



User Administrator Brief Overview

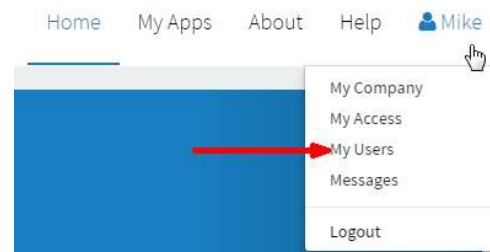
ScrapConnect is designed to have your company designate a single user to administrate your employees' access on the website. We call this user the **user administrator**. In order to use the website, we require that an officer of your company sign the user administrator agreement and specify the employee that should have this role. This agreement is located from the *Help* link at the upper right hand corner of ScrapConnect.

There can only be one user administrator for your company and they are responsible for the following:

- Controls who can see your company's information and to what level
- Manages access for everyone in your company
- Creates and removes users; grants and revokes access to special content within the site

User Administration

After logging into ScrapConnect, all user administrator functions are located by clicking on your name in the top right corner and then clicking on *My Users* as shown here.



From this page the user administrator can view users, register a new user, add a user that is already registered on ScrapConnect to their company, delete users, and add or remove roles. There is a help document on this page on how to register new users for your company. Any questions? Contact us at help@djj.com.



A screenshot of the "My Users" page in the ScrapConnect interface. The page title is "My Users For KNOX KNOXVILLE". At the top, there are navigation tabs: My Company, My Access, My Users (selected), and Messages. Below the title is a table with columns for Name, Roles, and Delete User. The table contains one entry for "Brandon Ashworth" with the role "FinancialViewer" and a delete icon. Below the table are two sections: "Add Access" and "Add User". The "Add Access" section has a dropdown for "User" (set to "Brandon Ashworth") and a dropdown for "Role" (set to "FastPay"), with an "Add Role" button below. The "Add User" section has an "Email" input field (containing "johnsmith@djj.com"), an "Add User To Company" button, and a "Register New User" button. A link "How to register a new user" is also present.