Adding an Employee

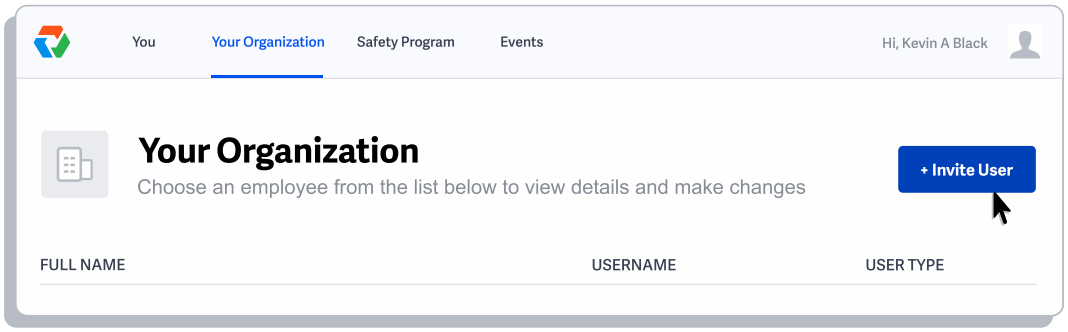
Overview

Employees and contractors need to be added in upon hire to your InUnison platform to have access to your safety program and event reporting. Once the employee has accepted their invitation, you have the ability to grant them the level of access as you see fit.

Step 1

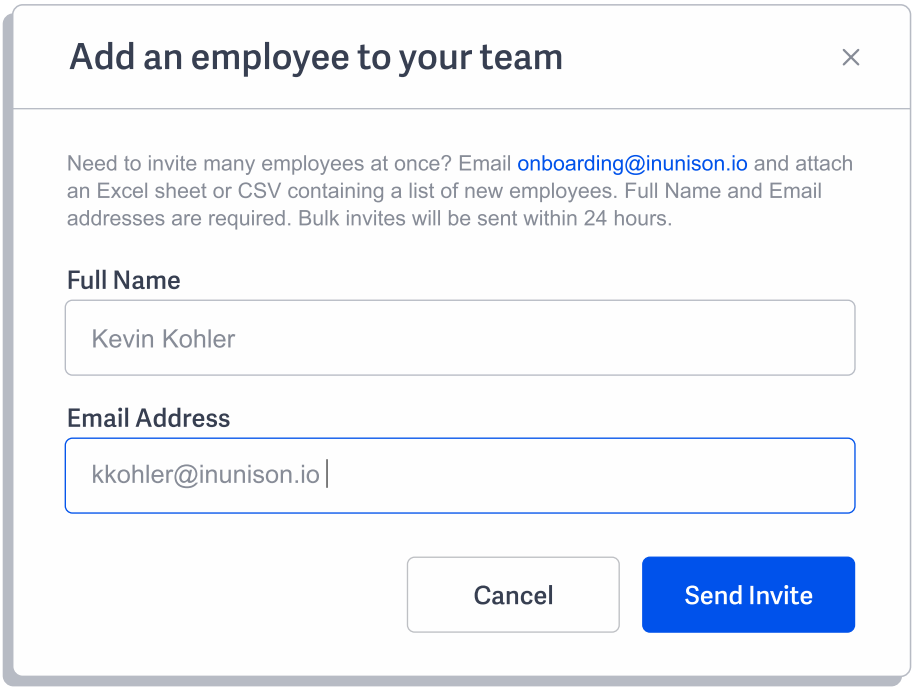
Log in to https://inunison.io and click on “Your Organization”.

Once in your organization profile, click on “+ Invite User” located on the upper right side of the page.



Step 2

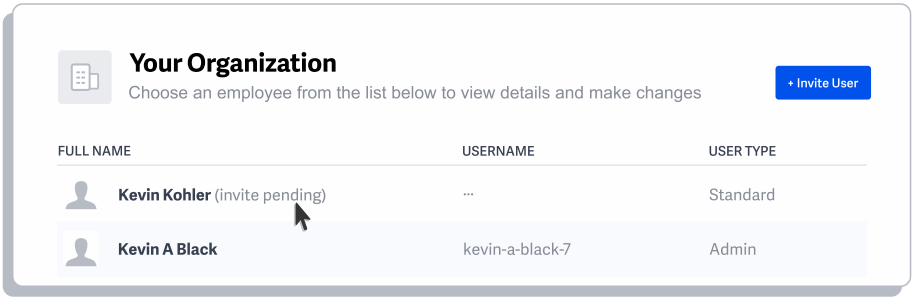
Enter full name and email of the employee you'd like to add.



