

User Guide No: PRO-UG-016

Process Area: Procurement & Subcontractor Management

This purpose of this guide is to illustrate how a Subcontractor Administrator (an administrator or head of a Subcontractor resource) can onboard & manage additional users (with the Technician role) in City Workbench. Invited users will receive an email with a link providing instructions on creating a user profile. Technician users will have permission to view and update jobs specifically allocated to them, and to pick up and assign jobs to themselves.

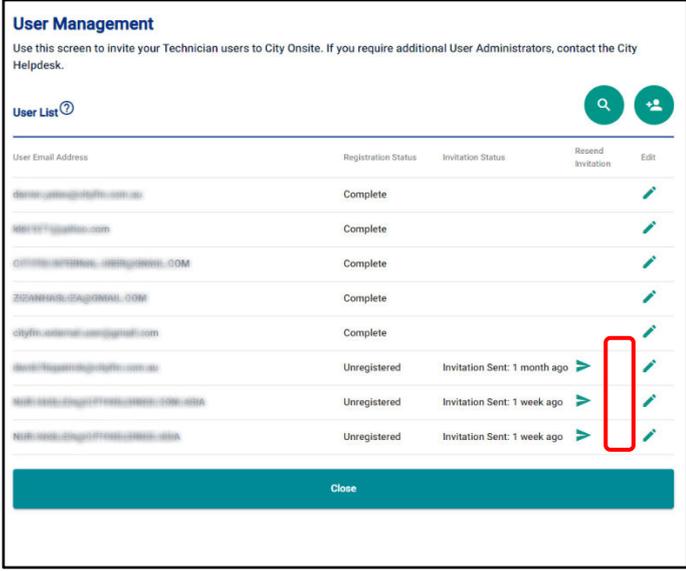
This guide assumes that a Subcontractor Administrator has previously created their own user profile in City Onsite Workbench, have logged and have access to the main dashboard screen.

