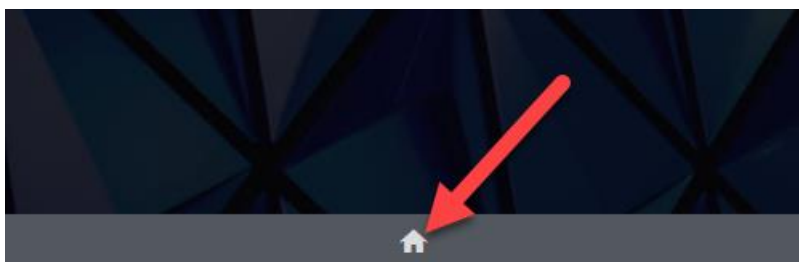
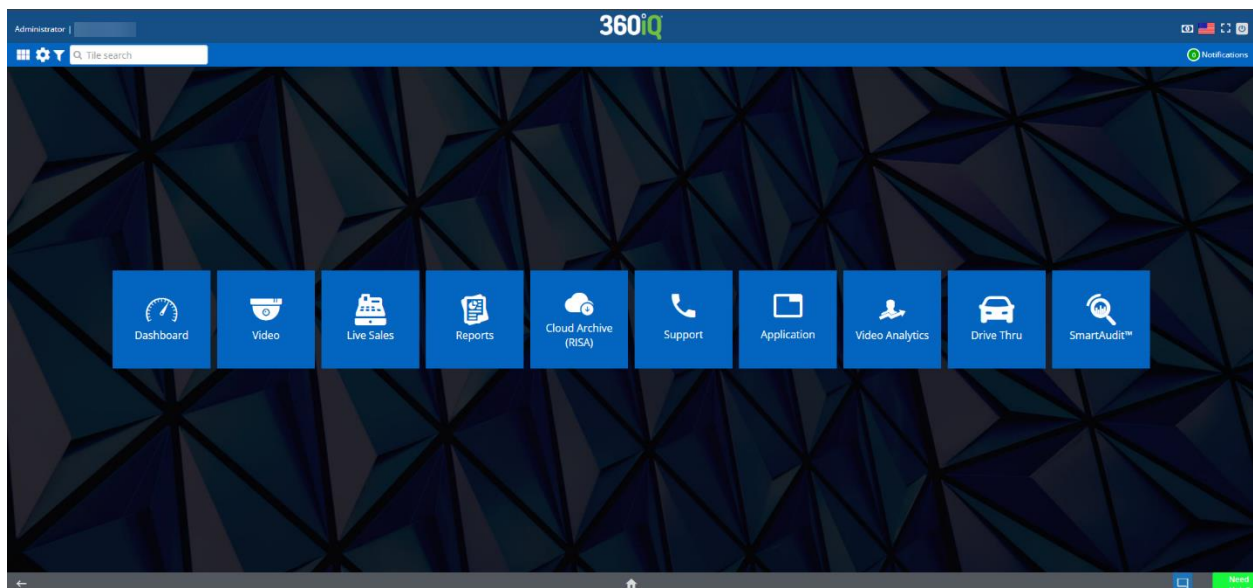




How to Create a New User

To create a new user in the 360iQ platform, navigate to <https://app.go360iq.com/>. When prompted, enter your username/email and password, then click the green **SIGN IN** button.

For most users, once you log into 360iQ, you will be taken to the **Home screen**. You should see the tiles below. You can also return Home by clicking the **Home** icon at bottom of any screen.



Content

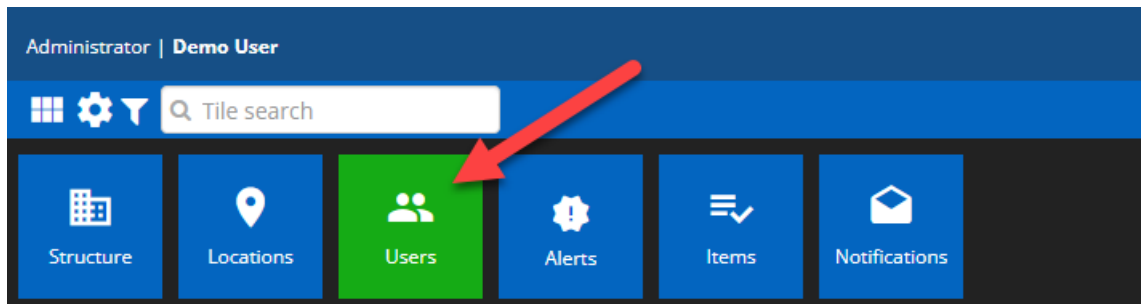
In this guide, you will learn how to do the following:

