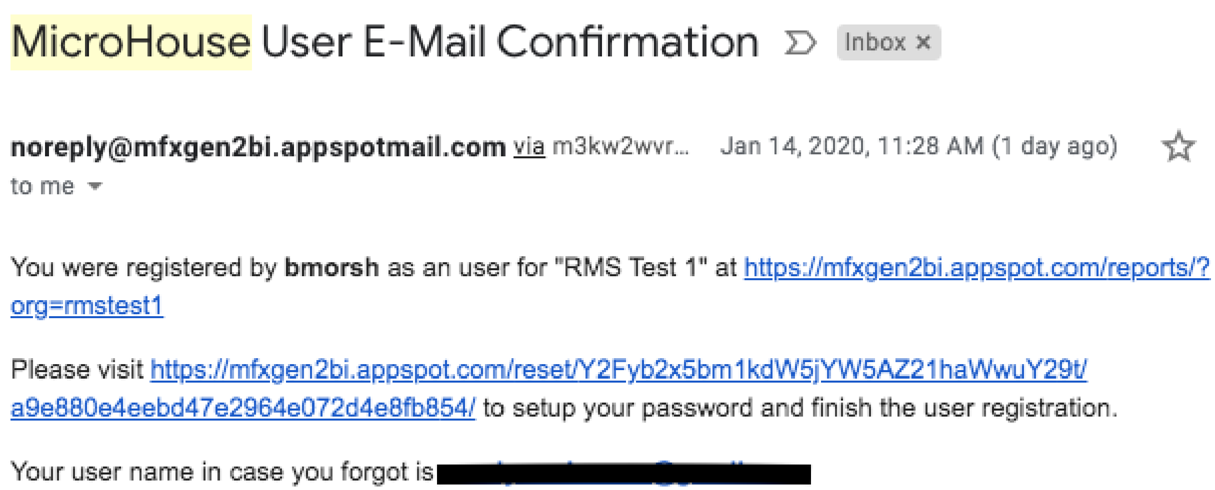
Setting Up Your MultiFlex Business Tool Account

1. You will receive an email titled “MicroHouse User E-Mail Confirmation.” The email will contain a link for the MultiFlex Business Intelligence Tool and a link for setting up your password.

2. Click on the second link to set up your password and complete the registration process.



MicroHouse User E-Mail Confirmation Inbox ×

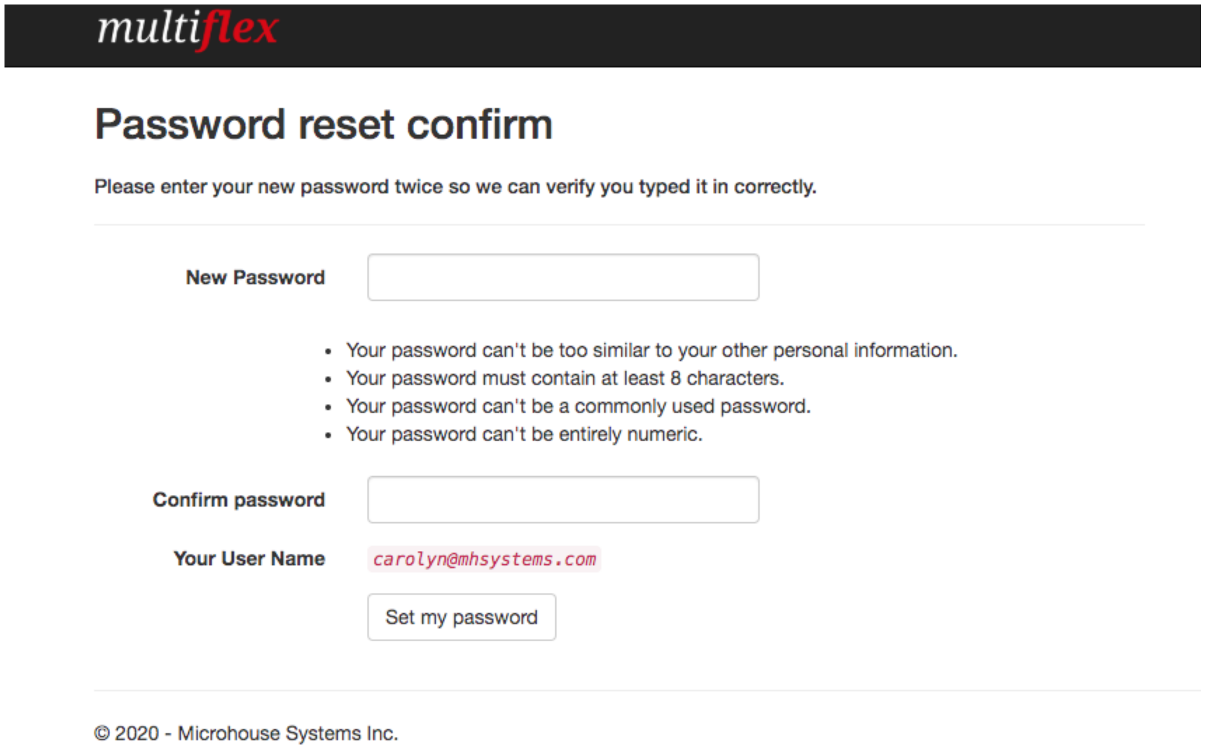
noreply@mfxgen2bi.appspotmail.com via m3kw2wvr... Jan 14, 2020, 11:28 AM (1 day ago)
to me

