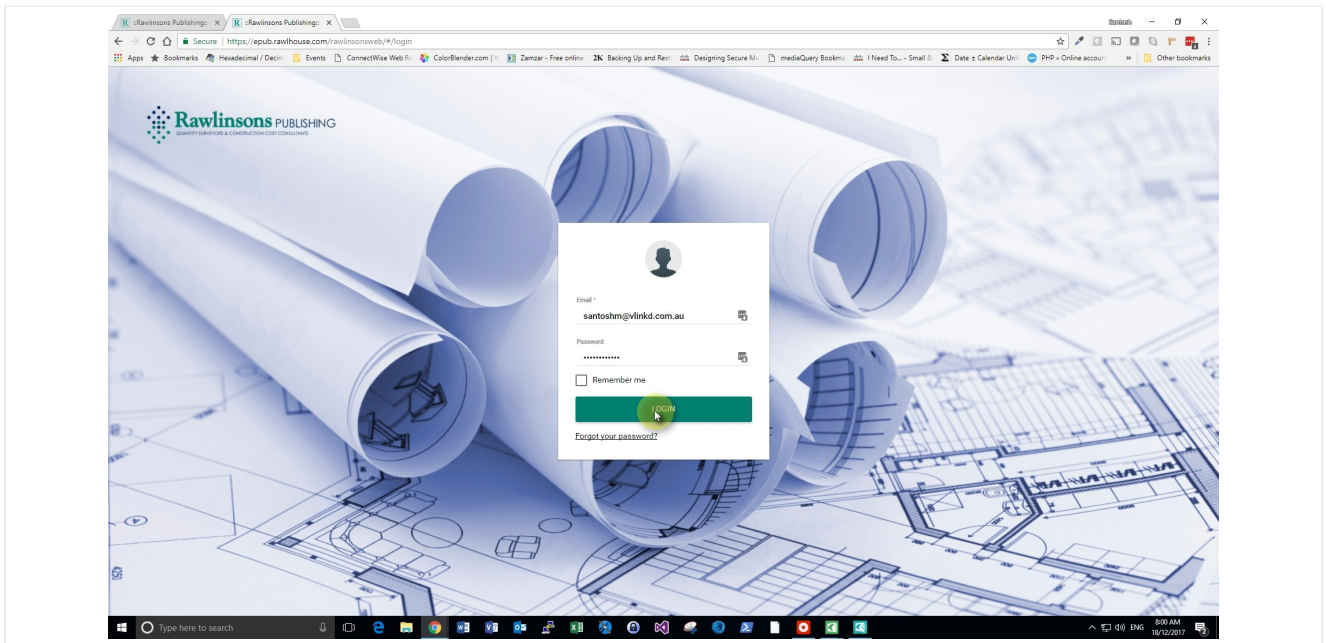# Rawlinsons - Add User and Assign Pubications

Click on "Login" to login to the portal
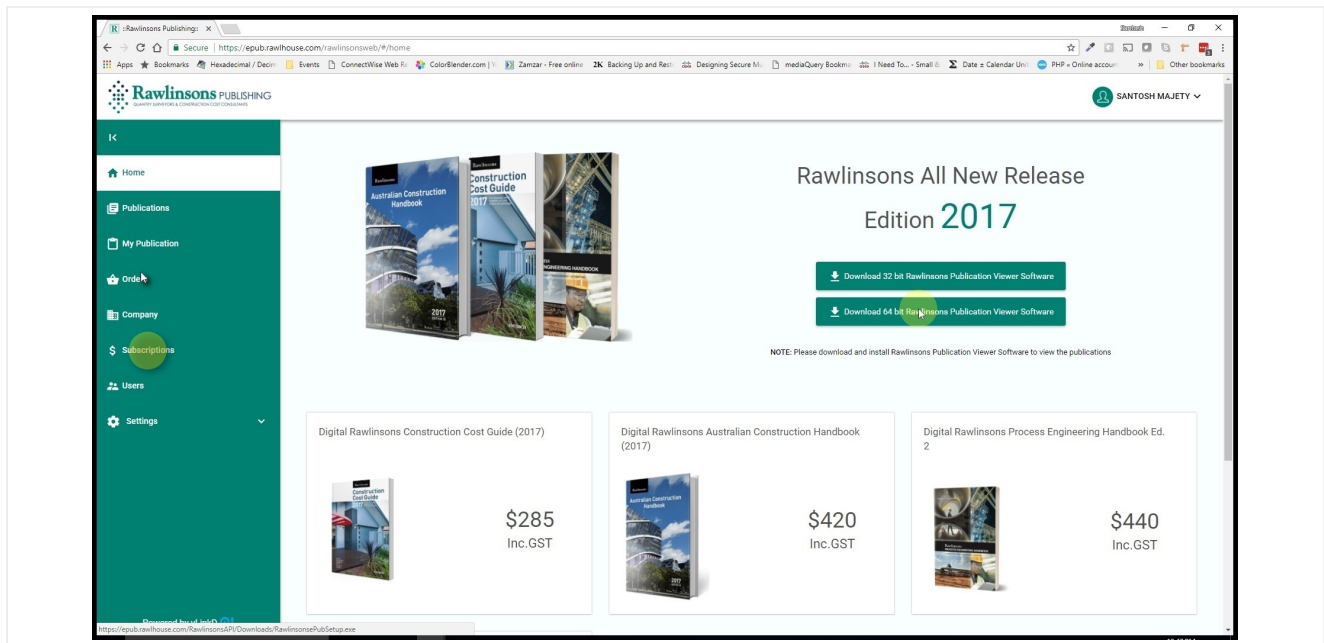

The publication portal is hosted at the following location - https://epub.rawlhouse.com/rawlinsonsweb

Enter your username and the autogenerated system password which you would have received if it is your first login.

Additionally, if you have changed your password then use the password accordingly

Click on "Subscriptions" link

Subscriptions page outlines your purchased subscriptions, along with the number of licenses that you have purchased for the digital publication.

You are able to assign the users by clicking on the subscriptions of choice and assigning the appropriate users.

The portal is designed with concurrent licensing in mind. You can create unlimited users but access to your publication is limited to the number of licenses that you have purchased.

Click on "Subscriptions" listed to view the assigned users

On the Subscriptions page once you click on the subscription, a list of assigned users will appear in the section - Licensed Users.

List - Licensed Users

The list below loads with the users that are assigned to a subscription list.

Click on "Users" link

In this section you can create a New User under your organisation, so that a subscription can be assigned.
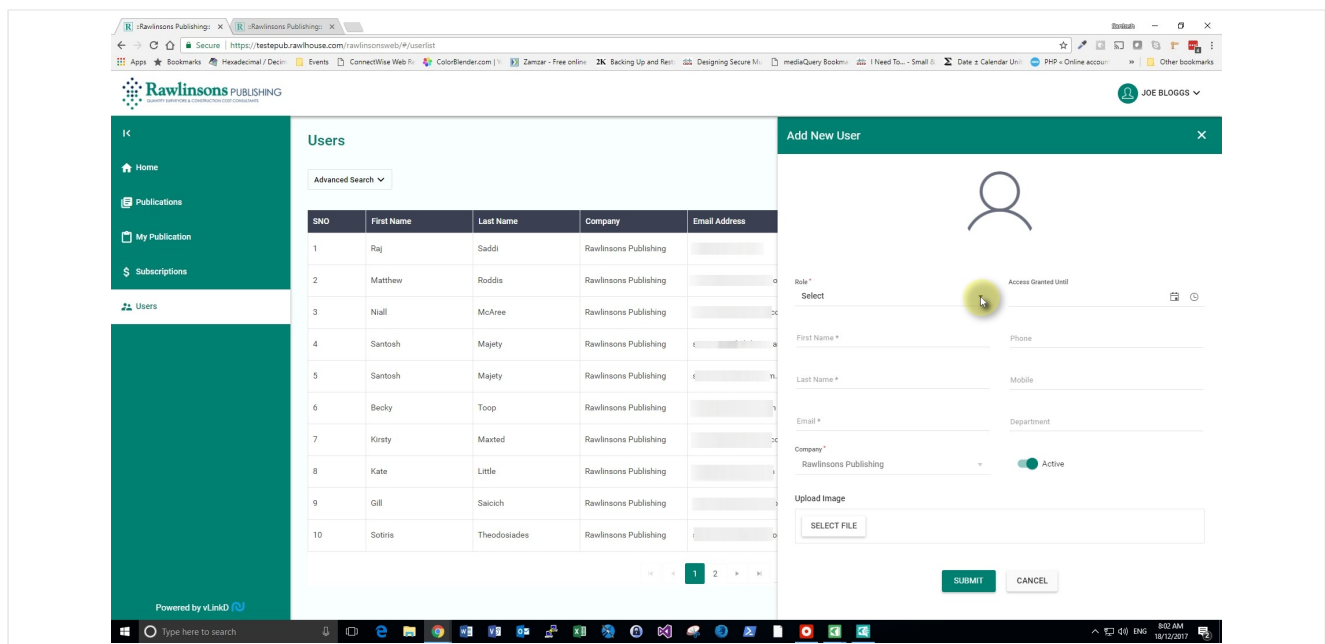
Click on "Add New User" to create a New User

In order to create a new user under your organisation you need to click the - Add New User button

Click on "Role" to select an appropriate role for the user

This privilege is only available to the system administrator or the licensee user of the organisation.

