

Client's User Guide

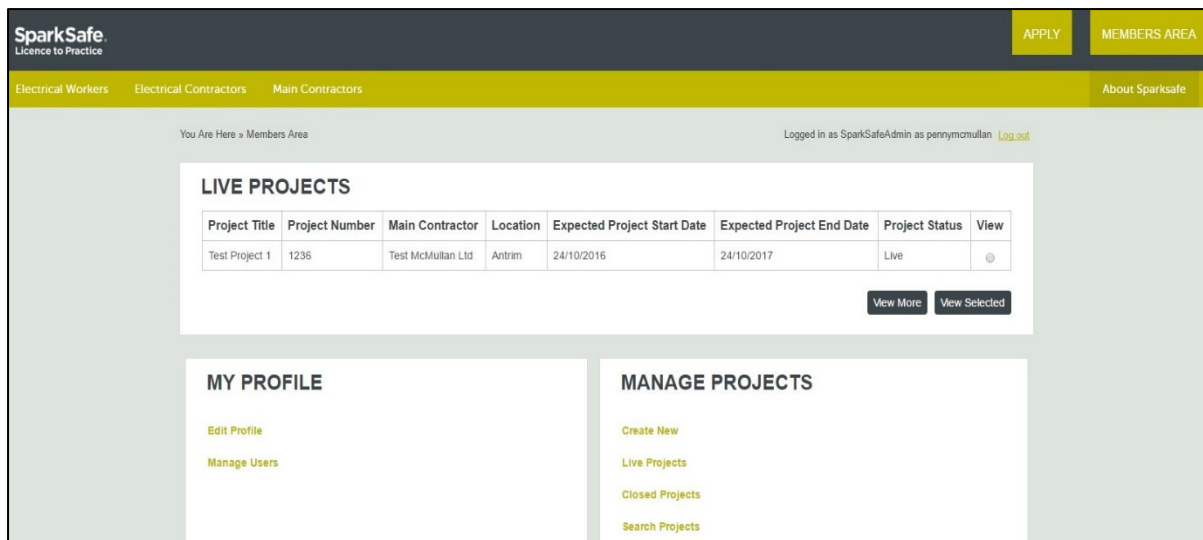
Editing Your Profile & Managing Users

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

1. Edit Your Profile

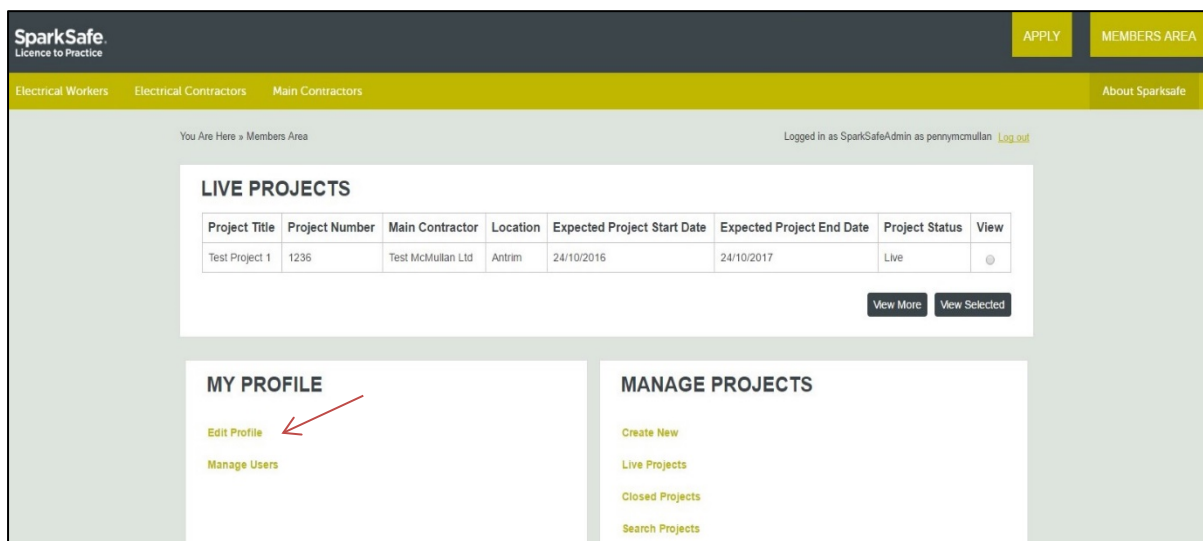
Users can access the Member's Area by entering their User Name and Password at the Log in screen. Fig. 1.1 shows a typical Client Member's Area.

