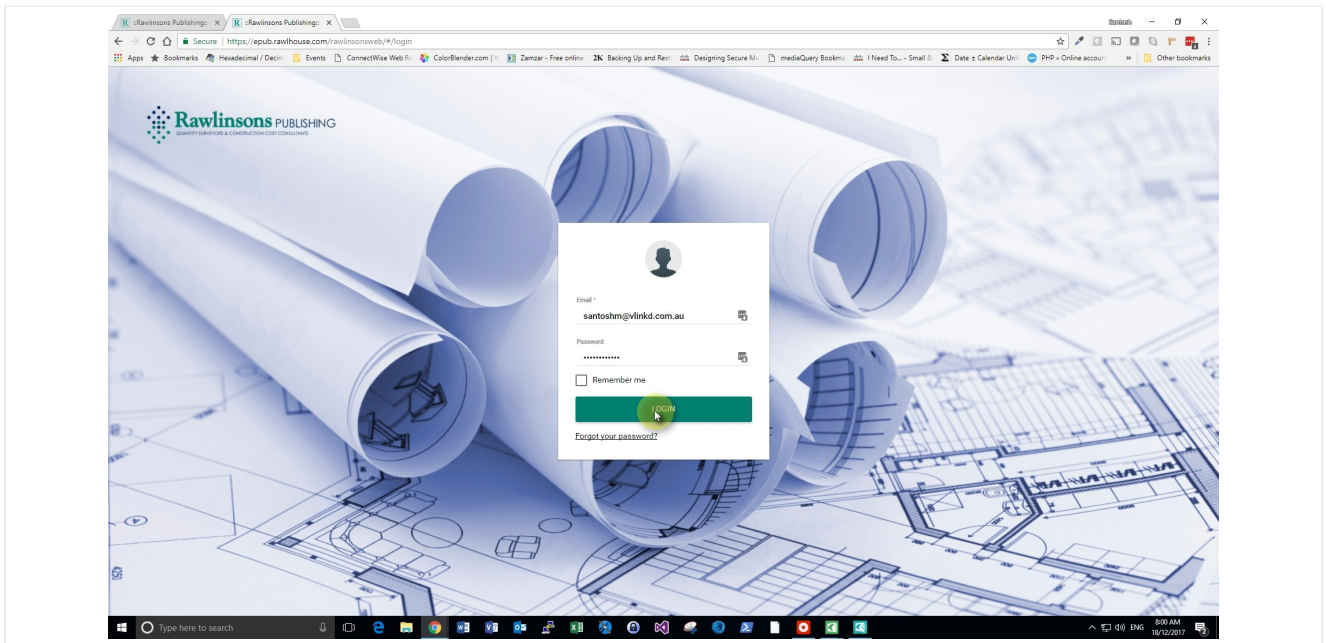


# Rawlinsons - Add User and Assign Publications

Click on "Login" to login to the portal

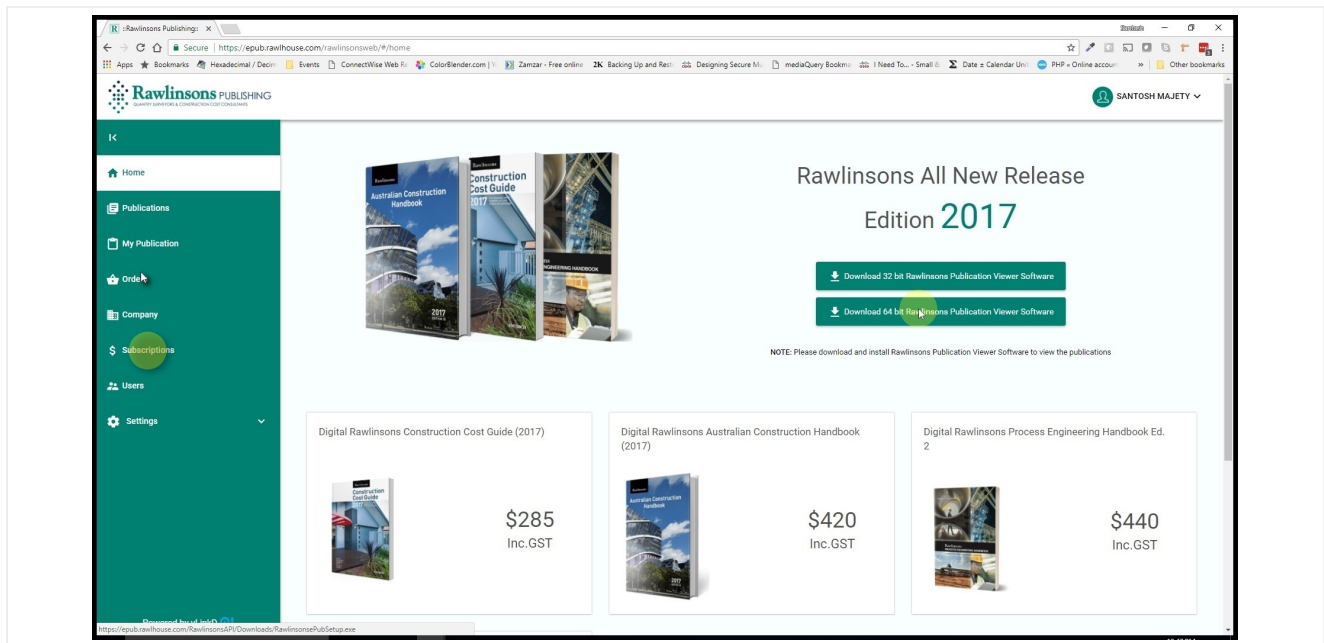


The publication portal is hosted at the following location -  
<https://epub.rawlinsons.com/rawlinsonsweb>

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

Subscriptions

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order Number	Actions
1	Digital Rawlinsons Construction Cost Guide (2017)	2017	25	20	0	110 Views	N/A	
2	Digital Rawlinsons Australian Construction Handbook (2017)	2017	35	10	0	27 Views	N/A	
3	Digital Rawlinsons Australian Construction Handbook (2016)	2016	34	10	0	10 Views	N/A	
4	2018 - Matt	2018	1	10	0	3 Views	N/A	

Licensed Users

No records available.

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

Licensed Users

SNO	Name	Email	Statistics	Status	Actions
1	Raj Saggi		48 Views	Active	
2	Matthew Roddis		19 Views	Active	
3	Niall McAre		5 Views	Active	

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

Click on "Users" link

The screenshot shows the Rawlinsons Publishing website. On the left is a green sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users (highlighted). The main content area has a search bar and a table of publications. Below this is a section titled 'Licensed Users' with another search bar and an 'ASSIGN USER LICENSE' button. The 'Licensed Users' table lists three users: Raj Saddi, Matthew Roddis, and Niall McAree, all with 'Active' status.

SNO	Title	Edition Year	Edition	Licenses	License in Use	Statistics	Order Number	Actions
1	Digital Rawlinsons Construction Cost Guide (2017)	2017	25	20	0	110 Views	N/A	
2	Digital Rawlinsons Australian Construction Handbook (2017)	2017	35	10	0	27 Views	N/A	
3	Digital Rawlinsons Australian Construction Handbook (2016)	2016	34	10	0	10 Views	N/A	
4	2018 - Matt	2018	1	10	0	3 Views	N/A	

SNO	Name	Email	Statistics	Status	Actions
1	Raj Saddi		48 Views	Active	
2	Matthew Roddis		19 Views	Active	
3	Niall McAree		5 Views	Active	

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

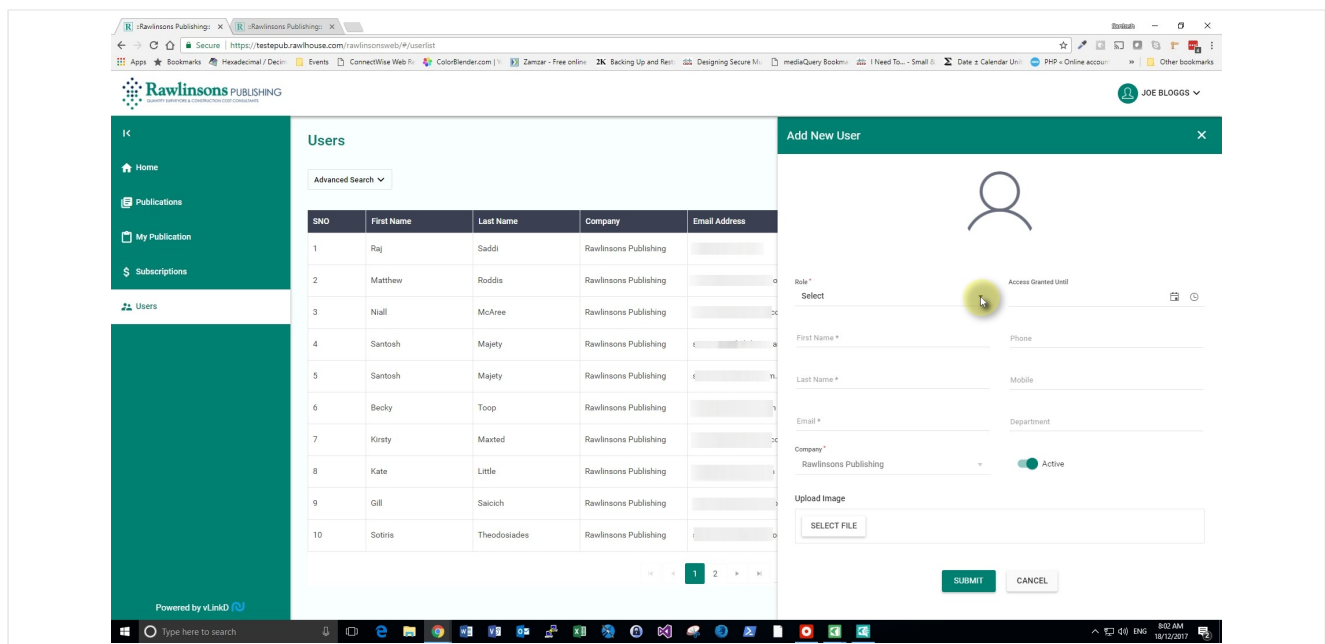
The screenshot shows the 'Users' section of the Rawlinsons Publishing website. The sidebar now highlights 'Users'. The main content area has an 'Advanced Search' dropdown and an 'ADD NEW USER' button. Below is a table listing 10 users with their details and actions.

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	Raj	Saddi	Rawlinsons Publishing		Admin	N/A	Active	
2	Matthew	Roddis	Rawlinsons Publishing		Admin		Active	
3	Niall	McAree	Rawlinsons Publishing		Admin	N/A	Active	
4	Santosh	Majety	Rawlinsons Publishing		Licensee	N/A	Active	
5	Santosh	Majety	Rawlinsons Publishing		Admin	N/A	Active	
6	Becky	Toop	Rawlinsons Publishing		Admin	N/A	Active	
7	Kirsty	Maxted	Rawlinsons Publishing		Admin	N/A	Active	
8	Kate	Little	Rawlinsons Publishing		Licensee	N/A	Active	
9	Gill	Saich	Rawlinsons Publishing		General User	N/A	Active	
10	Sotiris	Theodosiades	Rawlinsons Publishing		General User	N/A	Active	

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



The screenshot displays the 'Rawlinsons Publishing' web application. On the left, a sidebar contains navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area is titled 'Users' and features an 'Advanced Search' dropdown. Below this is a table listing existing users. On the right, the 'Add New User' modal is open, showing a form with fields for First Name, Last Name, Email, and Company. The 'Role' dropdown is highlighted, showing 'Select' as the current choice. The 'Access Granted Until' field is also visible. The 'Submit' and 'Cancel' buttons are at the bottom of the modal.