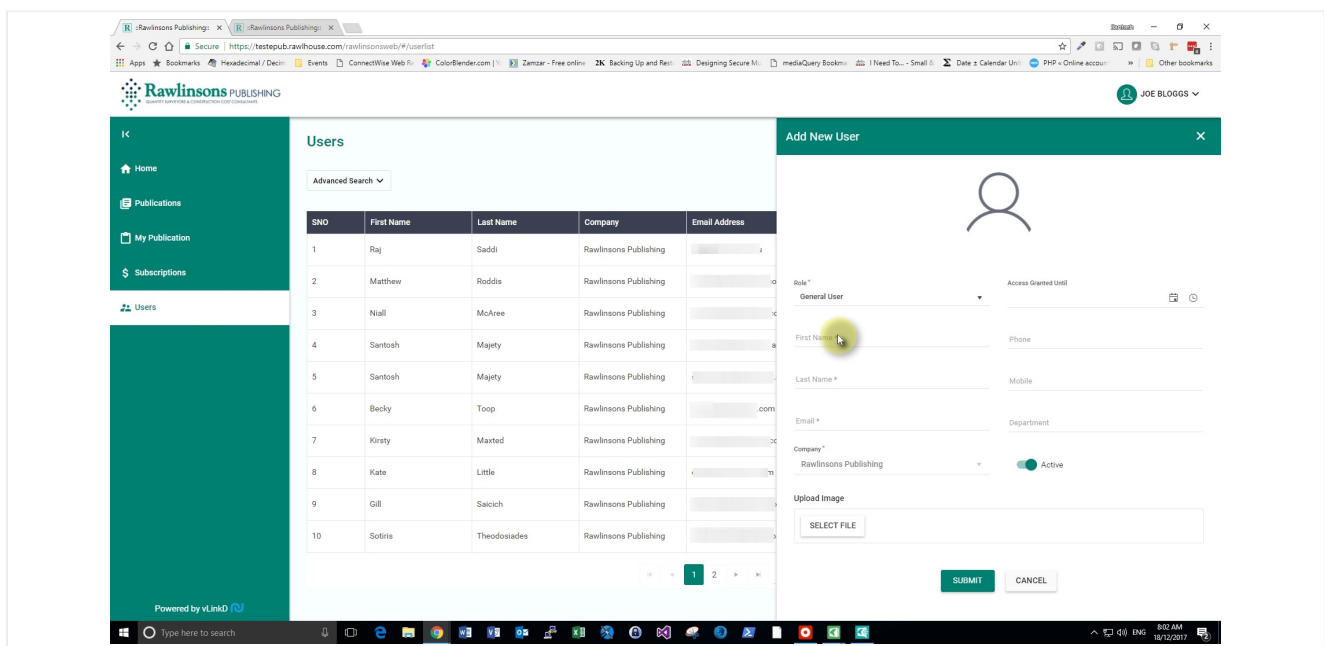Select an appropriate role for the new user. You will have two choices - Licensee User and General User.

In this example we will create a General User who only has the privilege of viewing the assigned publications.

Click on "General User" to assign an appropriate role
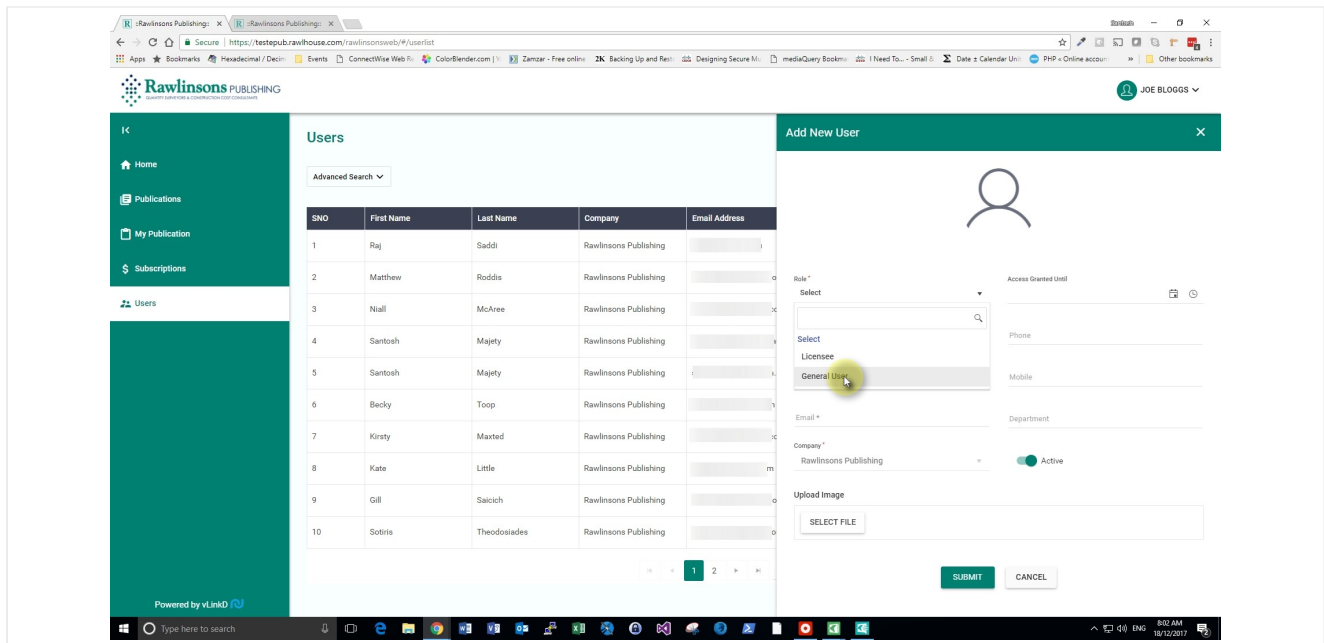
Select the "General User" option from the drop down menu.

Enter the First Name of the User

Enter the First Name of the User

Enter the Last Name of the User

Enter the Last Name of the User

Enter the email address of the User

Enter a valid email address (preferred organisational email address) in order to send a system generated welcome email outlining the details of the User and a temporary password.

Ensure the Company Name is correct and Enter the contact details of the User

Ensure that the correct company details are displayed.

Enter the Contact Phone number of the User.

Enter the Mobile number of the User

Enter a valid mobile number of the User. This is an optional field.

Enter the appropriate department details

This is an optional field. Enter the department details if required.

Click "Submit" button to create the user

Ensure that all the details that you have entered are correct and click on the "Submit" button to create the user on the portal.

Please note once the user is created the system does not allow you to delete the user. You can always inactivate the user by click on the "Active" toggle button.

Click on the "Subscriptions" link

Once the user is created on the portal you will need to assign a subscription to the user.

During the process you are assigning a purchased publication/s to a newly created user.

Select the publication that you would like to assign to the New User

Click on a publication from the list of publications to load the current list of assigned users.

View the list of Licensed Users

Once a publication is selected scroll down to the section of Licensed Users to view of current assigned users

Click on "Assign User License"

In order to assign a new user that was created in the previous steps click on the "Assign User License" button.

