

USER GUIDE

INVITATION TO REGISTER

This Guide has two parts. The actions described in the first section of this Guide can only be performed by the following roles:

Admin GA

Admin GA Donor

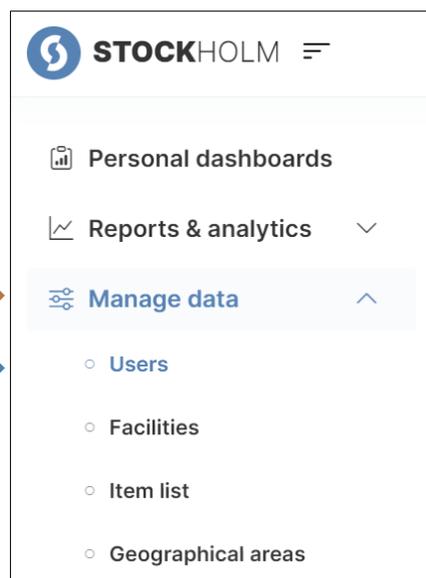
There are two ways to register for STOCKHOLM:

- After receiving an invitation to register, or
- By requesting to register directly on the platform (see [Registration User Guide](#)).

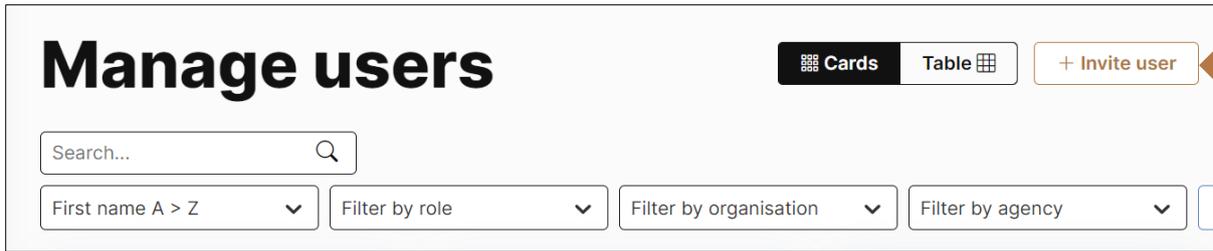
This Guide describes how to invite someone to register for STOCKHOLM.

HOW TO SEND AN INVITATION TO REGISTER

1. Open the **Manage Data** section.
2. Select **Users**.



3. Click on the **Invite user** button in the top right corner.



4. **Complete the fields** with the details of the person you want to invite. All fields marked with a red asterisk (*) are mandatory.

5. Click **Add Role**

6. Select the desired **Role** from the drop-down menu.

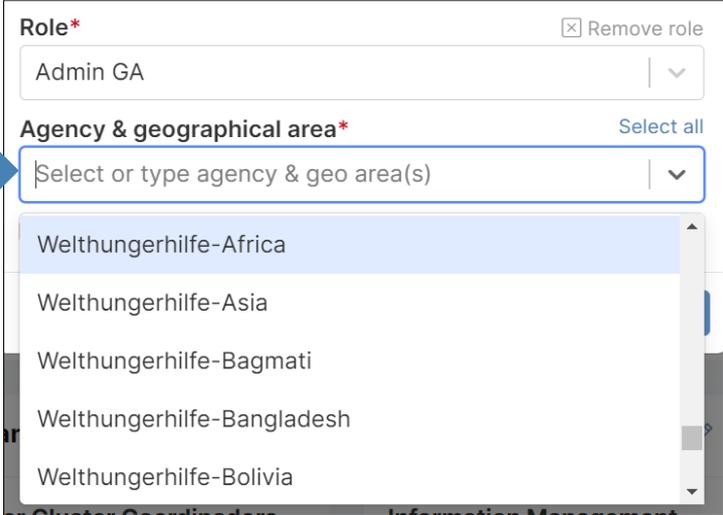
You will then choose to assign the person one or more roles in the platform, depending on the level of management they will have.

► **Admin GA: Administrator of a Geographical Area**

Assign the person to the role of **Admin GA** and the relevant **Agency & Geographical Area**.

For example, the Global Logistics Coordinator of an agency can invite the Regional Logistics Coordinator for Africa. In this case, the role to select is **Admin GA** and the Agency & Geographical Area is “**Agency Name**”-Africa.