You were registered by **bmorsh** as an user for "RMS Test 1" at https://mfxgen2bi.appspot.com/reports/?org=rmstest1

Please visit https://mfxgen2bi.appspot.com/reset/Y2Fyb2x5bm1kdW5jYW5AZ21haWwuY29t/a9e880e4eebd47e2964e072d4e8fb854/ to setup your password and finish the user registration.

Your user name in case you forgot is [redacted]

3. Your browser should open to the password setup page, as pictured below. Select a password that includes a mixture of upper and lower case letters, numbers, and symbols for maximum security. Do not use a password that you use on another site. Do not share your password with anyone else. Microhouse Systems will never call or email you to ask for your password.



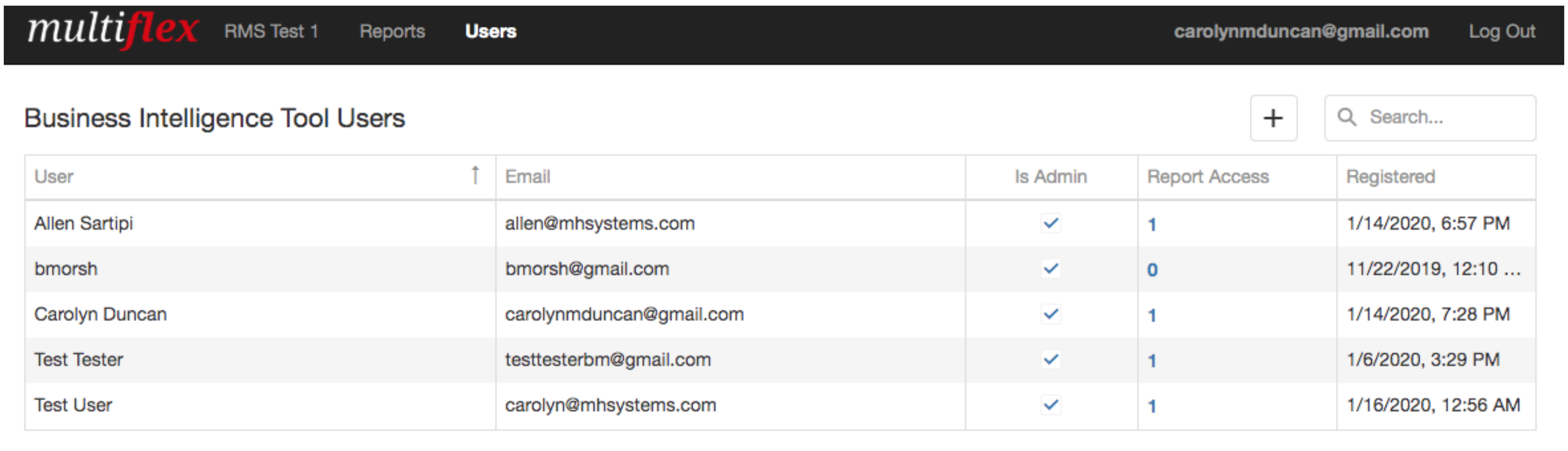
4. Once you have finished setting your password, you can log into the MultiFlex Business Intelligence Tool and begin using its features.

