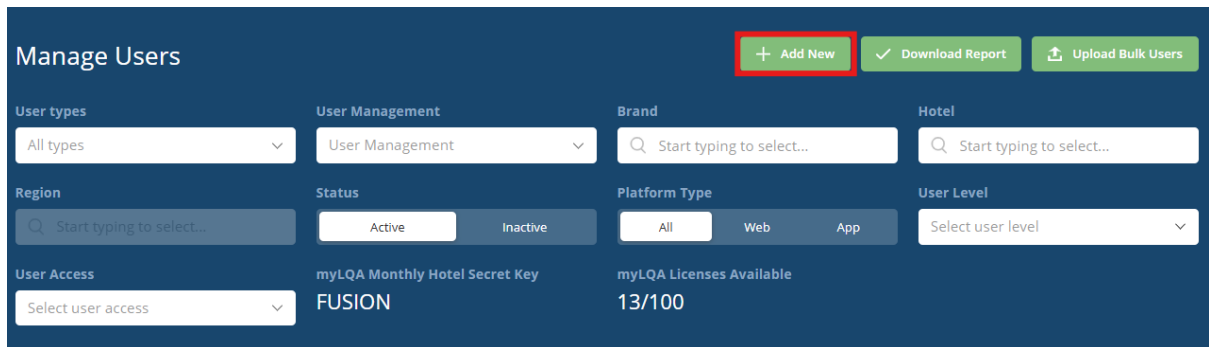


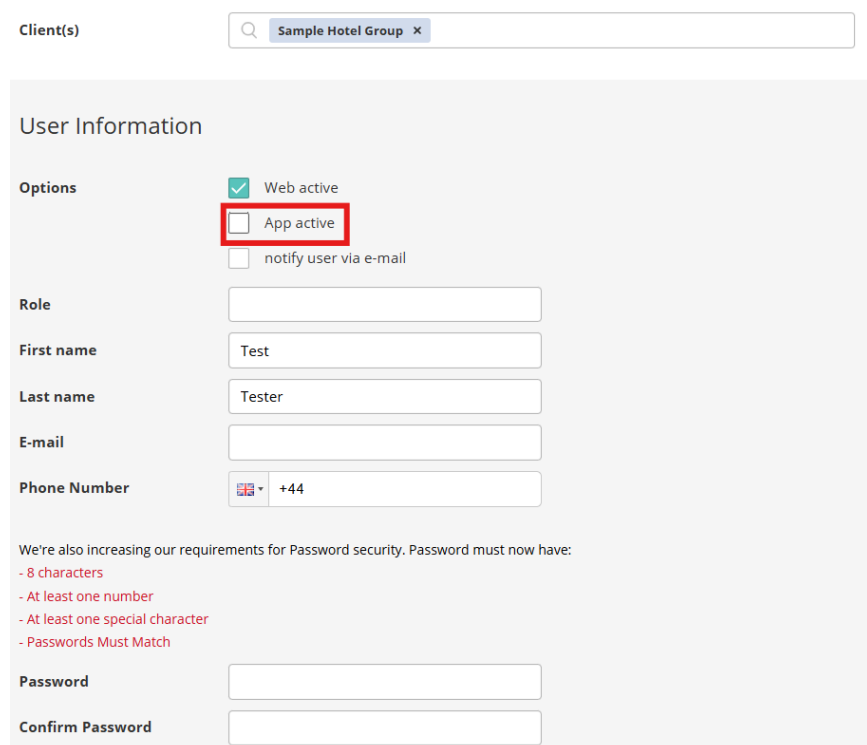
Adding new myLQA (mobile) Users

1. Under the Management > Manage Users tab, select Add New.



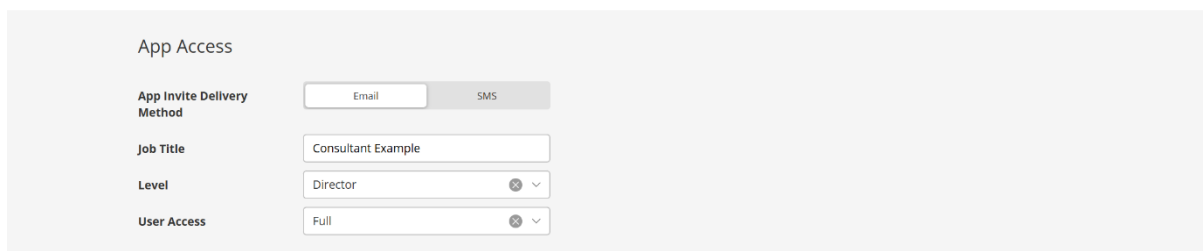
The screenshot shows the 'Manage Users' dashboard. At the top right, there are three buttons: '+ Add New' (highlighted with a red box), 'Download Report', and 'Upload Bulk Users'. Below these are several filters: 'User types' (All types), 'User Management' (User Management), 'Brand' (Start typing to select...), 'Hotel' (Start typing to select...), 'Region' (Start typing to select...), 'Status' (Active, Inactive), 'Platform Type' (All, Web, App), 'User Level' (Select user level), and 'User Access' (Select user access). At the bottom, it shows 'myLQA Monthly Hotel Secret Key' as 'FUSION' and 'myLQA Licenses Available' as '13/100'.

