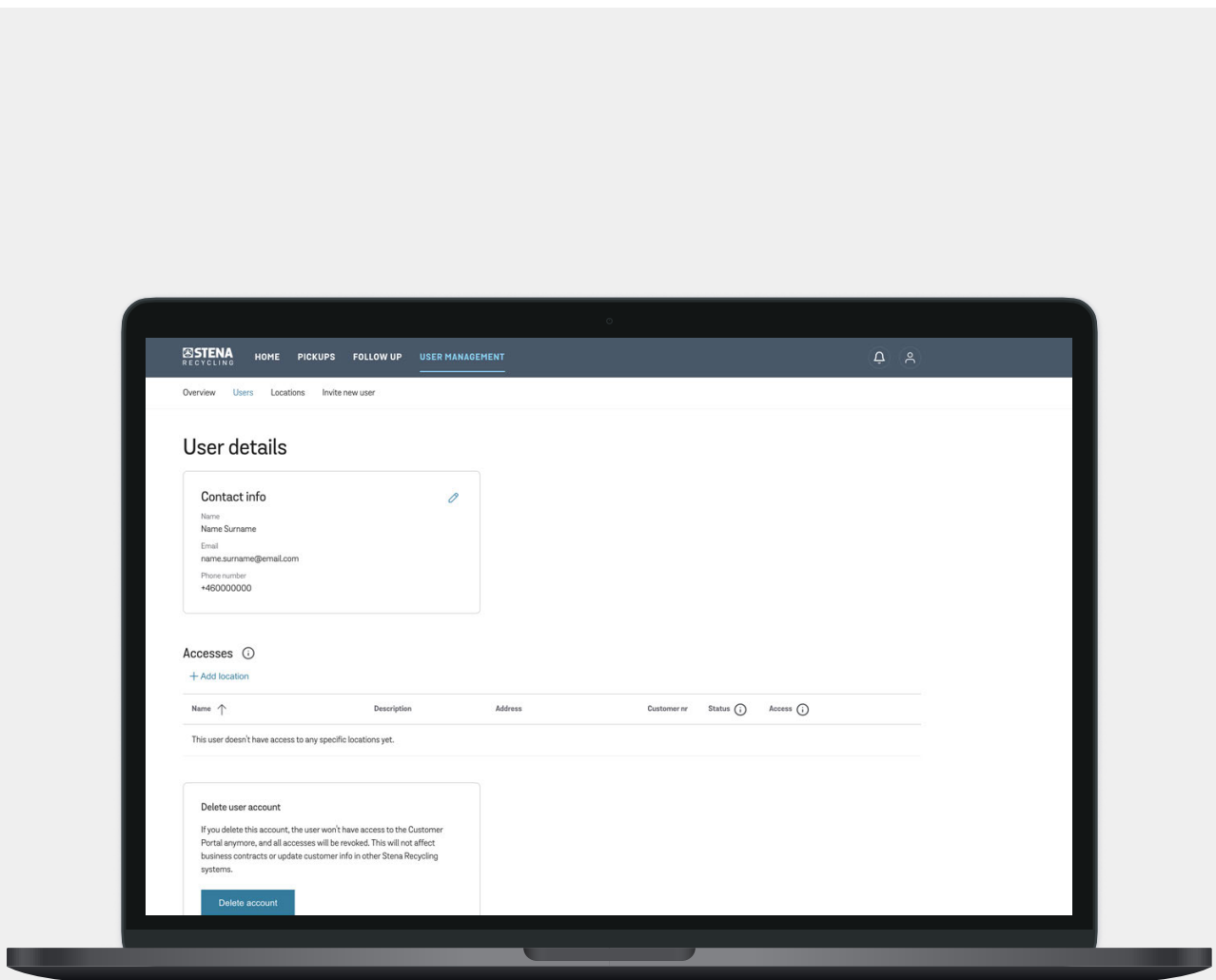
## 8. VIEW SUMMARY AND INVITE

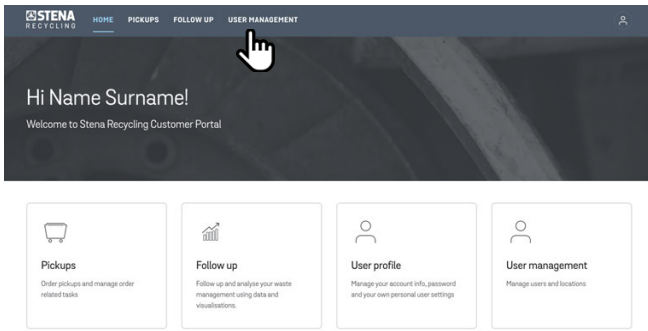
- Check all the details in the Summary
- Click **Invite user**

It starts here.

# GUIDE

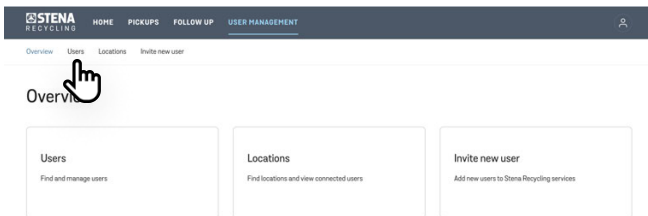
## USER MANAGEMENT - ADD LOCATION TO AN EXISTING USER





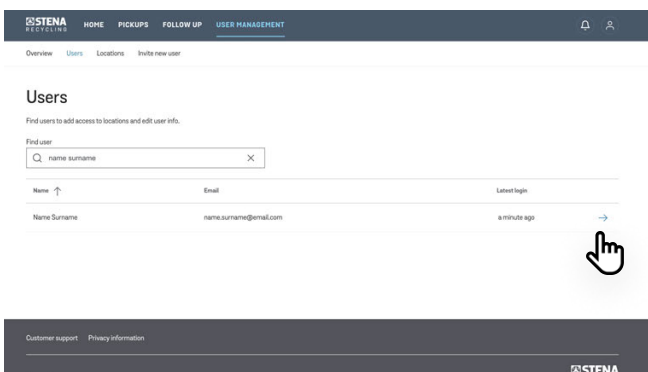