Fig. 1.1



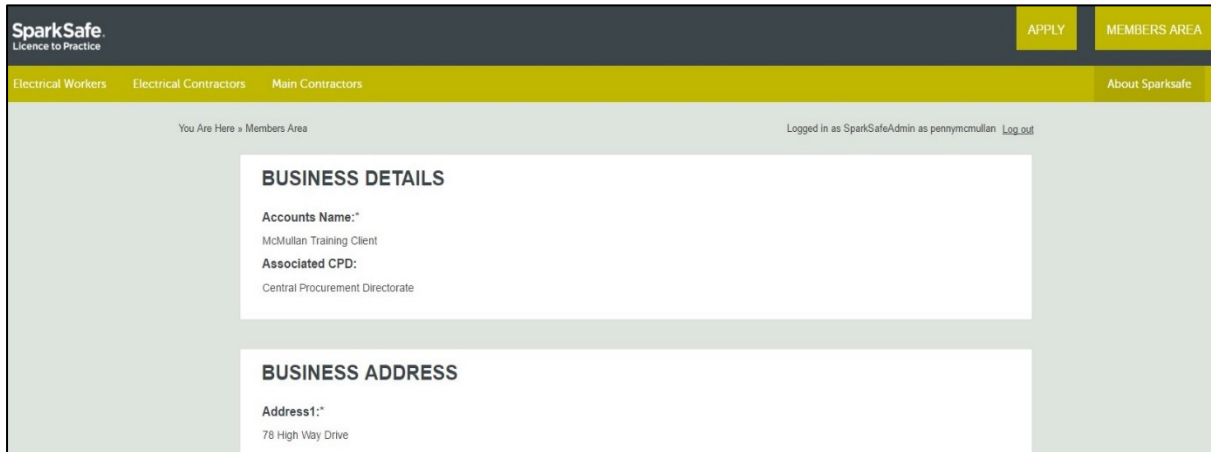
Within the Members' Area, users can maintain the business profile details. To edit your profile, click on the "Edit Profile" link (Fig. 1.2).

Fig. 1.2



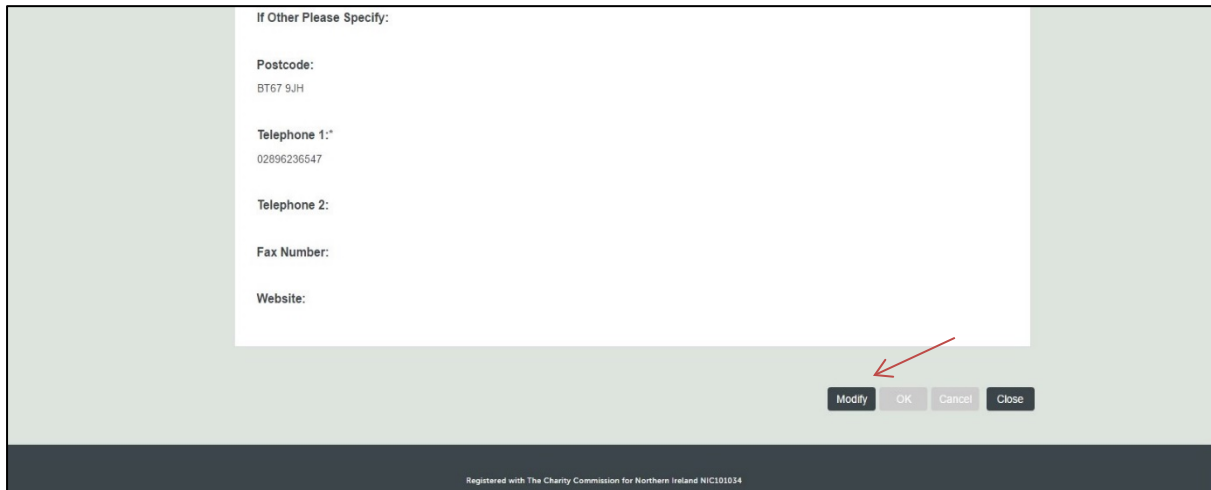
The next screen will display your current business details (Fig. 1.3), allowing you to maintain the details as required.

