

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.

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	BOOST Offers   Dashboard   News & Articles   Boost App											
User Management & Ordering												
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Alle	ocated Licenses								Options			
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Your	Boost Users	Actions	Sec	arch: Type h	ere		×Q		Customisation			
									Offer Management			
	FIRST NAME	LAST NAME	USER EMAIL	APP ID	APP STATUS	PIN	REGISTERED	EDIT	User Management &			
	Jied	User	used_user82897@n3.co.nz	81000477401	Invited	D3,9X3	Yes	Edit	Ordering			
	Gram	Drofdar	markr@n3.co.nz	81000477340	Expired	M3G2Z3	No	Edit	Resources			
0,	Another	User	another_uer_78296@n3.co.nz	81000952557	Invited	T2R650	No	Edit	Boost Offers			
0	Sen	Showtest	benpinpoint1@n3.co.nz	81000477388	Authenticated	¥7C8C9	Yes	Edit				
	owu	Test	dwu_test82681fsa@n3.co.nz	81000761494	Invited	T5M4M8	Yes	Edit	My Profile			
0,	John	Doe	johndoe@example.com	BT001200688	Invited	SOP3P5	No	Edit	Billing & Delivery			
<b>S</b>	Sitefinity	UPGRADE	sitefinity_upgrade-1-6-210n3.co.nz	81000935670	Invited	F8X5V8	Yes	Edit				
	Clown	Shoes	formername44@n3.co.nz	81000477333	Invited	X7YTY1	No	Edit				
Dow	vnload Active Users	Set App Invite Email S	Send Date				A	dd User	•			

- 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"

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Υοι	ur Boost U	sers	Actions 🗸	Search: Type here							Offer Management	
	FIRST NAME	LAST NAME	Replace Card	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	^		
	example66	userőő	Disable	BT000026017	Requested	BT000026012	Invited	B2N6T2	Edit		User Management & Ordering	
	example2	user2	example2user2@n3	BT000025973	Requested	BT000025978	Invited	G3K3S4	Edit			
	example55	user55	example55user55@	BT000026376	Requested	BT000026371	Invited	FIC9Y8	Edit		Resources	
	example62	useró2	example62user62@	BT000025713	Requested	BT000025718	Invited	H1Z4Y0	Edit		Boost Offers	
	example42	user42	example42user42	BT000026147	Requested	BT000026142	Invited	H6V4Q8	Edit		My Profile	
	example36	user36	example36user36@	BT000025720	Requested	BT000025725	Invited	G1R0R0	Edit			
	example30	user30	example30user30	BT000026406	Requested	BT000026401	Invited	K0Q5J7	Edit		Billing & Delivery	
	example5	user5	example5user5@n3	BT000026284	Requested	BT000026289	Invited	R5K6W6	Edit			
	example77	user77	example77user77@	BT000026130	Requested	BT000026135	Invited	D7G3G9	Edit	~		
D	ownload Activ	ve Users	Set App Invite En	nail Send Date					Add User	rs		

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".





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"

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			Replace Card						J		Offer Management
	FIRST NAME	LAST NAME	Send App Invite	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	^	User Management &
	example27	user27	Disable	BT000026161	Requested	BT000026166	Invited	T2F4C6	Edit		Ordering
	example97	user97	example97user97@	BT000026307	Requested	BT000026302	Invited	L6X7X7	Edit		Resources
	example29	user29	example29user29@	BT000026338	Requested	BT000026333	Invited	C8M8B4	Edit		
	example82	user82	example82user82@	BT000025935	Requested	BT000025930	Invited	G3J6R0	Edit		Boost Offers
	example68	user68	example68user68	BT000026154	Requested	BT000026159	Invited	P3B4W6	Edit		My Profile
	example54	user54	example54user54	BT000026291	Requested	BT000026296	Invited	Y8Z9K7	Edit		Pilling & Dolivory
	example43	user43	example43user43	BT000026192	Requested	BT000026197	Invited	S8L4C9	Edit		billing & Delivery
	Example	User	example_user@n3	BT000025591	Requested	BT000025596	Invited	W8J2S9	Edit		
$\square$	example74	user74	example74user74@	BT000025812	Requested	BT000025817	Invited	G7Y8Q7	Edit	~	



2. 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".