Select a User from the list of Users
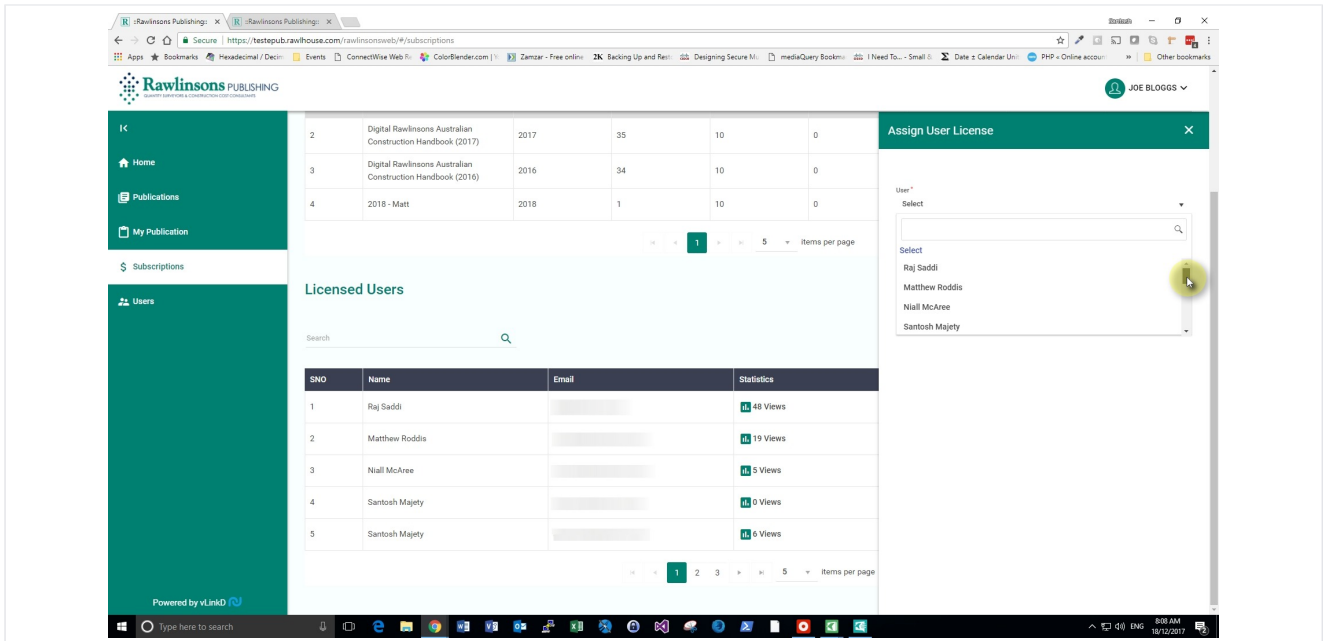

Click on the "Select" drop down to show the list of all the users for your organisation.

Scroll down to select an appropriate user

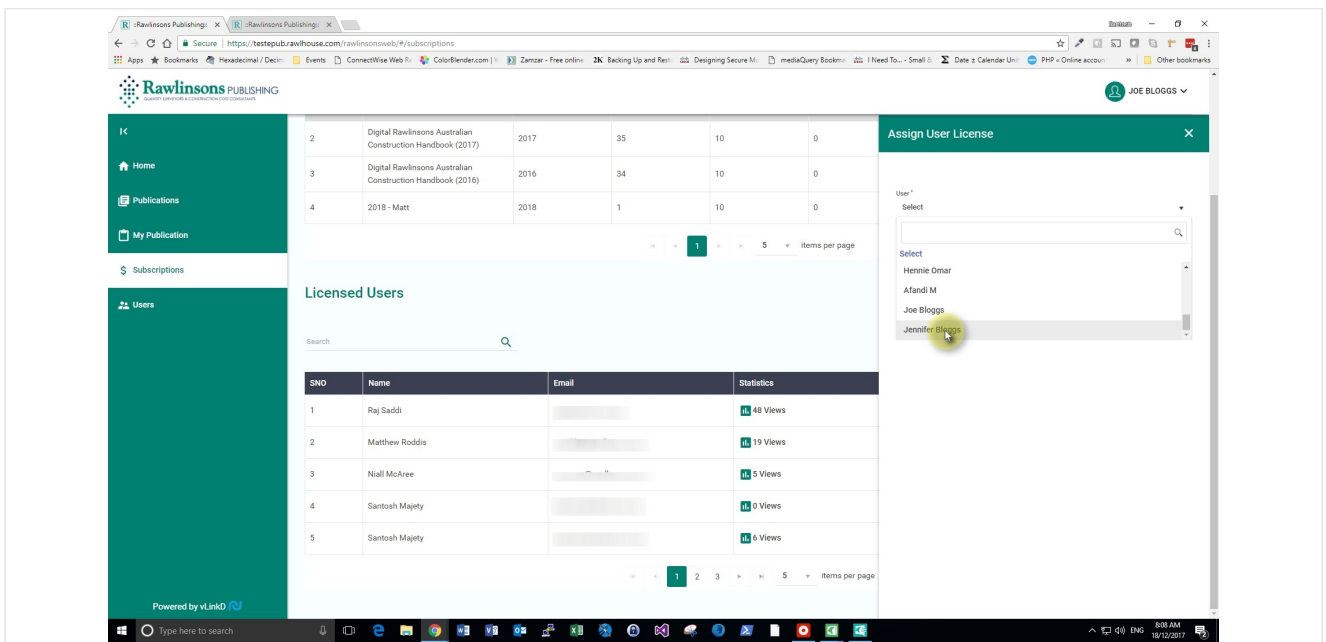Scroll down the user list to select an appropriate user from the list of users of your organisation.

Selec the User

Select the appropriate user from the list of users for your organisation

Ensure that the Active toggle is on

Select the User and ensure that the Active toggle is On and click Submit

If you would like to assign the user but do not want to provide access privilege for the publication then toggle the Active status to "Inactive" and click Submit.

Repeat the same process for another publication

Once you have assigned the user ensure that the user appears in the Licensed users section.

Repeat the same process for a different publication if you want to assign the access rights to view the publication for the same user.

Repeating the Assignment process

Repeating the assignment process

Repeating the assignment process

Repeating the assignment process

Click on the User Profile Link

After assigning the new user to the appropriate publication if you wish to log out then click on the User Profile Link on the top right hand corner of the portal.

Click on the Logout button
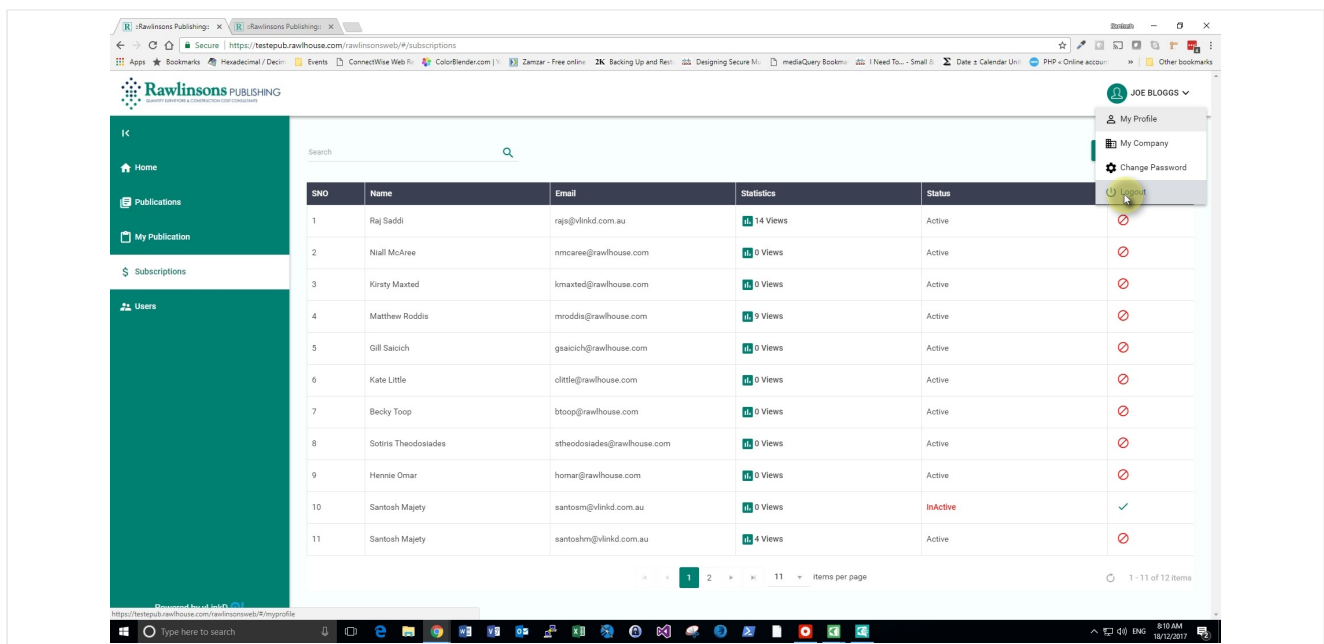
Click on the "Logout" button if you wish to logout.

