



Core

# Admin User Guide

Welcome to the Core Cloud App!

## Signing Up for Core

The screenshot shows the login page of the Core Cloud App. At the top left is the Core logo. In the center is a large, stylized flower-like icon. Below the icon are two input fields: "Email" and "Password". Under the "Password" field are two buttons: "Log In" (dark blue) and "Sign Up" (light blue). Below the buttons is a link: "Forgot your login information?".

Please sign up to create an account with Core. Fill out the required information and **Sign Up**.

The screenshot shows the sign-up page of the Core Cloud App. At the top left is the Core logo. In the center is a large, stylized flower-like icon. Below the icon are five input fields: "Organization Name", "First Name", "Last Name", "Enter Email", and "Create Password". Below the input fields is a "Sign Up!" button (dark blue). At the bottom is a link: "Back to Login".

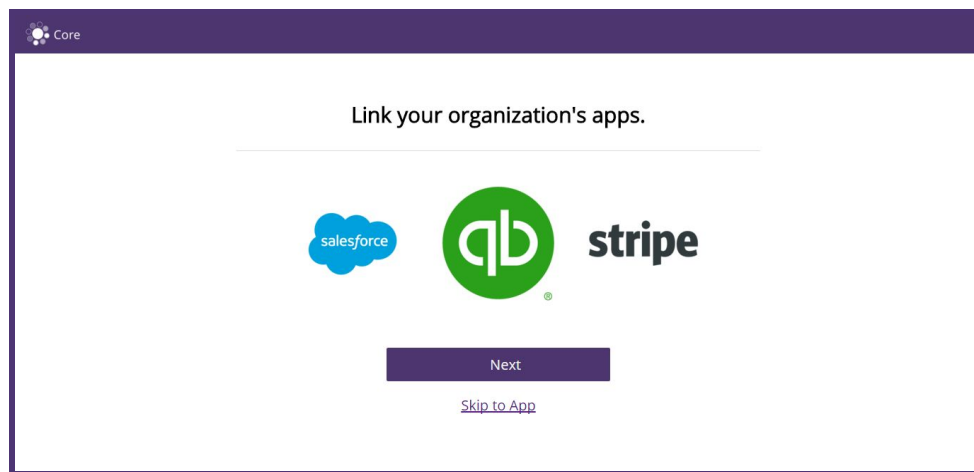


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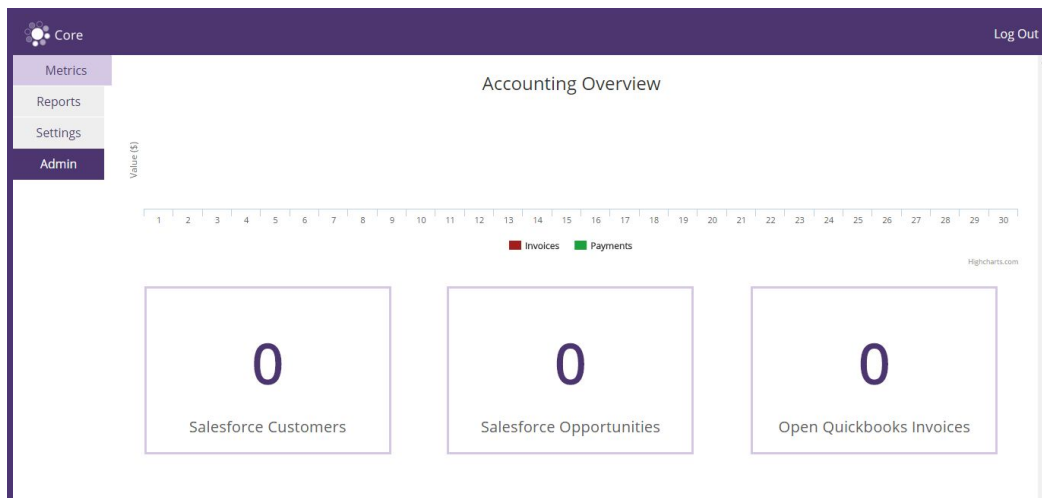
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## Getting Started

Once you are signed up, you may now start linking up your organization's apps to Core. Please skip to page 4 for instructions on connecting an app or press **Skip to App** to navigate to the main page. You may connect your desired apps at any time through the Admin tab.



Welcome to the main page! The app will default to the **Metrics** tab to show you a quick glance at your company information.



