

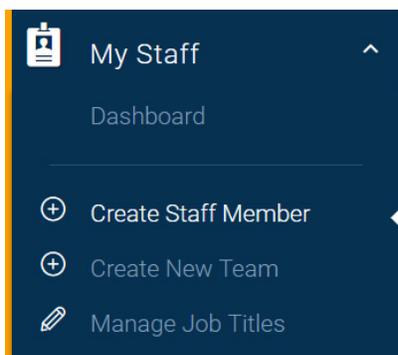
Adding your team members to your QCS account as Users allows you to create reading lists for them, monitor their activity and tailor their access to policies and various features of the platform based on their role.

Setting your team up as QCS users will give them access to tools to help them with:

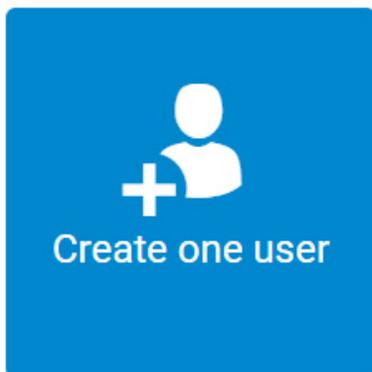
- Risk assessments
- Policies
- Audits & Mock Inspection Toolkit
- Resource Centre Material



1. To add a user to the system click on **My Staff** on the left hand navigation panel and select **Create Staff Member**.



2. Select **Create One User**.



3. Fill in details of the team member, including their name and their email address. The email address will be used to send system alerts, such as Reading List notifications.

Drag & drop to Upload Photo <a href="#">or browse</a>	
<b>First Name</b> First Name *	<b>Last Name</b> Last Name *
<b>User Name</b> User Name *	<b>Email Address</b> Enter Email *
<b>Password</b> Enter Password *	<b>Confirm Password</b> Enter Password *
<b>Job Title</b> Select Job Title	<b>Expiry Date</b> Calendar icon
<b>Mobile Number</b> Add Job Title	<b>Role</b>
	<input type="radio"/> <b>User</b> This user can only access policies and procedures and service user records
	<input type="radio"/> <b>Power User</b> This user has full access and can manage other users and update the organisation profile

You need to set a temporary password for the user. They will then be asked to change this when they first log in.

A username must be added at this stage. If the username already exists on the system, digits will automatically be added to make it unique.

All mandatory fields are indicated with a red asterix.

4. Using the dropdown select the **Job Title** for the staff member.

**Job Title**

Select Job Title ▼

[Add Job Title](#)

5. If the Job Title is not displayed click on **Add Job Title**. Enter the new Job Title and select **Save**. This will now become an option in the dropdown menu for you to select.

Create Job Title

Enter Job Title

[Cancel](#)

[Save](#)

6. Select the appropriate system role for staff member. A user will be able to access policies and Service User records. A Power User will have admin rights for the system, allowing them to change details on your system (including adding new staff members).

Role



**User**

This user can only access policies and procedures and service user records



**Power User**

This user has full access and can manage other users and update the organisation profile

7. You can set an expiry date for a user's access. Click on the **Calendar** to select the date if required. If this section is left blank the user will have access for the duration of your QCS subscription.

**Expiry Date**



8. You are able to assign the user to a team on the system. Click into the checkbox by the team in question. You can assign one user to multiple teams.

Select Team

Enter Keyword

Team	Members
<input type="checkbox"/> Customer Care Team	0
<input type="checkbox"/> Help	3
<input type="checkbox"/> KATE LOCKLEY	2
<input type="checkbox"/> marketing	0

[Cancel](#) [Save](#)

9. Once complete, click **Save** and a pop up will confirm the Staff Member has been created. An email will be sent to the Staff Member welcoming them to the QCS Management System.

[Cancel](#)

[Save](#)