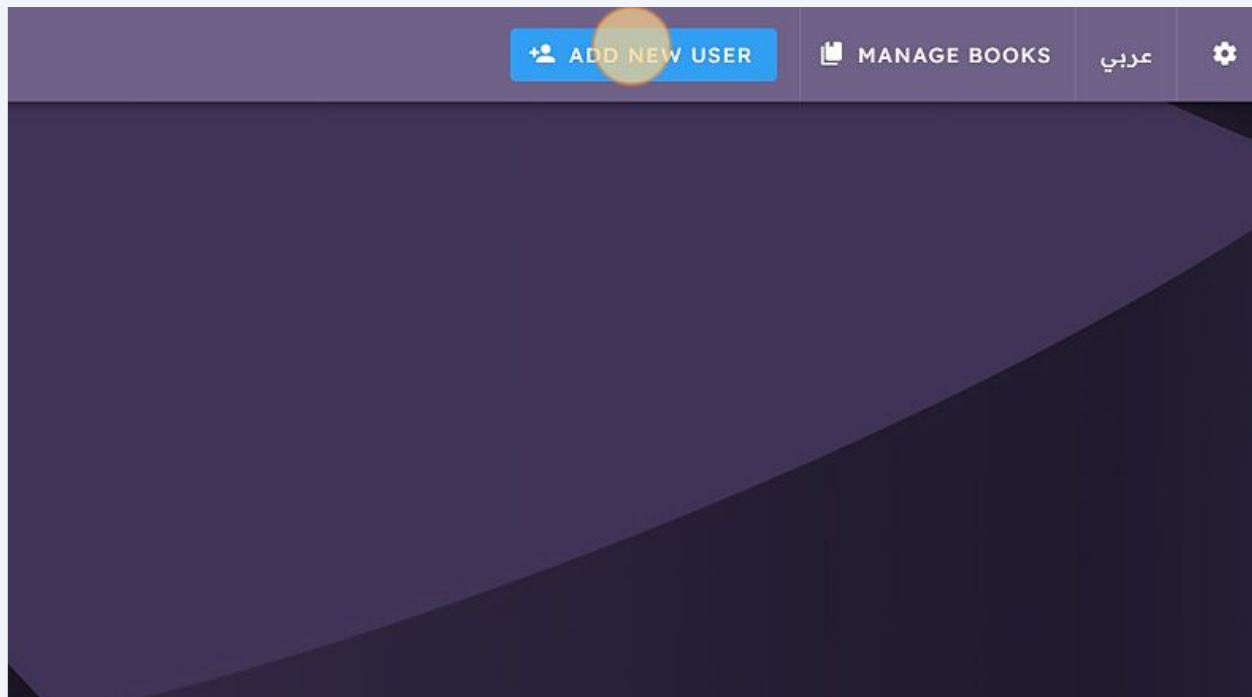


Admin: How to Add a New User in Admin Panel?

1 Navigate to Organization Excellence Assessment Tool URL

2 Click "ADD NEW USER"



3 Enter user's details.

A dark-themed user registration form. The form is divided into two columns. The left column contains four input fields: 'Display Name' with the value 'Ahmed the Assessor', 'Email / Username' with the value 'ahmed@company.com', 'Department' (empty), and 'Password' (empty). The right column contains three input fields: 'Role' with the value 'Assessor', 'Employee's Id' with the value '1', and 'Direct Manager' (empty). A yellow circle highlights the 'Assessor' role in the 'Role' field.

Display Name	Ahmed the Assessor	Role	Assessor
Email / Username	ahmed@company.com	Employee's Id	1
Department		Direct Manager	
Password			

4 Select user's role.

A dark-themed user management interface. The top bar contains the text 'ent Tool (RADAR)' on the left and a 'MANAGE' button on the right. Below the top bar is a table with a 'Role' column. The 'Role' column has a dropdown menu open, showing four options: 'Viewer', 'Assessor', 'Contributer', and 'Viewer'. A yellow circle highlights the 'Assessor' option. The table has several empty rows below the first one.

ent Tool (RADAR)	MANAGE
Role	Viewer
	Assessor
	Contributer
	Viewer
	Direct Manager

5

Click "SAVE"