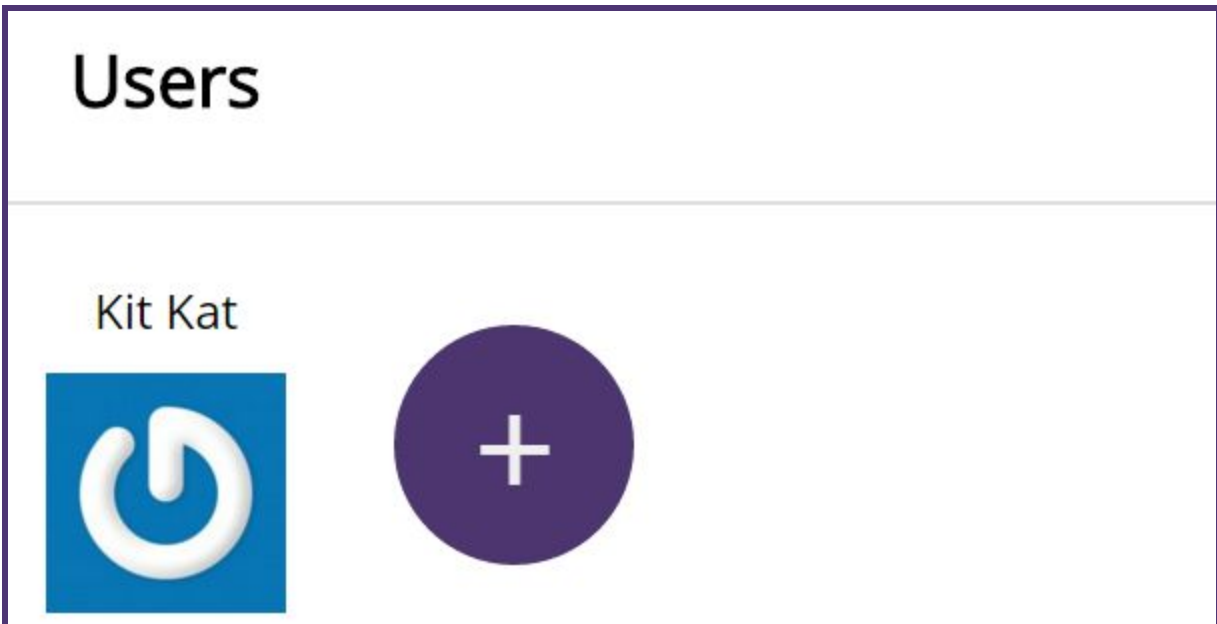


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## Inviting Users

Select the Admins tab and you will see a section for Applications and Users. Press the **+** button to invite a user to Core.

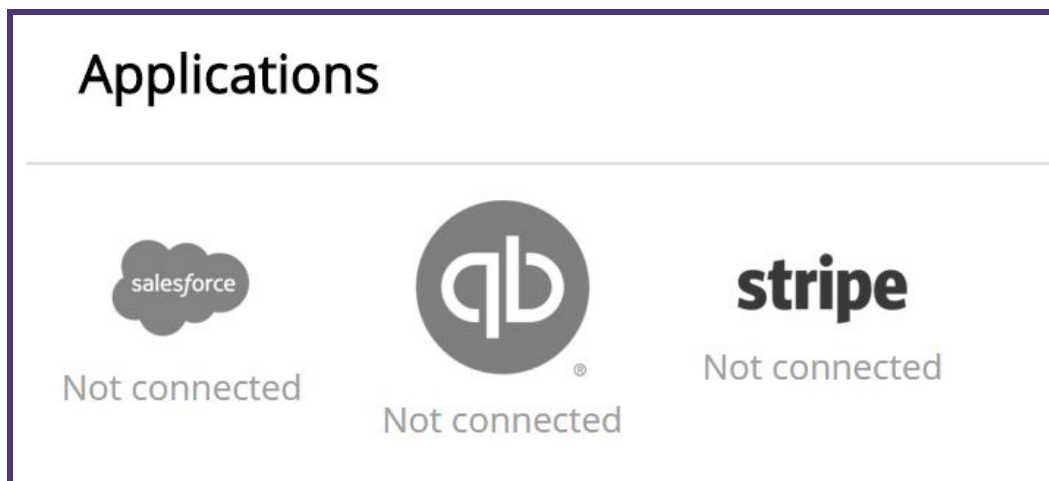


Enter the email of the individual you would like to invite and press the **Send Invite** button.



## Connecting Applications

In the Admins tab, you will also see a section for the Applications that are connected. At this point, no apps are connected, and this is shown through the grayed-out logos as well as the **Not connected** message that appears below the apps.



Select the app that you would like to connect and you will be taken to the appropriate site to login or sign up. Once this is done, you will be taken to a page asking for confirmation to connect the app. Select the **Authorize** button to connect the app to Core.

Once this is done, the **Not connected** message underneath the connected app logo will disappear and the app logo will no longer be grayed-out. The picture below shows an example of QuickBooks being connected to Core.