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

	Need	more users? Ad	d more single-us	e licenses	
					$\times$
A	<b>pp Inv</b>	ite			
Th the	is will send th e Boost App. A	e selected use Are you sure y	ers an invitation ou want to do t	and login in his?	formation to
Op	peration comple	eted successful	ly.		
	Close				
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### 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"

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FIRST NAME	LAST NAME	Replace Cara Send App Invite	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	^		
example27	user27	Disable	BT000026161	Requested	BT000026166	Invited	T2F4C6	Edit		User Management & Ordering	
example97	user97	example97user97@	BT000026307	Requested	BT000026302	Invited	L6X7X7	Edit			
example29	user29	example29user29@	BT000026338	Requested	BT000026333	Invited	C8M8B4	Edit		Resources	
	user82	example82user82@	BT000025935	Requested	BT000025930	Invited	G3J6R0	Edit		Boost Offers	
example82			BT000026154	Requested	BT000026159	Invited	P3B4W6	Edit		My Profile	
example82 example68	user68	example68user68					Y8Z9K7	Edit			
example82 example68 example54	user68 user54	example68user68 example54user54	BT000026291	Requested	BT000026296	Invited					
example82 example68 example54 example43	user68 user54 user43	example68user68 example54user54 example43user43	BT000026291 BT000026192	Requested Requested	BT000026296 BT000026197	Invited	S8L4C9	Edit	-	Billing & Delivery	
example82 example68 example64 example43 Example	user68 user54 user43 User	example68user68 example54user54 example43user43 example_user@n3	BT000026291 BT000026192 BT000025591	Requested Requested Requested	BT000026296 BT000026197 BT000025596	Invited Invited Invited	S8L4C9 W8J2S9	Edit Edit	_	Billing & Delivery	
example82 example68 example54 example43 Example example74	user68 user54 user43 User user74	example68user68 example54user54 example43user43 example_user@n3 example74user74@	BT000026291 BT000026192 BT000025591 BT000025812	Requested Requested Requested Requested	BT000026296           BT000026197           BT000025596           BT000025817	Invited Invited Invited Invited	S8L4C9 W8J2S9 G7Y8Q7	Edit Edit Edit	~	Billing & Delivery	

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"





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

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A	llocated I	icenses.									Options	
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Need more users? Add more single-use licenses											Organisation Info	
ίοι	ur Boost U	sers	Actions		Search: Type here					Customisation		
											Offer Management	
	FIRST NAME	LAST NAME	USER EMAIL	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	^	User Management &	
	example27	user2/	example2/user2/@	B1000026161	Requested	B1000026166	Invited	12F4C6	Edit		Ordering	
	example97	user97	example97user97@	B1000026307	Requested	B1000026302	Invited	L6X7X7	Edit		Resources	
	example29	user29	example29user29@	BT000026338	Requested	BT000026333	Invited	C8M8B4	Edit			
	example82	user82	example82user82@	BT000025935	Expired	BT000025930	Expired	G3J6R0	Edit		Boost Offers	
	example68	user68	example68user68	BT000026154	Requested	BT000026159	Invited	P3B4W6	Edit		My Profile	
	example54	user54	example54user54	BT000026291	Requested	BT000026296	Invited	Y8Z9K7	Edit		Billing & Delivery	
	example43	user43	example43user43	BT000026192	Requested	BT000026197	Invited	S8L4C9	Edit		billing & Delivery	
	Example	User	example_user@n3	BT000025591	Requested	BT000025596	Invited	W8J2S9	Edit			
	example74	user74	example74user74@	BT000025812	Requested	BT000025817	Invited	G7Y8Q7	Edit	~		
Do	ownload Activ	ve Users	Set App Invite Em	nail Send Date					Add User	s		

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