## 1. SELECT USER MANAGEMENT

Select **User Management** in the top menu.



## 2. SELECT USERS

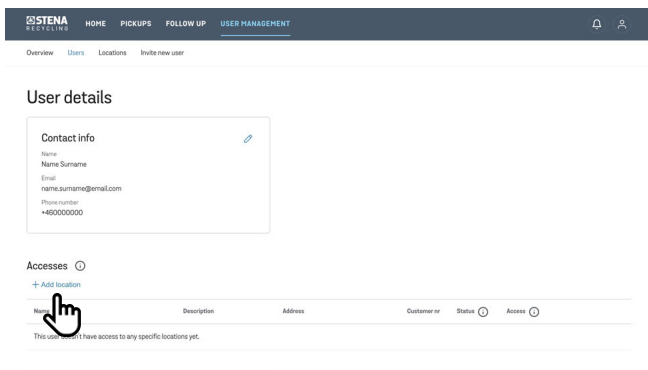
Select **Users** in the submenu



## 3. SEARCH AND SELECT A USER

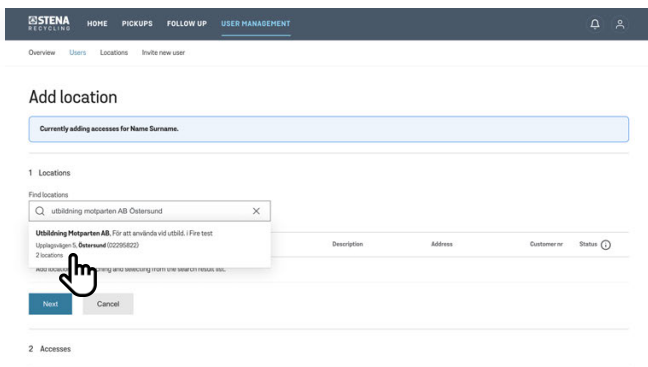
- Search for a user in the search bar
- Click **on the arrow** to view User details

It starts here.



