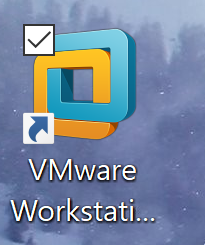
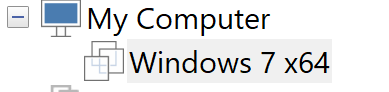
**ALM Process for admin page**

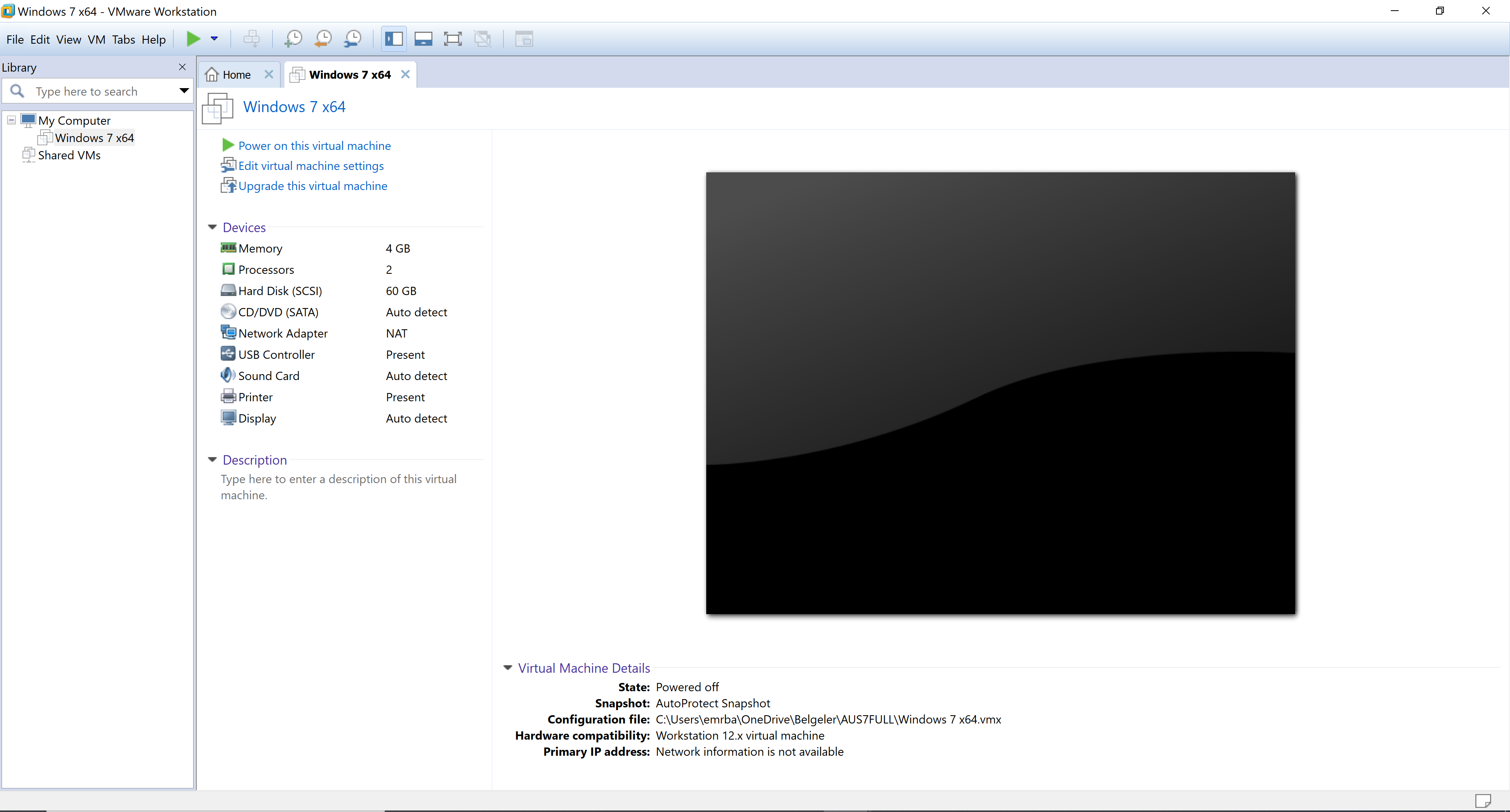
**1-open VMware**

****

**2-Click on window 7x64**

****

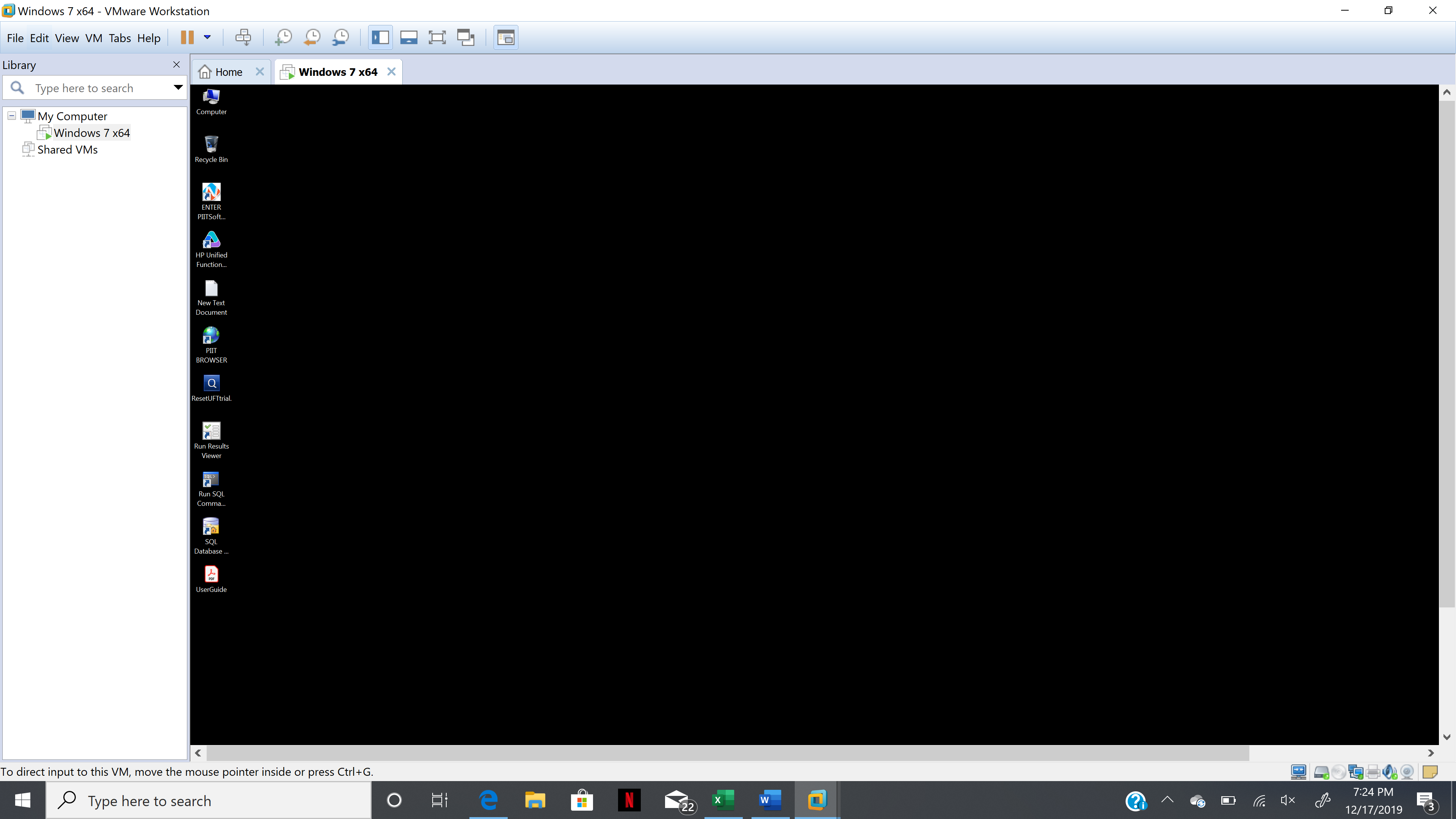
**3- You should see “power on this virtual machine option”**



