

USER GUIDE

REGISTRATION REQUESTS

The actions described in this Guide can be performed by the following roles:

Admin GA

Admin GA Donor

When a new user requests to register for STOCKHOLM, the Administrator of the Geographical Area (Admin GA) from the same organisation will receive a notification.

The registration request will be sent via email and/or SMS, like the one below.

[Stockholm] A new registration request is pending your action. Please check your dashboard to process.

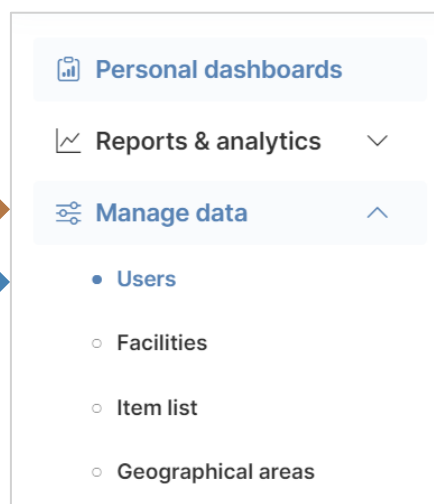
The Admin GA needs to approve the request to finalise the registration process.

HOW TO APPROVE A REGISTRATION REQUEST

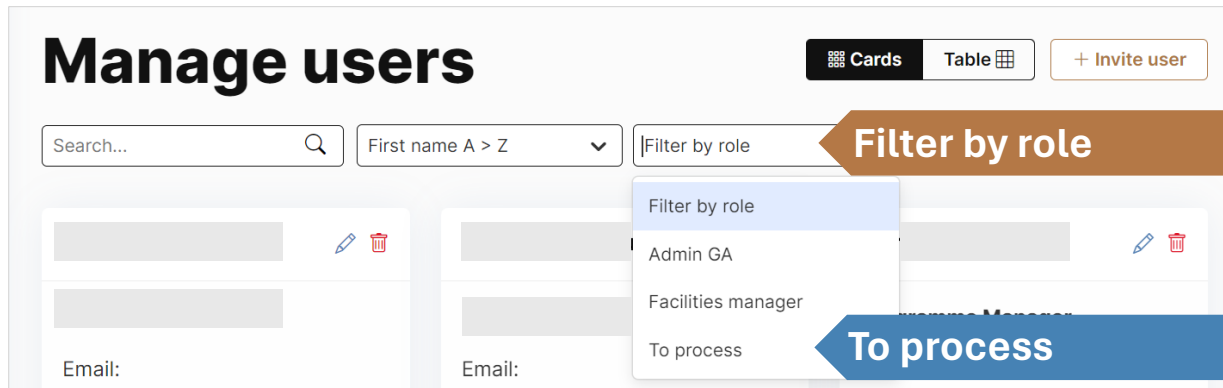
1. Open the **Manage Data** section of the menu.
2. Select **Users**.

