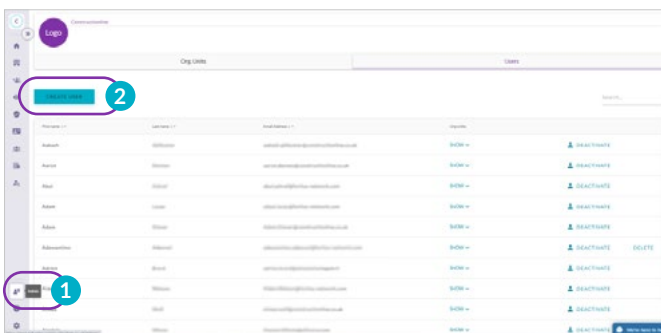


How to create a new user on your Constructionline account

! To add a new user, you must have admin rights on your account

Step 1: Once you have signed in to the [platform](#) navigate Admin tab on the left-hand navigation.

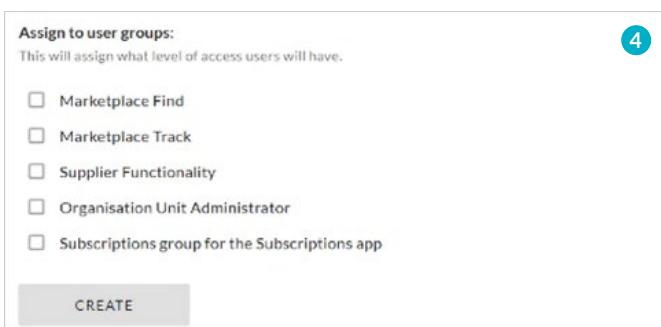
Step 2: Select 'Create User'.



Step 3: Add the new user's details, including first and last name and email.



Step 4: Assign the new users permissions. Explanations of levels of access you can give to a user on the right.



Once you have selected your permissions, select 'Create', the user will receive an email to set their password.

Levels of access:



Marketplace Find:

Gives them access to the Marketplace Find App

Ideal for anyone trying to win new business allowing them to quickly search through hundreds of thousands of jobs from a wide range of portals and get instant, tailored results that are relevant to them.



Marketplace Track:

Gives them access to the Marketplace Track App

This will allow the individual to receive expressions of interest from new and existing buyers and respond to multiple opportunities with our handy "thumbs up" feature.



Supplier Functionality:

Gives them access to manage compliance

Allowing them to complete, upload and submit the compliance documents to help you stay verified.



Organisation unit Administrator:

Gives them access to all of the areas of your account and allows them to add users.



Subscriptions groups for the subscription app:

Grants them access to manage account and membership centre areas of the platform.

This gives them the ability to renew or upgrade your membership, as well as the option to download your invoices.