2. Tick the 'App active' and then enter their details. Selecting notify by email will send the users their access code required via email.



The screenshot shows the 'User Information' form. At the top, there is a 'Client(s)' dropdown menu with 'Sample Hotel Group' selected. Below this, the 'Options' section has three checkboxes: 'Web active' (checked), 'App active' (highlighted with a red box), and 'notify user via e-mail' (unchecked). The 'Role' field is empty. The 'First name' field contains 'Test' and the 'Last name' field contains 'Tester'. The 'E-mail' field is empty. The 'Phone Number' field has a dropdown menu showing '+44'. Below the form, there is a message: 'We're also increasing our requirements for Password security. Password must now have: - 8 characters - At least one number - At least one special character - Passwords Must Match'. At the bottom, there are two password fields: 'Password' and 'Confirm Password'.

3. Provide the relevant Title, level and user access for the mobile user

A screenshot of the 'App Access' configuration form. It includes a section for 'App Invite Delivery Method' with 'Email' and 'SMS' buttons. Below this are four input fields: 'Job Title' with the value 'Consultant Example', 'Level' with a dropdown menu showing 'Director', 'User Access' with a dropdown menu showing 'Full', and an 'Add' button.

Level refers to what actions a user can take in the mobile app

User access refers to the Data Access (for e.g. what information/data they can see inside self-assessment, myAudits, LQA Assessment scores, for example a specific department user will only see scores and information related to the specified department)

4. Scroll down to the bottom of the page to see ‘App Access and Privileges’

A screenshot of the 'App Access & Privileges' section. It features two rows: 'User access' with a search input field and an 'Add' button, and 'Licensing Hotel' with a dropdown menu and an 'Add' button.

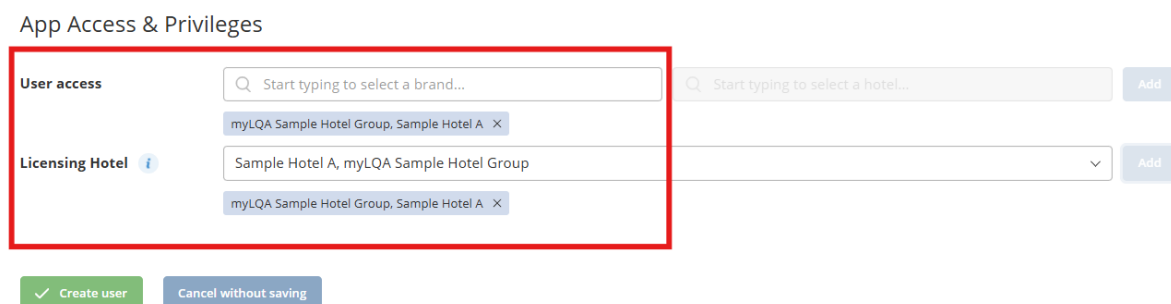
5. Select the hotel/s that the user needs access to in the mobile app. (User Access).

6. Click the ‘Add’ button – Important this step is required to confirm the selection.

7. Select the ‘Licensing Hotel’ (This will be the hotel that is paying for the subscription, so it is important to select the correct hotel.)

8. Click the ‘Add button’ - Important this step is required to confirm the selection.

Once you have added the hotel, it will look like this:

A screenshot of the 'App Access & Privileges' section showing the result of adding hotels. The 'User access' row has a search input field and an 'Add' button. The 'Licensing Hotel' row has a dropdown menu and an 'Add' button. Below the dropdown menu, a list of selected hotels is displayed: 'myLQA Sample Hotel Group, Sample Hotel A'. At the bottom of the form, there are two buttons: 'Create user' and 'Cancel without saving'.

9. Select 'Create User' which will return you to the overview page of your users.

10. Search for the user and click the drop-down arrow that is next to the user.

11. The 'Resend Invitation' is used to resend the email in case the first invitation has been lost/deleted.

Bulk Actions

test

<input type="checkbox"/>	Name	Email	Type	Access Level	User Level	User Access
<input type="checkbox"/>	Account, Automation	automated.tests@mylqa.testinator.com	Hotel User	Sample Hotel A	Director	Full

Phone No.

Platform TypeAll

Active☒

Actions

EDIT

App

Actions

RESEND INVITATION

REGISTERED