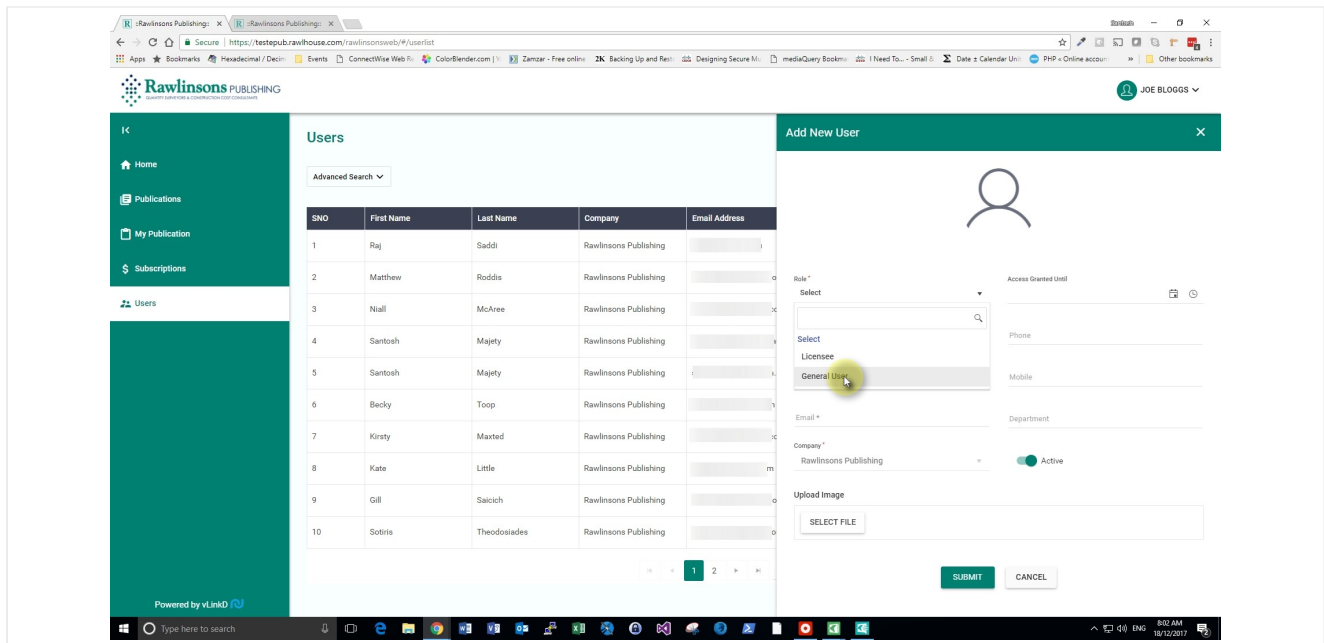
SNO	First Name	Last Name	Company	Email Address
1	Raj	Saddi	Rawlinsons Publishing	
2	Matthew	Roddis	Rawlinsons Publishing	
3	Niall	McAree	Rawlinsons Publishing	
4	Santosh	Majety	Rawlinsons Publishing	
5	Santosh	Majety	Rawlinsons Publishing	
6	Becky	Toop	Rawlinsons Publishing	
7	Kirsty	Martied	Rawlinsons Publishing	
8	Kate	Little	Rawlinsons Publishing	
9	Gill	Saich	Rawlinsons Publishing	
10	Sotiris	Theodosiades	Rawlinsons Publishing	

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.

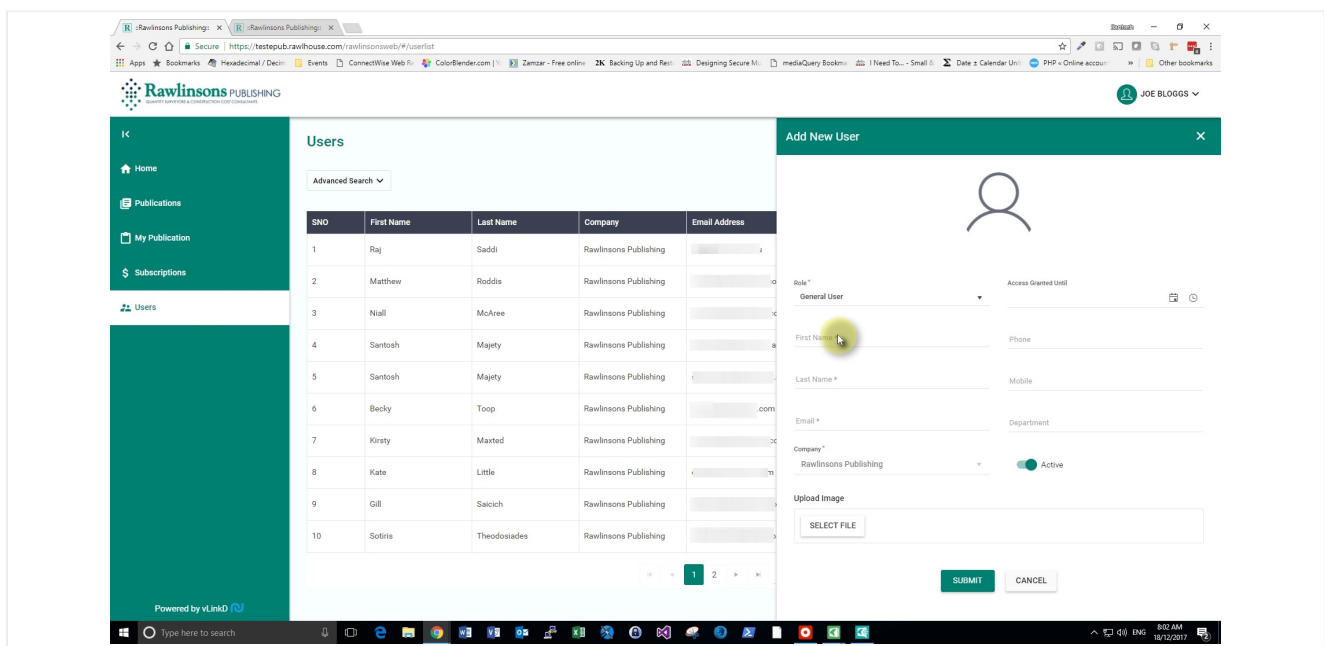
In this example we will create a General User who only has the privilege of viewing the assigned publications.

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

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form is titled 'Add New User' and includes a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of existing users and a form for adding a new user. The form fields are as follows:

SNO	First Name	Last Name	Company	Email Address
1	Raj	Saddi	Rawlinsons Publishing	
2	Matthew	Roddis	Rawlinsons Publishing	
3	Niall	McAree	Rawlinsons Publishing	
4	Santosh	Majety	Rawlinsons Publishing	
5	Santosh	Majety	Rawlinsons Publishing	
6	Becky	Toop	Rawlinsons Publishing	
7	Kirsty	Maxted	Rawlinsons Publishing	
8	Kate	Little	Rawlinsons Publishing	
9	Gill	Saich	Rawlinsons Publishing	
10	Sotiris	Theodosiades	Rawlinsons Publishing	

The 'Add New User' form fields are:

- Role: General User
- Access Granted Until: [empty]
- First Name: Jennifer
- Last Name: Bloggs (highlighted with a yellow circle)
- Phone: [empty]
- Mobile: [empty]
- Department: [empty]
- Company: Rawlinsons Publishing
- Active: [checked]
- Upload Image: [empty]

## Enter the Last Name of the User

## Enter the email address of the User

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form is titled 'Add New User' and includes a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of existing users and a form for adding a new user. The form fields are as follows:

SNO	First Name	Last Name	Company	Email Address
1	Raj	Saddi	Rawlinsons Publishing	
2	Matthew	Roddis	Rawlinsons Publishing	
3	Niall	McAree	Rawlinsons Publishing	
4	Santosh	Majety	Rawlinsons Publishing	
5	Santosh	Majety	Rawlinsons Publishing	
6	Becky	Toop	Rawlinsons Publishing	
7	Kirsty	Maxted	Rawlinsons Publishing	
8	Kate	Little	Rawlinsons Publishing	
9	Gill	Saich	Rawlinsons Publishing	
10	Sotiris	Theodosiades	Rawlinsons Publishing	

The 'Add New User' form fields are:

- Role: General User
- Access Granted Until: [empty]
- First Name: Jennifer
- Last Name: Bloggs
- Phone: [empty]
- Mobile: [empty]
- Department: [empty]
- Company: Rawlinsons Publishing
- Active: [checked]
- Upload Image: [empty]

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

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form includes fields for First Name, Last Name, Email, and Company. The 'Phone' field is highlighted with a yellow circle, indicating it is the next step in the process. The 'Email' field contains the text '1128908@mvrht.net'. The 'Company' field is set to 'Rawlinsons Publishing'. The 'Active' toggle is turned on. The 'SUBMIT' button is visible at the bottom right of the form.

SNO	First Name	Last Name	Company	Email Address
1	Raj	Saddi	Rawlinsons Publishing	
2	Matthew	Roddie	Rawlinsons Publishing	
3	Niall	McAree	Rawlinsons Publishing	
4	Santosh	Majety	Rawlinsons Publishing	
5	Santosh	Majety	Rawlinsons Publishing	
6	Becky	Toop	Rawlinsons Publishing	
7	Kirsty	Maxted	Rawlinsons Publishing	
8	Kate	Little	Rawlinsons Publishing	
9	Gill	Saich	Rawlinsons Publishing	
10	Sotiris	Theodosiades	Rawlinsons Publishing	

Ensure that the correct company details are displayed.

Enter the Contact Phone number of the User.

Enter the Mobile number of the User

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form includes fields for First Name, Last Name, Email, and Company. The 'Phone' field is highlighted with a yellow circle, indicating it is the next step in the process. The 'Email' field contains the text '1128908@mvrht.net'. The 'Company' field is set to 'Rawlinsons Publishing'. The 'Active' toggle is turned on. The 'SUBMIT' button is visible at the bottom right of the form.

SNO	First Name	Last Name	Company	Email Address
1	Raj	Saddi	Rawlinsons Publishing	
2	Matthew	Roddie	Rawlinsons Publishing	
3	Niall	McAree	Rawlinsons Publishing	
4	Santosh	Majety	Rawlinsons Publishing	
5	Santosh	Majety	Rawlinsons Publishing	
6	Becky	Toop	Rawlinsons Publishing	
7	Kirsty	Maxted	Rawlinsons Publishing	
8	Kate	Little	Rawlinsons Publishing	
9	Gill	Saich	Rawlinsons Publishing	
10	Sotiris	Theodosiades	Rawlinsons Publishing	

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

## Enter the appropriate department details

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form includes the following fields:

- First Name: Jennifer
- Last Name: Bloggs
- Email: t128908@mvrlt.net
- Phone: (08\_) 944-5567
- Mobile: (045) 577-5466
- Department: Publication (highlighted with a yellow circle)
- Company: Rawlinsons Publishing
- Active: ☒

The 'Submit' button is highlighted with a yellow circle.