Adding New Users (Employees)

1. Log into the [MultiFlex Business Intelligence Tool](). You can bookmark this link for easy access.

2. Select Users in the menu at the top of your screen.

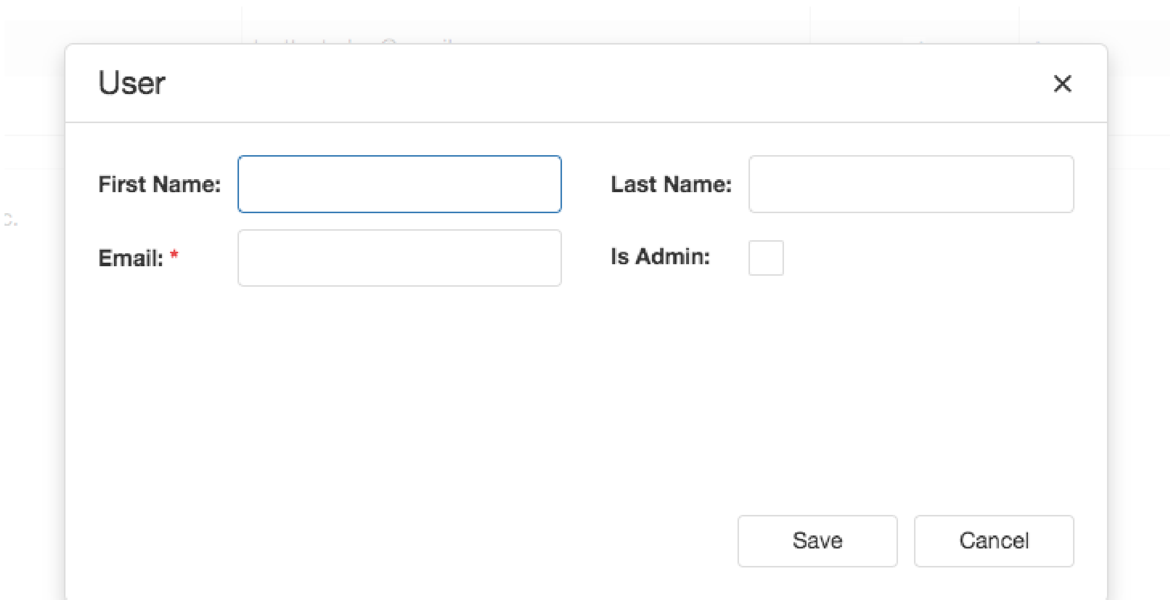
3. You should now see a screen that says Business Intelligence Tool Users. It will display any existing user accounts and their user permissions.



