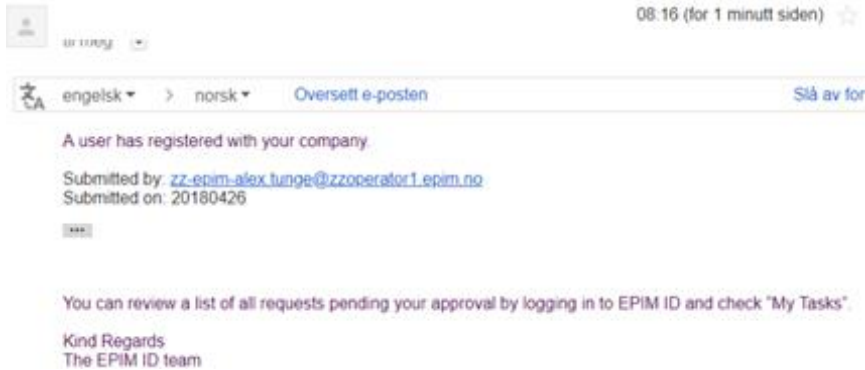
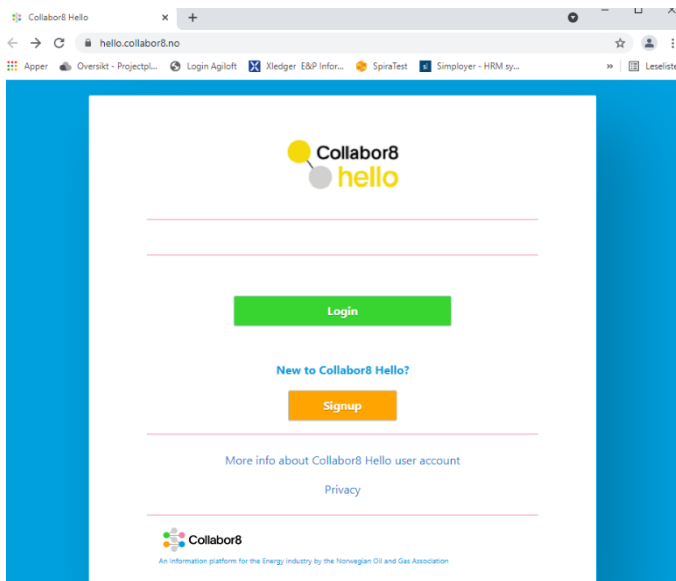


Collabor8 Hello Admin How TO

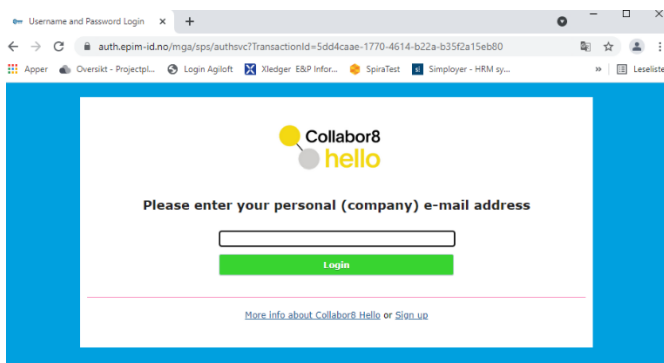
Step 1: you will receive an email when a user in your organization signs up in Collabor8 Hello



Step 2: Go to your Application providers URL or <https://hello.collabor8.no> and click on Login