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

Click "Submit" button to create the user

The screenshot shows the 'Add New User' form in the Rawlinsons Publishing system. The form includes the following fields:

- First Name: Jennifer
- Last Name: Bloggs
- Email: t128908@mvrlt.net
- Phone: (08\_) 944-5567
- Mobile: (045) 577-5466
- Department: Publication
- Company: Rawlinsons Publishing
- Active: ☒

The 'Submit' button is highlighted with a yellow circle.

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

The screenshot shows the Rawlinsons Publishing Users management interface. The left sidebar contains a navigation menu with the following items: Home, Publications, My Publication, Subscriptions (highlighted with a green circle), and Users. The main content area is titled 'Users' and features an 'Advanced Search' dropdown and an 'ADD NEW USER' button. Below this is a table listing 10 users. The table has columns for SNO, First Name, Last Name, Company, Email Address, Role, Phone, Status, and Actions. The users listed are: 1. Raj Saddi (Admin), 2. Matthew Roddis (Admin), 3. Niall McAree (Admin), 4. Santosh Majety (Licensee), 5. Santosh Majety (Admin), 6. Becky Toop (Admin), 7. Kirsty Marted (Admin), 8. Kate Little (Licensee), 9. Gill Saicich (General User), and 10. Sotiris Theodosiades (General User). The bottom of the page shows a Windows taskbar with the time 8:08 AM on 18/12/2017.

SNO	First Name	Last Name	Company	Email Address	Role	Phone	Status	Actions
1	Raj	Saddi	Rawlinsons Publishing		Admin	N/A	Active	
2	Matthew	Roddis	Rawlinsons Publishing		Admin		Active	
3	Niall	McAree	Rawlinsons Publishing		Admin	N/A	Active	
4	Santosh	Majety	Rawlinsons Publishing		Licensee	N/A	Active	
5	Santosh	Majety	Rawlinsons Publishing		Admin	N/A	Active	
6	Becky	Toop	Rawlinsons Publishing		Admin	N/A	Active	
7	Kirsty	Marted	Rawlinsons Publishing		Admin	N/A	Active	
8	Kate	Little	Rawlinsons Publishing		Licensee	N/A	Active	
9	Gill	Saicich	Rawlinsons Publishing		General User	N/A	Active	
10	Sotiris	Theodosiades	Rawlinsons Publishing		General User	N/A	Active	

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

Subscriptions

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order Number	Actions
1	Digital Rawlinsons Construction Cost Guide (2017)	2017	25	20	0	110 Views	N/A	
2	Digital Rawlinsons Australian Construction Handbook (2017)	2017	35	10	0	27 Views	N/A	
3	Digital Rawlinsons Australian Construction Handbook (2016)	2016	34	10	0	10 Views	N/A	
4	2018 - Matt	2018	1	10	0	3 Views	N/A	

Licensed Users

ASSIGN USER LICENSE

SNO	Name	Email	Statistics	Status	Actions
No records available.					

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

View the list of Licensed Users

Subscriptions

SNO	Title	Edition Year	Edition	Licensees	License in Use	Statistics	Order Number	Actions
1	Digital Rawlinsons Construction Cost Guide (2017)	2017	25	20	0	110 Views	N/A	
2	Digital Rawlinsons Australian Construction Handbook (2017)	2017	35	10	0	27 Views	N/A	
3	Digital Rawlinsons Australian Construction Handbook (2016)	2016	34	10	0	10 Views	N/A	
4	2018 - Matt	2018	1	10	0	3 Views	N/A	

Licensed Users

ASSIGN USER LICENSE

SNO	Name	Email	Statistics	Status	Actions
1	Raj Saggi		48 Views	Active	
2	Matthew Roddis		19 Views	Active	

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



## Click on "Assign User License"

The screenshot shows the Rawlinsons Publishing web application interface. On the left is a teal sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of publications at the top and a 'Licensed Users' section below. The 'Licensed Users' section includes a search bar and a table with columns: SNO, Name, Email, Statistics, Status, and Actions. A green button labeled 'ASSIGN USER LICENSE' is highlighted with a yellow circle in the top right corner of the 'Licensed Users' section.

SNO	Name	Email	Statistics	Status	Actions
1	Raj Saggi		48 Views	Active	
2	Matthew Roddis		19 Views	Active	
3	Niall McAree		5 Views	Active	
4	Santosh Majety		0 Views	InActive	
5	Santosh Majety		6 Views	Active	

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

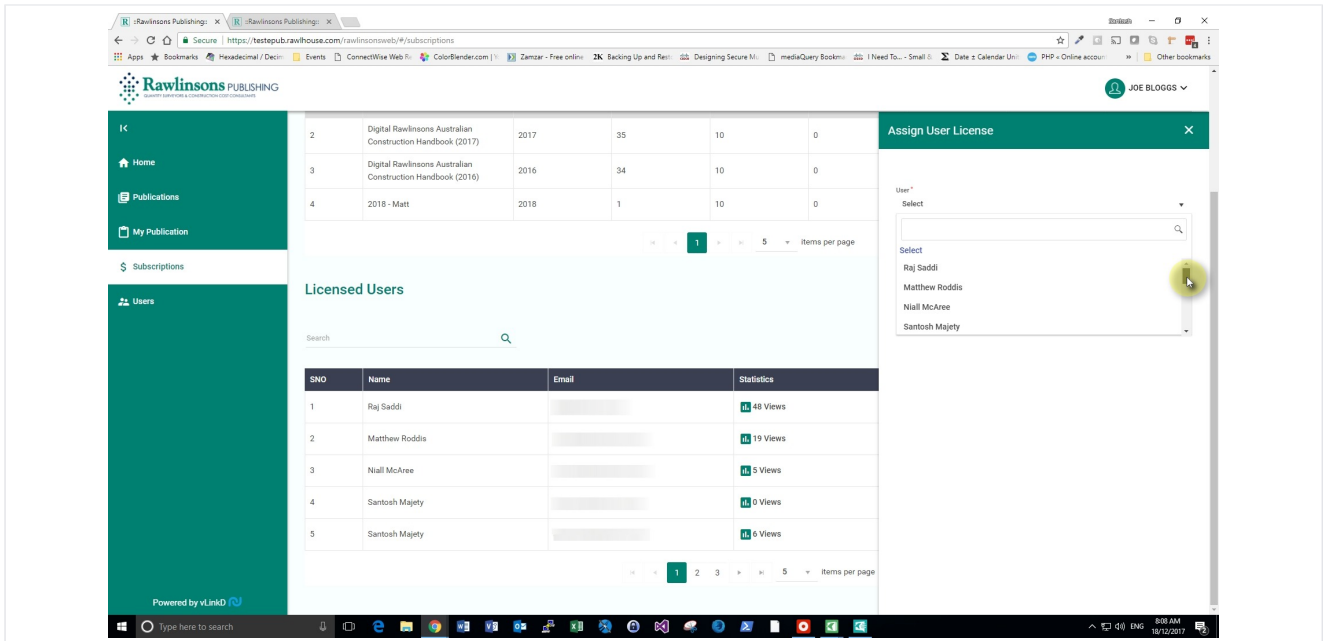
## Select a User from the list of Users

This screenshot shows the same Rawlinsons Publishing web application, but with the 'Assign User License' modal open on the right side. The modal contains a 'User' dropdown menu with a 'Select' button highlighted by a yellow circle. Below the dropdown is a radio button labeled 'Active'. At the bottom of the modal are 'SUBMIT' and 'CANCEL' buttons. The background 'Licensed Users' table is still visible.

SNO	Name	Email	Statistics
1	Raj Saggi		48 Views
2	Matthew Roddis		19 Views
3	Niall McAree		5 Views
4	Santosh Majety		0 Views
5	Santosh Majety		6 Views

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

Scroll down to select an appropriate user

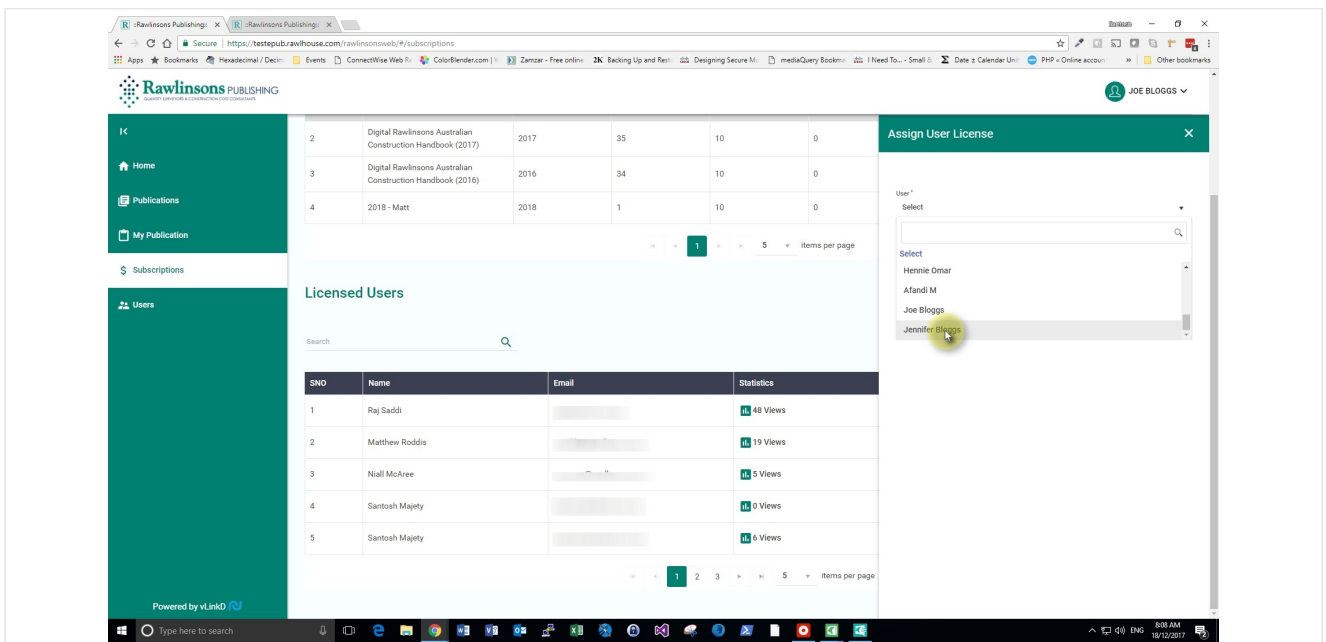


The screenshot shows the Rawlinsons Publishing website interface. On the left, there is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of publications and a section titled 'Licensed Users'. The 'Assigned User License' dialog box is open on the right, showing a list of users to select from. The users listed are Raj Saddi, Matthew Roddis, Niall McAree, and Santosh Majety. A yellow circle highlights the dropdown menu in the dialog box.

SNO	Name	Email	Statistics
1	Raj Saddi		48 Views
2	Matthew Roddis		19 Views
3	Niall McAree		5 Views
4	Santosh Majety		0 Views
5	Santosh Majety		0 Views

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

Select the User



The screenshot shows the Rawlinsons Publishing website interface. On the left, there is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of publications and a section titled 'Licensed Users'. The 'Assigned User License' dialog box is open on the right, showing a list of users to select from. The users listed are Hermie Omar, Afandi M, Joe Bloggs, and Jennifer Bloggs. A yellow circle highlights the dropdown menu in the dialog box.