Adding/Inviting Technician Users to City Onsite

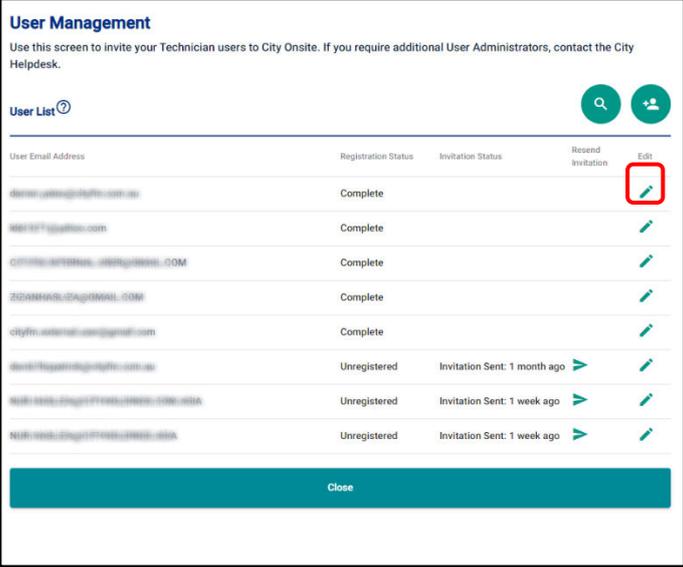
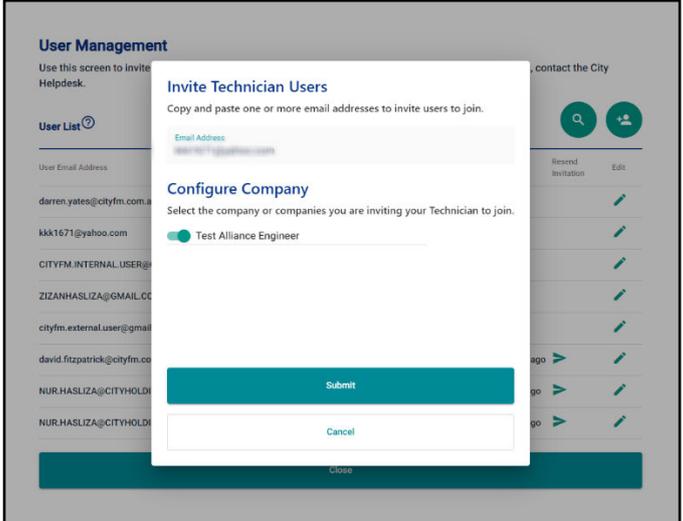
Instruction	Screen View																						
<p>From the City Onsite Workbench dashboard screen, select the 'User Management' tile.</p>																							
<p>The User Management page lists all Technician users previously invited to join City Onsite Workbench.</p> <p>Users with Registration Status 'Complete' have completed the registration process.</p> <p>Users with Registration Status 'Unregistered' have yet to accept the invitation to create a user profile.</p>	<thead> <tr> <th>User Email Address</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr> <td>cointtech2@gmail.com</td> <td>Complete</td> </tr> <tr> <td>nur.hasliza@cityholdings.asia</td> <td>Complete</td> </tr> <tr> <td>CITYFM.USER06@GMAIL.COM</td> <td>Complete</td> </tr> <tr> <td>CITYFM.USER04@GMAIL.COM</td> <td>Complete</td> </tr> <tr> <td>cointtech1@gmail.com</td> <td>Complete</td> </tr> <tr> <td>kkk1671@yahoo.com</td> <td>Complete</td> </tr> <tr> <td>user.mgmt02@abc.com</td> <td>Unregistered</td> </tr> <tr> <td>user.mgmt04@abc.com</td> <td>Unregistered</td> </tr> <tr> <td>CITYFM.INTERNAL.USER@GMAIL.COM</td> <td>Unregistered</td> </tr> <tr> <td>TESTING.NEW.INVITE.02@CITYHOLDING.ASIA</td> <td>Unregistered</td> </tr> </tbody>	User Email Address	Registration Status	cointtech2@gmail.com	Complete	nur.hasliza@cityholdings.asia	Complete	CITYFM.USER06@GMAIL.COM	Complete	CITYFM.USER04@GMAIL.COM	Complete	cointtech1@gmail.com	Complete	kkk1671@yahoo.com	Complete	user.mgmt02@abc.com	Unregistered	user.mgmt04@abc.com	Unregistered	CITYFM.INTERNAL.USER@GMAIL.COM	Unregistered	TESTING.NEW.INVITE.02@CITYHOLDING.ASIA	Unregistered
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<p>To invite new Technician users onto City Onsite Workbench, select the button with the plus icon indicated.</p>	<table border="1"> <thead> <tr> <th>User Email Address</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr><td>cointtech2@gmail.com</td><td>Complete</td></tr> <tr><td>nur.hasliza@cityholdings.asia</td><td>Complete</td></tr> <tr><td>CITYFM.USER06@GMAIL.COM</td><td>Complete</td></tr> <tr><td>CITYFM.USER04@GMAIL.COM</td><td>Complete</td></tr> <tr><td>cointtech1@gmail.com</td><td>Complete</td></tr> <tr><td>kkk1671@yahoo.com</td><td>Complete</td></tr> <tr><td>user.mgmt02@abc.com</td><td>Unregistered</td></tr> <tr><td>user.mgmt04@abc.com</td><td>Unregistered</td></tr> <tr><td>CITYFM.INTERNAL.USER@GMAIL.COM</td><td>Unregistered</td></tr> <tr><td>TESTING.NEW.INVITE.02@CITYHOLDING.ASIA</td><td>Unregistered</td></tr> </tbody> </table>	User Email Address	Registration Status	cointtech2@gmail.com	Complete	nur.hasliza@cityholdings.asia	Complete	CITYFM.USER06@GMAIL.COM	Complete	CITYFM.USER04@GMAIL.COM	Complete	cointtech1@gmail.com	Complete	kkk1671@yahoo.com	Complete	user.mgmt02@abc.com	Unregistered	user.mgmt04@abc.com	Unregistered	CITYFM.INTERNAL.USER@GMAIL.COM	Unregistered	TESTING.NEW.INVITE.02@CITYHOLDING.ASIA	Unregistered
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<p>In the modal window that pops up, type in or paste one or more email addresses into the email address field. Configure which company/companies the Technician users should have access to.</p> <p>Once configured, click the 'Submit' button.</p> <p>Invitation emails will be sent to the email addresses specified.</p>																							

