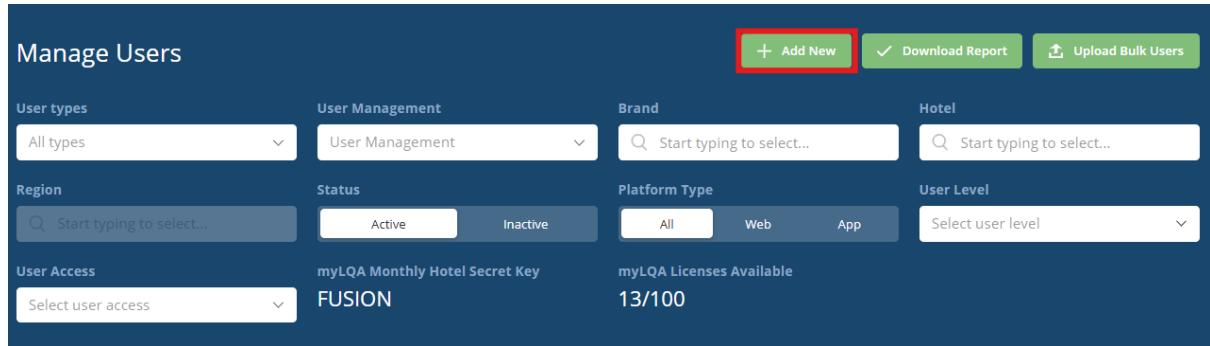


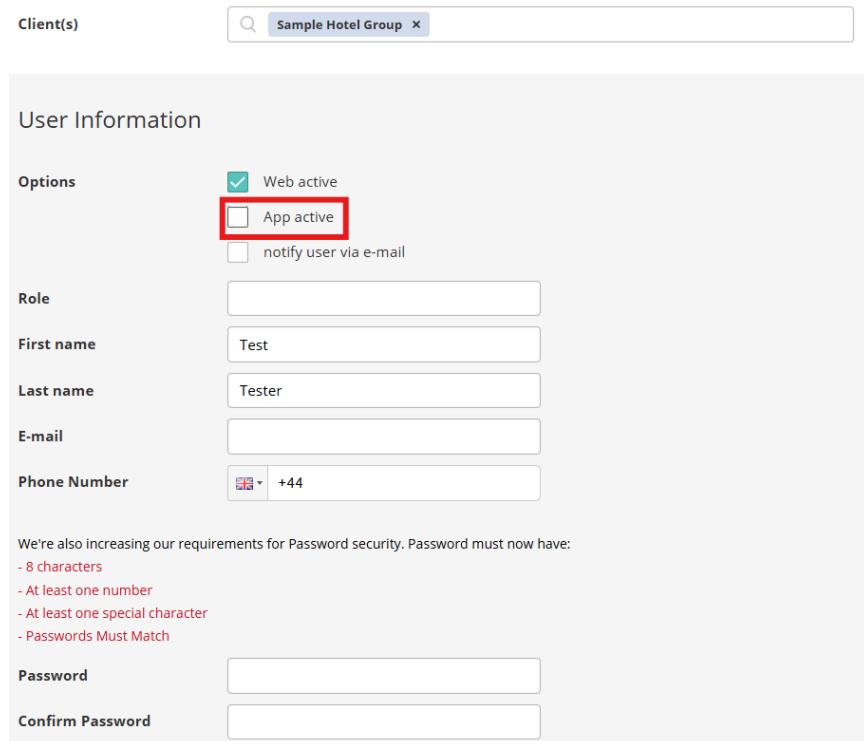
# Adding new myLQA (mobile) Users

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



The screenshot shows the 'Manage Users' page with various filters and search fields. The 'Add New' button in the top right corner is highlighted with a red box.

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. In the 'Options' section, the 'Web active' checkbox is checked (green checked box) and the 'App active' checkbox is unchecked (empty box with a red border). Below these are other fields: Role (empty), First name (Test), Last name (Tester), E-mail (empty), and Phone Number (+44). At the bottom, there is a note about password requirements and two empty password input fields.

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

App Access

App Invite Delivery Method: Email

Job Title: Consultant Example

Level: Director

User Access: Full

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'

App Access & Privileges

User access: Start typing to select a brand...

Licensing Hotel: Add

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:

App Access & Privileges

User access: Start typing to select a brand... Add

myLQA Sample Hotel Group, Sample Hotel A X

Licensing Hotel: Add

Sample Hotel A, myLQA Sample Hotel Group

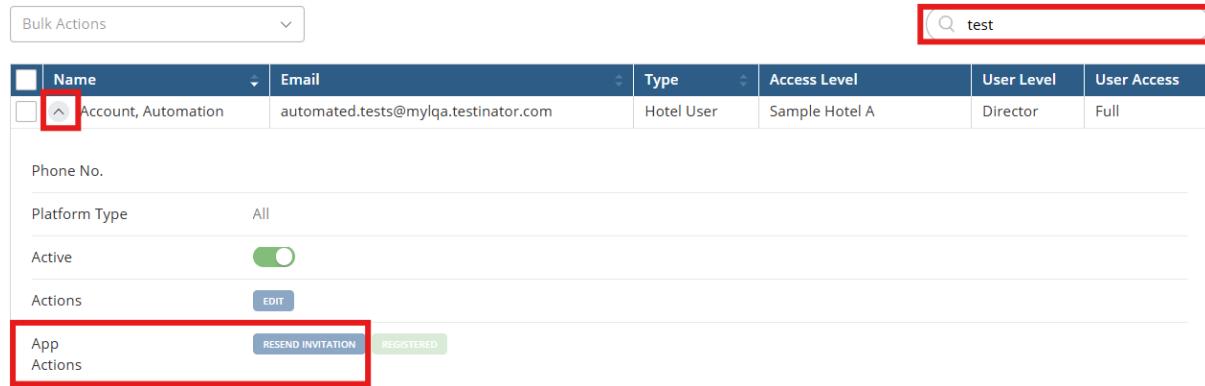
myLQA Sample Hotel Group, Sample Hotel A X

Create user 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.



The screenshot shows a user management interface. At the top, there is a search bar with the text 'test' and a 'Bulk Actions' dropdown. Below the search bar is a table with columns: Name, Email, Type, Access Level, User Level, and User Access. A row in the table is selected, with the 'Name' column showing 'Account, Automation' and the 'Email' column showing 'automated.tests@mylqa.testinator.com'. The 'Type' column shows 'Hotel User', 'Access Level' shows 'Sample Hotel A', 'User Level' shows 'Director', and 'User Access' shows 'Full'. The 'Name' column has a red box around the upward arrow icon. Below the table are several input fields: 'Phone No.', 'Platform Type (All)', 'Active (switched on)', 'Actions (EDIT button)', and 'App Actions' (with a red box around the entire row). The 'App Actions' row contains a 'RESEND INVITATION' button and a 'REGISTERED' status indicator.

	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 Type All

Active

Actions EDIT

App Actions

RESEND INVITATION REGISTERED