

Main Contractors User Guide

Manage Users (Add, Edit and Disable)

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

Main Contractor Members Area

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

Fig. 1.1

The screenshot displays the Main Contractor Members Area dashboard. It features four main sections:

- LIVE PROJECTS:** A table with 8 columns: Project Title, Project Number, COPE, Location, Expected Project Start Date, Expected Project End Date, Project Status, and View. It lists three projects: Gem Centre, Christmas Lights, and Test Project 2.
- PENDING ELECTRICAL CONTRACTOR REQUESTS:** A section with a search bar and the text "No results found".
- MY PROFILE:** A section showing the user's Membership Number (2016000349) and links for Edit Profile and Manage Users.
- MANAGE PROJECTS:** A section with links for Live Projects, Closed Projects, Pending Electrical Contractor Requests, Rejected Electrical Contractor Requests, and Search Projects.

Manage Users

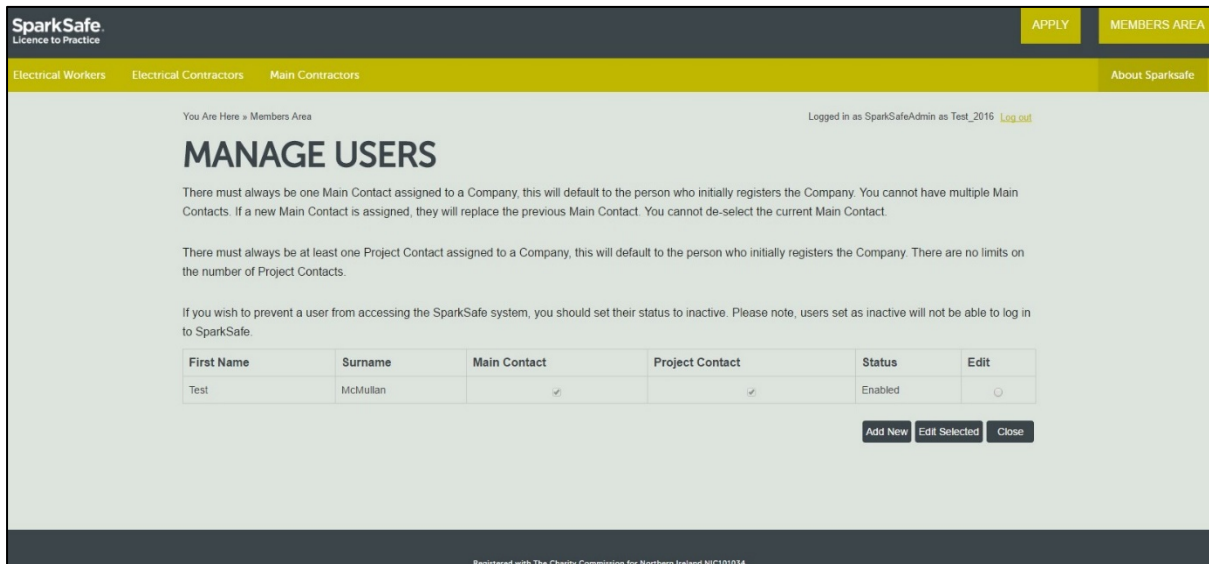
The manage users functionality (Fig. 1.2) allows you to edit existing users that are linked to your company, as well as create new users.

Fig. 1.2

This screenshot is identical to Fig. 1.1, but with the "Manage Users" link in the "MY PROFILE" section highlighted with a red circle. The "Manage Users" link is located below the "Edit Profile" link.

When users first login to the Main Contractor Members' Area, the person who initially registered the company with SparkSafe will be displayed as an existing user (Fig. 1.3).

Fig. 1.3



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.

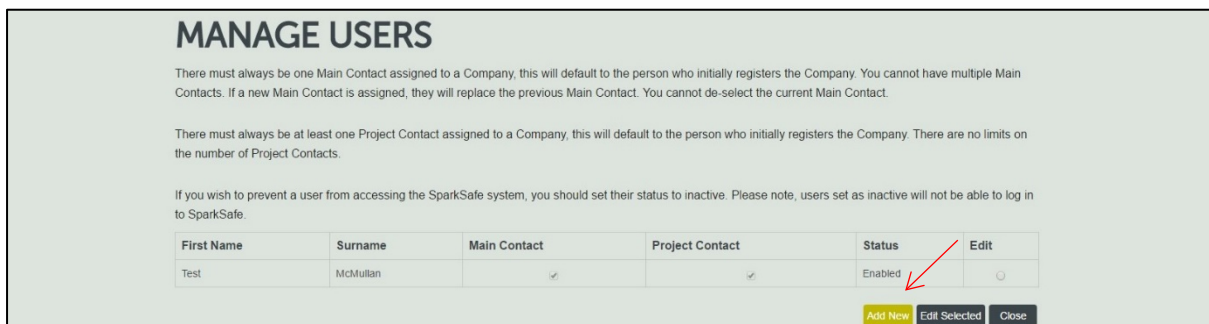
Project Contact

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 Main 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. 1.4).