Login as the New User
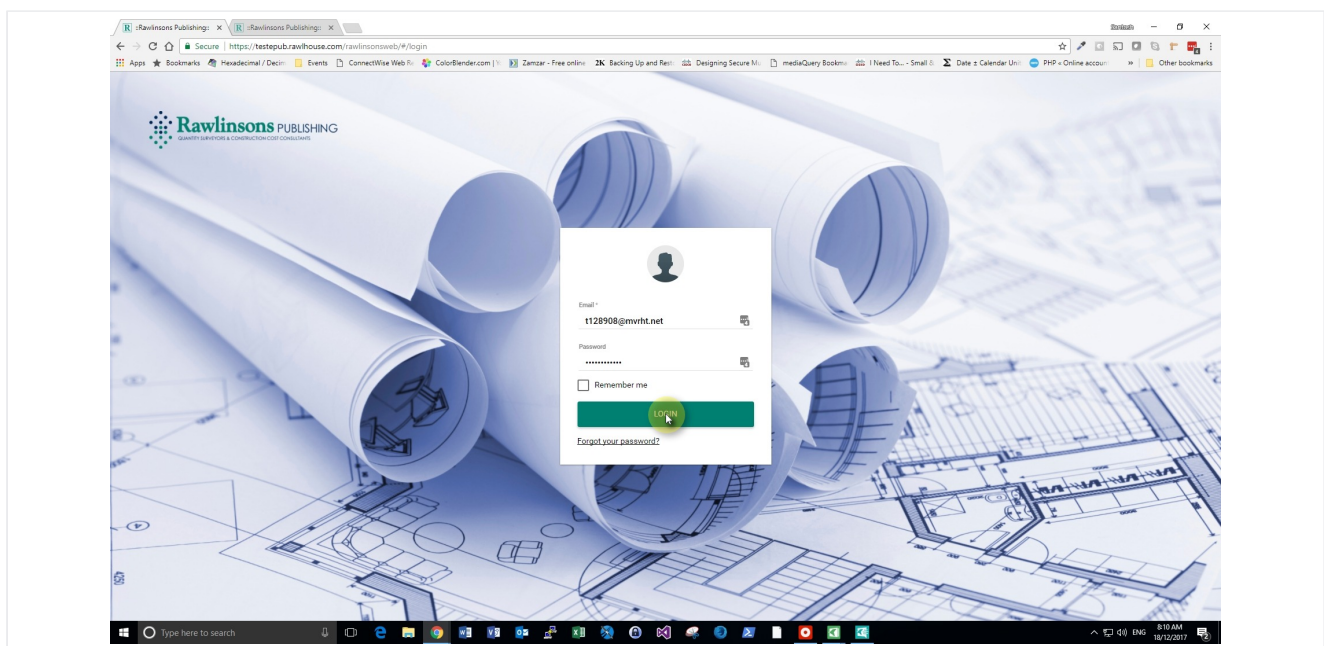
The new user that was created in the previous steps would receive a Welcome email outlining the access details along with a system generated temporary password.

Click on the User Profile
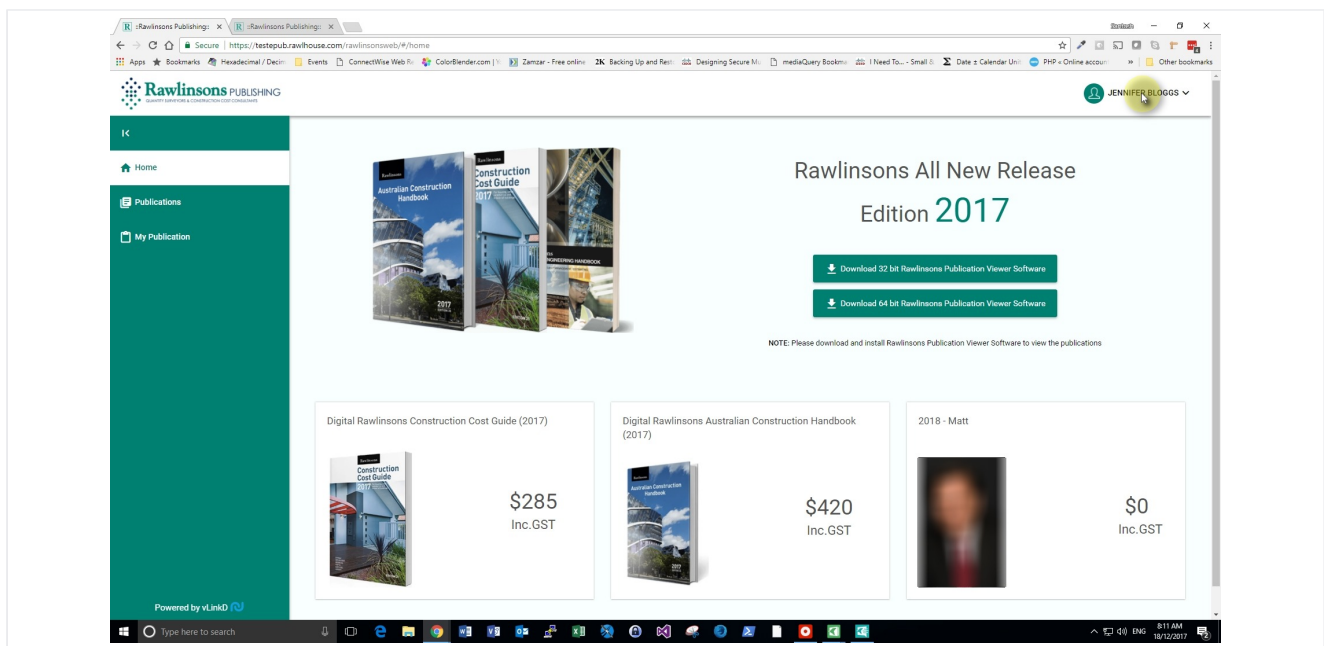
As per the screenshot you are logged as the new user.

Click on "Change Password" to change the system generated temporary password
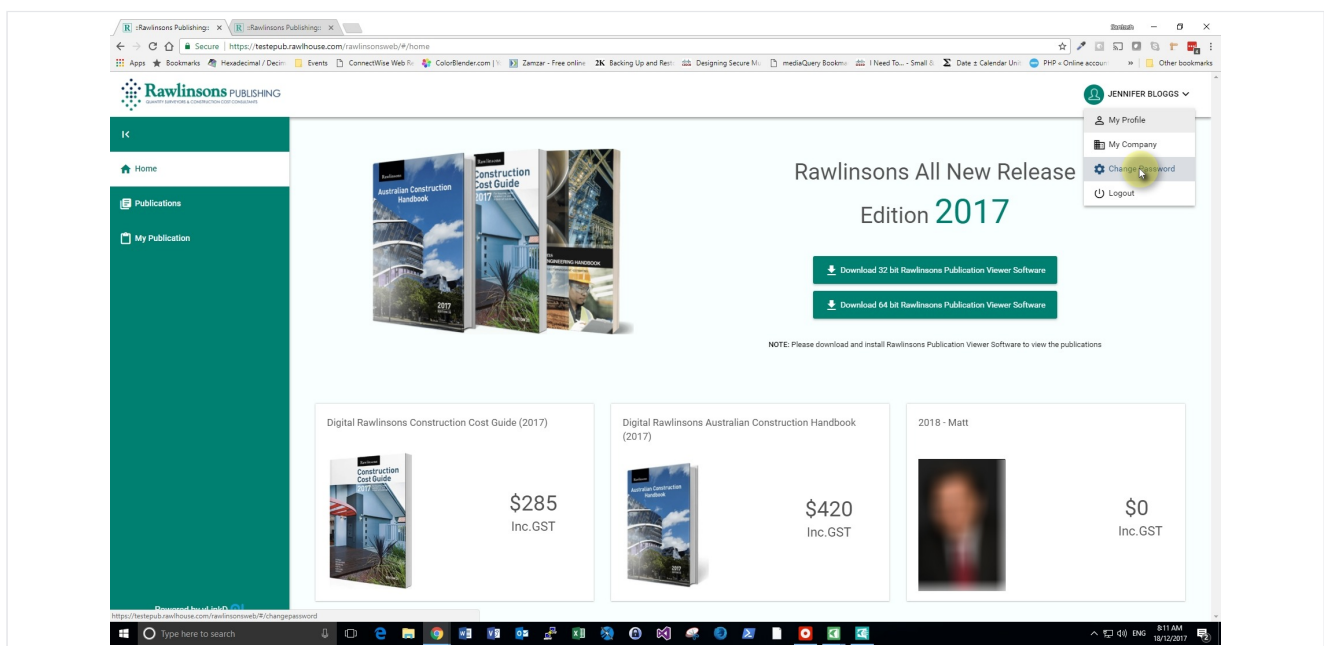
If you would like to change the password then click on the User Profile link and then click on the "Change Password" link.

