


Global Admin – How to Create a Company

You can sign in to the admin portal via the following link

<https://workhealthandfitnessrecord.com.au/wp-admin/>

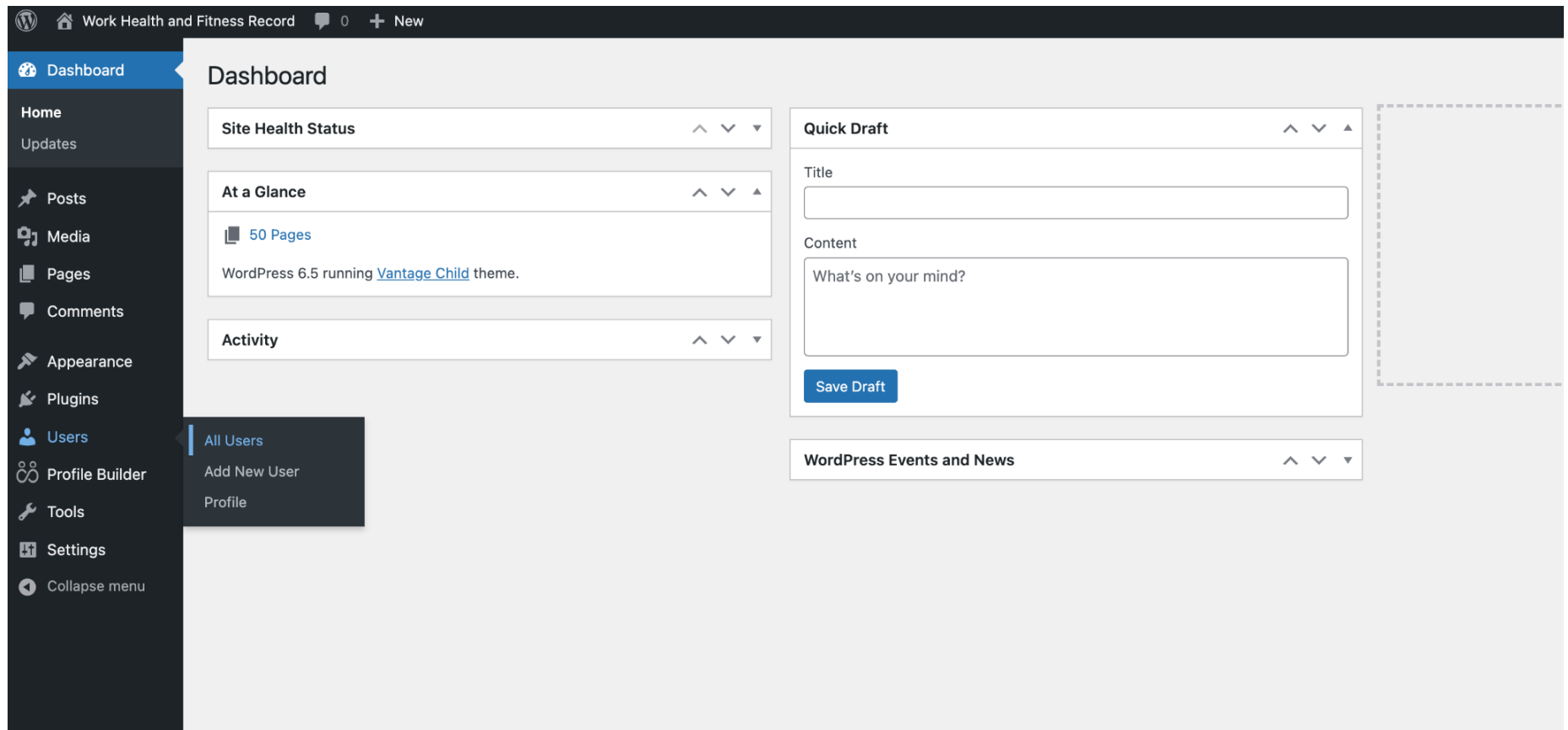
Username: john.miller@millerhealth.com.au