**4- Click on power on this virtual machine**



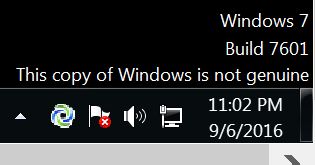
**5- You should see home screen**



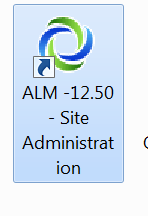
**6- Click on ALM logo**



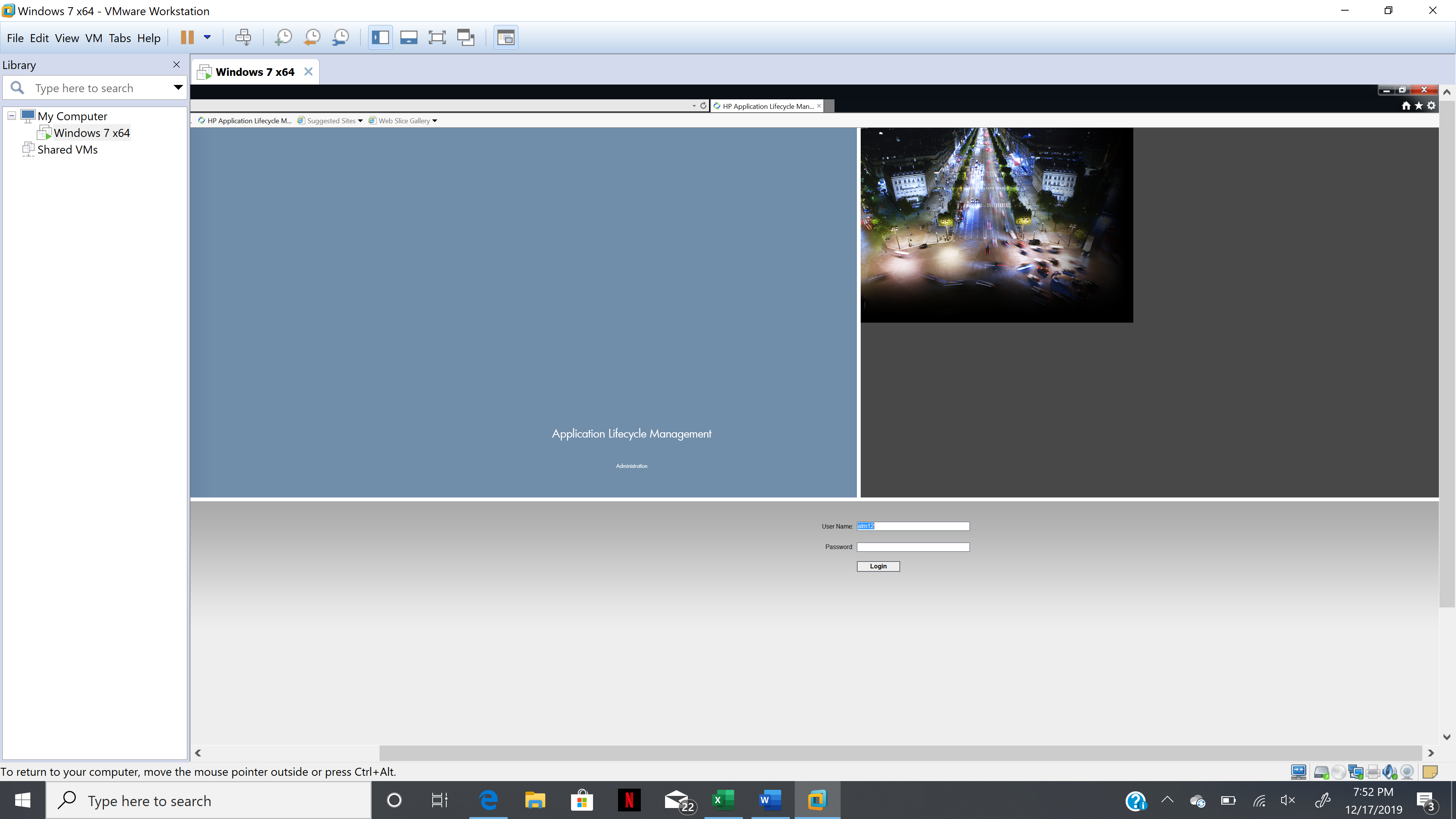
**7- If you do not see ALM logo then please restart your VM again and then wait for 5-10 mins before you try to open ALM**