Fig. 1.3



To make a change to this information, click on the “modify” button at the bottom of the Business Details as shown in the screen below (Fig. 1.4).

Fig. 1.4



All information within this section can now be edited (Fig. 1.5). Once you have made the necessary changes, click on the “ok” and “close” button. This will save any changes you have made.

Fig. 1.5

The screenshot shows the SparkSafe web interface. At the top left is the SparkSafe logo with the tagline "Licence to Practice". To the right are buttons for "APPLY" and "MEMBERS AREA". Below this is a navigation bar with "Electrical Workers", "Electrical Contractors", and "Main Contractors" on the left, and "About Sparksafe" on the right. The main content area has a breadcrumb "You Are Here > Members Area" and a login status "Logged in as SparkSafeAdmin as pennymcmullan" with a "Log out" link. The primary section is titled "BUSINESS DETAILS" and contains two form fields: "Accounts Name:" with the value "McMullan Training Client" and "Associated CPD:" with a dropdown menu showing "Central Procurement Directors". Below this is a section titled "BUSINESS ADDRESS" with a form field for "Address1:" containing the text "78 High Way Drive".

Manage Users

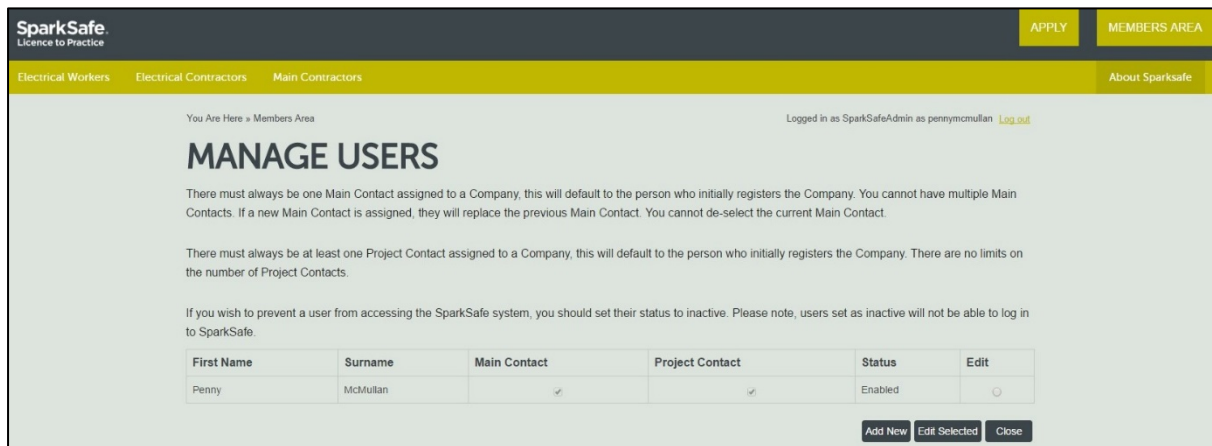
The manage users functionality (Fig. 1.6) allows you to edit existing users that are linked to your company, as well as create new users.

Fig. 1.6

The screenshot shows a user management interface. At the top right are buttons for "View More" and "View Selected". The main area is divided into two columns. The left column is titled "MY PROFILE" and contains two links: "Edit Profile" and "Manage Users", with the latter circled in red. The right column is titled "MANAGE PROJECTS" and contains four links: "Create New", "Live Projects", "Closed Projects", and "Search Projects".

When users first login to the members' area, the contact who was initially registered by the SparkSafe Team will be displayed as an existing user (Fig. 1.7).

Fig. 1.7



There are two types of contacts within the system – Main Contacts and Project Contacts.

Main Contact

There must always be one Main Contact assigned to a Company, this will default to the person who initially registers the Company. You cannot have multiple Main Contacts.

