

The below is a guide to User Management & Ordering. If you see an option that is not available to you, but you are interested in, please contact your account manager to upgrade.

1. Allocated Licenses – this is the number of employees/team members you have given Boost access to or granted a license to.
2. Add more single-use licenses – if you run out of licenses to give to your employees/team, you can always buy more by clicking the link.
3. Search – you can search for a specific
4. Card ID – this is the users Boost Card ID number
5. Card Status
 - a. Pending
 - b. Requested – we have received your request
 - c. Ordered – we have ordered the card to be printed
 - d. Printed – we have printed your cards
 - e. Expired – the card has expired, or you have disabled the user
6. App ID – the users Boost App ID number
7. App Status
 - a. Pending
 - b. Ready to Use
 - c. Invited – if the “Send app invite date” has passed, we have sent the invite. If this date has not passed, we have not sent the invite. Invites are sent at 10 am.
 - d. Authenticated – the user has registered and logged into the Boost app
 - e. Expired - the app has expired, or you have disabled the user
8. PIN – the users PIN number to register for Boost.
9. Registered – If the user has registered their details for Boost and can access the offers
10. Edit – edit the name of the user
11. Download Active Users – download a CSV of all your active users for Boost

12. Set App Invite Email Send Date – the date we will send the app invite to your users. **Set this after you have added all your users.** The email will be sent at 10am on the date you specify. Once this date has passed, any users you add will be sent the app invite at 10 am.
13. Add User – see the 'How to Add Users' document

Actions – Replace Card

1. Select the check box next to the user(s) you want to replace the card of, then click the red “Actions” button and select “Replace Card”

boost.myboost.co.nz/profile/user-management-and-ordering

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User Management & Ordering

Allocated Licenses

111/1000 allocated users.
Need more users? [Add more single-use licenses](#)

Your Boost Users Actions Search:

<input type="checkbox"/>	FIRST NAME	LAST NAME	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT
<input checked="" type="checkbox"/>	example66	user66	BT000026017	Requested	BT000026012	Invited	B2N6T2	Edit
<input type="checkbox"/>	example2	user2	BT000025973	Requested	BT000025978	Invited	G3K3S4	Edit
<input type="checkbox"/>	example55	user55	example55user2@n3...	Requested	BT000026376	Invited	FIC9Y8	Edit
<input type="checkbox"/>	example62	user62	example62user2@...	Requested	BT000025713	Invited	HTZ4Y0	Edit
<input type="checkbox"/>	example42	user42	example42user42...	Requested	BT000026147	Invited	H6V4Q8	Edit
<input type="checkbox"/>	example36	user36	example36user36@...	Requested	BT000025720	Invited	G1R0R0	Edit
<input type="checkbox"/>	example30	user30	example30user30...	Requested	BT000026406	Invited	K0Q5J7	Edit
<input type="checkbox"/>	example5	user5	example5user5@n3...	Requested	BT000026284	Invited	R5K6W6	Edit
<input type="checkbox"/>	example77	user77	example77user77@...	Requested	BT000026130	Invited	D7G3G9	Edit

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Options

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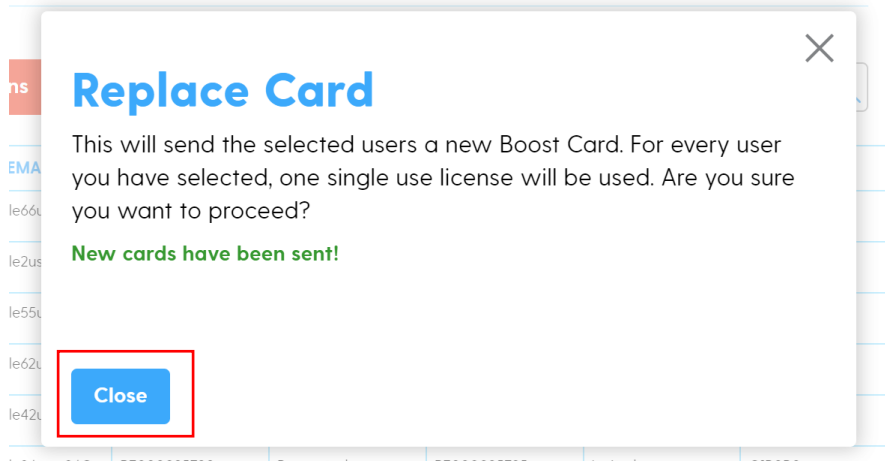
We're online! Let's chat!

2. This will send the selected users a new Boost Card. For every user you have selected, one single use license will be used. Are you sure you want to proceed? Click “Yes”.