Type the Old password

This is the original password that you would received in the welcome email.

Alternatively, if you have forgotten the password, you can generate a new password by click on the "Forgot Password" link on the login page.

Enter the New Preferred Password
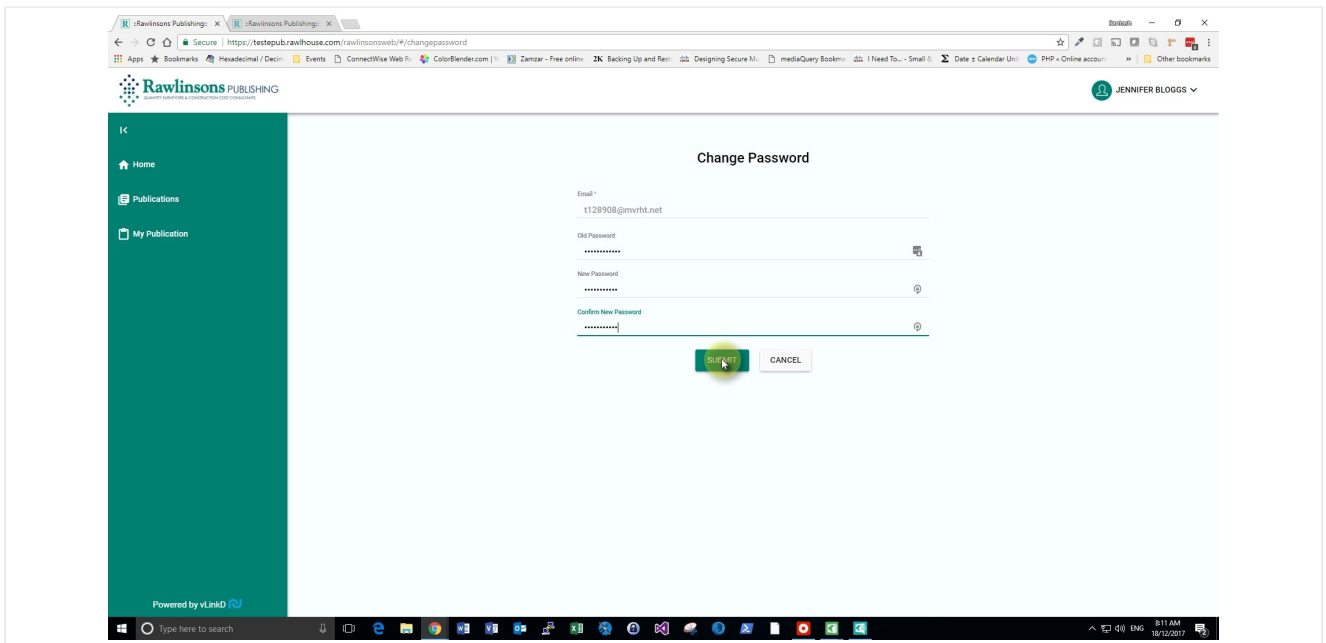
Enter your preferred password in this section. There are few rules for the password and it should consist atleast the following:

1. Minimum of an one letter

2. Minimum of one number

3. Minimum of one special character

4. The length of the password is preferred to be of a minimum of 8 characters and of a complex nature.
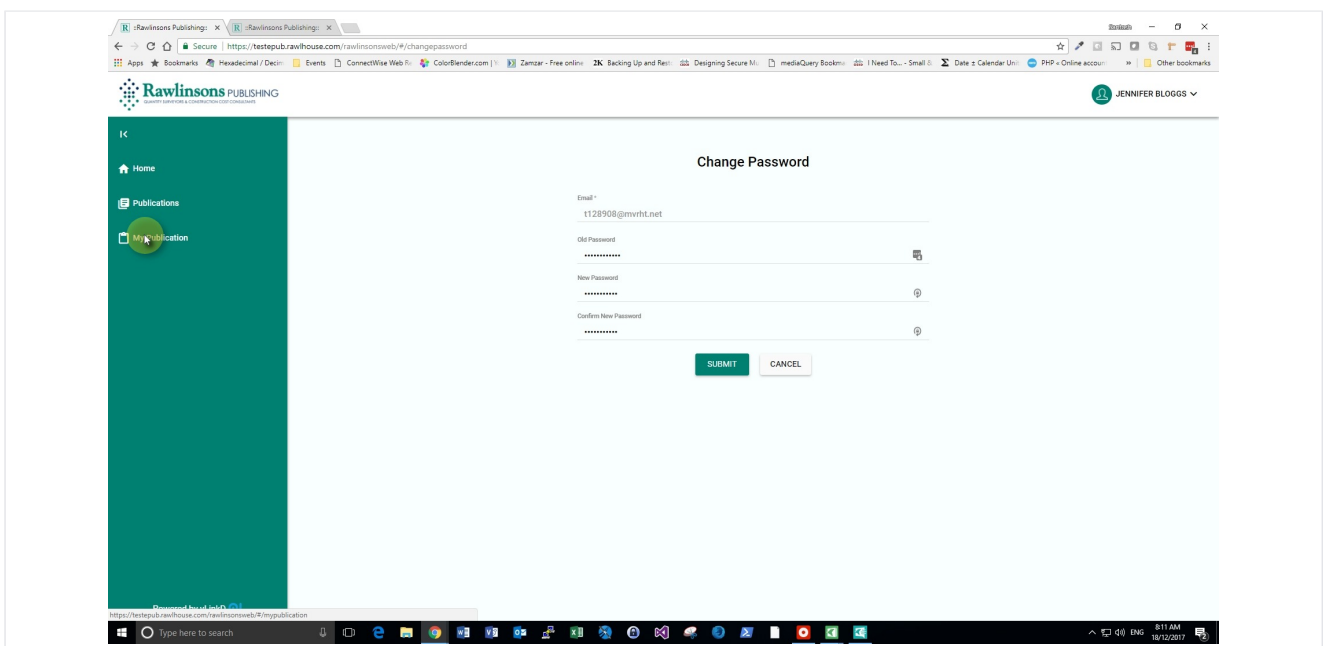
Repeat your preferred password

Repeat the password that you have entered in the New Password section

Click on the "My Publication" section

Once you change the password click on the Submit button and click on "My Publication" to access the publication.