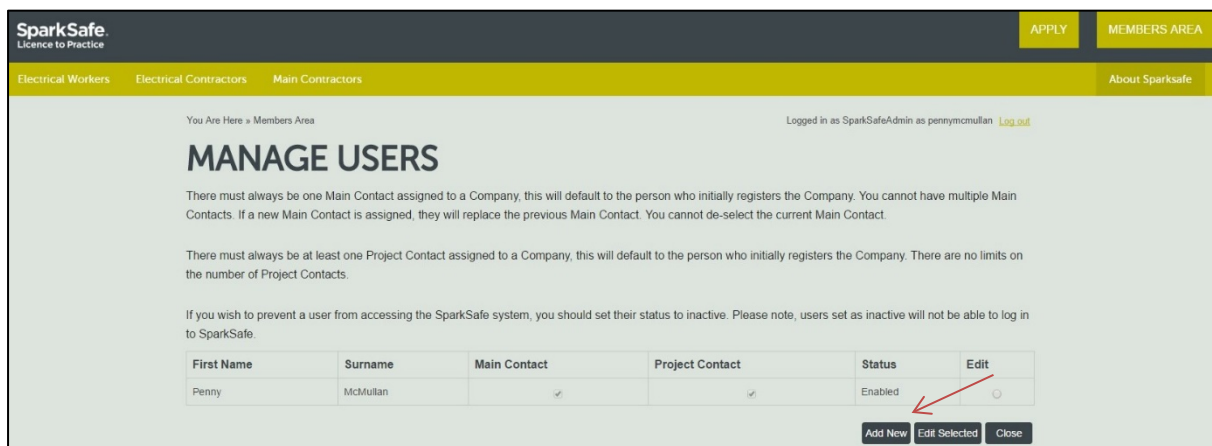
Project Contact

There must always be at least one Project Contact assigned to a Company, this will default to the person who initially registers the Company. There is no limit on the number of Project Contacts. The Project Contact will be the person who appears on the Project View and Project Report.

Add a New User

To add a new user, click on the “Add New” button as shown below (Fig. 1.8).

Fig. 1.8



You are required to input all the necessary information for the new user (Fig 1.9), as well as decide if they are the Main Contact or Project Contact. Leave the Log-attempts field blank.

Fig. 1.9

The screenshot shows the 'MAINTAIN USER' form. At the top, it says 'You Are Here > Members Area' and 'Logged in as tcooney91 as Lauren11 Log out'. The form has the following fields: First Name, Middle Name, Surname, Email Address, Confirm Email Address, User Name, Confirm User name, Security Question (Please select), Answer to Security Question, Main Contact (checkbox), Project Contact (checkbox), and Login Attempts. A message box on the right says: 'Your User Name must be at least 6 characters long. Your User Name is not case-sensitive.'

Click "Ok" at bottom of screen.

The following screen will appear (Fig. 1.10).

Fig. 1.10

The screenshot shows a confirmation message box with the text: 'A new user account has been created. To activate this account, the user must verify their email address by clicking on the verification link which has been sent to the email address provided.' There is an 'OK' button at the bottom of the message box. The background shows the 'MEMBERS AREA' and 'About SparkSafe' links.

Click "Ok" to continue.

You should now click "modify" to enable the status of the new user. Click on the "status" (Fig. 1.11) and choose enable from the dropdown menu.

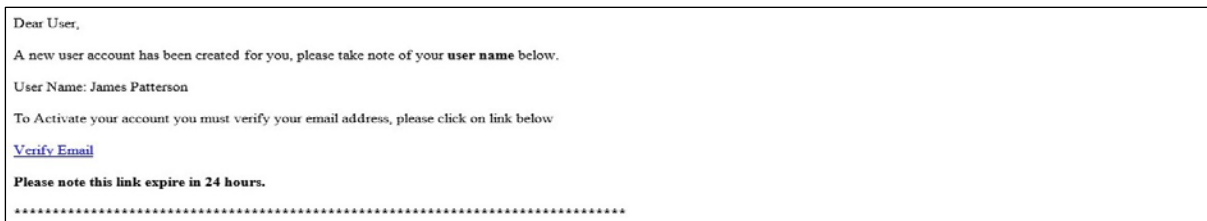
Fig. 1.11

The screenshot shows the 'MAINTAIN USER' form with the 'Status' dropdown menu open. The dropdown menu shows 'Disabled', 'Enabled', and 'Disabled' options. A red arrow points to the 'Enabled' option. The 'Project Contact' checkbox is checked. The 'Login Attempts' field is set to 0. The 'Status' field is currently set to 'Disabled'. The 'Reset Password', 'Modify', 'OK', and 'Cancel' buttons are visible at the bottom.

Then click "ok and "close to save the information to the database.

