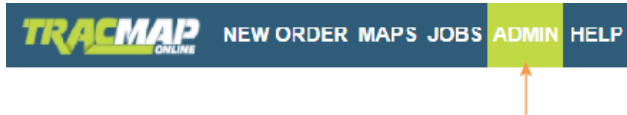
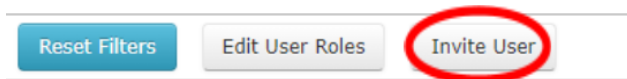


HOW TO ADD A NEW USER



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 screenshot of the 'Invite User' pop-up form. The form has a title bar with 'Invite User' and a close button (x). It contains several input fields: 'Name', 'Email', 'Note to recipient (added to email invitation)', and 'Mobile number'. There are two checkboxes: one checked (titled 'Invite user to submit orders by logging in to TracMap Online') and one unchecked (titled 'Invite user to submit orders with Farmer App'). There is a 'Role' dropdown menu currently set to 'Default'. At the bottom right, there 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.*