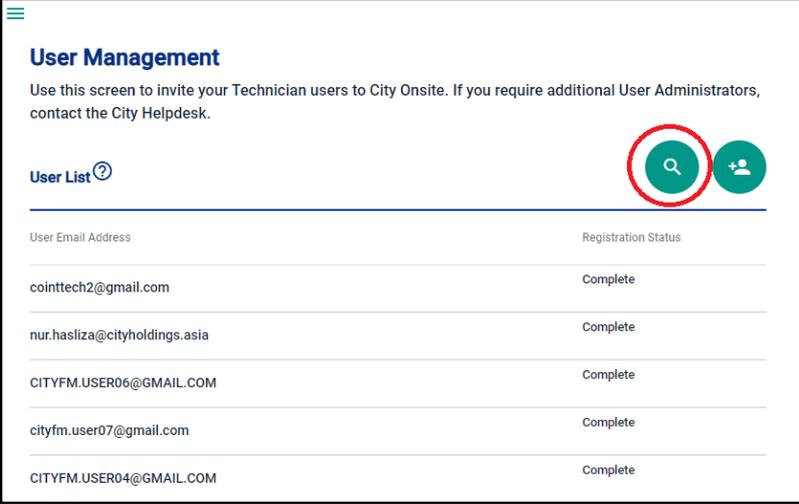
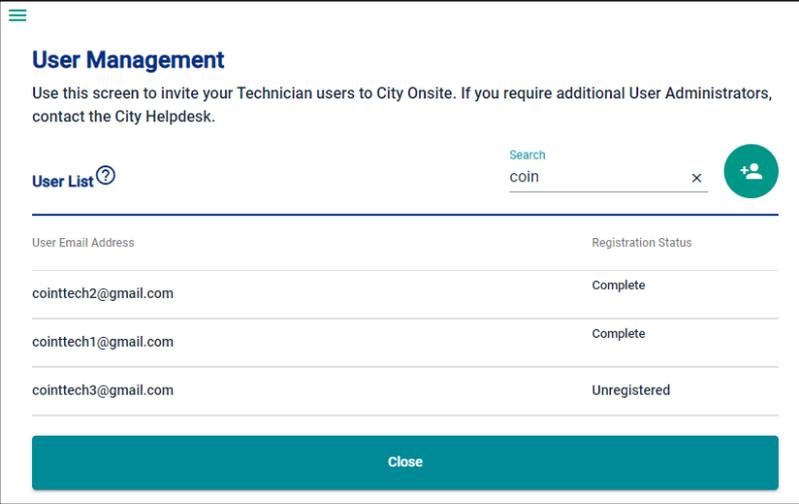
Resending an Invitation

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<p>Navigate to the User Management screen from the City Onsite Workbench dashboard screen.</p> <p>If a user has a Registration Status 'Unregistered, you can elect to resend the invitation email by clicking the button indicated.</p>	 <p>User Management Use this screen to invite your Technician users to City Onsite. If you require additional User Administrators, contact the City Helpdesk.</p> <p>User List 🔍 👤</p> <table border="1"> <thead> <tr> <th>User Email Address</th> <th>Registration Status</th> <th>Invitation Status</th> <th>Resend Invitation</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>danne.palmer@cityfm.com.au</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>shirley@cityfm.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>cityfm.technical@cityfm.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>322222@cityfm.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>cityfm.technical@cityfm.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>danne.palmer@cityfm.com.au</td> <td>Unregistered</td> <td>Invitation Sent: 1 month ago</td> <td></td> <td></td> </tr> <tr> <td>shirley@cityfm.com</td> <td>Unregistered</td> <td>Invitation Sent: 1 week ago</td> <td></td> <td></td> </tr> <tr> <td>shirley@cityfm.com</td> <td>Unregistered</td> <td>Invitation Sent: 1 week ago</td> <td></td> <td></td> </tr> </tbody> </table> <p>Close</p>	User Email Address	Registration Status	Invitation Status	Resend Invitation	Edit	danne.palmer@cityfm.com.au	Complete				shirley@cityfm.com	Complete				cityfm.technical@cityfm.com	Complete				322222@cityfm.com	Complete				cityfm.technical@cityfm.com	Complete				danne.palmer@cityfm.com.au	Unregistered	Invitation Sent: 1 month ago			shirley@cityfm.com	Unregistered	Invitation Sent: 1 week ago			shirley@cityfm.com	Unregistered	Invitation Sent: 1 week ago		
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Editing a User