Ensure that there are publications listed in order to access them
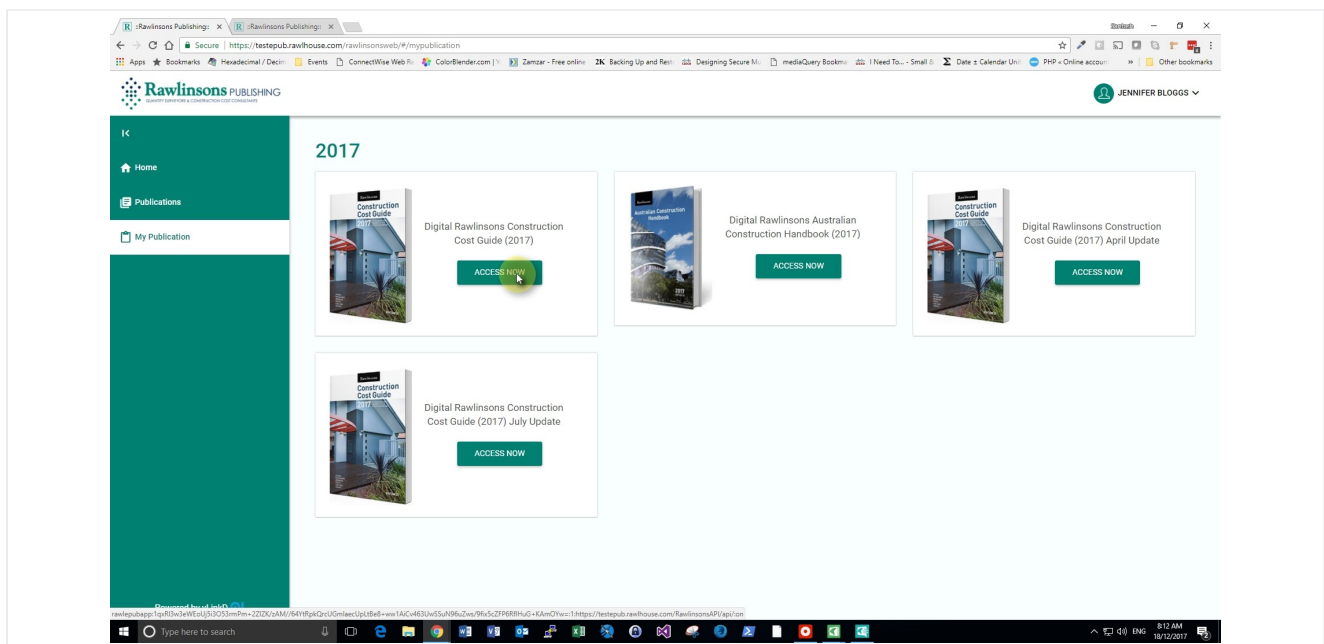
Ensure that there are publications listed. If this page is blank it means that there are no subscriptions / publications that have been assigned to you.

Please contact your organisation licensee so that he/she can assign an appropriate subscription to you.

Click on the "Access Now"
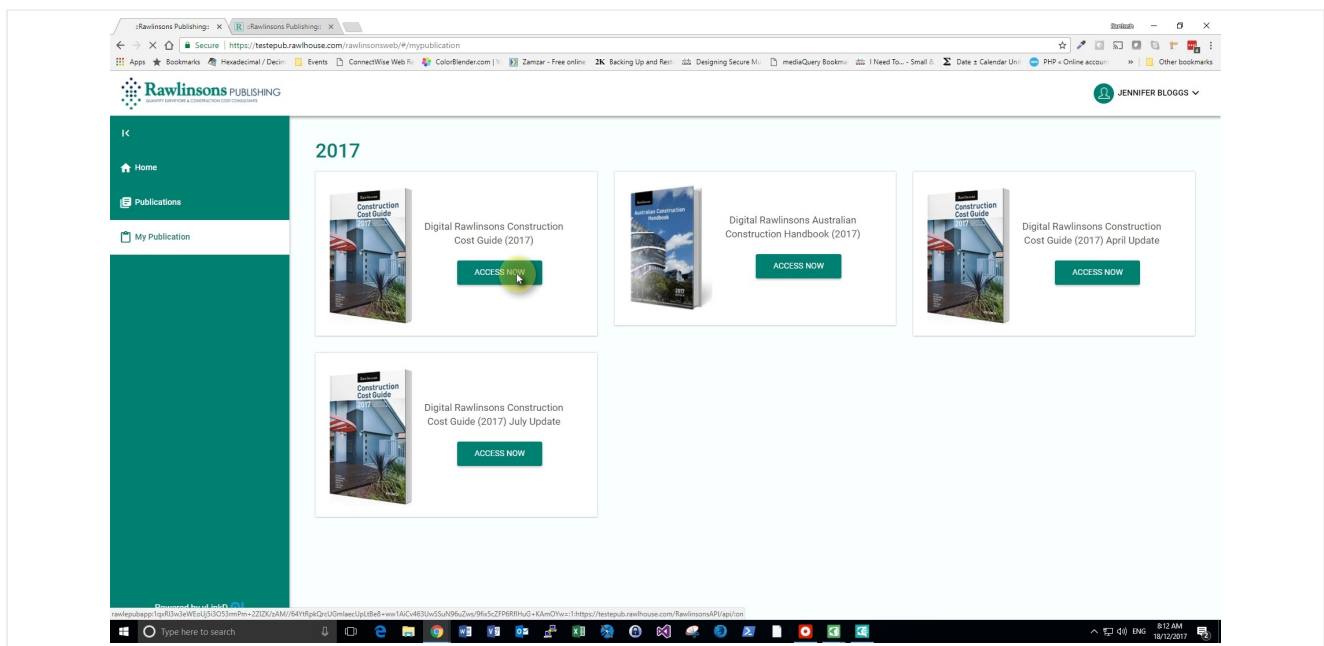
If you would like to open a publication click on the "Access Now" link

Note: If you have been assigned a publication and if there are any supplementary publications available. they will all be displayed in this section as an "Update"

Click on "Open RawlhouseePubApp" button

Click on the Open button in order to open the publication in the Viewer Software.

Click on "Close" button
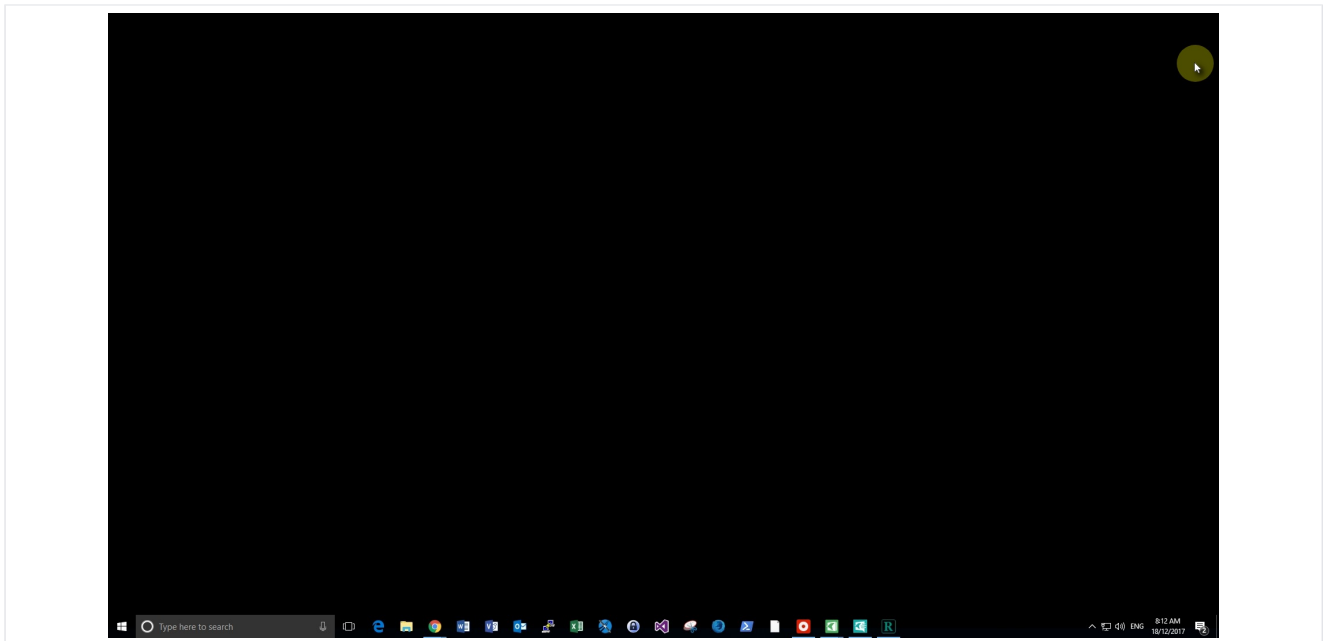
The Viewer Software does not allow to take any screenshots hence it is represented as a blank screen.