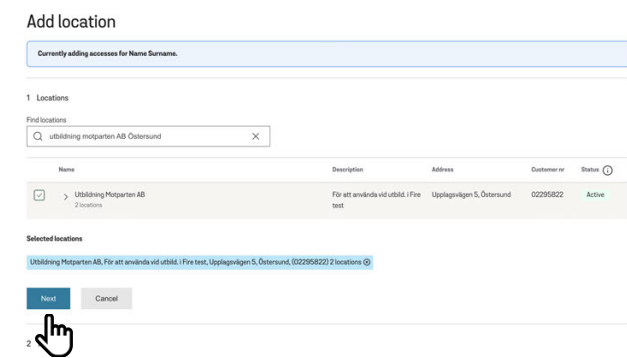
## 4. ADD LOCATION

- Click **Add location**



## 5. SEARCH A LOCATION

- Search for a location in the search bar
- **Select** a **location** from the list

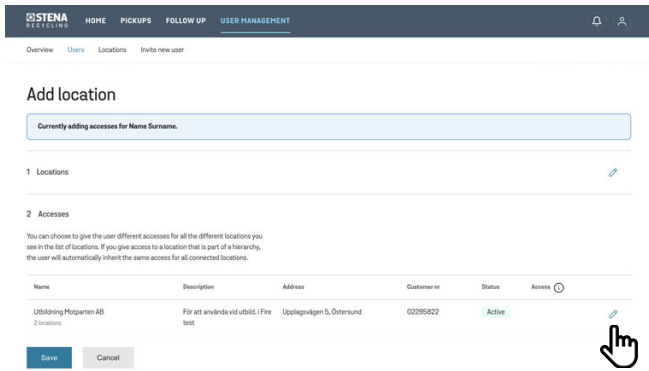


## 6. SELECT A LOCATION

- Repeat the search if you need to select another location
- Click on **Next**

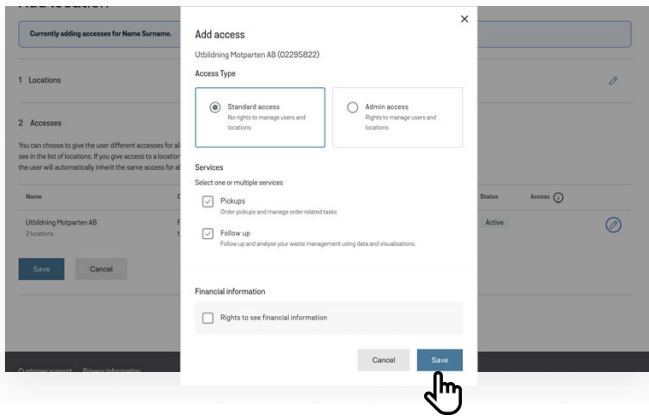
It starts here.





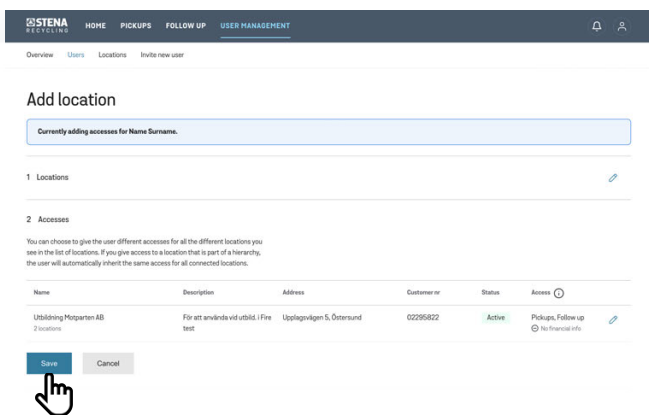
## 7. ADD ACCESS RIGHTS

- Click on the **pencil icon** to add access rights for each location in the table