Step 3

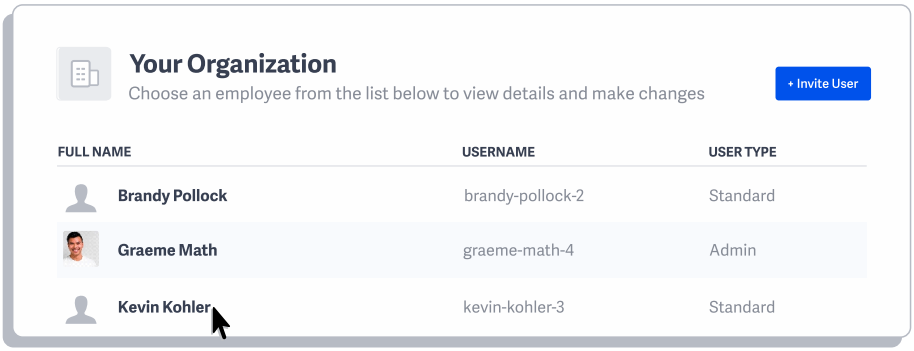
Confirm on “Your Organization Page” that new employee name has been added to the list.

Until the employee accepts the invitation via their email, this person will show as “Invite Pending”.



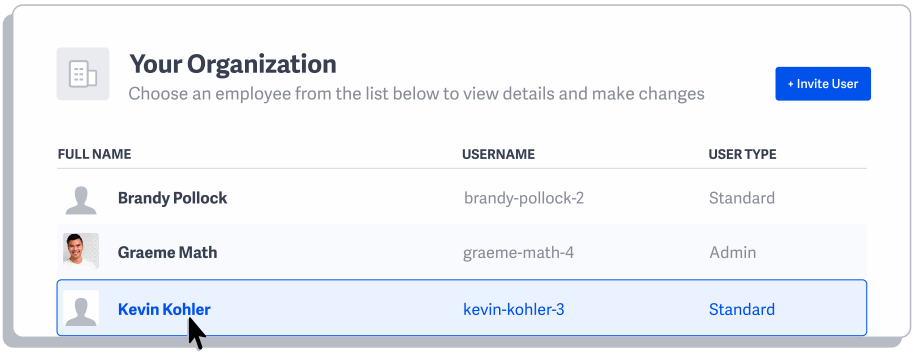
Step 4

Newly added employee accepts “Invitation” and status changes from “Invite Pending” to an active user.



