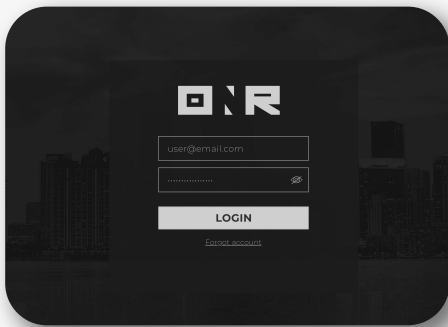




ADDING ADMIN USERS IN ONR: A STEP-BY-STEP GUIDE

In this guide we'll walk you through the process of adding administrative users in the ONR platform. Whether you need to grant administrative privileges or add staff members, we will provide clear instructions on how to do so seamlessly.



1

Access Your Power Admin Account: Log in to your ONR Power Admin account **using your credentials.**

Locate the Admin Tab: On the left-hand side of the dashboard, locate and click on the **gear icon or the settings module.**

2



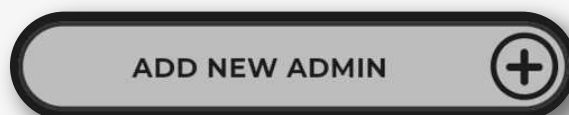
Within the settings module, find the Admin tab.



Add a New Admin User: Once on the Admin tab, **you'll see a list of users** with administrative access.

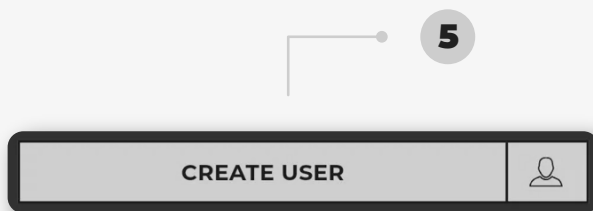
Look for the option to **“Add New Admin”** or a similar prompt and click on it.

3



Enter User Information:

You'll be prompted to **enter the necessary information** for the new admin user. Input the user's **full name, email address, and phone number** (if applicable). Ensure to **include the country code for the phone number** (e.g., +1 for the US).



Create the User and Send the Welcome Email: After entering the required information, proceed to create the user by selecting the appropriate button (e.g., **"Create User"**).

An **automatic welcome email** will be sent to the new admin user from **no-reply@onrapp.com**.

Instruct the user to **check their email inbox** for further instructions.

Set Up Credentials:

Within the welcome email, the new admin user will find a link or button labeled **"SET PASSWORD."**



- Encourage them to click on the **"SET PASSWORD"** button to **set up their credentials** for the administrative account.

- They should **follow the instructions provided in the email** to complete the setup process and **log into Power Admin to confirm**.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com