## 8. CHOOSE ACCESS RIGHTS

- Choose access rights
- Click **Save**



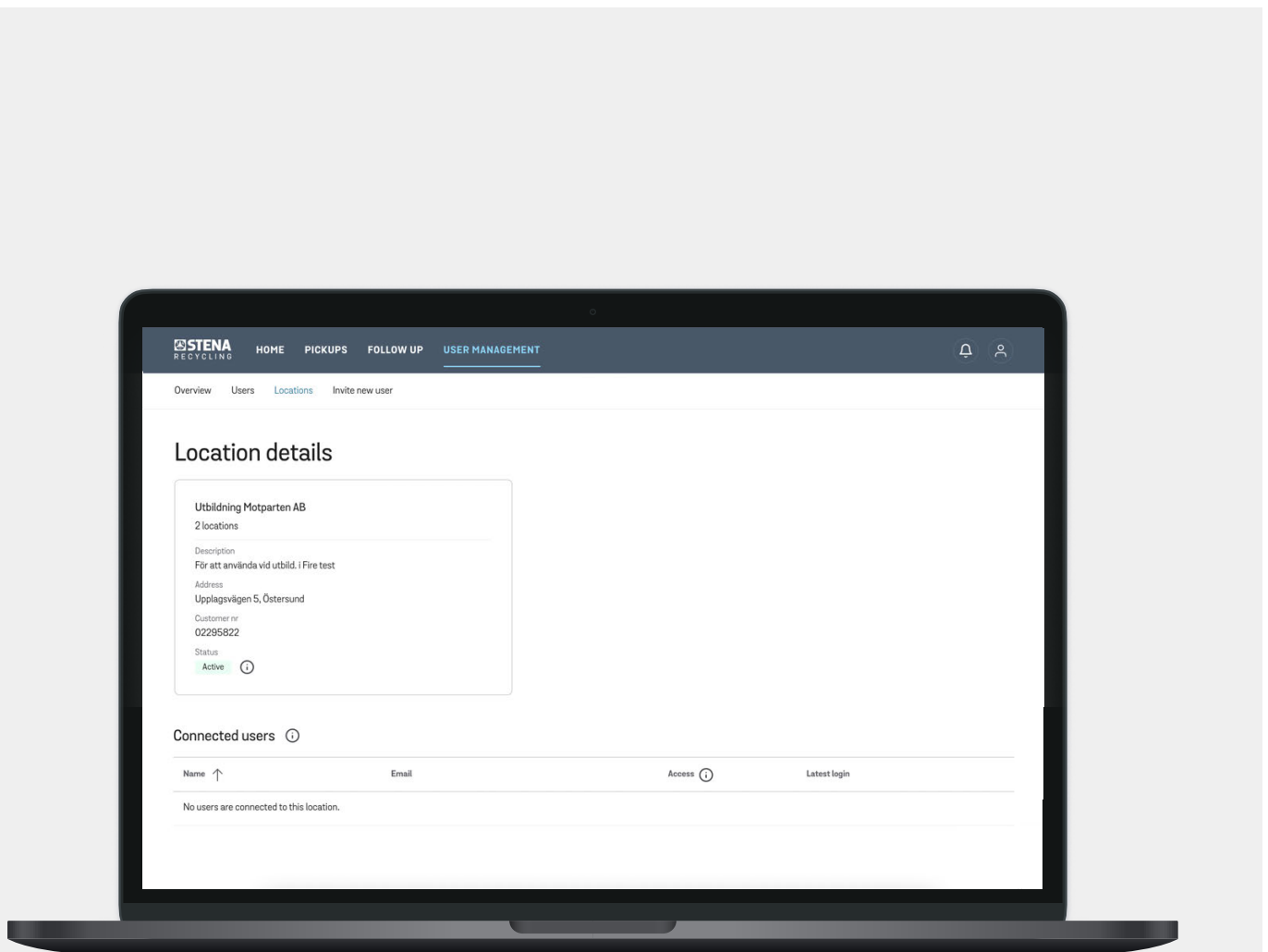
## 9. ADD LOCATION

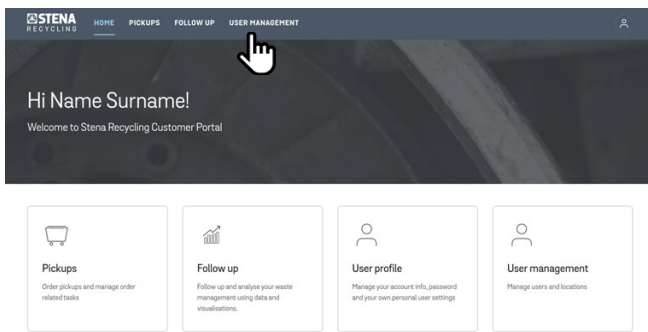
- Click **Add location**

It starts here.

# GUIDE

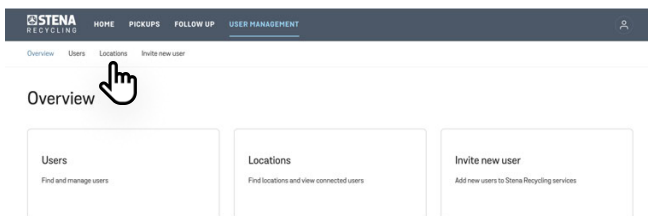
## USER MANAGEMENT - VIEW LOCATIONS AND CONNECTED USERS





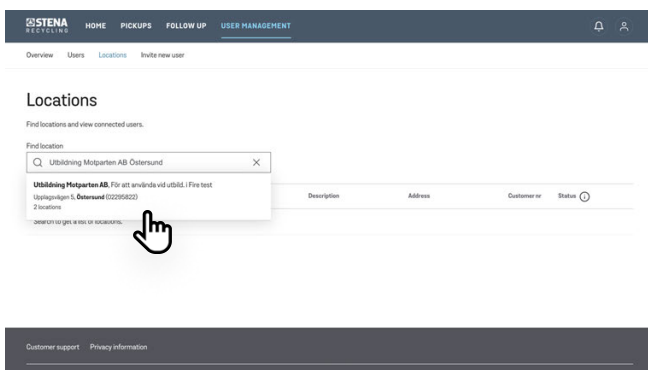