Click on "Yes" to close the Viewer Software
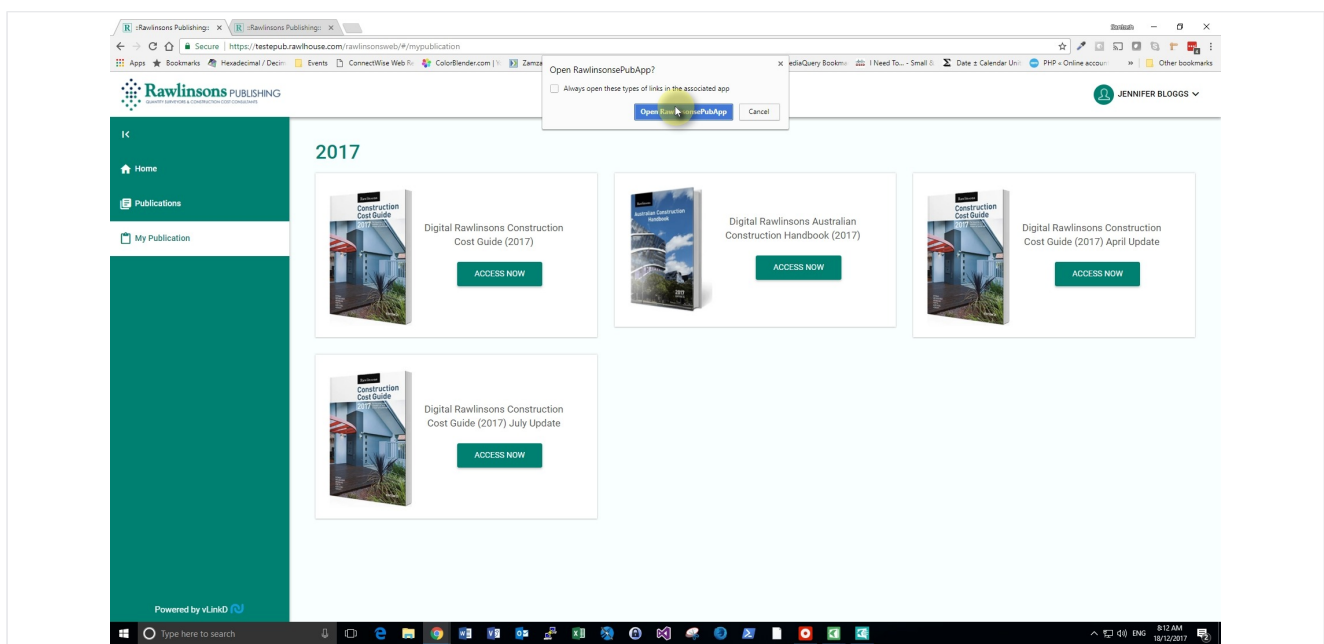

Click on the Yes button on the dialog box to close the publication in the Viewer Software

Click on "User Profile" Link

Click on the user profile link
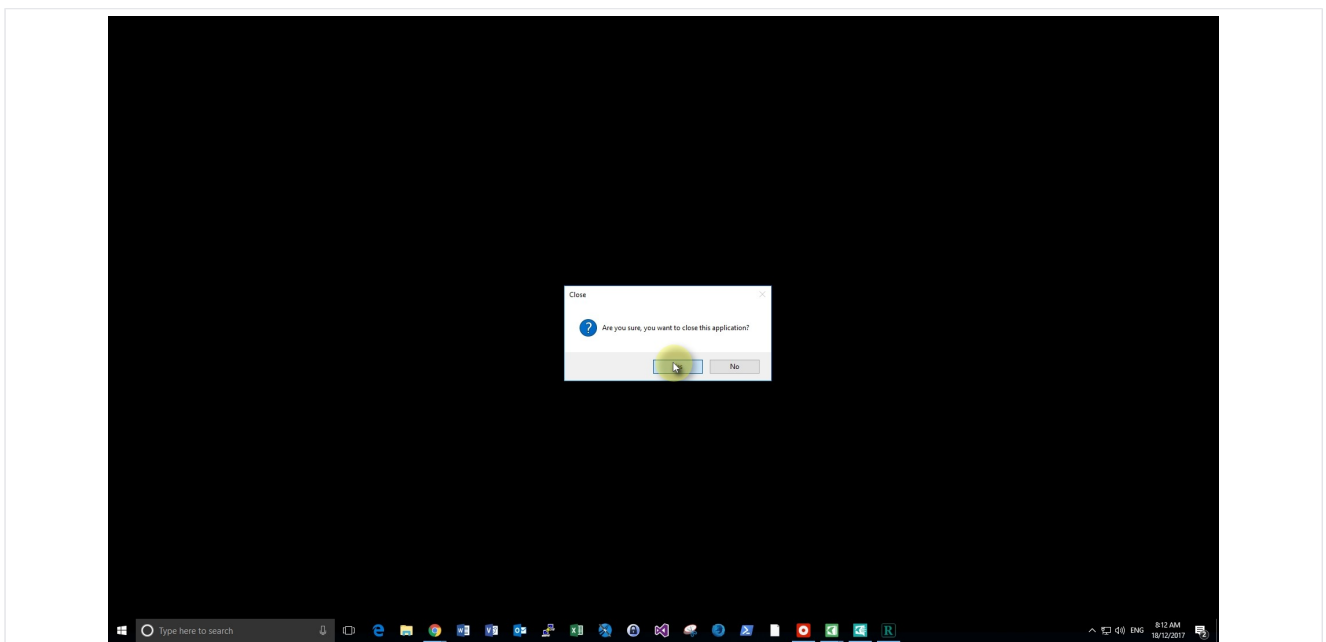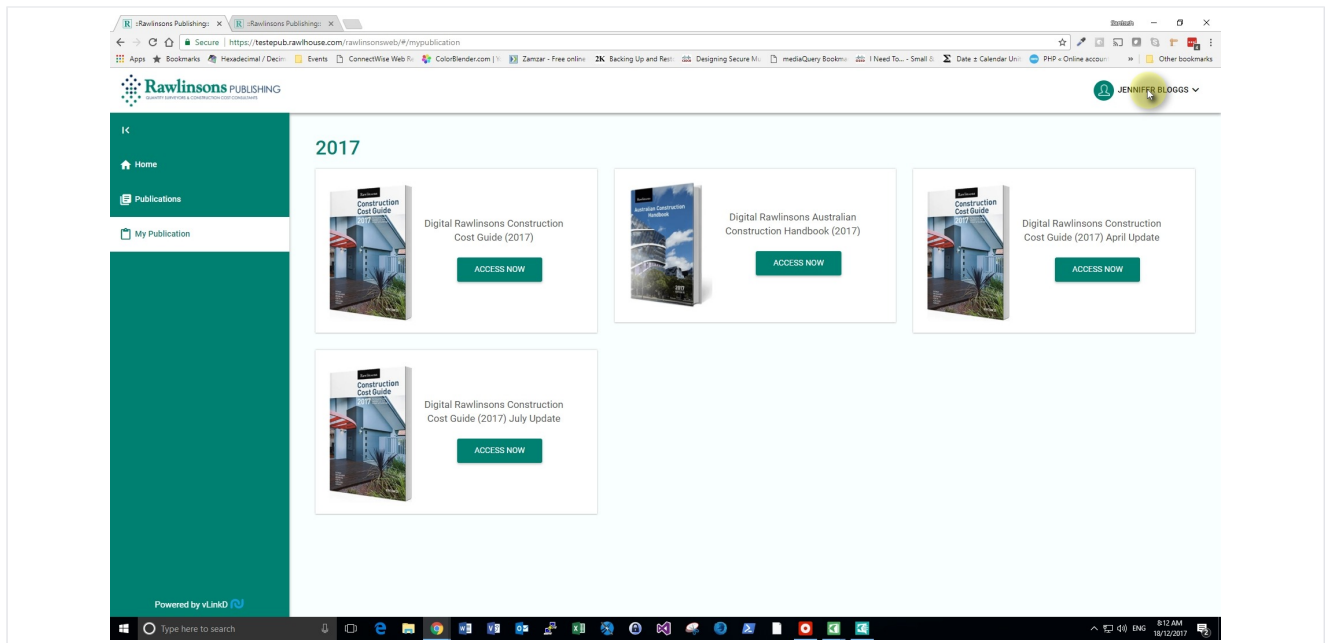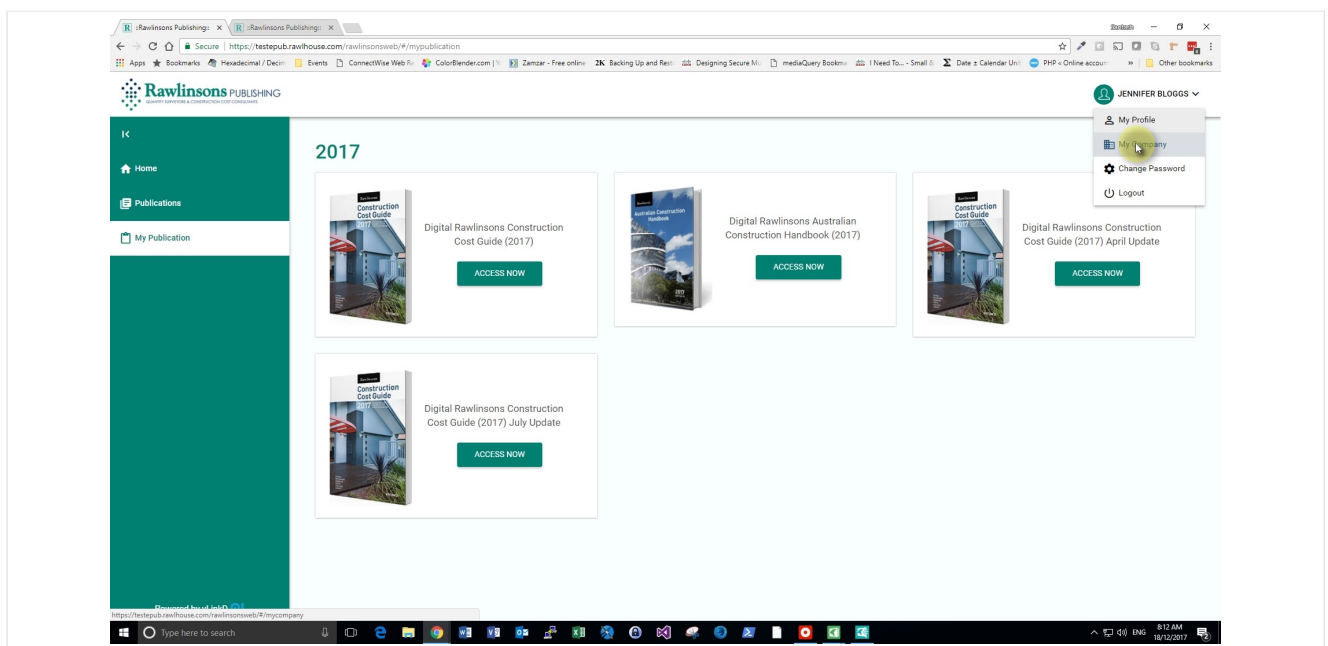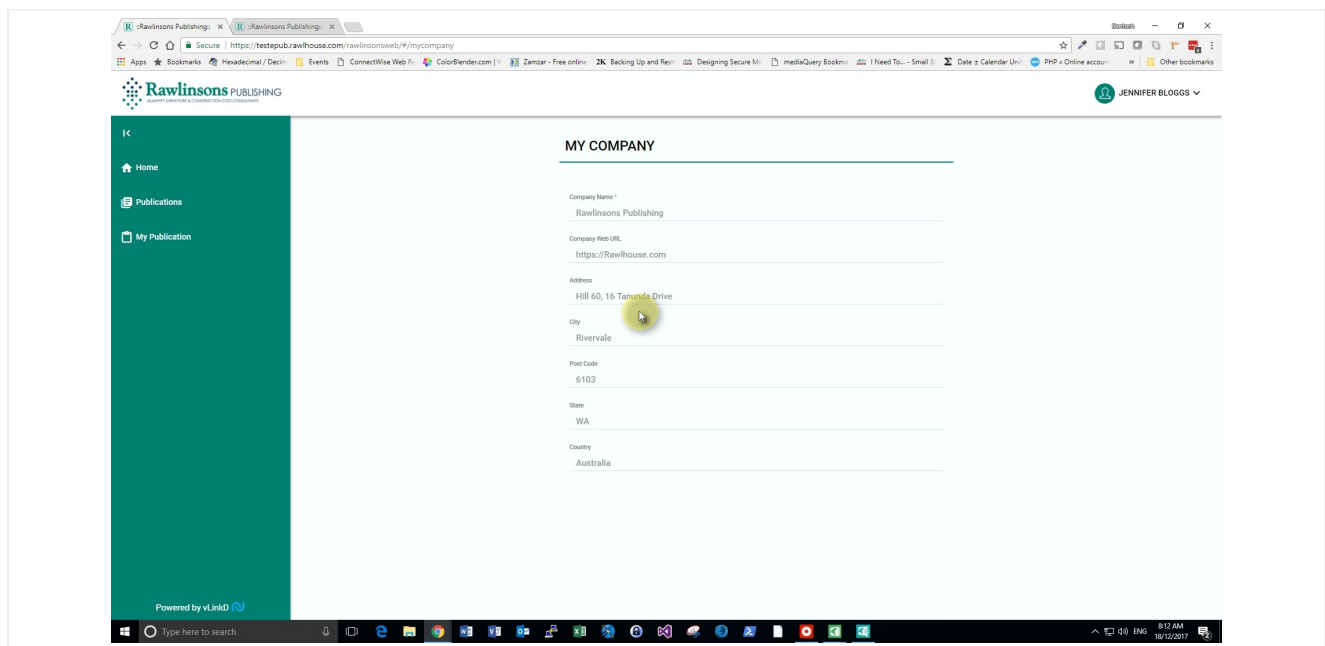
Click on "My Company" details link