User	Email	Is Admin	Report Access	Registered
Allen Sartipi	allen@mhsystems.com	✓	1	1/14/2020, 6:57 PM
bmorsh	bmorsh@gmail.com	✓	0	11/22/2019, 12:10 ...
Carolyn Duncan	carolynmduncan@gmail.com	✓	1	1/14/2020, 7:28 PM
Test Tester	testtesterbm@gmail.com	✓	1	1/6/2020, 3:29 PM
Test User	carolyn@mhsystems.com	✓	1	1/16/2020, 12:56 AM

4. To add a new user, click the + button that you see above the Report Access column.

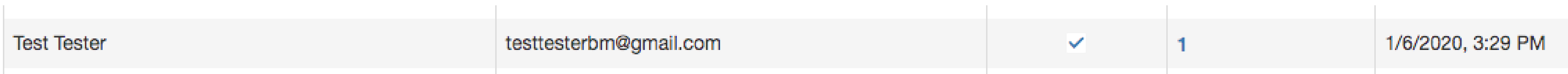
5. You should see a screen appear for adding a new user, as pictured below. Fill in the fields and indicate whether the new user should have administrator access. A user with administrator rights will be able to create new accounts and define report access for those accounts.



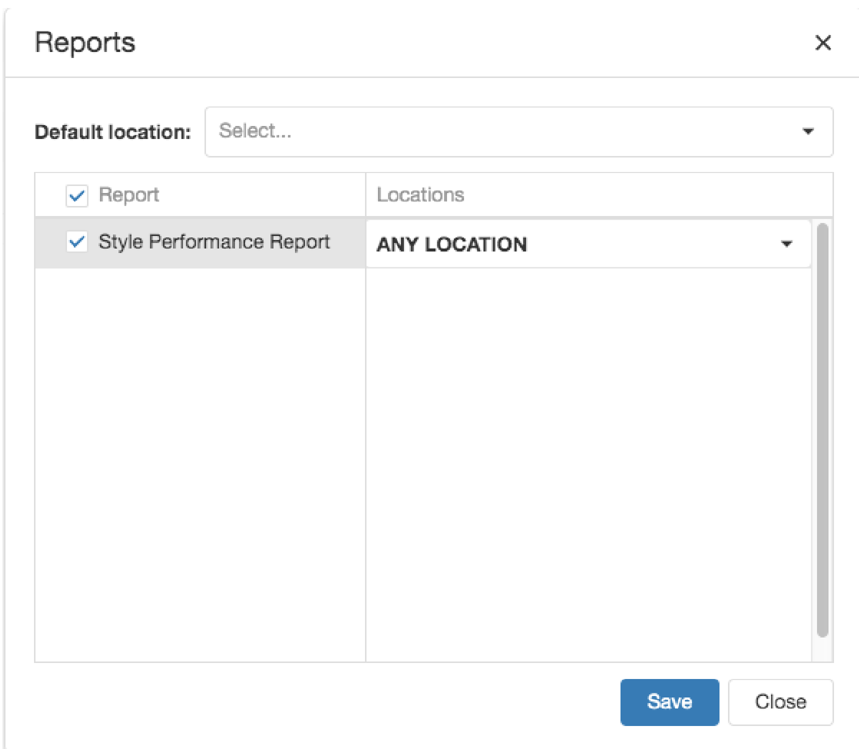
6. Click “Save” once you are done entering the new user information.