- [Add a New User](#)

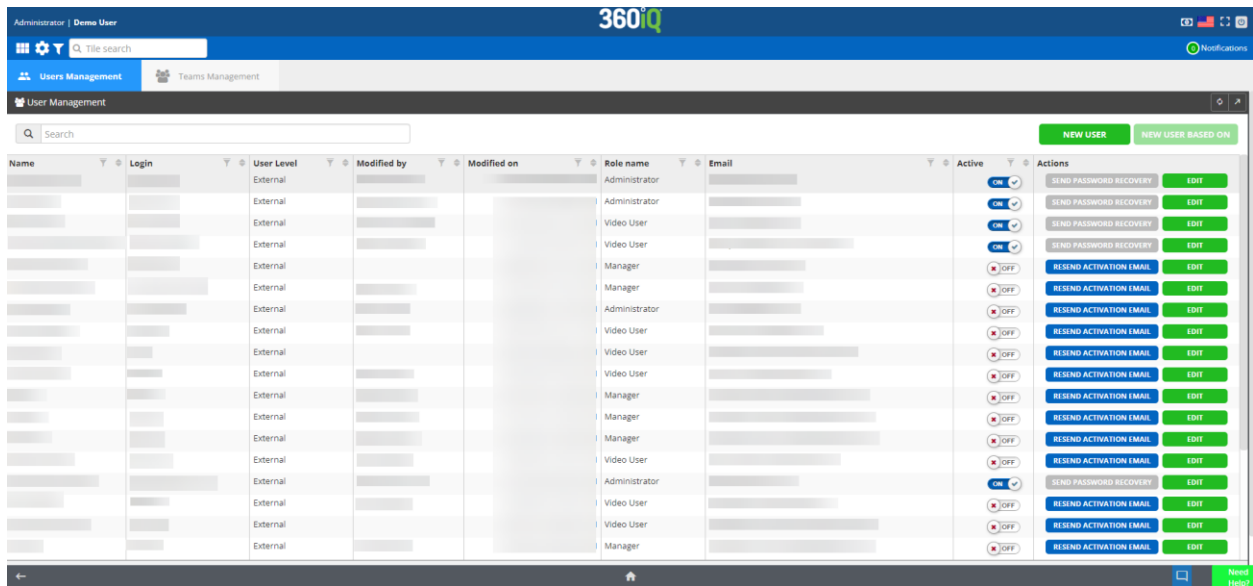
- [Navigate the User Creation Wizard](#)
 1. [Details & Sign in credentials](#)
 2. [Locations](#)
 3. [Summary](#)
-

Add a New User

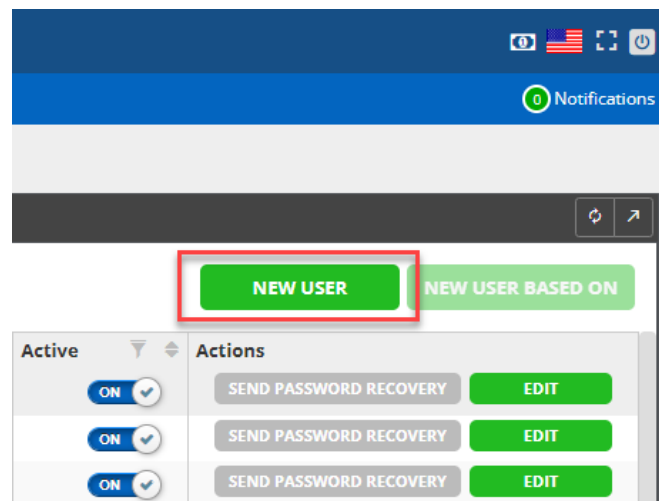
On the Home screen, click the gear icon in the top left corner of the screen to access **Settings**, then click the **Users** tile.