Agency & GA



Role* Remove role

Admin GA

Agency & geographical area* Select all

Select or type agency & geo area(s)

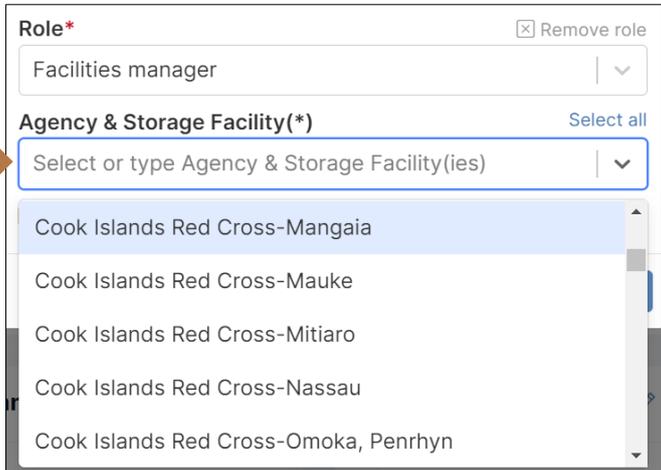
- Welthungerhilfe-Africa
- Welthungerhilfe-Asia
- Welthungerhilfe-Bagmati
- Welthungerhilfe-Bangladesh
- Welthungerhilfe-Bolivia

► **Facility Manager: Responsible for one or more facilities**

Assign the person to the role of **Facility Manager** and the relevant **Facility or Facilities**.

For example, the Country Logistics Coordinator for Cook Islands can invite colleagues who are managing specific facilities in the country. In this case, the role to select is **Facility Manager**, and one or more facilities are to be selected (see the [Facilities User Guide](#)).

Agency & Facility



Role* Remove role

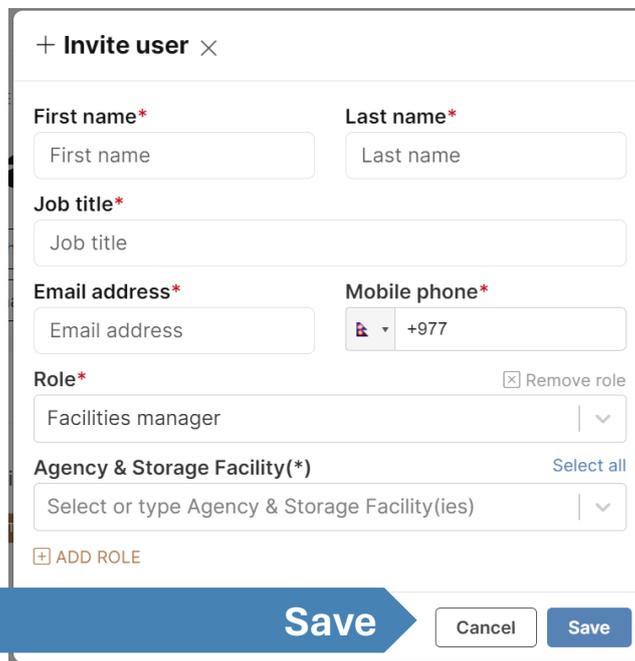
Facilities manager

Agency & Storage Facility(*) Select all

Select or type Agency & Storage Facility(ies)

- Cook Islands Red Cross-Mangaia
- Cook Islands Red Cross-Mauke
- Cook Islands Red Cross-Mitiaro
- Cook Islands Red Cross-Nassau
- Cook Islands Red Cross-Omoka, Penrhyn

7. Click **Save** to send the invitation. The person you invited will receive an email with a link.



The screenshot shows a form titled '+ Invite user' with a close button (X). The form contains the following fields:

- First name*** (text input)
- Last name*** (text input)
- Job title*** (text input)
- Email address*** (text input)
- Mobile phone*** (text input with a country code dropdown set to '+977')
- Role*** (dropdown menu with 'Facilities manager' selected and a 'Remove role' checkbox)
- Agency & Storage Facility(*)** (dropdown menu with 'Select all' link and 'Select or type Agency & Storage Facility(ies)' text)

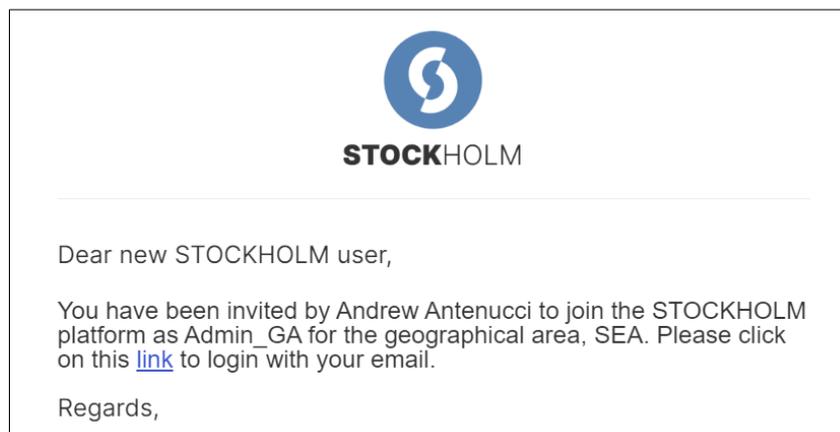
At the bottom of the form, there is an 'ADD ROLE' button and a 'Save' button highlighted by a blue arrow. There are also 'Cancel' and 'Save' buttons at the bottom right of the form.