7. You should now see the new user account listed in the Business Intelligence Tool User screen.

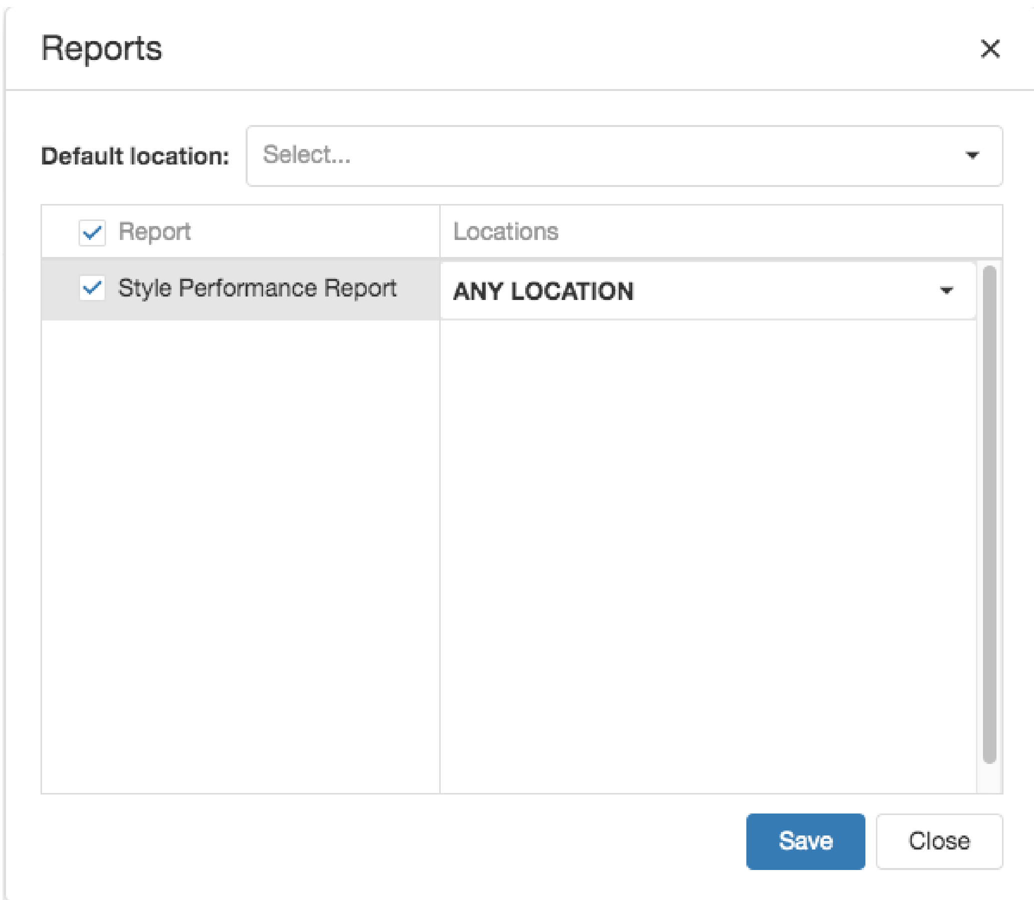
8. To define the report permissions for the new account, click on the number found in the Report Access column. For a new account, this number will be 0.



9. You should now see a Reports screen appear. You can select a default location for the reports, or you can skip this step if the user will be accessing reports for multiple locations.

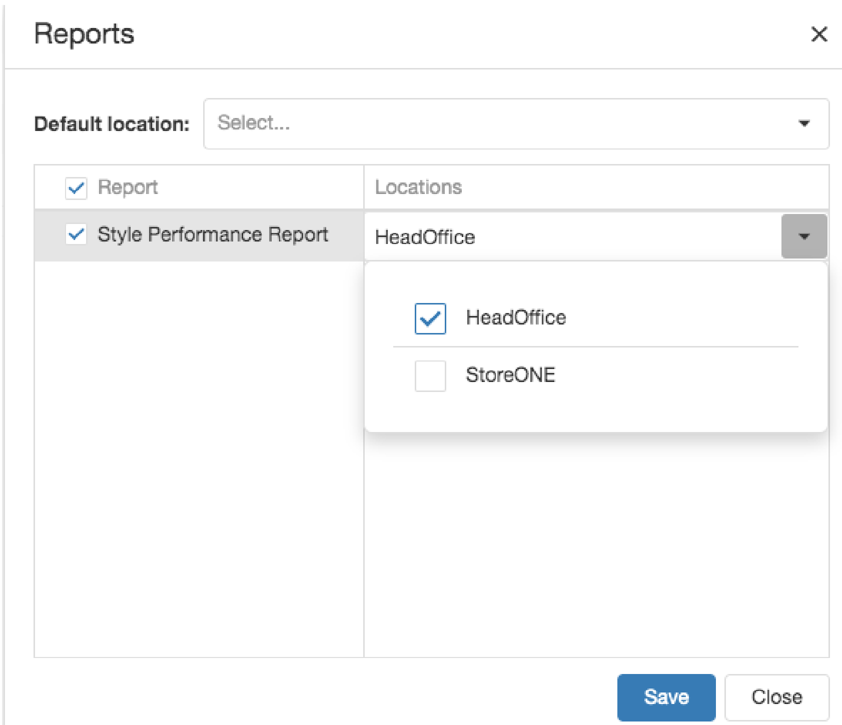


10. Now, check off the reports that the new user is permitted to access. If you selected a default location, the permissions will default to the report for that location.