SNO	Name	Email	Statistics
1	Raj Saddi		48 Views
2	Matthew Roddis		19 Views
3	Niall McAree		5 Views
4	Santosh Majety		0 Views
5	Santosh Majety		0 Views

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

Ensure that the Active toggle is on

The screenshot shows the Rawlinsons Publishing web application interface. On the left is a dark green sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area is divided into two sections. The top section displays a table of publications with columns for SNO, Name, Year, and Statistics. The bottom section, titled 'Licensed Users', contains a search bar and a table of users with columns for SNO, Name, Email, and Statistics. A modal window titled 'Assign User License' is open on the right, showing a dropdown menu for 'User\*' with 'Jennifer Bloggs' selected. Below the dropdown is a toggle switch labeled 'Active' which is currently turned on. At the bottom of the modal are 'SUBMIT' and 'CANCEL' buttons. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 9:08 AM on 10/12/2017.

SNO	Name	Email	Statistics
1	Raj Saggi		48 Views
2	Matthew Roddis		19 Views
3	Niall McAree		5 Views
4	Santosh Majety		0 Views
5	Santosh Majety		0 Views

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

The screenshot shows the 'Subscriptions' page in the Rawlinsons Publishing system. The left sidebar contains navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area is divided into two sections: 'Subscriptions' and 'Licensed Users'.

**Subscriptions Table:**

SNO	Title	Edition Year	Edition	Licenses	License in Use	Statistics	Order Number	Actions
1	Digital Rawlinsons Construction Cost Guide (2017)	2017	25	20	0	110 Views	N/A	
2	Digital Rawlinsons Australian Construction Handbook (2017)	2017	35	10	0	27 Views	N/A	
3	Digital Rawlinsons Australian Construction Handbook (2016)	2016	34	10	0	10 Views	N/A	
4	2018 - Matt	2018	1	10	0	3 Views	N/A	

**Licensed Users Table:**

SNO	Name	Email	Statistics	Status	Actions
1	Raj Sadi		48 Views	Active	
2	Matthew Roddis		19 Views	Active	

The 'Licensed Users' section includes a search bar and an 'ASSIGN USER LICENSE' button. The bottom of the page shows a Windows taskbar with the time 8:08 AM on 18/12/2017.

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

The screenshot shows the 'Licensed Users' page in the Rawlinsons Publishing system. The left sidebar contains navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of licensed users. A green circle highlights the 'ASSIGN USER LICENSE' button in the top right corner of the table.

**Licensed Users Table:**

SNO	Name	Email	Statistics	Status	Actions
1	Raj Sadi		14 Views	Active	
2	Niall McAree		0 Views	Active	
3	Kirsty Maxted		0 Views	Active	
4	Matthew Roddis		9 Views	Active	
5	Gill Saich		0 Views	Active	
6	Kate Little		0 Views	Active	
7	Becky Toop		0 Views	Active	
8	Sotiris Theodosiades		0 Views	Active	
9	Hennie Omar		0 Views	Active	
10	Santosh Majety		0 Views	InActive	
11	Santosh Majety		4 Views	Active	

The bottom of the page shows a Windows taskbar with the time 8:09 AM on 18/12/2017.

## Repeating the assignment process

The screenshot shows the Rawlinsons Publishing web application interface. On the left is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main area displays a table of users with columns for SNO, Name, Email, and Statistics. The table contains 11 rows of user data. On the right, the 'Assign User License' dialog box is open, showing a 'User\*' dropdown menu, an 'Active' toggle switch, and 'SUBMIT' and 'CANCEL' buttons. The 'SUBMIT' button is highlighted with a yellow circle.

SNO	Name	Email	Statistics
1	Raj Saddi	raja@vlinkd.com.au	14 Views
2	Niall McAree	nmcaree@rawlhouse.com	0 Views
3	Kirsty Maxted	kmated@rawlhouse.com	0 Views
4	Matthew Roddis	mroddis@rawlhouse.com	9 Views
5	Gill Saicich	gsaicich@rawlhouse.com	0 Views
6	Kate Little	clittle@rawlhouse.com	0 Views
7	Becky Toop	btoop@rawlhouse.com	0 Views
8	Sotiris Theodosiades	stheodosiades@rawlhouse.com	0 Views
9	Hennie Omar	homar@rawlhouse.com	0 Views
10	Santosh Majety	santosm@vlinkd.com.au	0 Views
11	Santosh Majety	santoshm@vlinkd.com.au	4 Views

## Repeating the assignment process

The screenshot shows the Rawlinsons Publishing web application interface. On the left is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main area displays a table of users with columns for SNO, Name, Email, and Statistics. The table contains 11 rows of user data. On the right, the 'Assign User License' dialog box is open, showing a 'User\*' dropdown menu that is expanded to show a list of users. The 'SUBMIT' button is highlighted with a yellow circle.

SNO	Name	Email	Statistics
1	Raj Saddi	raja@vlinkd.com.au	14 Views
2	Niall McAree	nmcaree@rawlhouse.com	0 Views
3	Kirsty Maxted	kmated@rawlhouse.com	0 Views
4	Matthew Roddis	mroddis@rawlhouse.com	9 Views
5	Gill Saicich	gsaicich@rawlhouse.com	0 Views
6	Kate Little	clittle@rawlhouse.com	0 Views
7	Becky Toop	btoop@rawlhouse.com	0 Views
8	Sotiris Theodosiades	stheodosiades@rawlhouse.com	0 Views
9	Hennie Omar	homar@rawlhouse.com	0 Views
10	Santosh Majety	santosm@vlinkd.com.au	0 Views
11	Santosh Majety	santoshm@vlinkd.com.au	4 Views

## Repeating the assignment process

The screenshot shows the Rawlinsons Publishing portal interface. On the left is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of users with columns for SNO, Name, Email, and Statistics. A modal titled 'Assign User License' is open on the right, showing a dropdown menu with 'Jennifer Bloggs' selected and an 'Assign' button. The table data is as follows:

SNO	Name	Email	Statistics
1	Raj Saddi	raja@vlinkd.com.au	14 Views
2	Niall McAree	nmcaree@rawhouse.com	0 Views
3	Kirsty Maxted	kmxated@rawhouse.com	0 Views
4	Matthew Roddis	mroddis@rawhouse.com	9 Views
5	Gill Saicich	gsaicich@rawhouse.com	0 Views
6	Kate Little	clittle@rawhouse.com	0 Views
7	Becky Toop	btoop@rawhouse.com	0 Views
8	Sotiris Theodosiades	stheodosiades@rawhouse.com	0 Views
9	Hennie Omar	homar@rawhouse.com	0 Views
10	Santosh Majety	santoshm@vlinkd.com.au	0 Views
11	Santosh Majety	santoshm@vlinkd.com.au	4 Views

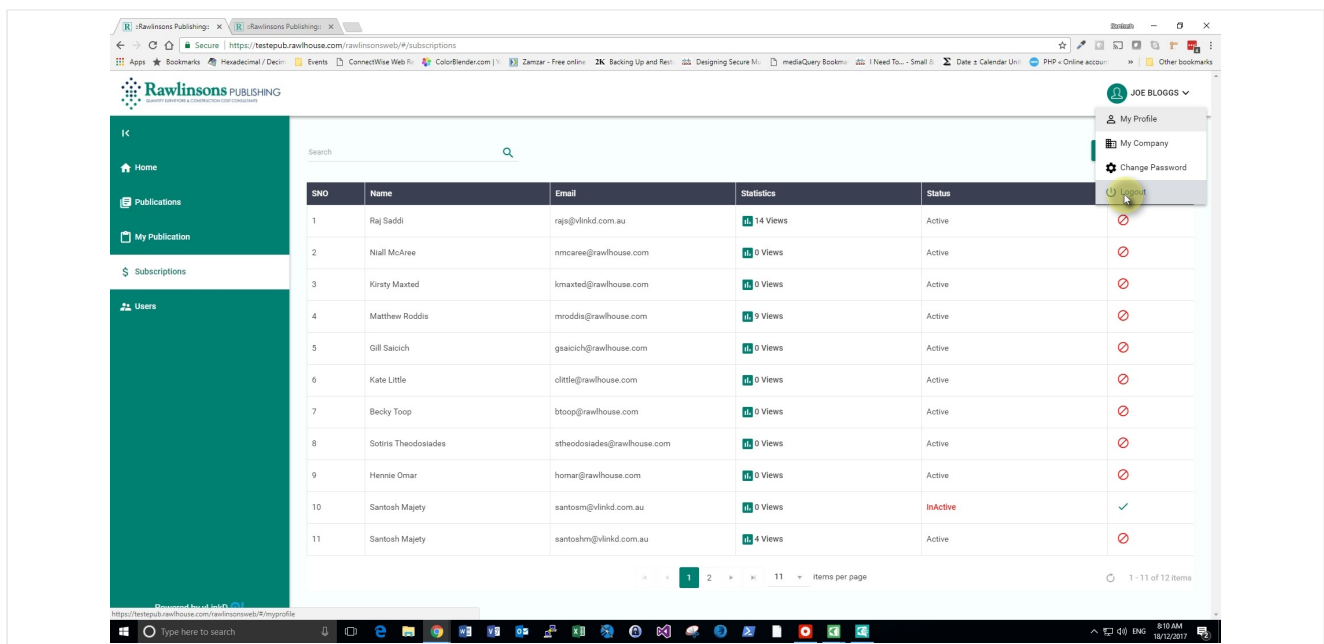
## Click on the User Profile Link

The screenshot shows the Rawlinsons Publishing portal interface. On the left is a sidebar with navigation links: Home, Publications, My Publication, Subscriptions, and Users. The main content area displays a table of users with columns for SNO, Name, Email, Statistics, Status, and Actions. A modal titled 'Assign User License' is open on the right, showing a dropdown menu with 'Jennifer Bloggs' selected and an 'Assign' button. The table data is as follows:

SNO	Name	Email	Statistics	Status	Actions
1	Raj Saddi	raja@vlinkd.com.au	14 Views	Active	⊘
2	Niall McAree	nmcaree@rawhouse.com	0 Views	Active	⊘
3	Kirsty Maxted	kmxated@rawhouse.com	0 Views	Active	⊘
4	Matthew Roddis	mroddis@rawhouse.com	9 Views	Active	⊘
5	Gill Saicich	gsaicich@rawhouse.com	0 Views	Active	⊘
6	Kate Little	clittle@rawhouse.com	0 Views	Active	⊘
7	Becky Toop	btoop@rawhouse.com	0 Views	Active	⊘
8	Sotiris Theodosiades	stheodosiades@rawhouse.com	0 Views	Active	⊘
9	Hennie Omar	homar@rawhouse.com	0 Views	Active	⊘
10	Santosh Majety	santoshm@vlinkd.com.au	0 Views	InActive	✓
11	Santosh Majety	santoshm@vlinkd.com.au	4 Views	Active	⊘