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<p>Navigate to the User Management screen from the City Onsite Workbench dashboard screen.</p> <p>By selecting the pencil icon for the corresponding user record, you can add or remove Company/Companies that the Technician user can access.</p>	 <p>The screenshot shows the 'User Management' screen with a table of users. The 'Edit' column contains pencil icons. The first icon is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>User Email Address</th> <th>Registration Status</th> <th>Invitation Status</th> <th>Resend Invitation</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>darren.yates@cityfm.com.au</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>kkk1671@yahoo.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CITYFM.INTERNAL.USER@CITYFM.COM.AU</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>ZIZANHASLIZA@GMAIL.COM</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>cityfm.external.user@gmail.com</td> <td>Complete</td> <td></td> <td></td> <td></td> </tr> <tr> <td>david.fitzpatrick@cityfm.com.au</td> <td>Unregistered</td> <td>Invitation Sent: 1 month ago</td> <td></td> <td></td> </tr> <tr> <td>NUR.HASLIZA@CITYHOLDINGS.COM.AU</td> <td>Unregistered</td> <td>Invitation Sent: 1 week ago</td> <td></td> <td></td> </tr> <tr> <td>NUR.HASLIZA@CITYHOLDINGS.COM.AU</td> <td>Unregistered</td> <td>Invitation Sent: 1 week ago</td> <td></td> <td></td> </tr> </tbody> </table>	User Email Address	Registration Status	Invitation Status	Resend Invitation	Edit	darren.yates@cityfm.com.au	Complete				kkk1671@yahoo.com	Complete				CITYFM.INTERNAL.USER@CITYFM.COM.AU	Complete				ZIZANHASLIZA@GMAIL.COM	Complete				cityfm.external.user@gmail.com	Complete				david.fitzpatrick@cityfm.com.au	Unregistered	Invitation Sent: 1 month ago			NUR.HASLIZA@CITYHOLDINGS.COM.AU	Unregistered	Invitation Sent: 1 week ago			NUR.HASLIZA@CITYHOLDINGS.COM.AU	Unregistered	Invitation Sent: 1 week ago		
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	 <p>The screenshot shows the 'Invite Technician Users' dialog box. It has a text input field for 'Email Address' containing 'kkk1671@yahoo.com'. Below it is a 'Configure Company' section with a radio button selected for 'Test Alliance Engineer'. There are 'Submit' and 'Cancel' buttons at the bottom.</p>																																													

Searching for a User

Instruction	Screen View												
<p>Navigate to the User Management screen from the City Onsite Workbench dashboard screen.</p> <p>To search for a user by email address, select the magnifying glass icon.</p>	 <p>The screenshot shows the 'User Management' screen with a search icon circled in red. Below the search bar is a table of users.</p> <table border="1"> <thead> <tr> <th>User Email Address</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr> <td>cointtech2@gmail.com</td> <td>Complete</td> </tr> <tr> <td>nur.hasliza@cityholdings.asia</td> <td>Complete</td> </tr> <tr> <td>CITYFM.USER06@GMAIL.COM</td> <td>Complete</td> </tr> <tr> <td>cityfm.user07@gmail.com</td> <td>Complete</td> </tr> <tr> <td>CITYFM.USER04@GMAIL.COM</td> <td>Complete</td> </tr> </tbody> </table>	User Email Address	Registration Status	cointtech2@gmail.com	Complete	nur.hasliza@cityholdings.asia	Complete	CITYFM.USER06@GMAIL.COM	Complete	cityfm.user07@gmail.com	Complete	CITYFM.USER04@GMAIL.COM	Complete
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<p>Type in your search query to see the list of matching users.</p>	 <p>The screenshot shows the 'User Management' screen with a search query 'coin' entered. Below the search bar is a table of matching users.</p> <table border="1"> <thead> <tr> <th>User Email Address</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr> <td>cointtech2@gmail.com</td> <td>Complete</td> </tr> <tr> <td>cointtech1@gmail.com</td> <td>Complete</td> </tr> <tr> <td>cointtech3@gmail.com</td> <td>Unregistered</td> </tr> </tbody> </table> <p>A 'Close' button is visible at the bottom of the screen.</p>	User Email Address	Registration Status	cointtech2@gmail.com	Complete	cointtech1@gmail.com	Complete	cointtech3@gmail.com	Unregistered				
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Document Control

Approval

	Title	Name
Administrator	Procurement Manager – OSS - Finance	Jessica Kearns
Approver	Head of Financial Control – Finance	Leonard Khoo

Electronic approval maintained on file.

Document History

The following table lists the changes made to this document:

Version	Date	Amended By	Summary of changes
1	25/10/2023	C. James	Initial release.