

Administrator Quick Guide 5.0

Remote Request User Registration Set-Up



NOTE: This is a TeamWORKS Administrator Function. TeamWORKS Support can assist with these steps.

Login to TeamWORKS WEB

Please Log In

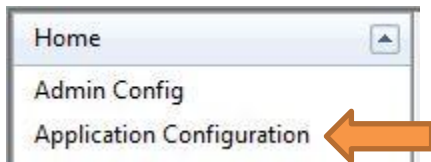
User Name:

Password:

Log In

If you need an Account, you can [Register](#)

From the main menu, Click on the **Home** tab then Select **Application Configuration**



You will then need to select the **App Config** tab on the far right at the top of the page.



Administrator Quick Guide 5.0

Remote Request User Registration Set-Up



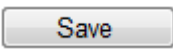
General Application Configuration

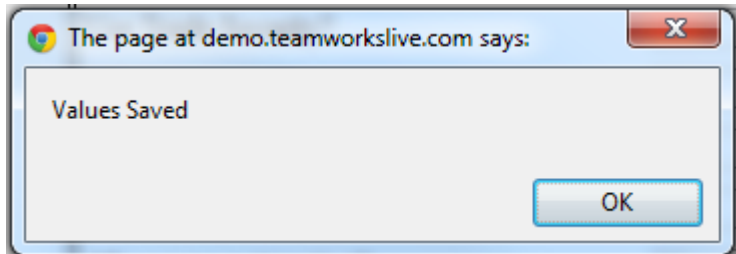
Work Order Description Character Limit	1000
Document Attach Module Web Apps	yes
Document Attach Module Remote Request	yes
Document Attach Path	
Email Configuration	Local
Allow Negative Inventory Balances	False
From for Email Trigger.	
Subject for Email Trigger.	
Work Order Printed Format	WOFormat 1
Use Trade Security?	No
Allow password reset.	No
Show My WorkOrders	Yes
Use Room Number	Yes
Allow user registration?	Yes
Email contact on new Organizations.	No

Login Page Message

Save

Ensure that the Allow user registration is set to YES.

Then click the save button 



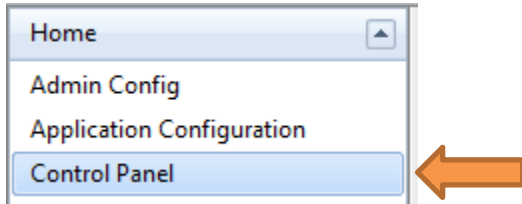
You will then be prompted with  click OK

Administrator Quick Guide 5.0

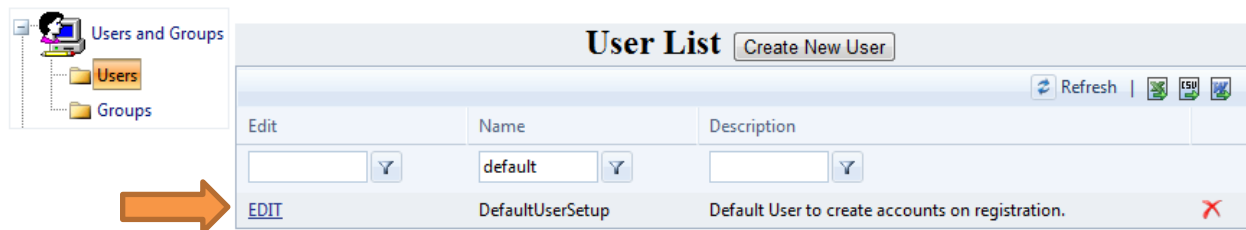
Remote Request User Registration Set-Up



You will then need to setup a default user by going back to the main menu and selecting **Control Panel**.



Find the Default user setup under users (this is usually already created with the database update).



You will then need to EDIT the user. Do so by clicking [EDIT](#) at the left.

Once you click on EDIT, the following screen will appear.

A screenshot of the user edit form. It has three tabs: 'General', 'Member Of', and 'Locations'. The 'General' tab is active. Below the tabs is a section for 'Field Level Security'. The form contains the following fields and options:

- User Name: DefaultUserSetup
- Password: [Empty text box]
- Confirm Password: [Empty text box]
- Description: Default User to create accounts on registration.
- Password never expires
- Account is disabled

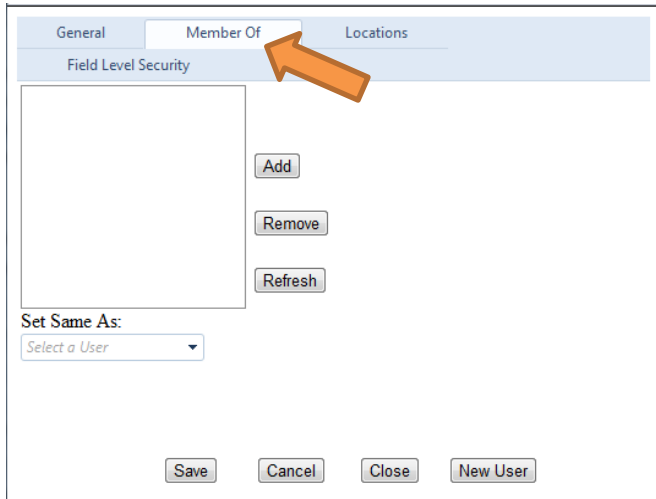
At the bottom are four buttons: Save, Cancel, Close, and New User.