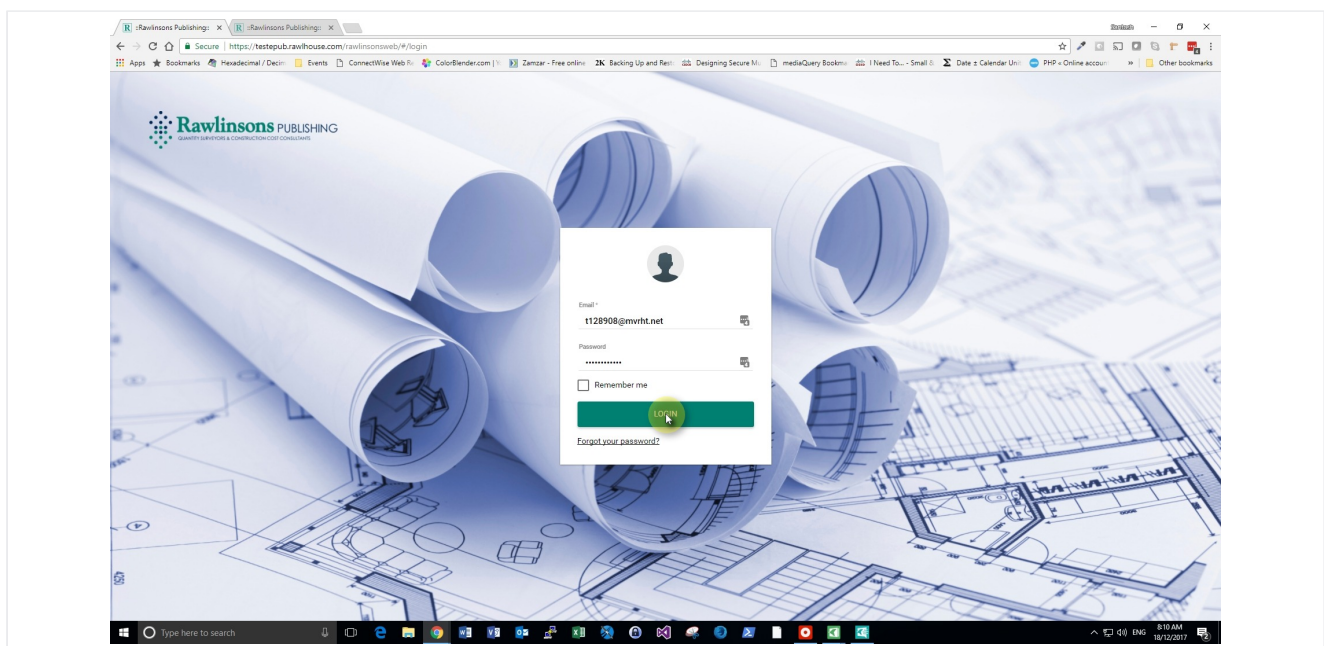
After assigning the new user to the appropriate publication if you wish to log out then click on the User Profile Link on the top right hand corner of the portal.

Click on the Logout button



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

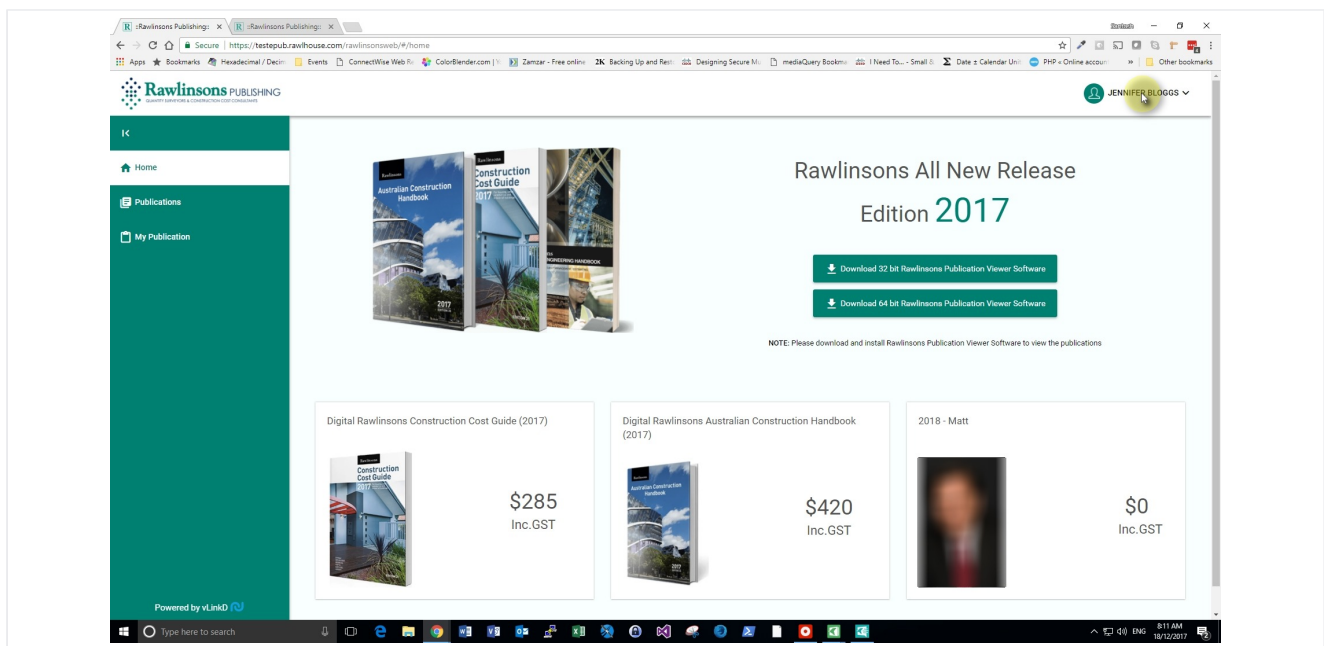
Login as the New User



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.

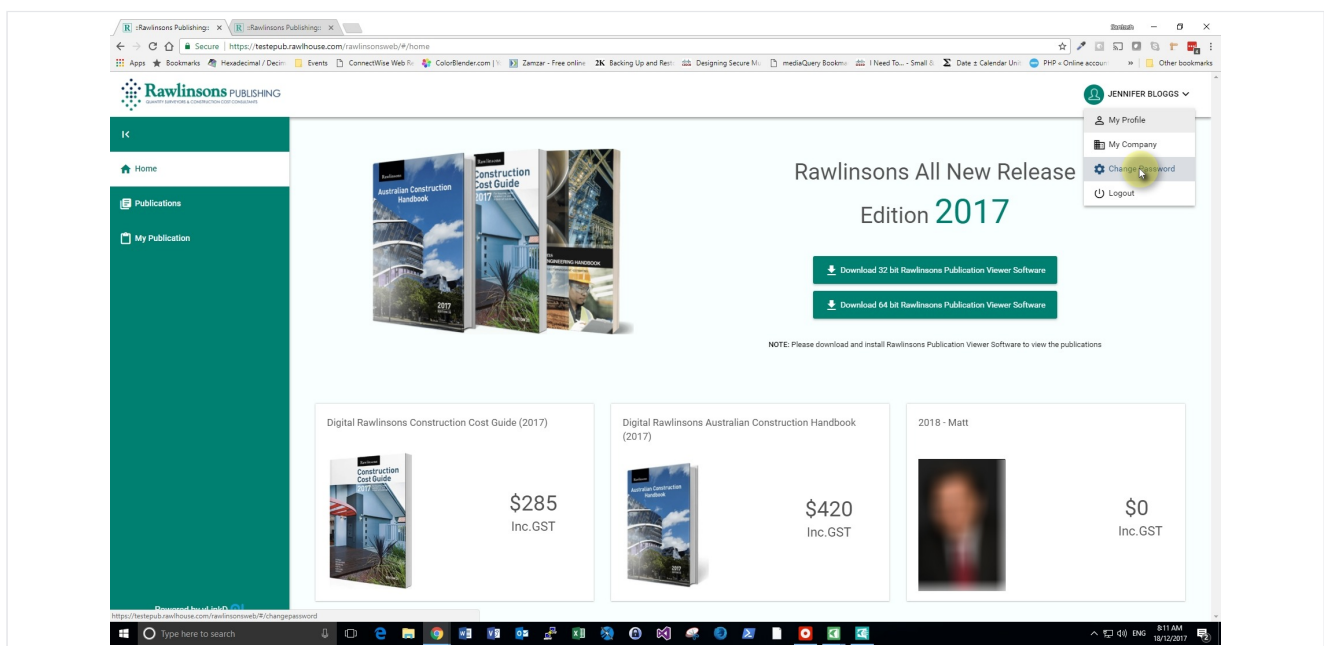


## Click on the User Profile



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.

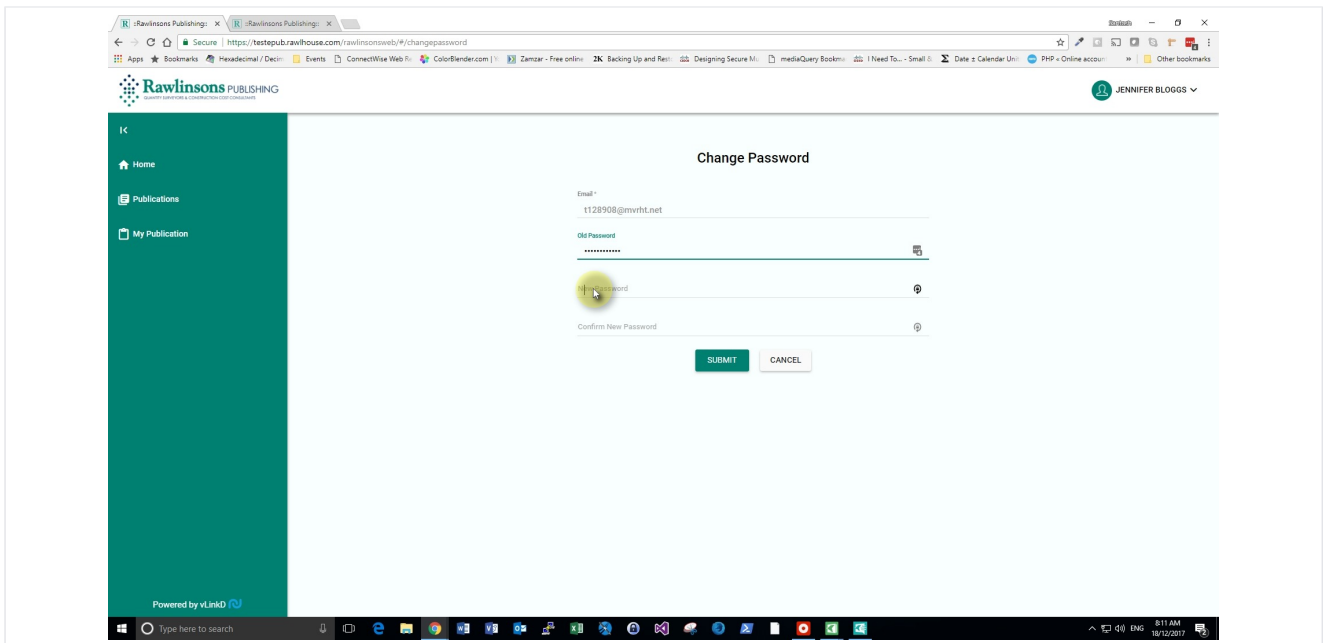
# Type the Old password

The screenshot shows a web browser window with the URL <https://testpub.rawlinsonspublishing.com/changepassword>. The page is titled "Change Password" and features a teal sidebar on the left with links for "Home", "Publications", and "My Publication". The main content area contains a form with the following fields: "Email" (pre-filled with "t128908@mvrlt.net"), "Old Password" (with a yellow circular cursor icon), "New Password", and "Confirm New Password". Each password field has a strength indicator icon to its right. At the bottom of the form are "SUBMIT" and "CANCEL" buttons. The browser's address bar and taskbar are visible at the top and bottom of the window.

