

Adding a user

- 1) If the user doesn't already have a LoginMKE account, they need to first register one. Instructions for that are available in the **"Managing your LoginMKE account"** documentation.
- 2) Under company profile, go to the "Contacts" tab, and hit the green "+" icon to create a new contact.

The screenshot shows the 'Official Website of the City of Milwaukee Labor Compliance Reporting (Contractor Portal)'. On the left is a dark sidebar with a 'COMPANY' section containing 'Company Profile', 'How To', 'Project Assignments', 'Projects', and 'Employees'. The 'Company Profile' item is circled in green with a '1' next to it. The main content area has a top navigation bar with 'Contractor Details', 'Certifications', 'Contacts', 'Files', 'Employees', and 'Project Assignments'. The 'Contacts' tab is circled in green with a '2' next to it. Below this is a blue header for the 'Contacts' page with navigation buttons and a table. The table has columns for 'Label', 'User Id', and 'Title'. Two contacts are listed: 'Baas, Kevin' with 'User Id' 'kevin.baas' and 'Title' 'IT Support', and 'Benson, Sue' with 'User Id' 'sue.benson'. A green circle with a '+' icon is overlaid on the table's action buttons, with an arrow pointing to it.

- 3) Enter in the required information and hit "Create". You are done.

Note: their "User id" must match the username they created for LoginMKE.

The screenshot shows a 'General' form for adding a contact. It has several input fields: '*Label', '*User Id', 'Title', '*First Name', and '*Last Name'. The '*User Id' field is circled in green with a note that says 'Must match their user login.' Below the '*First Name' and '*Last Name' fields are red error messages: 'First Name is a required field.' and 'Last Name is a required field.' There is also an 'Email' field at the bottom.

Changing a user's access.

- 1) Go to the "Contacts" tab in "Company Profile", and click "Details" on the user record.
- 2) Go to the "Contractor Contact Attributes" tab, update the permissions as you like, and hit the blue save-all icon. You are done.

Official Website of the City of Milwaukee
Labor Compliance Reporting (Test Environment)

COMPANY 1

- Company Profile
- How To
- Project Assignments
- Projects
- Employees



















OTHER

- Reports NEW
- All Contractors
- Job Classifications

TESTING

Contractor Details Certification **Contacts** Files Employees Project Assignments



















pg 1 Contacts

	Label	User Id	Title	First Name
  	test, new	newtest		new
  	Baas, Kevin	kevin.baas		Kevin
  	,Contact	contact.		Contact
  	Jantz, Celeste	celeste.jantz		Celeste
  	person, some	userid		some
  	testy, test	testid		test

test, new

Contractor Contact Details **Contractor Contact Attributes**

pg 1 Contractor Contact Attributes

	User Id	Contractor Attribute	Display Order	Is Enabled	Who In
  	newtest	Admin	1	<input checked="" type="checkbox"/>	kevin.ba
  	newtest	User Admin	5 2	<input checked="" type="checkbox"/>	kevin.ba
  	newtest	Employee Admin	4	<input checked="" type="checkbox"/>	kevin.ba
  	newtest	Project Workers Adm	5	<input checked="" type="checkbox"/>	kevin.ba
  	newtest	Project Sub-contract	6	<input checked="" type="checkbox"/>	kevin.ba
  	newtest	Payroll Admin	7	<input checked="" type="checkbox"/>	kevin.ba

Removing a user's access

- 1) Go to the "Contacts" tab in the "Company Profile"
- 2) Click the red delete button on the user whose access you want to remove. You will be asked for confirmation. Say yes. You are done.

Official Website of the City of Milwaukee
Labor Compliance Reporting (Test Environment)

COMPANY 2

- Company Profile
- How To
- Project Assignments
- Projects
- Employees

OTHER

- Reports **NEW**
- All Contractors
- Job Classifications

TESTING

Contractor Details Certification **Contacts** Files 2 Employees Project Assignments

pg 1 Contacts

	Label	User Id	Title	First Name
	test, new	newtest		new
	baas, Kevin	kevin.baas		Kevin
	Contact	contact.		Contact
	Jantz, Celeste	celeste.jantz		Celeste
	person, some	userid		some
	testy, test	testid		test