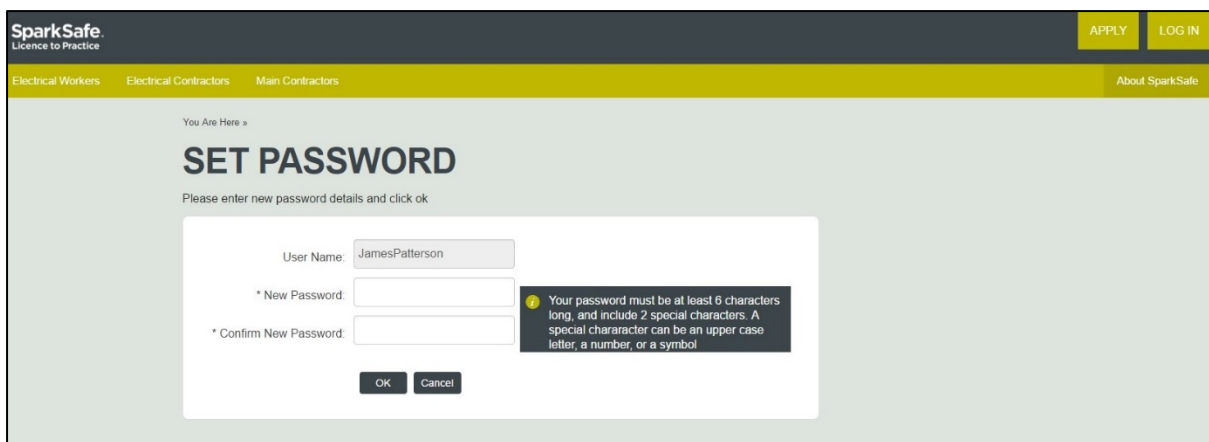
To activate, the account user must verify their email address by clicking the verification link (Fig. 1.12) which has been sent to the email address provided.

Fig. 1.12



The user will be taken to the following screen once the verification link has been activated (Fig. 1.13) to set up a new password.

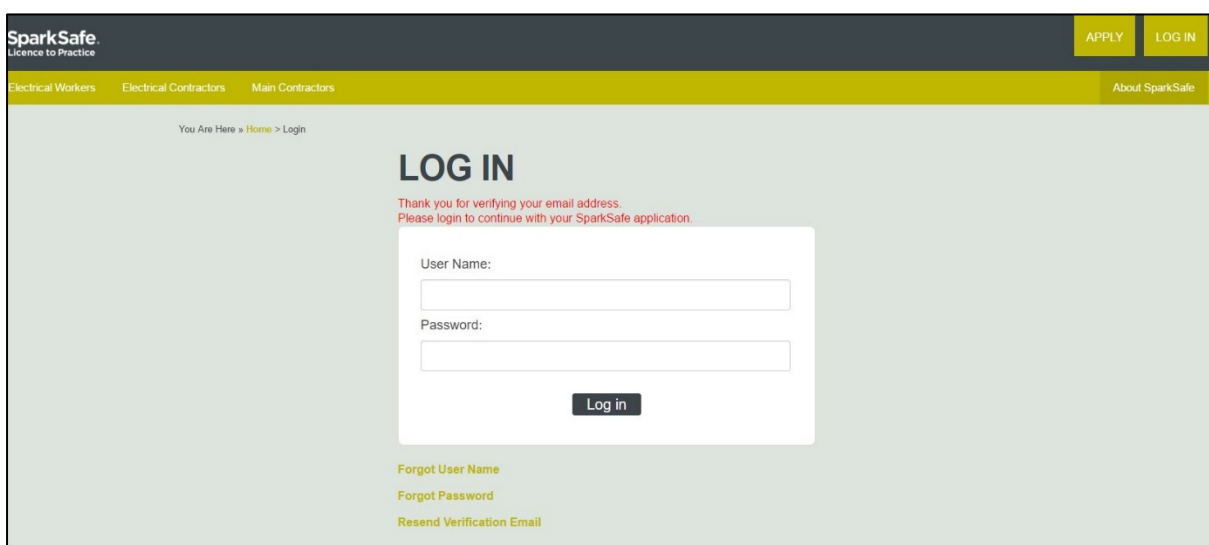
Fig. 1.13



The user should click “ok”.

The following screen will now appear for the new user to log in to their account (Fig. 1.14).