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



The screenshot shows a web browser window with the URL <https://testpub.rawlinsonhouse.com/rawlinsonsweb/#/changepassword>. The page is titled "Change Password" and features a teal sidebar on the left with links for Home, Publications, and My Publication. The main content area contains a form with the following fields:

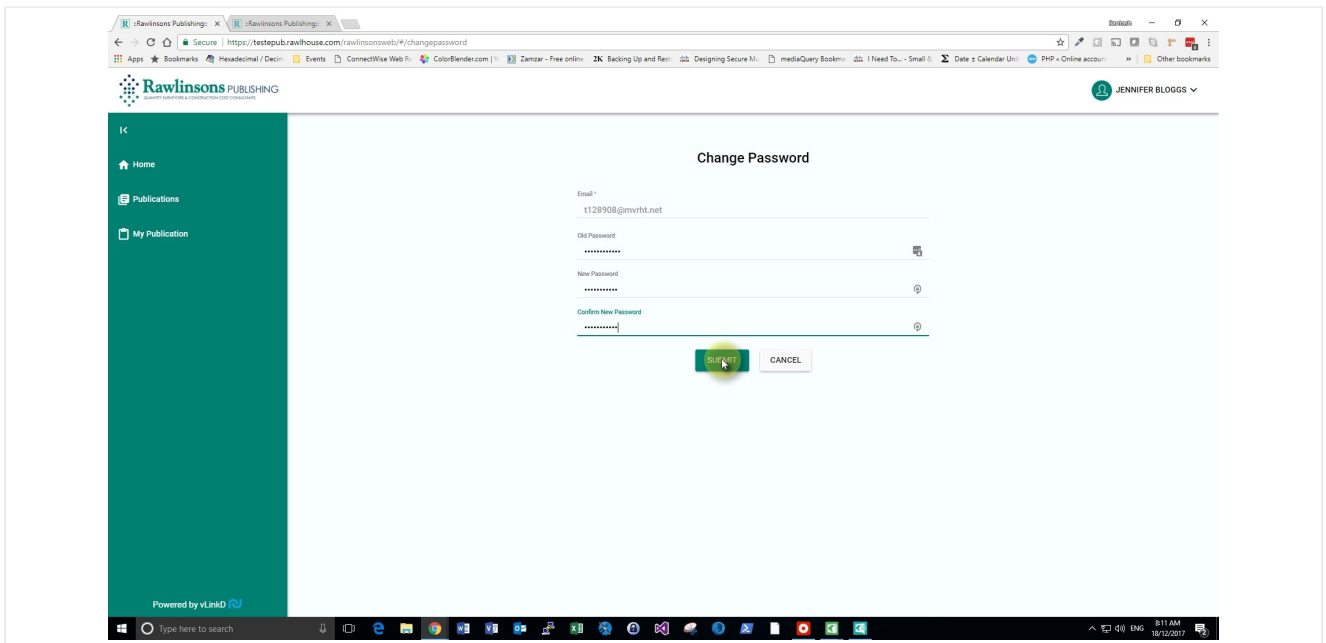
- Email: 1128908@mvvht.net
- Old Password: [masked with asterisks]
- New Password: [masked with asterisks]
- Confirm New Password: [masked with asterisks]

At the bottom of the form are two buttons: "SUBMIT" and "CANCEL". The footer of the page indicates it is "Powered by vLinkD".

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.

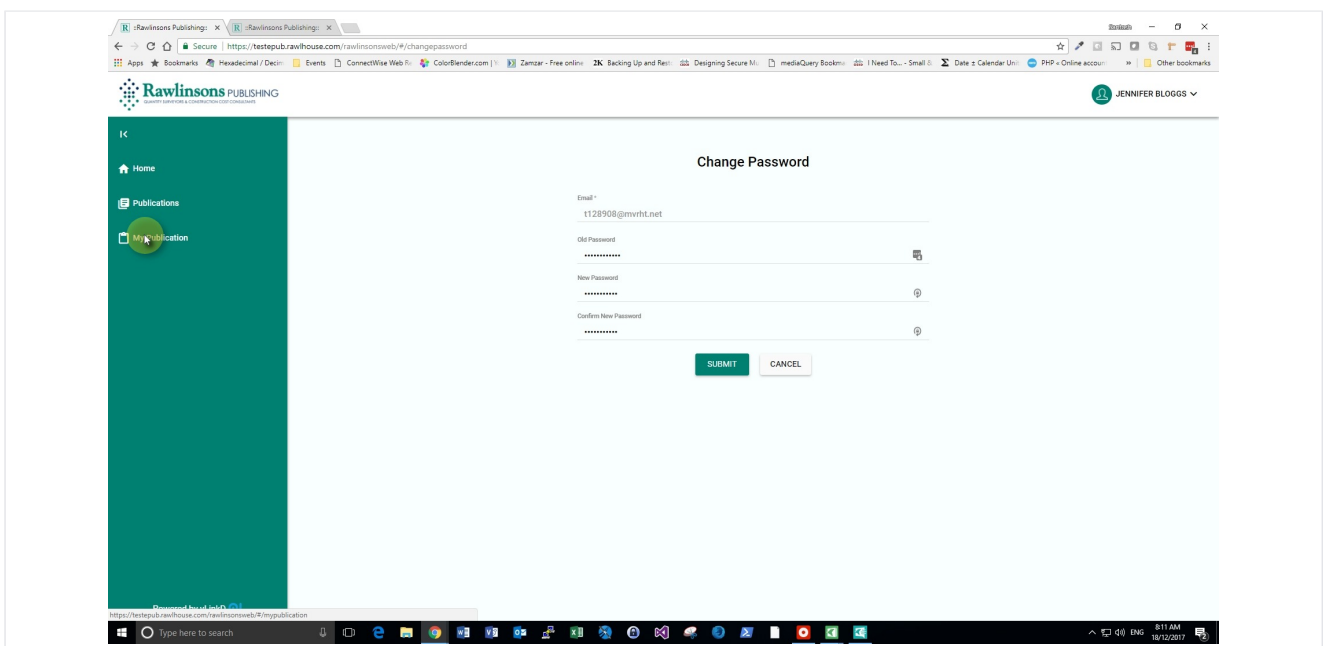
Repeat your preferred password



The screenshot shows a web browser window with the URL <https://testpub.rawlinsonspublishing.com/rawlinsonsweb/#/changepassword>. The page is titled "Change Password" and features a teal sidebar on the left with navigation links: "Home", "Publications", and "My Publication". The main content area contains a form with the following fields: "Email" (pre-filled with "t128908@mvvht.net"), "Old Password", "New Password", and "Confirm New Password". Each password field has a strength indicator icon on the right. At the bottom of the form are two buttons: "SUBMIT" (highlighted with a green circle) and "CANCEL". The footer of the page indicates it is "Powered by vLinkd".

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

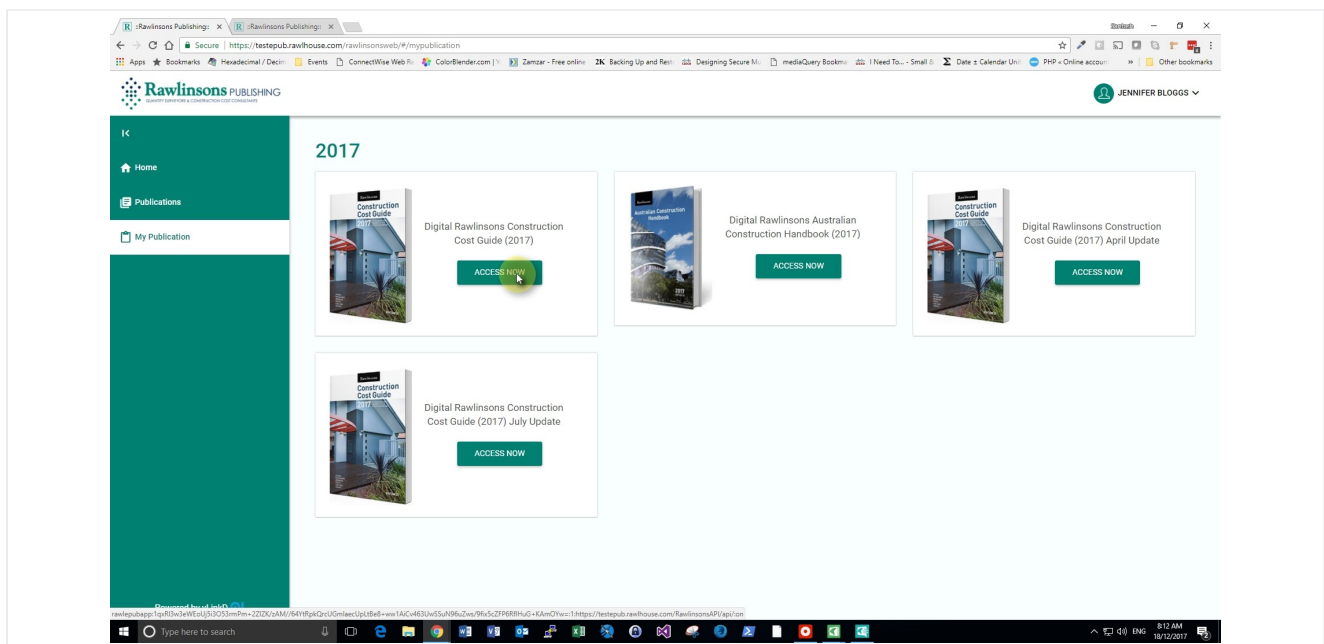
Click on the "My Publication" section



This screenshot is identical to the one above, showing the "Change Password" form. However, a green circle highlights the "My Publication" link in the teal sidebar, indicating the next step in the process. The "SUBMIT" button remains highlighted with a green circle.