Password: WHfr2024-1

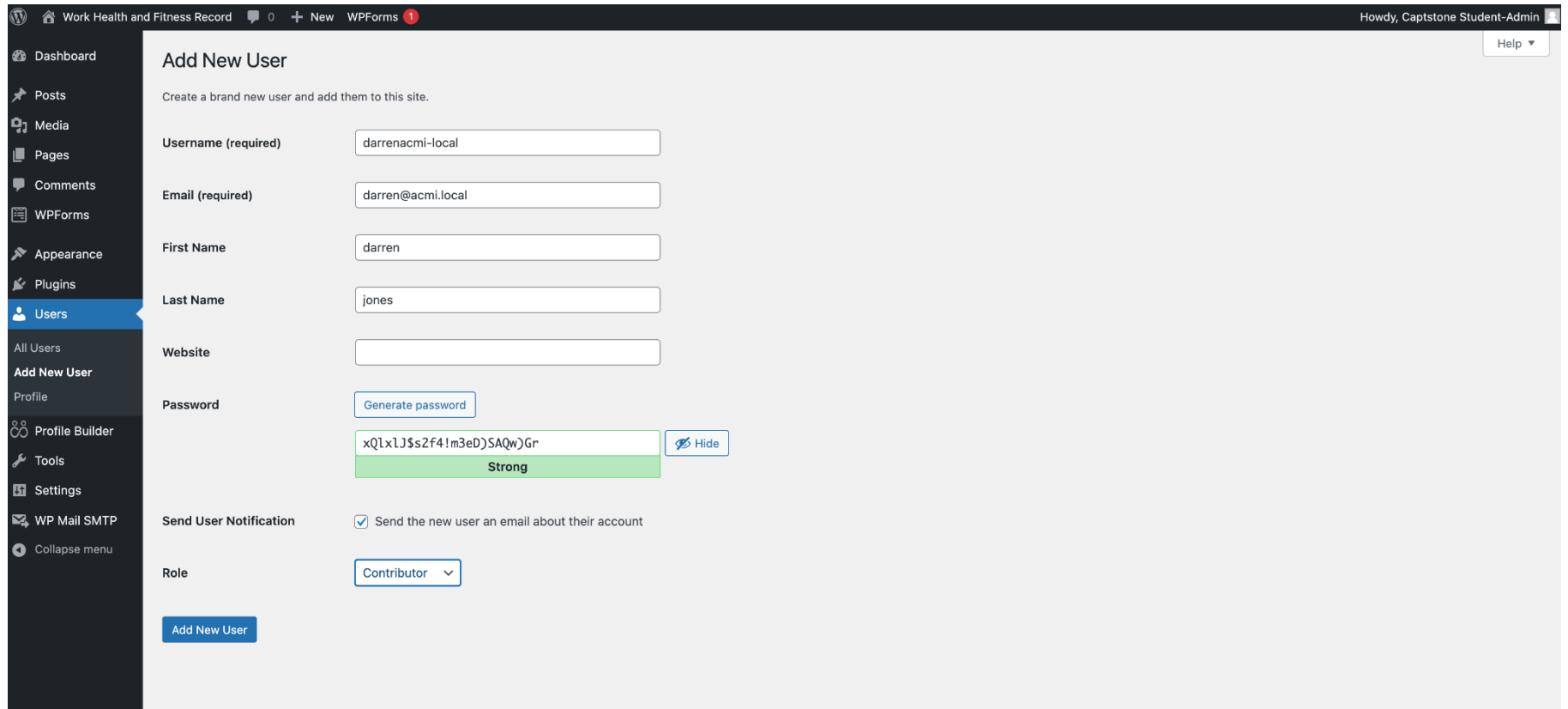


The image shows a screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular login form. Inside the form, there are two input fields: the first is labeled 'Username or Email Address' and contains the text 'test@jupiter.local'; the second is labeled 'Password' and contains five black dots, with a small eye icon to its right. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login form, there is a link that says 'Lost your password?'. At the very bottom, there is a link that says '← Go to Work Health and Fitness Record'.

After you successfully sign in you will be redirected to the dashboard, you can click on 'Add New User' from the navbar on the left side of the screen.



From this page you can set up a new profile for a user of your choice and assign them the 'contributor' role at the bottom.