## 1. SELECT USER MANAGEMENT

Select **User Management** in the top menu.



## 2. SELECT LOCATIONS

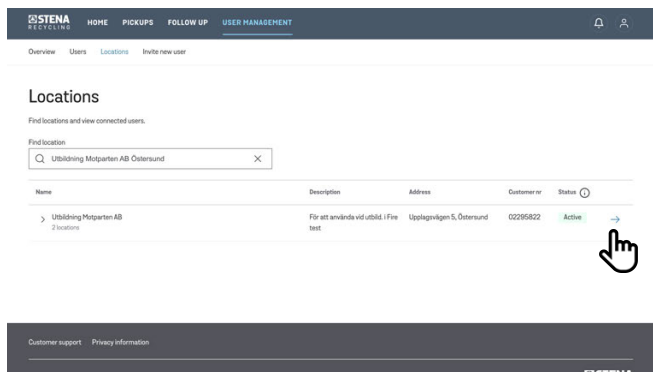
Select **Locations** in the submenu



## 3. SEARCH AND SELECT A LOCATION

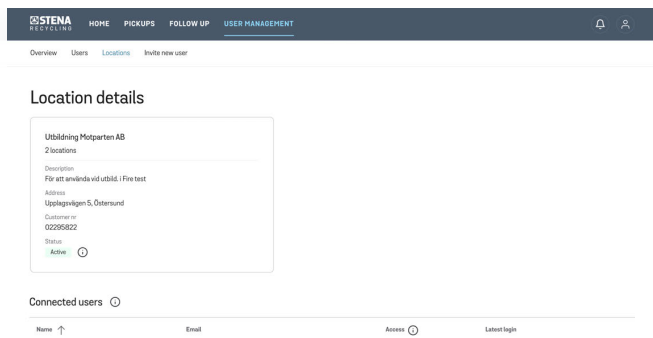
- Search for a location in the search bar

It starts here.