Fig.1.14



Newly added users should now appear in the manage users data grid (Fig. 1.15).

Fig. 1.15

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APPLY MEMBERS AREA

Electrical Workers Electrical Contractors Main Contractors About Sparksafe

You Are Here » Members Area Logged in as SparkSafeAdmin as pennymcmullan [Log out](#)

MANAGE USERS

There must always be one Main Contact assigned to a Company, this will default to the person who initially registers the Company. You cannot have multiple Main Contacts. If a new Main Contact is assigned, they will replace the previous Main Contact. You cannot de-select the current Main Contact.

There must always be at least one Project Contact assigned to a Company, this will default to the person who initially registers the Company. There are no limits on the number of Project Contacts.

If you wish to prevent a user from accessing the SparkSafe system, you should set their status to inactive. Please note, users set as inactive will not be able to log in to SparkSafe.

First Name	Surname	Main Contact	Project Contact	Status	Edit
Penny	McMullan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Enabled	<input type="radio"/>
John	McQuid	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disabled	<input type="radio"/>

Add New Edit Selected Close

Edit an Existing User

If you wish to edit an existing users details, you must ensure you have selected their record on the data grid, then click on “edit selected” and then “modify”. You will then be presented with the screen below (Fig. 1.16). All details presented here can be edited.

Fig. 1.16

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APPLY MEMBERS AREA

Electrical Workers Electrical Contractors Main Contractors About Sparksafe

You Are Here » Members Area Logged in as SparkSafeAdmin as pennymcmullan [Log out](#)

MAINTAIN USER

USER DETAILS

First Name:*

Middle Name:

Surname:*

Email Address:*

Confirm Email Address:*

User Name:*

! Your User Name must be at least 6 characters long. Your User Name is not case-sensitive.

Reset Password

Only the Main Contact can reset a user's password. To do this, the Main Contact should select the appropriate user, click on "edit selected", click "modify" and the screen below should be displayed (Fig. 1.17). If the Main Contact is unavailable due to leave, sickness etc, the SparkSafe Team can reset a user's password on behalf on the user.

Fig. 1.17

Surname:* McQuid
Email Address:* tcreaney91@yahoo.co.uk
Confirm Email Address:* tcreaney91@yahoo.co.uk
User Name:* JMcQuid
Confirm User name:* JMcQuid
Security Question:* What is your favourite place?
Answer to Security Question:* McQuids
Main Contact
Project Contact
Login Attempts 0
Status:* Disabled

! Your User Name must be at least 6 characters long Your User Name is not case sensitive.

[Resend Verification Email](#)
Reset Password Modify OK Cancel

At the bottom of this screen there is the option to reset password. On clicking "reset password", you will be asked if you are sure that you want to reset the selected user's password. Click "ok" and the screen below will be displayed (Fig. 1.18).

Fig. 1.18

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Electrical Workers Electrical Contractors Main Contractors

You Are Here » Members Area Logged in as SparkSafeAdmin as pennymcullan Log out

MAINTAIN USER

Password has been reset, please check your email for new password.