Administrator Quick Guide 5.0

Remote Request User Registration Set-Up



Select the **Member of** tab at the top of the screen

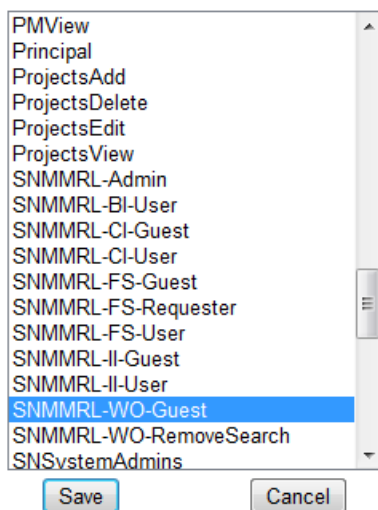


Select the permissions you wish the users who will register to have default permissions and locations.

Then click 

NOTE: you can select multiple permissions by holding the CTRL key down and making selections.

(in the below example, SNMMRL-WO- Guest was selected) *See Control panel documentation for understanding permissions.*



Administrator Quick Guide 5.0

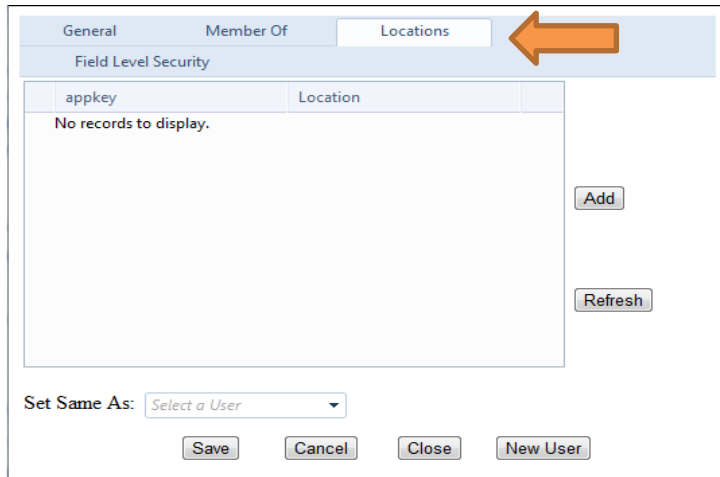
Remote Request User Registration Set-Up



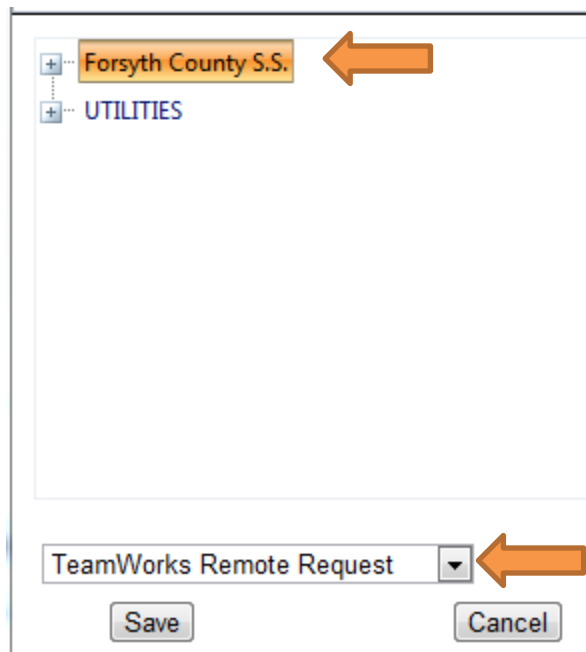
To assign Locations Select the **Locations** Tab at the top of the page.

You can assign locations by clicking the **Add** button.

NOTE: see Location Editor for setting specific locations that are available for Event scheduling.



Click on the location(s) you would like to select. Select **TeamWORKS Remote Request** from the dropdown at the bottom of the page and click **Save**



Administrator Quick Guide 5.0

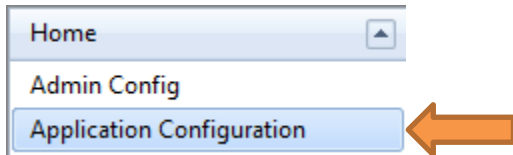
Remote Request User Registration Set-Up



Then click  on the Control Panel

You will then need to setup the Terms of Service section of the user registration:

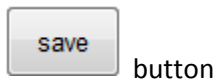
Go back to the main menu and select **Application Configuration**



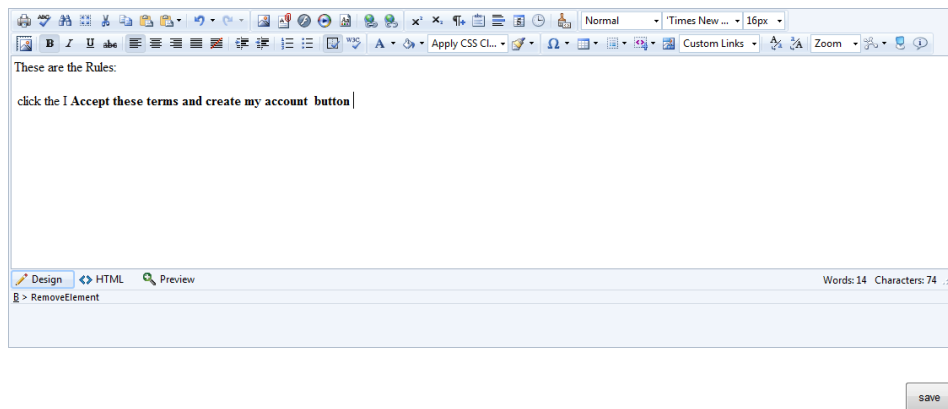
Click on the **Welcome Config** tab at the top of the screen.



In the New User Registration Configuration window, enter the terms of service information and Click the



New User Registration Configuration



You have successfully setup the User Registration portion of Remote Request. Once the users have registered they will appear as users in the control panel and you can edit or delete them as you desire.

Customer Support

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