Clicking the **Users** tile takes you to the **Users** dashboard. Here, you can view a list of all users in the system, including their **Name**, **Login**, **User Level**, **Modified By**, **Modified On**, **Role name**, **Email**, **Active** status, and available **Actions**.



To add a new user, click the green **NEW USER** button at the top right of the dashboard. You will be redirected to the **User Creation Wizard**.



Navigate the User Creation Wizard

The **User Creation Wizard** consists of three sections:

1. Details & Sign in credentials
2. Locations
3. Summary

In the next section, we will walk through filling out each section and completing the user creation process.

1. Details & Sign in credentials

In the **User Details** section, fill out the following information:

- First name
- Last name
- User Level (Internal or External)
 - **Note:** External 360iQ customers will only see the External option.
- Initial Screen (Home or Dashboard)
- Role
- Email
- Country
- Language
- Currency

Administrator | Demo User

Tile search

Users Management Teams Management

New user

1
Credentials

User Details

First name

Last name

User Level:

External

Initial screen:

Role:

Manager

Email

Help us customize your experience

Country:

United States of America

Language

PREVIOUS

To the right of the **User Details** are the **Sign in credentials**, or the information your new user will need to access the platform. Enter the desired **User Name** and **Password**, then **Confirm password**. Once you have satisfied the password creation requirements, hit **Next** to continue the process.

Sign in credentials

User Name

Password

Confirm password

Requirements

- At least 8 characters long
- Cannot match your login username
- At least one lower case letter
- At least one upper case letter
- At least one number
- At least one special character !@#\$\$%^&*()_-
- New and confirm password entries match

2. Locations

In the next step of the user creation process, you will choose which **Organizations** and **Locations** the user can access. Type your organization's name in the search bar and select it from the list of available options. You can also click **SELECT ALL** to select multiple organizations.

Once you have selected your organization, choose which **Locations** will be accessible to the new user. Again, you can click **SELECT ALL** here to select all the locations shown.

Note: To select the locations, click the **arrow** to the right of the location name. The selected locations will show up under **Selected locations / organizations**.

The screenshot displays the 360iQ user creation interface. At the top, a navigation bar includes the user role 'Administrator | Demo User', the 360iQ logo, and icons for notifications and language. Below this is a sidebar with 'Users Management' and 'Teams Management' tabs. The main content area shows a progress bar with three steps: '1 Credentials', '2 Locations' (current step), and '3 Summary'. The 'Locations' step is divided into three panels: 'Select organizations', 'Select locations', and 'Selected locations / organizations'. The 'Select organizations' panel has a search bar and a 'SELECT ALL' button. The 'Select locations' panel has a search bar, a 'SELECT ALL' button, and a list of locations with checkboxes and arrows. The 'Selected locations / organizations' panel shows the selected items. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, and a 'Need Help?' link.

After you have made your selections, you can review them in the right-most **Selected locations / organizations**. Once everything looks good, hit **NEXT** to continue.

3. Summary

In the last step of the process for creating a new user, you will review the information you entered for the user. Make sure everything is correct, then click the **SAVE & FINISH** button in the bottom right corner of the page.

Administrator | Demo User 360°Q Notifications

Tile search

Users Management Teams Management

New user

1 Credentials 2 Locations 3 Summary

User Summary

Full Name	Test User	Selected locations/Organizations
User Level	External	
Role		
Email		
360iQ Password	*****	
Facebook Password	Not changed	
Google Password	Not changed	
Your Country	United States of America	
Your Language		
Your Currency		

PREVIOUS SAVE & FINISH

Once your new user has been created, you will be taken back to the **User Management** dashboard. You can now search for the user you created to ensure they are in the system.

Administrator | Demo User 360°Q Notifications

Tile search

Users Management Teams Management

User Management

Test User

NEW USER NEW USER BASED ON

This is search results for Name: Test User; Clear filter

Name	Login	User Level	Modified by	Modified on	Role name	Email	Active	Actions
Test User	testuser1	External	Demo User		Video User		OFF	RESEND ACTIVATION EMAIL EDIT

Page 1 of 1 View 1 - 1 of 1

For additional information or questions, please contact [DTiQ Support](mailto:support@dtiq.com) at support@dtiq.com or your **Customer Experience Team** at csr@dtiq.com.



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