

CREATE A NEW USER IN PI SOFTWARE

A) CREATE THE USER

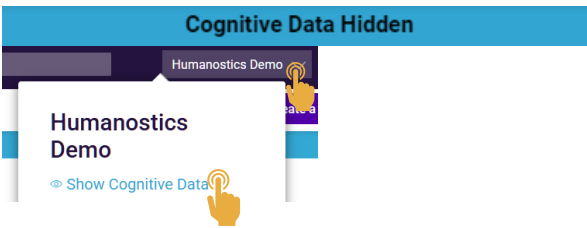


[Play how-to-video](#)

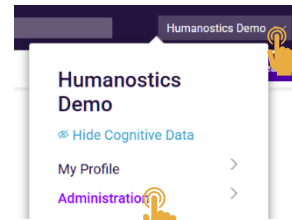
1. Select 'Administration' under your name in the top right corner.
2. Click 'Create New User' in the User Management tab.
3. Enter all * details for the new user.
4. Select a default folder to store assessments in. Type folder name and select from the drop-down.
5. Select a user role from the drop-down menu. Read about the different [user roles](#).
6. Add tick-mark to enable administration of PI Cognitive Assessments.
7. Click 'Create User'.

An email with login details is emailed to the user.

NOTE: When the user logs in, cognitive data is hidden. The user must click 'Show Cognitive Data' under their name in the top right corner.



1.



Administration

Use this page to manage users, folders, and company settings.

User Management

Folder Management

Company Settings

Manage the users in your organization with access to the PI software.

2.

Create New User

New User Profile

First name *

3.

Permissions

Default Folder *

4.

\Humanostics Demo*Demo Client Company\Candidates

5.

Role

User

6.

Enable Cognitive Assessment Access

7.

Create User

B) GRANT FOLDER ACCESS



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You need to grant the user access to folder(s).
– unless their role is 'AccountAdmin' or 'AccountOwner' as they have access to all folders.

1. Select the 'Folder Management' tab.
2. Click the folder you want to give the user access to.
NOTE: the user will get access to the selected folder **and** any subfolders.
3. Type the name of the user.
4. Select the user from the drop-down menu.
5. The user's name will appear in blue below.
6. Click 'Save'.
7. Repeat for all relevant folders.

Send the new user your internal guidelines for usage and anonymisation etc. Find a template [here](#).

Download the Software Guide and bookmark the How To Videos. Find both [here](#).

1.

User Management

Folder Management

Company Settings

2.

Folder Details

Folder Path

\Humanostics Demo*Demo Client Company*

Folder Name

Employees

Folder Contents

🔍 Add person, team or job to store in this folder

View and manage current contents

Users with Access

3.

🔍 demo user

4.

Demo User (100@humanostics.com)

5.

Demo User (100@humanostics.com)

6.

Save