The screenshot shows the WordPress 'Add New User' interface. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, WPForms, Appearance, Plugins, Users (highlighted), All Users, Add New User, Profile, Profile Builder, Tools, Settings, WP Mail SMTP, and Collapse menu. The main content area is titled 'Add New User' and includes the instruction 'Create a brand new user and add them to this site.' The form fields are: Username (required) with value 'darrenacmi-local', Email (required) with value 'darren@acmi.local', First Name with value 'darren', Last Name with value 'jones', Website (empty), and Password. The password field has a 'Generate password' button, a 'Hide' button, and a strength indicator showing 'Strong'. Below the password field is a 'Send User Notification' checkbox labeled 'Send the new user an email about their account', which is checked. The 'Role' dropdown is set to 'Contributor'. An 'Add New User' button is at the bottom left. The top right of the page shows the user 'Howdy, Captstone Student-Admin' and a 'Help' link.

WordPress Dashboard: Work Health and Fitness Record, 0 New, WPForms 1

Howdy, Captstone Student-Admin

Add New User

Create a brand new user and add them to this site.

Username (required): darrenacmi-local

Email (required): darren@acmi.local

First Name: darren

Last Name: jones

Website:

Password: [Generate password](#)
xQ1x1J\$s2f4!m3eD)SAQw)Gr [Hide](#)
Strong

Send User Notification: ☒ Send the new user an email about their account

Role: Contributor

[Add New User](#)

After you click 'Add New User' the newly created profile will appear on the users page and you can edit, delete or view their account from this page. You can also send them a password reset link.

Dashboard

Posts

Media

Pages

Comments

WPForms

Appearance

Plugins

Users

All Users

Add New User

Profile

Profile Builder

Tools

Settings

WP Mail SMTP

Collapse menu

Users

Add New User

Screen Options

Help

New user created. [Edit user](#)

All (9) | Administrator (2) | Contributor (3) | Subscriber (4)

Bulk actions










Apply

Change role to...

Change

Search Users

9 items

| <input type="checkbox"/> | Username | Name | Email | Role | Posts |
|--------------------------|--|------------------------|--|--|-------|
| <input type="checkbox"/> |  admin | — | john.miller@millerhealth.com.au | Administrator | 0 |
| <input type="checkbox"/> |  capstone-admin | Capstone Student-Admin | capstone2024g4@gmail.com | Administrator | 0 |
| <input type="checkbox"/> |  chris-evansjupiter-local | Chris Evans | chris.evans@jupiter.local | Subscriber | 0 |
| <input type="checkbox"/> |  darrenacmi-local | darren jones | darren@acmi.local | Contributor | 0 |
| | | | | Edit Delete View Send password reset | |
| <input type="checkbox"/> |  mollyacmi-local | Molly Smith | molly@acmi.local | Subscriber | 0 |
| <input type="checkbox"/> |  sam-johnsonacmi-local | Sam Johnson | sam.johnson@acmi.local | Contributor | 0 |
| <input type="checkbox"/> |  test | Michael Test-Bay | test@jupiter.local | Subscriber | 0 |
| <input type="checkbox"/> |  testingacc2541gmail-com | Sam Smith | testingacc2541@gmail.com | Subscriber | 0 |
| <input type="checkbox"/> |  zoejupiter-local | Zoe Saldana | zoe@jupiter.local | Contributor | 0 |
| <input type="checkbox"/> | Username | Name | Email | Role | Posts |

After you assign the contributor role to a HR admins account, they can provide the account registration link to all the users within their organization.

<https://workhealthandfitnessrecord.com.au/index.php/register/>

Email to send to Organizational Admins:

Hello,

We hope this message finds you well. We're excited to inform you that your company account has been successfully created on Work Health and Fitness Record. This means that you and your team now have access to a range of valuable services and features designed to track seminar attendance and employee assessment results.

To get started, all your employees need to do is sign up using the following link:

<https://workhealthandfitnessrecord.com.au/index.php/register/>

Once they've signed up, you'll be able to enter seminar attendance results as well as enter their assessment result as well. You can also see an org-wide view of assessments completed, scores, seminar attendance tracking etc.

We greatly appreciate your partnership and support, and we're committed to providing you with the best possible experience on our platform. If you have any questions or encounter any issues during the sign-up process, please don't hesitate to reach out to us at contact@workhealthandfitnessrecord.com.au

Best regards,

John Miller
Managing Director
Miller Health
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