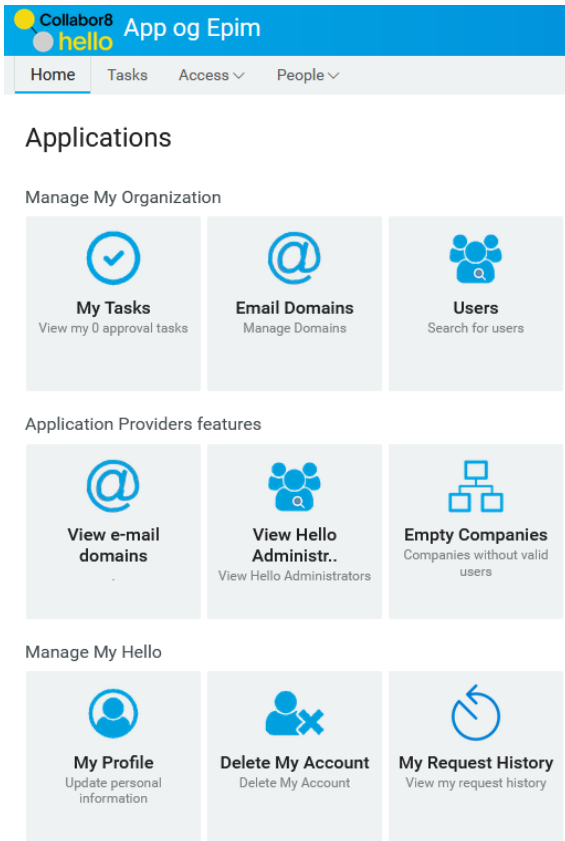


Step 3: Enter Your Personal Company e-mail address and click Login



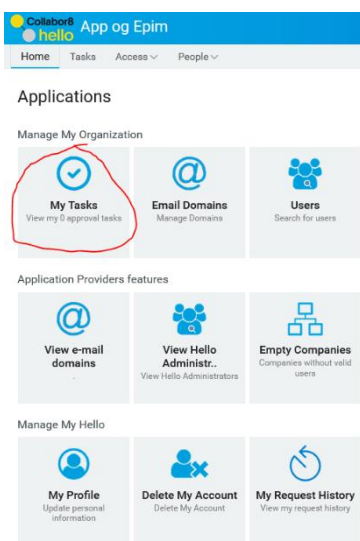
If you are a federated user you will be logged in from here, otherwise choose the method you signed-up with ie: Bank ID (token or mobile) or Bypass Code.

Once logged in you will see the screen below:

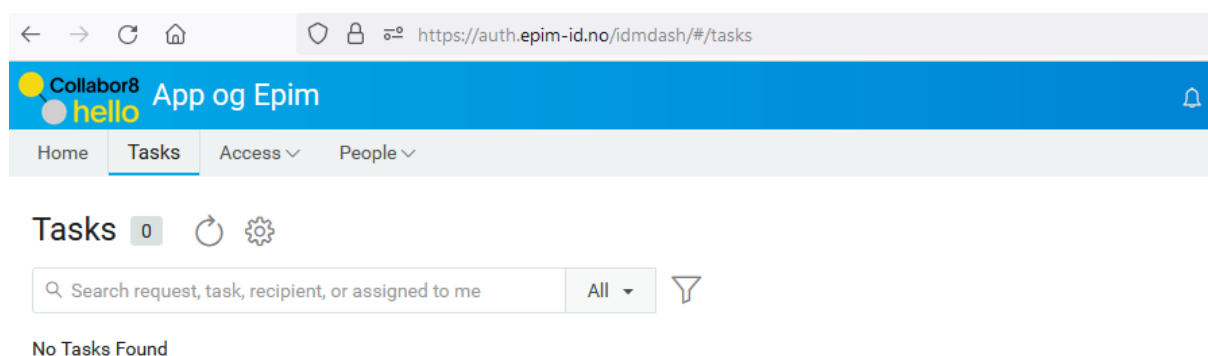


Step 4: My Tasks

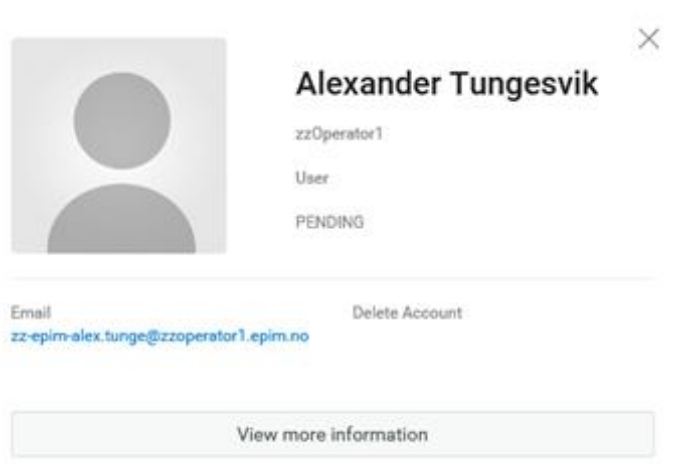
This gives you access to pending tasks in your organization by you and your other Collabor8 Hello Administrators in your company.