## 4. VIEW LOCATION DETAILS

- Click on the arrow to view **Location details**



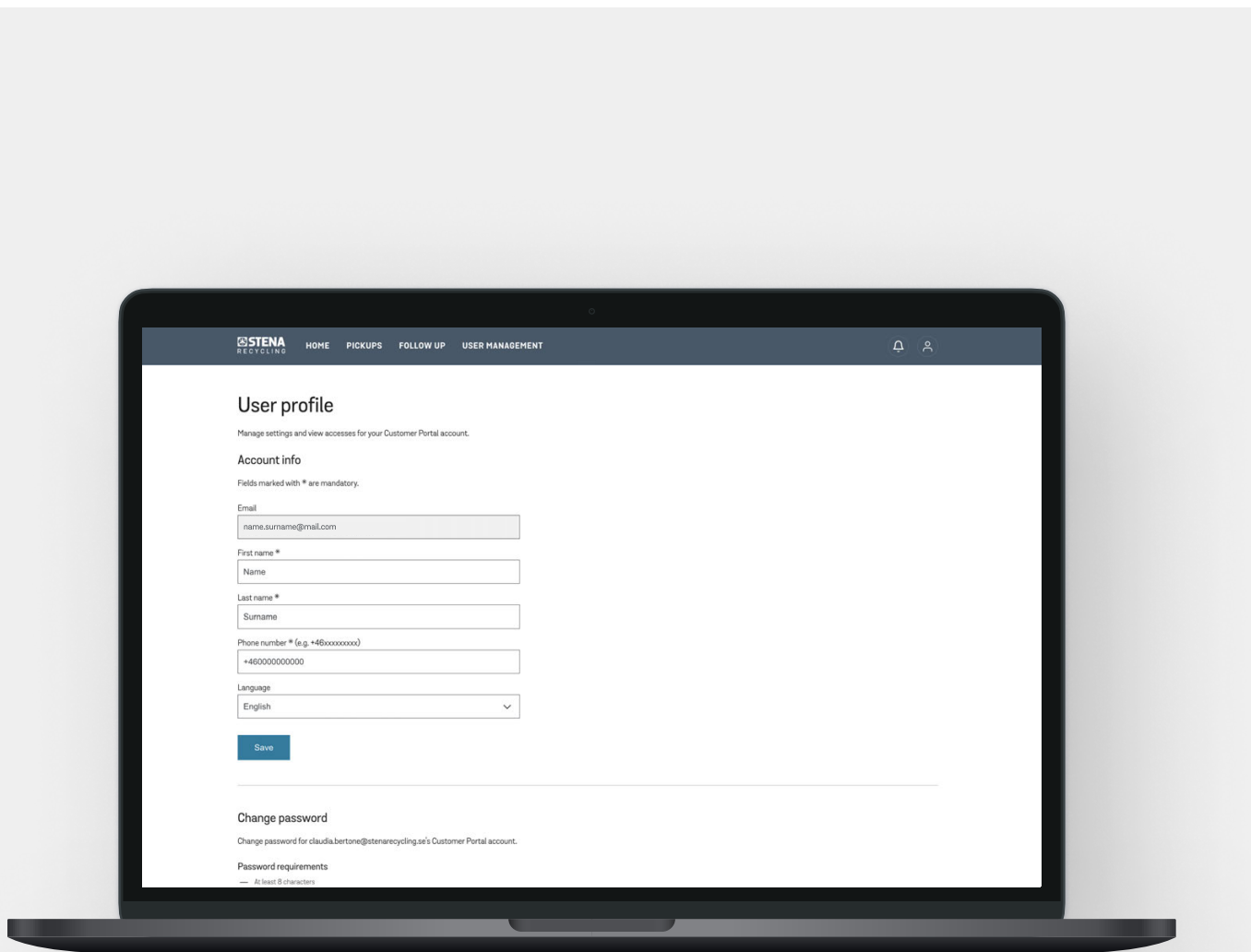
## 5. VIEW CONNECTED USERS

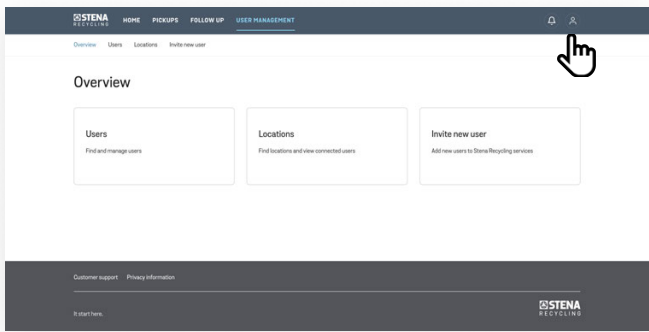
- View connected users in the table

It starts here.

# GUIDE

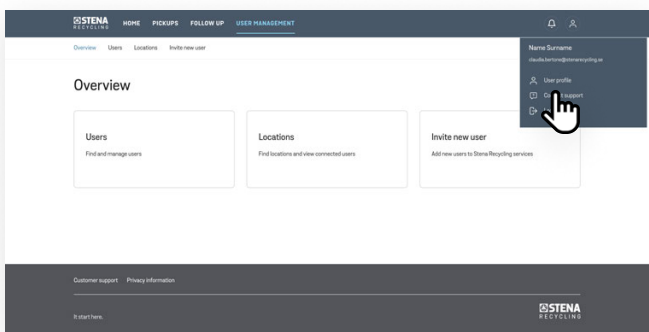
## USER MANAGEMENT - EDIT PROFILE





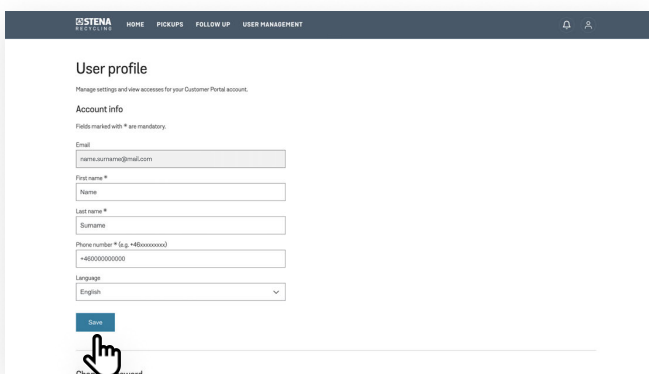
## 1. SELECT USER ICON

Select **User icon** in the top right corner



## 2. SELECT USER PROFILE

Select **User profile** in the submenu



## 3. EDIT ACCOUNT INFO AND CHANGE LANGUAGE

- Edit email, name, surname and telephone number
- Change language by selecting it from the list
- Click **Save**

It starts here.

**Change password**

Change password for [claudia.betone@stena-recycling.se](mailto:claudia.betone@stena-recycling.se)'s Customer Portal account.

**Password requirements**

- ✓ At least 8 characters
- ✓ Uppercase
- ✓ Lowercase
- ✓ 0-9 (0-9)

New password

Repeat new password

**Change password**

**Accesses**

Here you can see all locations that you have access to.

| Name ↑   | Description | Address | Customer nr | Status | Access |
|--|-------------|---------|-------------|--------|--------|
| This user doesn't have access to any specific locations yet. |             |         |             |        |        |

## 4. CHANGE PASSWORD

- Type a new password
- Repeat the new password
- Click **Change password**

Repeat new password

**Change password**

**Accesses**

Here you can see all locations that you have access to.

| Name ↑   | Description | Address | Customer nr | Status | Access |
|--|-------------|---------|-------------|--------|--------|
| This user doesn't have access to any specific locations yet. |             |         |             |        |        |

**Delete account**

By deleting your account, you won't be able to log in to the Customer Portal anymore. Your personal account info will be deleted.  
No ongoing orders or contracts will be affected.

**Delete account**

## 5. DELETE ACCOUNT

- Click **Delete account**