Fig. 1.4



You are required to input all the necessary information for the new user (Fig 1.5), as well as decide if they are the Main Contact or Project Contact. Leave the Log-attempts field blank.

Fig.1.5

You Are Here » Members Area

Logged in as tcreaney91 as Lauren11 [Log out](#)

MAINTAIN USER

USER DETAILS

First Name:*

Middle Name:

Surname:*

Email Address:*

Confirm Email Address:*

User Name:*

Confirm User name:*

Security Question:*

Answer to Security Question:*

Main Contact

Project Contact

Login Attempts

! 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. 1.6).

Fig. 1.6



Click “Ok” to continue.

You should now click “modify” to enable the status of the new user. Click on the “status” (Fig. 1.17) and choose enable from the dropdown menu.

Fig. 1.7

The screenshot shows a user profile update form. The fields are: Confirm User name: TomFerris; Security Question: What is your mother's maiden name?; Answer to Security Question: Mooney; Main Contact: unchecked checkbox; Project Contact: checked checkbox; Login Attempts: 0; Status: A dropdown menu with 'Enabled' selected. At the bottom right, there are buttons for 'Reset Password', 'Modify', 'OK', and 'Cancel', along with a 'Resend Verification Email' link.

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. 1.8) which has been sent to the email address provided.

Fig. 1.8

Dear User,
A new user account has been created for you, please take note of your **user name** below.
User Name: James Patterson
To Activate your account you must verify your email address, please click on link below
[Verify Email](#)
Please note this link expire in 24 hours.

The user will be taken to the following screen once the verification link has been activated (Fig. 1.9) to set up a new password.

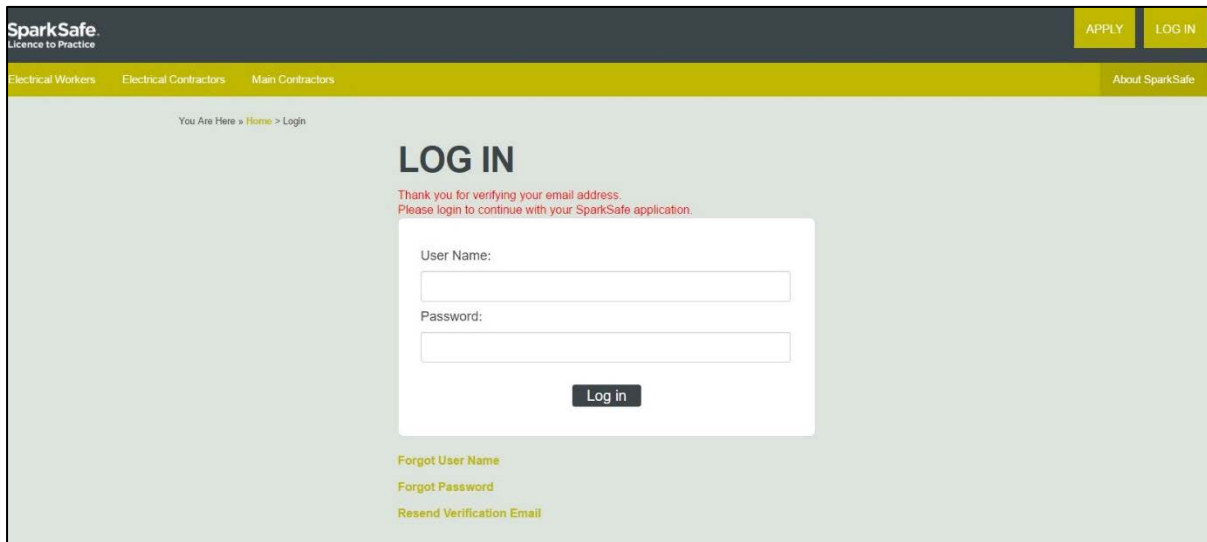
Fig. 1.9

The screenshot shows the 'SET PASSWORD' screen. The header includes the SparkSafe logo and navigation links for 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors'. The main content area has the title 'SET PASSWORD' and a prompt: 'Please enter new password details and click ok'. The form fields are: User Name: JamesPatterson; * New Password: (empty); * Confirm New Password: (empty). A tooltip message states: 'Your password must be at least 6 characters long, and include 2 special characters. A special character can be an upper case letter, a number, or a symbol'. At the bottom are 'OK' and 'Cancel' buttons.

The user should click “ok”.