**9- First one- Click on Site Administration to configure your project**



**10- you should see this page**



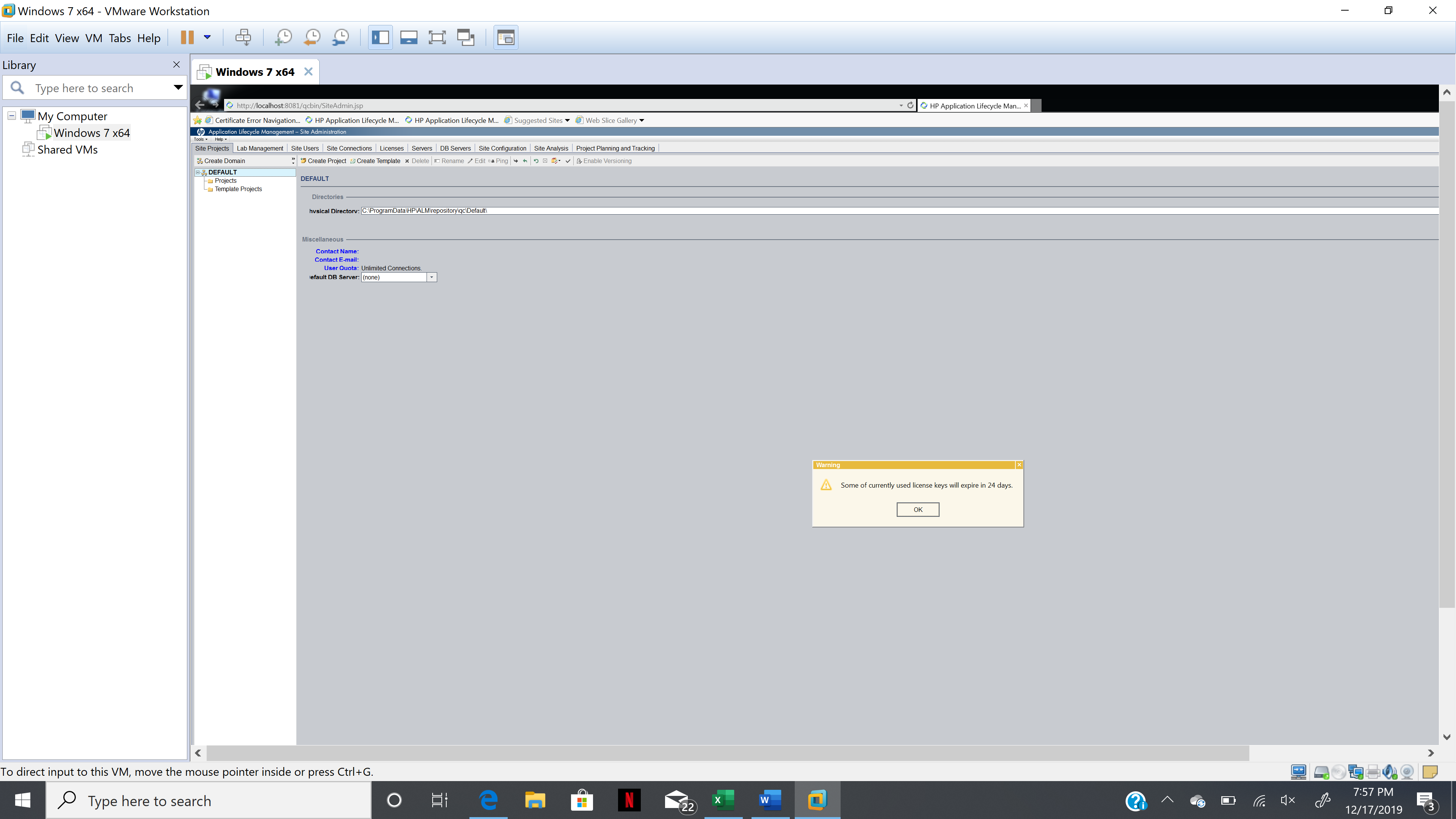
**11- Login Details:**

**Username: alm12**

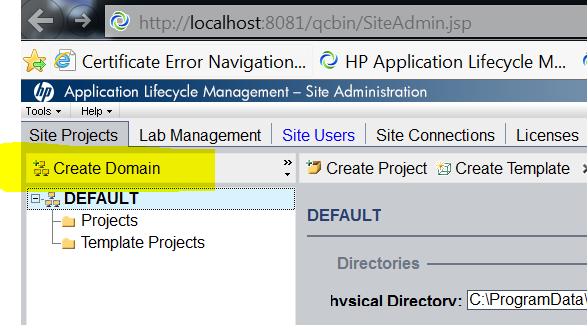
**Password: alm12**

**Click login button**

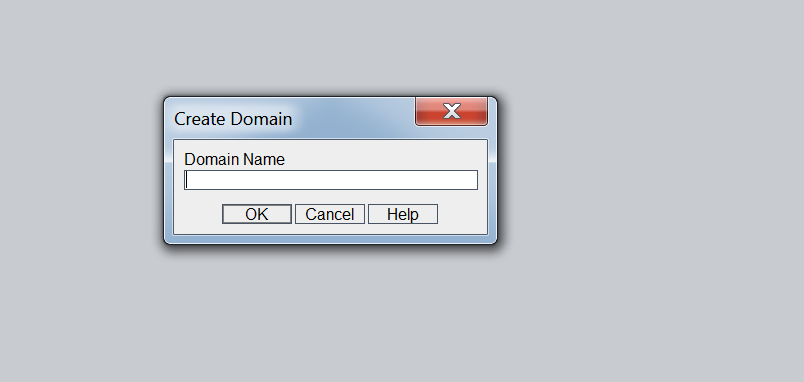
**12- You should be able to see Admin page**



**13- click on create domain**



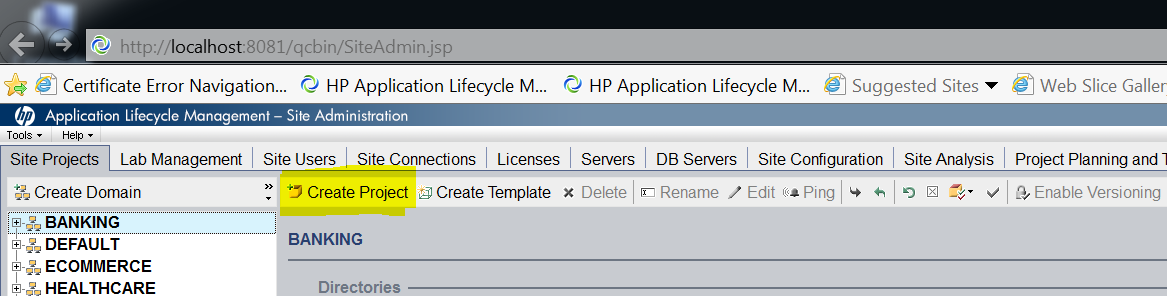
**14- Domain name box should come up**



**15- Type HR as domain name and click ok**

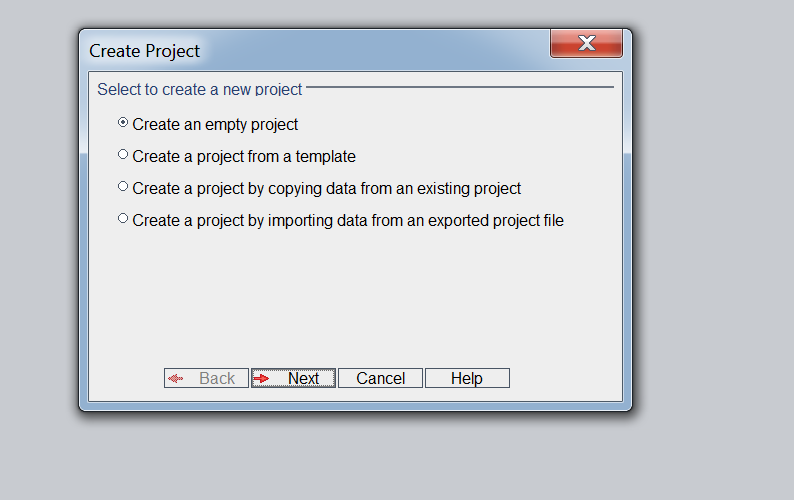
**16-click on the domain where you want to start new project**

