

How to add additional users to your Toolkit

- 1.) When you would like to add another user to the DSPT Toolkit you click on **admin** and then click **manage users**.

- 2.) You then click **add user** this will enable you to add another user to the Toolkit.

- 3.) Once you have clicked add user you can then add the users email address and which role you would like them to have whether that be **administrator, member, auditor** once you have picked which role you would like another user to have you then push at the bottom of your screen **add user** and then that user will be sent an activation link that is **valid for 24 hours**.

(The difference between all the different roles is: **Administrator** has full access to the Toolkit so they can edit answers for example, **Member** can edit evidence, but they cannot add other users to the Toolkit and lastly **Auditor** has a read-only view)