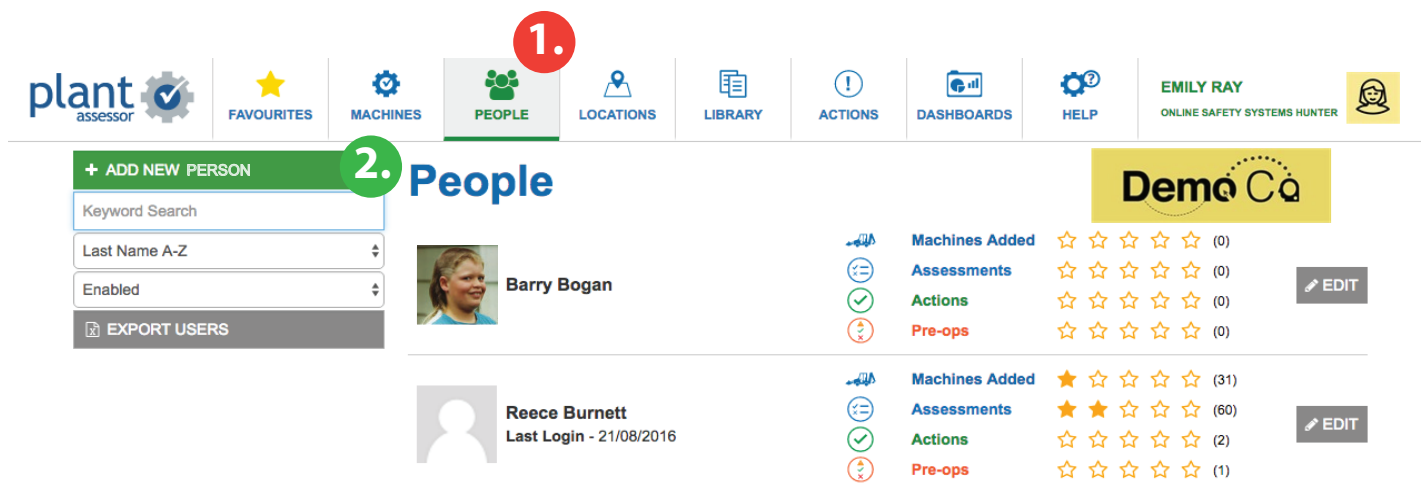


Adding New People

To add a new user/person administration rights are required.

1. Click **PEOPLE**
2. Click **ADD NEW PERSON** in the left hand menu



The screenshot shows the 'PEOPLE' management page in the Plant Assessor application. The top navigation bar includes 'plant assessor', 'FAVOURITES', 'MACHINES', 'PEOPLE' (highlighted with a red circle '1.'), 'LOCATIONS', 'LIBRARY', 'ACTIONS', 'DASHBOARDS', 'HELP', and a user profile for 'EMILY RAY'. The left-hand sidebar contains a '+ ADD NEW PERSON' button (highlighted with a green circle '2.'), a 'Keyword Search' field, 'Last Name A-Z' dropdown, 'Enabled' dropdown, and an 'EXPORT USERS' button. The main content area displays a list of users under the heading 'People'. The first user is Barry Bogan, with a profile picture and an 'EDIT' button. The second user is Reece Burnett, with a placeholder profile picture and an 'EDIT' button. Each user entry includes a summary of their activity: Machines Added, Assessments, Actions, and Pre-ops, each with a star rating and a count in parentheses.

User	Machines Added	Assessments	Actions	Pre-ops
Barry Bogan	☆☆☆☆☆ (0)	☆☆☆☆☆ (0)	☆☆☆☆☆ (0)	☆☆☆☆☆ (0)
Reece Burnett	★☆☆☆☆ (31)	★★☆☆☆ (60)	☆☆☆☆☆ (2)	☆☆☆☆☆ (1)

3. Complete user profile details

NOTE: None of the user options at the bottom of the user details screen need to be ticked to allow a user to complete pre-start checks.

4. Tick **ENABLED** box

5. Click **SAVE**

6. Click **CLOSE**

NOTE: A welcome email had now been sent to the email address entered with a link to complete access to Plant Assessor. If you want to add more users repeat these steps.

Adding New People

3.

A star rating has been added to each Plant Assessor user, displaying the number of machines added, as well as the number of assessments, actions and pre-ops completed. See below for a breakdown of how the stars are calculated:

Star rating -



Machines added	5	25	50	100	150
Assessments	5	25	75	125	200
Actions	20	70	125	200	300
Pre-ops	20	60	120	240	300

The **NEW USER** must complete the following steps to access Plant Assessor:

- Check their email account on any device
- Open the Plant Assessor welcome email
- Click on the **SET PASSWORD** link in the email

Proceed with password instructions below:

- Enter **NEW PASSWORD**
- Confirm **NEW PASSWORD**
- Click **SET NEW PASSWORD**