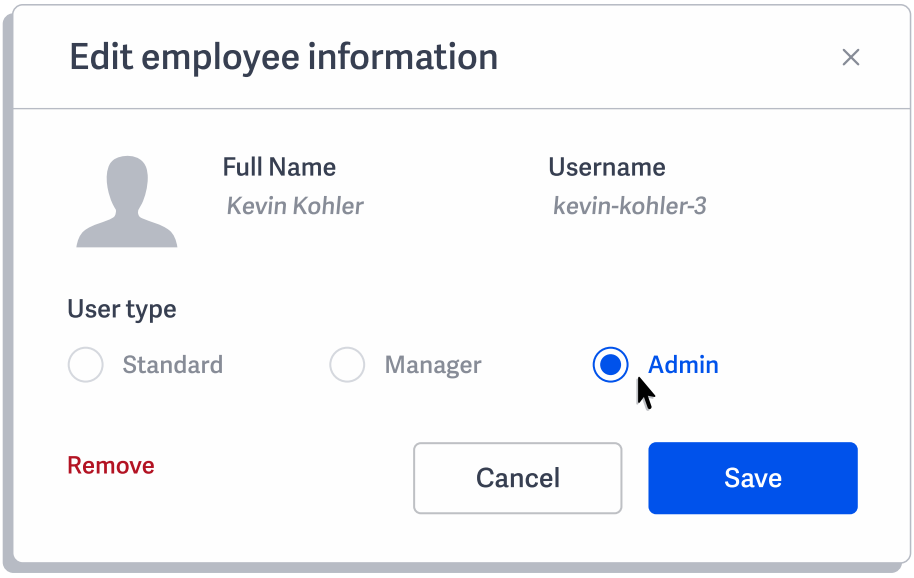
Step 5

All new employees are set to Standard users as a default for security purposes. To change an employee's status, click on the employee's name once they've become an active user.



Step 6

An Edit employee information window will pop up to allow you to edit the employee's User Type. Click the appropriate radio button for Standard, Manager or Admin.



User Type Definitions:

Standard - This user can add events, review the safety program and be assigned to corrective actions.

A Standard user will not see any personal information on events such as employee names.

Manager - This user has the same features as a Standard user but will see personal information on events.

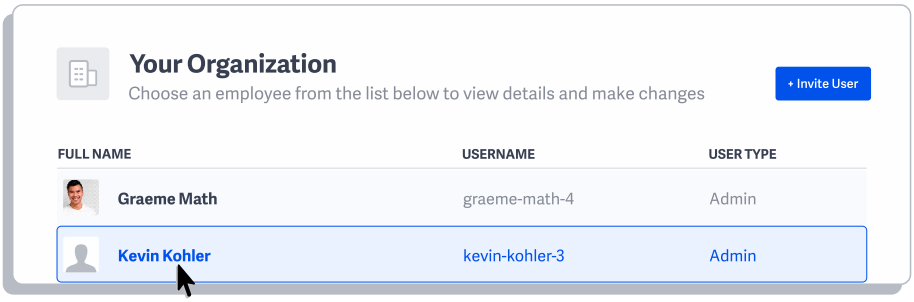
A Manager can be assigned to review and approve events.

Admin - This user is a “superuser” who has all of the capabilities of a Manager.

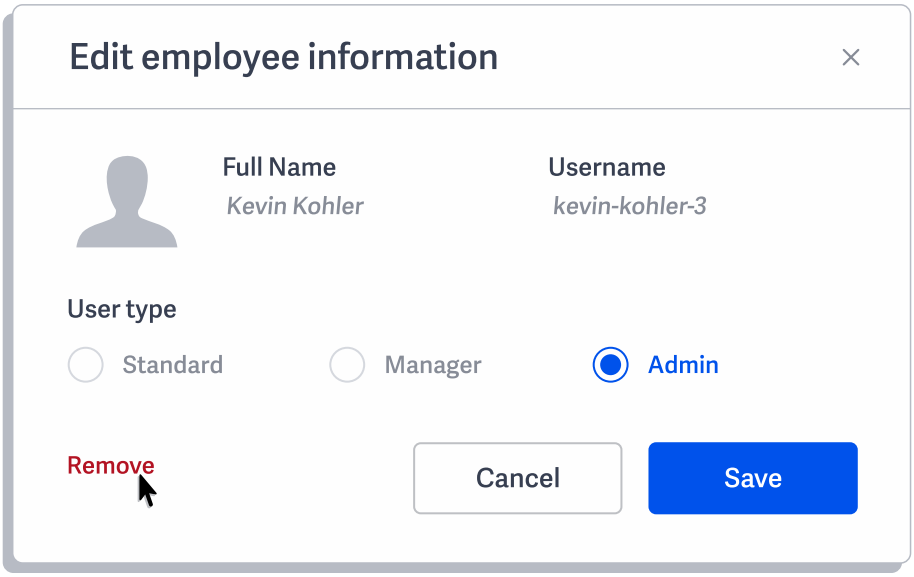
An Admin also has access to edit the Organization Settings and is the **only** user to invite other users to the platform.

Step 7

If you need to delete a user from your organization, click on User's Name.



The Edit employee information window will pop up and you can select Remove on the bottom left to delete this user from your organization. Their data will remain in the events but their user login is now disabled.



You have now successfully completed inviting a new employee.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!