You can check the status of their registration at any time on your Personal Dashboard. You can also find their user card in the Manage data menu. Their status will be set to PENDING until they accept the invitation.

8. Once they have accepted the invitation, their corresponding user card will indicate APPROVED instead of PENDING.

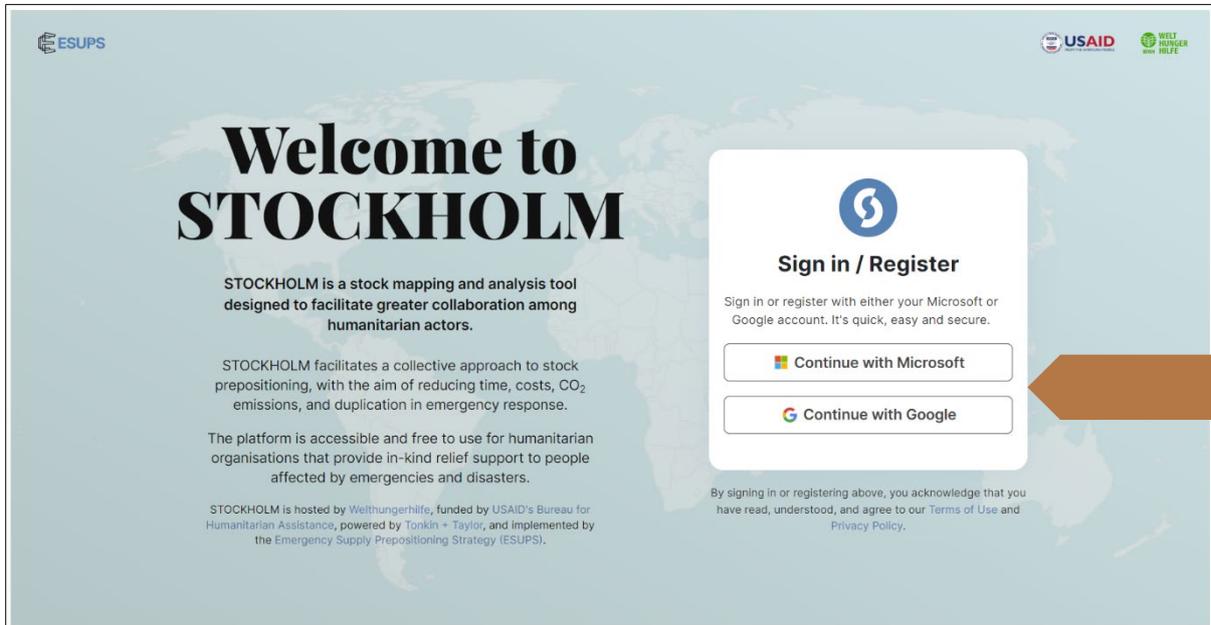
HOW TO ACCEPT AN INVITATION TO REGISTER

1. An invitation to register will be received via email. **Click on the link** contained in the email.



If an invitation has not been received, check the correct email address has been inserted in the process described above.

The link will open the Registration page.



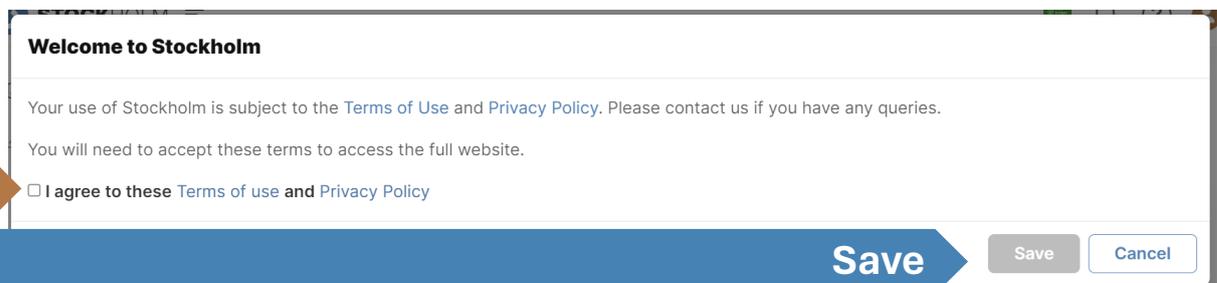
- Depending on which email was used for the registration invitation, choose to register with either a **Microsoft** email address or a **Google** email address.

In most cases, the Microsoft option is connected to your professional email address.

Google is the appropriate option for Gmail, Hotmail and Yahoo addresses.

- STOCKHOLM will open and a pop-up box will appear.

Click the box to accept the **Terms of Use** and the **Privacy Policy**.



- Press **Save**.

This completes the registration process, and the platform will be available to use.

FURTHER ASSISTANCE

For support with registrations for STOCKHOLM, [contact the ESUPS team](#).