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

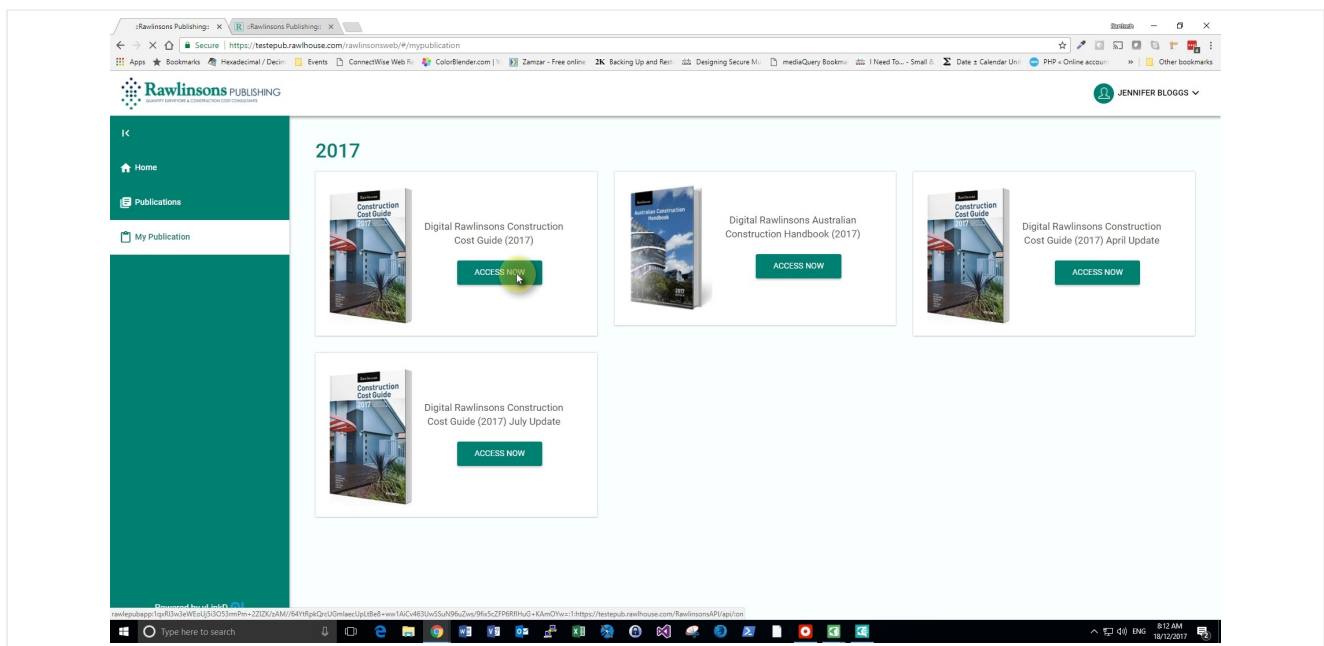
Ensure that there are publications listed in order to access them



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.

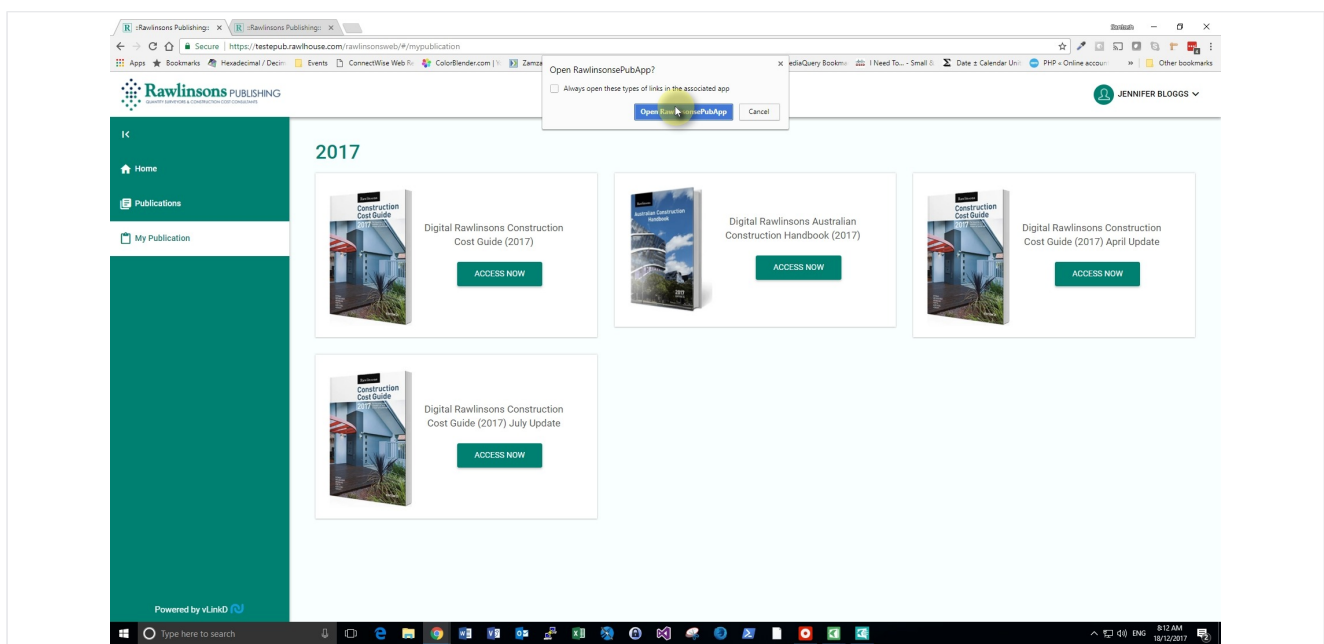
Click on the "Access Now"



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

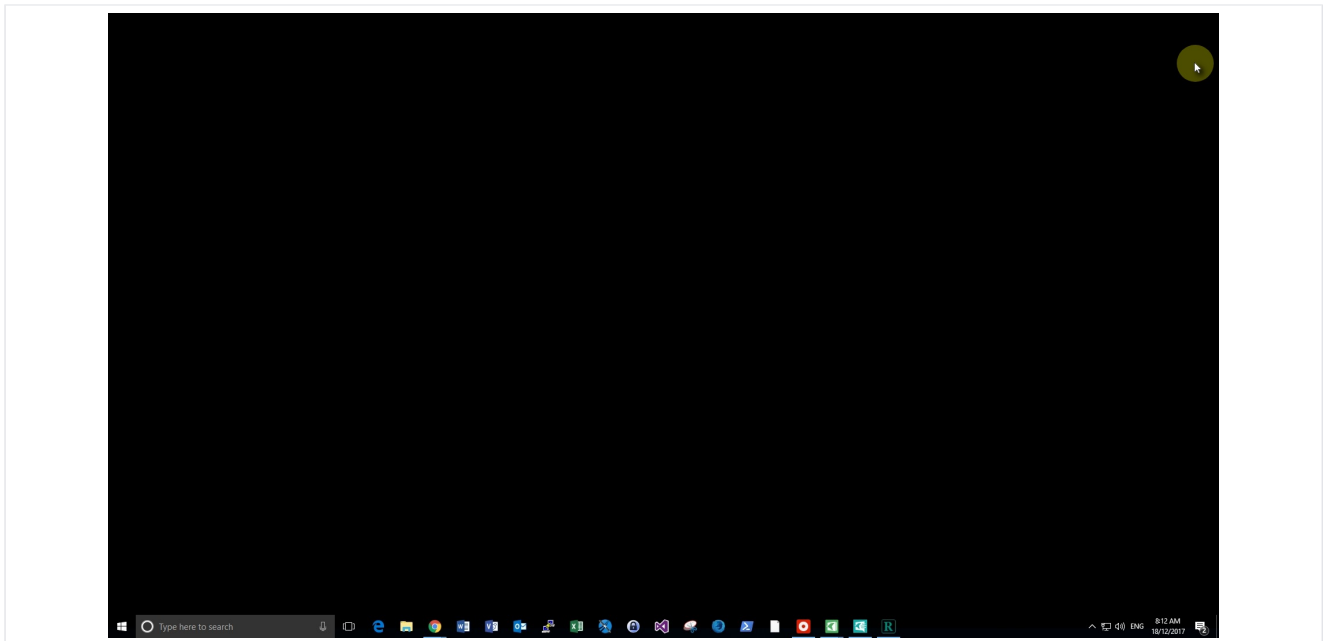
Note: If you have been assigned a publication and if there are any supplementary publications available. they will all be displayed in this section as an "Update"

Click on "Open RawlhouseseePubApp" button



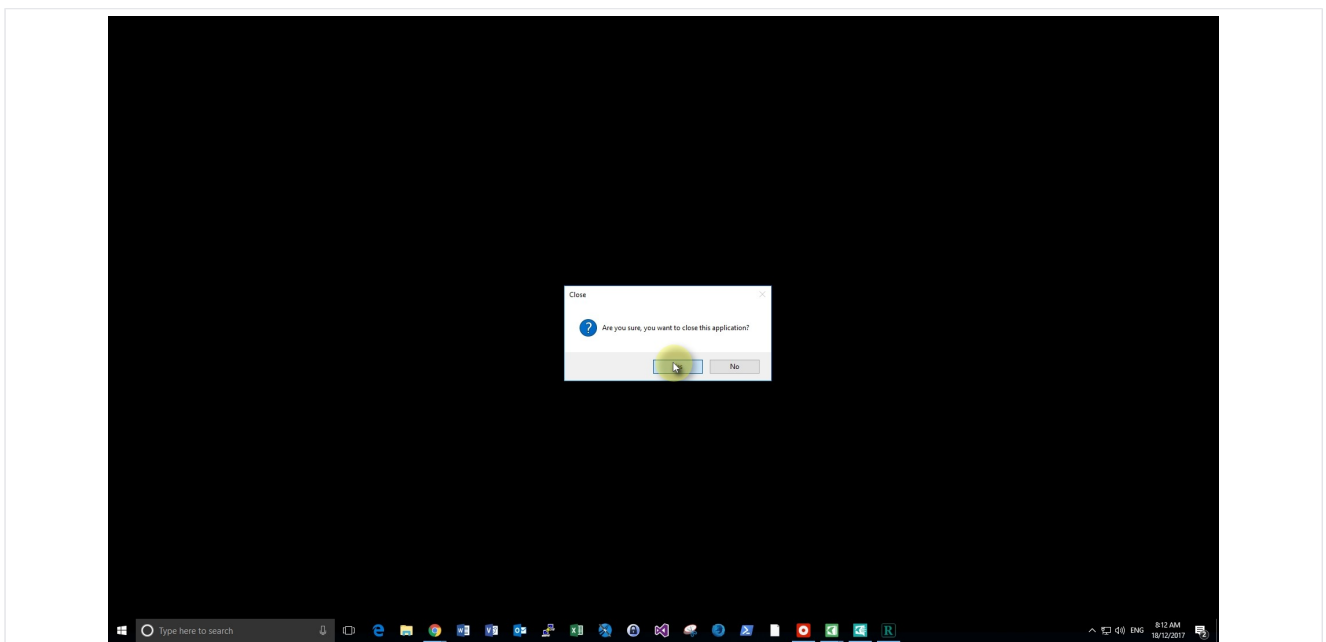
Click on the Open button in order to open the publication in the Viewer Software.

Click on "Close" button



The Viewer Software does not allow to take any screenshots hence it is represented as a blank screen.