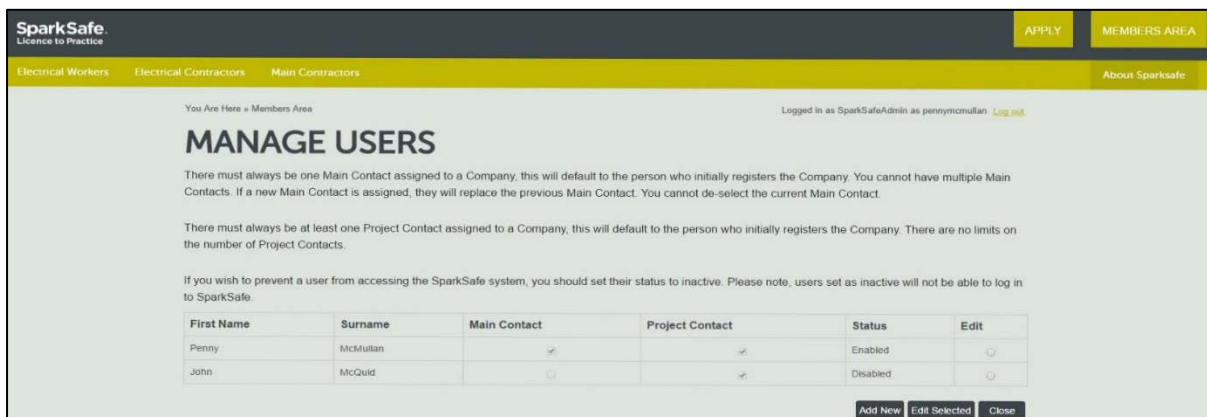
The following screen will now appear for the new user to log in to their account (Fig. 1.10).

Fig. 1.10



Newly added users should now appear in the manage users data grid (Fig. 1.11).

Fig. 1.11



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. 1.12). All details presented here can be edited.

Fig. 1.12

USER DETAILS

First Name:* Test

Middle Name:

Surname:* McMullan

Email Address:* tcreaney91@yahoo.co.uk

Confirm Email Address:* tcreaney91@yahoo.co.uk

User Name:* Test_2016

Confirm User name:* Test_2016

Security Question:* What is your mother's maiden name? ▾

Answer to Security Question:* Mooney

Main Contact

Project Contact

Login Attempts 0

Status:* Enabled ▾

? 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. 1.13). If the Main Contact is unavailable due to leave, sickness etc, the SparkSafe team can reset a user's password on behalf on the Main Contractor.

Fig. 1.13

First Name:* John

Middle Name:

Surname:* Davitt

Email Address:* tcreaney91@yahoo.co.uk

Confirm Email Address:* tcreaney91@yahoo.co.uk

User Name:* JDavitt

Confirm User name:* JDavitt

Security Question:* What is your favourite place? ▾

Answer to Security Question:* ETT

Main Contact

Project Contact

Login Attempts 0

Status:* Enabled ▾

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

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. 1.14).

Fig. 1.14

MAINTAIN USER

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

USER DETAILS

First Name:*	John
Middle Name:	
Surname:*	Davitt
Email Address:*	tcreaney91@yahoo.co.uk
Confirm Email Address:*	tcreaney91@yahoo.co.uk
User Name:*	JDavitt
Confirm User name:*	JDavitt
Security Question:*	What is your favourite place?
Answer to Security Question:*	ETT
Main Contact	<input type="checkbox"/>
Project Contact	<input checked="" type="checkbox"/>
Login Attempts	0
Status:*	Enabled

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. 1.15).

Fig. 1.15

Dear John Davitt,

A request has been made to have your SparkSafe LTP password reset.

Your TEMPORARY password is : John1412201678

The next time you log in to www.sparksafeltpl.co.uk using your TEMPORARY password, you will be immediately prompted to provide a new password to gain access to the SparkSafe LTP system. Please key this TEMPORARY password in the 'Current password' field followed by a new password of your choosing.

Please do not reply to this message. This is an automated email alert. For assistance, please contact our Helpdesk on 028 25 666835 or email enquiries@sparksafeltpl.co.uk

Kind Regards
The SparkSafe LTP Team

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. 1.16)

Fig. 1.16

Electrical Workers Electrical Contractors Main Contractors About Sparksafe

You Are Here » Home » Log In

LOG IN

CHANGE PASSWORD

Your previous password has been reset by a system administrator.

Please provide the temporary password sent by the system and provide a new password to gain access to the system.

* Current Password:

* New Password:

* Confirm New Password:

OK Cancel

Forg
Forg
Rese

Please note: The current password will be the temporary password provided in the email, and the new password must be at least six 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. 1.17). To access this screen, you must select the appropriate user from the manage users data grid, click “edit selected”, click “modify” and change the status from “enabled” to “disabled”. To ensure your changes are saved, you must 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. 1.17)

Fig. 1.17

User Name:* Test_2016
Confirm User name:* Test_2016
Security Question:* What is your mother's maiden name? ▾
Answer to Security Question:* Mooney
Main Contact
Project Contact
Login Attempts 0
Status:*
Enabled
Enabled
Disabled
Modify OK Cancel

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

Disabled Users

Users who have been disabled will see the following warning message when they attempt to log in (Fig. 1.18).

Fig. 1.18

LOG IN
This account has been disabled. Please contact SparkSafe on 028 2566 6835
User Name:
JDavitt
Password:
.....
Log in
Forgot User Name
Forgot Password
Resend Verification Email