**17- click on create project**

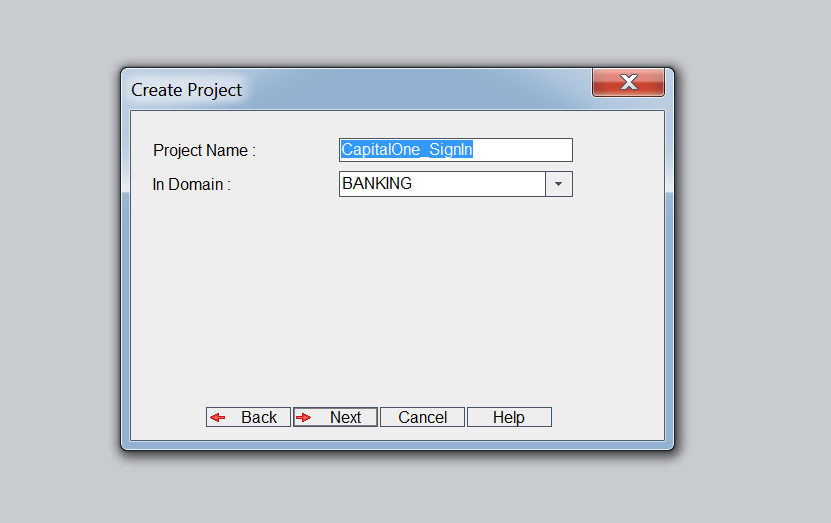


**18- Project options should appear**

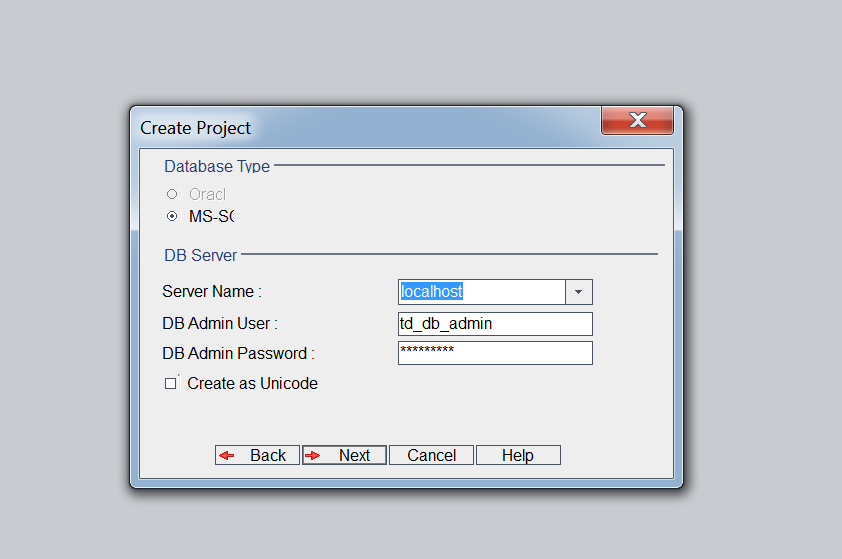
**Create an empty and click next**



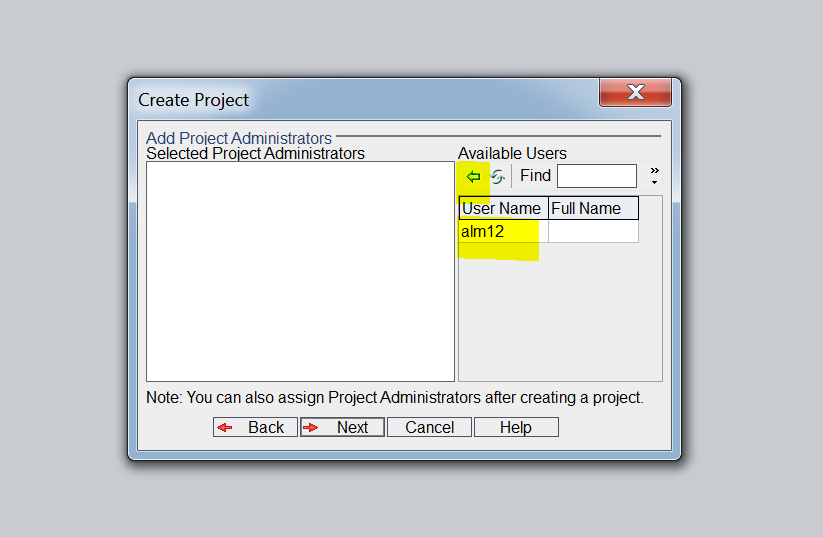
**19- Type in the project name and click next**



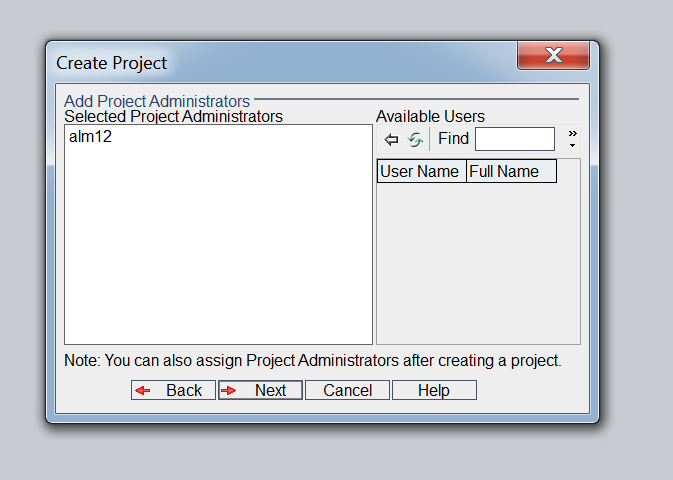
**20- Click next without changing anything**



**21- select the user and click on green arrow to add a user**

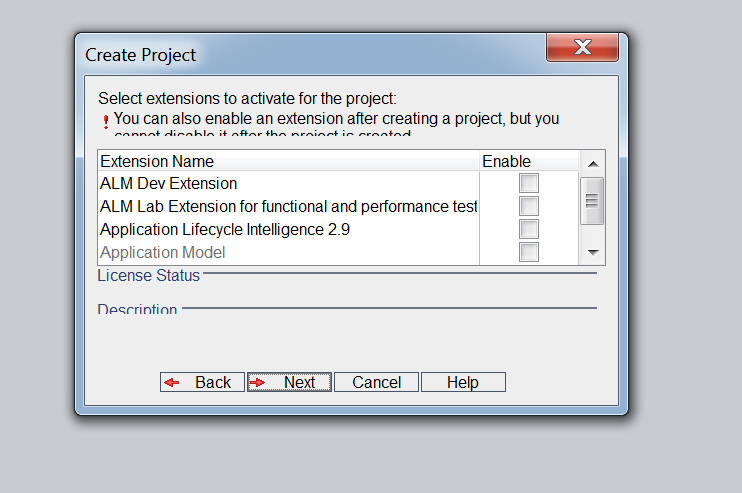


**22- this is how it should look when you add a user then click next**

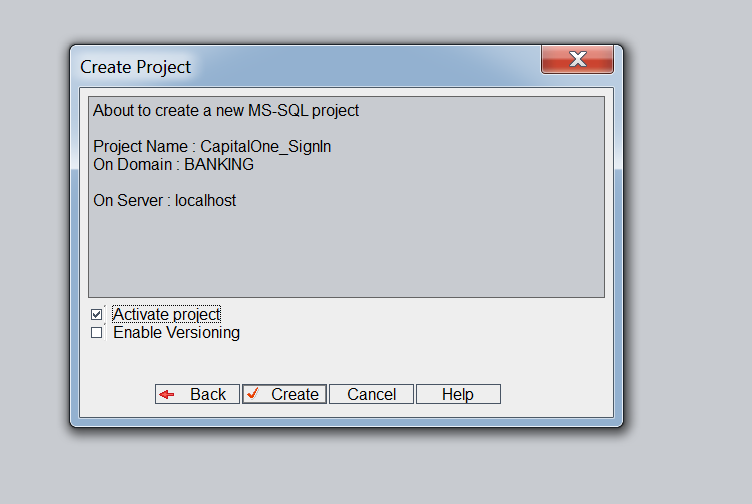


**23- Select the extension you want to add to your project then click next**

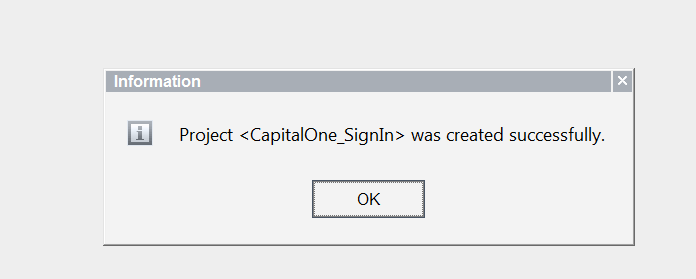
**For now just don’t add anything , just click next**