Step 5: By clicking on My Tasks you will see a list of all pending jobs, where you can approve, decline or view details on each request.



Step 6: Clicking on the Recipient name, gives you a detailed view, displaying Users name, email, organization, role and status.



Step 7: Clicking on "Approve User" gives you access to the window below, displaying: requestors "Name", "User sign-up IDP" (BankID/Signicat ID Paper/Federation), "Request date", "Reason" for user to request the account and you can enter your "Comment" (highlighted in yellow below).

You have the option of "Approve" or "Deny" the request from here.

Approve User ×

Recipient: envgrg
grsg

Name:

User IDP Type:


Request Date: 8/18/2021

Reason:

Comment:

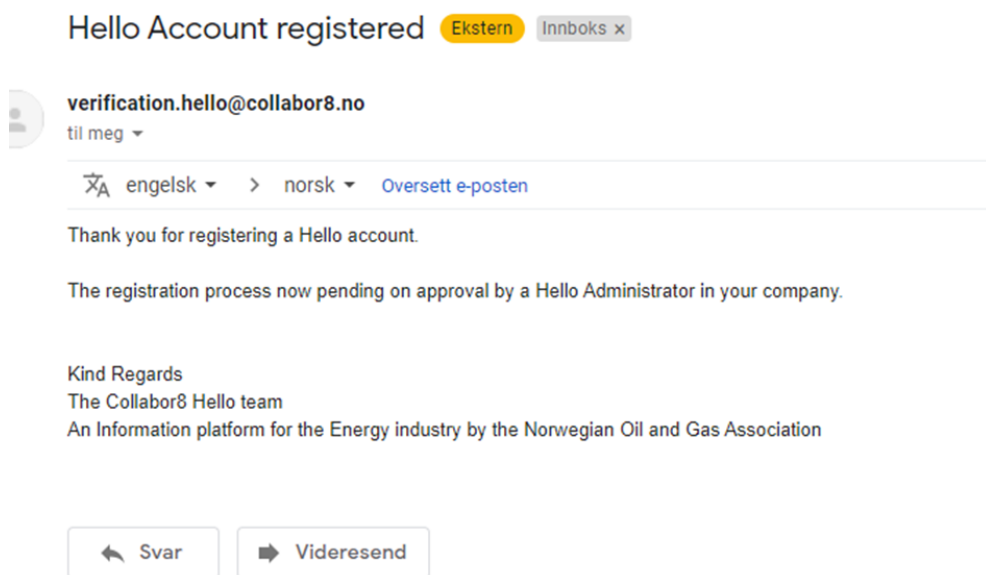
Comments User ▾

Aug 18, 2021

 User task assigned to reviewer zzPartner1-Admins 15 minutes ago

Activity: Single Approval

Step 8: When you have "Approved" the request, an email is automatically sent to the requestor as shown below:



Step 9: "Email Domains" Gives you the option to add and remove "Email Domains" if your organization have more than one email domain.

The screenshot shows the 'App og Epim' dashboard with a navigation bar (Home, Tasks, Access, People) and several sections of tiles. The 'Manage My Organization' section contains three tiles: 'My Tasks' (View my 0 approval tasks), 'Email Domains' (Manage Domains, circled in red), and 'Users' (Search for users). The 'Application Providers features' section contains three tiles: 'View e-mail domains', 'View Hello Administr..' (View Hello Administrators), and 'Empty Companies' (Companies without valid users). The 'Manage My Hello' section contains three tiles: 'My Profile' (Update personal information), 'Delete My Account' (Delete My Account), and 'My Request History' (View my request history).