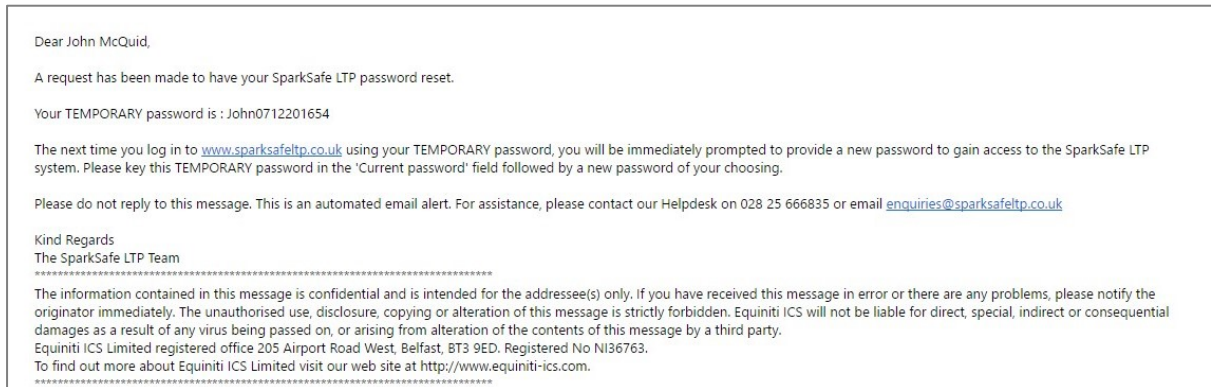
USER DETAILS

First Name:* John
Middle Name:
Surname:* McQuid
Email Address:* tcreaney91@yahoo.co.uk
Confirm Email Address:* tcreaney91@yahoo.co.uk
User Name:* JMcQuid
Confirm User name:* JMcQuid
Security Question:* What is your favourite place?
Answer to Security Question:* McQuids
Main Contact
Project Contact
Login Attempts 0
Status:* Disabled

[Resend Verification Email](#)
Modify OK Cancel Close

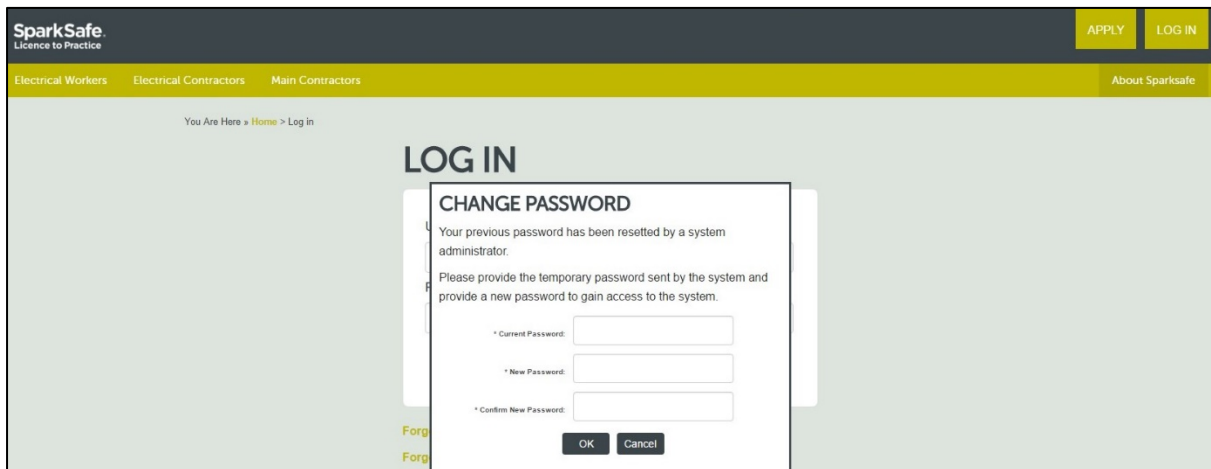
The selected user will receive an email containing instructions on what to do next as well as a new temporary password (Fig. 1.19).

Fig. 1.19



The user should log in with their existing User Name and temporary Password. At this stage they will be prompted to change their Temporary Password (Fig. 1.20).