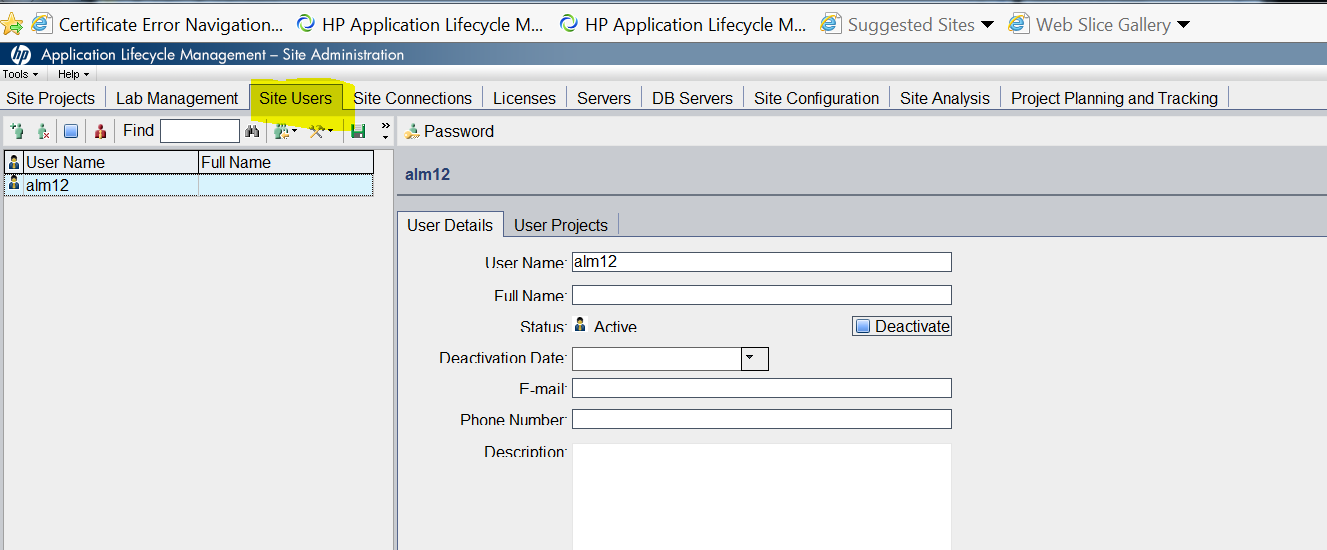
**24- click on create**



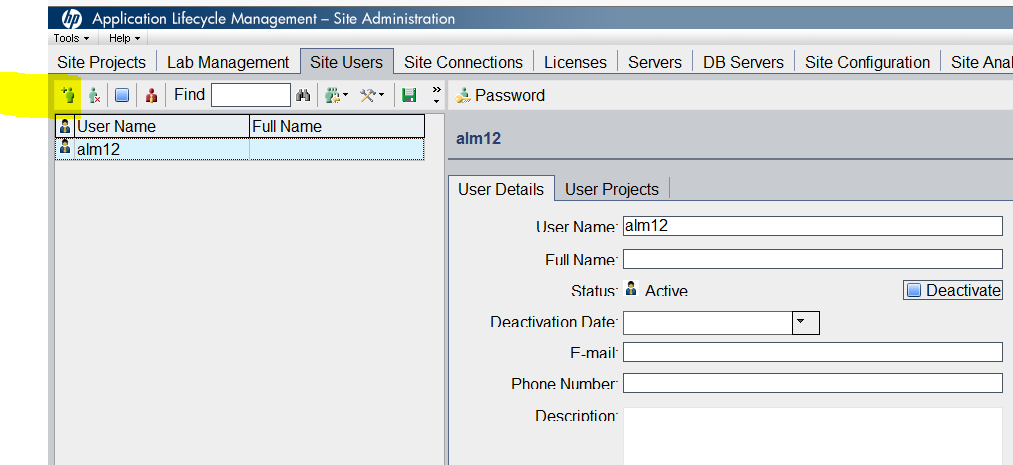
**25- project created**



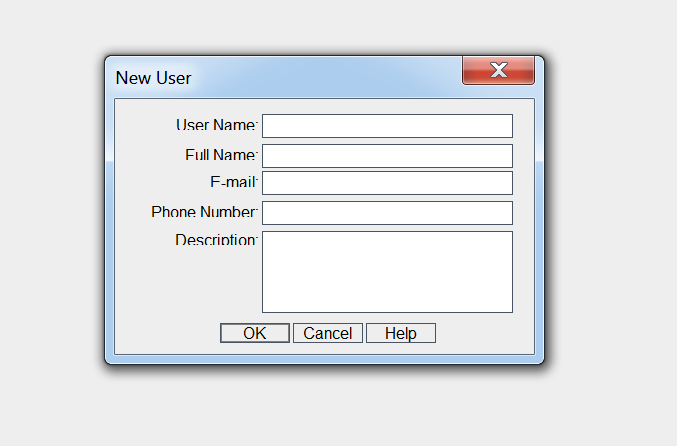
**26- Click on site users to add or remove users**



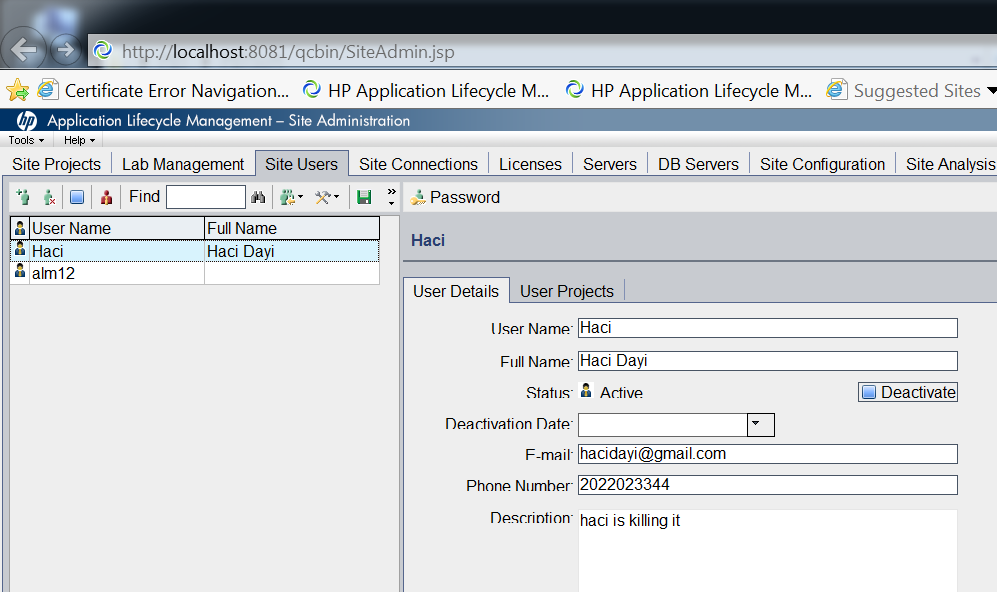
**27- click on new user logo that’s highlighted**