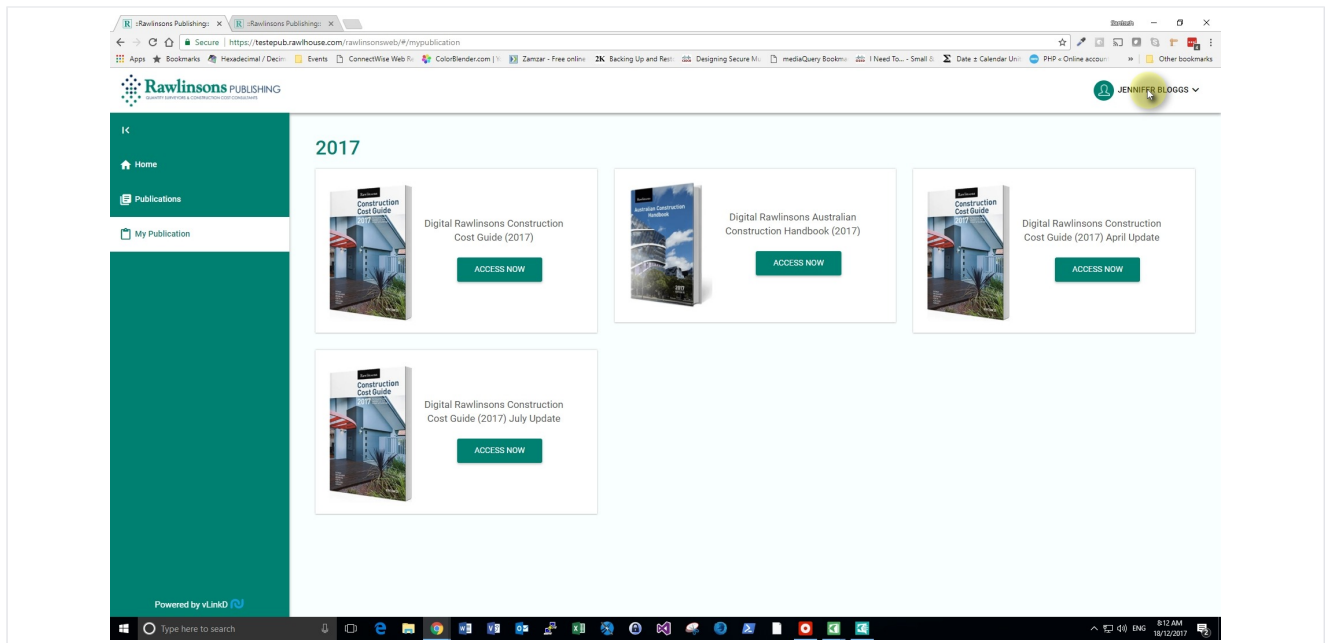
Click on "Yes" to close the Viewer Software



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

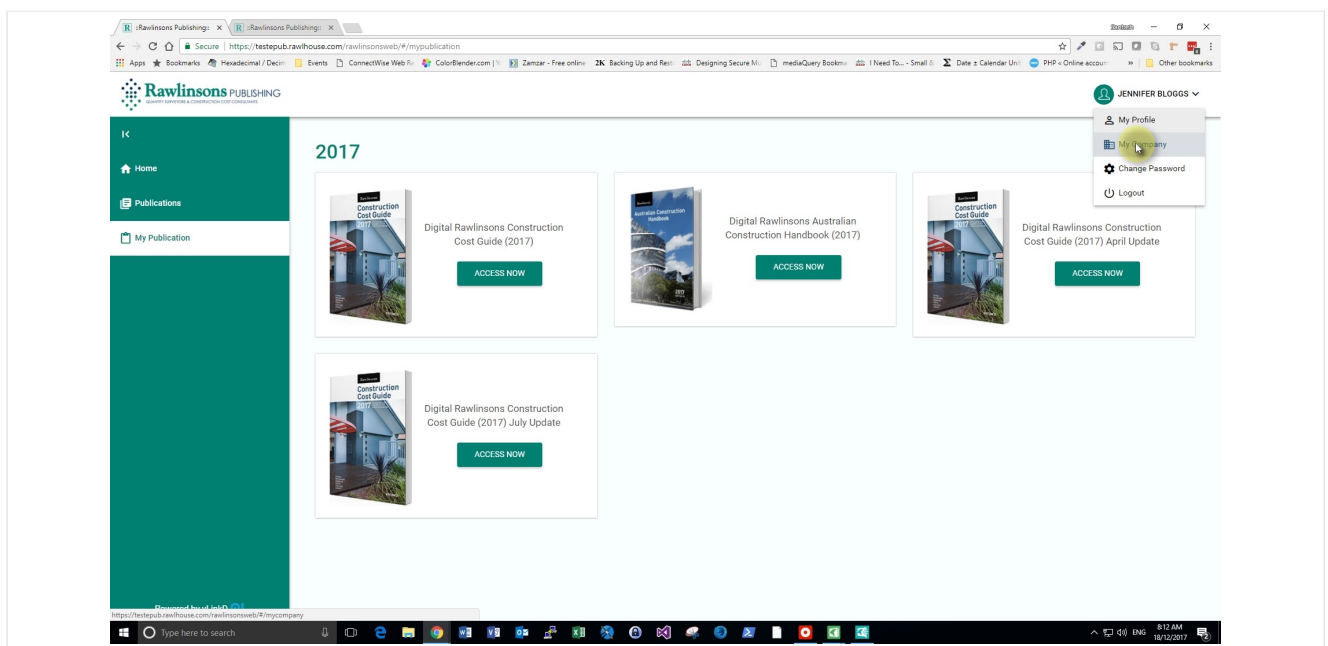


Click on "User Profile" Link



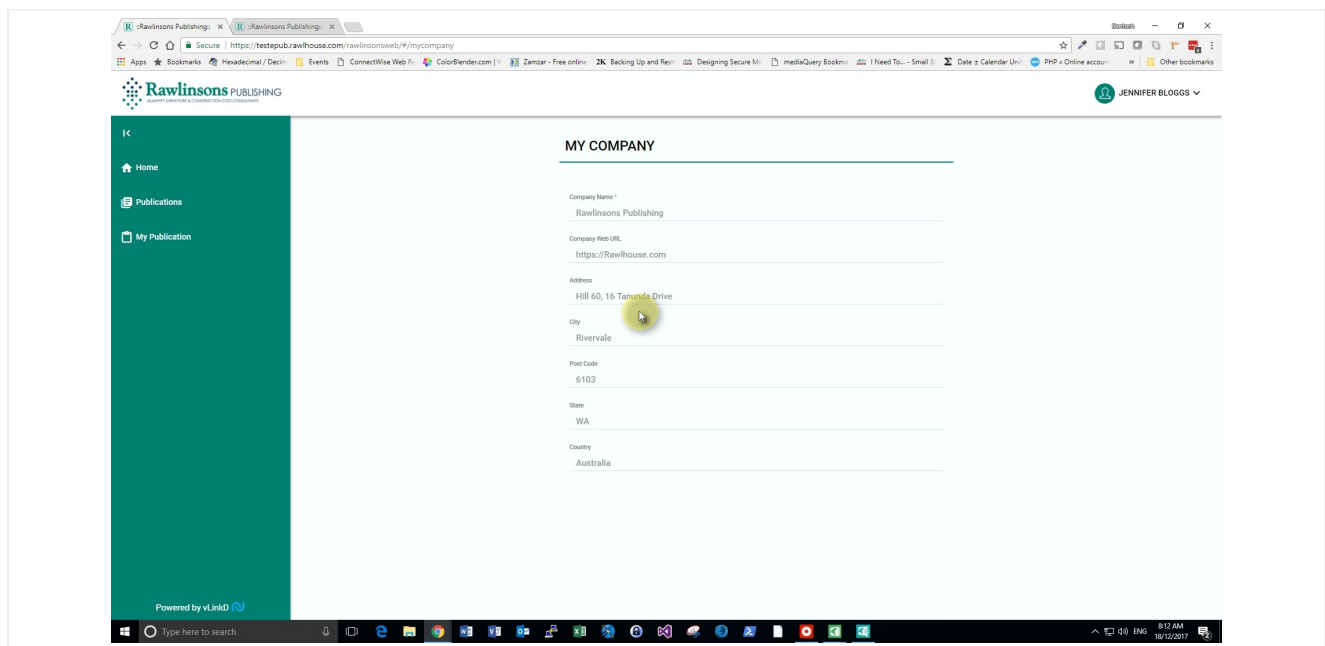
Click on the user profile link

Click on "My Company" details link



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

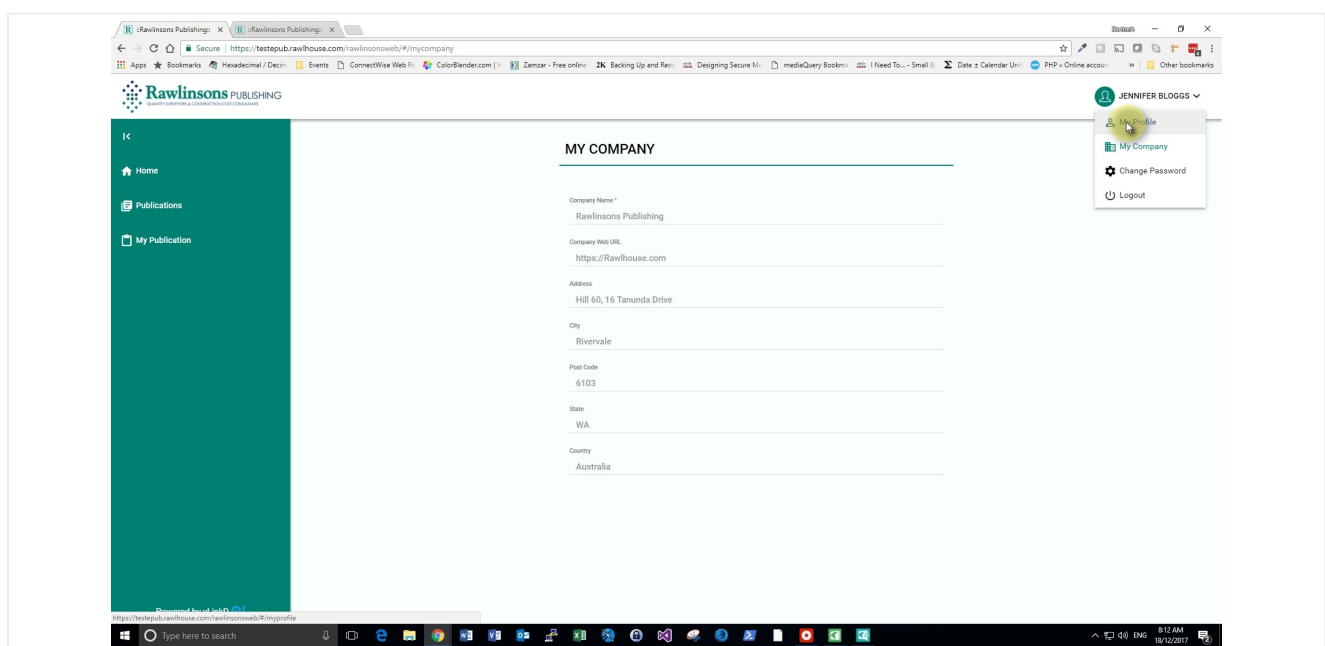
## View your Company Details registered on the System



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

The screenshot shows a web browser window displaying the 'MY PROFILE' page of the Rawlinsons Publishing system. The browser's address bar shows the URL <https://testpub.rawlinsonspublishing.com/myprofile>. The page has a teal sidebar on the left with navigation links: 'Home', 'Publications', and 'My Publication'. The main content area is titled 'MY PROFILE' and features a user profile for 'Jennifer Bloggs' with the email '1128908@rawlinsonspublishing.com'. Below the profile information, there are input fields for 'Phone \*' (containing '(045) 577-5466'), 'Role \*' (set to 'General User'), and 'Department' (set to 'Publication'). An 'Upload image' section includes a 'SELECT FILES...' button. At the bottom of the form, there are two buttons: a green 'SUBMIT' button and a grey 'CANCEL' button. The page footer indicates it is 'Powered by vLinkD'.

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.