Replace Card

This will send the selected users a new Boost Card. For every user you have selected, one single use license will be used. Are you sure you want to proceed?

3. A confirmation popup will show, saying "New cards have been sent!" You can now "Close" the popup.



Actions – Send App Invite

1. Select the check box next to the user(s) you want to replace the card of, then click the red "Actions" button and select "Send App Invite"

Allocated Licenses

127/1000 allocated users.
Need more users? [Add more single-use licenses](#)

Your Boost Users

Search:

FIRST NAME	LAST NAME	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	
<input type="checkbox"/>	example27	user27	BT000026161	Requested	BT000026166	Invited	T2F4C6	Edit
<input checked="" type="checkbox"/>	example97	user97	example97user97@...	Requested	BT000026302	Invited	L6X7X7	Edit
<input type="checkbox"/>	example29	user29	example29user29@...	Requested	BT000026333	Invited	C8M8B4	Edit
<input type="checkbox"/>	example82	user82	example82user82@...	Requested	BT000025930	Invited	G3J6R0	Edit
<input type="checkbox"/>	example68	user68	example68user68...	Requested	BT000026159	Invited	P3B4W6	Edit
<input type="checkbox"/>	example54	user54	example54user54...	Requested	BT000026296	Invited	Y8Z9K7	Edit
<input type="checkbox"/>	example43	user43	example43user43...	Requested	BT000026197	Invited	S8L4C9	Edit
<input type="checkbox"/>	Example	User	example_user@n3...	Requested	BT000025596	Invited	W8J2S9	Edit
<input type="checkbox"/>	example74	user74	example74user74@...	Requested	BT000025817	Invited	G7Y8Q7	Edit

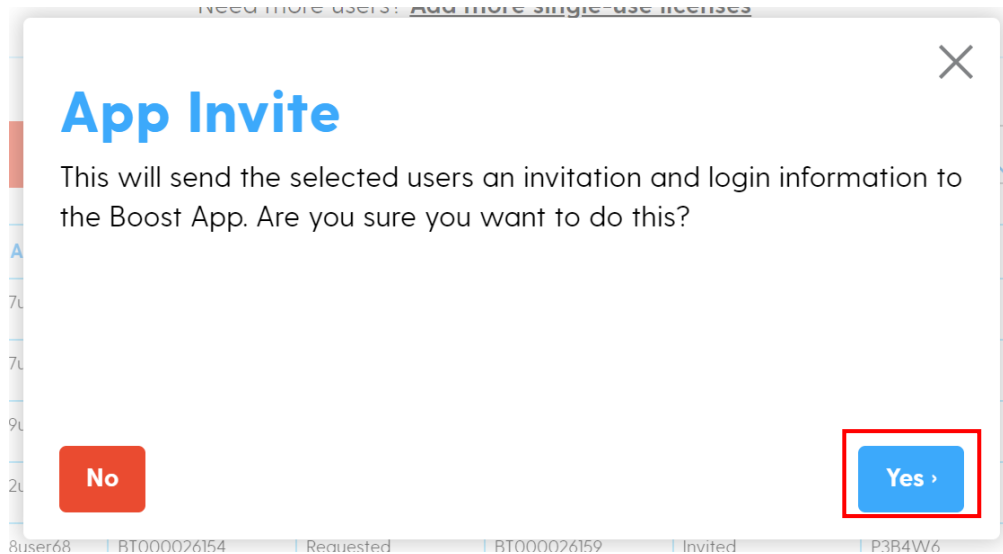
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Options

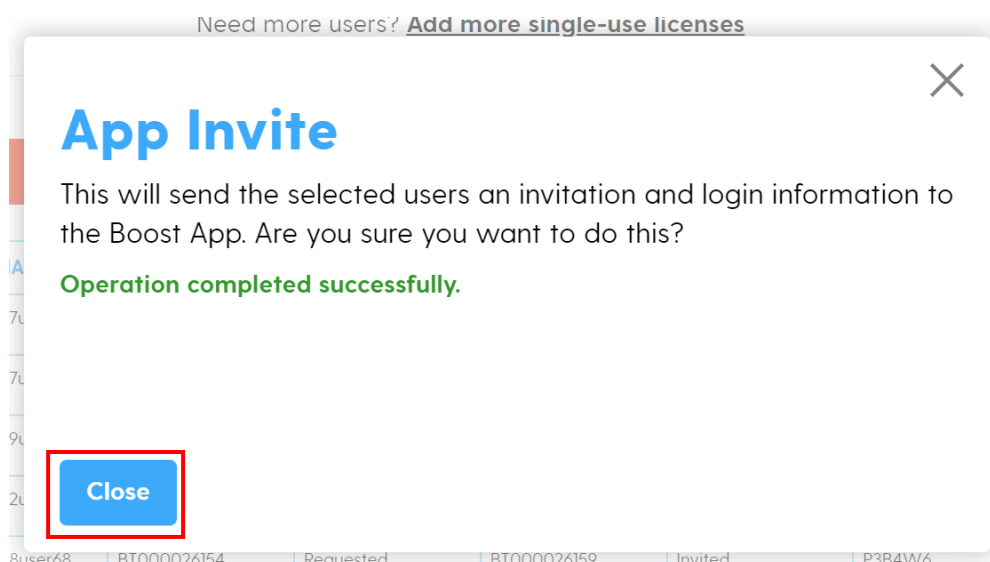
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We're offline! Leave a mes...