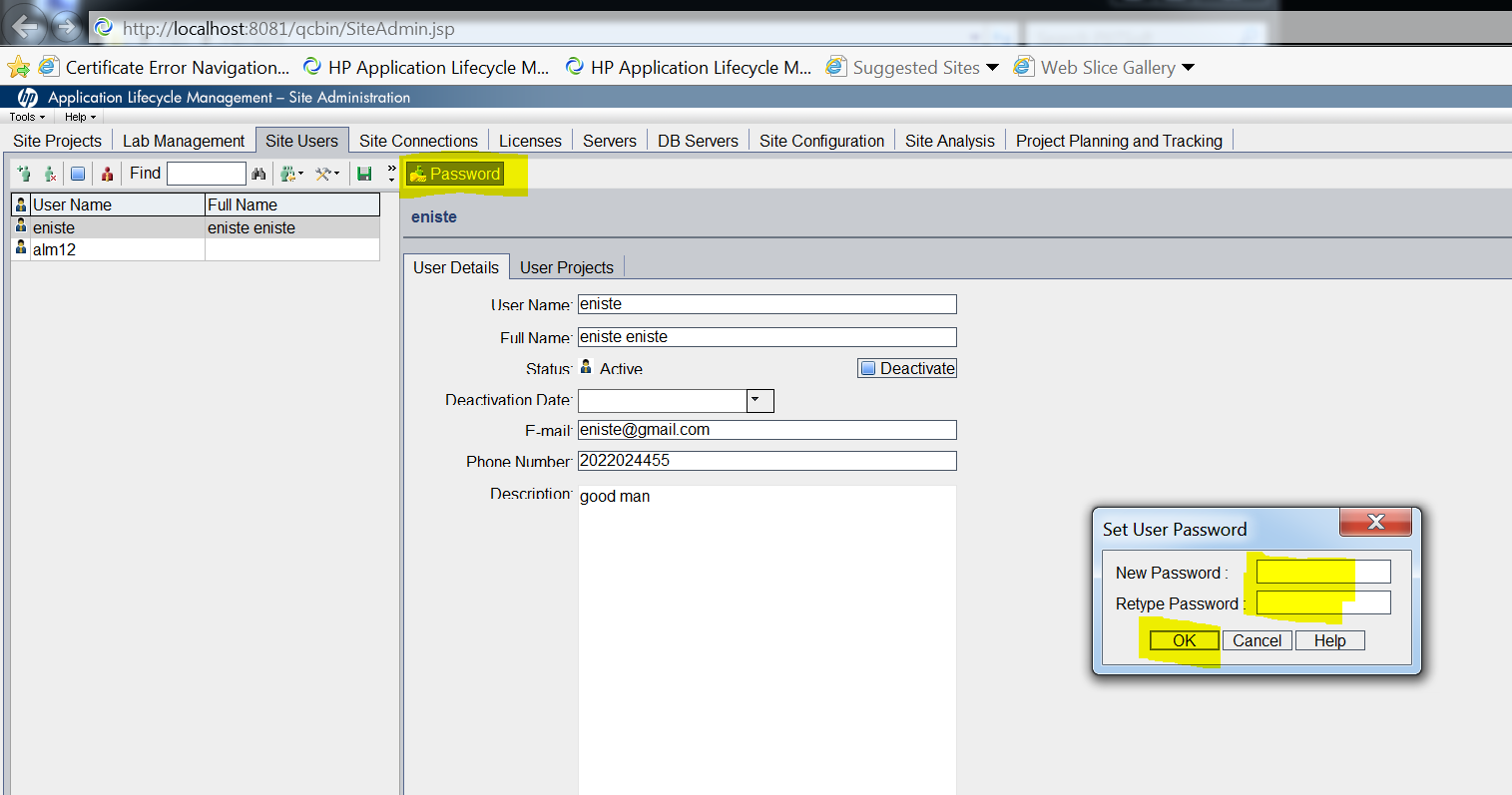
**28- type user info then click ok**



**29- User added**



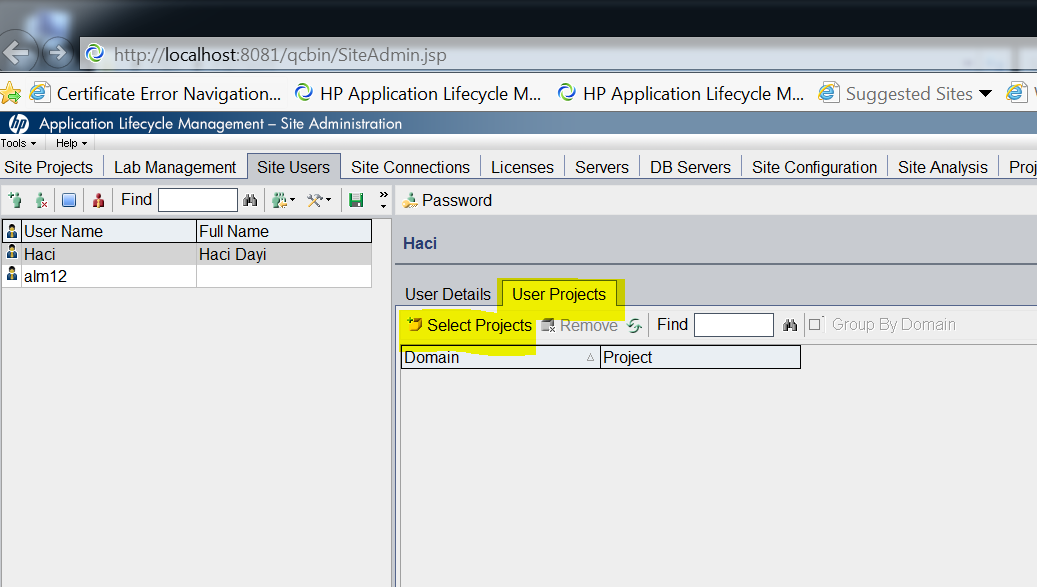
**30- to add a password for a user. From user details click on password button**



