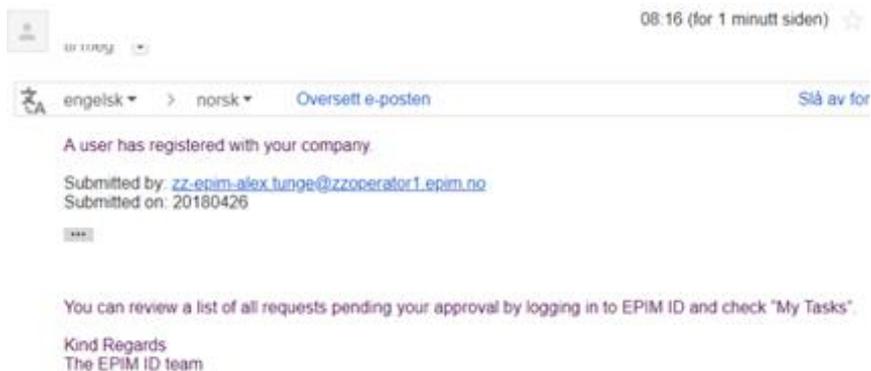
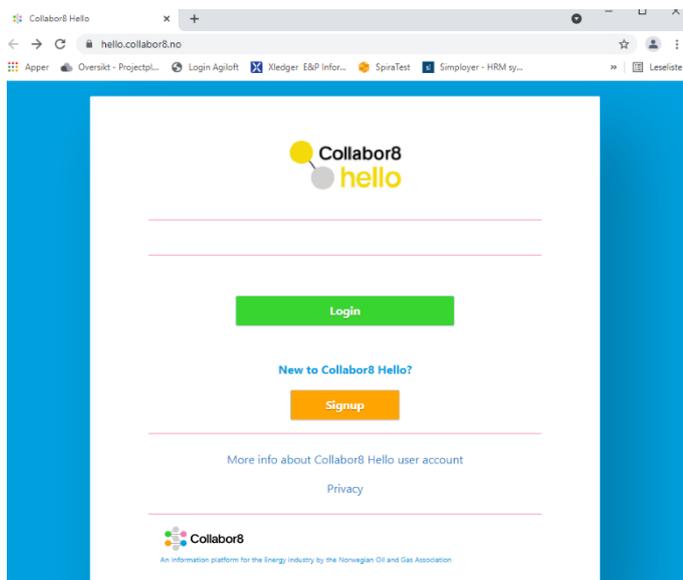


Collabor8 Hello Admin How TO

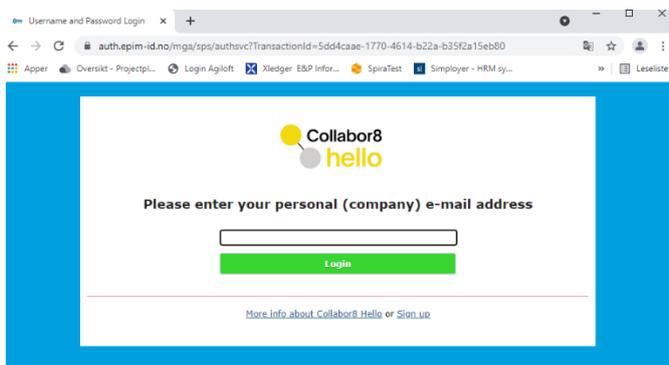
Step 1: you will receive an email when a user in your organization signs up in Collabor8 Hello



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

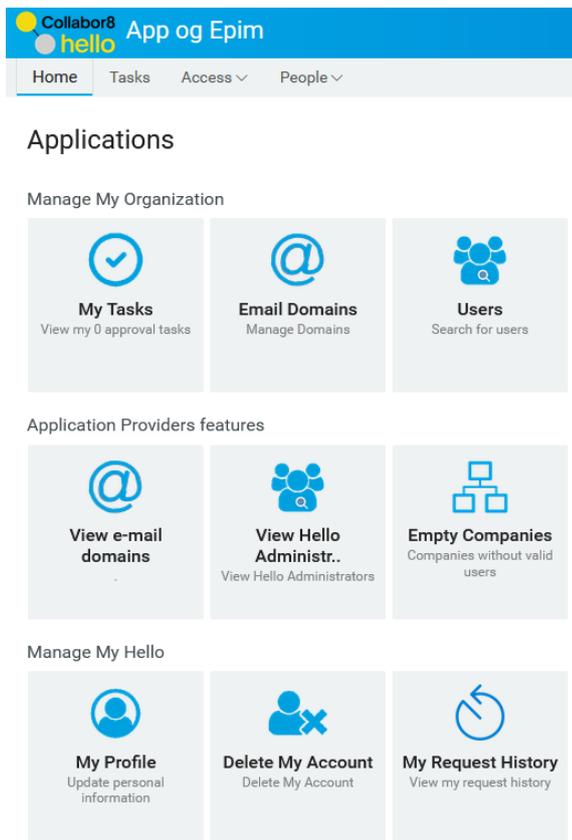


Step 3: Enter Your Personal Company e-mail address and click Login



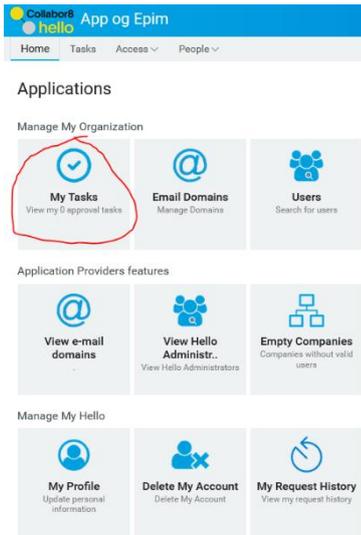
If you are a federated user you will be logged in from here, otherwise choose the method you signed-up with ie: Bank ID (token or mobile) or Bypass Code.