Click on the "My Company" link to view the company details

View your Company Details registered on the System

As a general user you are only allowed to view the information.

As a licensee user you are able to modify some of the company details. Please ensure that the company details are same as your Shopify account

Click on "My Profile" link to check your profile details
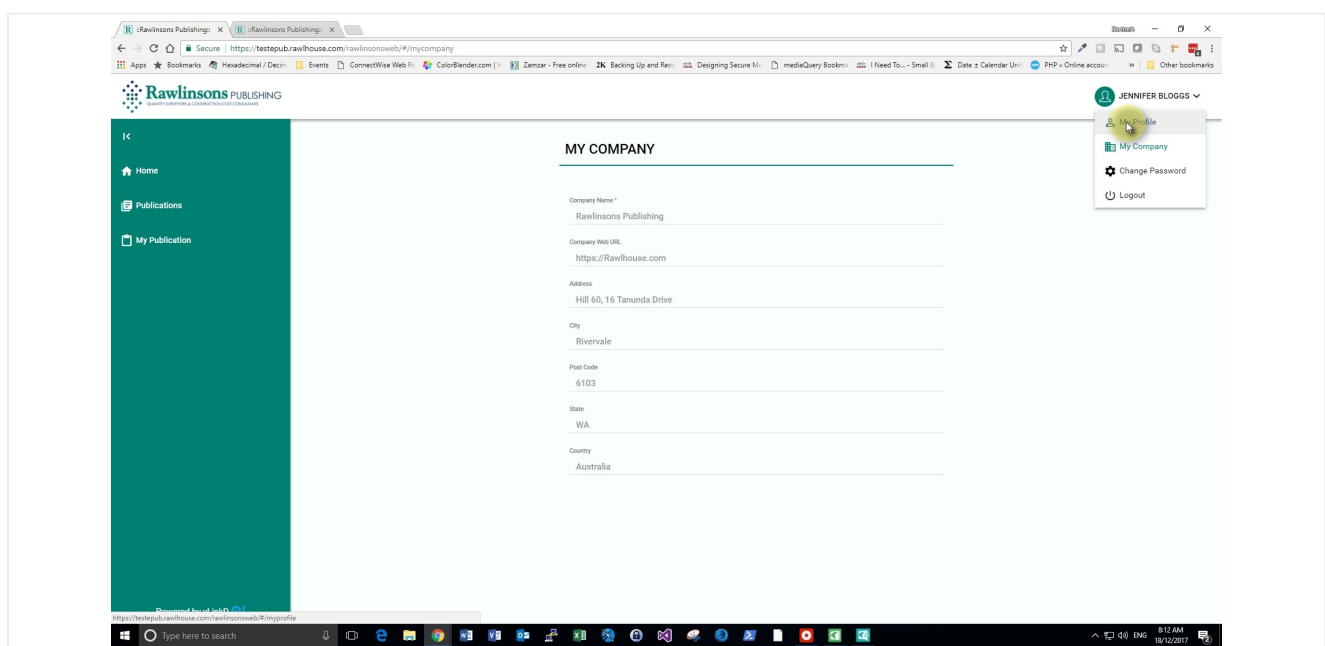
Click on the "My Profile" link to ensure that the details are correct.

Click on "Submit" button after making the necessary changes

Click on the Submit button to make sure that all the details are up to date.

Some of the fields are view only.

You can upload your image to appear on the profile screen.