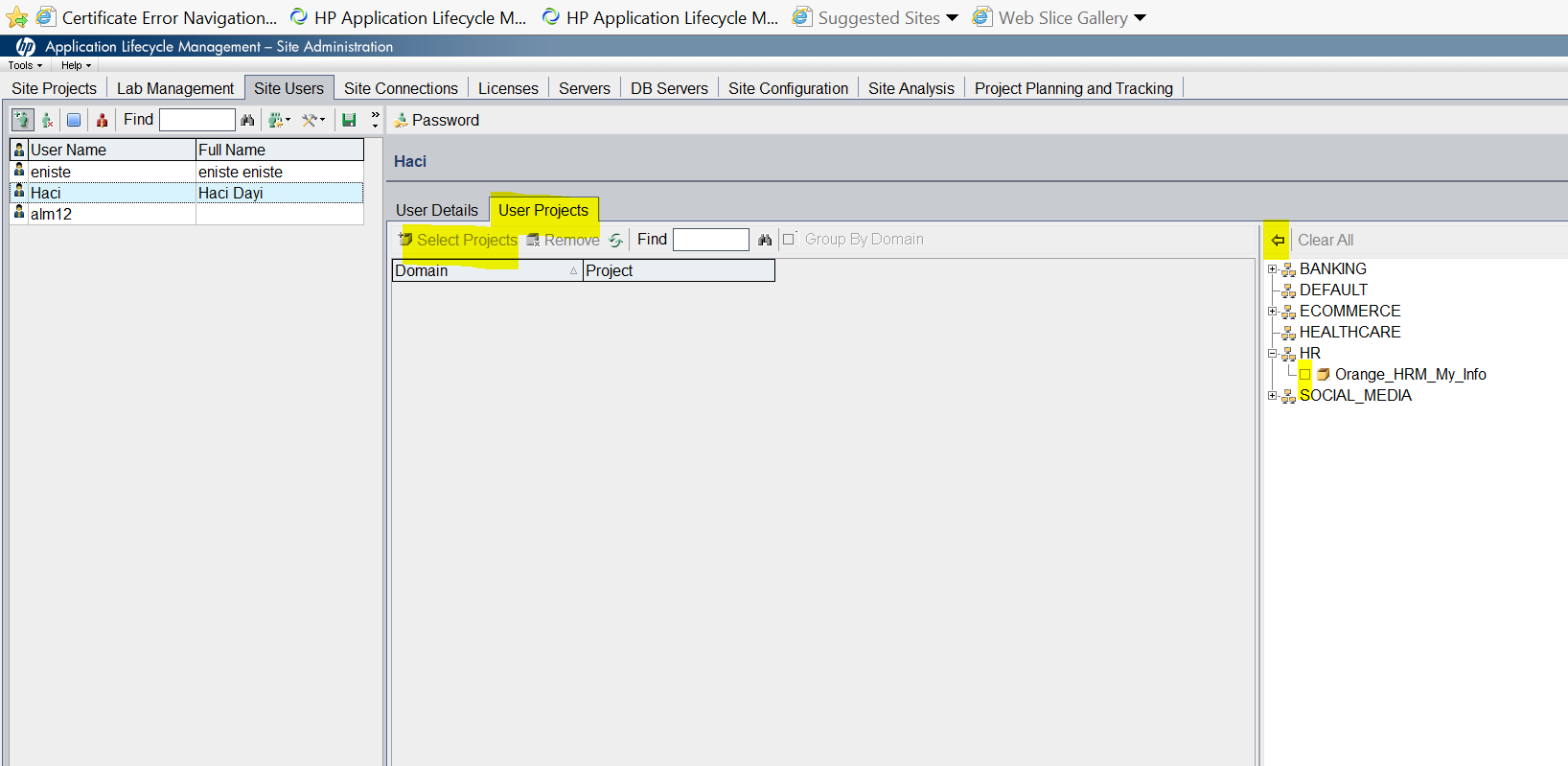
**31- In order to assign project to a user**