Manage data

Users

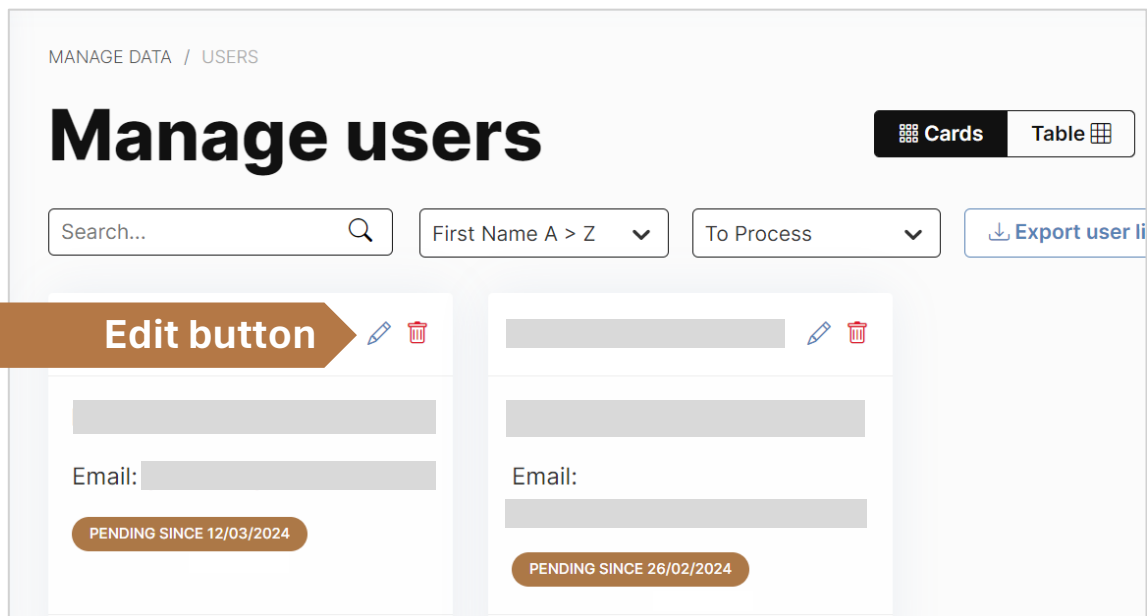


- Click on the drop-down menu **Filter by role**.
- Select the option "To Process".



This will filter out all users who have been already approved, leaving only the requests that need to be processed.

- Select the user you want to approve by clicking on the **blue pencil icon** on the related card. A card with the user details will open.



- Verify the information** provided by the registrant: name, job title and mobile number.

A **mobile number** is necessary to enable numerous STOCKHOLM functionalities.

7. If the information is correct, select the **Role** you want to give to the user (see [Roles User Guide](#)).

Edit this user

First name* Last name*

Job title*

Email address* Mobile phone*

Role* ☐ Remove role

Select or type Role

Agency & Geographical Area* [Select all](#)

Select or type Agency & Geo Area(s)

[+ ADD ROLE](#)

► Admin GA: Administrator of a Geographical Area

Assign the user to the **Agency** and **Geographical Area** for which they are responsible by choosing from the related drop-down menu.

You can assign **more than one Geographical Area** to a user.

Only previously-created Geographical Areas will appear in the drop-down menu (see the [Geographical Areas User Guide](#)).

► Facility Manager: Responsible for one or more facilities in a Geographical Area

Assign the user to the **Agency** and **Storage Facility** for which they are responsible by choosing from the related drop-down menu.

You can assign **more than one Storage Facility** to a user.

Only previously-created facilities will appear in the drop-down menu (see the [Facilities User Guide](#)).

You can also assign **multiple roles** of Admin GA and Facility Manager to the same user if required. Click on “Add role” after you created the first one, as many times as needed.

Edit this user

First name* Last name*

Job title*

Email address* Mobile phone*

Role* ☐ Remove role

Select or type Role

Agency & Geographical Area* [Select all](#)

Select or type Agency & Geo Area(s)

Add role

8. If any of the registrant's **information is incorrect, missing or unclear**, use their email address to request further clarifications outside the STOCKHOLM platform.

In that case, update the status of this registration request by clicking **Role** and change from “To process” to “Pending information requested” until the required information is received.

Role* ☐ Remove role

To process

Admin GA

Admin GA donor

Facilities manager

Facilities manager donor

Pending information requested

View only

Select role

9. Press **Save** once the information is correct and complete.

First name* Last name*

Job title*

Email address* Mobile phone*

Role* ☐ Remove role

Select or type Role

Agency & Geographical Area* [Select all](#)

Select or type Agency & Geo Area(s)

The registration request is now processed. The status of the card will change from “PENDING SINCE [DATE]” to “APPROVED”.

Manage users

Search... First name A > Z Faciliti

Email: APPROVED

The user whose request has been approved will receive confirmation via email and SMS.

FURTHER ASSISTANCE

For support with registration requests, [contact the ESUPS team](#).