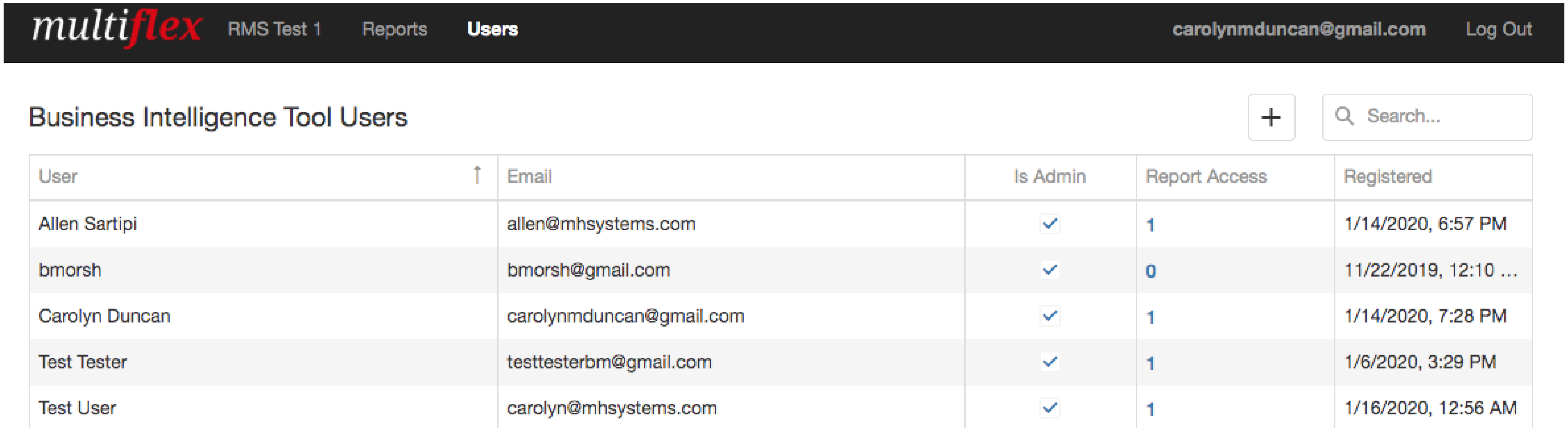


11. Use the drop down menu to add or modify the locations for which the user is permitted to access the reports. To set the access to “ANY LOCATION,” uncheck all locations.

12. Once the report permissions have been refined to your liking, click “Save.”



13. You should return to the Business Intelligence Tool Users screen, where you will see the Report Access column update with the number of reports that the new user can access. For example, if the user can access the Style Performance Report for all locations, the number will update as “1” for one report.



User	Email	Is Admin	Report Access	Registered
Allen Sartipi	allen@mhsystems.com	✓	1	1/14/2020, 6:57 PM
bmorsh	bmorsh@gmail.com	✓	0	11/22/2019, 12:10 ...
Carolyn Duncan	carolynmduncan@gmail.com	✓	1	1/14/2020, 7:28 PM
Test Tester	testtesterbm@gmail.com	✓	1	1/6/2020, 3:29 PM
Test User	carolyn@mhsystems.com	✓	1	1/16/2020, 12:56 AM

14. If you need to change these settings again, simply click on the number in the Report Access column to access the permissions, and remember to save any changes.

15. The new user account has been set up. Your employee should receive an email to complete the password setup and user registration process. If you indicated that the employee has administrator rights, the employee will be able to log into the system and set up other user accounts.