**-click on user project then**

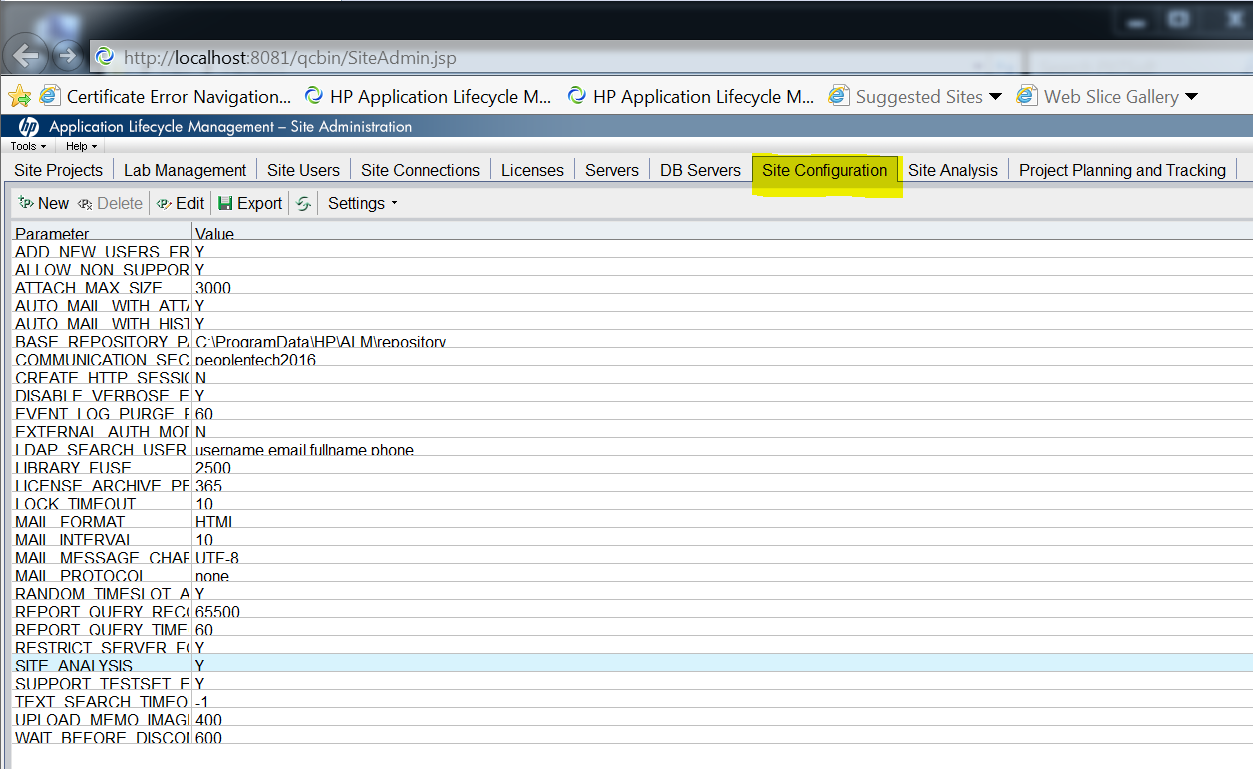
**- Select projects**



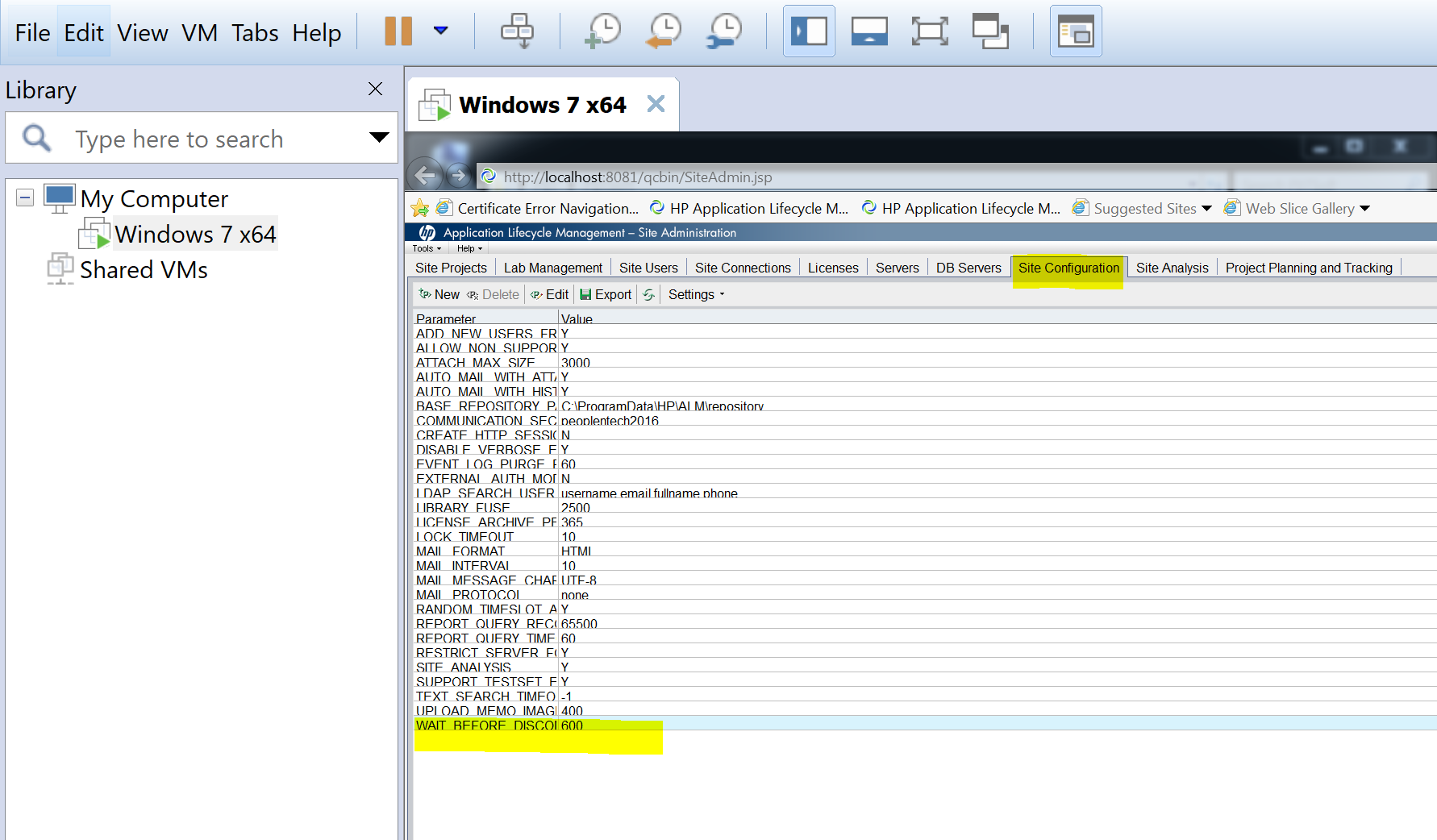
**32- Then you select the project you want to assign to that specific user, check the box next to project name then click on green arrow to assign**



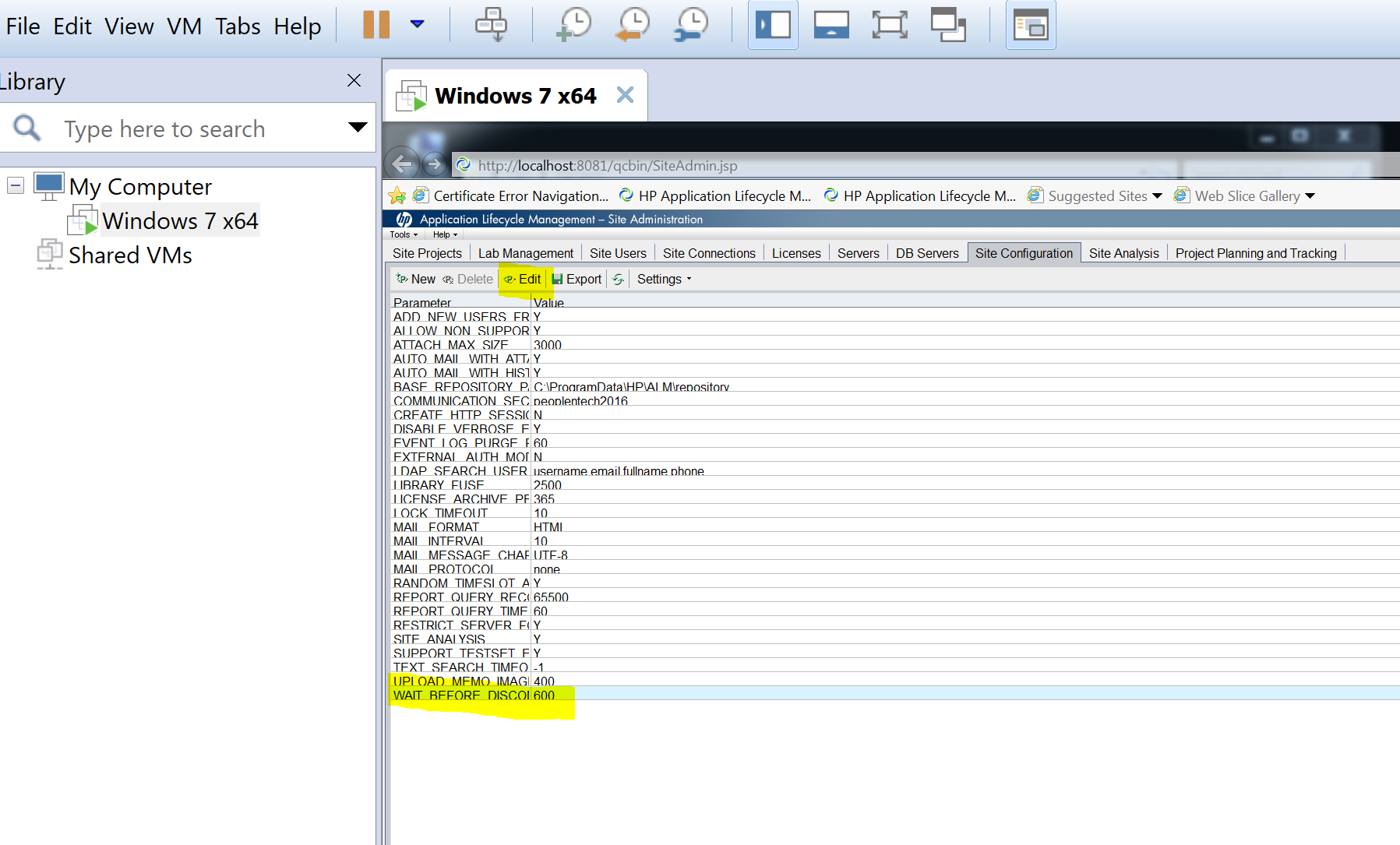
**33- click on site configuration then scroll all the way down to wait before disconnect**



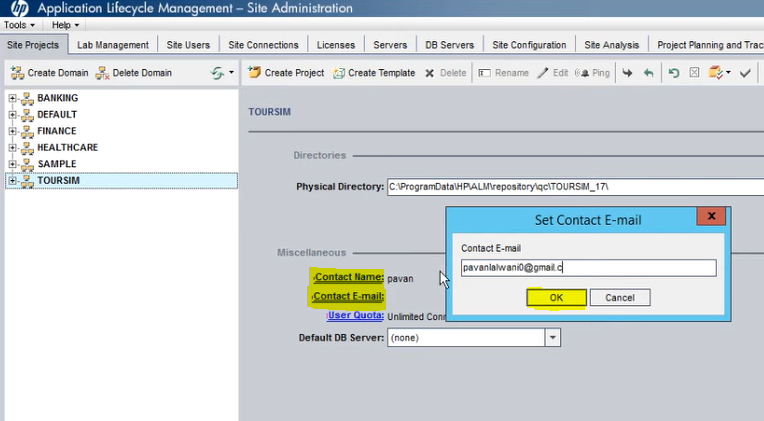
**34- make sure wait before disconnecting is more than 600**



**35- select wait before disconnect then click on edit and make it 6000**



**36- After creating a domain you can add contact number and email for that specific domain**



**When you do changes in domain and not reflected on the left click on green refresh button**

**Also if you want to delete a domain first delete the projects under the domain, then delete the domain.**

