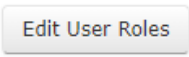


HOW TO ADD A NEW USER

A green rectangular button with the word "ADMIN" in white capital letters.

1. Login to TracMap online, at the top of the page select 'ADMIN'.

2. In your admin tab, you will only have one sub tab which is "user management". Here you can select "Invite User".

A blue button with white text "Reset Filters".A grey button with black text "Edit User Roles".A grey button with black text "Invite User", circled in red.A pop-up window titled "Invite User" with a close button (x) in the top right corner. It contains several input fields and checkboxes. The "Name" field is empty. The "Email" field is empty. There is a checked checkbox with the text "Invite user to submit orders by logging in to TracMap Online" and a sub-label "Note to recipient (added to email invitation)". Below this is another empty input field. The "Mobile number" field is empty. There is an unchecked checkbox with the text "Invite user to submit orders with Farmer App". The "Role" dropdown menu is set to "Default". At the bottom right are "Cancel" and "Send" buttons.

3. After clicking on "Invite User" this pop up will appear. To be able to invite a user you need to enter a name and an email address for them. This will send them an invite to create a password (unless they already have an account, they would then proceed as an existing user). **Note: Make sure that the tick box below "Email" is ticked, otherwise this won't work.** Once you press "Send" you are done.