- This will send the selected users an invitation and login information to the Boost App. Are you sure you want to do this? Click "Yes".



- This will send the app invite email to the selected user(s). You can then click "Close"



Actions – Disable

1. Select the check box next to the user(s) you want to replace the card of, then click the red “Actions” button and select “Disable”

Allocated Licenses

127/1000 allocated users.
Need more users? [Add more single-use licenses](#)

Your Boost Users

Actions

Search: Type here

	FIRST NAME	LAST NAME	Replace Card	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT
<input type="checkbox"/>	example27	user27	Send App Invite Disable	BT000026161	Requested	BT000026166	Invited	T2F4C6	Edit
<input type="checkbox"/>	example97	user97		BT000026307	Requested	BT000026302	Invited	L6X7X7	Edit
<input type="checkbox"/>	example29	user29		BT000026338	Requested	BT000026333	Invited	C8M8B4	Edit
<input checked="" type="checkbox"/>	example82	user82		BT000025935	Requested	BT000025930	Invited	G3J6R0	Edit
<input type="checkbox"/>	example68	user68		BT000026154	Requested	BT000026159	Invited	P3B4W6	Edit
<input type="checkbox"/>	example54	user54		BT000026291	Requested	BT000026296	Invited	Y8Z9K7	Edit
<input type="checkbox"/>	example43	user43		BT000026192	Requested	BT000026197	Invited	S8L4C9	Edit
<input type="checkbox"/>	Example	User		BT000025591	Requested	BT000025596	Invited	W8.J2S9	Edit
<input type="checkbox"/>	example74	user74		BT000025812	Requested	BT000025817	Invited	G7Y8Q7	Edit

Download Active Users Set App Invite Email Send Date Add Users

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2. This will remove the user from Boost completely. If you want to re-activate at a later date you will use one of your single use licenses per user. Are you sure you want to disable the selected users? Click “Yes”

Disable

This will remove the user from Boost completely. If you want to re-activate at a later date you will use one of your single use licenses per user. Are you sure you want to disable the selected users?

No Yes

- This will disable the user(s) and they will now appear greyed out on the User Management screen.

Allocated Licenses

127/1000 allocated users.
Need more users? [Add more single-use licenses](#)

Your Boost Users Actions Search:

<input type="checkbox"/>	FIRST NAME	LAST NAME	USER EMAIL	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT
<input type="checkbox"/>	example27	user27	example27user27@...	BT000026161	Requested	BT000026166	Invited	T2F4C6	Edit
<input type="checkbox"/>	example97	user97	example97user97@...	BT000026307	Requested	BT000026302	Invited	L6X7X7	Edit
<input type="checkbox"/>	example29	user29	example29user29@...	BT000026338	Requested	BT000026333	Invited	C8M8B4	Edit
<input type="checkbox"/>	example82	user82	example82user82@...	BT000025935	Expired	BT000025930	Expired	G3J6R0	Edit
<input type="checkbox"/>	example68	user68	example68user68...	BT000026154	Requested	BT000026159	Invited	P384W6	Edit
<input type="checkbox"/>	example54	user54	example54user54...	BT000026291	Requested	BT000026296	Invited	Y8Z9K7	Edit
<input type="checkbox"/>	example43	user43	example43user43...	BT000026192	Requested	BT000026197	Invited	S8L4C9	Edit
<input type="checkbox"/>	Example	User	example_user@n3...	BT000025591	Requested	BT000025596	Invited	W8J2S9	Edit
<input type="checkbox"/>	example74	user74	example74user74@...	BT000025812	Requested	BT000025817	Invited	G7Y8G7	Edit

[Download Active Users](#) [Set App Invite Email Send Date](#) [Add Users](#)

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We're offline! Leave a mes...

Well done you have completed the 'User Management & Ordering' guide!