Fig. 1.20

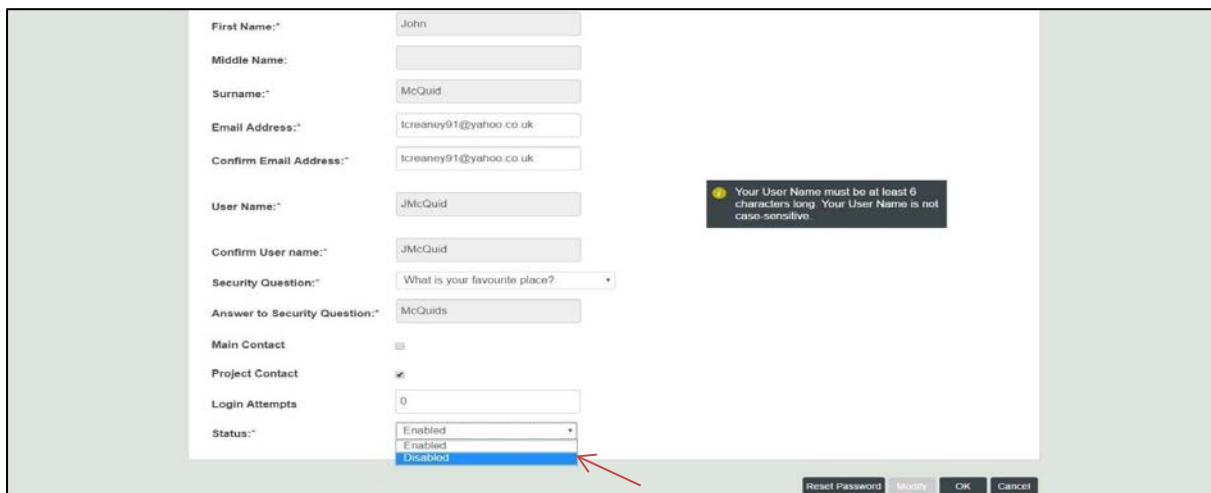


Please note: The current password will be the temporary password provided in the email, and the new password must be at least 6 characters long and must include two special characters (upper case letter, number or a symbol). Once the temporary password has been changed, the user has regained full access to the SparkSafe system.

Disable an Existing User

If you wish to prevent an existing user from accessing the SparkSafe system, you should set their status to disabled (Fig. 1.21). To access this screen, you must select the appropriate user from the manage users data grid, click “edited selected”, click “modify” and change the status from “enabled” to “disabled”. To ensure your changes are saved, click the “ok” and “close” button. The user’s status should now be updated within the manage user data grid. Please note, users set as disabled will not be able to log in to SparkSafe Ltp.

Fig. 1.21

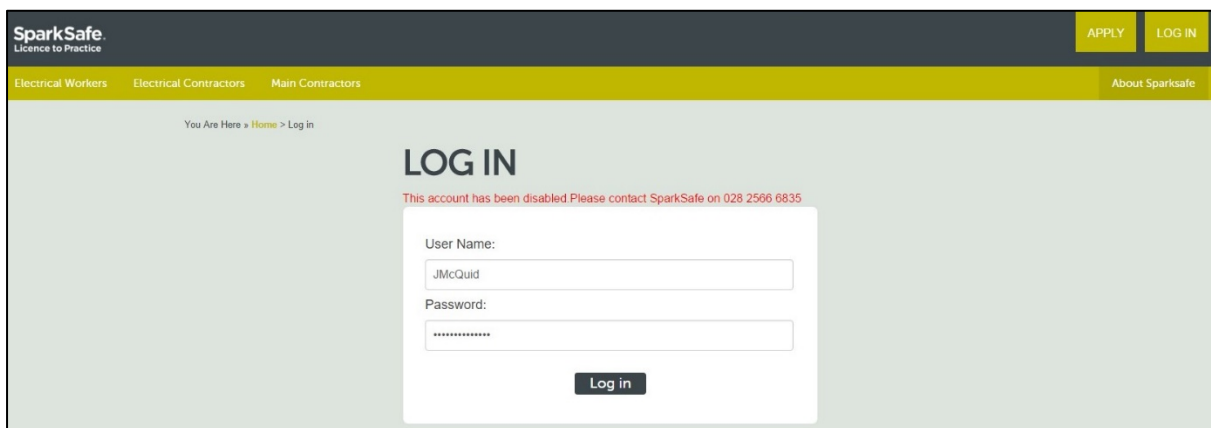


The screenshot shows a user management form with the following fields: First Name (John), Middle Name, Surname (McQuid), Email Address (lcreaney91@yahoo.co.uk), Confirm Email Address (lcreaney91@yahoo.co.uk), User Name (JMcQuid), Confirm User name (JMcQuid), Security Question (What is your favourite place?), Answer to Security Question (McQuids), Main Contact (checkbox), Project Contact (checkbox checked), Login Attempts (0), and Status (dropdown menu). The Status dropdown menu is open, showing options: Enabled, Enabled, and Disabled. A red arrow points to the 'Disabled' option. A warning message is displayed: "Your User Name must be at least 6 characters long Your User Name is not case sensitive". Buttons at the bottom include Reset Password, Search, OK, and Cancel.

Disabled Users

Users who have been disabled by the SparkSafe Team will see the following warning message (Fig. 1.22).

Fig. 1.22



The screenshot shows the SparkSafe login page. The header includes the SparkSafe logo (Licence to Practice) and navigation links: Electrical Workers, Electrical Contractors, Main Contractors, and About Sparksafe. The main content area displays a "LOG IN" section with a warning message: "This account has been disabled. Please contact SparkSafe on 028 2566 6835". Below the warning is a login form with fields for User Name (JMcQuid) and Password (masked with dots), and a "Log in" button.