Email Domains

Manage Domains

Your company domains

Company: Bransjeforeningen Norsk olje og gass

Current domains:

Add or remove a domain:

Add a domain

NewDomain:

company:

Step 10: You may view the list of users in your Organization by clicking on the "Users" tab

The screenshot shows the Collabor8 App og Epim dashboard. The top navigation bar includes 'Home', 'Tasks', 'Access', and 'People'. The main content area is titled 'Applications' and contains several sections:

- Manage My Organization:** Three cards are visible: 'My Tasks' (View my 0 approval tasks), 'Email Domains' (Manage Domains), and 'Users' (Search for users). The 'Users' card is circled in red.
- Application Providers features:** Three cards: 'View e-mail domains', 'View Hello Administr..' (View Hello Administrators), and 'Empty Companies' (Companies without valid users).
- Manage My Hello:** Three cards: 'My Profile' (Update personal information), 'Delete My Account' (Delete My Account), and 'My Request History' (View my request history).

Step 11: View of the "Users" window, displays all users in your Organizations. By clicking on the details box illustrated below for a given user.

The screenshot shows the 'Users' window in Collabor8 App og Epim. The top navigation bar includes 'Home', 'Tasks', 'Access', and 'People'. The main content area is titled 'Search' and shows a search bar with 'norog' entered. Below the search bar, a list of users is displayed. The first user, Alexander Tungesvik, is highlighted in yellow. To the right of the list, a detailed view for Alexander Tungesvik is shown, with a red box around the edit icon.

Search 11082

norog

Showing 1 - 23

Alexander Tungesvik
Admin
TRUE
Bransjeforeningen Norsk olje og gass
ACTIVE

Andre Oaland
User
Bransjeforeningen Norsk olje og gass
ACTIVE

Arild Clausen
User
Bransjeforeningen Norsk olje og gass
ACTIVE

Camilla Lorentzen
User
Bransjeforeningen Norsk olje og gass
ACTIVE

Egil Andre Knutsen
Admin
TRUE
Bransjeforeningen Norsk olje og gass
ACTIVE

Alexander Tungesvik [edit icon]

Admin
TRUE
Bransjeforeningen Norsk olje og gass
ACTIVE

Email
atu@norog.no

First Name
Alexander
mobile
+47 95988488

Last Name
Tungesvik
Login Disabled
FALSE

Information: The content below is used by Hello in a technical matter only

Roles	Resources
5 Showing 1 - 5 of 5	1 Showing 1 - 1 of 1
EPIMID M2M Administrator Since: Sep 26, 2019 11:43 AM	533-Admins Since: Sep 26, 2019 11:01 AM
EPIMID-Admin-533 Since: Sep 26, 2019 11:01 AM	
EPIMID-Admin-AppAccess Since: Feb 24, 2020 2:35 PM	
EPIMID-App-Access Since: Feb 24, 2020 2:40 PM	
EPIMID-AppProv-533 Since: Feb 24, 2020 2:40 PM	

Step 12: You get to the window below, where you can “Suspend”, “Delete Account” or promote/demote a user to “Collabor8 Hello Admin”.

Collabor8 hello App og Epim

Home Tasks Access ▾ People ▾

Search 11082

norog

Showing 1 - 23

- Alexander Tungesvik**
Admin
TRUE
Bransjeforeningen Norsk olje og gass
ACTIVE
- Andre Oaland**
User
Bransjeforeningen Norsk olje og gass
ACTIVE
- Arild Clausen**
User
Bransjeforeningen Norsk olje og gass
ACTIVE
- Camilla Lorentzen**
User
Bransjeforeningen Norsk olje og gass
ACTIVE
- Egil Andre Knutsen**
Admin
TRUE
Bransjeforeningen Norsk olje og gass
ACTIVE

Alexander Tungesvik

EPIMID Admin

Suspend

Delete Account

mobile: +47 95988488

First Name *: Alexander

Last Name *: Tungesvik

Save Cancel