Once logged in you will see the screen below:

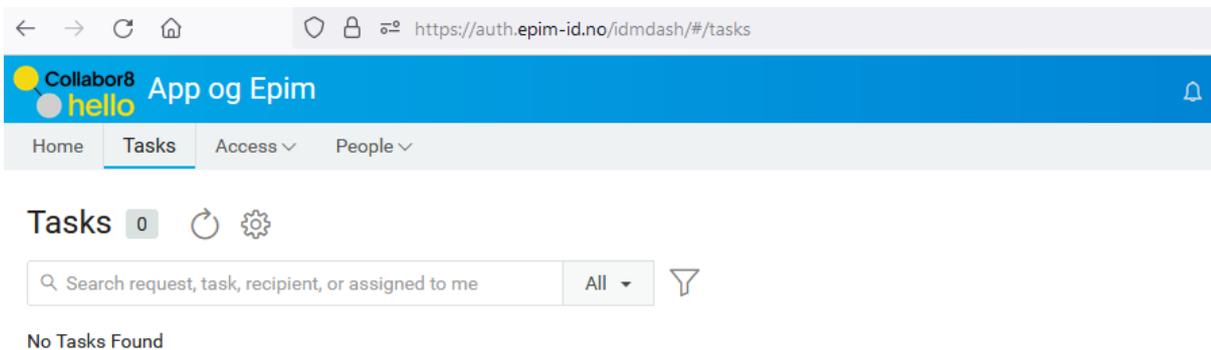


Step 4: My Tasks

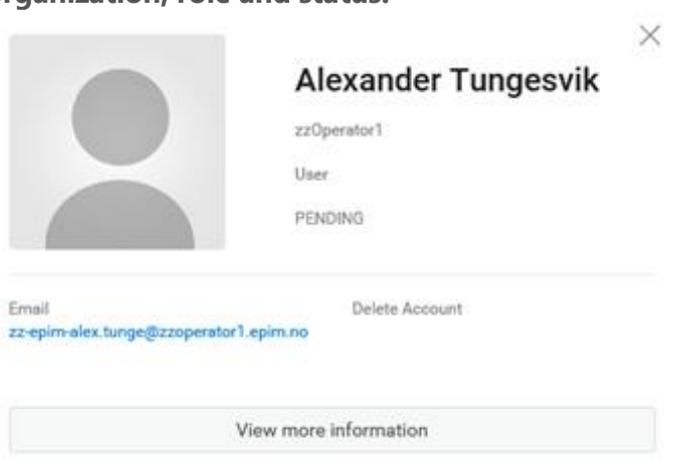
This gives you access to pending tasks in your organization by you and your other Collabor8 Hello Administrators in your company.



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: erwgrg
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:

Hello Account registered Ekstern Innboks x

 **verification.hello@collabor8.no**
til meg ▾

 engelsk ▾ > norsk ▾ [Oversett e-posten](#)

Thank you for registering a Hello account.

The registration process now pending on approval by a Hello Administrator in your company.

Kind Regards
The Collabor8 Hello team
An Information platform for the Energy industry by the Norwegian Oil and Gas Association

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

Collabor8 hello App og Epim

Home Tasks Access People

Applications

Manage My Organization

- My Tasks**
View my 0 approval tasks
- Email Domains**
Manage Domains
- Users**
Search for users

Application Providers features

- View e-mail domains**
- View Hello Administr..**
View Hello Administrators
- Empty Companies**
Companies without valid users

Manage My Hello

- My Profile**
Update personal information
- Delete My Account**
Delete My Account
- 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 top navigation bar with 'Collabor8 hello App og Epim' and a menu with 'Home', 'Tasks', 'Access', and 'People'. Below this is the 'Applications' section with 'Manage My Organization' containing three cards: 'My Tasks', 'Email Domains', and 'Users' (circled in red). Below that is 'Application Providers features' with three cards: 'View e-mail domains', 'View Hello Administr.', and 'Empty Companies'. At the bottom is 'Manage My Hello' with three cards: 'My Profile', 'Delete My Account', and '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 with a search bar containing 'norog' and 11082 results. A list of users is shown on the left, with 'Alexander Tungesvik' highlighted. On the right, a detailed view for Alexander Tungesvik is shown, including his profile picture, name, role (Admin), status (TRUE), and organization (Bransjeforeningen Norsk olje og gass). A red box highlights the edit icon next to his name. Below the profile information, there is a table of roles and resources.

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